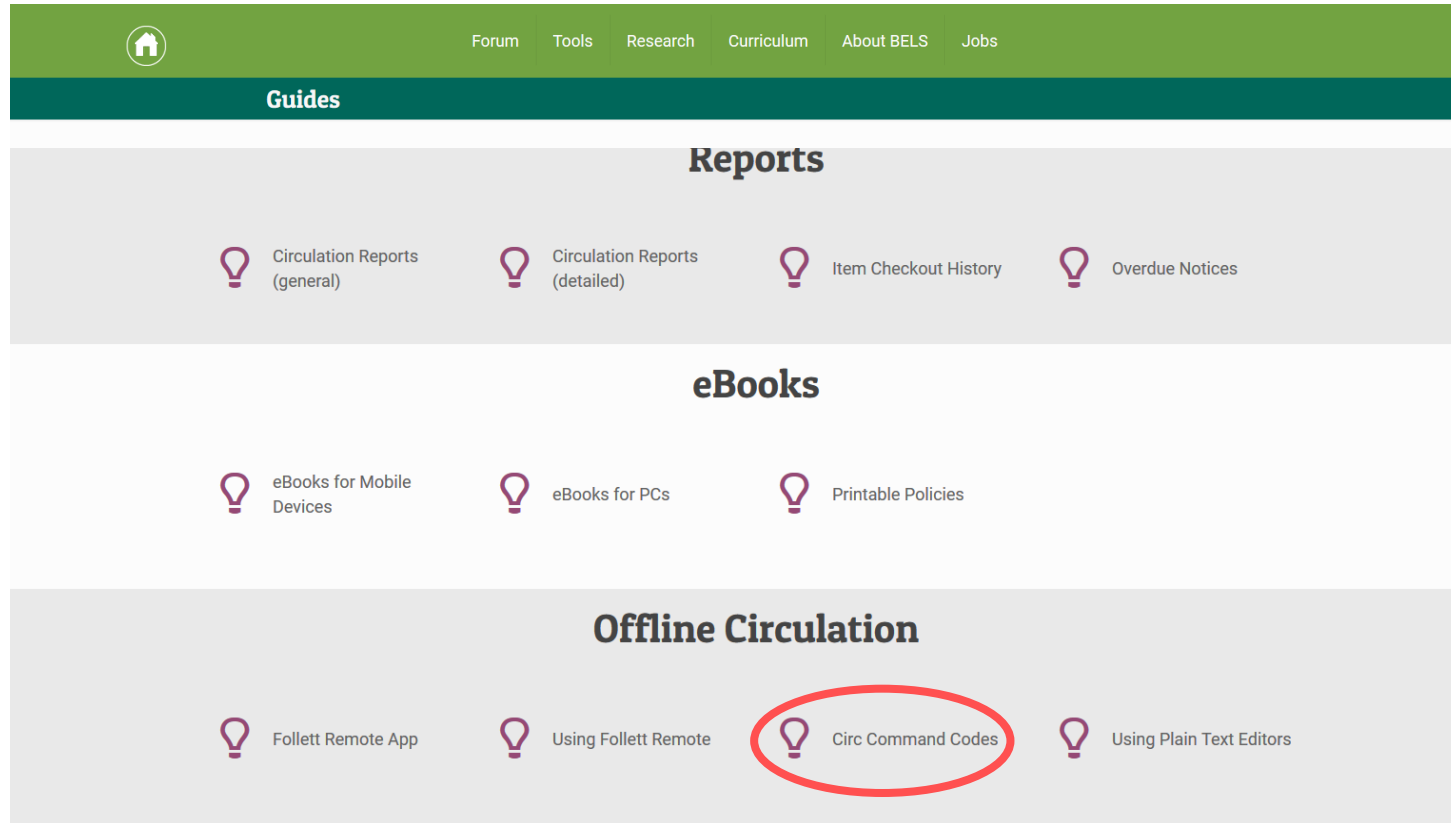


Circulate Materials in Offline Mode (using plain text editor)



