Mississippi
Department of Education

TIMS
2013-2014

Textbook Inventory Management System

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The Office of Textbooks is responsible for coordinating the Adoption, Distribution, Care and Use of Textbooks.

The Textbook Adoption Process Summary

The schools of Mississippi follow a five (5) year adoption cycle with the right of the board, in its discretion, to renew or extend the contract from year to year for a period not exceeding two (2) additional years, **(Section 37-43-19 (c), Mississippi Code of 1972, Annotated).** The detailed steps of this process are as follows:

1. Subject areas are designated each year and placed on the Adoption Cycle Calendar.

2. The MS Department of Education distributes the curriculum standards.

3. The publishers submit books for bid that meet the curriculum standards.

4. For each subject area, a seven member State Rating Committee reviews the submitted books.

5. After the review process, the State Board of Education approves the textbooks for adoption.

6. Copies of the adopted books are sent to schools by request to each

school district for administrators and teachers to review.

7. The Textbook Caravan, travels throughout Mississippi to provide each school district an opportunity to hear presentations about the newly adopted books. or size of the district.

8. After reviewing the books and attending the presentations on State Caravan, districts vote on which books they want to use in their schools.

9. Districts purchase the selected textbooks through the depository or directly from the textbook company.

This is a summary. A detailed explanation on the adoption process can be found on the web in the Textbook Adoption Handbook .

2013-2014 Textbook Adoption

Handwriting K-8
Mathematics 7-12
English/Language Arts K-12
Social Studies: World Geography and Citizenship (6th grade)

PLEASE SAVE THE DATES: The 2013-2014 Textbook Caravan are tentatively scheduled from

January 30, 2014 – February 17, 2014.

Please check the website for final schedule and registration information.

Mississippi Accountability Standards-Textbooks

The school district is in compliance with state law and State Board of Education policies for state adopted textbooks. {MS Code 37-43-1, 37-43-51, 37-9-14(2)(b), and 37-7-301(ff)}

26.1 The school district provides each student in each school with current or otherwise appropriate textbooks that are in good condition. {MS Code 37-43-1, 37-9-14(2)(b), and 37-7-301(ff)}

26.2 Each school district shall keep an active and surplus inventory for each school in the district to be completed by **June 30** of each year. The district shall report the inventory in the Textbook Inventory Management System. {MS Code 37-43-51} (Refer to page A-12 in the *Textbook Administration Handbook Rules and Regulations*.)

The document can be downloaded from the web at
http://www.mde.k12.ms.us/accred/accred

Codes of 1972 Annotated

The Mississippi Codes of 1972, Title 37 - Chapter 43 is the guidelines used for textbooks. A complete document can be down loaded from the Secretary of State's website at www.sos.state.ms.us.

37-43-51. Reports by schools receiving textbooks

The management of all public, private, parochial or denominational schools wherein the board is furnishing to the students thereof free school textbooks and said free school textbooks are used by the students in said school, shall file annually with the State Board of Education any and all reports as may be required by the board.

Any person who shall refuse, neglect or fail to file any report required by the board shall be denied a new allocation of funds until such reports have been completed and filed with the board.

What is TIMS?

TIMS is the web-based reporting system for the MS Department of Education Office of Textbooks.

TIMS allows schools to report their active and surplus textbook inventory, as well as transfer surplus books to other schools.

How do you sign up for TIMS?

TIMS1 form is used to designate a Primary and Secondary contact for your District. It must be signed by your Superintendent.

TIMS2 form is used to request a user account in TIMS. It must be signed by your District Primary or Secondary Contact.

What is a school district able to do in TIMS?

Update Active
Request Surplus
Request a Transfer
Run Reports

THE TEXTBOOK INVENTORY MANAGMENT SYSTEM (TIMS)
SCHOOL DISTRICT TIMS CONTACT MAINTENANCE FORM
(FORM TIMS-1 SUBMIT ONE FORM PER SCHOOL DISTRICT)

(Please Print or Type Information)

SCHOOL DISTRICT NAME: **SCHOOL DISTRICT NUMBER:**

ADDRESS:

CITY/STATE/ZIP

PHONE: **E-MAIL ADDRESS:**

SUPERINTENDENT'S NAME:

SUPERINTENDENT'S SIGNATURE: **DATE:**

(This must be an original signature in blue ink)

PRIMARY TIMS CONTACT PERSON **(Circle One) NEW REQUEST CHANGE**

NAME:

TITLE:

PHONE: **E-MAIL ADDRESS:**

SIGNATURE: **DATE:**

(This must be an original signature in blue ink)

SECONDARY TIMS CONTACT PERSON **(Circle One) NEW REQUEST CHANGE**

NAME: **TITLE:**

PHONE: **E-MAIL ADDRESS:**

SIGNATURE: **DATE:**

(This must be an original signature in blue ink)

SEND COMPLETED FORM TO:

SECURITY ADMINISTRATOR
MISSISSIPPI DEPARTMENT OF EDUCATION
MANAGEMENT INFORMATION SYSTEMS
P.O. BOX 771
JACKSON, MS 39205

FAX: (601) 359-2027
PHONE: (601) 359-3959

MIS OFFICE USE ONLY:

RECEIVED BY: **DATE:**

Revised 10/2006

THE TEXTBOOK INVENTORY MANAGEMENT (TIMS)
USER SECURITY PROFILE
(FORM TIMS-2 SUBMIT ONE FORM FOR EACH TIMS USER)
(PLEASE PRINT OR TYPE INFORMATION)

DISTRICT NAME: _____ **DISTRICT NUMBER:** _____

SCHOOL NAME: _____ **SCHOOL NUMBER:** _____

Type of Request (Check One):
- ☐ **NEW REQUEST**
- ☐ **MODIFY PROFILE OF EXISTING USER**
- ☐ **DELETE USER**

REQUESTED EFFECTIVE DATE: _____

NAME: _____

TITLE: _____

PHONE: _____ **E-MAIL ADDRESS:** _____

BASED ON THE ACCESS ROLE DEFINITIONS, CHECK THE LEVEL (S) OF USE REQUIRED FOR THIS USER:

☐ TEXTBOOK COORDINATOR **(District Level Only)** ☐ PRINCIPAL **(School Level Only)**

_____

SIGNATURE OF AUTHORIZED TIMS District Contact **DATE:**
(This must be an original signature in blue ink)

SEND COMPLETED FORM TO:

SECURITY ADMINISTRATOR
MISSISSIPPI DEPARTMENT OF EDUCATION
MANAGEMENT INFORMATION SYSTEMS
P.O. BOX 771
JACKSON, MS 39205

FAX: (601) 359-2027
PHONE: (601) 359-2837

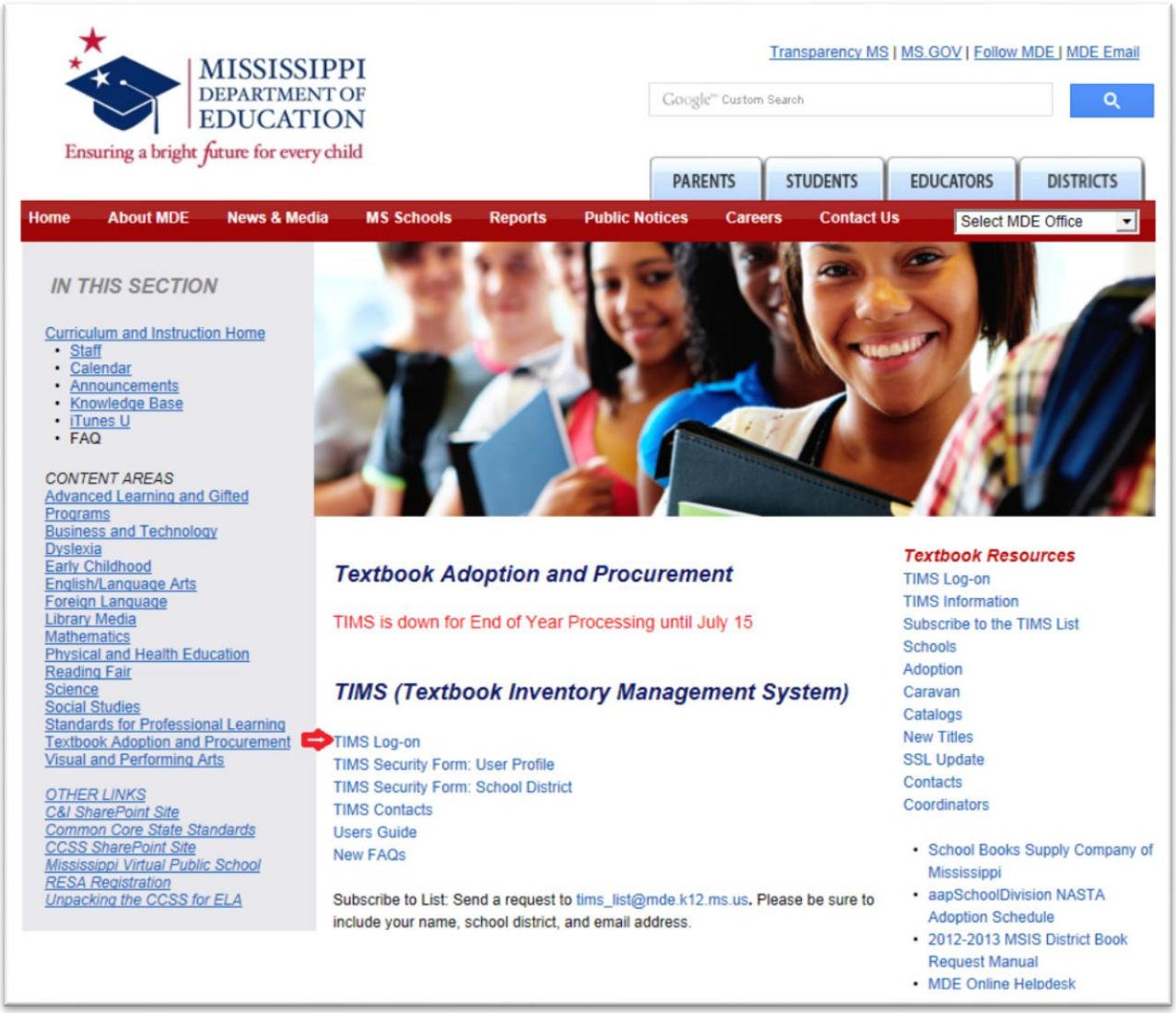
MIS OFFICE USE ONLY:

APPROVED BY: _____ **DATE:** _____

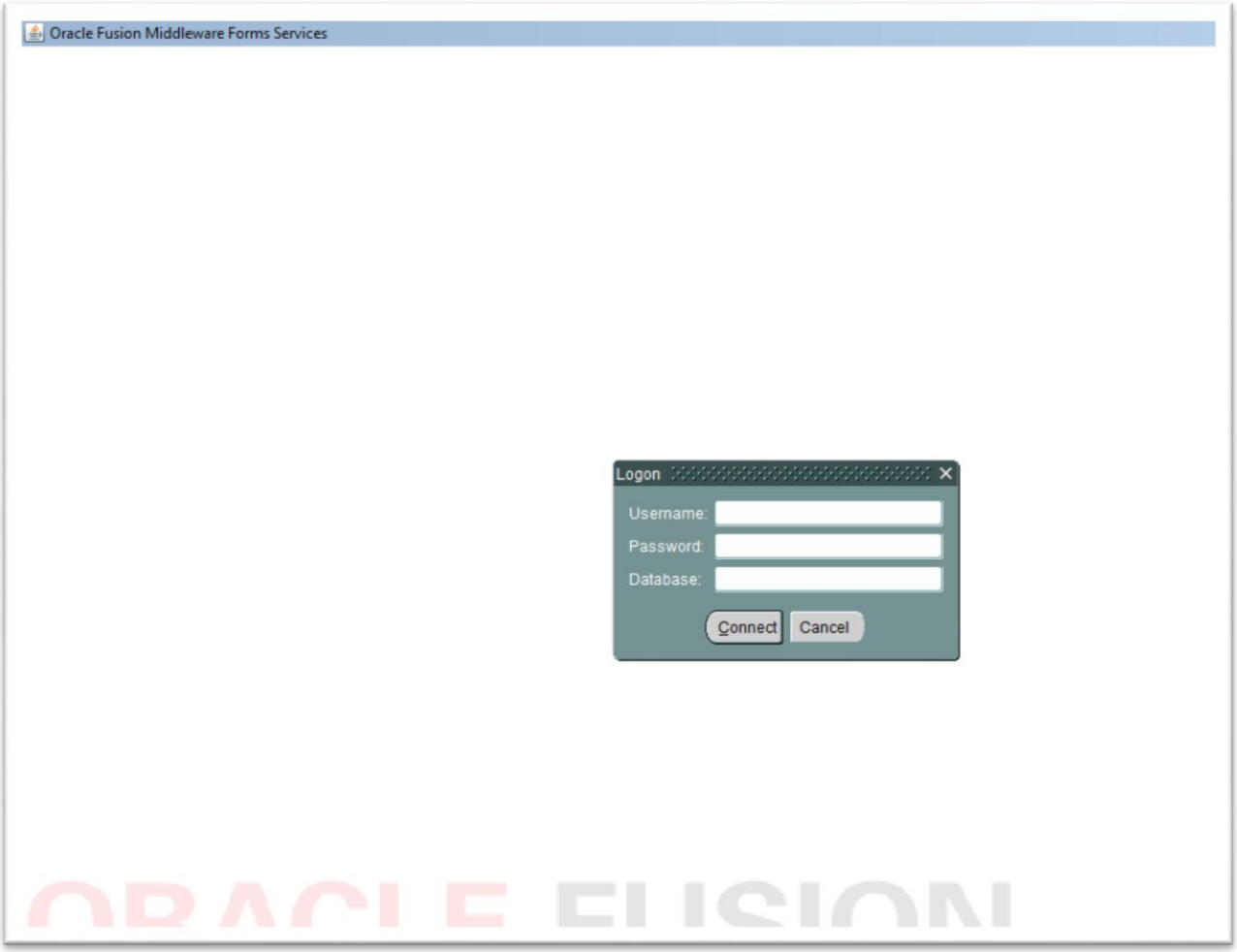
Revised 10/2006

How can a School District access TIMS?

