

Bound To Stay Bound Books, Inc.

BTSB Bookstore

Quick Start

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.)



Select an existing list from the [Book Lists](#) section on the upper left of the screen then Click [VIEW](#).

If you wish to start a new list, click [NEW](#). You will then be prompted to give a new book list name.

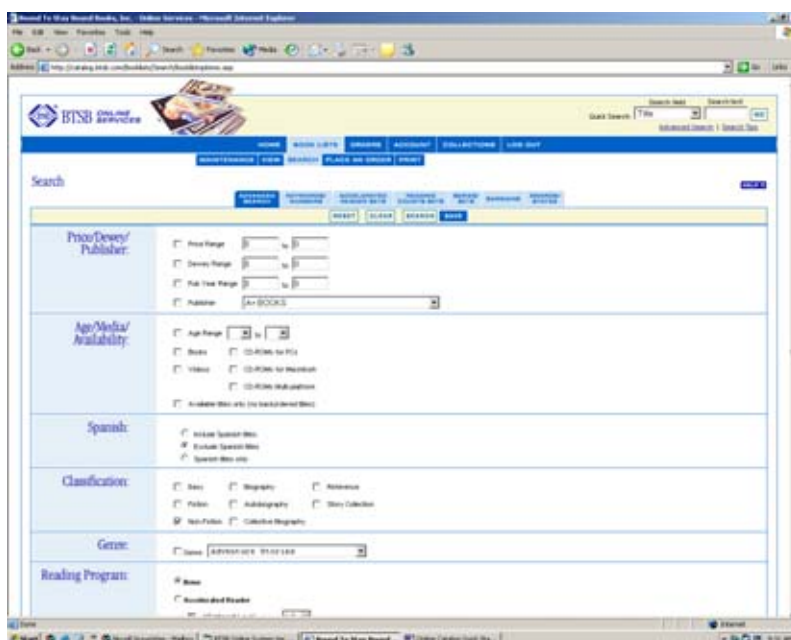
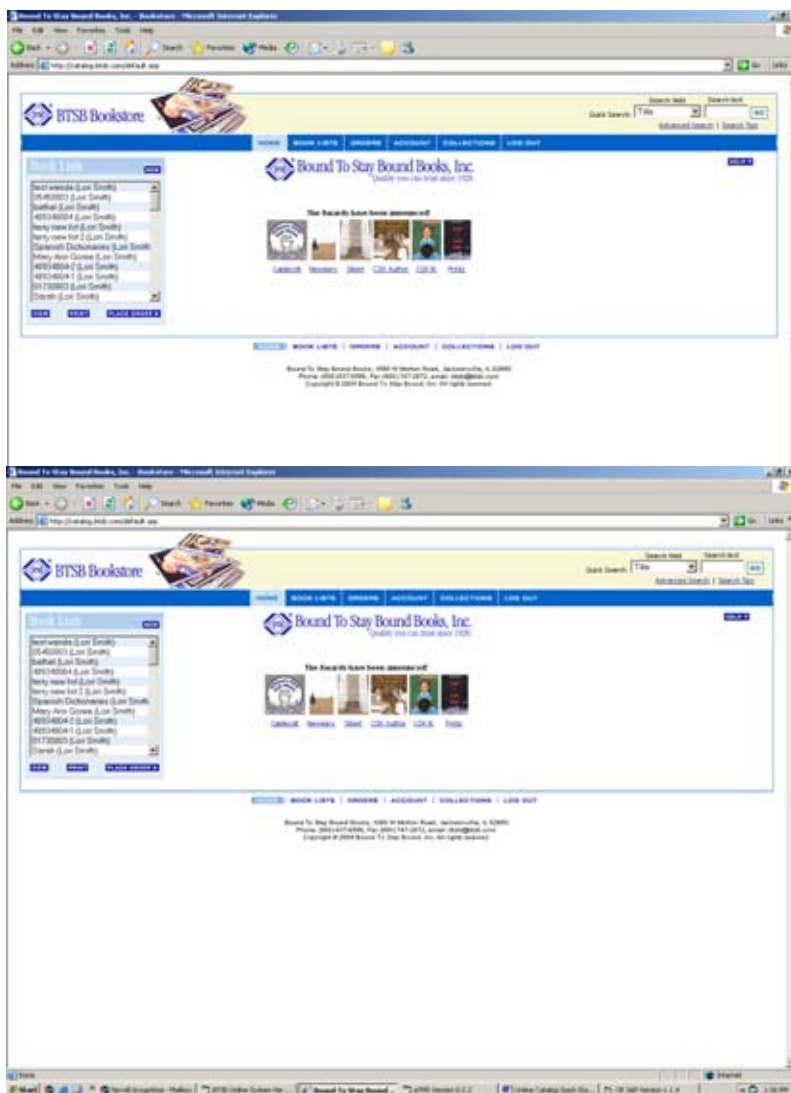
Searching for titles

