

DataLNx for Instructional Resource Centers

Basic User Guide

Part Two: “Processing Transactions”

Version 2.01
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DATALNX FOR INSTRUCTIONAL RESOURCE CENTERS

BASIC USER GUIDE

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Section 1. Patron Order Information



Patron Order information is available from the *Patron Order Group* within the *DATALNX-MIS* application. To select Patron Orders, select the *All Patron Orders* icon within the Group. Once you select *All Patron Orders*, the application will display a listing of all the Patron Orders within the system. You may perform the following functions in addition to the standard analytical functions of the application:

- Create a New Order
- Open an Existing Order
- Delete an Order

Note: Your ability to perform these functions is limited to the security restrictions placed on you by the System Administrator.

A. How do you create a new Patron Order?

Once you have selected the Patron Order icon, and the list of Patron Orders appears in the data area, you may press the **New** button on the toolbar to display the Patron Order dialog.

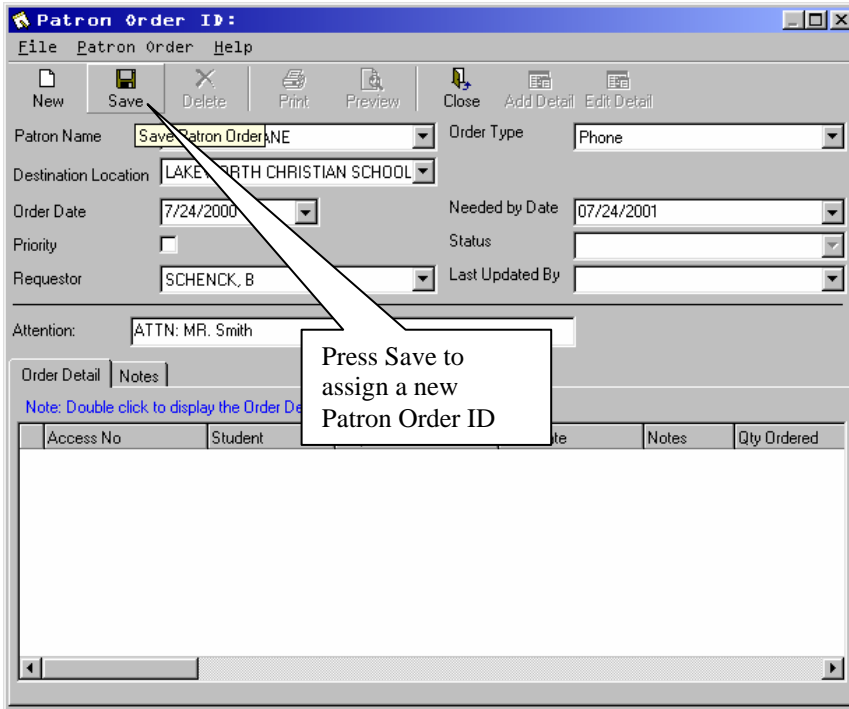
The screenshot shows the 'Patron Order ID' dialog box with the following fields and controls:

- File Patron Order Help (Menu)
- Toolbar: New, Save, Delete, Print, Preview, Close, Add Detail, Edit Detail
- Patron Name: [Dropdown menu]
- Order Type: [Dropdown menu, set to Phone]
- Destination Location: [Dropdown menu]
- Order Date: [Dropdown menu, set to 7/24/2000]
- Needed by Date: [Dropdown menu, set to / /]
- Priority: [Checkbox]
- Status: [Dropdown menu]
- Requestor: [Dropdown menu]
- Last Updated By: [Dropdown menu]
- Attention: [Text field]
- Order Detail | Notes (Tabs)
- Note: Double click to display the Order Detail dialog box
- Table with columns: Access No, Student, Ship Date, Due Date, Notes, Qty Ordered

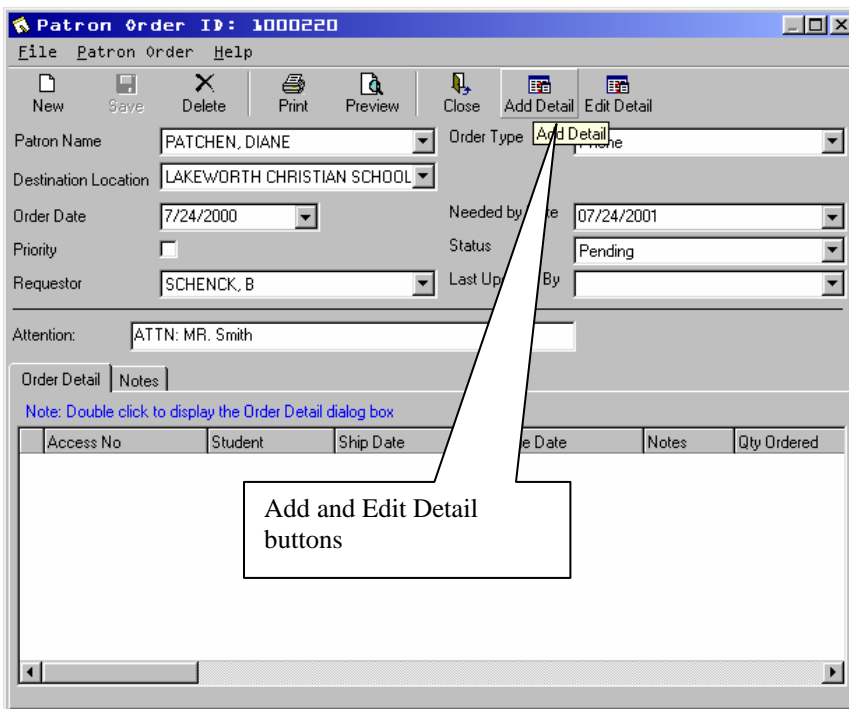
This dialog allows you to create a new Patron Order. Notice that the Add Detail and Edit Detail buttons are disabled. The reason that they are disabled is because the Patron Order has not been saved. In order to save the record, the following basic information must be entered:

- Patron Name
- Destination Location
- Order Date
- Requestor
- Order Type
- Attention Line

Once this information has been entered the record must be **Saved**. Once saved, a new *Patron Order ID* is assigned. **(An Order ID is required before an Order Detail Line may be added)** The *Patron Order ID* is the unique identifier for the *Patron Order* and can be given to the Patron so that the order may be referenced in the future.



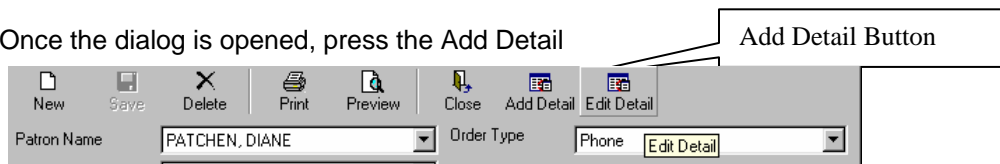
After the Patron Order has been saved, the *Add Detail* and *Edit Detail* buttons will be enabled. It is with these buttons that you may add new items to the *Patron Order*.



