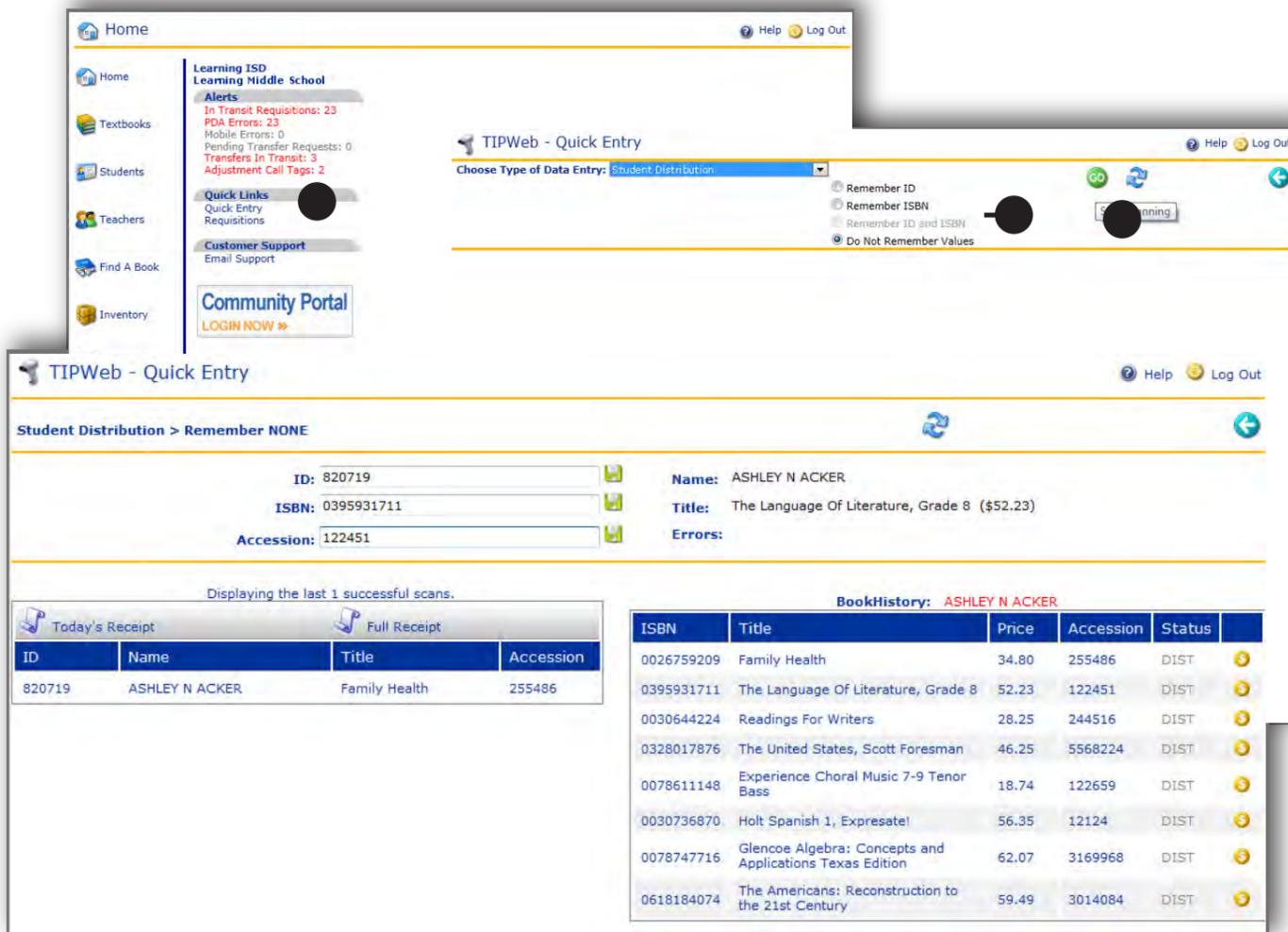


Using Quick Data Entry

1. Login to TIPWeb-IM.
2. Click on **Quick Entry** under Quick Links on the home page.
3. Select **Student Distribution** from the **Choose Type of Data Entry** drop-down menu.
4. Select one of the **Remember Data Field(s)** radial buttons, if applicable.
5. Click on **GO (Start Scanning)**.



