**Follett Remote Step by Step**   
Purpose: If computer system goes down, you can use Follett Remote to check out or do inventory. It creates a document that can be uploaded into Destiny when power returns.

1. Go to Follett Help
2. In Search bar, type Follett Remote
3. Choose #1 Follett Remote in the Library
4. Click on Getting started with Follett Remote
5. Click on “How do I get Follett Remote?”
6. Click here to download the file
7. You will be given a window, click on “save”
8. Save this in your H drive (you may want to create a Follett remote folder)
9. Once it is in you H drive, check to make sure that all the files are saved correctly, to do this:
10. Open the zipped Follett Remote file in you H://drive
11. Click on “file”
12. Click on “file locations”
13. You will be given a pop up screen showing you where the files were saved. If they are all in your H drive, you are done. If they aren’t, click on the “change” key and tell it where to save on you H://drive.
14. Now if the power goes out, you should be able to go to your H://drive and open Follett Remote to begin checking out or doing inventory!

**Want to upload your data now that the power is back on?**

1. Go to your Destiny screen and click on the “circulation” tab
2. Then click “offline circulation” in side menu on left side
3. Browse for your text file on your H://drive
4. Click on upload and the information will be transferred into Destiny!!!