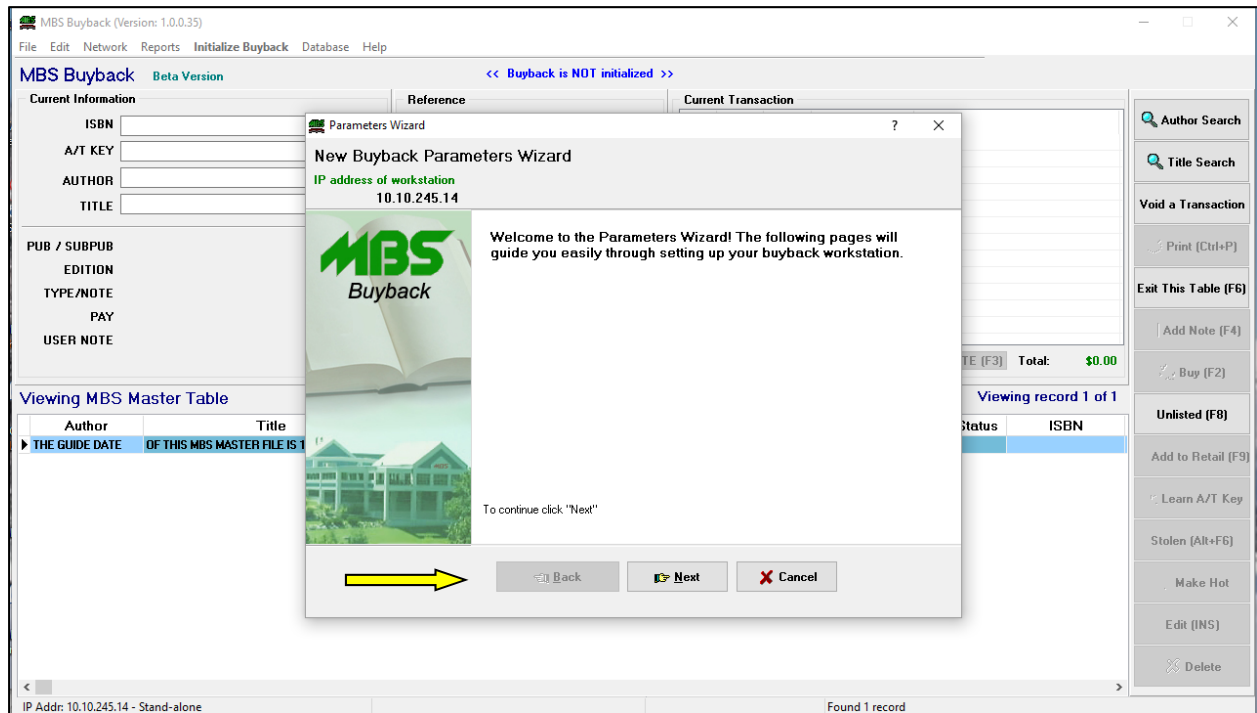


Initialization Steps Summary



| | |
|--|--|
| <p>1. Initialize Buyback The Initialize Buyback tab displays in the top-left of the screen. The other tabs are not active. A message at the top of the screen shows “Buyback is NOT” initialized.</p> | <p>Click the Initialize Buyback tab.</p> |
| <p>FIELD NAMES & DESCRIPTIONS</p> <p>2. Welcome Screen The first Buyback Parameters Wizard screen displays and contains the greeting “Welcome to the Parameters Wizard.</p> | <p>ACTION TO TAKE</p> <p>Click the Next button.</p> |
| <p>3. Customize Buyback screen Select the customized buyback options screen.</p> | <p>Autobuy. Click this checkbox to allow the program to automatically buy one copy of the selected title. Learn A/T Keys. Click this checkbox to create a letter or code so that the most recently purchased is listed first when title is called-up by the A/T Key. New or Used dropdown. Select New or Used price. This price will be used to calculate Buyback pricing. Payment dropdown. Select the method of payment. Click the Next button.</p> |

| | |
|---|---|
| <p>4. General Buyback Questions The options on this screen help to further define your Buyback.</p> | <p>This screen includes the key fields: entering the Buyback number, choosing if an ID, Name or both will be required on each transaction. You also make selections to print a receipt or to have messages display on receipts. Click the Next button.</p> |
| <p>5. Wholesale Buyback Questions On this screen enter the Wholesale Copy Limit and the bookstore's commission. Select an option from the dropdown to determine how the commission will be paid.</p> | <p>Make selections and click the Next button.</p> |
| <p>6. Buyback Transaction Currency This screen features options related to acceptance of foreign currency.</p> | <p>Click the Next button when finished with the three foreign currency settings</p> |
| <p>7. Margin Questions This screen contains the options to determine Net, Retail New, Retail Used and Used Shelf price. There also is an option to select rounding and to provide a dollar discount for damaged books.</p> | <p>Click Next when finished.</p> |
| <p>8. Bookstore Information Fields on this screen include MBS Account Number, Bookstore Name, Address, and Zip Code.</p> | <p>Click the Finish button.</p> |
| <p>9. Network connection prompt The prompt asks if you would like to connect to a network.</p> | <p>Respond Yes or No. Click the Finish button.</p> |

After completing the wizard set-up steps, the main MBS Buyback screen displays.

