Follett Remote and Destiny Upload: TEXTBOOKS

- 1. On Follett Remote open folder titled *Follett Remote*
 - a. Select Function
 - i. Select Asset
 - 1. Select Circulation
 - a. Select Patron Checkout: Scan Patron (Teacher) barcode
 - b. Scan Textbook barcode located on bottom front cover of Textbook: press orange **SCAN** button for each barcode.
- 2. Upload from scanner (plug into docking station)
 - a. Open Windows Mobile Device Center (green circle icon)



i. Select File Management Folder



1. Select Browse the contents of your device



Follett Remote and Destiny Upload: TEXTBOOKS

a. Select Follett Handheld Icon

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i. Select IPSM Folder

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1. Select Follett Remote

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| Favorites Desktop Recent Places ConeDrive | AssetCirculation2018-05-07 Text Document 1 1 2 KB LibraryCirculation2017-06-15 Text Document | Follett Remote Shortcut 48 bytes LibraryCirculation2017-08-16 | LibraryCirculation2008-12-01 Text Document 28 bytes LibraryCirculation2018-05-04 | |
| Cibraries | 44 bytes LibraryCirculation2018-05-07 Text Document | 24 bytes LibraryCopies2017-08-16 Text Document | 30 bytes LibraryInventory2017-08-16 Text Document | |
| Music Element Element Element Element Videos Videos | LibraryInventory2018-05-04 Text Document 0 bytes | Patrons2008-12-01 Text Document 0 bytes | D bytes TextbookCirculation2018-05-07 Text Document 56 bytes | |
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| 12 items | | | | |

Follett Remote and Destiny Upload: TEXTBOOKS

a. Copy & Paste AssetCirculation Text Document to Desktop



3. Open Destiny Circulation

a. Select Offline Circulation and select Resource Tab

| Follett Destiny' | / Ekkon Emeniary School Vex All • | arci Ernst @ Log Out @ I | Help 🎲 Shop |
|---------------------|---|--------------------------|-------------|
| | Home Dashboard Catalog Circulation Reports Back Office My Info | | |
| | Offine Circulation | | |
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| Check Out Items | | How do L. (?) | Resources |
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| Check In items | Upboal Resource Circulation Information | | |
| Renew | Very of remeduations (2/7/2/16) co | | |
| Holds1LL | Transaction File Choose File No file chosen | | |
| Fines | Limit the Job Summary details to errors and warnings (clear this option for a record of every transaction in the file). | | |
| Copy Status | Updoad Scam | | |
| Item Status | | | |
| Eatron Status | | | |
| Offine Circulation | | | |
| Library Information | | | |
| Beset | | | |

- i. Upload Resource Circulation Information... Choose file (asset file copy & pasted on desktop)
 - 1. Select Upload Scans



b. Report Manager will open, Refresh until file Offline Resource Circulation view icon appears

i. Select View (Job Summary will open)

| Home | Dashboard | Catalog | Circulation | Reports | Back Office | My into | | | | |
|----------|------------------------|---------|-------------|---------|-------------|---------|------------------------------------|-------------------|------------------------------------|------------------|
| Offine (| inculation > Job Manag | er | | | | | | | | |
| Jol | s: 1 - 25 of 41 | | | | | | | Refresh List | | 1 2) [Show All] |
| Jol | | | | | | | Submitted By | Started | Status | |
| Of | ine Resource Circul | ation | | | | | Marci Ernst (6/7/2018 12:48 PM) | 5/7/2018 12:48 PM | Completed View (6/7/2018 12-48 PM) | 0 |
| | | | | | | | | | | |

Follett Remote and Destiny Upload: TEXTBOOKS

1. Verify upload was successful (will show summary of transactions)



c. Select Circulation

i. Select *Patron Status* or *Check Out* and scan patron barcode verify number of resources checked out.

| Find Go Find Patron Find Copy Add Title Only search Last Name Only Active Patrons Due Dates |
|--|
| Checked Out Library: 7 / Resources: 68 Overdue Library: 7 (View Estimate) / Resources: 68 Holds Ready 0 Fines Library: \$0.00 / Resources: \$0.00 Patron: \$0.00 |