B. Adding Detail to a Patron Order

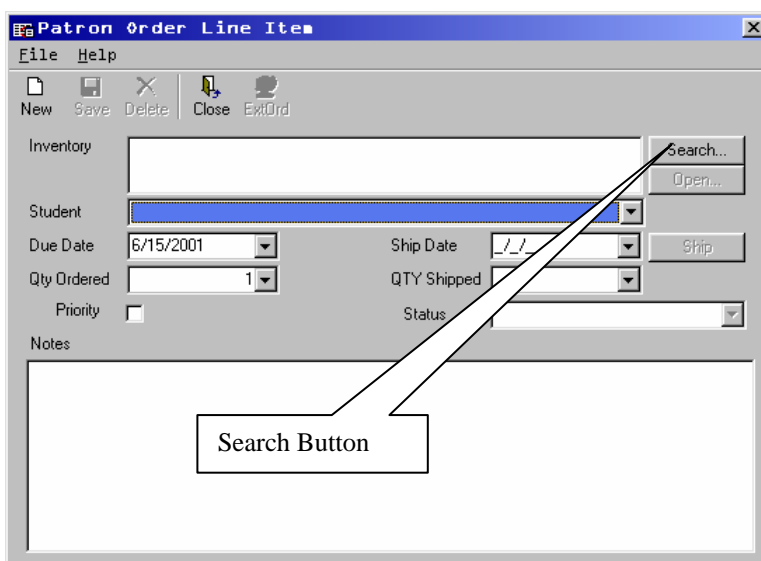
To add an inventory item to a Patron Order, you must first open the Patron Order Detail Record (see *New Patron Order* or *How do you Update Patron Order Information*).

Once the dialog is opened, press the Add Detail

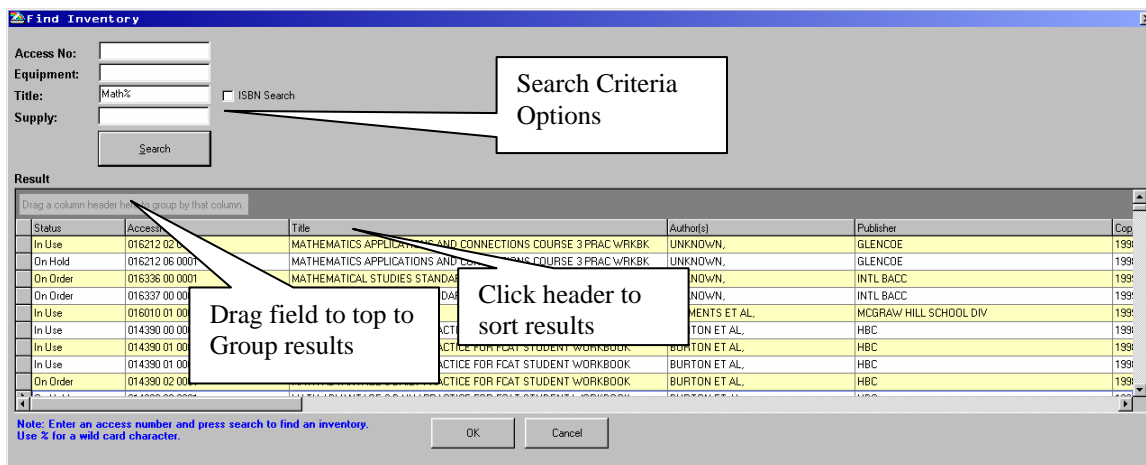


Button.

This action will open the Add Detail Dialog which will allow you to select an inventory item to associate to the Patron Order.



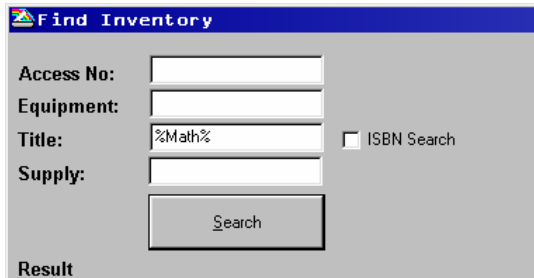
There are a number of important fields that should be reviewed on this dialog. First, the Inventory box, which displays the inventory item that has been selected for the *Patron Order Line Item*. This box is a Read Only box which cannot be edited directly. To add an inventory item to the box, you must use the **Search** button which displays the *Search Dialog*.



This powerful dialog will allow you to search the inventory database for items by Access Number, Equipment Description, Title, and Supply Description. Wild cards can be used to assist in locating the desired record. For instance, you may type Math% to search for all Titles starting with Math. You can also search for %Math% which will display all titles with “math” within the title description.

Wildcard Parameters include the following:

- % = Include all text
- ? = Substitute one character

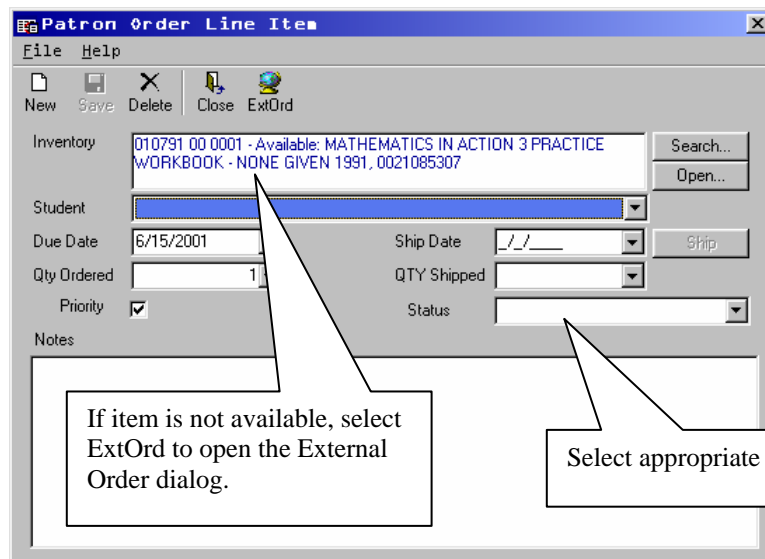


Math%	%Math
Mathematics Applications	Fun with Math
Math as a second language	Wizard Math

It should be noted that when entering search criteria, it is not necessary to use the “%” wildcard because it is entered automatically for you.

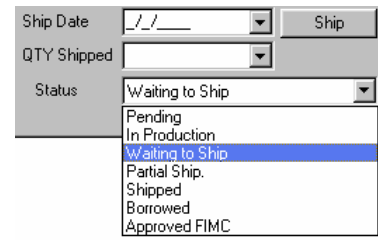
Additionally, the Search Dialog allows you to perform some of the data manipulation features of the main application including *Sorting* and *Grouping* of the results.

