



Offline Circulation

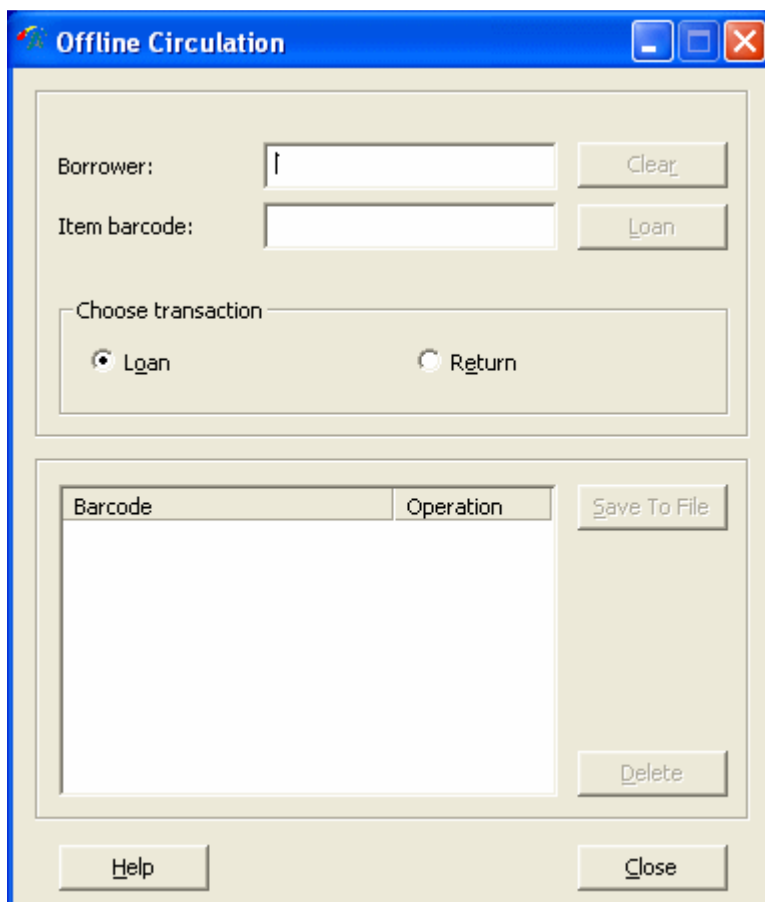
Install the offline circulation utility using the Alma Offline Circulation Utility wizard (run setup_offcirc.exe). By default, the utility is installed in the C:\Alma Offline Circulation directory.

Name	Date modified	Type	Size
 Offline Circulation	10/9/2012 4:25 PM	Shortcut	1 KB
 UnInstall	10/9/2012 4:25 PM	Shortcut	1 KB

After you have installed the Offline Circulation application, you can perform loans and returns offline.

To perform loans and returns offline:

1. Click the Offline Circulation file in the C:\Alma Offline Circulation directory to run the utility. The following dialog box opens.



The screenshot shows the 'Offline Circulation' dialog box. It has a blue title bar with the text 'Offline Circulation' and standard window controls. The main area is light beige. At the top, there are two input fields: 'Borrower:' and 'Item barcode:'. To the right of the 'Borrower:' field is a 'Clear' button. To the right of the 'Item barcode:' field is a 'Loan' button. Below these is a section titled 'Choose transaction' with two radio buttons: 'Loan' (which is selected) and 'Return'. At the bottom of the dialog is a table with two columns: 'Barcode' and 'Operation'. To the right of the table is a 'Save To File' button. Below the table is a 'Delete' button. At the very bottom of the dialog are two buttons: 'Help' and 'Close'.

2. Scan the borrower's library card to populate the Borrower and Item barcode fields.

3. Under Choose transaction, select Loan or Return.

4. Click the Loan or Return button to complete the transaction.

5. When all the transactions are completed, click Save to File to create a data file of all the transactions. The data file is saved to the C:\Alma Offline Circulation\OffCirc directory.

When your internet connection is restored, an administrator with the appropriate privileges can upload the data files to Alma from the Offline Circulation List page (Fulfillment > Advanced Tools > Offline Circulation). After the data files have been uploaded to Alma, they can be deleted from the C:\Alma Offline Circulation\OffCirc directory.