

Follett Remote and Destiny Upload: TEXTBOOKS

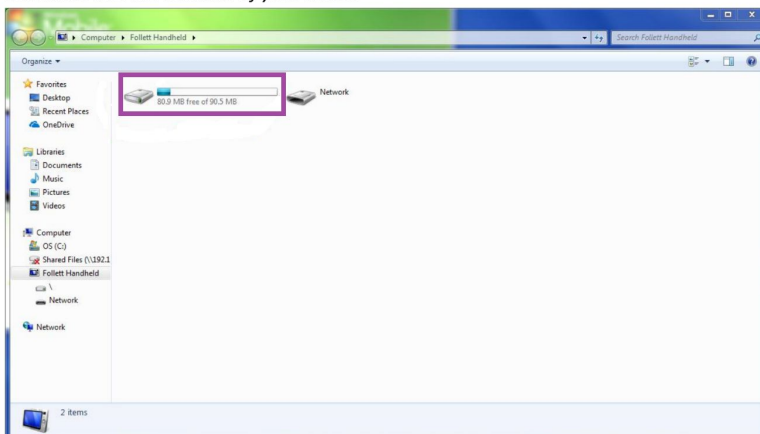
1. On Follett Remote open folder titled ***Follett Remote***
 - a. Select *Function*
 - i. Select *Asset*
 1. Select *Circulation*
 - a. Select *Patron Checkout*: Scan Patron (Teacher) barcode
 - b. Scan Textbook barcode located on bottom front cover of Textbook: press orange **SCAN** button for each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



- i. Select *File Management Folder*

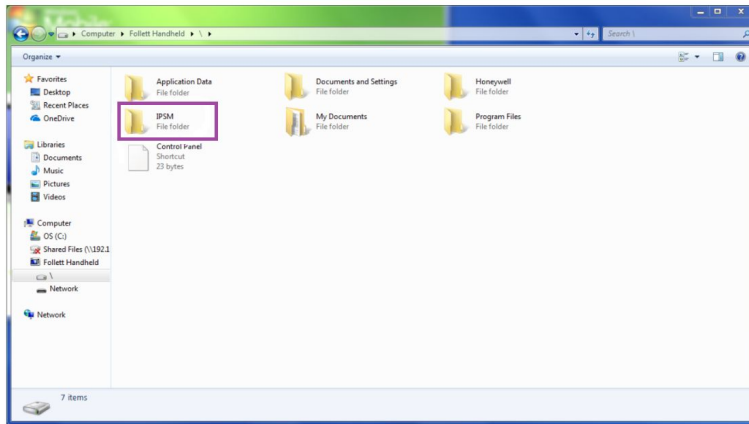


1. Select *Browse the contents of your device*

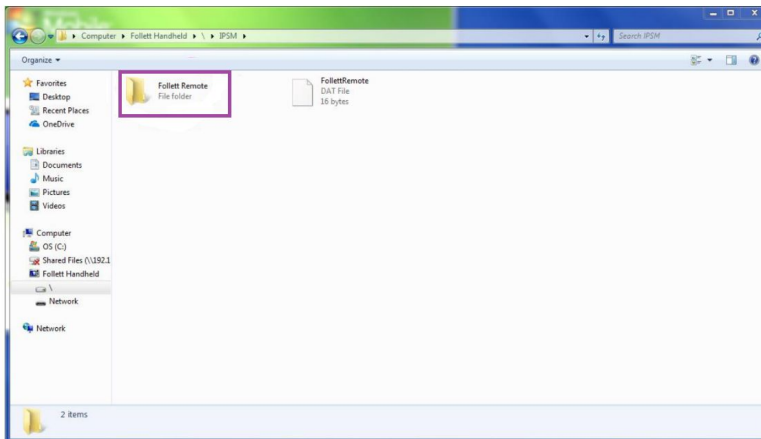


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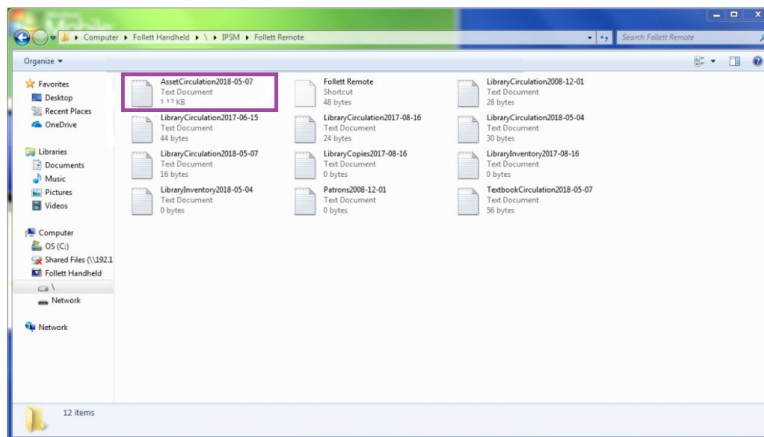
a. Select *Follett Handheld* Icon



i. Select *IPSM* Folder



1. Select *Follett Remote*



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- a. Copy & Paste *AssetCirculation Text Document* to Desktop



