Mississippi Department of Education

Textbook Inventory Management System
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The Office of Textbooks is responsible for coordinating the Adoption, Distribution, Care and Use of Textbooks.

The Textbook Adoption Process Summary

The schools of Mississippi follow a five (5) year adoption cycle with the right of the board, in its discretion, to renew or extend the contract from year to year for a period not exceeding two (2) additional years, (Section 37-43-19 (c), Mississippi Code of 1972, Annotated). The detailed steps of this process are as follows:

1. Subject areas are designated each year and placed on the Adoption Cycle Calendar.

2. The MS Department of Education distributes the curriculum standards.

3. The publishers submit books for bid that meet the curriculum standards.

4. For each subject area, a seven member State Rating Committee reviews the submitted books.

5. After the review process, the State Board of Education approves the textbooks for adoption.

6. Copies of the adopted books are sent to schools by request to each
school district for administrators and teachers to review.

7. The Textbook Caravan, travels throughout Mississippi to provide each school district an opportunity to hear presentations about the newly adopted books.

8. After reviewing the books and attending the presentations on State Caravan, districts vote on which books they want to use in their schools.

9. Districts purchase the selected textbooks through the depository or directly from the textbook company.

This is a summary. A detailed explanation of the adoption process can be found on the web in the Textbook Adoption Handbook.

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**2015-2016 Textbook Adoption**

Agriculture (C.T.E.), Health Education (C.T.E.) and Trade and Industrial Education (C.T.E.)

*PLEASE SAVE THE DATES: The 2015-2016 Textbook Caravan are tentatively scheduled from*


Please check the website for final schedule and registration information.
Mississippi Accountability Standards-Textbooks

The school district is in compliance with state law and State Board of Education policies for state adopted textbooks. {MS Code 37-43-1, 37-43-51, 37-9-14(2)(b), and 37-7-301(ff)}

26.1 The school district provides each student in each school with current or otherwise appropriate textbooks that are in good condition. {MS Code 37-43-1, 37-9-14(2)(b), and 37-7-301(ff)}

26.2 Each school district shall keep an active and surplus inventory for each school in the district to be completed by June 30 of each year. The district shall report the inventory in the Textbook Inventory Management System. {MS Code 37-43-51} (Refer to page A-12 in the Textbook Administration Handbook Rules and Regulations.)

The document can be downloaded from the web at http://www.mde.k12.ms.us/accred/accred

Codes of 1972 Annotated
The Mississippi Codes of 1972, Title 37 - Chapter 43 is the guidelines used for textbooks. A complete document can be downloaded from the Secretary of State's website at www.sos.state.ms.us.

37-43-51. Reports by schools receiving textbooks
The management of all public, private, parochial or denominational schools wherein the board is furnishing to the students thereof free school textbooks and said free school textbooks are used by the students in said school, shall file annually with the State Board of Education any and all reports as may be required by the board.

Any person who shall refuse, neglect or fail to file any report required by the board shall be denied a new allocation of funds until such reports have been completed and filed with the board.
What is TIMS?
TIMS is the web-based reporting system for the MS Department of Education Office of Textbooks.
TIMS allows schools to report their active and surplus textbook inventory, as well as transfer surplus books to other schools.

How do you sign up for TIMS?
TIMS1 form is used to designate a Primary and Secondary contact for your District. The District Superintendent's signature is required on this form.

TIMS2 form is used to request a user account in TIMS. The District’s Primary or Secondary Contact signature is required on this form.

What is a school district able to do in TIMS?
Update Active
Request Surplus
Request a Transfer
Run Reports
THE TEXTBOOK INVENTORY MANAGEMENT (TIMS) 
USER SECURITY PROFILE
(FORM TIMS-2 SUBMIT ONE FORM FOR EACH TIMS USER)
(please print or type information)

DISTRICT NAME: DISTRICT NUMBER:

SCHOOL NAME: SCHOOL NUMBER:

Type of Request (Check One):
[] NEW REQUEST 
[] MODIFY PROFILE OF EXISTING USER
[] DELETE USER

REQUESTED EFFECTIVE DATE:

NAME:

TITLE:

PHONE: E-MAIL ADDRESS:

Based on the access role definitions, check the level (s) of use required for this user.

[] TEXTBOOK COORDINATOR 
[] PRINCIPAL

SIGNATURE OF AUTHORIZED School District TIMS CONTACT PERSON
(This must be an original signature in blue ink)

DATE:

SEND COMPLETED FORM TO: SECURITY ADMINISTRATOR
MISSISSIPPI DEPARTMENT OF EDUCATION
OFFICE OF TEXTBOOKS
P.O. BOX 771
JACKSON, MS 39205

SECURITY ADMINISTRATOR USE ONLY.

APPROVED BY: DATE:

Revised 07/2015
How can a School District access TIMS?

1. Click on the following link
   
   [http://www.mde.k12.ms.us/ESE/TAP/tims](http://www.mde.k12.ms.us/ESE/TAP/tims)

2. Click on TIMS Log-on
Logon Screen

3. Enter Username
4. Enter Password
5. Database: **MDED**
6. Click Connect
Getting Books into the system

Catalog table
(Only enter textbooks that are not already in the system.)

