# **School Select Table of Contents**

Accessing SchoolSelect	
Main Menu	
Detail Search Screen	
Detailed Searching	
Filters	
Search Example	
Search Results (Extended View)	
Static Inventory	
Full Text Reviews	
Creating a new cart	
Adding Titles to a Cart	
Search Results—Detailed View (Bibliographic Information)	
Search Results—Detailed View (Inventory/Reviews)	
Real Time Price Check and Inventory	
E-Lists (Collection Development Lists-Categories)	
E-Lists (Collection Development Lists-Sub Categories)	
E-Lists (Specific List Names)	
E-List Results	
Working with Lists (carts)	
E-Mailing a cart	
Duplicate Checking	
Submitting a Price Check	
Price Check Submission Screen	
Price Check Confirmation Screen	
Working with Price Checked Carts	
Price Checked Carts (List and Discounted Price)	
Submitting a Quote to Mapper	
Submit Quote to Mapper	
Lifecycle of a List/Cart	
Setting up Preferences	
Online Customer Support	

## Accessing School Select



To access SchoolSelect, go to www.btol.com (see the screen on the left)

1. Log In by typing : your unit#@cps (Example 9999@cps)

- 2. Enter your password: CPS
- 3. From the dropdown links, choose School Select.
- 4. You may also, click on the SchoolSelect Quick Link and enter your Login/Password to access School Select.

home about us help copyright/privacy statement public libraries school libraries academic libraries retailers suppliers international

©2004 Baker & Taylor. All rights reserved.



- 1. Quick Search: Enter an ISBN, Title, Author, etc. to quickly search the database. The Quick Search Icon is available on every screen.
- 2. What's New: Find out information on new features, functionality, etc. Click on 'Go' to get more information about that item.
- 3 Featured Titles: Click on the Title to get additional information on the selected Featured Title.

## Detail Searching



 To search for an ISBN, Title, Author, etc., click on the menu tab called 'Detailed Search'. This is an additional feature to the 'Quick Search'. The Detailed Search will allow you to do Collection Development searching, versus a 'quick' title, author or ISBN search.

## Detailed Search





## **Detailed Search**

Chicago Public Schools, use the boxes below to narrow down your search results. You can select only the ones you wish to search/sort by and leave the others as they are if you'd like a wider search.



×	ISBN BATCH ENTRY
C ws views ♥	STATE AWARD WINNERS

© 2001 Baker & Taylor - All rights Reserved. Copyright / Privacy Statement E-Mail Support

The user may also elect to set Filters to further refine their search.

The user may filter by:

- A. Format
- B Grade Level
- C. Review Source
- D. Language
- E Pub Date

(Use the arrows to view and choose the options within each category) To select multiple 'criteria' hold down your 'Control Key' while selecting the formats that you want to see. If you hold down the 'Control Key' and click on a highlighted 'criteria' it will deselect it from the list

- A. Format: Allows you to select only certain binding types (For example highlight Hardcover and hold down your 'Control Key' and click on 'Paperback' - this will give you only titles in a Hardcover or Paperback binding.
- B. Grade Level: Allows you to select multiple Grade Levels. If no grade levels are selected you will get all grades. If you are looking for Adult Titles, do not select a Grade Level.
- C. Review Source: Highlighting these items will give you only those titles reviewed from the Highlighted Source (For Example: Library Journal Reviews will give you titles reviewed in Library Journal, Publisher's Weekly, etc)
- D. Language: For English don't select any Language Category.
- E. **Pub Date**: Allows you to select only those titles greater than, or less than a certain date

## Search Example



Example: I want to find books dealing with basketball and sports that are Hardcover or Paperback and have been reviewed in BookList.

- 1. Select Library Subject as the 'Criteria'.
- 2. Type in 'Sports Basketball' in the 'Search For' field.
- Under 'Format' click on Hardcover, then hold down your 'Control Key' and click on Paperback in order to view both types.
- 4. Under '**Review Publication**' click on 'BookList'
- 5. Click on '**Go Search**' to execute the search.
- 6. **'Reset'** will clear all options and refresh the screen.

7. Accelerated Reader Searching. Click this icon to get to an Accelerated Reader search screen. This will allow you to search specific AR titles, disk sets, etc...

## Search Results-Extended View

Baker & Taylor		.ogOut : Chicago Public Schools	QuickSearch	§ Links	Y
School School	ol Select				
My Lists (carts)	Detailed Search E-Lists	Accounts Preferences	FAQs Main Menu		
+ Click here to show search criteria +	n selonderalistické k obvariet			$\odot$ $\bigcirc$ $\bigcirc$ $\bigcirc$	? (? CPS Help) ^
				0 0000	·
Search Results				_	new cart 👿
					fan Cure and (60 -
View: Extended			Save m	y selections to: Classroom order	for Sue V
Extended				:: Select Page 🗹 💠	Update 1-5 of 6
Detail					
1. Athletes and Coaches of Wints					🕽 Кеер 🗆 🗧
By:			PO Per Line:	Qt	y:
ISBN: 0028655230	Gen S	Sub: BIOGRAPHY	Category: B	ook List	\$: \$95.00
UPC:	LC Cla	ass: GV697.A1	Format: H	ardcover Net Est	\$:
Supplier: Gale Group	Dev	vey: 796/.092/2	Grade / Rating:	RptC	d:
Pub Date: 5/1/2000	LC	CN: 00105928	Edition:	Source	e: BTB
2. <u>College Basketball's National Championships : Th</u>	e Complete Record of Every Tourn	1		5	🛛 Кеер 🗖
By: Brenner, Morgan G.			PO Per Line:	Qt	y:
ISBN: 081083474X	Gen S	Sub: SPORTS & R	Category: B	ook List	\$: \$98.50
UPC:	LC Cla	ass: GV885.45	Format: H	ardcover Net Est	\$:
Supplier: Rowman & Little	Dev	vey: 793.323/63/0	Grade / Rating:	RptC	d:
Pub Date: 3/1/1999	LC	CN: 98041568	Edition:	Source	e: BTB
3. <u>Hoop Girlz</u>				<b>1</b>	🕽 Кеер 🗆
By: Bledsoe, Lucy Jane			PO Per Line:	Qt	y:
ISBN: 0823416917	Gen	Sub: JUVENILE N	Category: B	ook List	\$: \$16.95
UPC:	LC Cla	ass: PZ7.B6168	Format: H	ardcover Net Est	\$:
Supplier: Holiday House	Dev	vey: [Fic]	Grade / Rating: 4	6 RptC	d: 🗸