[Quick Search](#) located in the upper right corner. Simply select Author, Title or BTSB Stock # in the Search Field, enter the data you wish to search in the Search Text then click [GO](#).

(Do not include articles when searching for titles.) The author search results include matches that starts with the name entered in the Search text box. The title search results include matches that contain the word(s) entered in the search text box. The BTSB Stock # search results include an exact match of the number entered in the search text box.

Advance Search

All search options have the ability to limit the search results by using the Advance Search Options. This screen allows you to select titles in a variety of ways: price, dewey range, year of publication, age, availability, classification, reading program information and reviews and recommendations. Check all applicable boxes and fill in the appropriate text boxes and click [SAVE](#). You can search directly from this screen or you can choose to use the advance search options when searching on any other tab by selecting [Use my advanced search options to limit this search](#).

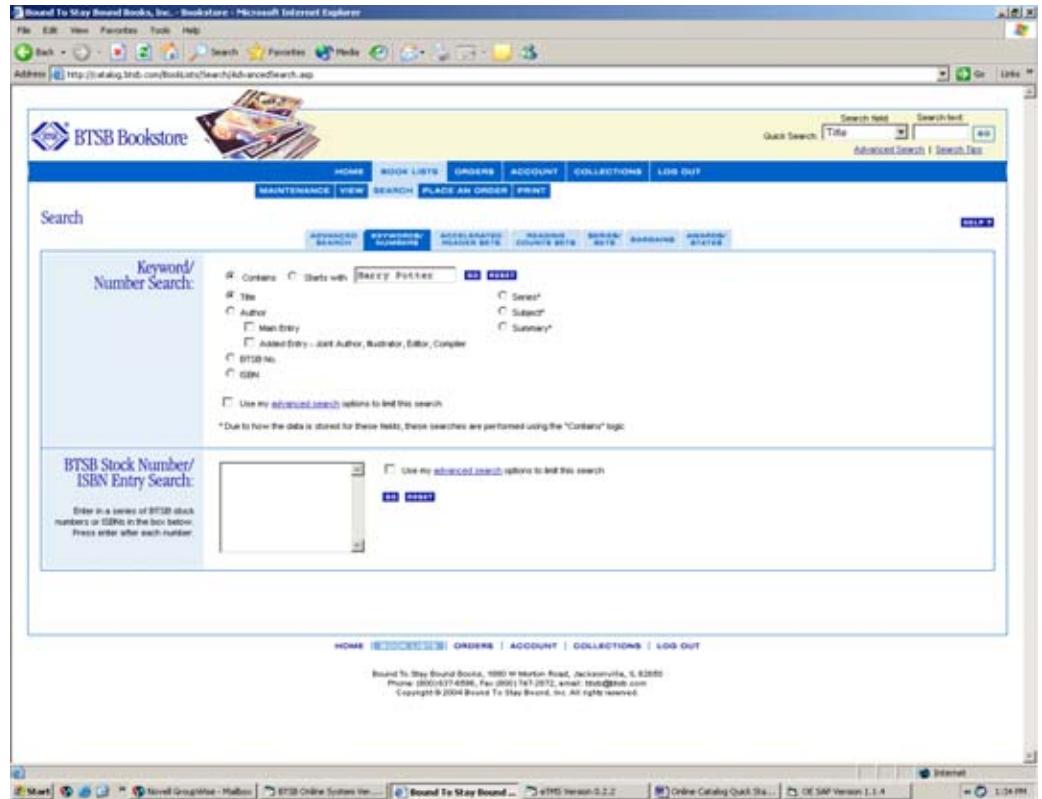


[Keyword / Numbers](#) search gives you the ability to find titles in a variety of ways: title, author, BTSB stock number, ISBN, series, subject or summary. Select the method you wish to use to make your search. Type the search word(s) in the text box and click [GO](#).