1. **Click on the following link**
2. **http://www.mde.k12.ms.us/curriculum-and-instruction/textbook-adoption-and-procurement/tims**



2. Click on TIMS Log-on



3. Enter Username

4. Enter Password

5. Database: **MDED**

6. Click on Connect

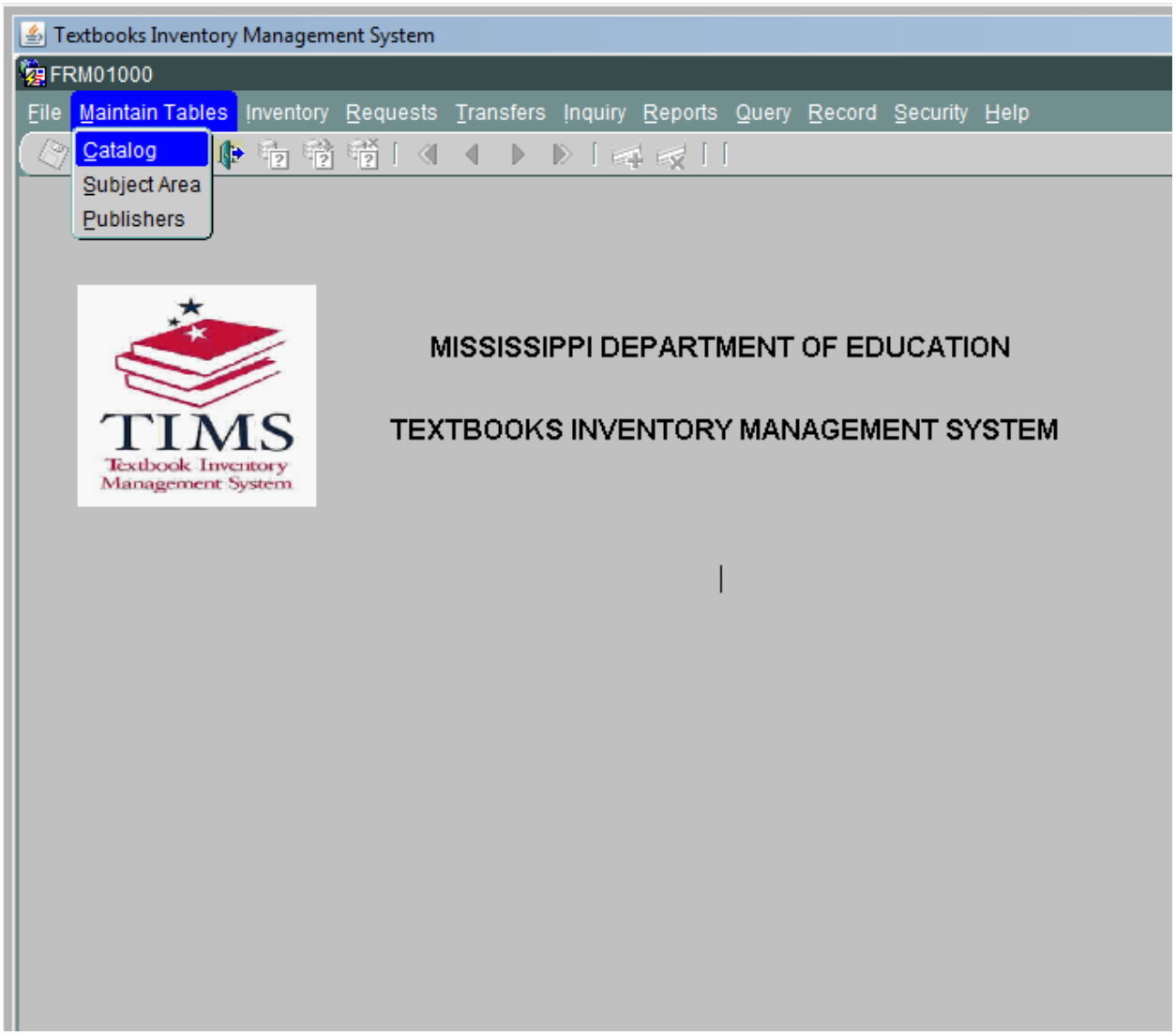
Getting Books into the system

Catalog table

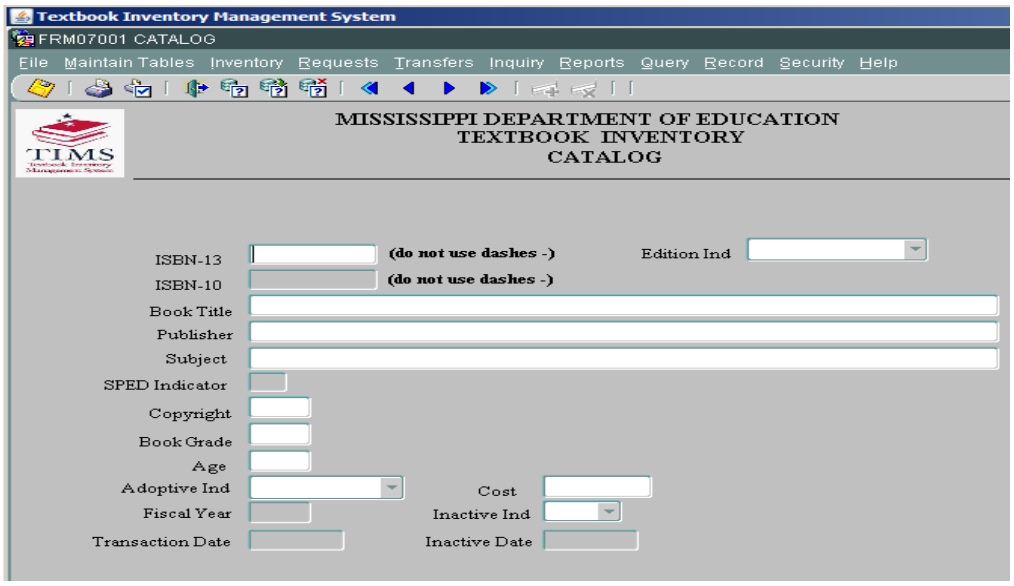
All textbooks must be entered into this table prior to adding to inventory. Adoption textbooks are uploaded into the system by MIS.

Adding Textbooks to the Catalog

Information pertaining to all textbooks referenced by the **TIMS** system is stored in the **Catalog Table**. Textbooks in this table are indexed by their ISBN numbers. In the event that an ISBN cannot be located within TIMS, the textbook information must be added to the Catalog table.



Click **Maintain Tables** on the **TIMS** file menu and choose **Catalog**.



- Enter a 13-digit **ISBN**
- Select **Pupil Edition** or **Teacher Edition** from the **Edition Ind** menu.

  (Please verify that you are choosing the correct Edition)
- Enter the **Book Title** and **Publisher** information.
- Choose an appropriate subject category and click **OK.**
- Enter the **Copyright** year.
- Enter the **Book Grade**
- Select the appropriate grade and click **OK**.
- Once all the necessary information has been entered
- Save the information by choosing **Save** from the **File** Menu. "**Transaction added successfully**" - Click **OK**

If you have more books to update, press the enter query button ( ) to clear form and repeat steps above.

Inventory

(All books in a school's possession should be added to this system)

Inventory information for all textbooks is stored in the Inventory tables.

These tables are divided into three types: Active, Surplus, and Disposal.

Information in these tables can be updated from the **TIMS Inventory** menu.

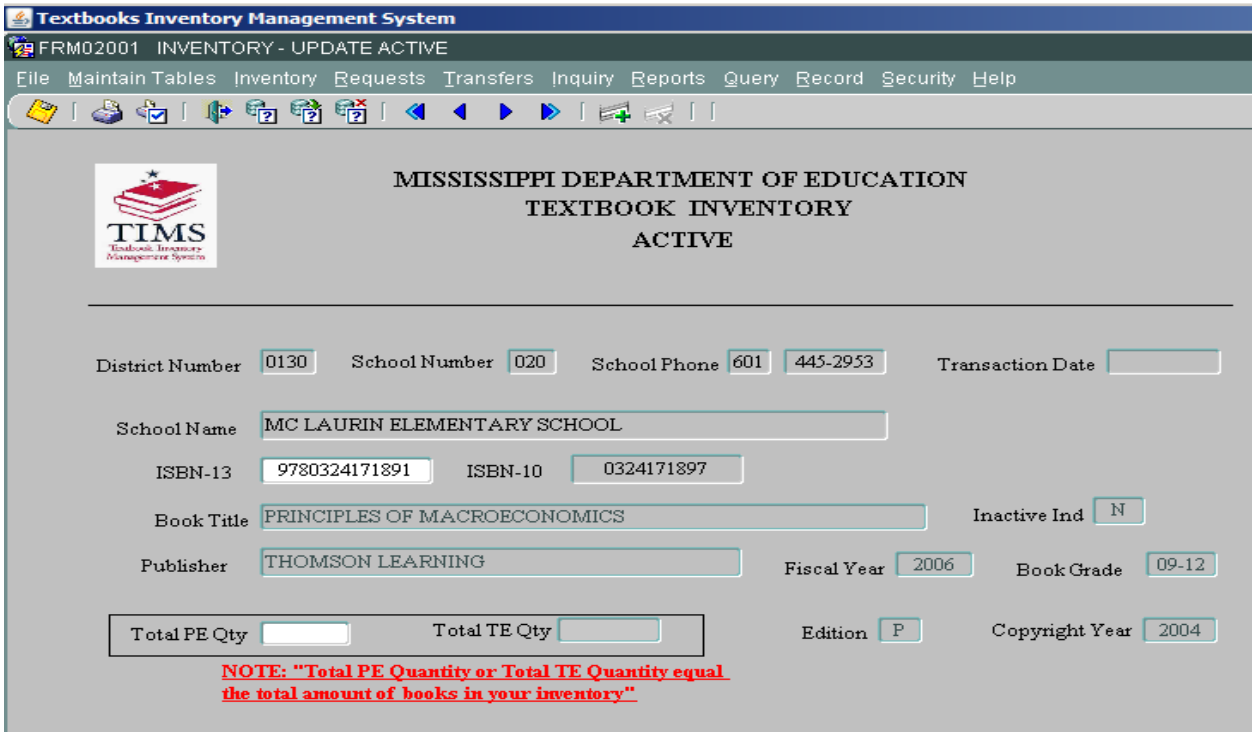
Update Active

Click **Inventory** on the **TIMS** file menu and choose **Update Active**.

For Textbook Coordinators, a listing of schools in your district will appear.

Select your school and click **OK**, the **Active Inventory** form will appear, with school and district information already entered.

Update Active



- Enter ISBN
- Once a valid ISBN has been selected, the gray textbook information fields will populate automatically.
- Enter the quantity of textbooks in the **Pupil Edition** or **Teacher Edition** field. You will only be allowed to enter information in one of these fields, depending on the ISBN entered.
- Save the information by choosing **Save** from the **File** Menu. "**Transaction added successfully**" - Click **OK**

  If you have more books to update, press the enter query button ( ) to clear form and repeat steps above.
- Exit the form by selecting Exit from the File menu, or by clicking on the **Close Current Form** icon.

Transaction Processing

Request Process

(Include Surplus books)

Note: This menu is for making requests only.

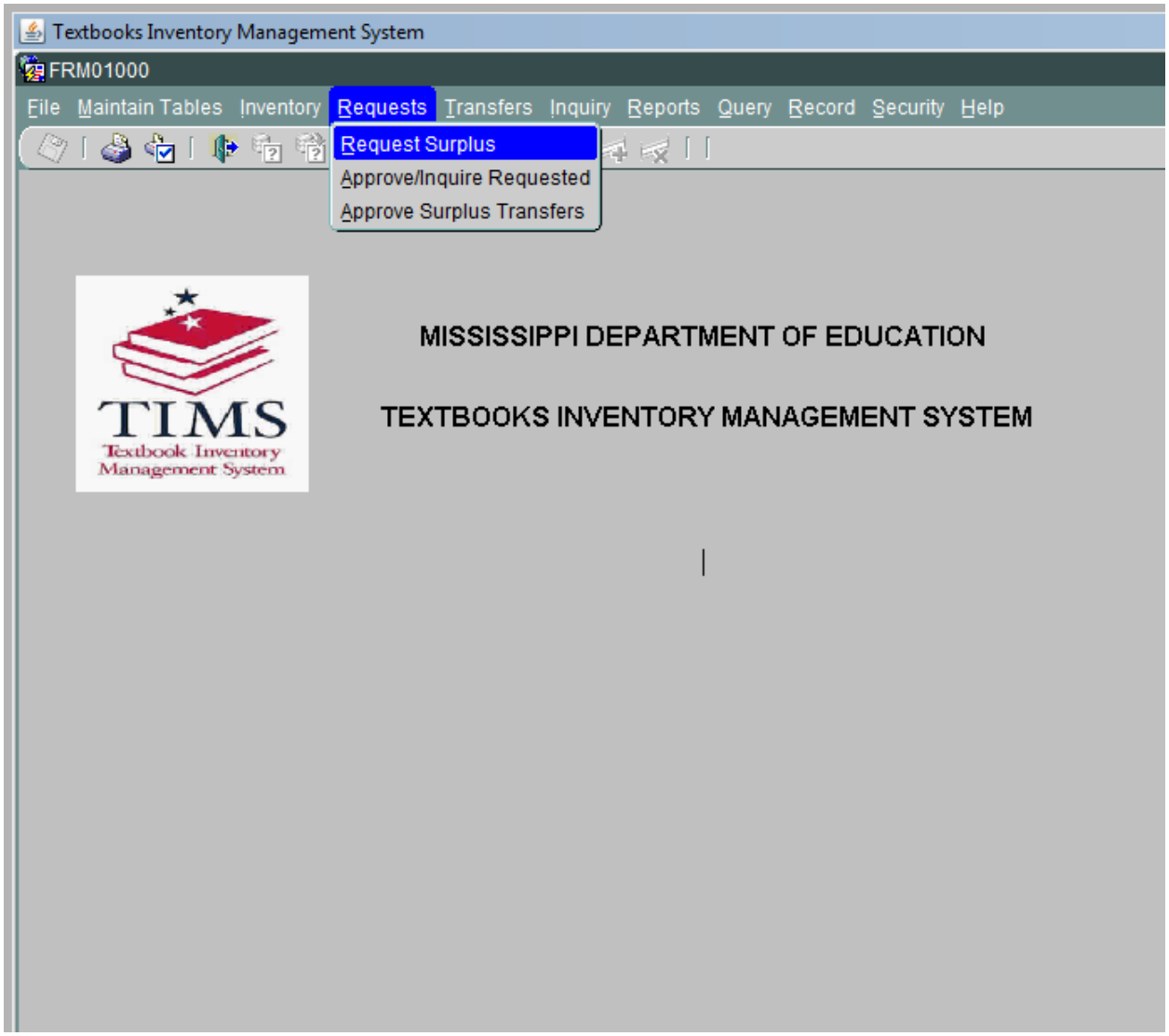
The **Requests** menu will allow you to request surplus books from other schools.

(Requests for books may be made only once, therefore you should know beforehand how many copies of a book you will need.)

Always enter the total number of books needed for each ISBN entered

If the system is unable to locate enough copies to fulfill your request, it will reserve as many copies as possible, and place the remainder in the **Outstanding** section.

Request Surplus

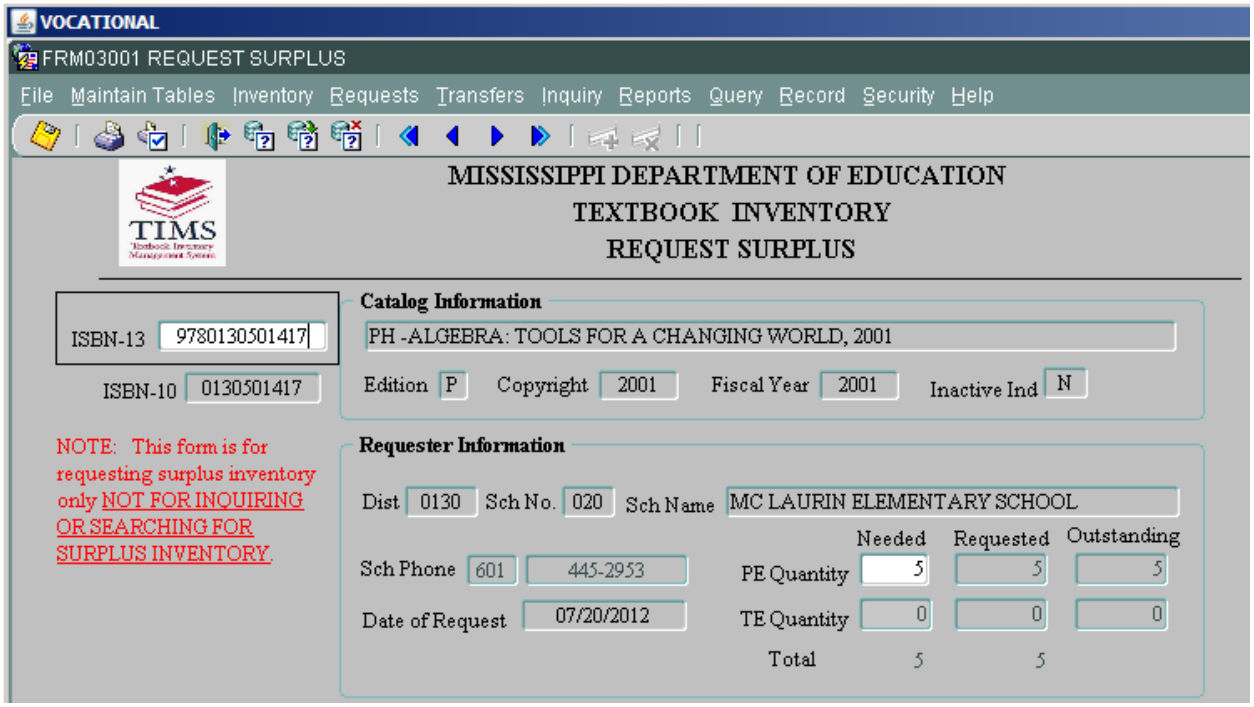


Click **Requests** on the **TIMS** file menu and choose **Request Surplus**.

