

Bound To Stay Bound Books, Inc. Order Tracking

www.btsb.com

From the BTSB home page, click [Log In](#) (upper left).



Log in to the BTSB Bookstore

Enter your [Username](#) and [Password](#) in the blue box on the left.

(Note: If you have forgotten your Username and Password, call Customer Support (800-637-6586) and request them. Do NOT register a second time.)



Order Tracking

Choose **ORDERS** in the blue bar at the top of the screen.

This allows you to view information about current, shipped, and canceled orders and print a variety of reports and invoices.

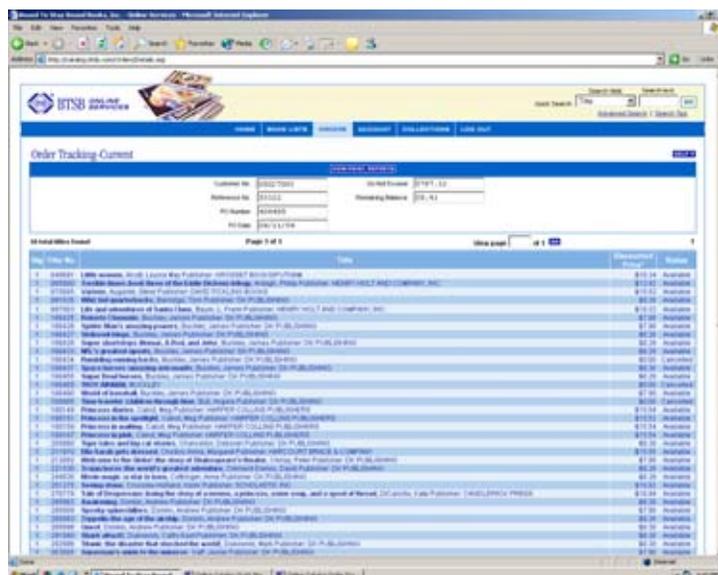
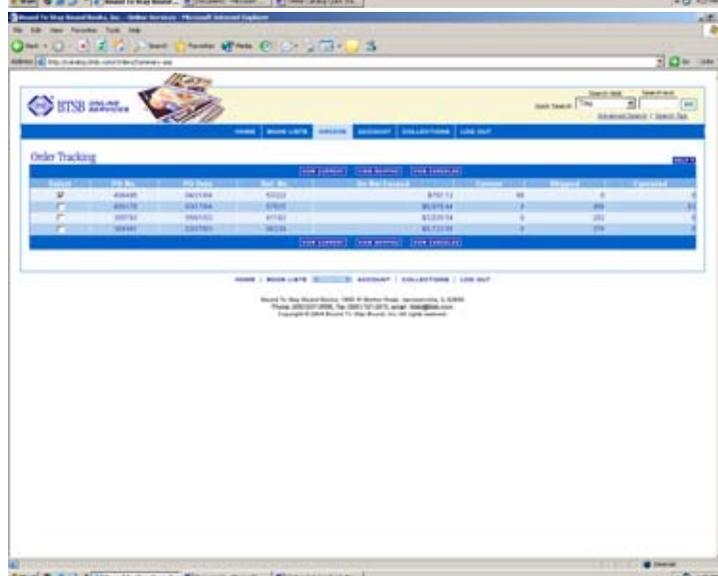
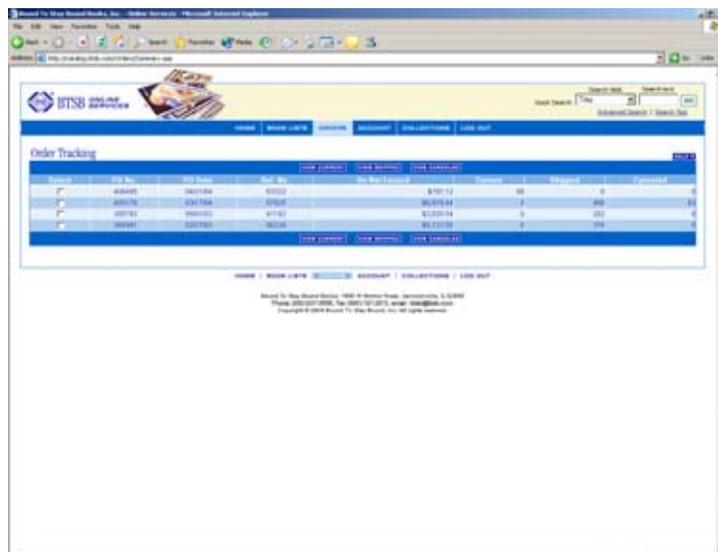
View Current

This feature allows you to view the status of the titles not yet received on an order. Select the order by checking the box in the left column then click **VIEW CURRENT** in the blue bar under the Order Tracking heading.

