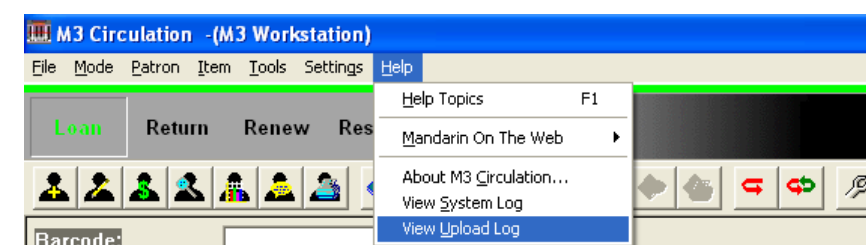
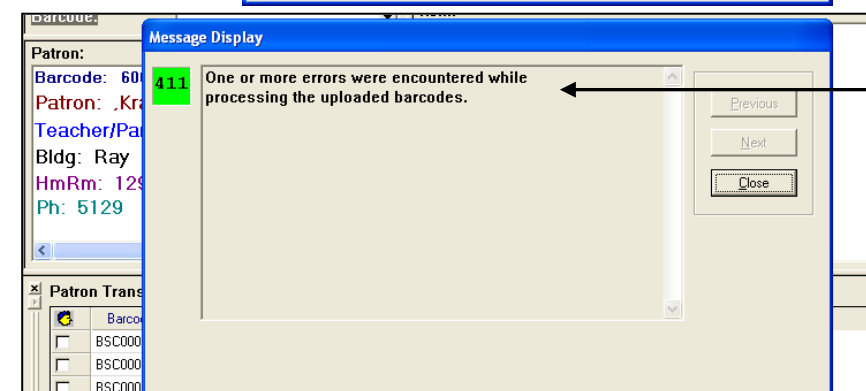
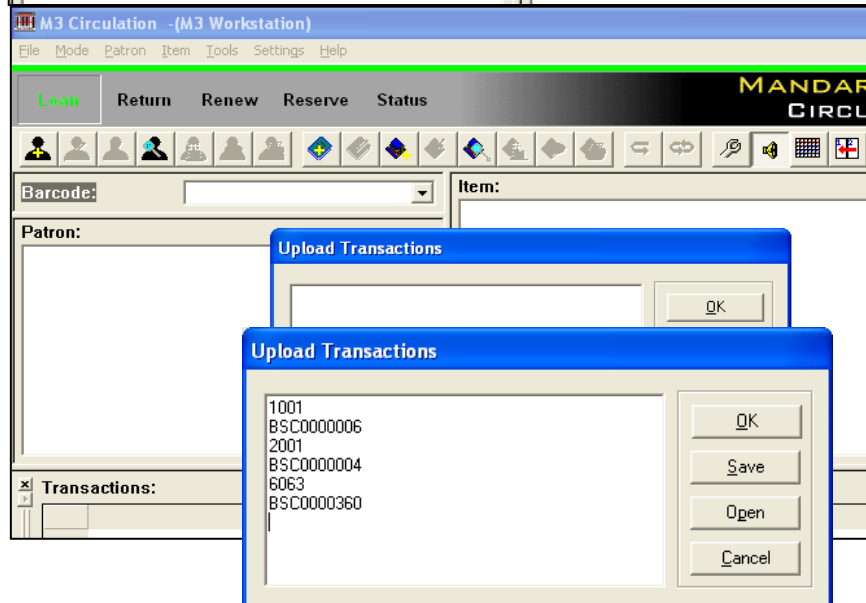
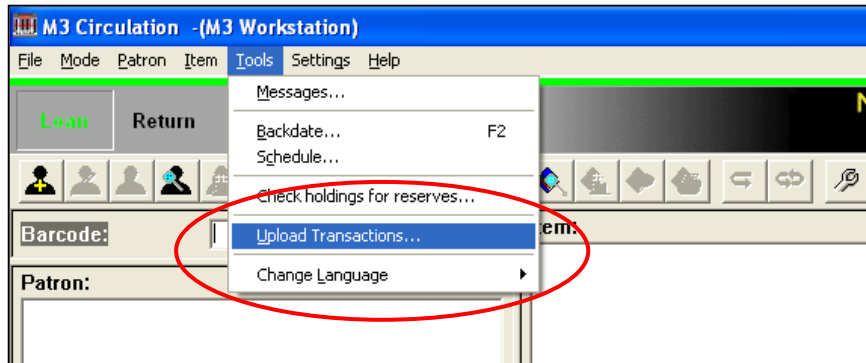



## USING THE UPLOAD TRANSACTIONS FEATURE

This feature teamed with a wireless scanner allows you to Loan or Return books elsewhere in the library.

