DESTINY

Check Out

%C123H

Check In

%C127L

Patron Status

%C159E

Reset

%C167I

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OFFLINE CIRCULATION

You can do offline circulation-in a nutshell, this is what I do. (Attached is the sheet that has the command codes. I have that printed off and laminated, kept near the circ station desk!)

- Click on NOTEPAD
- create a new file, save it to the desktop as OFFLINE CIRC.
- using the Library Circulation Commands sheet/barcodes, you scan the barcode for Checkout, then you scan the patron's ID, then you scan the books that they're checking out.

(See below for an example of what this will look like!)

Example of an Offline Circulation text file:

%C123H 15547 55478 %C123H 36 154 874	(checkout command code) (patron barcode) (copy barcode) (checkout command code) (patron barcode) (copy barcode) (copy barcode)

I don't usually bother doing check IN's while Destiny is down. I just set those books aside to do later, but you can do check IN's the same way if you like. (Scan check in command code, then scan the book's barcode).

When Destiny is back up and happy, go to Upload Offline Circulation and then just browse to your txt file and upload it. Review transactions in the Job Summary/Job Manager to make sure everything went in smoothly. It usually works just fine.

I found the following instructions in Destiny, under the HELP for Offline Circulation