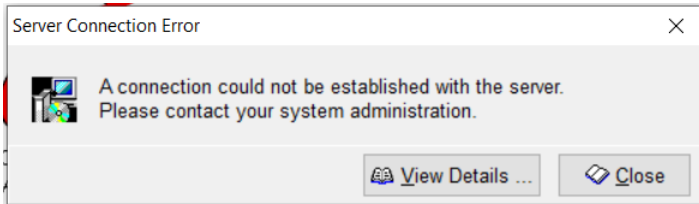


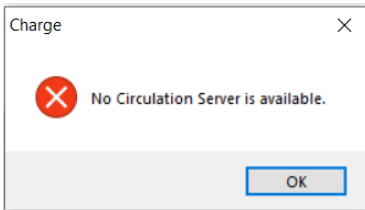
# Offline Circ

When there are outages or connection to the server is lost, staff will have the option to use the CARL-X Offline Circ Function. There are a couple ways this can be initiated:

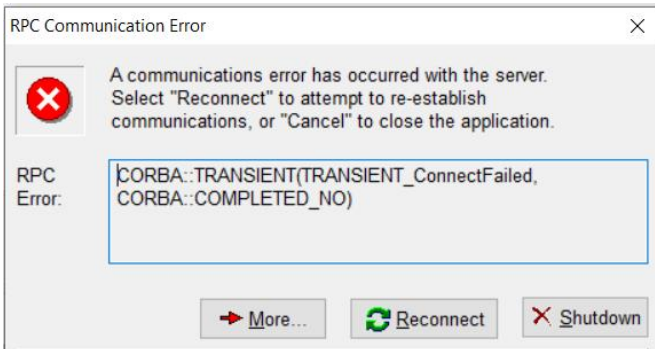
1. Staff attempt to start the Staff Client and the Application Server cannot be contacted; the Server Connection Error message is displayed:



2. Staff attempt to start the Staff Client and the CARL-X Application Server is available, but the Circulation Server is not, an exception window is displayed:

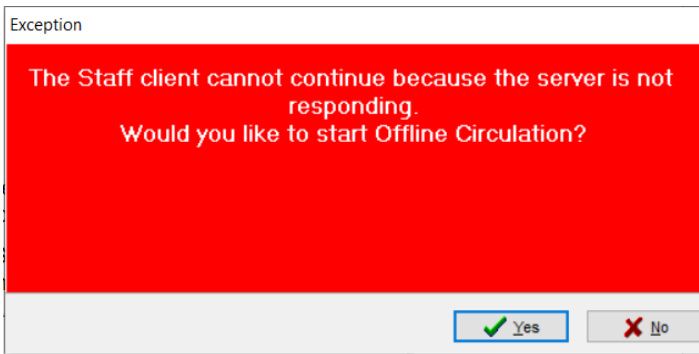


3. The Circulation Server connection is lost while staff are working in the Staff Client, an RPC error will be displayed:



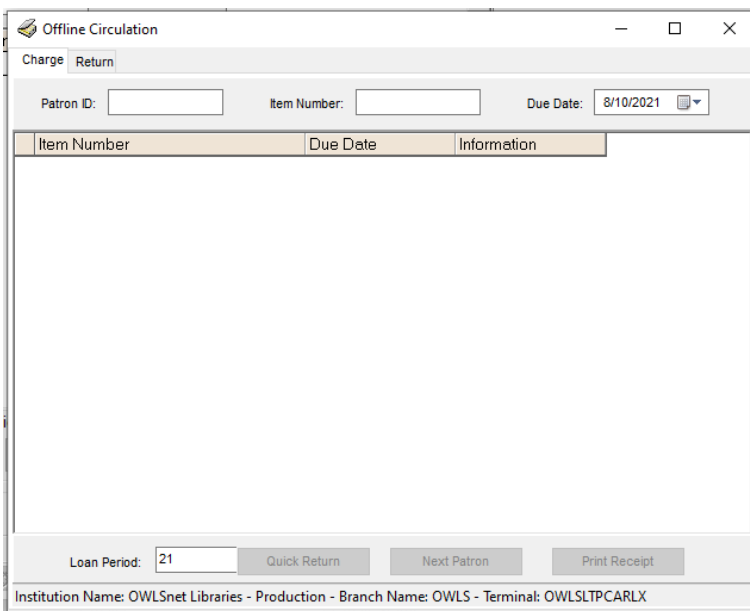
If staff choose “Shutdown” then the client will close without launching Offline Circulation. If staff choose “Reconnect” the client will attempt to reconnect. If there is still no server found, then the ‘No Circulation Server is available’ exception window will display.

When staff click on “Close/OK” for any of these windows, the Bid Red Box below will come up for staff to either use the offline circ client or not.



The following instructions will set you up to use Offline Circ.

1. Staff should click on “Yes” when prompted to start using Offline Circ. (from the image above)
2. When they do, the below window will open in the Charge tab as the default.



3. Patrons' items should be separated by Due Date/Loan Period.
4. Staff can enter in the Loan Period at the bottom of the window for the items to be checked out.
5. The Due Date displayed in the upper right corner will autogenerate based on the Loan Period number of days entered in the above forementioned field.
6. The number of loan period days may be changed, which will update the Due Date in Offline Circulation, and will write the new loan period days back to the workstation's CarIX.ini file. The loan period displayed will be applied to items as they are entered into Offline Circulation. Staff should change this as different materials are getting checked out. Change **BEFORE** scanning in items that should have that date.

7. Scan the patron's barcode into the Patron ID field.
8. Once the loan period number of days has been accurately configured, staff can then scan the items into the 'Item Number' field. As items are scanned, they will appear in the checkout grid with the due date.
9. If a patron decides they no longer want an item, staff can highlight the item and click on "Quick Return" at the bottom of the window. This will mark the item as Returned and will not upload the item as a checkout to the patron.
10. When all items have been scanned, click on "Print Receipt." Then click on "Next Patron." If staff click on "Next Patron" before they print a receipt, a prompt will display asking if a receipt should be printed.
11. Repeat for each patron until connectivity is restored.

The information within the Offline Circ window is saved to a data file and when connectivity is restored, the data is uploaded to the database for **processing overnight**.

There shouldn't be any need to contact OWLS for processing, **UNLESS** it is an overnight outage OR you want your file processed right away.

If logging out of CARL-X for the night while power is still out, staff will need to log into those computers used for offline circ right away the following morning. This will ensure the files will process the following night. If you'd like for files to process sooner than overnight, then contact OWLS and we can bypass the overnight process.

Staff should **NOT** be using the Return function through Offline Circ. Although this is an option, returning items when there is no connection to the server, can alter holds.