Circulating Offline with Follett Remote

Follett Remote lets you circulate materials when the network is down or you are working in an area of the school without a network connection. Follett Remote is a small, single-user application that lets you track circulation scans that you can later upload to Destiny.

Checking Materials In and Out

To check materials out with Follett Remote:

1. From the **Function** drop-down, select the Destiny product you are using, and then click **Circulation**.
   Note: If you are using Resource Manager, select **Function > Asset**.

2. Click **Check Out**.
   Note: If you are using the Textbook Manager or Resource Manager functions, you will see additional checkout options.

3. In the **Scan patron** field, scan or type the patron's barcode number.

4. In the **Scan copy** field, scan or type the barcode number of the item you are checking out. If you are typing the barcode number, press **Enter** or **Return**.

5. Continue to scan or type barcode numbers for all of the items the student is checking out.

Note: To check out materials to another student, click **New Patron**.

You can easily switch back and forth between checking in and checking out materials.

To check materials in with Follett Remote:

1. From the **Function** drop-down, select the Destiny product you are using, and then click Circulation.
   Note: If you are using Resource Manager, select **Function > Asset**.

2. Click **Check In**.

3. In the **Scan copy to check in** field, scan or type the barcode number of the item you are checking in.

4. Continue to scan or type barcode numbers for all of the items you are checking in.

Note: The Previous Scans section shows the last 13 scans of patron and copy barcodes for both Checkins and Checkouts. You can see a running total at the bottom of the window.
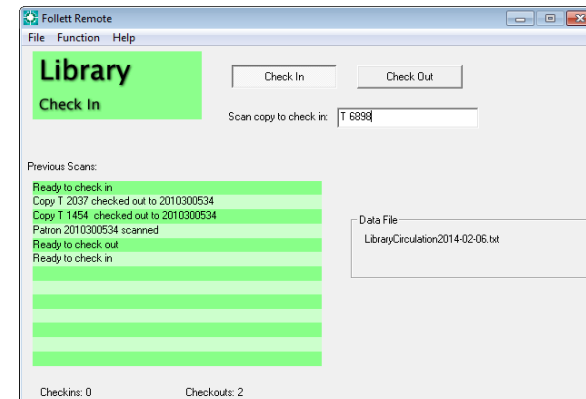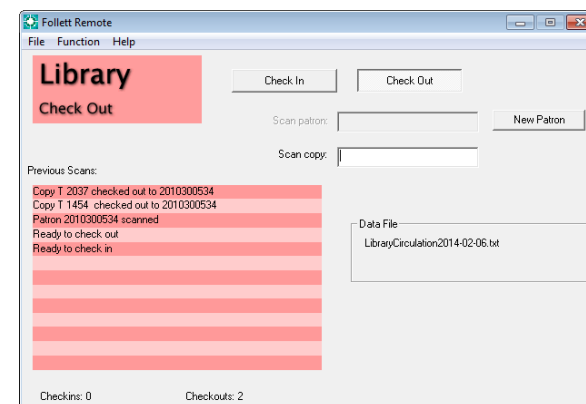
Uploading Follett Remote Data Files to Destiny

You should upload the data file to Destiny as soon as possible to keep the circulation data in Destiny current.

To upload Follett Remote files to Destiny:

1. Log in to Destiny.
2. Select **Circulation > Offline Circulation**.
3. Click **Browse**, and then find the Follett Remote folder on your computer.
4. Select the file you want to upload, and then click **Open**.
   Note: If you have multiple data files, choose the oldest file first to ensure checkins and checkouts are tracked accurately.

5. In the **Date of Transactions** field, make sure the date matches the date in the data file name. If it does not match, change the date to the date of the file.

6. Use the information in the following table to select the appropriate checkboxes:

Checkbox	When To Use
File may contain check out transactions for visiting patrons	If the data file includes circulation for patrons from other schools
Record in-library use	If you want Library Manager to record circulation statistics for materials used in the library only
Do not create temporary records	If you want to prevent Library Manager from creating a temporary record when it does not recognize a barcode number during the import
Limit the Job Summary details to errors and warnings	If you want Library Manager to limit the Job Summary to only transactions that resulted in errors or warnings. Deselect this checkbox if you would like a record of every circulation transaction.

7. Click **Upload**. The Job Manager opens once the files is uploaded.
8. Click **Refresh List** to update the job status. Once the status changes to Completed, click View to review it for any errors or warnings.
9. After you confirm that the upload went as you expected, delete the data file from the Follett Remote folder on your computer.

| Home | Dashboard | Catalog | Circulation | Reports | Back Office | My Info |

Offline Circulation

Check Out
Check Out Text
Check Out Items
Check In
Check In Text
Check In Items
Renew
Holds/ILL
Fines
Copy Status
Item Status
Patron Status
Offline Circulation
Library Information

How do I... ⑦

| Library Materials | Textbooks | Resources |

Upload Library Circulation Information...
Date of Transactions 7/25/2016
Transaction File [Choose File] No file chosen
☐ File may contain check out transactions for visiting patrons. ⑦
☑ Record in-library use.
☐ Do not create temporary records. ⑦
☐ Limit the Job Summary details to errors and warnings (clear this option for a record of every transaction in the file).

[Upload Scans]