Once the correct item is located, *double click* the item or press **Ok** to return to the Patron Order Line Item dialog.



Once you have returned to the Patron Order Line Item dialog, you must complete the information on the dialog. This information includes:

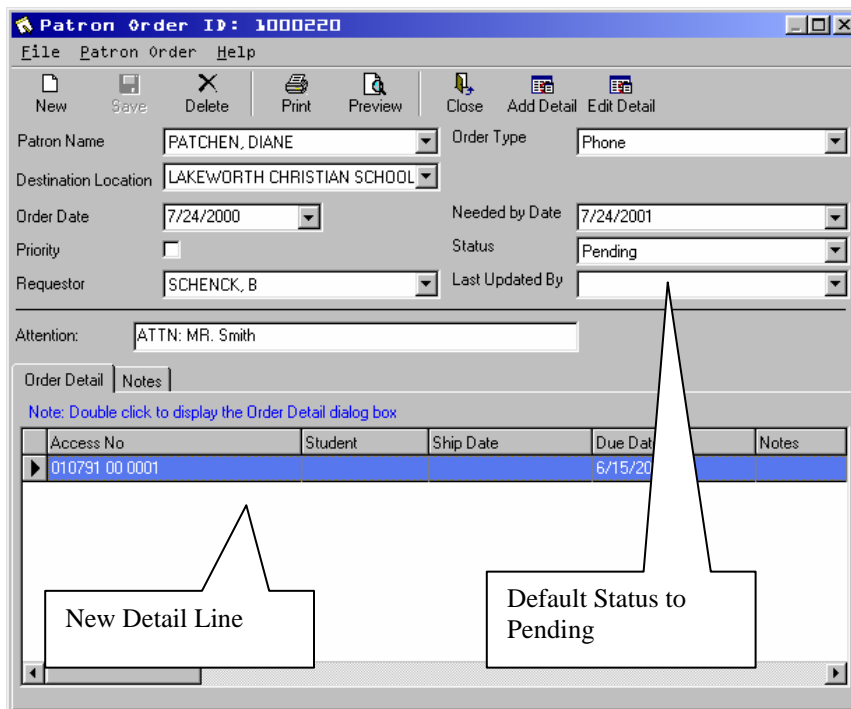
- Student that the item is being used by
- Due Date of the Item
- Quantity Order (Default to 1)
- Priority (is the item order a priority item?)
- Status of the item (If approved, select Approved)



After the information has been entered, press **Save** and **Close** to return to the *Patron Order dialog*.

If the item is not available at the time of the Patron Order, you may select a similar item to the one desired. Once selected and you return to the Patron Order Line Item dialog, select ExtOrd, which will open the External Order dialog (See creating an External Order).

If you have added a Detail item to the Patron Order, your dialog should look similar to the



following:

Note: It is very important to select the appropriate status for the Patron Order Line Item because of business rules that are enforced within the system. These business rules streamline the Patron Order process so that your job is made easier. For instance, if the line item is approved ,

and the item is Available, the system automatically notifies the shipping department that the item is Ready to Ship, as well as mark the item as Waiting to Ship so that it is not used within another Patron Order Line Item.

C. How do you update Patron Order Information?

Select the desired row of information that you would like to edit. You can either do this by clicking on any cell within the row or by selecting the row indicator next to the desired row. Once selected, the row indicator will display an arrow next to the row.

All Patron Orders

Drag a column header here to group by that column.

Order ID	Patron ID	Location ID	Order Type ID	Order Date	Needed By	Requestor ID	Priority
77	SCHENCK, B		Phone	02/23/1982	08/25/1999		<input type="checkbox"/>
226	SCHENCK, B		Phone	12/10/1982	06/22/2000		<input type="checkbox"/>
226	SCHENCK, B		Phone	05/26/1981	06/29/2000		<input type="checkbox"/>
	SCHEN, DI...		Phone	01/04/1984	06/21/2000		<input type="checkbox"/>
			Phone	01/09/1985	06/22/2000		<input type="checkbox"/>

Row Indicator

To edit the record, either double click the row indicator, or select Open from the tool bar.

Once opened, the Patron Order dialog is displayed:

Patron Order ID: 1000220

File Patron Order Help

New Save Delete Print Preview Close Add Detail Edit Detail

Patron Name: PATCHEN, DIANE Order Type: Phone

Destination Location: LAKEWORTH CHRISTIAN SCHOOL

Order Date: 7/24/2000 Needed by Date: 7/2001

Priority: Status: Approved FIMC

Requestor: SCHENCK, B Last Updated By: [blank]

Attention: ATTN: MR. Smith

Order Detail Notes

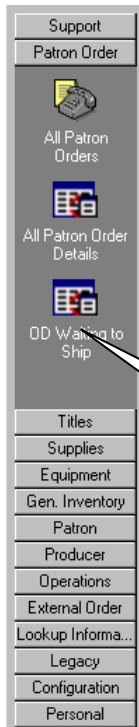
Note: Double click to display the Order Detail dialog box

Access No	Student	Ship Date	Due Date	Notes
010791 00 0001			7/15/2001	

Click Edit Detail or double click the Detail line to edit the detail information.

Refer to Adding Detail to a Patron Order for more information on how to edit the Patron Order Line Item information.

D. How do I Ship Items that are Waiting To Ship?



To determine items that are Waiting to Ship, select the OD Waiting to Ship icon on the application within the Patron Order group. The list that is displayed represents items that are pending shipment.

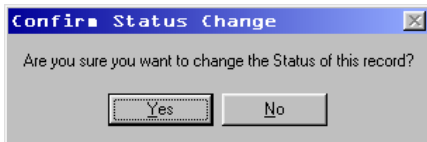
OD Waiting to Ship						
Drag a column header here to group by that column.						
Order Detail ID	Order ID	Patron	Access No	Student ID	Status	Short D...
45843	1000202	SCHENCK, B	012636 01 0001		Waiting to Ship	
45837	1000194	SCHENCK, B	009391 01 0001		Waiting to Ship	
45839	1000196	SCHENCK, B	009391 01 0005		Waiting to Ship	
45848	1000207	DALTON, SU...	015527 01 0001		Waiting to Ship	

Select OD Waiting to Ship to display Order Details waiting to ship.

Double click on the record indicator to open the Order Detail Line Item.

