EPES Software

Textbook Manager

for Windows

CHAPTER 4: UTILITIES MENU   **38**

Introduction

Welcome to Textbook Manager for Windows.

The **Textbook Manager Program** makes it easy to record and track textbooks distributed to schools, teachers, or individual students.

The program will show you:
1) the total textbooks purchased and when,
2) a complete distribution history of when and where your textbooks were sent and returned,
3) the number of textbooks currently left in inventory,
4) the condition of each textbook when it was checked out and returned (if you want to track textbooks issued to individual students) plus much more.

If you purchase the EPES **Textbook Manager program**, the Textbook Manager will automatically post textbook rentals or payments to it. This will allow you to track all textbook fees for each student.

You'll print a wide variety of reports to the screen or printer.

You'll use the <u>mouse</u> or <u>keyboard</u> to operate the program. Pull-down Menus and Windows make the program extremely easy and quick to use.

Help is just a keystroke away! Press **[F1]** or click on **Help** with the mouse at any time... from anywhere in the program.

Security is built into the program to protect your data from unwanted users. It's simple to use, yet very effective.

You have two manuals:

I. Textbook Manager Manual

This manual explains the specific details about the **Textbook Manager Program**. Think of it like a recipe. It contains all the details or what you want to do.

The **Textbook Manager** manual contains:

Chapter	Information
1	**Quick Start**, Installing the program and Overview.
2	**File Menu**, Information to Add to the program.
3	**Output Menu**, Textbook Reports you can print to the screen or printer.
4	**Utilities Menu**, Special programs to simplify your work.

II. EPES Software Reference Manual

This manual explains how to:
- Select Menu Options.
- Use the keyboard or mouse.

- Make Backups of your data.
- Add, Edit, and Delete information...
  and much more.

The **EPES Reference Manual** contains:

Chapter	Information
1	**File Menu**, How to select program options, Close Files, select Printers, and Exit the program.
2	**Edit Menu**, How to Edit entries.
3	**Commands Menu**, How to use the **Tool Bar Menu** to add, edit, and view information; how to use the keyboard or mouse to move around in the program.
4	**Output Menu**, How to print reports to the screen or printer.
5	**Window Menu**, How to move or change the size of a window on the screen, and select other windows on the screen.

6   **Utilities Menu**, Programs which
         perform special functions like
         backing up your data,
         recreating damaged indexes,
         etc.

7   **Help Menu**, How to get help
         using the program.

8   **Administrator Menu**, How to add
         users to the program and
         assign their rights to add,
         edit, delete or view
         information.

Think of the reference manual as an
oven. You can use the oven every time
you bake. Once you're familiar with how
the oven works, you know how to use it
for all your recipes.

We have one major objective in mind:

**Once you know how to use one EPES
program for Windows, you'll know how to
use all of them.**

How is the Manual Written?

The following information will help you understand how the manual is written.

Symbol	Meaning
[ ]	Information enclosed in brackets means to press a key. For example, **[A]** means press the letter A.
< >	Information enclosed in braces means to select a command on the screen. For example, **< Add >** means select the Add command.
' '	Information enclosed in single quotes means to select a Menu option. For example, **'Check Out'** means select the Check Out option from the Menu.
" "	Information enclosed in double quotes refers to a message on the screen or a section in your manual.

_____**:** Information followed by a colon refers to information you are to type into the program. For example, **Password:** means type in the password.

Chapter 1: Quick Start

This chapter is an overview of the **Textbook Manager Program**. You'll learn how to install the program and get started.

Installing the Textbook Manager program

Start your computer. Go to your windows program. Place the **Textbook Manager program Diskette # 1** in your Floppy Drive A (or B).

Windows 3.x
Select the '**File**' Menu of the Windows Program Manager. Then, select '**Run**'.

Windows 9x
Select '**Start**'. Then, select '**Run**'.

Type in the following:

  A:install **[Enter]** or
  B:install **[Enter]**.

To install the program, press **[Enter]** for each option that appears on the screen. When the program has been successfully installed, the final message you'll see will be **"Installation is complete"**.

First Time You Run the Program

After first installing the program, the program is running in 'DEMO' mode. In Demo mode, you can test every option in the program.

