

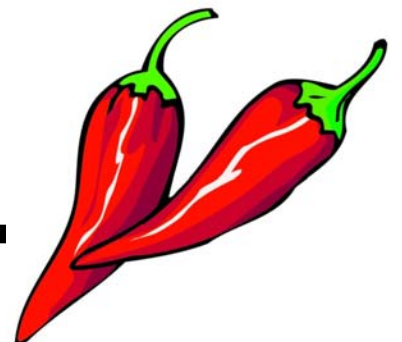
**General Interest – G6**

# **Textbook Tracking with TexTrack**



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# Agenda

- Overview – How it Works
- Customize Options
- Maintenance
- Checking Books Out and In
- Inquiry and Reporting
- Form Letters
- Web Viewer



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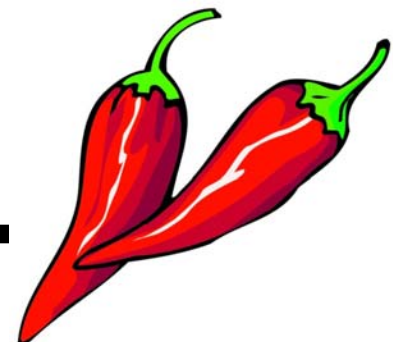
# How It Works – Overview

- Book masterfile – Textbook Maintenance.
- Copy masterfile – one record for each book copy.
  - Each copy has a STATUS – In, Out, Overdue, Lost, Lost/Paid, Sold.
  - Each copy record has Customer number, date/time out, plus the user who checked it out.
  - Complete book number = Prefix/Book/Copy - #####-#####-#####. Using the Prefix is optional.



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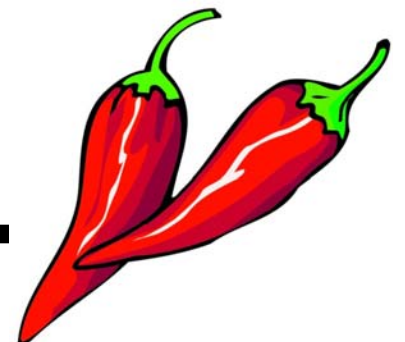
# How It Works – Overview – cont.

- Use any bar code – existing or Blue Bear. Must be unique.
- History file – records every in and out transaction.
- Charges go directly to Tracks – charged to the Customer/Student's account.
  - Fees for damage, missing bar codes.
  - Lost book fees.
  - Fees for buying the book if the book is sold.



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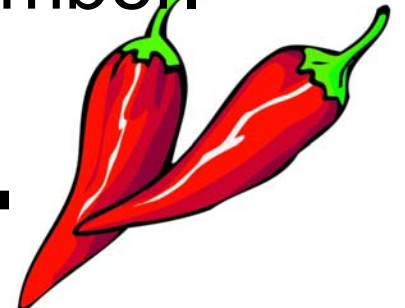
# Maintenance Files

- Textbook Maintenance - Required.
- Department Maintenance.
  - History, English, Science.
- Teacher Maintenance.
  - Smith, Jones, Edwards.
- Course, Class, Schedule Maintenance.
- Prefix Maintenance.
- Cross Reference Maintenance – when bar code number is different from book number.



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# Check Out Screen

**TexTrack Check Out Screen - Play School High School**

Customer: P1488 - CHO, STEPHANIE      Teacher No:

Scan or enter bar code:       Class No:

     **CHECK OUT**

**Books Checking Out**

Book No.	Title	Customer	Condition	Out	Amt

**Books Out**

Book No.	Bar Code	Title	Date Out	Price
0000-2356-0007	000023560007	French Lessons	08/17/06	19.95
0000-6544-0011	000065440011	Advanced Algebra	08/17/06	32.45
				<u>52.40</u>

Legend: Black=OK    Blue=NOT IN COURSE    Red=OVERDUE

**Charges**

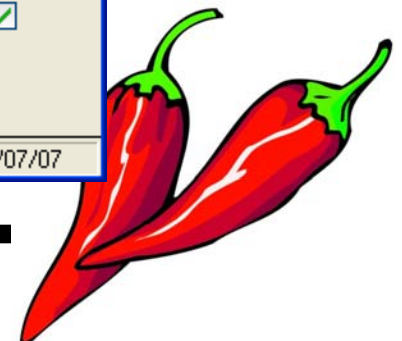
Rec. No.	Date	Description	Amt	Due
0000277	03/05/07	LOST/22220007/American History	85.15	85.15
			<u>85.15</u>	<u>85.15</u>