Basics of Scanning

Follow these simple steps for successful bar code scanning.

- Ensure all connections are secure.
- Hold scanner 6-9" away from bar code.
- Hold scanner at a slight angle to the bar code, not directly above or level with surface.
- Aim the scanner at the bar code. Press trigger.
- Ensure the scan line crosses the entire bar code.

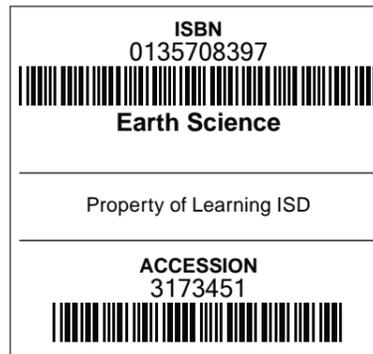
Start Scanning

A Scan the student ID bar code



No ID's with bar codes? Print the Student or Teacher Listing with Bar Codes Reports from TIPWeb-IM

B Scan the ISBN bar code (top)



C Scan the Accession bar code (bottom) (scan twice to validate the accession number)

"Validate Accession" is an option set by the district. If you do not see "Validate Accession" as an option on your screen, you do not have to scan twice.

Definitions:

ISBN - is a number assigned to each title. Inventory counts are tracked to each title at the district and campus by the ISBN.
Accession - is the unique number assigned to a textbook. This number is used at the campus to track books issued to students and teachers.

Collecting Instructional Materials



Using Quick Data Entry

1. Login to TIPWeb-IM.
2. Click on **Quick Entry** under Quick Links on the home page.

3. **Data Entry** Collect by **Accession** from the **Choose Type of** drop-down menu.

4. Click on **GO (Start Scanning)**.

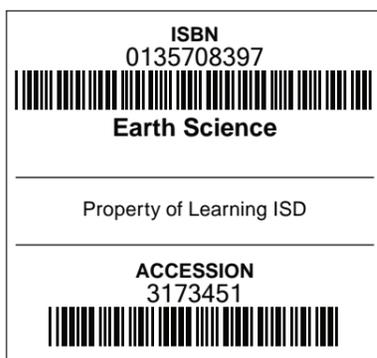
ISBN	Title	Price	Accession	Status
0395931711	The Language Of Literature, Grade 8	52.23	122451	CLTD
0026759209	Family Health	34.80	255486	DIST
0030644224	Readings For Writers	28.25	244516	DIST
0328017876	The United States, Scott Foresman	46.25	5568224	DIST
0078611148	Experience Choral Music 7-9 Tenor Bass	18.74	122659	DIST
0030736870	Holt Spanish 1, Expressate!	56.35	12124	DIST
0078747716	Glencoe Algebra: Concepts and Applications Texas Edition	62.07	3169968	DIST
0618184074	The Americans: Reconstruction to the 21st Century	59.49	3014084	DIST

Basics of Scanning

Follow these simple steps for successful bar code scanning.

- Ensure all connections are secure.
- Hold scanner 6-9" away from bar code.
- Hold scanner at a slight angle to the bar code, not directly above or level with surface.
- Aim the scanner at the bar code. Press trigger.
- Ensure the scan line crosses the entire bar code.

Start Scanning



A Scan the Accession bar code (bottom) (scan twice to validate the accession number)

"Validate Accession" is an option set by the district. If you do not see "Validate Accession" as an option on your screen, you do not have to scan twice.

Definitions:

ISBN - is a number assigned to each title. Inventory counts are tracked to each title at the district and campus by the ISBN.
Accession - is the unique number assigned to a textbook. This number is used at the campus to track books issued to students and teachers.