Registering the Program

To gain unrestricted access to the program, you must register it. To register a program, do the following:

1) Received the Master Diskettes

If you ordered the program from our office, the registration information will be on the last master diskette. Put that diskette in your floppy disk drive (A or B).

Under the Utilities Menu, select **'Registration/Support',** then select **'Register Program'.**

By default, the program is set up to register the program from floppy disk drive A. If this is what you want to do, simply select **< OK >**. Otherwise, select the appropriate options below.

From the Program Registration Screen:
Select (•) Register Program
      ( ) Un-Register the Program

Select the program to register:
(•) Textbook Manager
( ) All-In-One Registration

Select the drive where the registration information is located:
(•) Registration File is in Drive A
( ) Registration File is in Drive B
( ) Other DrivePath (Please specify)

Note: If you select this last option, you must type in the drive and path where the registration information is located. For example: c:\windows\temp (Be sure to enter the location where the registration file is located on your computer.)

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2) Registering the Demo program Downloaded from our Web Site.
If you downloaded the demo program and want to purchase it, contact our sales office: **1-800-424-7512** or email us at: **sales@epessoftware.com.** When the payment or purchase order is received, you will be sent a registration file for the program. Put that file on a floppy diskette and follow the same instructions in step 1 above.

Log In Screen
Once the program is registered, you need to **"Log In"** before you can use the program. A Log In screen will appear.

Enter the following information:

ID: **SYS (do not press enter)**

Password: **PASSWORD <Enter>**

This is the ID and Password for the System Administrator. The System Administrator has total access (control) to everything in the program.

Once you've logged into the program, as the System Administrator, you can use the Administrator option from the **Master Menu** to add additional users or change passwords. You can also change the password, under the '**Change Password**' option of the **Utilities Menu**.

Put your program diskettes away in a safe place when you've finished.

Daily Start Up

To start the program, select the **Textbook Manager** icon within the EPES Software Group of your **Windows Program Manager or Windows 95 Desktop**.

Enter your ID and password.

Chapter 2: File Menu

This chapter explains how to set up your **Textbook Manager program** and begin adding information under the **File Menu**.

Setting Up the Textbook Manager program
Use the following steps to set up your program:

STEP 1 - Get to the Master Menu
Select the **Textbook Manager** icon from your EPES Software program group.

Enter the following information:

ID: **SYS** (or the ID that has been set up for you.)

Password: **PASSWORD** (or the password that's been set up for you.)

The **Master Menu** will appear at the top of the screen.

STEP 2 - Enter your Program Preferences
Select **'Program Preferences'** under the **Utilities Menu**. Complete the information on the screen as explained under the heading **"Program Preferences"** in Chapter 4 of this manual.

STEP 3 - Add Your Master Inventory Categories

Select '**Master Inventory**' under the **File Menu**. Then, select '**Categories**'.

Select **< Add >**. Enter the following information.

Category: Enter a unique number for each type of book. For example: **100.**

Title: Enter the title of the textbook. For example: **The British Tradition**

Author: Enter the name of the textbook's author. For example: **Rinehart**

Publisher: Enter the name of the publisher of the textbook. For example: **Prentice Hall**

Edition: Enter the edition of the textbook. For example: **First**

Supplier: Enter the name of the company or entity that supplies the textbook. For example: **State of Arkansas**

Copyright: Enter the copyright year of the book. For example: **1997**

Amt to Pay: Enter the amount to charge for purchase or rental of the textbook. For example: **15**

ISBN #: Enter the ISBN # for the book.

Course: Optional. Enter the course number assigned the book.

Feecode: If posting to the Student Fees program, enter the feecode to use. For example: **100**

Use the **Tool Bar Menu** at the top of the screen.

More, Save, Cancel (Tool Bar Menu)
Select **< More >** to save this entry and add another one.

Select **< Save >** to save this entry.

Select **< Cancel >** to undo what you've added and exit.

When you've finished, select **< Close >** to return to the **Master Menu**.

STEP 4 - Add Books to Master Inventory
Use this option to enter books to the Master Inventory file.

> **Note:** If this is the first time to enter textbook information into your system, enter the total textbooks already purchased for each category of books.

Select '**Master Inventory'** under the **File Menu.** Then, select '**Add/Discard Books**'.

