

# Circulate Materials in Offline Mode (using Follett Remote)

The screenshot shows the BELS website's navigation and content structure. At the top is a green header with a home icon and links for Forum, Tools, Research, Curriculum, About BELS, and Jobs. Below this is a dark green 'Guides' section. The main content area is divided into three sections: 'Circulation Reports' with four items (general, detailed, Item Checkout History, Overdue Notices), 'eBooks' with three items (Mobile Devices, PCs, Printable Policies), and 'Offline Circulation' with two items. The 'Follett Remote App' item in the 'Offline Circulation' section is highlighted with a red circle. At the bottom is a dark grey footer with orange buttons for Home, Events, Directory, Guides, ILL, Forum, and Email.

Home Forum Tools Research Curriculum About BELS Jobs

## Guides

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

Home Events Directory Guides ILL Forum Email


**Step 1: Go to [belsnj.org/guides](https://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  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

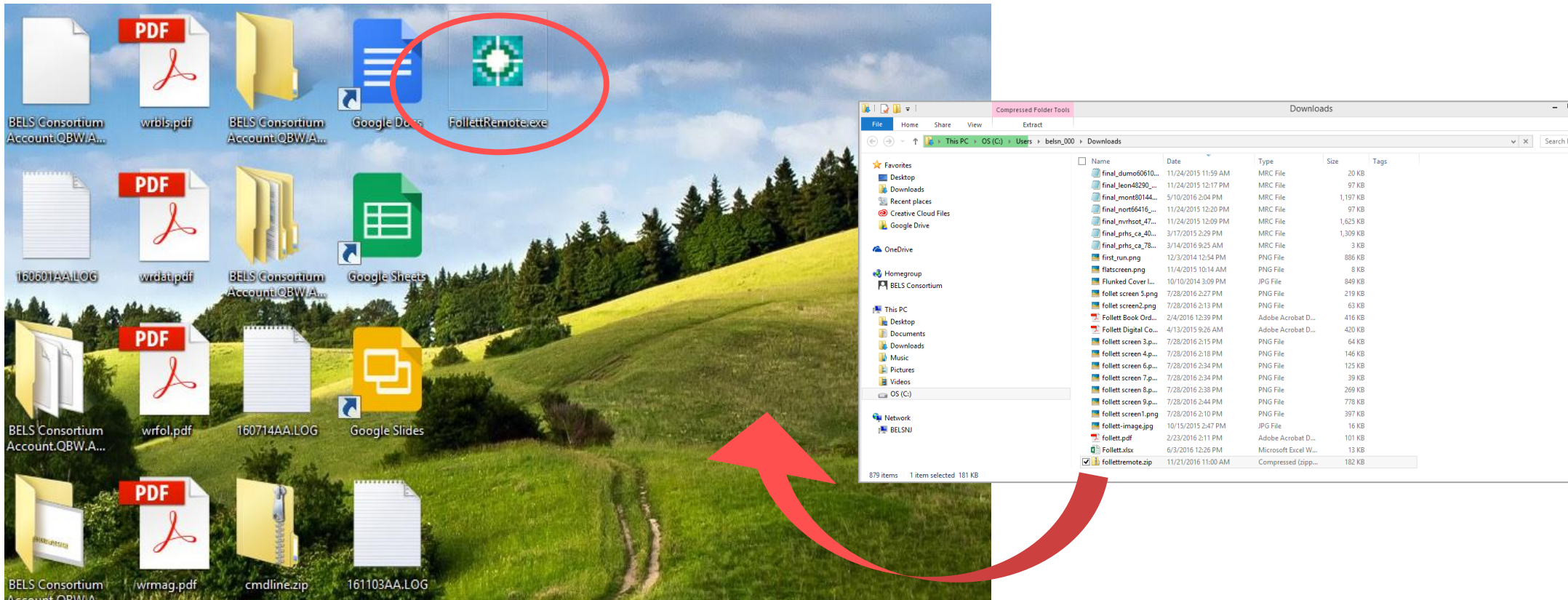
By default, the location is C:\Follett Remote.

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.

