

Textbook Inventory Quick Sheet

From the AS400 Applications Menu.

1. Enter Option# 3. Textbook System Production.
2. Press Enter.

USERMENU CCPS400	AS/400 Applications Menu	QPADEV0001 PRIESS
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Select one of the following:

*** Production Systems ***	*** Other Functions ***
1. TERMS V3R1 Production	21. Electronic Mail
2. ELKE Main/Tracker System	23. Start your printer
3. TextBook System Production	24. CCPS Signon Screen
4. Cost Reporting system	25. VTAM Remote Menu
*** Demonstration Systems ***	26. Work with spool files
41. Textbook - TRAINING	90. Sign off
42. TERMS System - TRAINING	
43. Fixed Assets/Finance/HR - TESTING	

Selection
==>

PF3 = Exit

*** questions/concerns - email
HelpDesk or call 377-0445

The Sign-On (Textbook) screen will display.

1. In the Select Menu section, Enter A.
2. Press Enter.

M791	SIGN-ON (Textbook)
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Please identify yourself to the system.

Identification: District: 011 COLLIER COUNTY PUBLIC SCHOOLS
Location: 0000 COLLIER COUNTY PUBLIC SCHOOLS
Userid: PRIESS SHERYL PRIESTER

Year: 13
Date: 05 14 13

Select Menu: A A. Textbook
B. Control Record Management
C. System Administration
D. Local

F1=Help F3=Exit F12=Escape
Please type Identifier of Menu/Panel desired.
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Textbook Inventory Quick Sheet

The A. Textbook screen will display.

1. In the Panel field, Enter 14 for Reports.
2. Press Enter.

M700	Panel: _____	A. Textbook
Select one of the following.		FND.FUNC.OBJ.CNTR.PROJECT.PGM.
Default:		
Item Master	Request Processing (Schools)	
1. Maintenance	17. Query	
2. Free Items	18. Budget Entry	
3. Query	19. Order Regular Items	
4. Reports	20. Order Free Items	
5. Query by Title	21. Approval	
	22. Print/Approve	
	23. Process Request	
	24. Assign PO Numbers	
Inventory Master		
11. Maintenance		
12. Query by Location		
13. Query by Item		
14. Reports		
15. Data Entry		
F1=Help F3=Exit F4=Prompt F12=Cancel		
Please type Identifier of Panel desired.		

The A14. Print Textbook Inventory screen will display.

1. In the Type Request Identifier field, press F4.
2. Check to see if you have existing report request cards. If so, select as needed.
3. If not, then create your report request card.

M714	Panel:	A14. Print Textbook Inventory	
Type Request Identifier:		001	
Title:	SCHOOL INVENTORY REQUEST 001, FROM PANEL A14		
Select:	Location	Item	Publisher Status DA Grd Inv Subj
	0422		
Sequence:	Opt	A - Loc/Item F - Loc/Pub/Grd/Sub/Item	
	G	B - Loc/Title G - Loc/Sub/Item **middle/high**	
		C - Loc/Pub/Item H - Loc/Grd/Item **elementary**	
		D - Loc/Pub/Sub/Item I - Loc/Grd/Sub/Item	
		E - Loc/Pub/Grd/Item	
Format:	Opt	A - Print School Inventory Status (MB725)	
	C	B - Print School Inventory Sheets (MB726)	
		C - Print Annual Inventory Report (MB727)	
		D - Roll Inventory Counts (MB728 Edit)	
		E - Roll Inventory Counts (MB728 Post)	
F1=Help F3=Exit F4=Prompt F7=Bkwd F8=Fwd F10=Delete F11=Run F12=Cancel			
Record updated. Next?			

Location:

Enter the center number in the Location field.

Textbook Inventory Quick Sheet

Sequence:

- H – Elementary (because they have grade levels)
Item numbers starts with grade level ...
- G – Middle and High because they do not have grade levels
Item numbers starts with 7, 8, 9 (the 7,8,9 are not linked to anything it just labels them as secondary books)

Format:

The difference between sheets and annual report
Sheets allows space for you to write what qty you have
Annual report shows comparison of received vs on hand

- A - Print School Inventory Status (MB725)
- B - Print School Inventory Sheets (MB726)
- C - Print Annual Inventory Report (MB727)
- D - Roll Inventory Counts (MB728 Edit)
- E - Roll Inventory Counts (MB728 Post)

Type A to request a printed list of the textbooks on inventory at the school along with their status.

Type B to request worksheets for the school's physical inventory.

Type C for the School's Annual Inventory Report.

Type D to request the outcome of Rolling the Inventory counts prior to typing E to Post the new inventory counts.

Prt Usr:

Print User Information – Use this criterion to control the printing of report headings. The requestor's USERID, user-specified titles, both or neither may appear in the report heading.

Enter B

M714 Panel:	PRINT USER INFORMATION 1 CHARS	
Type Request	Use this criterion to control the printing of report headings. The requestor's USERID, user-specified titles, both or neither may appear in the report heading. Values:	
Title:	U - Print Userid T - Print Titles	
Select:	B - Print Both N - Print neither (Default)	
-- F2=Ext Help F3=Exit -----		
Sequence:	Opt	A - Loc/Item F - Loc/Pub/Grd/Sub/Item
	G	B - Loc/Title G - Loc/Sub/Item
		C - Loc/Pub/Item H - Loc/Grd/Item
		D - Loc/Pub/Sub/Item I - Loc/Grd/Sub/Item
		E - Loc/Pub/Grd/Item
Format:	Opt	A - Print School Inventory Status (MB725) Prt Usr
	C	B - Print School Inventory Sheets (MB726) B
		C - Print Annual Inventory Report (MB727)
		D - Roll Inventory Counts (MB728 Edit)
		E - Roll Inventory Counts (MB728 Post)
F1=Help F3=Exit F4=Prompt F7=Bkwd F8=Fwd F10=Delete F11=Run F12=Cancel		