After executing the search, you will get the 'Search Results' page (example to the left)

- 1. The 'Extended' view is the default view and will give you information like Dewey #, Grade/Rating, Edition, etc. You can, change it to a 'Brief ' view that is a one line display only showing Title, Author, ISBN, Binding, etc. The 'Detailed' view will give you the complete bibliographic record. To change your view, simply click on the drop down arrow next to 'View' and select the view you want to see.
- 2. PO Per Line is not required for Chicago Public Schools. Leave this field blank.
- 3. The 'Active' cart is listed here. If there is no cart listed you must create a new cart <u>prior</u> to selecting titles.
- 4. If you click on the 'Title' it will take you to the 'detail' page, giving you all the information about that particular book.
- To get inventory information, click on the <sup>(1)</sup> icon. This will give you inventory information about that title (see next page for screenshot). The <sup>(1)</sup>

, icon (looks like a file cabinet) means there is a full text review associated with the title. Click on the icon to see the review. (see page 10 for screenshot)

8

## Static Inventory

Baker & Taylor	T LogOut : Chicago Public Schools 🔍 QuickSearch	§ Links
School S	Select	
My Lists (carts) Detai	led Search F-Liste Accounte Proforences FΔΩe Main Menu	
+ Click here to show search criteria +	B&T Link OnLine - Microsoft Internet Explorer	
	() (	? CPS Help)
Search Results	Inventory	<u>new cart</u> 🏋
View Extended V	Account(s):	Classroom order for Sue 👽 😡
VIEW: Literated		
	3371043 000130	Select Page 🗹 💠 Update 1-5 of 6
	Warehouse Qty Available Qty on Order Total Demand during the last 30	days
1. Athletes and Coaches of Winter	South 34 2 18	🔂 🗊 Keep 🗖
By:	30001 34 2 10	Qty:
ISBN: 0028655230	ISBN: 0823416917 CLC	SE List \$: \$95.00
UPC:	Last updated: 1/1.3/2004	Net Est \$:
Supplier: Gale Group		RptCd:
Pub Date: 5/1/2000		Source: BTB
2. <u>College Basketball's National Championships : The Comple</u>	te	🚯 🗐 Keep 🗖
Buy Branner, Morgan G	PO Par Liner	0tu
by: brenner, worgan G.		uty;
ISBN: 081083474X	Gen Sub: SPORTS & R Category: Bo	K List \$: \$98.50
UPC: Supplier: Dowman & Little	LU Class: GV005.45 Format: nai	acover Net Est \$:
Dub Date: 3/1/1000	LCCN: 98041588 Edition:	Source: BTB
rub bate, sririss	Look 30041000 Lattor.	300100, 010
3. <u>Hoop Girlz</u>		🚯 🗐 — Кеер 🗔
By: Bledsoe, Lucy Jane	PO Per Line:	Qty:
ISBN: 0823416917	Gen Sub: JUVENILE N Category: Bo	k List \$: \$16.95
UPC:	LC Class: PZ7.B6168 Format: Ha	dcover Net Est \$:
Supplier: Holiday House	Dewey: [Fic] Grade / Rating: 4-6	RptCd:

When you click on the '
 icon it gives you a pop up
 screen that shows where
 the available inventory is,
 how much is available,
 how much has been or dered with the publisher
 and how many copies have
 been requested over the
 past 30 days.

9

## Annotations:

Determined to make the A-Team, a new basketball team for young girls coached by a former pro-ballplayer, River is shocked when she only makes the B-Team, a team of misfits and second-string players, but instead of wallowing in self-pity, River decides to teach the A-Team a lesson in the true meaning of sportsmanship.

When ten-year-old River, who is crazy about basketball, is not chosen to play in the tournament set up in the town of Azalea, Oregon, she decides to organize a team of her own and accepts the help of her older brother.

## SLJ Reviews 2002 December:

Gr 5-7-A contrived plot and two-dimensional characters render this a disappointing addition to the sports-fiction genre. Sixth-grader River Jacobs is passionate about basketball and dreams of some day playing for the WNBA. She tries out for the team that will participate in a state tournament but doesn't make it. After her initial disappointment, she and the others who were cut form a team of their own, calling themselves the Hoop Girlz. There are several threads running through the story, some of which remain undeveloped. River's parents scoff at competitiveness, for example, but their attitude doesn't really impact on the story, and her 14-year-old brother becomes the team's coach, showing the leadership qualities of an adult. Add to the mix a haunted house in the town and its mysterious owner, and a miraculous turnaround in Coach Glover's personality and you have the book's convenient plot. Underlying all are platitudes about perseverance, dedication, and the need to follow your dreams. Maureen Holohan's Friday Nights (Broadway Ballplayers, 1997) is a more enjoyable read.-Renee Steinberg, Fieldstone Middle School, Montvale, NJ Copyright 2002 Cahners Business Information.

