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Getting started with Follett Remote v2.0

What is Follett Remote?

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What is Follett Remote?

Follett Remote is a small single-user application that allows you to collect copy and patron barcodes (by either scanning or typing) outside of Destiny. Follett Remote records the barcode numbers in data files that you can later upload to Destiny.

You can perform the following tasks with this application:

- Circulating library materials
- Taking inventory of library materials
- Building a list of library copy barcode numbers
- Circulating textbooks
- Taking inventory of textbooks
- Building a list of textbook copy barcode numbers
- Circulating assets
- Taking inventory of assets
- Building a list of asset item barcode numbers
- Checking in district media materials
- Taking inventory of district media materials
- Building a list of district media copy barcode numbers
- Recording patron barcodes

Note: The latest version is 2.0. To discover the version you have, choose Help -> About from the menu.

If you have version 1.0, you can download and install v2.0, replacing the 1.0 version on your workstation.

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Why do I need it?

If you lose your Internet connection or your Destiny server becomes unavailable, you can continue to perform many tasks offline using Follett Remote:

- Circulating materials
- Conducting transactions in classrooms or bookmobiles
- Taking inventory with a workstation or laptop without an Internet connection

Among other things, you can create files of copy barcodes to upload in Batch Delete, Batch Update, Transfer Textbooks, and to add the associated titles to a Resource List.

You can also create files of patron barcodes for generating Patron ID Cards or a Patron Names list in Reports, or updating selected fields in your patron records with Batch Update in Update Patrons.

"Offline" simply means the barcodes are collected outside of and separate from Destiny.

When you do log in to Destiny, you'll need to upload the data file(s) you've created with Follett Remote.

Pages where you can upload a barcode file

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How do I get Follett Remote?

Click here to download the file for workstations running a Windows® operating system.

Click here to download the sit file for workstations running a Mac OS®.

If you have a Follett Falcon or Panther™, it's already installed on it. Just tap the icon on its desktop.

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How do I install it?

1. After downloading the file, unzip or unstuff it and place the executable file, FollettRemote.exe, into a local folder on a workstation running any of the following operating systems:

   Windows® 98
   Windows NT®
   Windows 2000
   Windows XP

   Mac OS X 10.1 or later
   Mac OS 9.x with CarbonLib 1.6

   By default, the location is C:\Follett Remote.
2. To create a shortcut for Follett Remote on your desktop, see the help topics for your operating system.
3. To open the application, double-click the Follett Remote executable file, FollettRemote.exe.

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How do I set it up and use it?

The first time you use Follett Remote, you'll need to verify or change the location for the data files.

The default location on a workstation running a Windows operating system is C:\Follett Remote\.
The default location on a workstation running a Mac OS is Follett Remote in the Documents folder.

1. If the File Locations dialog does not appear when you start the application, from the File menu, choose File locations.
2. If desired, click Change to specify your preferred location for any of the files.
3. Click OK, then Save.
4. Next, from the Function menu, choose the task you're going to perform:
   - Circulating library materials
   - Taking inventory of library materials
   - Building a list of library copy barcode numbers
   - Circulating textbooks
   - Taking inventory of textbooks
   - Building a list of textbook copy barcode numbers
   - Circulating assets
   - Taking inventory of assets
   - Building a list of asset item barcode numbers
   - Checking in district media materials
   - Taking inventory of district media materials
   - Building a list of district media copy barcode numbers
   - Recording patron barcodes
5. Scan your copy and/or patron barcodes, or type them in and press Enter.
6. When you're finished, or the Destiny server becomes available, you'll need to upload the file.
7. If you're going to collect more scans on the same date, erase the uploaded scans by choosing Erase Scans from the File menu.

Tip: We provide a Quick Help for Follett Remote and a Quick Help for Wireless Follett Remote sheet. You may want to print one out and keep it handy.

More on connecting your Follett Panther to your workstation or wireless network

More on connecting your Follett Falcon to your workstation or wireless network

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