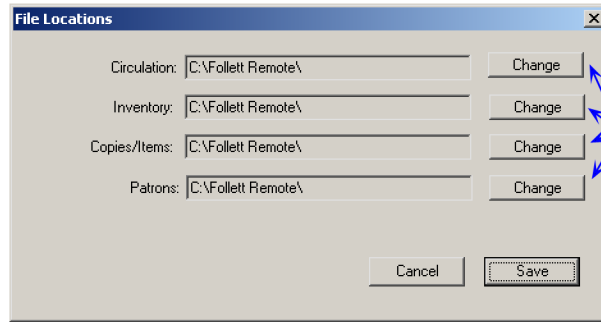


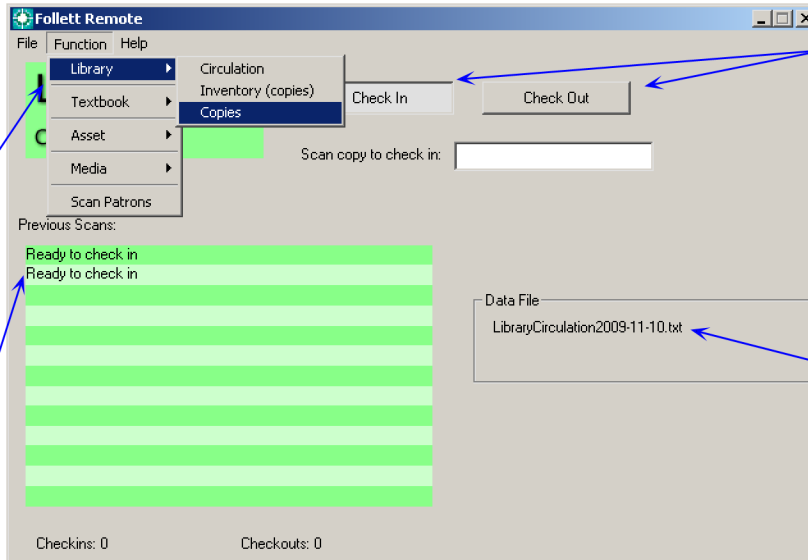
**Follett Remote** lets you collect circulation, inventory, copy (or item), and patron barcode numbers outside of Destiny. **To begin**, make certain that each data file is being stored where you want it to be.



To change the location for any data file, click its Change button. Once all the locations are where you want them, click **Save**. To change your file locations later, select File Locations from Follett Remote's **File** menu.

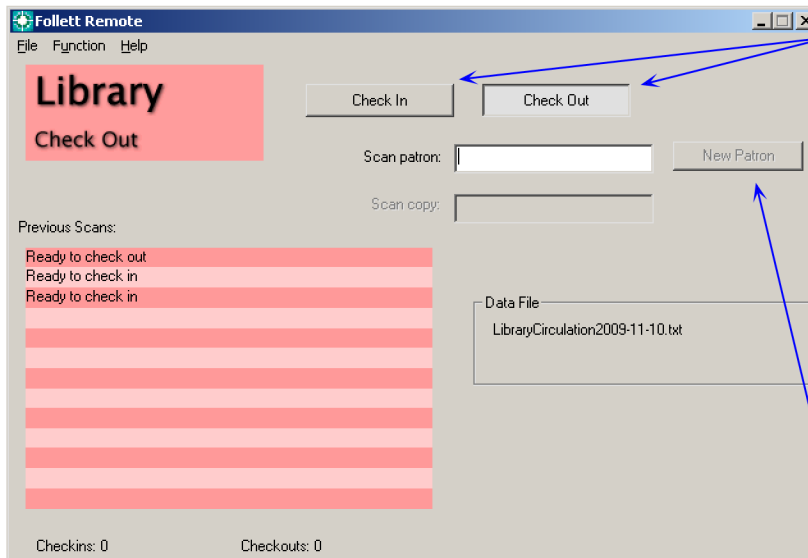
### An overview...

To switch between Follett Remote's primary functions, choose the option you want from the **Function** menu. Your most recent actions for each function are listed here. Your actions are summarized here.



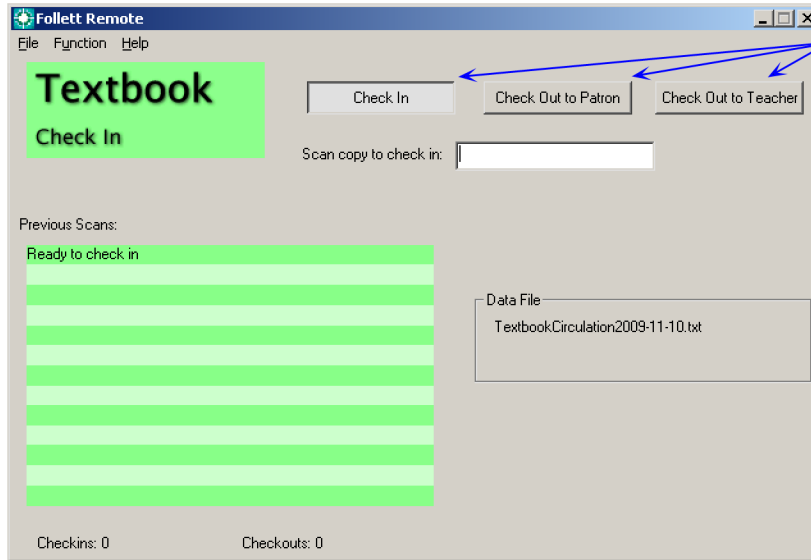
The **Library**, **Textbook**, and **Asset** Circulation functions have multiple modes. To switch between modes, click the appropriate button. Each function creates a single data file every day. The name of the file appears here.

