

## Follett Remote

### File Locations

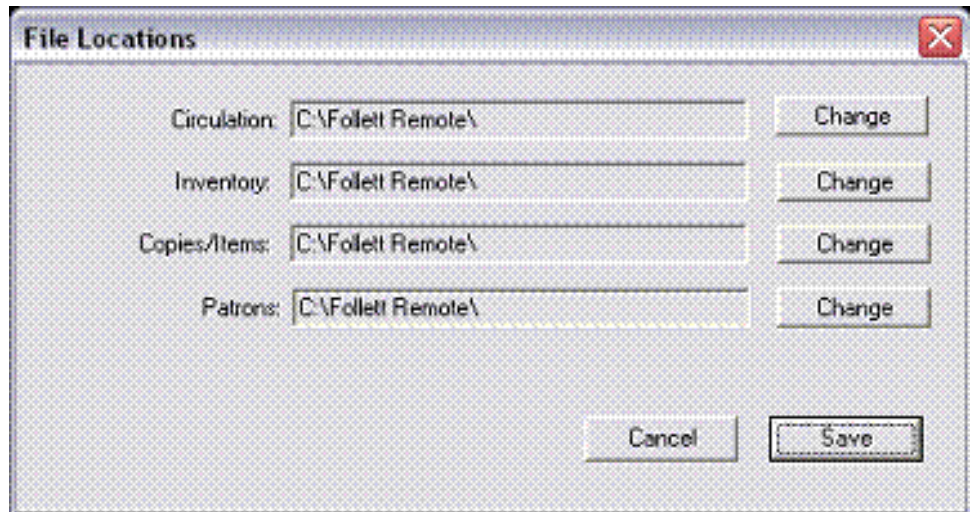
Follett Remote allows you to collect circulation, inventory, copy (or item), and patron barcode numbers outside of Destiny.

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.

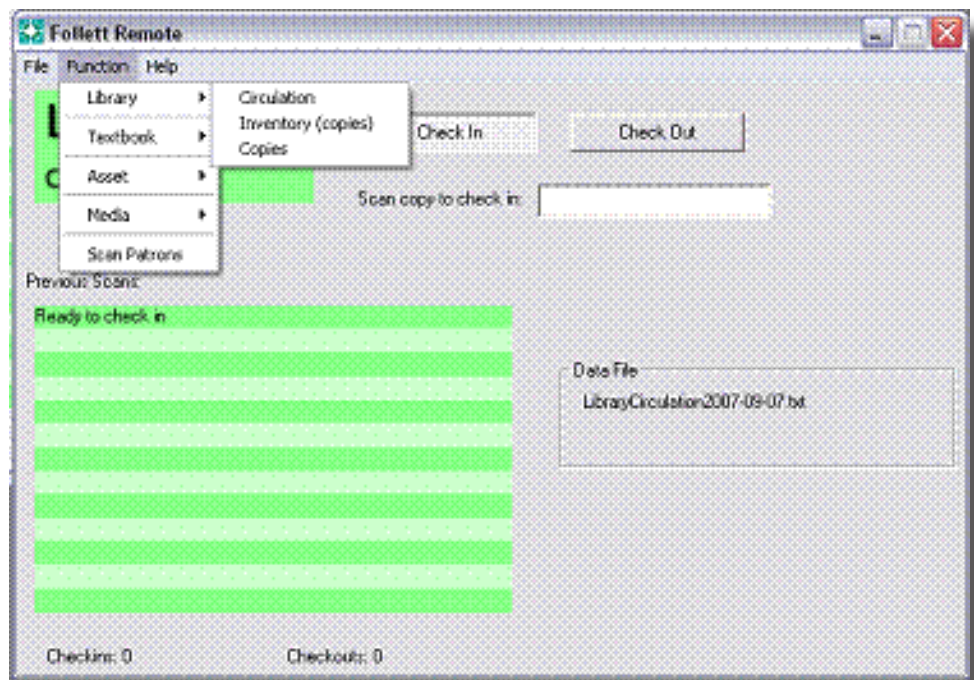
Your most recent actions for each function are listed in the **Previous Scans** section.

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.



