CHEAT SHEET FOR OFF-LINE CHECKOUTS

If Evergreen is down/unavailable for 2 minutes or more:

- Try to contact Jeremy.
- If Jeremy is not immediately available, proceed with Off-Line checkouts.

Starting Off-Line checkouts:

- **If Evergreen is already open:** open "Offline Circulation" under the Circulation tab. "Session Management" will be the default tab. You will receive a warning that "You are about to enter offline mode. If you proceed, you will be logged out" (big red box). Click "proceed". You **must** be logged out for offline transactions.
- **If Evergreen is not open:** open it as usual but ***do not*** login. Open "Offline Circulation" under the Circulation tab. It will default to the "Checkout" screen.
- **APL:** Set Bibliotheca to **"Security Off (only)".**

For each patron:
- Follow the steps on the screen.
- Fill in the due date – we won't use "No Offset".
- Scan the patron's barcode. If a patron's barcode is flagged/invalid, they will need to wait until the system is running again to check out. Account may be expired or there may be large fines.
- Scan the item barcode.
- Continue scanning item barcodes until all items have been scanned (**APL limit=5**).
- Uncheck the "Strict Barcode" box
- Check "Print Receipt" box. Click "Save Transactions" to finish.

Note: Patrons **must** have their library card to check out items.
No registrations or checkins. Checkouts only.
Renewals may be done <u>IF</u> the item is in hand. Scan the item barcode and it will renew to the due date filled in the box.

Important: Contact Jeremy when the system is back.
Include the date/time the system was off-line.
When system is back, upload the transactions on each circulation station.
(APL-Mardi, Felipe, or Sherry will upload the transactions.)

Information for Offline Checkouts has come from: http://docs.evergreen-ils.org/reorg/3.2/circulation. Put together for APL & LLC by Mardi Hochstetler.