TIPWeb IM

CAMPUS

Training Manual

© 2019

HAYES Software Systems

Version 16.1.0.0

TIPWeb Login

User Name: _____

Password: _____

URL: _____

HAYES
Software Systems

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Introduction Letter

Hello & Welcome

… to the Hayes Software Systems TIPWeb-IM application!

If you are reading this, you have in your hand what we hope will prove to be a very useful training guide as well as a user's manual to assist you in answering the questions you have on a daily basis about the functionality of TIPWeb-IM.

For twenty plus years, Hayes Software Systems has been training persons just like you in the use of our software solutions for school administrators. We have made it our business to understand the instructional materials issues and challenges you face on a daily basis.

If you are attending one of our hands-on or webcast training sessions, you are being led by one of several of our experienced training staff. Our trainers know the TIPWeb-IM program and will be able to offer you real life examples and processes to assist you in applying the application to your situation.

This training manual is divided into **three sections**:

1. **Need to Know** – those topics for which you need a basic understanding to begin using the TIPWeb-IM campus application.
2. **Nice to Know** – those topics that will further enhance your use of TIPWeb-IM's more advanced functions.
3. **In the Know** – helpful resources to assist you in the tracking of your instructional materials.

Don't Wait! Ask us!

This is your training time and we want you to get the most from it.

If you have a question, please do not hesitate to ask it right away.

Our trainers feel comfortable taking questions as you have them.

Don't let that question you have go unasked!

Trainer Biographies

DEBBIE DISLER

Vice President of Customer Support and Training

Since 2006, Debbie has been leading the support and training teams where she continues to seek new and exciting methods of delivering training and providing awesome customer support.

Coming to Hayes in 2000 as a customer support representative and trainer, she brought 15 years of experience working for a fast growing school district in the central Texas area. While at the district, she spent 13 years as a district textbook coordinator and coordinator of the district's reporting of student, staff and financial data to the state education agency through the Public Education Information Management System.

While employed with the school district she purchased and implemented district wide, the use of the TIP DOS program, moving to the TIPWIN program when it was launched. She developed and conducted hands-on training for campus personnel and truly believes that training is the key to a successful textbook accountability program.

LINDA ANDREWS

Professional Services Consultant and Trainer

A native Houstonian, Linda, retired after spending 22 years with Palestine Independent School District.

Linda started out as Palestine's Curriculum Department Secretary. For fifteen years, she was their District Textbook Coordinator and took a "hands on" approach by creating a district-wide Textbook Procedures and Policies manual, implemented the TIP application, training campus personnel, presiding over textbook adoption procedures, and instituting an annual district-wide textbook inventory audit.

She was also very involved in the Textbook Coordinators Association of Texas at the state and region level. During that time she realized how much she enjoyed making presentations and helping other textbook coordinators.

Linda is excited to have the opportunity to continue her passion for assisting textbook coordinators with the organization and management of textbooks.

AMY BLASSINGAME

Professional Services Consultant and Trainer

In January 2015, Amy joined Hayes Software Systems as a Professional Services Consultant and Trainer. Our customers benefit from Amy's positive attitude, natural instructional abilities and business education background. Her strong communication skills and the desire to gear training toward the need of the learner will result in positive instructional experiences.

Amy's introduction to Hayes Software began in 2007 in a large Texas school district. By applying sound management principals and utilizing TIPWeb-IM to it's fullest, Amy played a key role in the reduction of instructional material loses as well as training development and support.

In 2012, Amy's expertise became an integral part of the district's implementation of the 1:X Student Initiative. Her input through planning, policy design and instruction provided her with valuable insights into asset management as applied to education and TIPWeb-IT.

Amy is excited to bring her expertise to Hayes Software Systems and is committed to doing all she can to instruct and assist learners in their understanding and application of the TIPWeb applications.

SUE HEDRICK

Professional Services Consultant and Trainer

Sue, originally from West Virginia, relocated to Texas and used her eight years of West Virginia public education experience working for a Houston area school district. She spent the next 24 years working in different capacities. The last eight years of her career were spent working in the textbook department, supporting the district textbook coordinator. This role taught her about the many facets of textbook management.

Sue has a passion for teaching. She became her district's TIPWeb-IM trainer and, each year that a new campus opened, she would help campus textbook staff setup their new textbook storage rooms and teach textbook accountability best practice policies.

In December of 2010, Sue chose to retire to join the Hayes Software Systems training team to continue doing more of what she truly enjoys, helping individuals achieve success in their role as a textbook coordinator. She is excited to offer her experience with technology tools and textbook process and procedures to help each and every learner to achieve a high level of comfort with TIPWeb-IM.

Centralized Database

What is a Database?

A database is a collection of data needed to support and record your day-to-day business transactions.

In the case of textbooks that includes instructional materials received by a campus and the distributions to students and teachers.

What is a Centralized Database?

A common data repository or warehouse, such as a server computer, which includes data collected from all common entities and all relationships.

This means - one server located at the district level is keeping the instructional material data for every campus in the district as well as the district level data. Access to specific data is dependent upon the rights assigned to the user name and password for each individual. In the case of instructional materials, this means that each campus will only be able to see their data.

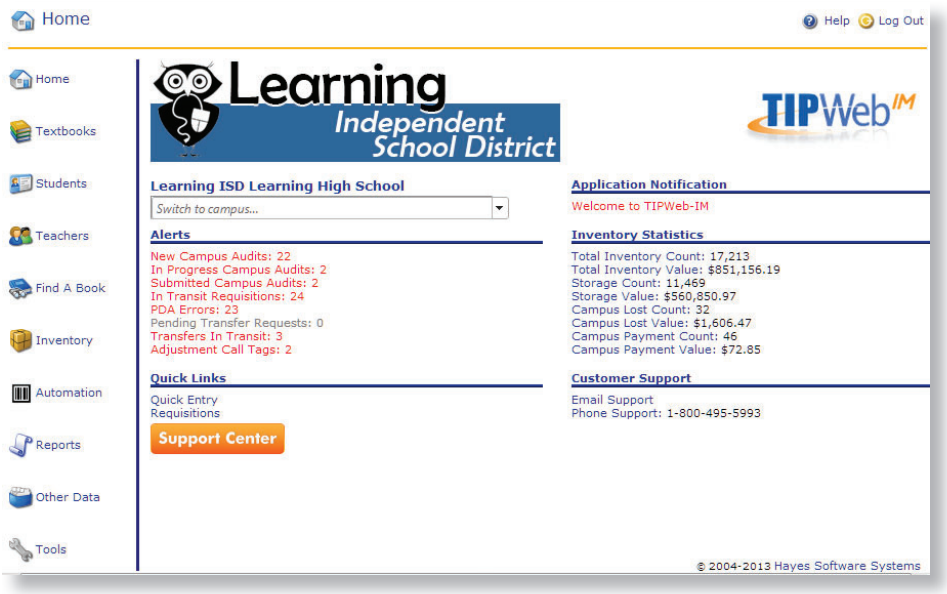
For TIPWeb-IM, the database is located on an SQL Server.

How does it help me?

- Utilization of resources are more efficient
- All processing to support the database system is done at the central computer
- Eliminates the need for most documentation
- Allows for sharing of data across campuses and the district
- Allows access to data from any computer in the district
- As soon as a transaction is processed at any campus or at the district, it is visible to the appropriate TIPWeb-IM user(s).

Home Page: Introduction

TIPWeb-IM Home Screen



Help icon displays the online TIPWeb-IM Help System which is context-sensitive. If you are on a particular page within TIPWeb-IM, it opens the help file linked to the respective page you are on.

Log Out icon logs you out of the TIPWeb-IM session.

Home page displays the alerts, customer support email, and the TIPWeb-IM Community Portal.

Textbooks page displays the Textbooks main screen which is where your school's textbooks/other materials can be viewed and/or added.

Students page displays the Students main screen, where you manage information pertaining to your students.

Teachers page displays the Teachers main screen, where you manage information pertaining to your teachers.

Find A Book page allows searching your data by Accession, ISBN, Title, SLC, and by Accession (district wide).

Inventory page displays the Inventory menu screen which has three major components: Orders, Adjustments, and Transfers.

Automation page is where you will manage information pertaining to bar codes and scanning: manage your PDA files, perform distributions and collections using quick data entry, and print ISBN and accession bar code labels.

Reports page displays the reports available for printing by category.

Other Data page displays the Other Data menu screen consisting of Vendor/Publishers, Courses, and Archives.

Tools page displays the Tools menu screen which has two major components: Textbook Tools and Global Tools.

Support Center button Support Center opens the Hayes Support Center. You can access videos, documents, TIPWeb-IM enhancement notes, and step-by-step instructions on how best to use TIPWeb-IM.

Alerts

Under the **Alerts** area of the Home page, you are provided with alerts regarding inventory statuses and procedures which require your attention.

Click on any red alert, and you will be taken to the respective area of TIPWeb-IM.

Application Notification

This is a message from your district instructional materials office. The first time this message is sent out, it will automatically pop up on your screen. After that, it will be available to you under **Application Notification**.

Inventory Statistics

This is a real time display of the campus inventory statistics with counts and dollar values for **Total Inventory** (includes district tracked and campus owned materials), **Storage** (materials not distributed to individuals), **Lost**, and **Payment** instructional materials. The **Payment** material values included distributions in the status of **Paid** and/or **Partial** paid.

Customer Support

If you have questions not addressed in the online help, or need customer support, click on **Email Support** or call us toll free at **1-800-495-5993**.

Did You Know?

TIPWeb-IM customers have UNLIMITED technical support.

This means our customer support team will continue to work with you until your issue has been resolved.

So, don't worry about contacting us! We want to help you with your questions.

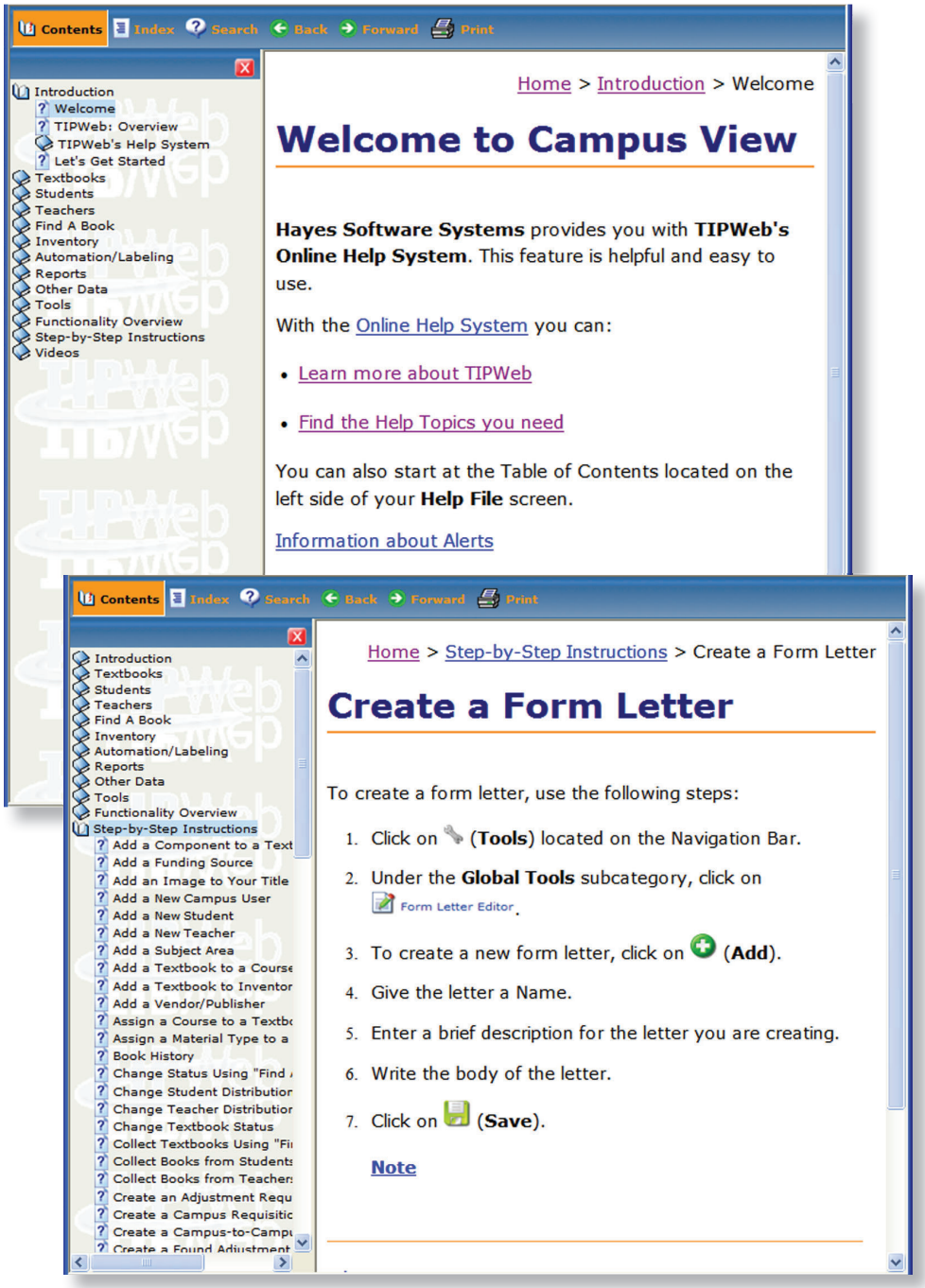
Hayes Support Center

The **Hayes Support Center** is located at **support.hayessoft.com** .

You will be able to access important and helpful TIPWeb-IM information, such as:

- News
- Training Opportunities
- Enhancements
- Training Videos
- Step-by-Step Instructions
- Documents & Downloads

TIPWeb-IM Help Screen



The **Help** icon is located in the upper right-hand corner of almost every screen within the TIPWeb-IM program.

The Help System opens to the content specific to the screen you are on when you select the Help icon. It also has detailed step-by-step instructions and videos to help you master the various concepts of the application.

Practice Activity

In pairs or in small groups, read the following scenarios and answer the questions.

1. Circle the icon you would select to order items from your district office:

2. Circle the icon you would select to research how to use an area of TIPWeb-IM:

3. Circle the icon you would select to find out what homeroom a teacher belongs to:

4. Circle the icon you would select to print bar code labels for your instructional materials:

5. Circle the icon you would NOT select to issue instructional materials to teachers:

6. Circle the icon you would NOT select to review which items a specific student has issued to them:

Common TIPWeb-IM Icons

We will introduce you to the specific meaning of all icons you will use in each area of TIPWeb-IM. However, many icons appear frequently and the following are the most common icons you will be interacting with:

Previous Page - returns you to the previous screen. Use this TIPWeb-IM icon and NOT the browser's back button.

Next Page - sends you to the next screen. Use this TIPWeb-IM icon and NOT the browser's next button.

Cancel - cancels the chosen function and/or returns you to the previous screen.

Search - engages the search function - generally after you enter specific data into the search field.

Refresh - refreshes the TIPWeb-IM area and returns the current screen to it's original state.

Print Report - opens a PDF version of the data you wish to view. You will have the option to view, save and/or print the respective data.

Details - produces more detailed information regarding the item/person it is in reference to.

Edit - opens the selected item/person/area to edit any applicable data.

Save - saves selected information to be accessed at a later time.

Add - generally adds something in regards to the TIPWeb-IM area you are in.

Delete - generally removes data from the TIPWeb-IM database or inactivates the data.

Blue Grid Headers are clickable and will sort the grid's content (ascending or descending) by the grid header item you select.

Did you know?

Depending on the area of TIPWeb-IM you are working in, several of the commonly seen icons take on different roles.

They perform the same general role, however, it will be "tweaked" to be pertinent to the area you are working in.

The **Add** icon is a great example. In the **Textbook** area, the **Add** icon will allow you to add a new campus owned instructional material to the database.

Yet, in the **Orders** area, after creating the order, the **Add** icon allows you to add a current instructional material to the specific order.

If you have questions about any TIPWeb-IM area, contact our **Customer Support Team**. They will happily help walk you through it.

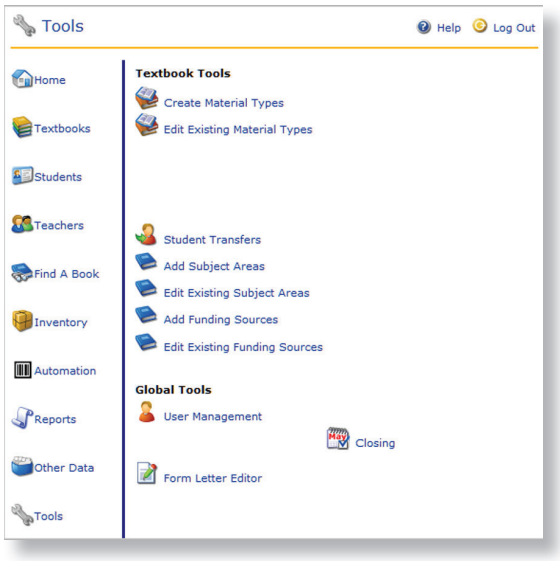
Tools

Overview

The **Tools** area consists of two major components:

- **Textbook Tools** allows you to make specific district and campus customizations for the instructional materials distributed and tracked within your district and/or campus.
- **Global Tools** allows you to make TIPWeb-IM changes for your campus version of TIPWeb-IM. The changes you make within this area only affect your campus' TIPWeb-IM settings (not your entire district's TIPWeb-IM settings).

Tools Screen



Textbook Tools

See the **Nice To Know** section of this training manual.

Global Tools

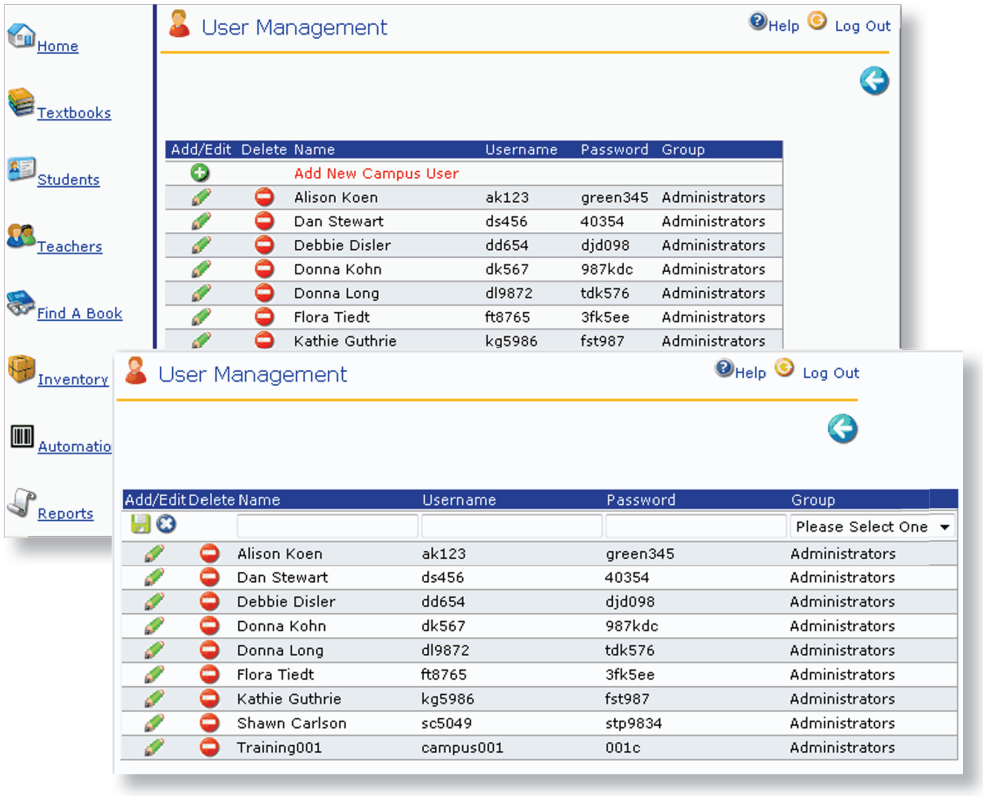
User Management Add/edit campus users.

Form Letter Editor Create, edit, and personalize form letters.

Closing This option provides all the steps needed to close out an academic year or term.

Tools - User Mgmt: Introduction

User Management Screen



User Management is used to add, edit, and delete information about the staff allowed to use TIPWeb-IM on your campus.

There are two different groups to which a user can be assigned: **Administrator** or **User.**

- The **Administrators** group allows the user to delete items in the database and add additional users.
- The **Users** group allows the user access to TIPWeb-IM. However, the user **cannot delete instructional materials** from the database, **cannot assign additional users, nor have access to TIPWeb-IM's Closing features.**

The **username** and **password** are **case sensitive**.

For security purposes, Hayes Software Systems suggests updating passwords once a year on all user accounts.

Did You know?

Your district's TIPWeb-IM coordinator adds the primary user account for your campus.

The primary campus user adds additional campus users.

Add / Edit

To ADD a New Campus User:

1. Click on (**Tools**) located on the Navigation Bar.
2. Under **Global Tools**, click on (**User Management**).
3. Click on (**Add**).
4. Enter the name of the user.

5. Assign a user name and a password.
6. Select a group, either **Administrator** or **User**.
7. After you have entered all user information, click on (**Save**).

To EDIT a Campus User:

1. Click on (**Tools**) located on the Navigation Bar.
2. Under **Global Tools**, click on (**User Management**).
3. Click on (**Edit**) located in the row in which the user is listed.
4. Make the changes in the **Name**, **Username**, **Password**, or **Group** fields.
5. When you are finished editing, click on (**Save**).

Tools: Form Letter Editor

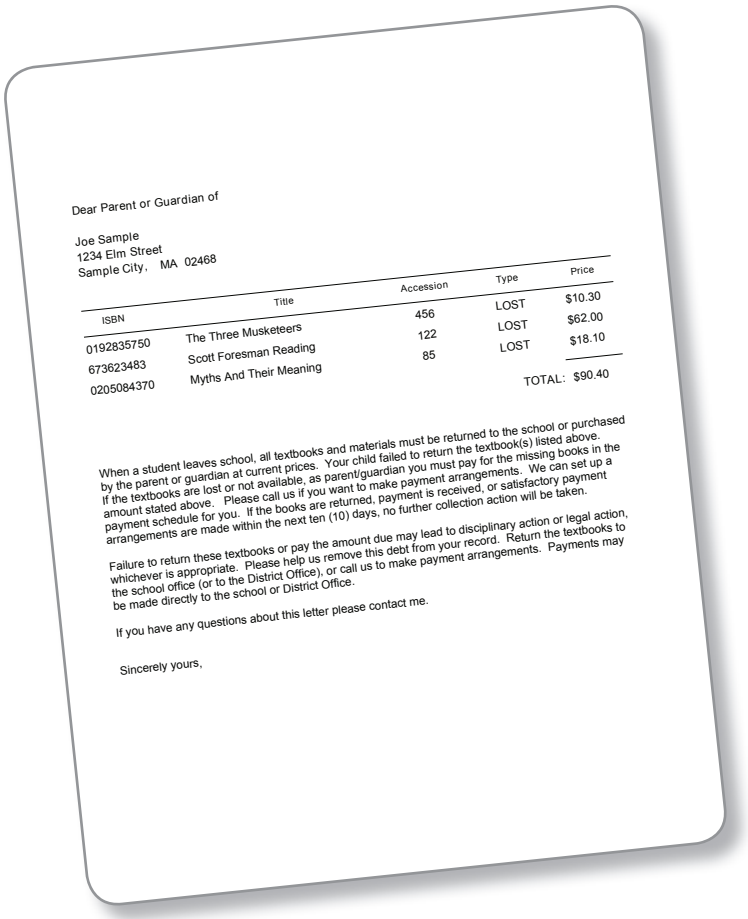
Form Letter Editor

Overview

The **Form Letter Editor** allows you to create, edit, and store form letter templates to assist you in getting payment for lost instructional materials or getting those materials back, or notifying students/ parents of instructional materials policies.

These are letters which provide important information to parents, and students regarding lost items, fines, the end of the year policies, and/or returning items before the last day of school/graduation.

Below is the default letter in English which comes with TIPWeb-IM:



Dear Parent or Guardian of

Joe Sample
1234 Elm Street
Sample City, MA 02468

ISBN	Title	Accession	Type	Price
0192835750	The Three Musketeers	456	LOST	$10.30
673623483	Scott Foresman Reading	122	LOST	$62.00
0205084370	Myths And Their Meaning	85	LOST	$18.10
			TOTAL:	$90.40

When a student leaves school, all textbooks and materials must be returned to the school or purchased by the parent or guardian at current prices. Your child failed to return the textbook(s) listed above. If the textbooks are lost or not available, as parent/guardian you must pay for the missing books in the amount stated above. Please call us if you want to make payment arrangements. We can set up a payment schedule for you. If the books are returned, payment is received, or satisfactory payment arrangements are made within the next ten (10) days, no further collection action will be taken.

Failure to return these textbooks or pay the amount due may lead to disciplinary action or legal action, whichever is appropriate. Please help us remove this debt from your record. Return the textbooks to the school office (or to the District Office), or call us to make payment arrangements. Payments may be made directly to the school or District Office.

If you have any questions about this letter please contact me.

Sincerely yours,

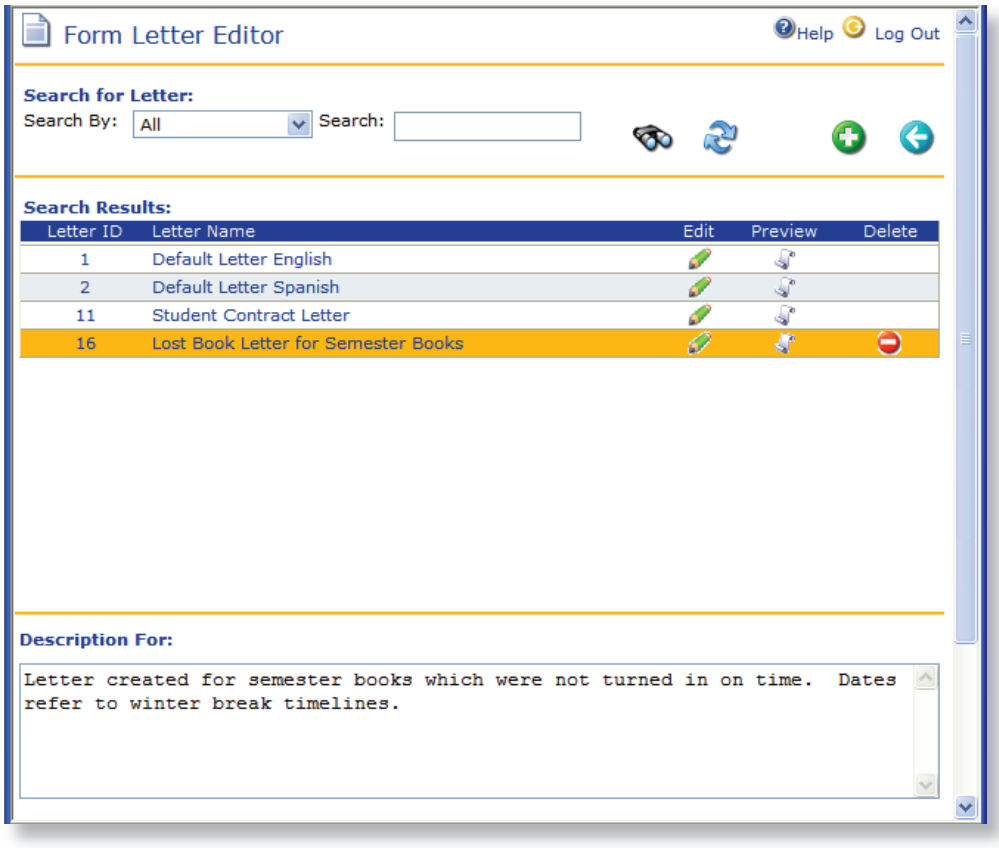
Did you know?

You cannot print the letters for students from the **Form Letter Editor**, you can only create, edit, and store the letters. To print a letter, you must click on **Reports** in the Navigation Bar and select the **Form Letters** subcategory from the drop-down menu.

Book Status is the most common filter applied for **Form Letters**.

Such as, a lost book form letter is created in the **Form Letter Editor**. Under the **Reports** area in TIPWeb-IM, the letter is selected and the filter assigned to this letter is for any **LOST** book status. This creates a letter for each person who has a **LOST** book status within their account.

Form Letter Editor Screen



Edit icon allows alterations and/or additions to the form letter. If you edit a TIPWeb-IM default letter or a district created letter, TIPWeb-IM will require you to rename the letter. You are not permitted to alter the originals as they need to be available for other users.

Preview icon opens a PDF of a sample of the respective letter and some sample data.

Delete icon will delete any campus created form letter. The original TIPWeb-IM default letters and any letters created by your district cannot be deleted.

Form Letter Editor: Step by Step

Create a New Form Letter

1. Click on (**Tools**) located on the Navigation Bar.
2. Under **Global Tools** subcategory, click on **Form Letter Editor**.
3. To create a new form letter, click on (**Add**).
4. Give the letter a **Name**.
5. Enter a brief description for the letter you are creating.
6. Write the body of the letter.
7. Click on (**Save**).

Edit a Form Letter

1. Click on (**Tools**) located on the Navigation Bar.
2. Under **Global Tools** subcategory, click on **Form Letter Editor**.
3. To edit a form letter, click on (**Edit**).
4. Change/add any part of the form letter (including the name, description, and body of text).
5. To save click on (**Save**).

Print a Form Letter

1. Click on (**Reports**) located on the Navigation Bar.
2. In the drop-down menu, select **Form Letters**.
3. Find the form letter you want to print and click on (**Filter**) in the row listing the form letter.
4. Filter for the students to whom you want to send this letter and the status you want displayed.
5. To print this report, click on (**Report**).

Did you know?

Hayes Software Systems suggests you compose the body of your letter in a word processing program - like MS Word.

In that program, run a spell check and/or grammar check to eliminate as many human errors within your letter as possible.

Then copy and paste the letter into TIPWeb-IM.

Textbooks

Textbooks

Overview

Textbooks is where textbooks or other materials can be viewed and/or added to the TIPWeb-IM database.

Selecting this icon will produce a list of items that can be limited by search criteria you select.

Click on a specific title to display:

- The total number of items in inventory
- The number of items issued
- The number of items currently in storage

Textbooks can also be distributed from this icon.

TIPWeb-IM's Alphabet Soup

Within TIPWeb-IM, you will find many acronyms and abbreviations. The following have been defined for you:

ISBN - International Standard Book Number: This is the 10 or 13 digit number assigned by the publisher of each book title.

SLC - State List Code - Some states assign numbers to groups of instructional materials.

CLTD - collected - a returned item.

DIST - distributed - an item in use by a student or teacher.

DSTY - destroyed - an item identified as Hazardous, Flood Damaged, Stolen, etc. No payment is expected and the item is unusable.

LOST - temporary status, waiting for payment or for the item to be found.

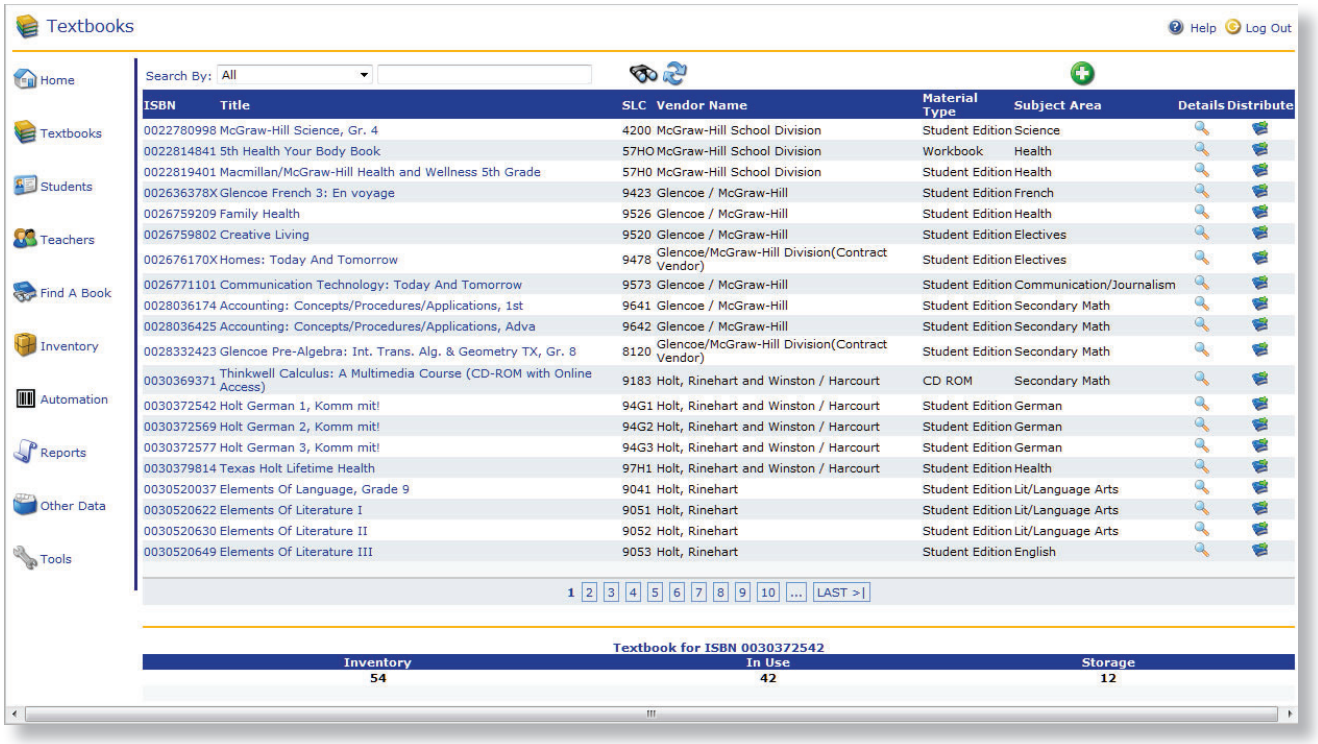
PAID - payment has been received for the FULL amount of an item.

PRTL - partial payment - This indicates a partial payment for an item. It is a temporary status which should result in full payment.

XFER - transfer - only seen on teacher distributions and designates an item was transferred from the respective teacher to another individual.

Textbooks: Introduction

Textbooks Screen



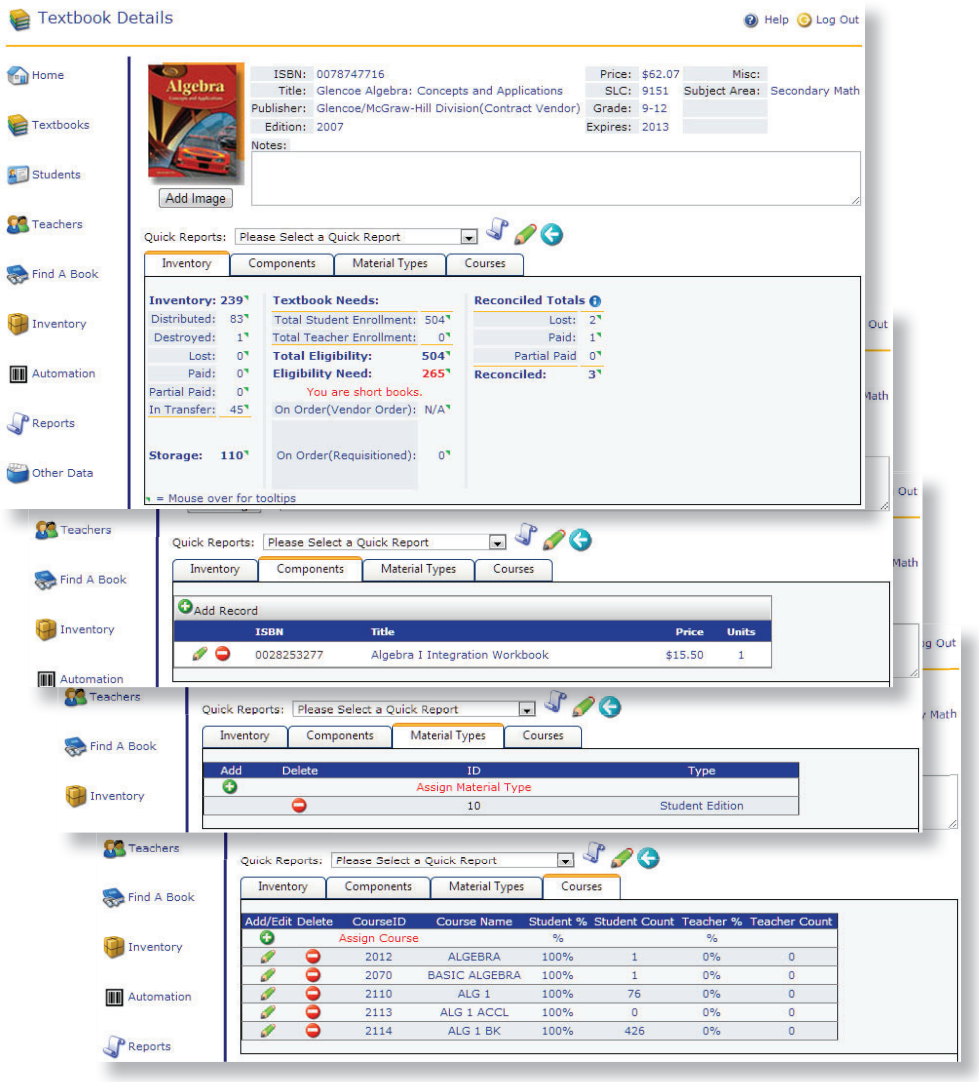
Details icon displays the textbook detail screen (see next page). This page displays the textbooks' publishing information, inventory summary, components, material type, and courses assigned to it.

Distribute icon performs textbook distribution to a student or a teacher.

Paging feature 1 2 3 4 5 6 at the bottom of the list, as shown in the screen capture above. It improves response time and allows you to easily navigate through the list.