If you are a Textbook Coordinator, select the school that will receive the textbooks and click **OK**.

School information in the **Requester Information** section of the Request form will be automatically populated.

Request Surplus



- Enter a valid ISBN
- Click **OK**. The Catalog Information section will automatically populate based on your selection.
- Enter the number of textbooks needed into the **PE Quantity** or **TE Quantity** fields.

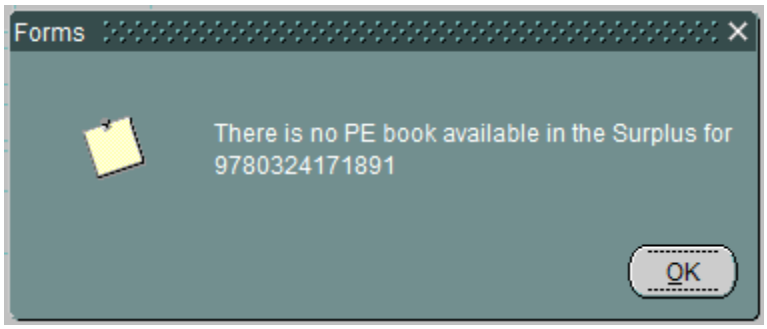
Request Surplus

- Click the **District Search** button or the **Statewide Search** button.

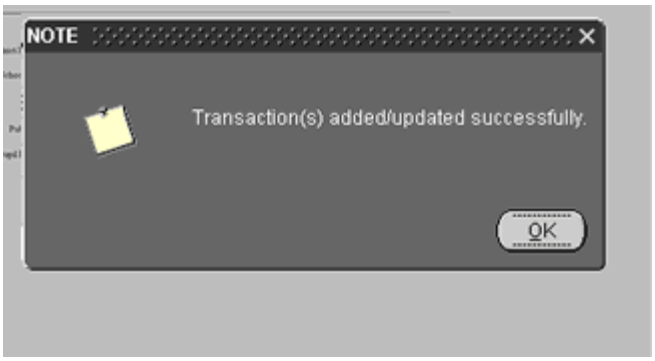
If textbooks are available within the selected district, the **District Search** button will be highlighted for you to click.

If there are no textbooks available within the selected district, the **Statewide Search** button will be highlighted.

If there are no textbooks available anywhere, a message will display indicating that there are no books available in surplus for this ISBN.

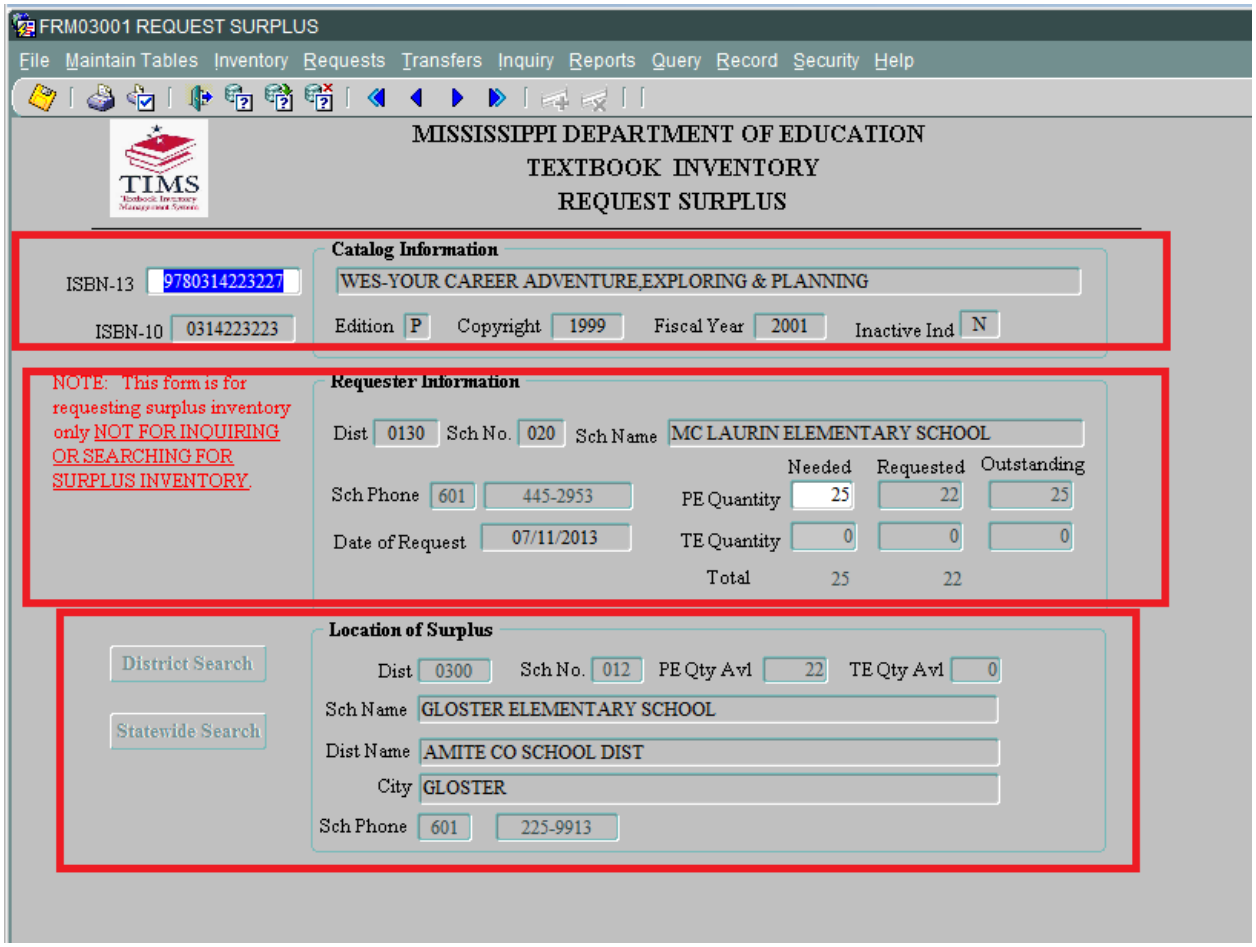


- Once surplus inventory has been located and populated in the request form, Save the information by choosing **Save** from the **File** Menu. . A message will display indicating that the transaction was added/updated successfully.



- Click **OK**. Exit the form by selecting Exit from the File menu, or by clicking on the **Close Current Form** icon.

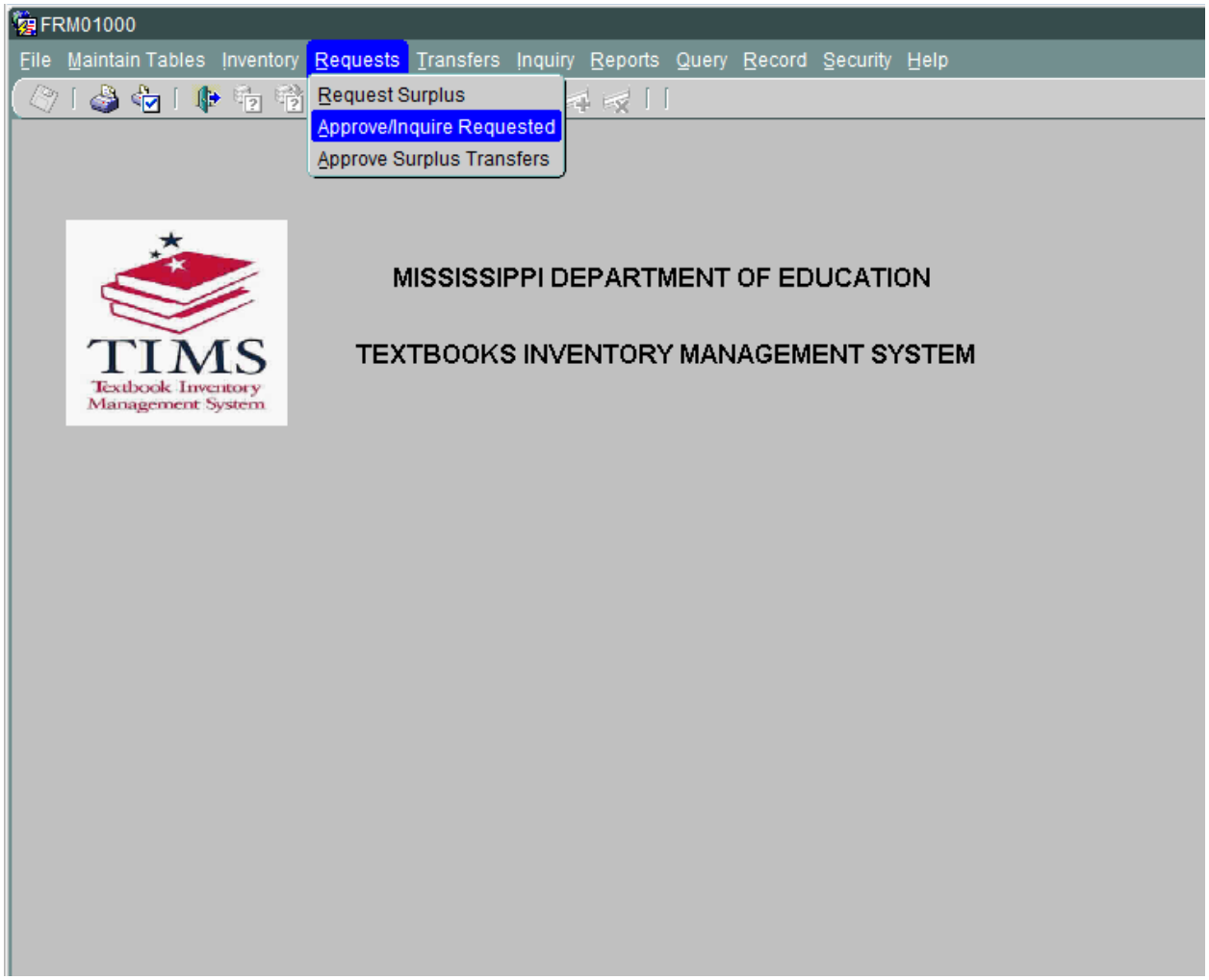
Request Surplus



Overview of Request Surplus form

- Catalog Information
- Requestor Information
- Location of Surplus

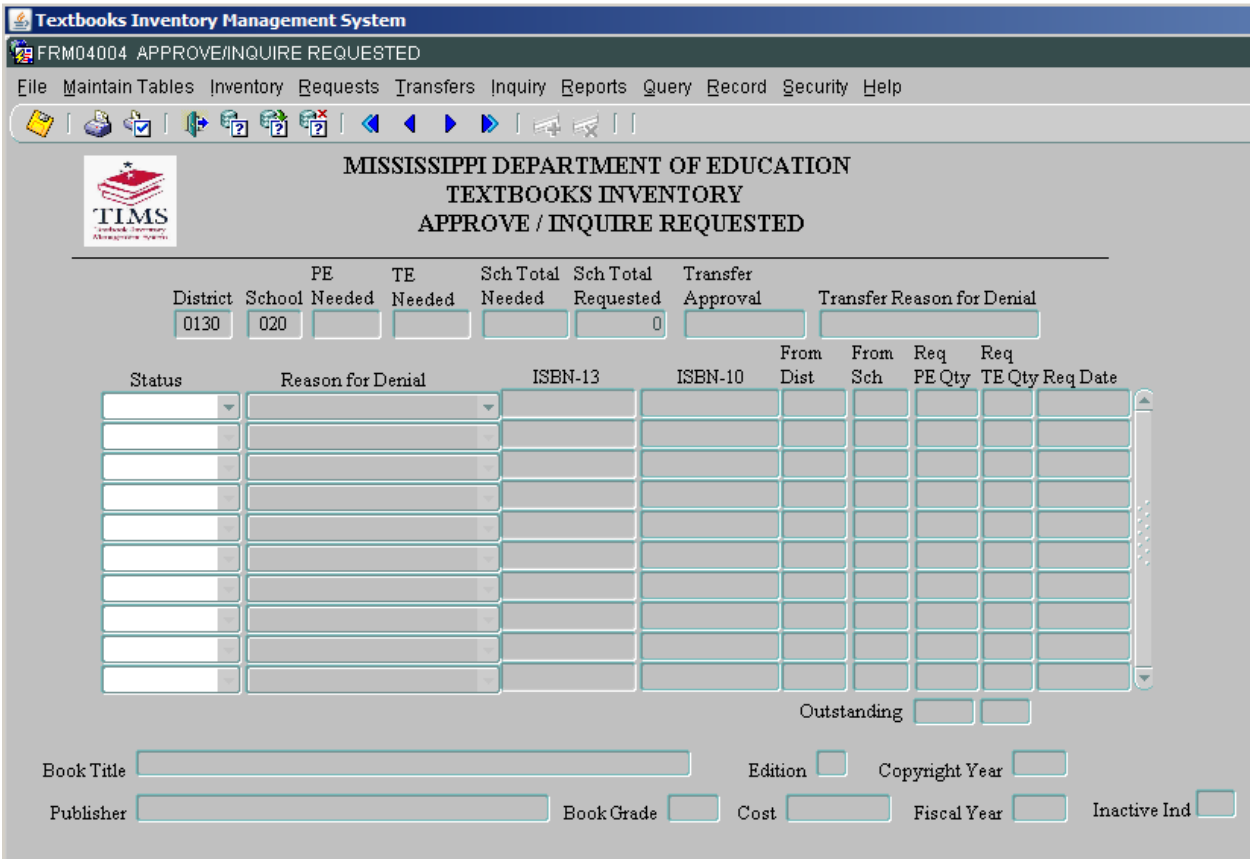
Approve/Inquire Requested



To inquire on inventory that has been requested and to change the status of those requests,

- Click **Requests** on the main menu
- Select **Approve/Inquire Requested.**

Approve/Inquire Requested



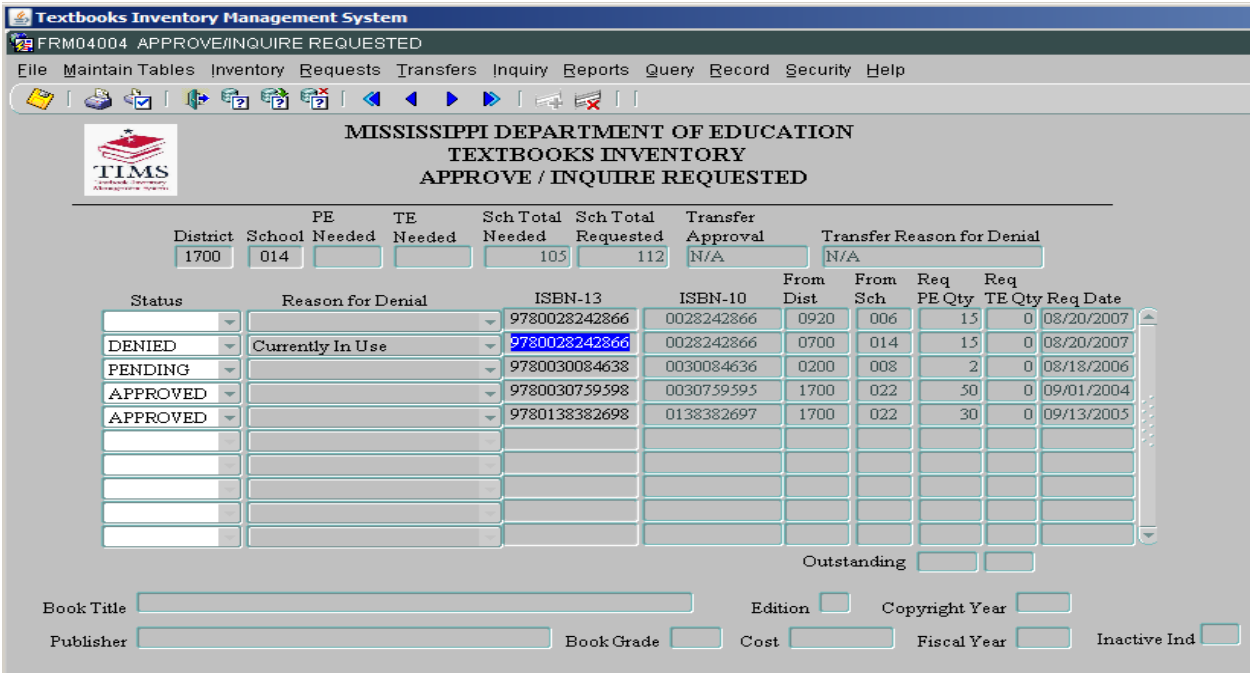
<u>Textbook Coordinator Role</u>

Select **School Number** and the **Approve/Inquire Requested** form will display. You must Approve or Deny request.

