# **Distributing Instructional Materials**

## **Using Quick Data Entry**



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

Data Entrytudent Distribution from the Choose Type of drop-down menu.

- 4. Select one of the Remember Data Field(s) radial buttons, if applicable.
- 5. Click on GO (Start Scanning).

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		Full Receipt	-		ISBN	Title	Price	Accession	Status		<ul> <li>level with surface.</li> </ul>
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Y N AC	KER	Family Health	255486		0395931711	The Language Of Literature, Grade 8	52.23	122451	DIST	0	• Aim the scanner at the
					0030644224	Readings For Writers	28.25	244516	DIST	0	bar oodo Bross trigger
					0328017876	The United States, Scott Foresman	46.25	5568224	DIST	0	• bar code. Press trigger
					0078611148	Experience Choral Music 7-9 Tenor Bass	18.74	122659	DIST	0	• • •
					0030736870	Holt Spanish 1, Expresate!	56.35	12124	DIST	0	• Ensure the scan line
					0078747716	Glencoe Algebra: Concepts and Applications Texas Edition	62.07	3169968	DIST	0	crosses the entire bar
					0618184074	The Americans: Reconstruction to the 21st Century	59.49	3014084	DIST	0	o code.

## Start Scanning



Listing with Bar Codes Reports from TIPWeb-IM







"Validate Accession" is an option set by the district. If you do not see "Validate Accesion" 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 assinged to a textbook. This number is used at the campus to track books issued to students and teachers.

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# **Collecting Instructional Materials**

## Using Quick Data Entry



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- 2. Click on **Quick Entry** under Quick Links on the home page.

Data Entroollect by Accession from the Choose Type of drop-down menu.

4. Click on GO (Start Scanning).

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### Start Scanning





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

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