## Booklist Reviews 2002 September #1:

Gr. 5-7. Eleven-year-old River Borowitz-Jacobs, a sixth-grader in tiny Azaela, Oregon, dreams of playing basketball in the WNBA, just like her idol, Emily Hargraves, also from Azaela. She thinks she's on her way when the new high-school coach announces the formation of a sixth-grade girls team that will compete in a tournament with teams from other nearby towns; the most valuable player in the tournament will get to meet Hargraves and attend her basketball camp. Emily's dreams appear derailed when she is cut from the "A" team, but she gathers together the other rejects, including a wheelchair-bound girl with a terrific outside shot, and forms Hoop Girlz, dedicated to having fun. The setup smacks of yet another version of Bad News Bears, but Bledsoe cleverly avoids most of the cliches, not only by varying the ending but also by injecting lots of against-the-grain subplots, including River's hopelessly uncool parents, artists and latter-day hippies who don't believe in competition and eat bee pollen. The basketball scenes are well constructed and realistic, the humor is fresh, and the characters are believable. Good fun for hoop girls and boys alike. ((Reviewed September 1, 2002)) Copyright 2002 Booklist Reviews

Remember to use the "Update" button to save any of your selected items before going to the next page.

© 2001 Baker & Taylor - All rights Reserved. <u>Copyright / Privacy Statement</u> E-Mail Support 1. If you click on the ' ' icon (looks like a file cabinet) it will take you to the first occurrence of any full text review that exists for that title and any previous review that may exist in reverse chronological order.

Goto Record:

Creating a new Cart

11



- A. If you need to create a new Cart/List, click on the '<u>New</u> <u>Cart</u> 'icon and follow the instructions . After you create a new cart, the new cart now become the 'active' cart.
- B. Enter the name of your new cart. Select an Account #. Enter your initials
- \* Notes are Optional, and are Internal Notes...these notes do not flow over into E-Req or to Baker & Taylor.
- C. Click on Submit to create your cart.

## Adding Titles to your Cart



1. The 'Active' cart is always shown in this location.

If the Cart/List that you want to add titles to in the 'active' cart, then you are ready to start adding titles. (use the arrow to view active carts)

## **Adding Titles to your Cart**

To add titles to a cart, complete the following:

A. Enter a Quantity in the 'Qty:' box

- After a quantity has been entered for each of the titles desired, click on the 'Update' icon. 'Update can be found at the top and bottom of the page.
- 3. The 'Select Page' icon selects all the titles on the page. When you click the 'Update' icon it adds the selected titles on the page to your 'active' cart. (This will add the titles to your cart without a quantity).
- 4. Selecting the keep checkbox and then clicking update will add the title to your cart. You can set a default quantity that will populate after selecting keep and update (see Advanced Users Page 31).



When ten-year-old River, who is crazy about basketball, is not chosen to play in the tournament set up in the town of Azalea, Oregon, she decides to organize a team of her own and accepts the help of her older brother.

#### SLJ Reviews 2002 December:

Gr 5-7-A contrived plot and two-dimensional characters render this a disappointing addition to the sports-fiction genre. Sixth-grader River Jacobs is passionate about basketball and dreams of some day playing for the WNBA. She tries out for the team that will participate in a state tournament but doesn't make it. After her initial disappointment, she and the others who were cut form a team of their own, calling themselves the Hoop Girlz. There are several threads running through the story, some of which remain undeveloped. River's parents scoff at competitiveness, for example, but their attitude doesn't really impact on the story, and her 14-year-old brother becomes the team's coach, showing the leadership qualities of an adult. Add to the mix a haunted house in the town and its mysterious owner, and a miraculous turnaround in Coach Glover's personality and you have the book's convenient plot. Underlying all are platitudes about perseverance, dedication, and the need to follow your dreams. Maureen Holohan's Friday Nights (Broadway Ballplayers, 1997) is a more enjoyable read.-Renee Steinberg, Fieldstone Middle School, Montvale, NJ Copyright 2002 Cahners Business Information.

If you change your view to 'Detail' or click on a 'Title', you will get the screen to the left. The bibliographic information has been blown up to show detail.

## 1. Jacket Image

- Bibliographic information (Format, Supplier, Pub Date, Dewey #, Grade Level, List Price)
- 3. PO Per Line is not used by Chicago Public Schools. Leave this field blank.
- 4. You can enter a quantity from the detailed page and click on 'update' at the top of the page to add this title to your 'active' cart. (see page 11)

Search Results-Detailed View (Inventory/Reviews)

