Booklist Submission System Process

Georgian Stores

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What is it?

It is an on-line version of your spreadsheet SWSC007, which will continue to work and show you what you have entered in SWBKREQ.

Who has access?

The BCP in each area will use SWBKREQ to input the books required for the semester and add the quantity required.

Why a new form?

Currently, we have a lot of duplication of effort. You type your info into SWSC007 and the Georgian Stores Buyer types it all again into WINPRISM.
This way, the Booklist Contact Person types in the books and the Georgian Stores interface can read your input and upload it electronically into WINPRISM. This should save everyone a lot of work.

Where is this new form?

The BCP form is in Banner. You sign into Banner with your username and password and type SWBKREQ to access the form.

How does it work?

You enter the term (credit or non-credit), department and campus. These fields are mandatory. There are drop downs to help you, if you need to see a list of valid options. Wherever you see a little black arrow and click on it, a new window opens with a list of values.

When you get to the course field you have some choices and depending on what you do, determines what you can see:

1) *You enter the whole course code, ie. ACCT1000*
You will see all the clusters associated with your term, department, campus that have the course ACCT1000 in them.

2) *You enter only the subject code, ie. ACCT*
You will see all the clusters associated with your term, department, campus that have courses with the subject code of ACCT in them.

3) *You leave the course field blank*

You will see all the courses from all the clusters associated with your term, department, campus.

4) You leave the course field blank but enter a CRN
You will only see that one specific CRN. Make sure that you have the correct term code, ie. 201110 for credit or 201115 for non-credit.

The form is locked – now what?

Georgian Stores can put a lock on the requisition process. This means that both the web and SWBKREQ are locked. This is done to allow the Buyer to verify, modify, and upload the book requests into WINPRISM.
However, you can continue to view all your book requests at this time.

Example for 201110, BAMS, BA with course and crn blank:

This allows you to see all the courses associated with each cluster for your department and also where books have been attached. It looks like your spreadsheet SWSC007 and shows clearly where you are still missing books.
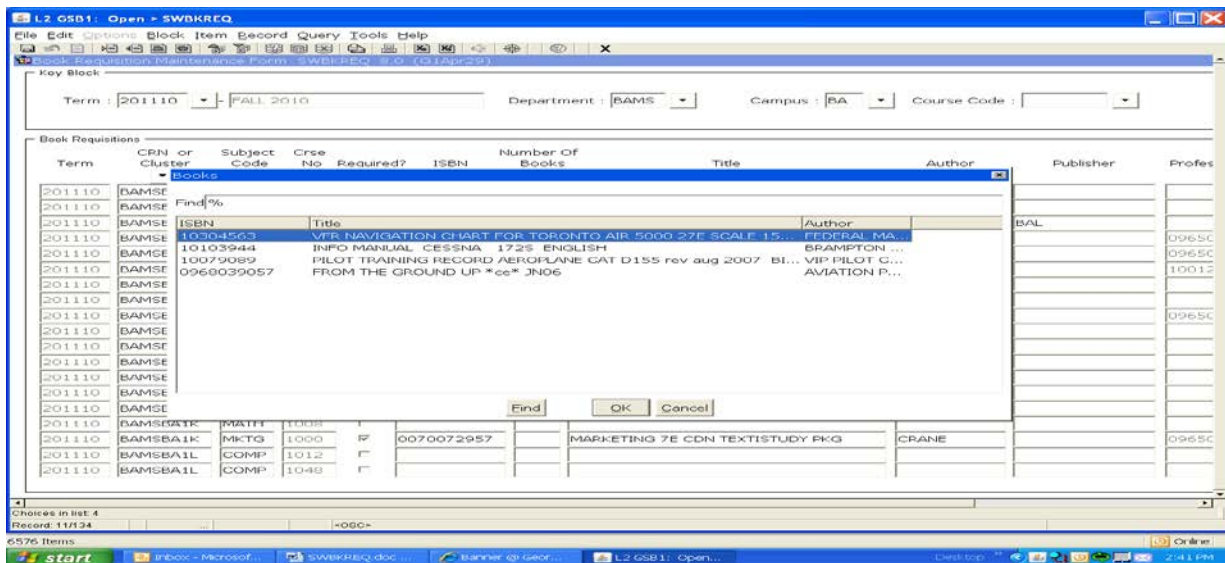
At any time, you can exit and come back. You can also run SWSC007 to get an overview of what you have entered thus far.

Field by field:

Once you are in the body of the form, you can:

a) Choose your ISBN from history:
Click on the black arrow below the ISBN and a popup will show you the books that have been used in the past year. If you click on a book, it will get attached to your course.

b) Enter the book information from scratch
If your book does not exist in history or there is no history for this course, simply enter the books in the fields provided.

c) I need more than 1 book for a course/CRN – DUPLICATE
Position yourself on the course you wish to duplicate and press F4. Then replace all the previous book information with a new entry.

d) Required?
When this field is checked, the book is required, otherwise the book is optional.

e) Number of Books
The BCP must enter the quantity. If you forget to add the number of books required, the Buyer will still import the book into WINPRISM, but the quantity will default to zero.

f) Professor ID
This field is for information purposes only where other BCPs have entered books. When you create books in SWBKREQ, you simply leave this field blank.