The screenshot shows the MBS Buyback (Version: 1.0.0.35) application window. The interface is divided into several sections:

- Current Information:** Fields for ISBN, A/T KEY, AUTHOR, and TITLE. Below these are fields for PUB / SUBPUB, EDITION, TYPE/NOTE, PAY, and USER NOTE.
- Reference:** An empty area for additional information.
- Current Transaction:** A table with columns: Qty, Status, Price, Author, Title. Below the table are buttons: Remove, Discount, Edit, Cancel, COMPLETE (F3), and Total: \$0.00.
- Viewing MBS Master Table:** A table with columns: Author, Title, Edition, Type, Publisher, Notes, Buy Price, Status, ISBN. One record is displayed:

| Author | Title | Edition | Type | Publisher | Notes | Buy Price | Status | ISBN |
|----------------|---------------------------------------|---------|------|-----------|------------|-----------|--------|------|
| THE GUIDE DATE | OF THIS MBS MASTER FILE IS 10/20/2017 | | | | 11/24/2017 | 0.00 | | |
- Right Sidebar:** Search buttons (Author Search, Title Search), Void a Transaction, Print (Ctrl+P), Exit This Table (F6), Add Note (F4), Buy (F2), Unlisted (F8), Add to Retail (F3), Learn A/T Key, Stolen (Alt+F6), Make Hot, Edit (INS), and Delete.
- Bottom:** IP Addr: 10.10.245.14 - Stand-alone and Found 1 record.

Text at the bottom, right corner of the screen confirms that the system “Found 1 record.” In addition, the “Stand-alone” status is shown.

Buyback Transaction Screen Cheat Sheet

Current Information

ISBN: 9781259723223
 A/T KEY: MCCOECO
 AUTHOR: MCCONNELL
 TITLE: ECONOMICS

PUB / SUBPUB: MCG / MCG
 EDITION: 21ST 18
 TYPE/NOTE: PAY \$66.00 Wholesale
 USER NOTE:

Reference

9781259450242
 MCCOECO
 MCCONNELL
 ECONOMICS-TEXT

Current Transaction

| Qty | Status | Price | Author | Title |
|-----|--------|-------|--------|-------|
| | | | | |

Remove Discount Edit Cancel COMPLETE (F3) Total: \$0.00

Viewing Search Results

| Author | Title | Edition | Type | Publisher | Notes | Buy Price | Status | ISBN |
|-----------|--|---------|------|------------|----------|-----------|--------|---------------|
| MCCONNELL | ECONOMICS-CONNECT ACCESS | 21ST 18 | | MCG | NEW | 18.00 | | 9781259915567 |
| MCCONNELL | ECONOMICS BRIEF ED.-ACCESS | 2ND 13 | | MCG | NEW | 18.00 | | 9780077416188 |
| MCCONNELL | ECONOMICS (LOOSELEAF) | 21ST 18 | PB | MCG | | 30.00 | | 9781250152708 |
| MCCONNELL | ECONOMICS BRIEF EDITION (LOOSELEAF) | 2ND 13 | PB | MCG | | 0.00 | | 9780077416195 |
| MCCONNELL | ECONOMICS BRIEF EDITION (LOOSELEAF) W/ACCESS | 2ND 13 | PB | MCG | | 0.00 | | 9780077924775 |
| MCCONNELL | ECONOMICS BRIEF ED. W/ACCESS | 2ND 13 | | MCG | | 0.00 | | 9780077924768 |
| MCCONNELL | ECONOMICS BRIEF ED. | 2ND 13 | | MCG | | 0.00 | | 9780073511467 |
| MCCONNELL | ECONOMICS W/STUDY GUIDE >CUSTOM< | 19TH 12 | PB | MCG CUSTOM | 2 BOOKS | 0.00 | | 9780077530211 |
| MCCONNELL | ECONOMICS-STD.GDE. | 20TH 15 | PB | MCG | C+C | 0.00 | | 9780077660611 |
| MCCONNELL | ECONOMICS-ADVANCED PLACEMENT ED. | 19TH 12 | | MCG | HS_NASTA | 0.00 | | 9780076601783 |
| MCCONNELL | ECONOMICS | 21ST 18 | | MCG | | 66.00 | | 9781259723223 |
| MCCONNELL | ECONOMICS W/CD | 15TH 02 | | MCG | | 0.00 | OE | 9780072498950 |
| MCCONNELL | ECONOMICS W/DVD+CD | 15TH 02 | | MCG | | 0.00 | OE | 9780072882513 |

IP Addr: 10.10.245.14 - Stand-alone 67 records found

| FIELD NAMES & DESCRIPTIONS | ACTION TO TAKE |
|---|--|
| <p>Author Search Click the Author Search button to locate a title by a specific author. After clicking the button, the cursor moves to the AUTHOR field on the left-side of the screen.</p> | <p>Type the Author's last name in the search box and click Enter. The Current Information heading now displays the title's ISBN, A/T Key, Author, Title and Edition and Pricing Information.</p> |
| <p>Title Search Click the Title Search button to locate a specific title. After clicking the button, the cursor moves to the TITLE field on the left-side of the screen.</p> | <p>Type the Title in search box and click Enter. The Current Information heading now displays the title's ISBN, A/T Key, Author, Title, Edition, and Pricing Information.</p> |
| <p>Void a Transaction Click the Void a Transaction button and a pop-up screen displays.</p> | <p>Select one of the four transaction types: Previous Transaction, Transaction Number, Student ID Number, or Student Name. Enter the corresponding Transaction Number, Student ID Number, or Student Name. The search box does not display when Previous Transaction is the selection.</p> |
| <p>Print Click the Print button to print all or part of the Wholesale list.</p> | <p>Click the Print button to print the Wholesale list. A print preview pane displays. Select Control.</p> |
| <p>Exit This Table Click this button and a new screen displays.</p> | <p>You may also click the (F7) function key to display a new screen.</p> |