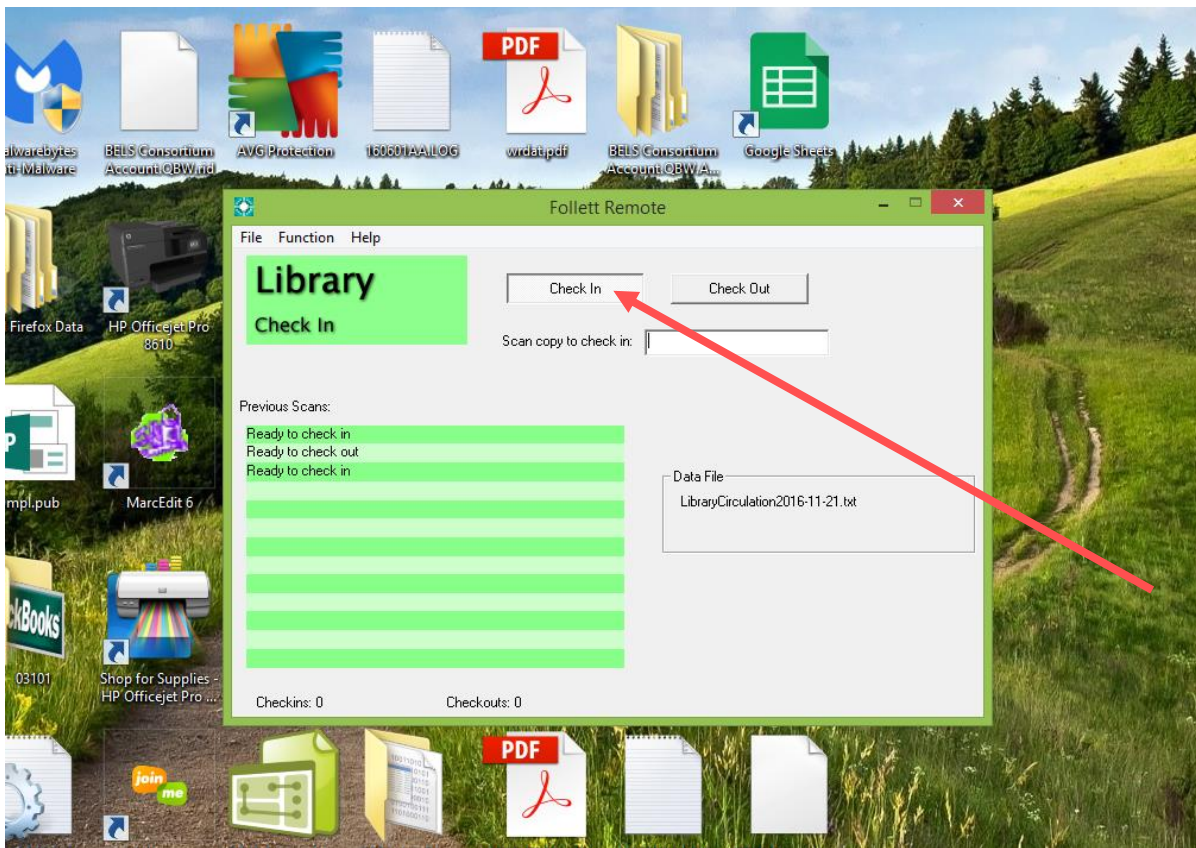
**Step 2: Locate the software version compatible with your **Operating System** and click the download link.**