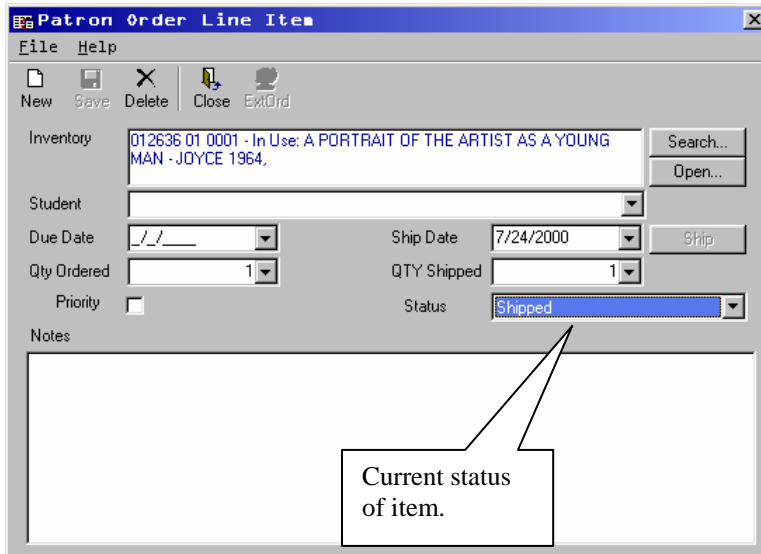
To Ship the item, select the **Ship** button. The following dialog will be displayed asking whether the shipment is complete or not (Are all volumes included?_

If the shipment is complete, the status will be updated to Shipped. You will be asked to confirm the status change. If you select No, the item's status will be updated to Partial Shipment until such time as the shipment is complete.



You will be asked to confirm the change of status for the item. Select Yes to process the update to the Order Detail Line Item.

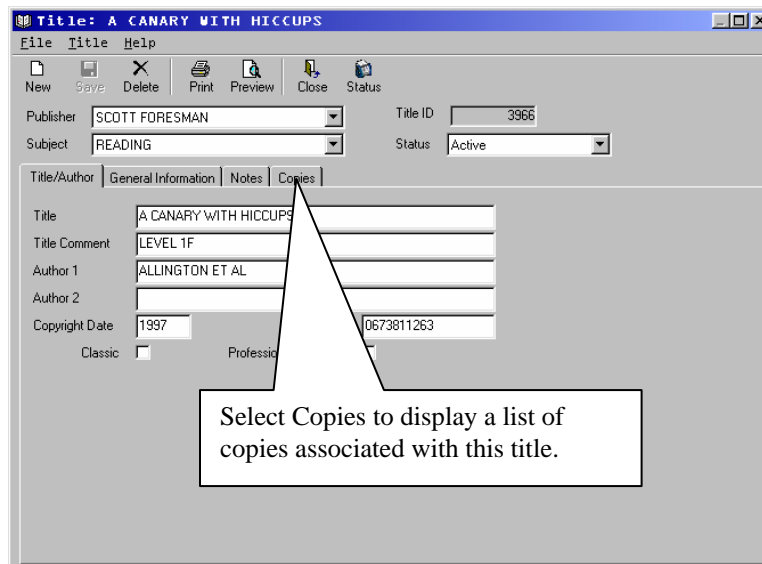
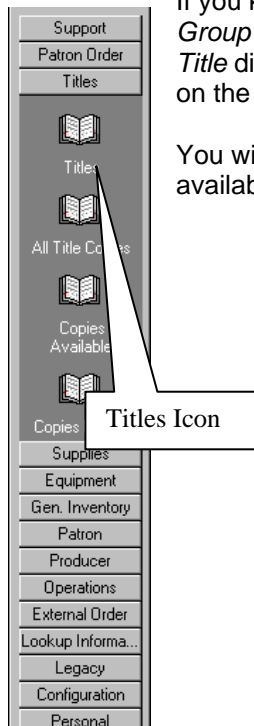
The Patron Order Line Item dialog should reflect the Ship status you selected.

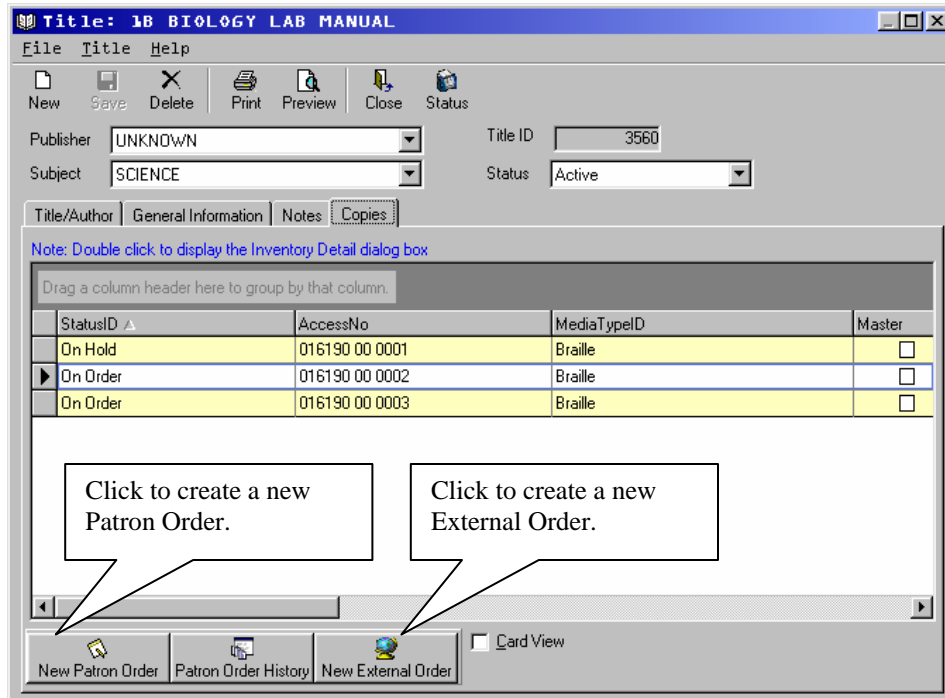


E. If I know the Title, Can I Create a Patron Order?

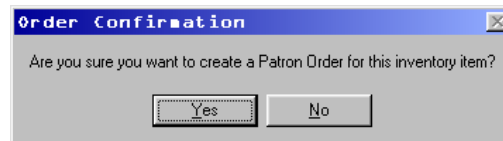
If you know the title you want to order, select the *Title* icon from within the *Titles Group* of the application. Once you find the desired title within the listing, open the *Title* dialog by double clicking on the row indicator or by pressing the **Open** button on the toolbar.

You will be presented with the Title dialog. Select the Copies Tab to list the available copies for this title.

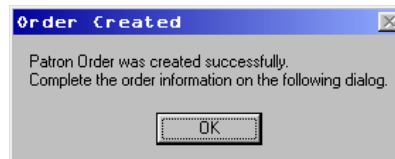




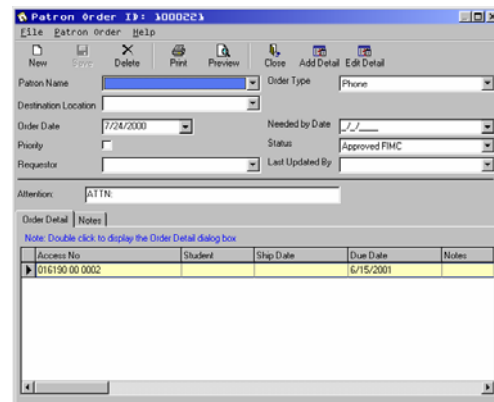
There are a number of functions that can be performed from this dialog that can assist with Patron Order and External Orders. These “one step” functions, allow you to create a Patron Order using the information selected in the Copy detail listing. To do this, select an item within the list and press **New Patron Order**.



