

# *PRISM Remote*

## *Buyback*

### *Reference Manual*

#### *3.1*



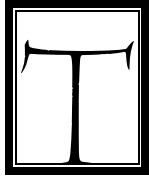
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(V3.1)

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# INTRODUCTION



his manual has been written to assist you in using the PRISM REMOTE BUYBACK PROGRAM. It includes step-by-step instructions for most of the procedures encountered while preparing for and conducting a Student Buy and a Store Buy (NBC Buyers only).

*You are encouraged to read the manual thoroughly. Reading through the manual will facilitate learning the program and may answer questions and avoid problems.*

This manual is consistent with v3.1 of PRISM REMOTE. Software updates and fixes will occur as needed. Major or extensive software changes will result in an updated version of the manual.

The Help menu option will display the version number of the PRISM REMOTE software.

An index is included to facilitate locating specific information.

Any questions about the manual should be directed to Larry McClung.

**m**

## CONVENTIONS USED IN THE MANUAL

The manual is arranged sequentially by Main Menu headings starting from the left side of the PRISM REMOTE Main Menu screen. Throughout the manual each Main Menu heading is indicated by a computer icon (see below) and is accompanied by a list of the submenu options for that particular heading. Each submenu option then follows with a brief explanation of its purpose and instructions for using that submenu option. You are encouraged to read through each submenu heading's steps *before* beginning any of the steps in order to become more familiar with what the process requires.



(computer icon)

Occasionally, there will be a depiction of an 'Option' screen to assist you with choices you will be making at that point.

Bold menu options separated by a colon, e.g. (UTILITIES:PRINT QUEUE), indicate a Main Menu option followed by a submenu choice(s).

### SYMBOLS

The (●\*) symbol indicates *proceed with caution*. You are encouraged to proceed carefully and read *all* instructions before continuing.

The (<>) symbol indicates that the ENTER or RETURN key should be pressed.

The ([ESC]) symbol indicates that the ESCAPE key should be pressed. It is typically located on the upper-left portion of the keyboard and is used to return to the previous screen(s).

The arrow keys are typically located on the lower-right portion of the keyboard and are used to move the cursor or cursor bar in the direction of the arrow. They will be designated as up/down key(s) and left/right key(s).

Function keys are indicated by <F#> where # represents a number. They are typically located along the top of the keyboard.

**Highlight** indicates that you should use the arrow keys or mouse to move the cursor or cursor bar to the desired choice.

# General Features of PRISM REMOTE

There are eight (8) Main Menu headings in PRISM REMOTE.

PARAMETERS BUY BOOKS INQUIRY MAINTENANCE REPORTS UTILITIES EXIT HELP

There are two ways to access the various menu options: using the keyboard and using the mouse.

## Using the keyboard

- At the Main Menu screen press the ALT key. A letter within each menu option will be underlined; e.g., Parameters, Buy Books, Inquiry. Press the underlined letter for the Main Menu option you wish to access, the submenu options will appear; *or*, use the left/right arrows to highlight the Main Menu option you wish to access (the button will appear as indented), then press ENTER or the down arrow key. Once the submenu options are highlighted use the up/down arrow keys to highlight the one you wish to access, then press ENTER.

## Using the mouse

- At the Main Menu screen left-click the Main Menu option you wish to access. With the submenu options displayed move your cursor down until the submenu option you wish to access is highlighted then left-click. You can also use your mouse to click on a Main Menu option, and then move your cursor across the row of Main Menu options to highlight the other Main Menu options and each of their submenu options.

The function keys are used frequently within PRISM REMOTE. When appropriate, function key numbers and their functions will display across the bottom of the screen. Since function keys are consistent, learning what each does will facilitate your movement through the program. The <F2>, <F3>, <F4>, and <F5> keys vary in function depending on which screen displays. *Look before you choose.* The following is a list of the function keys and the purpose of each.



<F1> (Help)	Displays a HELP window (may not be available for all fields)
<F2> (Select)	Displays a list of choices
<F2> (Detail)	Displays more detail about the item
<F3> (Blank)	Clears the entire field
<F3> (Delete)	Allows you to delete an item
<F4> (Clr-EOF)	Clears from the cursor to the end of the field
<F4> (Add)	Allows you to add an item
<F5> (Calculator)	Displays an on-screen calculator
<F5> (Search)	Allows you to search for an item
<F6> (Edit)	Allows you to edit a record or item
<F7> (Previous)	Displays the previous record or item
<F8> (Next)	Displays the next record or item
<F9> (Quick)	Displays a window with access to a calculator and Textbook Course Requests
<F10> (Update)	Updates any changes made
<F11> (Print)	Prints the screen (not functional)
<F12> (Refresh)	Repaints the screen

The <F2> (Select) key can be very useful. Pressing this key when the cursor is in a field displays what choices, if any, are available for that field. If you are uncertain what choices are available for a particular field, pressing <F2> (Select) may help.

The [PAGEUP], [PAGEDOWN], [HOME], and [END] keys can facilitate moving through a lengthy list. Pressing the [PAGEUP]/[PAGEDOWN] keys moves the cursor up/down one page at a time. Pressing the [Home] key moves the cursor to the top of the list; pressing the [END] key moves the cursor to the bottom of the list. These keys are typically located on the right-hand portion of the keyboard.

The [BACKSPACE] key is used to delete characters immediately to the left of the cursor, one character at a time.

Each time a list or report is to be printed the following window will appear:

**PRINT CURRENT PRINT JOB NOW? (Y/N)**

If 'N' is selected the print job will be sent to the Print Queue, or spooler. Press any key to remove the message that appears on the screen.

If 'Y' is selected the following window will appear:

DEVICE	DESCRIPTION	STATUS
LP-0	DEFAULT	READY

<CR> TO PRINT NOW, OR <ESC> TO SPOOL

If '<CR> to print now' is chosen, the printer should be attached, turned on, and have paper, as the print job will be sent immediately to the printer. If the printer is not attached and turned on, a message will appear asking if you want to "Abort, Retry, Ignore, Fail?" Attach and turn on the printer and press **R** to Retry. The job should then print. If '<CR> to print' is chosen, the report or list *will also be sent to the Print Queue*.

If '[ESC] to spool' is chosen, the print job will be sent to the Print Queue where it can be printed at a later time (see UTILITIES:PRINT QUEUE p. 55).



***If you will be using your printer, attach the printer to the laptop and turn on the printer before turning on your laptop!***

When updating information at GENERAL PARAMETERS the following message will appear: "Reminder: Delete any unneeded reports in the print queue". This is simply to remind you not to let the print queue become too full (see UTILITIES: FIX UTILITIES p.56). Press any key to remove the message.

When copying information onto disks always label multiple disk sets 1 of \_\_\_\_, 2 of \_\_\_\_, etc. When restoring or transferring information from multiple disk sets, insert disks in numerical sequence.

## Preparing for your buy

### VERIFY THAT THE *BUYER'S GUIDE* IS CURRENT

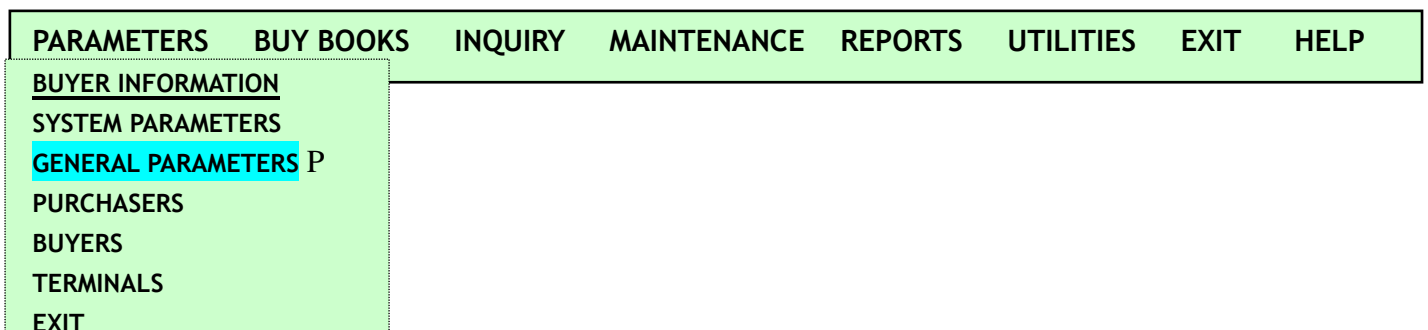
The Main Menu screen will display in the lower right-hand corner adjacent to 'Guide Date' the *Buyer's Guide* which is currently loaded on the laptop. If the *Buyer's Guide* is not current contact someone in the Sales Rep Support Group or CBMS Support immediately.

### BEFORE BEGINNING A BUYBACK SESSION OR INPUTTING BUYBACK LISTS

- *Make sure there is not a buyback session already open on the laptop you are using, and*
- *Determine if buyback list(s) already exist on the laptop*

When closing a buyback session in PRISM REMOTE the buyer has the option to retain any buyback list. If a list is retained and the purchaser assigned to that list is active, all titles on the list could be bought during the next or any subsequent buyback!

### VERIFY THAT THE BUYBACK SESSION IS CLOSED



- Highlight the PARAMETERS Main Menu option
- Highlight the GENERAL PARAMETERS submenu option and press <>, or type G

#### IF THE BUYBACK STATUS FIELD DISPLAYS "OPEN":

- Press [ESC] until you are at the Main Menu
- Follow instructions given at MAINTENANCE:CLOSE SESSION on p. 43

## IF A WINDOW DISPLAYS “OPEN BUYBACK SESSION?”:

- Press [ESC] until you are at the Main Menu
- Follow instructions given at **PARAMETERS:GENERAL PARAMETERS** on p. 14 to open the session for your buy

## **VERIFY THAT LIST(S) DO NOT EXIST**

- Remember:
  - even though the session is closed there may be an existing buyback list,*
  - the buyback session must be opened in order to determine if a list exists,*  
(see **PARAMETERS:GENERAL PARAMETERS** p. 14)
  - a purchaser must be active in order for an existing list to appear for that purchaser* (see **PARAMETERS:PURCHASERS** p. 16)
- **Highlight** the **MAINTENANCE** menu option (**EDIT BUYBACK LIST** will be highlighted by default)
- Press <>
- Enter the number of the Purchaser whose list you want to verify
- Press <>

**If** “This is not an active Purchaser” message appears, press [ESC] until you are at the Main Menu (see **PARAMETERS:PURCHASERS** p. 16).

**If** the cursor moves to the Term field, or if a Search By window appears immediately, this purchaser is active and there *is no list* for this purchaser. Press [ESC], or press [ESC] and answer **Y** to “No buyback...” question, to return to the Main Menu.

