

# Follett Applications

## WINDOWS

### End of the Year Tips

#### 1. Setting a Fixed Due Date

*From Follett Applications*

*System Setup*

*Setup*

*Circulation*

*Select the patron type you want to change to fixed from the drop-down menu.*

***In the Limits box--Click on Edit***

*Max checkouts: **This information may remain the same***

*Max overdue: **This information may remain the same***

*Fixed Loan Periods due: 06/07/02\*\**

**\*\* Type in the date you would like all items to be returned.**

**Example: 06/07/02**

*Ceiling date: 06/07/02\*\**

*Max holds: **This information may remain the same***

*Default priority: **This information may remain the same***

*Click on Save*

***In the Loan Periods box--Highlight Regular***

*Click on Edit*

*Change "day(s)" to "fixed" by clicking on the drop-down menu and highlighting fixed*

*Click on Save*

## **2. Paying Fines**

*From Follett Applications*

*Circulation Desk*

*Fines*

*Type in the patron's barcode number*

*Highlight the title to be paid*

*Click on Pay*

## **3. Lost Books**

*From Follett Applications*

*Circulation Desk*

*Lost Copies*

*Type or Scan a **PATRON** barcode. Press <Enter>*

*The patron's info window appears and the list of items the patron has appears*

*Highlight the item that is lost*

*Click on <Mark as Lost>*

*Click on Yes to make the item Lost*

*Click on Yes to create a Fine and enter the amount paid*

*Click on <Save>*

## **4. Print reports**

### **To print an Overdue Notice**

*From Follett Applications*

*Reports*

*Circulation Reports*

*Overdue/Bill Notices*

*Select whether or not the list is to be generated by patron name, location 1, or location 2*

*If you want to limit your list to just students or faculty, click on <Patron Types>*

*Click on Selected Patron Types*

*Highlight the patron type and click OK*

*If you want to limit your list to a particular circulation type, click on <Circulation Types>*

*Click on Selected Circulation Types*

*Highlight the circulation type and click OK*

*Answer the remainder of the questions*

*Click Print*

### **To print an Overdue List**

*From Follett Applications*

*Reports*

*Circulation Reports*

*Checkouts/Fines*

*Select whether or not the list is to be generated by patron name, location 1, or location 2*

*Enter the Starting At and Ending At information*

*Select whether or not the list is to be generated by patron name, location 1, or location 2*

*If you want to limit your list to just students or faculty, click on <Patron Types>*

*Click on Selected Patron Types*

*Highlight the patron type and click OK*

*Select: Overdues*

*If you want to limit your list to a particular circulation type, click on <Circulation Types>*

*Click on Selected Circulation Types*

*Highlight the circulation type and click OK*

*Answer the remainder of the questions*

*Click Print*

**To print a list of ALL items checked out**

*From Follett Applications*

*Reports*

*Circulation Reports*

*Checkouts/Fines*

*Select whether or not the list is to be generated by patron name, location 1, or location 2*

*Enter the Starting At and Ending At information*

*Select whether or not the list is to be generated by patron name, location 1, or location 2*

*If you want to limit your list to just students or faculty, click on <Patron Types>*

*Click on Selected Patron Types*

*Highlight the patron type and click OK*

*Select: All Items Checked Out*

*If you want to limit your list to a particular circulation type, click on <Circulation Types>*

*Click on Selected Circulation Types*

*Highlight the circulation type and click OK*

*Answer the remainder of the questions*

*Click Print*

## **To print a list of Fines**

*From the Follett Applications*

*Reports*

*Circulation Reports*

*Checkouts/Fines*

*Select whether or not the list is to be generated by patron name, location 1, or location 2*

*Enter the Starting At and Ending At information*

*Select whether or not the list is to be generated by patron name, location 1, or location 2*

*If you want to limit your list to just students or faculty, click on <Patron Types>*

*Click on Selected Patron Types*

*Highlight the patron type and click OK*

*Select: Fines Only*

*If you want to limit your list to a particular circulation type, click on <Circulation Types>*

*Click on Selected Circulation Types*

*Highlight the circulation type and click OK*

*Answer the remainder of the questions*

*Click Print*

## **To print a System Circulation Statistics Report**

*From Follett Applications*

*Reports*

*Help*

*About Reports*

*Click on Statistics*

*The report appears*

*From the drop down menus, select the specific number of years, months, days, or hours*

*Click Refresh*

*Click Print*

## **To print a System Information Report (Formerly System Status Report)**

*From Follett Applications*

*Reports*

*Help*

*About Reports*

*Click on Information*

*Count overdues (Answer yes or no)*

*The report appears*

*File*

*Print*

**To print a Collection Statistics Report (Formerly Dewey Report)**

*From the Follett Applications*

*Reports*

*Circulation Reports*

*Collection Statistics*

*Report Circulations For*

- *This Month*

*Dewey Call Number Range*

- *Starting Number 0*
- *Ending Number 999*

*Report Circulations by Dewey*

- *100's*

√ *Include Call Number Prefixes*

*Click Print*

**5. Backups.**

*From Follett Applications*

*Backup and Restore*

*Insert disk*

*To backup your database, follow the steps listed on the screen.*

*Step 1: Select a destination for your backup:*

*Click on the Browse button.*

*Click on 3½ Floppy (A:)*

*Click OK.*

*Step 2: Set option:  Backup keywords*

*Because this is an end-of-the-year set of Backups, it is recommended that you check this option. This process may take a long time.*

*Step 3: Perform backup: Click on Backup button. When backing up to floppy disk, answer "No" when asked to verify after the backup process is complete.*