

Inventory Instructions Using the Dolphin Scanners

Updated 5/30/15

In the Destiny Library Program

Click on Back Office

Click on Inventory

Click on Start New

Type in a name for the Inventory (School Year 2013-14)

- Do Not fill in the call numbers (from____to____) blanks
- Circulation Types should be - All Circulation Types

Click on OK

Are you sure you want to start this inventory, will pop up.

Click on Yes

Dolphin Instructions

After scanning books, insert Dolphin into the base.

To transfer a File:

Click on the Dolphin File Transfer Icon on the desktop.

Click on Receive File

Press 3 on the Dolphin (if you do not hear a beep, press Shift 3)

When it beeps press Enter

Transferring to the Destiny Library Program

Go to Inventory

Click on Browse

Click on the flie to upload

To find the Files:

- Click on Computer
- Click on the C Drive - open
- Go to Program files - open

- Click on Dolphin File Transfer - open
- Click on Scans - open
- Click on SCAN - open

Click on Upload

For the next transfer, you will see:

Scan Log is going to overwrite this file

Click on Overwrite

(This should only be done after you have uploaded the last file that you transferred. If you do not upload the file before you transfer the next file, you will lose all information that was in the last transferred file.)