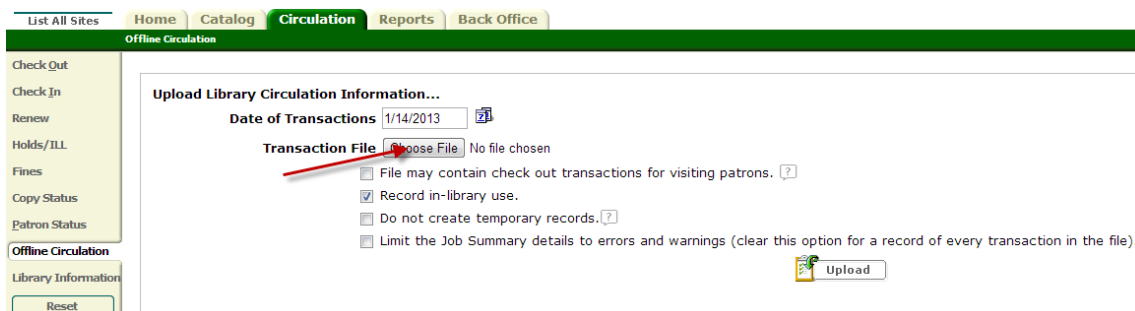


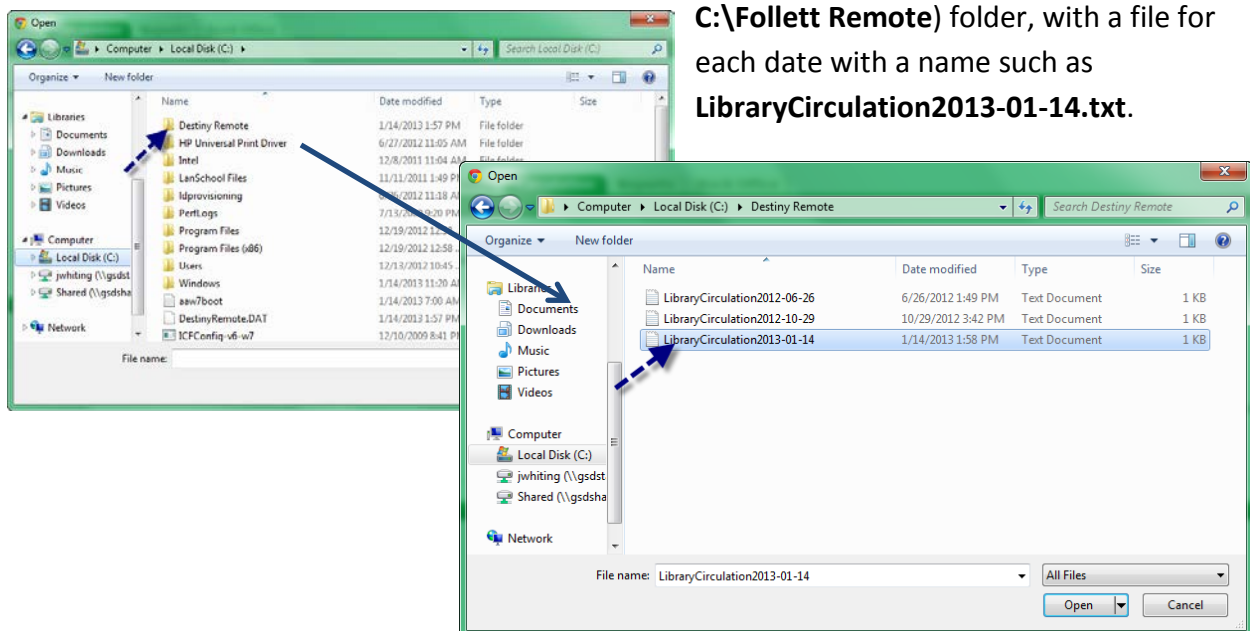
Uploading Destiny Remote Offline Circulations

When you use the Destiny Remote software to record library circulations offline, follow these steps to upload the circulation when you once again have access to Destiny.

1. In Destiny, go to the **Circulations** tab and click on **“Offline Circulation”**
2. Double-check that the **“Date of Transaction”** is set to the date that you used Destiny Remote



3. Click on the **“Choose File”** button, and browse to the Destiny Remote information file for your offline circulations. These files are saved in the **C:\Destiny Remote** (or **C:\Follett Remote**) folder, with a file for each date with a name such as **LibraryCirculation2013-01-14.txt**.



4. Once you have found the file for the correct date, click the **“Open”** button (or double-click on the file name.)
5. Click the **Upload** button in Destiny. A listing will be created in the **Job Manager**.
6. When the **Offline Circulation** job has finished (it takes some time to process), view the results to see if there are any errors that need to be corrected.