Click on the item's title to display, on the lower half of this screen, the total number of items in inventory, number of items issued, and the number of items currently in storage.

Textbooks Details Screen



Inventory Tab - The quantity of the item marked lost, destroyed, paid or partially paid is displayed along with total inventory, quantity distributed and in storage. Eligible quantity of this item based on enrollment attached to the item is displayed. Information pertaining to materials for which you have paid the district is displayed under Reconciled Totals.

Components Tab - A list of all the pieces that come with an instructional material (such as: workbooks, CDs, atlases, etc.)

Material Type - Designates what type of material the item is (such as: student edition, consumable, large type, etc.)

Courses Tab - Create relationships between the instructional material and the courses using the instructional material. Eligible enrollment and the Class Roster Book Check report are dependent upon this relationship.

Add / Edit

To ADD a New Campus Owned Textbook:

1. Click on (**Textbooks**) located on the Navigation Bar.
2. Click on (**Add**).
3. Enter a valid ISBN number, and click on (**Validate ISBN**), to ensure this item is not already part of your inventory or the district's inventory.

   (If the item is being tracked by the district, you will need to contact your district coordinator to be approved to use this item. If another campus has already added this item to their campus inventory, you receive a message asking if you would like to add it to your campus inventory.)
4. Enter instructional material information in the fields provided.

   (The mandatory fields are in red. Hayes Software suggests that you provide as much information as possible to make your TIPWeb-IM database more useful to you.)
5. Click on (**Save**).

To EDIT a Textbook's Details:

1. Click on (**Textbooks**) located on the Navigation Bar.
2. Search for the item you want to edit.
3. Click on (**Edit**) located in the row in which the item is listed.
4. When all edits have been made, click on (**Update**).
5. The message "***You have successfully updated the textbook***" appears.
6. Click on (Previous Page) to return to the Textbook Details page of the instructional material.

Funding Sources?

A funding source denotes "who" funded a particular item. TIPWeb-IM comes with 3 default funding sources. They are: **General**, **State**, and **District**.

- Select **District**, for items purchased using campus funds.
- Select **General**, if grant money or money from special areas such as the gifted program are being used to purchase specialized items or to fill a need not addressed by the state.
- Select **State**, if you get an allotment of funds from the state for the purchase of materials or the state supplies a quota of materials you can order.

FYI - You/your district coordinator can alter these default funding sources and/or add more funding sources.

Practice Activity

In pairs or in small groups read the following scenarios and answer the questions.

1. You want a quick breakdown for a particular textbook giving you how many are in inventory, how many are in use, & how many are in storage. Where do you go?

2. In what situation might TIPWeb-IM not allow you to add an item?

3. Your AP Biology textbook student enrollment counts look "off". You are sure there are 2 classes of 30 students each using this textbook. Student enrollment shows only 30 students. Where do you go to diagnose the issue and how do you "fix the problem"?

Inventory

Overview

The **Inventory** area provides you with the tools you need to process all your:

Orders

An **Order** is a process that increases the quantity of an item in your inventory. The **Orders** area is divided into two subcategories:

- **Campus Requisitions** allow you to create, edit, submit, and receive instructional materials from the district.
- **Vendor Orders** allow you to create, edit, receive, and track campus owned items purchased from an outside vendor using campus/district funds.

Adjustments

An **Adjustment** is a process that typically reduces your inventory and, in some cases, increases your inventory. The Adjustments area is divided into two subcategories:

- **Adjustment Requests** allow you to create, edit, and print your adjustment requests to the district. To complete the process of an adjustment request, you need to submit your adjustment request to the district.
- **Local Adjustments** allow you to create, edit, post, and print local adjustments of your campus owned inventory.

Transfers

The **Transfers** area allows you to perform campus-to-campus transfers, assuming your district has set the permissions for your campus to do so. The term campus-to-campus transfer means that you can:

- Request items from another campus
- Send items to another campus
- Receive items from another campus
- Edit a campus transfer
- Accept or deny a transfer request from another campus

Audits

The **Audits** area allows you to complete district requested audits of your campus' district tracked inventory. You have the ability to enter counts, submit your audit to the district electronically, and print a report of the audit.

Campus Requisitions

Overview

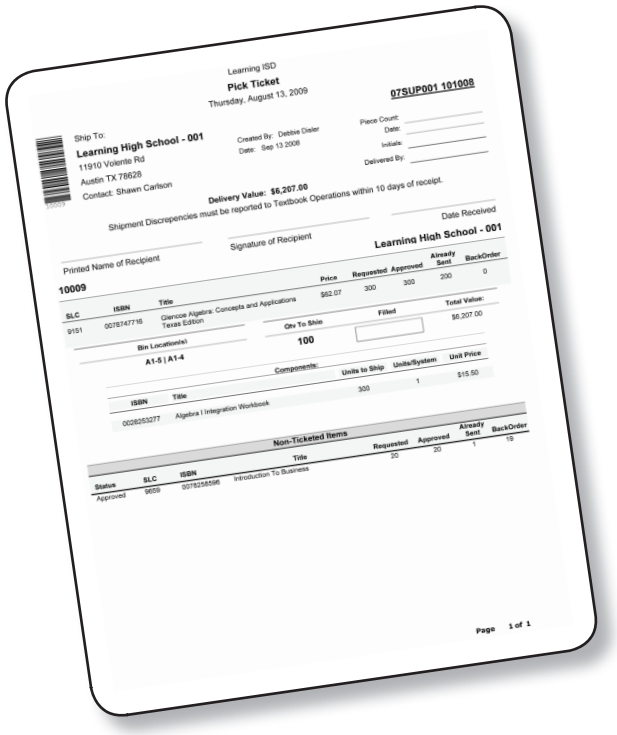
Campus Requisitions can be placed by the campus or the district to order/requisition items supplied by the district. The district tracks all campus requisitions.

When a district ships items on a campus requisition (all or a portion) it will ship with a **Pick Ticket**. The **Pick Ticket** serves as a pick list for warehouse staff as well as a packing slip for campus staff.

If the district ships an item on two different pick tickets, those two shipments display separately under the tab. This means that the campus is able to receive each shipment separately according to the ticket amount or as a whole.

While in the **Campus Requisition** area, you can perform the following tasks:

- Create a campus requisition (tracked by the district)
- Submit a campus requisition
- Edit a campus requisition
- Receive a campus requisition


Learning ISD

Pick Ticket

Thursday, August 13, 2009

07SUP001 101008

Ship To:
Learning High School - 001
11910 Volente Rd
Austin TX 78626
Contact: Shawn Carlson

Created By: Debbie Dieter
Date: Sep 13 2008

Piece Count:
Date:
Initials:
Delivered By:

Delivery Value: $6,207.00

Shipment Discrepencies must be reported to Textbook Operations within 10 days of receipt.

Printed Name of Recipient

Signature of Recipient

Date Received

Learning High School - 001

10009

SLC	ISBN	Title	Price	Requested	Approved	Already Sent	BackOrder
9151	0078747716	Glencoe Algebra: Concepts and Applications Texas Edition	$62.07	300	300	300	0

Bin Location(s)
A1-5 | A1-4

Qty To Ship
100

Filled

Total Value:
$6,207.00

Components:

ISBN	Title	Units to Ship	Units/System	Unit Price
0028253277	Algebra I Integration Workbook	300	1	$15.50

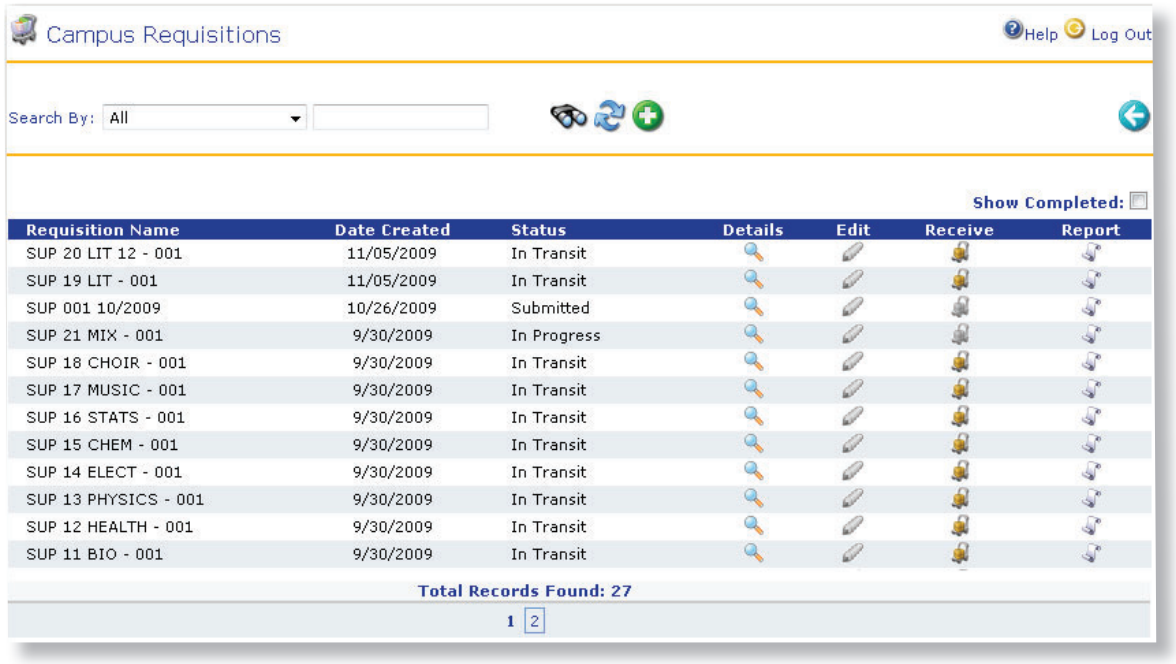
Non-Ticketed Items

Status	SLC	ISBN	Title	Requested	Approved	Already Sent	BackOrder
Approved	9639	0078258596	Introduction To Business	20	20	1	19

Page 1 of 1

Campus Requisitions Introduction

Campus Requisitions Screen

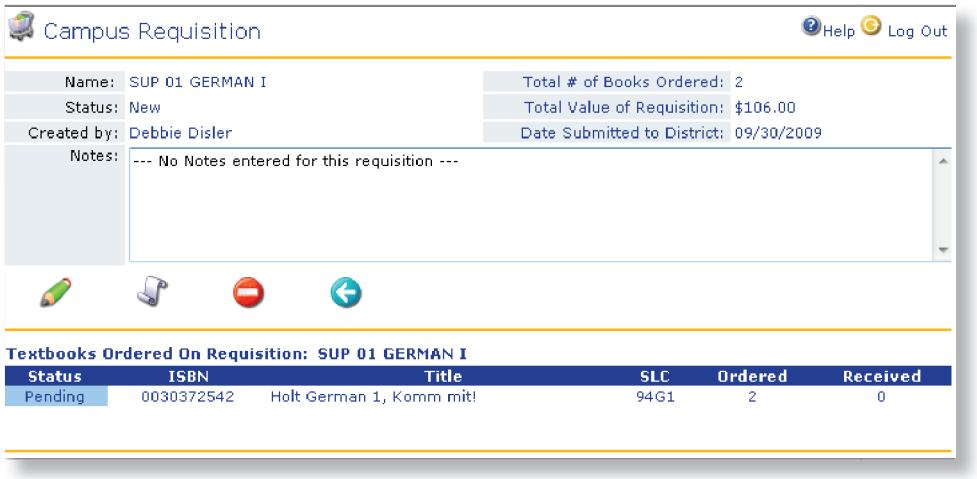


Grid Header is clickable and will sort your campus requisitions (ascending or descending) by the menu item you select. Available menu bar items to sort by are: requisition name, date created, and status.

Receive icon opens the respective campus requisition and allows the campus to receive the shipment the district warehouse put into transit.

Show Completed check box **Show Completed:** ☐ allows you to view campus requisitions for which all items have been received/denied and the status of the requisition is Complete.

Campus Requisition Detail Screen



Campus Requisition Status - indicates the overall status of your requisition.

Title Status - indicates the actual status of each item in your requisition.

Notes - a place to make notes to yourself and/or to your district coordinator regarding the items within this campus requisition.

Did you know?

A campus requisition can be named anything which has not been used before.

However, most districts have naming conventions they would like you to follow. One common naming convention is"

[YY] [Campus #] [MMDD]

Please ask your district coordinator if your district is using a naming convention for campus requisitions.

Campus Requisition Statuses

There are two important kind of statuses in a campus requisition.

The **Campus Requisition Status** indicates the overall status,

The **Item Status** indicates the actual status of each item in your requisition.

The following is a complete list of the possible **Campus Requisition Statuses** and **Line Item Status** within each **Campus Requisition Status**:

► **NEW** - The campus created the campus requisition and has not submitted it to the district.

Pending - You were interrupted while creating the requisition. You saved the requisition so that you could finish adding the needed items before submitting to the district.

► **SUBMITTED** - The district level created the campus requisition or the campus created and submitted the campus requisition to the district office. You are waiting for the district level to approve.

Submitted - Your requisition has been submitted to the district office for approval.

► **IN PROGRESS** -

The district office is in the process of reviewing the requisition and printing pick tickets for approved item(s). You are waiting for the district level to change the status to In Transit.

Approved - The district level has approved the quantity listed for the respective item (this may be less than the original copies requested). You are waiting for the district office to ship the approved quantity.

Ticketed - The district level has printed a pick ticket for warehouse personnel to pull and ship the approved quantity of the respective item(s).

Submitted - You are waiting for the district level to approve the quantity of an item.

Denied* - Your request for the item has been denied; no copies will be approved or shipped.

► **IN TRANSIT** -

The district office is shipping at least one of the items within the campus requisition. You are awaiting the arrival and will need to verify and receive the shipment.

In Transit - The district office has shipped the approved quantity of the respective item.

Submitted - You are waiting for the district level to approve the quantity of an item.

Approved - The district level has approved the quantity listed for the respective item (this may be less than the original copies requested).

Ticketed - The district level has printed a pick ticket for warehouse personnel to pull and ship the approved quantity of the respective item.

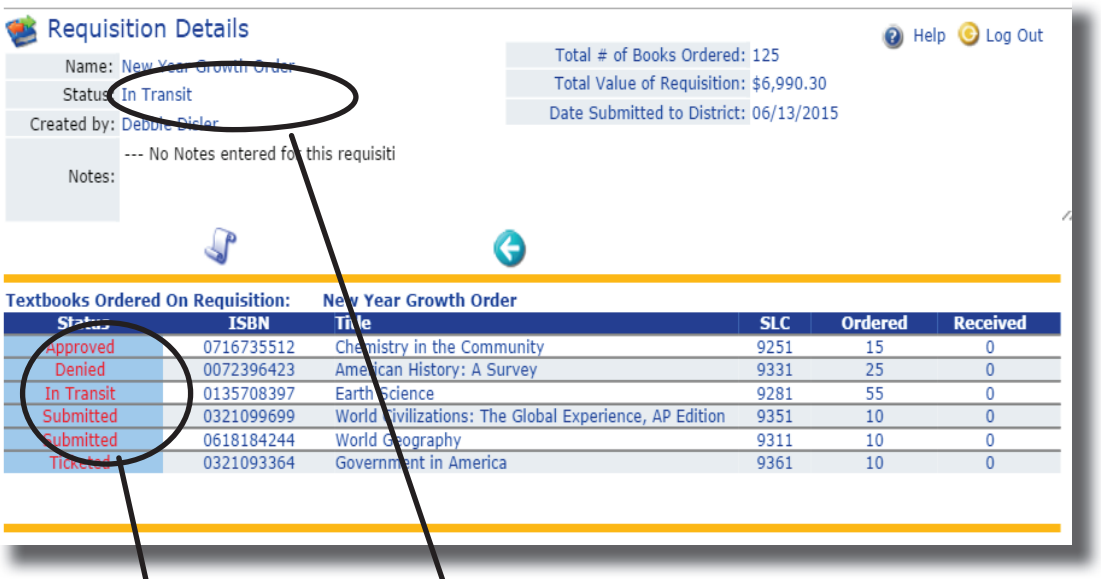
Denied* - Your request for the item has been denied; no copies will be approved/shipped.

► **COMPLETE** - The district office has shipped and/or denied all item(s) on your campus requisition. Your campus has verified and received the shipment.

Completed - The district office has shipped all the approved item(s), of your campus requisition. Your campus verified and received the shipment.

Denied* - Your request for the item has been denied; no copies will be approved/shipped.

**If an ISBN is denied by the district, there may be a note from the district as to why the title was denied located on the Campus Requisition Details screen (green tool tip), the Pick Ticket, and the Campus Requisition Report.*



Campus Requisition Status

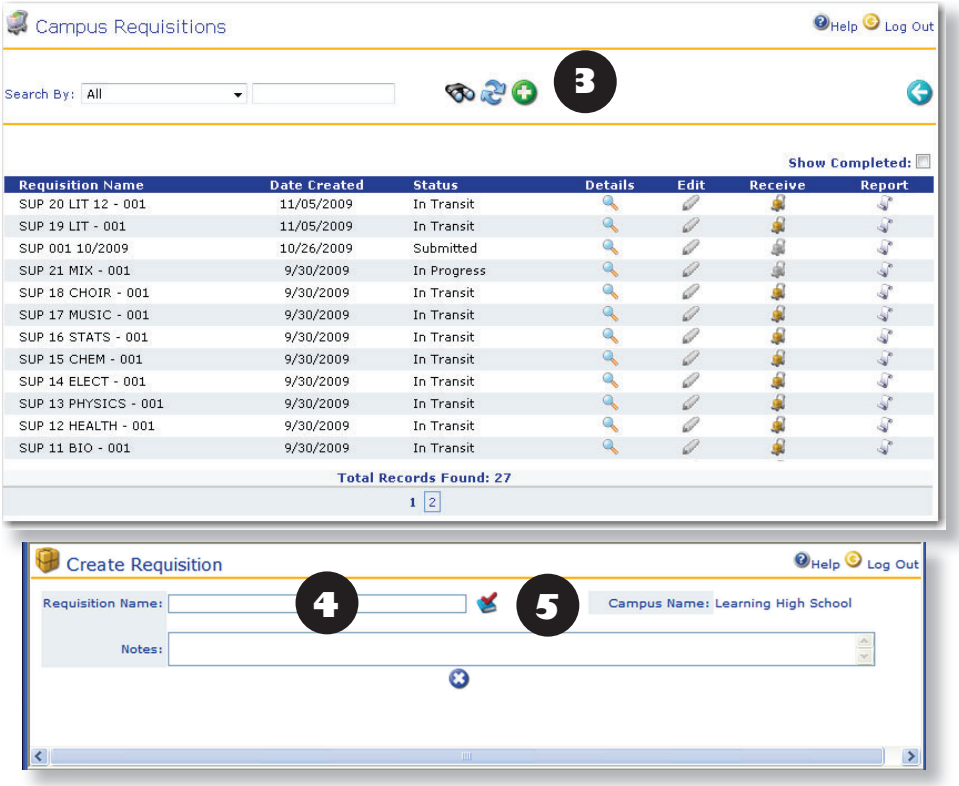
Item Status

Campus Requisition: Step-By-Step

Create a New Campus Requisition

When you need to order instructional materials from the district, you make a request to the district by creating a **Campus Requisition**.

1. Click on (**Inventory**) located on the Navigation Bar.
2. Under the **Orders** subcategory, select **Campus Requisitions.**
3. Click on (**Add Req For Campus**) to start a new requisition.
4. Enter a name for the requisition in the **Requisition Name** field.
5. Click on (**Validate Campus Requisition Name**).



Did you know?

Once an order is (**Submitted**) to the district you **CANNOT** make changes to the order.

If you think you might want to add or edit the order before you submit it to the district, click on (**Save/Exit**) without submitting to the district.

This gives you the opportunity to:

- (**Add**) additional instructional materials,
- (**Edit**),
- and/or (**Delete**) the current items on the requisition at a later time.

However, if you have already submitted your requisition to the district and you suddenly realize that you have made a mistake, you can contact your district administrator to make the appropriate changes for you.

6. Use **Search** to find an item you want to add to the requisition.

7. Click on the title of the item. The row highlights to orange.

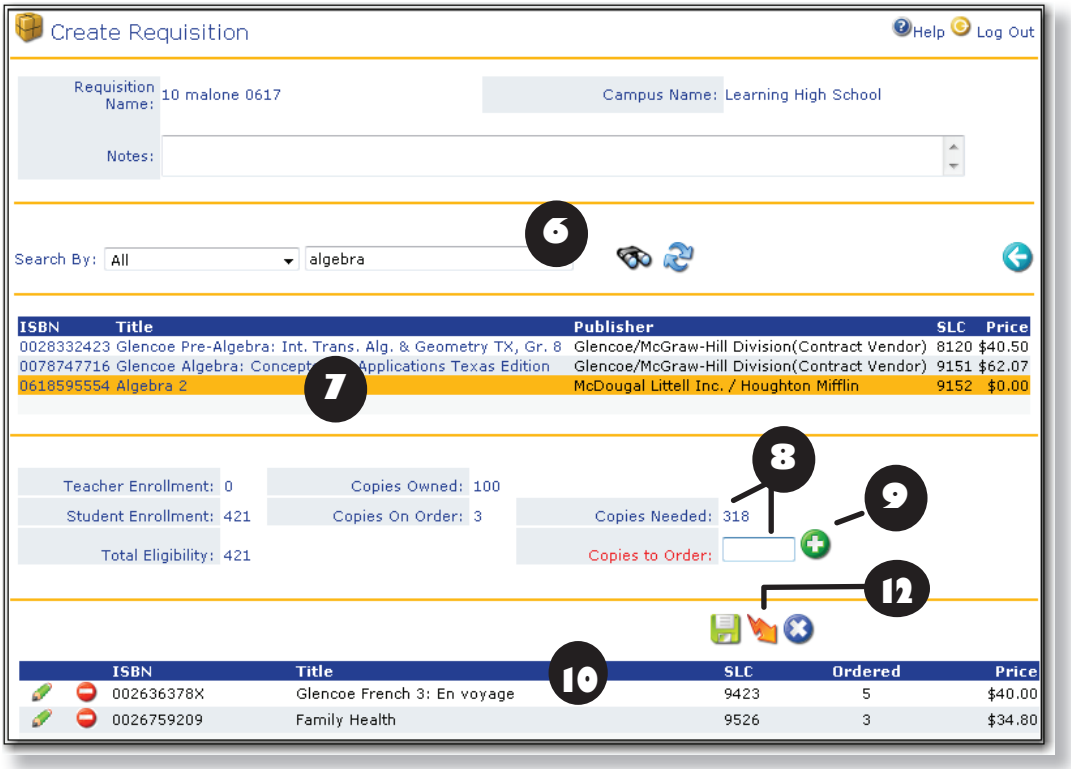
8. Verify the **Copies Needed** field and use this number to help you calculate your **Copies to Order**. Enter the quantity you wish to order in the **Copies to Order** field.

9. Click on (**Add Textbook to Requisition**)

10. Verify that the quantity you entered is correct for the title listed at the bottom of the page.

11. To add multiple titles to this requisition, repeat steps 6 through 10 until all desired instructional materials have been added.

12. Once the order is complete and you are ready to submit it to the district office, click on (**Submit**).



Receive a Campus Requisition

A campus requisition can only be received if the status of the item(s) is In Transit. The district office may set a policy establishing the number of days a campus has to receive shipped items. After the time limit has expired, the district may receive the shipment on behalf of the campus. This is done to keep the TIPWeb-IM database up-to-date.

1. Open the shipment and physically count the items to confirm the quantity and items match the **Pick Ticket** (from district) included with the shipment.

   IMPORTANT: Contact the district coordinator PRIOR to receiving a requisition with quantity discrepancies.

2. Click on (**Inventory**) on the Navigation Bar.

3. Under the **Orders** section, click on **Campus Requisitions**.

4. Use **Search** to find the requisition you want to receive.

5. Verify the physical count corresponds to the amount shipped on the **Pick Ticket**.

   IMPORTANT: Contact the district coordinator PRIOR to receiving a requisition with quantity discrepancies.

6. If it is the same, click on (**Receive**) in the row corresponding to the item you want to receive.

   OR

   If all items on the order have arrived as shipped, simply click on (**Receive All**). This receives all items on the requisition at the quantity shipped.

7. Click on (**Previous Page**) to return to the **Campus Requisitions** page.

Did you know?

On the TIPWeb-IM Home page, you can also receive a campus requisition by clicking on **In Transit Requisitions** under the **Alerts** category.

What if this happens?

If there is a discrepancy between the quantity of items on the order and the actual number of items received, **contact the district coordinator**.

The Campus Requisition remains with a status of **In Progress** or **In Transit** until all items are received in full. Once all items are received on the Campus Requisition, the status changes to **Complete**.

Adjustments

Overview

An **Adjustment** is an important process which reduces or increases the total quantity of items in your instructional material inventory.

There are two kinds of adjustments:

Adjustment Requests are used to report surplus instructional materials to be returned to the district's inventory or items that are destroyed, worn, or paid for. These requests are subject to the district's approval.

Local Adjustments are adjustments of campus owned items or instructional materials not tracked by the district.

Adjustment Requests

Overview

Adjustment Requests are used by the campus or district level to decrease or increase the inventory of items or instructional materials at the campus level that are tracked by the District.

Decreases in inventory may be due to:

- the payment of instructional materials by students/teachers,
- surplus instructional materials due to a decrease in students,
- instructional materials destroyed in a fire, flood or other natural disaster,
- instructional materials which are worn out (coming apart due to wear, not abuse)

Increases in inventory due to found instructional materials previously paid for by the campus are processed by a **Found Adjustment**, which is automatically created when a reconciled item is returned to storage. Once the adjustment is posted the inventory at the campus level will increase. The adjustment will automatically reflect the increase at the district level as well.

There are five adjustment types:

Return Surplus: Your campus has too many copies and is returning the surplus.

Destroyed: Your campus is declaring an item has been destroyed.

Worn: Your campus is declaring an item is worn.

Paid: Your campus is declaring an item has been paid for in full.

Found - Your campus found instructional materials currently in adoption which the campus previously paid for. This type of adjustment can also be used to increase inventory which was never recognized by the district. (This is useful during the initial conversion to TIPWeb-IM.)

Did you know?

Adjustment requests can be named anything which has not been used before.

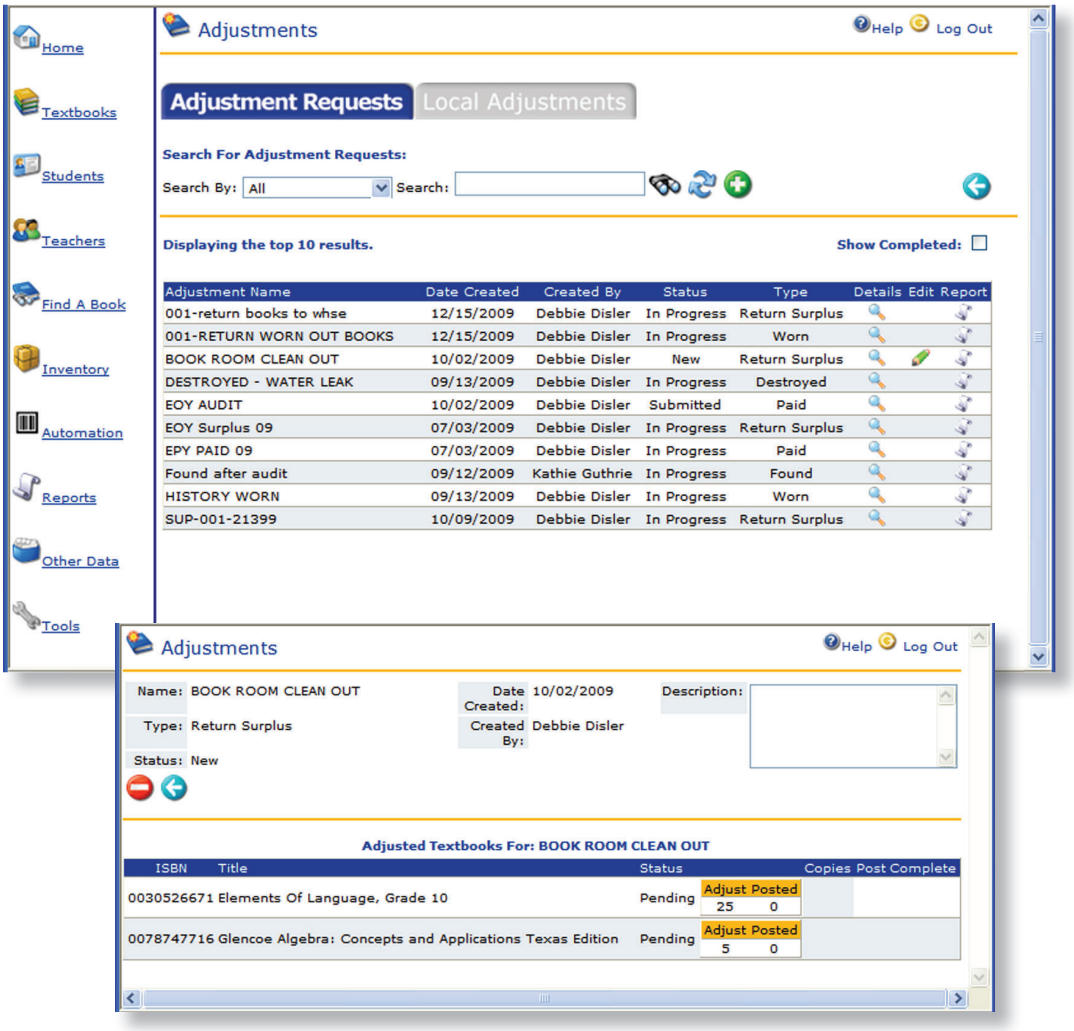
However, most districts have naming conventions they would like you to follow. The most common naming convention is

[YY] [Campus #] [MMDD]

Please ask your district coordinator if your district is using a naming convention for adjustment requests.

Adjustment Requests Introduction

Adjustment Requests Screen



Show Completed check box **Show Completed:** ☐ allows you to view all adjustment requests with a status of "Completed".

Status - indicates the overall status of your adjustment request.

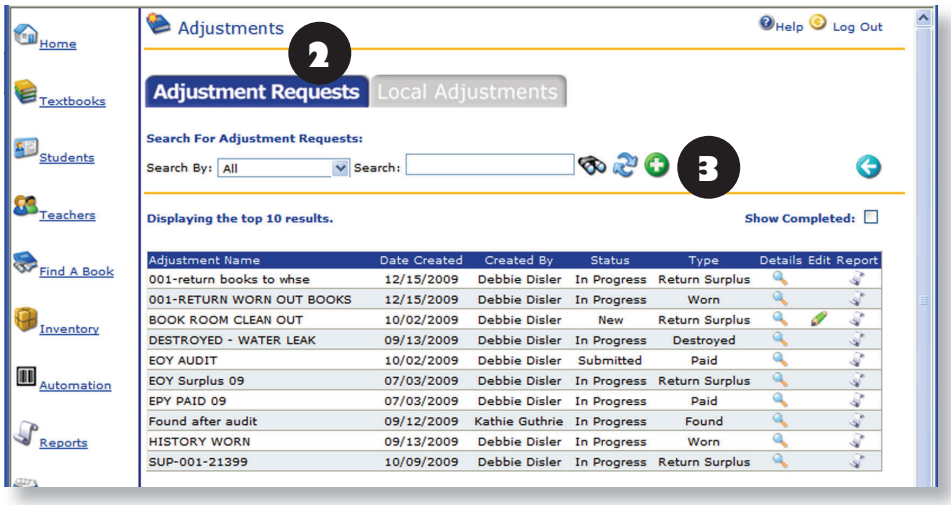
Description - a place to make notes to yourself and/or to your district coordinator regarding the items within this adjustment request.

Create a New Adjustment Request

1. Click on (**Inventory**) on the Navigation Bar.

2. Under the **Adjustments** subcategory, click on **Adjustments**. (The **Adjustments** page opens with the **Adjustments Requests** tab already selected.)

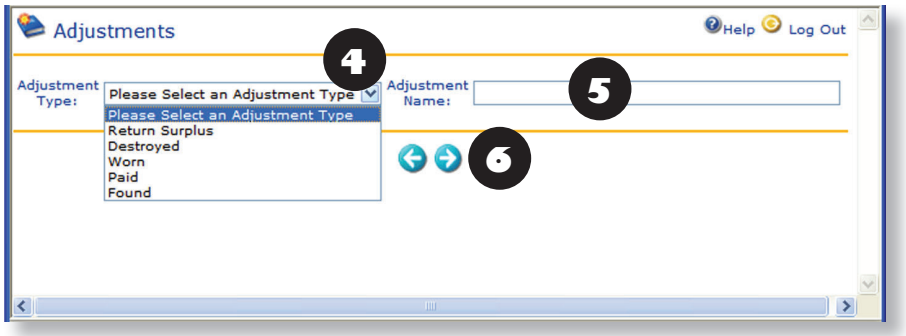
3. Click on (**Add**).



4. Select an adjustment type from the **Adjustment Type** drop-down menu.

5. Name the Adjustment Request.

6. Click on (**Next**).

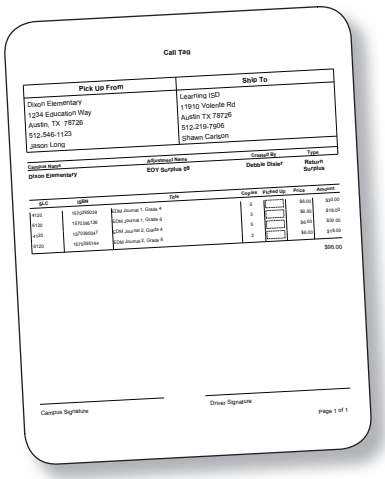


Did you know?

When your district coordinator approves/posts your campus' adjustment request, they will print a **Call Tag** if there are items they need to pick up from your campus - such as with **Return Surplus Adjustment Requests**.

TIPWeb-IM's Home page has an **Alerts** area where it will alert you in red text if an **Adjustment Call Tag** has been printed by the district coordinator for your campus.

To see the sample **Call Tag** below in more detail look in the **In the Know** area of this training manual.



7. If a description is desired, enter it in the **Description** field at the top of the page.

8. Use **Search** to find the item you want to adjust.

9. Click on the title. The row highlights to orange.

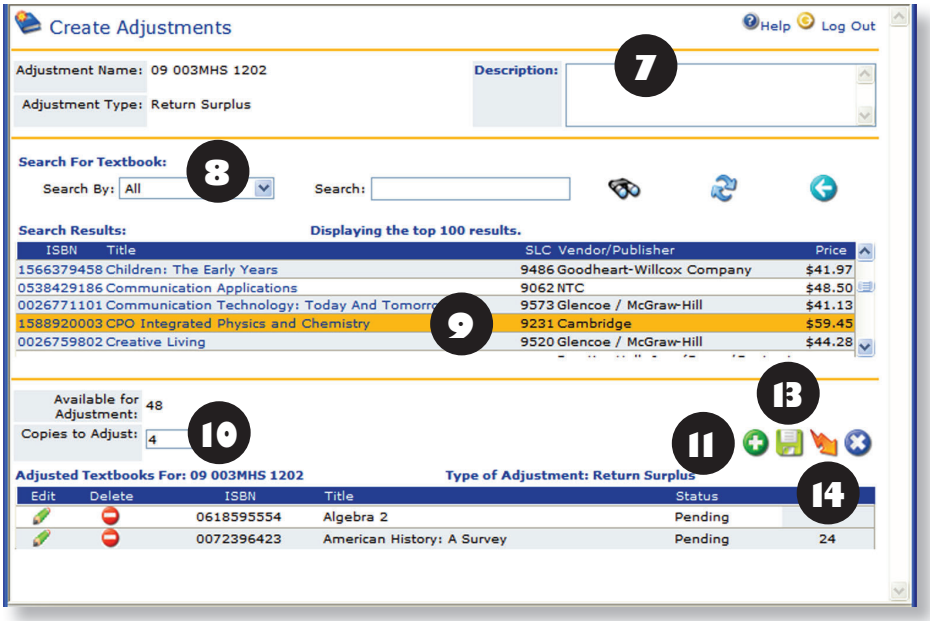
10. Enter a number for the amount of copies you want to adjust into the **Copies to Adjust** text box. The number of copies available will be displayed.

11. Click on (**Add**).

12. Repeat steps 9 through 12 until all adjustments are made.

13. When you are finished, click on (**Save**). (You can still edit the adjustment at this point).

14. To send the adjustment request to your district office, click on (**Submit**).



Practice Activity

In pairs or in small groups read the following scenarios and answer the questions.

1. List the steps to create a requisition.

2. You realize you are going to be LATE for a meeting! You just started a Campus Requisition with five of the nine titles your campus needs. How do you keep from losing all work you have done already and assure you can complete your order at a later time?

3. Your bookroom is overflowing with extra books due to a reduction in the number of students on campus. What type of adjustment do you create?

Orders: Campus Vendor Orders

Campus Vendor Orders

Overview

A **Campus Vendor Order** allows you to place an order for items the district level is not tracking (such as, dictionaries, graphing calculators or technology equipment, which are not supplied by the district).

A **Campus Vendor Order** has two different overall statuses:

Pending - The order has been created and you are awaiting shipment arrival.

Complete - All items have been received in their entirety.

