

Offline (Standalone) Workflows Overview

The Offline Workflows wizard is used to check out material to registered users and to check in returned materials in an offline mode, when unable to connect to the Unicorn server.

The following conditions apply to Offline Workflows:

- Offline Workflows can only **check out, check in, or renew** items. Other circulation functions must be done when the server is connected.
- Offline Workflows must have either an **item ID** and/or a **user ID**.
- Offline Workflows **cannot** search or display information from the Unicorn database about items or users, since the workstation is temporarily disconnected from the server where all information is stored.
- The data used by Offline Workflows is **automatically** uploaded and downloaded when the Unicorn WorkFlows client next connects to the server.
- When the data is loaded into Unicorn, each recorded **transaction is performed** as if library staff were at a regular workstation. Errors (display in report) result when an activity recorded at an offline workstation **would have been** blocked or would otherwise fail when done in a real Unicorn database.

Preparations (completed by ITC staff) needed to keep the Unicorn WorkFlows workstation up to date so it can use Offline WorkFlows at a moment's notice.

1. On the Unicorn server, run the **Prepare GUI Offline Data** (Prepstand) report to make sure that you have the most current policies and configuration information for your library system. The report generates the files **verifylist** and **config**. This report has been scheduled to run weekly.
2. On the Unicorn server, run the **Update User Delinquency Status** (Setdelinq) report, selecting to generate a list of delinquent users, to make sure that you have current user data for Offline WorkFlows. The report generates the **delinq** file (user status file) and the **dumpdate** file (date and time information). This report has been scheduled to run daily.
3. When the Unicorn WorkFlows client is started, and connected to the Unicorn server, The **verifylist**, **config**, **dumpdate**, and **delinq** files are automatically sent to the **SirsiJwfConfigure** directory on the workstation.