The screenshot shows the Belsnj.org website interface. At the top is a green navigation bar with a home icon and links for Forum, Tools, Research, Curriculum, About BELS, and Jobs. Below this is a dark green 'Guides' header. The main content is divided into three sections: 'Reports', 'eBooks', and 'Offline Circulation'. The 'Offline Circulation' section contains four items, each with a lightbulb icon: 'Follett Remote App', 'Using Follett Remote', 'Circ Command Codes' (which is circled in red), and 'Using Plain Text Editors'.

Forum Tools Research Curriculum About BELS Jobs

Guides

Reports

- Circulation Reports (general)
- Circulation Reports (detailed)
- Item Checkout History
- Overdue Notices

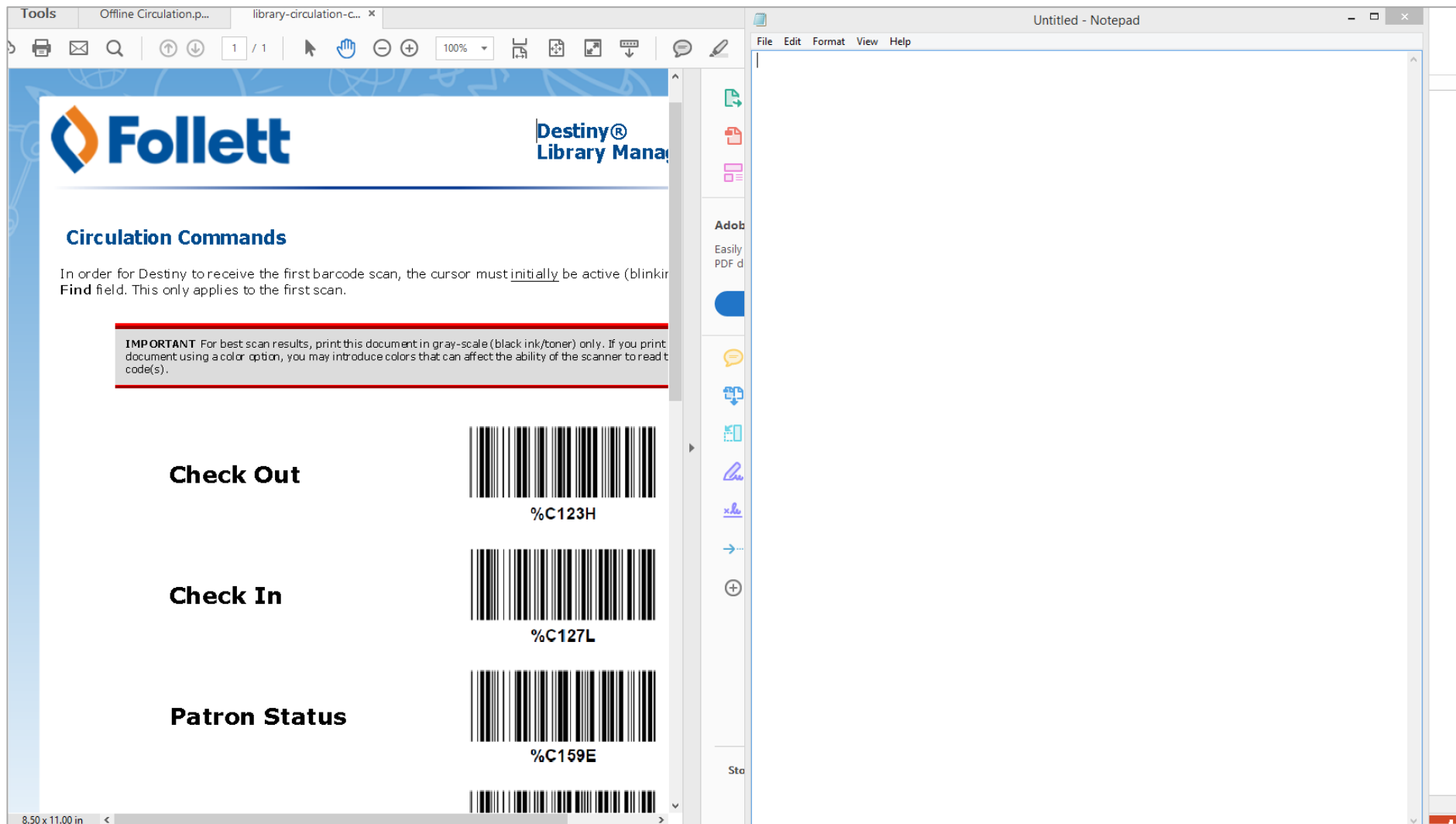
eBooks

- eBooks for Mobile Devices
- eBooks for PCs
- Printable Policies

Offline Circulation

- Follett Remote App
- Using Follett Remote
- Circ Command Codes**
- Using Plain Text Editors

Step 1: Go to belsnj.org/guides and follow the link to open Circ Command Codes (and save the file).



Step 2: Open **Notepad or any plain text editor.**

Step 3: Open the **Circ Command Codes file.**



Destiny®
Library Manager™

Circulation Commands

In order for Destiny to receive the first barcode scan, the cursor must initially be active (blinking) in a **Find** field. This only applies to the first scan.

IMPORTANT For best scan results, print this document in gray-scale (black ink/toner) only. If you print this document using a color option, you may introduce colors that can affect the ability of the scanner to read the code(s).

