Course Materials Order System

Textbook Inventory and Ordering Screens

Approved Inventory Maintenance
Screen XMS2

Log into Datatel. Go to Apps ST and then type XMS2
This presents the inventory maintenance screen. This illustration
is a completed inventory screen.

To complete the Course Materials Maintenance screen:
At the “Enter the ISBN Book Number”: prompt, key the 10-digit
ISBN number of the item to be added to the inventory, press
ENTER. At the “Record not found – Enter (A)dd or RETURN to
ReEnter” prompt, enter “A” to add a new material.
- **Type**– Key the appropriate Media Type (see right)
- **Title**– Key the title of the item being added to the inventory.
  Press ENTER. The field will allow up to 25 characters.
  Abbreviations may be used. Provide enough information for
  verification by the vendor.
- **Edition**– Key the edition number. Press ENTER. “Latest” is not
  a valid choice.
- **Author**– Key the last name of the first author. Press ENTER
  - **Publisher**– Key the name of the publisher. Press ENTER
  - **Closed Date**– Only fill in the date for this field when you no
    longer wish to use this particular media. All courses must
    first be removed from Courses approved for this Media Item.
    To reactivate a material, remove the date and add the
    appropriate courses in Courses approved for this Media item.
- **Courses approved for this Media item**– Key the courses
  approved for this media. Press ENTER. Example, CHEM-
  1411. The course title will populate. Please be sure to choose
  the course with the correct dates/title if offered a choice.
  Note that the dates listed as “Eff Date” and “End Date” are
  not changeable on this screen. If a course is listed here with
  an “end date”, please remove the course by deleting it
  (Shift+F4) and entering the new course as appropriate.
- Expired ISBNs. Remove all courses and enter a closed date.

Copy Course Media
Screen XMCC

Log into Datatel. Go to Apps ST and then type XMCC
This screen is a tool to help when new course records are created
and materials from the old course record need to be copied to the
new in order to place orders correctly. **Note: This will not
eliminate the need to eventually remove the old course records
from the inventory.**

To use this screen:
- In **Copy Media from**, enter the old course number (ex: 
  HUMA-1301) that you would like to copy the materials from
  and then in **Copy Media to** enter the course that you would
  like to copy the materials to.
- In **Copy ALL approved media to new course?** Indicate
  whether you want to copy all the materials or only selected
  materials.
- In **Approved Media** if you chose “N” for **Copy ALL
  approved media to new course?**, indicate which selected
  materials you would like to copy in the far right column.
- Press F9 to process the request.

Media Types
TX–Textbooks
CD–Compact Disk
KT–Kit
TB–Tradebook
CA–Cassette Tape
VI–Video Cassette
PK–Package (use when more than one item is sold packaged together)
SU–Supplies (use for items assembled for use with a lab course)
IP–Instructor Packet published by ACC (This item will have an ACC-
generated 10-character ISBN number.)
Course Sections Materials Order Screen XMS1

Log into Datatel. Go to Apps ST and then type XMS1.

This presents the course sections materials order screen. This illustration is a completed order screen.

To complete the Course Sections Materials Order screen:

At the “Course Section Lookup” prompt, key the term identifier (i.e. 209S000) and the course name and section number or synonym and press ENTER.

- **Materials will be ordered from approved list**—Indicate whether you will be ordering books for this section with either a Y or N.
- **Delivery Campus**—Indicate the delivery campus for the materials. Send all off campus books to the nearest main ACC campus except for Fredericksburg and the Round Rock Higher Education Center.
- **ISBN Number**—Key either the complete ISBN for the title you wish to order and press ENTER or “…” and press ENTER. Pressing “…” pulls up a list of approved materials for that section. Pick the appropriate record number and press ENTER. Once the title has populated, then press ENTER and move across the fields as appropriate. If the material is optional, change the No to Yes. Leave the default quantity alone unless you have special reason to change it. Make sure N-New Order appears in the status column. Then continue ordering on the next line. When you are finished, press F9 to exit the record.

To cancel an order: Enter the record as you normally would, and go to the correct line that you want to cancel. Press enter until you are in the Status column. Type C and press ENTER. Exit out as normal.

- If you get a message that says “No materials have been approved for this section” exit out of XMS1 and go to XMS2 and update your inventory as appropriate prior to placing your order.
- If materials are available in the inventory, but you do not want to order anything, you must enter an “N” at Materials will be ordered from approved list.
- The Submitted date and status will change when Instructional Support Services pulls the order.
- **Changing an Order**—if the status of an order is “New”, you may change the order as needed. If the status is “Ordered”, please contact to Dianne Olla or Sara Petty via e-mail to discuss the best option.

Order Due Dates are:

- Summer Semester – March 1
- Fall Semester – April 1
- Spring Semester – October 1

Batch Order Processing Screen XMB7

- Log into Datatel. Go to Apps ST and then type XMB7.
- Key the ISBN of the media that needs to be ordered by more than one section and press ENTER.
- Once the ISBN is entered, the screen will populate with the other media information (Title, Type and Edition).
- **Media is optional (all sections)**—Decide if the material will be optional or required for all sections to be ordered in this session. If media is required, accept default No.
- **Record ID**—Key the term identifier (i.e. 209S000) and the course name and section number or synonym and press ENTER.
- Continue doing this for all sections to be included in the batch order.
- You may order for more than one term at a time.
- When finished with this material, press F9 until you get a screen titled Batch Order Status Report. You can print this report if needed and press F10 to exit the screen.
- Once the information is entered, the data will be “sprinkled” down to the individual textbook XMS1 screens. If you need to cancel an order, you will need to do this on an individual section by section basis in XMS1.