

# Rodney

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## Import Adoption Headers – (TX 1.23.1)

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You must have a file from your administration to proceed with this import. If not, please proceed to the next section. For more information on this import process, please contact the TCS Service Center.

### Import Adoption Headers

Store\* 1 ?? **GREENVILLE TECH BOOKSTORE**

Term\* 2020-2 ??

Enter Path of File to Import\* C:\BANNER\account\COURSES

Add Non-existing Departments and Courses\*

Convert spaces in key fields to\*

Create eCommerce records for faculty\*

Budgetext Format\*

Prefix Department with College code\*

Update Processing Type\* R ??

The name of the file in the folder above must be "Adpt-Imp.txt" for TCS format, "course.asc" or "course\_ctab.txt" for the appropriate Budgetext format. Please make sure that the path exists and contains this file. For more assistance proceed to the bottom of the screen and type "?".

**Cancel**

**Enter the Adoption term you will be importing.** – The term will already have to exist in Term Maintenance (TX.SU.1.2.1).

**Enter the path of file to import \*** – The name of the file must be “Adpt-Imp.txt” or “course.asc” for the Budgettext format. Please ensure that the path exists and the file is named correctly for the import to be successful.

**Add Non-existing Departments and Courses \*** – Enter a ‘Y’ if you wish the program to automatically add Departments and Courses that are not currently on file, but are contained within the import file. If you enter ‘N’, then the program will warn you each time it finds a Department or Course that is not on file and will not add the adoption record.

Convert spaces in key fields to: Spaces are not allowed in the key fields of a store, term, department, course and/or section number. If your import file contains spaces enter the character you would like it converted to. If you leave it blank the spaces will be stripped out. Asterisks (\*) are not allowed.

**Create eCommerce records for faculty\*** – Enter a ‘Y’ so the system will automatically create the eCommerce records (Pref Customer record) so faculty can log into the faculty adoptions.

**Budgettext Format\*** – Enter ‘N’ if the file name is “Adpt-Imp.txt”, enter a ‘Y’ if the file name is “course.asc” or “course.ctab.txt”

**Prefix Course with College Code\*** – Normally you will enter an ‘N’, if your school has multiple college codes and you need them to distinguish which college the course is associated with then enter a ‘Y’.

**Update Processing Type\*** – Options are ‘R’ Report only, ‘I’ Import only and ‘B’ Import and Report

Once you are satisfied with your entries you MUST choose 'R' Run Procedure. If you need assistance with this process please contact the TCS Service Center.

\*\*\* Important \*\*\*

If you are doing multiple imports throughout the term, after the first import, choose 'R' report ONLY to see any changes that need to be MANUALLY input in the adoption system.

# Adopt GM Items

## Adopting GM Items

Enter or Modify your adoption TX.1.1, select the DEPT/CRS/SECT in Adoption Maintenance you wish to add your GM item (s) to.

Adoption Maintenance																									
Store:	1	??	Total Computing Solutions				Date Adopted:	09/30/19																	
Term:	2019-1	??	SPRING 2019				Est Enrollment*	20																	
Dept:	ACC	??	ACCOUNTING				Instructor:	STAFF																	
Course:	101	??	BEGINNING				E-Mail:	staff@school.edu																	
Section:	1	??					Phone:																		
Req Date:																									
Web Comments:	N				Entered by:			TCS-RM																	
Fac Comments:	N				Shelf Tag Note:			??																	
							See S2: N																		
##	ISBN	Ed	CpYr	Inq	QTC	QNew	BBL	EBB	Req	Description															
1	9780133127447	10TH	14		8			0	Y ??	--REQUIRED--															
	HORNGREN ACCOUNTING-MYACCOUNTINGLAB ACCESS																								
	HB TRD		13 PEARSON EDUCATION				150.00 L																		
2									??																
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<table border="1"> <tr> <td>=Save</td> <td>X=Cancel</td> <td>M=Modify</td> <td>C=Copy</td> <td>A=Add</td> </tr> <tr> <td>F=MF</td> <td>I=MI</td> <td>B=BB</td> <td>T=Tags</td> <td>U=Items</td> </tr> <tr> <td>O=OTB</td> <td>S2=Screen 2</td> <td>CS=Copy Section</td> <td>N=Next</td> <td>P=Prev</td> </tr> </table>											=Save	X=Cancel	M=Modify	C=Copy	A=Add	F=MF	I=MI	B=BB	T=Tags	U=Items	O=OTB	S2=Screen 2	CS=Copy Section	N=Next	P=Prev
=Save	X=Cancel	M=Modify	C=Copy	A=Add																					
F=MF	I=MI	B=BB	T=Tags	U=Items																					
O=OTB	S2=Screen 2	CS=Copy Section	N=Next	P=Prev																					

At the bottom-line prompt select S2=Screen 2.

