



# Depository & iStar Quick Guide



2021



2022



2023



2024



# Agenda:

- Archway Depository
- Benefits of Ordering through the Depository
- iStar Ordering Platform
- Q&A



Physical Address:

New Mexico Book Depository  
4525 Paseo Del Norte NE  
Albuquerque, NM 87113

Contact Information:

[NewMexico Depository Support@Archway.com](mailto:NewMexico_Depository_Support@Archway.com)

1-888-820-4100

Support Business Hours:

Monday- Friday 8:00am to 5:00pm

Operations Business Hours:

Monday - Friday 7:30am to 3:30pm

Benefits of ordering through the Book Depository:

- One Stop Shop
  - All approved titles are available through the Depository
- Lowest Prices in the Nation for Adopted Materials
  - Prices are negotiated and set by NMPED
  - Prices are under contract for six years
- Shipping rates of 1% Will Call or 5% Delivery
- Dedicated
  - Customer Service for New Mexico Schools
  - Ordering Platform- iStar
  - Operation Team

# iStar Ordering Platform



# Getting Started

Welcome to [www.istaronline.com](http://www.istaronline.com)

Search- Look up Publisher Titles

Budget- Add or Edit Budgets

Shop- Place new or edit existing orders, check out

Order Inquiry- check status, get tracking, get Proof of Delivery

Inventory Reporting- Report Inventory Purchases

Don't have an account?

- Ask your district to give you your registration Key (Under Campus Access tab on main screen)
- Have your district office set you up (under Manage User Account tab on main screen)

Contact Support by email or by using the link on the log in Screen

[NewMexico Depository Support@Archway.com](mailto:NewMexico_Depository_Support@Archway.com)



Campus Access

Manage User Accounts

**New Mexico Users:** If your school does not have an account on iSTAR and you wish to use the iStar Inventory System please click here.

# Budgets on iStar

Only authorized users or administrators can create or change the IM Budget.

District offices can set up secondary IM Budgets for campus locations or campuses may use the District Budget.

Districts and campuses can also set up additional budgets for Non-State allocated funds.

Creating a new budget:

Click New Budget

Give your budget a unique label

Enter the amount

Set any restrictions on the budget for adopted VS non adopted materials

Click save

Questions about budgets on iStar?

Contact Support

[NewMexico\\_Depository\\_Support@Archway.com](mailto:NewMexico_Depository_Support@Archway.com)

# Adjusting Budgets on iStar

Authorized users or administrators can adjust the budget also.

All budget adjustments are tracked permanently.

Adjusting a budget:

Click into the budget you wish to adjust

Click Adjust Budget

Select the adjustment type

Enter the amount

Add specific detail pertaining to the adjustment in the comments section.

Click Adjust Budget

In the budget you can also see Pending charges against the budget which are orders in process or completed. You can also edit the budget settings. You can disable a budget so that no one can place orders against it for a specific timeframe and you can delete a budget and start new.

Questions about budgets on iStar?

Contact Support

[NewMexico\\_Depository\\_Support@Archway.com](mailto:NewMexico_Depository_Support@Archway.com)

Budget Label	Total Budget	Current Charges	Available Balance
2025 District Allotment	\$135,000.00	\$0.00	\$135,000.00

Adjustments To 'Total Budget'	Adjustment Date	Amount
Spring Fund Raiser	3/24/2025	\$35,000.00
Initial Funding Amount	3/24/2025	\$100,000.00

<b>Budget Disable Criteria:</b>	
From Date:	<input type="text" value="01"/> <input type="text" value="01"/> <input type="text" value="2025"/>
To Date:	<input type="text" value="06"/> <input type="text" value="30"/> <input type="text" value="2025"/>

# Search on iStar

All users can download the current year adoption list and make search inquiries.

Search a title using:  
Publisher  
Category and subcategory  
Grade Level  
Expiration Date

Title not on iStar?  
Contact Support

[NewMexico\\_Depository\\_Support@Archway.com](mailto:NewMexico_Depository_Support@Archway.com)

**iSTAR Online** New Mexico Guest Account

K-12 Health

**Textbook Search:**

Title:

ISBN:

Category:  ▼

Sub Category:  ▼

Publisher:  ▼

Grade Level:  ▼

Expires:  ▼

Status:  ▼

Type:  ▼

Sort By:  ▼

K-12 Health

**Search Tips:**

The Title field will find titles that **contain** the word or phrase you enter. The ISBN field will find ISBNs that **begin with** the number you enter.