If you select **Yes**, the system will automatically create a new *Patron Order* with the *Patron Order Line Item* populated with the information you selected in the *Title Dialog*.



You must complete this dialog by selecting the Patron Name, etc., however the status of the item is automatically set to **Approved** and is entered into the system to be processed as the item is available or as is determined by your business rules.



F. What about patron orders created from the Online Order System?

Website orders are processed the same way as other orders. The only difference is that they will show up in a different view than paper, fax or phone orders. To find detail regarding Patron Orders from the Online Order System, you may select the Website Order Details icon within the Patron Order group.

Section 2. External Order Information

External Orders are requests from a production source to create or deliver an Inventory item. It should be noted that the internal production capabilities of the IMC is considered to be a Production Source and thus should be managed through the External Order processes along with book publishers, volunteers, etc.



Accessing the External Order information is achieved by selecting the External Order group within the application. Your options within this group include:

- EO: On Order – External Orders that have a status of *On Order*
- All External Order – A complete listing of all External Orders
- All External Order Detail – A complete listing of all External Order Line Items

A. How do I create an External Order?

To create an External Order, you must select the *All External Order* icon within the *External Order* group of the application. Once the list of existing External Orders is displayed, press **New** on the toolbar to create a new External Order.

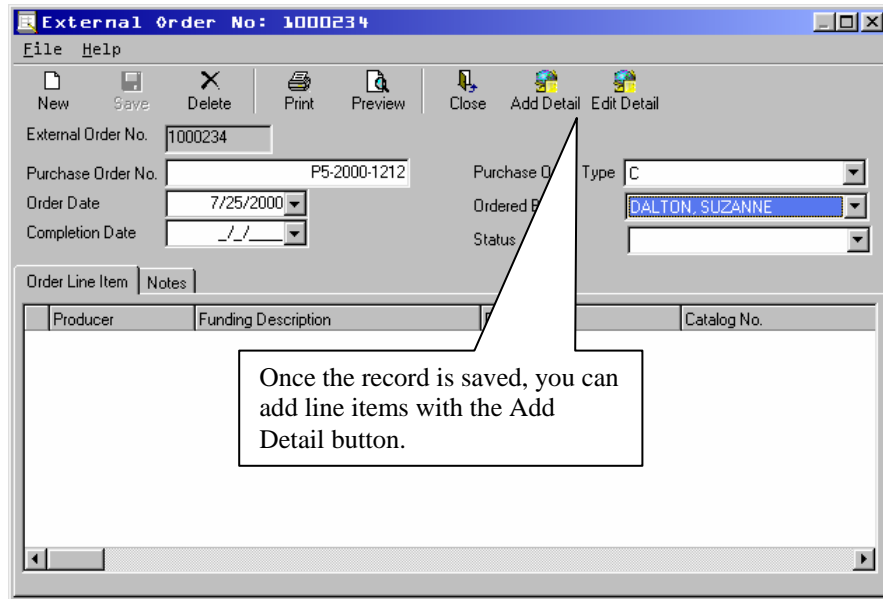
Once data is entered, press Save to assign a new External Order ID

Once the form has displayed, you may start entering the information necessary for the External Order. Keep in mind, in order to create the External Order ID and then associate Order Line Items, the External Order must be saved. Enter the information into the fields and then press Save to save the External Order and assign a new External Order ID.

You will notice some changes in the dialog once the record is saved:

- The Add Detail button is enabled
- The Edit Detail button is enabled

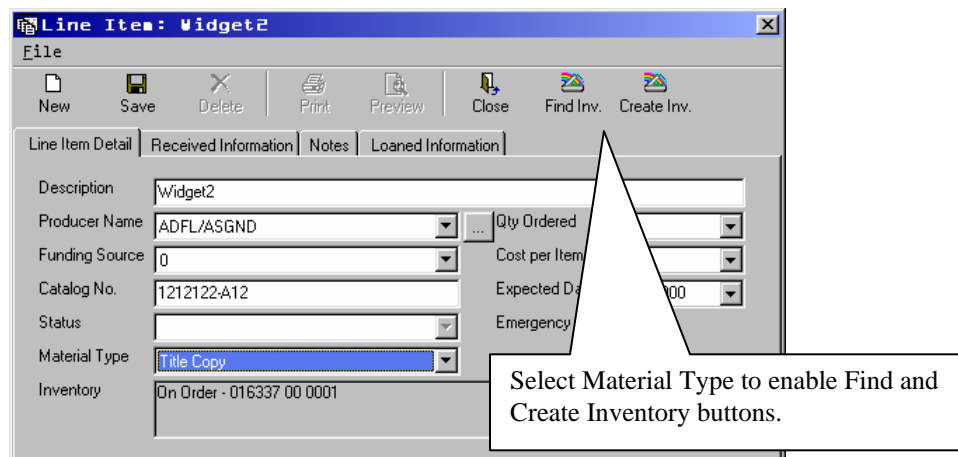
These buttons allow you to associate a new Line Item to the External Order.



Select the Add Detail button to add a new line item to the External Order.

B. How do I edit an External Order Line Item?

External Order Line Item information is available from the Application group (All External Order Detail) or by opening an existing order and *double clicking* on the Line Item, or pressing the **Edit Detail** button on the toolbar.



This dialog allows you to enter the information about the item that you are ordering. It is important to complete as many fields as possible so that the information can be tracked properly. Once the **Material Type** is selected, you will notice that the **Find Inv.** (Find Inventory) button will *enabled*. This indicates that you can select this button to search for a similar item within the inventory to retrieve the Inventory information including the Access Number. Press the **Create Inv.** (Create Inventory) button to create a new inventory item and associate it to the External Order Line Item.

Once this information is complete, you will need to save it (by pressing the Save button). When the item is saved, a new inventory record is created with the information provided. This inventory will be given a status of **On-Order** so that it may be tracked.

C. How do I find out if an item is On Order?

To determine if an item is On Order, select the External Order group within the application and then press the All External Order Detail icon. Doing so will display a listing of all items that have been ordered. To determine if an item is On Order, group the information by Status.

Ext Order Det...	Supplier ID	Funding Sourc...	Description	Catalog No	Access No	Qty Ordered
(none) (2 All External Order Detail)						
Complete (19912 All External Order Detail)						
On Order (1241 All External Order Detail)						
24958	1		ADING MA...	00000	013917 00 0002	1
30651	1		CP...	00000	000925 00 0005	1
1453	1					1
19823	1					1
3750	1					1
17658	1					1

To edit one of these items, *double click* the row indicator on the left, or press the **Open** button on the toolbar.