Select **< Add >**. Enter the following information.

Date: Press <Enter> to accept today's date or enter the date these textbooks were purchased.

Category: Enter the book category or press <Enter> to select from a pop up list. For example: **133.**

No Books Added/Discarded: Enter the number of books added or discarded (use negative number for discarding books). For example: **100.**

Cost Unit: Enter the cost per textbook. For example: **19.95.**

Use the **Tool Bar Menu** at the top of the screen.

More, Save, Cancel (Tool Bar Menu)
Select **< More >** to save this entry and add another one.

Select **< Save >** to save this entry.

Select **< Cancel >** to undo what you've added and exit.

When you've finished, select **< Close >** to return to the **Master Menu**.

STEP 5 - Tracking Individual Textbooks

If you want to track individual
textbooks issued to students, do the
following, otherwise skip to STEP 6.

STEP 5a - Add Student Information
Select '**Students**' under the **File Menu**.

> **Note:** You can import student information
> into this program from the Student Fees
> program. See the '**Copy Student**
> **Information**' option under the Utilities
> Menu. You may also use the **'Import'**
> option under the Utilities Menu, if you
> don't use the Student Fees program. See
> Chapter 6 of the **EPES Reference Manual**
> for the Import/Export utility program.

Select **< Add >**. Enter the following
information.

Student ID: Enter a unique ID number for
this Student. For example: **1.**

Name: Enter the student's last name,
comma, space and first name. For
example: **DOE, JOHN**

> **Note:** The student's name will
> automatically be entered in upper case
> letters. This makes it easier when you
> need to look up a name.

Grade Id: Enter the student's grade. For
example: **11.**

Homeroom: Enter the student's homeroom number. For example: **110.**

Parent: Enter the name of the student's parent or guardian. For example: **Doe, David.**

Address: Enter the student's address. For example: **814 E. Main.**

City: Enter the student's city. For example: **Magnolia.**

State: Enter the student's two digit state abbreviation. For example: **AR.**

Zipcode: Enter the student's zip code. For example: **71753.**

New, Change, Remove
The window at the bottom of the screen shows the textbooks checked in/out to the student on the screen.

If needed, use the '**Change'** button to make any changes to a textbook entry.

Use the '**Check Out'** and '**Check In'** options under the **File Menu** to add or remove books for this student. If you use the New or Change option, the Master Inventory count will not be current. (To get the Master Inventory current, use the '**Current Inventory Check**' option under the Utilities Menu.)

More, Save, Cancel (Tool Bar Menu)
Select **< More >** to save this entry and
add another one.

Select **< Save >** to save this entry.

Select **< Cancel >** to undo what you've
added and exit.

STEP 5b - Add Staff Information
Use this option to add information about
your staff.

Select '**Staff**' under the **File Menu**.

Staff Id: Enter a unique ID number for
this staff member. For example: **1.**

Tchname: Enter the name of the staff
member, last then first. Example: **Doe,
John**

Socsecno: Optional. Enter the social
security number of the teacher.

Race ID: Enter **W** for White, **B** for Black,
H for Hispanic, **A** for Asian, **I** for
Indian or **O** for other.

Sex: Enter **M** for male or **F** for female.

Homeroom: Enter the teacher's homeroom
number.

Res Phone: Enter the teacher's home
phone number.

Address: Enter the teacher's address.

City: Enter the teacher's city.

Note: The last city entered will appear
as the default. Press <Enter> to accept
the default city.

State: Enter the teacher's state.

Note: The last state entered will appear
as the default. Press <Enter> to accept
the default state.

Zipcode: Enter the teacher's zip code.

Note: The last zip code entered will
appear as the default. Press <Enter> to
accept the default zip code.

More, Save, Cancel (Tool Bar Menu)
Select **< More >** to save this entry and
add another one.

Select **< Save >** to save this entry.

Select **< Cancel >** to undo what you've
added and exit.

When you've finished, select **< Close >**
to return to the **Master Menu**.

STEP 5c - Textbooks (Individual)
Use this option to view individual textbooks.

> **Note:** See the '**Create Textbook Entries'** option under the Utilities Menu to create individual textbook entries. This option will save you hours of work.

