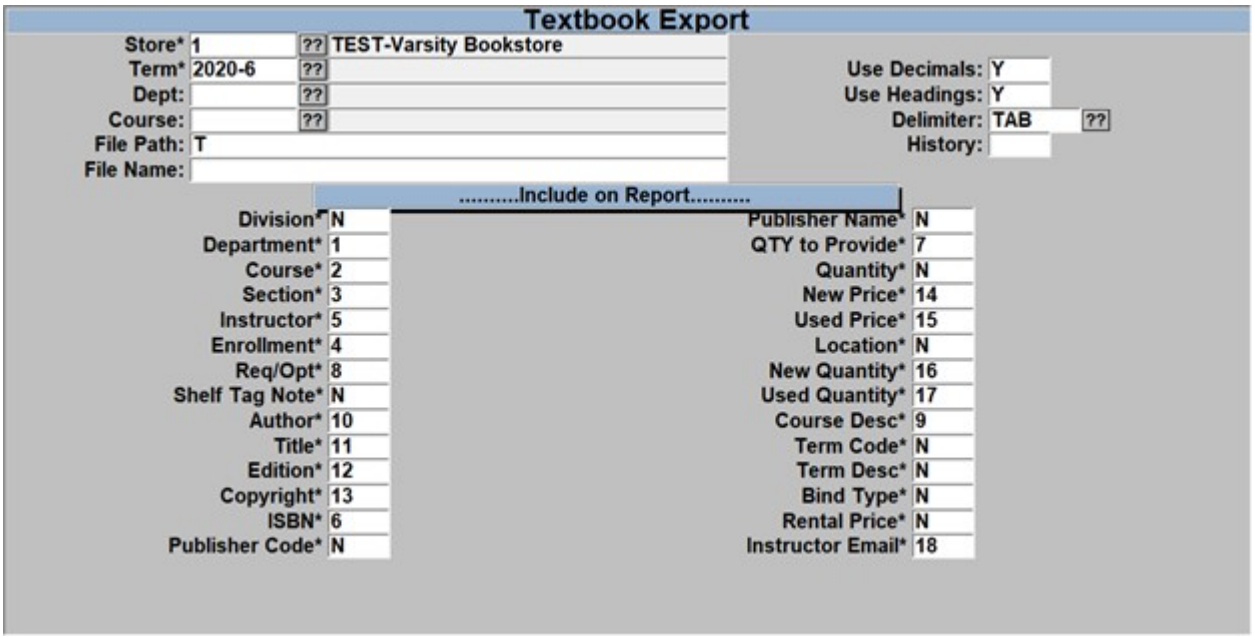
TEXTBOOK EXPORT

TEXTBOOK EXPORT

Sometimes you may need an Excel type of file listing all of the courses and textbook information that is associated to a term. You can achieve this by running the Textbook Export report that is located in TX>RP>6>21.

The screen will look similar to what you see below, and you can select which fields to include on the report and in which order they should be listed.



