

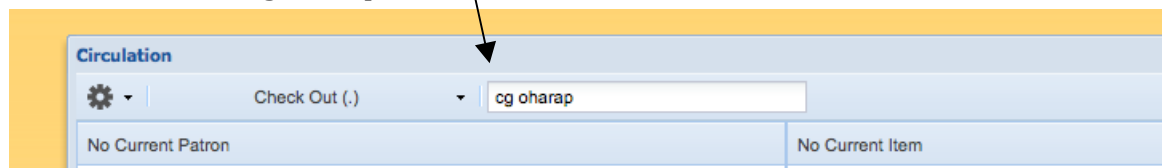
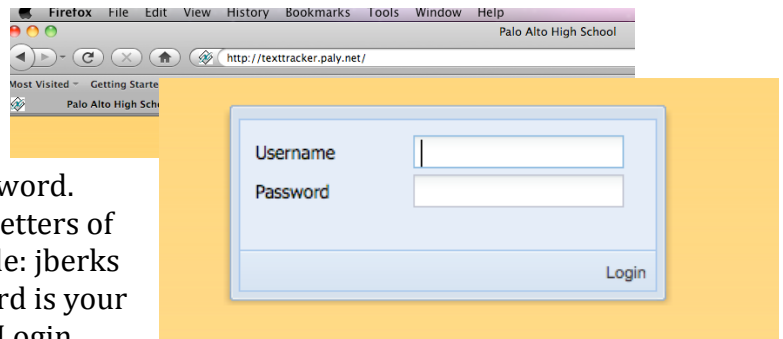
Welcome to Textbook Tracker's Web Tool

Things to Remember

- Please watch the transaction log at the bottom of the screen to see that the program is working as intended. A cheerful beep from the scanner does not, necessarily, mean that everything is going as planned.
- Your black Symbol scanner may not have been configured to read both types of barcodes in use at Paly. Setup barcodes sheets are in each department.

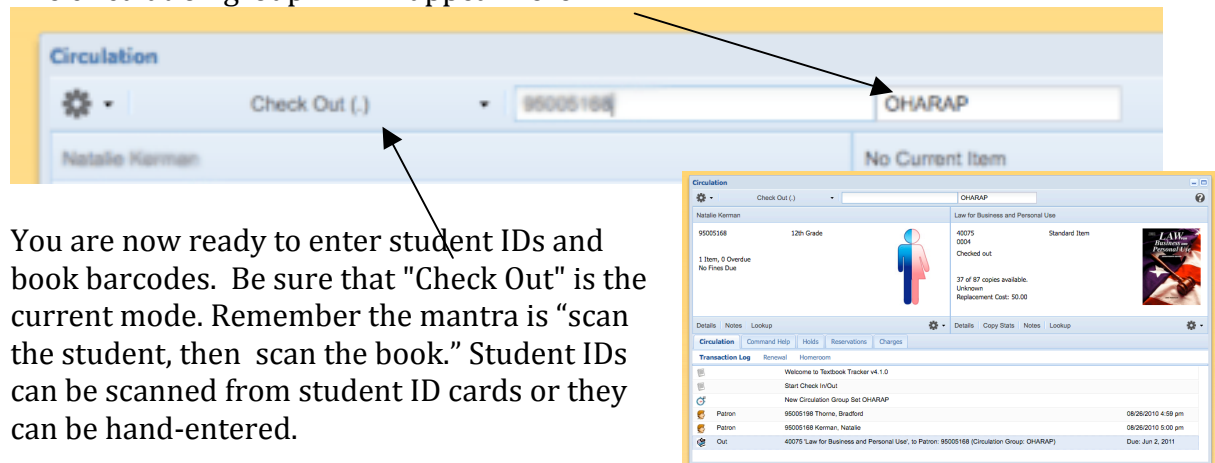
To issue books:

1. Open a browser and go to texttracker.paly.net.
2. Enter your username and password. Your user name is the first six letters of your email user name. (Example: jberks would be Jerry's) Your password is your three-digit copier number. Hit Login.
3. Textbook Tracker uses "circulation groups" instead of teacher IDs to match a book to the teacher who issued it. Your circulation group's name is your last name followed by your first initial. To load your circulation group, type "cg," then a space, followed by your circulation group name. For example, Pat O'Hara would enter "cg oharap." Hit enter.



If you find your circulation group is not coming up, load the default circulation group instead of your own by typing "cg main."

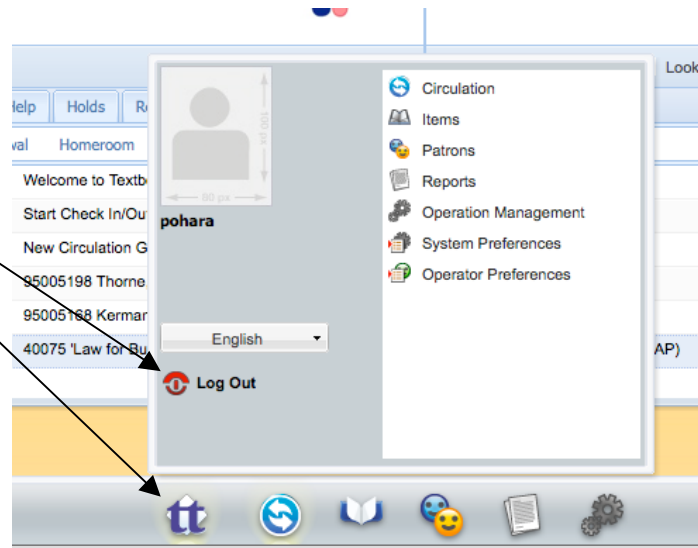
The circulation group ID will appear here.



4. You are now ready to enter student IDs and book barcodes. Be sure that "Check Out" is the current mode. Remember the mantra is "scan the student, then scan the book." Student IDs can be scanned from student ID cards or they can be hand-entered.

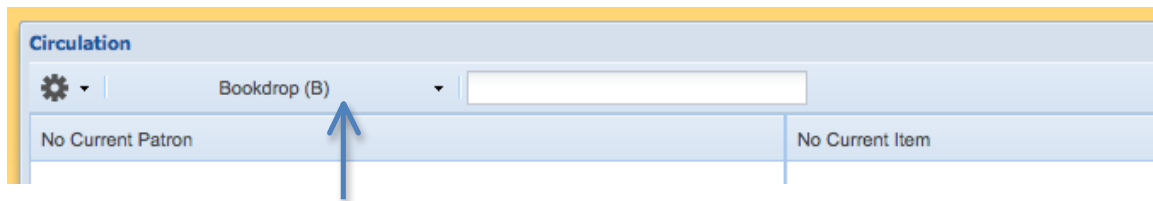
5. That's all there is to it, really. A log of the transactions will show near the bottom of the window. Watch that log carefully to ensure that the program is doing what you think it is doing.

6. To log out, click the TT icon at the very bottom of the window, then choose "log out."



To Scan in Returned Books:

The process of scanning in returned books is called "bookdrop."



1. After logging in as described above, click on Check Out(), and select Book Drop.
2. **The use of circulation groups is not needed for Book Drop mode.** Just scan the book's barcode number. No need to scan the student.
3. Watch the log at the bottom of the screen.

Remember to log out as shown above.