Follett Remote

File Locations

Follett Remote allows you to collect circulation, inventory, copy (or item), and patron barcode numbers outside of Destiny.

To begin, make sure that each data file is being stored in the desired location.

To change the location of any data file, click the **Change** button.

Once all the locations are where you want them, click the **Save** button.

To change your file locations later, select **File Locations** from Follett Remote's **File** menu.

Overview

To switch between Follett Remote's primary functions, select from the options found in the **Function** menu.

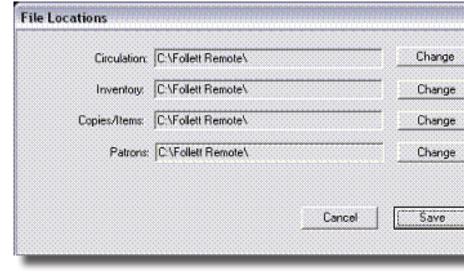
Your most recent actions for each function are listed in the **Previous Scans** section.

Your actions are summarized at the bottom of the window.

The **Library**, **Textbook**, and **Asset Circulation** functions have multiple modes.

To switch between modes, click the appropriate button (Ex. **Check In** or **Check Out**).

Each function creates a single data file every day. The name of the file appears in the **Data File** section.



unction Help				
Library	*	Circulation		
Textbook.	۲	Inventory (copies) Copies	Check In	Check Out
Asset	21	e		r
Media	٠	569	n copy to check in:	I
Scen Petrone	.			
ly to check in				Data File
ly to check in				Data File LibraryCirculation2007-09-07 bit
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Library Circulation You can check library materials in or out by selecting Library Circulation from the Function menu. You can use the same file to record and process both types of transactions.

Note: To keep your application current, upload your data file as soon as possible.

To check in items, select the **Check In** button and enter the copy barcodes you want to check in.

To check out items, select the **Check Out** button and enter the patron's barcode.

Then, enter the barcodes of the copies they're borrowing.

To change patrons, click the **New Patron** button.

Textbook Circulation

You can check textbooks in or out by selecting **Textbook Circulation** from the **Function** menu. You can use the same file to record and process both types of transactions.

Note: To keep your application current, upload your data file as soon as possible.

To check in items, select the **Check In** button and enter the copy barcodes you want to check in.

To check out items, select either the **Check Out to Patron** or **Check Out to Teacher** button and enter

🔀 Follett Remote			
Ble Function Help			
Library	Check In	Check Out	
Check Out	Schoner		New Patron
Previous Scans	Scan copy		
Copy 123 checked out to 41 Copy 456 checked out to 41			
Copy 789 checked out to 41 Patron 41 scanned		Data File	
Ready to check out		LbrayCirculation2007-08-16.t	N
Checkins: 0 Chec	kouts: 3		

51e Fynction Help			
Textbooks Check In	Check In Scen copy to check in	Check Dut to Patron	Dreck Out to Teacher
Nevious Scans:			
Textbook 1123 checked in			
Textbook 1012 checked in			
Textbook 789 checked in		Data File	*********
Textbook 456 checked in Textbook 123 checked in		Testbook Exculation 2000	-08-16 IM
Ready to check in			
Ready to check in			
Ready to check in			
Checking 5 Ob	edkouts 0		

the patron's or teacher's barcode. Then, enter the barcodes of the copies they want to check out.



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Media Check In You can check in media by selecting Media Check In from the menu.

Note: To keep your application current, upload your data file as soon as possible.

Simply scan the barcodes of the returned materials.

Eile Function Help		
Media Check In	Scan copy to check in:	
Previous Scans:		
Ready to check in Ready to check in		
Ready to check in	- Data File	
Ready to check in	MediaCirculation2008-06-11.txt	
Checkins: 0		

Asset Circulation

You can check assets in or out by selecting **Asset Circulation** from the **Function** menu. You can use the same file to record and process both types of transactions.

Note: To keep your application current, upload your data file as soon as possible.

To check in items, select the **Check In** button and enter the item barcodes you want to check in.

To check out items, select the **Check Out to Patron** or **Check Out to Location** button to enter the patron's 🔀 Follett Remote File Function Help Assets Check In Check Dut to Patron Check Out to Location Check In Scanitem to check in Previous Scans: Iten 0000000000123 checked in Iten 0000000000010 checked in Item 0000000000003 checked in Data File hen 0000000000001 checked in AccelCitculation 2007-08-16 tot Ready to check in Checkins: 4 Checkouts: 0

or location's barcode. Then, enter the barcodes of the items they want to check out.



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Inventory				
To collect copy or item	🚼 Follett Remote			
barcode numbers for	Eile Function Help			
inventory tracking purposes select Library, Textbook, Asset or Media Inventory from the Function menu.	Library Inventory (Copies)	Scan copy:		
Note : To keep your application current, upload your data file as soon as possible.	Previous Scans: Copy 1187946 scanned Copy 54219 scanned Copy 456 scanned Copy 123 scanned		Data File LibraryInventory2007-08-16.txt	
To account for a copy or item, scan its barcode number.				
Note : Make certain to enter your copy or item barcodes in the appropriate functions.				
Tip : You can also upload these files to perform the batch processes through Destir	Copies scanned: 4 ny's Update Copies or	Update Items o	ptions.	
Scan Patrons You can scan patrons to collect patron barcode numbers for batch update or delete procedures by selecting Scan Patrons from the Function menu.	Ele Function Help Patrons Scan Patrons	Scan patron:		
To add a patron to the file, scan the patron's barcode number.	Previous Scans: Patron P 12345 scanned Patrons scanned: 1		Data File Patrons2007-03-12.txt	
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Scan Copies or Scan Items

You can collect copy or item barcode numbers for batch update or delete procedures by selecting **Scan Copies** or **Scan Items** from the **Function** menu.

To add a copy or item to the file, scan the copy's or item's barcode number.