Search Re	sults						new car	t 🕎 60 🖢
view.						Save my selections to.	ct Page 🛛 💠 Update 3	3 of 6
							in opulie	
	3. Hoop Girlz By: Bledsoe, Lu	ucy Jane					Кеер	
			Account(s):					
			S571845 000	0150 🔽		_		
	Real T Inventory/Price click to 1	Time! Check &	Warehouse	Qty Available for Sale	Qty on Orde with Publisher	2 al Demand during the last 30 days		
			South	34	2	18		
				Last l	pdated: 1/13/2004	4		
	3 Library Subjects:	Basketball Fiction	.; Teamwork (S	ports) Fiction.; S	elf-confidence Fic	tion.; Brothers and sisters	s Fiction.	
	<b>Review Citations:</b>	Booklist Reviews	2002 Septembe	<u>er #1</u>				
	4	Books And More	For Growing Mi ile - Fiction (199	nds-September	2002 (Formerly Bo	oks for Growing Minds)		
		Horn Book Guide	Reviews 2003	Fall				
		Kirkus Reviews 2	002 September	#1				
		Publishers Weekh	y Children's Boo	oks Fall 1997 (Al	nd Ongoing)			
		School Selection	Guide: All Titles Guide: Fiction Ti	K-8 (2003-04) itles To Order K	8 (2003-04)			
		SLJ Reviews 200	2 December		0 (2000-04)			

#### Annotations:

Determined to make the A-Team, a new basketball team for young girls coached by a former pro-ballplayer, River is shocked when she only makes the B-Team, a team of misfits and second-string players, but instead of wallowing in self-pity, River decides to teach the A-Team a lesson in the true meaning of sportsmanship.

When ten-year-old River, who is crazy about basketball, is not chosen to play in the tournament set up in the town of Azalea, Oregon, she decides to organize a team of her own and accepts the help of her older brother.

#### SLJ Reviews 2002 December:

Gr 5-7-A contrived plot and two-dimensional characters render this a disappointing addition to the sports-fiction genre. Sixth-grader River Jacobs is passionate about basketball and dreams of some day playing for the WNBA. She tries out for the team that will participate in a state tournament but doesn't make it. After her initial disappointment, she and the others who were cut form a team of their own, calling themselves the Hoop Girlz. There are several threads running through the story, some of which remain undeveloped. River's parents scoff at competitiveness, for example, but their attitude doesn't really impact on the story, and her 14-year-old brother becomes the team's coach, showing the leadership qualities of an adult. Add to the mix a haunted house in the town and its mysterious owner, and a miraculous turnaround in Coach Glover's personality and you have the book's convenient plot. Underlying all are platitudes about perseverance, dedication, and the need to follow your dreams. Maureen Holohan's Friday Nights (Broadway Balplayers, 1997) is a more enjoyable read.-Renee Steinberg, Fieldstone Middle School, Montvale, NJ Copyright 2002 Cahners Business Information.

Below the bibliographic informaion you will find inventory levels, subject headings, and review citaions.

The information to the left has been blown up to show detail.

- 1. To get real time inventory and pricing information, click on the 'Real Time!' icon.
- . Static inventory is listed here. This inventory information is as of close of business day the previous day. To get real time inventory and pricing, click on the 'Real Time' icon. (see #1)
- 3. Library of Congress Subject Headings are listed here.
- Review Citations list those publications that have been reviewed. If the Review Citation is hyperlinked, you can click on it and go directly to the full text review.





## If you click on the 'Real Time!'



icon you will get a pop up box like the one shown at the left.

- Price Check Summary gives you the List Price, your CPS % discount, and the Net and Extended Price.
- 2. Inventory Summary shows real time inventory status.

When you click on the 'Real Time' icon, you will see CPS pricing and Inventory. This inventory is what is in stock at that point in time.

Gr 5-7-A contrived plot and two-dimensional characters render this a disappointing addition to the sports-fiction genre. Sixth-grader River Jacobs is passionate about basketball and dreams of some day playing for the WNBA. She tries out for the team that will participate in a state tournament but doesn't make it. After her initial disappointment, she and the others who were cut form a team of their own, calling themselves the Hoop Girlz. There are several threads running through the story, some of which remain undeveloped. River's parents scoff at competitiveness, for example, but their attitude doesn't really impact on the story, and her 14-year-old brother becomes the team's coach, showing the leadership qualities of an adult. Add to the mix a haunted house in the town and its mysterious owner, and a miraculous turnaround in Coach Glover's personality and you have the book's convenient plot. Underlying all are platitudes about perseverance, dedication, and the need to follow your dreams. Maureen Holohan's Friday Nights (Broadway Ballplayers, 1997) is a more enjoyable read.-Renee Steinberg, Fieldstone Middle School, Montvale, NJ Copyright 2002 Cahners Business Information.

## E-Lists (Collection Development Lists-Categories)



Category	Description	#List
A/V Best Sellers	Selected top selling music and video titles in a variety of popular categories.	6
A/V New Releases	Newly released and recently reissued music and video titles in a variety of popular categories.	2
<u>Academia</u>	Selected listings from "Academia", YBP Library Service's online magazine and resource for academic libraries.	3
Booking Ahead	Selected titles from Baker Taylor's "Booking Ahead" program.	1
Children's And Teen Services	Selected titles appropriate for children and teens.	24
Core Collection	Lists of librarian selected titles for new libraries or library expansion projects	40
Critic's Choice	Award winners, nominees, and other critically noted titles in books, movies, and music.	3
Curriculum Connections	Selected book titles that have been listed in School Library Journal's "Curriculum Connections", October 2003.	41
Curriculum Support - National	Selected titles related to the national standard school curriculum.	24
Curriculum Support - State Specific	State specific titles to be used in conjunction with the National Curriculum Support E-Lists to provide coverage for state curriculum needs.	70
Fast Facts	New and selected book titles, updated weekly, including bestsellers, new releases, and timely children's titles.	9
Illinois Specific Lists 2	Selected lists of titles for Chicago and Illinois schools.	72
In The Know	Recently published nonfiction and reference book titles for Grades K -12, supplementing Baker Taylor's "School Selection Guide".	22
Librarian Selections	Selected new and noteworthy book titles, in a variety of categories, updated on a regular basis.	21
Monthly Stars	Selected titles that earned starred reviews, updated monthly. Titles were reviewed in major journals or were individually selected for their quality and relevance for Public Libraries.	2
Publisher Presentations	New and upcoming book titles, presented exclusively by Baker Taylor's publishers partners.	30
Quick Call	Selected titles of newly released books available for lease created by Baker Taylor's Book Leasing Department.	5
Spanish & Hispanic	Selected lists of Spanish and Hispanic related book, video, and music titles.	2
State Book Awards	State selected book titles for reading programs and awards, includes winners and nominees.	52