Item statuses are:

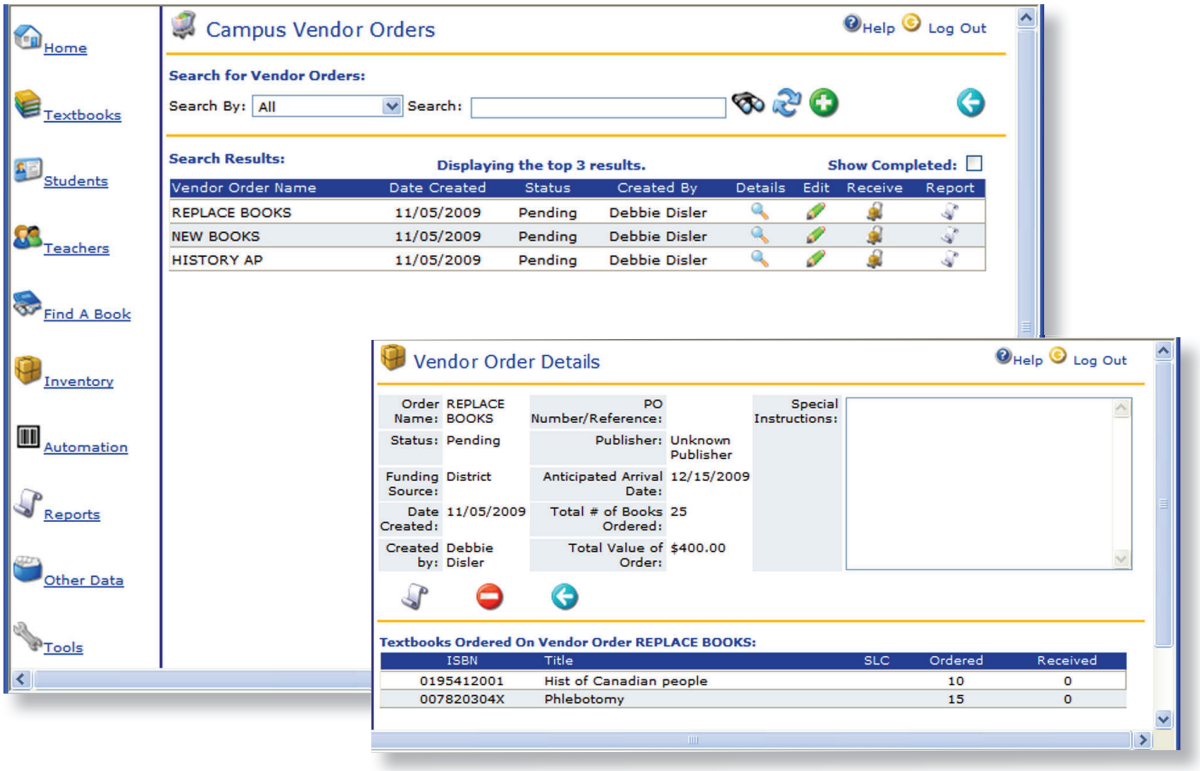
Pending - You are awaiting the receipt of the instructional materials

In Progress - Some of the items have been received either partially or in their entirety.

Complete - The entire quantity has been received as ordered.

Campus Vendor Order Introduction

Campus Vendor Order Screen
Campus Vendor Order Detail Screen



Grid Header is clickable and will sort your campus' vendor orders (ascending or descending) by the menu item you select. Available menu bar items to sort by are: vendor order name, date created, status, and created by.

Receive icon opens the respective campus vendor order and allows you to receive the shipment once you have physically received the item(s) on campus.

Show Completed check box **Show Completed:** ☐ allows you to view all campus vendor orders with a status of Complete.

Status - indicates the overall status of your campus vendor order.

Special Instructions - a place to make notes to yourself and/or to other campus coworkers regarding the items within this campus vendor order.

Did you know?

A campus vendor order can be named anything that has not been used before.

However, most campuses have found implementing a naming convention for all campus vendor orders helps.

A common naming convention is the year and a memorable clue word.

[YY] [CLUE WORD]

Create a New Campus Vendor Order

1. Click on (**Inventory**) on the Navigation Bar.
2. Under the **Orders** section, click on **Campus Vendor Orders**.
3. Click on (**Add**).
4. Assign a name to this order by entering one into the **Name this Vendor Order** text box (Required).
5. Select a funding source by using the **Funding Source** drop-down menu (Required).
6. Click on (**Calendar**) to select the arrival date (Required).
7. Enter information, such as, shipping address and contact name into the **Special Instructions for this Order** field, if you have special instructions for the vendor.
8. Fill in the remaining fields with as much information as you desire. When done, click on (**Next**).
9. Add items you would like to order by searching for the item and clicking on it. The row highlights to orange.
10. Insert the desired quantity in the Copies to Order field. Click on (**Add**).
11. After you add the quantity for this item, the **Textbooks for Vendor Order**... becomes active (look under the blue bar at the bottom of the page). Verify that the quantity you entered is correct for the item listed.
12. Add multiple items, if needed, to this vendor order by repeating steps 6 through 10 until all desired items from this vendor order have been added.
13. You can always print a copy of the order by clicking on (**Print**).
14. Click on (**Save**).

Edit a Campus Vendor Order

To edit a vendor order, the status of the vendor order must be **Pending**.

1. From Inventory on the Navigation bar click on **Campus Vendor Orders** section, use **Search** to find the vendor order you want to edit.

2. Click on (**Edit**) to change the information. The **Edit Vendor Orders** page displays.

3. Edit the required information and click on the corresponding grid line (**Save**).

4. Click on (**Save**).

5. Print a copy of the order by clicking on (**Print**).

Receive a Campus Vendor Order

Before you can distribute the newly received vendor ordered instructional materials to students or teachers, you have to tell TIPWeb-IM that the items on order have arrived and what the physical count is.

1. From Inventory on the Navigation bar click on **Campus Vendor Orders** section, use **Search** to find the vendor order you want to receive.

2. Verify that your physical count corresponds to the ordered amount. If it is the same, click on (**Receive**) in the row corresponding to the item you want to receive.

   OR

   If all items on the order have arrived as ordered, simply click on (**Receive All**). This receives all items on the order at the quantity ordered.

3. If not all items are shipped as ordered or have been back ordered, you need to change the number in the **Copies** column to reflect the actual number received.

   Then, click on (**Receive**) to the right in the same row.

4. Click on (**Previous Page**) to return to the **Campus Vendor Orders** page.

Funding Sources?

A funding source denotes "who" funded a particular item. TIPWeb-IM comes with 3 default funding sources. They are: **General**, **State**, and **District**.

- Select **District**, for items purchased using campus or district funds.
- Select **General**, if grant money or money from special areas such as the gifted program are being used to purchase specialized items or to fill a need not addressed by the state.
- Select **State**, if you get an allotment of funds directly from the state for the purchase of books/materials and the state is holding you accountable for the items purchased.

FYI - You/your district coordinator can add or edit funding sources.

Did you know?

The status of the order remains **Pending** until all items have been received in full.

Once all items are received, the status will change to **Complete**.

To view all Campus Vendor Orders with a status of Complete, click on the **Show Completed** check box **Show Completed:** ☐ on the main campus vendor orders page.

Inventory: Adjustments

Adjustments

Overview

An **Adjustment** is an important process which reduces or increases the total quantity of items in your instructional material inventory.

There are two kinds of adjustments:

Adjustment Requests

Adjustment Requests are used to report surplus instructional materials to be returned to the district's inventory or for items that are destroyed, worn, or paid for. These requests are subject to the district's approval.

Local Adjustments

Local Adjustments are adjustments of campus owned items or instructional materials not tracked by the district.

Overview

A **Local Adjustment** is used to decrease campus owned instructional materials not tracked by the District. The various types of local adjustments used to decrease the campus owned inventory are:

- **Worn** - items need to be replaced due to normal wear and tear.
- **Destroyed** - items destroyed in a fire, flood, or other natural disaster.
- **Shrinkage** - a physical count of instructional materials in the book room reveals a shortage.
- **Paid** - the payment of campus owned instructional materials by students/teachers.
- **Return Surplus** - your campus received too many copies from the vendor and is returning the surplus.

The three statuses of local adjustment are:

- **New** - the local adjustment has been created and is ready to be posted.
- **In Progress** - some of the items within a local adjustment have been posted.
- **Complete** - all items have been posted.

Did you know?

The term **Post** or **Posted** applies to the process which reduces the campus owned inventory of an item listed on a local adjustment.

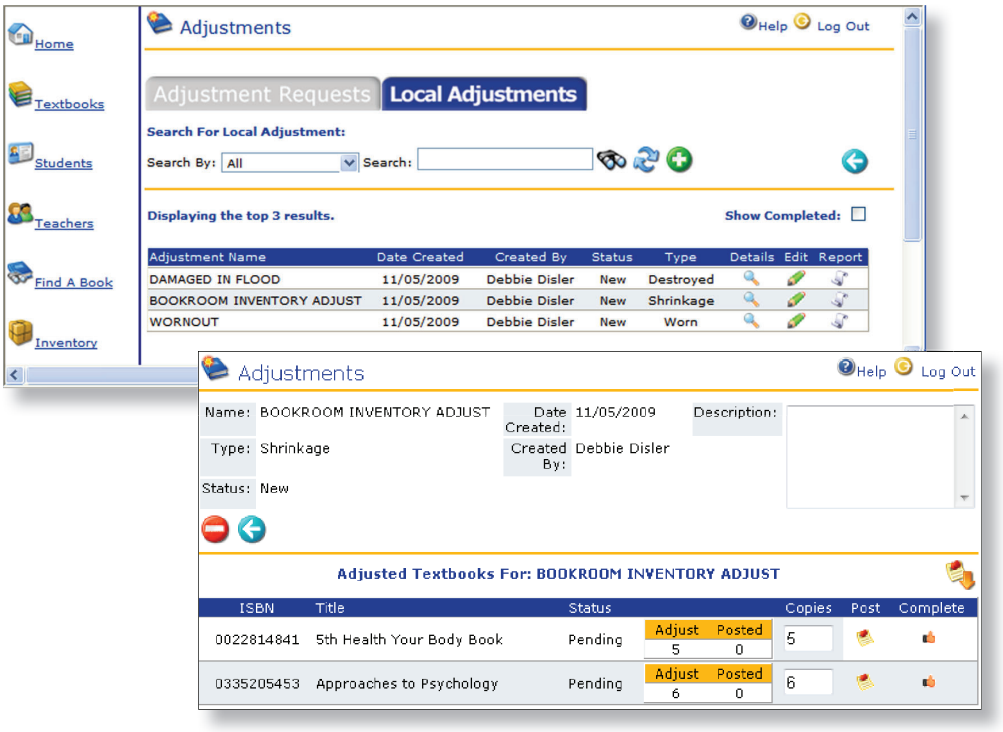
The **Complete** icon is used in the event that you do not want to post everything on the local adjustment.

For example, you adjust 10 algebra books, but before you post them, one of the 10 textbooks is found. You now want to only post 9 textbooks, not 10.

If any title is not posted as entered, such as the scenario discussed above, the adjustment status will remain **In Progress** until it is marked **Complete**.

Local Adjustments: Introduction

Local Adjustment Screens



Grid Header is clickable and will sort your adjustment requests (ascending or descending) by the menu item you select. Available menu bar items to sort by are: adjustment name, date created, created by, status, and type.

Show Completed check box **Show Completed:** ☐ allows you to view all local adjustments with a status of "Completed".

Post icon applies the decrease in inventory for the respective title.

Post All icon applies the decrease in inventory for all of the titles within the local adjustment.

Complete icon sets the respective title to a status of complete. Use this only if you do not want to post the item to your inventory

Description - a place to make notes to yourself and/or to your co-workers regarding the items within this local adjustment.

Adjustment Status - indicates the overall status of your local adjustment.

Item Status - indicates the status of the respective instructional material. Possible statuses are Pending and Posted.

I.M. Mgmt

Create a New Local Adjustment

1. Click on (**Inventory**) on the Navigation Bar.
2. Under the **Adjustments** subcategory, click on **Adjustments**.
3. Click on the (**Local Adjustments** tab).
4. Click on (**Add**).
5. Select an adjustment type from the **Adjustment Type** drop-down menu.
6. Name the Local Adjustment.
7. Click on (**Next**).
8. If a description is desired, enter it in the **Description** field at the top of the page.
9. Use **Search** to find the item you want to adjust.
10. Click on the title. The row highlights to orange.
11. Enter a number of **Copies to Adjust**.
12. Click on (**Add**).
13. Repeat steps 9 through 12 until all items to adjust have been added.
14. When finished, click on (**Save**). (You can still edit the adjustment at this point. After you have posted your local adjustment, you can no longer edit it.)

Edit a Local Adjustment

Local adjustments in the status of New can be edited. If you do not see the (**Edit**) icon, you are no longer able to edit this local adjustment.

1. From Inventory on the Navigation bar select Adjustments, and click on the **Local Adjustments** tab, use Search to find the local adjustment you want to edit.
2. Click on (**Edit**) to make changes to your local adjustment.
3. Make the desired changes or add additional items to your local adjustment.
4. When finished, click on (**Save**). (You can still edit the local adjustment at this point. After you have posted your local adjustment, you can no longer edit it.)

Post a Local Adjustment

The term **Post** applies to the process that reduces the inventory of a title listed on a local adjustment.

1. From Inventory on the Navigation bar select Adjustments, and click on the **Local Adjustments** tab, use Search to find the local adjustment you want to post.
2. Click on (**Details**) for the Local Adjustment containing the titles you want to post.
3. Verify the item and quantity in each row and then click on (**Post**).
4. To post all of the verified titles and quantities, click on (**Post All**).
5. To set a title to **Complete**, click (**Complete**) in the row of the corresponding title. (This completes the adjustment without receiving the items.)
6. When you are finished, click on (**Previous Page**) to return to the Local Adjustment page.

Practice Activity

In pairs or in small groups read the following scenarios and answer the questions.

1. What icon on the main navigation bar would you select to decrease your inventory numbers?

2. Why would you create a Campus Vendor Order instead of a Campus Requisition?

3. You created a local adjustment to record destroyed titles. The teacher reported that 8 books are no longer usable. Your local adjustment reflects this. However, after reviewing the books yourself, 3 additional copies should be removed from use. How do you correct the local adjustment (which is still in the status of "New") to reflect the increase?

Reports

Reports

Overview

Reports displays the reports available for printing by category.

Here you can produce reports (selective data lists) which provide the information you need to account for instructional materials.

There are three main types of reports:

- **Reports** - displays information in sequential order, one student/teacher/item following the previous. (For example, a Student Distribution Report will display multiple students per page).
- **Receipts** - displays information separated by student or teacher. (For example a Student Distribution Receipt will display one set of student data per page or page break.).
- **Form Letters** - customizable form letters that allow you to communicate with parent/guardians, and/or students, regarding the instructional materials for which they are accountable.

You can refine all of your reports, receipts and letters by **Filtering** and **Sorting** the data in multiple ways.

Important!

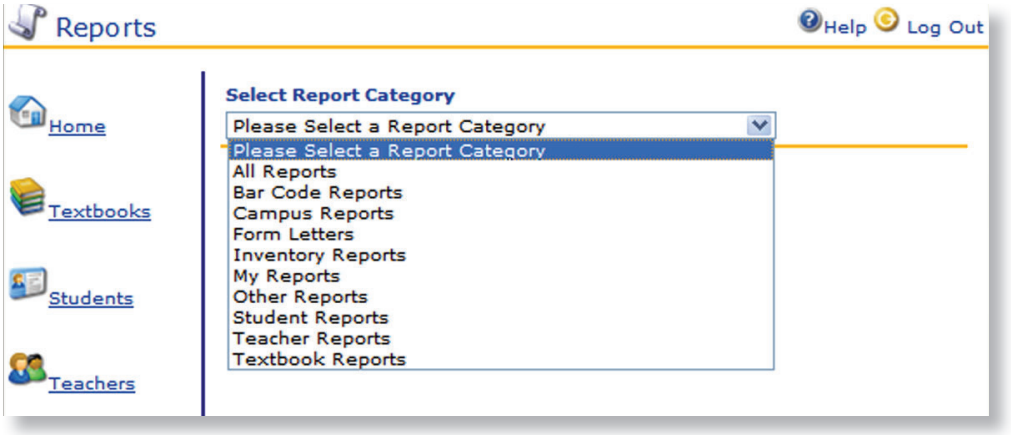
In TIPWeb-IM most reports are viewed and printed in PDF format which requires the **Adobe Acrobat Reader®** software.

If you do not have **Adobe Acrobat Reader®** on your computer, download it free of charge at:

www.adobe.com

Reports: Introduction

Main Reports Screen



All Reports - shows you an entire list of all TIPWeb-IM default reports and receipts. It excludes letters and My Report established reports.

Bar Code Reports - includes the following reports which produce barcodes ready for scanning: Class Rosters, Student Listings, and Teacher Listings.

Campus Reports - includes the following reports: Campus Analysis of Need, Campus Requisition Report, and Campus Transaction Report.

Form Letters - TIPWeb-IM comes with three default letters: Two "collection" letters (one in English and the other in Spanish), the third is a Student Contract Letter. Use the **Form Letter Editor** to create/customize each letter's contents.

Inventory Reports - includes the following reports: Campus Digital Material Report, Campus Distribution by Title Report, Campus Inventory Worksheet, and Vendor Order Report.

My Reports - allows you to filter reports while saving all of the characteristics of that report for repeated use. This way, you do not have to go through the steps of filtering every time you want the same report with updated data.

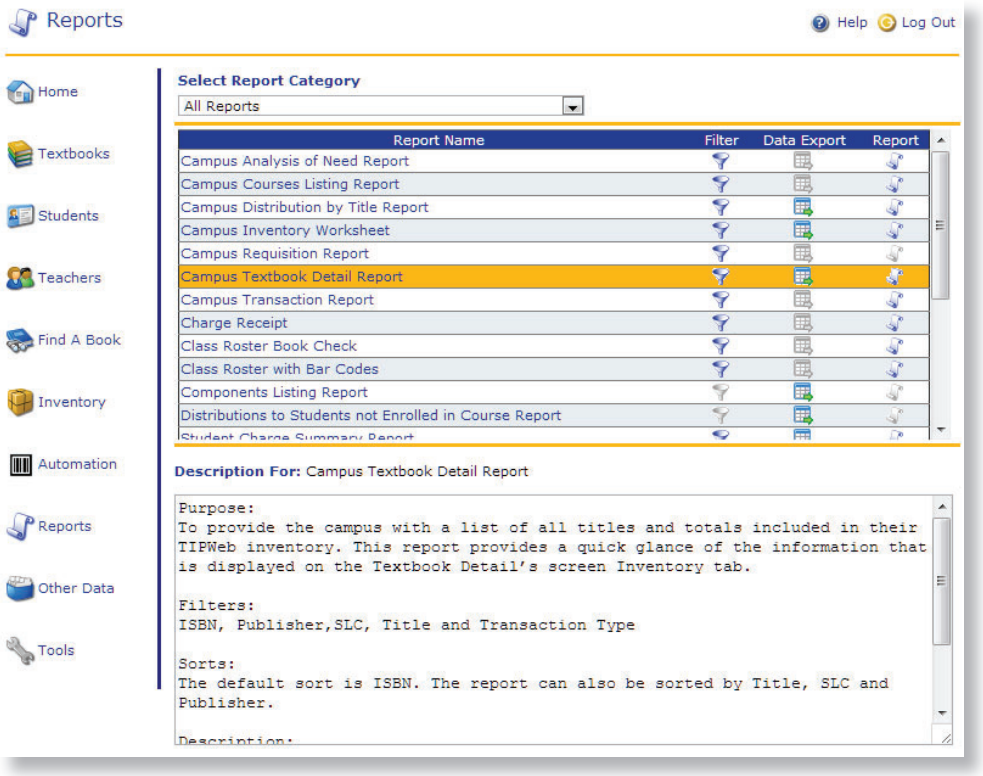
Other Reports - includes the following reports: Campus Courses Listing Report and Subject Area Listing Report.

Student Reports - includes the following reports: Charge Receipt, Class Roster Book Check, Distributions to Students not Enrolled in Course Report, Student Charge Summary Report, Student Textbook Receipt, Student Textbook Status Report, Student Transaction Receipt, and Students with No Distributions.

Teacher Reports - includes the following reports: Class Roster Book Check, Teacher Classroom Set Worksheet, Teacher Textbook Receipt, and Teacher Textbook Status Report.

Textbook Reports - includes the Campus Textbook Details Report, Components Listing Report, and Textbook Basic Report.

Select Report Screen



Filter - allows you to customize information displayed on the report by choosing which information you want to view. This excludes all other available data.

CSV - launches the CSV "whole" version of the respective report using all available data - excluding nothing. CSV file formats can be open within most text editor programs, however, they are most commonly opened in spreadsheet programs (such as MS Excel). This allows users to edit, sort, filter, and save data as desired.

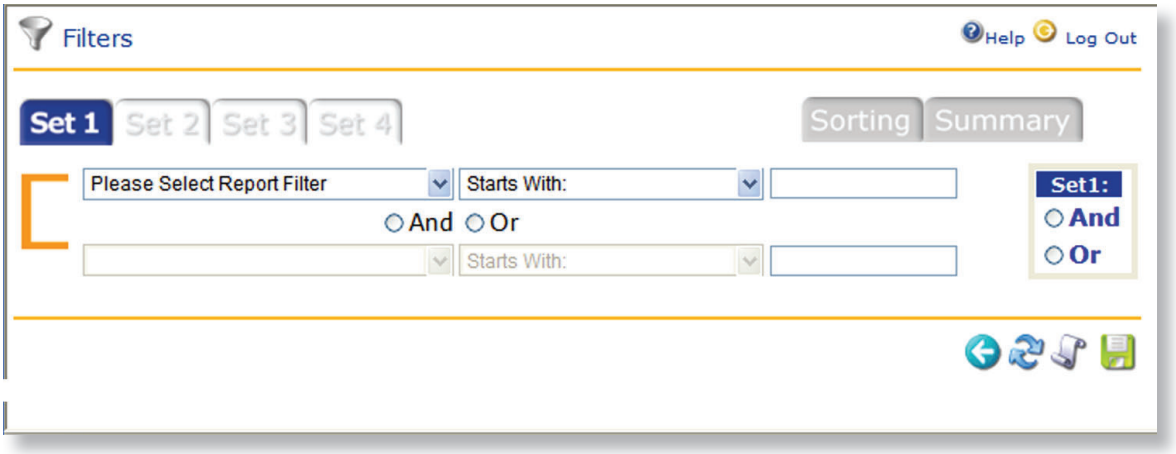
Report - launches the PDF "whole" version of the respective report using all available data - excluding nothing.

Description For box displays the Purpose, Filters, Sorts, and Description available for each report. You must click on a **Report Name** for this to populate with the respective information. Otherwise, you will be reading the information pertaining to the default report.

> For instance: On the **All Reports** screen, the default **Description For** provides information on the Campus Analysis of Need Report.

Grayed out icons display functions which not available to the user as some reports do not offer the ability to filter, produce a CSV report, and/or a PDF report.

Filter a Report Screen



Set tabs Set 1 - there are four tabs for which two filter criteria can be set. Within each of the criteria you decide if you want an AND statement or an OR statement.

AND radial button ○ And - links separate search criteria together. AND specifies that all terms must be present in the record. AND narrows a search since the more terms you join with AND the fewer results you will receive.

OR radial button ○ Or - separates search criteria. OR specifies that either term may appear in the record.

Set box Set1: ○ And ○ Or - located on the right hand side of the page links the **Set Tabs** together with its own **And**/**Or** criteria.

Sorting tab Sorting - allows sort options which are available for most reports. You can also select an ascending or descending order.

Summary tab Summary - summarizes all of the filters, their criteria, and the sorts applied to the respective report for you to review.

Print icon displays a PDF version of the report using all available data combined with your filters and sorts.

Save icon allows you to save all filters and sorts for the respective report and store these settings in the **My Reports** area.

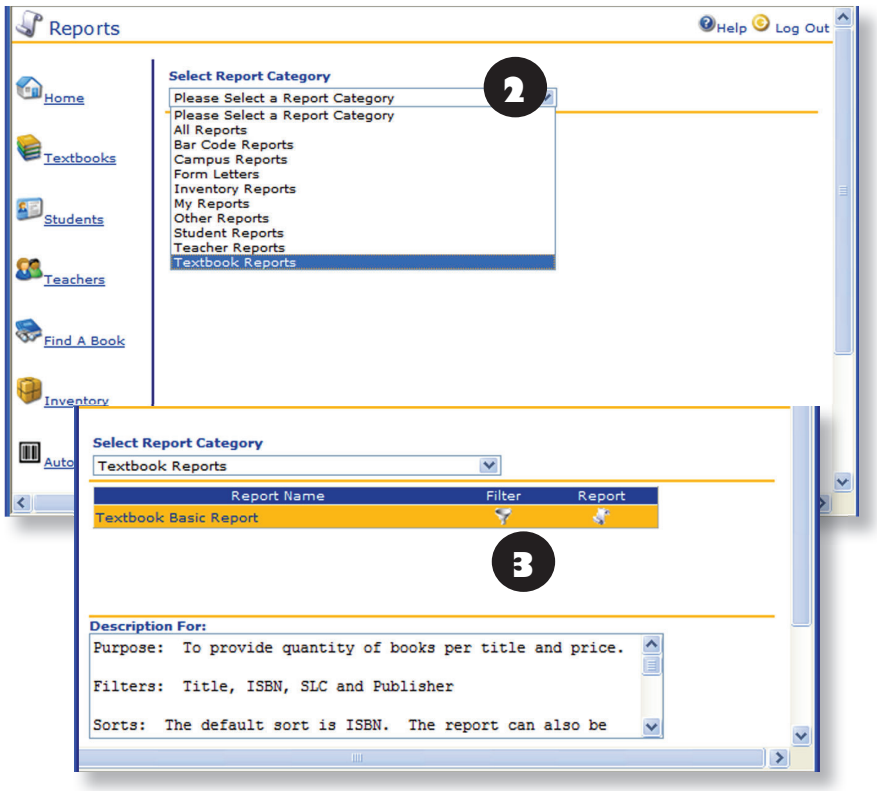
Filter a Report

Filtering reports allows you to refine information displayed on the report. Each report in TIPWeb-IM offers a different set of filters and sorts.

1. Click on (**Reports**) on the Navigation Bar.

2. Under the **Select Report Category**, use the drop down menu to select the respective report category or the **All Reports** menu option to view all available reports. My Reports and Form Reports are not included in the **All** list.

3. Click on (**Filter**) located in the same row as the report you want to view and/or print.



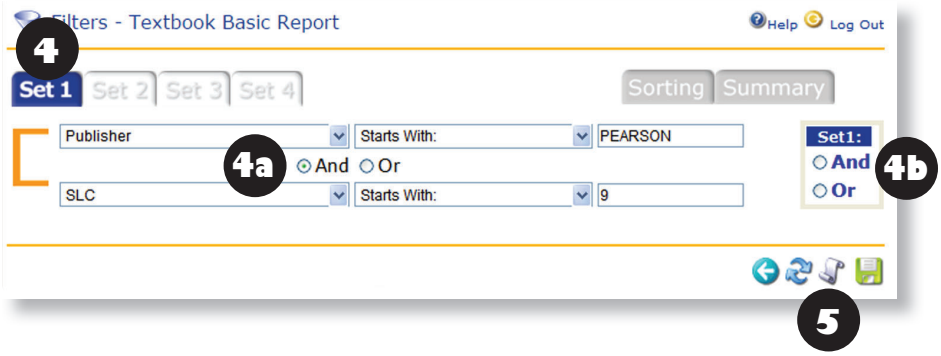
Continued on next page

4. Begin setting the filters under the **Set 1** tab by using the drop down menus and entering the specific information you want to use in your filter.

   4a. Be sure to determine the **And**/**Or** criteria if you are setting more than one filter.

   4b. If you need to set more than two filters, you must choose the **AND/OR** criteria which links the **Set 1 Tab** to the **Set 2 Tab** filters. To do this, look for the **Set box** on the far right hand side of the screen.

5. Select (**Print**) to open the PDF version of the report.



Did you know?

There are eight total filters - four sets (Tabs 1, 2, 3, 4) of filters with two criteria per set.

Within each of the criteria you decide if you want an AND statement or an OR statement.

AND Example:

You want a report of all students who have two specific titles assigned to them.

For example: Sally Learns to Whistle AND Billy Learns to Skate.

OR Example:

You want a report of all students who either have one title or another title.

For example: Algebra I OR Advanced Algebra

Sort a Report

Sort options are available for most reports. However, the sort options differ for each report.

1. Select the **Sorting tab** Sorting, located on the **Reports' Filters** page.

2. From the drop-down menu, select one of the sort options. You can also select an ascending or descending order.

3. Select (**Print**) to open the PDF version of the report.

Create a My Reports Report

My Reports allows you to filter reports while saving all of the characteristics of that report. This way, you do not have to go through the steps of filtering every time you want the same filtered report with current results.

1. From the **Report Filter** screen, enter the desired filter settings and/or sort options.

2. Save the filter and/or sort settings by clicking on the (**Save My Report Criteria**).

3. Name your **My Reports** settings with a descriptive name which is meaningful to you in the **Report Name** field.

4. Click on (**Save My Report**).

5. Your saved report can be found in the reports menu under **My Reports**.

Print a PDF Report

1. Click on (**Reports**) on the Navigation Bar.

2. Under the **Select Report Category**, use the drop down menu to select the respective report category or the **All Reports** menu option to view all available reports.

3. Click on (**Reports**) located in the same row as the report you want to view and/or print.

4. The **File Download** dialog box opens, asking you if you want to **Open**, **Save**, or **Cancel**.

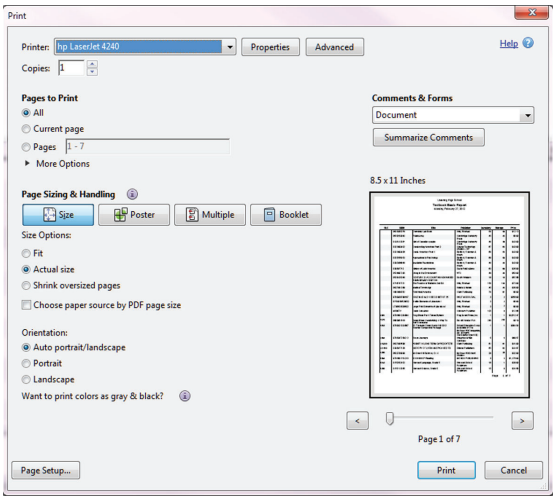
   Click **Open**.

5. The report opens in the **Adobe Acrobat Reader®**. Review the report by navigating through it using the **Adobe Acrobat Reader®** tools.

6. Go to **File** > **Print**, located on the tool bar or click on (**Print**).

7. The **Adobe Acrobat Reader®** Print dialog box opens. Select the printer to which you want to print, the range of pages, and the number of copies to print.

   Click Print (**Print**).



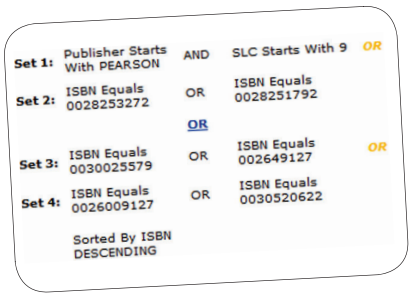
Did you know?

Summary

By selecting the **Summary** tab, you can view all of your filters and sorts.

When you get interrupted and forget which filters and/or sorts you applied to the respective report, this area lists out what has been selected.

See a sample summary of filters and sorts below:



Practice Activity

In pairs or in small groups read the following scenarios and answer the questions.

1. You issued an Art teacher enough books for a class set. She would like to be able to lend some of those books to students for weekend projects. What do you print out for the teacher to help keep track of those textbooks?

2. The students on campus do not have IDs for the distribution process. What reports are available to help you with this issue? How do you print them by grade level and then alphabetically by last name?

3. How many campus requisitions are currently in the status of New or Submitted? Is there a report which can show you all requisitions in the status of New or Submitted?

4. It is time to do a book check to make sure students and teachers have the books which were issued to them at the beginning of the year. Which reports would be most beneficial to accomplish this task?

Overview

The **Automation** icon is where you will manage information pertaining to bar coding of instructional materials. Here you can:

- **Manage PDA files** - For those of you using a hand-held/ portable scanner to distribute and collect instructional materials, this area will allow you to view any errors resulting in the transferring of the PDA files to the TIPWeb-IM data.

- **Quick Entry** - For those using attached scanners (a wire connects the scanner to your computer), this area allows you to perform distributions/collections.

- **Print ISBN/accession bar code labels** - For all users, this is the area where you print the labels which are placed on the instructional materials allowing the distribution and collection process to take place.

Print Book Barcodes

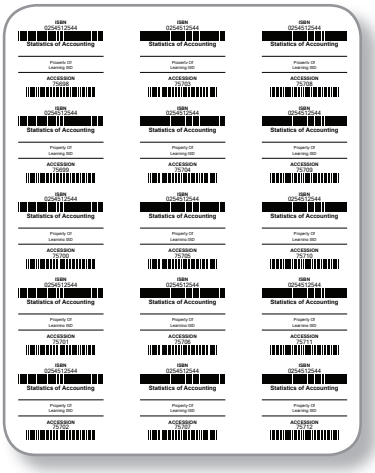
Overview

TIPWeb-IM prints the ISBN and the accession number on the same bar code label. Here is an example:

TIPWeb-IM makes it easy to print bar code labels to your printer. There are no special instructions for preparing your printer for bar code printing. If your printer works with other Web applications, then your printer should be able to print bar codes from within TIPWeb-IM.

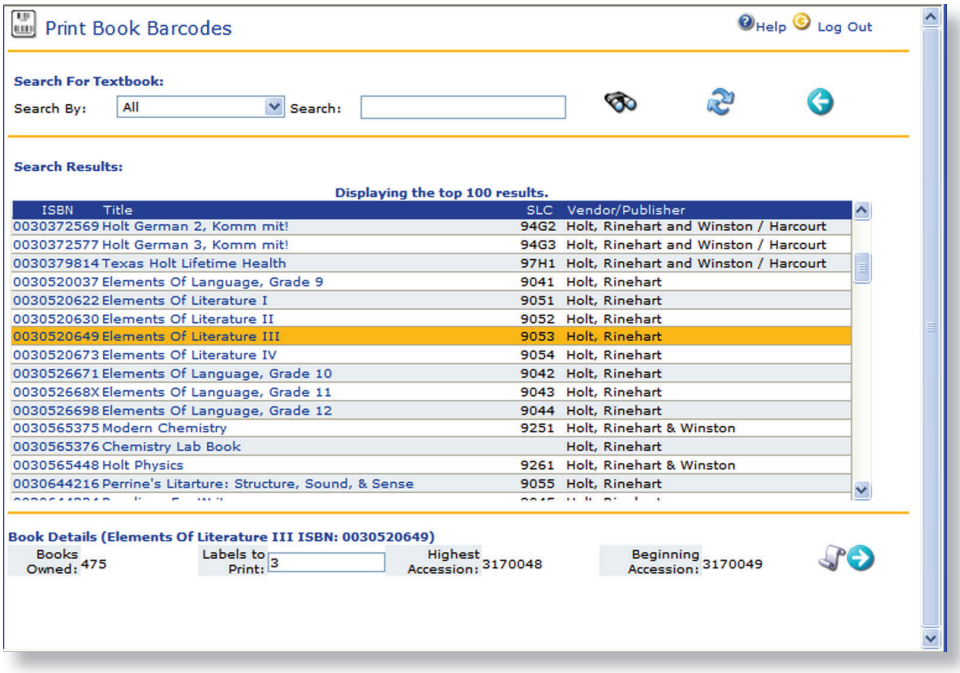
We recommend that you use a **laser printer with a setting of 600 dpi** (dots per inch).

Use the **Avery 6578** size label for printing. This sheet contains three labels across and five down. Here is an example:



Print Bar Codes: Introduction

Print Bar Codes Screen



Select Starting Label icon allows you to select the label on which the printer will start the print job.

Grid Header is clickable and will sort your instructional materials (ascending or descending) by the menu item you select. Available menu bar items to sort by are: ISBN, Title, SLC, and Vendor/Publisher.

Labels to Print field allows you to determine how many labels will be printed. This field will default to the **Books Owned** quantity.

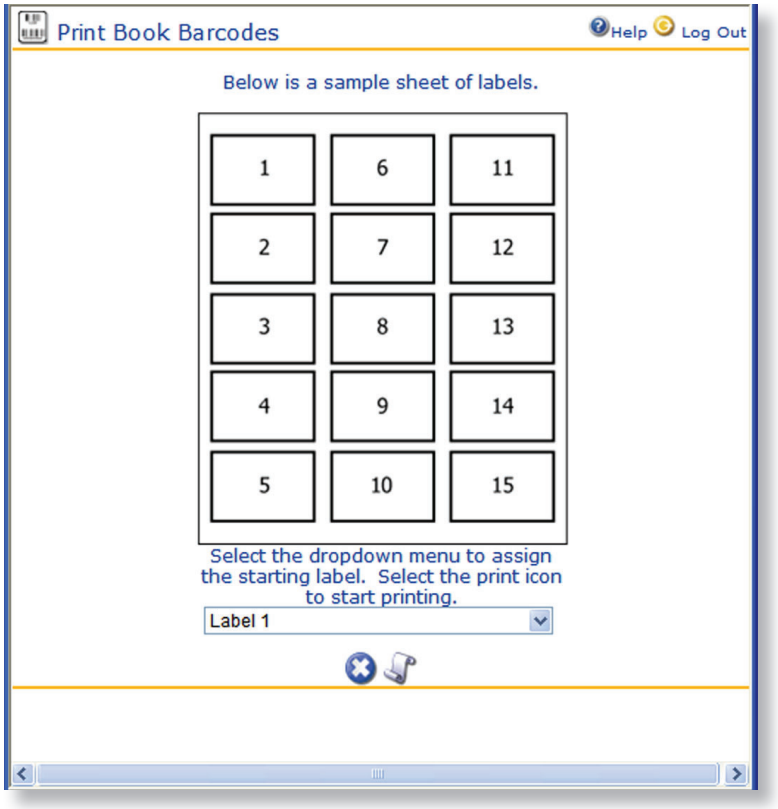
Did you know?

TIPWeb-IM has been formatted to print labels that are 2 x 2 5/8 with 15 labels per sheet. Avery labels 6572 and 6578 are examples that work well.