Section 3. Online Order System

The online order system allows teachers to login and enter their orders over the Internet. Once they've finalized their orders, these will be visible in DataLNX for processing by the IMC staff.

A. How do I login to the website?

The first page that comes up when you enter the website address will be the login page. If you do not have your userid and password, please contact the IMC. Otherwise, enter the userid and password and press enter. If successful, you'll be taken to the welcome page.

B. How do I search for a book?

To search for a book, click on the **Search for Books** link on the left. This will bring up the **Title Search** page. In the **Search Criteria** field, enter the ISBN, Title, or Author of the book you wish to find. ISBN is the most reliable method. Choose the appropriate search type (either ISBN, Title or Author). The **Search Method** drop-down box has up to three choices: *Begins With*, *Contains*, and *Sounds Like*. You will usually want to use *Begins With*. If you enter “Mathematics” as your criteria, **Title** as the type, and *Begins With* as the method, it will only search for books where the “Mathematics” is the first word of the title. If you choose *Contains* as the method, it will search for books where “Mathematics” shows up anywhere in the title. The *Sounds Like* option is usually used when searching for authors’ last names. If you put in “Johnson” as the criteria, **Author** as the type, and *Sounds Like* as the method, it will likely return any books where the **Author sounds like** Johnson, such as Johnsen, Jansen, Johansen, etc.

C. How do I interpret search results?

After you’ve entered your search criteria and pressed the “Search” button, you will get 0 or more titles that match your query. These will show up in alphabetical order by title. There will be up to ten titles per page, and there will be links at the top and bottom so you can move to other pages if there are more than ten matching titles. Below is an example of a title listing:

MATHEMATICS APPLICATIONS AND CONNECTIONS COURSE 1			STAFF
1995	002824592X	Glencoe	
	Available:	Total:	Action:
Braille:	0	6	▶ Add to Bookbag
LargePrint:	1	1	▶ Add to Bookbag
Audio:	0	0	▶ Send Order Request to FIMC

At the top of each listing will be the title and author. The next line contains the copyright date, ISBN, and publisher. Below that is a listing of the different media types that are available. In this example, there are six Braille copies, but none available. This means that the IMC has 6 Braille copies, but they are all currently checked out by other teachers. You can place an order for these books, but, if approved, it will take a certain amount of time for the IMC to order the book from an outside vendor. There is one large print copy, and it is available. You can order this book, and you will likely receive it more quickly than if the book were not available. the IMC does not have any audio copies of this book. So if you want an audio copy, you’ll have to send an Order Request. This means that the IMC will need to review the request and see if it’s valid for this book, then order the book from an outside vendor.

D. How do I place an order?

After you’ve found the book you want, click the “Add to Bookbag” link. If you’ve not yet selected a location to ship the book, there will be a link for you to follow to take you to Select Location page.

E. How do I select a location to ship the book?

If you've already found the book you want via the search function, you should already be at the Select Location page. If you haven't yet searched for books, but you already know where you want them to be shipped, or if you want to change your location from your last order, you can click the "Create Order/Change Location" link on the left to bring up the Select Location page:

In the past, you have ordered books to be delivered to the following location(s). Click on the location where you would like to have this bookbag delivered. Clicking on a location will initiate the order process by creating a bookbag. You will then be able to add books to your bookbag.

To add or remove a delivery location, click [here](#).

Order books for this location:

[A. A. DIXON ELEMENTARY SCHOOL](#)

[CHOCTAWHATCHEE SENIOR HIGH](#)

[FLORIDA INSTRUCTIONAL MATERIALS CENTER](#)

[HAGEN ROAD ELEMENTARY SCHOOL](#)

If you see your location listed, just click on it and that is where your book will be shipped. If you do not see your location, you'll need to select it from the location list. To do this, click the appropriate link. You'll be taken to the Location Search page:

Browse locations beginning with the letter:

[A](#) - [B](#) - [C](#) - [D](#) - [E](#) - [F](#) - [G](#) - [H](#) - [I](#) - [J](#) - [K](#) - [L](#) - [M](#) - [N](#) - [O](#) - [P](#) - [Q](#) - [R](#) - [S](#) - [T](#) - [U](#) - [V](#) - [W](#) - [X](#) - [Y](#) - [Z](#)

or

Location Search:

Enter Name of Location

Search

Here you can browse locations by clicking on the letter that corresponds with the first letter of the location's name or entering the name of the location and clicking the search button. After you've chosen your location, you'll be taken back to the Select Location page where you can choose the appropriate location.

F. What student ID number should I use?

During the process of adding a book to your bookbag, you'll be asked to enter the student ID number. This is a number that the IMC assigns to students to ensure their privacy. The IMC will notify you of your students' ID numbers. If you do not have your students' ID numbers, you must contact the IMC for this information.

G. How do I review, add or remove books from an existing order that has not been finalized and submitted to the IMC?

If you want to see incomplete orders, you can click the link on the left side of the page that says "Incomplete" under the heading "Review Orders."

<p>Order Functions</p> <ul style="list-style-type: none"> ▶ Create Order / Change Location ▶ Search for Books <p>Review Orders:</p> <ul style="list-style-type: none"> ▶ Incomplete ▶ Pending Approval ▶ IMC Approved ▶ Special Order Requests ▶ Help/FAQ ▶ Logout 	Incomplete Orders										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">Actions</th> <th style="background-color: #cccccc;">Order #</th> <th style="background-color: #cccccc;">Location</th> <th style="background-color: #cccccc;">Order Date</th> <th style="background-color: #cccccc;"># of Books</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"> Delete Edit </td> <td style="text-align: center;">5013326</td> <td style="text-align: center;">CHOCTAWHATCHEE SENIOR HIGH</td> <td style="text-align: center;">9/19/03 2:52:33 PM</td> <td style="text-align: center;">1</td> </tr> </tbody> </table>	Actions	Order #	Location	Order Date	# of Books	Delete Edit	5013326	CHOCTAWHATCHEE SENIOR HIGH	9/19/03 2:52:33 PM	1	
Actions	Order #	Location	Order Date	# of Books							
Delete Edit	5013326	CHOCTAWHATCHEE SENIOR HIGH	9/19/03 2:52:33 PM	1							

You'll see a list of your orders that have not been finalized. If you made a mistake and wish to delete the ENTIRE order, you can do so by clicking the Delete link. If you want to add or remove books, click the Edit link. This will open up the Title Search screen in the middle of the page and the Bookbag at the right side of the page. The bookbag will look similar to the following screenshot:

Bookbag for CHOCTAWHATCHEE SENIOR HIGH						Checkout
Remove	Student	Title	Media Type	Access #	ISBN	Value
	DANIELLE HOLLOBAUGH	MATHEMATICS A TOPICAL APPROACH COURSE 1 SECOND EDI	Large Print	008693	0675057531	
	DANIELLE HOLLOBAUGH	READING AND WRITING SKILLS PRACTICE VOL 2	Large Print	112263	0026884461	\$37.75

If you want to remove a particular book from the bookbag, just click the remove button next to the book. If you've finished adding books to this order and wish to finalize the order, click the Checkout button on the top right. A confirmation page will come up. Once you have confirmed your order, it will be sent to the IMC for processing.