© 2001 Baker & Taylor - All rights Reserved. <u>Copyright / Privacy Statement</u> <u>E-Mail Support</u> E-Lists are collection development lists that are prepared by Baker & Taylor's librarians.

1. To view our E-List click on the 'E-List' tab on the menu bar.

2. To select an E-List category, click on the name of the E-List category you want to view. For example 'Illinois Specific Lists'.

## E-Lists (Collection Development Lists-Sub Categories)

Ba	aker & Taylor		🚽 La	ogOut : Chicago	o Public Schools		Search 0823416917	§ Links	
	Schoo	l Sele	ect			v			
	My Lists (carts)	Detailed Search	E-Lists	Accounts	Preferences	FAQs	Main Menu		
<u>E-Lists</u> \ Illinois Specific Lists	Categories B			A					
Sub Category				#List	Sub Category				#List
CPL Best of the Best 2002				8					
CPS Lists				21					
National Curriculum Support				24					
State Awards				3					
State Curriculum Support				16					

© 2001 Baker & Taylor - All rights Reserved. <u>Copyright / Privacy Statement</u> <u>E-Mail Support</u> Clicking on a category will bring you to a list of sub-categories. For example you could select from:

- 1. Chicago Public Library Best of the Best 2002
- 2. Chicago Public Schools specific lists
- 3. National Curriculum Support
- 4. State Awards
- 5. State Curriculum Support
- A. Note: The '# List' column indicates how many lists exist for the Sub-Category.
- B. You can easily navigate back and forth within the E-List category by clicking on the hyperlink at the top of the page.

## E-Lists (Specific List Names)



In this example we clicked on the

This displayed a list of E-List Names that we can access:

Support'

Sub-Category 'National Curriculum

E-Lists\ Illinois Specific Lists Categories \ National Curriculum Support

		1 Elementary Arts Crafts & Rec-
Name	Description	1. Elementary Arts, Clarts, & Kee-
Elementary Arts, Crafts, & Recreation	Selected titles related to the elementary art curricula.	reation
Elementary Biography 2	Selected titles related to the elementary biography curricula.	2. Elementary Biography, etc.
Elementary Language Arts	Selected titles related to the elementary language arts curricula.	
Elementary Literature	Selected titles related to the elementary literature arts curricula.	If you click on an E-List Name, it
Elementary Mathematics	Selected titles related to the elementary mathematics arts curricula.	will drill down to those titles that are
Elementary Reference	Selected titles related to the elementary reference curricula.	contained within that list.
Elementary Science & Technology	Selected titles related to the elementary science & technology curricula.	
Elementary Social Studies	Selected titles related to the elementary social studies curricula.	For example if you click on Elemen-
Middle Grades Arts, Crafts, & Recreation	Selected titles related to the middle grades art curricula.	tary Biography you would get the
Middle Grades Biography	Selected titles related to the middle grades biography curricula.	list on the next page
Middle Grades Language Arts	Selected titles related to the middle grades language arts curricula.	list on the next page.
Middle Grades Literature	Selected titles related to the middle grades literature curricula.	
Middle Grades Mathematics	Selected titles related to the middle grades mathematics curricula.	
Middle Grades Reference	Selected titles related to the middle grades referencerric curricula.	
Middle Grades Science & Technology	Selected titles related to the middle grades science curricula.	
Middle Grades Social Studies	Selected titles related to the middle grades social studies curricula.	
Secondary Arts, Crafts, & Recreation	Selected titles related to the middle grades art curricula.	
Secondary Biography	Selected titles related to the secondary biography curricula.	
Secondary Language Arts	Selected titles related to the secondary language & vocabulary curricula.	
Secondary Literature	Selected titles related to the secondary literature curricula.	
Secondary Mathematics	Selected titles related to the secondary mathematics curricula.	
Secondary Reference	Selected titles related to the secondary reference curricula.	
Secondary Science & Technology	Selected titles related to the secondary science curricula.	
Secondary Social Studies	Selected titles related to the secondary social sciences curricula.	

© 2001 Baker & Taylor - All rights Reserved. <u>Copyright / Privacy Statement</u> <u>E-Mail Support</u>

18

## E-List Results



 You can always tell what E-List you are in by looking at the top of the page. In this example we know that we are in 'Illinois Specific Lists/ National Curriculum Support\ Elementary Biography.

Note: To order from an E-Lists, follow the same procedures as outlined on Page 11.

