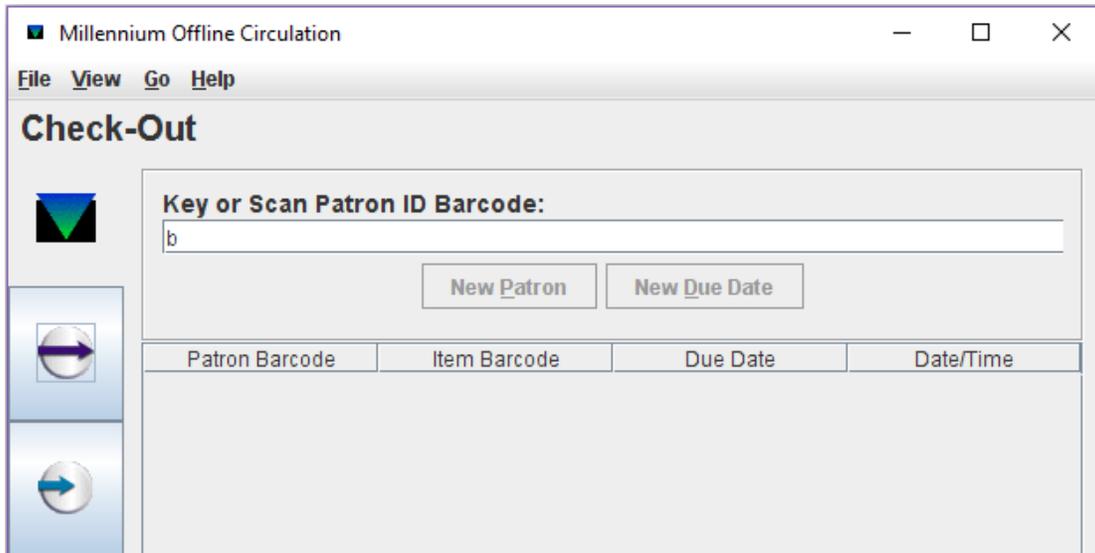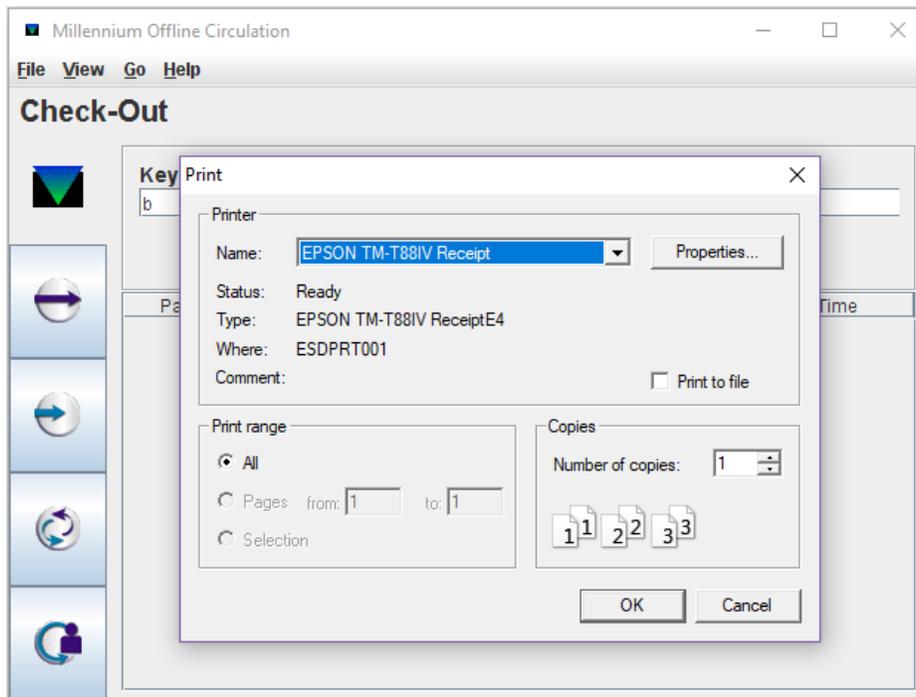**Step-by-step Screen Shot Instructions for Offline Circ**

1. Open the Offline Circ client located on your desktop (or can be searched for on your computer)
2. Once open, you should see the screen below.

3. Go to "File" and select "Printer." Make sure that your receipt printer is selected. Hit "OK"


4. Next, go to "View" and select "Preference." Verify "Statistics Group" is your library's stat code/terminal #. Date format should be "mdy." "Check Barcode Validity" should be checked.

