

# NPD BookScan

Book Search



## Table of Contents

|   |    |
|---|----|
| NPD BookScan .....                                    | 1  |
| 1. Book Search Overview .....                         | 3  |
| 2. Accessing Book Search .....                        | 3  |
| 3. Performing a Search .....                          | 3  |
| 3.1 Performing a Basic Search .....                   | 4  |
| 3.2 Viewing Search Results .....                      | 6  |
| 3.3 Changing Row Display, Paging, and Exporting ..... | 7  |
| 3.3.1 Changing Row Display .....                      | 7  |
| 3.3.2 Paging Through the Search Results Rows .....    | 7  |
| 3.3.3 Exporting Search Results .....                  | 7  |
| 3.4 Performing an Advanced Search .....               | 8  |
| 3.4.1 Filtered Search .....                           | 8  |
| 3.4.2 Multi-ISBN Search .....                         | 11 |

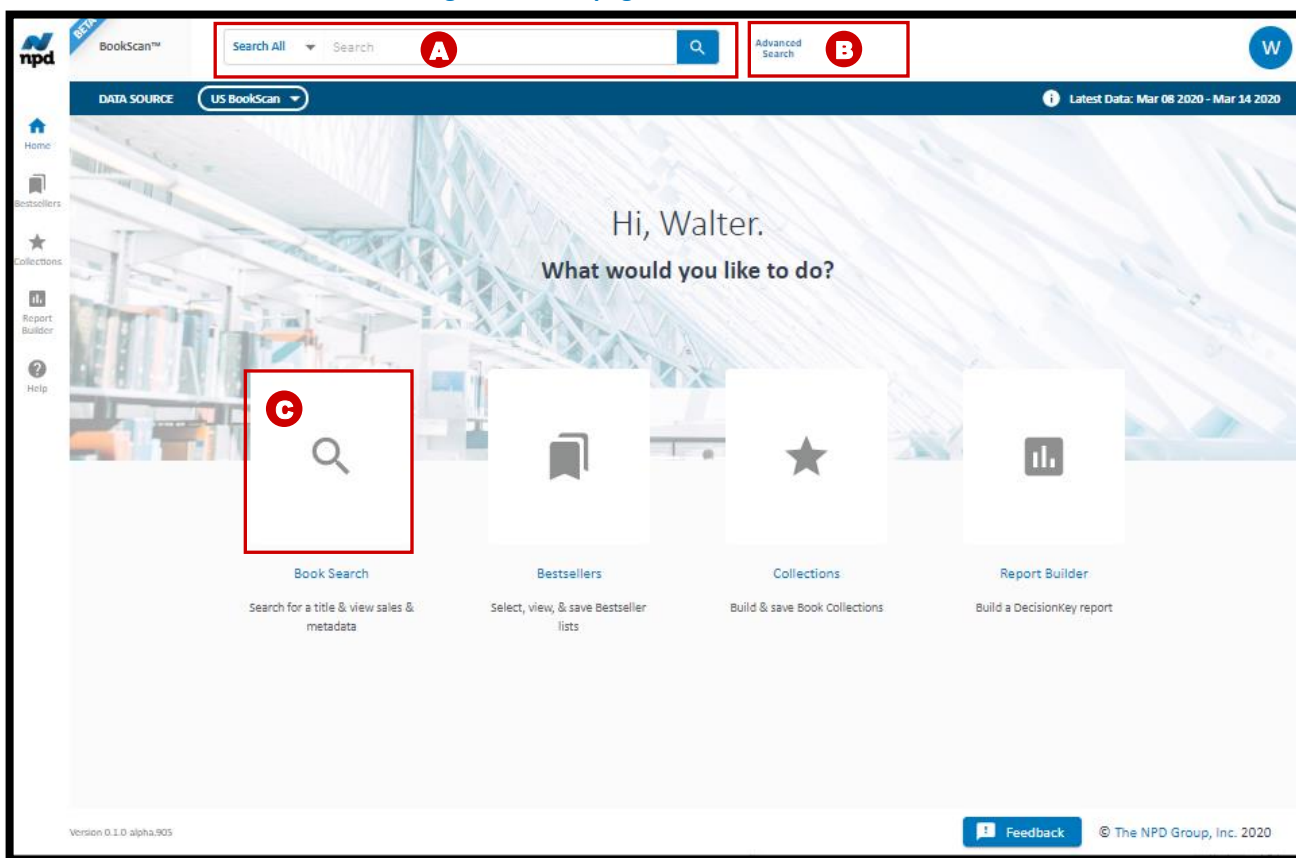
## 1. Book Search Overview

Book Search is an integral part of NPD BookScan functionality. This powerful feature allows you to search for an ISBN, title, or author, and then view sales data and book-related metadata.

## 2. Accessing Book Search

The Book Search option and Search field (see **A**), as well as the Advanced Search link (see **B**), always display in the same location and are available throughout NPD BookScan. See Figure 1.

Figure 1: Homepage with Book Search



**Note:** On the Homepage, the search functionality can also be accessed by clicking on the Book Search icon (see **C**). This action places your cursor in the Search field (see **A**), where you can select and enter your search criteria.

## 3. Performing a Search

NPD BookScan contains two separate and distinct search functions.

- [Basic Search](#)—Use to perform a simple and broad search. The default search option is Search All.
- [Advanced Search](#)—Use to perform a robust and targeted search. The default selection is Filtered Search.