In this example we are searching for any book in our inventory that Contains the words Harry Potter in the Title.

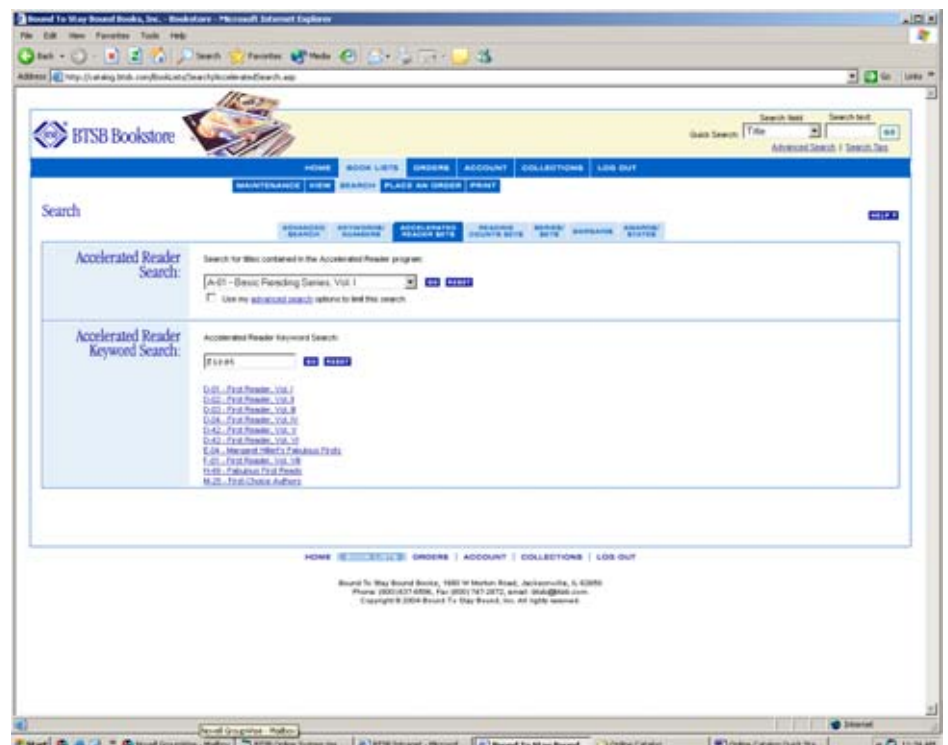
[BTSB Stock Number / ISBN Entry Search](#)

allows the user to enter a series of either 6 digit BTSB stock numbers or 10 digit ISBNs for a speedier mass entry of titles. The program will find all titles that we carry in our inventory.



[Searching for Series or Sets](#)

