

# Cancel an order

Orders may also be canceled during the ordering workflow and after an order has been placed. When you cancel an order, the content items ordered will no longer be delivered to your students.



- Placed orders may only be canceled during an open Ordering period unless the user is a **Program Administrator**. If an order must be canceled after an Ordering period is closed, please reach out to your institution's **Program Administrator(s)** for assistance.
- Orders may **only be canceled** by the user who placed the order or by a **Coordinator** with suitable permissions. **Program Administrators** can cancel any and all orders ever created.

## Cancel a placed order

To cancel a placed order, identify the course for which the order was placed from the Courses screen. You will first view the order and then cancel it.

**Instructors** will see presented courses they're assigned to teach for an upcoming academic term. Identify the course for which the order has been placed and click the order number link.

**Coordinators** and **Program Administrators** will see presented the instructors and courses on whose behalf they may submit content orders. Identify the instructor and course offering for which the order was placed and click the order number link.

Clicking the order number will present an Order summary screen summarizing information about the order. At the top right of the Order summary screen will be a "Cancel Order" button.



This button is only available if the user viewing the Order is the same as the user who placed the Order.

Click "Cancel Order" to cancel the placed order. You will be asked to confirm your action. A prompt will appear at the top of the screen to confirm that your order was canceled.

INTRODUCTION TO DENTISTRY  
DAST-A 122 / Fall 2019, Regular / 1 Section

**ORDER DETAILS FOR**  
**DAST-A 122 - INTRODUCTION TO DENTISTRY**  
Fort Wayne / Fall 2019 / Regular

Order # IU-201811306-131  
Created by Carol Smith  
Created on Nov 05

STUDENTS SAVE  
TBD

SECTIONS  
1012 (Lecture)

CATALOG  
No catalog items have been added to this order.

CONTENT REQUESTS  
No additional information provided

Content requests are not guaranteed to be available. Our Publisher Services will keep you informed on the status of these content requests.

ROYALTIES  
I do not stand to earn royalties from the student purchase of this content.

**Terms & conditions**  
You (and your faculty) must agree to the following to submit your order.  
1. I understand I am submitting an order to add an IU e-Texts title to my class(es) for the coming term.  
2. I understand every student will be charged the fee for this title on their Blursar account.  
3. I understand I should notify the ISBN bookstore I am using IU e-Texts in my class(es).  
4. I understand I should not advertise/announce the opt-out policy.  
5. I understand I may not change or delete this request beginning 30 days before the start of the term.  
6. I understand I should refer to "IU e-Texts: A Faculty and Staff Introduction" for questions, timelines, and instructions.  
7. I understand these Terms and Conditions apply to all the orders I place while in this session.