The individual textbook screen present the following information:

Category: This is the category number for this textbook. For example: **The American Experience**

Textbook: This is the unique ID number assigned to each textbook.

Condition: This tells you the condition of the book.

Note: Use this field to make notes about the textbook, as needed.

Issued: This field tells you whether the textbook is issued or in inventory. If marked, it is issued. This item is automatically maintained by the computer.

STEP 5d - Check Out by Student
Use this option to check out textbooks to individual students.

Select '**Check Out**' under the **File Menu**. Then select **'by Student'**.
Select **< Add >** and enter the following information.

Student ID: Enter the ID number for the student checking out the textbook or press <Enter> to select from a pop up list. For example: **1.**

> **Note:** If you're using the bar code option, use the bar code wand to enter the student's ID number.

Staff ID: Enter the ID number of the teacher teaching this class and using this textbook or press <Enter> to select from a pop up list. Example: **10**

> **Note:** If you're using the bar code option, use the bar code wand to enter the staff member's ID number.

Textbook: Enter the Textbook ID number for the book being issued or press <Enter> to select from a pop up list.

> **Note:** If you're using the bar code option, use the bar code wand to enter the textbook ID number.

Period: Enter the class period for which this text was issued.

Amt to Pay: The default amount from the Master Inventory is automatically placed

in this field for you. Press <Enter> to accept the amount to pay for rental or payment of the book or enter the correct amount.

Note: At this point you should be able to select **More** to save this entry and checkout another book.

Date Out: Press <Enter> to accept today's date or enter the date the book was issued.

Date In: Normally, you'll press <Enter> for this field. Use the '**Check In'** option under the **File Menu** to check books back in.

Condition When Issued: The program looks up the current condition of the book in the individual textbook file and automatically records this information for you. If for some reason, it's not correct, select the current condition.

Posted to Fees: If you use the Student Fees program to track textbook payments, this box will be marked if the information has already been posted to the Student Fees program.

More, Save, Cancel (Tool Bar Menu)
Select **< More >** to save this entry and add another one.

Select **< Save >** to save this entry.

Select **< Cancel >** to undo what you've added and exit.

When you've finished, select **< Close >** to return to the **Master Menu.**

STEP 5e - Check In by Student
Use this option to check in textbooks from individual students.

Select '**Check In**' under the **File Menu**. Then select **'by Student'**.

Select < Add > and enter the following information.

Textbook: Enter the Textbook ID number for the book being issued or press <Enter> to select from a pop up list.

Note: If you're using the bar code option, use the bar code wand to enter the textbook ID number.

Date In: Press <Enter> to accept today's date or enter the date the textbook was turned in.

Condition When Returned: The program looks up the condition the book was in when it was issued and automatically records this information for you. Select the condition of the book when returned.

More, Save, Cancel (Tool Bar Menu)

Select **< More >** to save this entry and add another one.

Select **< Save >** to save this entry.

Select **< Cancel >** to undo what you've added and exit.

When you've finished, select **< Close >** to return to the **Master Menu**.

STEP 6 - Tracking Textbooks by Location

Use this option to track groups of textbooks issued to a site (building) or teacher.

If you want to track individual textbooks issued to students, go to STEP 5.

STEP 6a - Add Location: Site/Teacher
Select '**Location: Site/Teacher**' under the **File Menu**.

Select **< Add >**. Enter the following information.

Location ID: Enter a unique ID number for this Site or Teacher.

Title: Enter a descriptive name for this site or teacher.

Address: Enter the address for this location**.**

City: Enter the city.

State: Enter the two digit state abbreviation.

Zipcode: Enter the zip code.

Phone: Enter the phone number.

Fax: Enter the fax number for this site.

Email: Enter the email address for this site or location. For example: **johnd@magnoliahs.k12.ar.us**

More, Save, Cancel (Tool Bar Menu)
Select **< More >** to save this entry and add another one.

Select **< Save >** to save this entry.

Select **< Cancel >** to undo what you've added and exit.

STEP 6b - Check Out by Location
Select '**Check Out**' under the **File Menu**. Then select, '**by Location'.**

Select **< Add >**. Enter the following information.

Location ID: Enter the Location ID number for this Site/Teacher or press **[Enter]** to select from a pop up list.

