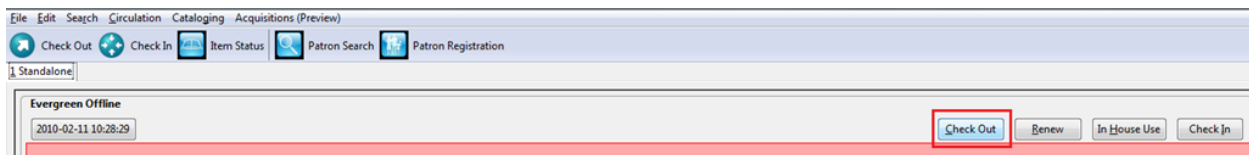


Offline Circulation for Circulators

Evergreen 1.6

Occasionally, you may need to work offline. The need to work offline may be planned or unplanned. If your administrator knows that your network will be going down, she will download an offline patron list to your workstation before you go offline. This will prevent you from inadvertently checking items out to blocked patrons during the outage. If you do not know that your network will go down, then you will enter the offline interface directly from the Circulation menu or the log in box.

After entering the offline interface, a pink screen will appear with the time and date in the left corner and buttons for circulation functions in the top right corner. Click the button for the action that you want to perform. The following example is for the **Check Out** button.



Six steps to check out will appear:

1. Check the date/time to ensure its accuracy.
2. Enter the patron's barcode. You may click the **Check the barcode?** box to verify that the patron's barcode conforms to your system's standards for patron barcodes. For example, if your patron barcodes require 13 digits, checking this box will ensure that the barcodes meet that standard.
3. The **Enter the item due date** field should populate automatically. You can also click the drop down arrow adjacent to **choose one of these** alternate due dates.
4. Enter the item barcode.
5. You may click the **Check the Barcode?** box to verify that the item barcode meets the format standards of your item barcodes.
6. Click **Enter**.
7. Enter another item barcode in **Check the Barcode?** box if you want to continue checking out on this patron's record. You can also choose another button to perform another action, such as **Renew**.
8. Check the **Print receipt?** box if you would like to print a receipt for the patron.

Evergreen Offline
2010-01-25 16:13:58

Check-Out Renew In House Use Check In Register Patron Last Receipt

Standalone Check Out

Step 1) Check today's date above.

Step 2) Enter the patron's barcode:

891011
Check barcode?

Step 3) Enter the item due date:

2010-02-08
or choose one of these

Step 4) Enter the item barcode:

Enter
or choose a non-barcoded option...
Check barcode?

Step 5) Repeat Steps 3 and 4 until done.

Step 6) Finish

Print receipt?

Cancel Save these transactions

Count	Item Barcode	Due Date
	3010200002589	2010-02-08
	3010200002861	2010-02-08

After you have finished your encounter with a patron, click **Save these Transactions**. The transactions on the right side of the screen will disappear. Be sure to click **Save these Transactions** after each patron. This will clear the screen for you to enter a new patron barcode, and it will ensure that the transactions are processed.

After you have finished working in offline mode, you will need to upload the transactions that you made in offline mode to the database. Your administrator will come to your workstation, log in, and upload the transactions, or she will give you the profile permissions to upload the transactions directly.