To begin you need to enter in the

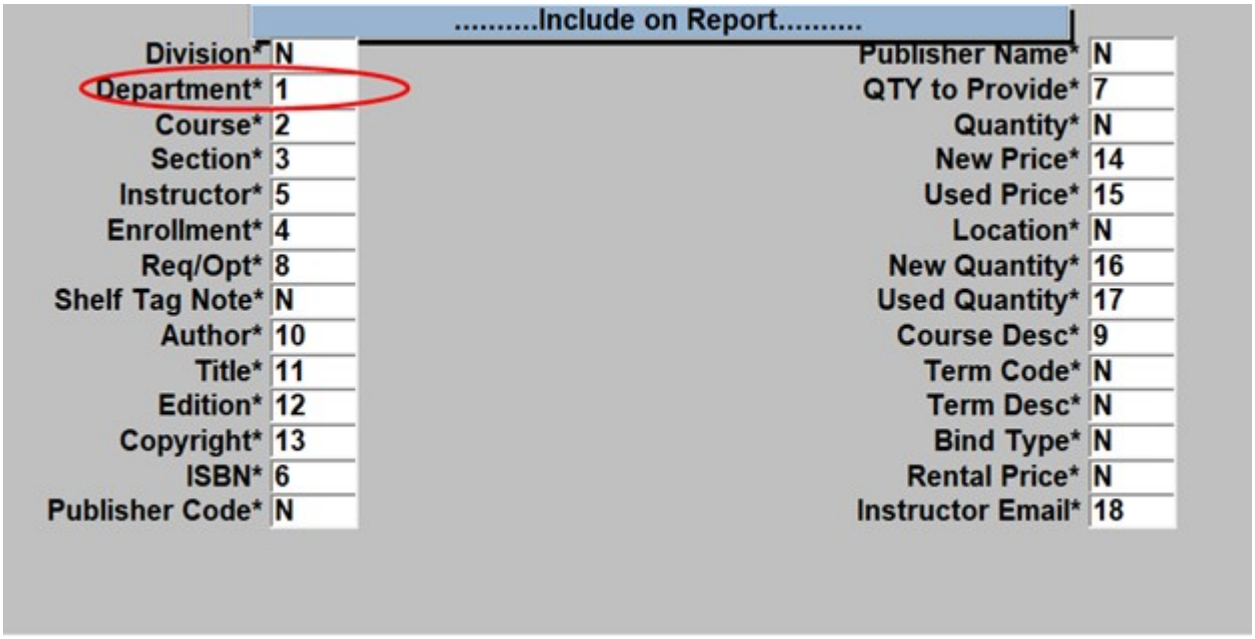
- **Store and Term** – if you are running for an open term then you can use the ?? to select an open term but if you are running this for a closed term then you will need to type in the term code and then, on the right side near the top, enter a 'Y' in the "History" field.
- **Dept**/Course – If you wish to only list the information for a particular Dept/Course then enter that, otherwise leave these blank to include all Dept/Course information for the entered Term
- **File Path** – Enter a 'T' in the field to send the report

to the terminal.

- **File Name** – Leave the field blank, this is only used for locations that have their own server.
- **Use Decimals** – Enter a ‘Y’ to include a decimal in the price fields.
- **Use Headings** – Enter a ‘Y’ to include a line for the heading, if left blank then there will be no heading line.
- **Delimiter** – Use the ?? to choose which delimiter you wish to use, if you leave it blank then a pipe ‘|’ delimiter will be used.
- **History** – Enter a ‘Y’ in the field if the “Term” that was entered is a “Closed” term.

For the area labeled as ‘Include on Report’, each field is required to have an entry. You can enter in an ‘N’ to exclude the field in the report or enter a ‘Y’ to include the field and they will be in the order as displayed.

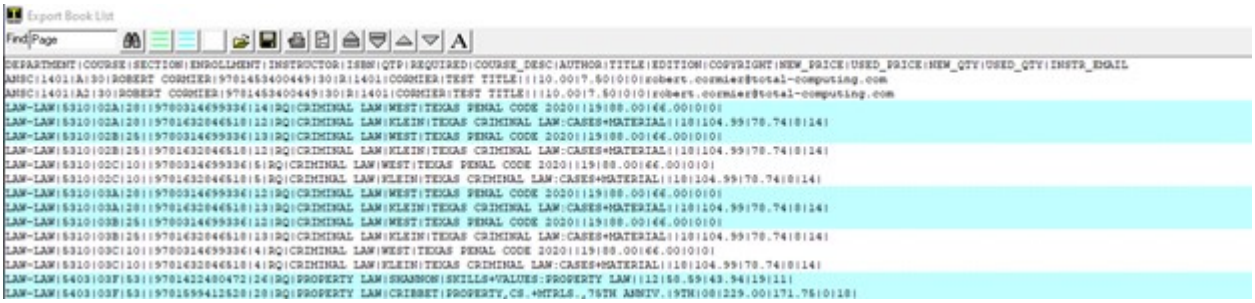
The report will be created with the columns in the same order as displayed on the screen going down the left side the the right. You can also enter the placement order that you would like the fields to be positioned in the report, so if you enter a 1 in the “Department” field then that will be the 1st column in the report and whichever field you enter a 2 in to will be the 2nd field in the report.



When all fields have been filled out, select the R=Run Procedure from the bottom.



The report will display to the screen as seen below.



Select the save icon  from the tool bar to save the report and select the location of your choice and make sure that you change the ‘Save as type’ to “Text Files”.

