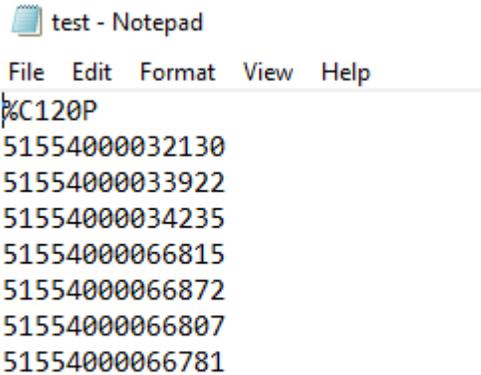# BULK CHROMEBOOK CHECK IN

To check in a lot of chromebooks at once:
- Open a blank Notepad document (Type Notepad in the computer's search box if you don't have a shortcut to it)
- pull up a list of barcodes that you need to check in
- On the FIRST line of the notepad file type: %C120P (that's a zero, not an O)
- Paste the bar codes below that line
- Save and name the file
- In Destiny, go to Circulation and click on Offline Circulation
- Click on the Resources tab
- Choose the notepad file you just created
- Click upload
- They are checked in!!

Notepad document

test - Notepad

File   Edit   Format   View   Help

```
%C120P
51554000032130
51554000033922
51554000034235
51554000066815
51554000066872
51554000066807
51554000066781
```

Offline Circulation