**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.**

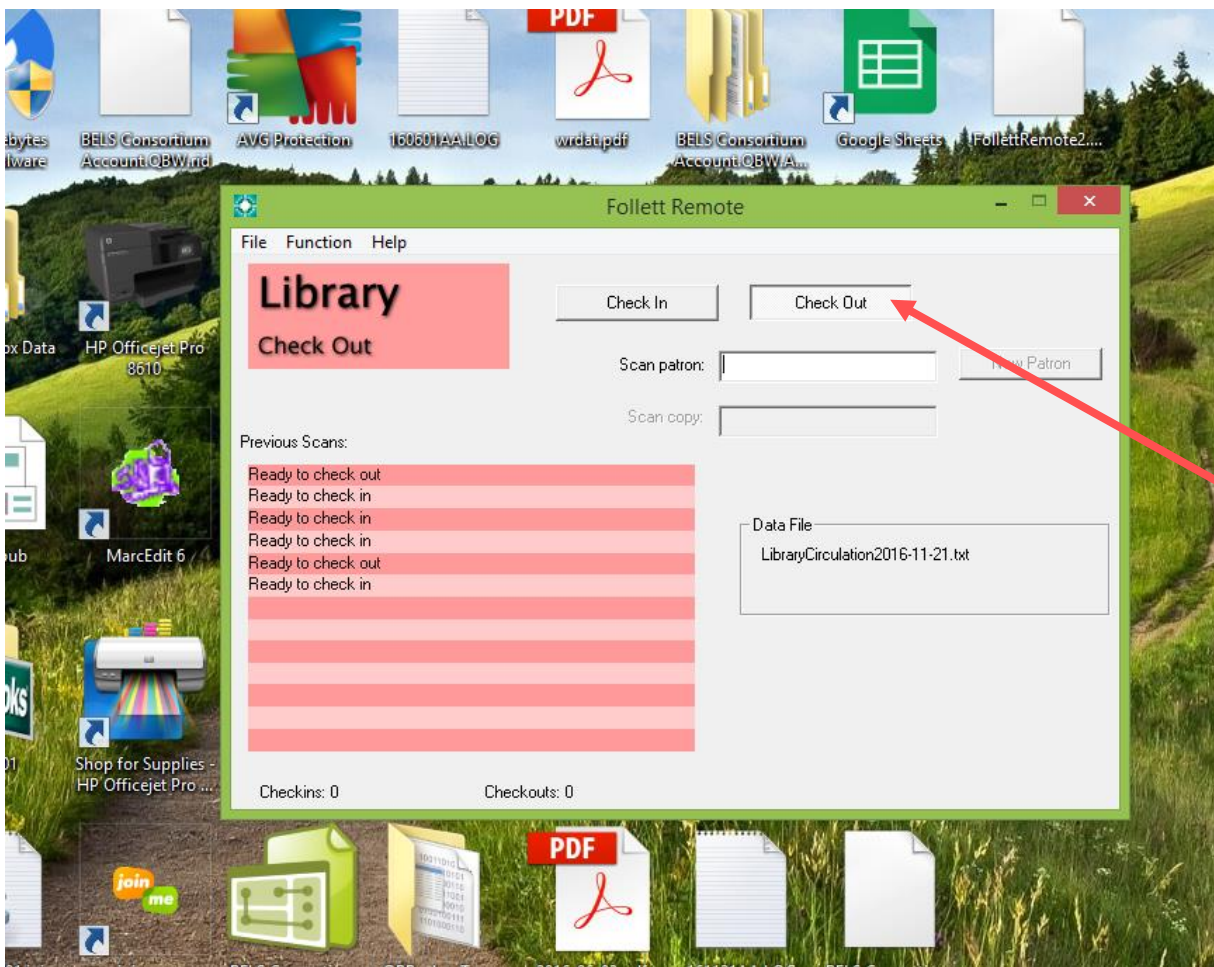
**Step 5: Open the **Follett Remote** application.**