In the new S2=Screen, if your campus is using a specific CRN number that identifies the DEPT/COURSE/SECT . then you can enter that here, once entered you can enter the Campus Class#, preceded by a semi colon (;) in the Dept, Course or Section fields to look up the section (i.e. ;01234567). \*Campus Class is not a required field not all users use this feature. You can navigate past this field by pressing enter or click on the SKU field.

Adoption Maintenance				
Campus Class#: 01234567				
Miscellaneous Materials				
##	SKU	Description	Qty	R/O HTML Tag
1	006703	100% COTTON T SHIRT/M	1	R GMADOPT
2	100572	TCS CALCULATOR	1	O GMADOPT
3	T-SHIR			

Searched for T-SHIR, in GM POS and found GM(4)						
###	Description.....	Color.....	Size.....	QOH	Price	Loc
1	MENS DRI-POWER TSHIRT BY RUSSEL	<u>Parent</u>	<u>Parent</u>		22.99	
2	MENS DRI-POWER TSHIRT BY RUSSEL	White	SMALL	-2	22.99	
3	MENS DRI-POWER TSHIRT BY RUSSEL	White	Medium	0	22.99	
4	MENS DRI-POWER TSHIRT BY RUSSEL	White	LARGE	0	22.99	
5	MENS DRI-POWER TSHIRT BY RUSSEL	White	EXTRA LARGE	-6	22.99	

In the SKU field, enter the SKU or you may do the normal GM item lookup to find the item. If you are selecting a Matrix GM item then select the Parent SKU, This way when its displays on the web the customer will see the Color and Size drop down selectors to choose from.

Enter the QTY that the student should purchase for the section and enter R/O to indicate if the item is Required or Optional.

Searched for Accou, in GM POS and found POS(2)				
###	Title/Description.....	Author/Mfg MD	QOH	Price Loc
1	PAID ON ACCOUNT			POS
2	Unknown Account (XXX)			<u>POS</u>


# Adding Fee(s) Adoptions

You can add POS Fee Code(s) the same way that you would add a sku in the S2=Screen 2. The fee will then be displayed along with the GM and Textbook information in the Adoption/Course search on your website.

[Show Course List](#)

FALL 2019 - ACCT - 101 - 5


### Books




**ACCOUNTING:WHAT THE...-W/CONNECT PLUS**  
New Price: \$268.00 [Add to Cart](#)  
**Required: REQUIRED**  
Author: MARSHALL  
Edition: 9TH  
Copyright Year: 11  
ISBN: 9780077398279  
Used Price: \$201.00 [Add to Cart](#)  
E-Book: Select...  
Rent: Due: 11/01/19 New - \$

## Example Section


### General Merchandise



**WOMENS GEAR FOR SPORTS TAYLOR TSHIRT**  
Price: \$14.99 [Add to Cart](#)  
**Required: Optional**  
Sku: 100705  
Source: General Merchandise  
Recommended Quantity: 1



**MATRIX SHIRT**  
**Required: Required**  
Sku: 100740  
Source: General Merchandise  
Style:  
Black - Extra Small (Low Inventory - Buy Now!)  
Black - Small (Low Inventory - Buy Now!) - \$19.  
Black - Medium (Low Inventory - Buy Now!) - \$  
Black - Large (Low Inventory - Buy Now!) - \$19.  
Black - Xtra Large (Low Inventory - Buy Now!) -  
[Add to Cart](#)  
Recommended Quantity: 1



**Example Fee**  
**Required: Required**  
Sku: 10001  
Source: General Merchandise  
Price: \$2.00 [Add to Cart](#)  
Recommended Quantity: 1

You can also enter in Fee Code(s), this allows you to collect any additional fees that may be required for the course that has been set by the Instructor or Staff. *\*for details on*

setting up Fees Codes, reference POS Training

Example web cart

Checkout - Shipping

## Example Cart

Cart Details					Cart Totals	
Item	Details	Quantity	Price	Extended		
ACCOUNTING:WHAT THE...-W/CONNECT PLUS	FALL 2019 - ACCT - 101 - 5	1	\$121.00	\$121.00	Subtotal	\$15
WOMENS GEAR FOR SPORTS TAYLOR TSHIRT		1	\$14.99	\$14.99	Total	\$15
MATRIX SHIRT	Black - Medium (Low Inventory - Buy Now!) - \$19.99	1	\$19.99	\$19.99		
Example Fee		1	\$2.00	\$2.00		

