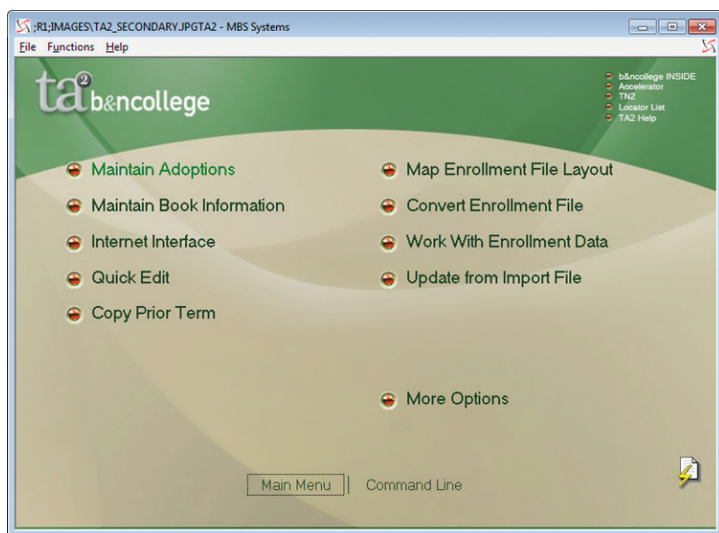


# Products not in the MBS or Local Databases

All BarCharts products are now to be received and sold as Textbooks, division 66, and no longer under Trade, division 68. Going forward, all BarCharts products should be adopted in TA2 to a course deemed appropriate as "Bookstore Recommended." If a professor requires them, please mark them as "Required."

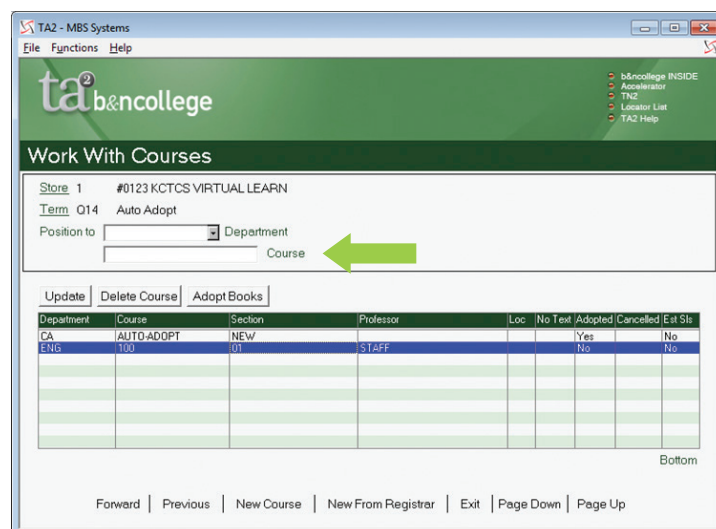
1

From the Main Menu, click on the Adoptions Menu, then select Maintain Adoptions.



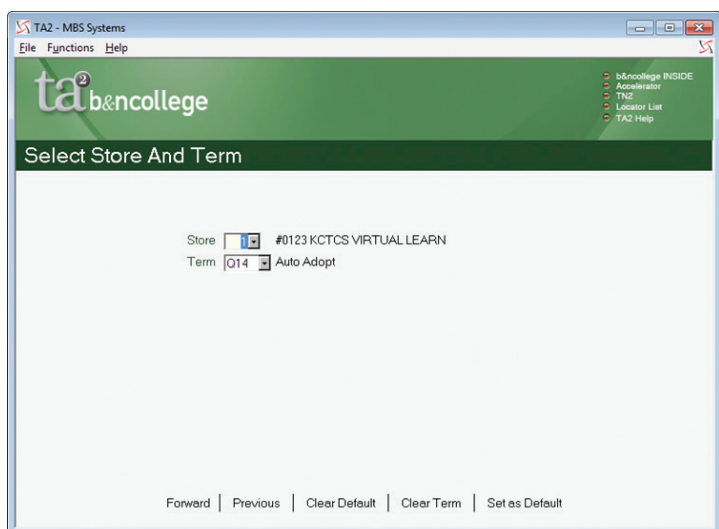
3

Highlight the course you are adopting for and select Adopt Books.



