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:
- $\sqrt{}$ go into a classroom w/a sheet of patron barcodes and circulate items there
- $\sqrt{}$ 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

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Help Topics

Mandarin On The Web

About M3 ⊆irculation...

View System Log /iew <u>Uploa</u>d Log

Return

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- 1 M3 Circulation
- k on **Loan**
- k **Tools** on the menu bar

- ct Upload Transactions...
- ad Transactions window ars.
- in your first Patron barcode
- nto classroom etc. wherever the s are that you need to scan for patron and start scanning.
- en done scanning, return to your puter. You will see your rmation (item barcodes) in the ad Transactions window
- k **OK** button
- rmation Uploads into Circulation
 - f there's a problem, you will he following message display.
- k 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.