And "One slip per patron" should be marked. Hit "Apply" and then "Quit." Also make sure your computer time is correct.
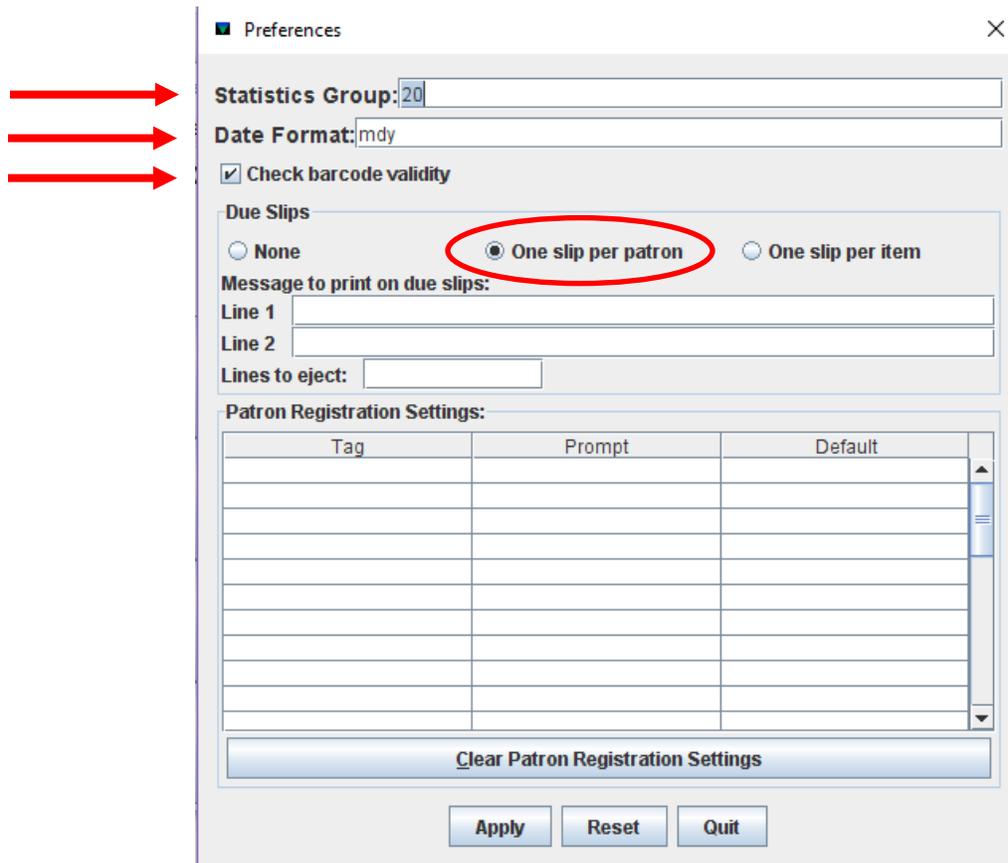

5. Sort your patron's materials by due date. This will be beneficial throughout the checkout process, especially if they have a ton of items.
6. Scan the patron's barcode after the "b" OR type it in after the "b." The first image below is the screen you will see if you SCAN the barcode. It will automatically bring you to the "Due Date" screen.
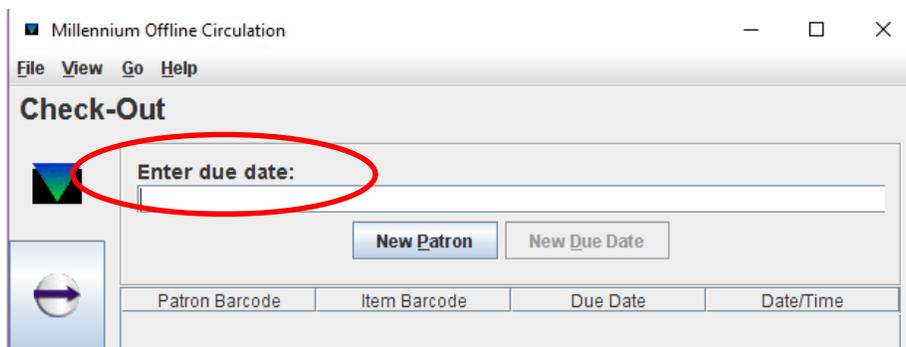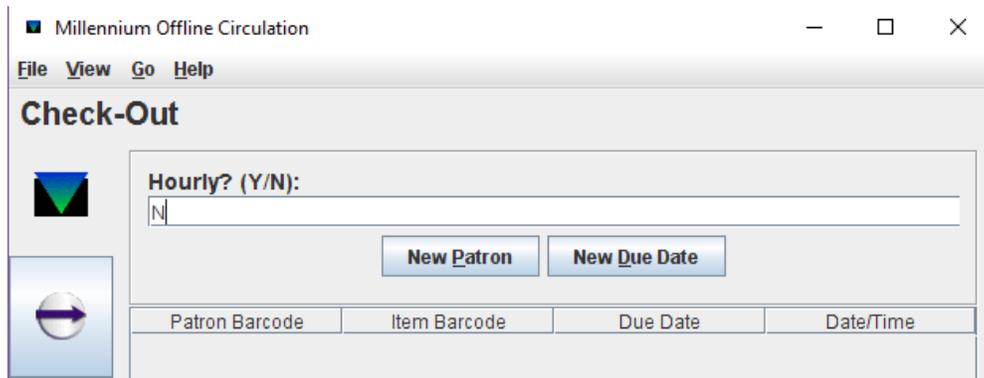