### 3.1 Performing a Basic Search

Basic Search contains two parts: a Search Option drop-down and a Search field. The data source you are searching on defaults to the previously used data source. You have the option to change it anytime.

#### To perform a Basic Search:

1. Select a data source from the **Data Source** drop-down list. See Figure 2 (A).

Figure 2: Search All Field

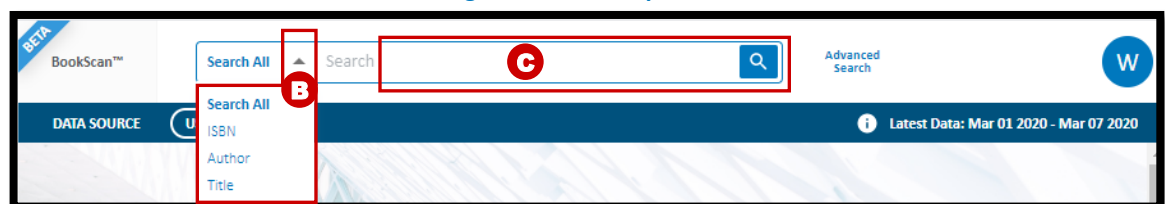


2. Select a search option from the drop-down list, located to the left of the Search field. See Figure 3 (B).

#### Search Option Drop-down Values

| Search Option | Definition   |
|---------------|--|
| Search All    | General search based on a partial, complete, or string of terms, or a combination of Author, ISBN and Title information entry. For example: searching for "Harry" returns any book title or author name containing "Harry;" searching for "Harry Rowling" will return results featuring both terms in either Title or Author. Using a combination of author last name and title keyword is a good way to begin a broad search. |
| ISBN          | Targeted search based only on the ISBN. You can also search on a partial ISBN.   |
| Author        | Targeted search based only on the author name. It is a best practice to start by searching just the author's last name (e.g., Dickens), so that any variations will show up in your results, (e.g., Charles Dickens, Dickens C.) For a narrower search, enter both the first and last name.  |
| Title         | Targeted search based only on word contained in the title of a book.   |

Figure 3: Search Options



3. Type search term in the **Search** field. See Figure 3 (C).

**Note:** This field contains auto-populate functionality. If a match is made in part or in a string of search terms, a drop-down suggestions box displays (see Figure 4 - D) below the entered term(s) and is available for selection.

The results are prioritized by total sales, or recent sales (a combination of both). You can scroll down in the drop-down suggestions box. Books are suggested first followed by Author.

