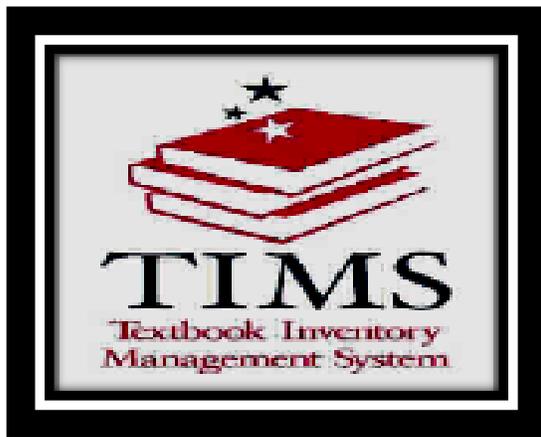


**Mississippi  
Department of Education**

**TIMS**



**Textbook Inventory  
Management System**

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The Office of Textbooks is responsible for coordinating the Adoption, Distribution, Care and Use of Textbooks.



## The Textbook Adoption Process Summary

The schools of Mississippi follow a five (5) year adoption cycle with the right of the board, in its discretion, to renew or extend the contract from year to year for a period not exceeding two (2) additional years, **(Section 37-43-19 (c), Mississippi Code of 1972, Annotated)**. The detailed steps of this process are as follows:

1. Subject areas are designated each year and placed on the Adoption Cycle Calendar.
2. The MS Department of Education distributes the curriculum standards.
3. The publishers submit books for bid that meet the curriculum standards.
4. For each subject area, a seven member State Rating Committee reviews the submitted books.
5. After the review process, the State Board of Education approves the textbooks for adoption.
6. Copies of the adopted books are sent to schools by request to each school district for administrators and teachers to review.

7. The Textbook Caravan, travels throughout Mississippi to provide each school district an opportunity to hear presentations about the newly adopted books.
8. After reviewing the books and attending the presentations on State Caravan, districts vote on which books they want to use in their schools.
9. Districts purchase the selected textbooks through the depository or directly from the textbook company.

**This is a summary. A detailed explanation of the adoption process can be found on the web in the Textbook Adoption Handbook.**

---

### **2015-2016 Textbook Adoption**

Agriculture (C.T.E.), Health Education (C.T.E.) and Trade and Industrial Education (C.T.E.)

***PLEASE SAVE THE DATES: The 2015-2016 Textbook Caravan are tentatively scheduled from***

**January 28, 2016 – February 8, 2016.**

**Please check the website for final schedule and registration information.**

---

## Mississippi Accountability Standards-Textbooks

The school district is in compliance with state law and State Board of Education policies for state adopted textbooks. {MS Code 37-43-1, 37-43-51, 37-9-14(2)(b), and 37-7-301 (ff)}

26.1 The school district provides each student in each school with current or otherwise appropriate textbooks that are in good condition. {MS Code 37-43-1, 37-9-14(2)(b), and 37-7-301 (ff)}

26.2 Each school district shall keep an active and surplus inventory for each school in the district to be completed by **June 30** of each year. The district shall report the inventory in the Textbook Inventory Management System. {MS Code 37-43-51} (Refer to page A-12 in the *Textbook Administration Handbook Rules and Regulations*.)

The document can be downloaded from the web at <http://www.mde.k12.ms.us/accred/accred>

### Codes of 1972 Annotated

The Mississippi Codes of 1972, Title 37 - Chapter 43 is the guidelines used for textbooks. A complete document can be downloaded from the Secretary of State's website at [www.sos.state.ms.us](http://www.sos.state.ms.us).

### 37-43-51. Reports by schools receiving textbooks

The management of all public, private, parochial or denominational schools wherein the board is furnishing to the students thereof free school textbooks and said free school textbooks are used by the students in said school, shall file annually with the State Board of Education any and all reports as may be required by the board.

Any person who shall refuse, neglect or fail to file any report required by the board shall be denied a new allocation of funds until such reports have been completed and filed with the board.

## **What is TIMS?**

TIMS is the web-based reporting system for the MS Department of Education Office of Textbooks.

TIMS allows schools to report their active and surplus textbook inventory, as well as transfer surplus books to other schools.

## **How do you sign up for TIMS?**

**TIMS1** form is used to designate a Primary and Secondary contact for your District. The District Superintendent's signature is required on this form.

**TIMS2** form is used to request a user account in TIMS. The District's Primary or Secondary Contact signature is required on this form.

## **What is a school district able to do in TIMS?**

Update Active  
Request Surplus  
Request a Transfer  
Run Reports

THE TEXTBOOK INVENTORY MANAGEMENT SYSTEM (TIMS)  
SCHOOL DISTRICT TIMS CONTACT MAINTENANCE FORM  
(FORM TIMS-1 SUBMIT ONE FORM PER SCHOOL DISTRICT)

(Please Print or Type Information)

SCHOOL DISTRICT NAME: \_\_\_\_\_ SCHOOL DISTRICT NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

SUPERINTENDENT'S NAME: \_\_\_\_\_

SUPERINTENDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(This must be an original signature in blue ink)

-----

PRIMARY TIMS CONTACT PERSON \_\_\_\_\_ (Circle One) NEW REQUEST CHANGE

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(This must be an original signature in blue ink)

-----

SECONDARY TIMS CONTACT PERSON \_\_\_\_\_ (Circle One) NEW REQUEST CHANGE

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

(This must be an original signature in blue ink)

SEND COMPLETED FORM TO: SECURITY ADMINISTRATOR  
MISSISSIPPI DEPARTMENT OF EDUCATION  
OFFICE OF TEXTBOOKS  
P.O. BOX 771  
JACKSON, MS 39205

EMAIL: [tims@mde.k12.ms.us](mailto:tims@mde.k12.ms.us)

FAX: (601) 354-7590

PHONE: (601) 576-4950

-----

SECURITY ADMINISTRATOR USE ONLY:

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Revised 07/2015

**THE TEXTBOOK INVENTORY MANAGEMENT (TIMS)  
USER SECURITY PROFILE  
(FORM TIMS-2 SUBMIT ONE FORM FOR EACH TIMS USER)  
(PLEASE PRINT OR TYPE INFORMATION)**

DISTRICT NAME: \_\_\_\_\_ DISTRICT NUMBER: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_ SCHOOL NUMBER: \_\_\_\_\_

Type of Request (Check One):

- NEW REQUEST  
 MODIFY PROFILE OF EXISTING USER  
 DELETE USER

REQUESTED EFFECTIVE DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_



BASED ON THE ACCESS ROLE DEFINITIONS, CHECK THE LEVEL (S) OF USE REQUIRED FOR THIS USER:

- TEXTBOOK COORDINATOR       PRINCIPAL

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED School District TIMS CONTACT PERSON      DATE:  
(This must be an original signature in blue ink)



SEND COMPLETED FORM TO: SECURITY ADMINISTRATOR  
MISSISSIPPI DEPARTMENT OF EDUCATION  
OFFICE OF TEXTBOOKS  
P.O. BOX 771  
JACKSON, MS 39205

EMAIL: [tims@mde.k12.ms.us](mailto:tims@mde.k12.ms.us)  
FAX: (601) 354-7590  
PHONE: (601) 576-4950



SECURITY ADMINISTRATOR USE ONLY:

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



Revised 07/2015

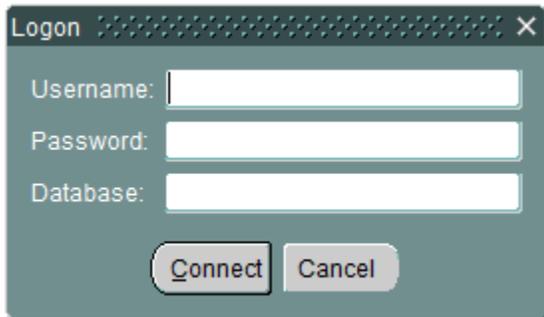
# How can a School District access TIMS?

