CVS Ordering Procedure: Member Library Staff

Revised: July 2016

INTRODUCTION

9xx ordering allows library staff to select materials for ordering on the vendor's web site. The selector does this by placing items they wish to order into a shopping cart, choose the holding codes and funds and when he/she is done shopping, click on the checkout button and transfer it to Shortgrass Library Staff.

Shortgrass staff can then download the brief bibliographic records and holding information on to Symphony by running a couple of reports. We will then double check the funds and holding codes and electronically order the materials from CVS Midwest.

LOGGING ON TO CVS

1. Open either Firefox, Internet Explorer or Google.
2. Type in the address command line http://www.cvsmidwesttape.ca/home
3. Enter your Username and Password and click LOGIN button

Symbol Legend

This cart symbol means that the title has already been added to your shopping cart.

The Magnifying Glass icon lets you access your product availability and holdings within "your system" from searches, browses, and your shopping cart.

Titles marked by this symbol indicate product that are currently present in your carts as well as others' carts.

Titles marked by this symbol indicate product that is currently in your cart.

Titles marked by this symbol indicate product that is currently in others' carts.

Titles marked by this symbol indicate product previously ordered.

SEARCHING TECHNIQUES
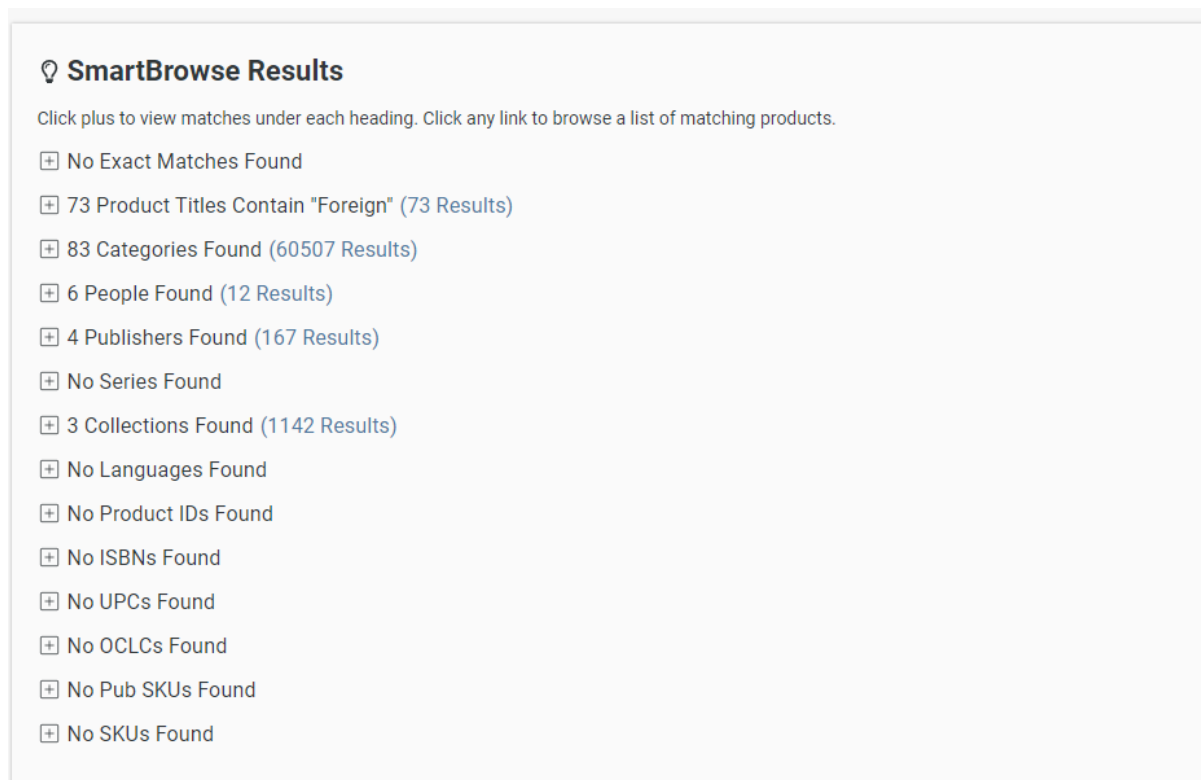
There are 3 ways to search items on the CVS website.
- A) SmartBrowse
- B) Search
- C) Browse

A) **SmartBrowse**

1) Smart Browse searches titles, actors, artists, publishers, songs, collection names, series and categories. The results are grouped accordingly with group headings that can be clicked to show the search matches under each one. Once you click on a search match you can scroll through the titles.