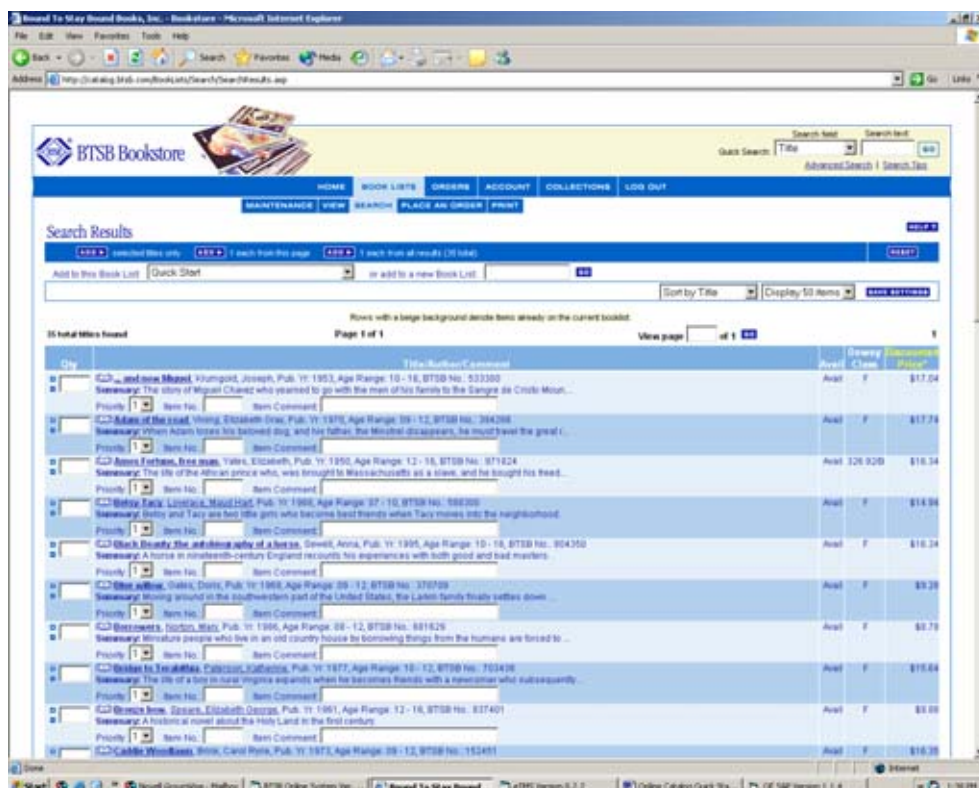
You also have the ability to search by Accelerated Reader, Reading Counts, Series/Sets, Bargains and Awards/State Lists. All 5 searches have selections listed in alphabetical sequence to make it quick and simple to find. If you know the name of the set or part of the name, you can use the keyword search on that particular set screen to find the set or sets that contain the search information. To view the titles in the set, simply click on the set name that you wish to view.



Search Results

The search results show the title, author, year of publication, age range, BTSB stock #, summary, current availability, classification and your discounted price for each title. Once you have performed a search and have results to view, you can add or delete titles from your book list by clicking the + or – boxes next to the titles you want to add or delete.

The **Priority** field allows you to choose whether the title you want to add to your list is a first choice or second choice title. All items will be considered first choice items unless the **Priority** option has been changed from 1 to 2. If you have changed priorities, Bound To Stay Bound will make every effort to send all your priority 1 or first choice items before sending the priority 2 or second choice items on your order. The **Item Number** and **Item Comment** fields are for you to use if you want to make special notes on your selected titles. You also have three different options to add titles to your book list. These options are the three add buttons that are in the blue bar under **Search Results** or in the blue bar at the bottom of the page.



