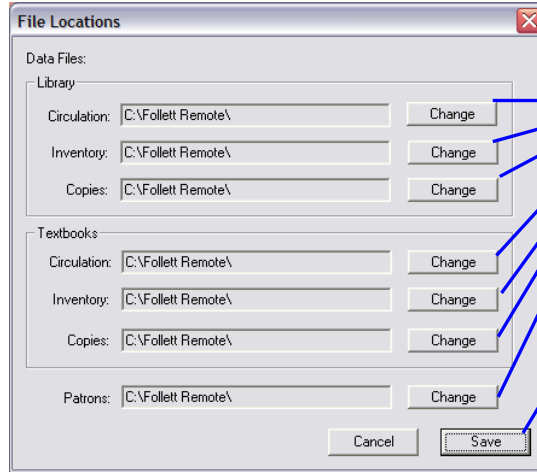


Follett Remote lets you collect circulation, and inventory barcode numbers outside of your application.

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 paths are set the way you want them, click **Save**.

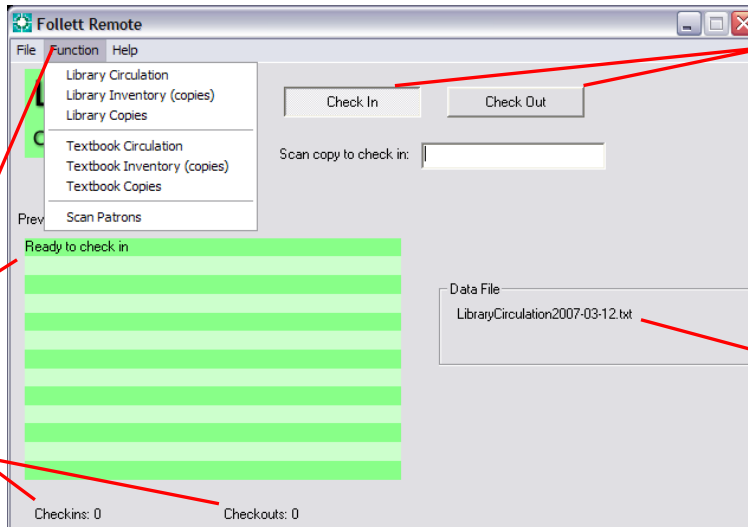
Tip: To change your data file locations later, select File Locations from Follett Remote's **File** menu.

An overview...

To switch between Follett Remote's primary functions, select the option you want from the **Function** menu.

Your most recent actions for each function are listed here.

Your actions are summarized here.

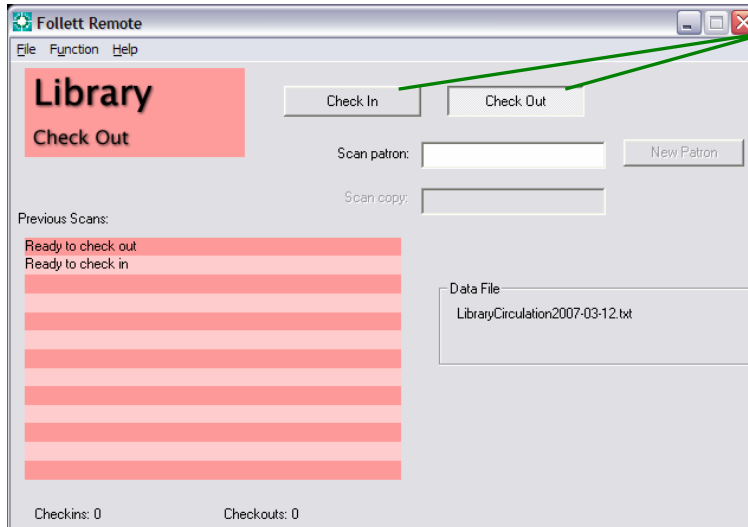


The Library and Textbook Circulation functions have multiple **modes**. To switch between modes, click the appropriate button.

Each function creates a single data file everyday. 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.