If no term matches, then a drop-down suggestions box does not display. This functionality works the same way regardless of which of the search options is selected.


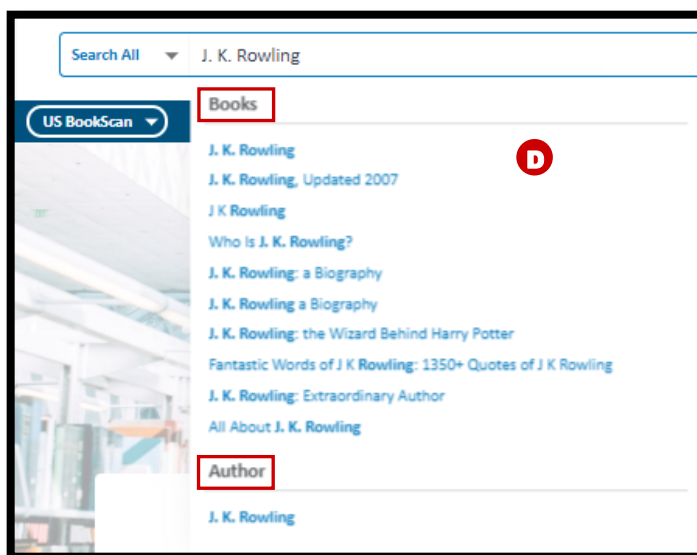
- a. If multiple matches exist, select the desired match from the suggestions drop-down box to display the Search Results page.
- b. If no multiple matches exist, click on  or press <Enter> to display the Search Results page.

Figure 4: Drop-Down Suggestions Box



See [Viewing Search Results](#) for more information.

### 3.2 Viewing Search Results

For the most part, Search Results contain the same column headings display, regardless of which Search Option (i.e., Basic Search, Filtered Search, or Multi-ISBN Search) is used to perform the search. See Figure 5.



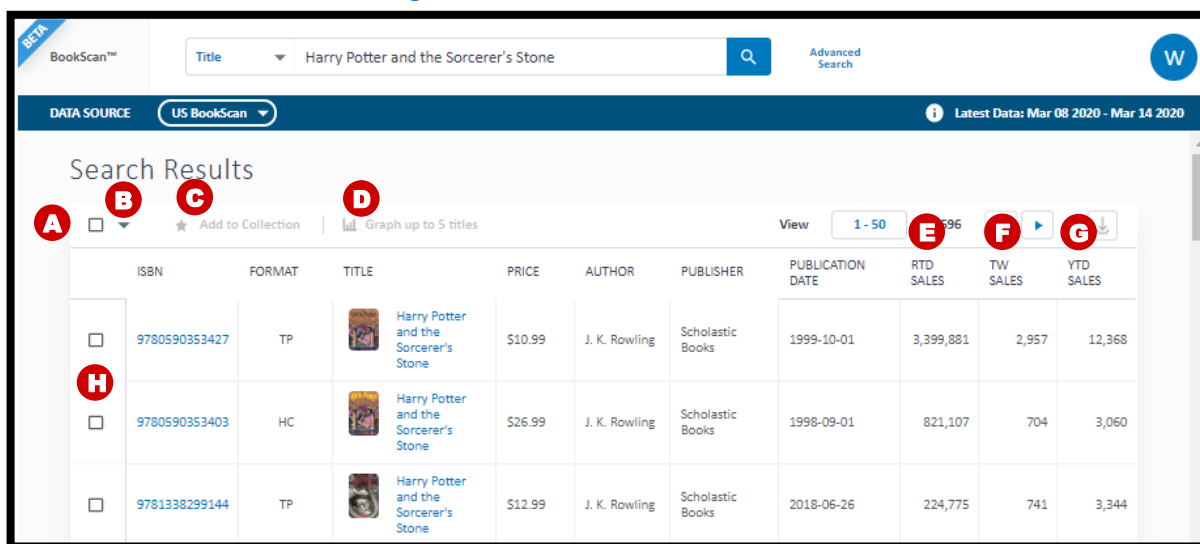
**Note:** All columns are sortable. To sort, move your cursor over the column text to display the sort arrow. To sort in ascending order, click , and to sort in descending order, click . The selected column heading will display in bold.