1. Click on the following link  
<http://www.mde.k12.ms.us/ESE/TAP/tims>

The screenshot shows the Mississippi Department of Education website. At the top left is the logo with the text "MISSISSIPPI DEPARTMENT OF EDUCATION" and "Ensuring a bright future for every child". To the right is a search bar and navigation tabs for "PARENTS", "STUDENTS", "EDUCATORS", and "DISTRICTS". A red navigation bar contains links for "Home", "About MDE", "News & Media", "MS Schools", "Reports", "Public Notices", "Careers", and "Contact Us", along with a "Select MDE Office" dropdown. The main content area features a large image of students. Below the image, the "Textbook Adoption and Procurement" section is visible, with a sub-section for "TIMS (Textbook Inventory Management System)". A red arrow points to the "TIMS Log-on" link in this section. To the right, the "Textbook Resources" section lists various links. A sidebar on the left contains "IN THIS SECTION" and "OTHER LINKS" with numerous hyperlinks.

2. Click on TIMS Log-on

## Logon Screen



A screenshot of a 'Logon' dialog box. The dialog box has a title bar with the text 'Logon' and a close button (X). Inside the dialog, there are three text input fields: 'Username:', 'Password:', and 'Database:'. Below the input fields are two buttons: 'Connect' and 'Cancel'.

3. Enter Username
4. Enter Password
5. Database: **MDED**
6. Click Connect

## Getting Books into the system

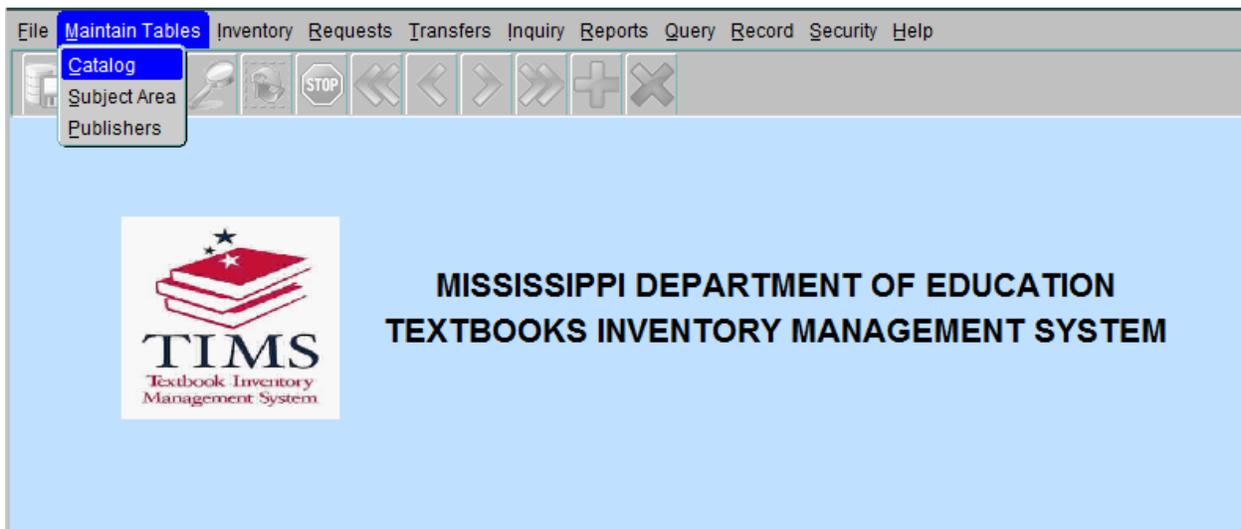
### Catalog table

(Only enter textbooks that are not already in the system.)

All textbooks must be entered on the catalog screen prior to adding to inventory. Adoption textbooks are uploaded into TIMS by the Office of Technology and Strategic Services (OTSS).

### Adding Textbooks to the Catalog

Information pertaining to all textbooks referenced by the **TIMS** system is stored in the **Catalog Table**. Textbooks in this table are indexed by their ISBN numbers. In the event that an ISBN cannot be located within TIMS, the textbook information must be added to the Catalog table.



Click **Maintain Tables** on the **TIMS** file menu and choose **Catalog**.

File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help
















**MISSISSIPPI DEPARTMENT OF EDUCATION  
TEXTBOOK INVENTORY  
CATALOG**

ISBN-13  (do not use dashes -)      Edition Ind

ISBN-10  (do not use dashes -)

Book Title

Publisher

Subject

SPED Indicator

Copyright

Book Grade

Age

Adoptive Ind

Fiscal Year

Transaction Date

Cost

Inactive Ind

Inactive Date

- Click Exit button() on the toolbar
- Enter a 13-digit **ISBN**

(If textbook information populates after entering ISBN, the textbook is already in the system. See page 13 (Update Active) to add textbook to your inventory)
- Select **Pupil Edition** or **Teacher Edition** from the **Edition Ind** menu.
 

(Please verify that you are choosing the correct Edition)
- Enter the **Book Title** and **Publisher** information.
- Double click or press F9 for listing of valid Subjects, click **OK** after selecting subject.
- Enter the **Copyright** year.
- Double click or press F9 for listing of valid Grades, click **OK** after selecting Grade.

- Once all the necessary information has been entered, Save the information by choosing **Save** from the **File** Menu or click on Save () icon on toolbar. **“Transaction added successfully”** - Click **OK**

## Inventory

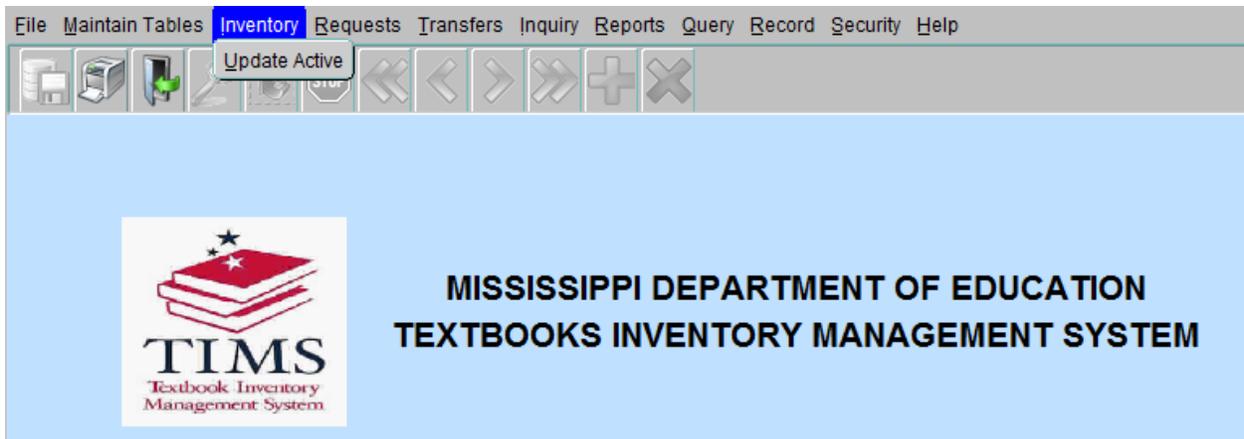
(All books in a school’s possession should be added to this system)

Inventory information for all textbooks is stored in the Inventory tables.

These tables are divided into three types: Active, Surplus, and Disposal.

Information in these tables can be updated from the **TIMS Inventory** menu.

## Update Active



Click **Inventory** on the **TIMS** file menu and choose **Update Active**.

For Textbook Coordinators, a listing of schools in your district will appear.

Select your school and click **OK**, the **Active Inventory** form will appear, with school and district information already entered.

## Update Active

File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help

**MISSISSIPPI DEPARTMENT OF EDUCATION**  
**TEXTBOOK INVENTORY**  
**ACTIVE**

District Number  School Number  School Phone   Transaction Date

School Name

ISBN-13  ISBN-10

Book Title  Inactive Ind

Publisher  Fiscal Year  Book Grade

**\*\* Add PE/TE Quantity**

PE Qty  TE Qty  Edition  Copyright Year

Total PE Qty  Total TE Qty

- Enter ISBN and press tab key
- Once a valid ISBN has been selected, the gray textbook information fields will populate automatically.
- Enter the quantity of textbooks in the **PE Qty** or **TE Qty** field. You will only be allowed to enter information in one of these fields, depending on the ISB entered.
- Save the information by choosing **Save** from the **File** Menu or click on Save () icon on toolbar. **“Transactions added/updated successfully”** - Click **OK**

**If you have more books to add/update, repeat steps above.**

- Exit the form by selecting Exit from the File menu or Click Exit button () on the toolbar.