Check Out



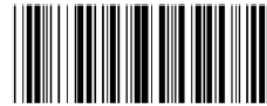
%C123H

Check In



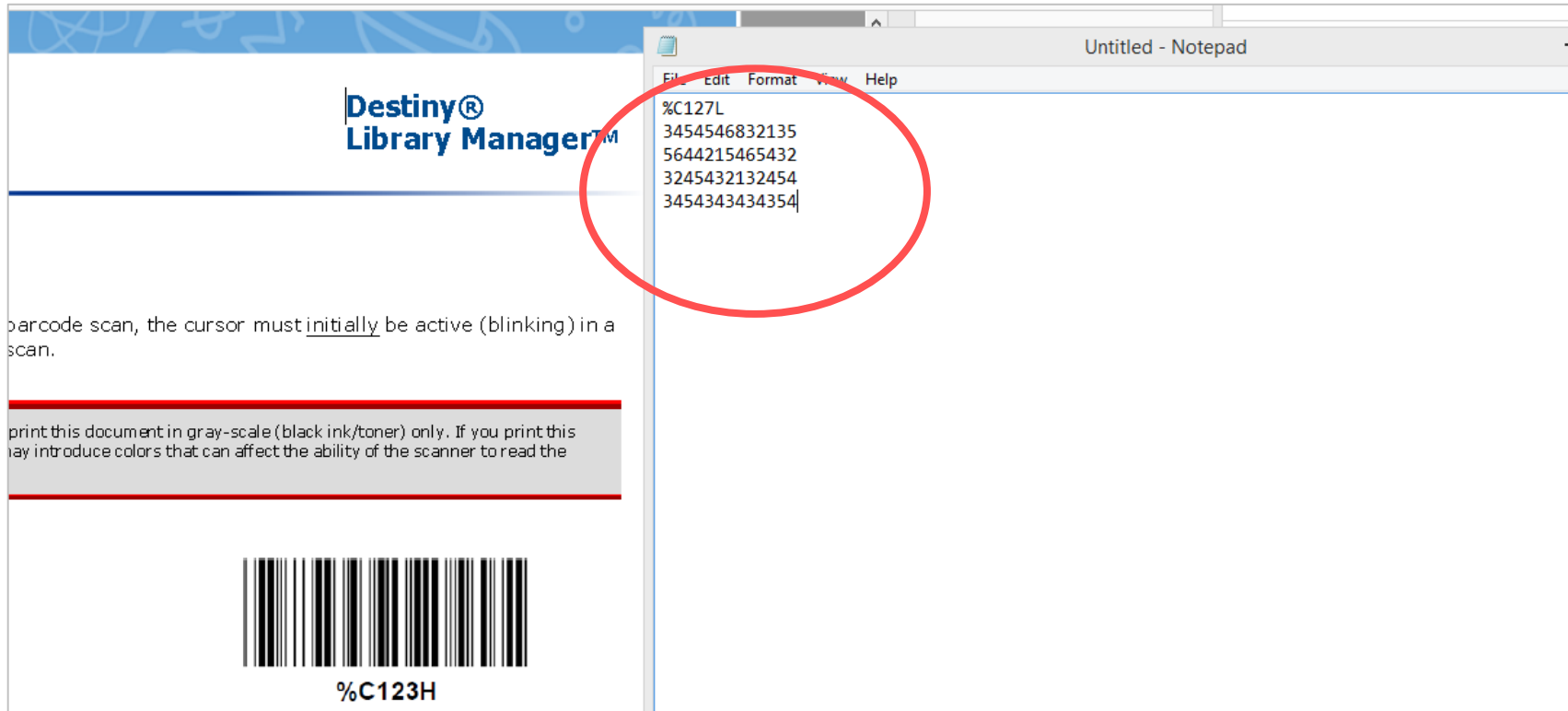
%C127L

Patron Status



Step 4: To Check In books: While your cursor is blinking in Notepad, scan the Check In barcode.

Step 5: Next, scan in all the book barcodes for returned items.



Your **Check In** file will look like this.



Destiny®
Library Manager™

Circulation Commands

In order for Destiny to receive the first barcode scan, the cursor must initially be active (blinking) in a Find field. This only applies to the first scan.

IMPORTANT For best scan results, print this document in gray-scale (black ink/toner) only. If you print this document using a color option, you may introduce colors that can affect the ability of the scanner to read the code(s).

Check Out



%C123H

Check In



Untitled - Notepad

File Edit Format View Help

```
%C127L  
3454546832135  
5644215465432  
3245432132454  
3454343434354  
%C123H  
|
```

Step 6: To Check Out books: While your cursor is blinking in Notepad, scan the Check Out barcode.