H. How do I review orders that recently have been finalized and sent to the IMC for processing?

If you have checked out your bookbag and finalized the order, it will be sent to the IMC for approval. Until the IMC approves the order, it can be viewed by clicking on the Pending Approval link on the left of the page under the Review Orders heading. Any orders seen here may not be edited or deleted, but they may be reviewed by clicking on the Review link next to the order. If you have made a mistake and do not wish this order to be processed, please contact the IMC immediately.

I. How do I review old orders that have been processed by the IMC?

Click on the the IMC approved link on the left of the page under the "Review Orders" heading. A page will come up allowing you to choose a date range. Choose the appropriate date range, then

click Submit, and a historical listing of all orders that fall within your date parameters will be shown for your review.

J. What if I have trouble finding the book I want?

If you've searched using several methods but still have not been able to find the book you want, you can fill out an order request. Click on the "Search for Books" link on the left, and then in the middle near the bottom of the page there will be a link to send an order request. Below is an example of the order request form:

Order Form:

For Location: A. A. DIXON ELEMENTARY SCHOOL	Date: 9/19/03
Book Title:	Book Need from: to:
Series Title:	For Student (ID): 0
Author(s):	Publisher:
Copyright:	Medium Requested: Braille
Alternate Copyright:	Alternate Medium:
ISBN:	Grade:
Special Instructions:	
Submit	

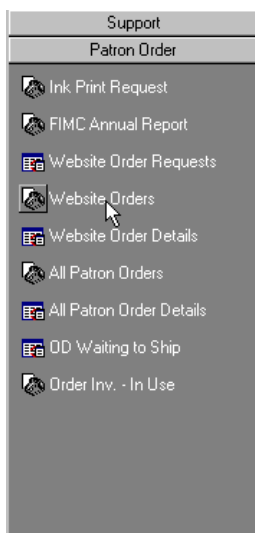
Enter as much information as you can. If you don't know your student's ID number, you'll need to contact the IMC for this information. When you're finished, press submit and it will go to the IMC to be processed.

K. How do I review my Special Order Requests?

Click the "Special Order Requests" button on the left side of the website. From this page you can review Order Requests or delete ones that haven't been processed by the IMC (see below).

Order Functions		Order Information				
Create Order / Change Location	Delete	Review	A. A. DIXON ELEMENTARY SCHOOL	test book	9/19/03	Not Processed
Search for Books	Review		FLORIDA INSTRUCTIONAL MATERIALS CENTER	Hamlet	5/5/03	Processed
Review Orders:						
Incomplete						
Pending Approval						
FIMC Approved						
Special Order Requests						
Help/FAQ						
Logout						

Section 4. Processing Online Orders



Under the patron order group there are two views (*Website Orders*, *Website Order Details*) that are used to show orders that come in from the online order system. **Group by Status** in order to see which orders need processing. If an order says it's "Not Submitted," that means that patron is still editing the order and it's not ready to be processed. If it says "Pending Approval," then the patron has completed the order and submitted it to the IMC for processing. These are the orders that require action. Open up the order and check to ensure that it's a valid order. Process this order the same way you would an order coming in from another source (fax, paper, or phone).

Website Order Requests

Internet users may not find the book they want in the database. If this happens, they may create an **Order Request**. This allows them to enter all the information they know about the book they want, along with the student and location information. After they've done this, they can save the request and it will show up in DataLNx. In some cases, the user may find the title they want, but there are no copies of the media type they want. If this happens, when the Order Request is opened, there will be information in the Title drop-down list. There are several fields on this form which appear in both drop-down and text-entry formats. The intended use is for the teacher to enter the text online, then the IMC staff is able to research and select the appropriate fields from the drop-down menu. An order request will have a status of "Not Processed" until some action has been taken on it by the the IMC staff. Below is a screenshot of the Order Request Form:

A screenshot of the 'Order Request' form. The form has a title bar 'Order Request' and a menu bar 'File Help'. Below the menu bar is a toolbar with icons for 'Save', 'Delete', 'Print', 'Create Title', 'Ext Order', 'Patron Order', 'Close', and 'Inkprint Request'. The form fields are as follows:

Order Request ID	27	Status	Not Processed
Order Request Date	5/19/2003	Copyright	Alt Copyright
Title		Publisher	
Title	Writer's Choice: Grammar and Comprehe	Publisher	Glencoe/McGraw Hill
Series Title		Media Type	Braille
Patron	Dauids, Sherrill	Alt Media Type	
Location	T DEWITT TAYLOR MIDDLE SCHO	ISBN	76-065-0
Student	CARO, GABRIELA	Need From	August 2003
Author		Need To	May 2004
Subject		Grade	
Inventory ID		Inkprint Request ID	
Special Instructions			

Step-by-Step

Here are step-by-step instructions of what to do when a website order request comes in:

Step 1: First, check to see if the **Title** drop-down box is blank. If not, proceed to step 2. Otherwise, examine the fields entered by the teacher to ensure the request has been completed. It will be necessary to treat the order request as any order that may come in on paper or fax and

follow all the necessary steps of sourcing the book, etc. After this has been accomplished, click the **Create Title** button. This will create a **Title** with the given information, pull the **Title** into the drop-down box, and open up the **Title** form for any additional data entry. If there is already a title with the ISBN in the database, it will not create another; rather it will pull this title into the drop-down box. Enter data as needed and save and close the **Title** form.

Step 2: Now that the **Title** has been created and associated with the **Order Request**, it's time to order the book from an external source. To do this, click the **Ext Order** button. This will create a new **Title Copy** under the **Title** that was created in step 1 or selected by the teacher. It will also create an **External Order** and **External Order Line Item** associated with this **Title Copy** and open up the **External Order** form for any additional data entry. Once this is done, save and close the **External Order** form to return to the **Order Request**. You will notice that the *Inventory ID* field has been populated. This means that this **Order Request** is now associated with a **Title Copy** and **External Order Detail**.