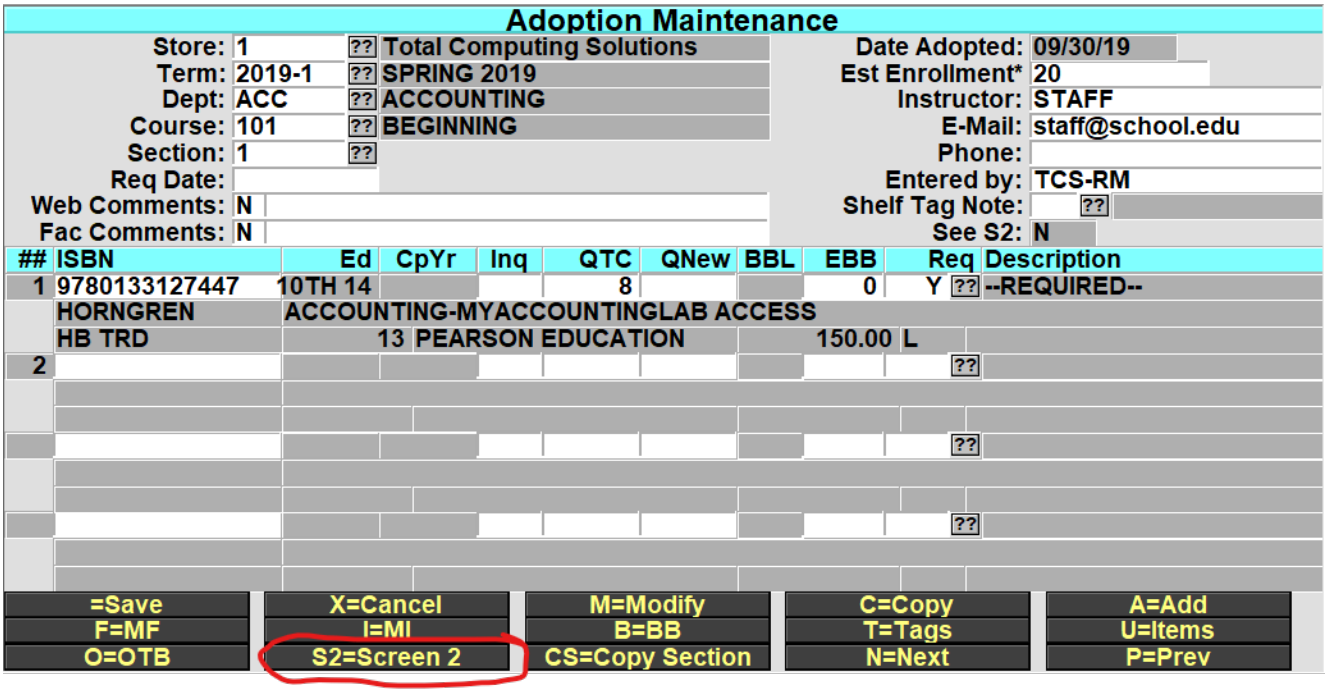
For additional help in importing the in to Excel then please use the link below.

https://tcs-training-wp.azurewebsites.net/dwkb/getting-a-report-into-excel/

Adopt GM Items

Adopting GM Items

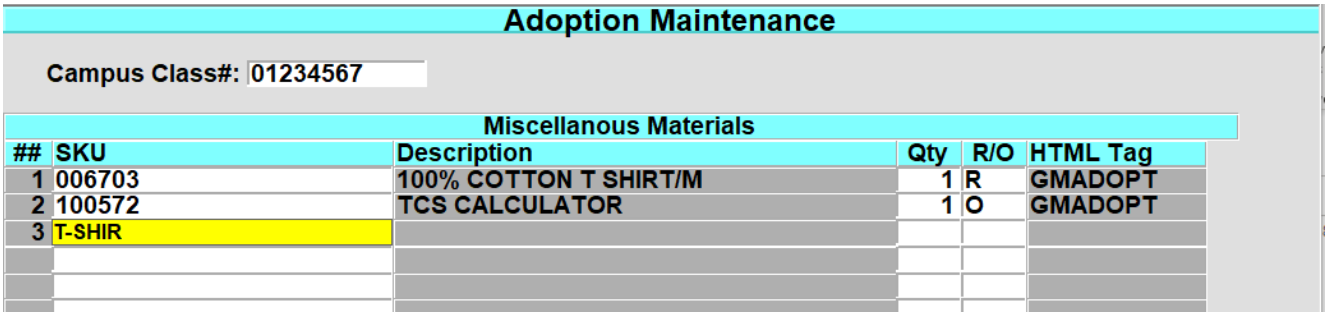
Enter or Modify your adoption TX.1.1, select the DEPT/CRS/SECT in Adoption Maintenance you wish to add your GM item (s) to.