**If** a green Buyback List options window appears there *is a list* for this purchaser. To delete this list:



Read warning information at **CLOSE SESSION** (p. 43).

- Use the keys up/down arrow keys to **highlight** **DELETE LIST** and press <>
- Answer **Y** when “Delete the entire buyback list?” message appears  
You will be returned to the Main Menu.

To retain this list:

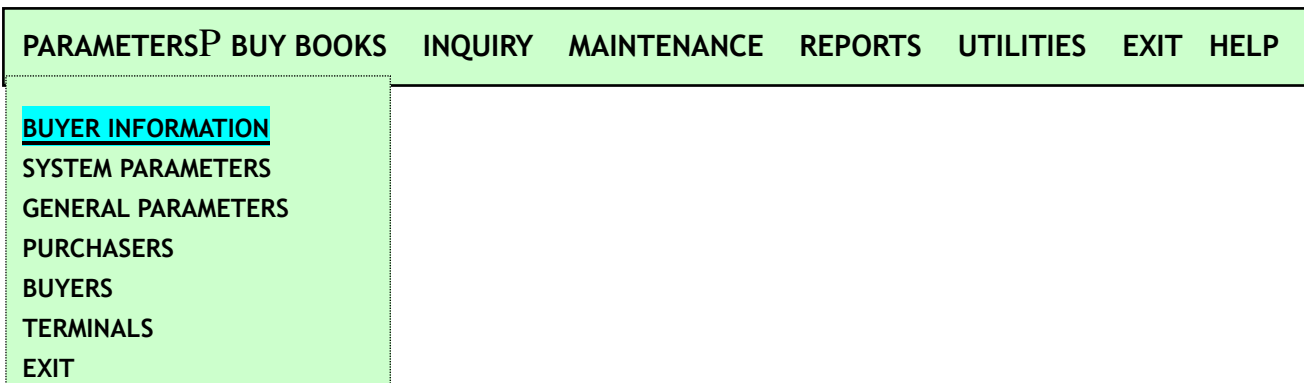
- Press [ESC] until you are at the Main Menu

# USING PRISM REMOTE

The following sections show the procedures for accessing and using each of the submenu options in PRISM REMOTE. Instructions for accessing each submenu option assume that the Main Menu heading for that option is already highlighted.



## PARAMETERS



### BUYER INFORMATION

This menu option allows you to select the type of buy you will be conducting, Store or Student, and to enter pertinent information regarding the store at which you will be buying. *If you are conducting a Store Buy and a Student Buy simultaneously, remember to return to this menu option and change the type of buy you are doing as you switch from one type to the other. If you are conducting a Store Buy only or a Student Buy only, you need not return to this screen after the initial information is entered.*

- Highlight BUYER INFORMATION and press <>, or type I
- Enter the type of buy you will be conducting, Store or Student, and press <>

### STORE

- Enter the password and press <>
- Enter the appropriate commission for this store buy and press <>
- Enter your name and press <>
- Enter the store's account number, if known, and press <>

- Type **N** and press <> if the store **does not** need a printout for markdown Purposes  
The retail price **will not** display at the Buybooks Screen and **will not** print on the Excess Store Stock Report; *or*
- Type **Y** and press <> if the store **does** need a printout for markdown purposes  
The retail price **will** display at the Buybooks Screen and **will** print on the Excess Store Stock Report.
- Enter the store's name and press <>
- Enter the store's address - three lines available - and press <> after each entry
- Enter the store's city and press <>
- Enter the store's state - 2 letters - and press <>
- Enter the store's zip code, if known, and press <>
- Answer **Y** to update or **N** not to update and you will be returned to the Main Menu

## STUDENT

- Enter your name and press <>
- Enter the store's account number, if known, and press <>
- Press <> to bypass the Enter Retail field—applies only to Store Buy
- Enter the store's name and press <>
- Enter the store's address - three lines available - and press <> after each entry
- Enter the store's city and press <>
- Enter the store's state - 2 letters - and press <>
- Enter the store's zip code, if known, and press <>
- Answer **Y** to update or **N** not to update and you will be returned to the Main Menu

## SYSTEM PARAMETERS

This menu option allows you to set the system parameters before beginning the buy.



**Changes made at this menu option require that you be aware of the consequences of any such changes. If you are unsure, contact CBMS Support before changing any of these options.**

- **Highlight** SYSTEM PARAMETERS and press <>, or type **S**

- Press <> to choose the displayed printer driver. The printer driver is what enables the computer to ‘communicate’ with the printer. The printer driver that displays when you enter this screen should represent the type of printer you will be using with the laptop. If you need to change this,
  - Press <F4> to clear the Printer Driver field
  - Press <F2> to display a list of printer drivers on your laptop
  - Use the up/down keys to highlight the correct printer driver and press <>
- Select LPT1 if your printer is connected through a parallel port or COM1 if your printer is connected through a serial port
- Enter Y and press <> if Excess Store Stock, Invoice and Reconciliation, and Student Wholesale reports should have College Book Company printed on them, or press <> to accept the default N if Nebraska Book Company should be printed on these reports
- Select COM1 as your serial port for a scanner (if COM1 was chosen as your printer port, select COM2 as the port for your scanner)
- Press <> to accept Drive ‘C’ as your hard disk drive  
Changing this default should be done **only** under the supervision of CBMS Support.
- Press <> to accept Drive ‘A’ as your floppy disk drive  
Changing this default should be done **only** under the supervision of CBMS Support.
- Press <> to accept Drive ‘A’ as your *Buyer's Guide* Updates drive **or enter another drive letter and press <>**  
Changing this default should be done **only** under the supervision of CBMS Support.
- Enter Y to update or N not to update

## GENERAL PARAMETERS

This menu option allows you to open the buyback session and set parameters for buyback.

- Highlight GENERAL PARAMETERS and press <>, or type G
- Answer Y to “Open buyback session?”  
If the Buyback session is open you will see “OPEN” in the Buyback Status field. You should close this session, then return to this menu option and open the session for *your* buyback (see MAINTENANCE:CLOSE SESSION p.43).
- Enter the percent (in .xx format) of the list price you want to set as the buyback price for the store’s titles and press <>, or press <> to accept the default percentage

- Enter the percent (in .xx format) of the list price you want to set as an ‘alternate’ buyback price and press <>, or press <> to accept the default percentage

The ‘alternate’ price applies *only* to titles on the store’s list and is typically used for buying at ‘half-of-used’. For example, entering .38 will set the ‘alternate’ price at ‘half-of-used’, assuming the store sells its used books at 75% of list price. Alternate prices for individual titles can be changed at MAINTENANCE:EDIT BUYBACK LIST (see p. 34).

- Use the up/down arrow keys to select the amount to which you want the buyback price rounded and press <>, or press <> to accept the default amount
- Press <> to accept the default ‘D’ as the rounding direction—applies only to Canadian buys (See Fix Utilities > Canadian Exchange Rate, p. 54)
- Press <> to accept the default ‘Y’ in the Condition Field Prompt  
Leaving the default ‘Y’ will display a prompt at the Buybooks Screen reminding you to check the condition of the book (Clean/Clean Complete)
- Enter the percent (in .xx format) of each store title’s buyback quantity at which you want to be warned, when reached, and press <>
- Enter the largest number you can put in the Enter Quantity field (at the Buybooks Screen) without receiving a warning and press <>, or press <> to accept the default quantity (typically set at 2 or 3)
- Enter **Y** if student IDs are required or enter **N** if student IDs are not required and press <>, or press <> to accept the default
- Enter **Y** if receipts are to be printed or **N** if receipts are not to be printed and press <>, or press <> to accept the default

If Y was entered you can set the printer to print full-sheet receipts or half-sheet receipts.

- Enter 68 in the Receipt Page Size field and press <> for full-sheet receipts

**or**

- Enter 35 in the Receipt Page Size field and press <> for half-sheet receipts

**W** or **R** will print in front of each author/title to indicate whether the book was purchased for **W**(holesale) or **R**(etail).

If Y was entered you have the option to insert information in three separate lines in the header of the receipt and three separate lines in the footer of the receipt.

- Enter information you want to appear in each of the three lines in the header and press <> after entering information on each line
- Enter information you want to appear in each of the three lines in the footer and press <> after entering information on each line



- Press the up arrow key to the field(s) in which you wish to change information, enter the new information, then press <> again
- Answer **Y** at the update prompt to update the entries made or **N** not to update, or press <F10> at any point and answer **Y** to update

## PURCHASERS

This menu option allows you to activate purchasers for whom you will be buying books. Each purchaser for whom you wish to buy books must be activated before a list can be entered for that purchaser and must remain active in order to access its list at the Buybooks Screen. Purchasers are prioritized from 0-9, with 0 being the purchaser whose list will be accessed first, 1 the purchaser whose list will be accessed next, etc. ***This priority order cannot be changed.*** If you enter multiple lists, keep this in mind as you are assigning purchasers. Purchaser 8 is used for 'speculative' titles for Nebraska Book Company; Purchaser 9 is the *Buyer's Guide*. Purchaser 7 can also be configured to be included as a Wholesale Purchaser in the Student Wholesale Report and the Invoice/Reconciliation.

- **Highlight** PURCHASERS and press <>, or type **P**
- Use the up/down keys to **highlight** the number of the purchaser you want to activate and press <>  
Typically, Purchaser 0 is used as the store for which you will be buying books.
- Type in a name for the purchaser; e.g., the name of the store where you will be buying, and press <>
- **Highlight** the ACTIVE option in the Status window and press <>  
If you need to inactivate a purchaser, return to this screen and select the INACTIVE option.
- Repeat these steps for each purchaser you want to activate  
To include Purchaser 7 as a Wholesale purchaser, answer '**Y**' to the 'Include #7' prompt (change the name from 'Corrections' or leave it as is); otherwise, answer '**N**' and proceed as above. Purchaser 8 (Nebraska Speculative Titles) and Purchaser 9 (*Buyer's Guide*) are always active.
- Press [ESC] until you are at the Main Menu

## BUYERS

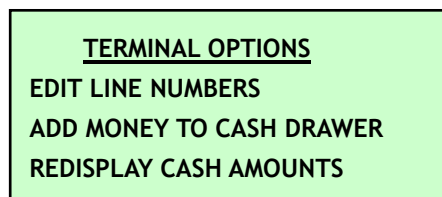
This menu option allows you to enter names and passwords of buyers who will be buying books.