Figure 5: Search Results — Column View



|                          | ISBN          | FORMAT | TITLE                                 | PRICE   | AUTHOR        | PUBLISHER        | PUBLICATION DATE | RTD SALES | TW SALES | YTD SALES |
|--------------------------|---------------|--------|---------------------------------------|---------|---------------|------------------|------------------|-----------|----------|-----------|
| <input type="checkbox"/> | 9780590353427 | TP     | Harry Potter and the Sorcerer's Stone | \$10.99 | J. K. Rowling | Scholastic Books | 1999-10-01       | 3,399,881 | 2,957    | 12,368    |
| <input type="checkbox"/> | 9780590353403 | HC     | Harry Potter and the Sorcerer's Stone | \$26.99 | J. K. Rowling | Scholastic Books | 1998-09-01       | 821,107   | 704      | 3,060     |
| <input type="checkbox"/> | 9781338299144 | TP     | Harry Potter and the Sorcerer's Stone | \$12.99 | J. K. Rowling | Scholastic Books | 2018-06-26       | 224,775   | 741      | 3,344     |

| Field                          | Definition   |
|--------------------------------|--|
| <b>A</b> Global Checkbox       | Use to select all ISBNs for inclusion in a collection.<br><b>Note:</b> You can also add to collections from most pages within BookScan. See <a href="#">Collections</a> for information on how to create a new collection and add to a collection. |
| <b>B</b> Drop-down List        | Use to select all checkboxes (Select All), select the page being viewed (Select Page), and deselect all checkboxes (Select None).  |
| <b>C</b> Add to Collection tab | This tab will be enabled once an ISBN checkbox is checked. See <a href="#">Collections</a> for information on how to create a new collection and add to a collection.  |
| <b>D</b> Graph up to 5 titles  | Allows you to graph up to five titles for comparison purposes. See <a href="#">Title Comparison Graph</a> for information on how to work with the graph.   |
| <b>E</b> RTD Sales             | Release-to-date sales.   |
| <b>F</b> TW Sales              | This week's sales. This field shows the sales for the latest NPD BookScan POS release week—which is also stated in the top right corner of the screen.   |
| <b>G</b> YTD Sales             | Year-to-date sales.  |
| <b>H</b> Individual Checkbox   | Use to select one or more ISBN or Title for inclusion to a collection or graph.  |

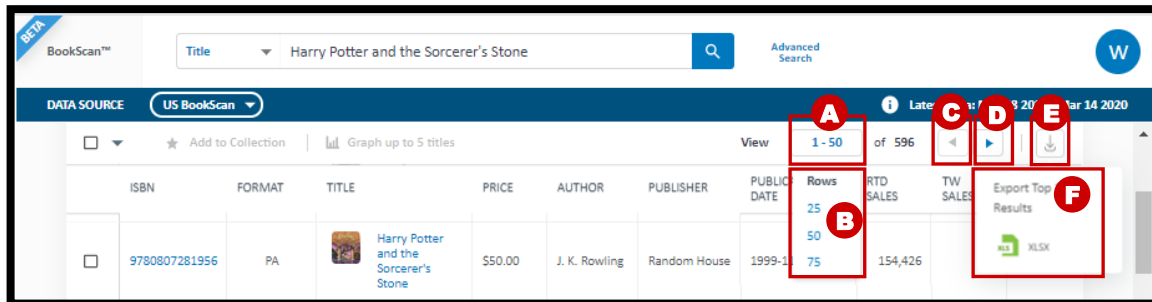
### 3.3 Changing Row Display, Paging, and Exporting

Search Results allows you to view and perform certain functions to better understand the displayed data. See Figure 6.

#### 3.3.1 Changing Row Display

You can change the number of rows that display per page to 25, 50, or 75. The default display is 50.