All textbooks must be entered on the catalog screen prior to adding to inventory. Adoption textbooks are uploaded into TIMS by the Office of Technology and Strategic Services (OTSS).

Adding Textbooks to the Catalog
Information pertaining to all textbooks referenced by the TIMS system is stored in the Catalog Table. Textbooks in this table are indexed by their ISBN numbers. In the event that an ISBN cannot be located within TIMS, the textbook information must be added to the Catalog table.

Click Maintain Tables on the TIMS file menu and choose Catalog.
• Click Exit button(Exit) on the toolbar

• Enter a 13-digit ISBN

(If textbook information populates after entering ISBN, the textbook is already in the system. See page 13 (Update Active) to add textbook to your inventory)

• Select Pupil Edition or Teacher Edition from the Edition Ind menu.

(Please verify that you are choosing the correct Edition)

• Enter the Book Title and Publisher information.

• Double click or press F9 for listing of valid Subjects, click OK after selecting subject.

• Enter the Copyright year.

• Double click or press F9 for listing of valid Grades, click OK after selecting Grade.
Once all the necessary information has been entered, Save the information by choosing **Save** from the File Menu or click on Save (保存) icon on toolbar. “**Transaction added successfully**” - Click OK

**Inventory**

(All books in a school’s possession should be added to this system)

Inventory information for all textbooks is stored in the Inventory tables. These tables are divided into three types: Active, Surplus, and Disposal.

Information in these tables can be updated from the **TIMS Inventory** menu.

**Update Active**

Click **Inventory** on the TIMS file menu and choose **Update Active**.

For Textbook Coordinators, a listing of schools in your district will appear.

Select your school and click **OK**, the **Active Inventory** form will appear, with school and district information already entered.
Update Active

- Enter ISBN and press tab key
- Once a valid ISBN has been selected, the gray textbook information fields will populate automatically.
- Enter the quantity of textbooks in the **PE Qty** or **TE Qty** field. You will only be allowed to enter information in one of these fields, depending on the ISBN entered.

- Save the information by choosing **Save** from the **File** Menu or click on **Save** ( ) icon on toolbar. **Transactions added/updated successfully** - Click **OK**

  **If you have more books to add/update, repeat steps above.**

- Exit the form by selecting **Exit** from the File menu or Click **Exit** button ( ) on the toolbar.
Transaction Processing

Request Process
(Surplus books)

Note: This menu is for making requests only.

The Requests menu will allow you to request surplus books from other schools.

(Requests for books may be made only once, therefore you should know beforehand how many copies of a book you will need.)

Always enter the total number of books needed for each ISBN entered

If the system is unable to locate enough copies to fulfill your request, it will reserve as many copies as possible, and place the remainder in the outstanding section (located on the Request Surplus form).
Request Surplus

Click Requests on the TIMS file menu and choose Request Surplus.

If you are a Textbook Coordinator, select the school that will receive the textbooks and click OK.

School information in the Requester Information section will automatically populate.
Request Surplus

- Enter a valid ISBN and press tab key
- The Catalog Information section will automatically populate based on your selection.
- Enter the number of textbooks needed into the **PE Quantity** or **TE Quantity** fields.
Request Surplus

• Click the District Search button or the Statewide Search button.

If textbooks are available within the selected district, the District Search button will be highlighted for you to click.

If there are no textbooks available within the selected district, the Statewide Search button will be highlighted.

If there are no textbooks available anywhere, a message will display indicating that there are no books available in surplus for this ISBN.

• Once surplus inventory has been located and populated in the Request Surplus form,

Save the information by choosing Save from the File Menu or click on Save (夸大) icon on toolbar. A message will display indicating that the transaction was added/updated successfully.
• Click **OK**. Exit the form by selecting **Exit** from the File menu, or Click Exit button ( ) on the toolbar.
### Request Surplus

![The MISSISSIPPI DEPARTMENT OF EDUCATION TEXTBOOK INVENTORY REQUEST SURPLUS form](image)

**Overview of Request Surplus form**

- Catalog Information
- Requestor Information
- Location of Surplus
Approve/Inquire Requested

To review inventory that your District has requested and to change the status of those requests

- Click **Requests** on the main menu
- Select **Approve/Inquire Requested**.
Approve/Inquire Requested

Textbook Coordinator Role

Select School Number and the Approve/Inquire Requested form will display. You will Approve, Deny or Pend a request.

Principal Role

The requested surplus for the selected school will display. Principals will view a request.
Approve/Inquire Requested

- The small scroll bar can be used to scroll through the Approve/Inquire Requested entries, however the cursor must be on a specific ISBN in order to change information or view catalog information.

- Textbook Coordinators may change the status of a surplus request to Approved, Pending, Denied, or leave the status blank. Should the status for an ISBN be changed to Denied, a reason must be selected from the Reason for Denial field.

