

# The Wallace Haines Company

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## 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.