OFFLINE CIRCULATION

In the event that the server or network is down, ILS has the capability to provide offline circulation.

When you are unable to access the server, the offline circulation mode will automatically refresh in your browser. Offline circulation allows for check out, check in, inventory, cataloging, and adding patrons.

When the internet connection is restored to the server, the user will receive a prompt to upload the data. Please do not clear cache or reboot your computer until the offline data has been uploaded.

OFFLINE CHECK OUT

1. Select the Check Out tab.
2. Scan or enter in the Patron Barcode.
3. Select the Due Date checkbox, then select the due date to set the due date manually.
   3.1. If item being checked out is a textbook, select the Textbook checkbox.
4. Scan in the Copy Barcode.
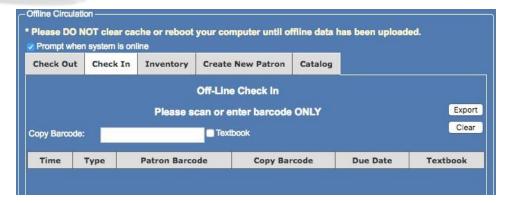5. The item checked out will appear in the grid below.

6. Repeat above steps for all items to be checked out to that patron.
7. Press Esc when finished checking out all items for that patron.
8. Repeat steps 2-8 to check out to another patron.

OFFLINE CHECK IN

1. Select the Check In tab.
2. Select the Textbook checkbox if the item is a textbook.
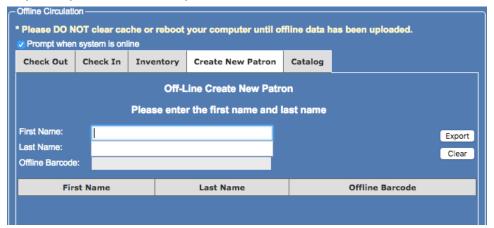3. Scan in the copy barcode(s).

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CREATE NEW PATRONS OFFLINE

When you are in Offline mode, you can still add patrons into the system. Once you are back online, those patrons will be added to your system.

1. Select the Create New Patron tab.
2. Enter the first name, last name, and barcode.
    2.1. If no barcode is available, leave the Offline Barcode field blank.
    2.2. Repeat step 3 to add additional patrons.

PERFORM INVENTORY OFFLINE

You can continue doing inventory in offline mode. However, since the program cannot check the barcodes you scan, the system will keep a text file of those barcodes, allowing you to import it when you are back online.
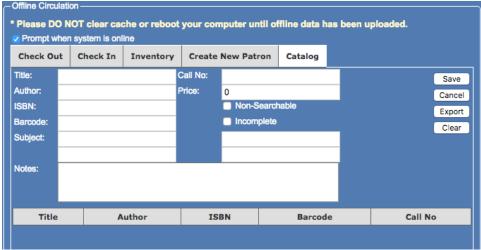
Last Updated: October 31, 2017

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1. Select the Inventory tab.
2. If the inventory is for textbooks, select the Textbook checkbox.
3. Scan in the copy barcode(s).

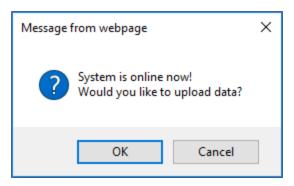## CATALOG LIBRARY ITEMS OFFLINE

Users can also catalog items offline.
1. Select the Catalog tab.
2. Enter the item information.
3. Scan or enter a barcode number to attach to the item. There
4. Click **Save**.

UPLOAD OFFLINE DATA

As soon as the internet connection is restored, you will receive a prompt to upload the offline data.

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1. You will need to log in again.
2. The **Circulation > Upload Offline Circulation** window will open.
3. Select the records you would like to upload.
4. Click **Upload**.
   1.

In the upload data screen, select all records to be uploaded and click **Upload**. Those barcodes that cannot be uploaded due to incorrect barcodes will become red, meaning the system did not find those barcodes in the library.

You may also upload offline circulation through ILS by clicking **Circulation > Upload Offline Circulation**.

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