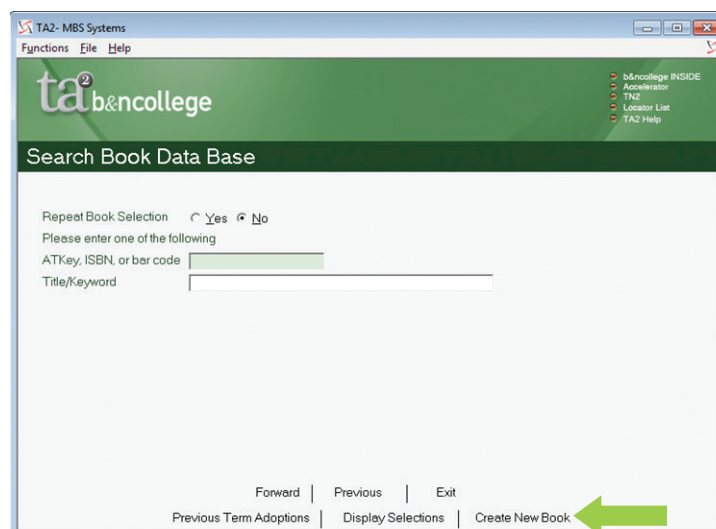
2

Choose the Term and click Forward.



4

Select Create New Book on this screen.



# Instructions for Adopting BarCharts Products

5

Fill in Author, Title and ISBN. Enter BarCharts as the author.

TA2 - MBS Systems  
File Functions Help

ta<sup>2</sup>b&ncollege

Create Book Information

Book Type: [Dropdown]  
Author: [Text Field]  
Title: [Text Field]  
ISBN: [Text Field] [Status: ]  
Edition: [Text Field]  
Publisher: [Text Field]  
Imprint: [Text Field]  
Book Cover Type: [Dropdown]

Forward Previous Exit

7

Search for the vendor named "BARCharts" and click on it. Then click Select Vendor.

TA2 - MBS Systems  
File Functions Help

ta<sup>2</sup>b&ncollege

Select Vendor

Search For: Primary Vendor  
Vendor Type: Publisher  
Position to: BARCharts  
Select Vendor

Code	Vendor
BARCharts	BARCharts INC
BARD PRESS	BARDOLF CO
BARDOLF	BAREFOOT BOOKS
BAREFOOT	BARShea LOWERY
BARShea	BARKING RAIN PRESS
BARK RAIN	BARKLEY & ASSOC
BARKLEY & AS	BARMARRAE BOOKS
BARMARRAE	BARNABAS PUBLISHING
BARNABAS	BARNETT INTL

More

Forward Previous Search Vendor by Keyword Page Down Page Up

6

Click the drop down arrow next to Publisher.

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File Functions Help

ta<sup>2</sup>b&ncollege

Create Book Information

Book Type: [No Book Type]  
Author: BARCharts  
Title: APA/MLA GUIDELINES  
ISBN: 978142321758 [Status: ]  
Edition: [Status: ]  
Publisher: [Dropdown]  
Imprint: [Dropdown]  
Book Cover Type: [Dropdown]

Forward Previous Exit

8

The vendor will now show on the Create Book Information screen. Click Forward.

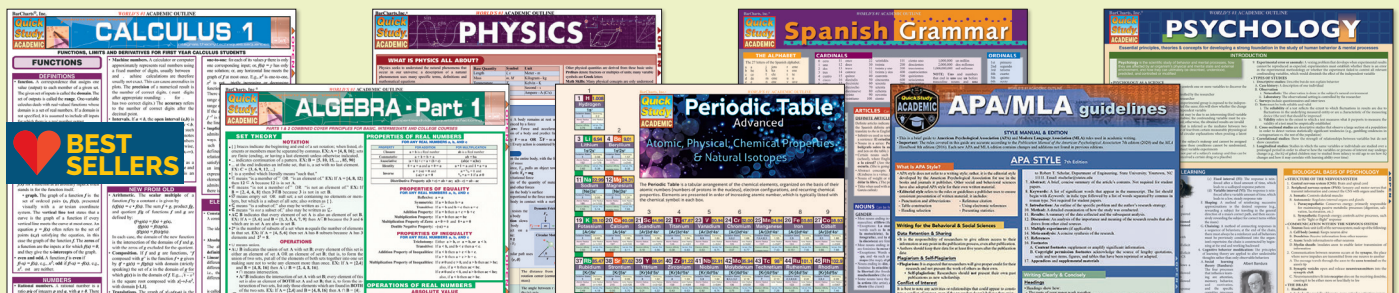
TA2 - MBS Systems  
File Functions Help

ta<sup>2</sup>b&ncollege

Create Book Information

Book Type: [No Book Type]  
Author: BARCharts  
Title: APA/MLA GUIDELINES  
ISBN: 978142321758 [Status: ]  
Edition: [Status: ]  
Publisher: BARCharts INC  
Imprint: [Dropdown]  
Book Cover Type: [Dropdown]

Forward Previous Exit



# Instructions for Adopting BarCharts Products

9

Click on prices. Enter the list price and a discount of 49%.

