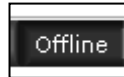


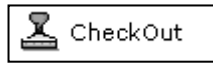
Offline WorkFlows Checkout Wizard

The Offline WorkFlows Checkout wizard guides you through the process of checking out materials to a library user in an offline mode.

1. **Select** Offline toolbar



2. **Select** Offline Checkout wizard



3. In the Checkout window, **scan** the user's library card (or type full 14-digit user barcode number) to enter the user ID in the **User ID** field.
4. **Scan** the item barcode to enter it in the **Item ID** field.
5. If required, **use** the Calendar gadget to specify a different due date in the **Alternate Date Due** field.
6. **Click Check Out Item to User** to check out the item, or **click Close** to exit the wizard without saving charges.

CheckOut

3 User ID:
4 Item ID:
 Alt due date: 5

Item ID	Alt due date	User ID

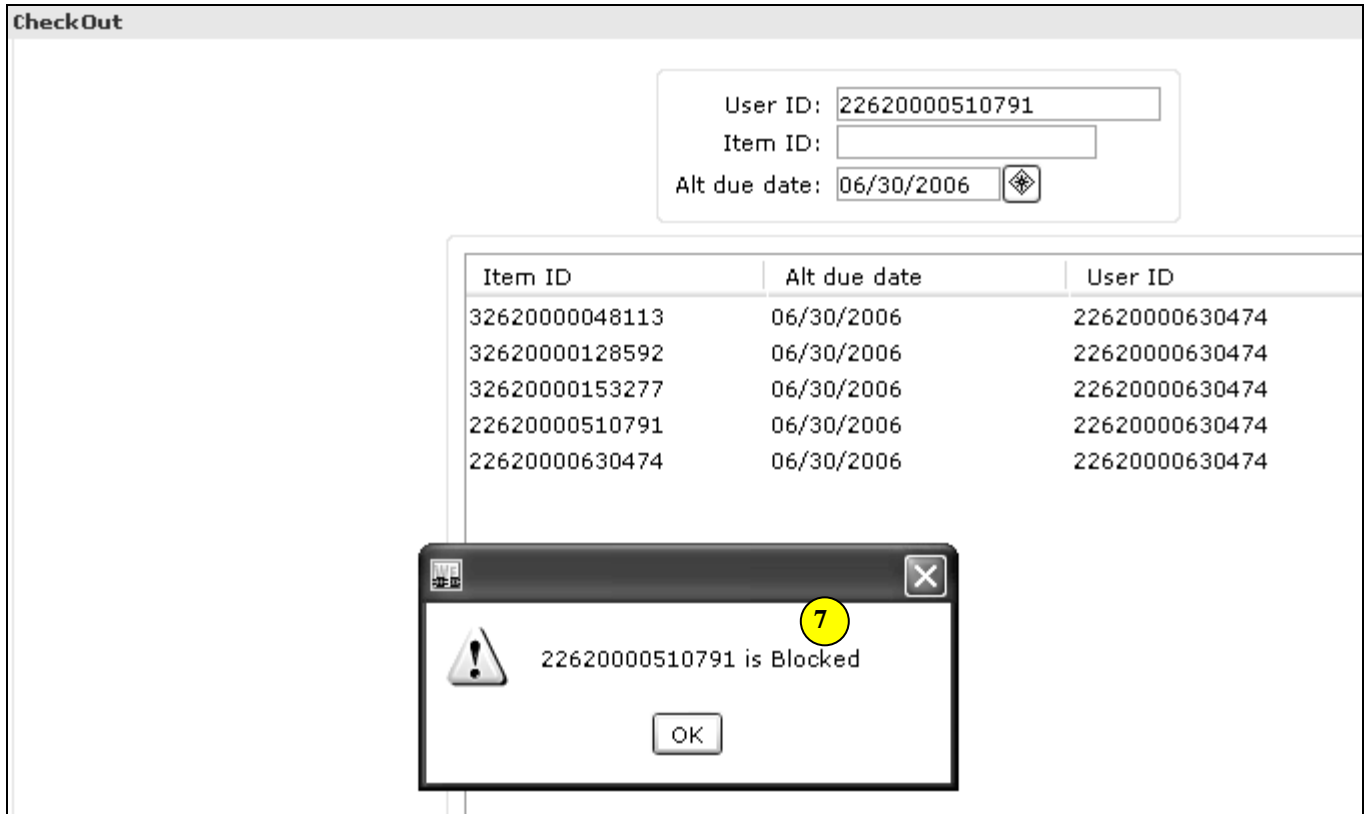
6

Check Out
Item
To User

Check Out
To New User

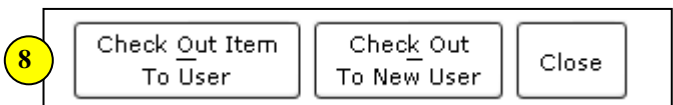
Close

7. If using the delinq file, check out to BLOCKED, BARRED, SUSPENDED users will **NOT** be possible (not even overrideable).



8. After all items for a user have been checked out, do one of the following.

- **Click Check Out to New User** to clear the charge list before beginning a checkout for the next user. If WorkFlows is configured to print receipts, a date due slip or charge receipt prints for the current user before the charge list is cleared for the next user.
- **Click Close** to close the Checkout window.



NOTES:

- *If an item already checked out to a patron is charged by that patron again, the item will be renewed for that patron when the transactions are uploaded to the Unicorn server. If an item is already checked out to a patron, then checked out by another patron, the item is discharged from the original patron and checked out to the new patron when the transactions are uploaded to the server.*
- *If a workstation has a receipt printer, the Offline WorkFlows Checkout wizard properties can be set to print charge slips or date due slips.*

Note: For more detailed information or specific questions, use **HELP** wizard.