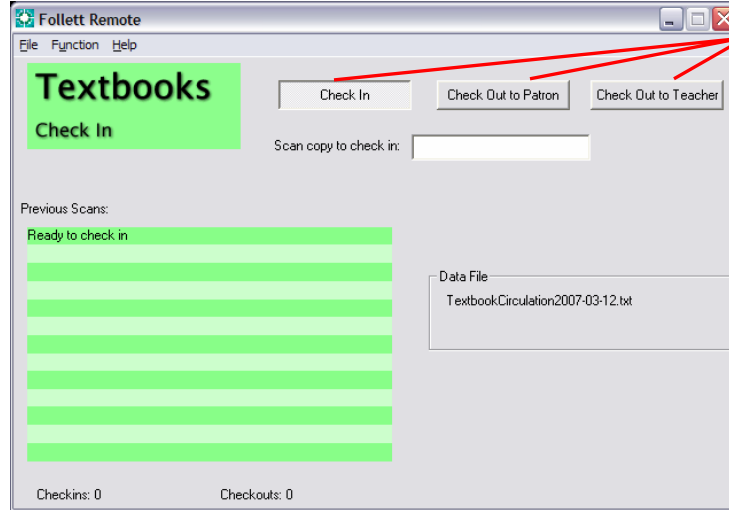
To **check in** items, while in Check In mode, enter the copy barcodes you want to check in.

To **check out** items, enter the patron's barcode, then the barcodes of the copies they want to check out.

Tip: 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.

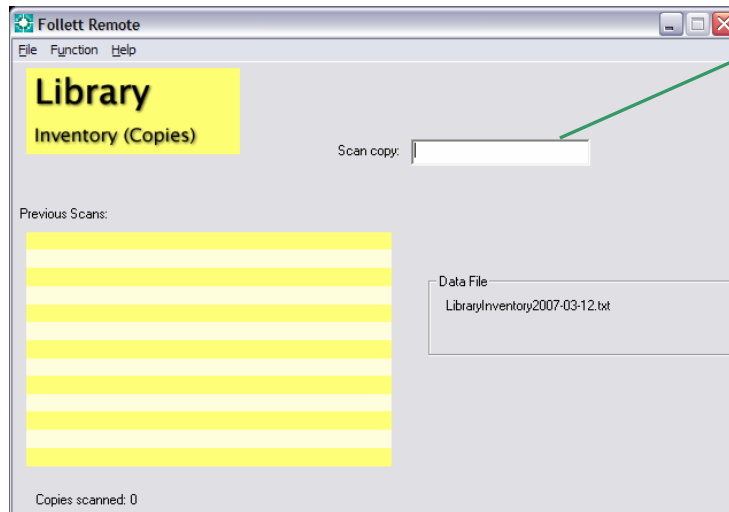
Note: To keep your application current, upload your data file as soon as possible.



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.

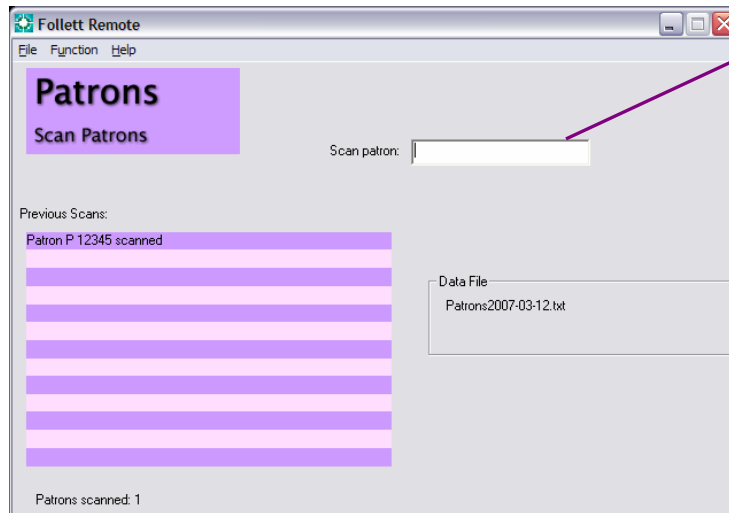
The Library and Textbook **Inventory** functions let you collect copy barcode numbers for inventory tracking purposes.

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



To account for an item, scan the copy barcode number. **Note:** Make certain to enter you library and textbook copy barcodes in the appropriate functions. **Tip:** You can also upload these files to perform the batch processes through Destiny's Update Copies.

Scan Patrons lets you collect patron barcode numbers for batch update processes.



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