**Figure 6: Search Results — Row Display, Page, and Export**



1. Click in View field (see **A**) to display available row settings.
2. Select rows (see **B**).


#### 3.3.2 Paging Through the Search Results Rows

You can return to the previously shown rows or advance forward to the next page.

1. Click  to page to a previously viewed page (see **C**).
2. Click  to page to the next page (see **D**).

#### 3.3.3 Exporting Search Results

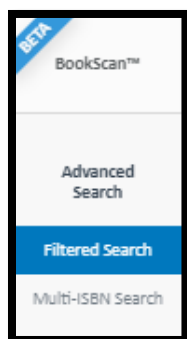
You can export a maximum of 200 results to Excel or PDF.

1. Click  (see **E**) to display available format.
2. Select format (see **F**).

### 3.4 Performing an Advanced Search

Advanced Search comprises two types of searches. See Figure 7.

**Figure 7: Advanced Search Menu**



You can perform:

- [Filtered Search](#)
- [Multi-ISBN Search](#)

**Note:** Filtered search allows you to view a list of ISBNs that meet a series of selected metadata criteria.

#### 3.4.1 Filtered Search

Use Filtered Search to create a filtered list based on the metadata values entered.

**To perform a Filtered Search:**

Filtered Search comprises four columns, each containing fields that can be filled out independently or as a group to return targeted search results. The fields can be completed in any order, and only one field needs to have an entry to enable the Apply button.

**Note:** Filters operate with an “and” logic. As a result, any titles that do not match all selected criteria will not appear in the search results.

1. Click on the **Advanced Search** link to open the Filtered Search.
2. Enter your search terms as appropriate. See Figure 8 and the Field Definition table that follows for guidance on how the fields are used.

**Note:** If you wish to start over, click on **Clear All** located in the upper right to return all field entries to blank.



Figure 8: Filtered Search Page

The screenshot shows the BookScan™ interface for a filtered search. At the top, there's a search bar with 'Harry Potter and the Sorcerer's Stone' and a 'Filtered Search' section. The filters are organized into columns: General Filters (Author, Title Keyword, Publisher, Format, Vintage), Category Filters (Supercategory, Subcategory), BISAC Filters (BISAC 1, BISAC 2), and Ranges (Publication Date Range, User Defined Sales Date Range, Price Range, RTD Range, Page Range). Red letters A through W are placed over specific fields and buttons to indicate their functions.

| Field                                | Definition  |
|--------------------------------------|---|
| <b>A</b> Author                      | You can enter both the first and last name or only the first or last name.  |
| <b>B</b> Title Keyword               | Word(s) found in the title of a book. You can enter the full word, a partial word, or more than one word. If you use a comma between keywords, only titles that contain the keywords will be returned (e.g., "Potter, Sorcerer's" will return titles like "Harry Potter and the Sorcerer's Stone"). |
| <b>C</b> Publisher                   | Click in the field and either enter a search term or select a checkbox from the available options. You can select up to 10 publishers.  |
| <b>D</b> Publisher selection box     | List of publisher(s) selected from the Publisher lookup field.  |
| <b>E</b> Format                      | Use this to filter search results to only include a specific format or formats.   |
| <b>F</b> Vintage                     | Front List will filter titles based on sales within the first 52 weeks of their publication date. Back List will filter titles based on sales after the first 52 weeks of publication.  |
| <b>G</b> Supercategory               | Click in the field and either enter a search term or select a checkbox from the available options. You can select up to five supercategories.   |
| <b>H</b> Supercategory selection box | List of supercategory(ies) selected from the Supercategory lookup field.  |

