

🔽 Operate in Offline mode

unicorn.noacsc.org

# **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.

Configuration

1

Host information

Port:

User access: LIB1DLFN

Library: DLFN

Current date: 07/21/2008

Log directory: C:\Documents and Settings'

Barcode List: INFOhio,SIRSI Auto-Gen Item,SIRSI Auto-Gen User

i

h

Current time: 12:39

Default due date:

🗹 Available

Barcode Validation

4200

IP address:

Set Session Settings

Defaults

#### **Getting Started**

- 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.

LIB1DLFN

CIRC3

LIB1DLFN

LIB1DLHS

LIB1DLLD

.IB1

Offline

📲 Offline Session

g

User status generated on:

Mon Jul 21 00:30:26 2008

🗹 Use user delinquent list file

🔽 Review Settings Each Session

a

×

- 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.

b

- 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.

Alt due date

User



ื CheckOut

- 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.

## 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.

## **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.

## 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.

**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.

Last U	pdated	Summer	2018
Laor O	paaloa	Carrier	2010



	Item ID: Alt due date:	2 08/18/2006 🛞	3
Item ID »		Alt due date	
32620000114238		08/18/2006	
32620000114238		08/18/2006	
32620000170115		08/18/2006	

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