Through **Library Circulation**, you can check library materials in or out. 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.



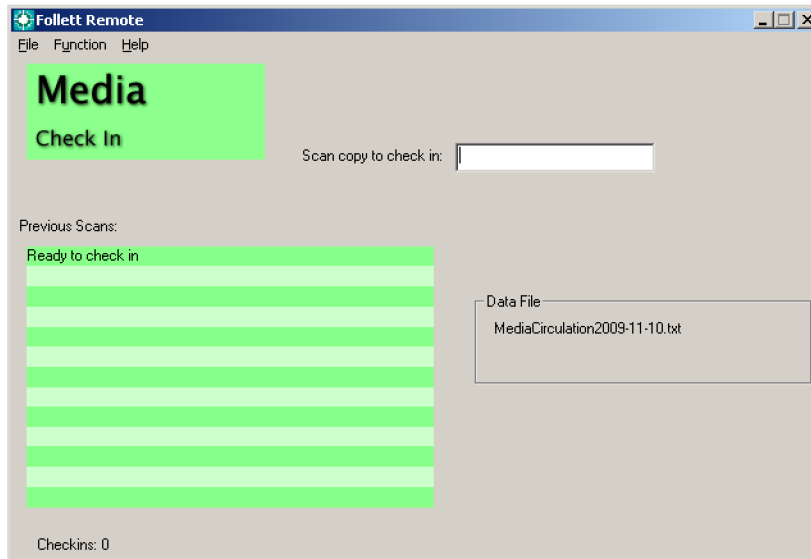
Use these options to switch modes. To **check in** items, select Check In mode and enter the copy barcodes you want to check in. To **check out** items, enter the patron's barcode, then the barcodes of the copies they're borrowing. To change patrons, click **New Patron**.

Through **Textbook Circulation**, you can check textbooks in or out. 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.



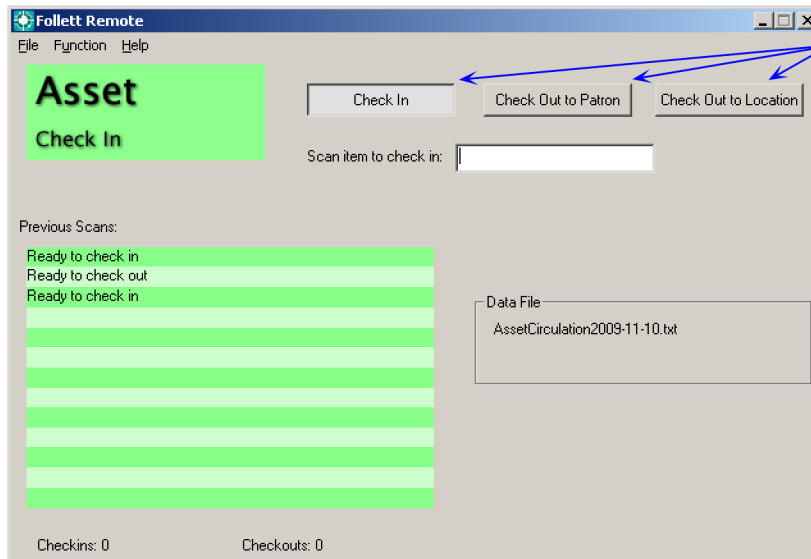
Use these options to switch modes. To **check in** items, while in Check In mode, enter the copy barcodes you want to check in. To **check out** items, enter the patron's or teacher's barcode, then the barcodes of the copies they want to check out.

Through **Media Check In**, you can check media in. **Note:** To keep your application current, upload your data file as soon as possible.



Just scan the barcodes of the returned materials.

Through **Asset Circulation**, you can check assets in or out. 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.