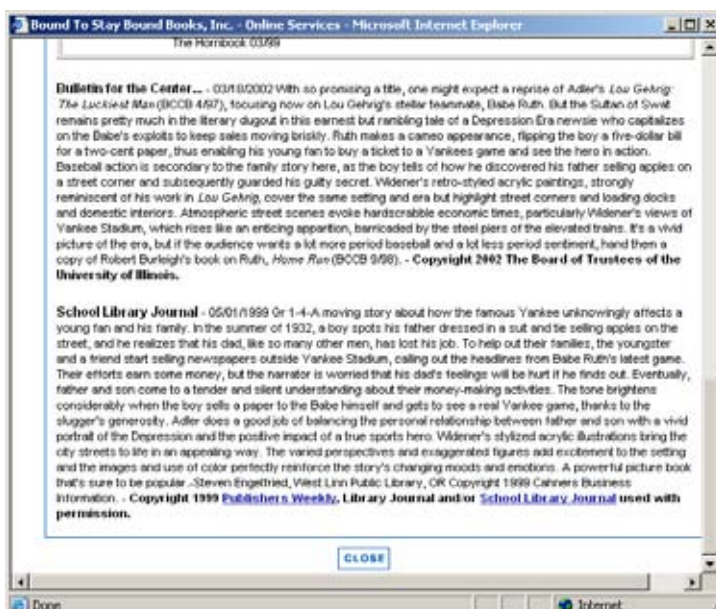
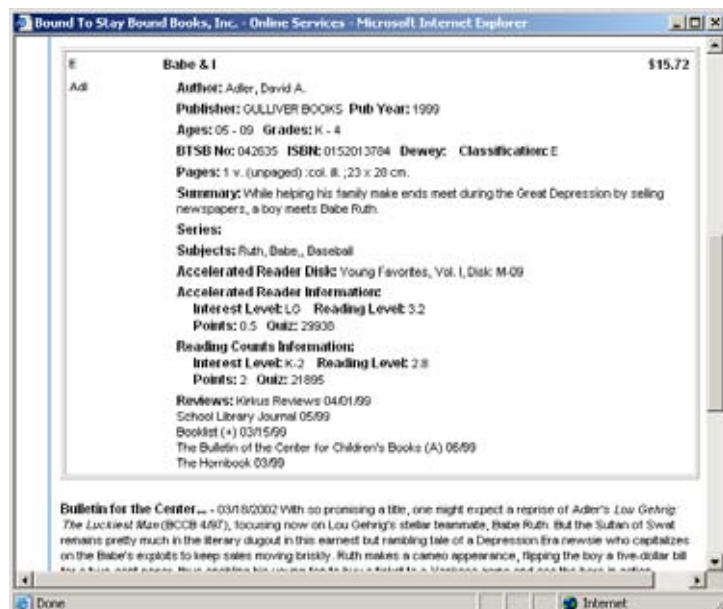
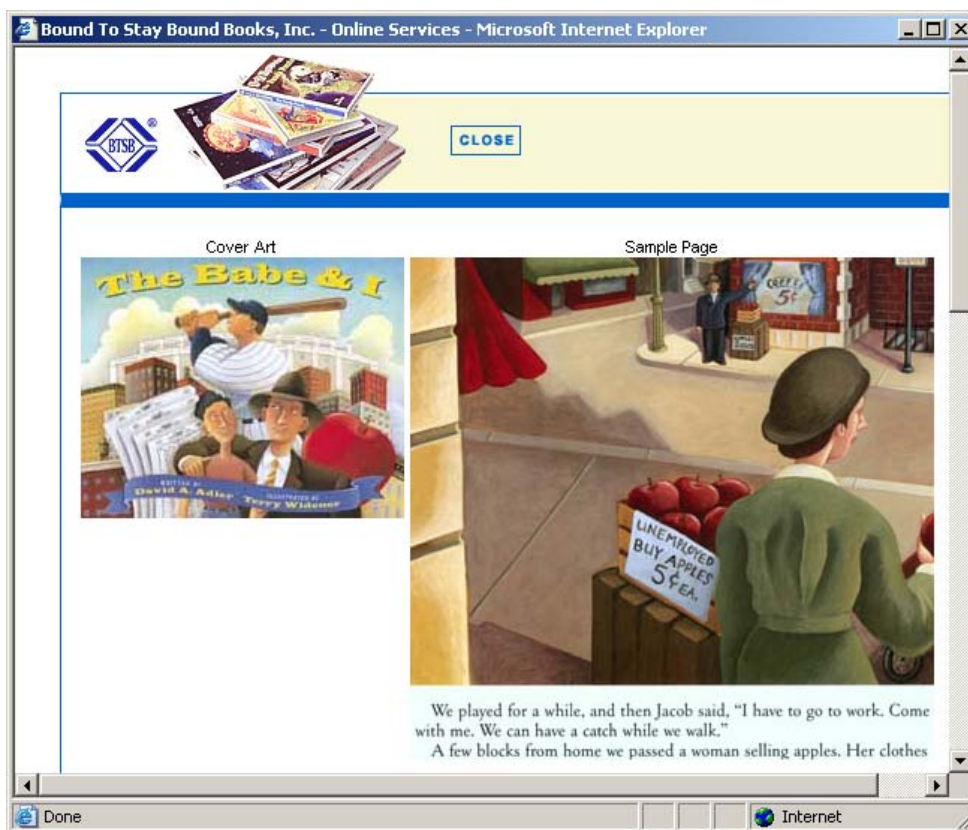
[ADD selected titles only](#) will add only the titles for which you have assigned a quantity. Enter a quantity in the **QTY** field next to the titles you wish to add then click the **ADD** button. Only those titles with a quantity entered will be added to the book list.