- **Highlight** BUYERS and press <>, or type **B**  
If name(s) already exist, they will appear on the screen. Press <F4> to add.
- Enter the buyer's name (5 characters maximum and no duplicates) and press <>
- Enter this buyer's password and press <>
- Enter this buyer's full name and press <>
- **Highlight** the appropriate buying Mode for this buyer, **DISPLAY** or **FAST**, and press <>  
**DISPLAY** mode requires an extra keystroke to end a transaction at the Buybooks Screen and is recommended for first-time buyers.
- Enter another buyer's name, following these same steps, or press [ESC]
- Edit buyer information by **highlighting** the buyer's name, pressing <>, and entering new information in the appropriate field(s)
- Delete a buyer's name by **highlighting** the name you want to delete, pressing <F3>, and answering **Y**

## TERMINALS

This menu option allows you to edit information relative to the terminal on which you are buying.

- **Highlight** TERMINALS and press <>, or type **T**



The **EDIT LINE NUMBERS** option should be used *only under the direct supervision of CBMS Support*.

- **Highlight** **ADD MONEY TO CASH DRAWER** and press <> to add money to drawer  
*This option applies only to Student Buy.*
  - Enter the line number of the terminal to which you want to add money and press <>
  - Enter (in \$\$.*cc* format) the money added to your cash drawer and press <>
- **Highlight** **REDISPLAY CASH AMOUNTS** and press <> to view a 'real time' screen picture of money being spent  
This option will be of use *only* when **PRISM REMOTE** is multi-user capable; i.e., when hell freezes over.

## BUY BOOKS

PARAMETERS BUY BOOKS<sup>P</sup> INQUIRY MAINTENANCE REPORTS UTILITIES EXIT HELP

BUYBOOKS

### BUY BOOKS

This menu option allows you to buy books. Go figure!



Remember to enter the appropriate type of buy (Student or Store) at **PARAMETERS:BUYER INFORMATION** before beginning.

#### STUDENT BUY

- Highlight **BUY BOOKS** and press <>, or press **B**
- Enter buyer's name and press <>; or press <F2>, use the up/down keys to choose a name from the select list, and press <>
- Enter buyer's password and press <>  
If student ID is required a window will appear prompting for a student ID. Enter the student's ID in this field and press <>. The following window will appear:

SEARCH BY BOOKKEY  
ITEM ID:



It is recommended you leave this window set to Search by Bookkey. ISBN and Quick Reference searches, *as well as scanning*, are also valid search options from this window. Author and Keyword searches are valid *only* for titles on the store's list. To change options, press <F2> and chose from the select list.

- Scan, or enter the Bookkey, ISBN, or Quick Reference number of the book you want to buy and press <>  
If you entered a Bookkey, which has two or more options, a select screen will appear. Use the up/down keys to **highlight** the correct title and press <>.

There are several options at this point most of which are indicated by the first row of options across the bottom of the screen. Before continuing, ***verify that the title on the screen is the same as the one you are buying***. Pay close attention to information about this title, ISBN, edition, w/CD, etc., which displays across the top portion of the screen.

Information in the rectangle on the left portion of the screen indicates:

The purchaser for whom you are buying this book  
The buyback status and quantity needed (\*\*\*\*\* indicates unlimited)  
The buyback price for this title  
The letter buying code (from the *Buyer's Guide*)

Information on the right portion of the screen under Total Purchases indicates:

The purchaser for whom you are buying this book  
The list price of this title (*Buyer's Guide* list price for wholesale titles)  
The quantity to buy (\*\*\*\*\* indicates unlimited)  
The buy price for this title  
The quantity bought thus far

- Press <> to place one copy of this title on the transaction (the default buyback quantity is always 1). (To buy more than one, enter that number and press <>.)
- Type **N**, then <> not to buy this book
- Type **A**, then <> to change the buyback price to the 'Alternate' price  
Remember, only titles on the store's list can be bought at the 'Alternate' price.
  - Press <> again to buy this book at the 'Alternate' price
- Type **Q**, then <> to enter a Quick Reference number for this title  
A window will appear in which you enter the Quick Reference number. After entering the number and pressing <> you will be returned to the Buybooks Screen.



***If you are just setting the Quick Reference number, be careful and don't mistakenly buy the book!***

- Type **S**, then <> to redisplay the select list from which this title was chosen

- Type \*, then <> to display stolen book information that was entered for this title  
The \*\*\*\***Stolen Book On File**\*\*\*\* message should display before typing \*.

*The following ‘hidden’ options are also available when the cursor is in the Enter Quantity field.*

- Change purchasers by typing **P** and pressing <>  
Typing **P** and pressing <> will rotate through each purchaser whose list contains this title.
- Change the quantity by simply entering a different quantity  
If the quantity entered exceeds the limit entered at SESSION SETUP, a warning will appear; answer appropriately.
- Change the buyback price—for this book only— by pressing the up arrow key, entering a different price, and pressing <>

***Wholesale prices cannot be increased!***



Never change the price of a store’s title without permission.

- Display information about a title on the store’s buyback list ***after its quantity has been filled*** by typing **P**, followed immediately by the number of the Purchaser whose list the title is on, and pressing <>



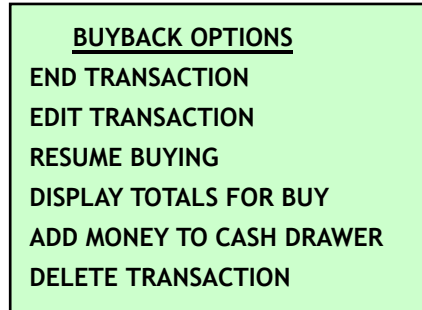
Be careful! PRISM REMOTE allows you to *over-buy* for the store at this point. Unless you have been authorized to exceed the store’s buyback limits, type **N**, then press <> to return to the Search By window.

This procedure works ***only*** when the title is ***also*** on another purchaser’s list (including Purchaser 9) ***and*** the buy quantity ***has not*** been filled for that purchaser. This option displays information about a store’s title—quantity needed, quantity bought, buyback price—after its limit has been met.



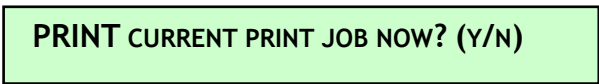
If you are entering Student IDs and put ***one*** title on the transaction which the student decides ***not*** to sell, you must use the **DELETE TRANSACTION** option at the Buyback Options window. ***Do not*** use the **EDIT TRANSACTION** option to delete the title from the transaction! Using the **DELETE TRANSACTION** option will return you to the Student ID prompt—in preparation for the next student; using the **EDIT TRANSACTION** option will return you to the Search By Bookkey prompt.

After all the titles have been placed on this transaction the Search By window will again appear. Press <> or [ESC] to display the following Buyback Options window:



If you are in 'Fast' mode the END TRANSACTION option will be highlighted. If you are in 'Display' mode the EDIT TRANSACTION option will be highlighted. Use the up/down arrow keys to highlight the appropriate option.

- Press <> when END TRANSACTION is highlighted to end the transaction  
If receipts are being printed the following window will appear:



- Press **Y** to print the receipt, or **N** not to print the receipt. Printer should be attached, turned on, and have paper before answering Y.
- Press <> when the next window appears to print the receipt, or press [ESC] not to print the receipt
- Press <> to return to the Search By window if you printed the receipt
- Press <> when EDIT TRANSACTION is highlighted to edit the transaction
  - Highlight the title you want to edit and press <>
  - Enter a new quantity and press <>, or press <> to bypass the quantity field



*The Limit Quantity to Buy warning will not appear if you exceed that amount at this screen. Be careful!*

- Enter a new price and press <>, or press <> to bypass the price field



*You cannot increase the price of a book being bought for Purchaser 9*

- Highlight the title you want to delete, press <F3>, and answer **Y**
- Press [ESC] to return to the Buyback Options window

- Press <> when RESUME BUYING is highlighted to add another title to the transaction
- Press <> when DISPLAY TOTALS FOR BUY is highlighted to display wholesale/retail buyback totals for the Student Buy. (The total *includes* the current transaction.)
  - Press any key to return to the Buyback Options window
- Press <> when ADD MONEY TO CASH DRAWER is highlighted to add money
  - Enter (in \$\$,¢¢ format) the amount added to your cash drawer and press <>
- Press <>, then answer **Y** when DELETE TRANSACTION is highlighted to delete the *entire* transaction



Be careful! All titles on the transaction will be deleted!

When the transaction is ended the totals will be placed in the Last Transaction and Amount fields in the upper right-hand portion of the screen. ***When beginning a new transaction make sure the Current Transaction and Amount totals are zeros.***

- Begin a new transaction by scanning or entering the next Bookkey, ISBN or Quick Reference number
- Exit the Buybooks screen by pressing [ESC] and answering **Y**

## ADDING A TITLE

- \* Type **ADD** when the cursor is in the Search By window, then press <>

<u>ITEM QUICK ADD</u>		
DPT:	CLS:	CAT:

This window displays fields for Department (DPT), Class (CLS), and Category (CAT). The cursor will be in the DPT field.

- Press <> twice to select New Text DPT
- Press <> twice to select New Text CLS
- Press <> twice to select New Text CAT

<u>STUDENT</u>		
DEPT: 10 NEW TEXT DEPT	CLS: 10 NEW TEXT CLS	CAT: 10 NEW TEXT CAT
ISBN		
XREF		
AUTHOR		
TITLE		
=====		
BUY PRICE _____	ALTERNATE _____	
BUY QTY <u>1</u>	UNLIMITED BUY <u>Y</u>	
STATUS		
COMMENT		
TYPE		
PURCHASER <u>8</u>		

There are only three *required* entry fields at this screen, Author, Title, and Purchaser. The Vendor field defaults to Buyback Vendor and the Purchaser field defaults to Purchaser 8. (*If transferring list(s), ISBNs will also be required*)

- Enter the ISBN, if known, and press <>, or press <> to bypass this field
- Press <> to bypass the XREF field
- Enter the author's name and press <> (required entry)
- Enter the title and press <> (required entry)
- Enter the binding, if known, and press <>, or press <> to bypass this field
- Enter the edition, if known, and press <>, or press <> to bypass this field
- Enter the copyright, if known, and press <>, or press <> to bypass this field
- Press <> to accept the default vendor, or enter a different vendor and press <>
- Enter the publisher, if known, and press <>, or press <> to bypass this field  
Entries in this field will appear in the Imprint field at the Buybooks Screen.
- Enter the cost, if known, and press <>, or press <> to bypass this field
- Enter the retail price, if known, and press <>, or press <> to bypass this field



The buyback price *will not* be computed at the percentage set at PARAMETERS: GENERAL PARAMETERS. The buyback price must be entered manually!  
Entering a retail price *is necessary* if an alternate price is to be computed.