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.

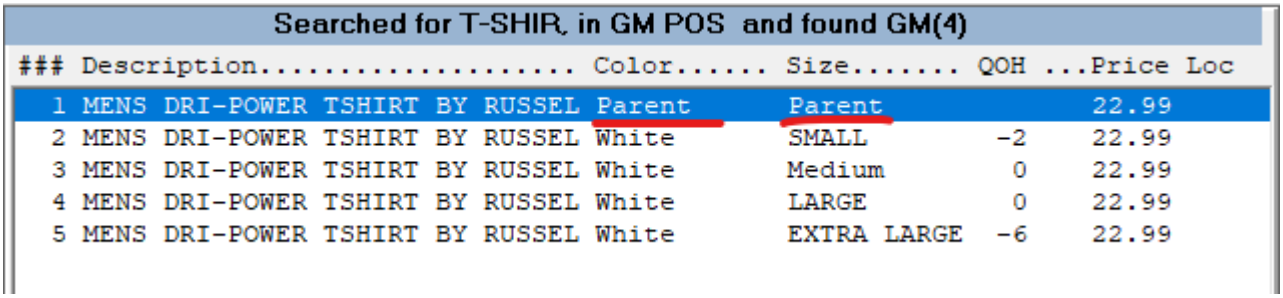


Adoption Maintenance

Campus Class#: 01234567

Miscellanous 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				

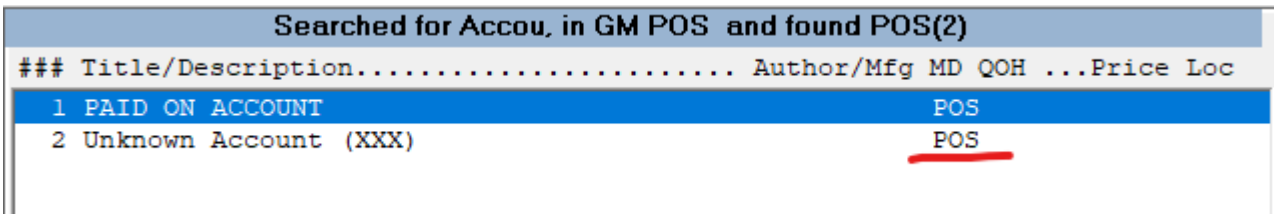


Searched for T-SHIR, in GM POS and found GM(4)

###	Description.....	Color.....	Size.....	QOH	...Price	Loc
1	MENS DRI-POWER TSHIRT BY RUSSEL	Parent	Parent		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.