Avery 6572 or 6578 are polyester type labels. This label is durable and will withstand the abuse of everyday handling. It is almost impossible to rip or tear.

A plain paper label can be used, however, they tend to wear over time without a protective covering. Consider using some type of protective cover when placing them on the instructional materials. Clear standard packing tape works well and is very cost effective. Librarians use a special clear label which is nearly indestructible. However, these library protectant strips can be expensive.

Select Starting Label Screen



Print icon launches the PDF document which contains the ISBN and Accession Bar Codes.

Cancel icon returns you to the **Print Bar Codes** page.

Starting Label drop down menu allows you to determine which label your print job starts on. NOTE: The numbers listed on the sample sheet of labels is the direction the printer will print your labels (down then across).

Print Bar Codes: Step by Step

Print an ISBN & Accession Bar Code

1. Click on (**Automation**) on the Navigation Bar.
2. Click on (**Print ISBN & Accession Bar Codes**).
3. Use Search to find the title of the item.
4. Click on the title for which you need bar code labels.
5. Insert the quantity of labels you want to print in the **Labels to Print** field.
6. To begin printing, click on (**Print**).

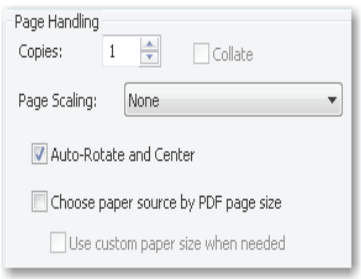
   OR

   Click on the (**Select Starting Label**) to select the starting label.

Important!

Within the **Adobe Acrobat Reader®** print screen, make sure:

- ✓ **Page Scaling** is set to **None**
- ✓ **Auto-Rotate and Center** check box is selected (which is the default setting)



Did you know?

Bar codes are read by sweeping a small spot of light across the printed bar code symbol. The sweep starts at the white space before the first bar and ends in the white space which follows the last bar.

Bar codes are like a printed version of the Morse code. Different bar and space patterns are used to represent different characters. Sets of these patterns are grouped together to form a "symbology". There are many types of bar code symbologies, each having their own special characteristics and features.

Most symbologies were designed to meet the needs of a specific application or industry. For example the UPC symbology was designed for identifying retail and grocery items and PostNET was designed to encode Zip Codes for the US Postal Service.

TIPWeb-IM uses bar code symbology code 128A. This is a high-density bar code symbology which is self-checking and is used for alphanumeric or numeric-only barcodes. Code 128A includes the following 44 characters: 1234567890 ABCDEFGHIJKL MNOPQRSTUVWXYZ -. *$/+%.

Quick Entry

Overview

Quick Data Entry allows you to use your attached/connected scanner to distribute and collect instructional materials directly into TIPWeb-IM through a scanning process. The following is an example of an attached/connected scanner:

LS 2208

You can see the information you are scanning and can print a receipt as soon as you have distributed or collected all of a student's or teacher's instructional materials.

These are the types of data entry within **Quick Entry**:

- **Collect by Accession** - collect items from students and teachers
- **Student Distribution** - assign items to students with accession numbers
- **Teacher Distribution** - assign items to teachers with accession numbers
- **Teacher Distribution without Accessions** - assign items to teachers without accessions
- **Teacher Collection without Accessions** - collect items from teachers without accessions

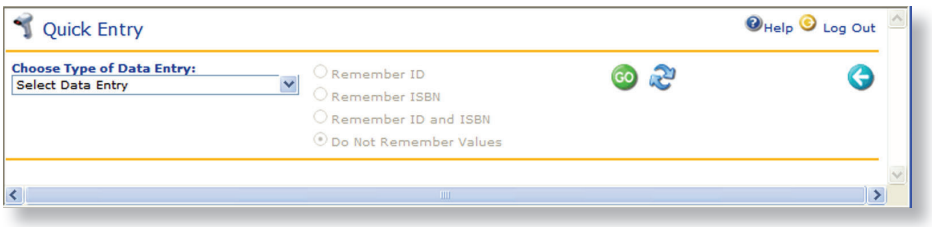
Some of these types of data entry within **Quick Entry** allow you to **Remember Data Field(s)**. If given the choice, you can:

- **Remember ID**
- **Remember ISBN**
- **Remember ID and ISBN**
- **Do Not Remember Values** (default setting)

Even if you chose one of these options, TIPWeb-IM allows you to switch the remembered information during the scanning process.

Quick Data Entry: Introduction

Quick Data Entry Screen



Data Type drop down menu allows you to choose whether you will be distributing items to students or teachers (with or without accessions) or collecting items.

Remember Data Field(s) radial buttons allow you to choose to remember certain fields. Not all data types allow you to remember data fields. The buttons will be greyed out if you are not able to choose them.

Start Scanning icon GO will launch the **Quick Entry Scanning** screen. This is the screen where you enter the distribution or collection data - whether by scanning or by hand entering.

Refresh (Clear Page) icon refreshes the search area and returns the screen to it's original state.

Did you know?

The following are possible error messages you might encounter:

- Not enough copies in storage
- Student/Teacher not in database
- ISBN not distributed to Student/Teacher
- Accession has a status of (code) and is assigned to (student/teacher name) at campus
- Student/Teacher/ISBN/Accession # is longer than the maximum field length
- The accession not in use
- Accession must be numeric
- Invalid ISBN
- Not enough copies distributed to teacher

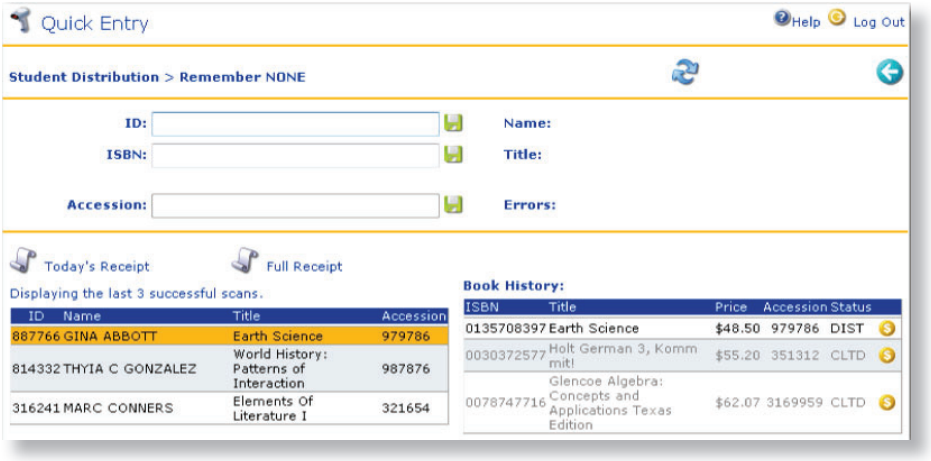
Did you know?

Quick Data Entry works best when using bar codes and an attached scanner. This allows data to be read quickly and accurately.

If your school does not provide ID cards with a student's and/or teacher's ID number in the form of a bar code, TIPWeb-IM has reports which can be printed and used instead.

For student ID bar codes, print the **Student Listing With Bar Codes Report**. For teacher ID bar codes, print the **Teacher Listing With Bar Codes Report**.

Data Entry Scanning Screen



Save icon uses the information entered into the corresponding field and verifies it against your TIPWeb-IM data. If there is an issue, a warning message will appear in red text. If you are entering the data manually (not scanning), you either click on this icon or use the **Enter Key** on the keyboard to activate this process.

Today's Receipt icon launches the individual's receipt which displays all of today's activity on the respective account.

Full Receipt icon launches a receipt which shows all of the transaction history for the entire school year - regardless of item statuses.

Book History lists all distribution history for the ID most recently scanned and displayed in the ID field.

Change Status icon opens the Change Staus screen to change the status of an item distributed to the student.

Assess Charge icon allows a charge to be assessed for any item listed in book history for the ID most recently scanned and displayed in the ID field.

Quick Data Entry: Step by Step

Using Quick Data Entry

1. Click on (**Automation**) on the Navigation Bar.
2. Click on (**Quick Data Entry**).
3. Select the data entry type from the **Choose Type of Data Entry** drop-down menu.
4. Select one of the **Remember Data Field(s)** radial buttons, if applicable.
5. Click on (**Start Scanning**).
6. Enter the corresponding data into the required field (manually or scanning)
7. To print a receipt, click on (**Today's Receipt**) or (**Full Receipt**) after each student or teacher.

Assessing a Charge in Quick Entry

1. Follow steps 1 through 6 above.
2. Locate the instructional material for which you want to Assess a Charge or Change the Status in **Book History** located in the bottom right portion of the screen.
3. Click on (**Assess Charge**) or (**Change Status**) in the corresponding row.
4. From this point, the steps to complete each process are identical to the steps found under Students/Teachers on the Navigation bar.
5. Click on (**Save**) to return to the **Quick Entry** page..

How Many Scanners Do I Need?

We suggest a minimum of one scanning unit per 800 students and ideally one scanning unit per 600 students.

The device you select is dependent on internet connectivity within the building, the layout of the building, the number of book rooms, and the location of the book rooms within your building.

Practice Activity

In pairs or in small groups read the following scenarios and answer the questions.

1. You just printed 30 sheets of ISBN and Accession number bar codes, then you spilled coffee all over them!!! What do you do now?

2. An error message saying "Invalid ISBN" comes up while you are scanning out books to a student. What do you do?

3. Using Quick Data Entry, what data type do you use if you want to distribute consumable workbooks to teachers?

4. Tommy turns in his book and you notice that he has torn page 65. How do you charge him for this damage?

Textbooks

Textbooks

Overview

Textbooks is where textbooks or other materials can be viewed and/or added to the TIPWeb-IM database.

Selecting this icon will produce a list of instructional materials which can be limited by search criteria you select.

Click on a specific title to display:

- The total number of items in inventory
- The number of items issued
- The number of items currently in storage

Textbooks can also be distributed from this icon.

TIPWeb-IM's Alphabet Soup

Within TIPWeb-IM, you will find many acronyms and abbreviations. They are:

ISBN - International Standard Book Number: This is the 10 or 13 digit number assigned by the publisher of each book title.

SLC - State List Code: Some states assign numbers to groups of instructional materials. Texas uses a four digit number which represents the grade level and subject area which they refer to as the multi-list code.

CLTD - Collected: A returned item.

DIST - Distributed: An item in use by a student or teacher.

DSTY - Destroyed: An item identified as hazardous, flood damaged, or stolen. No payment is expected and the item is unusable.

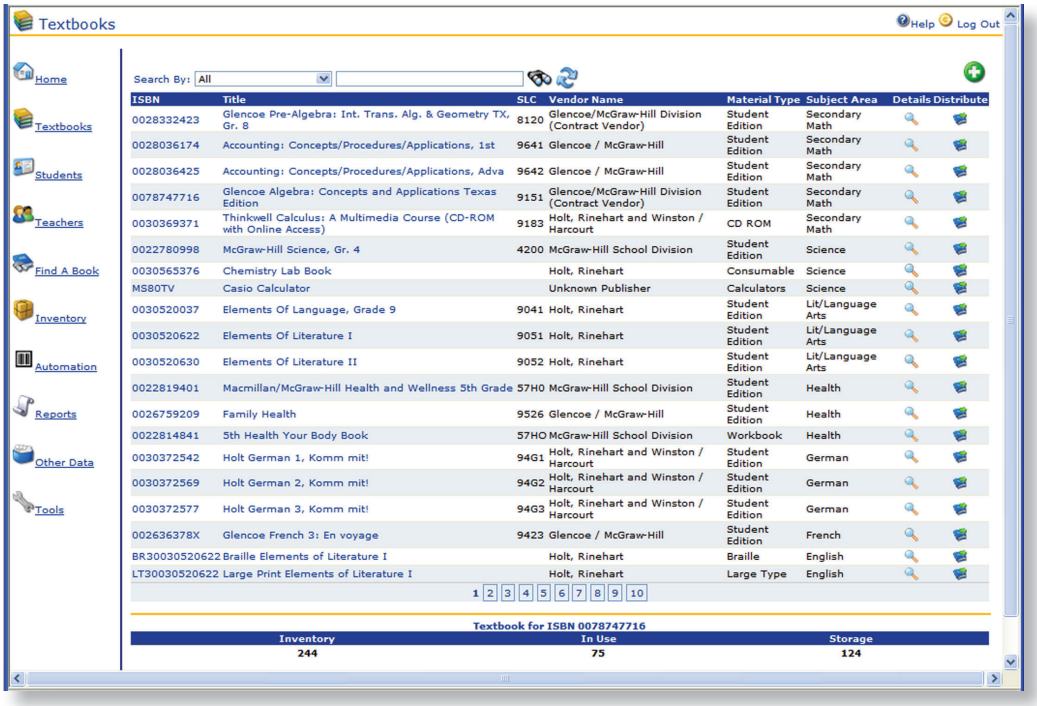
LOST - A temporary status, waiting for payment or for the item to be found.

PAID - Payment has been received for the FULL amount of an item.

PRTL - Partial Payment: This indicates a partial payment for an item. It is a temporary status which should result in full payment.

XFER - transfer - only seen on teacher distributions and designates an item was transfered from the respective teacher to another individual.

Main Textbooks Screen



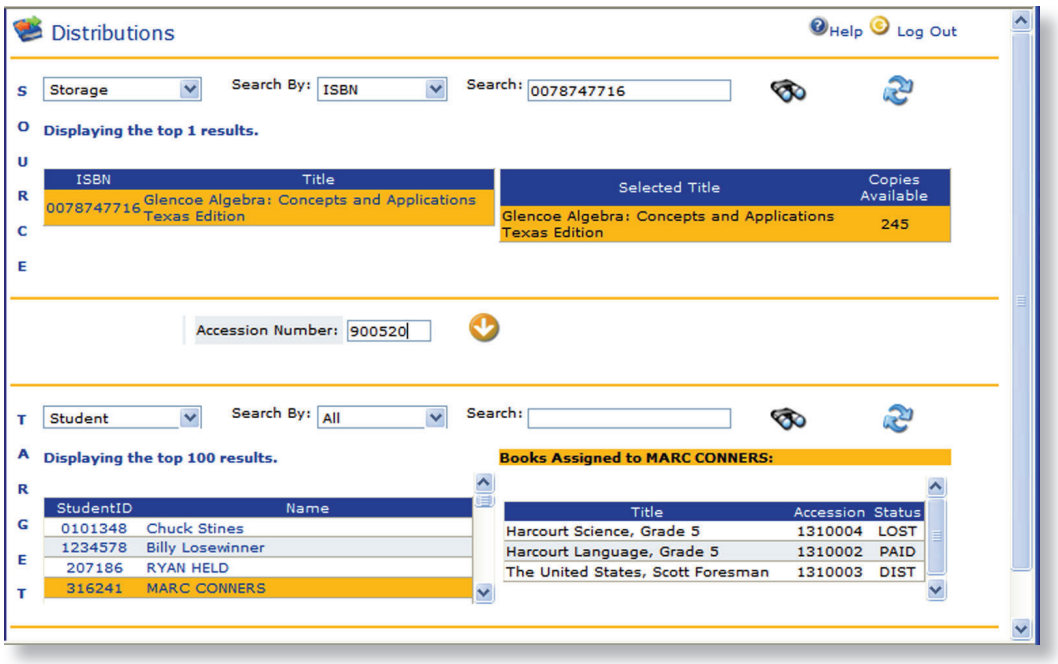
Distribute icon performs instructional material distribution to a student or a teacher.

Paging feature 1 2 3 4 5 6 at the bottom of the list, as shown in the screen capture above. It improves response time and allows you to easily navigate through the list.

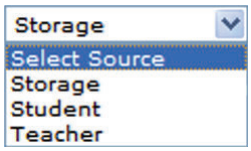
Click on the item's ISBN or title to see the instructional material's total number of items in inventory, number of items issued, and the number of items currently in storage on the lower half of this screen.

Grid Header is clickable and will sort your campus' instructional materials (ascending or descending) by the menu item you select. Available menu bar items to sort by are: ISBN, title, SLC, vendor name, material type, and subject area.

Textbooks Distribution Screen

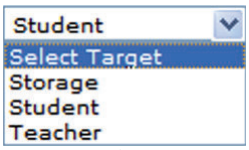


SOURCE



Select a Source drop down allows you to choose from where/whom the item will be selected for distribution.

TARGET



Select a Target drop down allows you to choose to where the item is being distributed.

TRANSFER

Accession Number field is where you enter the item's assigned accession number.

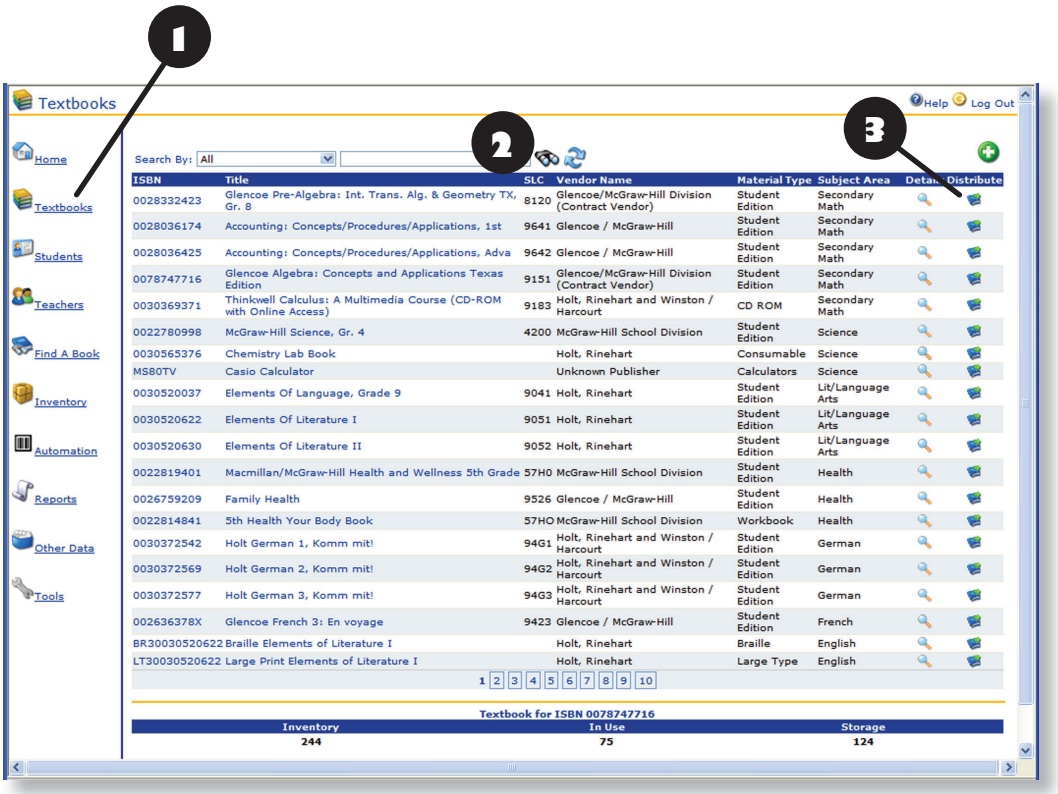
Transfer icon transfers the source's selected instructional material to the selected target.

Distribute a Textbook from Textbook

1. Click on (**Textbooks**) on the Navigation Bar.

2. Use **Search** to find the item you want to distribute.

3. Click on (**Distribute**) in the row listing the item you want to distribute. The Distributions page opens.



Continued on next page

4. In the **Target** area (located in the lower grid of the page), select the target (to whom the item will be distributed) using the drop-down menu.

5. Use the scroll bar to locate the target person or use the **Search By** drop-down menu and the **Search** field to narrow your search.

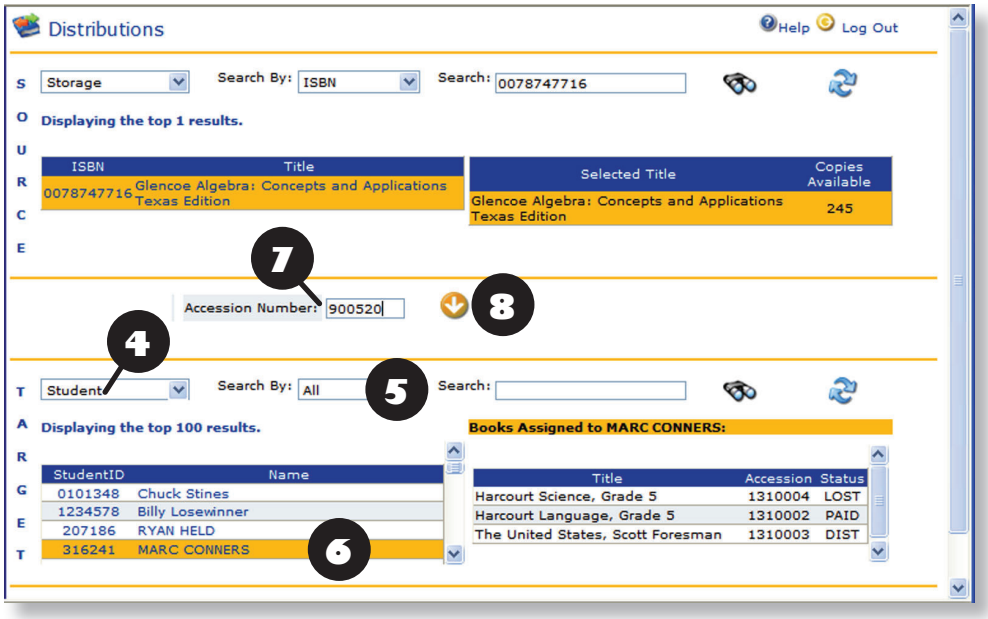
6. Click on the person to whom this item will be distributed. The row highlights to orange. (On the right side of the page, the person's current distribution history displays. If they do not have an item checked out to them, a message stating **No Books Assigned to...**, displays.)

7. In the **Accession Number** field (located in the center of the page), enter the accession number of the item being distributed.

   Note: Student distribution is reflected in the screen shot below. Distribution to a teacher requires the number of copies to be entered before entering accession numbers.

8. Click on (**Transfer**).

9. **Transaction Completed!** will appear next to the **Transfer** icon and the item is now in the person's current **Books Assigned To...** list.



Did you know?

Distribution can be automated with the addition of a connected bar code scanner.

The bar code scanner allows you to scan directly into the displayed window.

Place your cursor into the field you wish to scan data into, and then scan away!

It is that simple!

Practice Activity

In pairs or in small groups read the following scenarios and answer the questions.

1. You need a quick inventory breakdown for a specific textbook. Where do you go?

2. Great! You have enough of the above mentioned textbook to distribute to the student standing in front of you. How do you quickly issue them this book?

3. On the distribution screen, if the **Source** is selected as **Storage**, what are your only two options for a **Target**? Why?

Students

Students

Overview

Students is where you view and manage information pertaining to your students.

All student instructional material transactions and their history, class schedule, distributions, collections, ability to change material status, and charges can be assessed/performed from the student screen.

There are two types of students:

- **Active** - students who are currently enrolled in your school/campus
- **Inactive** - students who are no longer enrolled in your school/campus.

Did you know?

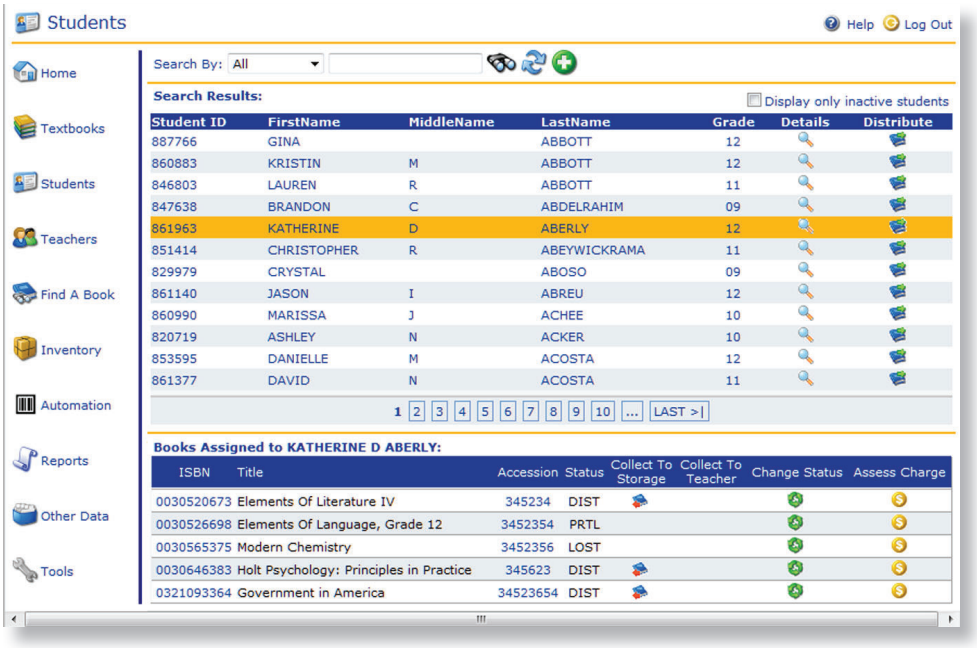
For the majority of our TIPWeb-IM customers, student data is updated automatically from your school's student information system.

This significantly reduces the amount of data you would otherwise be required to manually add to this database.

You can certainly add new students manually when necessary—you just do not have to do that very often.

Students: Introduction

Main Students Screen



Details icon displays the student detail screen. This page displays the student's contact information, ID number, grade level, homeroom, schedule, book history, and notes.

Distribute icon performs instructional material distribution to a student.

Click on the student's name to see the student's items currently assigned to him/her and their status.

Change Status icon opens the **Change Status** screen allowing you to change the status of an item distributed to this individual.

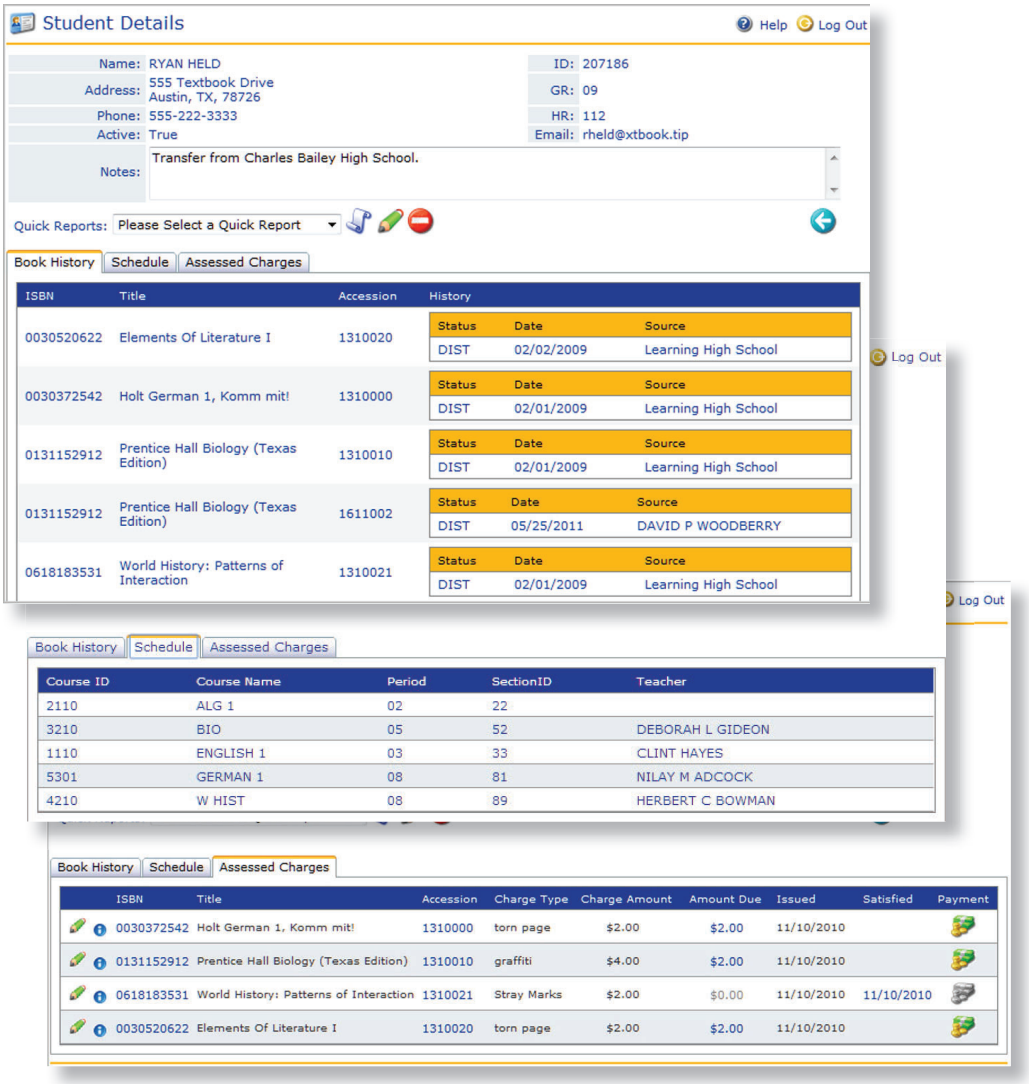
Collect to Storage icon collects the item from this individual and changes the status to **CLTD** (collected).

Collect to Teacher icon collects the item from this individual, transfers the item back to the respective teacher's account (with a status of **DIST**), and changes the status to **CLTD** (collected) on the student's account.

Assess a Charge icon opens the Assess a Charge screen allowing you to assess a charge for damage to the item.

Show Inactive ☐ Display only inactive students check box displays those students not currently enrolled in your school/campus.

Students Detail Screen



Quick Reports drop down menu allows you to select a quick report pertaining only to this student.

History tab [Book History] displays the student's instructional material distribution history.

Schedule tab [Schedule] displays the student's schedule as it was last updated from your student information system.

Assessed Charges tab [Assessed Charges] displays status of charges assessed to the student. Payments can be made by clicking on the Payment icon.

Did you know?

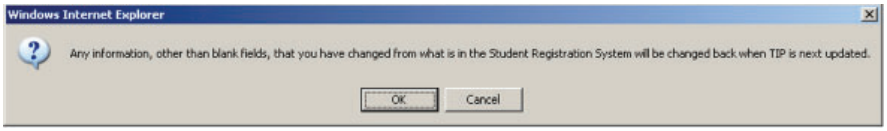
TIPWeb-IM uses the student's ID to create a student account. TIPWeb-IM brings in student information from your school's student information system (SIS) and, if that system creates a new ID number, TIPWeb-IM will also create a new TIPWeb-IM student account.

This means you need to be aware of the ID number you enter when manually adding a new student. If the number you enter is incorrect, the next time the SIS updates TIPWeb-IM, it will use the correct number. Now you have two accounts for one student.

Likewise, if you try to enter a student ID number which is already in use, TIPWeb-IM will give you an error message and request you use another ID number.

Add a Student Record

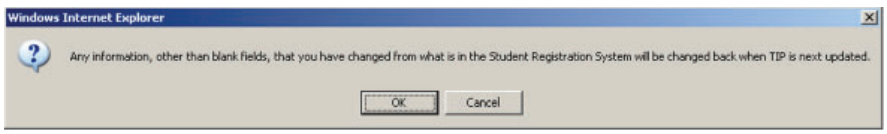
1. Click on (**Students**) located on the Navigation Bar.
2. Click on (**Add**).
3. Enter the student's information in the provided fields.
   Note: Required information is displayed in red.
4. To save your entry, click on (**Save**). The following pop-up window displays:



5. Click **OK**. A message stating ***You have successfully added a student*** displays.

Edit a Student Record:

1. Click on (**Students**) located on the Navigation Bar.
2. Use **Search** to find the student whose information you want to edit.
3. Click on (**Details**) in the row listing the student whose information you want to edit.
4. Click on (**Edit**) to change the information.
5. Edit the required information, click on (**Update**). The following pop-up window displays:



6. Click **OK** to continue.
7. The message ***You have successfully updated the student*** appears at the bottom of the page.
8. Click on (**Previous Page**) to return to the Student Details page.

Inactivate a Student Record

This inactivates the status of the student. By inactivating the student's status, you can retain their past distribution records without having them show up in the grid for active or enrolled students.

1. Click on (**Students**) located on the Navigation Bar.

2. Use **Search** to find the student record you want to inactivate.

3. Click on (**Details**) in the row respective to the desired student.

4. Click on (**Inactivate**).

5. Click on **OK** to complete.

Did you know?

When you delete a student, the student and their book history are stored in an inactive status.

Book history for inactive students is displayed on student reports but is not part of the Student Listing with Bar Codes report.

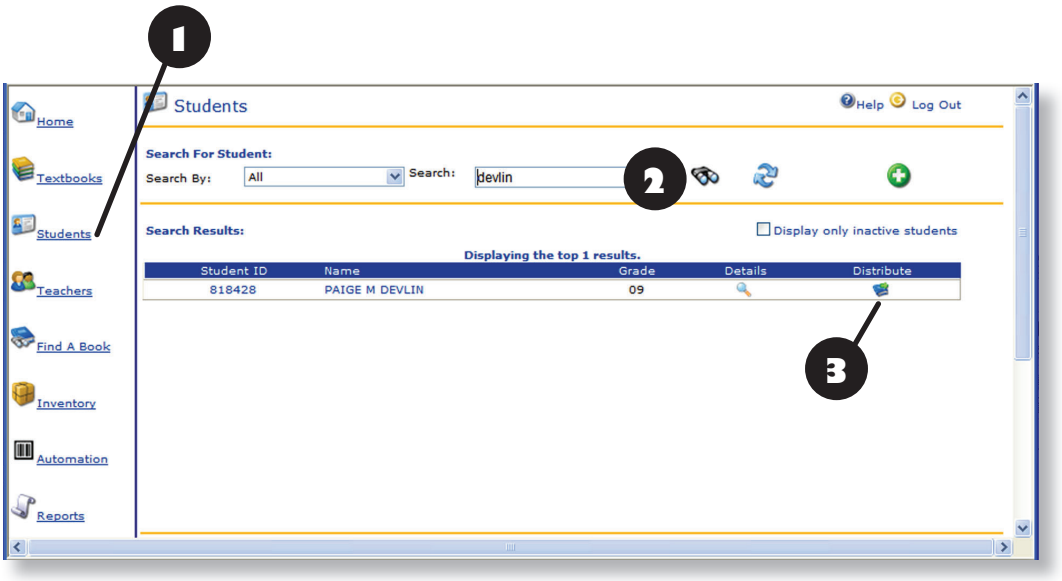
To display inactive students, click in the box next to "Display only inactive students" found in the upper right side of the Students screen.

Distribute a Textbook From Students

1. Click on (**Students**) on the Navigation Bar.

2. Use **Search** to find the student to whom you want to distribute an item.

3. Click on (**Distribute**) in the row listing the student to whom you want to distribute to. The Distributions page opens.



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4. In the **Source** area (located at the top of the page), use the **Search By** drop-down menu and the **Search** field to narrow your search for the title to be distributed. (Note: The default setting for the **Source** drop down menu will be **Storage**.)

5. Click on the title to be distributed. The row highlights to orange. (On the right side of the page, the title and the number of available copies to distribute displays.)

6. In the **Target** area (located in the lower grid of the page), verify the desired student's information is selected.

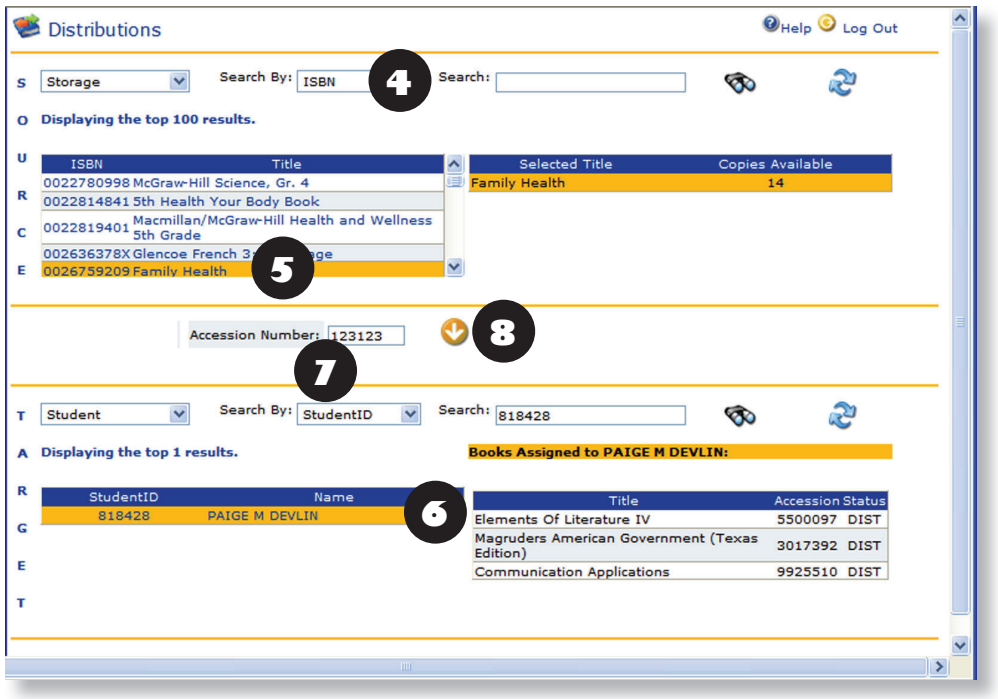
   Note: The default setting for the **Target** drop down menu will be **Student** and the student will already be selected. On the right side of the page, the person's current distribution history displays. If they do not have an item checked out to them, a message stating **No Books Assigned to...**, displays.

7. In the **Accession Number** field (located in the center of the page), enter/scan the accession number of the item being distributed.

8. Click on (**Transfer**).

   Note: If you scanned the accession number with a scanning device, you do not have to click on the **Transfer** icon.

9. **Transaction Completed!** will appear next to the **Transfer** icon and the item is now in the person's current **Books Assigned To...** list.