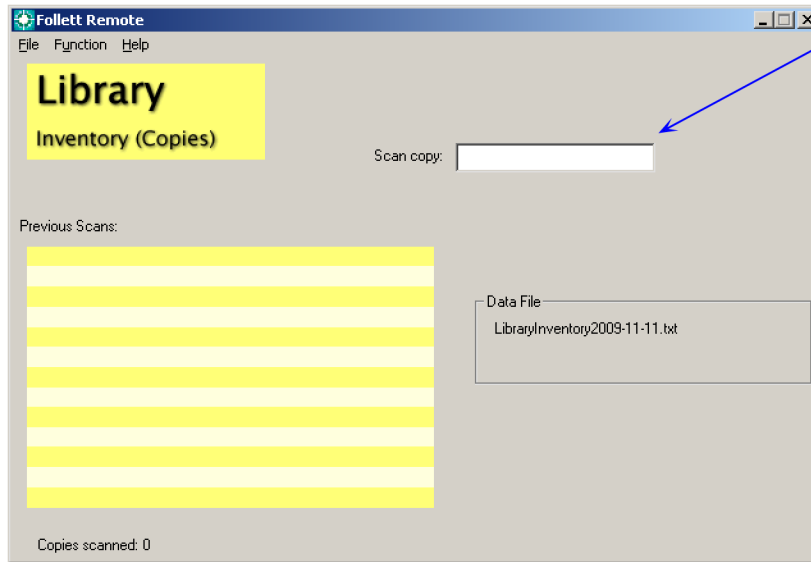


Use these options to switch modes. To **check in** items, while in Check In mode, enter the item barcodes you want to check in. To **check out** items, enter the patron's or location's barcode, then the barcodes of the items they want to check out.

## Quick Help for Follett Remote

The Library, Textbook, Asset, and Media Inventory functions let you collect copy or item barcode numbers for inventory tracking purposes.

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

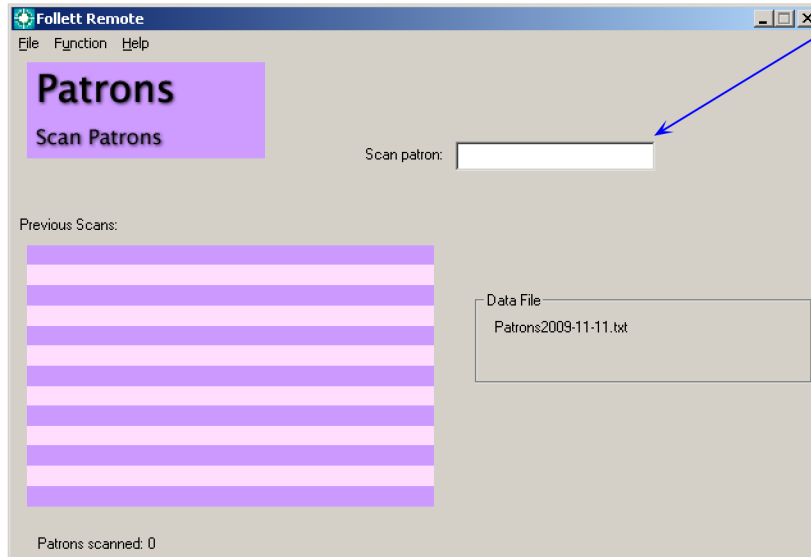


To account for a copy or item, scan its barcode number.

**Note:** Make certain to enter your copy or item barcodes in the appropriate functions.

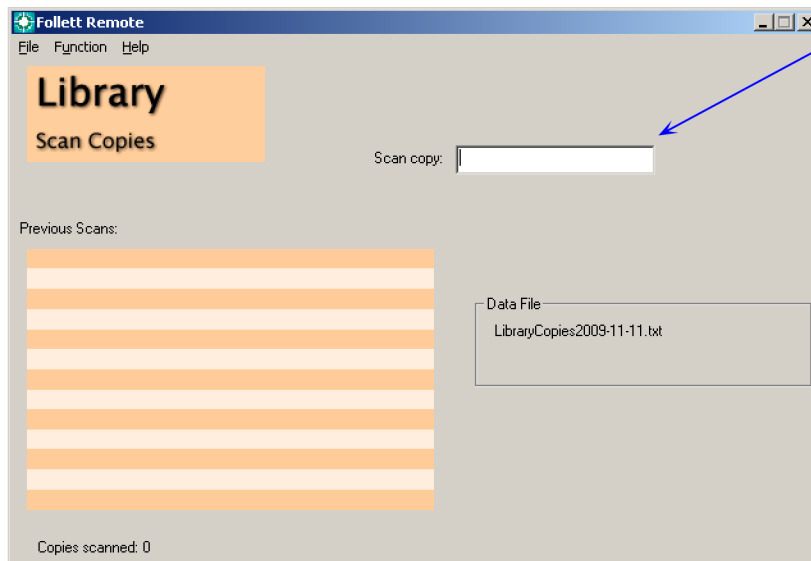
**Tip:** You can also upload these files to perform the batch processes through Destiny's Update Copies or Update Items.

**Scan Patrons** lets you collect patron barcode numbers for batch update or delete procedures.



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

**Scan Copies** or **Scan Items** lets you collect copy or item barcode numbers for batch update or delete procedures.



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