<u>Principal Role</u>

The requested surplus for the selected school will display.

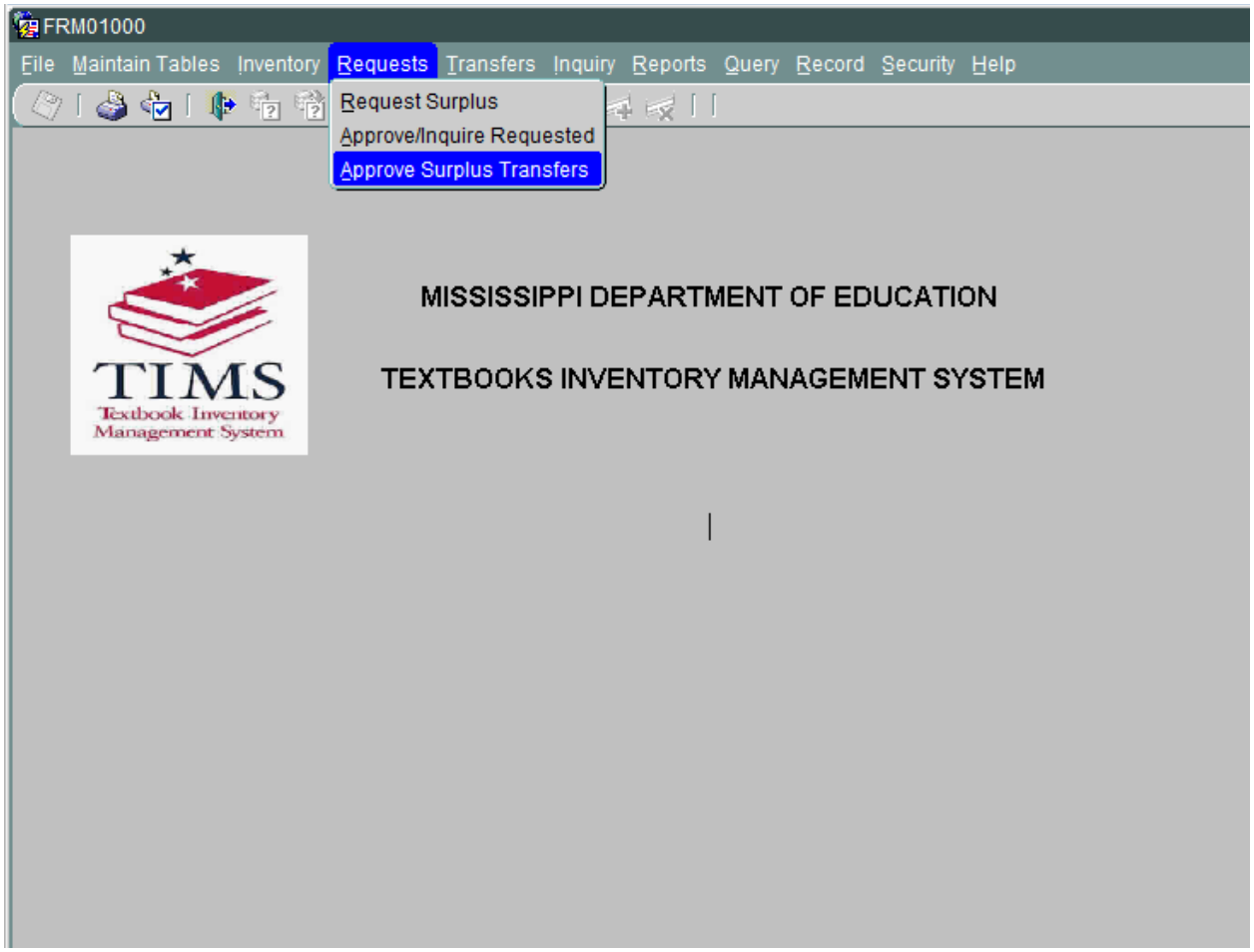
Approve/Inquire Requested



- The small scroll bar can be used to scroll through the **Approve/Inquire Requested** entries, however the cursor must be on a specific ISBN in order to change information or view catalog information.
- Textbook Coordinators may change the status of a surplus request to **Approved**, **Pending**, **Denied**, or leave the status blank. Should the status for an ISBN be changed to **Denied**, a reason must be selected from the **Reason for Denial** field.

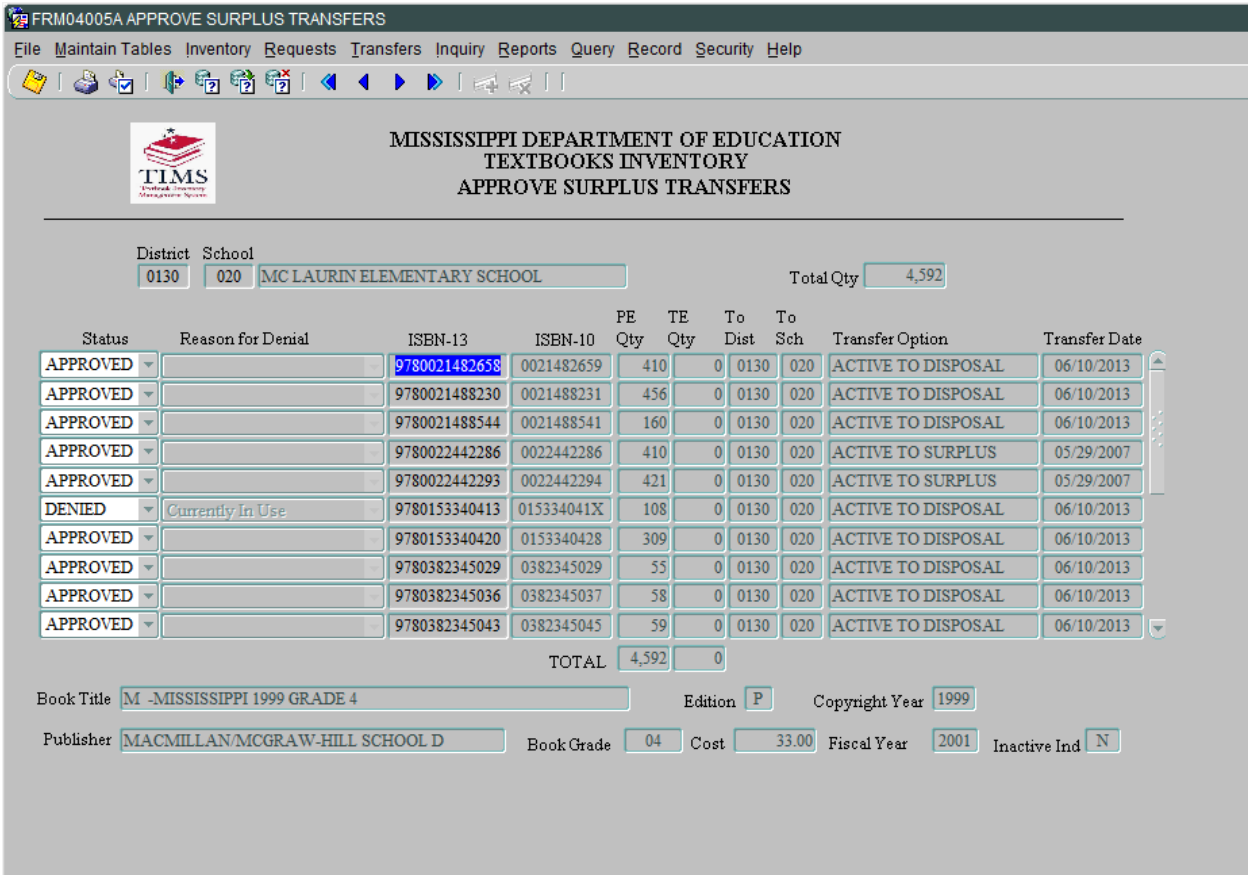
Save the information by choosing **Save** from the **File** Menu.

Approve Surplus Transfers



- The Textbook Coordinator has the ability to change the status of surplus requested from another District/School by clicking on the **Request** menu and selecting **Approve Surplus Transfers**.
- Select a **From School**. The **District/School** is the place where the inventory will be moved from, and the **To District/School** is the destination of the inventory. Once selected, the **Approve Surplus Transfers** form will appear.