## Transaction Processing

### Request Process

(Surplus books)

**Note:** This menu is for making requests only.

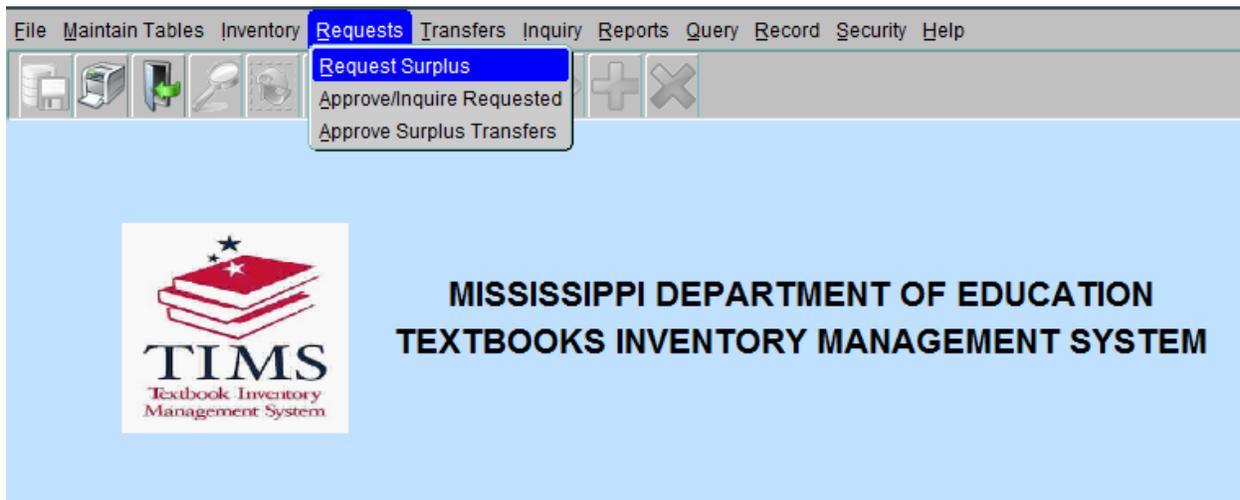
The **Requests** menu will allow you to request surplus books from other schools.

(Requests for books may be made only once, therefore you should know beforehand how many copies of a book you will need.)

**Always** enter the total number of books needed for each ISBN entered

If the system is unable to locate enough copies to fulfill your request, it will reserve as many copies as possible, and place the remainder in the **outstanding** section (located on the Request Surplus form).

## Request Surplus



Click **Requests** on the **TIMS** file menu and choose **Request Surplus**.

If you are a Textbook Coordinator, select the school that will receive the textbooks and click **OK**.

School information in the **Requester Information** section will automatically populate.

## Request Surplus

File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help



**MISSISSIPPI DEPARTMENT OF EDUCATION  
TEXTBOOK INVENTORY  
REQUEST SURPLUS**

**Catalog Information**

ISBN-13  ISBN-10

Edition  Copyright  Fiscal Year  Inactive Ind

**Requester Information**

Dist  Sch No.  Sch Name

	Needed	Requested	Outstanding
Sch Phone <input type="text" value="601"/> <input type="text" value="445-2953"/>	PE Quantity <input type="text" value="5"/>	<input type="text"/>	<input type="text" value="0"/>
Date of Request <input type="text" value="07/15/2014"/>	TE Quantity <input type="text" value="0"/>	<input type="text"/>	<input type="text" value="0"/>
	Total <input type="text" value="5"/>	<input type="text"/>	<input type="text"/>

**Location of Surplus**

Dist  Sch No.  PE Qty Avl  TE Qty Avl

Sch Name

Dist Name

City

Sch Phone

**NOTE:**  
This form is for requesting surplus inventory only.  
NOT FOR INQUIRING OR SEARCHING FOR SURPLUS INVENTORY.

- Enter a valid ISBN and press tab key
- The Catalog Information section will automatically populate based on your selection.
- Enter the number of textbooks needed into the **PE Quantity** or **TE Quantity** fields.

## Request Surplus

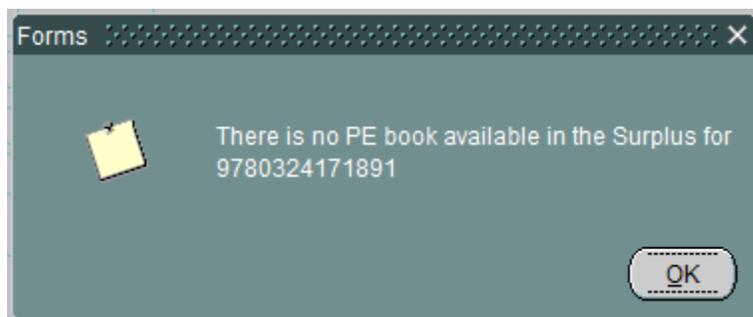


- Click the **District Search** button or the **Statewide Search** button.

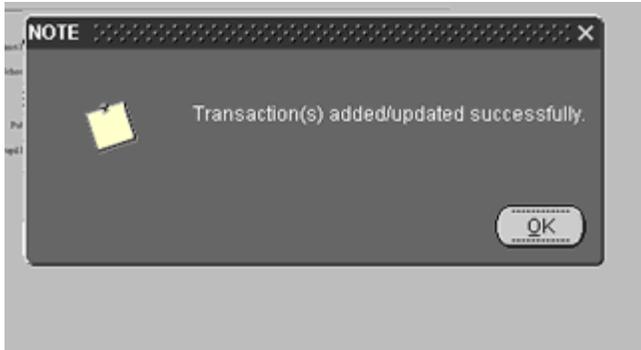
If textbooks are available within the selected district, the **District Search** button will be highlighted for you to click.

If there are no textbooks available within the selected district, the **Statewide Search** button will be highlighted.

If there are no textbooks available anywhere, a message will display indicating that there are no books available in surplus for this ISBN.



- Once surplus inventory has been located and populated in the Request Surplus form, Save the information by choosing **Save** from the **File** Menu or click on Save (  ) icon on toolbar. A message will display indicating that the transaction was added/updated successfully.



- Click **OK**. Exit the form by selecting Exit from the File menu, or Click Exit button (  ) on the toolbar.

## Request Surplus

File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help

**MISSISSIPPI DEPARTMENT OF EDUCATION  
TEXTBOOK INVENTORY  
REQUEST SURPLUS**

ISBN-13  ISBN-10

NOTE:  
This form is for requesting surplus inventory only.  
NOT FOR INQUIRING OR SEARCHING FOR SURPLUS INVENTORY.

**Catalog Information**

Edition  Copyright  Fiscal Year  Inactive Ind

**Requester Information**

Dist  Sch No.  Sch Name   
Sch Phone    
Date of Request

	Needed	Requested	Outstanding
PE Quantity	<input type="text" value="20"/>	<input type="text" value="20"/>	<input type="text" value="20"/>
TE Quantity	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	<input type="text" value="20"/>	<input type="text" value="20"/>	<input type="text" value=""/>

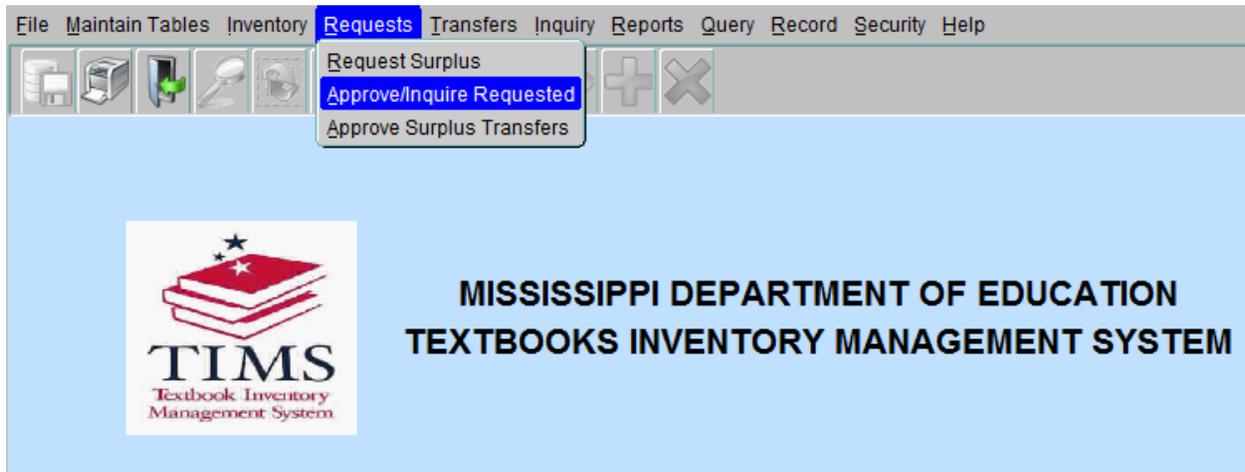
**Location of Surplus**

Dist  Sch No.  PE Qty Avl  TE Qty Avl   
Sch Name   
Dist Name   
City   
Sch Phone

### Overview of Request Surplus form

- Catalog Information
- Requestor Information
- Location of Surplus

## Approve/Inquire Requested



To review inventory that your District has requested and to change the status of those requests

- Click **Requests** on the main menu
- Select **Approve/Inquire Requested**.