## Library Circulation

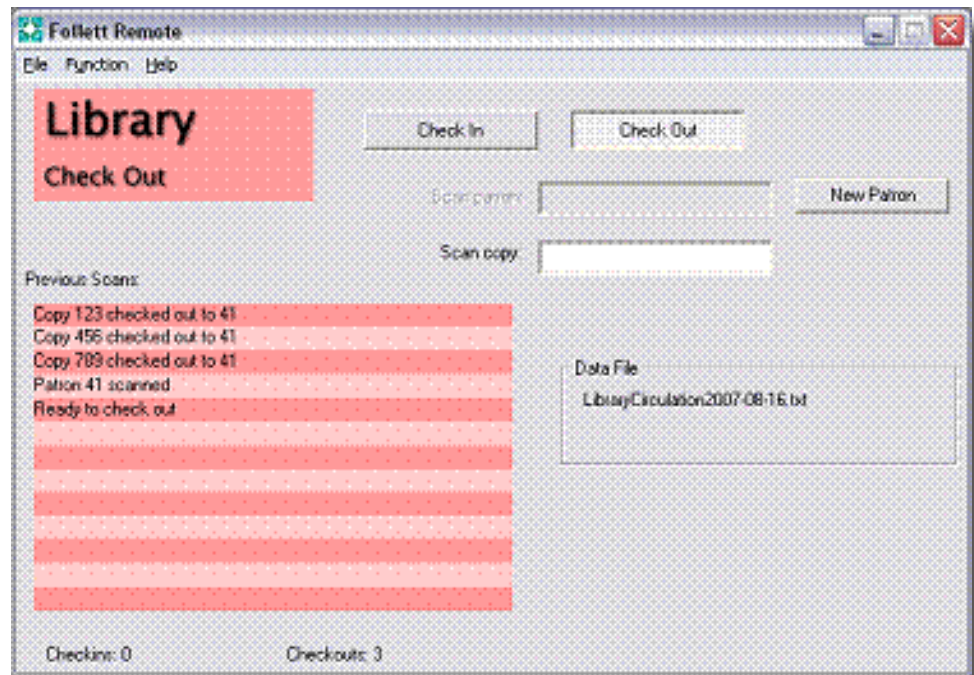
You can check library materials in or out by selecting **Library Circulation** from the **Function** menu. You can use the same file to record and process both types of transactions.