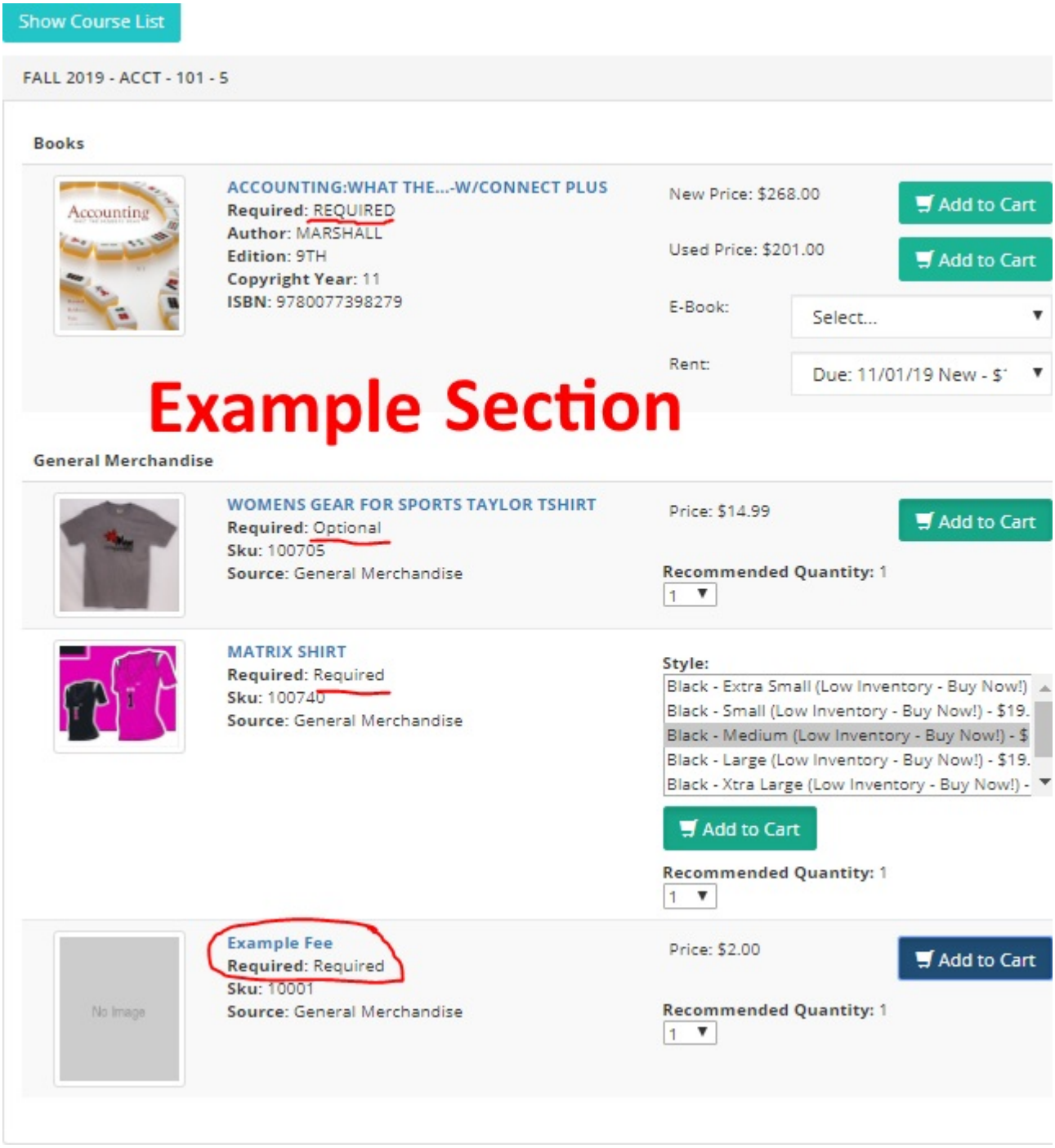


Searched for Accou, in GM POS and found POS(2)

