1. *Start* the Unicorn WorkFlows client.
2. In the Configuration window, *select* the Operate in Offline Mode check box, and *click* OK.
3. *Select* the Offline toolbar.
4. *Click* the Offline Session Settings wizard
   a. Leave Review Settings box checked.
   b. Use the drop down menu to select **your** user access.
   c. Select your library from the drop down menu.
   d. Date defaults to current date.
   e. Time defaults to current time.
   f. Select a default due date, if desired.
   g. Log Directory - Do not change!
   h. Barcode Validation – leave available checked if your district is using barcode validation.
   i. Check user delinquency box if you want users to show as blocked or delinquent. Uncheck box for all patrons to have an OK status.
5. *Click* OK