**Step 6: To check in materials, make sure the **Check In** button is selected.**

**Step 7: Begin scanning book **barcodes**.**

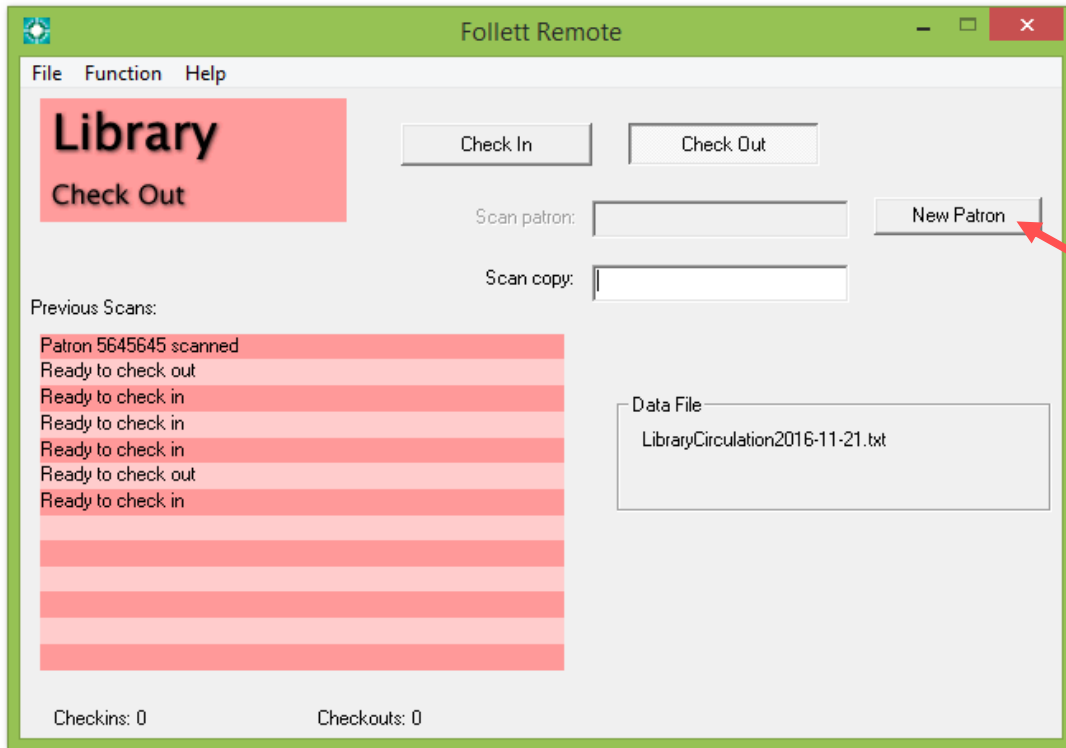




Step 8: To check out materials, make sure the **Check Out** button is selected.

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.

**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

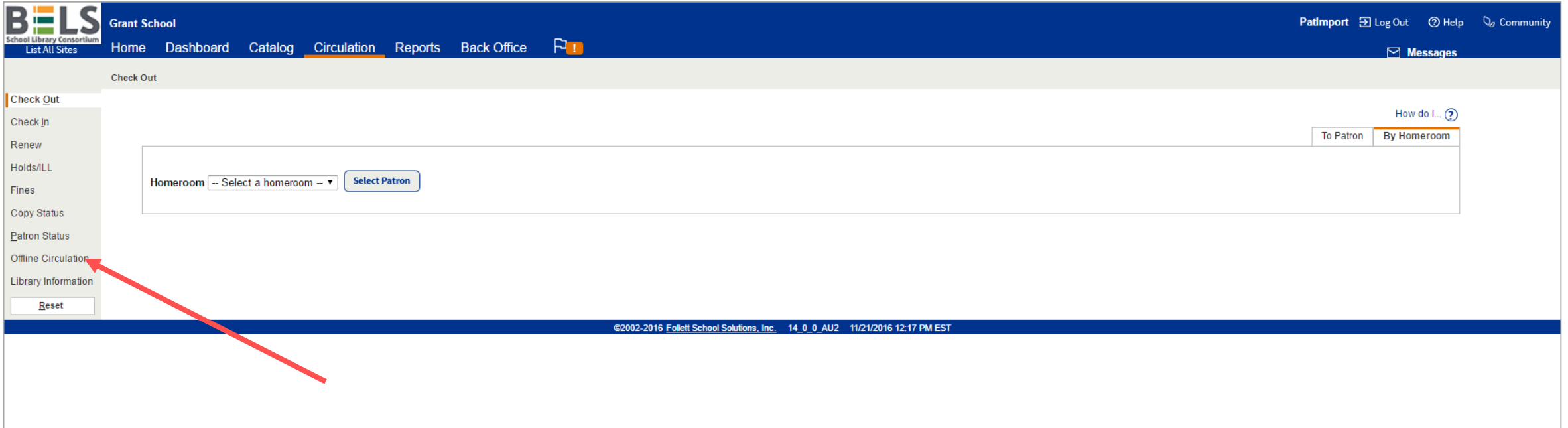
Reset

How do I... ?

To Patron **By Homeroom**

Homeroom -- Select a homeroom -- Select Patron

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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: Home, Dashboard, Catalog, Circulation (highlighted), Reports, and Back Office. On the right side of the top bar, there are links for PatImport, Log Out, Help, and Community, along with a Messages icon. Below the navigation bar, the main content area is titled 'Check Out'. On the left, a vertical sidebar menu lists several options: Check Out, Check In, Renew, Holds/LL, Fines, Copy Status, Patron Status, Offline Circulation (highlighted with a red arrow), and Library Information. A 'Reset' button is located at the bottom of this sidebar. The main content area features a 'How do I... ?' link and two tabs: 'To Patron' and 'By Homeroom' (the active tab). Below the tabs is a form with a 'Homeroom' label, a dropdown menu showing '-- 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 13: 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

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**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**.**