## **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

	Colquitt County High School 💠		View All 🗸	Site Administrator 🕣 Log Out	⑦ Help 🏾 🕁 Shop 🖓 Community
	Home Dashboard Catalog Circulation Reports Admin My Info				Mew Message(s)
	Offline Circulation				Read
Check Out					How do I
Check Out Items					Library Materials Resources
Check In	Inford Resource Circulation Information				
Check In Items	Date of Transactions 4/1/2022				
Renew	Make Check Outs Due 5/20/2022 31				
Holds/ILL	Transaction File Choose File No file chosen				
Fines	☐ File may contain check out transactions for any patron or location in the district. ⑦				
Copy Status	Limit the Job Summary details to errors and warnings (clear this option for a record of every transaction in the file).				
Item Status		Upload Scans			
Patron Status					
Offline Circulation					
Library Information					
Reset					