

InfoSource Help Page

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INTRODUCTION

This page provides information on how to use InfoSource – the online reporting tool for BookSource customers. All information on InfoSource is real time and can be accessed at any time of the day.

In addition to the ability to select and sort on-screen, the data can be downloaded to Excel for further analysis or off-line interrogation.

This document explains the information provided in each section. For more detailed help and support please email infosource@booksource.net.

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TITLE SEARCH

This page lists all of the titles currently distributed by BookSource and contains the following title information:

Field Name	Description
Title	
Author	
ISBN	
Format	Binding type
RRP	Current price
Publication date	
Title status	
Next release date	Expected date of release of reprint/new edition
Publisher	

You can perform a search across the entire list on any part of the ISBN, title, author, or publisher. **Please note that only one word should be entered in each box.** Click SEARCH to view the relevant information. To view all titles again clear the search fields and click SEARCH.

Some filters are pre-defined:

Filter	Function
NYP titles	Filters the list for NYP titles only
In stock only	Filters the list for titles which are in stock
All titles	Removes the filters

The grid contains 10 titles at a time. Navigate your way round InfoSource using the following buttons:

Button	Function
NEXT	Displays the next 10 titles
PREVIOUS	Displays the previous 10 titles
HOME	Takes you to the main menu
DOWNLOAD	Downloads the data to an Excel spreadsheet.

BACKORDERS

This page lists all of your dues that are currently held by BookSource and contains the following information:

Field Name	Description
Title	
Author	
ISBN	
Binding	Binding type
RRP	Current price
Order reference	Order reference used when placing the order
Quantity	May be part of an order – balance already supplied
Order date	Date the order was recorded
Available date	Expected date available
Stock status	Current title status

You can perform a search across the entire list on any part of the ISBN, title, author, order reference or publisher. **Please note that only one word should be entered in each box.** Click SEARCH to view the relevant information. To view all orders again clear the search fields and click SEARCH.

Some filters are pre-defined:

Filter	Function
NYP titles	Filters the list for NYP titles only
Excluding NYP titles	Filters the list for out of stock back list titles
All titles	Removes the filters

The grid contains 10 orders at a time. Navigate your way round InfoSource using the following buttons:

Button	Function
NEXT	Displays the next 10 orders
PREVIOUS	Displays the previous 10 orders
HOME	Takes you to the main menu
DOWNLOAD	Downloads the data (or filtered data) to an Excel spreadsheet.

ORDERS IN PROGRESS

This page lists all orders in progress with BookSource and contains the following information:

Field Name	Description
Order status	
Order date	
Order reference	
Title	
Author	
ISBN	
Order quantity	
Delivered quantity	
B/O quantity	Quantity backordered
Price	

Discount %	
Line Value	
VAT	
Total	

You can perform a search across the entire list on any part of the ISBN, title, author, order reference or publisher. **Please note that only one word should be entered in each box.** Click SEARCH to view the relevant information. To view all orders again clear the search fields and click SEARCH.

The grid contains 10 orders at a time. Navigate your way round InfoSource using the following buttons:

Button	Function
NEXT	Displays the next 10 orders
PREVIOUS	Displays the previous 10 orders
HOME	Takes you to the main menu
DOWNLOAD	Downloads the data (or filtered data) to an Excel spreadsheet.

RECENT ORDERS

This page lists all orders completed over the past six months and contains the following information:

Field Name	Description
Invoice number	
Invoice date	
Order reference	
Title	
Author	
ISBN	
Order quantity	
Delivered quantity	

B/O quantity	Quantity backordered
Price	
Discount %	
Line Value	
VAT	
Total	

You can perform a search across the entire list on any part of the ISBN, title, author, order reference or publisher. **Please note that only one word should be entered in each box.** Click SEARCH to view the relevant information. To view all orders again clear the search fields and click SEARCH.

The grid contains 10 orders at a time. Navigate your way round InfoSource using the following buttons:

Button	Function
NEXT	Displays the next 10 orders
PREVIOUS	Displays the previous 10 orders
HOME	Takes you to the main menu
DOWNLOAD	Downloads the data (or filtered data) to an Excel spreadsheet.

Click on the highlighted invoice number to view and/or print a copy.

RECENT RETURNS

This page lists all completed returns over the past six months and contains the following information:

Field Name	Description
Order status	
Credit number	
Credit date	
Credit reference	

Title	
Author	
ISBN	
Quantity credited	
Price	
Discount %	
Line Value	
VAT	
Total	

You can perform a search across the entire list on any part of the ISBN, title, author, order reference or publisher. **Please note that only one word should be entered in each box.** Click SEARCH to view the relevant information. To view all credits again clear the search fields and click SEARCH.

The grid contains 10 credits at a time. Navigate your way round InfoSource using the following buttons:

Button	Function
NEXT	Displays the next 10 credits
PREVIOUS	Displays the previous 10 credits
HOME	Takes you to the main menu
DOWNLOAD	Downloads the data (or filtered data) to an Excel spreadsheet.

Click on the highlighted credit note number to view and/or print a copy.