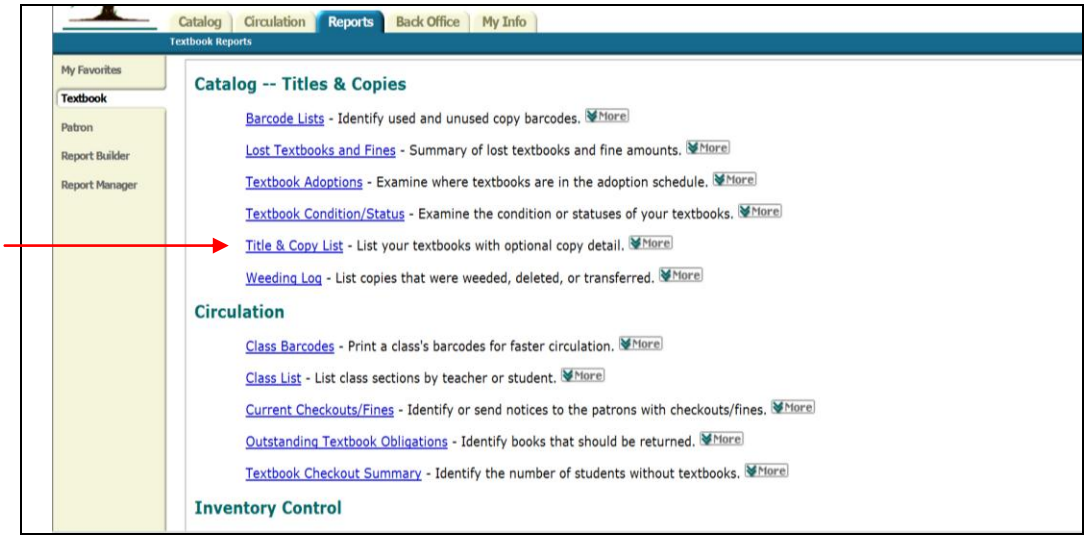
Quick Help for Running a Title & Copy List Report

Title & Copy List Report

If you need to run a Title & Copy List report to view your textbook inventory, you will begin by logging into your school at http://textbooks.ed.sc.gov and clicking on the **Reports** tab.

Click on the **Textbooks** option.

Select the **Title & Copy List** report.



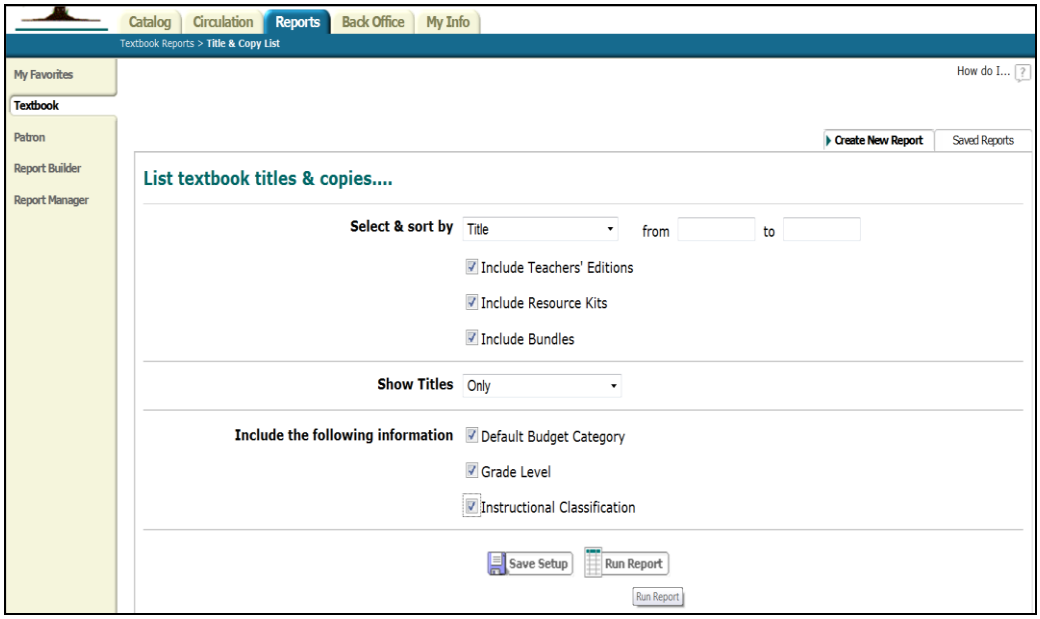
Formatting the Title & Copy List Report

Select & Sort by: Title.

Check ALL BOXES.

Choose the option for the report needed. **Show Titles Only** will give a summary report sorted alphabetically by textbook title.
Other options are available for a more detailed Report.