7. If you TYPE in the barcode, you will see it in the field until you hit ENTER. Once you do, you will then see the "Due Date" screen, as seen in the previous image.
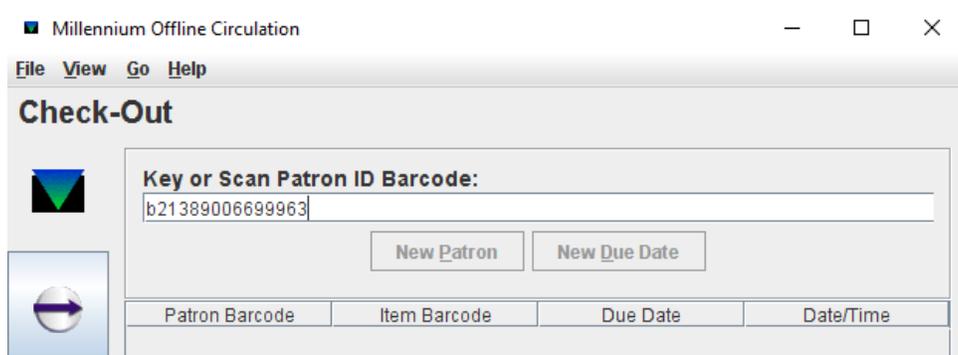
8. "Due Date" format is "mm-dd-yyyy" as seen below. Hit ENTER once you've typed this in.
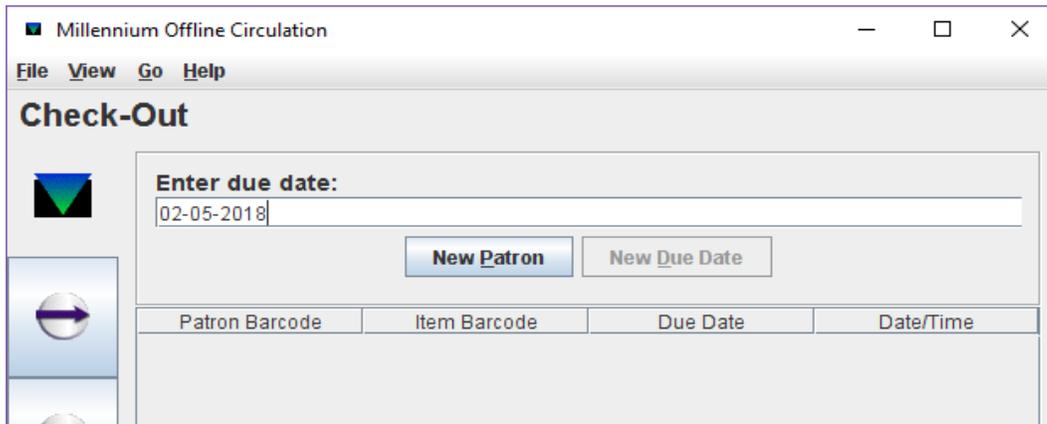

9. You will then be prompted to select "Y/N" for Hourly, as seen below. Type in "N" and hit ENTER.

10. After you hit ENTER for "Hourly", you will then see the original screen with the "b" in the field and the cursor flashing after it. Once you do, you can start scanning your patron's items. If you need to change a Due Date, click on "NEW DUE DATE" and enter it in, making sure to hit ENTER after you do.