Order Tracking-Current

This screen displays the titles that have not been shipped on your current order. You can easily see whether the title is available or backordered, the discounted price and if you are using an order limit, the remaining balance of money not spent on your order.

You can also print a status report simply by clicking the **View/Print Reports** button in the blue bar.



View Shipped

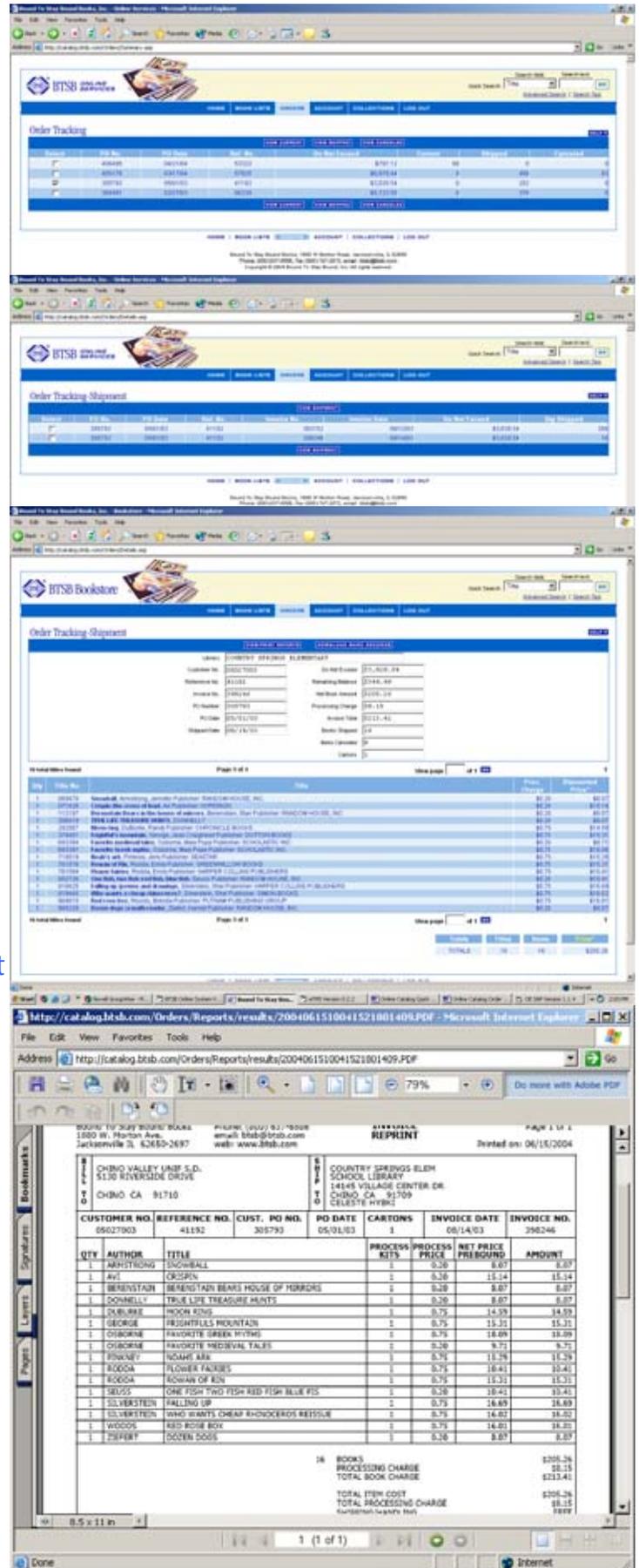
This feature allows you to view the titles shipped on a specific order. Select the order by checking the box in the left column then click **VIEW SHIPPED** in the blue bar under the Order Tracking heading.

If more than one shipment has been made on an order, you must then select which shipment you would like to view. Select the shipment that you wish to view by checking the box in the left column then click **VIEW SHIPMENT** in the blue bar under the Order Tracking heading.