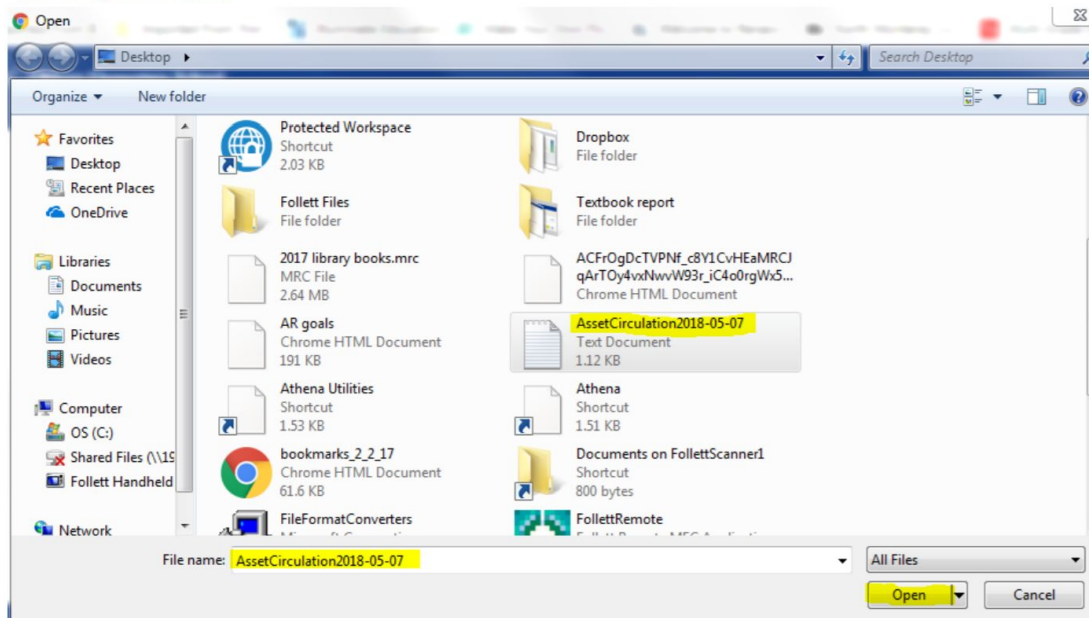
3. Open Destiny Circulation

- a. Select *Offline Circulation* and select *Resource Tab*



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

- 1. Select *Upload Scans*

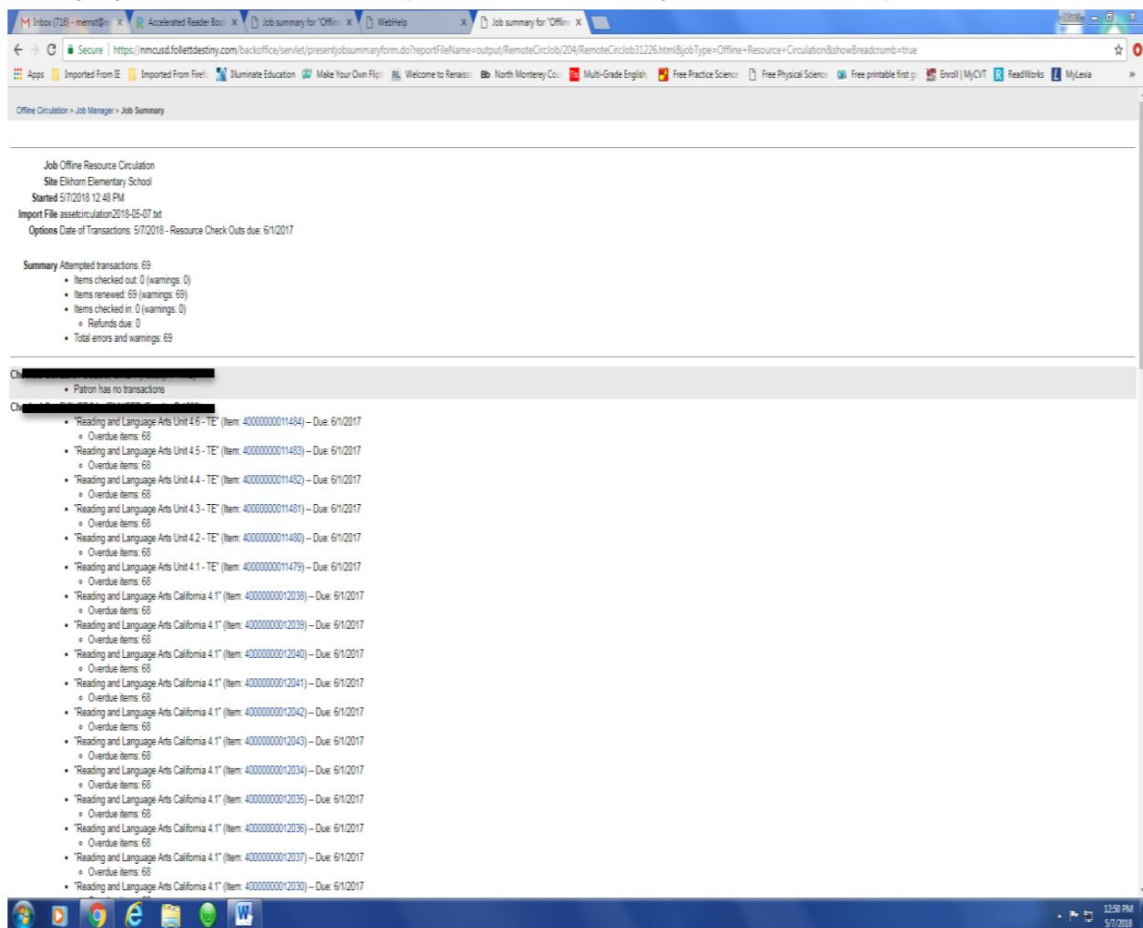


- b. Report Manager will open, *Refresh* until file Offline Resource Circulation view icon appears
 - i. Select *View* (Job Summary will open)



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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

Only search Only Active Patrons [Due Dates](#)

[REDACTED]

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