Grade ID: Enter the grade level for this site/teacher.

Category: Enter the textbook category or press **[Enter]** to select from a pop up list.

In Out: The computer automatically inserts "**O**" for out.

Quantity: Enter the quantity checked out to this site/teacher.

Date: Press **[Enter]** to accept today's date or enter the date these books were checked out.

More, Save, Cancel (Tool Bar Menu)
Select **< More >** to save this entry and add another one.

Select **< Save >** to save this entry.

Select **< Cancel >** to undo what you've added and exit.

STEP 6c - Check In by Location
Select '**Check In**' under the **File Menu**. Then select, '**by Location'.**
Select **< Add >**. Enter the following information.

Location ID: Enter the Location ID number for this Site/Teacher or press **[Enter]** to select from a pop up list**.** For example: **1.**

Grade ID: Enter the grade level for this site/teacher. For example: **11**

Category: Enter the textbook category or press **[Enter]** to select from a pop up list. For example: **814**

In Out: The computer automatically inserts "**I**" for In.

Quantity: Enter the quantity checked in from this site/teacher. For example: **100**

Note: The negative sign is automatically entered for you when books are checked back in.

Date: Press **[Enter]** to accept today's date or enter the date these books were checked In.

More, Save, Cancel (Tool Bar Menu)
Select **< More >** to save this entry and add another one.

Select **< Save >** to save this entry.

Select **< Cancel >** to undo what you've added and exit.

Chapter 3: Output (Reports)

This chapter explains the Standard
Reports to print to the screen or
printer. See Chapter 4 of the EPES
reference manual for additional details
about selecting and printing reports.

> **Note:** This Menu is **Not** highlighted if
> you're viewing information on the
> screen. Quit what you're doing and
> return to the **Master Menu**.

Select **Output** from the **Master Menu**, and
select from the following reports.

Check Out by Student
This report option prints textbook
"**Check Out**" information for each
student.

Select **< PreView >** to view the report on
your screen.

Select **< Print >** to print this report to
your printer.

See the **EPES Reference Manual**, Chapter
4, to learn how to limit the information
printed, select output order and save
your work for later use.

Check In/Out by Location

This report prints Check In and Out information by location. It uses the Report Query Format. Use the Retrieve option to select a pre-recorded report for Check In or Check Out by location.

Select < **PreView** > to print to the screen.

Select < **Print >** to print to your printer.

See the **EPES Reference Manual**, Chapter 4, to learn how to limit the information printed and save your work for later use.

List of Students

Use this option to print information about students.

Select < **PreView** > to print to the screen.

Select < **Print >** to print to your printer.

See the **EPES Reference Manual**, Chapter 4, to learn how to limit the information printed and save your work for later use.

List of Staff

Use this option to print information
about staff members.
Select < **PreView** > to print to the
screen.

Select < **Print >** to print to your
printer.

See the **EPES Reference Manual**, Chapter
4, to learn how to limit the information
printed and save your work for later
use.

List of Locations/Sites

Use this option to print information
about locations or sites where textbooks
are sent. For example a school building
or teacher's room.

Select < **PreView** > to print to the
screen.

Select < **Print >** to print to your
printer.

See the **EPES Reference Manual**, Chapter
4, to learn how to limit the information
printed and save your work for later
use.

List of Individual Textbooks

Use this option to print a list of individual textbooks. It shows the textbook ID number, category, title, condition, and whether the textbook is issued.

Select < **PreView** > to print to the screen.

Select < **Print** > to print to your printer.

See the **EPES Reference Manual**, Chapter 4, to learn how to limit the information printed and save your work for later use.

Master Inventory

Use this Menu Option to print information about the "**Categories**" in the Master Inventory file and when books were added or deleted from inventory: "**Add/Discard History**".

Select < **PreView** > to print to the screen.

Select < **Print** > to print to your printer.

See the **EPES Reference Manual**, Chapter 4, to learn how to limit the information printed and save your work for later use.

Bar Code Labels

Use this Menu option to select which bar code labels to print.

Installing the Bar code Fonts

The program prints bar code labels using a special font called "BC CBAR 2 to 1 Medium (True Type)". This bar code font must be added to your computer. To add the bar code font to your computer:

Start your computer. Go to your windows Desktop program. Place the **Textbook Manager Program Diskette # 2** in your Floppy Drive A (or B).

