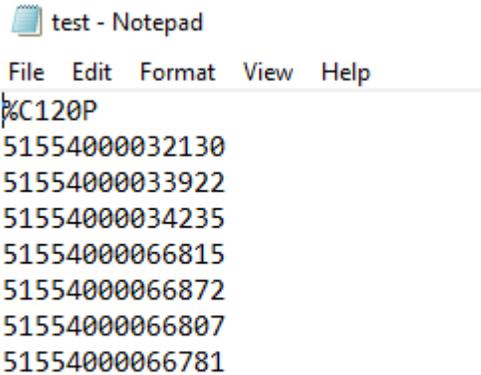


BULK CHROMEBOOK CHECK IN

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



Offline Circulation



Offline Circulation

- Check Out
 - Check Out Items
 - Check In
 - Check In Items
 - Renew
 - Hold/LL
 - Fines
 - Copy Status
 - Item Status
 - Patron Status
 - Offline Circulation**
 - Library Information
- Reset

How do I... ?

Library Materials Resources

Upload Resource Circulation Information...

Date of Transactions 4/1/2022 31

Make Check Outs Due 5/20/2022 31

Transaction File Choose File No file chosen

- File may contain check out transactions for any patron or location in the district. ?
- Limit the Job Summary details to errors and warnings (clear this option for a record of every transaction in the file).

Upload Scans