The Category, Subcategory, and Publisher menus are now interactive. When you select a category, iSTAR will automatically update the publisher menu to display only those publishers who have titles under your selected category. Likewise, when you select a publisher, the category and subcategory menus are updated automatically.

Your results can now be sorted on-the-fly by clicking the desired heading on the Search Results page. Clicking the same heading will toggle the sort process between ascending and descending order.

The maximum number of matching results returned by this version of iStar is 750.

# Shop on iStar

All users can shop

Options for creating a cart:

New Estimate of Needs if you are creating an estimate for your District

New Regular Order if you are ready to place an order

Create a unique label for you cart

Select a budget if placing an order

Select your campus if processing orders to each unique campus

Click Continue

The new Cart will appear on the main Shop screen. Select it to begin ordering.

Campus not on iStar?

Contact Support

[NewMexico\\_Depository\\_Support@Archway.com](mailto:NewMexico_Depository_Support@Archway.com)

The navigation bar features the iSTAR Online logo on the left and a user profile on the right. The profile shows the name 'Abby Karpinski' and the organization 'Demo Public Schools'. Below the logo and profile is a horizontal menu with buttons for Home, Search, Shop, Orders, Budgets, Help, Contact, and Logout. The 'Shop' button is highlighted in yellow.

**Reminder:** If you are creating an Estimate Of Needs, click the "New Estimate Of Needs" button. If you begin with the "New Regular Order" button, your transaction will be processed as an actual order.

**Shopping:** You currently have no shopping carts. To begin shopping, please click below.

[New Estimate Of Needs](#)   [New Regular Order](#)

**Shopping:** Please select an existing shopping cart to open, or create a new cart by clicking the button below.

Cart Label	Cart Owner	Cart Id	Budget	Date Created
Science adoption	A. Karpinski	251287	2025 District Allotment	3/24/2025

[New Estimate Of Needs](#)   [New Regular Order](#)

# Shop on iStar

Adding Titles to your cart:

You can enter the ISBN directly with its quantity and click Add to Cart or utilize the search function to the right.

By clicking Search, it reroutes you to Search function where you have the option to add it to the cart at the bottom of the page, after finding and entering the quantity in the box for the title you wish to add to the cart.

Click Save Cart

Trouble Navigating on iStar?

Contact Support

[NewMexico\\_Depository\\_Support@Archway.com](mailto:NewMexico_Depository_Support@Archway.com)

The screenshot displays the iSTAR Online interface. At the top, the iSTAR Online logo is on the left, and the user's name 'Abby Karpinski' and school 'Demo Public Schools' are on the right. Below this is a navigation menu with buttons for Home, Search, Shop (highlighted), Orders, Budgets, Help, Contact, and Logout. The main content area features two summary tables. The first table shows cart details: Science adoption (Cart Id: 251287, Budget Label: 2025 District Allotment, Date Created: 3/24/2025). The second table shows budget information: 2025 District Allotment (Current Balance: \$135,000.00, Your Cart Total: \$0.00, New Balance: \$135,000.00). Below these is an 'Add Items To Your Cart' section with an ISBN input field, a Quantity input field, and 'Add To Cart' and 'Search' buttons. At the bottom, there are buttons for 'Edit Properties', 'Save Cart', 'Delete Cart', and 'View Free Material C'.

If you exceed your Budget, you will receive a message notifying you of this.

Your current cart total exceeds your available budget. Please remove items from your cart, or adjust your budget accordingly.