Windows 3.X
- Select the '**Control Panel**' from '**Main**' Menu of the Windows Program Manager.
- Select '**Fonts**' from the Control Panel Menu.
- Select '**Add**' from the Fonts Menu.
- Under 'Add Fonts', select your floppy disk drive (A or B).
- Select the bar code font named: '**BC CBAR 2 to 1 Medium (True Type)'**.
- Select OK and then return to the Windows Program Manager.

Windows 9x
- From '**Start**', select '**Settings**'.
- Select '**Control Panel**'.
- Under the Control Panel, select '**Fonts**'.
- Under File, select '**Add**'.

- Select your floppy disk drive (A or B).
- Select the bar code font named:
- '**BC CBAR 2 to 1 Medium (True Type)'**.
- Select OK and then return to the Windows 95 Desktop.

Select Bar code Labels and select from the following options.

Bar Code Labels: Student

Select Student and follow the instructions on the screen to select the type printer to use and the student ID's to include.

The Dot Matrix printer prints one label across. You can select any number of labels to print and not waste any.

The Laser printer prints three labels across and ten down. A total of 30 labels will be printed.

Once you select the range of student ID numbers to print (From and To), the program will tell you how many labels have been selected for printing. If you're using a laser printer, it should be as close to a multiple of 30 as possible. Otherwise, you'll waste a lot of labels.

Select "**Yes**" to continue and print the selected labels.

Select "**No**" to exit and skip printing. This allows you to increase or decrease the number of labels to print using the laser printer.

Note: Contact Tom Brock **Toll Free** at **1-877-325-0189** to order bar code labels for your Textbook Manager program.

Bar Code Labels: Staff

Select Staff and follow the instructions on the screen to select the type printer to use and the student ID's to include.

The Dot Matrix printer prints one label across. You can select any number of labels to print and not waste any.

The Laser printer prints three labels across and ten down. A total of 30 labels will be printed.

Once you select the range of staff ID numbers to print (From and To), the program will tell you how many labels have been selected for printing. If you're using a laser printer, it should be as close to a multiple of 30 as possible. Otherwise, you'll waste a lot of labels.

Select "**Yes**" to continue and print the selected labels.

Select "**No**" to exit and skip printing. This allows you to increase or decrease

the number of labels to print using the laser printer.

Note: Contact Tom Brock **Toll Free** at **1-877-325-0189** to order bar code labels for your Textbook Manager program.

Bar Code Labels: Textbooks

Select Textbooks and follow the instructions on the screen to select the type printer to use and the textbook ID numbers to include.

The Dot Matrix printer prints one label across. You can select any number of labels to print and not waste any.

The Laser printer prints three labels across and ten down. A total of 30 labels will be printed.

Once you select the range of textbook ID numbers to print (From and To), the program will tell you how many labels have been selected for printing. If you're using a laser printer, it should be as close to a multiple of 30 as possible. Otherwise, you'll waste a lot of labels.

Select "**Yes**" to continue and print the selected labels.

Select "**No**" to exit and skip printing. This allows you to increase or decrease the number of labels to print using the laser printer.

Chapter 4: Utilities Menu

This chapter explains the **Utilities Menu** programs that are unique to the **Textbook Manager program**. All other **Utility Menu** programs are explained in detail in Chapter 6 of the **EPES Reference Manual**.

Select the **Utilities Menu** and choose from the following options.

Current Inventory Check

This option re-computes the total inventory purchased, inventory checked out, and double checks individual textbooks issued.

If you have a power failure or computer hardware problem, the totals could be wrong. This will correct them.

Select **<OK>** to calculate and post current inventory totals.

Select **<Cancel>** to exit.

Create Textbook Entries

Use this option to create individual textbook entries which are required to track textbooks by student.

Select this option and use the following steps.

In the window to the left will appear a list of the categories in your Master Inventory file.

This program creates individual textbook entries in sequential order. To automatically create individual textbook entries, double click on the category using the mouse or highlight the category using the arrow keys and press **<Enter>**.