[ADD 1 each from this page](#) will add one copy of each of this page's list of titles to your book list.

[ADD 1 each from all results](#) (total results) will add one copy of each title in the entire search result. The total titles appear in parentheses.

This screen also shows the availability, classification and your discounted price of each title.

You can click on any underlined title to see additional information such as the cover art, a sample page, the cataloging information in a card format and, if available, full text reviews from School Library Journal or Bulletin of the Center for Children's Books.



You can also click on an author's underlined name to find out more about the author and a list of titles available from Bound To Stay Bound by that author.

Printing Book Lists

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

This screen allows you to view the titles in a list, create a printed report, download report data for use in a spreadsheet application or e-mail the report to a business office or other media specialists.

Make sure that the book list you wish to print is in the **Choose a Book List** text box.

The basic report includes quantity, BTSB #, author, title and price. You can add information to a report by selecting any of the 15 additional fields available.

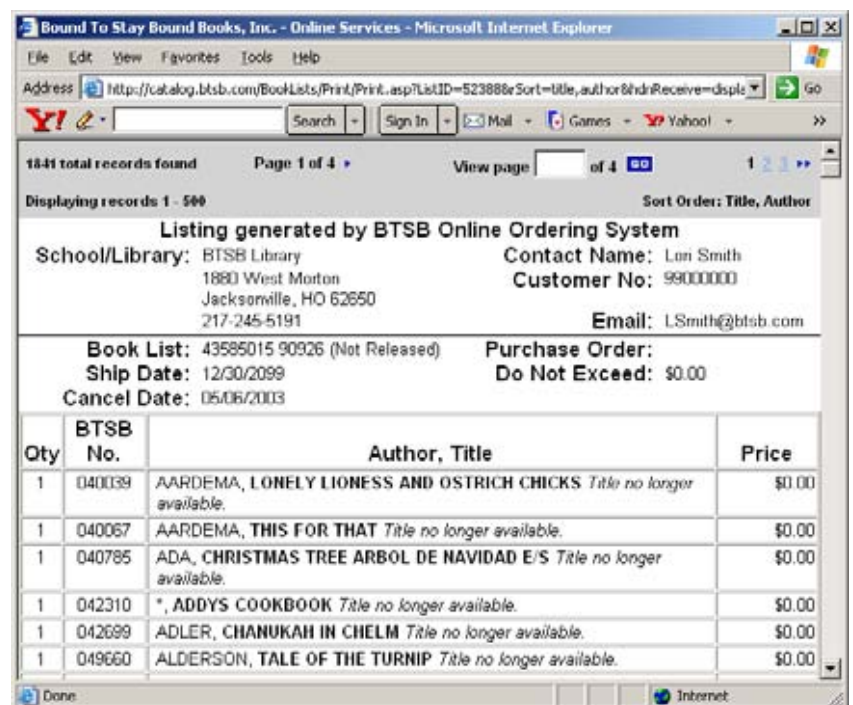
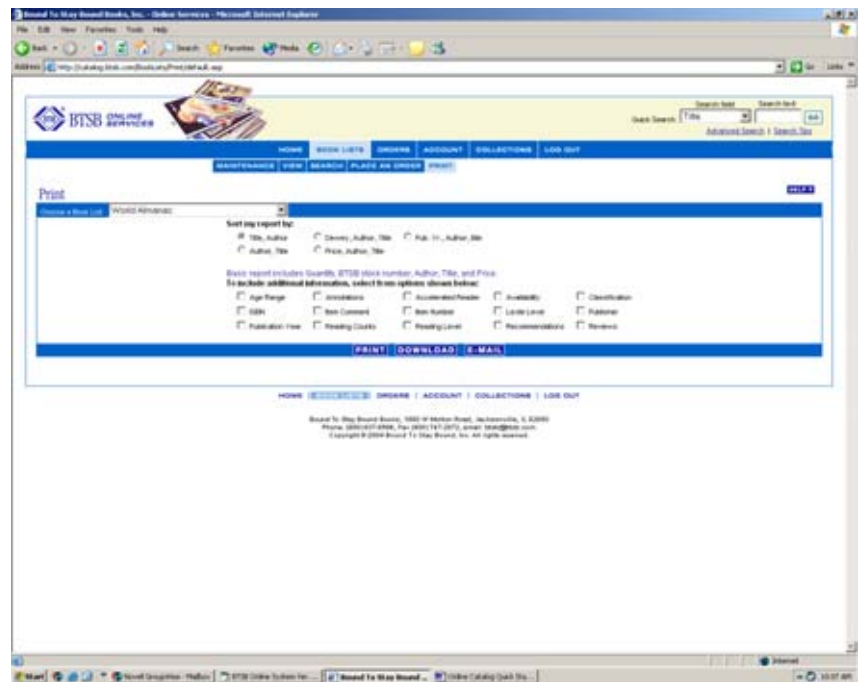
You can change the sequence of the titles by making a selection in the **Sort my report by** section. There are five different sequences from which to choose.