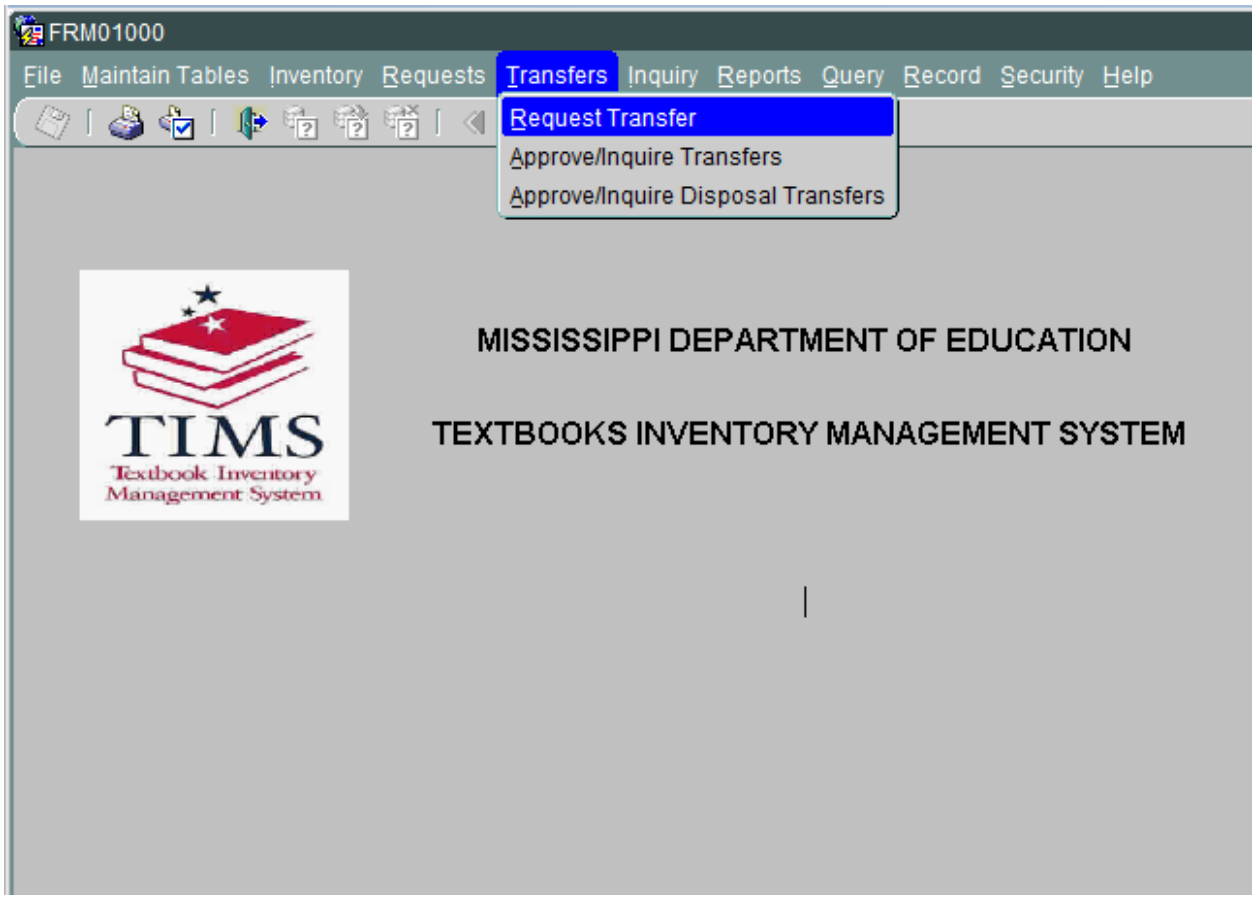
Approve Surplus Transfers



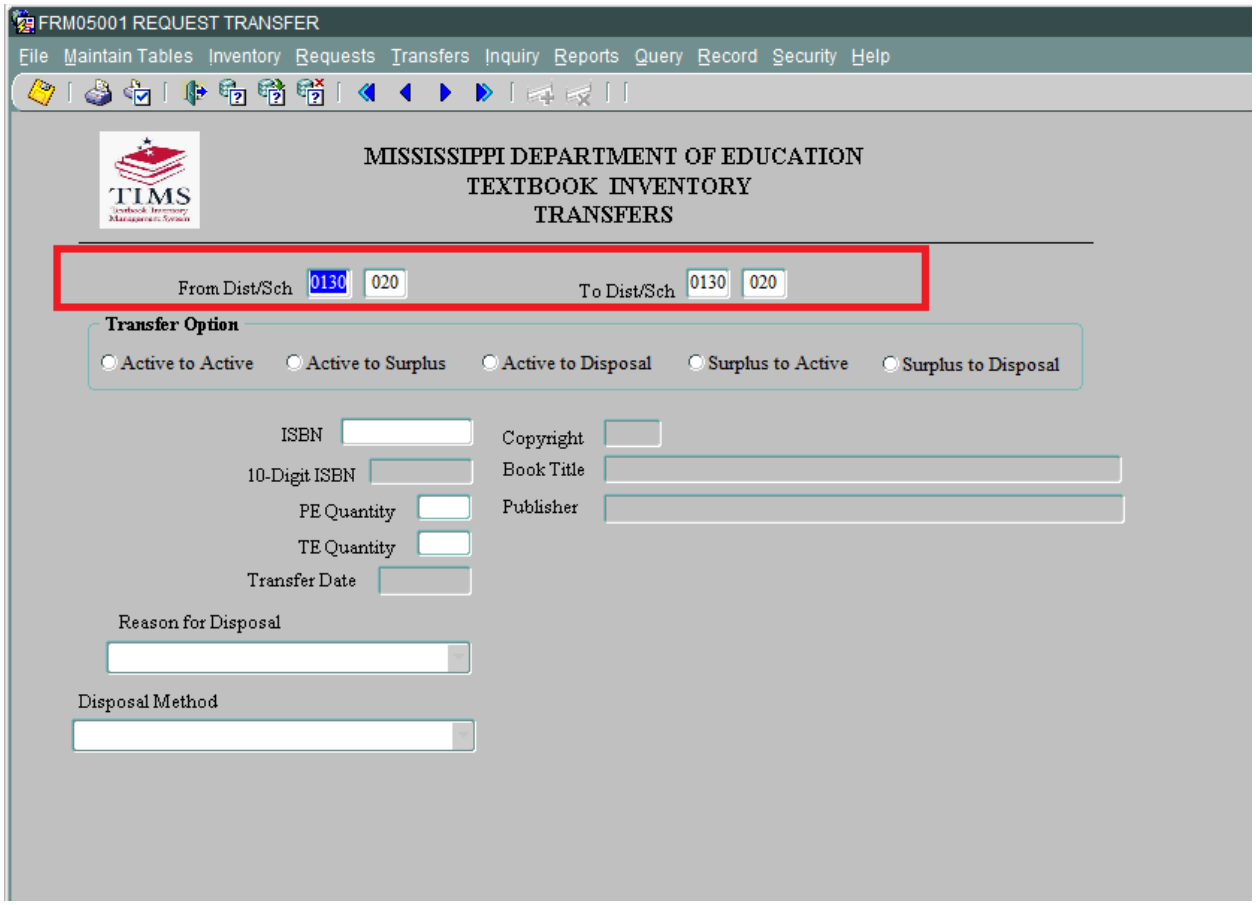
- The requested surplus for the selected school will display. Textbook coordinators may select another school in their district by double clicking on the school field to display a list of available schools.
- Textbook Coordinators may change the status of requested surplus to **Approved**, **Denied**, or they may leave the status blank. Should the status for an ISBN be changed to **Denied**, a reason must be selected from the **Reason for Denial** field.
- Changes to this form can be saved by clicking **Save** on the **File** menu.
- To exit without saving changes, click **File**, the **Exit**.

Transfer Process

Request Transfer

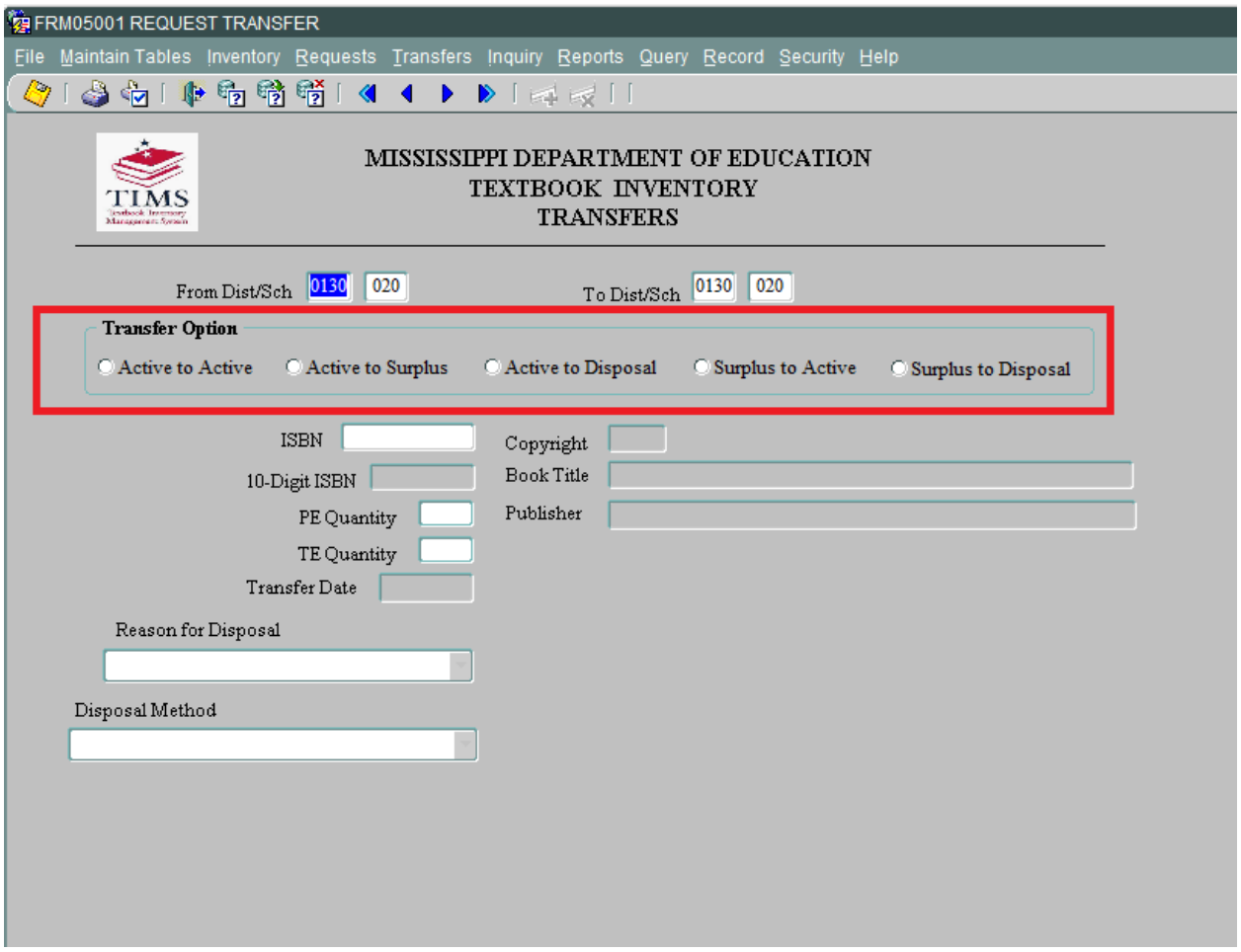


Request Transfer



- To transfer inventory from one type to another (such as Active, Surplus, or Disposal), click **Transfers** on the main menu and select **Request Transfer**. Enter the district and school numbers.
- After the **From School** is entered the user will be prompted to select a **To District/School**. The **From District/School** is the place where the inventory will be moved from and the **To District/School** is the destination of the inventory.
- When the **From Dist/Sch** and **To Dist/Sch** have been populated, the **Transfer** form will display.

Request Transfer

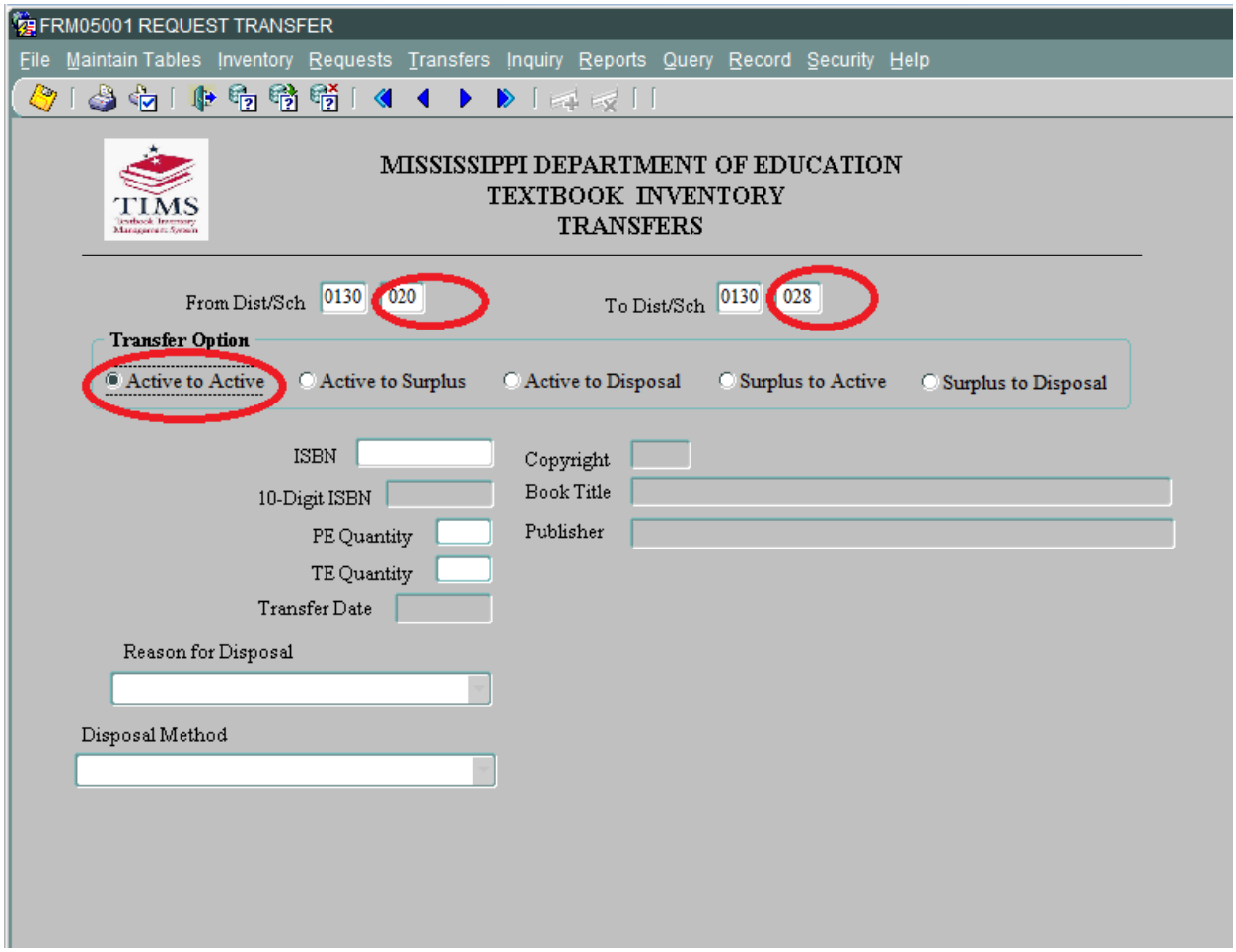


- Select the type of transfer to perform by clicking one of the five available transfer options.
- The five types of transfer options are:
- **Active to Active** – must be done within the same district. The **To Sch** cannot be the same as the **From Sch** or the system will prompt the user to select a different **To Sch** and the **From Sch** won't be in the list of choices.
- **Active to Surplus** – the **From Dist/Sch** and the **To Dist/Sch** must be the same or the system will change it to what is in the **From Dist/Sch**.
- **Active to Disposal** – the **From Dist/Sch** and the **To Dist/Sch** must be the same or the transfer option will be disabled.
- **Surplus to Active** – the **From Dist/Sch** and the **To Dist/Sch** must be the same or the transfer option will be disabled.

- **Surplus to Disposal** – the **From Dist/Sch** and the **To Dist/Sch** must be the same or the transfer option will be disabled.

  ****Disposals must be approved by the Office of Textbooks**

Request Transfer

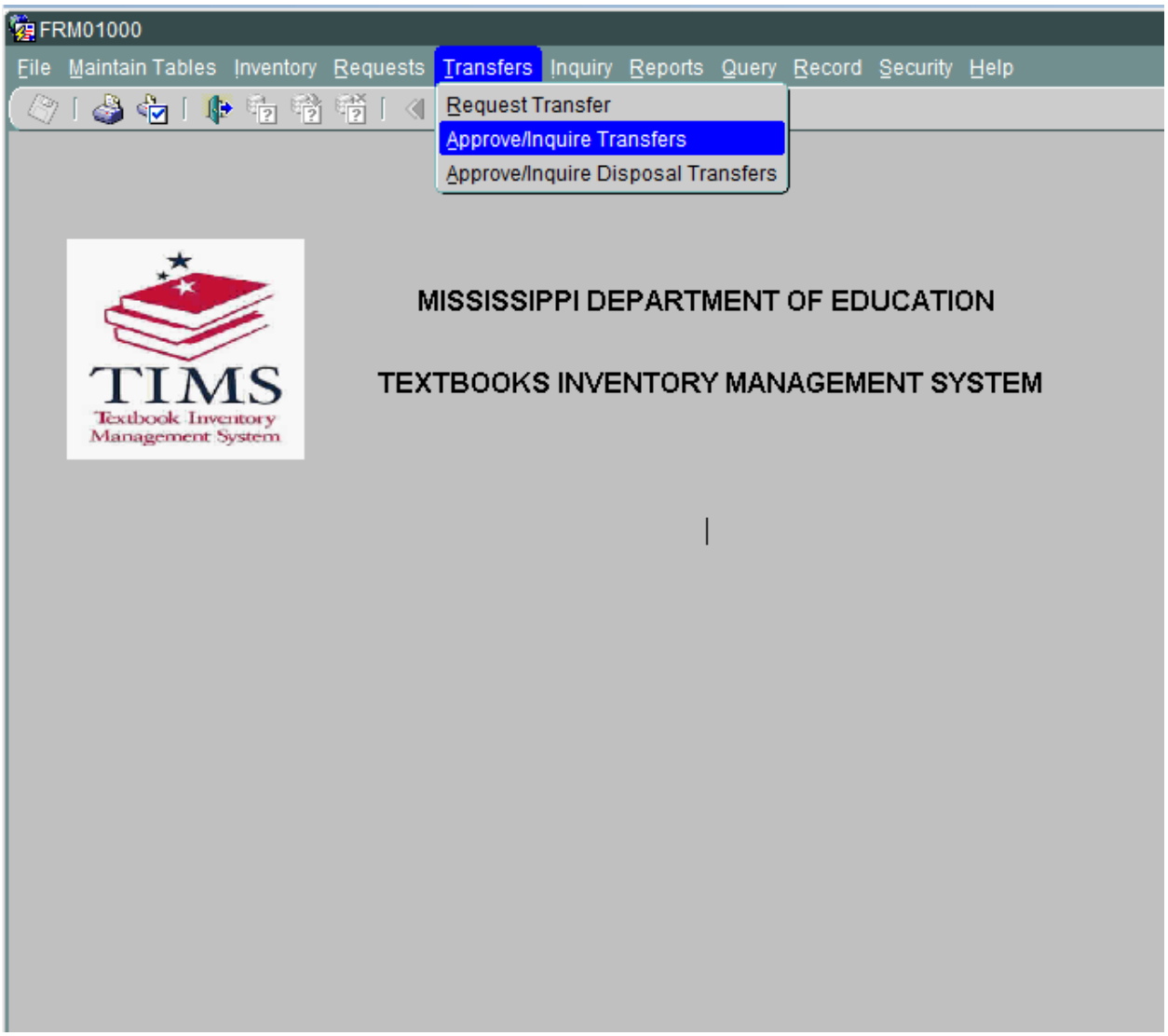


- **Transfer Option – Active to Active**
- Click on **Active to Active**,
- Enter an ISBN and tab (The copyright, book title, publisher, and transfer date will automatically populate).
- Enter the **PE Quantity** or **TE Quantity** to be transferred. If there was already a request for this ISBN the system will display the previous request.

