

## FAQ's for TIP Windows

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### Distribution and Collection Files:

#### **B1 - Will TIP allow for duplicate distributions while using the portable?**

**No**, TIP will not normally allow you to distribute the same book to two or more people. However there is a setting under "Utility" and "Preferences" that you can set to allow duplicate distributions, if you want.

#### **B2 - What does TIP allow to be collected when using CollAcc?**

When Collecting by accession, TIP will only return those books that are still Distributed or Lost. Books with the status of Paid, Damaged, Worn-Out, or Partial payments are not adjusted. As of 1/3/01, TIP will display the reason for not collecting as "Book Not in Use."

#### **B3 - I pressed Add to Database and it told me errors were left**

There are several reasons for this message. Do not be alarmed. If, for example out of 500 records, only 3 could not be added, this only means that 3 mistakes were made during scanning portions of the data collection.

Check the next subject **How do I fix the errors left in the file** for ways to correct the errors.

#### **B4 - How do I fix the errors left in the file?**

1. Find out how many errors were detected by seeing how many records are left in the file. This will give you some indication of the severity.

2. Click on the Edit Tab at the top of the screen and then click on the file to the right that has the errors.

a. **The Book Title is N/A.**

This means the ISBN scanned is not in your database. Check to see if it is a valid (10 digit) ISBN. If not, you will need to add that ISBN as a book under "Add, Edit and Remove Records."

b. **The Name is N/A.**

This means that the student or teacher ID is not valid or perhaps this is a new student or teacher that has not been added. If the number of records like this is very large check to see if students or teachers have been imported for this year. Check "Add, Edit and Remove Records" screen for students that are missing. New students or teachers can be added from "Add, Edit and Remove Records" or if there are many records like this you may want to check on importing the students/teachers from the student accounting system.

For info on Importing, check the On-Line Help system, to view importing info **start TIP**, click on **Help** in the menu bar and then click **Index**. When the system comes up click on the **Search** button at the top of the screen, **type Import** and then click **Display**.

c. **Not Enough Books in Storage.**

If there are no indications that incorrect numbers were scanned, then the reason is probably a lack of storage. Check to see if there are books in storage and the number is correct.

### Using Attached Scanners:

#### **B5 - Will TIP Verify the Name of the Student returning the book?**

Yes, if you turn on the "Prompt to Save each record" button. After the accession is scanned the student to whom the book was checked out will be displayed. If it is correct simply press enter and go on to the next accession/student.

#### **B6 - Will TIP warn me if I am about to make a duplicate distribution?**

**No**, TIP will not normally allow you to distribute the same book to two or more people. However there is a setting under "Utility" and "Preferences" that you can set to allow duplicate distributions, if you want.

#### **B7 - Will TIP warn me if I am about to distribute to a student with Holds?**

No, TIP will not warn if holds are currently assigned to a student. This issue has been made note of and is currently in TIP's feature request to have some warning mechanism.

#### **B8 - What if no name or title appears after scanning?**

a. **The Name is N/A.**

This means that the student or teacher ID is not valid or perhaps this is a new student or teacher that has not been added. If this happens often, check to see if students or teachers have been imported for this year. Check "Add, Edit and Remove Records" screen for students that are missing. New students

or teachers can be added from "Add, Edit and Remove Records." If you need to add a large number of students or teachers, check on importing the students/teachers from the student accounting system. For info on Importing check the On-Line Help system. To view importing info **start TIP**, click on **Help** in the menu bar and then click **Index**. When the system comes up click on the **Search** button at the top of the screen, **type Import** and then click **Display**.

#### b. **The Book Title is N/A.**

This means the ISBN scanned is not in your database. Check to see if it is a valid (10 digit) ISBN. If not, you will need to add that ISBN as a book under "Add, Edit and Remove Records."

#### **B9 - Can I append to a file in quick entry?**

Yes, version 9.2 and above has this ability. Prior to Typing in the file name, simple select the "Append" option.

#### **B10 - I am done distributing but nothing happens (no distributions are shown)**

Check to see if "Add to Database" has been pressed after "End Scanning". When a file is created by Quick-Scanning data, no distributions are made until that file has been added to the database.

If there is a large number of records from the file not being added due to errors go to [B3 - I pressed Add to Database.](#)

### **Printing and Applying Barcodes**

#### **B11 - Will the publishers' ISBN Bar Code work?**

95% of the time the answer is no. The bar codes used by publishers generally do not match the ISBN you order with. In many cases where the state supplies the ISBNs, the publisher ISBN will rarely if ever be the same. TIP produces ISBN bar code labels for this purpose.

#### **B12 - What items do I have to Print Bar Codes for?**

If the plans are to distribute books to students and teachers using a portable reader you will need printed bar code labels for **ISBNs, Accessions, Students, and Teachers**. TIP can produce all of these for you.

To find out more information on printing bar coded labels check the On-Line Help system. To view bar code info **start TIP**, click on **Help** in the menu bar and then click **Index**. When the help system comes up click on the **Search** button at the top of the screen, **type Bar Code Labels** and then click **Display**.

#### **B13 - Where do I place the Bar Codes?**

**Placement on the books:** The most common placement on the textbook is the back inside cover towards the center, nearer to the spine than the edge. The reason for this location is that the back inside cover has limited use and placement near the center spine area allows for book covers required at many schools. Both the ISBN and the Accession need to be applied in the same place on all books, but not too close to each other, to reduce human error when scanning.

#### **Student ID placement:**

The most popular placement of student ID labels other than on the plastic ID badge is on the student's schedule prior to enrollment. This placement allows for you to check books out at early registration after the students pick up their schedules.

Many smaller schools print the ID labels on sheets of paper in alphabetical order, sorted by grade, laminated and kept in a notebook.

#### **B14 - How long will it take to label all my books?**

Try this formula:

# books (if you don't know take  $6 * \#$  of students for an estimate.)

# books divided by 4 = #of minutes based on 4 books per minute

divided by 60 = hours for one person to label

# hours divided by (6, 7, 8) = # of Days

divide by 2 for two people 3 for three people etc.

#### **B15 - Why do I have to use both ISBN and Accession labels?**

The ISBN identifies the Title and the Accession identifies the Copy Number. This method allows TIP to reduce the user input that a library system requires when receiving books and still allows for speedy collection of textbooks by using only the accession # to collect.