###	Title/Description.....	Author/Mfg	MD	QOH	...Price	Loc
1	PAID ON ACCOUNT		POS			
2	Unknown Account (XXX)		POS			

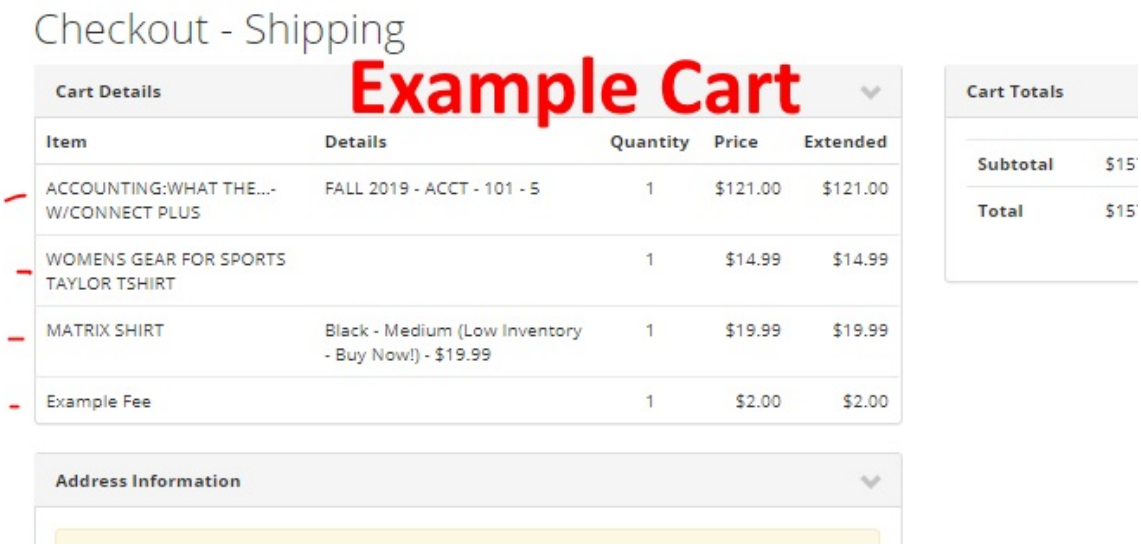
Adding Fee(s) Adoptions

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.



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*

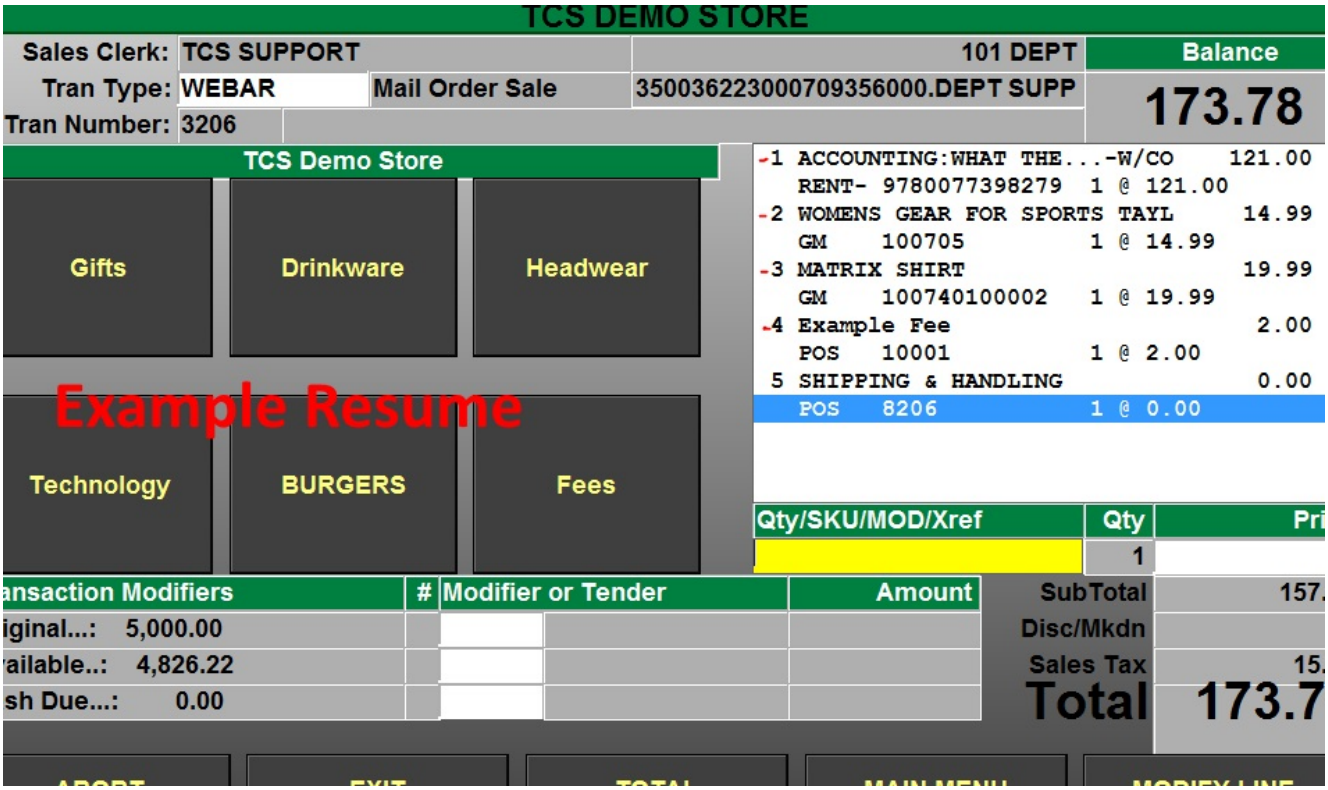
Example web cart



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



Rental Setup and Training

Setup and training for the TCS rental product.