- Enter the buyback price and press <>
- Enter an alternate price and press <>, or press <> to bypass this field  
Must be entered manually if Alternate Price is to be used
- Enter the buyback quantity and press <>  
The Unlimited Buy field defaults to Y. Enter N in this field and press <> if you want to retain the buyback quantity you just entered, or press <> to accept the default (Y) and set this title at unlimited buyback quantity, regardless of the quantity entered in the Buy Qty field.
- Use the up/down keys to select the appropriate status from the pop-up menu and press <>, or press <> to accept the default status (CURRENT EDITION)
- Enter any comments and press <>, or press <> to bypass this field  
Comments that are entered here will appear at the Buybooks Screen.
- Press <> to bypass the TYPE field
- Enter the number of the Purchaser for whom you will be buying this title and press <>, or press <> to accept the default Purchaser (8) (required entry)  
This title will appear on the designated Purchaser's list at MAINTENANCE:EDIT BUYBACK LIST.

All of the options that are available at the Student Buybooks Screen will also be available for any title added in this manner.

## STORE BUY



Remember to enter the appropriate type of buy (Store) at **PARAMETERS: BUYER INFORMATION** before beginning.

- **Highlight** BUY BOOKS and press <>, or press **B**
- Enter buyer's name and press <>; or press <F2>, use the arrow keys to choose a name from the select list, and press <>
- Enter buyer's password and press <>

If you *have started* a Store Buy session, the following message will appear:

CONTINUE W/SESSION ALREADY IN PROGRESS? Y/N

- Answer **Y** to continue or **N** to return to Main Menu
- Press <F4>

If you *are beginning* a Store Buy session a Search By window will appear.

<b>SEARCH BY BOOKKEY</b> ITEM ID:
--------------------------------------



It is recommended you leave this window set to Search by Bookkey. ISBN and Quick Reference searches, *as well as scanning*, are also valid search options from this window. Author and Keyword searches are valid *only* for titles on the store's buyback list. To change options, press <F2> and chose from the select list.

- Scan, or enter the Bookkey, ISBN, or Quick Reference number of the book you want to buy and press <>  
 If you entered a Bookkey which has two or more options, a select screen will appear. Use the up/down arrow keys to **highlight** the correct title and press <>. Before continuing, *verify that the title on the screen is the same as the one you are buying*. Pay close attention to the information about this title, ISBN, edition, w/CD, etc., which displays across the top portion of the screen.

Information in the rectangle on the left portion of the screen indicates:

- The purchaser for whom you are buying this book
  - The buyback status and quantity needed (\*\*\*\* indicates unlimited)
  - The buyback price for this title
  - The letter buying code (from the *Buyer's Guide*)
  - The retail price of the book—if you answered Y to Enter Retail at
- PARAMETERS:BUYER INFORMATION**

Information on the right portion of the screen under Total Purchases indicates:

- The purchaser for whom you are buying this book
- The *Buyer's Guide* list price of this title,
- The *Buyer's Guide* buyback price
- The quantity to buy (\*\*\*\*\* indicates unlimited)
- The quantity bought thus far

If Y was entered at **PARAMETERS:BUYER INFORMATION:ENTER RETAIL** the cursor will default to the Retail field.

- Enter a new Retail Price and press <>, or press <> to retain the displayed price

If N was entered at **PARAMETERS:BUYER INFORMATION:ENTER RETAIL** the following Condition Options window will appear immediately:

<u>CONDITION</u>
USED (U) 20%
USED NET (UN)
NEW (NC) 20%
NEW NET (NA) 50%
POOR NET (PN)

*The category chosen determines the percentage commission that will be applied!*

- **Highlight** the USED option and press <> to buy this book at the *Buyer's Guide* buyback price (appropriate commission will be computed when the Excess Store Stock Report and Reconciliation are printed)
- **Highlight** the USED NET option and press <> to buy this book at the *Buyer's Guide* buyback price (no commission will be computed)
- **Highlight** the NEW option and press <> to buy this book at the *Buyer's Guide* buyback price (should only be selected for new titles designated 'C' in the *Buyer's Guide* – appropriate commission will be computed when the Excess Store Stock Report and Reconciliation are printed)
- **Highlight** the NEW NET option and press <> to buy this book at the *Buyer's Guide* buyback price (should only be selected for new titles designated 'A' in the *Buyer's Guide* - 50% commission will be computed when the Excess Store Stock Report and Reconciliation are printed)
- **Highlight** the POOR NET option and press <> to buy this book at the *Buyer's Guide* buyback price (no commission will be computed)

If you want to change the price *after* you have chosen an option at the Condition Option window, press the up arrow key once, then press the left arrow key when this window re-appears in order to move the cursor out of this window. If you answered N to Enter Retail at **PARAMETERS:BUYER INFORMATION**, the cursor will default to the Condition Option window, in which case you should press the left arrow key to move the cursor to the Buy Price field. If you answered Y to Enter Retail, the cursor will default to the Retail field, in which case you press the up arrow key to move the cursor to the Buyback Price field prior to making a selection from the Condition Option window.

You can also change the price at **BUYBACK OPTIONS:EDIT TRANSACTION**.

- Press <> to buy one copy (default quantity is always 1)
- Type **N**, then <> not to buy this book
- Type **Q**, then <> to enter a Quick Reference number for this title  
A window will appear in which you enter the Quick Reference number. After entering the number and pressing <> you will be at the Buybooks Screen.



*If you are just setting the Quick Reference number, be careful and don't mistakenly buy the book!*

- Type **S**, then <> to redisplay the select list from which this title was chosen
- Type **\***, then <> to display stolen book information that was entered for this title
- Scan, or enter another Bookkey, ISBN, or Quick Reference number when the Search By window appears

After all the titles have been placed on this transaction the Search By window will appear

Press <> or [ESC] to display the following Buyback Options window:

```
BUYBACK OPTIONS
END TRANSACTION
EDIT TRANSACTION
RESUME BUYING
DISPLAY TOTALS FOR BUY
ADD MONEY TO CASH DRAWER
DELETE TRANSACTION
```

If you are in 'Fast' mode the **END TRANSACTION** option will be highlighted. If you are in 'Display' mode the **EDIT TRANSACTION** option will be highlighted. Use the up/down arrow keys to highlight the appropriate option.

- Press <> when **END TRANSACTION** is highlighted to *exit* the transaction  
You will be returned to the Main Menu screen. The Store Buy is considered *one transaction* which you can enter and exit as needed.

- Press <> when EDIT TRANSACTION is highlighted to edit the transaction
  - Highlight the title you want to edit and press <>
  - Enter a new quantity and press <>, or press <> to bypass the quantity field
  - Enter a new price and press <>, or press <> to bypass the price field
  - Press <F2> when a title is highlighted to view the ISBN, Author, Title, and condition at which this title was purchased
  - Highlight the title you want to delete, press <F3>, and answer Y
  - Press [ESC] until you are at the Buyback Options window
- Press <> when RESUME BUYING is highlighted to add another title to the transaction
- Press <> when DISPLAY TOTALS FOR BUY is highlighted to display buyback totals for the Store Buy
  - Press [ESC] twice to return to the Buyback Options window
- ADD MONEY TO CASH DRAWER option is not available when in Store Buy mode
- Press <>, then answer Y when DELETE TRANSACTION is highlighted to delete the *entire* transaction



***Be very careful. All titles purchased thus far will be deleted!***

## ADDING A TITLE

- Type **ADD** when the cursor is in the Search By window, then press <>

<u>ITEM QUICK ADD</u>		
DPT:	CLS:	CAT:

This window displays fields for Department (DPT), Class (CLS), and Category (CAT). The cursor will be in the DPT field.

- Press <> twice to select New Text DPT
- Press <> twice to select New Text CLS
- Press <> twice to select New Text CAT

```

                                STORE
DEPT: 10 NEW TEXT DEPTCLS: 10 NEW TEXT CLS          CAT: 10 NEW TEXT CAT

ISBN
XREF
AUTHOR
      TITLE
=====
BUY PRICE _____
BUY QTY  1          UNLIMITED BUY Y
STATUS
COMMENT
TYPE
PURCHASER 8

```

There are only three *required* entry fields at this screen, Author, Title, and Purchaser. The Vendor field defaults to Buyback Vendor and the Purchaser field defaults to Purchaser 8.

- Enter the ISBN, if known, and press <>, or press <> to bypass this field
- Press <> to bypass the XREF field
- Enter the author's name and press <> (required entry)
- Enter the title and press <> (required entry)
- Enter the binding, if known, and press <>, or press <> to bypass this field
- Enter the edition, if known, and press <>, or press <> to bypass this field
- Enter the copyright, if known, and press <>, or press <> to bypass this field
- Press <> to accept the default vendor (BUYBACK), or enter a different vendor and press <>
- Enter the publisher, if known, and press <>, or press <> to bypass this field  
Entries in this field will appear in the Imprint field at the Buybooks Screen
- Enter the cost, if known, and press <>, or press <> to bypass this field
- Enter the retail price, if known, and press <>, or press <> to bypass this field
- Enter the buyback price and press <>

- Enter the buyback quantity and press <>  
The Unlimited Buy field defaults to Y. Enter N in this field and press <> if you want to retain the buyback quantity you just entered, or press <> to accept the default (Y) and set this title at unlimited buyback quantity, regardless of the quantity entered in the Buy Qty field.
- Use the up/down arrow keys to select the appropriate status, if known, from the pop-up menu and press <>, or press <> to accept the default status (CURRENT EDITION)
- Enter any comments and press <>, or press <> to bypass this field  
Comments that are entered here will appear at the Buybooks Screen.
- Press <> to bypass the TYPE field
- Enter the number of the Purchaser for whom you will be buying this title and press <>, or press <> to accept the default purchaser (8) (required entry)

All of the options that are available at the Store Buybooks Screen will also be available for any titles added in this manner.

t

# INQUIRY

PARAMETERS	BUY BOOKS	INQUIRY	MAINTENANCE	REPORTS	UTILITIES	EXIT	HELP
TRANSACTION INQUIRY							
GUIDE INQUIRY							
BUYBACK TOTALS							

## TRANSACTION INQUIRY

This menu option allows you to view previous transactions.

- Highlight TRANSACTION INQUIRY and press <>, or type **T**
  - Enter the Receipt (Transaction) number, if known, and press <>, or
  - Press <F2> to view a list of all transactions numerically by receipt number  
Store Buy, if any, will be displayed as one transaction.

TRANSACTIONS					
RECEIPT	DATE	BUYER	BOOKS	AMOUNT	TYPE
BR0000270	12/23/97	EVE	18	101.50	STORE
BR0000279	12/24/97	CHER	9	9.00	STUDENT
BR0000281	12/25/97	MADONNA	1	5.00	STUDENT
BR0000285	12/24/97	BARBIE	15	56.75	STUDENT

**or**

- Press <> to move the cursor to the Student ID field
- Enter the Student ID number, if known, and press <>, or
- Press <F2> to view a list of transactions numerically by Student ID Number



Store Buy, if any, will be displayed as one transaction.