You can edit you cart multiple times. You can add or remove titles and click Save Cart or change the quantity of a title and click Update Total

Isbn	Title	Quantity	Price	Extension
9780838857007	S.P.I.R.E. Level 1 Rdr	<input type="text" value="500"/>	\$17.95	\$8,975.00
9780838857045	S.P.I.R.E. Level 2 Rdr	<input type="text" value="1"/>	\$17.95	\$17.95
<input type="button" value="Update Total"/>				Total: \$8,992.95
<input type="button" value="Edit Properties"/>	<input type="button" value="Check Out"/>	<input type="button" value="Save Cart"/>	<input type="button" value="Delete Cart"/>	<input type="button" value="View Free Material"/>

Need Help Editing a cart on iStar?  
Contact Support  
[NewMexico\\_Depository\\_Support@Archway.com](mailto:NewMexico_Depository_Support@Archway.com)

### Checking Out

Once the order is ready to be finalized click Check Out

Confirm if you wish to process and Estimate of Needs or a Regular Order.

Confirm your address information:

Billing Address

Shipping Address

Click Continue

By Clicking Continue this converts your order to a Queued Order, which can now be found under the Orders funtion and you can navigate to enter your Purchase order information by clicking Continue again.

Trouble Navigating on iStar?

Contact Support

[NewMexico Depository Support@Archway.com](mailto:NewMexico_Depository_Support@Archway.com)

The navigation bar features the iSTAR Online logo on the left. On the right, it displays the user name 'Abby Karpinski' and the organization 'Demo Public Schools'. Below the logo and user information is a horizontal menu with the following items: Home, Search, Shop (highlighted in yellow), Orders, Budgets, Help, Contact, and Logout.

**Address Information:** Please verify your current Billing Address and Shipping Address information below.

Billing Address:	Shipping Address:
Location: <input type="text" value="Demo Public Schools"/>	Location: <input type="text" value="Demo Public Schools"/>
Address: <input type="text" value="1234 Main Street Suite 110"/>	Address: <input type="text" value="300 Main Street Warehouse B"/>
City: <input type="text" value="Demo"/>	City: <input type="text" value="Demo"/>
Zip Code: <input type="text" value="87102"/>	Zip Code: <input type="text" value="87102"/>
Contact: <input type="text" value="Bobby Billing"/>	Contact: <input type="text" value="Sally Shipping"/>
Phone: <input type="text" value="800-555-1212"/>	Phone: <input type="text" value="800-555-2121"/>

Your orders have been created and queued. You may now add your Purchase Order numbers and any special instructions.

# Orders on iStar

## Queued Orders

Click Queued Orders and Click on the Cart Name Here you can add the Purchase Order number for the order

In the Comments section you can relay to the Depository Support team, any specific information pertaining to the order.

You can still edit the quantity or remove titles here, if you wish to make any last-minute changes.

Select your Delivery Method:  
Will Call or Ship

When you wish to receive your order and Invoices.

Click Process Order to finalize  
The order is now converted to the Processed Orders.

Need Support Contact

[NewMexico\\_Depository\\_Support@Archway.com](mailto:NewMexico_Depository_Support@Archway.com)

The screenshot shows the iSTAR Online interface. At the top, there is a navigation bar with the iSTAR Online logo on the left and a user profile for Abby Karpinski at Demo Public Schools on the right. Below the navigation bar are buttons for Home, Search, Shop, Orders (highlighted), Budgets, Help, Contact, and Logout. The main content area is divided into three sections: Order Label, Purchase Order, and Comments. The Order Label section contains a text input field with the value "My New Cart1". The Purchase Order and Comments sections are currently empty. Below these sections is a "Select A Delivery Method:" section with radio buttons for "Please Ship" (selected), "Will Call", and "Ship & invoice after July 1". A note indicates that the shipping and handling cost for this order is \$64.93. At the bottom of the form are buttons for "Process Order", "Back", "Print Order", "Delete Order", and "Cancel Order".

# Orders on iStar

Once we have Confirmed the Order(s) it will be found in Confirmed Orders, this is where you can track the status of the order.

Select the order you wish to view status and track.  
Click the red link at the bottom of the order  
\*\*\* You May check your order status by clicking here. \*\*\*

Need Support Contact  
[NewMexico\\_Depository\\_Support@Archway.com](mailto:NewMexico_Depository_Support@Archway.com)



Abby Karpinski  
Demo Public Schools

Home Search Shop **Orders** Budgets Help Contact Logout

**Processed Orders:** These orders have been processed and sent to the depositories for confirmation.

Order Label	Depository	PO Number	Order Id	Order Date	Order Total
My New Cart 0830-1	Archway - Albuquerque	PO-0830-1	236621	8/30/2022	\$132.43
My New Cart1	Archway - Albuquerque	12345678910	238010	3/24/2025	\$1,363.43

[Queued Orders](#) [Processed Orders](#) [Confirmed Orders](#)  
[Canceled Orders](#)

\*\*\* You may check your order status by clicking here. \*\*\*

[Back](#) [Print Order](#)

## {Orders}

Here you can check the date a title shipped and see tracking information for how the shipment was sent.

