

## BookManager Tips & Secrets

*Use this to make notes and remember the tips we'll be covering*

Cancelled orders report - it's your only alert that an order is not coming!

Put your logo on Receipts

^BOB = code your consignment suppliers to group them

Enable cut-n-paste

[Tab] to get into History and POS items

[Alt] Edit to edit the Inventory card from wherever

Use Inventory Notes field for multiple prices, sale price, discount (and forcing no discount), //? to alert at the POS when title is scanned

[M]essage to add more notes in Inventory/Customer, Supplier

Extended your Pubstock for pricing calculations

Hide PubStock with [M]inimize, [L]ive stock check, [V]endors

PubStock [F]ormat Customizing, and who is that vendor XUB anyway (right arrow to view PSWorks)?

F7 Calculator - F7 again to use currency converter

F8 source ISBN prefix

[PgUp] in many fields (e.g. Author field has great features)

Use Left Arrow before typing to not clear the existing contents of a field

[Ctrl] U to Undo your changes before leaving a field

Last Received Last Sold (we are testing this idea)

[PgUp] in Subject field - Mapping Bisac Subjects to your Classes -

Auto-filling titles from TitleLink (General Setup option)

Updating existing entries with TitleLink [PgUp] in title field

Search TitleLink in BM by Supplier or Bisac Subject

Orders file [M]ass entry

Preventing negative onhands with ^^ in Notes

Sorting F4 Classes by Section Code with [I]ndex

Using the Index command (everywhere in BM)

Find special orders done today (Search or Index by Entry).

[W]eb from Main Menu to get to your home page

Scanning without being in a search field (and on the website)

Gift Card balance? Just scan from anywhere.

Setup --> General and enter Notepad.exe for F3 messages

Add/remove keywords to Notes field from Reports (Xtra)

Global Inventory Deletions from 0)Reports

[W]Review - set reminders in Orders

F5 to copy data into a field from same field in previous entry

F9 to start repetitive editing from a specific field

F2 twice to see the Inventory card of the highlighted ISBN

Press Main Menu numbers instead of arrows to navigate. Use same numbers to jump from one Main Menu item to another from most screens.

Use Main Menu Right arrow to setup station names

Green/red Weblink indicator - 800 failed faxes and 400 online orders! Keep it clean.

Sizing the BMwindow - right click top of window --> Properties --> Font

Put BOS in Inventory card Status field to force it to be listed on your Webstore

F4 Class: Xtra option for Global Discount "sale" option

F4 Class: Use 0 in Points to exclude a Class from points

Storing Credit Cards securely in 6) Customers

## POS Tips

Start sales with the cursor in the customer name field (POS setup)

Clean out old holds (Search for [H]eld)!

[G]ift receipts from POS

[C]opy a transaction (esp. good for refunds)

Split ([T]ransfer) items into multiple held sales, or merge them

F5 to make changes PO, Discount, Tax, and Qtys

[Ctrl] Home/End Home/End uses

[I]ndex to sort items in a sale

Reapply backorder/ship

[M]isc - Date Range POS

POS searching - Voids, Tenders, Amounts, Discounts

Use partial ISBN (product code) to pick from a list of similar items

10/ and 10// to discount before scanning the ISBN

5\* to set a qty

- (minus sign) to reverse a qty

Start a sale; get customer phone, THEN their name

Right/left arrow to see the Profit Margin on a per item basis

[R]eserve from POS

Redeem gift card balance and put the credit on acct

[I]mport ISBNs into POS

Merge customer accounts (esp for online)

Customize the POS Notice (F3 Search [F]orms)

[Alt] edit a finished POS transaction to change info at the top

Send pick lists to a tablet/phone