| | |
|---|---|
| Add Note Click to include a note with the selected title. Enter up to 30 characters. | You may also click the (F4) function key to display a new screen. |
| FIELD NAMES & DESCRIPTIONS | ACTION TO TAKE |
| Buy Click the Buy button to purchase the selected title. | You may also click the (F2) function key to buy a title. |
| Unlisted Click the Unlisted button to add an unlisted title to Buyback. A pop-up screen displays. Enter the unlisted title's information. The results populate the book information fields on the right-side of the screen. | You may also click the (F8) function key to buy a title. |
| Learn A/T Key Click this button to create a letter or code assignment for a title that may not normally scan. | A message displays in the left-corner of the screen that shows the "A/TKey Learned." |
| Stolen Click the Stolen button and a pop-up screen displays. Enter the stolen book information. | You may also click the (Alt + F6) function keys to buy a title. A message displays in the left-corner of the screen that the "Stolen book added to list." |
| Make Hot Click this button and a pop-up screen displays. Enter the HotKey information. After assigning a HotKey, you may press the key to automatically "pull-up" the book assigned to this key. | A message displays at the bottom of the screen that "Hotkey Added Successfully." |
| Edit Click this button and a pop-up screen displays. You may edit the Guide, Shelf, and Buyback prices. | A message displays in the left-corner of the screen that "Selected Title successfully updated!" |
| Delete The Delete button is not active on this screen. | Use this key to delete a book that was manually added to the list. |

Adding Retail Titles: Searching and Adding by Book

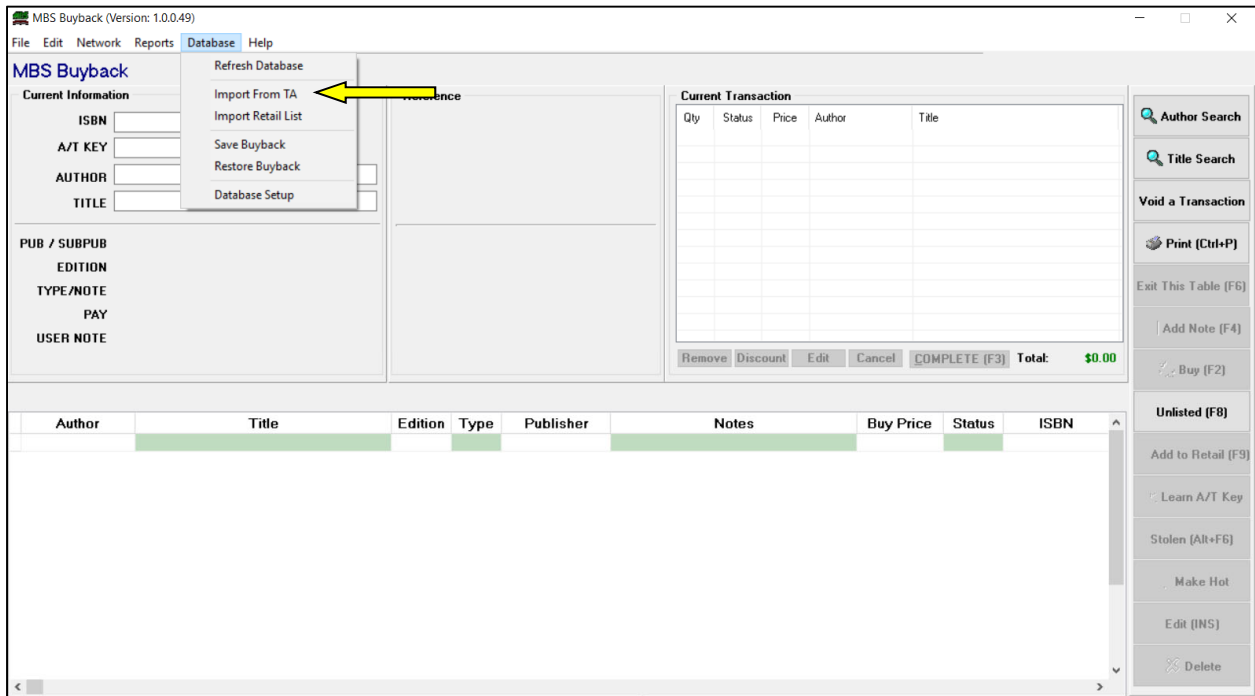
The screenshot shows the MBS Buyback software interface. The top window title is "MBS Buyback (Version: 1.0.0.49)". The interface is divided into several sections:

- Current Information:** Fields for ISBN (9780538733656), A/T KEY (STEWCAL), AUTHOR (STEWART), and TITLE (CALCULUS:CONCEPTS+CONTEXTS.ALTERNATE E). Below these are fields for PUB / SUBPUB (CENGAGE L / S-W), EDITION (4TH 10), TYPE/NOTE, PAY (\$21.00 Wholesale), and USER NOTE.
- Reference:** An empty field for additional information.
- Current Transaction:** A table with columns: Qty, Status, Price, Author, Title. Below the table are buttons: Remove, Discount, Edit, Cancel, COMPLETE (F3), and Total: \$0.00.
- Viewing Search Results:** A table with columns: Author, Title, Edition, Type, Publisher, Notes, Buy Price, Status, ISBN. The first row is highlighted in blue and contains: STEWART, CALCULUS:CONCEPTS+CONTEXTS.ALTERNATE E, 4TH 10, CENGAGE L, Notes, 21.00, Status, 9780538733656. A yellow arrow points to the ISBN field.
- Right Sidebar:** A vertical list of buttons: Author Search, Title Search, Void a Transaction, Print (Ctrl+P), Exit This Table (F6), Add Note (F4), Buy (F2), Unlisted (F8), Add to Retail (F9), Learn A/T Key, Stolen (Alt+F6), Make Hot, Edit (INS), and Delete.

At the bottom of the window, it says "IP Addr: 10.10.245.142 - Stand-alone" and "1 record found".

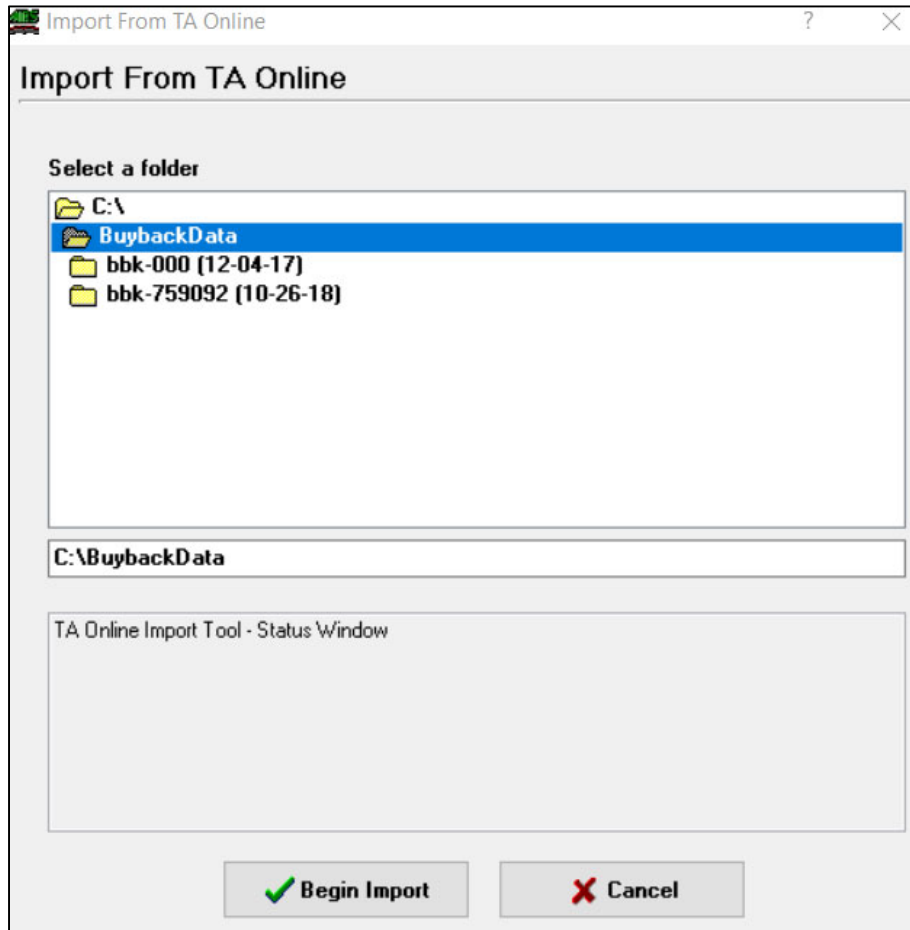
| | |
|--|---|
| <p>1. Search for a title to add Use the ISBN, A/T Key, Author or Title search to locate the book to add as a retail title.</p> | <p>Click Add to Retail button or press F9.</p> |
| <p>FIELD NAMES & DESCRIPTIONS</p> <p>2. Add to Retail screen The book information displays. Shelf price and Buyback price display based off margin settings when initializing the buyback. Goal field is edited to enter the number of units that may be bought retail for this title.</p> <p>Make Hot option is available to add the title to the list of hot keys.</p> | <p>ACTION TO TAKE Enter the quantity to buy in the Goal field. Click Accept Information.</p> |

