

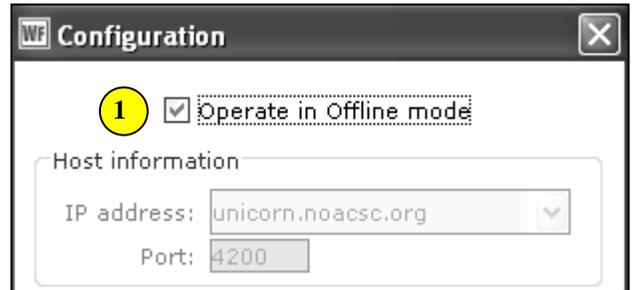
Offline Circulation

When the Unicorn server is unavailable, you can use Offline WorkFlows to continue circulating.

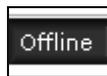
NOTE: Since you are not connected to the live database, you will NOT be able to look up patrons or items by name or title.

Getting Started

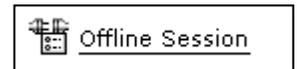
1. **Start** the Unicorn WorkFlows client. In the Configuration window, **select** the Operate in Offline mode check box, and **click** OK.



2. **Select** the **Offline** toolbar.

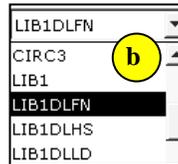


3. **Click** the Offline Session Settings wizard, confirm or change the settings, and click OK to close the wizard.



- 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.

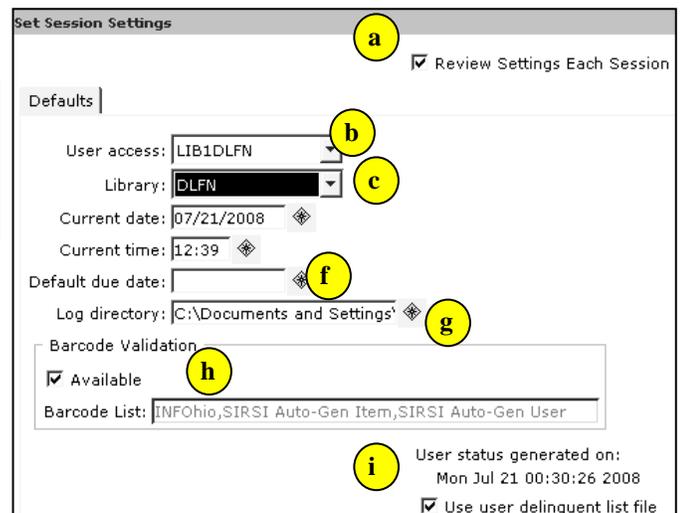
- e. Time defaults to current time.

- f. Select a default due date, if desired – use the gadget!

- 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 if you want all users to have an OK status.



4. **Click** OK when done.

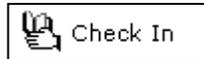
Checking Out



1. **Select** Offline Checkout wizard.
2. 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.
3. **Scan** the item barcode to enter it in the Item ID field.
4. If desired, **use** the Calendar gadget to specify a different due date in the **Alternate Date Due** field.
5. **Click** Check Out Item to User to check out the item.

Item ID	Alt due date	User

Checking In Items



1. **Select** Check In wizard .
2. **Scan** the item barcode to enter it in the Item ID field.
3. **Use** the Calendar gadget to specify the actual date an item was checked in to the library or leave current date as default.
4. **Click** OK to complete discharging the item.

Item ID	Date of checkin

Renewing Items



1. **Select** Renew Item wizard.
2. **Scan** the item barcode to enter it in the Item ID field.
3. **Use** the Calendar gadget to specify an alternate due date for the item (by default, normal policies will determine the date due).
4. **Click** OK to complete renewing of the item.

Item ID »	Alt due date
32620000114238	08/18/2006
32620000114238	08/18/2006
32620000170115	08/18/2006

Completing the process

1. **Start** the Unicorn WorkFlows client.
2. **Clear** the Operate in Offline Mode check box, and **click** OK.
3. **Login** as normal.
4. **Contact** your ITC provider via Service Desk (or as directed locally) stating the date you used Offline Circ and requesting that transactions be loaded.

Host information

NOTE: *If multiple buildings in your district have used Offline Circulation, they will all be loaded at the same time. They cannot be loaded until everyone has logged in using the normal mode.*