**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.



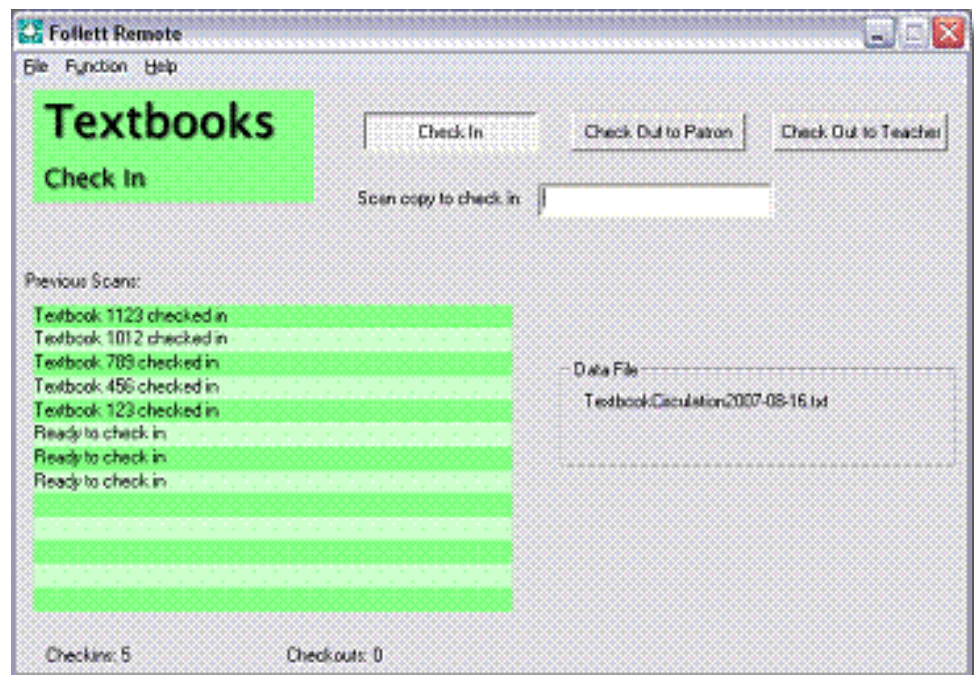
## Textbook Circulation

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

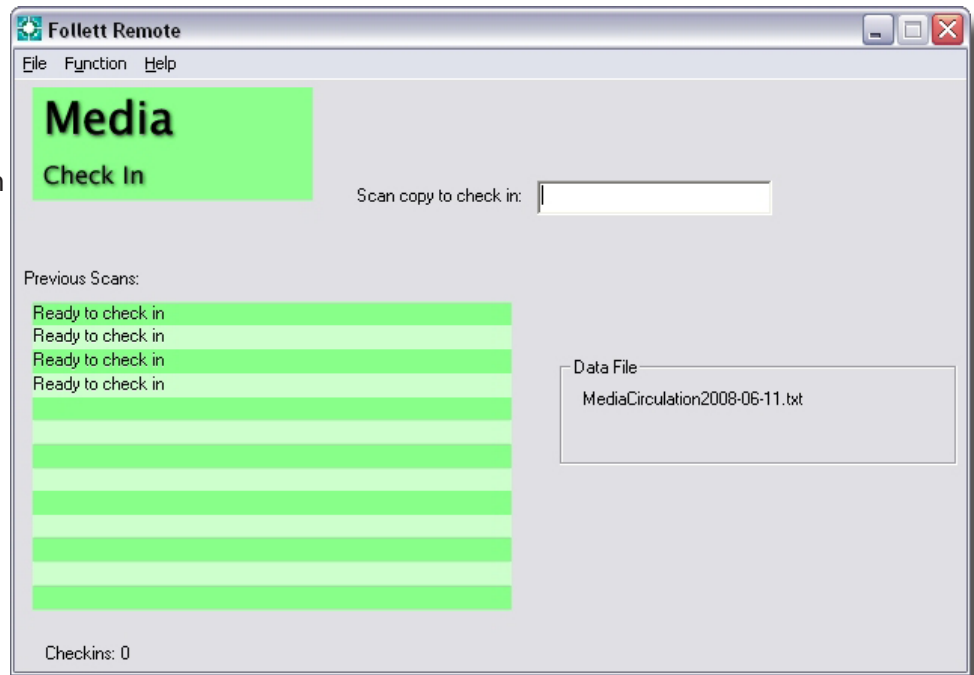


## Media Check In

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.