Adding Retail Titles: From Import List – Import From TA



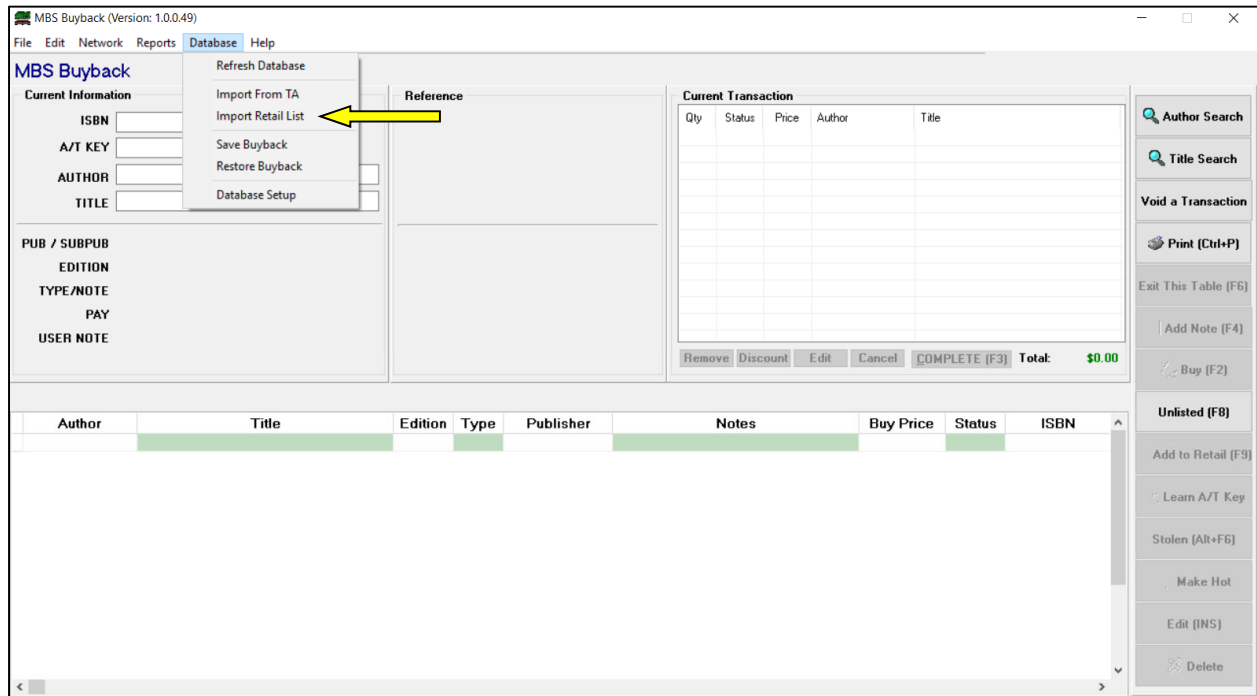
| | |
|---|--|
| <p>1. Click Database Menu Two import options.</p> <ul style="list-style-type: none"> • Import From TA • Import Retail List | |
| <p>FIELD NAMES & DESCRIPTIONS</p> | <p>ACTION TO TAKE</p> |
| <p>2. Import From TA The TA import is used to pull the retail list from ARC TA into MBS Buyback.</p> | <p>Click Import from TA from Database Menu. The folder path displays for selecting or entering the directory where the TA buyback file is located.</p> |

Import from TA

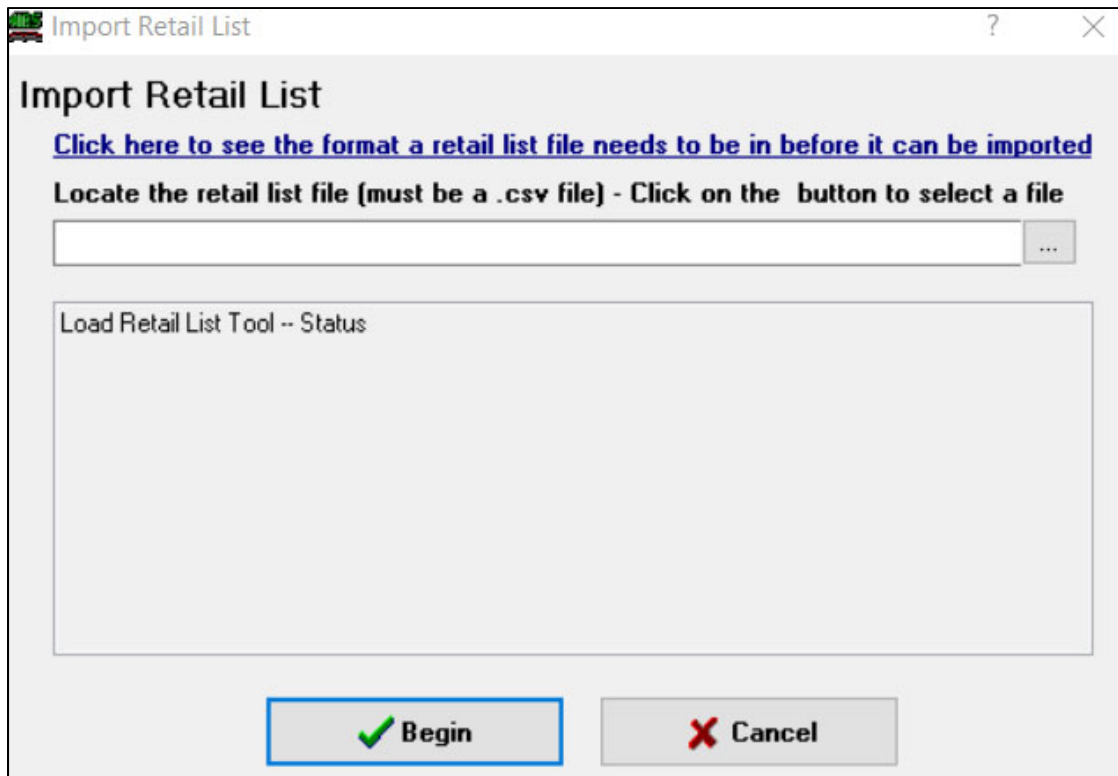


| FIELD NAMES & DESCRIPTIONS | ACTION TO TAKE |
|--|--|
| <p>Begin Import The import will bring the ARC TA buyback file into MBS Buyback. You will need to work with MBS Tech Services to acquire the file.</p> | <p>Select or enter the file location for the ARC TA buyback. Click Begin Import. When completed, a message will state “Finished importing data from TA Online.” Click Finish</p> |