If it was a will call shipment you would see the name of the person who picked up the order.

Need Support Contact

[NewMexico\\_Depository\\_Support@Archway.com](mailto:NewMexico_Depository_Support@Archway.com)

Order: 123350 View Date: 10/16/2008 4:04:43 PM CENTRAL  
iSTAR Order: 159892  
PO Number: 990372 SAC  
Order Date: 09/08/08  
Order Class: RS  
Ship Via: UPS - GROUND

**Bill To Address:**  
ALAMOGORDO DISTRICT OFFICE  
P.O. BOX 650  
ALAMOGORDO, NM 88310

**Ship To Address:**  
SACRAMENTO ELEMENTARY  
2624 NORTH FLORIDA  
ALAMOGORDO, NM 88310

Isbn	Title	Status	Shipped	Qty	Each
0076045358	Everyday Mathematics, Student Math Journ	SHP	09/10/08	10	8.37
FR0001	FREIGHT	SHP	09/10/08	1	3.10
0076045366	Everyday Mathematics, Student Math Journ	SHP	09/15/08	10	8.37
FR0001	FREIGHT	SHP	09/15/08	1	3.10

Ship Date	Transaction	Package	VIA	Tracking Number
09/10/08	0048647	1	XX	<a href="#">1Z91E35V0300777708</a>
09/15/08	0048960	1	XX	<a href="#">1Z91E35V0300782087</a>

# Inventory Reporting on iStar

When you have received all your purchases for the upcoming school year you can pull reporting from iStar to report them to NMPED.

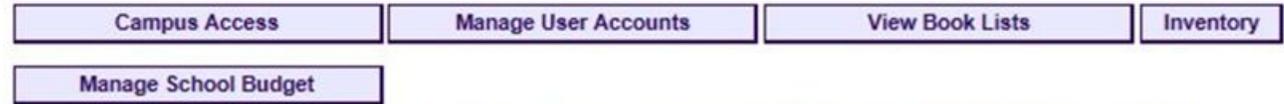
On the main screen of iStar click Inventory

You will receive this message notifying you that you need Adobe Acrobat Reader to continue.

Click continue

Need Support Contact

[NewMexico\\_Depository\\_Support@Archway.com](mailto:NewMexico_Depository_Support@Archway.com)



Welcome To the iSTAR Online Inventory System. The Inventory System allows users to enter, search, edit, and report on all items that are purchased with State Funds which are not ordered through the iSTAR Program itself. You can find the main Inventory System help file under the Help tab within the system. If you have a lot of items to enter and would prefer to enter them into an Excel spreadsheet and then load them into the system, you will find a help file with instructions on how to do that under the Batch tab within the system. You will need Adobe Acrobat Reader to view the help files, if you don't have it you can click on the link below to download it. Click on the Continue button below to go into the Inventory System.



Continue

# Inventory Reporting on iStar

Click Reports

If you wish to see a specific school: select that schools. If you wish to see all schools, leave the selections on All  
Select date range

Select detail  
Click run report

Save as an Excel File to use for entering purchases into the itemized list (s) of the annual report.

You can manually add to the excel for any purchased made outside of iStar.

Need Support Contact

[NewMexico\\_Depository\\_Support@Archway.com](mailto:NewMexico_Depository_Support@Archway.com)

iSTAR Online		iSTA		Carmenlita Lewis Demo Demo Public Schools	
Inventory	Batch	Search	Reports	Help	Logout
<b>Report Criteria:</b>					
District:	Demo				
School:	All				
Start Date:	01	01	2007		
End Date:	01	01	2007		
Report Options:	<input type="radio"/> Summary <input type="radio"/> Detail				
Run Report		Reset		Upload Changed Report	

Thank you