TA2 - MBS Systems

Functions File Help

**ta<sup>2</sup> BARNES & NOBLE COLLEGE**

Update Book Information

Book Type: No Book Type

Author: BARCHARTS

Title: APAMLA GUIDELINES

ISBN: 978142321750 New Barcode: 978-1-4232175-8-9 Used Barcode: 290-1-4232175-8-8

Publisher: BARCHARTS BARCHARTS INC

Imprint: Status: ☐

Book Cover Type: ☐

MBS Data: Book Number: 000000000 Activity Number: Comments: Non-Text Type: ☐

Publisher/Wholesaler Pricing: Pub Price: 0.00 Pub Discount: 0.000 Guide Price: 0.00

Retail Pricing: New Price: 0.00 Used Price: 0.00

Forward Previous Components Merge Book Data Retail Class Store/Book Options Prices **ing Code** Exit

Note: You can obtain the list price from BarCharts Product Catalog or via [www.barcharts.com](http://www.barcharts.com).

10

Press the Enter key to save the changes. Click Forward to continue.

TA2 - MBS Systems

File Functions Help

**ta<sup>2</sup> BARNES & NOBLE COLLEGE**

Update Textbook Prices

Author: BARCHARTS

Title: APAMLA GUIDELINES

Store: #0123 KCTCS VIRTUAL LEARN INST

Price from Publisher: List Price: 495 Discount: 49000

Current Values: 4.95 20.000

Retail Prices: New: 495 Used: 370 Spec Price: 00 Guide Price: 0.00

MBS Update: ☒ Yes ☐ No

Prices were updated. Select Forward to continue. Previous to cancel.

Forward Previous Recalculate Prices Guide Price History Retail Price History Exit

11

Click Forward.

TA2 - MBS Systems

File Functions Help

**ta<sup>2</sup> BARNES & NOBLE COLLEGE**

Update Textbook Prices

Author: BARCHARTS

Title: APAMLA GUIDELINES

Store: #0123 KCTCS VIRTUAL LEARN INST

Price from Publisher: List Price: 495 Discount: 49000

Current Values: 4.95 20.000

Retail Prices: New: 495 Used: 370 Spec Price: 00 Guide Price: 0.00

MBS Update: ☒ Yes ☐ No

Prices were updated. Select Forward to continue. Previous to cancel.

Forward Previous Recalculate Prices Guide Price History Retail Price History Exit

TA2 - MBS Systems

File Functions Help

**ta<sup>2</sup> BARNES & NOBLE COLLEGE**

Update Book Information

Book Type: No Book Type

Author: BARCHARTS

Title: APAMLA GUIDELINES

ISBN: 978142321750 New Barcode: 978-1-4232175-8-9 Used Barcode: 290-1-4232175-8-8

Publisher: BARCHARTS BARCHARTS INC

Imprint: Status: ☐

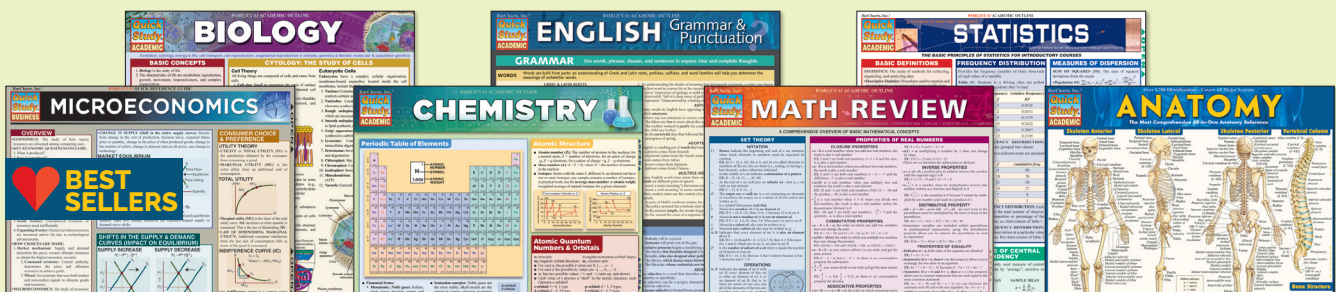
Book Cover Type: ☐

MBS Data: Book Number: 000000000 Activity Number: Comments: Non-Text Type: ☐

Publisher/Wholesaler Pricing: Pub Price: 4.95 Pub Discount: 49.000 Guide Price: 0.00