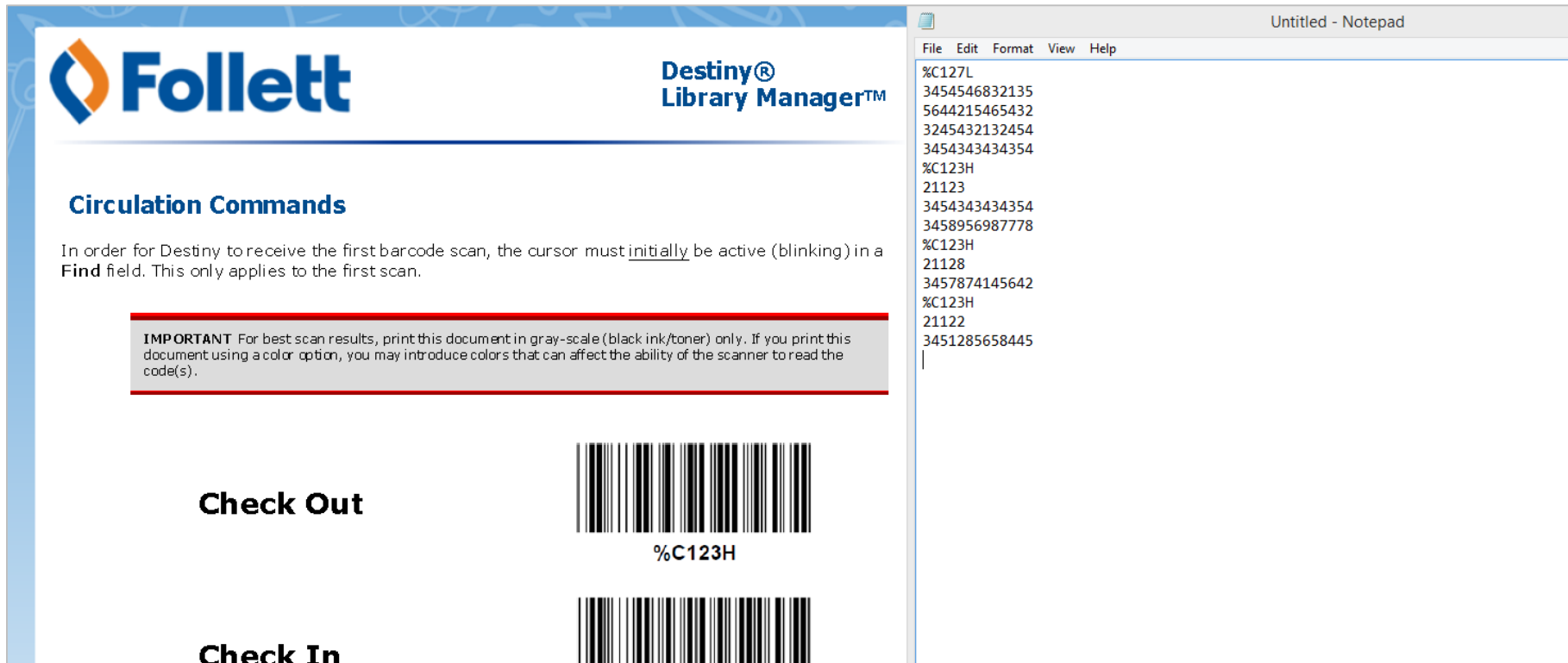
Step 7: Next, scan in the patron barcode.

Step 8: Next, scan the item barcode.

Step 9: Repeat steps 6,7,& 8 for each new checkout.

Each time you check materials out to a **new patron** you **MUST** scan the **Check Out** code.

Your Check out file will look like this:



The image shows a screenshot of the Follett Destiny Library Manager interface on the left and a Notepad window on the right. The Follett interface displays the 'Circulation Commands' section with an 'IMPORTANT' note and two barcode areas labeled 'Check Out' and 'Check In'. The 'Check Out' barcode is labeled '%C123H'. The Notepad window, titled 'Untitled - Notepad', contains a list of barcode commands and numbers: %C127L, 3454546832135, 5644215465432, 3245432132454, 3454343434354, %C123H, 21123, 3454343434354, 3458956987778, %C123H, 21128, 3457874145642, %C123H, 21122, and 3451285658445.

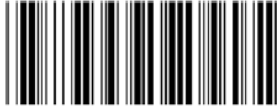
Follett **Destiny® Library Manager™**

Circulation Commands

In order for Destiny to receive the first barcode scan, the cursor must initially be active (blinking) in a Find field. This only applies to the first scan.


IMPORTANT For best scan results, print this document in gray-scale (black ink/toner) only. If you print this document using a color option, you may introduce colors that can affect the ability of the scanner to read the code(s).