Once you have selected the appropriate report sequence and fields to be included on your report, click **Print**.

This will format your list on an 8 ½ X 11 sheet of paper and display all the information on your screen in a pop-up window.

Once the information is displayed, then click **File, Print** at the top of the page to send the report to your printer.

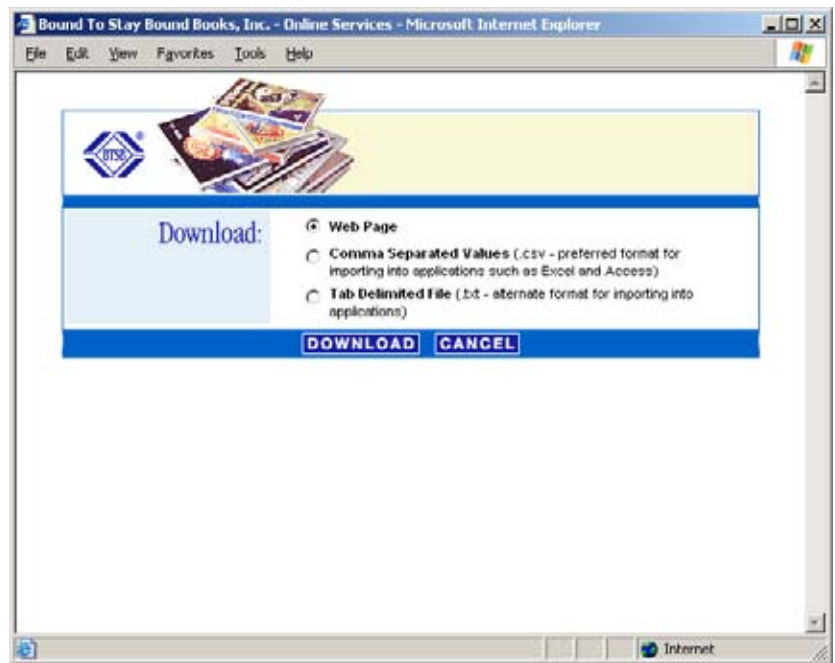
The print feature only displays 500 titles at a time. If your book list has more than 500 titles, you will need to change the view page at the top of the window and print each page separately.