Advanced Search	☑ Use SmartBrowse
	🔍

2) Enter a search term in the toolbar in the upper left corner, making sure the box next to use SmartBrowse is checked, and the click GO. (TIP: you'll usually get betting results by entering fewer words. For example, if you are searching for Fresh Prince of Bel Air it is better to just search fresh prince.)

3) For this example I typed in Foreign and below is the search summary screen.

💡 **SmartBrowse Results**

Click plus to view matches under each heading. Click any link to browse a list of matching products.

⊞ No Exact Matches Found

⊞ 73 Product Titles Contain "Foreign" (73 Results)

⊞ 83 Categories Found (60507 Results)

⊞ 6 People Found (12 Results)

⊞ 4 Publishers Found (167 Results)

⊞ No Series Found

⊞ 3 Collections Found (1142 Results)

⊞ No Languages Found

⊞ No Product IDs Found

⊞ No ISBNs Found

⊞ No UPCs Found

⊞ No OCLCs Found

⊞ No Pub SKUs Found

⊞ No SKUs Found

4) You can expand each section by clicking on the plus sign. Click on the format for which you are searching. In this example I am searching for a foreign DVD for children so I click on the 24 DVD link.

Video (29)	Book (28)	Music (16)
DVD (24)	Audiobook (21)	CD (16)
Blu-ray (5)	Playaway Audio (7)	

73 Product Titles Contain "Foreign" (73 Results)

5) The page is divided into two, the top half is a scrollable list of products and the bottom half is detailed information for the currently selected product.

6) You can filter your search by clicking on:
   a. Filter on
   b. Filter Criteria
   c. Choosing the option on which you would like to website to screen
   d. Click Filter
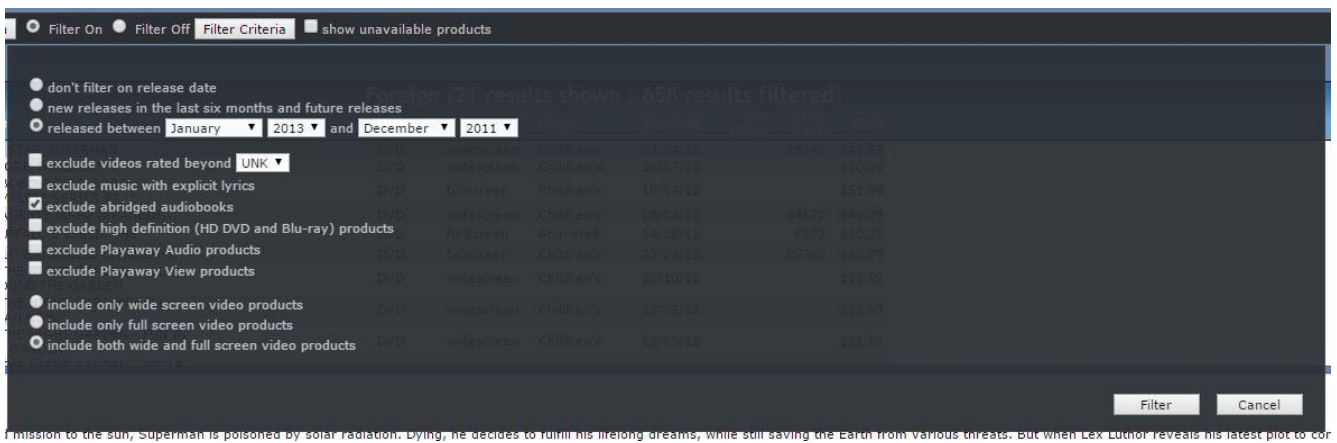
7) You can sort the products list by clicking any of the column headers. Clicking it once to sort in ascending order and click the same column header again to reverse the sort.

