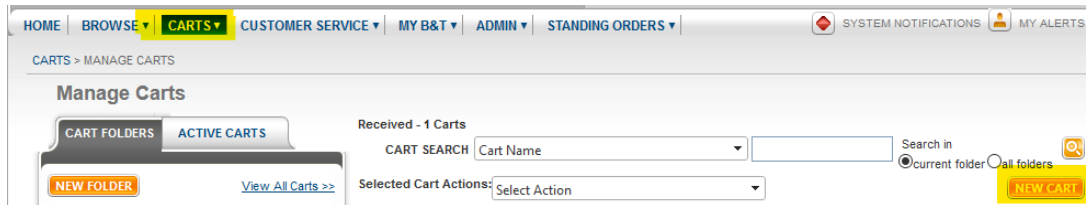


Ordering with Baker & Taylor's Title Source 360 System:

Login at <https://ts360.baker-taylor.com>

Open CARTS (on gray bar); select MANAGE CARTS

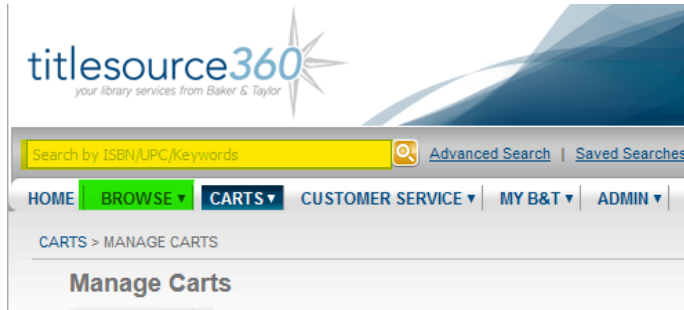


Click on orange NEW CART button

Creating a Cart:

- Begin with library or city name, then information that will be most useful for you.
- Some examples include: date or month, Adult Non-fiction, New Releases, Large Print, etc.
- If you plan on using one cart at a time, select SET AS PRIMARY (your primary cart name will always appear at the top of the page)
 - Note: always check the name of the cart at the top of the page. Again, that indicates your primary cart, so any title you add will automatically go to that cart. You can make other carts primary any time you wish.
- Choose DEFAULT FOLDER for the cart location
 - If you want to create a new folder, select “New Folder” and name the folder – “(year) Sent to NCKLS”, for example – and follow the prompts in the popup window for the new folder.
- Select book account “NCKLS LIBRARIES – L020610”
- Hit “CREATE CART” (orange button, bottom left)

Enter title, ISBN, etc. in PRODUCT SEARCH field (yellow) at top left of page. To browse premade lists of titles, select "Browse" (green)

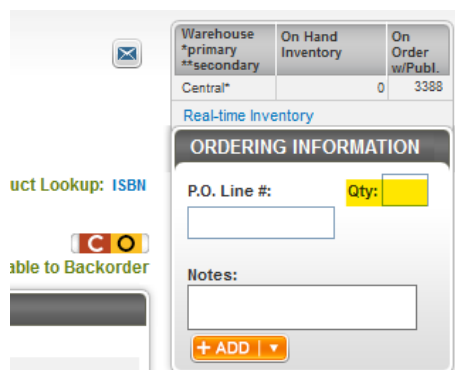


Details to notice:

- Make sure that the title that pops up is the correct format (hardback, LTP, etc.)
- If you see a white C or O (red arrow), click them to check if you have already ordered the item.
- Check the publish date – it needs to be within the next 6 months of today’s date because B&T automatically cancels items that don’t ship within that time.

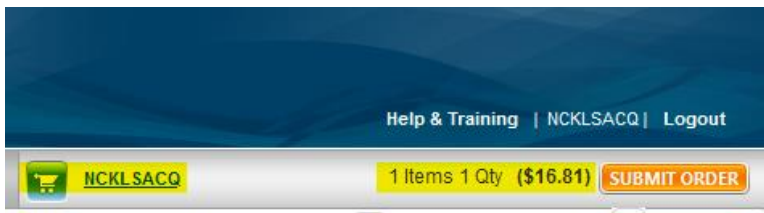


Enter the correct quantity that you want, then hit the orange ADD button beneath the note field
 Information in the note field is optional unless you use that for your purposes.
 You will not need to fill the "PO Line #" because a PO# is created when the cart is ordered.



After adding the items, a popup window briefly appears indicating the item has been added to your cart.

In the upper-right corner of the screen, you will see the name of your cart, the total items, and amount spent



When your cart is complete, select MANAGE CARTS from the pull-down menu CARTS and select your new cart to check your order (making sure you haven't accidentally selected downloadable, language editions, etc.)

A screenshot of a shopping cart interface showing two items. Item 1 is 'Bookmarked for Murder' by Burns, V. M., a paperback priced at \$26.99. Item 2 is 'Coyote's People' by McBride, Andrew, a hardcover priced at \$28.99. Red arrows point from the 'Published: 03/10/2021' and 'Not Yet Published' text to the 'Check ALT Formats' button at the bottom of the first item. Another red arrow points from the 'Published: 03/10/2021' and 'In Stock' text to the 'Check ALT Formats' button at the bottom of the second item. A horizontal red double-headed arrow connects the 'Available to Preorder' and 'In Stock' status boxes. The 'Check ALT Formats' button for the first item is highlighted in yellow.

In the example above:

- both have not “published” yet, but one is in stock and one will be a preorder
- both are large print, but if you didn't mean to select the LP edition you can click on “Check ALT Formats” to see other editions. While the pop-up window showing alternates is open, you will not be able to change other items in the cart. You can add an alternate from the popup window, but be sure to remove the incorrect edition from your cart after you close the popup window.

Return to MANAGE CARTS so that all cart titles are displayed
 Select the square radio button beside the cart you wish to transfer
 To the right of the screen, open SELECT ACTION, and click the TRANSFER CART option
 Scroll down to NCKLSACQ (NCKLS ORDERING) and check the box beside the name

DISPLAY QUICK VIEW

Results Per Page: 10 Page 1 of 1 Go to Page: 1 GO

<input type="checkbox"/>	CART NAME:	STATUS	LAST UPDATE	TOTAL \$	TOTAL #	
<input type="checkbox"/>	NCKLSACQ Created: 12/06/2017 Book Account: NCKLS LIBRARIES - L020610 P.O Number: Ent Account: P.O Number: Spec Instr: Cart Owner: NCKLSACQ In folder: Default Folder	Open	02/23/2021	List: \$306.85 Est. Net: \$306.85 Total: \$306.85	Total Titles: 11 Total Qty: 11	Select Action SUBMIT ORDER

Be sure the box is checked so you keep a copy of the transferred cart for your records

SELECTED USERS:

Keep a copy of the transferred cart

TRANSFER CART CANCEL

Hit TRANSFER CART button

Close the popup window "COMPLETE TRANSFER CART SUCCESSFULLY"

Return to MANAGE CARTS and there should now be a blue arrow beside the name of your transferred cart

Click on the square radio button beside the name of the cart again.
 Return to SELECT ACTION and click on MOVE CART TO FOLDER
 Select SENT TO NCKLS as your folder destination and "Move cart without viewing"

On left side of screen, you should now see that the cart appears in the correct folder and the quantity of carts in that folder has increased by 1.