TRANSACTIONS					
STUDENT	RECEIPT	DATE	BUYER	BOOKS	AMOUNT
123456	BR0000279	12/24/97	FONTSIE	18	101.50
234567	BR0000281	12/25/97	BIFF	1	8.25
345678	BR0000280	12/25/97	SIGMUND	10	38.00
STOREBUY	BR0000270	12/20/97	REGINALD	1234	1345.25

When the list of transactions appears on the screen:

- Highlight the transaction you wish to view and press <>  
The screen will appear just as it did at the original Buybooks Screen.  
This screen is for viewing *only*. No changes can be made.
- Press [ESC] until you are at the Main Menu

## GUIDE INQUIRY

This menu option allows you to view *Buyer's Guide* information.

- Highlight GUIDE INQUIRY and press <>, or type G

<N> FOR NET PRICE, OR <L> TO CALCULATE NBC'S LIST PRICE: \_

- Type N and press <> to view titles with net prices displayed, **or**
- Type L and press <> to view titles with list prices displayed  
A lower case 'n' will appear to the right of the price for net-priced books;  
an asterisk (\*) will appear to the right of the price for list prices that have  
been system computed; nothing will appear to the right of the price for  
titles that are 'list-priced' from the publisher.
- Enter a Bookkey and press <>  
(Bookkey is the only Search By method at this screen.)
- Press <> or [ESC] to return to the Search By window

- Enter another Bookkey and press <>
- **or**
- Press [ESC] to return to the List or Net Options window
- **or**
- Press [ESC] twice to return to the Main Menu

## **BUYBACK TOTALS**

This menu option allows you to view/print totals for Store and Student buys.

- **Highlight** BUYBACK TOTALS and press <>, or type **B**  
Totals for Store Buy and Student Buy will display on the screen and show the type of books purchased within each buy.
- Press **P** to print
- Press any key to return to the Main Menu

g



## MAINTENANCE

PARAMETERS	BUY BOOKS	INQUIRY	MAINTENANCE	P REPORTS	UTILITIES	EXIT	HELP
------------	-----------	---------	-------------	-----------	-----------	------	------

EDIT BUYBACK LIST PRINT BUYBACK LIST QUICK REFERENCE STOLEN BOOKS PRINT STOLEN BOOKS EXPANDED BUYER'S GUIDE COMBINE/TRANSFER LISTS CLOSE SESSION OLD BUYS
---

### EDIT BUYBACK LIST

This menu option allows you to create and maintain your buyback list(s).



*It is imperative that you be in Student Buy mode when creating or updating the store's buyback list! (See PARAMETERS:BUYER INFORMATION p. 12)*


- Highlight EDIT BUYBACK LIST and press <>, or type E
- Enter the number of the purchaser whose list you want to begin or edit and press <>
- Press <> to bypass the Term field

### BEGINNING THE LIST

THE FOLLOWING WINDOW WILL APPEAR

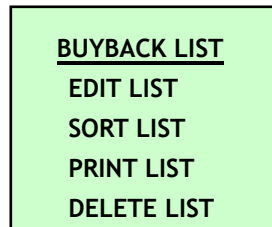
SEARCH BY BOOKKEY ITEM ID:
-------------------------------

- Enter the ISBN or Bookkey of the title you want to put on this list and press <>  
If you entered a Bookkey which has two or more options, a select screen will appear. Use the up/down arrow keys to highlight the correct title and press <>.
- Enter the quantity of this title you want to buy and press <>

- Enter the price you want to pay for this title and press <>
-  Be careful! The default price is based on the percentage entered at **PARAMETERS:GENERAL PARAMETERS**
- Enter the ISBN or Bookkey of the next title you want to put on this list and press <>

## EDITING THE LIST

THE FOLLOWING WINDOW WILL APPEAR AFTER ENTERING THE PURCHASER NUMBER AND PRESSING <>.



EDIT (Add titles and/or edit existing titles)

- **Highlight** EDIT LIST and press <>
  - Add a title by pressing <F4>, then entering the Bookkey or ISBN of the title you want to add  
If you entered a Bookkey that has two or more options, a select screen will appear. Use the up/down arrow keys to **highlight** the correct title and press <>.
    - Enter the buyback quantity and press <>
    - Enter the buyback price and press <>, or press <> to accept the default price (the default price is based on the percentage entered at **PARAMETERS:GENERAL PARAMETERS**)
  - Edit a title by **highlighting** the title you want to edit & pressing <>
    - Enter a new buyback quantity and press <>, or press <> to bypass this field
    - Enter a new buyback price & press <>, or press <> to bypass this field
    - Press <F3> when a title is highlighted & answer **Y** to delete  
A title cannot be deleted if at least one copy has been bought.  
If you need to Stop Buying this title see instructions for changing Buyback Status on p.36

- Press <F6> when a title is highlighted, then A (Buyback Controls) to:
  - CHANGE THE BUYBACK QUANTITY
    - Enter the new quantity and press <>, or press <> to bypass this field
  - CHANGE THE WARNING LIMIT QUANTITY
    - Enter the new warning quantity (for this title only) and press <>, or press <> to bypass this field
  - CHANGE THE RETAIL PRICE
    - Enter the new Retail Price and press <>, or press <> to bypass this field
  - CHANGE THE BUYBACK PRICE
    - Enter the new buyback price and press <>, or press <> to bypass this field
  - CHANGE THE ALTERNATE BUYBACK PRICE
    - Enter the new Alternate Buyback Price and press <>, or press <> to bypass this field  
*Alternate price will be re-computed if you return to this screen; be careful!*
  - CHANGE THE BUYBACK STATUS
    - Highlight the appropriate option and press <>
      - Buy Quantity - retains current buyback quantity
      - Stop Buy - stops buying this title (retains quantity already bought)
      - Unlimited Buy - changes the quantity to unlimited
  - ENTER COMMENTS
    - Enter comments appropriate for this title and press <>, or press <> to bypass this field. Comments will be highlighted at the Buybooks Screen.

**SORT** (Sorts the buyback list alphabetically by author)


- **Highlight** SORT and press <>  
*If you are using the Combine/Transfer option, do not sort the list.*

**PRINT** (Prints the buyback list)

- **Highlight** PRINT and press <>  
*If you are using the Combine/Transfer option, do not print the list*
- Answer **Y** to print and follow on-screen instructions, or answer **N** not to print. (*Titles whose quantities have been filled will not print on this list—see MAINTENANCE:PRINT BUYBACK LIST p. 39.*)

## DELETE (Deletes the list)

- Highlight **DELETE** and press <>
- Answer **Y** to delete the *entire* list, or **N** not to delete the *entire* list

 Be careful!

If there are titles on this list which have been purchased during this buyback session the list cannot be deleted.

## ADDING A TITLE

**THIS OPTION ALLOWS YOU TO ADD A TITLE TO THIS LIST THAT IS NOT IN THE BUYER'S GUIDE OR IN THE PRISM REMOTE ITEM FILE.**

- Type **ADD** when the cursor is in the Search By window, then press <>

<u>ITEM QUICK ADD</u>		
DPT:	CLS:	CAT:

This window displays fields for Department (DPT), Class (CLS), and Category (CAT). The cursor will be in the DPT field.

- Press <> twice to select New Text DPT
- Press <> twice to select New Text CLS
- Press <> twice to select New Text CAT

DEPT:	10 NEW TEXT DEPT	CLS:	10 NEW TEXT CLS	CAT:	10 NEW TEXT CAT
ISBN					
XREF					
AUTHOR					
TITLE					
BINDING					
EDITION					
COPYRIGHT					
VENDOR	<u>BUYBACK</u>				
PUBLISHER					
COST					
RETAIL					
STATUS					
COMMENT					
TYPE					

There are but two **required** entry fields at this screen, Author & Title. The Vendor field defaults to BUYBACK VENDOR. (Since a Purchaser has been selected the Purchaser field will not display.) (***If transferring list(s), ISBNs will also be required.***)

- Enter the ISBN, if known, and press <>, or press <> to bypass this field
  - Press <> to bypass the XREF field
  - Enter the author's name and press <> (required entry)
  - Enter the title and press <> (required entry)
  - Enter the binding, if known, and press <>, or press <> to bypass this field
  - Enter the edition, if known, and press <>, or press <> to bypass this field
  - Enter the copyright, if known, and press <>, or press <> to bypass this field
  - Press <> to accept default vendor (BUYBACK), or enter a different vendor and press <>
  - Enter the publisher, if known, and press <>, or press <> to bypass this field  
Entries in this field will appear in the Imprint field at the Buybooks Screen.
  - Enter the cost, if known, and press <>, or press <> to bypass this field
  - Enter the retail price, if known, and press <>, or press <> to bypass this field  
*If 50% was entered at PARAMETERS:GENERAL PARAMETERS:BUYBACK PERCENTAGE, entering a retail price of twice the buyback price will force the system to compute the buyback price at half-of-retail, or the buyback price you should pay. (This would be appropriate if you are adding this title to the store's list.)*  
***Entering a retail price is necessary if an alternate price is to be computed.***
  - Use the up/down arrow keys to select the appropriate status, if known, from the pop-up menu and press <>, or press <> to accept the default (CURRENT ED.)
  - Enter any comments and press <>, or press <> to bypass this field  
Comments that are entered here will appear in the Store Comments field at the Buybooks Screen.
  - Press <> to bypass the TYPE field (the cursor will be in the Buy Quantity field)
  - Enter the quantity you wish to buy and press <>
  - Change the buyback price by entering a new buyback price and pressing <>, or press <> to bypass this field  
The Search By window will display again.
  - Add another title,
- or**
- Press [ESC] twice to return to the Buyback List Options window,
- or**
- Press [ESC] three times to return to the Main Menu

## **EDITING A MANUALLY ENTERED TITLE**

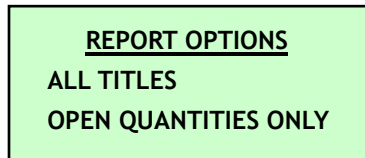
*Only manually entered titles can be edited*

- Highlight the title to edit and press <F6>
- Press B (Item Information)
- Make necessary changes and press <> after each change or to bypass a field
- Enter through all remaining fields or press <F10> after all changes are made

## PRINT BUYBACK LIST

This menu option allows you to print a buyback list(s).

