

Preparing Workstations for Offline Circulation

About Offline Circulation

Offline Circulation depends on information stored in your browser to function. Workstations that regularly perform circulation functions should have what they need to record offline transactions, but it's a good idea to run through the following checklist on each computer you plan to use for offline circulation.

Workstation Checklist

- Bookmark the following url for quick access to the offline circulation interface:
 - <https://evergreen.noblenet.org/eg/staff/offline-interface>
- Make sure you have a workstation registered in Evergreen
- If you plan to print receipts while offline, make sure your Receipt Printer is configured in the Offline tab in Printer settings
- Perform the following actions in your browser to store the files necessary for offline circulation:
 - Search for a patron and retrieve a patron record
 - Visit the Patron Edit screen
- DO NOT clear your browser cache after performing these tasks or during the downtime.

When the system is back up

- Create a session to which the offline transaction files will be uploaded
- Upload the file of recorded transactions from each workstation to your session
- Process the session once all files have been uploaded

Staff users with Circ Level One permissions and above can upload offline files.

Staff users with Circ Level Two, Local Admin, or Process Offline Circulation permissions can process the uploaded files

See these pages on the Staff Information System for more on the setup, use and processing of offline circulation transactions:

Using Offline Circulation: <https://www.noblenet.org/sis/evergreen/circulation/about-offline-transactions/>

Offline Receipt Printing: https://www.noblenet.org/sis/evergreen/circulation/offline_receipts/

Uploading and Processing Offline Transactions:

<https://www.noblenet.org/sis/evergreen/circulation/uploading-offline-transactions/>