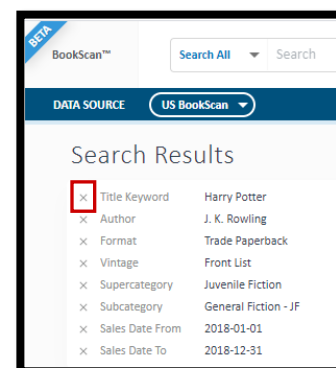
|          |                               |  |
|----------|-------------------------------|--|
| <b>I</b> | Subcategory                   | Subcategories are based on BISAC codes and provide more detailed subject areas, such as Fantasy, Cooking, or Self-Help. If you have already made a Supercategory selection, the Subcategory options will be limited to those that align with the Supercategory selection.<br>Click in the field and either enter a search term or select a checkbox from the available options. You can select up to five subcategories. |
| <b>J</b> | Subcategory selection box     | List of subcategory(ies) selected from the Subcategory lookup field.   |
| <b>K</b> | BISAC 1                       | The broadest subject definitions provided by BISAC codes, such as Antiques & Collectibles or Art.<br>Click in the field and either enter a search term or select a checkbox from the available options. You can select up to 5 BISAC 1s.   |
| <b>L</b> | BISAC 1 selection box         | List of BISAC 1s selected from the BISAC 1 lookup field.   |
| <b>M</b> | BISAC 2                       | More detailed subject definitions provided by BISAC codes, such as Antiques and Collectibles/Furniture or Art/European. The selectable options depend on any BISAC 1 you have made.<br>Click in the field and either enter a search term or select a checkbox from the available options. You can select up to 5 BISAC 2s.   |
| <b>N</b> | BISAC 2 selection box         | List of BISAC 2s selected from the BISAC 2 lookup field.   |
| <b>O</b> | Publication Date Range        | Use the 📅 to select the beginning and ending date of the publish date range. Alternatively, you can type in the dates.   |
| <b>P</b> | User Defined Sales Date Range | Set a custom date range on which to base your results—e.g., January to December 2018—to view sales for titles from that time period. The custom date range will also be displayed in the search results, along with release-to-date sales.<br>Use the 📅 to select the beginning and ending date of the sales date range. Alternatively, you can type in the dates.   |
| <b>Q</b> | Price Range                   | Filter by the cover price (minimum to maximum) of the books you want to include in your search results.  |
| <b>R</b> | RTD Range                     | Set a filter based on the total Release to Date Sales of the books you like to see in your results.  |
| <b>S</b> | Page Range                    | Filter based on the number pages (minimum to maximum) of books you would like to see in your search results.   |

3. When done, click **Apply** to display the Search Results page.

See [Viewing Search Results](#) for more information.

**Note:** When performing a Filtered Search, the Search Results page displays the search criteria entered in the upper left hand corner. You can also refine the search by clicking the x next to a selection to remove it from the search criteria or you can click on the Refine Search link to return to Filtered Search where you can update your search criteria. See Figure 9.

Figure 9: Search Results



### 3.4.2 Multi-ISBN Search

Use the Multi-ISBN Search to search for ISBN-related data. You can paste multiple ISBNs from Excel or another text table, or type in ISBNs.

#### To perform a Multi-ISBN Search:

Multi-ISBN Search comprises one field located below the ISBN column heading.