- **Highlight** PRINT BUYBACK LIST and press <>, or type **P**
- Enter the number of the purchaser whose list you want to print and press <>

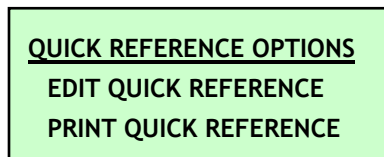


- **Highlight** ALL TITLES and press <> to print every title on the buyback list
  - Answer **Y** and follow on-screen instructions to print now, or answer **N** not to print and send the print job to the spooler. *This option prints the quantity still needed, as well as the original buyback quantity.*
  - Answer **Y** to double-space list; answer **N** not to double-space list
- **Highlight** OPEN QUANTITIES ONLY and press <> to print only those titles whose quantities left to buy are *currently* greater than 0
  - Answer **Y** and follow on-screen instructions to print now, or answer **N** not to print and send the print job to the spooler. *This option prints the quantity still needed, but does not print the original buyback quantity.*
  - Answer **Y** to double-space list; answer **N** not to double-space list

## QUICK REFERENCE

This menu option allows you to add, edit, and print Quick Reference Numbers.

- **Highlight** QUICK REFERENCE and press <>, or type **Q**



- **Highlight** EDIT QUICK REFERENCE and press <>  
If a Search By window appears immediately there are no titles on the Quick Reference list
  - Enter the Bookkey or ISBN of the title to which you want to assign a Quick Reference number and press <>



- Enter the Quick Reference number for this title and press <>
- Enter another Bookkey or ISBN and press <>, or press [ESC] twice to return to the Quick Reference Options window

If a list appears on the screen immediately a Quick Reference list exists.

- Press <>, then <F4> to display a Search By window at which you can add a title to the list (see instructions above)
- Use the up/down arrow keys to highlight a title you want to delete from the Quick Reference list, press <F3>, and answer **Y**
- Highlight **PRINT QUICK REFERENCE** and press <> to print the Quick Reference list

<p style="text-align: center;"><u><b>SORT METHOD</b></u>  <b>SORT BY AUTHOR/TITLE</b>  <b>SORT BY REFERENCE #</b></p>
---

- Highlight **SORT BY AUTHOR/TITLE** and press <> to sort by Author/Title
  - Answer **Y** and follow on-screen instructions to print now, or answer **N** not to print and send the print job to the spooler
- Highlight **SORT BY REFERENCE #** and press <> to sort by Quick Reference #
  - Answer **Y** and follow on-screen instructions to print now, or answer **N** not to print and send the print job to the spooler

## STOLEN BOOKS

This menu option allows you to add, delete, edit, search, and view Stolen Book Reports.

- Highlight **STOLEN BOOKS** and press <>, or type **S**  
 If no stolen book reports exist, the message “No records currently on file” will display across the bottom of the screen. Press any key to remove the message. If a stolen book report(s) exists, one will appear on the screen.  
 Using the Function Key options displayed on the bottom of the screen you can:
  - Press <F2> to view details about the displayed title
  - Press <F3> and answer **Y** to delete the displayed title
  - Press <F4> to add a stolen book report
    - Enter a Bookkey or ISBN and press <>

- Enter as much information as you have in the appropriate fields, pressing <> after each entry  
*ISBN is necessary*; press <> to bypass any field at this screen
- Press <F5> to search for a stolen book report
  - Enter an ISBN or Bookkey and press <>  
You can also press <F2> when the Search By window appears and select any of the other Search By options.
- Press <F6> to edit the stolen book report which appears on the screen
  - Press <> until you are in the field(s) to change, enter the new information, then press <>  
After entering all the information you have available,
    - Press <F10> to update
- Press <F7> to move to the previous stolen book report
- Press <F8> to move to the next stolen book report
- Press <F9> to display the Quick Menu

## PRINT STOLEN BOOKS

This menu option allows you to print a list of stolen book reports.  
*Printer should be attached, turned on, and have paper.*

- **Highlight** PRINT STOLEN BOOKS and press <>, or type **B**

<p><u>SORT METHOD</u>          SORT BY STUDENT ID          SORT BY AUTHOR/TITLE          SORT BY ISBN</p>
---

- Use the up/down arrow keys to **highlight** the sort option you want and press <>
- Answer **Y** and follow on-screen instructions to print, or answer **N** not to print and send the print job to the spooler

## EXPANDED BUYER'S GUIDE

This menu option is used to add the Expanded Buyer's Guide to your system. The buyback session must be closed before the Expanded Buyer's Guide titles can be added. Following instructions included with your Buyer's Guide Disk.

## COMBINE/TRANSFER LISTS **Non-functional in v. 3.1**

This menu option is used to transfer list(s) from laptop to laptop and/or to allow two people to work separately on different parts of a list and then combine the two into one list on each laptop. The buyback session must be opened on each laptop, the version of the program should be the same on each laptop, and ***purchaser numbers and names must be identical for each list on each laptop for this option to work. (If transferring list(s), ISBNs will also be required)***

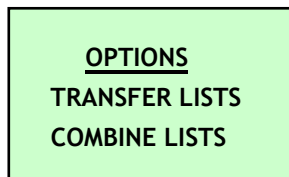
Titles on all list(s) will be transferred and combined.

***This option is not to be used after the buy has begun!***



***The version of Windows on each system must be the same. Call support if you have questions. Once begun, do not perform any other processes, e.g., printing, sorting, deleting before completing the Combine/Transfer process. If a prompt to print appears after the list has been combined, answer Y to print. Those titles w/o ISBNs that did not transfer will be on this list. These titles will need to be added manually to each laptop's list.***

- **Highlight** COMBINE/TRANSFER LISTS and press <>, or type T



### TRANSFER LISTS

- **Highlight** TRANSFER LISTS and press <>
- Respond to the message on the screen by inserting a 3½ disk into the 'A' drive and pressing <>  
The list(s) will be copied onto the disk.

## COMBINE LISTS

- **Highlight** COMBINE LISTS and press <>
- Insert into the 'A' drive the disk which has the list, or portion thereof, you want to combine and press <>  
The list will be combined into the Buyback List, or portion thereof, which already exists on this laptop.

## CLOSE SESSION

This option is used to close the Buyback Session.



**It is strongly recommended when you have finished a buy that you close the Buyback Session and remove all lists. Leaving any list on the laptop may affect the next Buyback Session!**

**An exception to removing all lists will be if a *Buyer's Guide* correction has been entered under Purchaser 8 (or Purchaser 7) that will be valid for the next buy that will be done on this laptop; i.e., before the next *Buyer's Guide* update. In this case, *do not* remove Purchaser 8s (or Purchaser 7s) list.**

- **Highlight** CLOSE SESSION and press <>, or type C  
The default answer for each field is Y. If each of the fields displays the appropriate answer, press <F10> at this point to begin closing the buyback session. (You will have the option, after the files have been archived, not to close the buy by answering N to 'Close the Buyback Session?')
  - Answer **Y** to close the buy or **N** not to close the buy,
- **or**
- Use the <> or the up/down arrow keys to **highlight** the response for each purchaser and answer **Y** or **N** and press <> to remove or not remove its buyback list  
Answering Y to Purchaser 9 (*Buyer's Guide*) **will not** remove the *Buyer's Guide* from the system.
- Use the <> or the up/down arrow keys and answer **Y** or **N** and press <> to remove or not remove the Buyback Stolen Book File
- Use the <> or the up/down arrow keys and answer **Y** or **N** and press <> to remove or not remove the Buyback Quick Reference List.
- Use the <> or the up/down arrow keys and answer **Y** or **N** and press <>

to remove or not remove Added Books—titles which have been manually added and/or imported from PRISM

***If you have saved a purchaser's list by answering N at the appropriate purchaser, you should also answer N to this prompt.***

Answering Y will remove these titles from PRISM REMOTE Item and Text files.

- Use the <> or the up/down arrow keys and answer Y or N and press <> to move or not move Data to Old Buys

Answering Y will place data from the current buy into the Old Buys file.

Answering N **will not** save the data from the current buy to the Old Buys file and, consequently, **will not** be available should you need it in the future.

After pressing <> at Move Data to Old Buys, the system will begin archiving files. (You will have the option, after the files have been archived, not to close the buy by answering N to 'Close the Buyback Session?')

- Answer Y to close the buy or N not to close the buy



The Canadian Exchange Rate will return to 1.00 when the buyback session is closed.

## OLD BUYS

This menu option allows you to re-activate an old buy. An old buy *cannot* be re-activated if there is an open buyback session. ***The current Buyer's Guide on the laptop will be in effect for an old buy that has been re-activated.***

Reactivating an Old Buy allows you to:

- view/print any buyback list that was active during the course of that buy
  - view buyback transactions that took place during that buy
  - continue to buy in that buyback session
  - print any reports pertinent to that buyback session
  - perform any other function normally associated with that buy
- Close the current buyback session, if open (see MAINTENANCE:CLOSE SESSION p.44)
  - **Highlight** OLD BUYS and press <>, or type **O**
  - Use the up/down arrow keys to **highlight** the old buy you want to re-activate and press <>
  - Answer **Y** to reactivate this buy or **N** not to re-activate this buy



## REPORTS

PARAMETERS BUY BOOKS INQUIRY MAINTENANCE REPORTS UTILITIES EXIT HELP

BUYBACK SUMMARY REPORT  
DAILY BUYBACK REPORT  
SESSION BUYBACK REPORT  
EXCESS STORE STOCK REPORT  
STUDENT WHOLESALE REPORT  
INVOICE/RECONCILIATION  
STUDENT ID REPORT  
REPORT GENERATOR

### BUYBACK SUMMARY REPORT

This report displays/prints six consecutive days of Student Buy totals for all purchasers.

- Highlight BUYBACK SUMMARY REPORT and press <>, or type **B**

#### OPTIONS

DISPLAY SUMMARY  
PRINT SUMMARY

#### DISPLAY SUMMARY

- Highlight DISPLAY SUMMARY and press <> to display the Buyback Summary Report (will display dollars spent per purchaser)
- Enter the beginning date of the buy and press <>  
The screen will display six consecutive buyback days.
- Press [ESC] to return to the Start Date field
- Display additional buyback days by entering a later date in the Start Date field and pressing <>, or
- Press [ESC] again to return to the Main Menu

#### PRINT SUMMARY

- Highlight PRINT SUMMARY and press <> to print the Buyback Summary Report (prints dollars spent per purchaser and quantities)

- Enter the beginning date of the buy and press <>
- Answer **Y** and follow on-screen instructions to print the Buyback Summary Report, or answer **N** not to print it
- Press [ESC] to return to the Start Date field
- Print additional buyback days by entering a later date in the Start Date field and following instructions as above, **or**
- Press [ESC] again to return to the Main Menu

## DAILY BUYBACK REPORT

This menu option allows you to print a report which shows books bought for ALL purchasers, or for each purchaser, for one particular day during the Student Buy.