Working with Lists (carts)

Baker & Taylor		٩L	.ogOut : Chicag	o Public Schools	QuickSearch		🖇 Links		
Scho	ol Sele	ect							
My Lists (carts)	Detailed Search	E-Lists	Accounts	Preferences	FAQs Main Menu				
My Lists (carts)								000	CPS Help
hicago Public Schools, here you will find the	carts you have started. \	/ou can even	start a <u>new</u> ca	rt 👿					
) manage accounts <u>click here</u> . To create a new	v account <u>click here</u> .			- •					
Sort Buy Undeted Date at 7 A at	Filtor Due Duild								
	ritter by: build	(	2						
	Build					Navigation:	Select Action	V	1-3 of 3
ist/Cart Name	Account Trans	ring mitted	Status	Created	Price Chk	Titles	Units	List\$ Est\$	Select
. <u>Classroom order for</u> .	S571845 00015 Price	rmed Check to Manner	Build	1/12/2004	1/12/2004	2	25	\$159.75 \$95.55	0
. <u>Sue's Order</u>	S571845 000150		Build	1/12/2004	1/12/2004	3	12	\$156.65 \$117.20	C
. Ruthanns Library	S571845 000150		Build	1/8/2004		0	0	\$0.00	0
									1-3 of 3
Goto Record: GO								0(	000
		© 200	1 Baker & Taylo	or - All rights Rese	erved.				
			<u>Copyright / Pi</u> <u>E-Mai</u>	Ivacy Statement Support					

- 1. To work with a cart, click on the **'My Lists (carts)** button from the menu bar.
- 2. The My Lists (carts) page automatically defaults to carts in a 'Build' status.

A cart can be in a status of:

A. Build

B. Price Check

C. Sent to Mapper

Build status means that a cart is still being worked on and has not been sent to be PRICE CHECKED or submitted as a 'Quote to Mapper'.

- 3. To open a list from this page, click on the Cart Name.
- 4. To sort your Lists/Carts, click on the 'Sort By:' option, using the drop down arrows to choose how you would like to sort the data.

## E-Mailing a Cart

Baker & Taylor		🔻 LogOut : Chicago	Public Schools 🔍	QuickSearch		🖇 Links		×
Scho	ol Sele	et						
A B P P P P P P P P P P P P P P P P P P								
My Lists (carts)	Detailed Search	E-Lists Accounts	Preferences F	AQs   Main Menu			രര	PS Help
My Lists (carts)	anda yay have started Var		-				00	2F3 Help
To manage accounts <u>click here</u> . To create a new	r account <u>click here</u> .	r can even start a <u>new can</u>						
Sort By: Updated Date 💙 Z - A 💙	Filter By: Build	V						
					2			ล
					Navigation:	Email Select Action	*	1-6 of <b>6</b>
List/Cart Name	Account	Status	Created	Price Chk	Titles	Submit Quote to	Mapper	Select
1. Paul's Favorites	S571845 000150	Build	1/23/2004	1/23/2004	1	Duplicate Check Print		© (1
2. <u>volta</u>	S571845 000150	Build	1/23/2004	1/23/2004	5	Price Check Email		0
3. <u>My Book Money Came I</u>	S571845 000150	Build	1/23/2004		5	Delete	00.00	0
4. American Indians	S571845 000150	Build	1/23/2004		0	0	\$0.00	C
5. <u>Sue's Order</u>	S571845 000150	Build	1/12/2004	1/12/2004	3	12 \$	156.65	С
6. <u>Ruthanns Library</u>	S571845 000150	Build	1/8/2004		0	0	\$0.00	C
								1-6 of <b>6</b>
Goto Record: GO							0(	000
		© 2001 Baker & Tavlor	- All rights Reserved					
		Copyright / Priv	vacy Statement					
		<u>E-Wall</u> 3						
ê						🔮 Ir	nternet	

## **E-Mailing a Cart**

The E-Mail Feature is an added feature that gives you flexibility to send lists outside of School Select.

- 1. Under Select, click the circle button next to the cart you want to e-mail.
- 2. From the Navigation drop down, select 'E-Mail'

\*This feature may be used by the clerk or librarian to e-mail the list for the principal to review prior to his/her approval

21

# E-Mailing a Cart

	Baker & Taylor	LogOut : Chicago Public Schools	QuickSearch	§ Links	E-Mailing a Cart
4-46	School Selec		FLOR Male Manu		This will bring you to the 'E-mail' Screen.
Email	My Lists (carts) Uetailed Search	E-Lists Accounts Preferences	FAQs   Main Menu	() (? CPS Help)	<ol> <li>Enter the e-mail address where you want to send the cart. (Example</li> </ol>
Cart Name:	Paul's Favorites				Mary.Smith@testing.com)
E-mail From:	0150@cps	_			sensitive
E-mail To:					2. Enter a Subject and a Message in
Subject:					the Body.
Body:					3. Click on 'Submit' to send the e- mail.
					To work with the information that is transmitted via the e-mail.
Copy Yourself					1. Once the e-mail is received, the cart information will be an attachment to the e-mail. This attachment will need to be opened with one of the following applications:
CANCEL	RESET	SUBMIT			<ul><li>A. Word Pad</li><li>B. Note Pad</li><li>C Microsoft Excel</li></ul>
		© 2001 Baker & Taylor - All rights Res Copyright / Privacy Statement E-Mail Support	erved.		Once opened, the cart can then be printed, etc