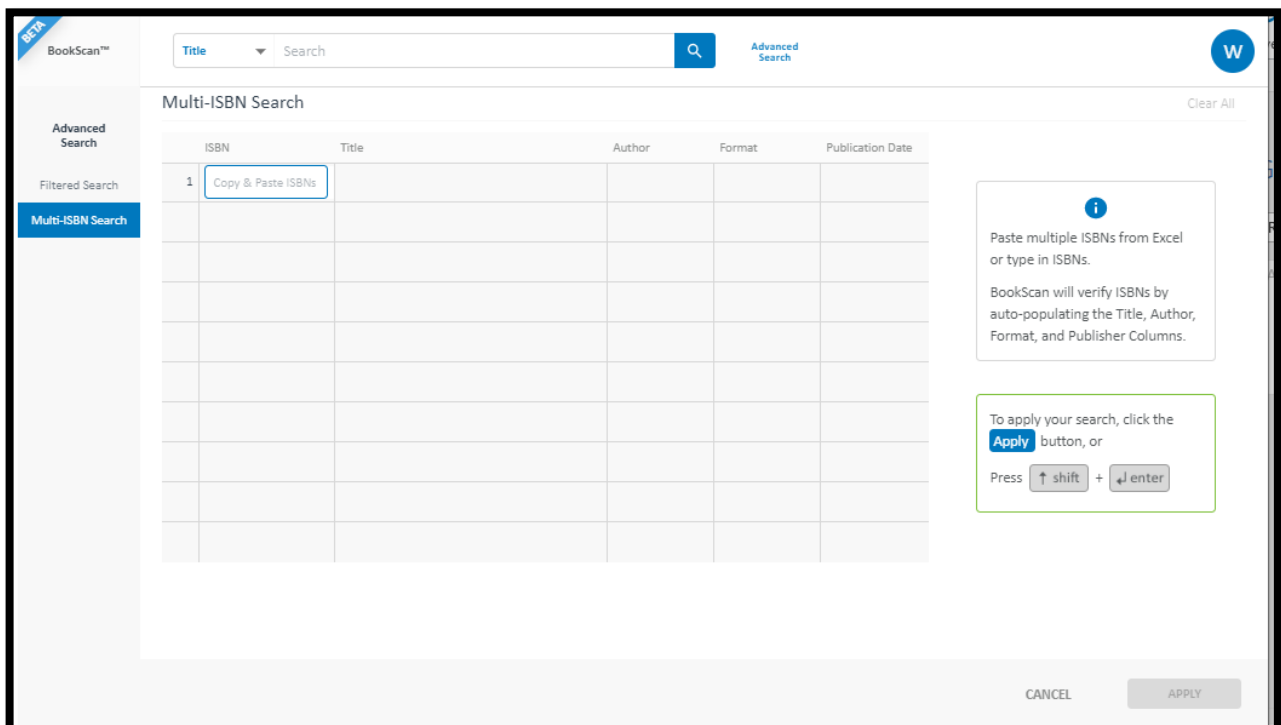
1. Click on the **Advanced Search** link to open the Filtered Search.
2. Click on the **Multi-ISBN Search**, located in the left pane under Advanced Search.
3. Enter Multi-ISBN number in **ISBN** field. See Figure 10.
4. Click outside field or press **<ENTER>** to auto-populate the Title, Author, Format, and Publisher Date columns.
5. Verify that the information describes the specific book you are searching for.  
**Note:** If the ISBN is invalid, a  displays to the left of the row and the row is highlighted in red. Check the ISBN number and correct as appropriate.
6. To enter more ISBNs, repeat steps 3 through 5.  
**Note:** If you wish to start over, click on **Clear All** located in the upper right to return all field entries to blank. You can also perform a multi-ISBN search simply by pasting their ISBNs straight into the main search bar at the top of the page.

Figure 10: Multi-ISBN Search Page



The screenshot displays the 'Multi-ISBN Search' interface. At the top, there's a search bar with a dropdown menu set to 'Title' and a search icon. Below this, a sidebar on the left shows 'Advanced Search' with options for 'Filtered Search' and 'Multi-ISBN Search' (which is highlighted). The main area features a table with the following columns: ISBN, Title, Author, Format, and Publication Date. The first row of the ISBN column contains a text box with the placeholder 'Copy & Paste ISBNs'. To the right of the table, a panel provides instructions: 'Paste multiple ISBNs from Excel or type in ISBNs. BookScan will verify ISBNs by auto-populating the Title, Author, Format, and Publisher Columns.' Below this, it says 'To apply your search, click the Apply button, or Press ↑ shift + ↵ enter'. At the bottom right, there are 'CANCEL' and 'APPLY' buttons.

7. When done, click **Apply** to display the Search Results page.

See [Viewing Search Results](#) for more information.

**Note:** When performing a Multi-ISBN Search, the Search Results page displays the search criteria entered in upper left hand corner. You can also refine the search by clicking the x next to a selection to remove it from the search criteria or you can click on the Refine Search link to return to Filtered Search where you can update your search criteria.