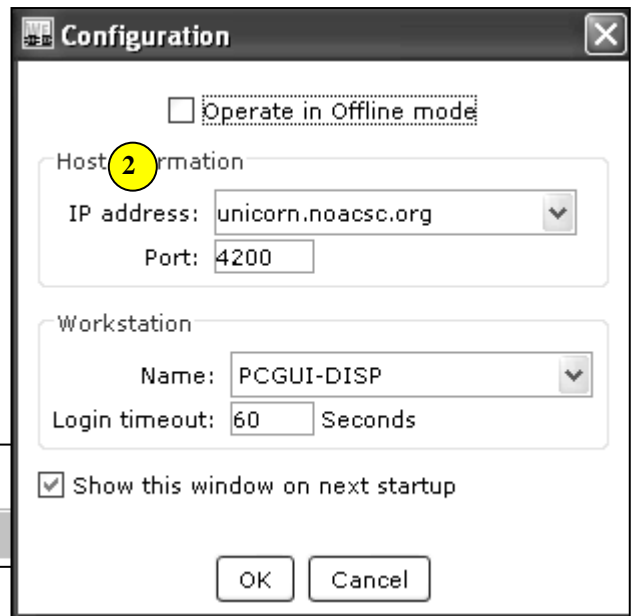


Offline Circulation - Complete Transactions

When the server becomes available again, you can send the recorded transactions to the server and apply them to the Unicorn databases, as follows:

NOTE: *The file of your offline transactions is on the computer in the Documents and Settings of the person who is logged into that computer. (Documents and Settings/staff login/Sirsi/Workflows/LOG/Library file) It is important that the computer be logged in as that same person in order to complete the transactions.*

1. **Start** the Unicorn WorkFlows client
2. **Clear** the Operate in Offline Mode check box, and **click** OK.
3. After logging in, be sure to refresh your login toolbar/wizards by **clicking** on it in the top toolbar.



4. To **apply** the offline transactions to your database, **CONTACT YOUR ITC STAFF.**

NOTE: *After you have logged back in, your provider will receive notification of files to be loaded. However, if you want the file to be loaded **immediately**, contact your provider.*

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