- **Highlight** DAILY BUYBACK REPORT and press <>, or type **D**
- Enter the number of the purchaser whose report you want to print and press <>, or press <> to accept the default (ALL) to print the report for all purchasers
- Enter the date for which you want to print the report and press <>, or press <> to accept the default date (the current system date)
- Answer **Y** to print the Daily Buyback Report or **N** not to print it

## SESSION BUYBACK REPORT

This menu option allows you to print a report which shows books purchased for ALL purchasers, or for each purchaser, during the course of the Student Buy; i.e., cumulative totals.

- **Highlight** SESSION BUYBACK REPORT and press <>, or type **S**
- Enter the number of the purchaser whose report you want to print and press <>, or press <> to accept the default (ALL) to print the report for all purchasers
- Answer **Y** to print the Session Buyback Report or **N** not to print it

## EXCESS STORE STOCK REPORT

This menu option allows you to print a report of the Store Stock titles purchased (Store Buy). Titles are listed alphabetically by author showing quantity purchased, price(s) paid, and extended prices. Amount spent for Poor New/Used Net, New C/Used, NA, and Total Books/Commission are itemized.

- Highlight **EXCESS STORE STOCK REPORT** and press <>, or type **E**
- Answer **Y** to print the Excess Store Stock Report or **N** not to print it

## STUDENT WHOLESALE REPORT

This menu option allows you to print a report of all wholesale books that have been bought as part of the Student Buy. Titles are listed alphabetically by author showing quantity of each title purchased, price(s) paid for each title, extended price for the total bought for each title, and total paid for all books on the list. Will include purchasers 7 (if chosen), 8, and 9

- Highlight **STUDENT WHOLESALE REPORT** and press <>, or type **W**
- Answer **Y** to print the Student Wholesale Report or **N** not to print it

## INVOICE/RECONCILIATION

This menu option allows you to print the reconciliation for Store Buy, Student Buy, or both.

- Highlight **INVOICE/RECONCILIATION** and press <>, or type **I**

<p style="text-align: center;"><u>OPTIONS</u> STORE BUY STUDENT BUY BOTH BUY TYPES</p>
--

- Highlight the option for the type report(s) you want to print and press <>



## STORE BUY

### ONLY ONE OF THE NEXT FOUR OPTIONS SHOULD BE ANSWERED Y

- Enter **Y**, then <> if paying for store stock with cash, or press <> to leave the default (**N**) in this field
- Enter **Y**, then <> if the check will be issued by the rep, or press <> to leave the default (**N**) in this field
- Enter **Y**, then <> if the check will be issued by the home office, or press <> to leave the default (**N**) in this field
- Enter **Y**, then <> if the amount you will be paying for store stock will be deducted from the store's invoice, or press <> to leave the default (**N**) in this field
- Enter **Y**, then <> if the amount you will be paying for store stock will be issued as a credit memo after the books are checked in at the warehouse, or press <> to leave the default (**N**) in this field
  
- Enter the number of Store Buy cartons and press <>
- Enter any comments you want to appear on the Reconciliation and press <>
- Enter the number(s) of the check(s) you have cashed and press <>
- Answer **Y**, then <>, to print the Reconciliation or **N** not to print the Reconciliation

## STUDENT BUY

- Enter Cash on Hand at the *beginning* of the Student Buy and press <>, or press <> to accept the displayed amount
- Enter total amount of checks cashed, wires received, etc. and press <>, or press <> to bypass this field
- Enter Cash on Hand at the *end* of the buy and press <>, or press <> to accept the displayed amount
- Enter the number of Student Buy cartons and press <>

**ONLY ONE OF THE NEXT TWO OPTIONS SHOULD BE ANSWERED Y  
IF PAYING COMMISSION BY CASH/CHECK, BOTH SHOULD BE ANSWERED N**

- Enter **Y**, then <> if the commission on the Student Buy is to be deducted from the store's invoice, or press <> to leave the default (N) in this field
- Enter **Y**, then <> if the commission for the Student Buy is to be paid as a Credit Memo, or press <> to leave the default (N) in this field

The next two fields default to 0–30 and 31+ days, respectively, from the *current* system date and represent dates by which the invoice should be paid in order to qualify for the corresponding commission percentage. These two dates can be changed if needed.

- Press <> to accept the 15% commission default date or enter a new date and press <>

The next four fields can be entered through without making any changes *if you are not paying commission by cash or check*; otherwise, verify that you have answered N to both Invoice Deduction and Credit Memo, then,

- Enter the percent commission to pay if the commission is paid by cash or check and press <>, or press <> to accept the default percentage (10%)
- Enter **Y**, then <> if paying by cash, or press <> to accept the default (N) and bypass this field
- Enter **Y**, then <> if paying by check, or press <> to accept the default (N) and bypass this field
- Enter **Y**, then <> if a check is to be sent later, or press <> to accept the default (N) and bypass this field
- Enter any comments you want to appear on the Reconciliation and press <>
- Enter the number(s) of the check(s) cashed and press <>
- Answer **Y** to print the report or **N** not to print the report

**BOTH BUY TYPES**

- Follow the instructions given for **STORE BUY** and **STUDENT BUY** at **INVOICE/RECONCILIATION** beginning on p.47

## STUDENT ID REPORT

This menu option allows you to print a report, *numerically by student ID number*, which shows each title that was purchased for each Student ID number that was entered at the beginning of a transaction. If alpha characters were entered at the beginning of the student ID, those entries *will appear alphabetically after the numerical entries*. Each title that was logged on the system under a particular Student ID number will be listed alphabetically by author.

- **Highlight** STUDENT ID REPORT and press <>, or type **T**
- Answer **Y** to 'Print...now?' question
- Press <> to print now, or [ESC] to send to spooler  
If **Y** was entered press <> to return to the Main Menu.

## REPORT GENERATOR

The Report Generator option is not functional at this time. (See text at end of page 17 for expected date.)

W

## UTILITIES

PARAMETERS BUY BOOKS INQUIRY MAINTENANCE REPORTS UTILITIESP EXIT HELP

REBUILD FILES  
COMPACT FILES  
DRIVER SETUP  
PRINT QUEUE  
SERIES EDIT  
FIX UTILITIES  
BACKUP SYSTEM  
RESTORE SYSTEM  
IMPORT DATA FROM PRISM  
EXPORT DATA TO PRISM  
MERGE BUY WITH REMOTE

### REBUILD FILES

This menu option should be used *only* under the direct supervision of someone in the Sales Rep Support Group or CBMS Support. It will be used to correct difficulties you may be having with your system by rebuilding selected files.

### COMPACT FILES

This menu option will typically be used under the direct supervision of someone in the Sales Rep Support Group or CBMS Support to correct difficulties you may be having with your system by compacting selected files.

Approximately every third buy all files should be compacted to recover disk space lost during day-to-day use. *Buyers responsible for their own laptops* should follow these next steps to compact files in order to recover disk space.



*If you are uncertain about this procedure call CBMS Support.*

- Highlight COMPACT FILES and press <>, or type C

- Press **5**  
Asterisks will appear to the left of letters A-Z when process is complete.  
If any error messages appear call CBMS Support immediately.
- Press [ESC] to return to the Main Menu

## DRIVER SETUP

This menu option should be used *only* under the direct supervision of CBMS Support. It will be used to identify the type of printer you will be using to print reports/lists. Printer drivers are setup here to enable the system software to ‘communicate’ with the printer. There should be four default printer drivers: Epson, Exttech, HP, and IBM Pro (see PARAMETERS:SYSTEM PARAMETERS p.13). If your system does not have these printer drivers, contact CBMS Support.

## PRINT QUEUE

This menu option allows you to print, view, or delete reports/lists that have been processed. When generating a report/list, you have the option to either print immediately or send to the print queue, or spooler. Even reports that are printed immediately will be retained in the print queue, enabling you to reprint if necessary.

- **Highlight PRINT QUEUE** and press <>, or type **Q**
- Use the up/down arrow keys to highlight the report you wish to print or view  
The date and time can help you select the report/list. You can also view the report on the screen (see instructions at PRINT QUEUE:VIEW, below).  
The PAGE UP and PAGE DOWN keys can be used to scroll through the print queue one page at a time. The HOME and END keys can be used to go directly to the beginning of the print queue (HOME) or the end of the print queue (END).

### PRINT

- Press <> when the report you want to print is highlighted
- Answer **Y** to print or **N** not to print  
If Y is selected, press <> to print or press [ESC] to send to spooler—the print job will not be duplicated. If N is selected, you will be returned to the print queue.
- Press [ESC] to return to the Main Menu

## VIEW

- Press <F6> when the report is highlighted
- Type **SCREEN** in the Printer Device field and press <>
- Press <> twice to bypass the next two fields
- Answer **Y** to print (view) or **N** not to print (view)  
The report will be displayed on the screen. Follow instructions at the bottom of the screen to view multi-page reports.
- Press [ESC] when you have finished viewing the report
- Press [ESC] to return to the Main Menu

## DELETE

- **Highlight** the report you want to delete and press <F3>
- Press Y

## SERIES EDIT



This menu option should be used **only** under the direct supervision of CBMS Support.

## FIX UTILITIES



**Except for** establishing the Canadian Exchange Rate and Clearing the Print Queue, options at this menu should be used **only** under the direct supervision of someone in the Sales Rep Support Group or CBMS Support.

### CANADIAN CURRENCY PERCENT:

- Access the current Canadian Exchange rate in your packet or at the CBMS Support site  
<http://www.support.nebook.com>

- **Highlight** FIX UTILITIES and press <>, or type **F**

```

FIX UTILITIES
CHANGE NEXT SKU
TEXT PRICE/ROUNDING OPTIONS P
GUIDE INFORMATION
EXTENDED GUIDE SETUP
TEXT SYSTEM SETUP
CHECK FILE COUNTS
REBUILD BOOKKEY FILE
REBUILD KEYWORD FILES
CLEAR PRINT QUEUE

```

- Use the up/down arrow keys to **highlight** TEXT PRICE/ROUNDING OPTIONS and press <>
- Press the [END] key, or press <> until the cursor is in the 'Canada Currency Percent' field
- Enter the current exchange rate in the format (1.xx) and press <>
- Answer **Y** to update or **N** not to update
- Press [ESC] to return to the Main Menu



**When the buyback session is closed, the Exchange Rate will return to 1.00**

#### **CLEAR THE PRINT QUEUE:**

The Print Queue should be cleared periodically to conserve disk space.

