








Distribute to Teachers without Accessions (fast!)

1. Click on  **Automation**, located on the Navigation Bar.
2. Click on  **Quick Data Entry**. This opens the **Quick Entry** page.
3. Select **Teacher Distribution without Accessions** using the **Choose Type of Data Entry** drop down menu.
4. Click  **Go**. This opens the **Quick Entry Teacher Distribution without Accessions** page.
5. Scan the **Teacher ID** into the **ID** field.
6. Scan the desired ISBN into the **ISBN** field.
7. Enter the quantity to distribute of the respective ISBN into the **Copies** field.
This distributes the item, displays the respective individual's information in the grids, and places the cursor in the refreshed **Teacher ID** field.
8. Continue scanning, until all of the desired materials are distributed.
9. Click on  **Clear Page** to return to the **Quick Entry** page.

NOTE:

If manually entering data, click on  **Save** or use the **Enter** key on your keyboard. This processes the data and places the cursor in the next field.

If you wish to print a receipt for the individual, click on either **Today's Receipt**  or **Full Receipt** . The receipts will provide **distribution** data for the most recent individual located in the successful scan section (top row).