



Offline Workflows: Preliminary Set-Up

The Offline Workflows wizard is used when unable to connect to the Unicorn server.

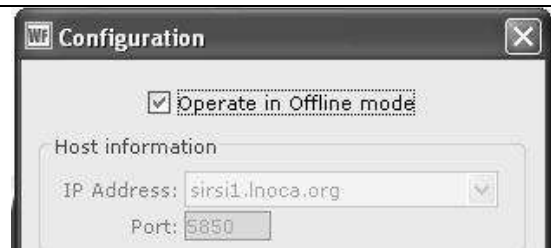
- Offline Workflows can only **check out, check in, or renew** items. Other functions must be done when the server is connected.
- Offline Workflows uses only barcodes; you cannot look up patrons by name.
- Whoever was logged into the computer when offline circ was used will have to login to the computer again, after connectivity is re-established, in order for the offline file to be uploaded. When someone opens Workflows, an automated process notifies NCC to apply the transactions to the database. Your checkouts and checkins will not display in user records until NCC does this.

Make the following preparations in case you ever need to use Offline Circulation:

Print and/or save to your computer the Offline Workflows Documentation from Section 16 of the Java Manual: <http://www.infohio.org/javamanual>, especially the Offline Circulation Tip Sheet.

Print and/or save to your computer a set of user barcodes. Documentation on running the *LBL: User Labels* report is in section 15.8.6c of the Java manual.

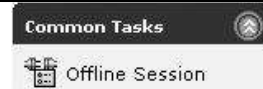
Click your desktop Workflows icon. In the configuration window, place a checkmark in front of *Operate in Offline mode* and click OK.



Select the offline toolbar.

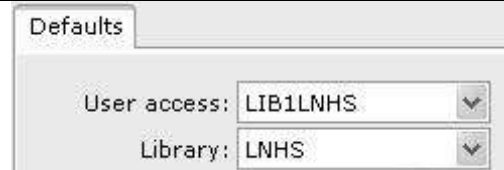


Click the *Offline Session* settings wizard.



Select your user access. Do NOT choose LIB1 or LIB2. Select the access containing your privilege + building code.

Select your library.



Check user delinquency box to prevent checkouts to blocked or delinquent patrons; you will not be able to override this during checkout. Uncheck box if you want all users to have an OK status while using offline circ.



Leave everything else as is unless you want to enter a default due date. Click OK at the bottom of the screen.

You're now ready to use the check out, check in, and renew wizards. When connectivity is restored, logout of the offline session. Clear the *Operate in Offline mode* check box when you login again.