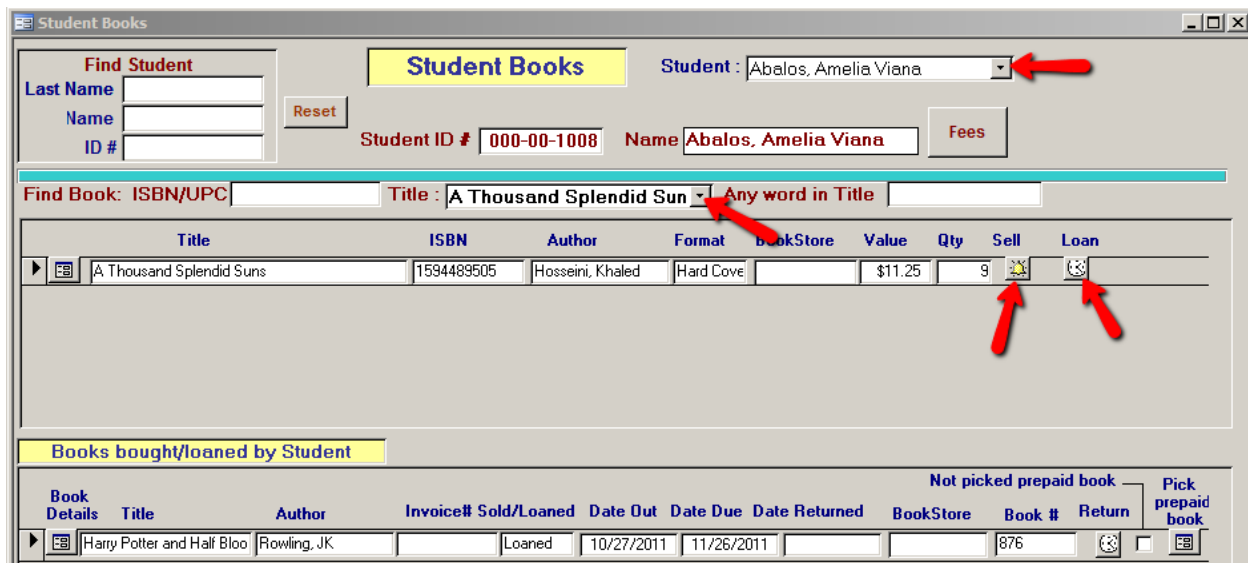


Selling or Loaning Books to Students

1. To find a student you can search for their name or ID number at top left of screen. Type in name and hit enter and a list of the students with that name will come up – select the correct one by clicking on the pick button at the far right of the line. You can also search for the student by typing in the first few letters of their last name and using the pull-down arrow to find them on the student list at the top right of the screen.
2. Once a student is selected the name and ID number will fill in on the Student Book screen.
3. Select the book they are buying or borrowing by typing (or scanning) the ISBN number or type in the title and use the pull-down to choose the book.
4. Click Sell or Loan at the far right of the book line.
5. **SELL:** clicking on sell will create an invoice for the purchase price of the book and a regular payment screen will open. Enter the payment amount and method and click OK. This created a receipt that paid for the book (invoice).
6. **LOAN:** clicking on loan will bring up a box asking for the date the book is to be returned and the quantity of books with this title that were borrowed. When the student returns the book you will open the student record and click on the Return button. The program will ask if the book should go back into inventory – click Yes and the date returned will show on the student screen.



The screenshot shows the 'Student Books' window. At the top, there is a 'Find Student' section with input fields for Last Name, Name, and ID #, and a 'Reset' button. To the right, the 'Student' dropdown is set to 'Abalos, Amelia Viana'. Below this, the 'Student ID #' is '000-00-1008' and the 'Name' is 'Abalos, Amelia Viana'. The 'Find Book' section has 'ISBN/UPC' and 'Title' input fields, with 'Title' set to 'A Thousand Splendid Sun'. A table below lists books with columns for Title, ISBN, Author, Format, BookStore, Value, Qty, Sell, and Loan. The first row shows 'A Thousand Splendid Suns' with ISBN 1594489505, Author Hosseini, Khaled, Format Hard Cove, Value \$11.25, Qty 9, and buttons for Sell and Loan. At the bottom, there is a 'Books bought/loaned by Student' section with a table showing details for 'Harry Potter and Half Blo' by Rowling, JK, including Invoice#, Sold/Loaned status, Date Out, Date Due, Date Returned, BookStore, Book #, and Return options.

Title	ISBN	Author	Format	BookStore	Value	Qty	Sell	Loan
A Thousand Splendid Suns	1594489505	Hosseini, Khaled	Hard Cove		\$11.25	9	[Sell]	[Loan]

Book Details	Title	Author	Invoice#	Sold/Loaned	Date Out	Date Due	Date Returned	BookStore	Book #	Return
[Book Icon]	Harry Potter and Half Blo	Rowling, JK		Loaned	10/27/2011	11/26/2011			876	[Return]