Destiny Inventory

These directions below were prepared in Spring 2008. You can also get help with the inventory from the Destiny Help menu.

*You can use more than one scanner, but you should transfer both Dolphin scanners in the same **Homebase** to the same computer each time. In other words, only use **one computer for inventory**.

Telephone support: **1-800-722-7424**

Customer # check with Destiny Telephone support or Cathy to find your customer #

- **Log-in to Destiny**
- **Click on Back Office**
- **Inventory**
- **Choose full inventory**
- **Minimize the screen**

Taking inventory with a PHD Dolphin+

- Scan the barcodes by pressing the **ON·SCAN** key (you'll see the laser beam).
- **If the scanner won't scan (no red beam)…hold down all 3 white keys at the same time.**
- Point the Dolphin at the barcode you want to read. When the Dolphin successfully reads the barcode, it displays the barcode number on the Dolphin Screen, and saves it to a file named Scan.Log. If the full barcode doesn't show up, set those books aside and do manual entry on the computer (NOT the Dolphin Scanner) Directions are under *** Upload Your Files**. (page 2)
- After you have collected your scans you'll need to transfer them to your workstation. You can do these several times a day or at the end of each day…as many times as you want.

Transferring scan files:

To transfer the scan file from the PHD Dolphin+ to your workstation, follow these steps:

Go to your desktop and double click on:

1. select **Receive File**. (I selected **continuous receive**)

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Put your scanner back on the base:

2. You should see the following message on the Dolphin's screen: **You have a LOG file, do you wish to ship it out?**
3. Type **Y** (press the **3** key once) for Yes. If the 3 key doesn't work you need to change to alpha mode by pressing the **SHIFT** key once on the Dolphin, then hit the **3** key again.
4. You should see the following message on the Dolphin's screen:

    Set Dcomm to
    Receive a file
    Place in base
    Press Enter
5. With the Dolphin in the HomeBase, press **ENTER** on the Dolphin to begin the file transfer. You'll receive the following message on your computer after pressing **ENTER**:

SCAN.LOG
Dcomm is going to overwrite this file.
Do you really want this?

6. Choose **Create a backup copy**. (once I got started I just clicked **Overwrite, but you might not want to do this in case you forget to upload**)

*Look through "REPORTS" in back office after you upload to check for SKIPPED BARCODES , COPY STATUS, BOOKS ON SHELF BUT NOT CHECKED-IN, ETC.

The utility automatically renames the existing Scan.Log file to Scan.Log.Bak0. If a Scan.Log.Bak0 already exists, it renames it to Scan.Log.Bak1 and Scan.Log or Scan file is renamed Scan.Log.Bak0, etc.
Important: The utility can only rename files up to Scan.Log.Bak9. Once it reaches Scan.Log.Bak9, it starts over with Scan.Log.Bak0, overwriting the existing files.
Make *sure* to upload the files to **Inventory** before you accumulate ten log files.

*The **higher** the appended number on the file name, the **older** the Scan.Log file. So, the **most recent file** is the **scan.log file**.

7. *Note:* Once the file has transferred to the computer, you should see **Hooray! Your data has transferred successfully** (on the scanner screen), indicating that the utility has successfully transferred your Scan.Log file to the computer.
At this point, the utility automatically deletes the scans from the Dolphin. The Dolphin then shifts to the low-power mode (displaying the Follett logo).

Transferring Multiple Files
You can collect additional scans with the Dolphin and transfer another batch to your workstation.

*   Once the utility transfers the file to the computer, you can upload the file to Destiny.

*   Choose **Abort** to cancel the file transfer, then press **ENTER** on the Dolphin to return to the scanning mode.
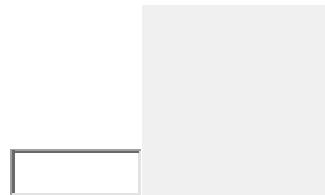
Upload your files:

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- Open your Destiny to the inventory page
- Click on "Browse" Go to:
- C:\Program Files\Dolphin File Transfer\Scans\, choose your scan.log file to upload. (To see where your files are stored…open File Transfer Icon, click on configuration, then click on folders.)
- When you use "**overwrite**" the file you want to upload is the **Scan.log or Scan**
- Click **upload**

*You can check in **job manager** to view your files that were uploaded. If there are any books that say:

    Skipped Barcode "T 1500000" not found.

You can manually put the number in, click on **Account For**, then it will automatically be in the inventory…you don't have to upload again**.**

Scan or enter one-at-a-time

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