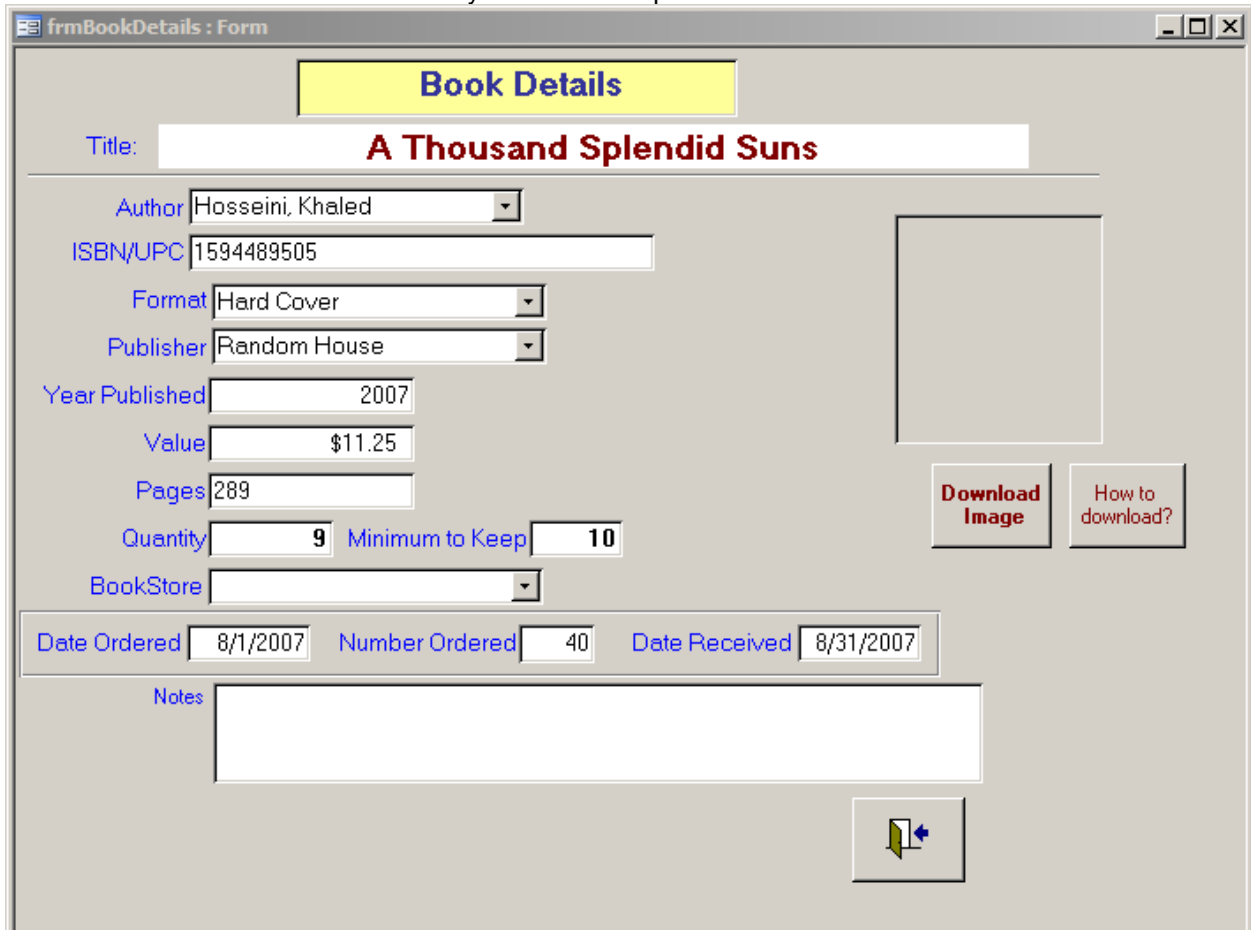


Entering Books

1. Click on Manage Books, and then click the New Record button at the bottom of the screen next to the exit door.
2. Enter the fields as shown on Book Details. It is best to enter as many fields as possible for details of the book information. Quantity and Minimum to Keep are the current inventory count and the minimum number of books you want to keep in stock at all times.



The screenshot shows a software window titled "frmBookDetails : Form" with a yellow header "Book Details". The form contains the following fields and values:

- Title: **A Thousand Splendid Suns**
- Author: Hosseini, Khaled
- ISBN/UPC: 1594489505
- Format: Hard Cover
- Publisher: Random House
- Year Published: 2007
- Value: \$11.25
- Pages: 289
- Quantity: 9 Minimum to Keep: 10
- BookStore: (empty dropdown)
- Date Ordered: 8/1/2007 Number Ordered: 40 Date Received: 8/31/2007
- Notes: (empty text area)

On the right side, there are two buttons: "Download Image" and "How to download?". At the bottom right, there is a button with a left-pointing arrow.

3. Enter the order information whenever you place a new order for stock.
4. The note field can be used for any information you want to enter on the book or order details.
5. To download an image of the book you can click on 'Download Image' and the website will be searched for the ISBN number you have entered on the book details. Once an image is found, right click on it and click the 'Save picture as' and then save it in the BookImages folder on your network (see Setup in ASAP at top of page 1).

Entering Books

After you have entered books they will show in the Book Details main screen. You will be able to search for books by any word in the title or the ISBN number.

Books Overview

Book Details

Input search criteria

Any word in Title

ISBN/UPC

	Title	ISBN/UPC	Author	Format	Value	Qty	BookStore	Sell/Loan
					\$30.00			
	GED Calculator				\$14.50	59		
	L'Etranger	0394533054	Albert Camus	Poche	\$30.00	1	Dibble Campus	
	Bravo Two Zero	0440218802	Andy McNab		\$20.00	0	Willow Street	
	Drive Right	9781306832564	cares, who	Paperback		10	Dibble Campus	
	Dead or Alive	34987539487	Clancy, Tom	Hard Cove		100	Willow Street	
	Fast Food Nation	0060938455	Eric Schlosser	Hardcover	\$7.35	-4		
	The Wind-Up Bird Chronicle	0679775439	Haruki Murakami		\$15.00	8		
	Moby Dick	0142000086	Herman Melville	Hard Cove	\$30.00	5		
	A Thousand Splendid Suns	1594489505	Hosseini, Khaled	Hard Cove	\$11.25	9		
	GED Prep - Math	1598485855	Hugh Grant	Paperback	\$25.00	30		
	The Wasp Factory	0349101779	Iain Banks	Paperback	\$10.00	10		
	Harry Potter and the Philosopher's Stone	0747532745	J.K. Rowling	Paperback	\$20.00	17		
	The Lord of the Rings	0261103253	J.R.R. Tolkien	Paperback	\$20.00	34		

At the far right side is a button 'Sell/Loan'. If you click on this it will bring up a screen for you to enter the sale or loan of the book to a student. The same screen can be opened by clicking on Books on the left and Students on the right.