## Approve/Inquire Requested

File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help

**MISSISSIPPI DEPARTMENT OF EDUCATION  
TEXTBOOKS INVENTORY  
APPROVE / INQUIRE REQUESTED**

TMS  
Textbook Inventory  
Management System

District: 0130 School: PE Needed: TE Needed: Sch Total Needed: Sch Total Requested: Transfer Approval: Transfer Reason for Denial:

Status	Reason for Denial	ISBN-13	ISBN-10	From Dist	From Sch	Req PE Qty	Req TE Qty	Req Date

Book Title: Edition: Copyright Year:

Publisher: Book Grade: Cost: Fiscal Year: Inactive Ind:

### Textbook Coordinator Role

Select **School Number** and the **Approve/Inquire Requested** form will display. You will Approve, Deny or Pend a request.

### Principal Role

The requested surplus for the selected school will display. Principals will view a request.

## Approve/Inquire Requested

File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help













**MISSISSIPPI DEPARTMENT OF EDUCATION  
TEXTBOOKS INVENTORY  
APPROVE / INQUIRE REQUESTED**

District:  School:  PE Needed:  TE Needed:  Sch Total Needed:  Sch Total Requested:  Transfer Approval:  Transfer Reason for Denial:

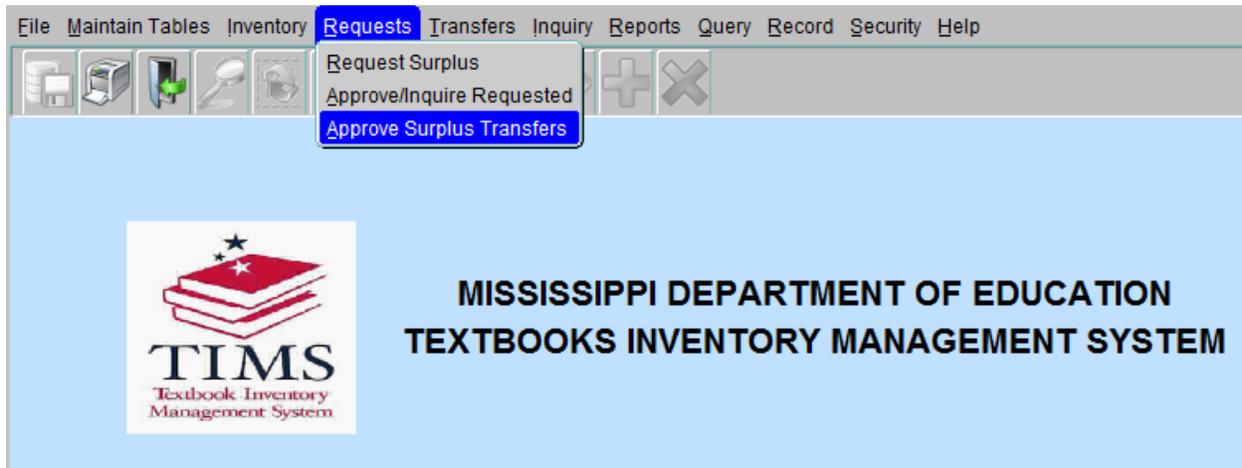
Status	Reason for Denial	ISBN-13	ISBN-10	From Dist	From Sch	Req PE Qty	Req TE Qty	Req Date
		9780030555183	0030555183	1520	008	0	2	06/06/2014
		9780021488230	0021488231	1100	002	173	0	06/03/2014
		9780030154492	0030154499	0130	028	5	0	05/19/2014
PENDING		9780395502662	0395502664	2420	033	20	0	05/15/2014
DENIED	Cannot Locate	9780021787272	0021787271	0613	008	0	1	05/15/2014
APPROVED		9780395855249	0395855241	5300	020	14	0	05/13/2014
APPROVED		9780618007295	0618007296	6721	012	10	0	05/06/2014
APPROVED		9780075692485	0075692481	7900	006	5	0	05/06/2014
APPROVED		9780534432133	0534432131	2464	004	10	0	05/06/2014
APPROVED		9780026439763	002643976x	3021	016	50	0	03/27/2014

Book Title:  Edition:  Copyright Year:   
 Publisher:  Book Grade:  Cost:  Fiscal Year:  Inactive Ind:

- The small scroll bar can be used to scroll through the **Approve/Inquire Requested** entries, however the cursor must be on a specific ISBN in order to change information or view catalog information.
- Textbook Coordinators may change the status of a surplus request to **Approved**, **Pending**, **Denied**, or leave the status blank. Should the status for an ISBN be changed to **Denied**, a reason must be selected from the **Reason for Denial** field.

Save the information by choosing **Save** from the **File** Menu or click on Save () icon on toolbar.

## Approve Surplus Transfers (Textbook Coordinators)



- The Textbook Coordinator has the ability to change the status of surplus requested from another District/School by clicking on the **Request** menu and selecting **Approve Surplus Transfers**.
- Select a **From School**

The **District/School** is the place where the inventory will be moved from, and the **To District/School** is the destination of the inventory. Once selected, the **Approve Surplus Transfers** form will appear.

## Approve Surplus Transfers

File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help












**MISSISSIPPI DEPARTMENT OF EDUCATION  
TEXTBOOKS INVENTORY  
APPROVE SURPLUS TRANSFERS**

District  School  Total Qty

Status	Denial Reason	ISBN-13	ISBN-10	PE Qty	TE Qty	To Dist	To Sch	Transfer Option	Transfer Date
APPROVED		9780000000000		5	0	0130	020	ACTIVE TO SURPLUS	06/17/2014
DENIED	Water or Other Damage	9780618271269	0618271260	232	0	0130	028	ACTIVE TO SURPLUS	05/19/2014
		9780618271245	0618271244	65	0	0130	020	ACTIVE TO SURPLUS	05/15/2014
		9780618271191	0618271198	2	0	0130	092	ACTIVE TO ACTIVE	05/14/2014
APPROVED		9780618271214	061827121X	75	0	0130	028	ACTIVE TO ACTIVE	05/14/2014
	S & H Problems	9780618271191	0618271198	50	0	0130	028	ACTIVE TO ACTIVE	05/14/2014
		9780026599047	002659904X	1	0	0130	028	ACTIVE TO ACTIVE	05/13/2014
APPROVED		9780026599047	002659904X	25	0	0130	044	ACTIVE TO SURPLUS	04/30/2014
DENIED	Currently In Use	9780835923255	0835923258	0	150	0130	044	ACTIVE TO SURPLUS	04/28/2014
APPROVED		9780026432160	0026432161	25	0	0130	028	ACTIVE TO SURPLUS	04/25/2014
APPROVED		9780000000000		10	0	0130	020	ACTIVE TO SURPLUS	04/15/2014
TOTAL				2,301	150				

