

[Library Manager](#) [Media Manager](#) [Textbook Manager](#) [Asset Manager](#)

Getting started with Follett Remote v2.0

[What is Follett Remote?](#)

[Why do I need it?](#)

[How do I get Follett Remote?](#)

[How do I install it?](#)

[How do I use it?](#)

What is Follett Remote?

Follett Remote is a small single-user application that allows you to collect copy and patron barcodes (by either scanning or typing) outside of Destiny. **Follett Remote** records the barcode numbers in data files that you can later upload to Destiny.

You can perform the following tasks with this application:

- Circulating library materials
- Taking inventory of library materials
- Building a list of library copy barcode numbers
- Circulating textbooks
- Taking inventory of textbooks
- Building a list of textbook copy barcode numbers
- Circulating assets
- Taking inventory of assets
- Building a list of asset item barcode numbers
- Checking in district media materials
- Taking inventory of district media materials
- Building a list of district media copy barcode numbers
- Recording patron barcodes

Note: The latest version is 2.0. To discover the version you have, choose Help -> About from the menu.

If you have version 1.0, you can [download and install v2.0](#), replacing your 1.0 version on your workstation.

[\(back to the top\)](#)

Why do I need it?

If you lose your Internet connection or your Destiny server becomes unavailable, you can continue to perform many tasks offline using **Follett Remote**:

- Circulating materials

- Conducting transactions in classrooms or bookmobiles
- Taking inventory with a workstation or laptop without an Internet connection

Among other things, you can create files of copy barcodes to upload in **Batch Delete**, **Batch Update**, **Transfer Textbooks**, and to add the associated titles to a Resource List.

You can also create files of patron barcodes for generating **Patron ID Cards** or a **Patron Name List** in **Reports**, or updating selected fields in your patron records with **Batch Update** in **Update Patrons**.

"Offline" simply means the barcodes are collected outside of and separate from Destiny.

When you do log in to Destiny, you'll need to [upload the data file\(s\)](#) you've created with **Follett Remote**.


[Pages where you can upload a barcode file](#)

[\(back to the top\)](#)

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®.

If you have a **Follett Falcon** or **Panther™**, it's already installed on it. Just tap the  shortcut on its desktop.

[\(back to the top\)](#)

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.

[\(back to the top\)](#)

How do I set it up and use it?

The first time you use **Follett Remote**, you'll need to verify or change the location for the data files.

The default location on a workstation running a Windows operating system is C:**Follett Remote**.

The default location on a workstation running a Mac OS is **Follett Remote** in the Documents folder.

1. If the **File Locations** dialog does not appear when you start the application, from the **File** menu, choose **File locations**.

2. If desired, click **Change** to specify your preferred location for any of the files.
3. Click **OK**, then **Save**.
4. Next, from the **Function** menu, choose the task you're going to perform:
 - [Circulating library materials](#)
 - [Taking inventory of library materials](#)
 - [Building a list of library copy barcode numbers](#)
 - [Circulating textbooks](#)
 - [Taking inventory of textbooks](#)
 - [Building a list of textbook copy barcode numbers](#)
 - [Circulating assets](#)
 - [Taking inventory of assets](#)
 - [Building a list of asset item barcode numbers](#)
 - [Checking in district media materials](#)
 - [Taking inventory of district media materials](#)
 - [Building a list of district media copy barcode numbers](#)
 - [Recording patron barcodes](#)
5. Scan your copy and/or patron barcodes, or type them in and press Enter.
6. When you're finished, or the Destiny server becomes available, you'll need to [upload the file](#).
7. If you're going to collect more scans on the same date, erase the uploaded scans by choosing **Erase Scans** from the **File** menu.

Tip: We provide a [Quick Help for Follett Remote](#) and a [Quick Help for Wireless Follett Remote](#) sheet. You may want to print one out and keep it handy.

[More on connecting your Follett Panther to your workstation or wireless network](#)

[More on connecting your Follett Falcon to your workstation or wireless network](#)

[\(back to the top\)](#)