## **Duplicate Checking**

	Baker & Taylor		😽 LogOut : Chica	igo Public Schools		h 0756502101	🖇 Links		
	Schoo	olSele	ct						
	My Lists (carts)	Detailed Search	E-Lists Accounts	Preferences	FAQs Ma	in Menu			
My Lists (carts)								(	CPS Help
Chicago Public School	ls, here you will find the c	arts you have started.	You can even start a <u>new c</u>	cart 📜					
Sort By: Updated	Date 💙 Z - A 💙	Cart Status:	Build 🔽						
						Navig	ation: Select Action	v	1-10 of 34
List/Cart Name	Account	Status	Special Instructions	Create	d Price	e Chk Titl	es Units	List\$ Est\$	Select
1. <u>mixer2</u>	CPS2 1020	Build		7/15/200	4 8/4/	2004	8 16	\$310.10 \$257.62	œ
2. <u>tptptp</u>	CPS2 1020	Build		7/28/200	4 7/28	/2004	3 3	\$256.40	С
3. My Large Cart	CPS2 1020	Build		7/21/200	4 7/21	/2004	70 70	\$1,240.03 \$852.20	0
4. <u>mixer1</u>	CPS2 1020	Build		7/15/200	4 7/15	/2004	2 3	\$44.40 \$31.96	C
5. <u>surferdude</u>	CPS3 1030	Build		7/14/200	4 7/14	/2004	5 6	\$95.80 \$63.59	0
6. <u>arod</u>	CPS2 1020	Build		7/14/200	4 7/14	/2004	5 10	\$165.70 \$111.70	C
7. <u>ashot</u>	CPS2 1020	Build		7/14/200	4 7/14	/2004	5 6	\$95.85	0
8. <u>contender</u>	CPS2 1020	Build		7/14/200	4 7/14	/2004	5 10	\$165.70 \$111.70	С
9. <u>brando</u>	CPS2 1020	Build		7/14/200	4 7/14	/2004	5 15	\$268.50 \$173.17	0
10. <u>marlon</u>	CPS1 1010	Build		7/9/200	4 7/14	/2004	7 7	\$109.25 \$82.26	C
									1-10 of 34
Goto Record:	GO 🗖							C	

## **Checking for Duplicates**

- 1. Under select, click the 'radio' button next to the cart you want to duplicate check.
- 2. From the Navigation drop down select 'Duplicate Check'

© 2004 Baker & Taylor - All rights Reserved. <u>Copyright / Privacy Statement</u> <u>E-Mail Support</u>

## Duplicate Checking



# Duplicate Checking

Baker &	T LogOut : Chicago	T LogOut : Chicago Public Schools		QuickSearch 0756502101		SLinks			
My Lis	sts (carts) Detailed Search	E-Lists Accounts	Preferences	FAQs	Main Menu				
Duplicate Check								(? CPS Help	
Cart Name: mixer2									
To narrow your search, select a list/c All Lists/Carts	art from the drop down box below. GO SEARCH							_	
								:: Update	
Title	Author	ISBN	Forma	it		List\$	Qty	Кеер	
Louisiana Purchase	Burgan, Michael	0756502101	School	and Librar	у	\$0.00	2	2	
	Cart Name	Ordered	<u>Status</u>			List\$	Qty		
	mixer1		Build			\$0.00	1		
Title	Author	ISBN	Forma	ıt		List\$	Qty	Кеер	
Sharpe's Devil	Cornwell, Bernard	0613370422	Prebino	ł		\$22.20	2	V	
	Cart Name	Ordered	<u>Status</u>			List\$	Qty		
	mixer1		Build			\$22.20	2		

© 2004 Baker & Taylor - All rights Reserved. <u>Copyright / Privacy Statement</u> <u>E-Mail Support</u>  If any duplicates are found, it will list them along with the cart, and Status. At this point you can choose to keep or delete the item(s) from your cart.

## Submitting a Price Check

Baker & Taylo	)r	🔻 LogOut : Chicag	jo Public Schools	QuickSearch		🖇 Links		
School School	ool Sele	ect						
My Lists (carts	s) Detailed Search	E-Lists Accounts	Preferences	FAQs Main Me	inu			
My Lists (carts)							0	(? CPS Help
hicago Public Schools, here you will find to o manage accounts <u>click here</u> . To create a r	he carts you have started. Y new account <u>click here</u> .	'ou can even start a <u>new ca</u>	art 📜					
Sort By: Updated Date 💙 Z - A 💙	Filter By: Build	~					(2)	
					Navigatio	on: Select Ac	tion	💙 1-3 of 3
.ist/Cart Name	Account	Status	Created	Price Chk	Titles	Units	List\$ Est\$	Select
. <u>Classroom order for</u>	S571845 000150	Build	1/12/2004	1/12/2004	2	25	\$159.75 \$95.55	
. <u>Sue's Order</u>	S571845 000150	Build	1/12/2004	1/12/2004	3	12	\$156.65 \$117.20	C
. <u>Ruthanns Library</u>	S571845 000150	Build	1/8/2004		0	0	\$0.00	0
								1-3 of 3
Goto Record: 🚺 😳 🖡							(	0000
		© 2001 Baker & Tayl	or - All rights Rese	rved.				
		<u>Copyright / P</u> <u>E-Ma</u>	rivacy Statement il Support					

After you have created a cart and selected titles, you need to complete the following steps to process your 'Quote'

- 1. Under Select, click the circle button next to the cart you want to process.
- 2. From the Navigation drop down, select 'Price Check'

Select Action	~
Select Action	
Duplicate Check	
Print	
Price Check	
Email	
Delete	
Submit Quote to Mapper	

The screen on the next page will be viewed.