For example, suppose I wanted to create individual textbook entries for category 146. After selecting category **146**, notice the name of the textbook "**Classics in World Lit**" appears to the right of the category box. The following information is also displayed.

Total Inventory: 150
This item shows the total number of books in the category you've selected. In this example, there are 150 books.

Total Individual Entries: 0
This item shows the total number of individual textbook entries already created for the category you've selected. In this example, there have been no individual textbook entries created.

Total Entries NOT Created: 150
This item shows the total number of individual textbook entries the program can automatically create for you. In

this example, the program could create up to 150 new individual textbook entries.

Lowest Textbook ID Used: 1
This item shows the lowest textbook ID number that has previously been used. In this example, the program began numbering textbooks with ID number 1.

Highest Textbook ID Used: 600
This item shows the largest textbook ID number that has previously been used. In this example, the highest used textbook ID number is 600.

Note: It is possible to skip textbook numbers and group them according to a specific number sequence. However, if you choose not to generate textbook ID numbers sequentially, you'll have to manually keep track of what textbook ID numbers you've used in a particular sequence.
For example: 1000's could be Math, 2000', could be English, 3000's could be Science, etc. If you've already used 1000-1250, then you could add additional textbook ID's from 1251 to 1400 for your English series.
Please note however, that the program will check to make sure there is no possibility of duplicating a textbook ID number before automatically creating them. If there is a possibility, no entries will be created.

Textbook ID# to Begin With: 601
This item shows the next textbook ID number the program plans to generate in sequential order. If you want to change this you may do so, but see the note on the preceding item.

( ) Create All Textbook Entries
( ) Create a Specific number of Textbook Entries
By default, the program will attempt to create all textbook entries for this category. If you want to limit the number of entries created, select the second option: "**Create a Specific number**..."

Create how many entries: 150
By default, the program will create all textbook entries for the selected category. If you selected the "**Create a Specific number**..." option above, you may change the number in this item to a smaller number.

Select **< OK >** to have the program automatically create the textbook entries for you.

Select < **Cancel** > to exit and return to the Master Menu.

Copy Student Information

> **Note:** If you have not purchased and installed the Student Fees program, this option will not be usable. See Program Preferences for details on how to set up the Textbook Manager program for posting textbook fees to the Student Fees program.

Use this option to copy student information from the Student Fees program to the Textbook Manager program or vice versa.

If the student information is already entered into the Textbook Manager program, select the first option: "**From Student Fees...**".

If the student information is already entered into the Student Fees program, select the second option: "**From Textbook Manager...**".

Select **< OK >** to have the program automatically copy the student information between the two programs.

Select < **Cancel** > to exit and return to the Master Menu.

Check Fee Codes

> **Note:** If you have not purchased and installed the Student Fees program, this option will not be usable. See Program Preferences for details on how to set up the Textbook Manager program for posting textbook fees to the Student Fees program.

Use this option to verify that the fee codes you've set up in the Textbook Manager program exist in the Student Fees program.

[ ] Enter Fee Codes in Student Fees if not found
Click with the mouse or press the space bar to mark/unmark this box. When marked **[X]** the program will check to see if the fee codes you've set up in the Textbook Manager program exist. If they do not exist, the program will automatically post the Textbook fee codes to the Student Fees program.

Select **< OK >** to have the program automatically copy the student information between the two programs.

Select < **Cancel** > to exit and return to the Master Menu.

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Post to Student Fees

> **Note:** If you have not purchased and installed the Student Fees program, this option will not be usable. See Program Preferences for details on how to set up the Textbook Manager program for posting textbook fees to the Student Fees program.

Use this option to post textbook fees (which have not previously been posted) from the Textbook Manager program to the Student Fees program.

The student fees program will then allow you to track the payment of textbook fees by individual student.

Select **< OK >** to have the program automatically post the textbook fees to the Student Fees program

Select < **Cancel** > to exit and return to the Master Menu.

End of Year
Use this option to select the end of year utility programs. Select from the following options.

Erase Check Out Information
Use this option to erase Check Out information individual textbooks returned.

Select **< OK >** to have the program automatically erase individual check out information.

If a student still has a textbook checked out, the information will NOT be erased.

Select < **Cancel** > to exit and return to the Master Menu.