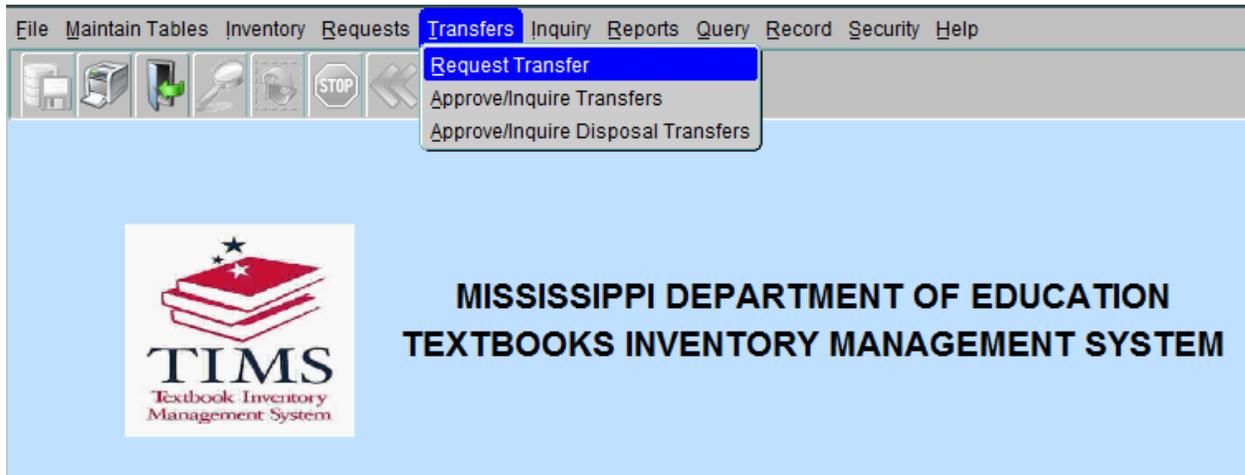
Book Title  Edition  Copyright Year  Inactive Ind

Publisher  Book Grade  Cost  Fiscal Year

- The requested surplus for the selected school will display. Textbook coordinators may select another school in their district by double clicking on the school field to display a list of available schools.
- Textbook Coordinators may change the status of requested surplus to **Approved**, **Denied**, or they may leave the status blank. Should the status for an ISBN be changed to **Denied**, a reason must be selected from the **Denial Reason** field.
- Changes to this form can be saved by clicking **Save** on the **File** menu or click on Save  icon on toolbar.
- To exit without saving changes, select **Exit** from the File menu, or Click Exit button  on the toolbar.

## Transfer Process

### Request Transfer



## Request Transfer

File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help

**MISSISSIPPI DEPARTMENT OF EDUCATION  
TEXTBOOK INVENTORY  
TRANSFERS**

From Dist/Sch   To Dist/Sch

**Transfer Option**

Active to Active  Active to Surplus  Active to Disposal  Surplus to Active  Surplus to Disposal

ISBN  Copyright   
10-Digit ISBN  Book Title   
PE Quantity  Publisher   
TE Quantity   
Transfer Date   
Reason for Disposal   
Disposal Method

- To transfer inventory from one type to another (such as Active, Surplus, or Disposal), click **Transfers** on the main menu and select **Request Transfer**. Enter the district and school numbers.
- After the **From School** is entered the user will be prompted to select a **To District/School**. The **From District/School** is the place where the inventory will be moved from and the **To District/School** is the destination of the inventory.
- When the **From Dist/Sch** and **To Dist/Sch** have been populated, the **Transfer** form will display.

## Request Transfer

The screenshot shows the 'Request Transfer' interface in the TIMS (Textbook Inventory Management System) application. At the top, there is a menu bar with options: File, Maintain Tables, Inventory, Requests, Transfers, Inquiry, Reports, Query, Record, Security, and Help. Below the menu is a toolbar with various icons for navigation and actions. The main header reads 'MISSISSIPPI DEPARTMENT OF EDUCATION TEXTBOOK INVENTORY TRANSFERS'. On the left is the TIMS logo. The form includes two dropdown menus for 'From Dist/Sch' (set to 0130) and 'To Dist/Sch' (set to 0130), with a '020' dropdown for school selection. A 'Transfer Option' section is highlighted with a red box, containing five radio button options: 'Active to Active', 'Active to Surplus', 'Active to Disposal', 'Surplus to Active', and 'Surplus to Disposal'. Below this are several input fields: ISBN (with a blue highlight), 10-Digit ISBN, PE Quantity, TE Quantity, Transfer Date, Copyright, Book Title, Publisher, Reason for Disposal, and Disposal Method.

- Select the type of transfer to perform by clicking one of the five available transfer options.
- The five types of transfer options are:
  - **Active to Active** – must be done within the same district. The **To Sch** cannot be the same as the **From Sch**.
  - **Active to Surplus** – the **From Dist/Sch** and the **To Dist/Sch** must be the same or the system will change it to what is in the **From Dist/Sch**.
  - **Active to Disposal** – the **From Dist/Sch** and the **To Dist/Sch** must be the same or the transfer option will be disabled.
  - **Surplus to Active** – the **From Dist/Sch** and the **To Dist/Sch** must be the same or the transfer option will be disabled.
  - **Surplus to Disposal** – the **From Dist/Sch** and the **To Dist/Sch** must be the same or the transfer option will be disabled.

**\*\*Disposals must be approved by the Office of Textbooks**

## Request Transfer

File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help

MISSISSIPPI DEPARTMENT OF EDUCATION  
TEXTBOOK INVENTORY  
TRANSFERS

From Dist/Sch 0130 020 To Dist/Sch 0130 044

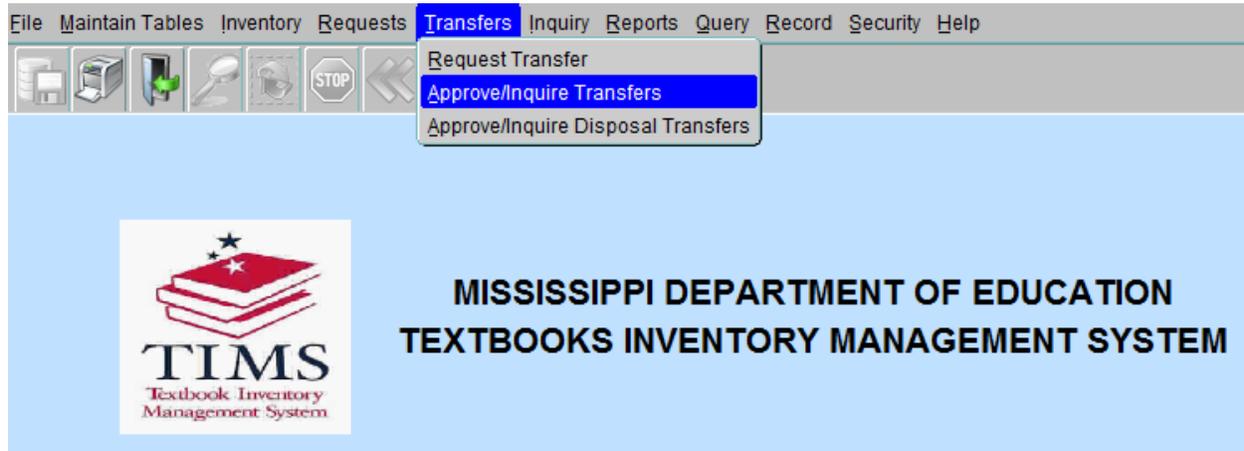
Transfer Option

Active to Active  Active to Surplus  Active to Disposal  Surplus to Active  Surplus to Disposal

ISBN Copyright  
10-Digit ISBN Book Title  
PE Quantity Publisher  
TE Quantity  
Transfer Date  
Reason for Disposal  
Disposal Method

- **Transfer Option – Active to Active**
- Click on **Active to Active**,
- Enter an ISBN and tab (The copyright, book title, publisher, and transfer date will automatically populate).
- Enter the **PE Quantity** or **TE Quantity** to be transferred. If there was already a request for this ISBN the system will display the previous request.
- Save the transfer by clicking **File**, then **Save** or click on Save () icon on toolbar.  
The message “Transaction(s) added/updated successfully” will display.
- **Note:** Changes cannot be made to a transfer request once it has been saved. If by chance invalid data was entered and saved, please contact the Textbook Coordinator to deny the Transfer Request (by clicking **Transfers** on the main menu and selecting **Approve/Inquire transfers**).

## Approve/Inquire Transfers (Textbook Coordinators)



- To review transfer requests and to change the status of those requests, click **Transfers** on the main menu and select **Approve/Inquire Transfers**.
- Select the school to be inquired on and click **OK**. The system will display the **Approve/Inquire Transfers** form for the school that was selected.

