

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!!!