If your scanner has a buffer to hold barcodes you can enable this feature on the computer the scanner is hooked up to and:

- ✓ go into a classroom w/a sheet of patron barcodes and circulate items there
- ✓ place computer out in a hall and return items in many different rooms at once
- ✓ scan items into a spreadsheet and then run through Loan or Return

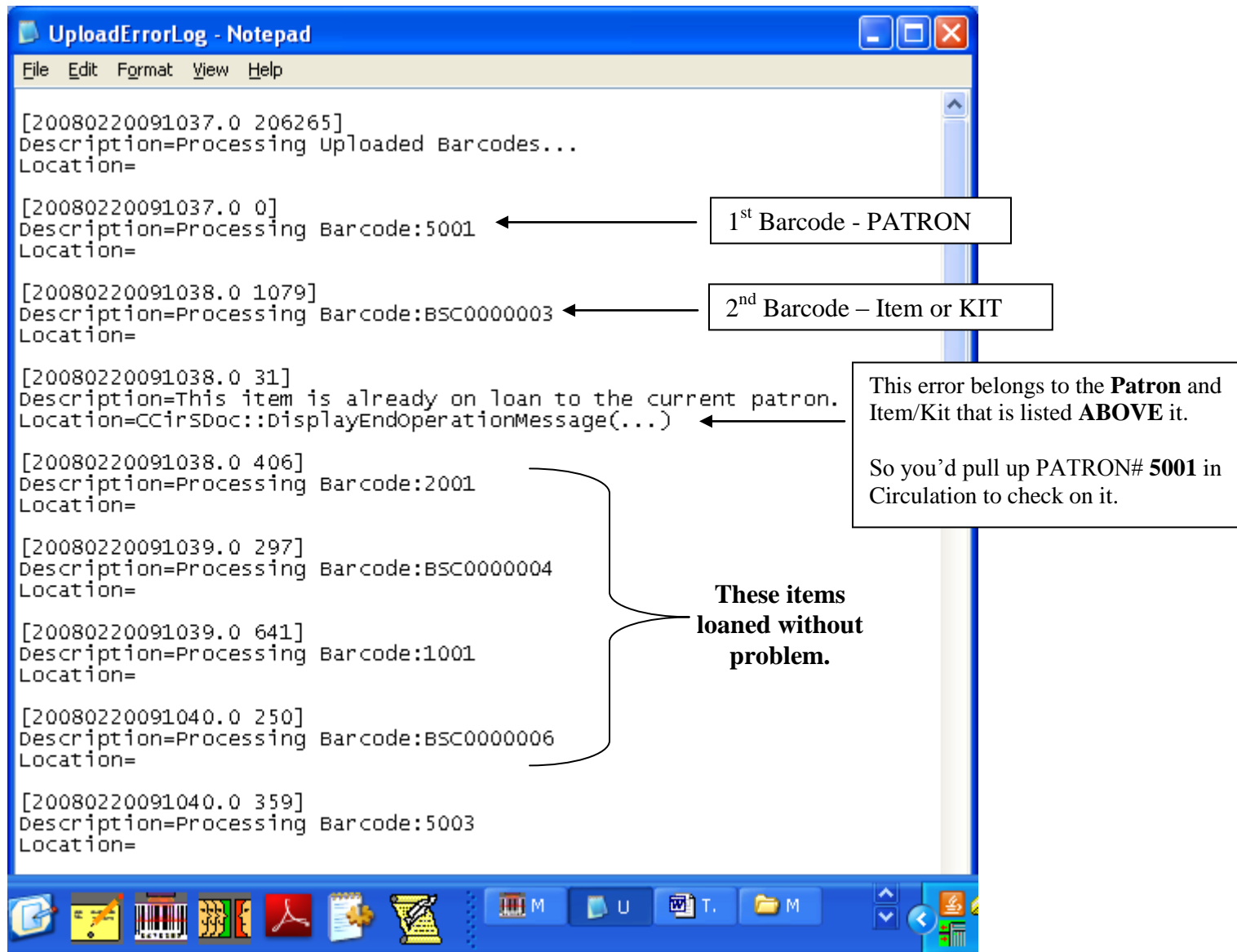


1. Open **M3 Circulation** 
2. Click on **Loan**
3. Click **Tools** on the menu bar
4. Select **Upload Transactions...**
5. **Upload Transactions** window appears.
6. Scan in your first Patron barcode
7. Go into classroom etc. wherever the books are that you need to scan for that patron and start scanning.
8. When done scanning, return to your computer. You will see your information (item barcodes) in the **Upload Transactions** window
9. Click **OK** button
10. Information Uploads into Circulation
11. *If there's a problem*, you will see the following message display.
12. Click **Close** button
13. Click **Help** on the menu bar
14. Select **View Upload Log**

15. Print out or Save the Log if necessary, or view onscreen.

- a. If there are errors, look to the barcode above the error message (that's the one that's affected).
- b. Take care of error message if necessary – some things don't need "fixing"

16. Otherwise don't save it, and just close the window.



### Using a spreadsheet

Must do a "Save As" as a .csv or .txt format

Click OPEN

Locate the file

Click OK button to run it.

The rest is exactly the same.

You will still have a log file showing you any problems.