Collect a Student Textbook To Storage

1. Click on (**Students**) on the Navigation Bar.

2. Use **Search** to find the student who is returning the items.

3. Click on the student ID or name. The row highlights to orange.

4. At the bottom of the page, a grid with all the instructional materials assigned to this person displays. Locate the row that lists the item which needs a status change.

5. Click on (**Collect to Storage**) in the row with the accession number in question.

6. A pop-up message displays, asking you if you really want to return this item to storage.

7. If you do, click **OK**.

Collect a Student Textbook To Teacher

If an item was transferred from a teacher's account directly to a student's account, the student's account will allow you return the item to the teacher. If there is no icon allowing you to do this, it means this particular accession number was not transferred to the student from the teacher's account.

1. Click on (**Students**) on the Navigation Bar.

2. Use **Search** to find the student who is returning the items.

3. Click on the student ID or name. The row highlights to orange.

4. At the bottom of the page, a grid with all the instructional materials assigned to this person displays. Locate the row that lists the item which needs a status change.

5. Click on (**Collect to Teacher**) in the row with the accession number in question.

Change Status of a Student's Textbook

1. Click on (**Students**) on the Navigation Bar.

2. Use **Search** to look for the person who has material which needs a status change.

3. Click on the ID or name of the student who needs to have material status changed. The row highlights to orange.

4. At the bottom of the page, a grid with all the instructional materials assigned to this person displays. Locate the row that lists the material which needs a status change.

5. Click on (**Change Status**) in the corresponding row.

6. In the center of the **Change Status** page, select the **New Status** drop-down menu.

7. Choose from one of the following status options:
   - Lost (**LOST**)
   - Destroyed (**DSTY**)
   - Partial (**PRTL**)
   - Paid (**PAID**)
   - Return to Storage (**CLTD**)

8. Click on (**Change Status**).

Did you know?

To change the status to **Partial**, you are required to enter a dollar amount into the **Payment** field at the bottom of the page.

It is a best practice to enter the amount paid, the date, and form of payment in the notes field before clicking on (**Change Status**).

This allows you to easily see how much the student paid and when.

Assess a Charge to a Student

To assess a charge for a fee or fine to an instructional material on a student record, use the following steps:

1. Click on (**Students**) located on the navigation bar.
2. Use **Search** to find the student to whom you want to assess the charge.
3. Click on the name of the student who needs the charge assessed. The row highlights to orange.
4. At the bottom of the page, a grid with all the instructional materials assigned to this student is displayed. Locate the row that lists the instructional material that needs a charge assessed.
5. Click on (**Assess Charge**) in the corresponding row.
6. Click on the **Type** drop down menu and select a **Charge Type**.
7. Enter any notes you wish in the **Notes** field.
8. Click on (**Save**).
9. Click on (**Print**) to print a **Charge History Receipt**.
10. Click on (**Exit**) to close the **Assess a Charge** screen.

Did you know?

Charge Types are created by the district. Depending on the settings established you may or may not change the price of a charge type* or view percentages based on the material's unit price.

**If the displayed Charge Amount is in black text, the charge amount can be changed.*

Process a Charge

Use the following steps to process a payment for a student's currently assessed charge:

1. Click on (**Students**) located on the Navigation bar.
2. Use **Search** to find the student for whom you want to process the charge payment.
3. Click on (**Details**) in the row listing the student whose charge you wish to process.
4. Click on

(**Assessed Charges Tab**).
5. Click on (**Payment**) in the row listing the instructional material for which you want to make a payment.
6. Enter the payment amount into the **New Payment** field.
7. Add any notes about this payment in the **New Payment Notes** field.
8. Click on (**Exit**) to close the **Assess a Charge** screen.

Print a Charge Receipt

To print a Charge Receipt for currently assessed instructional materials, use the following steps:

1. From **(Students)** on the navigation bar, click on **(Details)** in the row listing the person whose charge you wish to print.
2. Click on the **Quick Reports** drop down menu and choose **Charge Receipt.**
3. Click on (**Print**).
4. The **File Download** dialog box opens, asking you if you want to **Open**, **Save**, or **Cancel**. Click **Open**.
5. Once open in **Adobe Acrobat Reader**, go to **File > Print**, located on the tool bar or click on (**Print**).

Did you know?

The **Quick Data Entry** and **Find a Book** screens allow you to assess a charge to an instructional material.

Partial payments for charges can be processed. Enter the amount received. TIPWeb-IM will automatically satisfy the charge when the full amount is reached.

You can satisfy the charge at anytime by clicking on the **Satisfied** box - regardless of the amount received.

If you wish to **nullify** the charge originally assessed to an instructional material, receive $0 in the **New Payment** field and click on the **Satisfied** box.

Practice Activity

In pairs or in small groups read the following scenarios and answer the questions.

1. You need to verify a student is eligible for the textbook they are requesting. How do you look up a student's class schedule within TIPWeb-IM?

2. ARGH!!! You accidentally transposed some ID numbers in a new student's account which was manually created yesterday. Today, you have two accounts for this one student. To make matters worse, you distributed all of their textbooks to the incorrect ID's account. How do you fix this?

3. A parent calls and wants a list of the items on their student's account emailed to them. Within the Students area, how do you accomplish this?

TEACHERS

Overview

The **Teachers** icon is where you will view and manage information pertaining to your teachers.

All teachers/instructional material transactions and history as well as class schedule can be displayed. Distributions, collections, transfers and the change of status of items can be performed from this icon.

There are two types of teachers:

- **Active** - teachers currently working on your campus
- **Inactive** - teachers who have left the campus this current school year. This retains their past distribution records.

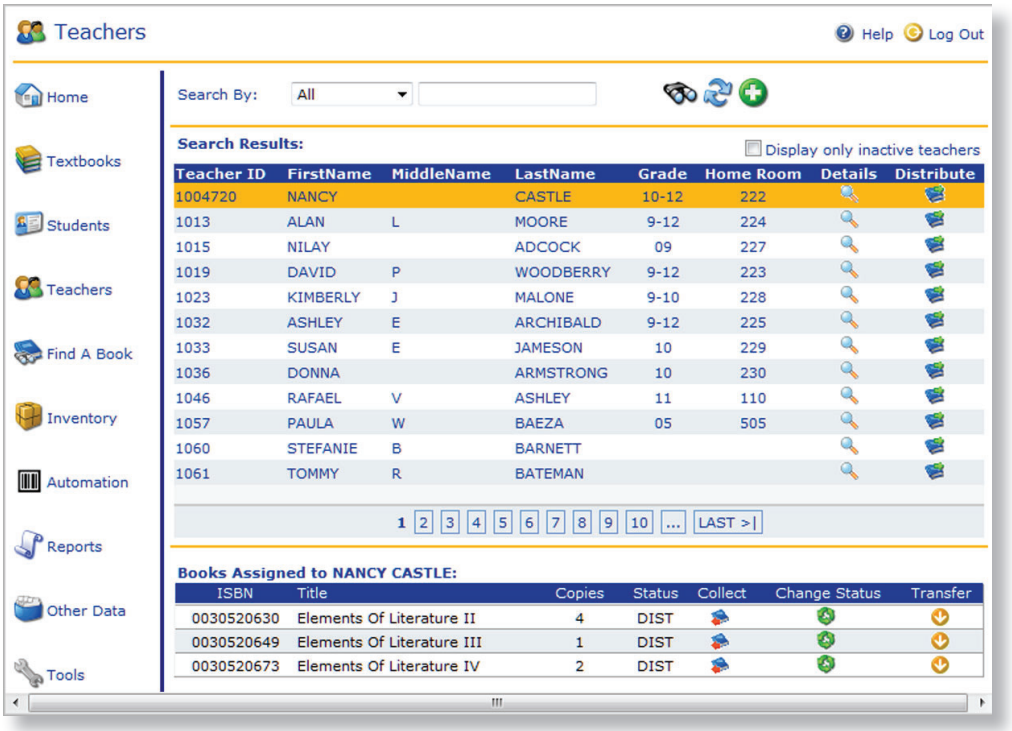
Did You know?

For the majority of our TIPWeb-IM customers teacher data is updated automatically from your school's student information system.

This significantly reduces the amount of data you would otherwise be required to manually add to the database.

You can certainly add a new teacher manually when necessary — you just won't have to do that very often!

Teachers Main Screen



Click on the teacher's ID or name to see the teacher's assigned items on the lower half of this screen.

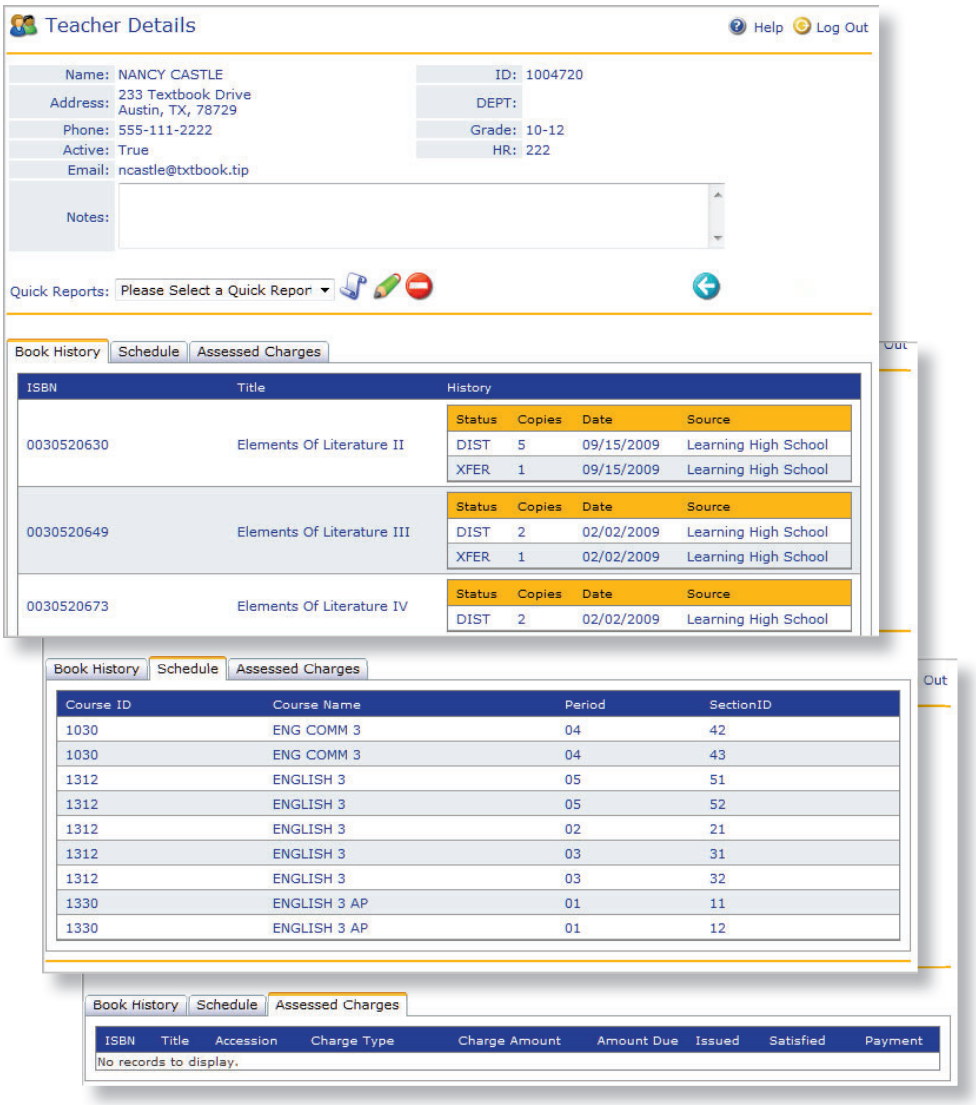
Distribute icon performs instructional material distribution to the teacher.

Collect icon returns the teacher's instructional material(s) to storage and gives the instructional material(s) the status of CLTD (collected).

Change Status icon changes the status of the teacher's instructional material(s) to either LOST (lost), DSTY (destroyed), PAID (fully paid), PRTL (partial paid), or CLTD (return to storage).

Transfer icon moves the responsibility of the instructional material(s) from this teacher's account to another person's account (student or teacher).

Teachers Details Screen



Quick Reports drop down menu allows you to select a quick report pertaining only to this teacher.

History tab [Book History] displays the teacher's instructional material distribution history.

Schedule tab [Schedule] displays the teacher's schedule as it was last updated from your student information system.

Assessed Charges tab [Assessed Charges] displays status of charges assessed to the teacher. Payments can be assessed by clicking on the Payment icon.

Did you know?

A charge may be assessed to a teacher from two places:

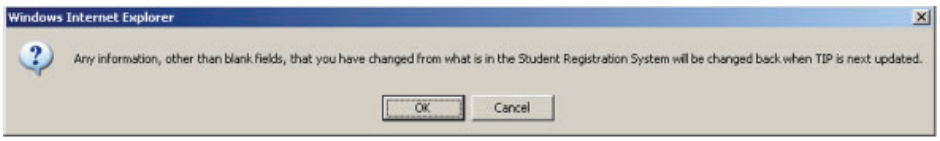
Assess a Charge from Find A Book

Assess a Charge from Quick Data Entry

A **Receipt** for the charge may be printed at the time the charge is assessed or a payment processed.

Add a Teacher Record:

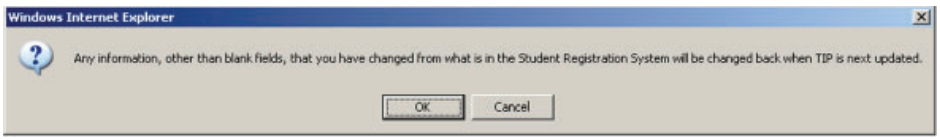
1. Click on (**Teachers**) located on the Navigation Bar.
2. Click on (**Add**).
3. Enter the teacher's information in the provided fields.
   Note: Required information is displayed in red.
4. To save your entry, click on (**Save**). The following pop-up window displays:



5. Click **OK**. A message stating ***You have successfully added a teacher*** displays.

Edit a Teacher Record:

1. Click on (**Teachers**) located on the Navigation Bar.
2. Use **Search** to find the teacher whose information you want to edit.
3. Click on (**Details**) in the row listing the teacher whose information you want to edit.
4. Click on (**Edit**) to change the information.
5. Edit the required information, click on (**Update**). The following pop-up window displays:



6. Click **OK** to continue.
7. The message ***You have successfully updated the teacher*** appears at the bottom of the page.
8. Click on (**Previous Page**) to return to the Teacher Details page.

Inactivate a Teacher

This inactivates the status of the teacher. By inactivating the teacher's status, you can retain their past distribution records without having them show up in the grid for active teachers.

1. Click on (**Teachers**) located on the Navigation Bar.
2. Use **Search** to find the teacher whose record you want to inactivate.
3. Click on (**Details**) in the row listing the respective teacher.
4. Click on (**Inactivate**).

Process a Charge

Use the following steps to process a payment for a teacher's currently assessed charge:

1. Click on (**Teachers**) located on the navigation bar.
2. Use **Search** to find the teacher for whom you want to process the charge payment.
3. Click on (**Details**) in the row listing the teacher whose charge you wish to process.
4. Click on

(**Assessed Charges Tab**).
5. Click on (**Payment**) in the row listing the instructional material for which you want to make a payment.
6. Enter the amount of the payment into the **New Payment** field.
7. Add any notes about this payment you wish to enter in the **New Payment Notes** field.
8. Click on (**Exit**) to close the **Assess a Charge** screen.

Did you know?

The **Quick Data Entry** and **Find a Book** screens allow you to assess a charge to an instructional material.

If you do not see the kind of **Charge Type** you would like to assess to this person, create a new **Charge Type** by typing it in the **Type** field instead of selecting one of the existing **Charge Types** in the drop down menu.

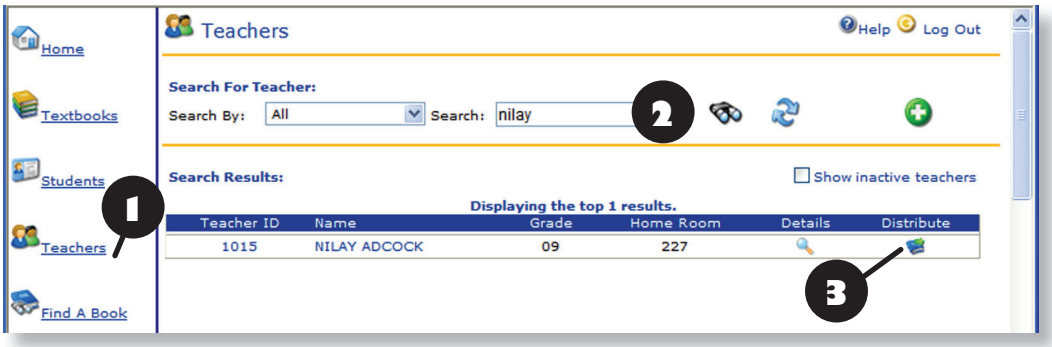
The last amount used to assess a charge for the **Charge Type** selected will appear. If you wish to change this amount, click in the **Charge Amount** field, delete the defaulted amount, and enter the desired **Charge Amount**.

Distribute a Textbook from Teachers

1. Click on (**Teachers**) on the Navigation Bar.

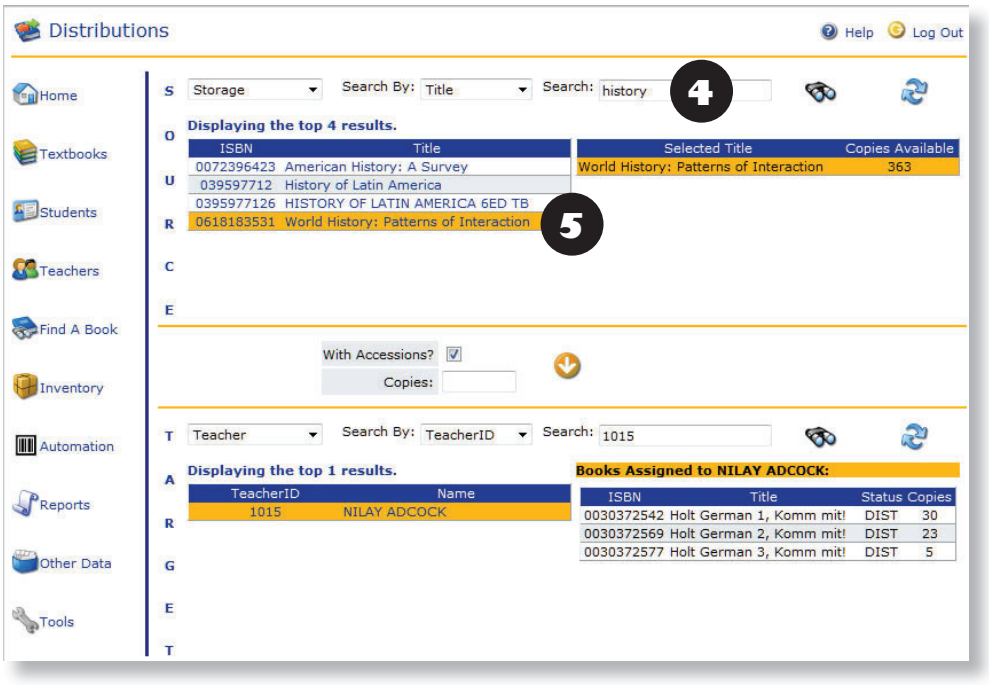
2. Use **Search** to find the teacher you want to distribute to.

3. Click on (**Distribute**) in the row listing the teacher you want to distribute to. The Distributions page opens.



4. In the **Source** area (located at the top of the page), use **Search By** drop-down menu and the **Search** field to narrow your search for the title to be distributed.

5. Click on the title to be distributed. The row highlights to orange. (On the right side of the page, the title and the number of available copies to distribute displays.)



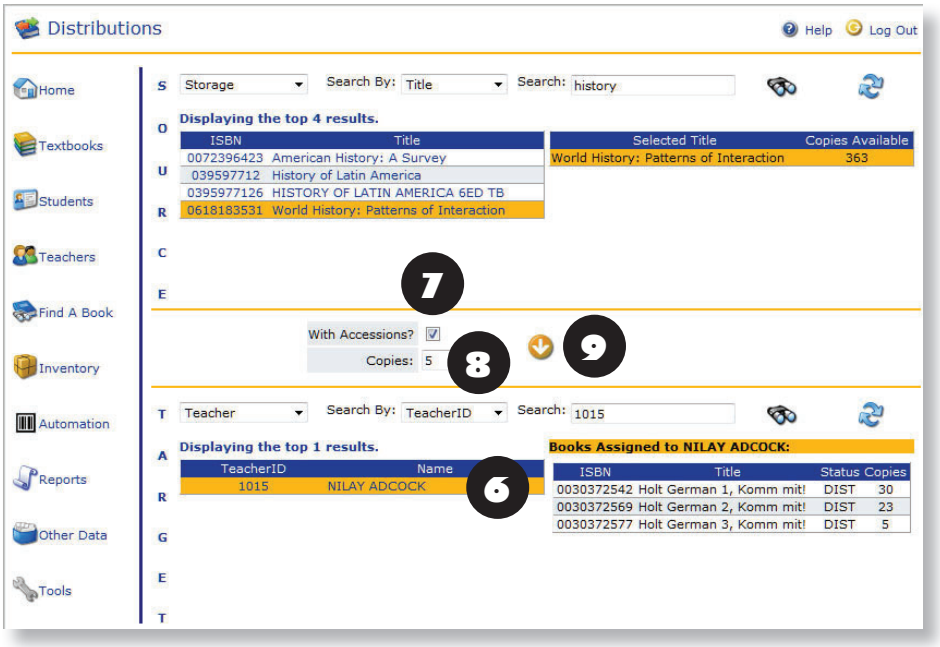
6. In the **Target** area (located in the lower grid of the page), verify the desired teacher's information is selected

   Note: The default setting for the **Target** drop down menu will be **Teacher** and the teacher will already be selected.

7. Verify the **With Accessions?** field is checked (if you do not wish to use accession numbers, unclick the box.)

8. In the **Copies** field, enter the number of items you will be distributing to this teacher.

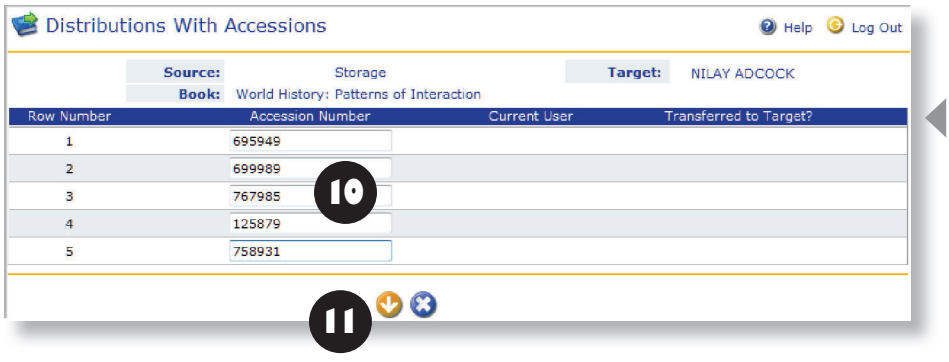
9. Click on (**Transfer**). The Distributions With Accessions page opens.



10. Enter all of the accession numbers assigned to the items you are distributing to this teacher.

11. Click on (**Transfer**).

12. **All Distributions Completed!** will appear next to the **Previous Page** icon.



Did you know?

Want to make entering accession numbers go faster?

If you scanned the accession number with a scanning device, you do not have to click on the next field or (**Transfer**).

However, if you are manually typing the accession number, you are required to click on (**Transfer**) to register the accession number(s) entered into the **Distributions With Accessions** screen.

Change Status of a Teacher's Textbook

1. Click on (**Teachers**) on the Navigation Bar.
2. Use **Search** to look for the teacher who has an item which needs a status change.
3. Click on the ID or name of the teacher who needs to have an item status changed. The row highlights to orange.
4. At the bottom of the page, a grid with all the instructional materials assigned to this teacher displays. Locate the row that lists the item which needs a status change.
5. Click on (**Change Status**) in the corresponding row.
6. In the center of the **Change Status** page, select the **New Status** drop-down menu.
7. Choose from one of the following status options:
   - Lost (**LOST**)
   - Destroyed (**DSTY**)
   - Partial (**PRTL**)
   - Paid (**PAID**)
   - Return to User (**DIST**)
   - Return to Storage (**CLTD**)
8. Click on (**Change Status**).

Collect a Teacher Textbook To Storage

1. Click on (**Teachers**) on the Navigation Bar.
2. Use **Search** to find the teacher who is returning items.
3. Click on the teacher's ID or name. The row highlights to orange.
4. At the bottom of the page, a grid with all the instructional materials assigned to this teacher displays. Locate the row that lists the item which needs a status change.
5. Click on (**Collect to Storage**) in the row with the accession number in question.
6. A pop-up message displays, asking you if you really want to return this item to storage.
7. If you do, click **OK**

Transfer a Textbook to a Student

If a teacher loans out an item which was distributed to themselves, it is possible to switch the responsibility of that item to the student or teacher who borrowed it. In order transfer a distribution from a teacher to a student, you must have the accession number of the item prior to transferring the item.

1. Click on (**Teachers**) on the Navigation Bar.
2. Use **Search** to locate the teacher for whom the item was borrowed.
3. Click on the teacher's name. The row highlights to orange.
4. Click on (**Transfer**) in the row with the title in question.
5. Click on the radial button next to the item's title (located the top of the screen).
6. In the **Target** area (located in the lower grid of the page), use the drop down menu to select **Student** as the target.
7. Use **Search By** drop-down menu and the **Search** field to narrow your search for the student the item should be distributed to.
8. Click on their name. The row highlights to orange. (On the right side of the page, the person's current distribution history displays. If they do not have an item distributed to them, a message stating **No Books Assigned to...**, displays.)
9. In the **Accession Number** field, enter the exact accession which was in the item loaned to the student/teacher.
10. Click on (**Transfer**)
11. The message **Transaction Completed!** will appear next to the Transfer icon.

Did you know?

Don't trust your eyes to visually verify a collection?

You are not alone! To digitally verify (by scanning) a collection, you can use:

- **Find A Book**
- **Quick Data Entry** (Collect by Accessions)

These methods help guard against human error issues of visually verifying an item's accession number or accidently clicking on the wrong collect icon.

Try using them at different collection times and see what works best for you and your campus.

Transfer a Textbook to a Teacher

This process allows you to transfer some or all of a teacher's distributions to another teacher by ISBN.

1. Click on (**Teachers**) on the Navigation Bar.
2. Use **Search** to locate the teacher for whom the item was borrowed.
3. Click on the teacher's name. The row highlights to orange.
4. Click on (**Transfer**) in the row with the title in question.
5. Click on the radial button next to the item's title (located the top of the screen).
6. In the **Target** area (located in the lower grid of the page), use the drop down menu to select **Teacher** as the target.
7. Use **Search By** drop-down menu and the **Search** field to narrow your search for the teacher the item(s) should be distributed to.
8. Click on their name. The row highlights to orange. (On the right side of the page, the person's current distribution history displays. If they do not have an item distributed to them, a message stating **No Books Assigned to...**, displays.)
9. Click on (**Transfer**)
10. Click on the respective check box located within the grid's rows to select the desired item(s) or click on the box in the blue header to select all items within the grid to be transferred.

11. Click on (**Save**). The message **Successful Transfer!** appears.
12. Click on (**Cancel**) to return to the **Teacher Distributions** screen.

Practice Activity

In pairs or in small groups read the following scenarios and answer the questions as best you can.

1. A teacher walks into your office and asks you the names/titles of the books he has checked out to his account. In the Teachers area, there are 3 ways you can access that requested information. Can you list all three?

2. One of the math teachers would like to have a student edition textbook checked out to her in addition to the teacher edition textbook she would normally get. How do you reflect the transaction in TIPWeb-IM?

3. A teacher, Susan Jameson, calls you and says she lent a book to a student. The student, Eric Woods, says he lost it at the local mall. Ms. Jameson wants the student to be held accountable for this book's loss. The book's accession number is 2101977. How do you reflect the transaction in TIPWeb-IM?

Practice Activity

In pairs or in small groups unscramble the words listed below.
Then create a sentence using all of the words in the scramble.

echrtae _____

itubdestir _____

caecsisno _____

fsnarert _____

ncio _____

tlcleco _____

essssa gerahc _____

noitvangai rab _____

engahc ttsuas _____

chsera _____

egsotar _____

Find A Book

Find A Book

Overview

The **Find A Book** icon allows you to research instructional material distributions. It is especially helpful with finding the person assigned to a missing/lost materials and collecting instructional materials.

When you search by **Accession**, **ISBN**, **Title**, or **SLC**, the results are:

- To whom the material was issued
- The individual is identified as a student or a teacher
- The accession number, status, and date of the transaction is displayed

When selecting the Details tab after a search by ISBN, Title, or SLC, the results can be exported to a MS Excel spreadsheet.

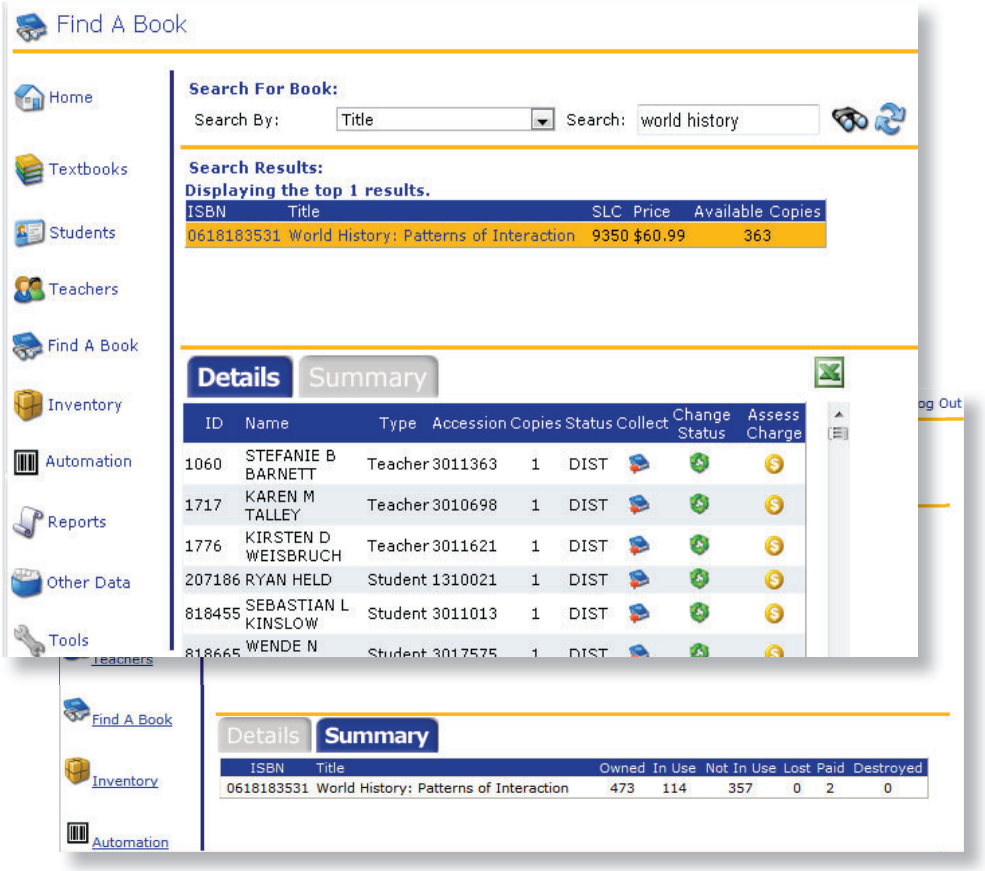
Did You know?

With TIPWeb-IM, your accession numbers are unique within your entire district - not just your campus.

So, if you find a book in the bleachers after a basketball game and your search by accession returns no results, you can choose to search by **Accession (district wide)**.

If the results indicate the book has been issued to a student/ teacher at another campus within the district you can contact the campus and let them know you will be returning the book to them.

Find A Book Screen



Export to Excel icon allows you to export Export Grid Data to Excel.

Collect icon returns the material to storage and changes the status to CLTD (collected).

Change Status icon changes the status of material to either LOST (lost), DSTY (destroyed), PAID (fully paid), PRTL (partial paid), or CLTD (return to storage).

Assess a Charge icon opens the Assess a Charge screen allowing you to assess a charge for damage to the material(s).

Details tab Details displays the instructional material distribution history by individual and accession number.

Summary tab Summary displays the material(s) inventory summary.

Search by Accession

1. Click on (**Find A Book**) on the Navigation Bar.

2. Select **Accession** from the **Search By** drop-down menu.

3. Enter the accession number you wish to research into the **Search** text box.

4. The information displayed provides you with:
   - The ID and name of the individual that is responsible for the item
   - Information on whether the individual is a student or teacher
   - The accession number
   - The status of the item
   - The date the transaction occurred

Did you know?

If you search by ISBN, Title or SLC, you have the option to export the results to Excel. This allows you to reformat the data to fit your needs.

Practice Activity

In pairs or in small groups read the following scenarios and answer the questions as best you can.

1. Using your TIPWeb-IM Training Worksheet, search for one of the accession numbers you have used in today's session.

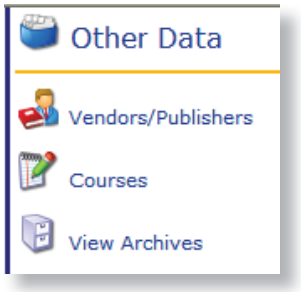
2. If a textbook was found on the visitor's side of the gym last night (which held the big basketball game between your school and your in district rival), how would you go about finding out to whom this book might belong?

3. A teacher found a textbook which had fallen behind a file cabinet. Using **Find A Book** and searching by accession number, the book shows two people attached to this accession number. One record shows the teacher who found the book with a status of **XFER**. The other record is a student with a status of **DIST**. What does this mean? How do you properly record the book's return to the bookroom?

Other Data

Other Data

Overview



Other Data consists of three components:

1. **Vendor/Publisher** area allows you to:
   - Create a database of vendors from which you purchase textbooks or materials
   - Link your items to the vendor who provides those items to you
   - Store your contact names and phone numbers

   For the items included in the Master Titles list, TIPWeb-IM provides you with a list of publishers assigned to those items. You only need to fill in the contact information for each of those publishers.

2. **Courses** area allows you to:

   See which students and teachers have been assigned to the course. Course, student and teacher information is imported on a regular basis from your Student Information System. Additionally you can assign instructional materials to the course. The process of assigning instructional materials to courses is typically done for you by the district level textbook staff.

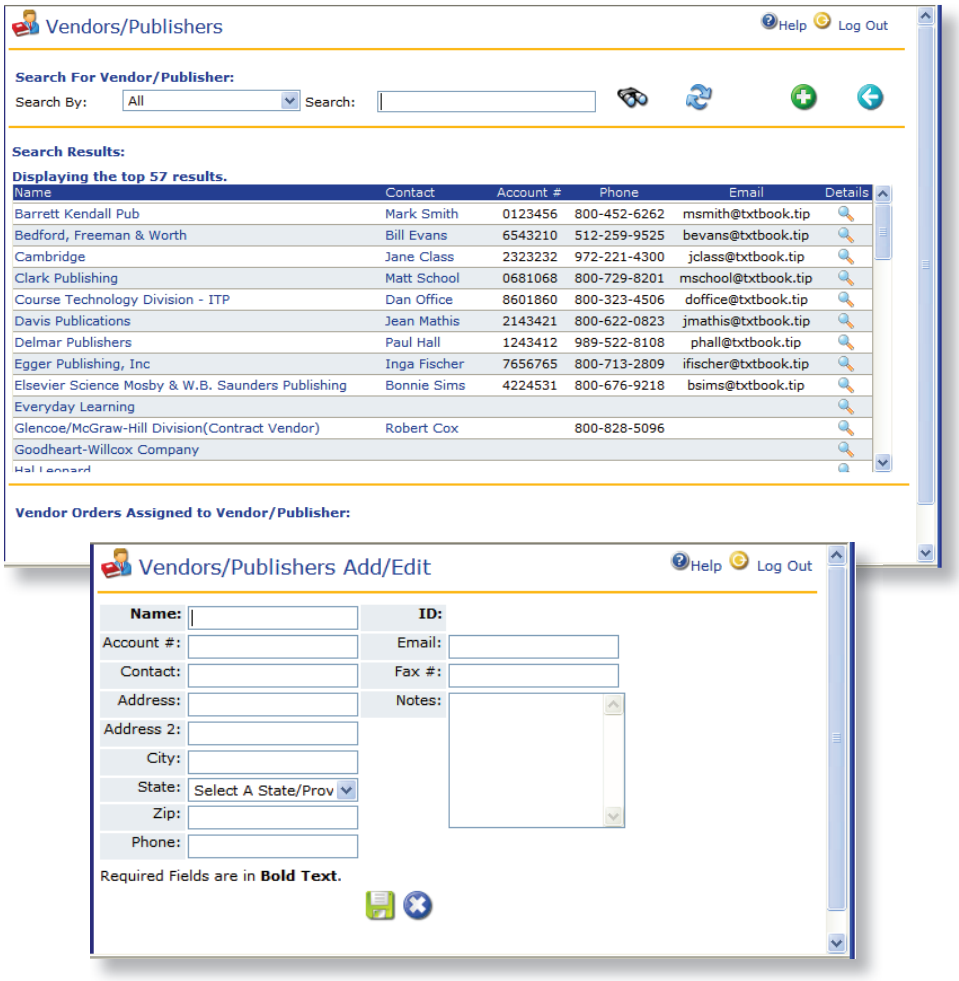
3. **View Archives** area is comprised of records archived during the year end Closing process.

