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# Destiny

Offline Circulation

February 21, 2014

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*This step-by-step guide will help you perform offline circulations in the event Destiny is unavailable for any reason. The application, Follett Remote, will allow you to continue circulating materials even if you have no internet connection. Once connection with Destiny has been re-established, the file created with Follett Remote can be uploaded into Destiny and all transactions recorded in Follett Remote will be reflected in Destiny.*

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# Destiny

## Offline Circulation

### Download Follett Remote

This software is located on the Support page of Library Media Services' website and is necessary in order to properly record offline circulations. <http://library.dadeschools.net/support-destiny2.html>

### Follett Remote application

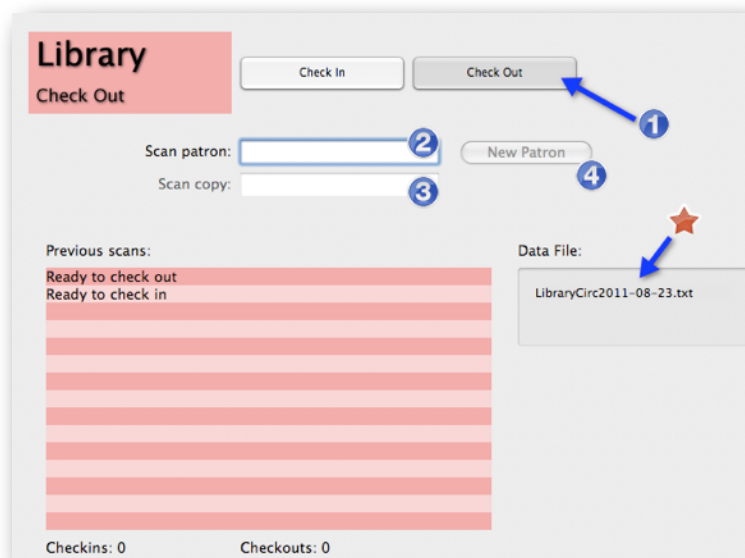
Follett Remote is a very simple application that automatically embeds circulation codes with the scanned patron and copy barcodes and stores them in ASCII text format.

The application has two main circulation functions; check in and check out. Since it is rarely used for check in purposes, we'll focus on the check out function.

Click on the Check Out button and two fields will appear below; Scan patron and Scan copy. As with any circulation, the patron should be entered first followed by the copy(s). Since most patrons don't have a scannable barcode number, the patron's barcode is usually keyed in. Because the application relies on strict barcode rules to be able to identify the patron once uploaded, barcodes must be entered correctly. Since different patron types have different types of barcodes, it's important to know the difference in order to enter them properly. Faculty and staff have a barcode that begins with an F followed by their 6 digit id number, without suppressing leading zeros. i.e. F001234. Students have a barcode that begins with a P followed by a space and then their 7 digit id, with leading zeros suppressed, i.e. P 1234.

Once the patron's barcode has been entered properly, the copy's barcode can be scanned. To create a new transaction with a new patron, click on the New Patron button.

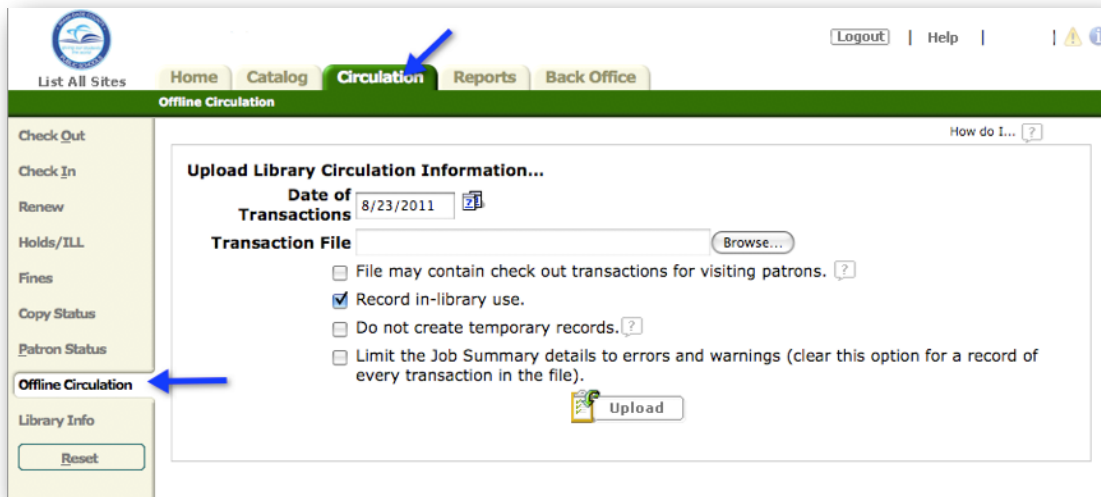
The application creates a text file, which includes the date in its title, each day the application is used. Please make sure you can locate this file in order to upload it later. Because materials can be returned after Destiny is online but before the offline file is uploaded, it is possible for materials to be checked in through Destiny then be checked out again through the offline function. With that in mind, it's essential to upload this file as soon as Destiny is back online or before any materials are checked in.



## Upload the offline circulation file into Destiny

From the circulation window, click on the Offline Circulation link. On the resulting screen, select the date the offline circulations occurred. You may leave the other selections as default but shouldn't select "Limit the Job Summary details..." checkbox. If there are errors, you will need full details to recreate the circulation later in Destiny.

Browse for the offline circulation file created and then click on the "Upload" button.



The screenshot shows the Destiny system's "Offline Circulation" interface. At the top, there is a navigation bar with "List All Sites", "Home", "Catalog", "Circulation", "Reports", and "Back Office". The "Circulation" tab is selected and highlighted with a blue arrow. Below the navigation bar, there is a sidebar with various options: "Check Out", "Check In", "Renew", "Holds/ILL", "Fines", "Copy Status", "Patron Status", "Offline Circulation", and "Library Info". The "Offline Circulation" option is selected and highlighted with a blue arrow. The main content area is titled "Upload Library Circulation Information...". It contains a "Date of Transactions" field with the value "8/23/2011" and a calendar icon. Below this is a "Transaction File" field with a "Browse..." button. There are four checkboxes: "File may contain check out transactions for visiting patrons." (unchecked), "Record in-library use." (checked), "Do not create temporary records." (unchecked), and "Limit the Job Summary details to errors and warnings (clear this option for a record of every transaction in the file)." (unchecked). At the bottom right of the form is an "Upload" button.

## Check the offline circulation report in your Job Manager

The offline circulation report will list all transactions, even if there were errors. A transaction could fail for several reasons, but the most common is that the barcode was entered incorrectly. If the Destiny doesn't recognize the barcode, then the copy(s) checked out to that barcode will be marked lost.