Check Out



%C123H

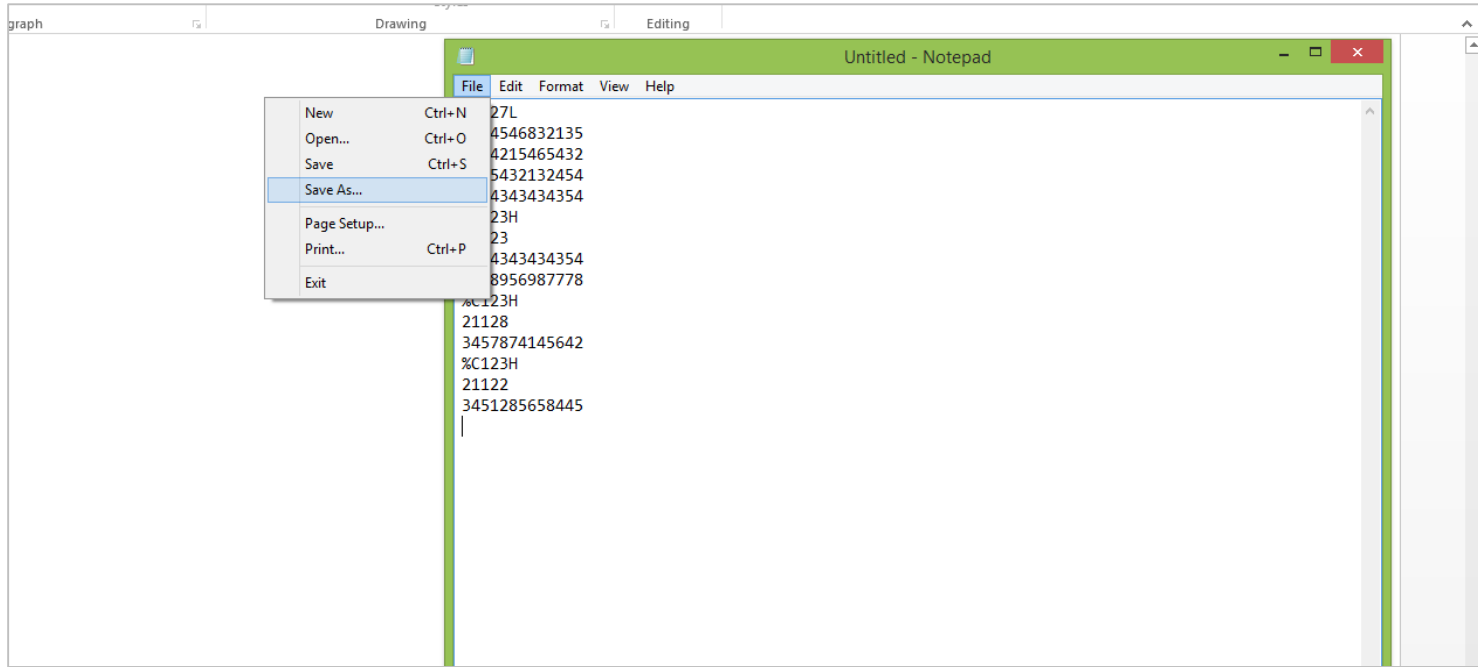
Check In



Untitled - Notepad

File Edit Format View Help

```
%C127L
3454546832135
5644215465432
3245432132454
3454343434354
%C123H
21123
3454343434354
3458956987778
%C123H
21128
3457874145642
%C123H
21122
3451285658445
|
```



Step 10: Save your text file.

BELS School Library Consortium
List All Sites

Grant School

Home Dashboard Catalog **Circulation** Reports Back Office

PatImport Log Out Help Community

Messages

Check Out

Check Out
Check In
Renew
Holds/LL
Fines
Copy Status
Patron Status
Offline Circulation
Library Information