   This allows you to view instructional material transactions previously assigned to students or teachers, which you archived through TIPWeb-IM's Closing process. The **View Archives** area allows you to search for and view archived records of:
   - Students
   - Teachers

   To learn more about closing records, go to **Closing**, located under the **Tools** category.

Vendors/Publishers: Introduction

Vendors/Publishers Screen



Did you know?

You can edit the following:

- Name
- Account #
- Contact
- Address
- City
- State
- Zip
- Phone
- Email
- Fax #
- Notes

The **Notes** field has no size limit.

The **ID** is the only information you cannot edit.

Add a Vendor/Publisher

1. Click on (**Other Data**) located on the Navigation Bar.
2. Click on (**Vendors/Publishers**)
3. Click on (**Add**).
4. Insert Vendor/Publisher information in the appropriate fields.
5. Click on (**Save**).
6. If you are not sure, click on (**Cancel**).

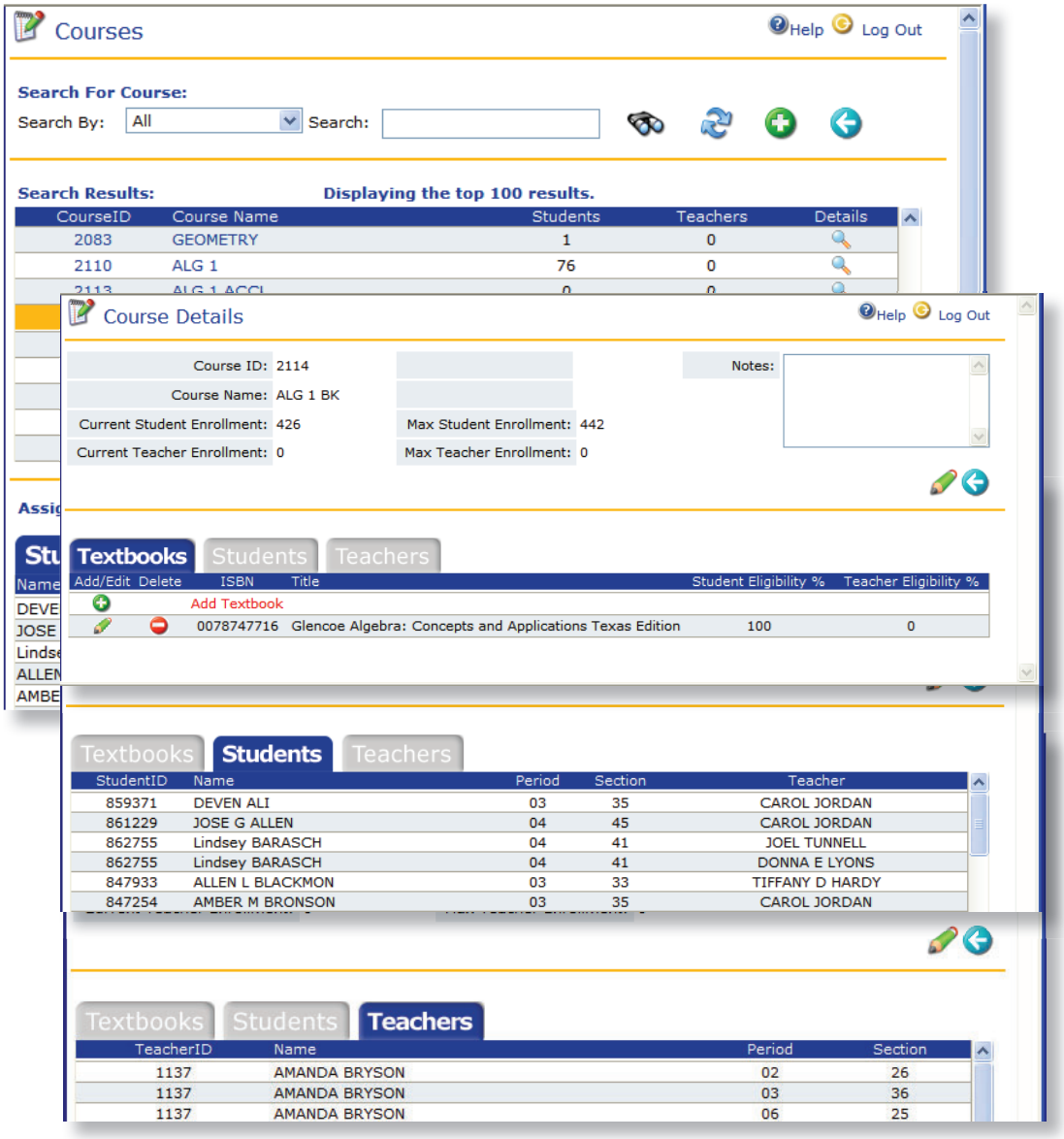
Edit a Vendor/Publisher

1. Click on (**Other Data**) located on the Navigation Bar.
2. Click on (**Vendors/Publishers**)
3. Use **Search** to find the vendor/publisher you want to edit.
4. Click on (**Details**) in the row listing the vendor/publisher name you want do edit. The **Vendors/Publishers Details** page displays.
5. In the center of the page, click on (**Edit**).
6. Edit the vendor/publisher information.
7. Click on (**Save**). The message **You have successfully updated the vendor/publisher** appears.
8. Click on (**Previous Page**) to return to the Vendors/Publishers Details page.

Courses: Introduction

Courses Screen

Course Details Screen



Textbooks tab Textbooks allows you to assign instructional materials to the course. This helps create accurate enrollment and textbook eligibility numbers.

Students tab Students displays the students' names, periods, sections, and teachers assigned to the course.

Teachers tab Teachers displays the teachers' names, periods, and sections assigned to the course.

Did you know?

The **Courses** area allows you to maintain courses and the relationship between courses and items.

How is this information useful to you?

You will be able to see students and teachers assigned to courses, and which teachers are teaching which course. You can also assign an item to the course and indicate the percentage of students that will be using the item.

Add a Textbook to a Course

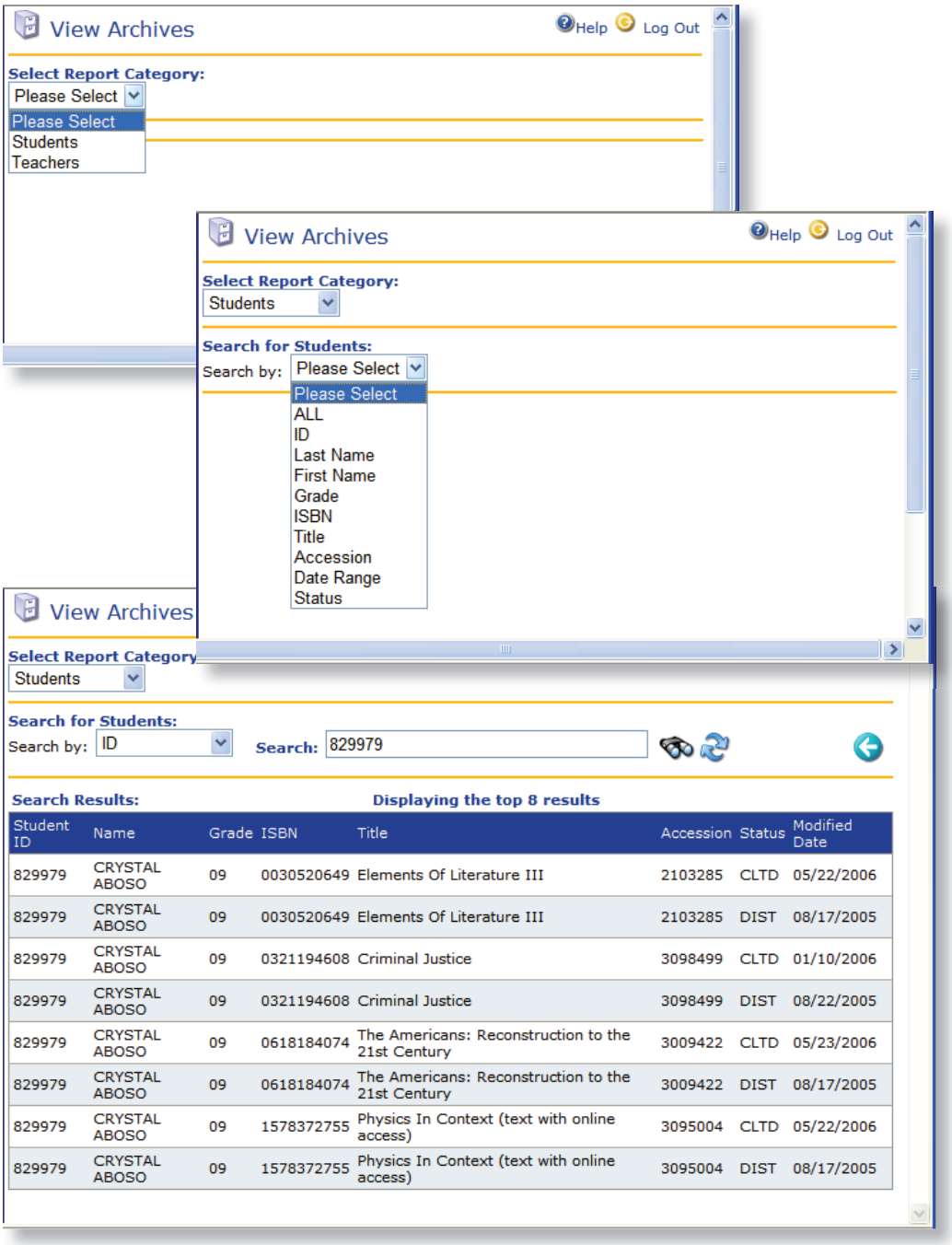
1. Click on (**Other Data**) located on the Navigation Bar.
2. Click on (**Courses**)
3. Use **Search** for the course to which you want to add the item.
4. Click on (**Details**) .
5. Under the (**Textbooks Tab**), click on (**Add Textbook**).
6. Use **Search** to find the item title to add to the course.
7. Click in the **Select** box for the titles you want to add.
8. Insert the student and/or teacher percentage for each title.
9. Click on (**Add Selected**).
10. To return to the **Course Details** screen of the course to which you just added items, click (**Previous Page**).

Edit a Textbook Assigned to a Course

1. Click on (**Other Data**) located on the Navigation Bar.
2. Click on (**Courses**)
3. Use **Search** for the course to which you want to make changes to the course book relationship.
4. Click on (**Details**).
5. Under the (**Textbooks Tab**), click on (**Edit**) in the row listing the item you want to edit
6. Make the desired changes to the eligibility percentages or delete the relationship.
7. Click on (**Save**), to save the changes or (**Cancel**), if you want to start over.

View Archives: Introduction

View Archives Screen



Student ID	Name	Grade	ISBN	Title	Accession	Status	Modified Date
829979	CRYSTAL ABOSO	09	0030520649	Elements Of Literature III	2103285	CLTD	05/22/2006
829979	CRYSTAL ABOSO	09	0030520649	Elements Of Literature III	2103285	DIST	08/17/2005
829979	CRYSTAL ABOSO	09	0321194608	Criminal Justice	3098499	CLTD	01/10/2006
829979	CRYSTAL ABOSO	09	0321194608	Criminal Justice	3098499	DIST	08/22/2005
829979	CRYSTAL ABOSO	09	0618184074	The Americans: Reconstruction to the 21st Century	3009422	CLTD	05/23/2006
829979	CRYSTAL ABOSO	09	0618184074	The Americans: Reconstruction to the 21st Century	3009422	DIST	08/17/2005
829979	CRYSTAL ABOSO	09	1578372755	Physics In Context (text with online access)	3095004	CLTD	05/22/2006
829979	CRYSTAL ABOSO	09	1578372755	Physics In Context (text with online access)	3095004	DIST	08/17/2005

Did you know?

Use **View Archives** to search the campus database for archived information on:

- Students
- Teachers

Archived data includes records removed from student and teacher instructional materials history through TIPWeb-IM's Closing process.

Data will only be displayed in this area if you have completed the archiving processes found in TIPWeb-IM's **Closing** area under **Tools**.

View Student Archives

1. Click on (**Other Data**) located on the Navigation Bar.
2. Click on (**View Archives**)
3. Use the **Select Report Category** drop down menu to choose **Students**.
4. Under **Search for Students**, use the **Search By** drop down menu to select how you will be searching for the student in question.
5. Use **Search** field to enter the specific searchable data you have for this student.
6. Click on (**Refresh**) to start a new search.
7. Click (**Previous Page**) to return to the Other Data main page.

View Teacher Archives

1. Click on (**Other Data**) located on the Navigation Bar.
2. Click on (**View Archives**)
3. Use the **Select Report Category** drop down menu to choose **Teachers**.
4. Under **Search for Teachers**, use the **Search By** drop down menu to select how you will be searching for the teacher in question.
5. Use **Search** field to enter the specific searchable data you have for this teacher.
6. Click on (**Refresh**) to start a new search.
7. Click (**Previous Page**) to return to the Other Data main page.

Tools

Overview

The **Tools** area consists of two major components:

- **Textbook Tools** allows you to make specific customizations for the instructional materials distributed and tracked within your district. Because any changes you make in this area will be applied to all campuses and the district, you may want to contact the district level before making any changes or additions to these areas.

  Textbook Tools includes:

  - **Material Types**
  - **Subject Areas**
  - **Student Transfers**
  - **Funding Sources**

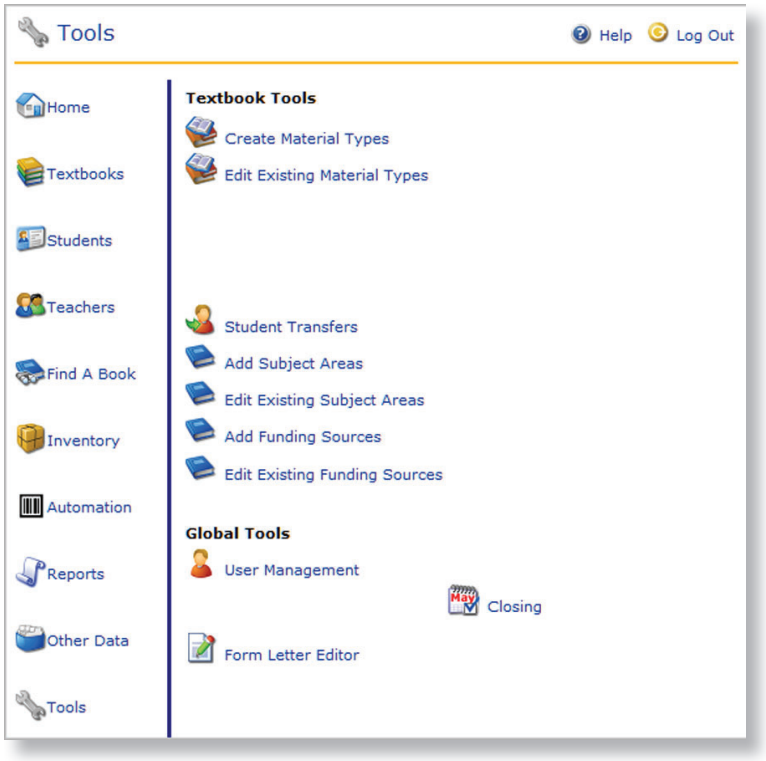
- **Global Tools** allows you to make TIPWeb-IM changes for your campus version of TIPWeb-IM. The changes you make within this area only affect your campus' TIPWeb-IM settings (not your entire district's TIPWeb-IM settings).

  Global Tools includes:

  - **User Management** *(see **Need to Know** section)*
  - **Form Letter Editor** *(see **Need to Know** section)*
  - **Closing**

Tools: Introduction

Tools Screen



T Tools

Textbook Tools

Create Material Types allows you to define new material types.

Edit Existing Material Types allows you to alter the description of existing material types.

Student Transfers allows you to receive and/or view student transfers.

Add Subject Areas allows you to add subjects and a description of the subject.

Edit Subject Areas allows you to change subject information.

Add Funding Source allows you to add the funding source and the description.

Edit Funding Source allows you to change funding source information.

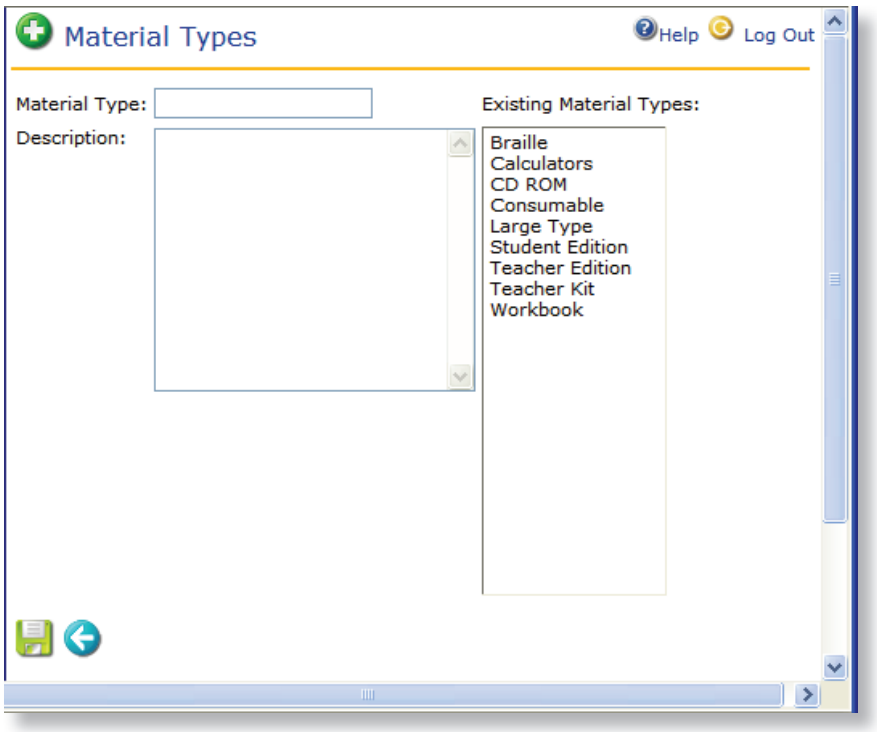
Global Tools

User Management Add/edit campus users.

Form Letter Editor Create, edit, and personalize form letters.

Closing This option provides all the steps needed to close out an academic year or term.

Create Material Types Screen



1. Click on (**Tools**) located on the Navigation Bar.

2. Under **Textbook Tools** subcategory, click on (**Create Material Type**)

3. Name the new **Material Type**.

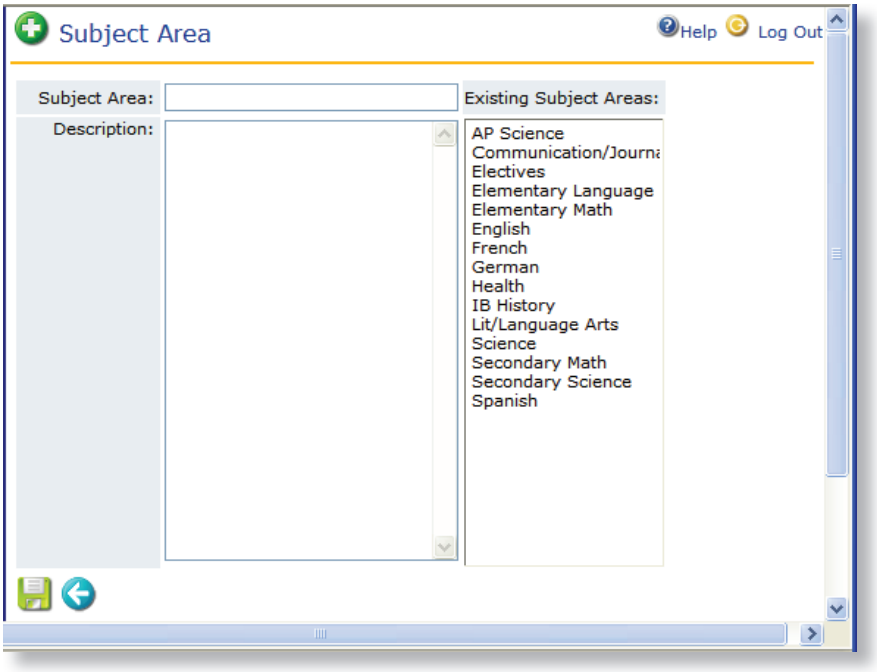
4. Enter a description (optional) in the **Description** text box.

5. To save, click on (**Save**).

   The message **You have successfully added a new material type!** displays.

6. Click (**Previous Page**) to return to the Tools main page.

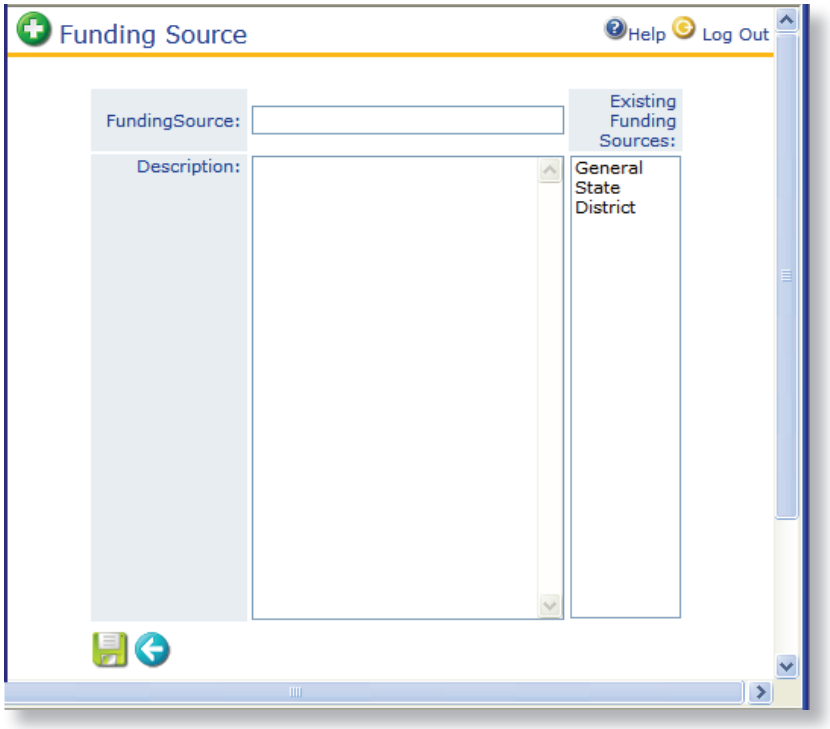
Create a Subject Area



1. Click on (**Tools**) located on the Navigation Bar.
2. Under **Textbook Tools** subcategory, click on (**Add Subject Area**)
3. Name the new **Subject Area**.
4. Enter a description (optional) in the **Description** text box.
5. To save, click on (**Save**).

   The message **You have successfully added a new subject area!** displays.
6. Click (**Previous Page**) to return to the Tools main page.

Create a Funding Source



1. Click on (**Tools**) located on the Navigation Bar.

2. Under **Textbook Tools** subcategory, click on (**Add Funding Source**)

3. Name the new **Funding Source**.

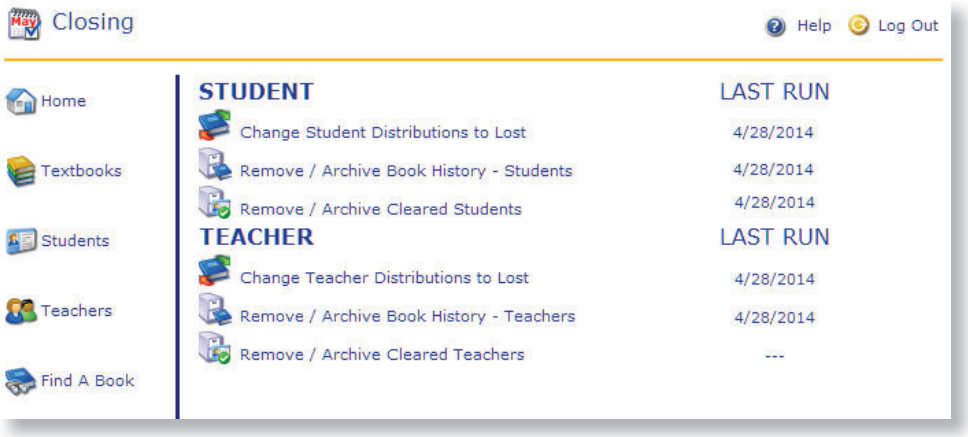
4. Enter a description (optional) in the **Description** text box.

5. To save, click on (**Save**).

   The message **You have successfully added a new funding source!** displays.

6. Click (**Previous Page**) to return to the Tools main page.

Tools - Closing: Introduction



Tools

STUDENT

Change Student Distribution's to Lost allows you to select a portion or all student distributions and change them to lost. Options to change the student distributions are by Date, Title, and Grade.

Remove/Archive Book History - Students allows you to remove current student transaction book history data and send it to your TIPWeb-IM archives. This will remove and archive the data accumulated since the last time closing was performed.

Remove/Archive Cleared Students allows you to remove current cleared student account data and send it to the TIPWeb-IM archives. Cleared students are students with no material(s) on their accounts. This will remove and archive the data accumulated since the last time closing was performed.

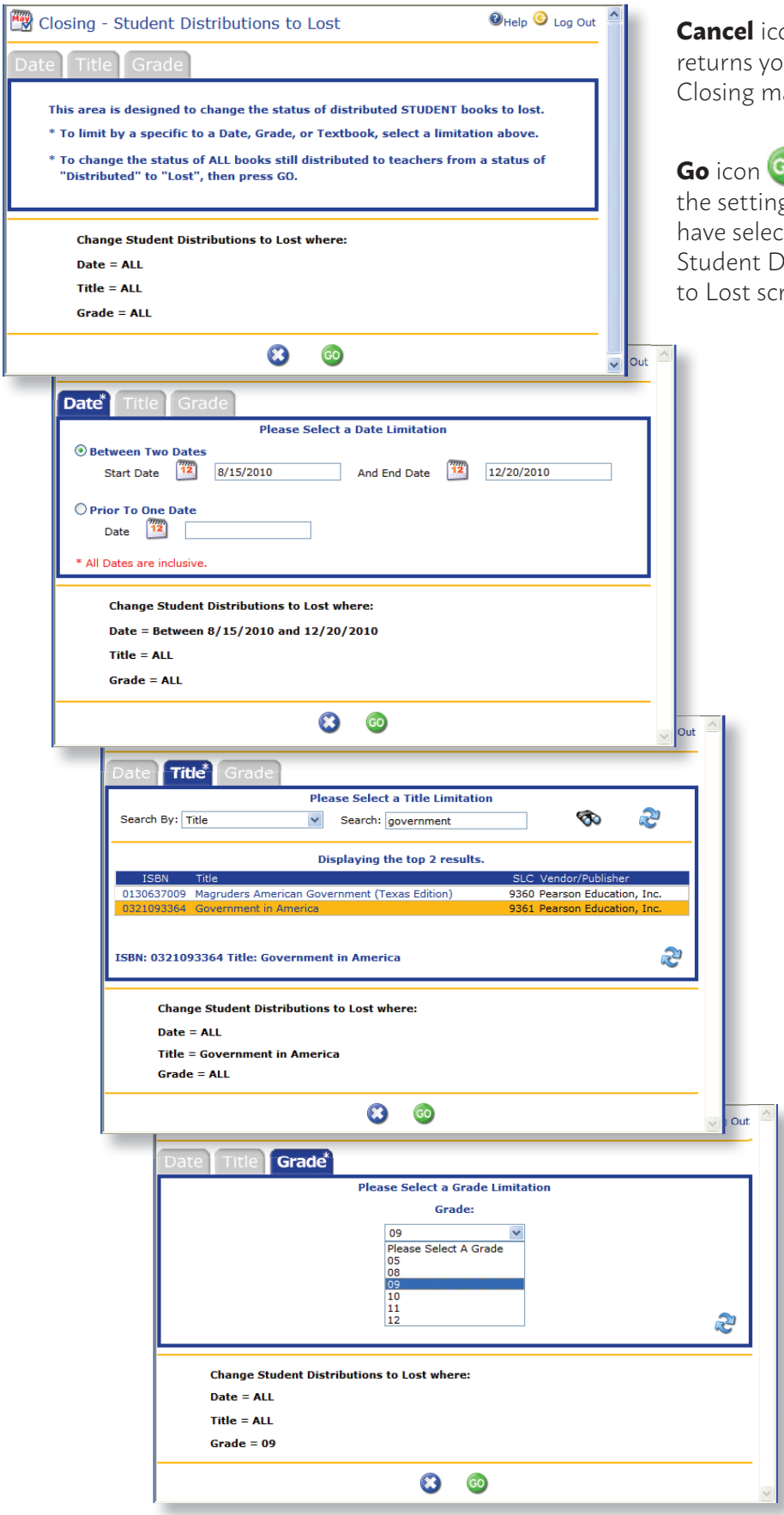
TEACHER

Change Teacher Distribution's to Lost allows you to select a portion or all of the teacher distributions and change them to Lost. Options to change teacher distributions are by Date and Title.

Remove/Archive Book History - Teachers allows you to remove your current teacher transaction book history data and send it to the TIPWeb-IM archives. This will remove and archive the data accumulated since the last time closing was performed.

Remove/Archive Cleared Teachers allows you to remove current cleared teacher account data and send it to the TIPWeb-IM archives. Cleared teachers are teachers with no materials(s) on their accounts. This will remove and archive the data accumulated since the last time closing was performed.

Change Student Distributions to Lost: Introduction



Cancel icon returns you to the Closing main page.

Go icon launches the settings you have selected on the Student Distributions to Lost screen.

Did you know?

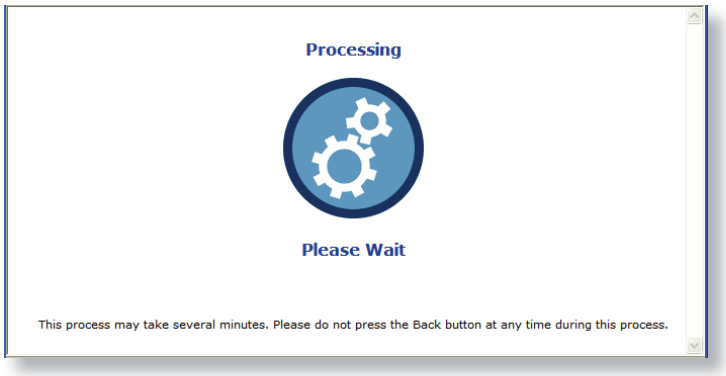
This area allows you to globally change student **Distributed** materials to **Lost**. This is done at the end of a term and/or the end of the school year.

Remember: To aide in your collection efforts, changing student distributions to a Lost status allows you to print and mail letters to those students with distributed instructional materials.

Change Student Distributions to Lost: Step by Step

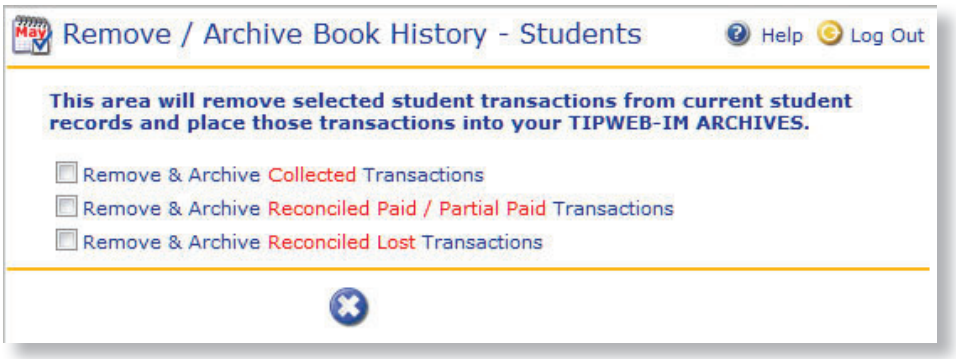
Change Student Distributions to "Lost"

1. Click on (**Tools**) located on the Navigation Bar.
2. Under **Global Tools** subcategory, click on **Closing**.
3. Under the **Student** subcategory, click on **Change Student Distributions to Lost**.
4. Use one of the three tabs, (**Date**, **Title**, **Grade**) to limit the records to be changed by the appropriate subject. To select all records skip to #5.
5. Click on (**Go**).
6. A pop-up window displays a confirmation message: **The following action will change all distributed books to Lost for your selections. Are you sure?** If you are ready to perform this step, click the **OK** button.
7. The processing screen below will appear while the database is working.



8. A pop-up window displays the message, **Success! Processing is complete. Closing transaction has been completed.** Click the **OK** button.
9. Click on the (**Cancel**) to return to the main **Closing** screen.

Remove/Archive Book History - Students: Introduction



Remove & Archive Collected Transactions removes Collected student transaction book history currently on a student record respective to the date settings you select and sends it to your TIPWeb-IM archives. You have the option to remove and archive Collected student transactions three ways:

- between two specific dates of your choosing
- prior to a date of your choosing
- all dates within the TIPWeb-IM database (recommended when preparing the database for a new school year)

Remove & Archive Reconciled Paid/Partial Paid Transactions removes all reconciled Paid and/or Partial Paid student transactions currently on a student account and sends it to your TIPWeb-IM archives. You have the option to remove and archive Paid and Partial Paid student transactions two ways:

- between two specific dates of your choosing
- when preparing the database for a new school year, it is recommended to remove and archive Paid and Partial Paid records which are older than one or more years.

Remove & Archive Reconciled Lost Transactions removes all reconciled Lost student transactions currently on a student account and sends it to your TIPWeb-IM archives. You have the option to remove and archive Lost student transactions two ways:

- between two specific dates of your choosing
- when preparing the database for a new school year, it is recommended to remove and archive Paid and Partial Paid records which are older than one or more years.

Cancel icon returns you to the Closing main page.

Did you know?

The primary purpose of removing and archiving student book history is to remove old records from the current student record for which they are no longer responsible (for example: collections, full payments, etc...).

This allows you to print student receipts and reports displaying current year transactions only.

What does reconciled mean?

A reconciled record (which could be in an individual's distribution status as Paid, Partial Paid, or Lost) is an item for which the campus has paid the district.

This payment is noted and a reconcilled record is created when the district posts a Paid campus adjustment request.

Remove/Archive Book History - Students: Step by Step

Remove/Archive Student Book History

1. Click on (**Tools**) located on the Navigation Bar.

2. Under **Global Tools** subcategory, click on **Closing**.

3. Under the **Student** subcategory, click on **Remove/ Archive Book History - Students**.

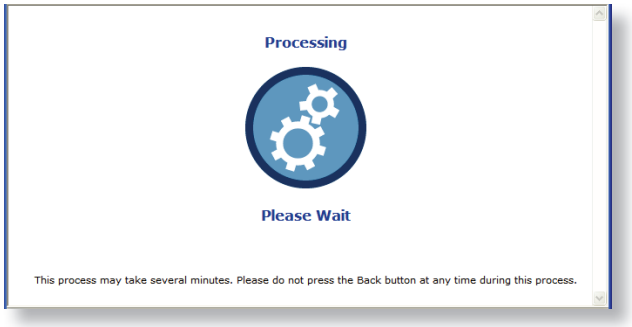
4. Select the **types of student transactions** to remove from the current student records and send to your TIPWeb-IM Archives (see detailed information regarding the transaction types on previous page).

5. Identify the **dates** from which you wish to remove the selected student transactions (see information regarding the date options on previous page).

6. Select the red "**I agree that once this process begins**" statement. The (**Begin Archiving**) icon will appear.

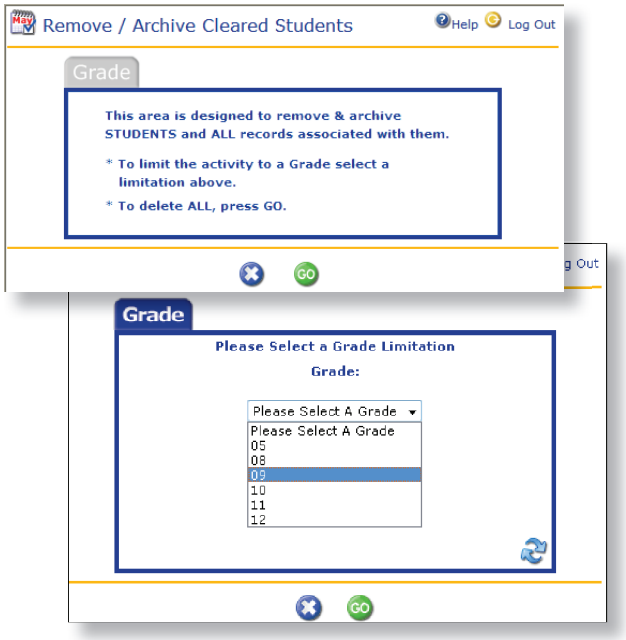
7. To archive the selected transactions, click on (**Begin Archiving**).

8. The processing screen below will appear while the database is working. It looks like this:



9. A pop-up window informs you that the process was a success. Click (**OK**) and you will be returned to the main closing screen.

Remove/Archive Cleared Students: Introduction



Cancel icon returns you to the Closing main page.