- **Highlight** FIX UTILITIES and press <>, or type **F**

```

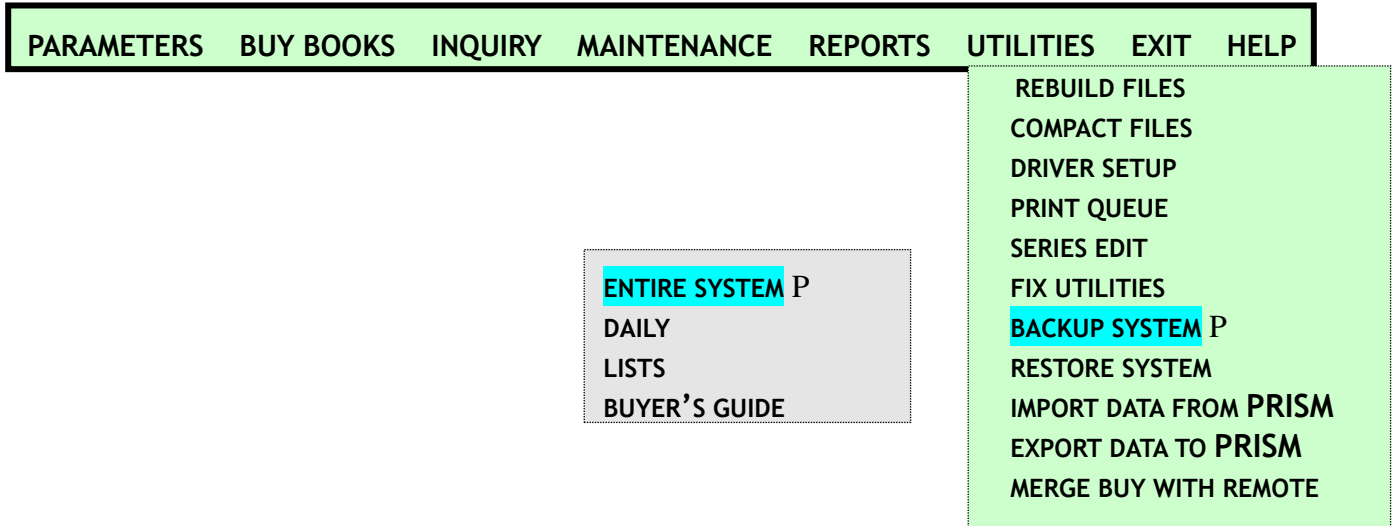
FIX UTILITIES
CHANGE NEXT SKU
TEXT PRICE/ROUNDING OPTIONS
GUIDE INFORMATION
TEXT SYSTEM STETUP
CHECK FILE COUNTS
REBUILD BOOKKEY FILE
REBUILD KEYWORD FILES
CLEAR PRINT QUEUE P

```



- Press the [END] key or use the up/down keys to **highlight** CLEAR PRINT QUEUE
- Press <>
- Answer **Y** to clear the Print Queue, or **N** not to clear the Print Queue
- Press [ESC] to return to the Main Menu

## BACKUP SYSTEM



This menu option is used to save (backup) various files on the laptop. Standard density or high density disks can be used; however, using high density disks will require fewer disks. There is no need to pre-format these disks. The ENTIRE SYSTEM option and the BUYER'S GUIDE option will require more than one disk, possibly a dozen or more for ENTIRE SYSTEM. The DAILY option and the LISTS option may require more than one disk. When each process finishes you will be returned to the Main Menu screen. *Once begun, these processes should not be interrupted.*

### THE FOLLOWING OPTIONS ARE AVAILABLE:

ENTIRE SYSTEM	Saves all files, including the <i>Buyer's Guide</i>
DAILY	Saves all files except the <i>Buyer's Guide</i> (should be done daily after the buy has begun)
LISTS	Saves all lists that have been entered (recommended after list(s) has been entered, but before the buy has begun)
BUYER'S GUIDE	Saves just the <i>Buyer's Guide</i> files

- Highlight BACKUPSYSTEM and press <>, or type B
- Insert a 3.5 disk into the floppy disk drive
- Use the up/down arrow keys to highlight the appropriate option and press <>
- Follow on-screen instructions and *be aware of any error messages that may appear on the screen as the backup progresses*. If you see an error message call CBMS Support immediately.
- Press [ESC] to remove the smaller widow from the screen

## RESTORE SYSTEM

This menu option should be used *only* under the direct supervision of CBMS Support. It is used to restore your system files in case of system failure or data corruption.

## IMPORT DATA FROM PRISM **Non-functional in v. 3.1**

This menu option is utilized when PRISM REMOTE is being used in conjunction with PRISM. Daily buyback information which has been downloaded from PRISM onto disk can then be ‘imported’ to the laptop. This procedure will enable you to keep the laptop data consistent and up-to-date with the PRISM data and will typically be done at the end of each day’s buyback.

You should have available the disk that has the PRISM data for that day.



*Complete the Export Data to PRISM process before beginning this one! (p. 59)*

- **Highlight** IMPORT DATA FROM PRISM and press <>, or type **I**

### BUYBACK LISTS & TOTALS

- Press <> to accept the default (Y) to import the Buyback list(s) and totals for each book that has been bought thus far.

### ITEM

- Press <> (to accept the default Y)

### TEXT BOOK

- Press <> (to accept the default Y)

### TRADE BOOK

- Press <> (to accept the default N)

#### DEPARTMENT/CLASS/CATEGORY

- Press <> (to accept the default Y)

#### STOLEN BOOKS

- Answer **Y** to this prompt

#### COURSE REQUESTS

- Answer **Y** to this prompt—this is used in the <F9> Quick Key function; otherwise, answer **Y**
- Insert the disk, or disk #1 if using more than one disk, and press any key (except [ESC])
- Insert additional disks, if prompted, and follow on-screen instructions

## EXPORT DATA TO PRISM (OR ANOTHER LAPTOP) **Non-functional in v. 3.1**

This menu option is utilized when PRISM REMOTE is being used in conjunction with PRISM, or when two or more laptops are being used. Daily buyback information which has been exported from the laptop(s) onto disk can then be imported to PRISM, or merged with another laptop(s). This procedure will enable you to keep the PRISM data consistent and up-to-date with the laptop data, or the data on two or more laptops consistent, and will typically be done at the end of each day's buyback.



***Complete this process before beginning the Import Data from PRISM process or the Merge Buy with Remote process.***

**HAVE 3.5 INCH DISK(S) AVAILABLE BEFORE BEGINNING THIS PROCESS (No formatting needed)**

- **Highlight** EXPORT DATA TO PRISM and press <>, or type **X**
- Follow on-screen instructions

## MERGE BUY WITH REMOTE **Non-functional in v. 3.1**

This menu option is used to keep the data on two or more laptops consistent.

***There will be no PRISM system involved when this menu option is chosen.*** You will, however, use the EXPORT DATA TO PRISM option to download information from one laptop to a disk in order to ‘merge’ with another laptop(s).



***Before you begin this process you should have available the disk(s) from the other laptop(s) whose buyer(s) has completed the EXPORT DATA TO PRISM option. You should also have already completed the EXPORT DATA TO PRISM option on your laptop*** and given that disk(s) to the other buyer(s) who will be performing this same process using the disk(s) on which you have ‘exported’ data. If you are ‘merging’ with disk(s) from more than one laptop, complete the process for each disk or set of disks before beginning the next one.

- **Highlight** MERGE BUY WITH REMOTE and press <>, or type **G**
- Insert the disk, or disk #1 if using more than one disk, and press any key (except [ESC])
- Insert additional disks, if prompted, and follow on-screen instructions

**k**

## EXIT

PARAMETERS BUY BOOKS INQUIRY MAINTENANCE REPORTS UTILITIES EXITP HELP

EXIT  
DOS SHELL

## EXIT

This menu option allows you to safely exit PRISM REMOTE

- **Highlight** EXIT and press <>, or type **E**  
You will then be out of PRISM REMOTE.

*or*

- Click the close box in the upper right-hand corner.

## DOS SHELL

DOS functions are performed here. Typically, CBMS Support will be involved with any activity at this menu option.

- **Highlight** DOS SHELL and press <>, or press **D**  
You will then be at the DOS prompt (>). *You will not see the cursor when in DOS.*
- Perform the needed function *under the supervision of CBMS Support!*  
Type **EXIT** at the > prompt, then press <> to return to PRISM REMOTE

## HELP

Version information can be displayed here

- Press ALT H, then ENTER to view version information

## **BUYER'S GUIDE CORRECTIONS**

This is not a menu or submenu option. However, it will occasionally be necessary to enter last minute corrections to the *Buyer's Guide* on the laptop.

- Highlight the MAINTENANCE Main Menu option
- Highlight EDIT BUYBACK LIST and press enter, or type **E**
- Enter 8 in the Purchaser field and press <>

*Purchaser 7 can also be used for entering Buyer's Guide Corrections and must, like Purchaser 8, be named and activated at PARAMETERS:PURCHASERS*

### **IF A SEARCH BY WINDOW APPEARS IMMEDIATELY THERE IS NO EXISTING LIST FOR PURCHASER 8.**

- Enter the Bookkey or ISBN of the title to 'correct' and press <>  
Use the up/down arrow keys to choose from a select list if necessary.
- Enter 1 in the Buy Qty field and press <>
- Enter the 'corrected' price for this title in the Buy Price field and press <> twice  
You can enter 0 (the number) in this field if the title is 'No Value'.  
The title you have just added will be highlighted.
- Press <F6>, then A
- Press <> until the Buyback Status option window appears
- Highlight the 'Unlimited Buy' option and press <>  
The cursor will be in the 'Comments' field.
- Enter any explanatory comments about the 'corrected' title and press <>  
These comments will be highlighted at the Buybooks Screen.
- Press <F4>, enter the Bookkey of the next title to 'correct', and follow the same steps as above
- Press [ESC] until you are at the Main Menu when all the 'corrections' have been entered

### **IF A BUYBACK LIST OPTIONS WINDOW APPEARS THERE IS AN EXISTING LIST FOR PURCHASER 8.**



Verify that the titles already on this list are appropriate for your buyback session. If they are not, see MAINTENANCE:EDIT BUYBACK LIST:DELETE beginning on p.34 for instructions on deleting this list, or MAINTENANCE:EDIT BUYBACK LIST:EDIT beginning on p. 35 for instructions on deleting individual titles.

- Press <>, then <F4>
- Enter the Bookkey or ISBN of the title to 'correct' and press <>  
Use the up/down arrow keys to choose from a select list if necessary.
- Enter 1 in the Buy Qty field and press <>
- Enter the 'corrected' price for this title in the Buy Price field and press <> twice  
You can enter 0 (the number) in this field if the title is 'No Value'.  
The title you have just added will be highlighted.
- Press <F6>, then A
- Press <> until the Buyback Status option window appears
- Highlight the 'Unlimited Buy' option and press <>  
The cursor will be in the 'Comments' field.
- Enter any explanatory comments about the 'corrected' title and press <>  
These comments will be highlighted at the Buybooks Screen.
- Press <F4>, enter the Bookkey of the next title to 'correct', and follow the same steps as above
- Press [ESC] until you are at the Main Menu when all the 'corrections' have been entered

*v*



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