8) You can return to you summary screen by clicking on Return to Original Search.

9) For this example I will use the DVD AAA SIN LIMITE EN EL TIEMPO (Spanish)

10) In the description area you will see the stock number, format, ISBN, UPC code, OCLC and street date. You will also see Icons, seeing first page for meanings.
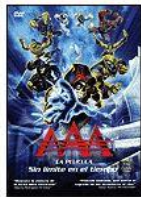
AAA SIN LIMITE EN EL TIEMPO (SPANISH) 🔍

In the world of wrestling, hatred between 'rudos' and 'tecnicos' has always existed, yet it never escaped the ring's limits. Not until today.

List Price: $42.99 **Your price: $34.39**

Stock Number	Product ID	Media	ISBN	UPC	OCLC	Street Date
MCB012705D	10482709	DVD		7509996012705	712789363	5-Apr-2011

View scanned images

❌ See a mistake?

Rating:	(view all ratings)
Miscellaneous:	widescreen, fullscreen
Publisher:	Televisa Home Entertainment (their stock number is DVDA-7474)
Production year:	2010
Release year:	2011
Length:	90 minutes
Original language:	SPANISH
Genre:	Children's
Categories:	Foreign :: Spanish
Directors:	Alberto Rodriguez

11) Click on Add to Cart in top right corner of the description window. The window below appears.

12) Click on +Branch Quantities to add the quantities

13) Click on +Instructions if you want to add a note

14) Change the Cart drop down to new cart.

15) Click ADD

16) Create a name using the beginning of the library name and the date.

17) Leave the PO blank. We want the system to generate the PO.

18) The Account is Shortgrass Library System

19) Click Create

20)   For new searches, make sure that your cart is selected from the drop down menu when you ADD. You will receive a confirmation window as you add new items.

21)   You will notice that the quantities appear on the main screen under the Added column.

B) <u>Searching Items through the search tab</u>

The search option allows you to search titles that meet your search criteria

1) Click on <u>Search</u> on the toolbar
2) A search control window will appear on the left side of the window.

3) You can set the format titles, stock number etc. to search.
   In this example I clicked on DVD in the first set of radial options and titles (start with) in the second radial options and typed in the name Reba.
4) To view more information on the item, click the picture. For example if you wish to purchase the DVD Reba McEntire Video Gold 2 click on the album picture

REBA MCENTIRE VIDEO GOLD 2
Rated G (OFRB) (view all ratings)
Universal Music, released in 2006, sales rank: 0

18 more videos, including 6 hits ('What Am I Gonna Do About You,' 'The Heart Won't Lie,' and 'Somebody'). Guest artists include Vince Gill, Trisha Yearwood, Martina McBride and Linda Davis.

qty: [   ] **$15.99** DVD, fullscreen, stock #UMVB000691409D, Product ID: 10140860 (street date 21/11/06)

5) You can now view the Rotten Tomato review by clicking on the green bar, stock number, availability, list price, etc.

6) To order this title, click on the yellow triangle and it will open up the Funds and the note field.

stock #	product id		street date	isbn	upc	publisher number	oclc	list price	your price	qty
UMVB000691409D	10140860		21/11/06		602498581773	B000691409	78925224	$19.99	$15.99	[ ]

DVD (1 disc) , fullscreen
fund: [none ▼]
line item: [   ]
spine label: [   ]
call number: [   ]
processing notes: [   ]
internal notes: [   ]
branch distribution: [▼]
or enter branch quantities directly:

