

TEXTBOOK EXPORT

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Sometimes you may need an Excel type of file listing all of the courses and textbook information that is associated to a term. You can achieve this by running the Textbook Export report that is located in TX>RP>6>21.

The screen will look similar to what you see below, and you can select which fields to include on the report and in which order they should be listed.

The screenshot shows a configuration window for the 'Textbook Export' report. At the top, the title 'Textbook Export' is centered. Below the title, there are several input fields for report parameters:

- Store*: 1 (with a dropdown menu showing '?? TEST-Varsity Bookstore')
- Term*: 2020-6 (with a dropdown menu showing '??')
- Dept*: (with a dropdown menu showing '??')
- Course*: (with a dropdown menu showing '??')
- File Path: T
- File Name: (empty)

On the right side, there are checkboxes and dropdowns for report options:

- Use Decimals: Y
- Use Headings: Y
- Delimiter: TAB (with a dropdown menu showing '??')
- History: (empty)

Below these fields is a table with a header row: '.....Include on Report.....'. The table lists various fields and their inclusion status (Y or N):

Field	Include on Report
Division	N
Department*	1
Course*	2
Section*	3
Instructor*	5
Enrollment*	4
Req/Opt*	8
Shelf Tag Note*	N
Author*	10
Title*	11
Edition*	12
Copyright*	13
ISBN*	6
Publisher Code*	N
Publisher Name*	N
QTY to Provide*	7
Quantity*	N
New Price*	14
Used Price*	15
Location*	N
New Quantity*	16
Used Quantity*	17
Course Desc*	9
Term Code*	N
Term Desc*	N
Bind Type*	N
Rental Price*	N
Instructor Email*	18

To begin you need to enter in the

- **Store and Term** – if you are running for an open term then you can use the ?? to select an open term but if you are running this for a closed term then you will need to type in the term code and then, on the right side near the top, enter a 'Y' in the "History" field.
- **Dept/Course** – If you wish to only list the information for a particular Dept/Course then enter that, otherwise leave these blank to include all Dept/Course information for the entered Term
- **File Path** – Enter a 'T' in the field to send the report

to the terminal.

- **File Name** – Leave the field blank, this is only used for locations that have their own server.
- **Use Decimals** – Enter a 'Y' to include a decimal in the price fields.
- **Use Headings** – Enter a 'Y' to include a line for the heading, if left blank then there will be no heading line.
- **Delimiter** – Use the ?? to choose which delimiter you wish to use, if you leave it blank then a pipe '|' delimiter will be used.
- **History** – Enter a 'Y' in the field if the "Term" that was entered is a "Closed" term.

For the area labeled as 'Include on Report', each field is required to have an entry. You can enter in an 'N' to exclude the field in the report or enter a 'Y' to include the field and they will be in the order as displayed.

The report will be created with the columns in the same order as displayed on the screen going down the left side the the right. You can also enter the placement order that you would like the fields to be positioned in the report, so if you enter a 1 in the "Department" field then that will be the 1st column in the report and whichever field you enter a 2 in to will be the 2nd field in the report.


.....Include on Report.....	
Division* N	Publisher Name* N
Department* 1	QTY to Provide* 7
Course* 2	Quantity* N
Section* 3	New Price* 14
Instructor* 5	Used Price* 15
Enrollment* 4	Location* N
Req/Opt* 8	New Quantity* 16
Shelf Tag Note* N	Used Quantity* 17
Author* 10	Course Desc* 9
Title* 11	Term Code* N
Edition* 12	Term Desc* N
Copyright* 13	Bind Type* N
ISBN* 6	Rental Price* N
Publisher Code* N	Instructor Email* 18

When all fields have been filled out, select the R=Run Procedure from the bottom.



The report will display to the screen as seen below.

DEPARTMENT	COURSE	SECTION	ENROLLMENT	INSTRUCTOR	ISBN	QTY	REQUIRED	COURSE_DESC	AUTHOR	TITLE	EDITION	COPYRIGHT	NEW_PRICE	USED_PRICE	NEW_QTY	USED_QTY	INSTR_EMAIL	
AMSC	1402	A	20	ROBERT COOMER	9781453400449	130	R	1402	COOMER	TEST TITLE	11	10	0017	80	0	0	robert.coomer@total-computing.com	
LAW-LAW	5310	02A	12	19700314699336	124	RQ	CRIMINAL LAW	WEST	TEXAS PENAL CODE 2020	119	08	00146	00	0	0	0		
LAW-LAW	5310	02A	12	19701432046518	124	RQ	CRIMINAL LAW	KLEIN	TEXAS CRIMINAL LAW-CASES+MATERIAL	118	104	99	178	74	0	124		
LAW-LAW	5310	02B	12	19700314699336	124	RQ	CRIMINAL LAW	WEST	TEXAS PENAL CODE 2020	119	08	00146	00	0	0	0		
LAW-LAW	5310	02B	12	19701432046518	124	RQ	CRIMINAL LAW	KLEIN	TEXAS CRIMINAL LAW-CASES+MATERIAL	118	104	99	178	74	0	124		
LAW-LAW	5310	02C	10	19700314699336	15	RQ	CRIMINAL LAW	WEST	TEXAS PENAL CODE 2020	119	08	00146	00	0	0	0		
LAW-LAW	5310	02C	10	19701432046518	15	RQ	CRIMINAL LAW	KLEIN	TEXAS CRIMINAL LAW-CASES+MATERIAL	118	104	99	178	74	0	124		
LAW-LAW	5310	03A	12	19700314699336	124	RQ	CRIMINAL LAW	WEST	TEXAS PENAL CODE 2020	119	08	00146	00	0	0	0		
LAW-LAW	5310	03A	12	19701432046518	124	RQ	CRIMINAL LAW	KLEIN	TEXAS CRIMINAL LAW-CASES+MATERIAL	118	104	99	178	74	0	124		
LAW-LAW	5310	03B	12	19700314699336	124	RQ	CRIMINAL LAW	WEST	TEXAS PENAL CODE 2020	119	08	00146	00	0	0	0		
LAW-LAW	5310	03B	12	19701432046518	124	RQ	CRIMINAL LAW	KLEIN	TEXAS CRIMINAL LAW-CASES+MATERIAL	118	104	99	178	74	0	124		
LAW-LAW	5310	03C	10	19700314699336	14	RQ	CRIMINAL LAW	WEST	TEXAS PENAL CODE 2020	119	08	00146	00	0	0	0		
LAW-LAW	5310	03C	10	19701432046518	14	RQ	CRIMINAL LAW	KLEIN	TEXAS CRIMINAL LAW-CASES+MATERIAL	118	104	99	178	74	0	124		
LAW-LAW	5403	03F	153	19701422480472	124	RQ	PROPERTY LAW	SHANNON	SKILLS+VALUES:PROPERTY LAW	112	58	59	43	94	19	11		
LAW-LAW	5403	03F	153	19701899412628	128	RQ	PROPERTY LAW	CRIBBET	PROPERTY_CS_4MTRLS	75TH	ARMY	19TH	08	229	00	171	76	0

Select the save icon  from the tool bar to save the report and select the location of your choice and make sure that you change the 'Save as type' to "Text Files".

For additional help in importing the in to Excel then please use the link below.

<https://tcs-training-wp.azurewebsites.net/dwkb/getting-a-report-into-excel/>