## Approve/Inquire Transfers

File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help

**MISSISSIPPI DEPARTMENT OF EDUCATION  
TEXTBOOKS INVENTORY  
APPROVE / INQUIRE TRANSFERS**

District: 0130 School: 020 MC LAURIN TEST SCHOOL Total Qty: 2,451

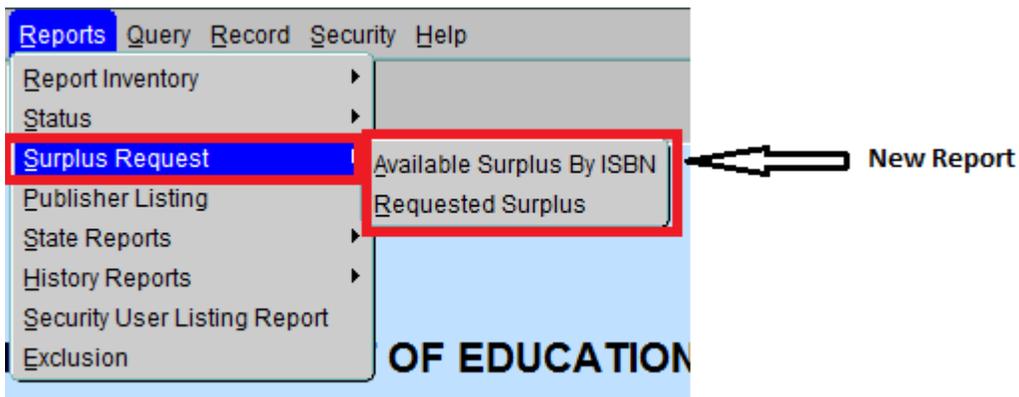
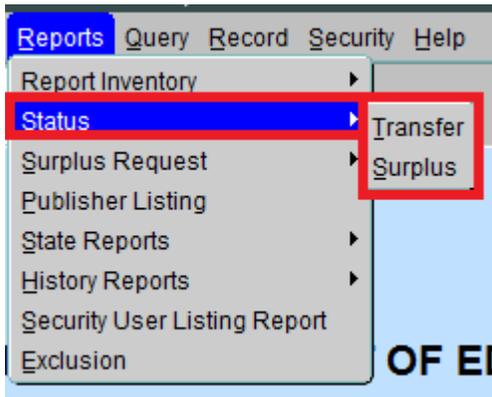
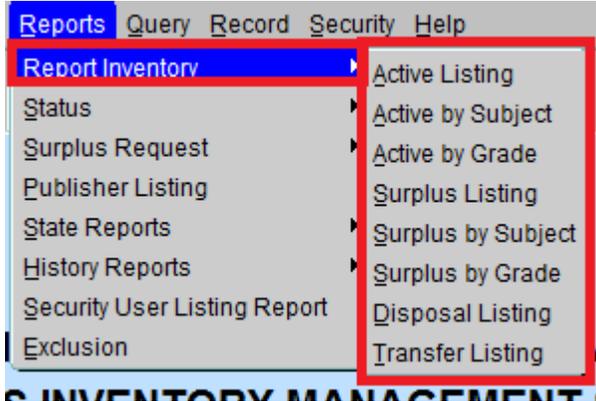
Status	Reason for Denial	ISBN-13	ISBN-10	PE Qty	TE Qty	To Sch	Transfer Option	Transfer Date	
APPROVED		978000000000		5	0	0130 020	ACTIVE TO SURPLUS	06/17/2014	
DENIED	Condition of the Book	9780618271269	0618271260	232	0	0130 028	ACTIVE TO SURPLUS	05/19/2014	
DENIED	No Reason or Method	9780618271184	061827118X	20	0	0130 020	ACTIVE TO SURPLUS	05/15/2014	
DENIED	No Reason or Method	9780618271191	0618271198	91	0	0130 020	ACTIVE TO SURPLUS	05/15/2014	
DENIED	No Reason or Method	9780618271276	0618271279	45	0	0130 020	ACTIVE TO SURPLUS	05/15/2014	
		9780618271245	0618271244	65	0	0130 020	ACTIVE TO SURPLUS	05/15/2014	
		9780618271191	0618271198	2	0	0130 092	ACTIVE TO ACTIVE	05/14/2014	
APPROVED		9780618271214	061827121X	75	0	0130 028	ACTIVE TO ACTIVE	05/14/2014	
	Error	9780618271191	0618271198	50	0	0130 028	ACTIVE TO ACTIVE	05/14/2014	
		9780026599047	002659904X	1	0	0130 028	ACTIVE TO ACTIVE	05/13/2014	
APPROVED		9780026599047	002659904X	25	0	0130 044	ACTIVE TO SURPLUS	04/30/2014	
TOTAL				2,301	150				

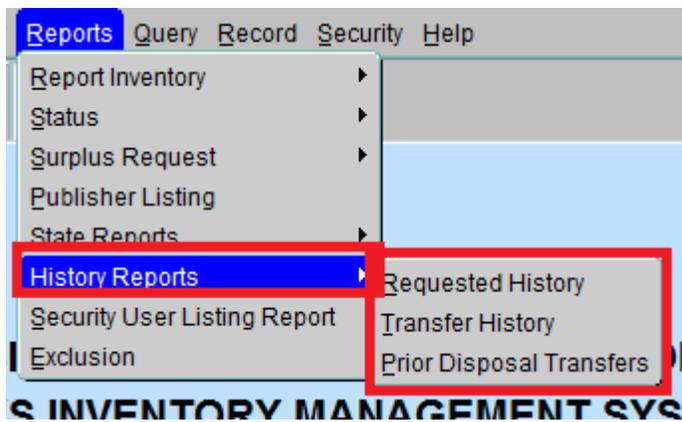
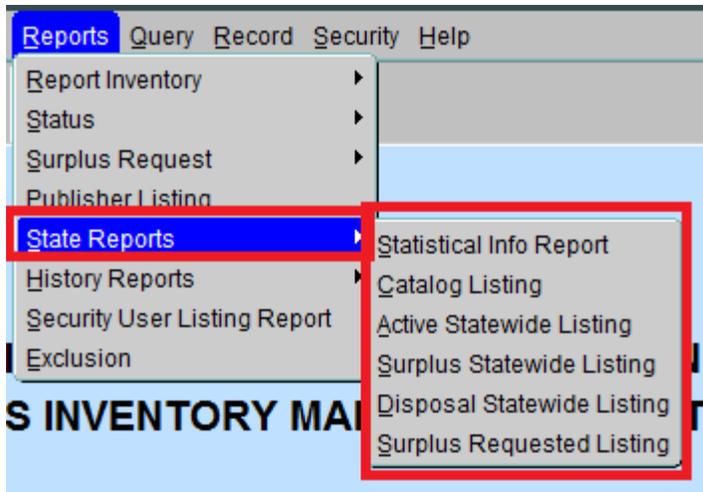
Book Title: MARKET PANTRY Edition: P Copyright Year: 1990 Inactive Ind: N  
 Publisher: BARNELL LOFT, LTD Book Grade: 04 Cost: 89.99 Fiscal Year: 2013

- If you change the status to **Denied** the **Reason for Denial** has to be selected.
- To exit the form after viewing, click **File**, and then **Exit** or Click Exit button (  ) on the toolbar.

