Circulate Materials in Offline Mode (using Follett Remote)

Step 1: Go to belsnj.org/guides and follow the link to download the Follett Remote application.

How do I get Follett Remote?

Click here to download the file for workstations running a Windows® operating system.
Click here to download the sit file for workstations running a Mac OS®—any version except Mac OS X 10.7 (Lion) or later.
Click here to download the zip file for workstations running Mac OS X 10.7 (Lion) and later.
If you have a Follett Falcon or Panther™, it's already installed on it. Just tap [icon] on its desktop.

How do I install it?

1. After downloading the file, unzip or unstuff it and place the executable file, FollettRemote.exe, into a local folder on a workstation running any of the following operating systems:

   Windows® 98
   Windows NT®
   Windows 2000
   Windows XP

   Mac OS X 10.1 or later
   Mac OS 9.x with CarbonLib 1.6

   By default, the location is C:\Follett Remote.

2. To create a shortcut for Follett Remote on your desktop, see the help topics for your operating system.
3. To open the application, double-click the Follett Remote executable file, FollettRemote.exe.

Step 2: Locate the software version compatible with your Operating System and click the download link.

Step 3: Once the software downloads you can allow it to save the files to the default locations or choose a new location that is easier for you to find (for example, your desktop).
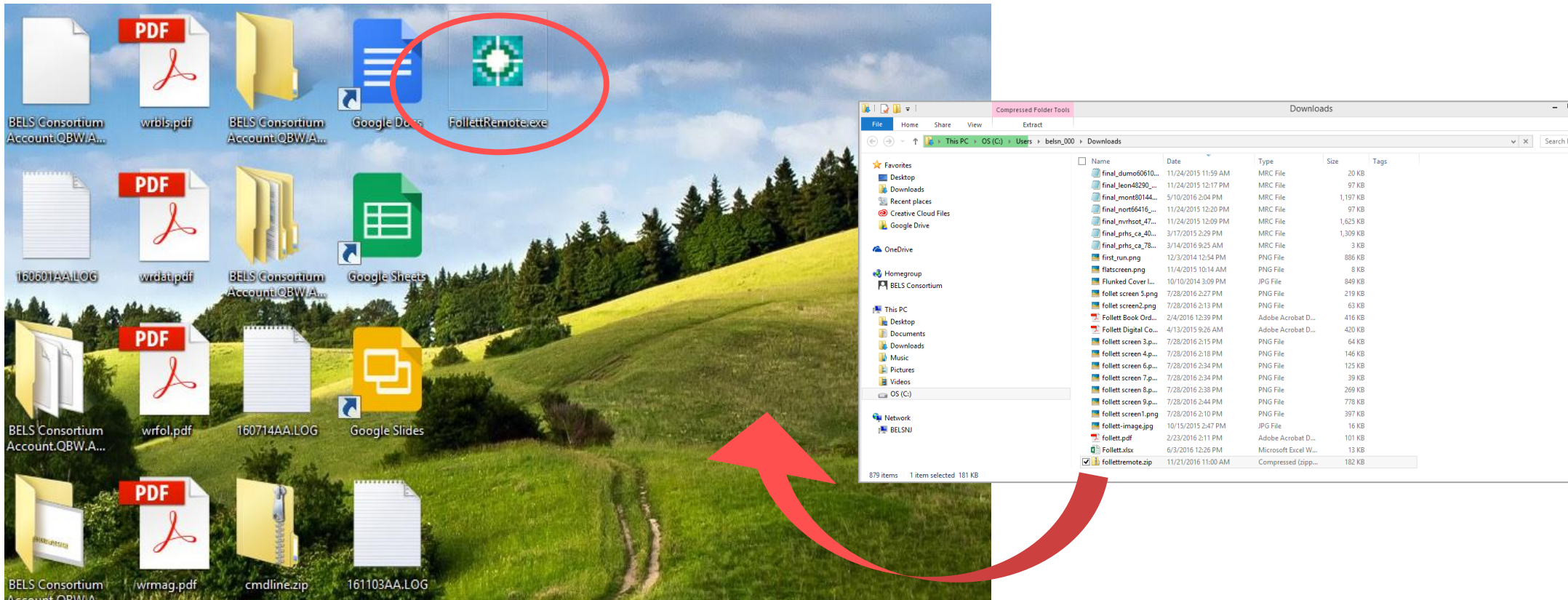
Step 4: Locate the download from your download history and drag it onto your desktop so you can easily access the application later.
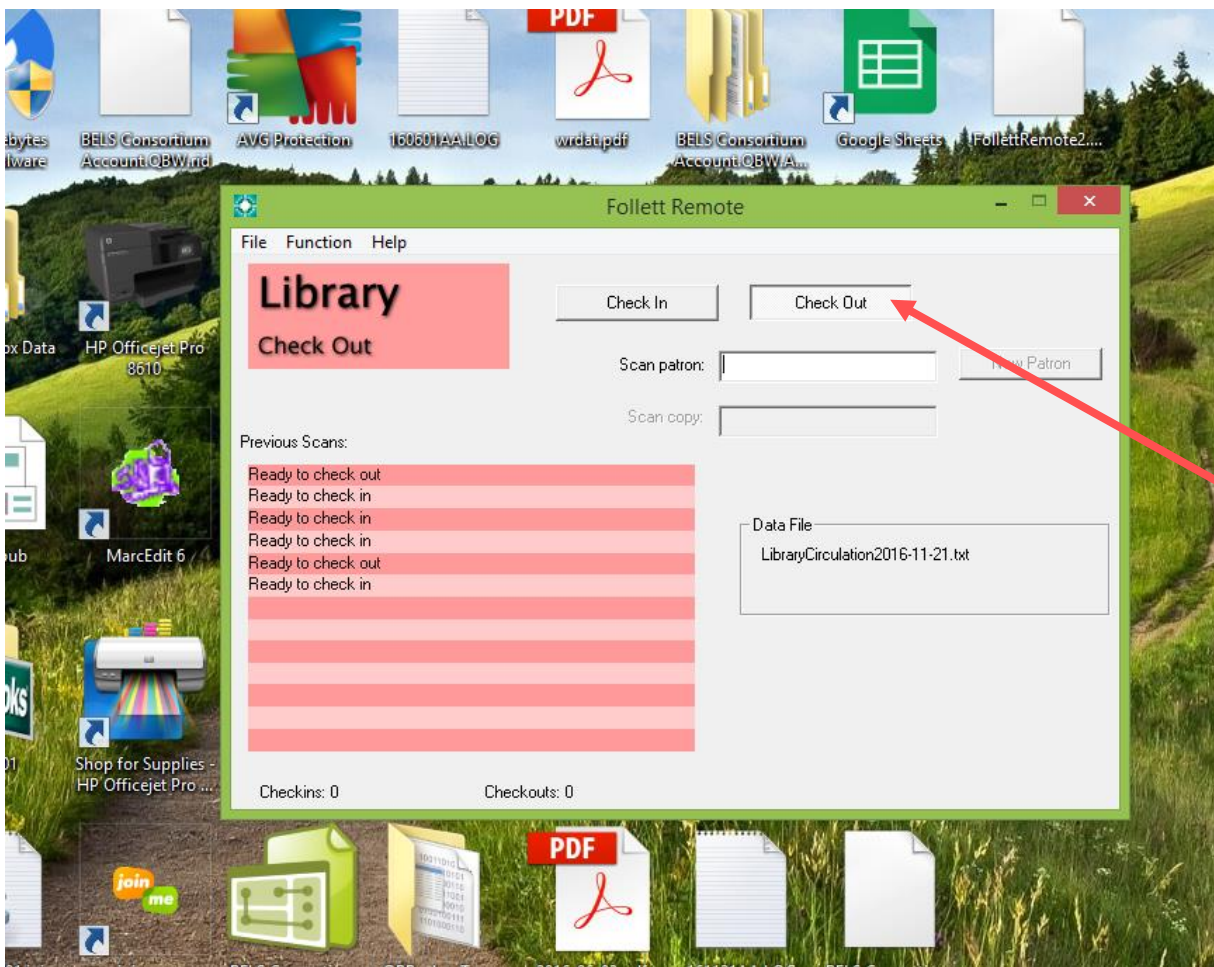