- Ignore the Approval Code field (it will be populated later, automatically). Save the transfer by clicking **File**, then **Save**. The message "Transaction(s) added/updated successfully" will display.
- **Note:** Changes cannot be made to a transfer request once it has been saved. If by chance invalid data was entered and saved, the Textbook Coordinator should deny the Transfer Request by clicking **Transfers** on the main menu and selecting **Approve/Inquire transfers**.

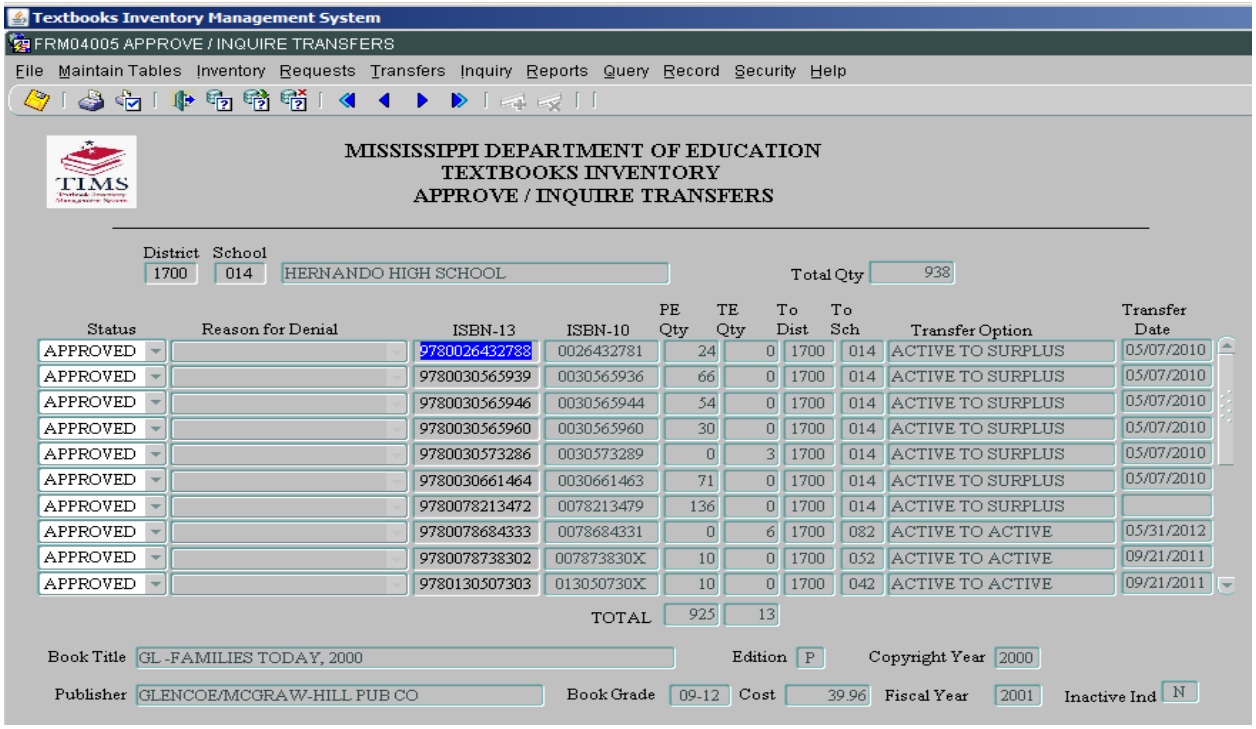
Approve/Inquire Transfers

(Textbook Coordinators)



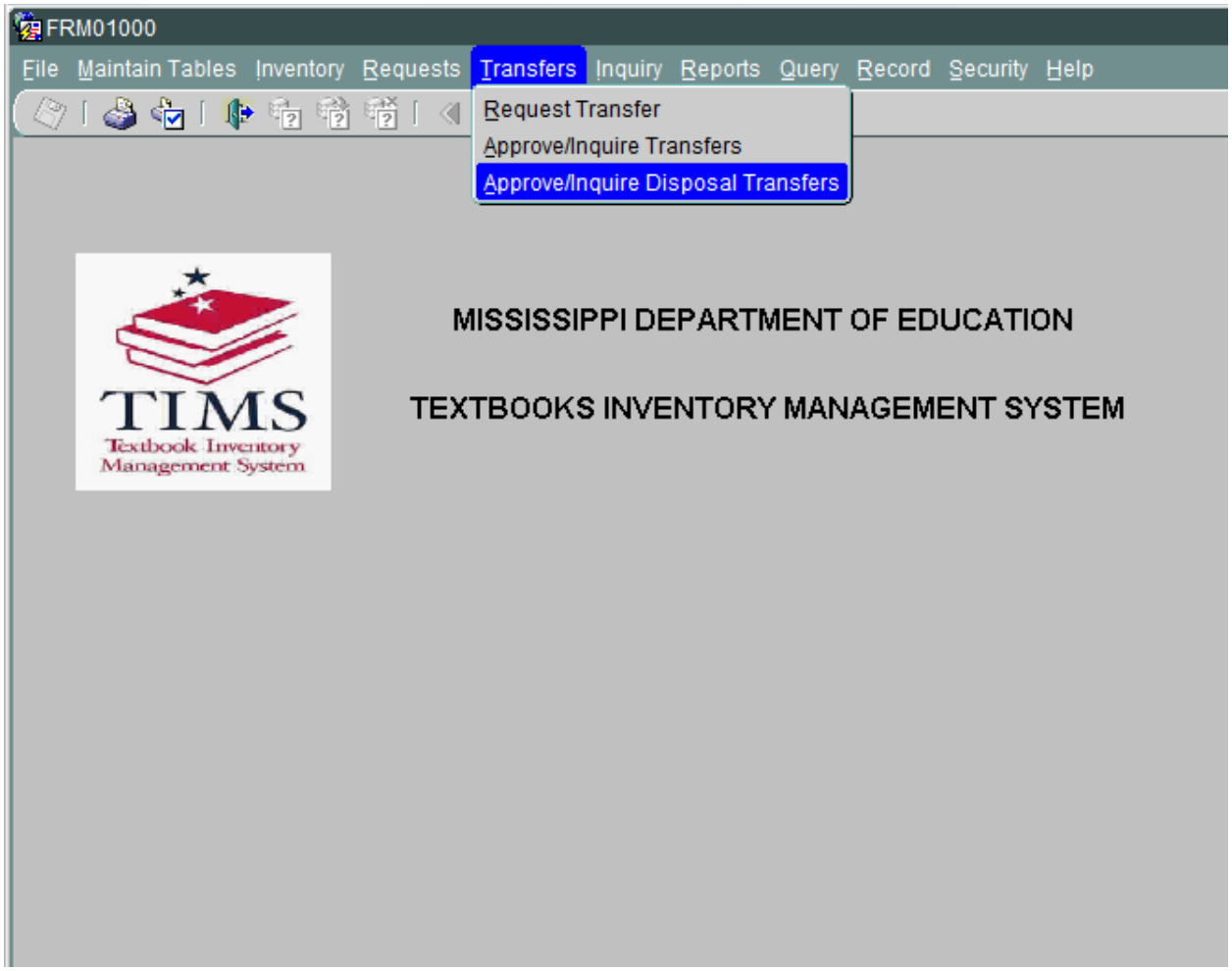
- To inquire on transfer requests and to change the status of those requests, click **Transfers** on the main menu and select **Approve/Inquire Transfers**.
- Select the school to be inquired on and click **OK**. The system will display the **Approve/Inquire Transfers** form for the school that was selected

Approve/Inquire Transfers



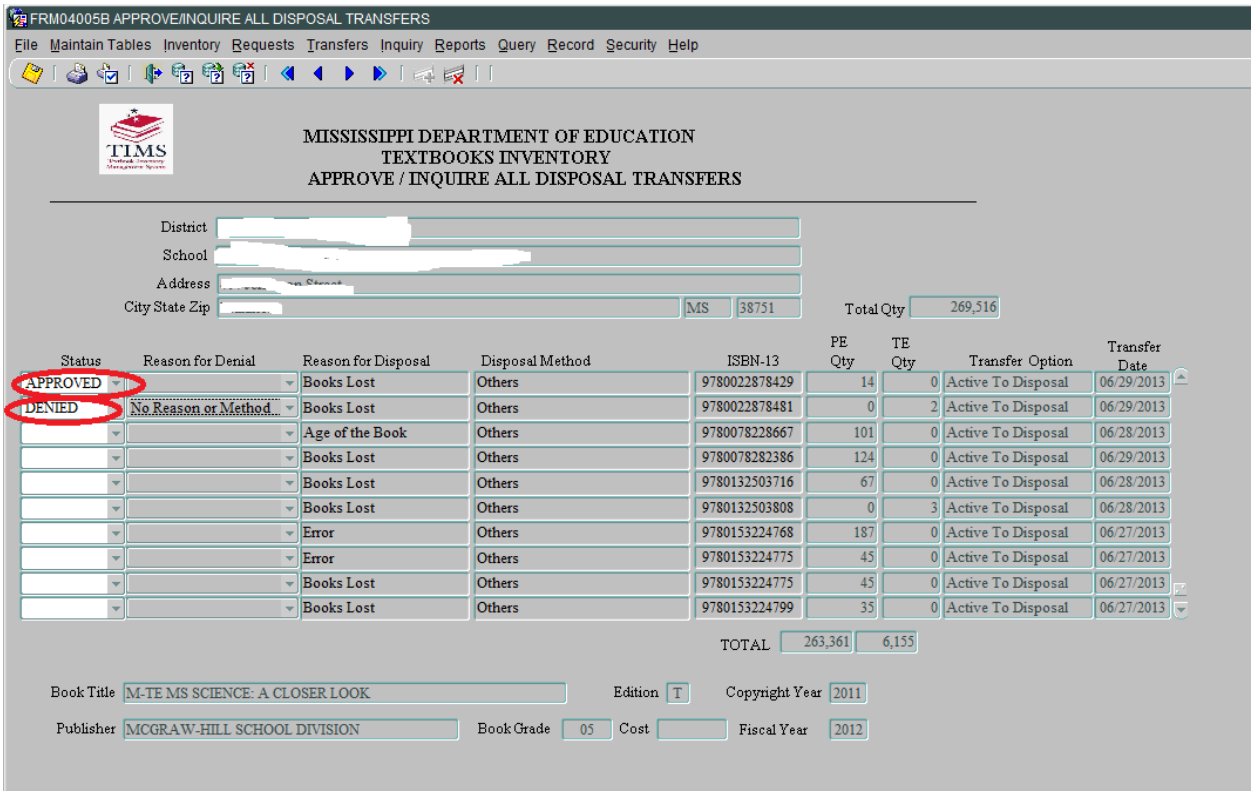
- If you change the status to **Denied** the **Reason for Denial** field will become enabled in order to select a reason for denial of the transfer request.
- To exit the form after viewing, click **File**, and then **Exit**.

Approve/Inquire Disposal Transfers



- To inquire on disposal transfer requests, click **Transfers** on the main menu and select **Approve/Inquire Disposal Transfers**.
- Select the school to be inquired on and click **OK**. The system will display the **Approve/Inquire Disposal Transfers** form for the school that was selected

Approve/Inquire Disposal Transfers



FRM04005B APPROVE/INQUIRE ALL DISPOSAL TRANSFERS

File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help

MISSISSIPPI DEPARTMENT OF EDUCATION
TEXTBOOKS INVENTORY
APPROVE / INQUIRE ALL DISPOSAL TRANSFERS

District
School
Address
City State Zip MS 38751 Total Qty 269,516

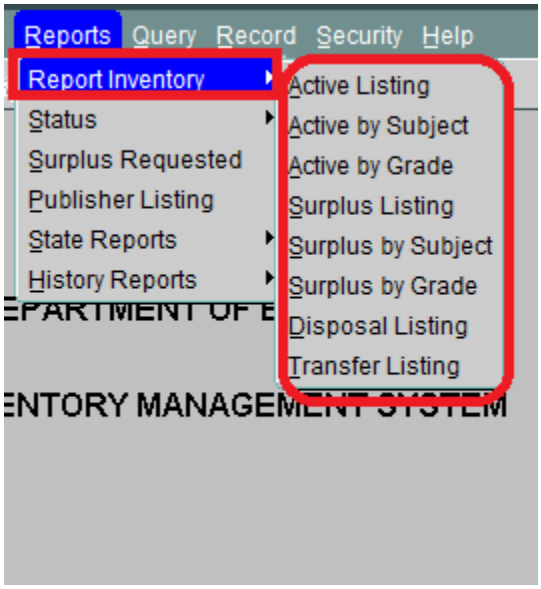
Status	Reason for Denial	Reason for Disposal	Disposal Method	ISBN-13	PE Qty	TE Qty	Transfer Option	Transfer Date
APPROVED		Books Lost	Others	9780022878429	14	0	Active To Disposal	06/29/2013
DENIED	No Reason or Method	Books Lost	Others	9780022878481	0	2	Active To Disposal	06/29/2013
		Age of the Book	Others	9780078228667	101	0	Active To Disposal	06/28/2013
		Books Lost	Others	9780078282386	124	0	Active To Disposal	06/29/2013
		Books Lost	Others	9780132503716	67	0	Active To Disposal	06/28/2013
		Books Lost	Others	9780132503808	0	3	Active To Disposal	06/28/2013
		Error	Others	9780153224768	187	0	Active To Disposal	06/27/2013
		Error	Others	9780153224775	45	0	Active To Disposal	06/27/2013
		Books Lost	Others	9780153224775	45	0	Active To Disposal	06/27/2013
		Books Lost	Others	9780153224799	35	0	Active To Disposal	06/27/2013
				TOTAL	263,361	6,155		

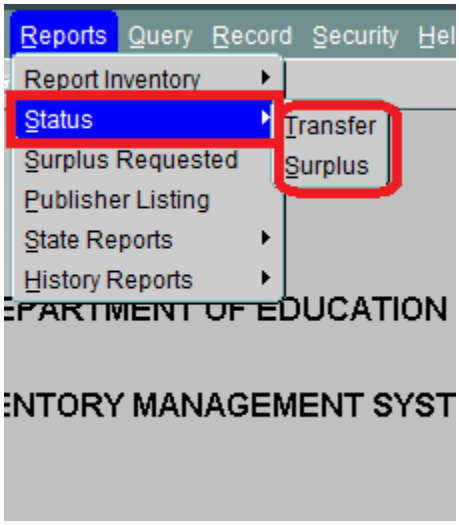
Book Title M-TE MS SCIENCE: A CLOSER LOOK Edition T Copyright Year 2011
Publisher MCGRAW-HILL SCHOOL DIVISION Book Grade 05 Cost Fiscal Year 2012

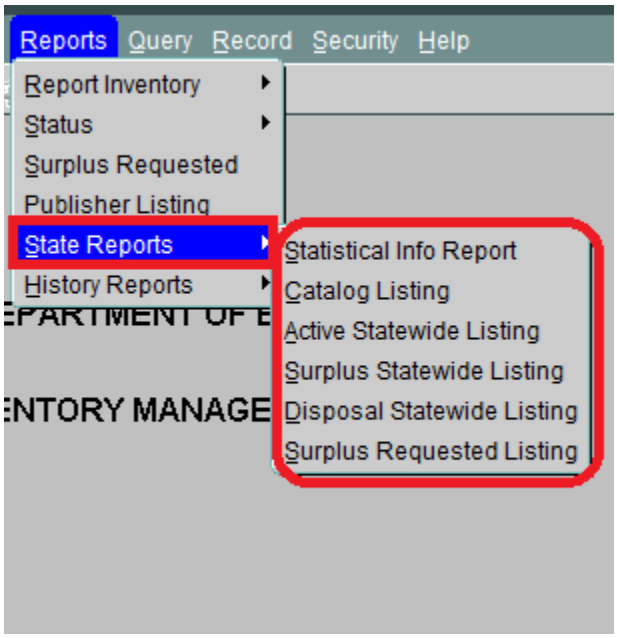
- The Office of Textbooks will Approve or Deny your request.
- To exit the form after viewing, click **File**, and then **Exit**.