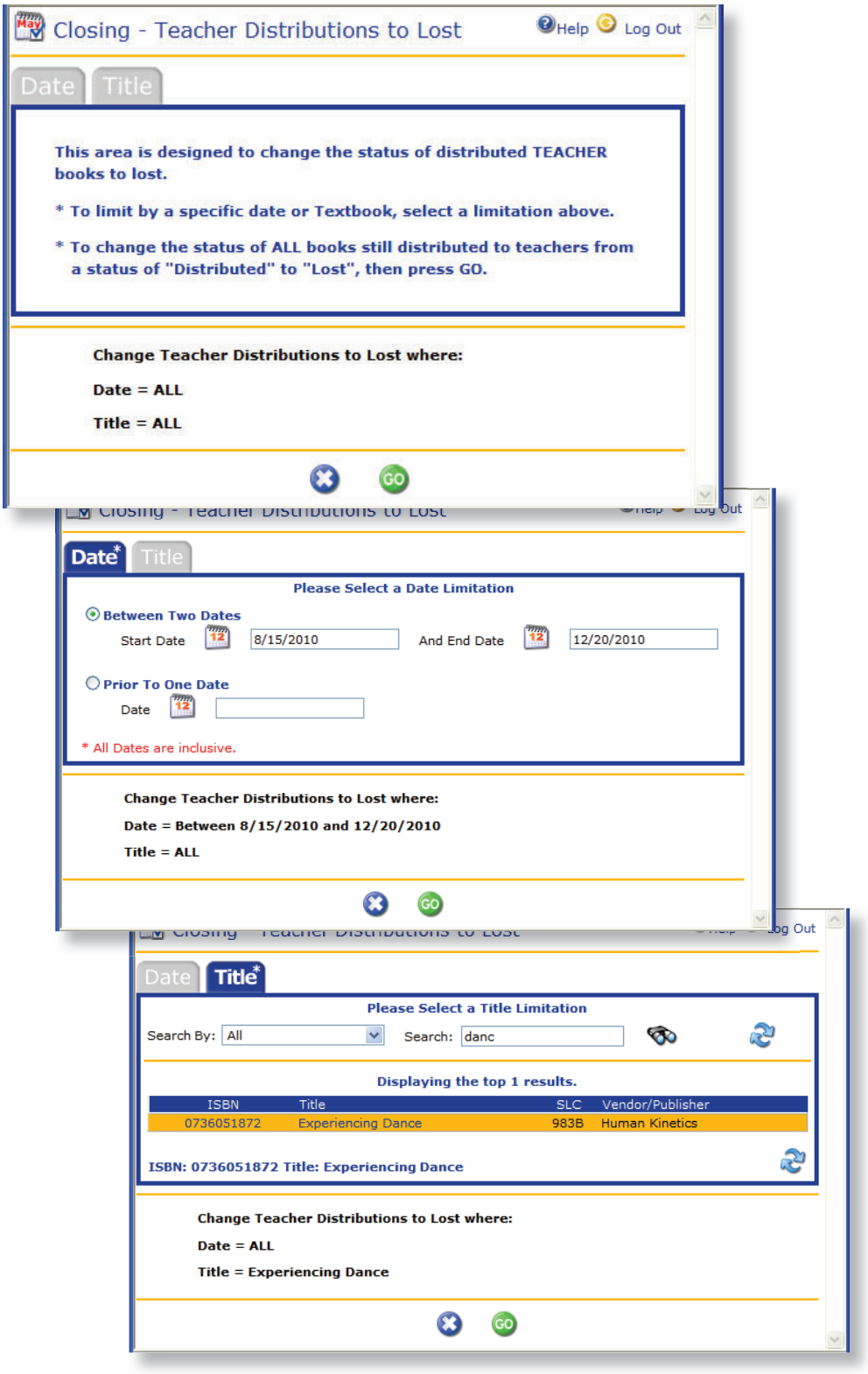
Go icon launches the settings you have selected on the Remove/Archive Cleared Students screen.

Remove/Archive Cleared Students: Step by Step

1. Click on (**Tools**) located on the Navigation Bar.
2. Under **Global Tools** subcategory, click on **Closing**.
3. Under the **Student** subcategory, click on **Remove/Archive Cleared Students**.
4. To limit the search to specific grade level, use the Grade* tab, choose the respective grade from the drop-down menu, and click on (**Go**).
5. To archive ALL cleared students, click on (**Go**).
6. The processing screen below will appear while the database is working.

7. A pop-up window informs you that the process was a success. Click the **OK** button.

Teacher Distributions to Lost: Introduction



Cancel icon returns you to the Closing main page.

Go icon launches the settings you have selected on the Teacher Distributions to Lost screen.

Teacher Distributions to Lost:
Step by Step

1. Click on (**Tools**) located on the Navigation Bar.

2. Under **Global Tools** subcategory, click on **Closing**.

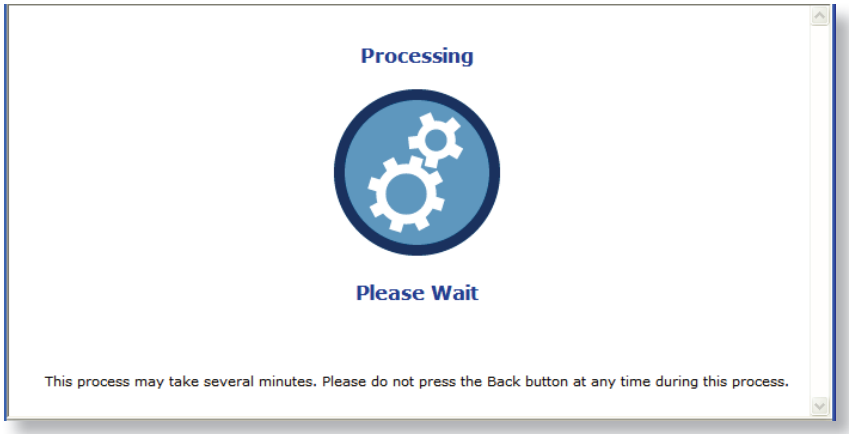
3. Under the **Teacher** subcategory, click on **Change Teacher Distributions to Lost**.

4. To limit the search to specific items that need to be changed from **Distributed** to **Lost**, use one of the two tabs (**Date** and **Title**).

5. Select the date or title for which you want to change the status or simply click on (**Go**) to change all the records.

6. A pop-up window displays a confirmation message: **The following action will change all distributed books to Lost for your selections. Are you sure?** If you are, click the **OK** button.

7. The processing screen below will appear while the database is working.



8. A pop-up window displays the message, **Success! Teacher distribution records updated**. Click the **OK** button.

9. Click on the (**Previous Page**) to return to the main **Closing** screen.

Did you know?

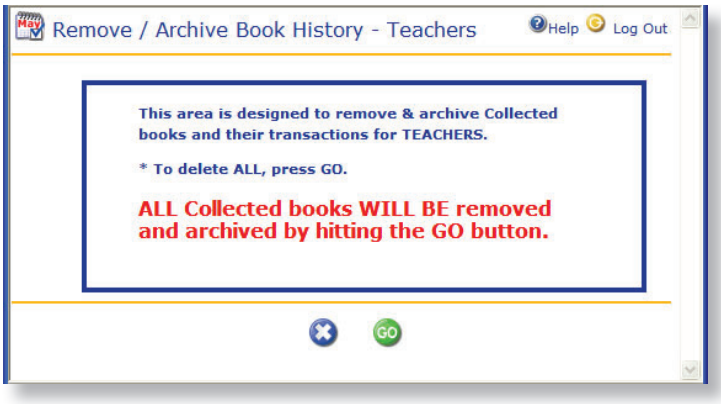
You may choose NOT to run this part of the **Closing** process.

Many campuses choose to allow their teachers to retain their distributions from year to year. If your campus has the same policy, skip this part of the **Closing** process for your teachers.

Should you run this or not?

If you are not sure, contact the **Hayes Customer Support Team**. They will happily help you decide which Closing processes are best to run for your campus.

Remove/Archive Book History - Teachers: Introduction

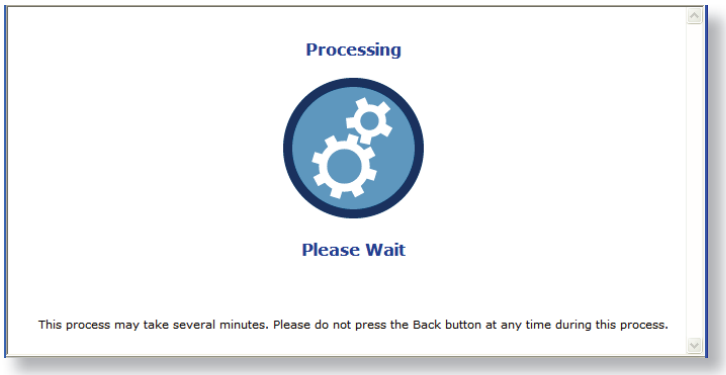


Cancel icon returns you to the Closing main page.

Go icon launches the removal and archiving of all collected instructional materials from ALL teachers.

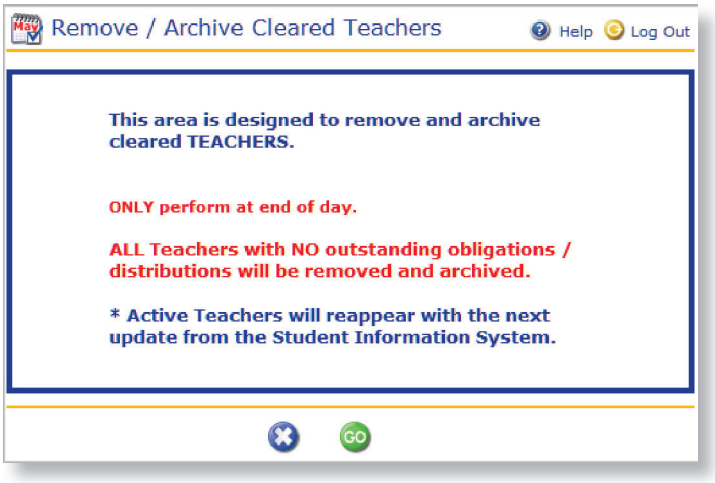
Remove/Archive Book History - Teachers: Step by Step

1. Click on (**Tools**) located on the Navigation Bar.
2. Under **Global Tools** subcategory, click on **Closing**.
3. Under the **Teacher** subcategory, click on **Remove/Archive Book History - Teachers**.
4. To archive ALL collected items and transactions, click on (**Go**).
5. The processing screen below will appear while the database is working.



6. A pop-up window informs you that the process was a success. Click the **OK** button.

Remove/Archive Cleared Teachers: Introduction



Cancel icon returns you to the Closing main page.

Go icon launches the settings you have selected on the Remove/Archive Cleared Teachers screen.

Remove/Archive Cleared Teachers: Step by Step

1. Click on (**Tools**) located on the Navigation Bar.
2. Under **Global Tools** subcategory, click on **Closing**.
3. Under the **Teacher** subcategory, click on **Remove/Archive Cleared Teachers**.
4. To archive ALL cleared teachers, click on (**Go**).
5. The processing screen below will appear while the database is working.

6. A pop-up window informs you that the process was a success. Click the **OK** button.

Inventory: Campus Transfers

Overview

TIPWeb-IM provides a function that allows campus-to-campus transfers to be initiated at the campus level.

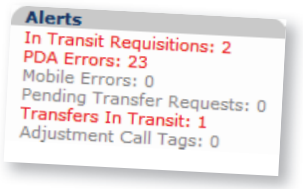
Check with your district office to see if you are allowed to use this TIPWeb-IM function. The district can allow this function with a setting in the District View of TIPWeb-IM.

Campus-to-campus transfer means you can request, receive, and send instructional materials directly from/to another campus within your district. You can also edit campus transfers to your needs.

The instructions in this section assume that your district has allowed for campus-initiated campus-to-campus transfers.

Did you know?

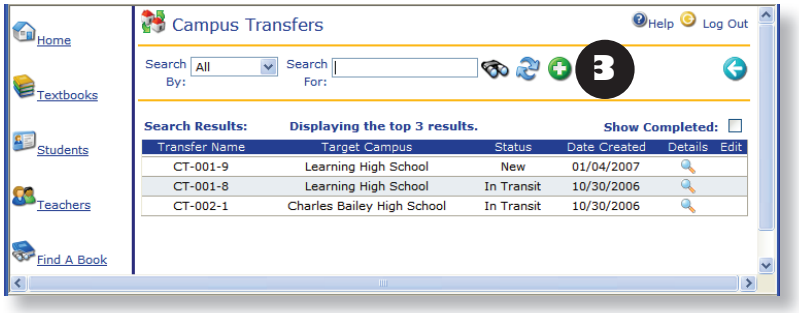
On the TIPWeb-IM **Home** page, under the **Alerts** subcategory, are some alerts which are meant to inform you about campus-to-campus transfers.



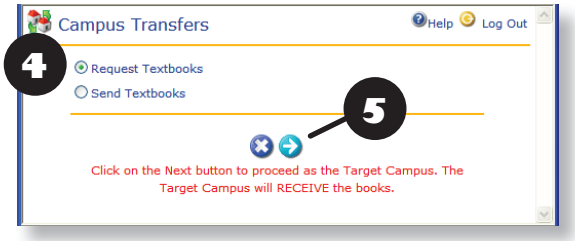
Click on either **Pending Transfer Requests** or **Transfers in Transit** to go directly to the (**Transfer Request**) page, regardless of text color.

Request Items from Another Campus

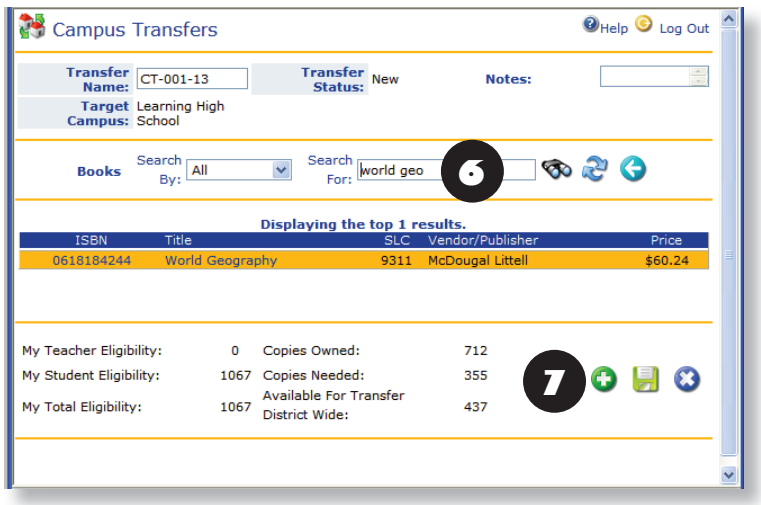
1. Click on (**Inventory**) on the Navigation Bar.
2. Under the **Transfers** subcategory, click on **Campus Transfers**.
3. Click on (**Add New**).



4. Choose the **Request Textbooks** option.
5. Click on (**Next**).



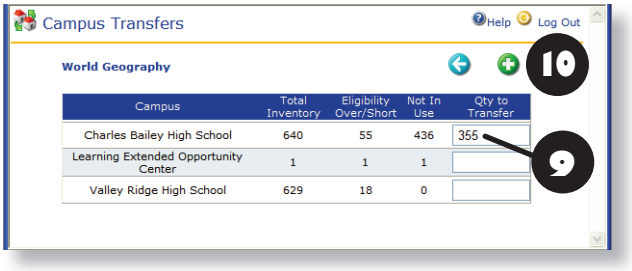
6. Use **Search** to find the item to request and click on its title (the inventory summary for this item appears at the bottom of the screen).
7. Click on (**Add Book to Transfer Request**).



8. The district-wide inventory/eligibility page for the requested item opens and displays the inventory and eligibility for each campus in the district.

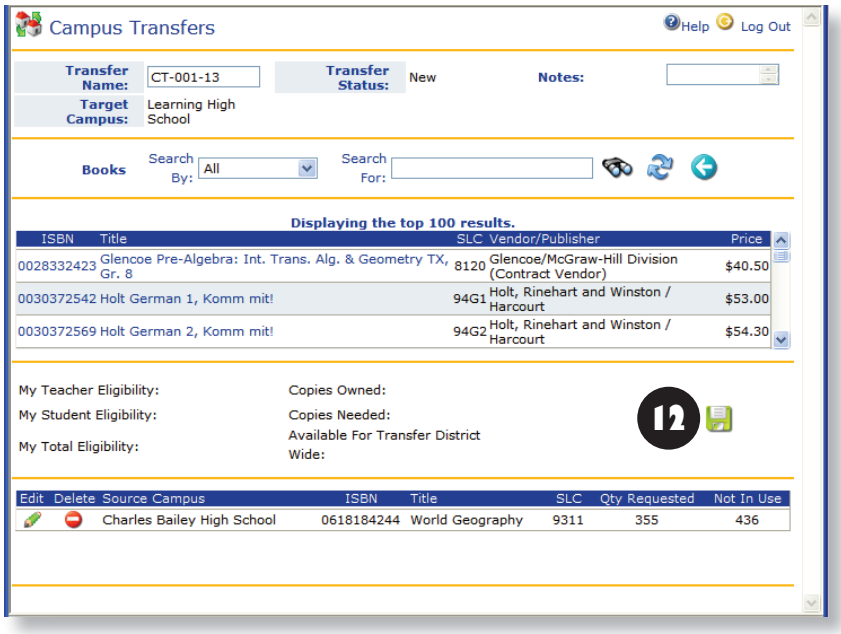
9. Enter the amount of items requested in the **Qty to Transfer** field of the row corresponding to the campus from which you want to request items.

10. Click on (**Add Entered Quantities to Transfer**).



11. If you want to request additional titles from any campus in the district, follow steps 6 through 9.

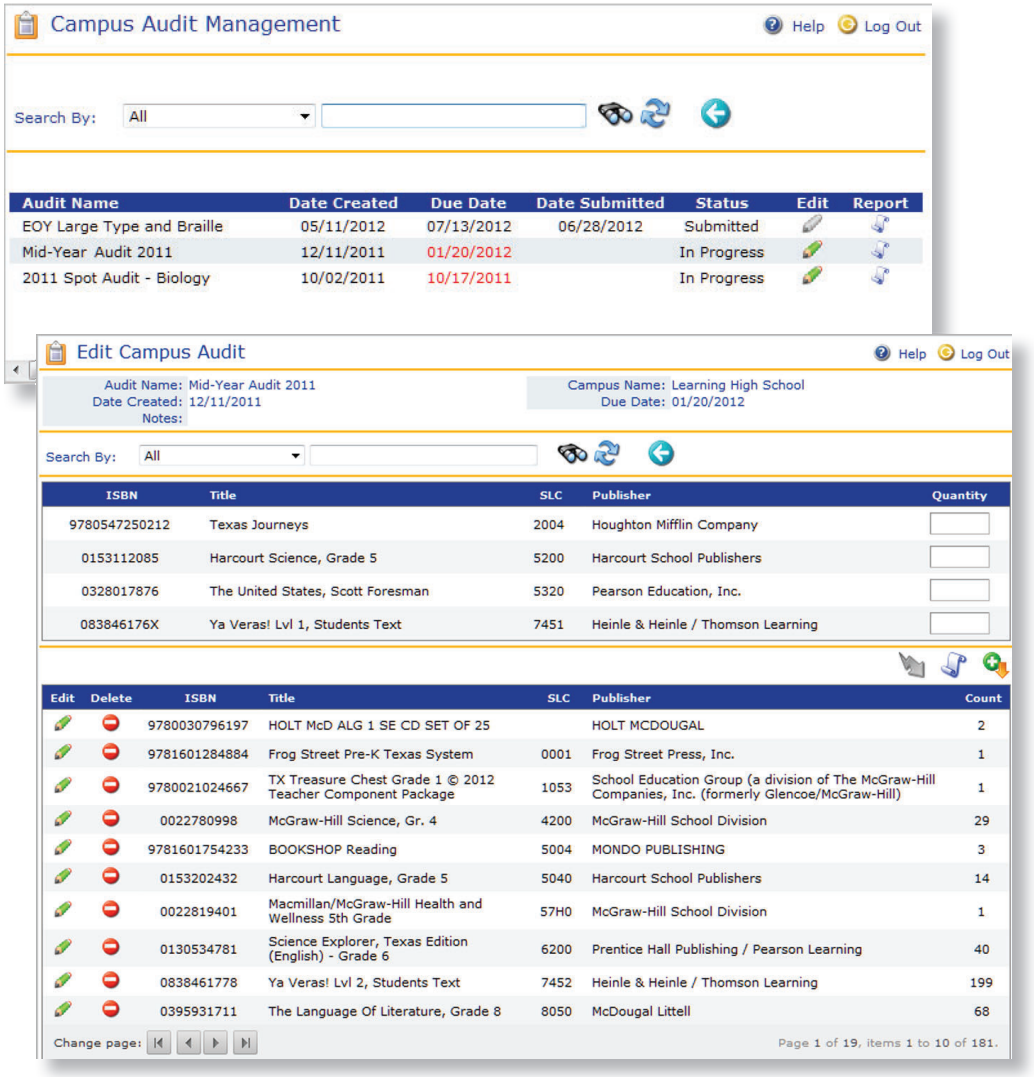
12. To finalize the campus transfer request, click on (**Save**).



Overview

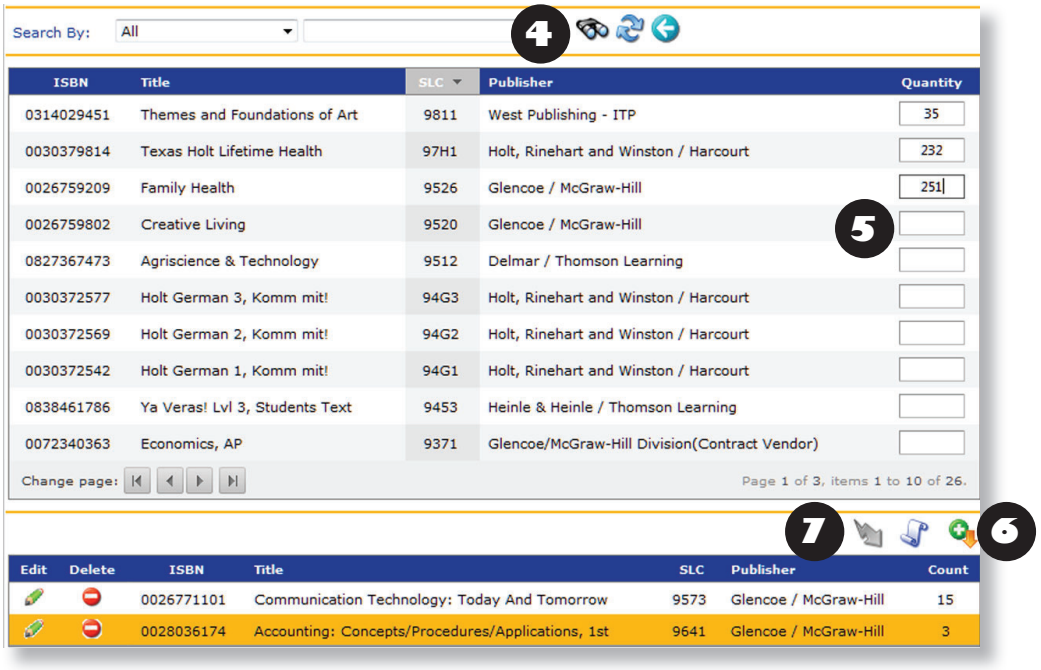
The **Audits** area allows you to complete district requested audits of your campus' district tracked inventory. You have the ability to enter quantities, submit your audit to the district electronically, and print an audit report.

Audits Screens



Complete the Audit

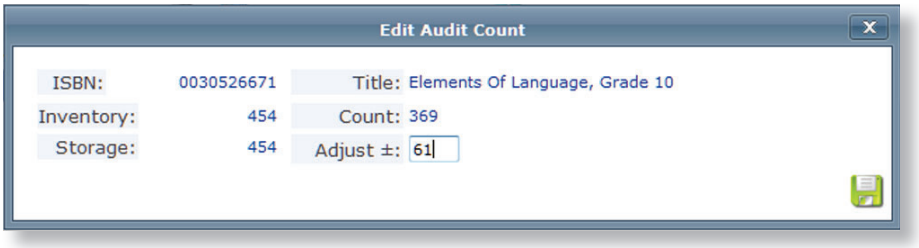
1. Click on (**Inventory**) located on the Navigation Bar.
2. Under the **Audits** subcategory, select **Audit Management**.
3. Click on (**Edit**) in the corresponding audit row.
4. **Search** for the item you wish to enter the quantity for or begin inserting counts beginning at the top of the list. (The default sort for the list is SLC. You can click on any of the grid headers to sort the list by the selected header.)
5. **Enter** a quantity in the respective **Quantity Field**.
6. **Click** on (**Add counts**) to begin creating your "counted list" in the bottom grid. (Your added quantities will move from the upper grid to the lower grid')
7. **Click** on (**Submit**) once the top grid displays "**No Records to Display**."
8. Confirm the audit submission by entering a digital signature. This includes entering a person's **Full Name** and their **Initials**.
9. Click on **Sign and Submit**. This returns you to the **Audit Management** page.



Edit an "In Progress" Audit

If you find more materials in the far back corner of a closet, after you have entered quantities for all of your items, you can edit the current audit while it is in the status of "In Progress."

1. Click on (**Inventory**) located on the Navigation Bar.
2. Under the **Audits** subcategory, select **Audit Management**.
3. **Click** on (**Edit**) in the corresponding audit row.
4. **Search** for the item you wish to edit the quantity. It will be displayed in the lower grid.
5. **Click** on (**Edit**) in the corresponding audit row. The **Edit Audit Count** window will appear.



6. **Enter** the number of items found. If the original count should be less, enter the quantity preceded by a minus (–) sign.
7. Click on (**Save**). This updates the ISBN audit **Count** and returns you to the **Edit Campus Audit** page.
8. Repeat steps 4 through 7 to edit additional ISBN counts.
9. Click on the (**Previous Page**) to return to the main **Campus Audit Management** screen.

Did you know?

The title may also be removed from the lower grid by clicking on the (**Delete**).

This returns the title to the upper grid and allows you to re-enter a new beginning count.

Textbooks: Add Textbook Image

Textbooks

Overview

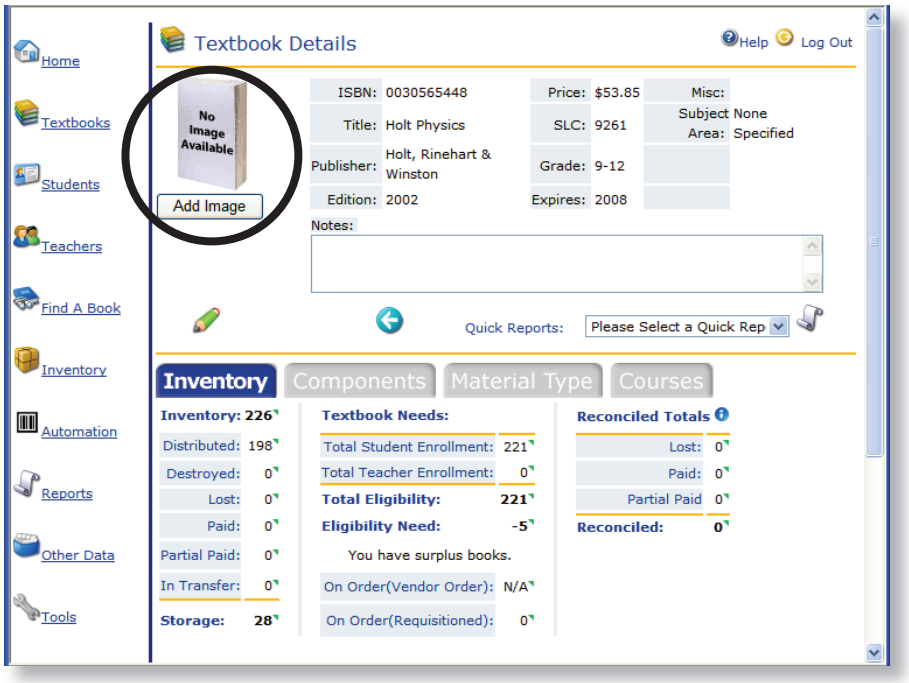
TIPWeb-IM provides you with the option to add an image to every instructional material in your inventory to further assist you in identifying items more easily.

To add an image to a title you must first save the image file (either .jpg or .gif) to a location on your computer. You can do this by either searching the Internet for the specific title and download the image for it to your PC, or by scanning the image from a specific item your campus owns.

Once you upload the image for a specific item, it resides permanently in the TIPWeb-IM database and is automatically available to all other campuses within your district.

M Miscellaneous

Add Textbook Image: Introduction



Add a Textbook Image to a Title

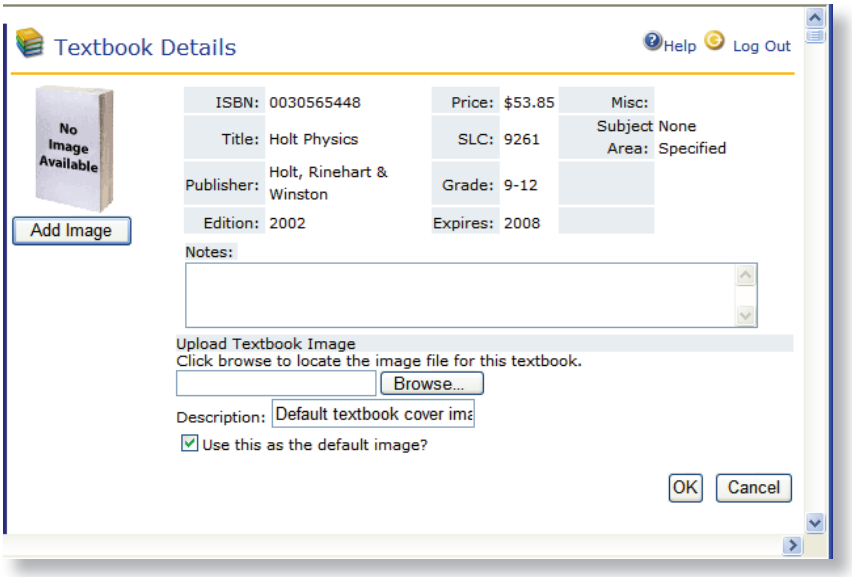
1. Click on (**Textbooks**) located on Navigation Bar.

2. Use **Search** to find the item to which you want to add an image.

3. Click on (**Details**) in the row that lists the item to which you want to add an image. The **Textbook Details** page opens.

4. Click on Add Image (**Add Image**) as shown in the following screen capture.

5. The **Upload Textbook Image** dialog box opens as shown in the following screen capture.



6. Click on **Browse** to find the image you want to upload. The image you are about to upload is automatically set as the default image for the specific item you chose.

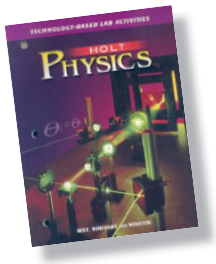
   If that is what you want, leave the **Use this as the default image?** check box selected.

   Otherwise, click the **Use this as the default image?** check box to deselect it.

7. Click **OK**.

Did you know?

To find an image of the textbook you have, run a search on the Internet (like Google or Bing) and/or search the respective publisher's website. You will find something similar to the image below:



After finding the desired image, right click over the image and choose the **Save Picture As** menu option. Make sure you save the image in a location you will remember (on your computer, thumb drive or server). Feel free to rename the image's file name to help remind you which image it is for.

TIPWeb-IM's Search Functionality

Perform a Search

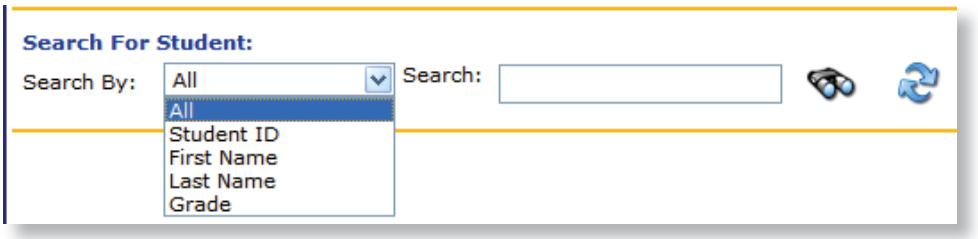
1. Select the **Search By** field using the drop-down menu.
2. Enter the search information in the **Search** field.
3. Click on (**Execute Search**) or press Enter on your keyboard.
4. To reset the criteria to perform another search, click on (**Reset**).

Searching for the desired information could be a daunting task if you were asked to find a needle in a haystack. TIPWeb-IM takes that needle and makes it very easy for you to find it. Even if you only have one piece of information about that needle, TIPWeb-IM allows you to locate it in just a matter of seconds.

For every function within TIPWeb-IM that contains a list of persons or items, a search can be performed. You will see **Search for** and **Search by**. The **Search by** will be different depending upon the type of information for which you are searching. In many cases, an **All** preference can be selected. This is extremely powerful.

Regardless of what piece of information you have pertaining to a book, student, teacher, or item, you can search by **All**.

For instance, if you are searching in **Students** and know the last name of the student, you can search by **All** and type in **Connor**. The results will display all students for which **Connor** is their last name or their first name.

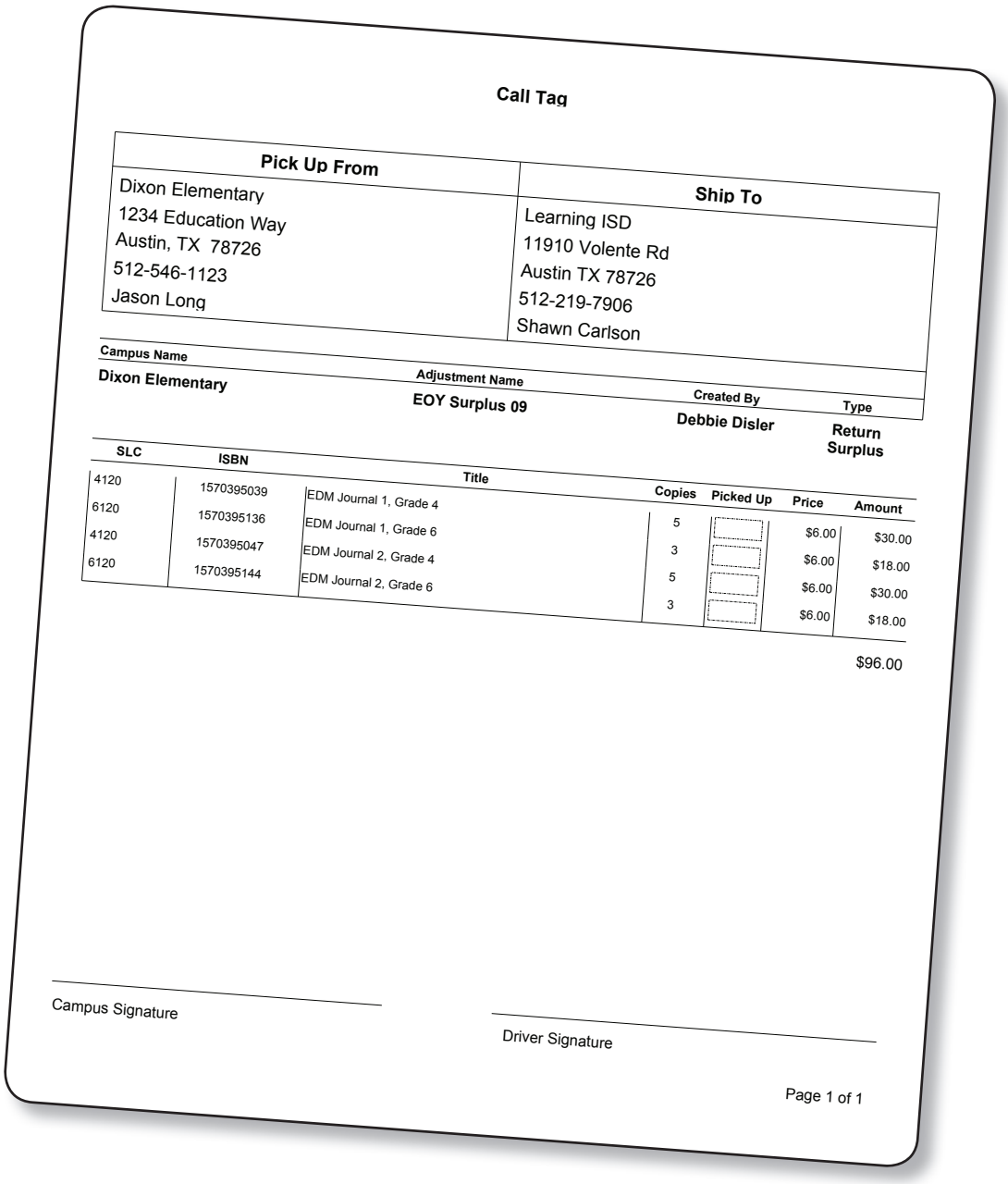


District Provided: Call Tag

Call Tags are printed by the district office after a **Campus Adjustment** has been submitted. The district will commonly send a district level staff member with a Call Tag to pick up the instructional materials listed on the **Call Tag**.

Return Surplus Campus Adjustments are the most common **Campus Adjustments** which will require a **Call Tag** to be printed. **Return Surplus Campus Adjustments** mean your campus has an excess of a certain instructional material and you would like it shipped to the warehouse or the district level has a need for it elsewhere.

Look for **Call Tags** from your district office for **Worn** and **Return Surplus Campus Adjustments**.