Order Tracking-Shipment

When viewing the titles in a shipment you will see the quantity shipped, author, title, processing charge and discounted price for each title shipped. You also have the ability to reprint an invoice, bar code list, packing list or lexile level listing by clicking **View/Print Reports** in the blue bar under the Order Tracking-Shipment heading. Select the type of report you wish to reprint and the sort order of the report then click the View/Print button.

This print feature uses Adobe Acrobat Reader. If Adobe is not installed on your computer, you can obtain a free copy by going to www.adobe.com or using the link provided on the View/Print Reports screen.



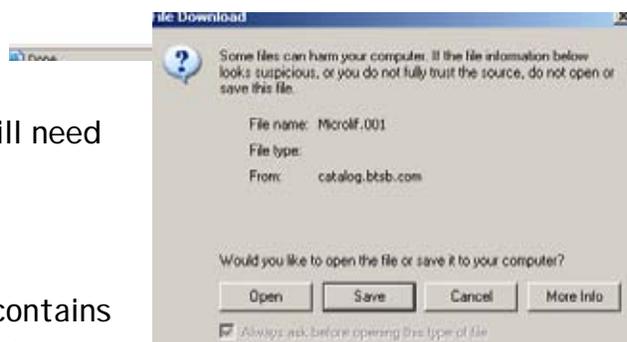
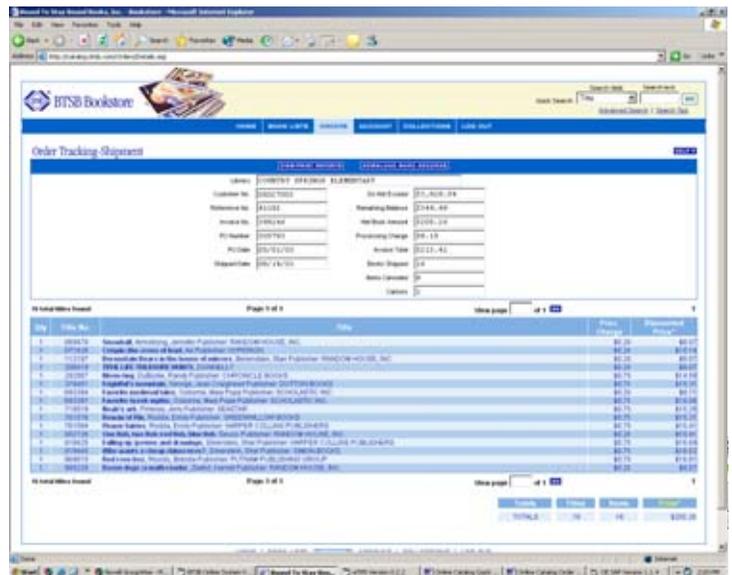
Downloading of MARC records is also available. Click [DOWNLOAD MARC RECORDS](#) button at the top of the [ORDER TRACKING – SHIPMENT](#) screen. MARC records will be available (only on shipments that requested MARC records) for 180 days from the date the order is shipped. Thereafter, MARC records must be requested through our Customer Support Department. If MARC records were not originally requested on the order, they must be created through the Bound To Stay Bound Customer Support Department.

Once you have selected [DOWNLOAD MARC RECORDS](#) a *Please Wait* window will appear. At this time, your MARC records are being created for the selected shipment. The larger the shipment, the longer it will take to create the MARC records.

Once the records have been generated, the [Download](#) screen will appear. To download your records, click on the [Download my MARC Records](#) link.

The [File Download](#) window will appear and you will need to select [Save](#).

The [Save As](#) window will appear. The file that contains the MARC records must be saved either to a disk or a file on your computer. The default file name is `Microlif.001`. BTSB suggests to save the file as this name, it will help you load data into your circulation system. Once the file has been saved, it can then be imported into your cataloging system just as if you received a disk in your book shipment from Bound To Stay Bound.



View Canceled

This feature allows you to view the titles canceled on a specific order. Select the order by checking the box in the left column then click **VIEW CANCELED** in the blue bar under the Order Tracking heading.

Order Tracking-Canceled

When viewing the canceled titles in a shipment you will see the quantity, title, author, publisher, discounted price and reason for each title canceled. You also have the ability to print a cancellation list by clicking **View/Print Reports** in the blue bar under the Order Tracking Shipment heading. Select the type of report you wish to reprint and the sort order of the report then click the View/Print button.

This print feature uses Adobe Acrobat Reader. If Adobe is not installed on your computer, you can obtain a free copy by going to www.adobe.com or using the link provided on the View/Print Reports screen.

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