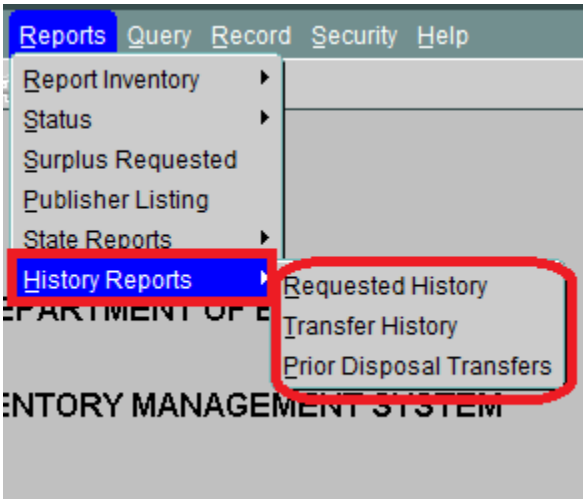
Reporting

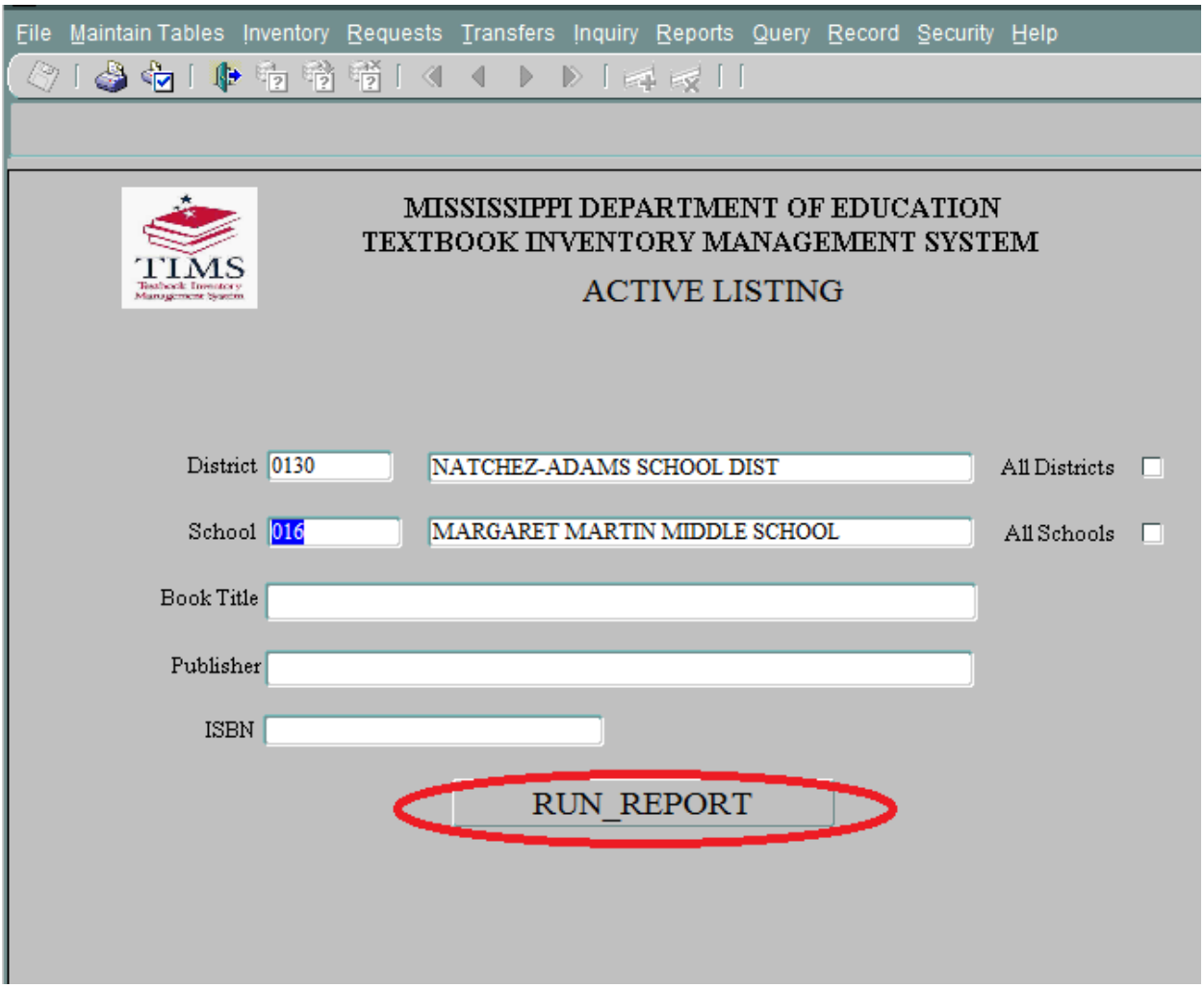
Reports available in TIMS











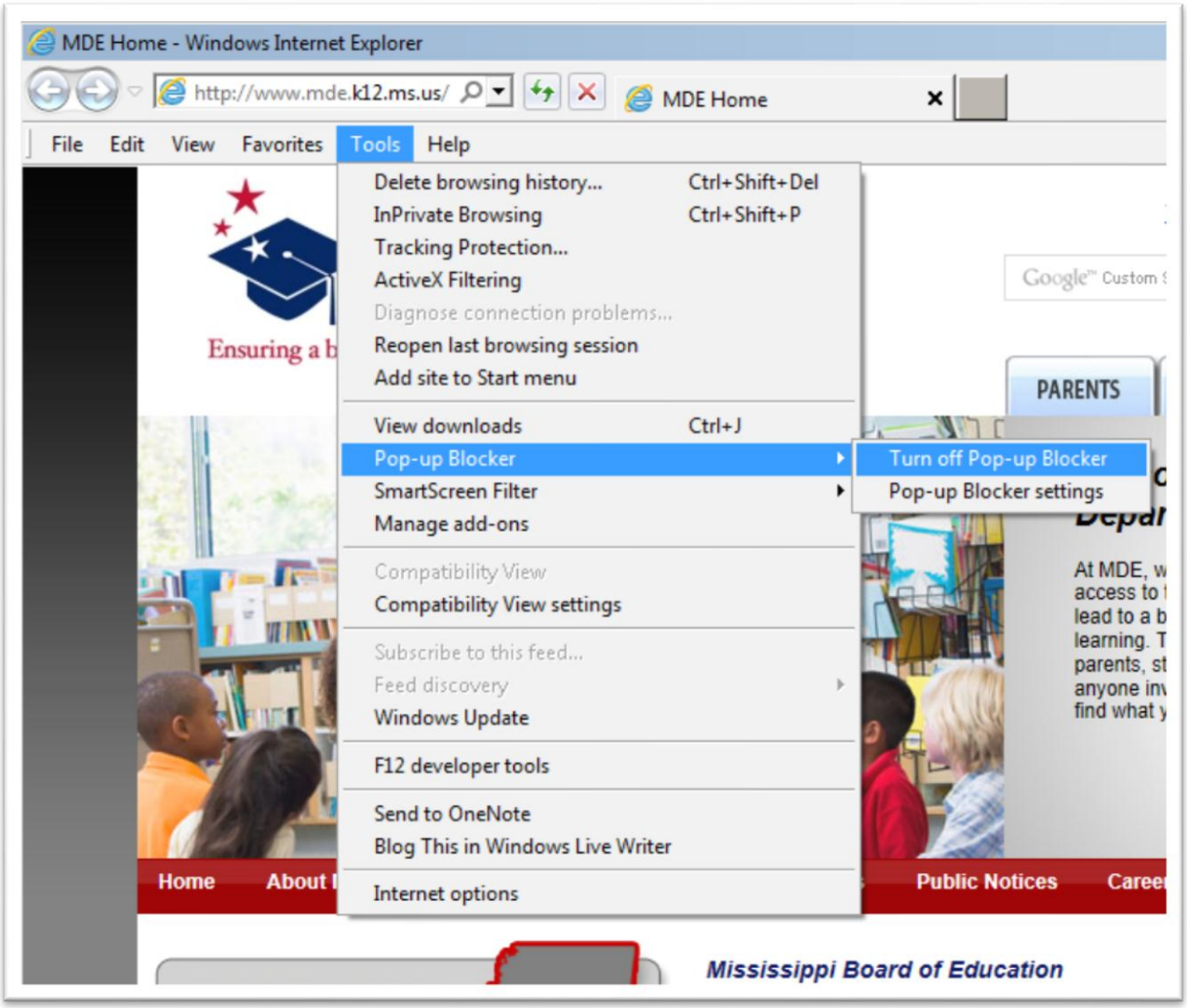
- The TIMS application has many reports for your convenience.
- The **Report Inventory** section contains reports for Active and Surplus by Listing, Subject, and Grade, Disposal Listing, and Transfer Listing.
- You may run the report with just the District/School that is selected or double click the box next to the school name that says **All Schools** to get a listing of all schools within their district.
- You may also double click on the school number to select another school.
- The report can be customized by all users by entering a specific book title, publisher, or ISBN.
- After all entries have been made, click **Run_Report**.

- After clicking **Run_Report**, the report will display.
- To exit the report, click **File** then **Close** to return to the **Run Report** form. To exit the **Run Report** form, click **File**, and then **Exit**.

MISSISSIPPI DEPARTMENT OF EDUCATION
TEXTBOOK INVENTORY
ACTIVE LISTING
07/11/2013

Dist	Sch	ISBN-13	Book Title	Copyright	Publisher	PE Qty	TE Qty	Cond	Grade	Subject	Cost
	028	9780021473311	M-LATIN AMERICA AND CANADA, 1999	1999	MACMILLAN/MCGRAW-HILL SCHOOL D	364	0	N/A	06	SOCIAL STUDIES GR.6	42.77
	028	9780021475728	COMMUNITIES	1999	MCGRAW HILL	252	0	N/A	03	SOCIAL STUDIES GR.3	31.00
	028	9780021476060	UNITED STATES, 1999	1999	MCGRAW-HILL SCHOOL DIVISION	258	0	N/A	05	SOCIAL STUDIES GR.5	
	028	9780021482658	M -MISSISSIPPI 1999 GRADE 4	1999	MACMILLAN/MCGRAW-HILL SCHOOL D	215	0	N/A	04	MS HISTORY GRADE 4	33.00
	028	9780021488551	M-UNITED STATES, 2000 GRADE 5	1999	MACMILLAN/MCGRAW-HILL SCHOOL D	163	0	N/A	05	SOCIAL STUDIES GR.5	40.91
	028	9780022442286	M -MCGRAW-HILL SPELLING, GR.3, 1998	1998	MACMILLAN/MCGRAW-HILL SCHOOL D	55	0	N/A	03	SPELLING GR.3	17.49
	028	9780022442293	M -MCGRAW-HILL SPELLING, GR.4, 1998	1998	MACMILLAN/MCGRAW-HILL SCHOOL D	223	0	N/A	04	SPELLING GR.4	17.49
	028	9780022442309	M -MCGRAW-HILL SPELLING, GR.5, 1998	1998	MACMILLAN/MCGRAW-HILL SCHOOL D	368	0	N/A	05	SPELLING GR.5	17.49
	028	9780022442316	M -MCGRAW-HILL SPELLING, GR.6, 1998	1998	MACMILLAN/MCGRAW-HILL SCHOOL D	259	0	N/A	06	SPELLING GR.6	17.49
	028	9780022743017	OTTO OPPOSITE	1995	MACMILLAN	0	1	N/A	02	READING	.00
	028	9780022849689	M -HEALTH & WELLNESS, 2008, GR.5	2008	MACMILLAN/MCGRAW-HILL INC	100	0	N/A	05	HEALTH	42.60
	028	9780131816589	PH WORLD STUDIES WESTERN HEMISPHERE	2005	PRENTICE HALL	387	0	N/A	06	SOCIAL STUDIES	
	028	9780153064135	HBJ-RHYTHM AND RHYME, STU ANTHOLOGY, LEV K/1, 1997	1997	HARCOURT SCHOOL PUBLISHERS	5	0	N/A	01	READING READINESS-BASAL	14.85
	028	9780153340437	HARCOURT SCIENCE	2002	HARCOURT SCHOOL PUBLISHERS	402	0	N/A	05	SCIENCE GR.5	41.62
	028	9780153340444	HARCOURT SCIENCE GRADE 6	2002	HARCOURT SCHOOL PUBLISHERS	458	0	N/A	06	SCIENCE GR.6	
	028	9780382348914	AW -SILVER BURDETT GINN MATHEMATICS, GR.1, 2001	2001	SCOTT FORESMAN	7	0	N/A	01	MATHEMATICS GR.1	22.86
	028	9780382363108	AW -MS SILVER BURDETT GINN MATHEMATICS GR.5 2001	2001	SCOTT FORESMAN	604	0	N/A	05	MATHEMATICS GR.5	41.95
	028	9780382363115	AW -MS SILVER BURDETT GINN MATHEMATICS, GR.6, 2001	2001	SCOTT FORESMAN	721	0	N/A	06	MATHEMATICS GR.6	41.95
	028	9780558372156	MS SCIENCE EXPLORER	2011	PEARSON EDUCATION (PRENTICE HALL)	75	0	N/A	06	SCIENCE	74.97
	028	9780558381509	MS SCIENCE EXPLORER TEACHER EDITION	2011	PRENTICE HALL	0	50	N/A	06	SCIENCE	
	028	9780618271283	EXPEDITIONS	2004	HOUGHTON MIFFLIN CO.	395	0	N/A	05	READING	45.75
	028	9780618271290	TRIUMPHS	2004	HOUGHTON MIFFLIN CO.	390	0	N/A	06	READING	45.75
	028	9780618423637	HM SOCIAL STUDIES UNITED STATES HISTORY	2005	HOUGHTON MIFFLIN	316	0	N/A	05	SOCIAL STUDIES	
	028	9780618611218	HM -HOUGHTON MIFFLIN ENGLISH, 2006, GR.5	2006	HOUGHTON MIFFLIN COMPANY	486	0	N/A	05	ENGLISH	51.48
	028	9780618611225	HM -HOUGHTON MIFFLIN ENGLISH, 2006, GR.6	2006	HOUGHTON MIFFLIN COMPANY	319	0	N/A	06	ENGLISH	52.50
	028	9780618699469	FIFTH GRADE MATH	2007	HOUGHTON MIFFLIN	395	0	N/A	05	MATHEMATICS GR.5	
	028	9780618699476	SIXTH GRADE MATH	2007	HOUGHTON MIFFLIN	80	0	N/A	06	MATHEMATICS GR.6	
	028	9780669408829	G5 -T/G WRITE ON TRACK HANDBOOK, GR.3, 2002	2002	GREAT SOURCE INC	10	0	N/A		ALL OTHER ENGLISH RELATED MATERIALS	21.95
	028	9780669467741	G5 -WRITE SOURCE 2000 HANDBOOK,GR.6-8(SOFTCVR)1999	1999	GREAT SOURCE INC	7	0	N/A	09	ALL OTHER ENGLISH RELATED MATERIALS	10.75
	028	9780669467758	WRITE SOURCE 2000	1999	HOUGHTON MIFFLIN COMPANY	0	7	N/A	06	ENGLISH	.00
	028	9780669471663	G5 -T/G WRITERS EXPRESS HANDBOOK GRADE 4-5 2000	1995	GREAT SOURCE INC	0	11	N/A	04-05	ALL OTHER ENGLISH RELATED MATERIALS	.00
					TOTAL	7,314	69				

**** If your report doesn't display, please verify that your popup blocker is turned off****



SECURITY USER LISTING REPORT

(Textbook Coordinators can access this report)

The Security User Listing Report is a listing of all Users in a district, it includes First and Last name of the User, the user name, and the role of the user.