| ALC_ADULT: [ ]	ALC_CHILD: [ ]	ALC_EASY: [ ]	BAS_ADULT: [ ]	BAS_CHILD: [ ]	BOW_ADULT: [ ]	BOW_CHILD: [ ]
BOW_DB/Adt: [ ]	BOW_DB/Chi: [ ]	BOW_DN/Adt: [ ]	BOW_DN/Chi: [ ]	BRO_ADULT: [ ]	BRO_CHILD: [ ]	BRO_DB/Adt: [ ]
BRO_DB/Chi: [ ]	BRO_ST/Adt: [ ]	BRO_ST/Chi: [ ]	DUC_ADULT: [ ]	DUC_BB/Adt: [ ]	DUC_BB/Chi: [ ]	DUC_CHILD: [ ]
DUC_STAFF: [ ]	FOR_ADULT: [ ]	FOR_CHILD: [ ]	GRA_ADULT: [ ]	GRA_CHILD: [ ]	HQ_ALTA: [ ]	HQ_DVD: [ ]
HQ_TLK: [ ]	HQ_TLKR: [ ]	HQ_TLKRC: [ ]	MED_ADULT: [ ]	MED_CHILD: [ ]	MED_DB/Adt: [ ]	MED_DB/Chi: [ ]
MED_HOT: [ ]	MED_ST/Chi: [ ]	RED_ADULT: [ ]	RED_CHILD: [ ]	ROL_ADULT: [ ]	ROL_CHILD: [ ]	ROS_ADULT: [ ]
ROS_CHILD: [ ]	SLS: [ ]	TIL_ADULT: [ ]	TIL_CHILD: [ ]			

7) You can now choose the quantity and child/adult

8) Add your note to the Internal notes

9) Place quantity in the fund.

10)   Click Add selection

11)   To close this window click on the yellow triangle and it will close

12)   Click ADD SELECTION locate at the bottom of the page, making sure your cart is selected in the drop down.

C. Searching Under Browse Option

Browse option allows you to view lists that have been compiled by CVS. Your choices are browse by titles, collection, categories, calendar, aeries or language.

1) Click Browse in the toolbar

2) Choose one of the 6 browse modes and this will change the selections visible in the New Titles Window

   a. **Browse new titles:** Displays several new title collections. These new titles collections are kept up to date by CVS.

   b. **Browse by collection:** A collection is a list of titles that all have a common theme, such as Family Favorites, Top titles not purchased, Award winners

   c. **Browse by category:** All of CVS titles are classified by one or more categories starting with their base categories of Fiction, Non-fiction, and

Children's. Each category has one or more subcategories that are progressively more descriptive and specific, for example. Non-Fiction art

d. **Browse by Calendar:** This choice produces the current monthly list of "Hot New Release" that have street dates in the current month.

e. **Brose by series:** Some of the titles are part of a named series such as 321 penguins.

f. **Browse by language:** Produces a list of languages in a box below the radial buttons. After selecting a language, titles that are available in the language will appear.
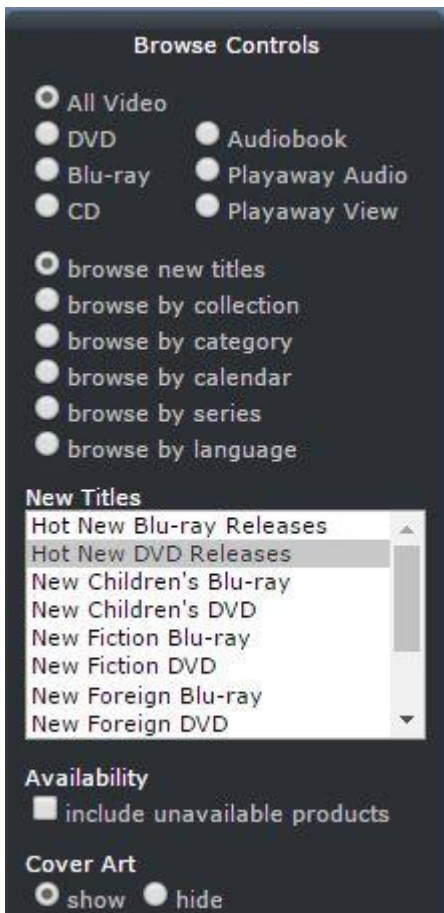
3) If you wish to see more information, click on the album cover to open the information.

4) Add your selections in the same manner as you did for the search option, making sure that your cart is selected.

Sending the order to Shortgrass for Processing

Once you have completed your cart and you wish to send it to Shortgrass for processing the order you click View Cart.