11. Continue to check out the patron's materials until you've done all of them. Simply, click on "NEW PATRON" to print out the patron's receipt. This is a bare bone receipt only showing the patron barcode, item barcodes and due dates.
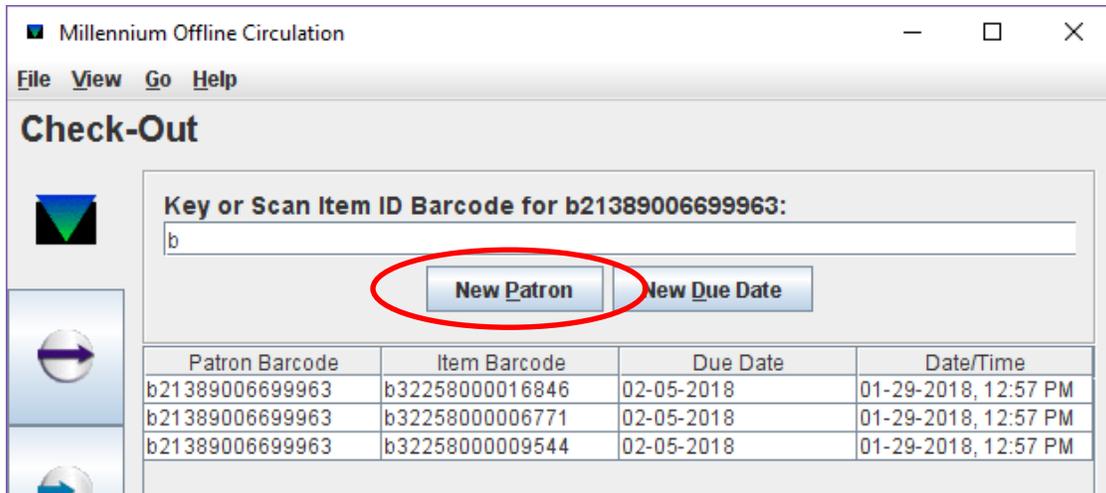
12. Once you hit "NEW PATRON", follow previous steps, 5-11.
13. After you have completed all checkouts for the day using Offline Circ, you will see all the data within the window, as seen below. This is normal. Offline Circ is similar to Excel, in that you're scanning items to be stored somewhere. **IF** you were to close out of Offline Circ and reopen it, the below window you see would be empty.
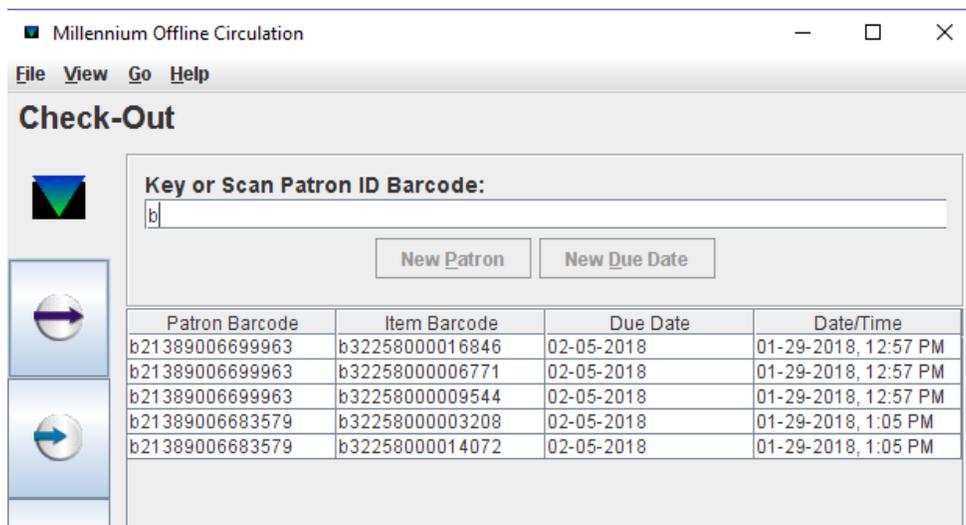
THIS DOES NOT MEAN YOU'VE LOST YOUR DATA. ALL DATA REMAINS IN THE CLIENT UNTIL SOMEONE DELETES IT. If it is past 5pm when you're ready to send your file of data, please close out and call OWLS in the morning to send the file. NEVER UPLOAD A FILE UNLESS OWLS IS AWARE.