Adding Retail Titles: From Import List – Import Retail List



| | |
|---|---|
| <p>1. Click Database Menu Two import options.</p> <ul style="list-style-type: none"> • Import From TA • Import Retail List | |
| <p>FIELD NAMES & DESCRIPTIONS</p> | <p>ACTION TO TAKE</p> |
| <p>2. Import Retail List A spreadsheet of retail titles can be generated and imported into MBS Buyback.</p> | <p>Click Import Retail List from Database Menu. The list is able to be selected using the “...” button.</p> |



| FIELD NAMES & DESCRIPTIONS | ACTION TO TAKE |
|--|--|
| <p>Click here to see the format... Selectable text displays to “click here to see the format a retail list file needs to be in before it can be imported.” Click this text to display the column format for the spreadsheet. The spreadsheet must be in a .csv format.</p> | <p>Click the text. Review the instructions for the columns and spreadsheet format. Click Close to return to the import screen.</p> |

Importing a Retail List

In this version of MBS Buyback, users can import an entire retail list, instead of manually inputting each title.

To do this, users must first have an appropriately created retail list, saved in .csv format. The list can be created in Microsoft Excel, OpenOffice Calc, or a similar program. Each retail list has to have exactly 5 pieces of information, in this order: **ISBN, Author, Title, Quantity to buy, Price.**

For example, a retail list spreadsheet should look similar to the following:

| | | | | |
|------------|--------|---------------------------|----|------|
| 1234567890 | SNEEZY | SLEEPING: AN ART FORM | 50 | 30.4 |
| 2222222222 | HAPPY | LEADING A FULFILLING LIFE | 15 | 21.3 |
| 3333333333 | GRUMPY | WORLD TURMOIL | 30 | 12.5 |
| 4444444444 | DOPEY | SIMPLE BEANS | 40 | 15.7 |

Once you have created an appropriate retail list, saved in .csv format, run MBS Buyback and begin a new buyback if one is not already in progress. Click "Database" on the menu bar at the top of the main window, and select "Import Retail List".

The Import Retail List box will appear. Find the Retail List by clicking the "...", and navigating to and clicking on the retail list. This will put the full location of the retail list in the white input box.

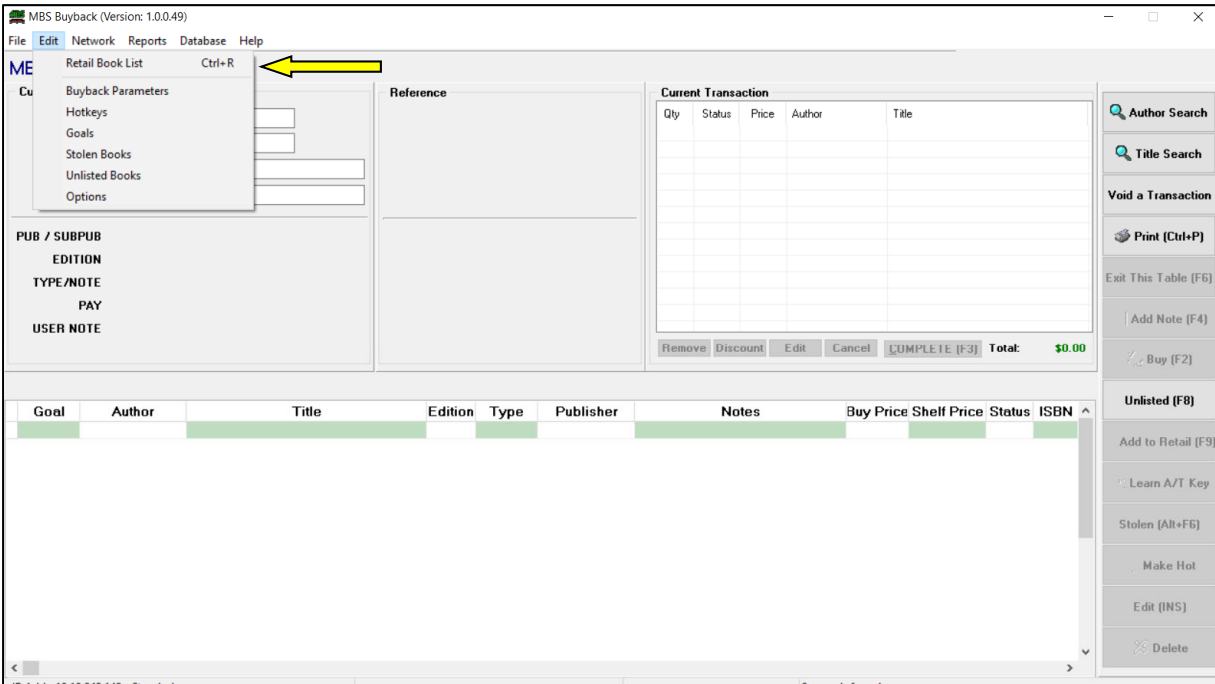
After the white input box has the location of the retail list, simply click "Begin" and the program will automatically import your retail list.

