

INVENTORY:



Miscellaneous How-To-Discoveries

Using Follett Remote - Without having wireless, using Follett Remote saves the hassle of extension cords and messy wiring. (We used a combination of 50 ft. internet cables and Follett Remote. It was nice to have both.)

Pros to Follett Remote for Inventory	Cons about Follett Remote for Inventory
No cords (used charged up laptops on a cart with a scanner plugged into the USB. Adapters are available if your scanners don't have USB.)	No sound alert – It beeps for the bar code, but there is no alarm/alert sound for a misread barcode.
Simple Only two steps for uploading a file	The Follett Remote screen is fairly small and cannot be maximized.
Easy to eyeball which bar codes had been scanned.	I did stop about every 800-1,000 books or once a section was done to plug into the internet and upload the files. (A constant upload does not <i>need</i> to take place, but I was too paranoid to trust it.)
It does list “skipped barcode” for when a bar code wasn’t read properly. One can examine this with shelf reading to guess which bar code was missed.	
It saves a file of the scanned barcodes automatically. It only deletes barcodes after uploading if you tell it to.	

Steps:

1. Click on HELP once you are logged into Destiny.

→ Search Follett Remote

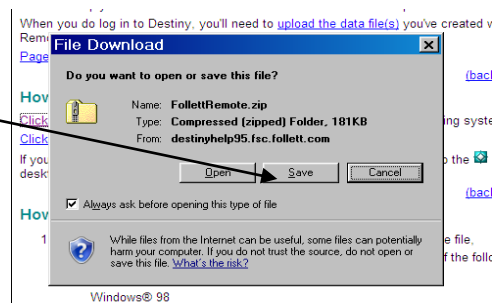
→ Click on choice 1 "Follett Remote in the Library"

→ Click on [Getting started with Follett Remote](#)

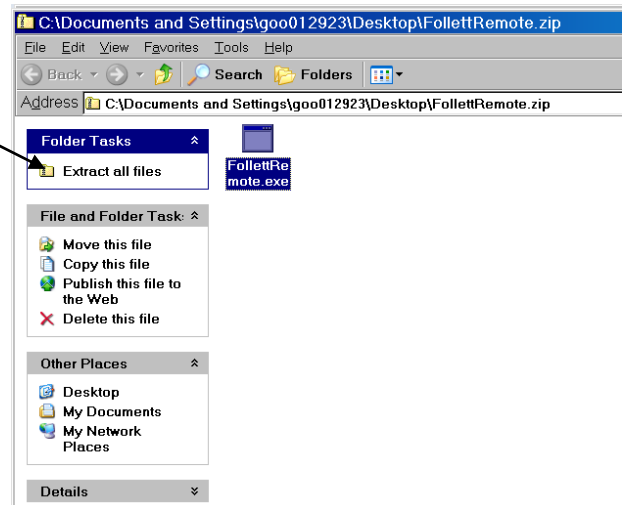
→ Then click on [How do I get Follett Remote?](#)

Then Find, [Click here to download the file](#) for workstations running a Windows® operating system.

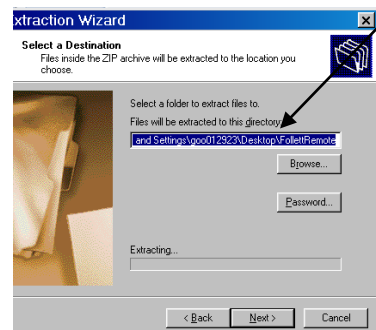
2. Click on Save the zip file



3. Next, select to save it to the **DESKTOP**!!!! If the Remote is saved to the H:// drive you will still need an internet connection, which defeats the purpose of going remote. I could not get the UPLOAD later to read my files without this on the desktop.)
4. When it is done downloading, you can OPEN the file as it prompts you.
5. Then, click on the icon and EXTRACT ALL FILES.



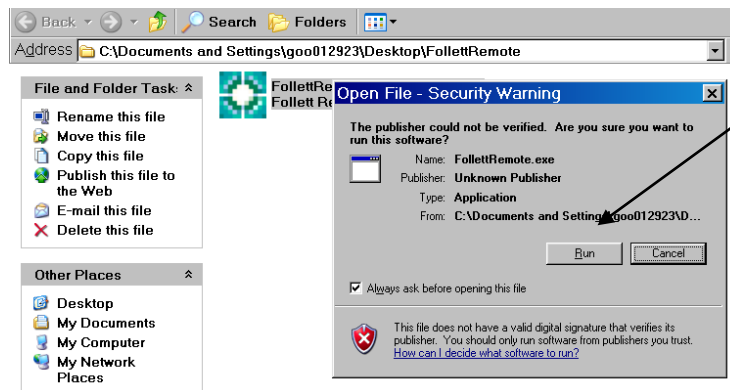
6. You will go through an extract files Wizard. Click NEXT → Make sure the Browse files listed is automatically your desktop.