- To obtain a Security User Listing, click **Security** and select **Security User Listing Report**.

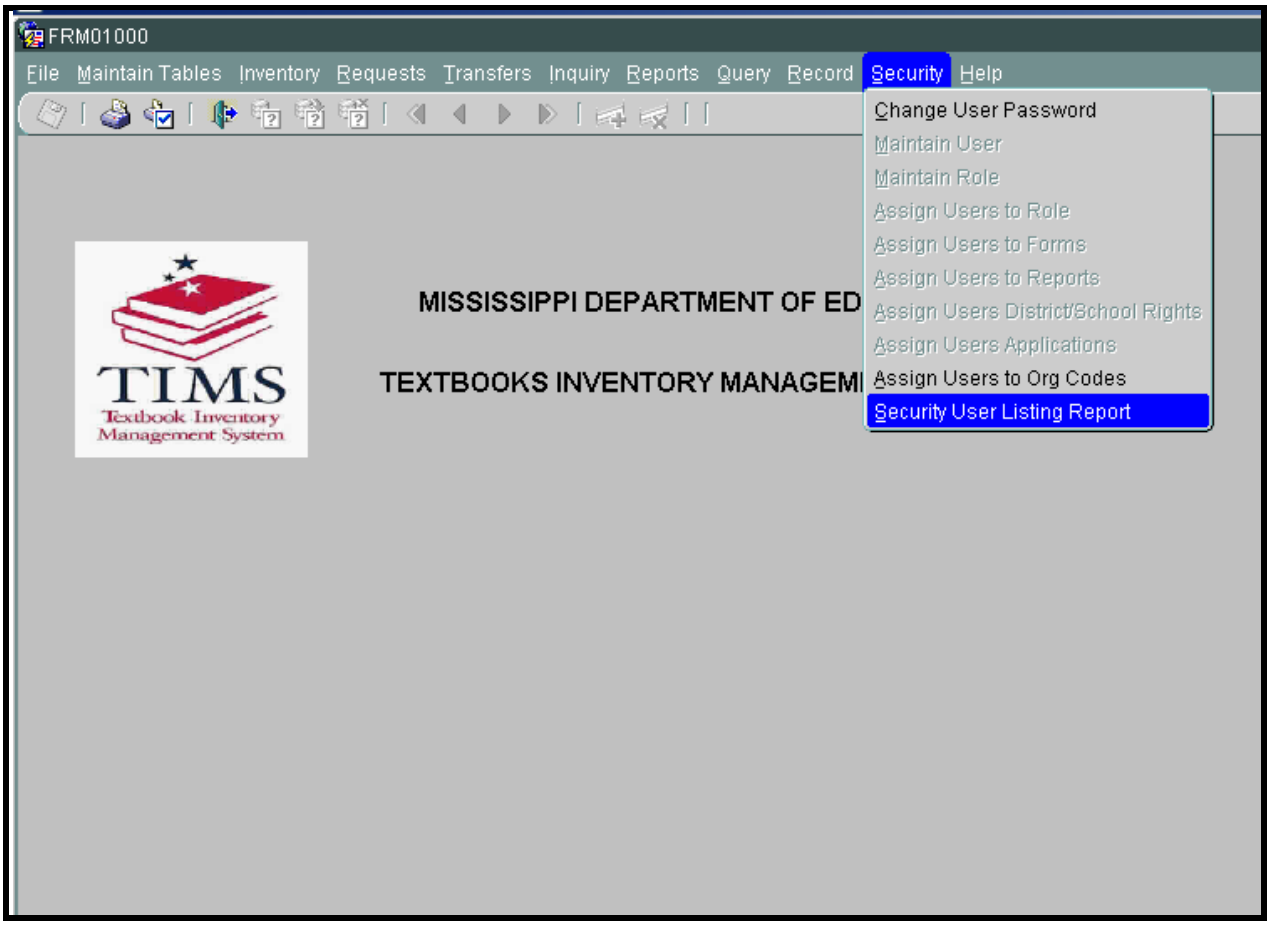


FIGURE 1.0

- The Textbook Coordinator must then select a school for which to run a report. The Run Report form will display. (Figure 1.1)
- Click the box next to the school name that says **All Schools** to get a listing of all schools within a district.

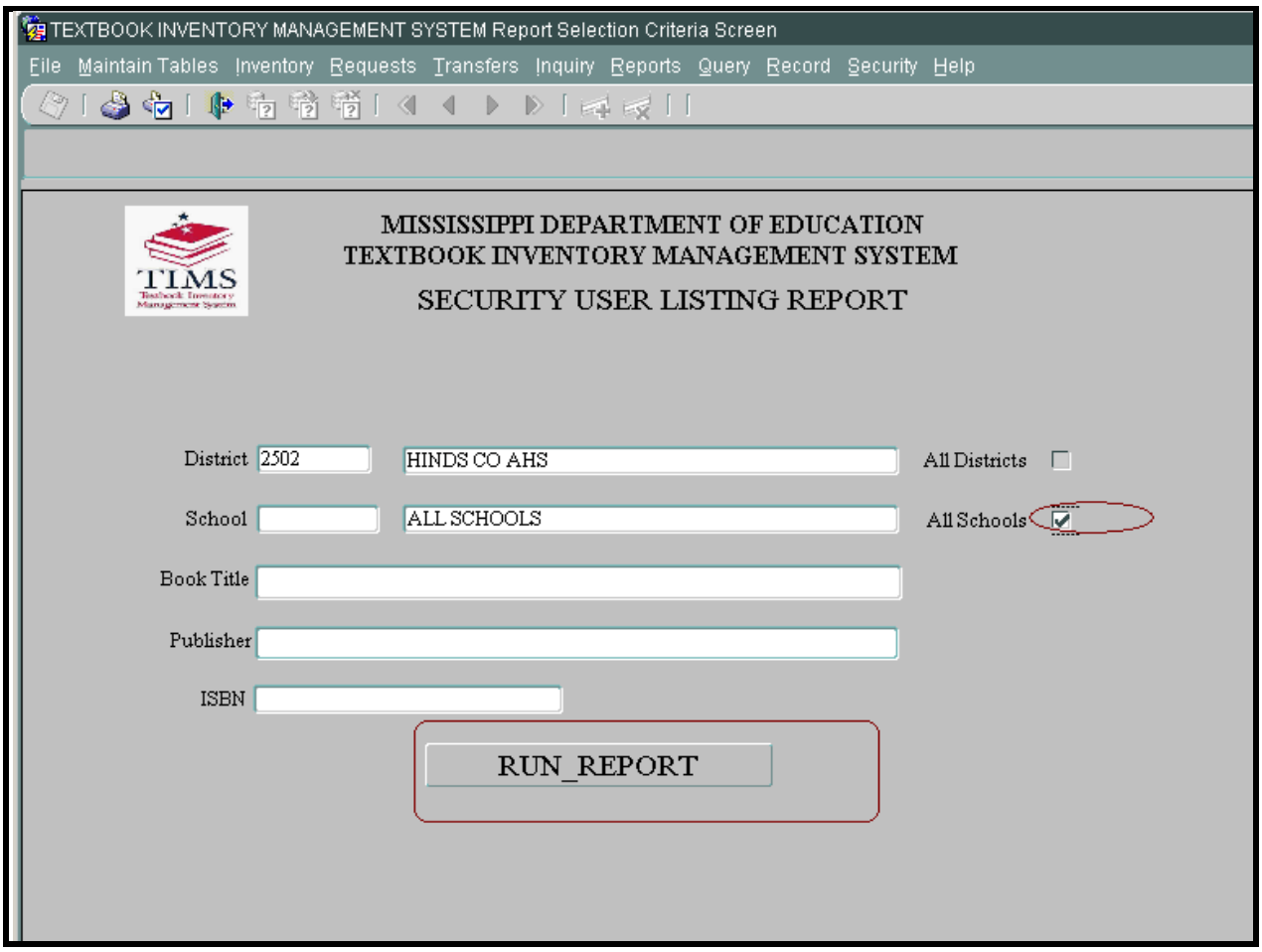
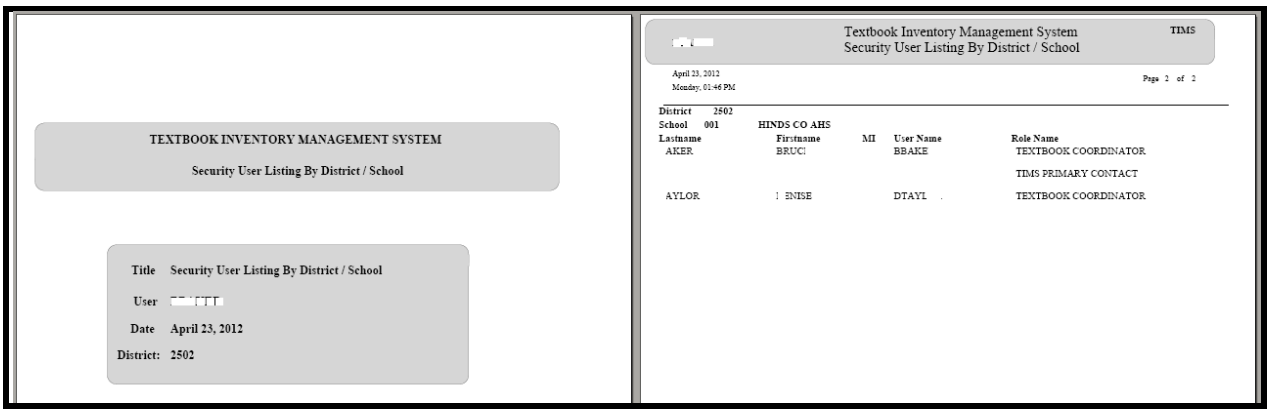


Figure 1.1

- Click **Run_Report**. After clicking Run_Report, the report will display. (Figure 1.2).
- If the report does not display in the foreground, minimize the screens on the desktop to see if the report is in the background.
- To exit the report, click **File** then **Close** to return to the Run Report form. To exit the Run Report form, click **File**, and then **Exit**.



TEXTBOOK INVENTORY MANAGEMENT SYSTEM

Security User Listing By District / School

Title	Security User Listing By District / School
User	[redacted]
Date	April 23, 2012
District:	2502

Textbook Inventory Management System
Security User Listing By District / School

TIMS

April 23, 2012
Monday, 01:46 PM

Page 2 of 2

District 2502
School 001 HINDS CO AHS

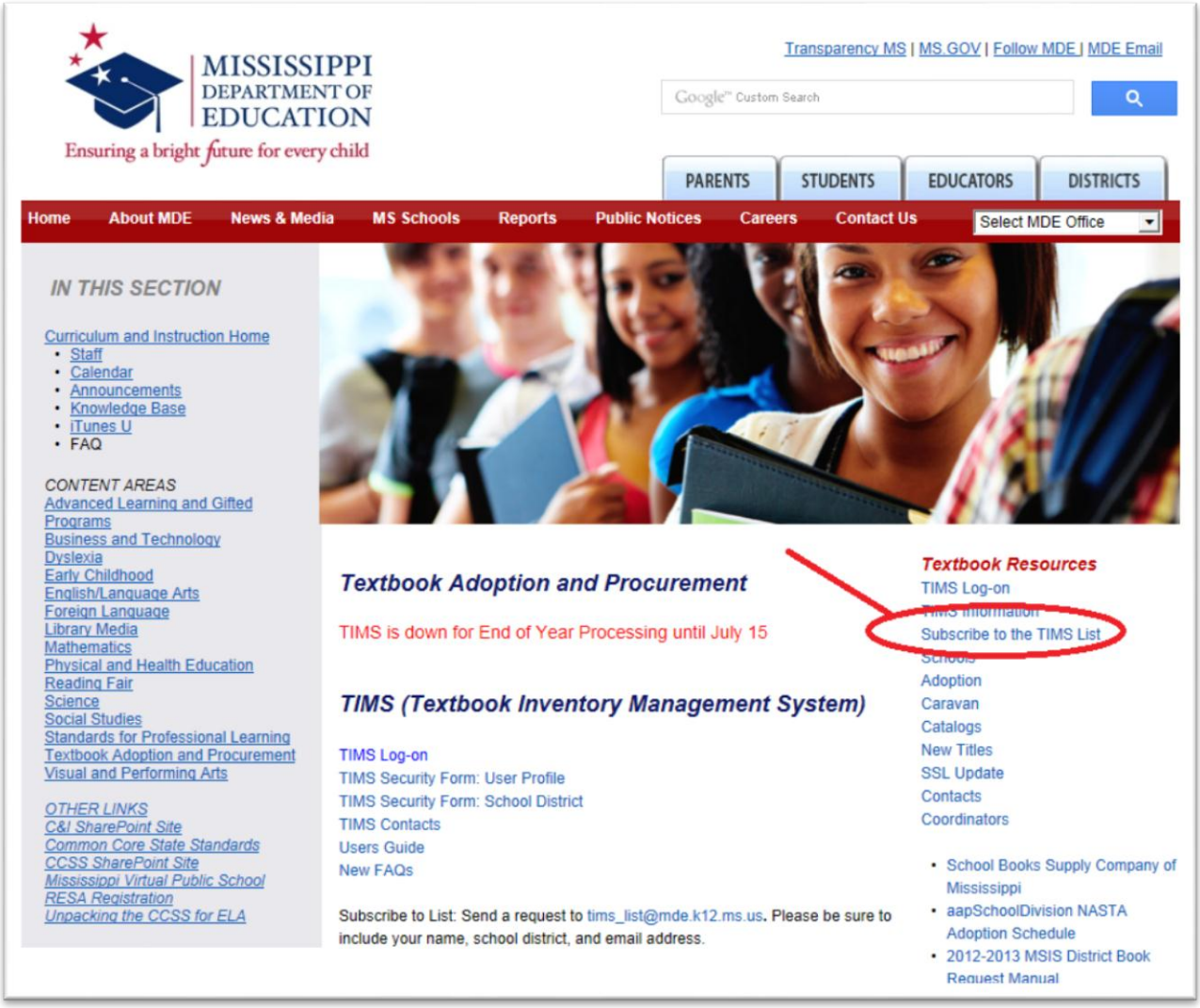
Lastname	Firstname	MI	User Name	Role Name
AKER	BRUCI		BBAKE	TEXTBOOK COORDINATOR
				TIMS PRIMARY CONTACT
AYLOR	I ENISE		DTAYL .	TEXTBOOK COORDINATOR

Figure 1.2

Things to Remember about TIMS

- Textbook inventory can be entered year round! When you receive textbooks, please enter inventory into TIMS, **immediately**!
- Use the ISBN that is located **inside** the book on the copyright page.
- Textbooks that are **12 years or older** should not be in the TIMS program! It is an Accreditation violation.
- **Save** after every transaction.

***Please subscribe to the **TIMS Listserv** to receive updates regarding TIMS.



- Enter email address
- First and Last Name (optional)
- Click on Subscribe

Contact Information

Technical/Security Questions

MIS Help Desk -601-359-3959

E-mail MISAPPS@MDE.12.MS.US

General TIMS Questions

Textbook Office-601-576-7950

E-mail lkendrick@mde.k12.ms.

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