Save the information by choosing Save from the File Menu or click on Save ( ) icon on toolbar.
Approve Surplus Transfers
(Textbook Coordinators)

- The Textbook Coordinator has the ability to change the status of surplus requested from another District/School by clicking on the Request menu and selecting Approve Surplus Transfers.

- Select a From School

The District/School is the place where the inventory will be moved from, and the To District/School is the destination of the inventory. Once selected, the Approve Surplus Transfers form will appear.
Approve Surplus Transfers

- The requested surplus for the selected school will display. Textbook coordinators may select another school in their district by double clicking on the school field to display a list of available schools.

- Textbook Coordinators may change the status of requested surplus to **Approved**, **Denied**, or they may leave the status blank. Should the status for an ISBN be changed to **Denied**, a reason must be selected from the **Denial Reason** field.

- Changes to this form can be saved by clicking **Save** on the File menu or click on Save ( ) icon on toolbar.

- To exit without saving changes, select **Exit** from the File menu, or Click Exit button ( ) on the toolbar.
Transfer Process

Request Transfer

[Image of TIMS interface showing Request Transfer option]
Request Transfer

- To transfer inventory from one type to another (such as Active, Surplus, or Disposal), click Transfers on the main menu and select Request Transfer. Enter the district and school numbers.

- After the From School is entered the user will be prompted to select a To District/School. The From District/School is the place where the inventory will be moved from and the To District/School is the destination of the inventory.

- When the From Dist/Sch and To Dist/Sch have been populated, the Transfer form will display.
**Request Transfer**

- Select the type of transfer to perform by clicking one of the five available transfer options.

- The five types of transfer options are:
  - **Active to Active** – must be done within the same district. The **To Sch** cannot be the same as the **From Sch**.
  - **Active to Surplus** – the **From Dist/Sch** and the **To Dist/Sch** must be the same or the system will change it to what is in the **From Dist/Sch**.
  - **Active to Disposal** – the **From Dist/Sch** and the **To Dist/Sch** must be the same or the transfer option will be disabled.
  - **Surplus to Active** – the **From Dist/Sch** and the **To Dist/Sch** must be the same or the transfer option will be disabled.
  - **Surplus to Disposal** – the **From Dist/Sch** and the **To Dist/Sch** must be the same or the transfer option will be disabled.

**Disposals must be approved by the Office of Textbooks**
Request Transfer

- **Transfer Option – Active to Active**

- Click on Active to Active,

- Enter an ISBN and tab (The copyright, book title, publisher, and transfer date will automatically populate).

- Enter the **PE Quantity** or **TE Quantity** to be transferred. If there was already a request for this ISBN the system will display the previous request.

- Save the transfer by clicking **File**, then **Save** or click on Save (icon) icon on toolbar.

  The message “Transaction(s) added/updated successfully” will display.

- **Note**: Changes cannot be made to a transfer request once it has been saved. If by chance invalid data was entered and saved, please contact the Textbook Coordinator to deny the Transfer Request (by clicking **Transfers** on the main menu and selecting **Approve/Inquire transfers**).
Approve/Inquire Transfers
(Textbook Coordinators)

To review transfer requests and to change the status of those requests, click Transfers on the main menu and select Approve/Inquire Transfers.

Select the school to be inquired on and click OK. The system will display the Approve/Inquire Transfers form for the school that was selected.
Approve/Inquire Transfers

- If you change the status to Denied the Reason for Denial has to be selected.

- To exit the form after viewing, click File, and then Exit or Click Exit button on the toolbar.
Reporting

Reports available in TIMS
The TIMS application has many reports for your convenience.

The Report Inventory section contains reports for Active and Surplus by Listing, Subject, and Grade, Disposal Listing, and Transfer Listing.

You may run the report with just the District/School that is selected or click the box next to the school name that says All Schools to get a listing of all schools within your district.

You may also double click on the school number to select another school.

The report can be customized by entering a specific book title, publisher, or ISBN.

After all entries have been made, click Run Report.

After clicking Run Report, the report will display.
<table>
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<th>ISBN-13</th>
<th>Book Title</th>
<th>Publisher</th>
<th>FE Qty</th>
<th>TE Qty</th>
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</table>
** If your report does not display, please verify that your popup blocker is turned off **
SECURITY USER LISTING REPORT

(Textbook Coordinator only)

The Security User Listing Report is a listing of all users in the district; it includes first and last name of the user, the user name, and the role of the user.

- To obtain a Security User Listing, click Reports and select Security User Listing Report.

- The Textbook Coordinator must then select a school for which to run a report. The Run Report form will display.
- Click the box next to the school name that says All Schools to get a listing of all schools within the district.
• Click **Run Report**. After clicking Run Report, the report will display.
• If the report does not display in the foreground, minimize the screens on the desktop to see if the report is in the background.
Things to Remember about TIMS

- Textbook inventory should be entered year round! When you receive textbooks, please enter inventory into TIMS, **immediately**.
- Use the ISBN that is located **inside** the book on the copyright page.
- Textbooks that are **12 years or older** should not be in the TIMS program! It is an Accreditation violation. These textbooks should be transferred to Disposal.
- **Save** after every transaction.

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