Erase One Grade
Use this option at the end of the year to delete the students leaving your building. Use this option before changing the students grade by one. See '**Promote Students**' below.

NOTE: If you have students moving to another building, use the **'Export File'** option under the **Utilities Menu** to write these students to the disk. Then, give the disk to the next building. The new building can use the **'Import File'** option of their **Textbook Manager program** to enter the new student information into their program without having to re-type it.

Warning: Always make backups of your data before using this option. The information will be permanently erased upon completion.

Enter Grade to Delete: Enter the number of the grade to be deleted. Use two digits. For example: **09**

Select **<Cancel>** to exit without deleting student information.

Select **<OK>** to delete the grade.

Promote Students
Use this option at the end of the year to increment the grade for each student.

NOTE: If you have students moving in from another building (and that building uses the **Textbook Manager program**), use the **'Import File'** option under the **Utilities Menu** to enter the new student information without having to re-type it.
See 'Erase One Grade' above.

Warning: Always make backups of your data before using this option. The information will be permanently changed upon completion.

[ ] Whoops! Decrease the Student Grade by One
If you accidentally promoted students and then realized you shouldn't have, use the mouse or spacebar to mark this option. Then, when the program is run, the grade will be decreased by one instead of increased by one grade.

Select **< Cancel >** to exit without changing the student's grade.

Select **< OK >** to change the grade level for each student.

Program Preferences
Use this screen to enter some basic program information.

Select '**Program Preferences**' under the **Utilities Menu**.

Printer: Enter a **1** or a **2**:
1 = Laser printer
2 = Dot Matrix printer

Use this option to tell your program what type of printer you're using.

Note: Contact Tom Brock **Toll Free** at **1-877-325-0189** to order bar code labels for your Textbook Manager program.

Turn Century On: Mark this box **[X]** to turn the century date on. This option must be used to insure Y2K compliance when selecting dates on reports.

Printer Port: Normally your printer uses printer port LPT1. Select LPT2 or LPT3 if you're using a different printer port.

[ ] Post to Student Fees
This program will post textbook fees to the Student Fees program. This allows you to track individual textbook fees by student. In order to use this option:

1) You must have the **EPES Student Fees** program for windows installed.

2) You must know which directory the Accounting program is installed in. The default is C:\FEEW.

Click on this option with the mouse or press the **<Spacebar>** to mark this option. If this option is <u>not</u> marked, the following item will be skipped.

Fees Directory: Enter the drive and directory where the **EPES Student Fees** program for windows is installed. The default is: **C:\FEEW**

Registration/Support
Register Program
Use this option to register your program for unrestricted use. To register a program, do the following:

1) Received the Master Diskettes
If you ordered the program from our office, the registration information will be on the last master diskette. Put that diskette in your floppy disk drive (A or B).

Under the Utilities Menu, select
'Registration/Support', then select
'Register Program'.

By default, the program is set up to
register the program from floppy disk
drive A. If this is what you want to do,
simply select **< OK >**. Otherwise, select
the appropriate options below.

From the Program Registration Screen:
Select (•) Register Program
        ( ) Un-Register the Program

Select the program to register:
(•) Textbook Manager
 ( ) All-In-One Registration

Select the drive where the registration
information is located:
(•) Registration File is in Drive A
( ) Registration File is in Drive B
( ) Other DrivePath (Please specify)

Note: If you select this last option,
you must type in the drive and path
where the registration information is
located. For example: c:\windows\temp
(Be sure to enter the location where the
registration file is located on your
computer.)

**2) Registering the Demo program
Downloaded from our Web Site.**
If you downloaded the demo program and
want to purchase it, contact our sales
office: **1-800-424-7512** or email us at:

sales@epessoftware.com. When the payment or purchase order is received, you will be sent a registration file for the program. Put that file on a floppy diskette and follow the same instructions in step 1 above.

Update Support

Use this option to update your support renewal information for the program. You will receive a support renewal code from our office when you support is renewed.

Note: If you purchased the **All-In-One** option, you will renew your support each year. If your support is not renewed within 30 days after the completion of the year, the program will return to Demo mode.

Select the program to update:
(•) Textbook Manager
( ) All-In-One

Support Renewal Code: Enter the support renewal code you received from our office.

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