Address Information

## Resume Web Order

Resume Orders that have been placed will look the exact same as other Web Orders. *\*note you will have to verify the rental item and price when resuming the order. It is best that you have a copy of the order to verify the type or rental and length of rental.*

Example Web Order Resume

### TCS DEMO STORE

Sales Clerk: TCS SUPPORT		101 DEPT		<b>Balance</b>	
Tran Type: WEBAR		Mail Order Sale		<b>173.78</b>	
Tran Number: 3206		350036223000709356000.DEPT SUPP			

TCS Demo Store		
Gifts	Drinkware	Headwear
Technology	BURGERS	Fees

-1	ACCOUNTING:WHAT THE...-W/CO	121.00
	RENT- 9780077398279 1 @ 121.00	
-2	WOMENS GEAR FOR SPORTS TAYL	14.99
	GM 100705 1 @ 14.99	
-3	MATRIX SHIRT	19.99
	GM 100740100002 1 @ 19.99	
-4	Example Fee	2.00
	POS 10001 1 @ 2.00	
5	SHIPPING & HANDLING	0.00
	POS 8206 1 @ 0.00	

Transaction Modifiers		#	Modifier or Tender	Amount	SubTotal
Original...:				5,000.00	157.
Available...:				4,826.22	Disc/Mkdn
Cash Due...:				0.00	Sales Tax
					<b>Total 173.7</b>

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# Textbook Sales History

Added a SH=Sales History to the MF screen, when you select this, the users default store will be used, user can select a different store if more than one is available.

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## Link to Rental Screen from TX – MI

Added a RE=Rental to the MI screen in TX. This option will only display if there is an associated rental master record. When you view the RE=Rental screen it is passing the “Inquiry” through so you are still in Inquiry mode and will not be able to edit any information in the Rental Master record.

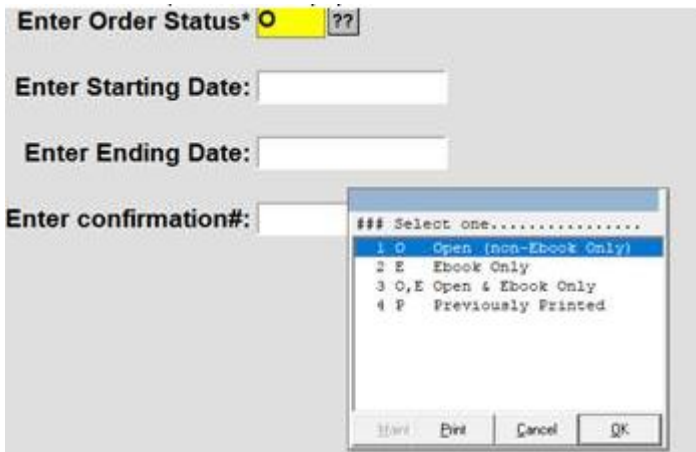
#	Store	Name	New			Used			Price
##	Store	Name	Price	QOH	QOO	Price	QOH	QOO	Factor
1	1	TEST STORE	10.00	10		7.50	5		L

=Exit	W=Want List	PO=PO	V=Receiving	S=Syn
R=Returns	B=Buyback	H=Hist	T=Transfers	C=Course XREF
CH=Course XREF His	TA=Tag	SI=Store Inventory	A=Adjustments	RE=Rental

# Print Pickslip

In POS.26.13 (Print Pickslips) the 'Status' has been modified to have a ?? button and a new option of O,E has been added that will print any un-printed orders regardless as to whether or not it has an ebook only.



The screenshot shows a software interface for printing pickslips. It includes the following elements:

- Enter Order Status\*:** A text field containing the letter 'O' and a yellow button with '??' next to it.
- Enter Starting Date:** An empty text input field.
- Enter Ending Date:** An empty text input field.
- Enter confirmation#:** An empty text input field.
- Dialog Box:** A modal window titled '### Select one.....' with the following options:
  - 1 O Open (non-Ebook Only)
  - 2 E Ebook Only
  - 3 O,E Open & Ebook Only
  - 4 P Previously PrintedThe first option is currently selected. The dialog has 'Exit', 'Cancel', and 'OK' buttons at the bottom.