

CBTitles

About CBTitles

In the past, there has never been one service that combined all the data needs of the Canadian Christian bookseller. Bookstores have spent valuable time downloading different files, compiling them and keep track of different information; while still not fulfilling all their specific needs in one simple, easy to use tool. **CBTitles** is the first service of its kind for the Canadian Christian bookseller.

CBTitles offers Christian booksellers the chance to search through over 120,000 titles from 8 major suppliers including...

- **Foundation Distributing (FDI)**
- **Thomas Nelson Inc. (TOM)**
- **David C. Cook Distribution (COOK)**
- **HarperCollins (HCP)**
- **Regent College Publishing (RCP)**
- **Word Alive (WAL)**
- **Augsburg Fortress (AFP)**
- **Wood Lake Books (WOO)**

These suppliers offer products spanning a wide variety of Christian needs including bestselling books, music, and gifts.

Downloading the File

To download **CBTitles**, you need to create a scheduled routine in your BookManager. When you subscribe to **CBTitles** you will be walked through how to do this by our support staff. Using the scheduler, BookManager will run this routine automatically at the time of day you specify (usually Tuesday morning), as long as BookManager is left sitting at its Main Menu. To start the routine manually, from the main menu, press **Scheduler** and highlight the routine that says: "Get {PubStock} from TBM via WebLink". In the blank field type CBTitles.exe and enter. Press **Start** and then **Yes**. BookManager will then use WebLink to download the latest copy from our website. This should take between 2 and 10 minutes depending on how fast your computer and Internet connections are.



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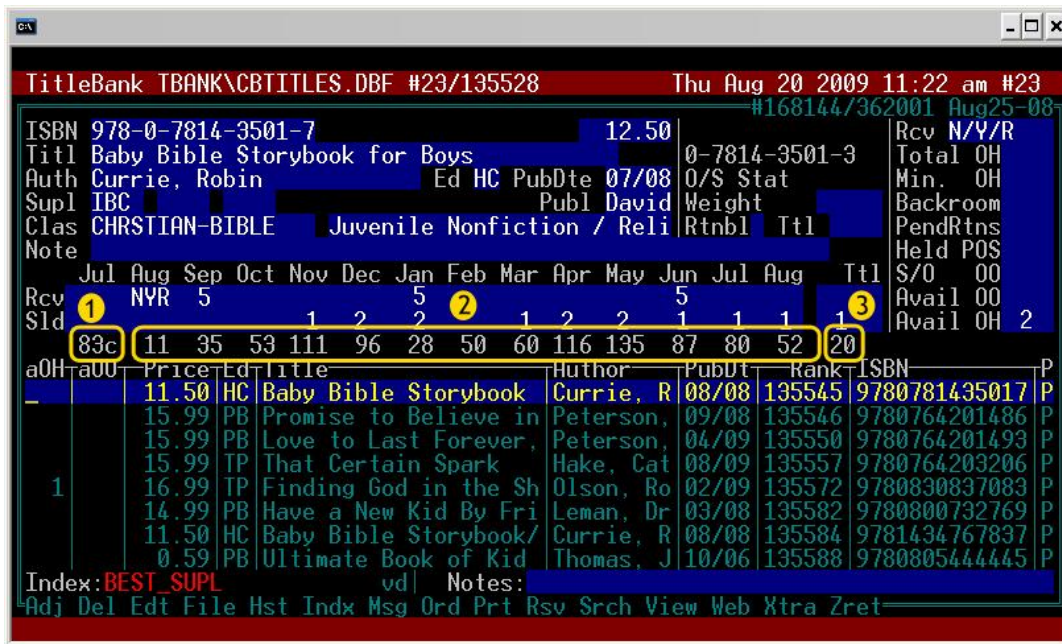
Viewing the File

In order for **CBTitles** to be accurate you must have the latest copy downloaded to your BookManager. From your main menu go into the TitleBank (by typing -), then press File. In this menu there should be a file called *CBTitles.DBF*. In the third column there will be a date for this file, and the date should be from the current. If not, you will have to manually download a new CBTitles file using your Scheduler. If the date is correct, highlight it and press R. There will be a date at the top of the file followed by a list of items. Make sure this date is from the correct week as well.

You can use **CBTitles** to automatically import bibliographic data into the inventory card when you are adding a **New entry** into your inventory. In order to do this you have to go to your main menu and go into the **ALT & Setup**, type **A-General** and in the last heading ("*Name of TitleBank files to look in for new ISBNs*") enter the word **CBTitles** into the blank field. When adding a new item to your inventory, you can also import the info from TitleLink (if you have a subscription) by pressing **[PgUp]** in the title field. The information shown in the bottom half of your screen will be what is imported and **TitleLink** will override what **CBTitles** entered.

CBTitles sales information can also be viewed from your Inventory screen. The screen shot below helps explain what you will see when you do a search and what the different numbers represent.