There are two ways to view your shopping cart
1) Smart Cart
2) Normal Cart

A. **Sending the order to Shortgrass for Processing using the Smart Cart**

If the window opens up in an excel appearance you are viewing it in Smart Cart view. This cart allows you to shrink columns, or sort columns by stock number, title, box office media, Sales rank, quantity, price totals, and genre. This is an example of Smart Cart View. If you wish to view in Normal cart format, click on normal care in the toolbar.

	sku	title	box...	format	street date	genre	media	di...	sal...	qty	price	sub
	11670519	DISNEY JUNIOR STORYBOOK COLLECTION (UNABRIDGED)		unabrid...	6-Sep-2016	Children's	Audio...	4	89253	1	$32.99	$...
	11674332	MARVEL'S BLACK WIDOW: RED VENGEANCE (UNABRIDGED)		unabrid...	11-Oct-2016	Young Adult	Audio...	11	1003...	1	$51.99	$...
	11671206	WARDEN'S DAUGHTER, THE (UNABRIDGED)		unabrid...	3-Jan-2017	Children's	Audio...	6	60745	1	$53.99	$...
	11677552	WAYFARER (UNABRIDGED)		unabrid...	3-Jan-2017	Young Adult	Audio...	6	78129	1	$32.99	$...
	11671259	WINDWITCH (UNABRIDGED)		unabrid...	3-Jan-2017	Young Adult	Audio...	10	85490	1	$78.99	$...

Smart Cart shows if there is a decision on the title by turning the quantity are yellow. If you want to print the cart before sending it to SLS:
1) Click on Cart
2) Scroll down to Print Cart
3) Choose your branches
4) Right click on you mouse and click on print
5) Click on Cart on the toolbar
1) Scroll down to Send Cart
2) Under Send this cart to: From the dropdown menu, select *SLS, Acquisitions*. Do not select any other name from the list, or else Shortgrass will not receive your order.
3) You can change the name of the cart if you wish to and add additional comments
4) Click Send Cart
5) You will receive a popup confirming the cart has been sent
6) At this point an email is sent to the person you selected to submit the order as well as you will receive a confirmation in your email.

B. **Sending the order to Shortgrass for processing using the normal cart**

If the window opens in the Normal Cart view it will look like this.

If you would like to view it in the Smart Cart view click on the cart icon on the right side of the page.

You can double check that you have filled in the quantities by looking down the Quantity column. If you notice that quantity has been missed you can click on the yellow diamond and this will open up the fund information. Now type the quantity next to the fun and click Update cart that is located at the bottom of the page.

Once you have completed your order and you want to send it to SLS
1) Click on Send to button at the bottom of the page and window opens
2) Click on the drop down arrow under Send this cart to and scroll down until you see the name you wish to send the cart
3) Click on the name and click Send
4) You will receive a pop up confirming the cart had been sent
5) At this point an email is sent to the person you selected to submit the order as well as you will receive a confirmation in your email

Shared Cart ordering

Standing order carts are carts of material which are set up with CVS standing order plans to help with the ordering process.

CVS notifies SLS that there is a new cart. SLS logs into CVS, locates the cart and sets a deadline of one week for orders or decision to be placed on the cart and then shares it to member libraries.

When you receive your notification:
1) Log into CVS with your login and password
2) Click on Switch cart. This brings up a list of carts that available for you to order from. Click on the cart you want to order from and then click View cart in the tool bar.

For standing order carts, Smart Cart View is recommended.

Ordering from the Smart Cart Format
1) The holdings are located at the bottom of the page and your library's holdings will be in bold.
2) Click on the title and the information detail on this title will appear.
   a. The Quantity tab allows you to place the number of items next to the funding. Enter the number and hit enter.
   b. The instructions tab allows you to put in notes which will alert the cataloguer's special instructions. (For example *Please Rush for programming)*
   c. The details tab with give you more information on the title
3) Once you have completed the title, click on the blue circle arrows to update the cart.
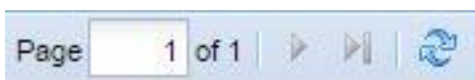
4) This will automatically change the original cart on the Shortgrass Account. There is no need to send it to the Shortgrass Staff because it is a shared cart. It will disappear from you list of carts once it expires.
5) You can then move onto the next title.
6) When you are done you can print the cart if you wish.
7) Click on Cart on the toolbar and a drop down will appear.
8) Scroll down to print cart
9) Click on your branches
10)   Right click on your mouse and click print