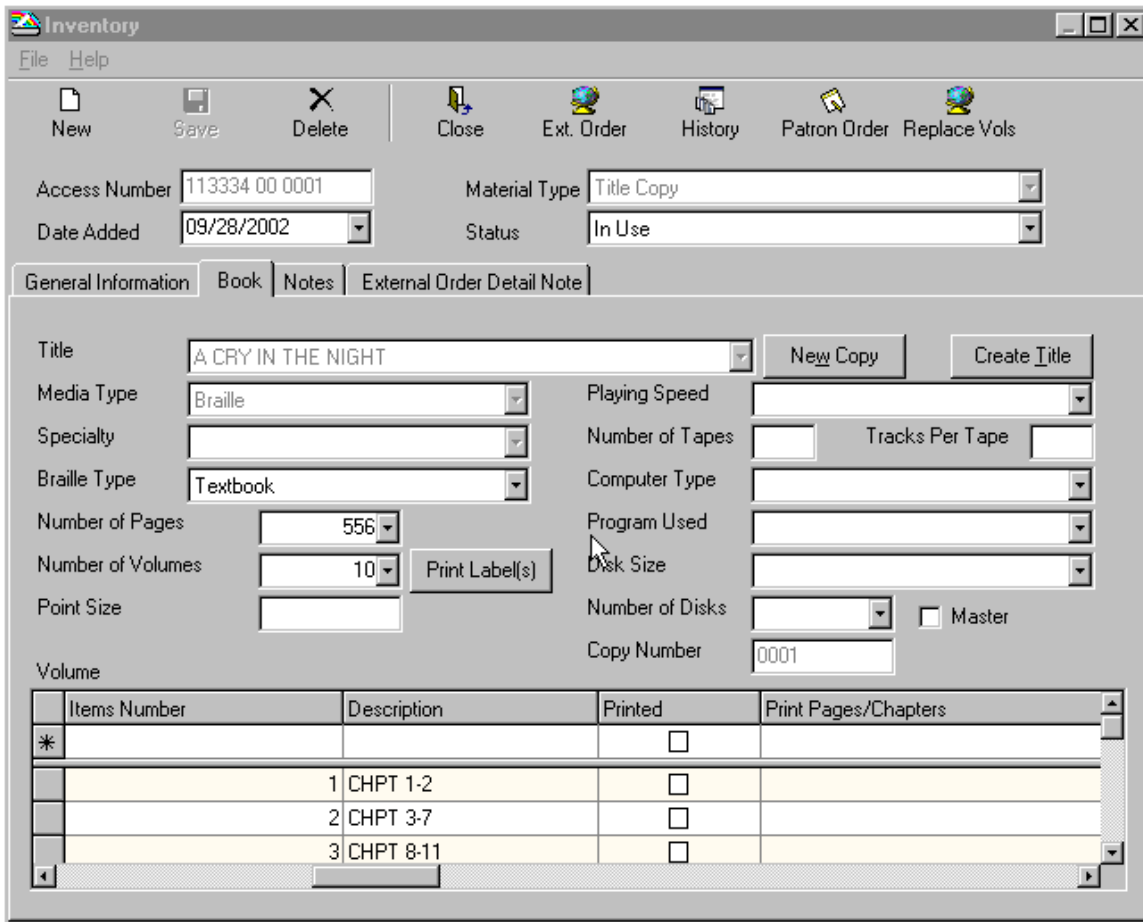
Step 3: Now that the Title, Title Copy, and External Order have been created, it's time to create the Patron Order. To do this, click the Patron Order button. This will create a new Patron Order and associate it with the Title Copy created in step 2. It will display the Patron Order form for any additional data entry. When this is done, save and close the Patron Order to return to the Order Request. At this stage, the Order Request status will change to Processed and you are done.

Section 5. Label Server

The label server works by querying the database for print jobs. There is a table in the database that holds text and user information for each label. If you wish to print a label, go to the appropriate place in DataLNx and click the print labels button. The database will track the username that requested the label be printed and use this to decide what PC will print the label. This means that labels will only print if you're logged on to DataLNx and the Label Server with the same username. This is generally used to make sure that labels only print on the same PC from which they were queued.

A. How do I print barcodes for books?

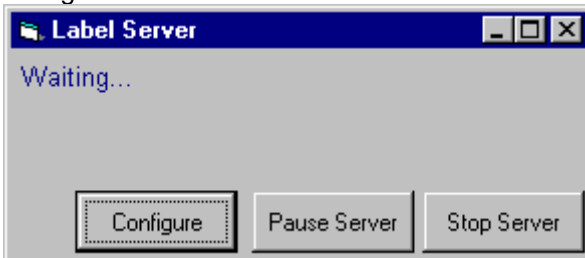
First, open up the Title Copy form for the book whose labels you'd like to print. You'll see a form similar to the one below:



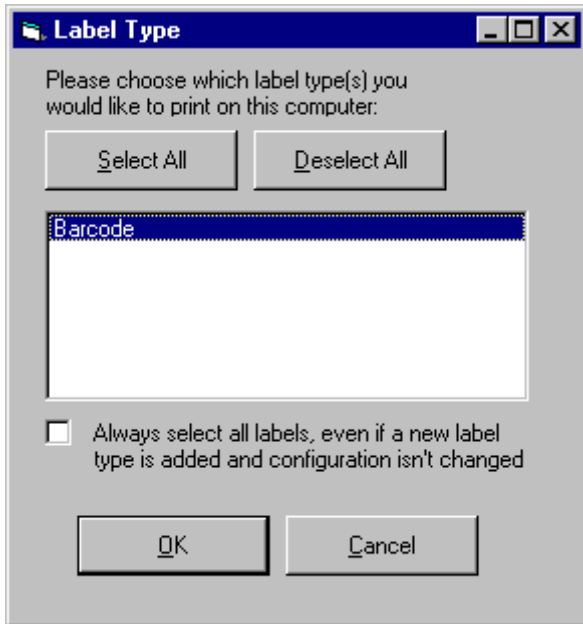
You'll see a check box called "Printed" for each volume. If this box is not checked for a particular volume, when you press the "Print Label(s)" button, a label will be sent to the Label Queue for that volume. After this happens, the system will put a check in the check box. So, if the button is clicked again, nothing will happen, since all the volumes have been checked as printed. In order to print another label, just uncheck the box, save the form, and click the "Print Label(s)" button.

B. How do I use the Label Server?

In order to print labels on a particular PC, the label printer drivers and software must be properly installed and configured by the technical support staff. Then, the Label Server must be configured and active on the PC. Below is an image of the main Label Server window:



The Label Server must be configured properly the first time it is run on a particular PC. To do this, click on the "Configure" button. You'll see a window like the one below:



There may be more than one Label Type available to print. If so, consult with the technical staff to see which types are appropriate on your PC. Then click OK, and the Label Server is now configured.

C. How do barcodes work?

When the Label Server prints out a book label with barcode, it will contain several pieces of information. Across the top it will have the IMC logo and address. Below that will have information about the book, such as title, author, and ISBN. At the bottom will be the access number and volume number. For example if a book with access number "123456 00 0001" has two volumes, the first volume's label will be "123456 00 0001 0001" and the next one's label will be "123456 00 0001 0002". This will also be the information contained within the barcode.