# Reporting

## Reports available in TIMS





File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help

**MISSISSIPPI DEPARTMENT OF EDUCATION  
TEXTBOOKS INVENTORY**

**ACTIVE LISTING**

District   All Districts

School   All Schools

Book Title

Publisher

ISBN

**RUN REPORT**

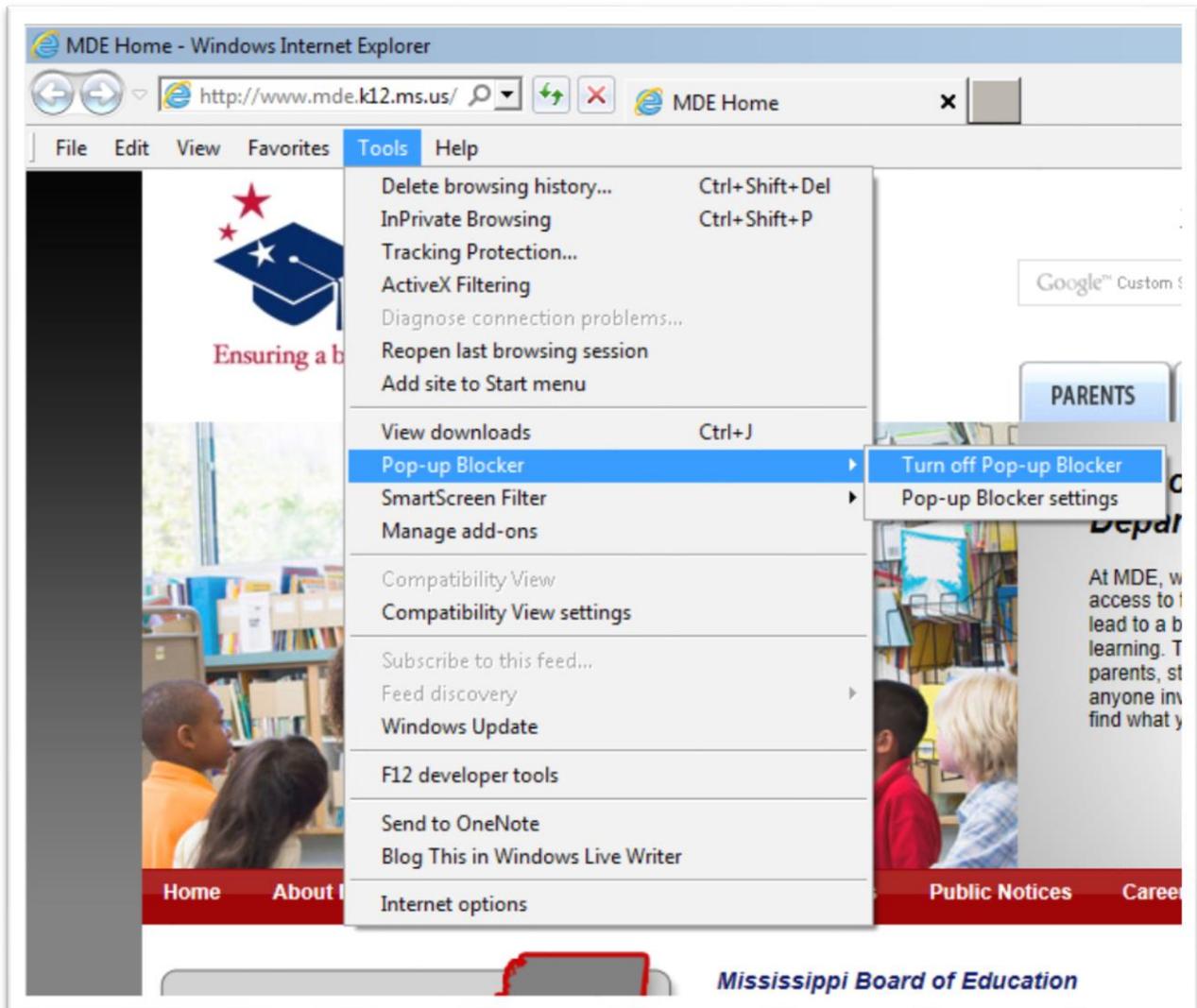
- The TIMS application has many reports for your convenience.
- The **Report Inventory** section contains reports for Active and Surplus by Listing, Subject, and Grade, Disposal Listing, and Transfer Listing.
- You may run the report with just the District/School that is selected or click the box next to the school name that says **All Schools** to get a listing of all schools within your district.
- You may also double click on the school number to select another school.
- The report can be customized by entering a specific book title, publisher, or ISBN.
- After all entries have been made, click **Run Report**.
- After clicking **Run Report**, the report will display.



**MISSISSIPPI DEPARTMENT OF EDUCATION  
TEXTBOOK INVENTORY  
ACTIVE LISTING  
07/15/2014**

Dist	Sch	ISBN-13	Book Title	Copyright	Publisher	PE Qty	TE Qty	Cond	Grade	Subject	Cost
		9780000000000	MARKET PANTRY	1990	BARNELL LOFT, LTD	75	0	N/A	04	ADVANCED CHEMISTRY	89.99
		9780021473311	M-LATIN AMERICA AND CANADA, 1999	1999	MACMILLAN/MCGRAW-HILL SCHOOL D	364	0	N/A	06	SOCIAL STUDIES GR.6	42.77
		9780021475728	COMMUNITES	1999	MCGRAW HILL	252	0	N/A	03	SOCIAL STUDIES GR.3	31.00
		9780021476060	UNITED STATES, 1999	1999	MCGRAW-HILL SCHOOL DIVISION	258	0	N/A	05	SOCIAL STUDIES GR.5	31.00
		9780021482658	M -MISSISSIPPI 1999 GRADE 4	1999	MACMILLAN/MCGRAW-HILL SCHOOL D	215	0	N/A	04	MS HISTORY GRADE 4	33.00
		9780021488230	M -COMMUNITIES 2000 GRADE 3	2000	MACMILLAN/MCGRAW-HILL SCHOOL D	50	0	N/A	03	SOCIAL STUDIES GR.3	31.00
		9780021488551	M-UNITED STATES, 2000 GRADE 5	1999	MACMILLAN/MCGRAW-HILL SCHOOL D	163	0	N/A	05	SOCIAL STUDIES GR.5	40.91
		9780022442386	M -MCGRAW-HILL SPELLING, GR. 3, 1998	1998	MACMILLAN/MCGRAW-HILL SCHOOL D	55	0	N/A	03	SPELLING GR.3	17.49
		9780022442293	M -MCGRAW-HILL SPELLING, GR. 4, 1998	1998	MACMILLAN/MCGRAW-HILL SCHOOL D	223	0	N/A	04	SPELLING GR.4	17.49
		9780022442309	M -MCGRAW-HILL SPELLING, GR. 5, 1998	1998	MACMILLAN/MCGRAW-HILL SCHOOL D	368	0	N/A	05	SPELLING GR.5	17.49
		9780022442316	M -MCGRAW-HILL SPELLING, GR. 6, 1998	1998	MACMILLAN/MCGRAW-HILL SCHOOL D	259	0	N/A	06	SPELLING GR.6	17.49
		9780022743017	OTTO OPPOSITE	1995	MACMILLAN	0	1	N/A	02	READING	.00
		9780022849689	M -HEALTH & WELLNESS, 2008, GR. 5	2008	MACMILLAN/MCGRAW-HILL DNC	100	0	N/A	05	HEALTH	42.60
		9780026432160	GL -NUTRITION AND WELLNESS, 2000	2000	GLENCOE/MCGRAW-HILL PUB CO	5	0	N/A	09-12	GENERAL HOME ECONOMICS & LIVING SKILLS	33.99
		9780030154492	HRW-PSYCHOLOGY: PRINCIPLES IN PRACTICE, 1998	1998	HARCOURT SCHOOL PUBLISHERS	10	0	N/A	09-12	PSYCHOLOGY	48.75
		9780131816589	PH WORLD STUDIES WESTERN HEMISPHERE	2005	PRENTICE HALL	387	0	N/A	06	SOCIAL STUDIES	
		9780153064135	HBI-RHYTHM AND RHYME, STU ANTHOLOGY, LEV K/1, 1997	1997	HARCOURT SCHOOL PUBLISHERS	5	0	N/A	01	READING READINESS-BASAL	14.85
		9780153340437	HARCOURT SCIENCE	2002	HARCOURT SCHOOL PUBLISHERS	402	0	N/A	05	SCIENCE GR.5	41.62
		9780153340444	HARCOURT SCIENCE GRADE 6	2002	HARCOURT SCHOOL PUBLISHERS	458	0	N/A	06	SCIENCE GR.6	
		9780382348914	AW -SILVER BURDETT GINN MATHEMATICS, GR. 1, 2001	2001	SCOTT FORESMAN	7	0	N/A	01	MATHEMATICS GR.1	22.86
		9780382363108	AW -MS SILVER BURDETT GINN MATHEMATICS GR. 5	2001	SCOTT FORESMAN	604	0	N/A	05	MATHEMATICS GR.5	41.95
		9780382363115	AW -MS SILVER BURDETT GINN MATHEMATICS, GR. 6, 2001	2001	SCOTT FORESMAN	721	0	N/A	06	MATHEMATICS GR.6	41.95
		9780558372156	MS SCIENCE EXPLORER	2011	PEARSON EDUCATION (PRENTICE HALL)	75	0	N/A	06	SCIENCE	74.97
		9780558381509	MS SCIENCE EXPLORER TEACHER EDITION	2011	PRENTICE HALL	0	50	N/A	06	SCIENCE	
		9780618271214	HM -HMR.MS. TREASURES, GR. 1.4, 2004	2004	HOUGHTON MIFFLIN COMPANY	150	0	N/A	01	READING	21.75
		9780618271283	EXPEDITIONS	2004	HOUGHTON MIFFLIN CO.	395	0	N/A	05	READING	45.75
		9780618271290	TRIUMPHS	2004	HOUGHTON MIFFLIN CO.	390	0	N/A	06	READING	45.75
		9780618423637	HM SOCIAL STUDIES UNITED STATES HISTORY	2005	HOUGHTON MIFFLIN	316	0	N/A	05	SOCIAL STUDIES	
		9780618611218	HM -HOUGHTON MIFFLIN ENGLISH, 2006, GR. 5	2006	HOUGHTON MIFFLIN COMPANY	486	0	N/A	05	ENGLISH	51.48

