

TRANSFERRING CIRC TRANSACTIONS TO THE INNOPAC FROM THE SCANNER

Log on to computer as me (Linda – password is under the keyboard)

Connect the scanner to the computer using the USB cable.

Click on This PC icon

Double-click on CS3000

Double-click the folder SCANNED BARCODES.

Double-click to open the file BARCODES.TXT – will open in Notepad.

Click on FILE, then on SAVE AS.

Change the file name to **circ.dat**

Change the type (save as type) to **all**

Click on SAVE

Close Notepad

Right-click on “circ.dat” (file)

Click on Copy

Minimize window – the tab says “Scanned barcodes”

MOVING THE FILE TO THE LIBRARY SERVER

Right click on the start button, then click RUN

Choose (or enter) c:\Millennium\Offline

Paste circ file (right click anywhere on the white part of the screen, then select “paste”) If it says “the destination already has a file named circ.dat” choose “replace the file in the destination”

Minimize window

TRANSFERRING FILE FROM THE PC TO THE LIBRARY CATALOG

Open Millennium Offline Circulation (icon looks like a plane circling a planet)

Click on FILE, then UPLOAD CIRCULATION AND PATRON DATA

Upload to server? YES

You’ll see a message “xx circulation transactions have been sent”. Click on OK.

“Do you want to clear the circulation file?” NO!! (not until the file has been processed) Just leave the box open for now