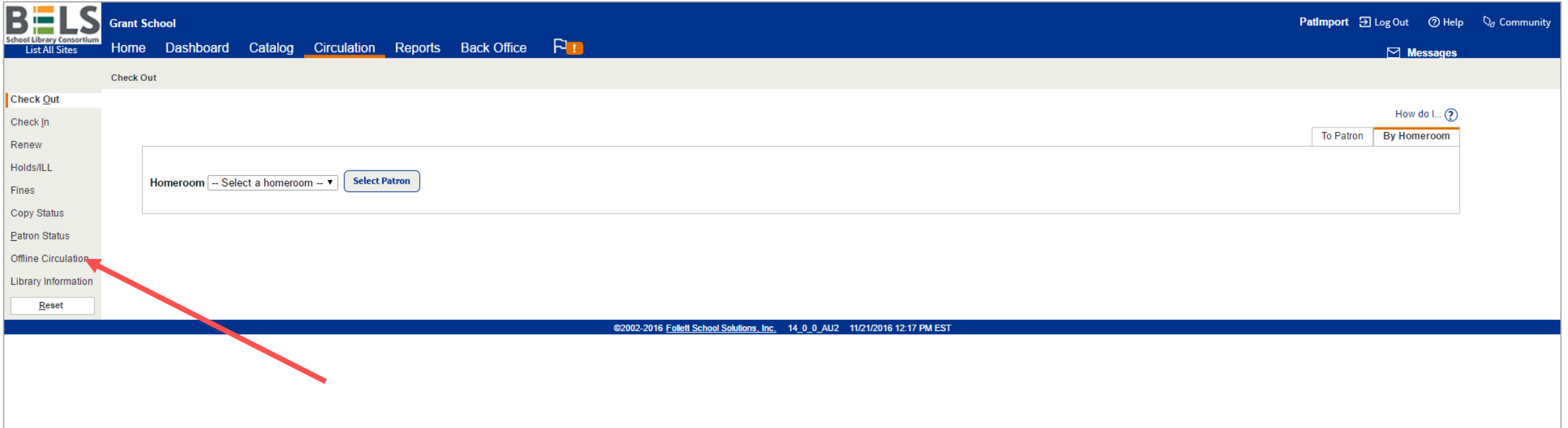
Reset

How do I... ?

To Patron **By Homeroom**

Homeroom -- Select a homeroom -- Select Patron

©2002-2016 Follett School Solutions, Inc. 14_0_0_AU2 11/21/2016 12:17 PM EST

The screenshot shows the BELS (Baltimore Eastern Learning System) School Library Consortium interface. The top navigation bar includes the BELS logo, 'Grant School', and various menu items like Home, Dashboard, Catalog, Circulation (highlighted), Reports, and Back Office. On the right, there are links for PatImport, Log Out, Help, and Community, along with a Messages icon. A left-hand sidebar contains a list of circulation-related functions: Check Out, Check In, Renew, Holds/LL, Fines, Copy Status, Patron Status, Offline Circulation (highlighted with a red arrow), and Library Information. Below the sidebar is a 'Reset' button. The main content area is titled 'Check Out' and features a 'How do I... ?' help link. Below this are two tabs: 'To Patron' and 'By Homeroom' (the active tab). Under the 'By Homeroom' tab, there is a form with a dropdown menu labeled 'Homeroom' containing the text '-- Select a homeroom --' and a 'Select Patron' button. At the bottom of the page, a footer contains copyright information: '©2002-2016 Follett School Solutions, Inc. 14_0_0_AU2 11/21/2016 12:17 PM EST'.

Step 11: When both you and Destiny are back online, login and under the **Circulation tab, choose **Offline Circulation**.**

BLS School Library Consortium
Grant School
Home Dashboard Catalog **Circulation** Reports Back Office

Offline Circulation

Check Out
Check In
Renew
Holds/ILL
Fines
Copy Status
Patron Status
Offline Circulation
Library Information
Reset

Upload Library Circulation Information...

Date of Transactions: 11/21/2016

Transaction File: Choose File No file chosen

- File may contain check out transactions for visiting patrons. ?
- Record in-library use.
- Do not create temporary records. ?
- Limit the Job Summary details to errors and warnings (clear this option for a record of every transaction in the file).

Upload Scans

@2002-2016 Follett School Solutions, Inc. 14_0_0_AU2 11/21/2016 12:19 PM EST

Step 12: Set the Transaction date.

Step 13: Choose your scan file from the desktop or from wherever you saved it.

Step 14: Click Upload Scans.