CORES Quick Guide

How to View Open Order and Estimates

1. Log in to CORES: [https://cores-usc.mis.vanderbilt.edu](https://cores-usc.mis.vanderbilt.edu). Enter your USC (Shibboleth) user name and password.

2. To view open orders, go to your Service Core Manager Portal. Click on the Entry tab for Open Orders, or click on Open Orders under Quick Links:

3. Clicking on Open Orders will bring you to a screen containing three tabs: Unconfirmed Orders, Open Orders and Order Estimate.

   Check the status of and details about unconfirmed orders under the Unconfirmed Orders tab.

4. The Open Orders tab shows details about orders and provides a Submit Open Orders button, to allow for submission of the orders.

5. Click on the Order Estimate tab, for information on an order estimate. To locate an item, input the order estimate information into the open Search field, or click on the applicable Estimate # in the column on the far left.