## Price check submission screen



Once you click the 'Price Check' option from the navigation dropdown, you will get the following

- Select your Account. There is only one account option, and will start with an 'S' as in
- 2. Enter your Initials
- Check this box if you don't want SchoolSelect to calculate an estimated Processing charge during the price check.
- 4. Click on the 'Price Check'

\*Note if you are part of a school with two libraries sharing the same Unit #, then you will need to check the special instructions flag when submitting your quote to mapper. Baker & Taylor will verify the correct location prior to

## Price Check Confirmation Screen



# Price checked cart will be displayed momentarily

After you click the 'Price Check' button you will get the following confirmation screen.

The cart is being price checked and will return momentarily. When the cart does return it will open the cart and display the titles in the 'Extended' view.

## Working with Price Checked Carts



When the cart is returned it will be price checked.

- 1. When the cart comes back from a Price Check, it will have four prices at the top of the cart:
- A. List S: This is the Total List Price of the Cart
- B. Est. Book \$: This is the discounted price for the books in the cart based on the CPS specific discounts.
- C. Est. Processing \$: This is the estimated price for cataloging and processing for the cart.
- D. Net Est.\$: This is the total estimated discounted price for the entire cart (including processing)
- 2. You can also see the estimated discounted price for each title directly under the List \$ on the title record.

Price Checked Carts (List and Discounted Price)



- When a List/Cart comes back from a 'Price Check' the 'Cart Status'' will convert to a 'Build' status.
- 2. The cart shows the CPS discounted Price based on the titles within the cart.

**List \$**: is the total list price amount for all the titles in the cart (minus processing charges—to view processing charges open the cart and look at the cart header—see page 26)

**Est. \$:** is the CPS discounted price for all the titles in the cart (minus processing charges—to view processing charges open the cart and look at the cart header—see page 26)

## Submitting Quote to Mapper



After a cart has returned from 'Price Check', you are now ready to submit the List/Cart to Mapper.

1. Under 'Select' click on the circle button next to the cart you want to submit to mapper.

 From the Navigation field , click on the dropdown and select 'Submit Quote to Mapper'

\*Submitting the Quote to Mapper will automatically generate notice to your clerk that a requisition is available to process in E-Req.

## Submit a Quote to Mapper



© 2004 Baker & Taylor - All rights Reserved. <u>Copyright / Privacy Statement</u> <u>E-Mail Support</u> After you select 'Submit Quote to Mapper' from the Navigation dropdown, you will get the following screen.

 If an account has been selected it will show up next to the Account dropdown. If the field says '<<Select Account>>', then click on the dropdown and select the account listed (there will only be one).

2. Enter your Initials.

3. If the order requires any special handling outside standard CPS processing, then check this box. (This would include no processing, AR Orders, class room sets, etc.) The Special Handling required will be verified with the librarian.) **NOTE:** Any order that does not have this box checked will receive standard CPS processing on the order.

4. Click on 'Send to CPS' to submit your 'Quote' to the Mapper System.

\*\*Once a List/Cart has been submitted to Mapper, it will show up in the Mapper system within 90 minutes. At that time the school clerk can process a requisition.

After the cart has been submitted to Mapper, you can no longer add or delete additional titles to the cart.

## Lifecycle of a List/Cart



The following explains the life cycle of a cart.

- 1. Cart is created and reviewed.
- 2. Cart is submitted for a Price Check to Baker & Taylor
- Price Check is returned (usually 5-8 minutes)
- 4. Cart is reviewed and submitted to Mapper as a Quote
- Clerk updates worksheet and generates requisition in E-REQ. Once approved CPS sends purchase order to B&T.

## Setting up Preferences



Advanced users may want to personalize their viewing preferences. You can come back at any time and change these settings.

### General

Display record numbers:	Yes 💙
Collapse search criteria:	Yes 💙 (after searching)
Collapse Cart header:	Yes 💟 (while viewing a Cart)
Default View:	Brief 💌
Default Sort:	Author 💉 (after searching)

## **Brief View**

Number of items per page: C 5 🛈 10 C 25 C 50

## Extended View

Number of items per page:	03	• 5	O 10	O 25
ridinio er nenne per page.	~ .	~ •	~ 10	~ 20

## Default Quantity (when selecting keep)

34

CANCEL

SUBMIT

© 2001 Baker & Taylor - All rights Reserved. <u>Copyright / Privacy Statement</u> <u>E-Mail Support</u>

## FOR ADVANCED USERS

1. At anytime, you can change your preferences by clicking on the 'Preferences' tab from the menu bar.

You can set your preferences for:

A. Record Numbers (list the record # next to the title in the display)

B. Collapse Search Criteria (This will hide the search criteria after a search has been executed)

C. Collapse Cart Header (This will hide the Cart Header when viewing a cart)

D. Default View (Sets how you want your default view after conducting a search)

E. Default Sort (Sets how you want your default sort after conducing a search)

F. # of records while in the

brief or extended view (# of records that will show after a search has been conducted)

G. Default Qty (Will populate a default qty when selecting Keep and clicking update)

The impact of changing these settings will change the way you see information on the screen. For example if you change 'Default View' to 'Brief', when you do a search you will always see the 'brief' view.

## Online Customer Support



1. At anytime you can click on the dropdown 'links' menu from any page and access 'Online Customer Support'. This will link you to an application in which you can check on the status of your orders at Baker & Taylor.