Retail Price (Store 1): New Price: 4.95 Used Price: 3.70

Forward Previous Components Order Quantity Edit Notes/Reporting Code Exit Retail Class Store/Book Options Prices Inventory Display Alt ISBN Merge Book Data



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# Instructions for Adopting BarCharts Products

## 12

Click on the drop down arrow for "Recommend Code"

**TA2-MBS Systems**  
Functions File Help

**ta<sup>2</sup>b&ncollege**

**Create Book Selection Info**

Store 1 #0123 KCTCS VIRTUAL LEARN Term Q14  
Dept ENG Course 100 Section 01  
Author BARCHARTS  
Title APAYMLA GUIDELINES  
ISBN 978-1-4232175-8-9 Edition Imprint  
Publisher BARCHARTS

Book Message:

Recommend Code **REQUIRED**

Estimated Sales 0  
Requested by Professor 0  
Date Adoption Received 3/13/15  
Entry Date 3/13/15  
Shell Tag Printed ☐ Yes ☒ No  
Available through eMBS ☐ Yes ☒ No  
Auto Adopt eBook ☐ Yes ☒ No

**Enrollment Information**  
Class Capacity 10  
Estimated Pre-Enrollment 0  
Requested by Professor 0  
Actual Enrollment 0  
Adoption Verification Printed No  
Sales History Printed No

Forward Previous Modify Book Information Exit

## 14

Your selection will appear in the "Recommend Code" box.

**TA2-MBS Systems**  
Functions File Help

**ta<sup>2</sup>b&ncollege**

**Create Book Selection Info**

Store 1 #0123 KCTCS VIRTUAL LEARN Term Q14  
Dept ENG Course 100 Section 01  
Author BARCHARTS  
Title APAYMLA GUIDELINES  
ISBN 978-1-4232175-8-9 Edition Imprint  
Publisher BARCHARTS

Book Message:

Recommend Code **REQUIRED**

Estimated Sales 0  
Requested by Professor 0  
Date Adoption Received 3/13/15  
Entry Date 3/13/15  
Shell Tag Printed ☐ Yes ☒ No  
Available through eMBS ☐ Yes ☒ No  
Auto Adopt eBook ☐ Yes ☒ No

**Enrollment Information**  
Class Capacity 10  
Estimated Pre-Enrollment 0  
Requested by Professor 0  
Actual Enrollment 0  
Adoption Verification Printed No  
Sales History Printed No

Forward Previous Modify Book Information Exit

## 13

Click on the appropriate code then click "Select Code"

**TA2-MBS Systems**  
File Functions Help

**ta<sup>2</sup>b&ncollege**

Type option, press Enter

Select Code

Code	Description
BR	BOOKSTORE RECOMMENDED
CL	GO TO CLASS FIRST
EO	EBOOK
PC	VAL-U OPTION
RC	RECOMMENDED
RQ	REQUIRED

Bottom

Forward Previous Refresh Exit Page Down Page Up

## 15

Click forward 2 times to get back to "Search Book Data Base". Continue adopting more ISBNs for this course or click on previous to view the titles adopted to this course.

**TA2-MBS Systems**  
Functions File Help

**ta<sup>2</sup>b&ncollege**

**Search Book Data Base**

Repeat Book Selection ☐ Yes ☒ No  
Please enter one of the following  
ATKey, ISBN, or bar code  
Title/Keyword

Forward Previous Exit  
Previous Term Adoptions Display Selections Create New Book

**TA2-MBS Systems**  
File Functions Help

**ta<sup>2</sup>b&ncollege**

**Adopted Books**

Store 1 #0123 KCTCS VIRTUAL LEARN Term Q14  
Dept ENG Course 100 Section 01  
Professor STAFF  
Course ID  
Course Title

Update Delete Components Adoption History

Order Qty Edit Inventory Modify Book Info Notes/Reporting Code Course-Fee Info

Book Type	Author	Title	ISBN	Est Sales	Recommendation	Cancel	CF
No Book Type	BARCHARTS	APAYMLA GUIDELINES	978-1-4232175-8-9	0	REQUIRED		

Bottom

Forward Previous New Adoption Exit Page Down Page Up

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pinterest.com/barcharts