FOLLETT INSTRUCTIONS FOR LINKING BARCHARTS/QUICKSTUDY® PRODUCTS TO CORRESPONDING TEXTBOOK.

IMPORTANT: BarCharts/QuickStudy® products must always be sold as General Books, even when adopted to a course by a professor. Perform the following steps when adopting BarCharts/QuickStudy®:

Please use the BarCharts Request Form found on the QUAD as your guide when adopting items into CourseTracks. Adopting the appropriate General Books dept. 340 SKUs from the BarCharts Request Form ensures that your adoption in CourseTracks is correct, the product can be ordered and received in BackOffice correctly and your store eFollett website will display each distinct BarCharts image.

During the adoption process, review and complete the following steps in order to adopt BarCharts product to each individual course/section necessary:

1. From each section's *Adoptions: Course & Section Detail* screen, click on the **Find titles & Supplies** tab

2. Click the **Supply** radio button and then enter your desired SKU (from column "A" of the BarChart Request Form) into the **SKU/UPC** field

   - **All SKUs in CourseTracks require 9 digits, if the SKU on the BarChart Request Form has fewer than 9 digits, enter leading zeros to the SKU/UPC field**
   - **If the SKU from the BarChart Request Form does not populate Search Results, try entering the UPC from column "C" or contact the General Books department through the GM Portal for assistance**

3. Click **GO**

4. Once the *Search Results* screen populates with your desired BarChart title, **double-click** the line item to move to the *Adoptions: Supply Detail* screen

5. On the upper right hand corner of the *Adoptions: Supply Detail* screen, click the **Usage in Course** dropdown menu and select **Suggested**
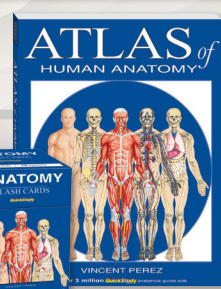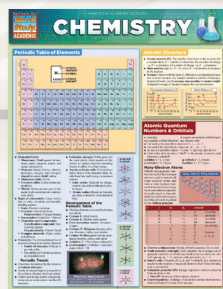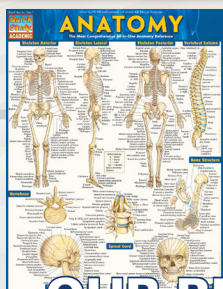

   - **The *Suggested* usage code will appear as *Bookstore Suggested* on eFollett and your text sales floor shelf tags with full pricing information**
   - **There is no need to set a supply QTC for your BarChart titles as orders and receiving is processed through BackOffice in conjunction with the General Books team**

6. Repeat steps 1-5 as necessary for each BarChart title and each section adoption

7. Place each finalized adoption in Complete Status

   - **To order your desired BarChart adoption quantities or to request additional BarChart title information please complete and submit the BarChart Request Form through the GM Customer Portal.**

Using the above process will ensure that BarCharts/QuickStudy® appear correctly on shelf tags, and on efollett. Additionally, the process above will allow online orders to correctly process in SODA (Sales Order Desk Application).

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