

Using Midwest Tape

www.midwesttape.com

username: 3- or 4-character CCLS delivery code

password: welcome

Creating a cart

Click Switch cart in the box at the top of the screen.



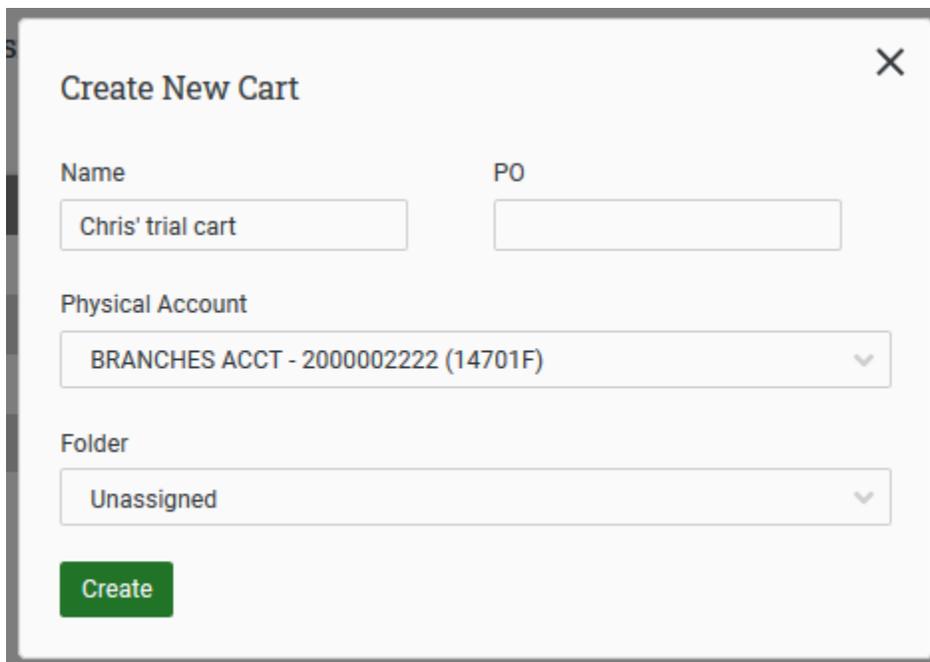
Click Manage carts.

Click Create new cart.

In the dialog box, type the name of your cart and choose the Physical account (either Branches or Binge box account).

Note: Binge box orders must be ordered from the Binge Box account. Contact Chris to add the Binge box account to your profile.

Click Create.

The image shows a 'Create New Cart' dialog box. It has a title bar with a close button (X) in the top right corner. The form contains the following fields:

- Name:** A text input field containing 'Chris' trial cart'.
- PO:** An empty text input field.
- Physical Account:** A dropdown menu with 'BRANCHES ACCT - 2000002222 (14701F)' selected.
- Folder:** A dropdown menu with 'Unassigned' selected.
- Create:** A green button at the bottom left.

Searching and adding items to a cart

There are 4 main search methods:

1. Use any MWT-generated lists from the Quick links section of the home screen.
2. You can Browse, adding criteria into search boxes.
3. You can also use SmartBrowse, following the screen directions to narrow your search in steps.
4. Search by title in the search box at the top of the screen.

When you find a title to order, click the ">" beside the Add to cart button.

CROWN SEASON 1, THE

2 GOLDEN GLOBES 3 EMMY AWARDS 2 BAFTA AWARDS 2 SAG AWARDS

AFI TV PROGRAM OF THE YEAR

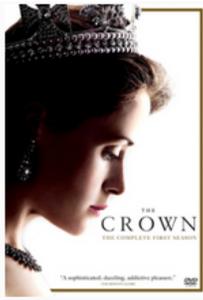
Delivery: Physical **Media:** DVD (4 discs) **Rating:** PG **Length:** 599 minutes
Publisher: Columbia (USA)
Country: United Kingdom
Starring: Claire Foy, Matt Smith, Victoria Hamilton, Vanessa Kirby, John Lithgow, Nicholas Rowe, Pip Torrens
Language: ENGLISH **Subtitles:** ENGLISH SUBTITLES, FRENCH, FRENCH SUBTITLES, JAPANESE, JAPANESE SUBTITLES, KOREAN SUBTITLES, MANDARIN SUBTITLES, PORTUGUESE, PORTUGUESE SUBTITLES, SPANISH, SPANISH SUBTITLES, THAI SUBTITLES
Genre: Drama

> Add to Cart QTY **\$24.79**
Save 20%
~~\$30.99~~

1 more images

This opens the Fund section, to designate the order for your library. Add the number of copies to the box next to your delivery code.

This allows the CCLS staff to know which library to send and bill it to when the shipment arrives.



CROWN SEASON 1, THE



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Genre: Drama

Categories:

Fiction : Television Series : Award Winners

Fiction : Television Series : British

Follows the political rivalries and romance of Queen Elizabeth II's reign and the events that shaped the second half of the 20th century.

Replacements Available (4)

PRODUCT ID	ISBN	UPC	OCLC	SALES RANK	BOX OFFICE	RELEASE YEAR	STREET DATE
11962129		043396507104	1005674039	4685		2017	11/07/17

QUANTITY INSTRUCTIONS ALL

Fund

Branch Distribution

the default for its category and media type

None

ALLE: <input type="checkbox"/>	BRO: <input type="checkbox"/>	FAL: <input type="checkbox"/>	MAC: <input type="checkbox"/>	ASH: <input type="checkbox"/>
BEM: <input type="checkbox"/>	BUS: <input type="checkbox" value="1"/>	CASS: <input type="checkbox"/>	CAT: <input type="checkbox"/>	CHA: <input type="checkbox"/>
CLY: <input type="checkbox"/>	DEL: <input type="checkbox"/>	DUN: <input type="checkbox"/>	ECV: <input type="checkbox"/>	ETN: <input type="checkbox"/>
FIN: <input type="checkbox"/>	FLU: <input type="checkbox"/>	FRAN: <input type="checkbox"/>	FRED: <input type="checkbox"/>	FRB: <input type="checkbox"/>
GOW: <input type="checkbox"/>	JSTN: <input type="checkbox"/>	KEN: <input type="checkbox"/>	LAK: <input type="checkbox"/>	LIT: <input type="checkbox"/>
MAY: <input type="checkbox"/>	OLE: <input type="checkbox"/>	POR: <input type="checkbox"/>	RAN: <input type="checkbox"/>	RIP: <input type="checkbox"/>
SAL: <input type="checkbox"/>	SNI-A: <input type="checkbox"/>	SNI-C: <input type="checkbox"/>	SHE: <input type="checkbox"/>	SIL: <input type="checkbox"/>
SIN: <input type="checkbox"/>	STO: <input type="checkbox"/>	WES: <input type="checkbox"/>		

Click Add selections to add the title to your cart.

Checking for duplicate orders



means a CCLS member library has this title in another cart. Click on it to find out which one(s).



means a CCLS library has already ordered this title. Click on it to find out which one(s).

Sending a cart for ordering

From Normal cart view, click Send cart. (Do not use Share cart. It can't be ordered.)

In the dialog box, click Select a recipient, and highlight Chris Spink

You can also change the name of your cart, or add a note.

Click send.