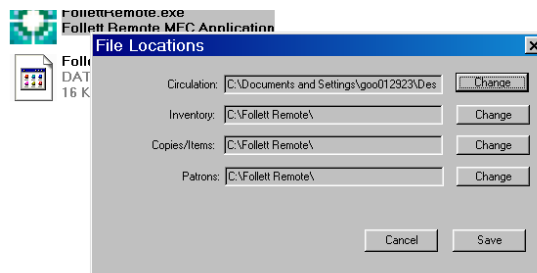
7. Click, FINISH, show extracted files.
 - a. There should now be a Follett Remote FILE icon on your desktop. (The ZIP file will also be present.)



8. When you are ready to inventory using Follett Remote, open the file and click RUN.

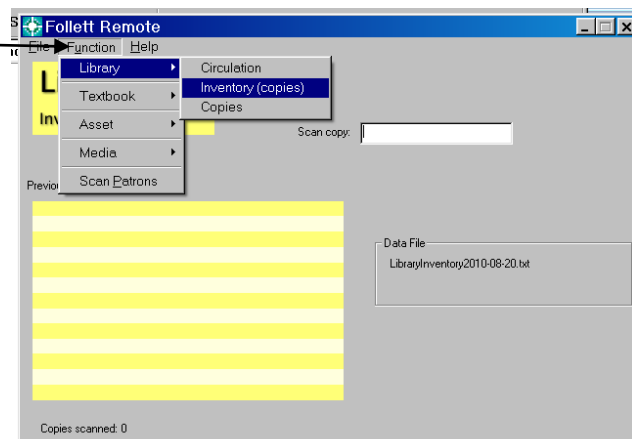


9. Last step, it will prompt you to set up file locations. **CHANGE all FOUR** to your desktop and click **SAVE**.

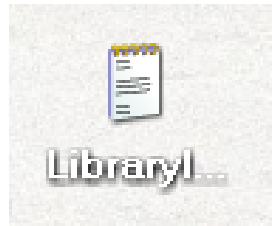


10. Follett Remote should now open. Change the FUNCTION from Library Check-out (pastel yellow) to INVENTORY (copies).
Scan away...

11. When you are done scanning... Click on File → Exit



12. There should now be a notepad file on your desktop with barcodes.



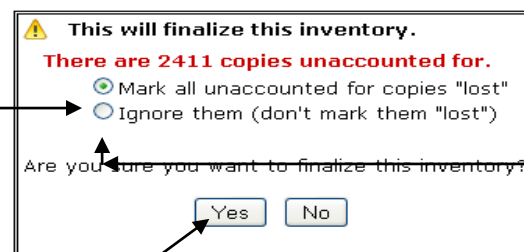
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File Edit Format View Help
B1856009107416
31856012614028
31856009099704
31856009099886
31856009099605
318560090993866
31856009130590
31856009118892
31856009132406
31856009128636
31856010048443
31856010255485
31856011879887
9780761453581
31856010250551
31856009100908
318560090993046
31856010250221
31856010255782
31856010250106
318560090921572
31856012614432
318560090990950
31856009182472
31856009101294
```

Upsloading your Follett Remote Inventory...

1. Connect to the internet and go into Destiny.adams12.org and login into your school.
2. Go to Back Office → Inventory
3. Select the inventory you are working on. Instead of scanning barcodes, go to UPLOAD.
4. Browse for the notepad file created from scanning (see above) [something like...LibraryCirculation2010-08-20.txt with the above icon.]
5. Click the UPLOAD button to the right.
6. It will run a report in job manager, once that is completed refresh your inventory back on the main INVENTORY part of your Back Office.
7. You should notice the percentage completed change.

Deleting an Inventory you've created new, but for whatever reason didn't use or actually want: (I had set some up practicing and decided later to clean things up by deleting them.)

1. If you are sure you don't want the created inventory, click FINALIZE. It is the only way to delete it.
2. When you click FINALIZE it will prompt you about your collection even though you may have never scanned anything.
3. **Here is the critical part...**
 - a. A box like below will pop up
 - b. You need to change the default of mark all unaccounted for "lost" to **ignore them**.



[Completed Inventories](#)]

Practice - Started 8/19/2010

Start New


Finalize

4. Lastly, click YES, and the inventory will delete.

**If you accidentally click the unaccounted items as LOST,
there is a way to undo it!**


1. Go to the main INVENTORY tab in the Back Office.

Library Inventory Full Inventory 2010 - Started 8/17/2010 ▼

2. Click on the blue percentage 'completed' → [78.10% Complete](#) as of 9:53 PM  Refresh
3. To the right of your 'unaccounted for' click on the blue [\[see details\]](#)

Progress Details

Copies matching selections	11,010	
Accounted for	8,599	(12 of which are lost [See Details])
Unaccounted for	2,411	[See Details]
Copies in collection	11,010	

 Run Rep

4. Scroll down to the bottom of this list and click on SHOW ALL
5. At the bottom of the page, you can enter a DATE (the recent date you marked everything lost) and undo the lost items.
6. It will double check with you about changing this, click YES.