

The Wallace Haines Company

274 National Highway / LaVale, MD 21502-7125
info@wallacehaines.com 1-800-289-2976

Books in Print®, Baker & Taylor®, and Ingram® Work OverTime as Secondary Databases for Title Search, Price Check, Status Check, Inventory Entry, and Edit

Searching in Secondary Databases

Secondary database searches work just like In_House stock inquiries. Identical search tools apply to each database. Master **one search toolkit** for both working inventory and for unbridged Secondary databases. **Search at any work station.**

When a search finds several titles, you know immediately which titles are *on hand*. **In-stock titles display in bold**. So Secondary and in-house database searches work literally hand in hand.

If a Secondary database title is on the In_House database, but *not in stock*, then only author & price display in bold. So you can distinguish between titles with quantities in stock and titles on the in-house database, but not now on hand.

Whenever a title on the In_House database has a listing, you will see a confirming mark-- a 'B' on the bibliographic description.

Users **easily toggle back and forth between Secondary and In-House databases** simply by pressing

ENTER, once you have pulled up a title. Do immediate comparisons of title information. Check for multiple authors. Look for subtitles. Confirm publication dates and prices. Or check for revisions and format changes.

Do on-line subject searches, using hundreds of BISAC sections.

Generate **printouts of any search at POS stations**. At your option, mark any item on the search that is also in stock. You can also show the quantity on hand.

Importing Titles

Import a new title to the In_House database by downloading the Secondary listing. Downloading is simple. Just pull up a Secondary entry. Say 'Yes' to import and information immediately writes to your database.

Import automatically enters title, author and price. Additional Secondary information displays in capsule form. Draw from this information to modify title entry according to your conventions. After download is complete, you can, if you like, immediately place a title in the 'To_be_Ordered' file for any vendor.

Title Editing

Readily edit titles on the In_House database by substituting titles and authors for current entries. **Create standard, accurate entries** or check existing in-house title and author entries. Revise status or publication date using current Secondary information.

Ingram and Baker & Taylor send daily warehouse inventory updates, so all stations have daily updates of secondary vendor on-hand and on-order information.

For more information...

Consult the packet on **Purchasing, Receiving and Transferring** for additional information on setting up new titles and reviewing inventory for reorders. Secondary database entries are accessible everywhere you need them--for stock inquiries, title entry and sales review. See the **Inventory** packet for a full description of bibliographic entries.