Step 5: Open the **Follett Remote** application.
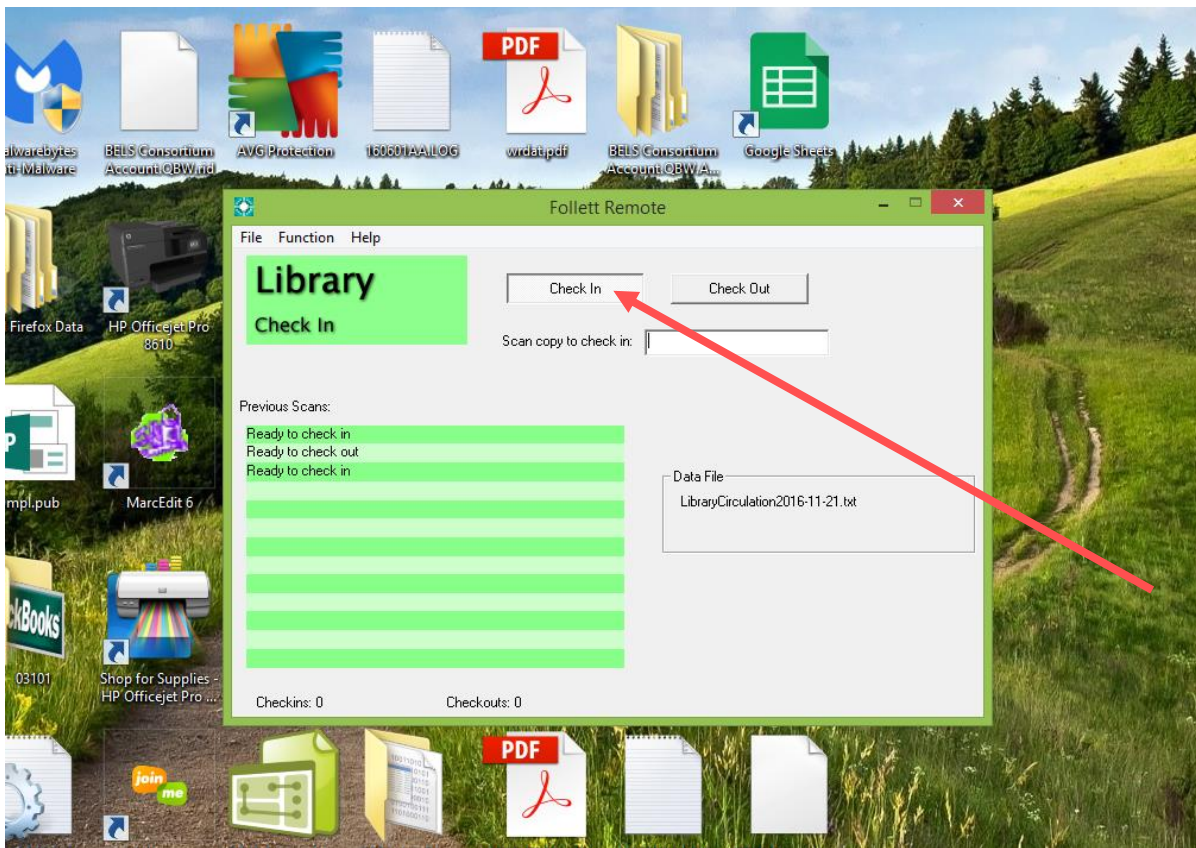
Step 6: To check in materials, make sure the Check In button is selected.
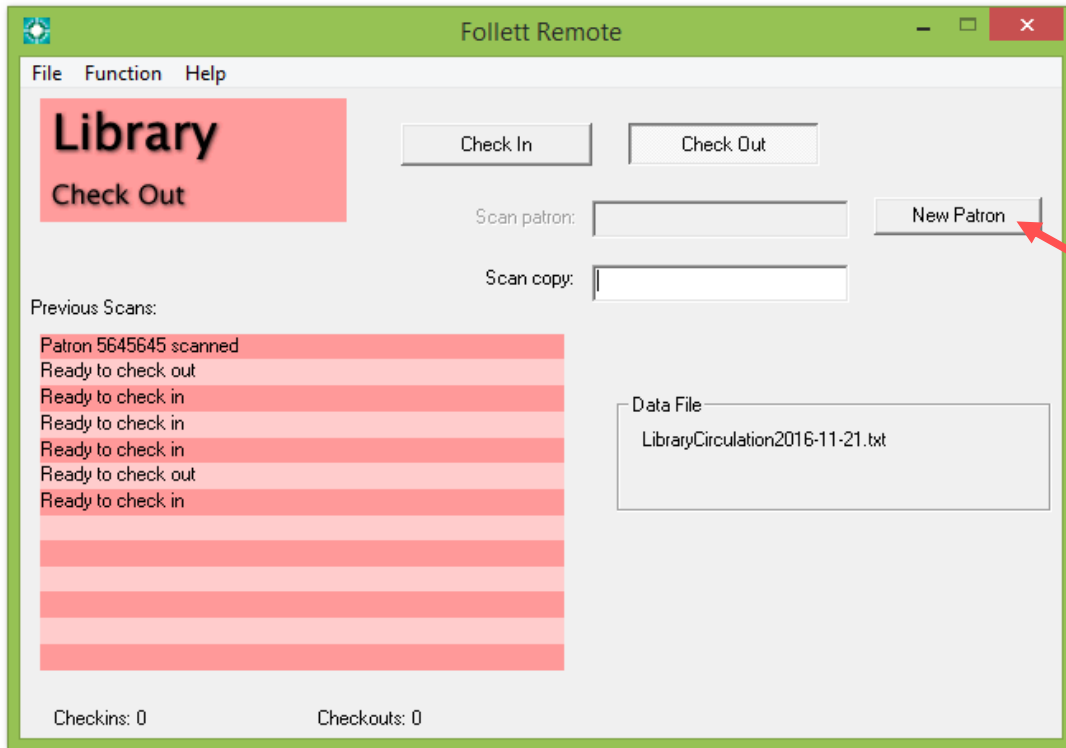
Step 7: Begin scanning book barcodes.

Step 8: To check out materials, make sure the Check Out button is selected.

Step 9: Scan a patron barcode.

Step 10: Scan the copy barcode.

Step 11: To check out materials to another patron, click the New Patron button, then scan the patron and copy barcodes as in the previous steps.

Step 12: Repeat process as needed.

Step 13: When both you and Destiny are back online, login and under the Circulation tab, choose Offline Circulation.

Step 14: Set the Transaction date.

Step 15: Choose your scan file from the desktop or from wherever you saved it.

Step 16: Click Upload Scans.