




Web/MAX Booking System User's Guide

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Welcome back to Web/MAX... a better way to order video materials online. Below is an overview of how to use the system. The Web/MAX system is intended for Video Coordinator use only! Teachers who need to request videos should complete [MCPS Booking Request Form 365-37](#) and submit it to their school's Video Coordinator for input into Web/MAX.

How To Login to Web/MAX:

1. First go to the Department of Materials Management's (DMM) website: www.montgomeryschoolsmd.org/departments/materials (You can also reach it from the MCPS homepage on the **Staff** Tab under **Tools & Resources**).
2. Click on **Media/Video Store**.  (Bookmark this site for instant future access!)
3. Choose **Web/MAX Booking** from the options listed.
4. Click on **Web/MAX Login**.
5. Type in your **User Number** (provided by Video Services) and the password: **School** (same password for everyone). **IMPORTANT**: DO NOT change the password! Click **Submit**.
6. Check that your name is displayed on the Web/MAX page by finding it at the top of the page.

How to Book A Video Request:

1. **Login** to the Web/MAX Booking System. (See login instructions above).
2. From the default 'Search' page (see menu tabs at the top of the screen). You can search the online catalog database using either a Simple or Advanced Search. You may also use the **Browse** button as your Video & DVD Catalog to view our collection in alphabetical order.
3. Simple Searches use a keyword search: Web/MAX searches the title, annotation, and subjects, for the word(s) you have entered. For example: 'Lincoln' for all media containing 'Lincoln'; or 'Washington and Lincoln' for all media containing both names, etc.
4. For a more advanced search, click **Advanced Search** and follow the instructions.
5. To begin a Simple Search, select the desired limiters: Grade Level and Media Type.
6. Enter a **Keyword** and click Go. **IMPORTANT**: You will be responsible for choosing the *appropriate grade level*.
7. Choose the titles that you want, by checking the appropriate **Select** box.
8. After you have made your title selections, click on the **Order** tab button.
9. If you are satisfied with the dates automatically booked by the system (first available for your school) then click **Next**.
10. If you need to choose different dates then enter a new date in the 'Earliest Use' column and click **Next**, or click on the **Calendar** and select dates from there. The system will transfer the date to the screen, and then click **Next**. Once the titles and dates are corrected you will be at the final 'Resource Order' page.
11. Enter your email address for an email confirmation of your order and click **Finish**.
12. You will get a message that the title(s) are confirmed. Click **Print** to receive a hard copy of the 'Confirmation' page. **IMPORTANT**: Wait until you have booked all of your requests before printing a hard copy.
13. Click the **Search** tab at the top of the screen if you'd like to begin a new search.

How To Cancel A Video Request:

1. **Login** to the Web/MAX Booking System. (See login instructions above).
2. Go to **On Order** (on the left side under Media Center).
3. Check the item you wish to cancel and click **Cancel**.
4. The **Past Orders** button will then show you a list of any overdue items.
5. You may also use the **Browse** button as your Video & DVD Catalog to see our collection in alphabetical order if you need to place a new order.
6. Click **Close** at top right corner of the page to exit the Web/MAX system.
7. Click **Back To Our Home Page** to return to the DMM website.