Download

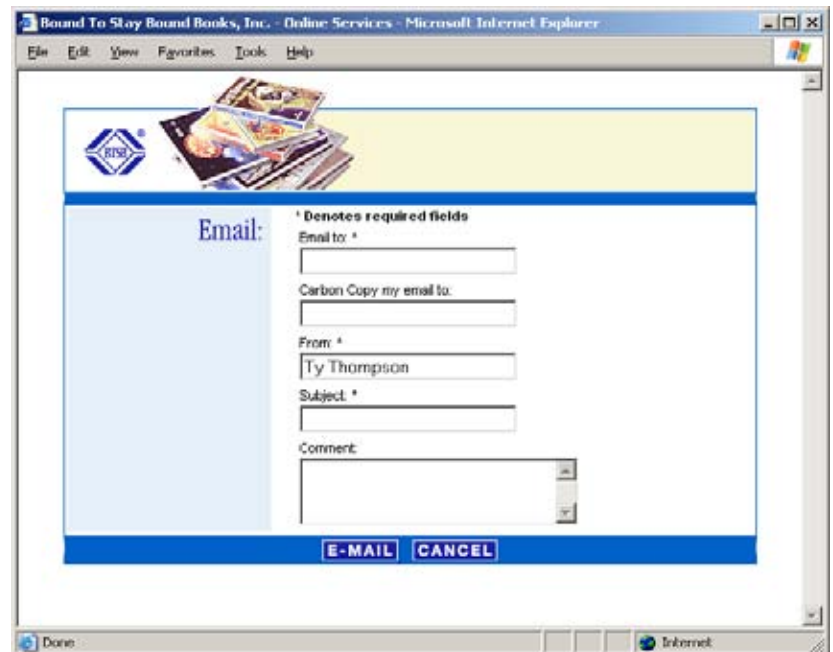
Once you have selected the appropriate sort sequence and fields to include on your report, click [Download](#).

To import your file into a spreadsheet or database, be sure to change the file type or file format to text files (.txt or .csv).



E-Mail

Once you have selected the appropriate sort sequence and fields to include on your report, click [E-MAIL](#). Fill in the e-mail address of the person you wish to send your report and complete the subject. You can then include any comments that will be included in your message. Once the form is completed, click [E-MAIL](#).



Placing an Order Online

Choose [Place An Order](#) from the blue bar under the Book Lists tab at the top of the screen.

Make sure that the name of the book list you want to send is in the [Choose a Book List](#) field.

Review the information and make any necessary changes to the appropriate fields and click [Continue](#).

Once all necessary information is completed, the final screen will summarize your order information.

If something is not correct, click the [BACK](#) button on the left side of the blue bar below [Place an Order](#).

If everything is correct, click [SUBMIT ORDER](#) on the right side of the blue bar located at the top and bottom of the page.

Once your order is submitted, you will see an acknowledgement that your order has been received.

You will also receive an e-mail confirmation that your order has been received from your Customer Support Representative.

If you have any questions using any feature of the [BTSB Bookstore](#), please contact Customer Support at [1-800-637-6586](tel:1-800-637-6586). Any representative will be happy to assist you with any questions or comments you may have.

The screenshot shows the 'Place An Order' page. At the top, there's a navigation bar with links like 'HOME', 'BOOK LISTS', 'ORDERING', 'ACCOUNT', 'COLLECTIONS', and 'LOG OUT'. Below this is a blue bar with 'Place An Order' highlighted. The main content area has a 'Choose a Book List' dropdown menu. Below that is an 'Order Totals' table with columns for 'Quantity', 'Title', 'Price', and 'Total'. The table shows a subtotal of \$12.15 and a total of \$13.30. Below the table are sections for 'Billing Address' and 'Shipping Address'. The 'Billing Address' section has a text area for 'Billing Address' and a 'Continue' button. The 'Shipping Address' section has fields for 'Full Name', 'Library', 'Address 1', 'Address 2', 'City', 'State', 'Zip', and 'Fax'. Below these fields is a 'Shipping Notes' text area. At the bottom of the page, there's a blue bar with 'SUBMIT ORDER' on the right.

The screenshot shows the 'Thank You' page. At the top, there's a navigation bar with links like 'HOME', 'BOOK LISTS', 'ORDERING', 'ACCOUNT', 'COLLECTIONS', and 'LOG OUT'. Below this is a blue bar with 'Thank You' highlighted. The main content area has a 'Thank You' message and a list of book orders. The list includes items like 'ACCSB-Advanced (BTSB Library/Lit)', 'ACCSB-Intermediate (BTSB Library/Lit)', and 'ACCSB-Advanced (BTSB Library/Lit)'. Below the list is a 'CHECK STATUS' button. At the bottom of the page, there's a blue bar with 'SUBMIT ORDER' on the right.