Remember, it is very important to keep the retail list in the appropriate format, with all five pieces of information.

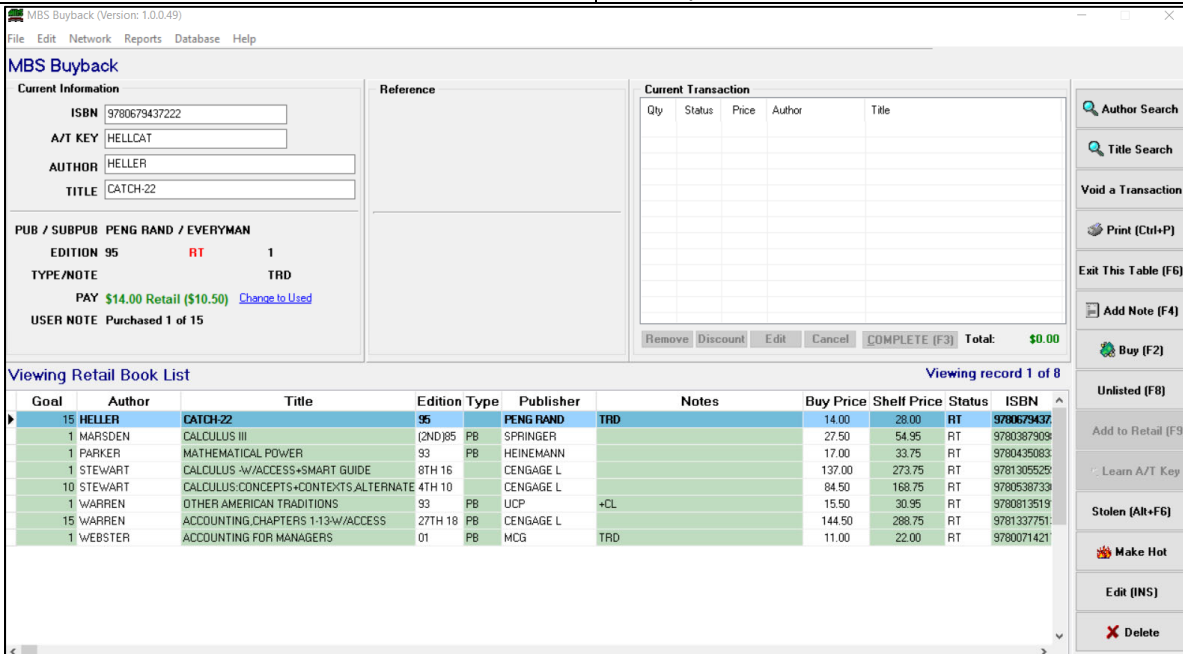


| FIELD NAMES & DESCRIPTIONS | ACTION TO TAKE |
|---|--|
| Begin Button The begin button will start the import of the retail list. If there is a problem with the record, verify the list is formatted correctly or contact MBS Tech Services for support. | After selecting the retail list to upload. Click begin. The records will display if they uploaded successfully or experienced a problem. Click Finish when the import is complete. |

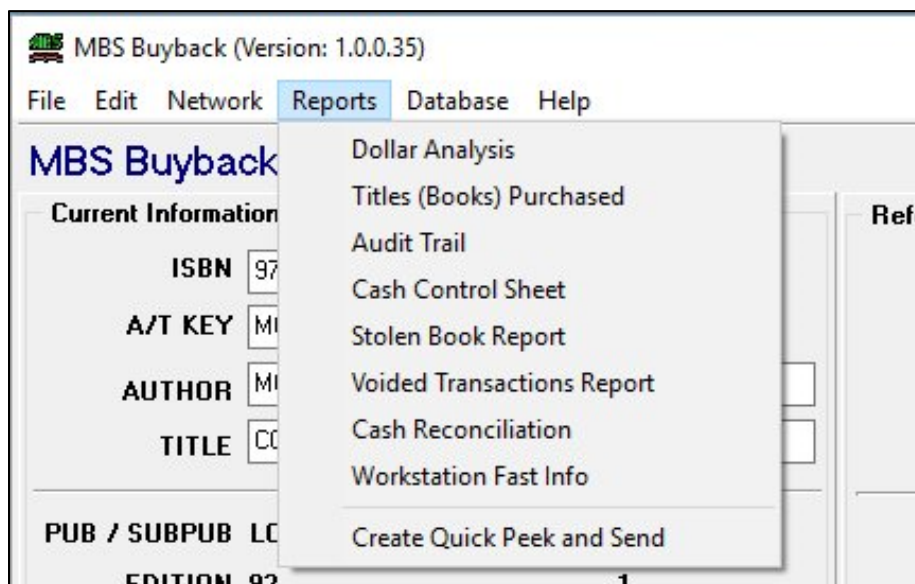
Display Retail Book List



| | |
|---|---|
| <p>1. Click Edit Menu Option to review Retail Book List.</p> | |
| <p>FIELD NAMES & DESCRIPTIONS</p> | <p>ACTION TO TAKE</p> |
| <p>2. Retail Book List Displays all books selected and/or imported as retail titles.</p> | <p>The retail list can be edited for prices and goals, titles can be deleted, and books can be bought directly from the list.</p> |