1. This is the number of stores that have sold these books. In this case 11 stores have sold the book. The "C" beside the number indicates that this book is sold primarily in Christian stores (**CBTitles** is compiled using sales from only Christian stores).
2. These numbers show how many books were sold in the stores, across the country, by month.
3. This number indicates how many books were sold in the most recent week.



Searching Options

ISBN

Simply enter the ISBN and use to invoke the search.

Title

When searching by Title you must enter the exact title. You should only enter enough of the beginning of the title to get the closest match to the title you want. Enter fewer words and more matches will be made available.

Author

When searching for an author, enter the last name first, followed by a comma then a space and then the author's first name (e.g. Kingsbury, Karen). If you do not know the author's first name, simply enter the last name and press . If you don't know the full last name of the author, you can still enter as much as you know and it will search for anything beginning in those letters. For example, if you type in **KINGS** you will get books by *Kingston* and *Kingsbury*.

Supplier

You can search for books that belong to a certain supplier. By typing the supplier code into the first field and then providing a book title, this will condense your search to only include those titles from that supplier. For example, if you want to look at only products from *TOM (Thomas Nelson)* that starts with the word *BIBLE*, you would type *TOM* into the first field and *BIBLE* into the second. All listings that *TOM* has with product titles beginning in *BIBLE* would be shown.

You can also use this search to show all books from one supplier. By typing in a supplier code and pressing twice, (i.e. leave the title field blank) it would show you the entire list of books under that supplier.

BEST_AUTH

This is used just like the author search but with one extra feature. By typing in the authors name and pressing you not only get the listing of books by that author, but the list is also organized by sales rank. Books at the top of the list are the most popular, while ones at the bottom are least. This is great if a customer asks you for other books by that author, or if you want to get some great sellers into your store.

BEST_SUPL

This is similar to the supplier search. By typing in the supplier code and pressing the list of books will be ranked in descending order by sales rank. This is great for when you have to build up an order from a certain supplier and want to know what is selling well within their listings.

***** Note *****

Less is more! Type less of the author's name to get a complete list. Some vendors don't list the author's first name and if you specify it, it will be excluded from these titles.

Searching For BEST_NEW

There is also a search function that allows you to search for books that have just started to sell in the past two weeks. From the TitleBank, make sure you are in **CBTitles**. Press **Index**, then at the bottom of that menu press **Enter** on the **BEST_NEW** heading. Use the **↑** and **↓** arrow keys to view the list. The **N** that appears next to the number of stores indicates that this book is new.

Price	Ed	Title	Author	PubDt	Rank	ISBN	P
17.99	PB	The Hope of Refuge	Woodsmall	08/09	137403	9781400073962	P
16.99	PB	Forgiven (Sisters of	Gray, She	08/09	137407	9780061474477	P
6.49		Fa a-45 Activity Page	Cur-2009-	/	137418	9780830751013	P
26.99	LT	Backpack Bibles: Pizz	Zondervan	07/09	137437	9780310718529	P
16.99	PB	Cashless-TR	Hitchcock	07/09	137609	9780736926447	P
6.97	PB	LLBW-Little Whispers/	.	07/09	137644	9781602604698	P
14.99	TP	Overcomer's Anointing	Yoder, Ba	08/09	137680	9780800794552	P
12.97	PB	Whispers of Friendshi	Publshin	07/09	137909	9781602606142	P

Extra Tips

- You can change the columns shown in the list by pressing **←** or **→** arrows.
- The rightmost column shows a **P** to indicate when PubStock data is present. Pressing comma invokes the PubStock feature (if you subscribe to it).
- You can press **Enter** at any time to change from a list mode to a full title display. In this mode you can still use the **↑** and **↓** arrows to view different titles.
- If the O/H and O/O fields have "----" it means that your Inventory has never had this ISBN. Use **Edit** or **Order** to add the title to your Inventory file.
- You can **Print** bibliographic data for a customer who might want to purchase the book later.

How to Subscribe

CBTitles is updated every Monday and is easy to download using your scheduler in BookManager (which can be downloaded automatically every Tuesday). We offer first-time users a one-month free trial. One of our knowledgeable staff will walk you through how to set up **CBTitles** and show you everything it has to offer. We will also set you up to participate in our free bestseller program. In exchange for sending in your weekly sales report (which is completely confidential) you will receive a bestseller list with over 20 categories including Christian Fiction, Christian Non-Fiction, and Christian Kids.

CBTitles costs \$500.00 for an annual subscription, or comes free with a subscription to **TitleLink** (starting at \$1000.00). Either subscription can be paid in full, or financed with a 7% surcharge. **TitleLink** is a database of over 6 Million titles including items in **CBTitles** as well as those from Spring Arbor and Send the Light Distribution. **TitleLink** can be used from your BookManager inventory screen as well as on the Internet at www.bookmanager.com.

If you are interested in trying out **CBTitles**, or any of our other data services such as **TitleLink**, **PubStock**, or **WebStore** please don't hesitate to contact us at (250) 763-4415 or email at mail@bookmanager.com.