

Textbook Transfers

School to School Textbook Transfer:

1. Open the **Upload** tab of Transfer Textbooks in the Catalog.



2. Select the destination school in the **To** list.

3. Identify the records to transfer:

a. **By Barcode:** (Create a list)

b. **From List:** (Create a Resource list)

4. To begin the transfer, click **Transfer**

Barcode transfer

To Brighton High School

Transfer by Barcode

Order #

Create a barcode list

Barcodes in List: 2

40CSD00017427Z
40CSD00017426Y

Resource list transfer

To Brighton High School

Transfer from List

Order #

Textbook Search
Add Textbook
Resource Lists
Import Textbooks
Export Textbooks
Transfer Textbooks

Track Upload Requests

Track Textbooks [[Customize View](#)]

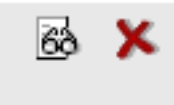
Receive Barcoded

There are no transfers to report.

Processing Needed

Incoming Transfers (1) ^

From	Transfer Date	Order #	Status
Albion (harris)	11/29/2012 8:49 AM	3	0 of 11 Received Biology



Once you start receiving copies in this transfer, you are taking full responsibility for all of the copies. Please verify the content of the shipment before beginning.

Textbooks Transferred from Albion Middle School (11/29/2012)

Add Note
Order #: 3

Print It

Once you start receiving copies in this transfer, you are taking full responsibility for all of the copies. Please verify the content of the shipment before beginning.

Scan or enter copies one-at-a-time

Or receive selected copies below...

Copies Sent With Barcodes (11)

Title	ISBN	Publisher	Copyright	Copies	Receive All
Biology	0-13-366951-3	Pearson Prentice Hall	2010	11	Show More

Textbooks Transferred from Albion Middle School (11/29/2012)

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Copies Received (1)

Title	ISBN	Publisher	Copyright	Copies	Show More
Biology	0-13-366951-3	Pearson Prentice Hall	2010	1	Show More

Copies Received (3)

Title	ISBN	Publisher	Copyright	Copies	Show More
Biology	0-13-366951-3	Pearson Prentice Hall	2010	3	Show More

Textbooks Transferred from Albion Middle School (11/29/2012)
Order #: 3

Copies Sent With Barcodes (8)

Title	ISBN	Publisher	Copyright	Copies
[Book] Biology	0-13-366951-3	Pearson Prentice Hall	2010	8

Copies Received (3)

Title	ISBN	Publisher	Copyright	Copies
[Book] Biology	0-13-366951-3	Pearson Prentice Hall	2010	3

⚠ Are you sure you want to receive all transferable items?

Site Requested Transfer:

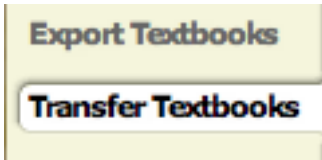
1. School (Textbook View)

Textbook View | **Laurel Harris** Logout | Help ⚠ ⓘ

 Processing Needed

2. Catalog tab >

3. Transfer Textbooks option >



4. Requests subtab

5. New Request button



6. Enter the ISBN in the Find Textbook field then Go

Find Textbook in ISBN :

Only my textbooks

7. Click the Request button



8. Enter the number of copies

9. Enter the date the textbooks are needed by

10. Save will bring you back to the Requests subtab

Biology

* # of Copies

* Need by 12/12/2011

Note

* = Required Field

11. District receives request and processes it

Site Sending Request:

1. **Processing Needed** hyperlink
2. The site will click on the **Processing Needed** hyperlink to view incoming requests
3. **View** icon next to the open request
4. Enter the number of copies and click send to indicate the ability to fulfill the request
5. From the **Upload** subtab, perform the transfer to change ownership of the copies to the receiving site
6. There will be a message indicating the transfer request has been submitted
7. The Job Manager will show the list of copies in transit and provide any duplicate barcode warnings if applicable

Site Receiving View:

1. **Processing Needed** hyperlink
2. Click the **View** icon to receive these copies
3. Click **Receive** to receive the copies and assign new barcodes if needed
4. After clicking **Receive**, view the completed incoming transfers