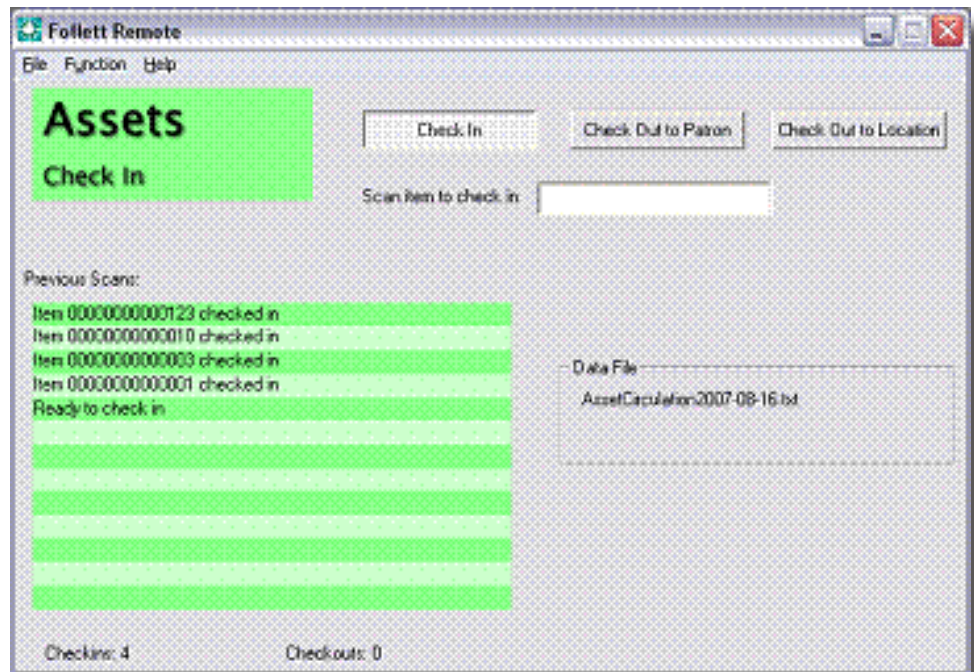
## Asset Circulation

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





## Inventory

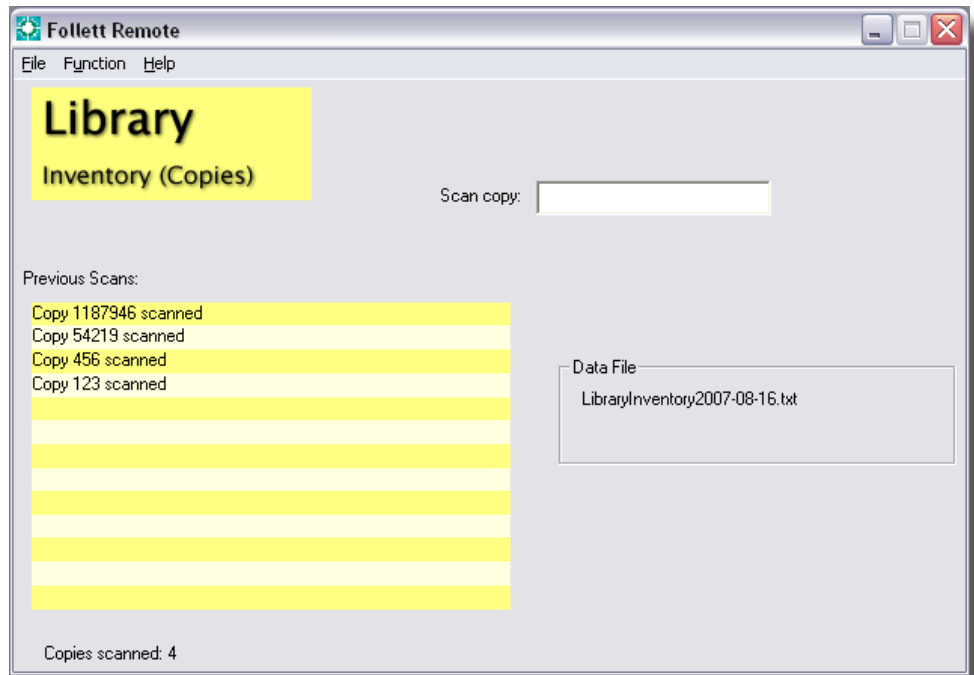
To collect copy or item barcode numbers for inventory tracking purposes select **Library**, **Textbook**, **Asset** or **Media Inventory** from the **Function** menu.

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

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.

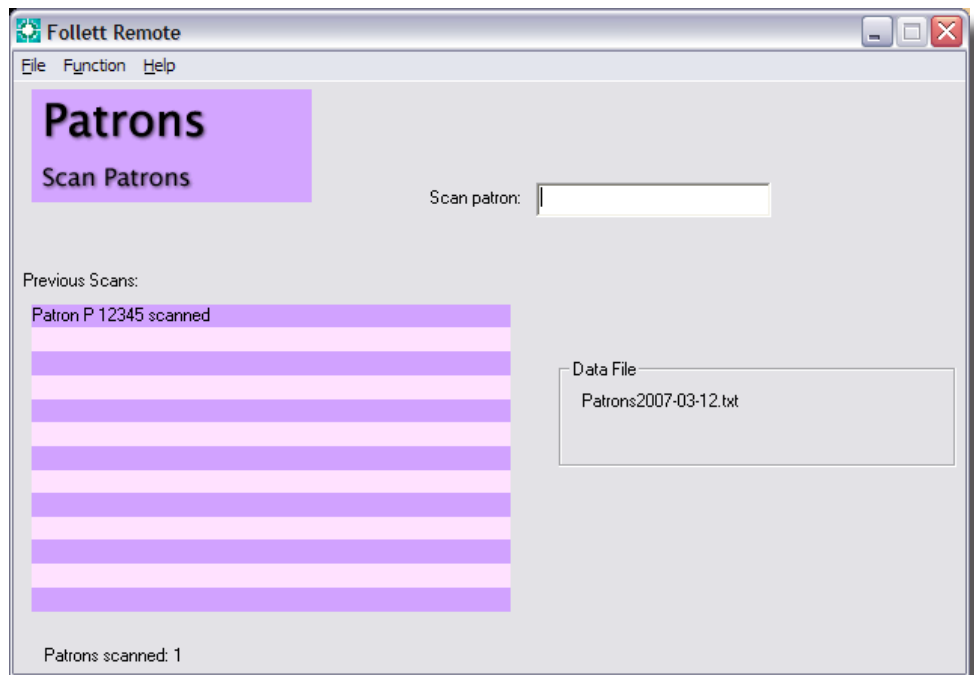
**Tip:** You can also upload these files to perform the batch processes through Destiny's **Update Copies** or **Update Items** options.



## 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.

To add a patron to the file, scan the patron's barcode number.



## 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.

