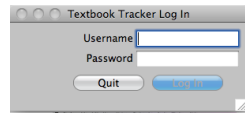


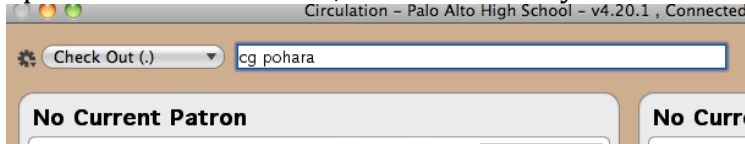
Textbook Tracker Basics (The installed program)

Log in:



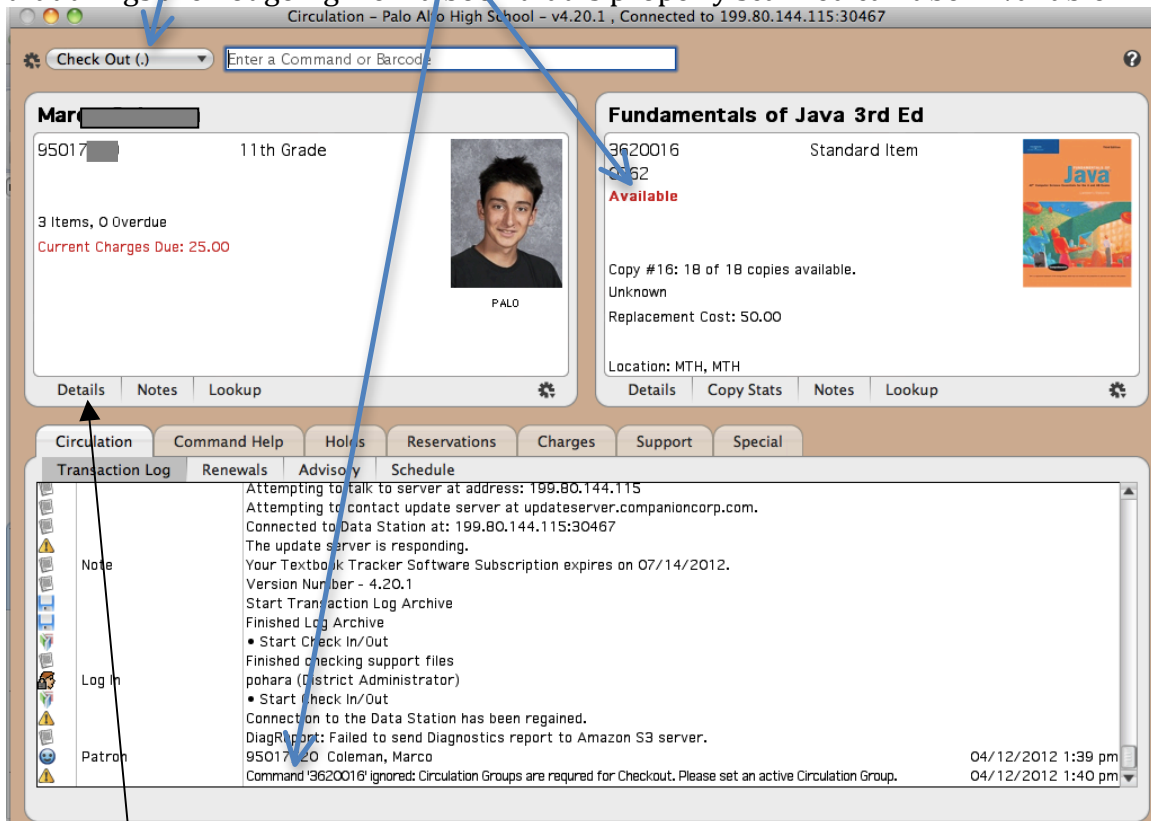
Checking out a text

Enter "cg" and your circulation group name (it's the same as your user name). This will allow us to match you to the books checked out by your students. This step is optional. But if not done, we can't match you to the books you issue.



Next make sure the program is in Check Out Mode

Scan students and books as usual. Be sure to look at the message at the bottom of the screen after every book to be sure the scan was properly recorded. Another hint that things are not going well: a book that is properly scanned can't be "Available."



The "details" tab can be used to show all of the students books that are out.

Log out when done.

Checking in a text

Log in as before.

Circulation groups are not needed.

Change the mode to “Book Drop.”

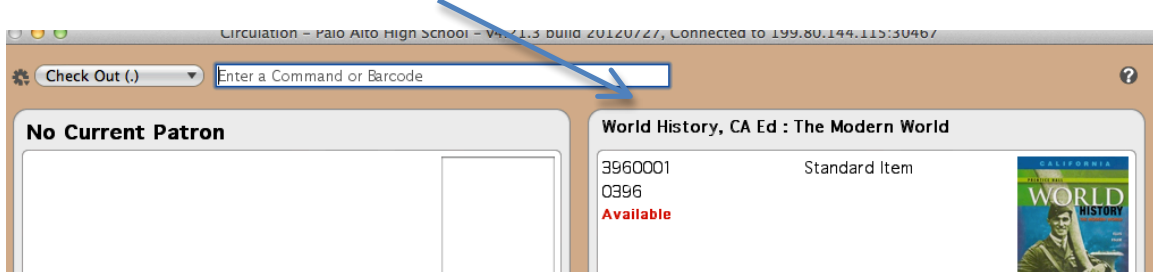


Scan the returned books. No need to scan the students.

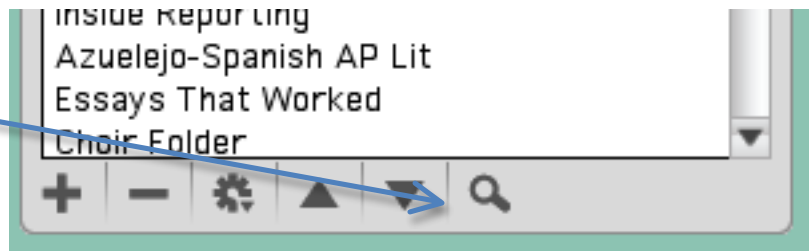
Log out.

Checking the Status of a Book

Click the text where the book title shows. This will take you to the book search tool.



Click the magnifying glass at the bottom-right of the search tool.



In the “barcode” field enter the barcode of the book for which you want to find the status , and then hit “Search.” The current status of the book will show here.