Call Tag

Pick Up From	Ship To
Dixon Elementary 1234 Education Way Austin, TX 78726 512-546-1123 Jason Long	Learning ISD 11910 Volente Rd Austin TX 78726 512-219-7906 Shawn Carlson

Campus Name	Adjustment Name	Created By	Type
Dixon Elementary	EOY Surplus 09	Debbie Disler	Return Surplus

SLC	ISBN	Title	Copies	Picked Up	Price	Amount
4120	1570395039	EDM Journal 1, Grade 4	5		$6.00	$30.00
6120	1570395136	EDM Journal 1, Grade 6	3		$6.00	$18.00
4120	1570395047	EDM Journal 2, Grade 4	5		$6.00	$30.00
6120	1570395144	EDM Journal 2, Grade 6	3		$6.00	$18.00

$96.00

Campus Signature

Driver Signature

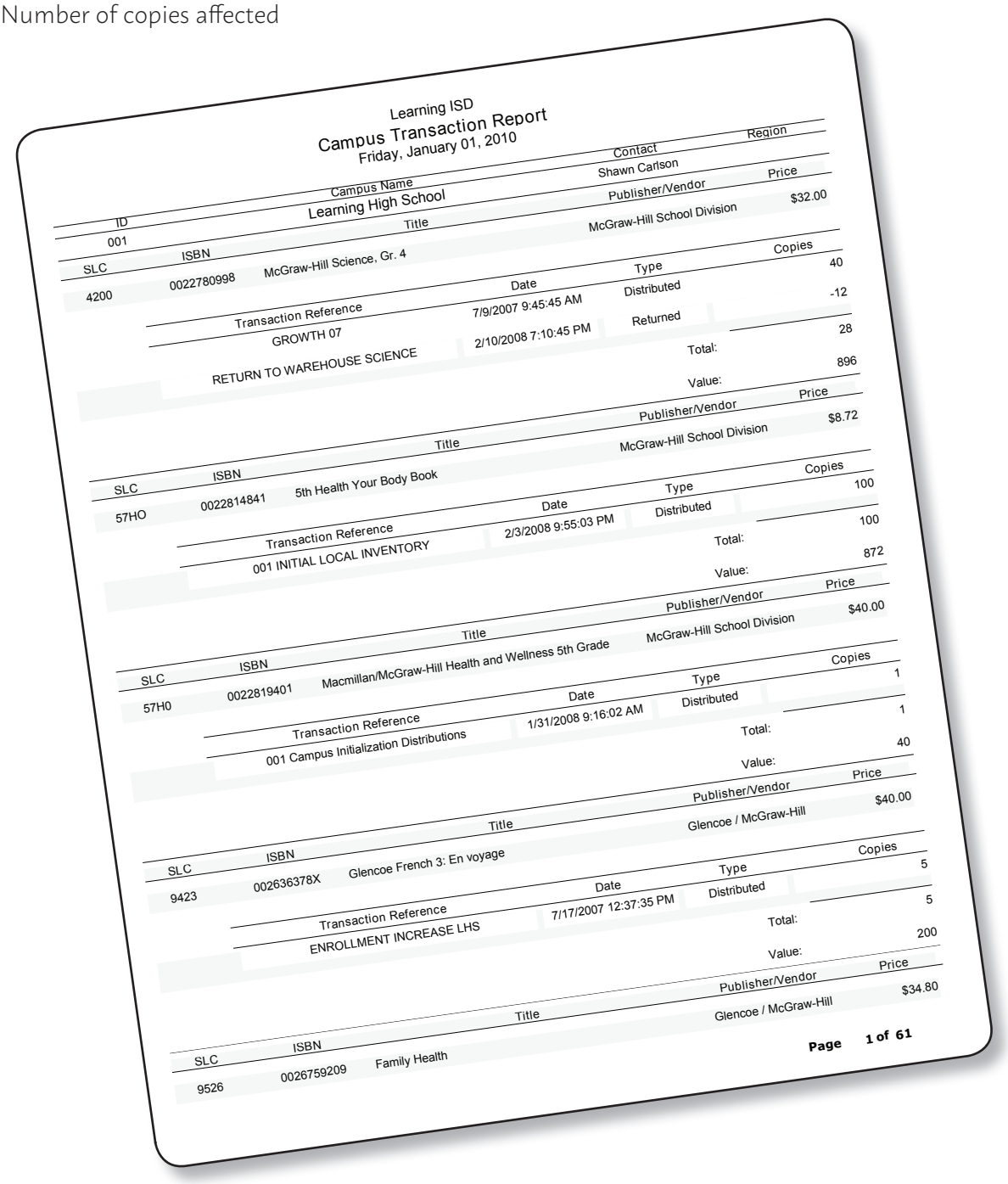
Page 1 of 1

District Provided:
Campus Transaction Report

The report lists, by campus, the textbooks requisitioned by the campus and collected from the campus by the district. The type of transaction reflects any reassignment of copies. Titles are listed in ISBN order, displaying the:

- Transaction reference
- Date
- Type of transaction
- Number of copies affected

The total number of copies in use by the campus is displayed under each title with the total dollar value.



Learning ISD
Campus Transaction Report
Friday, January 01, 2010

ID	Campus Name	Contact	Region
001	Learning High School	Shawn Carlson	

SLC	ISBN	Title	Publisher/Vendor	Price
4200	0022780998	McGraw-Hill Science, Gr. 4	McGraw-Hill School Division	$32.00

Transaction Reference	Date	Type	Copies
GROWTH 07	7/9/2007 9:45:45 AM	Distributed	40
RETURN TO WAREHOUSE SCIENCE	2/10/2008 7:10:45 PM	Returned	-12
		Total:	28
		Value:	896

SLC	ISBN	Title	Publisher/Vendor	Price
57HO	0022814841	5th Health Your Body Book	McGraw-Hill School Division	$8.72

Transaction Reference	Date	Type	Copies
001 INITIAL LOCAL INVENTORY	2/3/2008 9:55:03 PM	Distributed	100
		Total:	100
		Value:	872

SLC	ISBN	Title	Publisher/Vendor	Price
57H0	0022819401	Macmillan/McGraw-Hill Health and Wellness 5th Grade	McGraw-Hill School Division	$40.00

Transaction Reference	Date	Type	Copies
001 Campus Initialization Distributions	1/31/2008 9:16:02 AM	Distributed	1
		Total:	1
		Value:	40

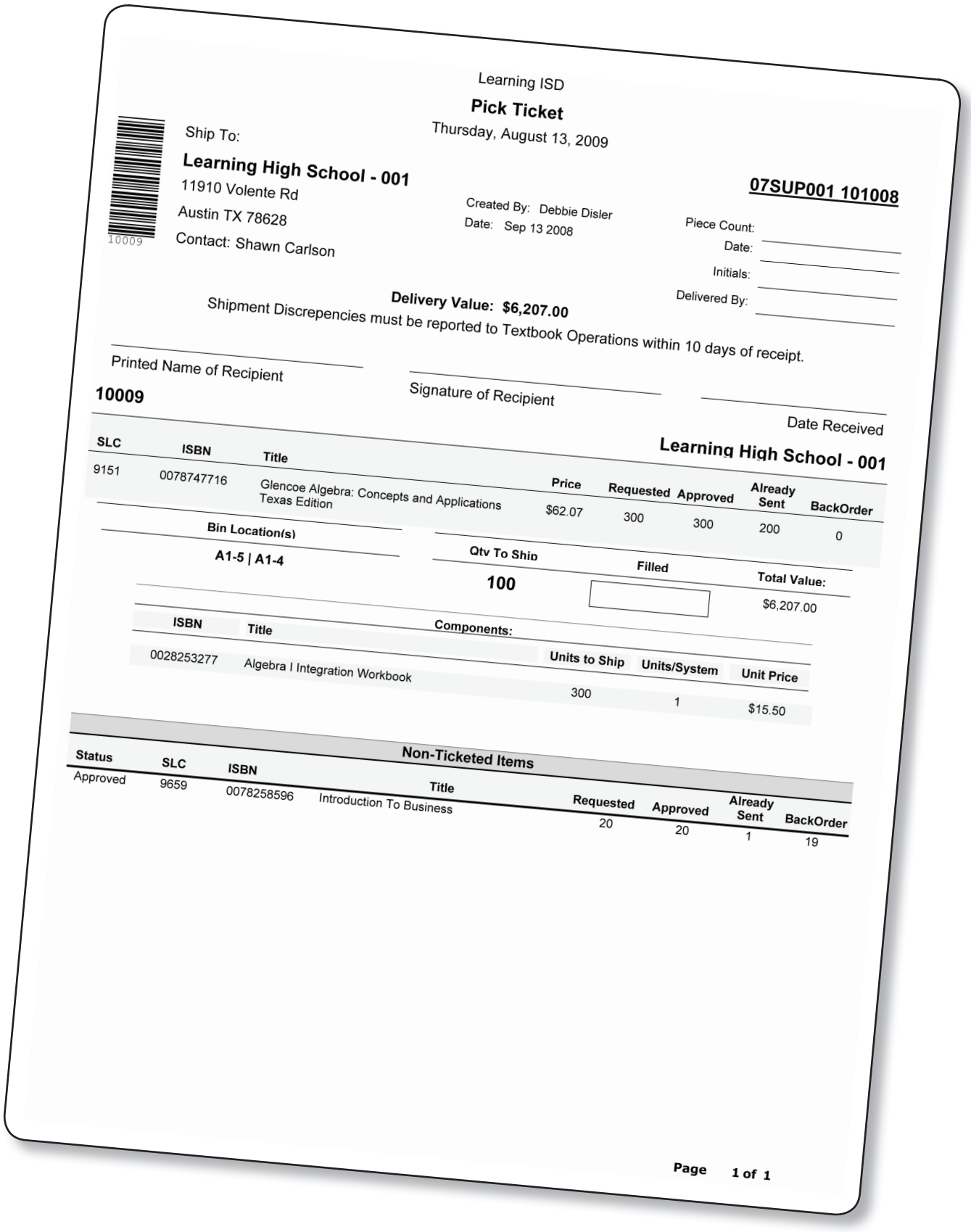
SLC	ISBN	Title	Publisher/Vendor	Price
9423	002636378X	Glencoe French 3: En voyage	Glencoe / McGraw-Hill	$40.00

Transaction Reference	Date	Type	Copies
ENROLLMENT INCREASE LHS	7/17/2007 12:37:35 PM	Distributed	5
		Total:	5
		Value:	200

SLC	ISBN	Title	Publisher/Vendor	Price
9526	0026759209	Family Health	Glencoe / McGraw-Hill	$34.80

Page 1 of 61

District Provided:
Pick Ticket



Learning ISD

Pick Ticket

Thursday, August 13, 2009

10009

Ship To:

Learning High School - 001

11910 Volente Rd

Austin TX 78628

Contact: Shawn Carlson

Created By: Debbie Disler

Date: Sep 13 2008

07SUP001 101008

Piece Count:

Date:

Initials:

Delivered By:

Delivery Value: $6,207.00

Shipment Discrepencies must be reported to Textbook Operations within 10 days of receipt.

Printed Name of Recipient

Signature of Recipient

Date Received

10009

Learning High School - 001

SLC	ISBN	Title	Price	Requested	Approved	Already Sent	BackOrder
9151	0078747716	Glencoe Algebra: Concepts and Applications Texas Edition	$62.07	300	300	200	0

Bin Location(s)	Qty To Ship	Filled	Total Value:
A1-5 | A1-4	100		$6,207.00

Components:

ISBN	Title	Units to Ship	Units/System	Unit Price
0028253277	Algebra I Integration Workbook	300	1	$15.50

Non-Ticketed Items

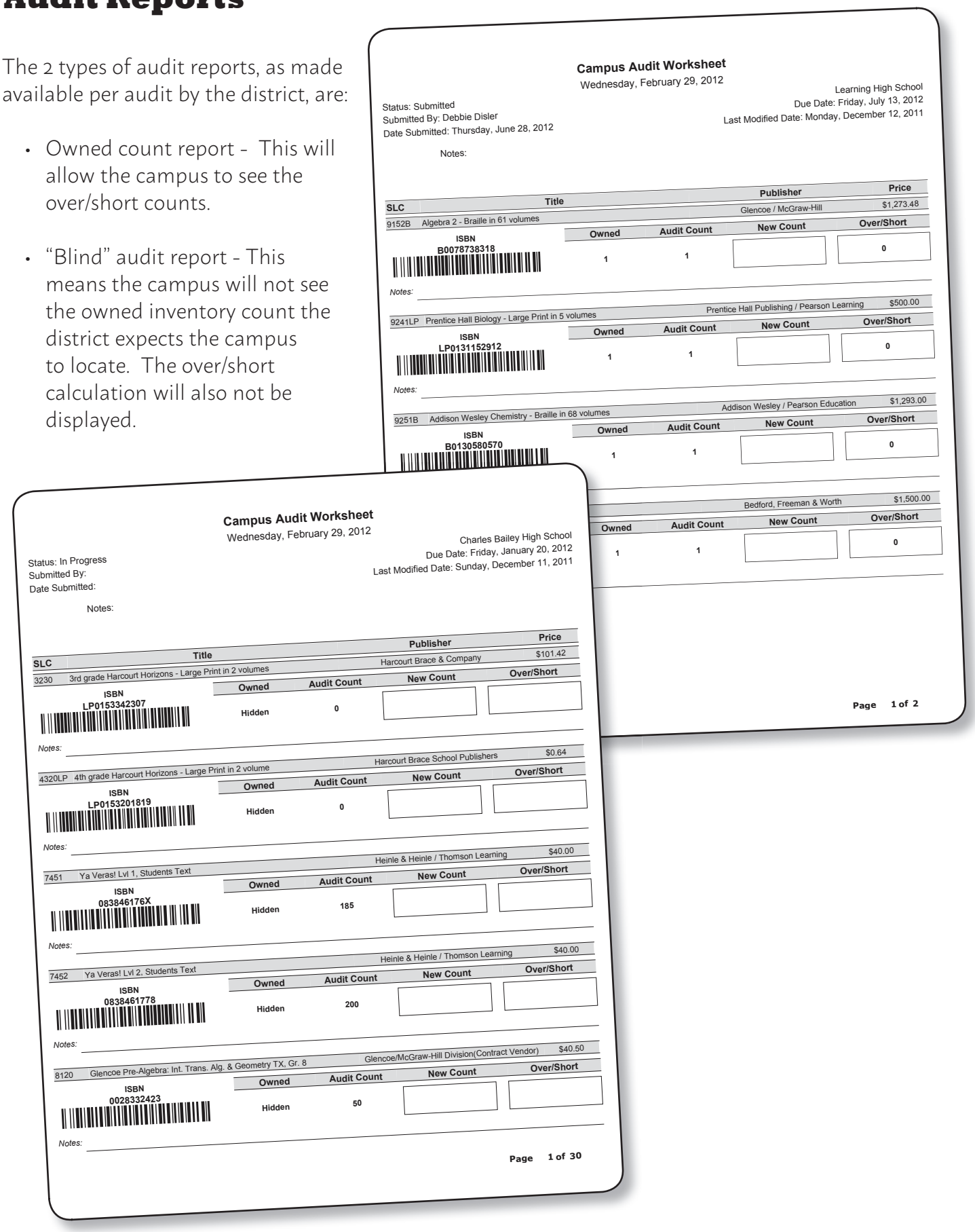
Status	SLC	ISBN	Title	Requested	Approved	Already Sent	BackOrder
Approved	9659	0078258596	Introduction To Business	20	20	1	19

Page 1 of 1

Audit Reports

The 2 types of audit reports, as made available per audit by the district, are:

- Owned count report - This will allow the campus to see the over/short counts.
- "Blind" audit report - This means the campus will not see the owned inventory count the district expects the campus to locate. The over/short calculation will also not be displayed.



Campus Audit Worksheet
Wednesday, February 29, 2012

Status: Submitted
Submitted By: Debbie Disler
Date Submitted: Thursday, June 28, 2012

Learning High School
Due Date: Friday, July 13, 2012
Last Modified Date: Monday, December 12, 2011

Notes:

SLC	Title	Publisher	Price
9152B	Algebra 2 - Braille in 61 volumes	Glencoe / McGraw-Hill	$1,273.48

ISBN B0078738318

Owned	Audit Count	New Count	Over/Short
1	1		0

Notes:

9241LP	Prentice Hall Biology - Large Print in 5 volumes	Prentice Hall Publishing / Pearson Learning	$500.00

ISBN LP0131152912

Owned	Audit Count	New Count	Over/Short
1	1		0

Notes:

9251B	Addison Wesley Chemistry - Braille in 68 volumes	Addison Wesley / Pearson Education	$1,293.00

ISBN B0130580570

Owned	Audit Count	New Count	Over/Short
1	1		0

Bedford, Freeman & Worth $1,500.00

Owned	Audit Count	New Count	Over/Short
1	1		0

Page 1 of 2

Campus Audit Worksheet
Wednesday, February 29, 2012

Status: In Progress
Submitted By:
Date Submitted:

Charles Bailey High School
Due Date: Friday, January 20, 2012
Last Modified Date: Sunday, December 11, 2011

Notes:

SLC	Title	Publisher	Price
3230	3rd grade Harcourt Horizons - Large Print in 2 volumes	Harcourt Brace & Company	$101.42

ISBN LP0153342307

Owned	Audit Count	New Count	Over/Short
Hidden	0		

Notes:

4320LP	4th grade Harcourt Horizons - Large Print in 2 volume	Harcourt Brace School Publishers	$0.64

ISBN LP0153201819

Owned	Audit Count	New Count	Over/Short
Hidden	0		

Notes:

7451	Ya Veras! Lvl 1, Students Text	Heinle & Heinle / Thomson Learning	$40.00

ISBN 083846176X

Owned	Audit Count	New Count	Over/Short
Hidden	185		

Notes:

7452	Ya Veras! Lvl 2, Students Text	Heinle & Heinle / Thomson Learning	$40.00

ISBN 0838461778

Owned	Audit Count	New Count	Over/Short
Hidden	200		

Notes:

8120	Glencoe Pre-Algebra: Int. Trans. Alg. & Geometry TX, Gr. 8	Glencoe/McGraw-Hill Division(Contract Vendor)	$40.50

ISBN 0028332423

Owned	Audit Count	New Count	Over/Short
Hidden	50		

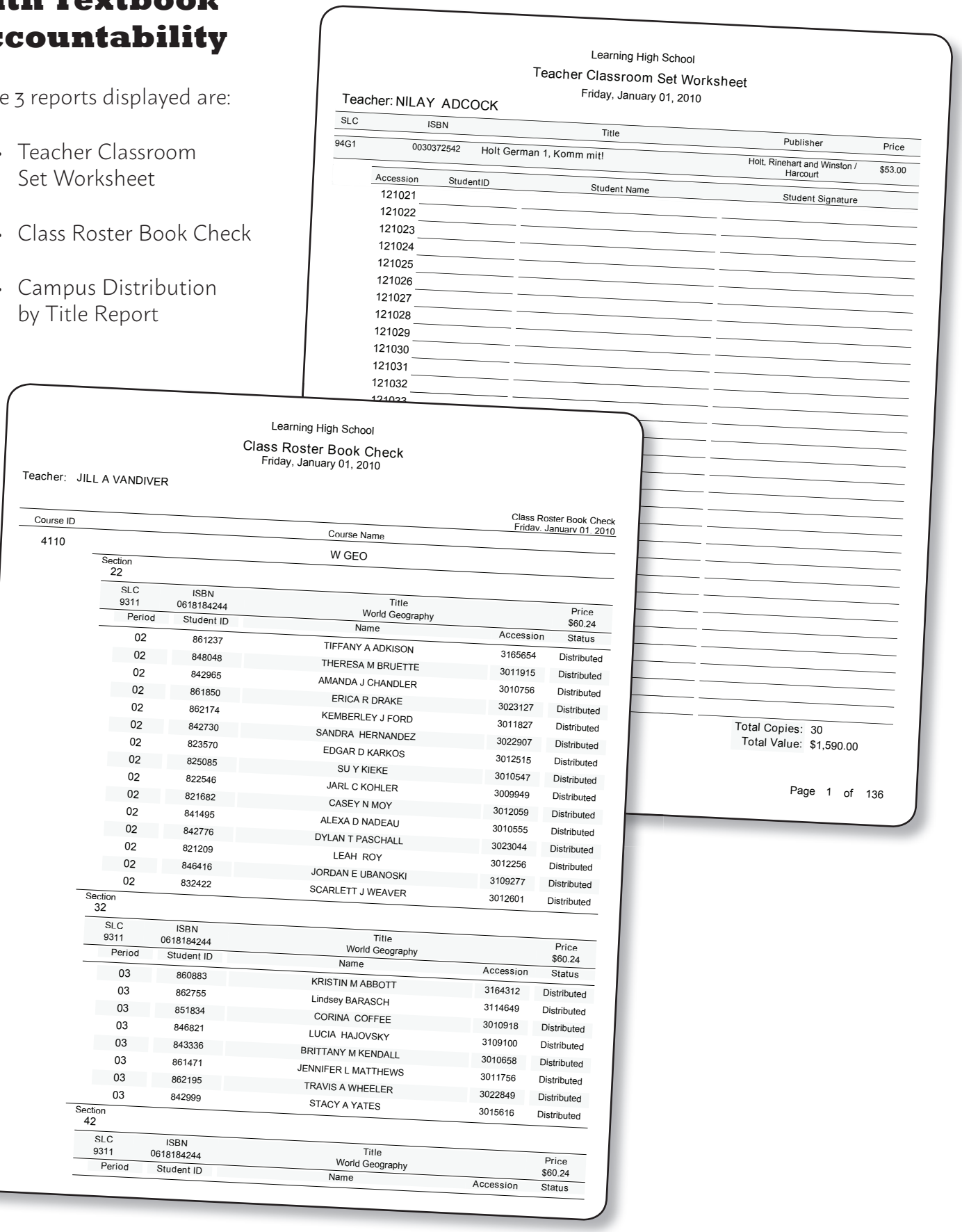
Notes:

Page 1 of 30

Reports Helpful With Textbook Accountability

The 3 reports displayed are:

- Teacher Classroom Set Worksheet
- Class Roster Book Check
- Campus Distribution by Title Report



Learning High School

Teacher Classroom Set Worksheet

Friday, January 01, 2010

Teacher: NILAY ADCOCK

SLC	ISBN	Title	Publisher	Price
94G1	0030372542	Holt German 1, Komm mit!	Holt, Rinehart and Winston / Harcourt	$53.00

Accession	StudentID	Student Name	Student Signature
121021			
121022			
121023			
121024			
121025			
121026			
121027			
121028			
121029			
121030			
121031			
121032			

Learning High School

Class Roster Book Check

Friday, January 01, 2010

Teacher: JILL A VANDIVER

Class Roster Book Check
Friday, January 01, 2010

Course ID	Course Name
4110	W GEO

Section 22

SLC	ISBN	Title	Price
9311	0618184244	World Geography	$60.24

Period	Student ID	Name	Accession	Status
02	861237	TIFFANY A ADKISON	3165654	Distributed
02	848048	THERESA M BRUETTE	3011915	Distributed
02	842965	AMANDA J CHANDLER	3010756	Distributed
02	861850	ERICA R DRAKE	3023127	Distributed
02	862174	KEMBERLEY J FORD	3011827	Distributed
02	842730	SANDRA HERNANDEZ	3022907	Distributed
02	823570	EDGAR D KARKOS	3012515	Distributed
02	825085	SU Y KIEKE	3010547	Distributed
02	822546	JARL C KOHLER	3009949	Distributed
02	821682	CASEY N MOY	3012059	Distributed
02	841495	ALEXA D NADEAU	3010555	Distributed
02	842776	DYLAN T PASCHALL	3023044	Distributed
02	821209	LEAH ROY	3012256	Distributed
02	846416	JORDAN E UBANOSKI	3109277	Distributed
02	832422	SCARLETT J WEAVER	3012601	Distributed

Section 32

SLC	ISBN	Title	Price
9311	0618184244	World Geography	$60.24

Period	Student ID	Name	Accession	Status
03	860883	KRISTIN M ABBOTT	3164312	Distributed
03	862755	Lindsey BARASCH	3114649	Distributed
03	851834	CORINA COFFEE	3010918	Distributed
03	846821	LUCIA HAJOVSKY	3109100	Distributed
03	843336	BRITTANY M KENDALL	3010658	Distributed
03	861471	JENNIFER L MATTHEWS	3011756	Distributed
03	862195	TRAVIS A WHEELER	3022849	Distributed
03	842999	STACY A YATES	3015616	Distributed

Section 42

SLC	ISBN	Title	Price
9311	0618184244	World Geography	$60.24

Period	Student ID	Name	Accession	Status

Total Copies: 30
Total Value: $1,590.00

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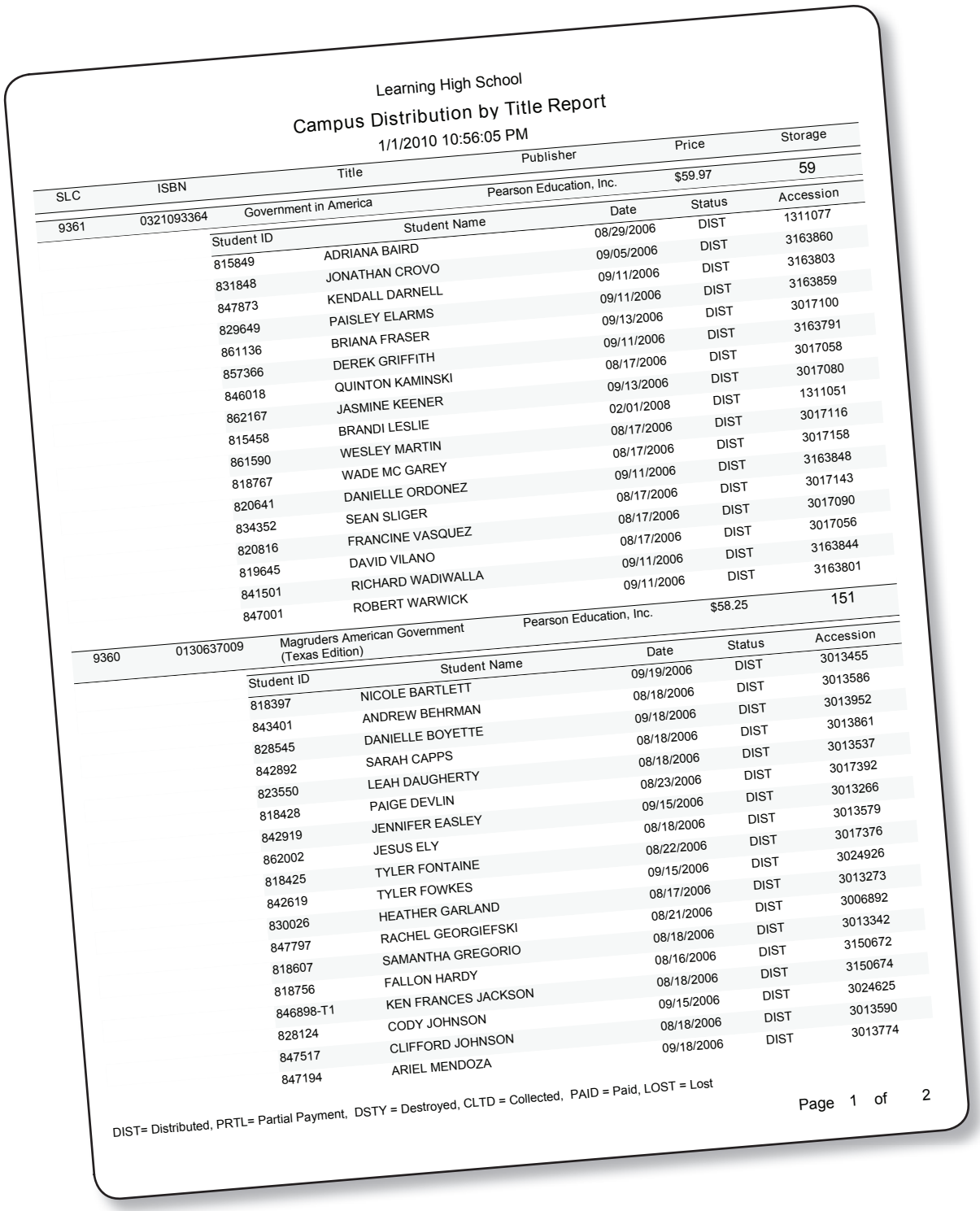
Campus Distribution by Title Report



Learning High School

Campus Distribution by Title Report

1/1/2010 10:56:05 PM

SLC	ISBN	Title	Publisher	Price	Storage
9361	0321093364	Government in America	Pearson Education, Inc.	$59.97	59

Student ID	Student Name	Date	Status	Accession
815849	ADRIANA BAIRD	08/29/2006	DIST	1311077
831848	JONATHAN CROVO	09/05/2006	DIST	3163860
847873	KENDALL DARNELL	09/11/2006	DIST	3163803
829649	PAISLEY ELARMS	09/11/2006	DIST	3163859
861136	BRIANA FRASER	09/13/2006	DIST	3017100
857366	DEREK GRIFFITH	09/11/2006	DIST	3163791
846018	QUINTON KAMINSKI	08/17/2006	DIST	3017058
862167	JASMINE KEENER	09/13/2006	DIST	3017080
815458	BRANDI LESLIE	02/01/2008	DIST	1311051
861590	WESLEY MARTIN	08/17/2006	DIST	3017116
818767	WADE MC GAREY	08/17/2006	DIST	3017158
820641	DANIELLE ORDONEZ	09/11/2006	DIST	3163848
834352	SEAN SLIGER	08/17/2006	DIST	3017143
820816	FRANCINE VASQUEZ	08/17/2006	DIST	3017090
819645	DAVID VILANO	08/17/2006	DIST	3017056
841501	RICHARD WADIWALLA	09/11/2006	DIST	3163844
847001	ROBERT WARWICK	09/11/2006	DIST	3163801

SLC	ISBN	Title	Publisher	Price	Storage
9360	0130637009	Magruders American Government (Texas Edition)	Pearson Education, Inc.	$58.25	151

Student ID	Student Name	Date	Status	Accession
818397	NICOLE BARTLETT	09/19/2006	DIST	3013455
843401	ANDREW BEHRMAN	08/18/2006	DIST	3013586
828545	DANIELLE BOYETTE	09/18/2006	DIST	3013952
842892	SARAH CAPPS	08/18/2006	DIST	3013861
823550	LEAH DAUGHERTY	08/18/2006	DIST	3013537
818428	PAIGE DEVLIN	08/23/2006	DIST	3017392
842919	JENNIFER EASLEY	09/15/2006	DIST	3013266
862002	JESUS ELY	08/18/2006	DIST	3013579
818425	TYLER FONTAINE	08/22/2006	DIST	3017376
842619	TYLER FOWKES	09/15/2006	DIST	3024926
830026	HEATHER GARLAND	08/17/2006	DIST	3013273
847797	RACHEL GEORGIEFSKI	08/21/2006	DIST	3006892
818607	SAMANTHA GREGORIO	08/18/2006	DIST	3013342
818756	FALLON HARDY	08/16/2006	DIST	3150672
846898-T1	KEN FRANCES JACKSON	08/18/2006	DIST	3150674
828124	CODY JOHNSON	09/15/2006	DIST	3024625
847517	CLIFFORD JOHNSON	08/18/2006	DIST	3013590
847194	ARIEL MENDOZA	09/18/2006	DIST	3013774

DIST= Distributed, PRTL= Partial Payment, DSTY = Destroyed, CLTD = Collected, PAID = Paid, LOST = Lost

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Reports With Barcodes

Annual TIPWeb-IM Activities Calendar

JULY

Activity	How To
Receive new instructional materials.	You should receive a Pick Ticket with your shipment(s). Verify the number shipped against the number actually received. Report any discrepancies to your District instructional materials coordinator.
Prepare instructional materials for distribution.	Print out bar code labels if district level does not provide them. From: Automation > Print ISBN and Accession labels.
Schedule pick-up of out of adoption instructional materials.	Coordinate with district instructional materials coordinator for pick up of these instructional materials.
Return to warehouse books that will not be used in the new school year.	Create a return surplus "Adjustment Request".
Send out letters for lost instructional materials.	Edit or create - found in TIPWeb-IM under Tools > Form Letter. Use the default or create your own. Print Form Letter for lost books – found in TIPWeb-IM under Reports > Form Letters.

AUG/SEPT/OCT

Activity	How To
Return surplus books to district as needed or requested by district.	Create an Adjustment Request from: Inventory > Adjustments > Adjustment Request.
Receive new instructional materials.	You should receive a Pick Ticket with your shipment(s). Verify the number shipped against the number actually received. Report any discrepancies to your District instructional materials coordinator.
Send out letters for lost instructional materials.	Edit or create - found in TIPWeb-IM under Tools > Form Letter. Use the default or create your own. Print Form Letter for lost books – found in TIPWeb-IM under Reports > Form Letters.
Distribute instructional materials to students/teachers.	Distribute from: Automation > Quick Entry > Student Distribution or Teacher Distribution with Accession.
Submit requisitions for supplemental orders as needed.	Create a Campus Requisition from: Inventory > Campus Requisition.

NOV / DEC

Activity	How To
Conduct mid-year book check.	Available reports for book checks include the Teacher Textbook Receipt, Class Roster Book Check and Student Textbook Receipt.
Prepare PDA units.	If using PDA units for distribution, charge them and conduct a test distribution prior to mass distribution. Refer to the Keep Your Scanner Charged document on **support.hayessoft.com**
Collect first semester instructional materials.	Collect from: Automation > Quick Entry > Collect Accession. See **support.hayessoft.com** for Collection Best Practices.
Change remaining first semester distributions to lost.	From: Tools > Closing > Students > Change Distributions to Lost, select the Titles tab and locate each first semester book.
Send out letters for lost first semester books.	Edit or create - found in TIPWeb-IM under Tools > Form Letter. Use the default or create your own. Print Form Letter for lost books – found in TIPWeb-IM under Reports>Form Letters.
Determine instructional materials requirements for 2nd semester.	Once second semester schedules are active you can use the Campus Analysis of Need Report to determine the need for books.
Submit requisitions for supplemental orders as needed.	Create a Campus Requisition from: Inventory > Campus Requisition.
Make adjustments as needed for payments, destroyed or worn textbooks.	Create an Adjustment Request from: Inventory > Adjustments > Adjustment Request. Use the appropriate adjustment type.

JAN / FEB

Activity	How To
Receive new instructional materials.	You should receive a Pick Ticket with your shipment(s). Verify the number shipped against the number actually received. Report any discrepancies to your District instructional materials coordinator.
Send out letters for lost instructional materials.	Edit or create - found in TIPWeb-IM under Tools > Form Letter. Use the default or create your own. Print Form Letter for lost books – found in TIPWeb-IM under Reports > Form Letters.
Submit requisitions for second semester orders.	Create a Campus Requisition from Inventory > Campus Requisition.
Make adjustments as needed.	Create an Adjustment Request from Inventory > Adjustments>Adjustment Request. Use the appropriate adjustment type.

MARCH / APRIL

Activity	How To
Conduct book checks and verify inventory in preparation for annual orders (growth and replacement).	The week prior to your spring break is a good time to conduct a book check. Available reports to distribute include the Teacher Textbook Receipt, Class Roster Book Check and Student Textbook Receipt.
Mark books lost by students.	Based on the book check mark books lost. From Students find and click on the student's name. Select the Change Status icon for the corresponding book. Change that status to lost.
Send out letters for lost instructional materials.	Edit or create-found in TIP under Tools>Form Letter. Use the default or create your own. Print Form Letter for lost books-found in TIP under Reports>Form Letters.
Make adjustments as needed.	Create an Adjustment Request from Inventory > Adjustments > Adjustment Request. Use the appropriate adjustment type.
Submit requisitions for Annual order (growth and replacement).	Create a Campus Requisition from Inventory > Campus Requisition.

MAY / JUNE

Activity	How To
Conduct Final book check in early May.	Available reports for book checks include the Teacher Textbook Receipt, Class Roster Book Check and Student Textbook Receipt.
Prepare PDA units.	If using PDA units for collection, charge them and conduct a test collection prior to mass collection. Refer to the Keep Your Scanner Charged document on **support.hayessoft.com**
Collect all distributed instructional materials from students/teachers.	Begin collections as teachers indicate they are no longer using their instructional materials. Collect from Automation>Quick Entry and select Collect Accessions. See **support.hayessoft.com** for Collection Best Practices.
Change all remaining distributions to lost.	From Tools > Closing > Change Distributions to Lost. Select Go to change all remaining distributions to lost.
Return all instructional materials to the bookroom or designated locations for annual physical audit. Keep out of adoption titles in a separate location.	See **support.hayessoft.com** for Physical Audit Best Practices.
Submit completed inventory audit to District by prescribed deadline.	Use Inventory > Audits or a Campus Inventory Taking Worksheet. (See **support.hayessoft.com** for Physical Audit Best Practices.)
Send out letters for lost instructional materials.	Edit or create-found in TIP under Tools>Form Letter. Use the default or create your own. Print Lost Book Form Letter-found in TIP under Reports>Form Letters.
Send payment notice to teachers for any losses of books for which they are responsible.	Print out Teacher Textbook Receipt filtered by transaction type of lost.
Designate personnel and location for receipt of annual order shipments.	The bulk of the annual order should begin arriving in July and continue through September.
Prepare out of adoption instructional materials for pick-up by district.	Box or palletize as prescribed by district personnel.
Submit check for lost instructional materials to the accounting office.	Every district handles this differently. Some require full payment in June-others expect a percentage of the total in June & the remainder after the school year begins.
Return/Collect found "lost" books.	Use Automation>Quick Entry>Collect Accession.

Website Information

California Department of Education Information

Pertaining to instructional materials adoptions can be found at:

www.cde.ca.gov/ci/cr/cf/

Georgia Department of Education Information

Pertaining to recommended textbooks can be found at:

www.doe.k12.ga.us/Curriculum-Instruction-and-Assessment/Curriculum-and-Instruction/Pages/Learning-Resources.aspx

Hayes Software Systems Information

Regarding the Hayes Software System may be found at our website:

www.hayessoft.com

North Carolina Department of Education Information

Pertaining to the textbook adoption services can be found at:

www.ncpublicschools.org/textbook

Tennessee Department of Education Information

For Textbook Adoption Coordinators can be found at:

www.tennesseebook.com

Instructional Materials Coordinators' Association of Texas (IMCAT)

This is a statewide organization that has been in existence since 1991. IMCAT works to inform the State Board of the implications of the changes they are suggesting as well to suggest changes that you have suggested. For more information on IMCAT visit their website at: http://imcat.org

Texas Education Agency Information

Regarding the Texas Education Agency rules and regulations can be found at: http://tea.texas.gov/Curriculum_and_Instructional_Programs/Instructional_Materials/

Used Textbook Companies

Used textbook companies offer textbooks at discounted prices. Used books can be purchased to replenish lost inventory. The following vendors may also buy your surplus materials:

Follett Educational Services 800-621-4272, www.fes.follett.com

Textbook Warehouse 800-796-9152, www.tbwarehouse.com

Apple Textbooks 800-871-6162, www.appletextbooks.com