Report Summaries



Select any of the following reports by clicking the Reports tab at the top of the MBS Buyback main screen. The reports are reviewed from top to bottom starting with the Dollar Analysis Report.

| | |
|-----------------------------------|---|
| Dollar Analysis Report | This report displays and includes key information specific to an employee's workstation. This includes number of retail copies, retail dollars, wholesale copies, wholesale dollars, cash adds, adjusted dollar, ending dollar and long/short amount. |
| Titles (Books) Purchased | Select a date range using a calendar icon to report a single day, a range of days, or to report all titles purchased. You may select all or one of the following title types: Wholesale, Retail, or Summary. Click Accept Information when finished. |
| Audit Trail Report | A pop-up box displays to organize the report by student ID, Student Name, or both options. Make selections and click the OK button . |
| Buyback Cash Control Sheet | Select this report from the dropdown for a detailed listing of Expenditures and Cash Spent. |
| Stolen Book Report | The number of total books reported stolen display in this report along with contact information, and the title's ATKEY, Author, and Title. |
| Voided Transaction Report | This report lists transactions that have been voided. The report shows Author, title, edition, quantity voided, price and book status. |

| | |
|-------------------------------------|--|
| Cash Reconciliation Report | Enter the information for the fields that display on the pop-up screen. These fields include total cash, cash additions, adjustments, remaining cash and long/short amount. Click Accept Information when finished. |
| Workstation Fast Information | Amounts for last transaction, wholesale copies purchased, whole dollar total, retail copies purchased, retail dollar total, and dollar total. Click the Finish button to close the report. |
| Create Quick Peek and Send | Enter information on the pop-up screen and click the Send button that will deliver a Quick Peek report to a designated folder on a remote server. Click Send when finished. |

Closing the Buyback in Four Steps

To close the Buyback at the end of each day:

1. Reconcile cash for the day.
2. Secure Retail and Wholesale books purchased.
3. Print any needed reports.
4. Close MBS Buyback by clicking the X in the upper, right-hand corner of the MBS Buyback for Windows screen as shown below as indicated by the arrow. All information entered in MBS Buyback will be retained for the continuation of the next day's Buyback.

MBS Buyback (Version: 1.0.0.35)

File Edit Network Reports Database Help

MBS Buyback Beta Version

Current Information

ISBN 9781449684877

A/T KEY MCCOENV

AUTHOR MCCONNELL

TITLE ENVIRONMENTAL GEOLOGY TODAY/W/ACCESS

PUB / SUBPUB JONES+BART / JONES+BART

EDITION 15 2

TYPE/NOTE PB

PAY \$3.50 Wholesale

USER NOTE

Reference

Current Transaction

| Qty | Status | Price | Author | Title |
|-----|--------|-------|--------|-------|
| | | | | |

Remove Discount Edit Cancel COMPLETE (F3) Total: \$0.00

Viewing Search Results Viewing record 3 of 321

| Author | Title | Edition | Type | Publisher | Notes | Buy Price | Status | ISBN |
|-----------|---|---------|------|------------|----------|-----------|--------|---------------|
| MCCONNELL | COUNTRY BETWEEN | 32 | PB | LONGLEAF | +CL | 2.00 | | 9780803282384 |
| MCCONNELL | FUNCTIONAL BEHAVIORAL ASSESSMENT | 01 | PB | LOVE PUB | CLN | 2.00 | | 9780891082774 |
| MCCONNELL | ENVIRONMENTAL GEOLOGY TODAY/W/ACCESS | 15 | PB | JONES+BART | | 3.50 | | 9781449684877 |
| MCCONNELL | PROBLEM-BASED LEARNING IN LIFE SCI... | 16 | PB | NSTA | PB408X2 | 3.50 | | 9781941316207 |
| MCCONNELL | GOOD EARTH:INTRO.TO EARTH SCI.-ACCESS | 4TH 18 | PB | MCG | NEW | 5.50 | | 9781259933929 |
| MCCONNELL | ENVIRONMENTAL ISSUES | 4TH 13 | PB | PEARSON | CLN+COMP | 5.50 | | 9781259933090 |
| MCCONNELL | MICROECONOMICS-CONNECT PLUS ACCESS | 21TH 18 | | MCG | NEW | 7.00 | | 9781259915734 |
| MCCONNELL | MICROECONOMICS BRIEF (LOOSE)/W/ACCESS | 2ND 13 | PB | MCG | | 8.00 | | 9780077924812 |
| MCCONNELL | GOOD EARTH:INTRO.TO EARTH SCI.(LOOSE) | 4TH 18 | PB | MCG | | 15.00 | | 9781260162500 |
| MCCONNELL | ECONOMICS-CONNECT ACCESS | 21ST 18 | | MCG | NEW | 18.00 | | 9781259915567 |
| MCCONNELL | ECONOMICS BRIEF ED.-ACCESS | 2ND 13 | | MCG | NEW | 18.00 | | 9780077416188 |
| MCCONNELL | NATURE OF DISEASE/W/STUDY GUIDE+2 CODES | 2ND 14 | PB | LIPP/W+W | CLN+COMP | 19.00 | | 9781469895938 |
| MCCONNELL | MICROECONOMICS BRIEF ED.-W/ACCESS | 2ND 13 | | MCG | NEW | 24.00 | | 9780077924805 |

IP Addr: 10.10.245.14 - Stand-alone 321 records found