Click **Run Report**.



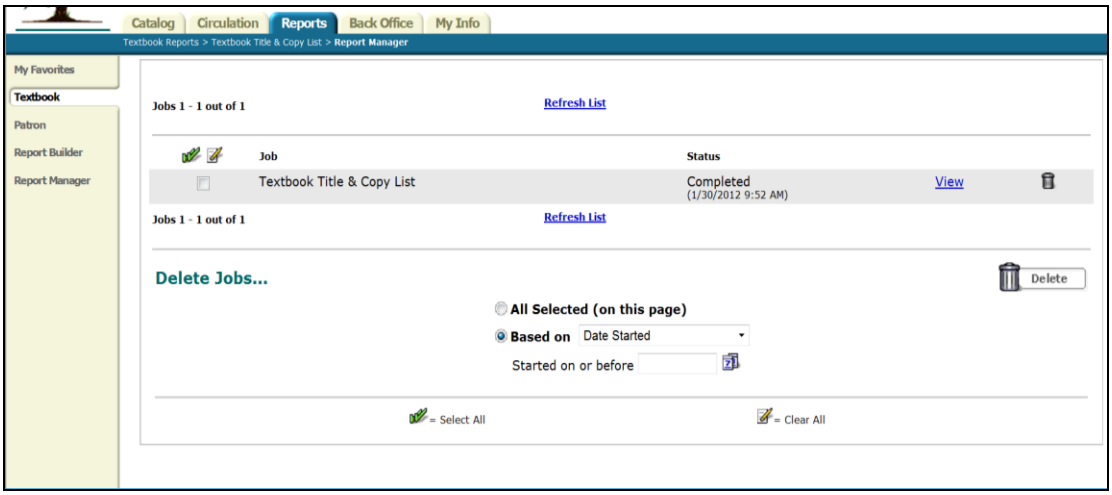
South Carolina Department of Education

View the Title & Copy List Report

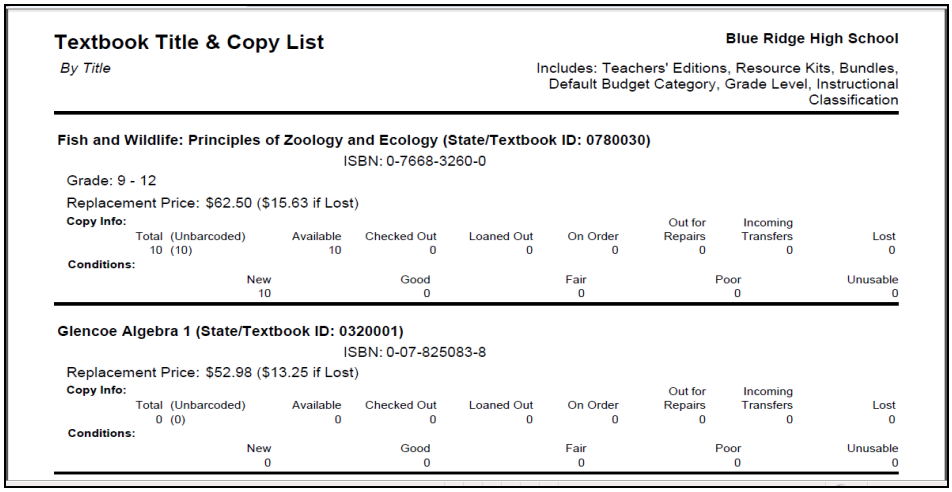
The report will run in the **Job Manager**.

Click **Refresh List** until the report status is **Completed**.

Click **View**.



The report will open in Adobe.



Textbook Title & Copy List

By Title

Blue Ridge High School

Includes: Teachers' Editions, Resource Kits, Bundles, Default Budget Category, Grade Level, Instructional Classification

Fish and Wildlife: Principles of Zoology and Ecology (State/Textbook ID: 0780030)

ISBN: 0-7668-3260-0

Grade: 9 - 12

Replacement Price: $62.50 ($15.63 if Lost)

Copy Info:

Total	(Unbarcoded)	Available	Checked Out	Loaned Out	On Order	Out for Repairs	Incoming Transfers	Lost
10	(10)	10	0	0	0	0	0	0

Conditions:

New	Good	Fair	Poor	Unusable
10	0	0	0	0

Glencoe Algebra 1 (State/Textbook ID: 0320001)

ISBN: 0-07-825083-8

Replacement Price: $52.98 ($13.25 if Lost)

Copy Info:

Total	(Unbarcoded)	Available	Checked Out	Loaned Out	On Order	Out for Repairs	Incoming Transfers	Lost
0	(0)	0	0	0	0	0	0	0

Conditions:

New	Good	Fair	Poor	Unusable
0	0	0	0	0

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