Use Due Date in Textbook Maintenance

ZPLAY    03/07/07



CONNECTIONS 2007



# Check In

**TexTrack Check In Screen - Play School High School**

Scan or enter bar code

**CHECK IN**

**Books Checking In**

Book No.	Title	Customer	Condition	Out	Amt

**Customer**

Customer

**Books Out**

Book No.	Bar Code	Title	Date Out	Price
0000-2356-0007	000023560007	French Lessons	08/17/06	19.95
0000-6544-0011	000065440011	Advanced Algebra	08/17/06	32.45

Legend: Black=OK   Blue=NOT IN COURSE   Red=OVERDUE      52.40

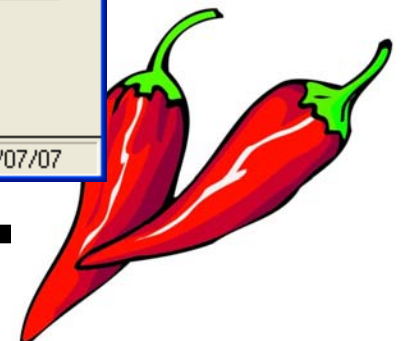
**All Charges**

Rec. No	Date	Description	Amt	Due
0000277	03/05/07	LOST/22220007/American History	85.15	85.15
			<u>85.15</u>	<u>85.15</u>

ZPLAY   03/07/07

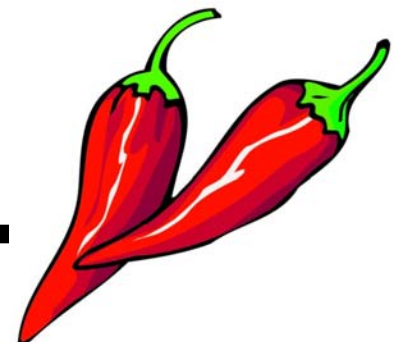


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# More Transactions

- Tagging Lost Books
  - TexTrack marks the book as LOST and charges the student account for the Price of the book.
- Selling Books
  - TexTrack marks the book as SOLD with student info.
  - Charges the student's account for the price of the book.



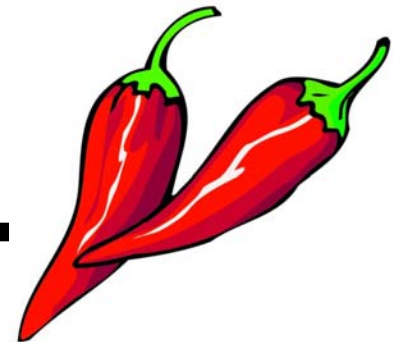
# Reporting

- Textbook Checked Out Reports
- Book Count Reports
- History Reports
- Textbook Listing Reports with Courses
- And More ...



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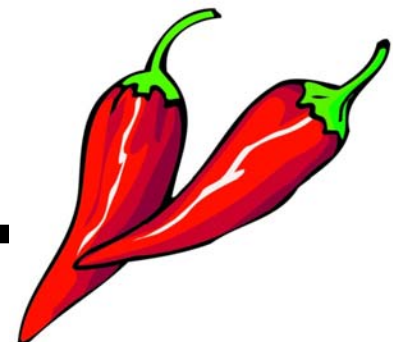
# Form Letters

- Form Letter Maintenance – to warn about overdue or lost books, charges due.
- Printing Form Letters – print letters or send via email.



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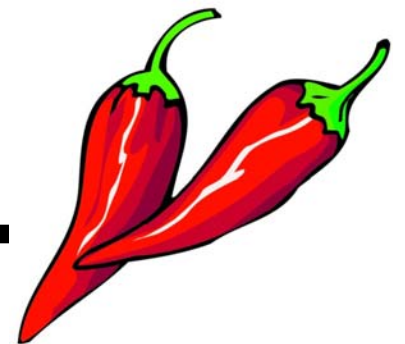
# Web Viewer Options

- Many functions can also be done through Web Viewer, allowing teachers to check out/check in books in the classroom.



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# Let's Walk Through It! Or Questions & Answers



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