**\*\* If your report does not display, please verify that your popup blocker is turned off \*\***

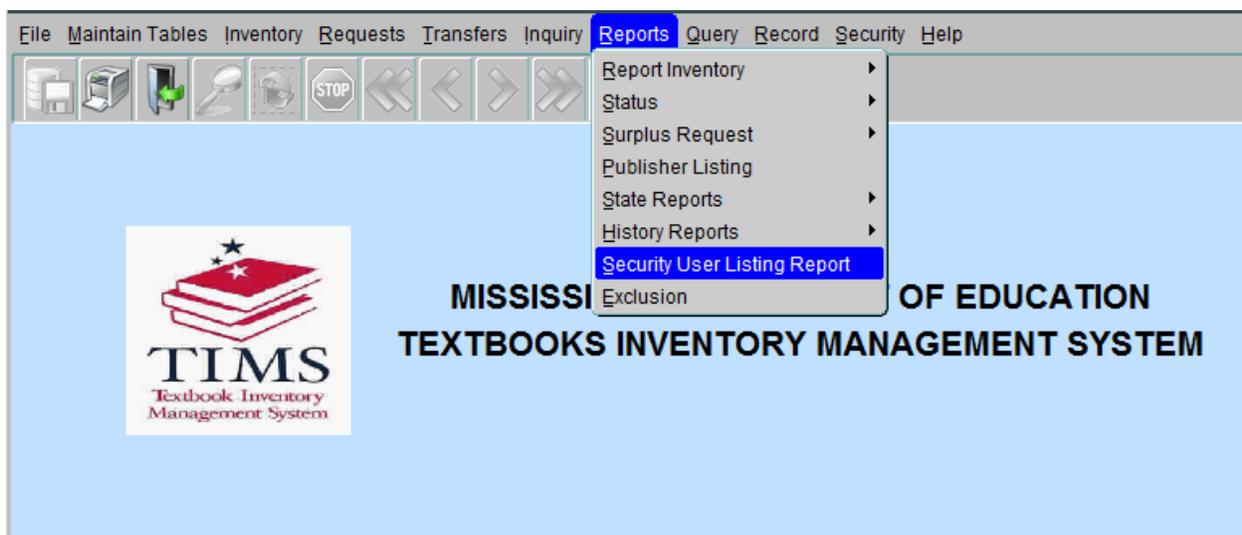


## SECURITY USER LISTING REPORT

(Textbook Coordinator only)

The Security User Listing Report is a listing of all users in the district; it includes first and last name of the user, the user name, and the role of the user.

- To obtain a Security User Listing, click **Reports** and select **Security User Listing Report**.



- The Textbook Coordinator must then select a school for which to run a report. The Run Report form will display.
- Click the box next to the school name that says **All Schools** to get a listing of all schools within the district.

File Maintain Tables Inventory Requests Transfers Inquiry Reports Query Record Security Help



**MISSISSIPPI DEPARTMENT OF EDUCATION  
TEXTBOOKS INVENTORY**

**SECURITY USER LISTING REPORT**

District   All Districts

School   All Schools

Book Title

Publisher

ISBN

**RUN REPORT**

- Click **Run Report**. After clicking Run Report, the report will display.
- If the report does not display in the foreground, minimize the screens on the desktop to see if the report is in the background.

## Things to Remember about TIMS

- Textbook inventory should be entered year round! When you receive textbooks, please enter inventory into TIMS, **immediately!**
- Use the ISBN that is located **inside** the book on the copyright page.
- Textbooks that are **12 years or older** should not be in the TIMS program! It is an Accreditation violation. These textbooks should be transferred to Disposal.
- **Save** after every transaction.

\*\*\*Please subscribe to the **TIMS Listserv** to receive updates regarding TIMS.

The screenshot shows the Mississippi Department of Education website. At the top left is the logo with the text "MISSISSIPPI DEPARTMENT OF EDUCATION" and the tagline "Ensuring a bright future for every child". To the right are links for "Transparency MS", "MS.GOV", "Follow MDE", and "MDE Email". Below these is a "Google™ Custom Search" box. A navigation bar contains buttons for "PARENTS", "STUDENTS", "EDUCATORS", and "DISTRICTS". A secondary navigation bar includes "Home", "About MDE", "News & Media", "MS Schools", "Reports", "Public Notices", "Careers", "Contact Us", and a "Select MDE Office" dropdown menu. The main content area features a large image of diverse students smiling. Below the image is a section titled "Textbook Adoption and Procurement" with a red arrow pointing to a "Subscribe to the TIMS List" link. To the right of this section is a "Textbook Resources" list. The sidebar on the left contains "IN THIS SECTION" and "CONTENT AREAS" with various links.

**Textbook Adoption and Procurement**

TIMS is down for End of Year Processing until July 15

**TIMS (Textbook Inventory Management System)**

TIMS Log-on  
TIMS Security Form: User Profile  
TIMS Security Form: School District  
TIMS Contacts  
Users Guide  
New FAQs

Subscribe to List: Send a request to [tims\\_list@mde.k12.ms.us](mailto:tims_list@mde.k12.ms.us). Please be sure to include your name, school district, and email address.

**Textbook Resources**

TIMS Log-on  
TIMS Information  
**Subscribe to the TIMS List**  
Schools  
Adoption  
Caravan  
Catalogs  
New Titles  
SSL Update  
Contacts  
Coordinators

- School Books Supply Company of Mississippi
- aapSchoolDivision NASTA Adoption Schedule
- 2012-2013 MSIS District Book Request Manual

**IN THIS SECTION**

[Curriculum and Instruction Home](#)

- [Staff](#)
- [Calendar](#)
- [Announcements](#)
- [Knowledge Base](#)
- [iTunes U](#)
- [FAQ](#)

**CONTENT AREAS**

[Advanced Learning and Gifted Programs](#)  
[Business and Technology](#)  
[Dyslexia](#)  
[Early Childhood](#)  
[English/Language Arts](#)  
[Foreign Language](#)  
[Library Media](#)  
[Mathematics](#)  
[Physical and Health Education](#)  
[Reading Fair](#)  
[Science](#)  
[Social Studies](#)  
[Standards for Professional Learning](#)  
[Textbook Adoption and Procurement](#)  
[Visual and Performing Arts](#)

**OTHER LINKS**

[C&I SharePoint Site](#)  
[Common Core State Standards](#)  
[CCSS SharePoint Site](#)  
[Mississippi Virtual Public School](#)  
[RESA Registration](#)  
[Unpacking the CCSS for ELA](#)

### Subscribe to the TIMS List

Email address:

Subscribe

*(optional)* Your name:

- Enter email address
- First and Last Name (optional)
- Click on Subscribe

# Contact Information

## Technical/Security Questions

Office of Technology and Strategic Services (OTSS) Help Desk 601-359-3959

E-mail [MDEAPPS@MDE.12.MS.US](mailto:MDEAPPS@MDE.12.MS.US)

## General TIMS Questions

### Reset Passwords

Textbook Office-601-576-7950

E-mail [tims@mde.k12.ms.us](mailto:tims@mde.k12.ms.us)

## **Office of Textbooks**

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Jackson, MS 39205-0771

Phone (601) 576-4950

Fax (601) 354-7590