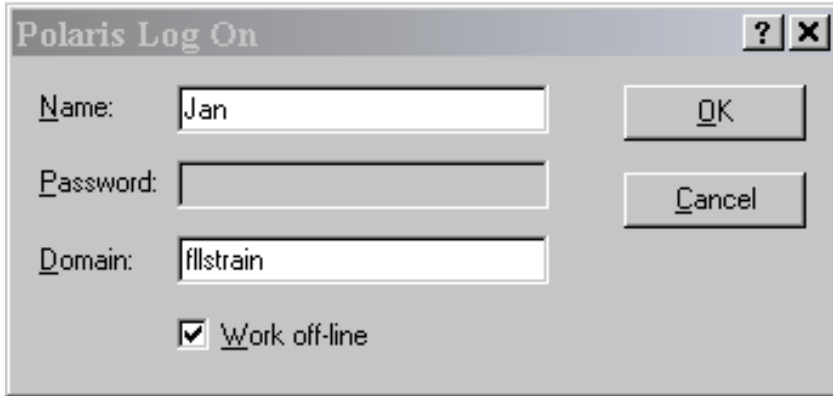


Using Polaris Off-line

Working Off-line means you have no access to the Polaris database which will usually be because of an upgrade.

To use Polaris Offline you will need to check the "Work off-line" box. Once that box is checked the password will be grayed out.



The image shows a "Polaris Log On" dialog box. It has a title bar with a question mark and a close button. The dialog contains three input fields: "Name:" with the text "Jan", "Password:" which is grayed out, and "Domain:" with the text "fillstrain". Below these fields is a checked checkbox labeled "Work off-line". To the right of the input fields are two buttons: "OK" and "Cancel".

Notice the Shortcut Bar below and which icons are available



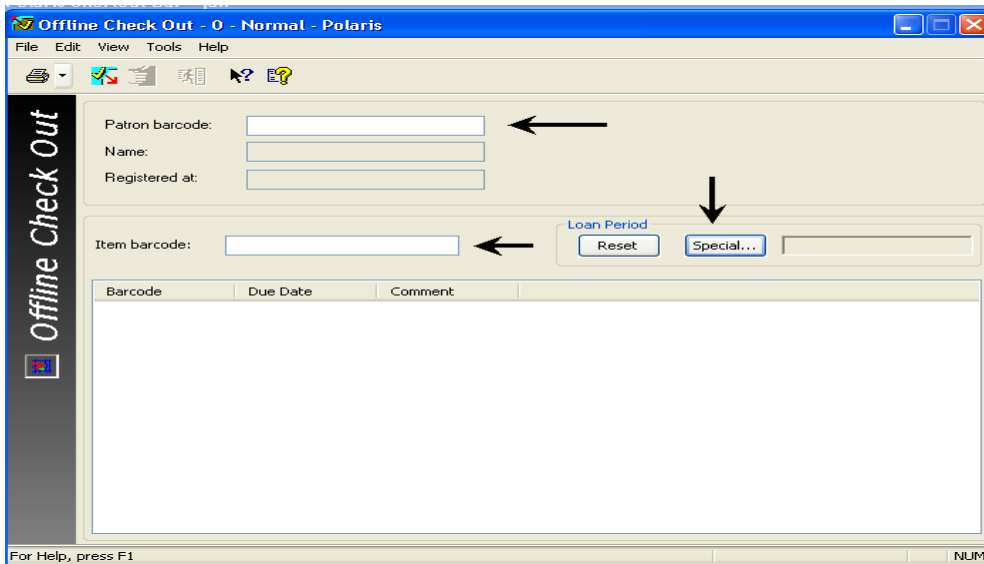
- You can in an offline mode, **register patrons, checkout, and check-in.**
- Clicking on the Patron Icon displays a blank patron registration work form. We recommend that you wait on entering new patrons until you are back on-line and enter the new patrons prior to the off-line data being uploaded.
- **Checkout REQUIRES a patron barcode;** you CANNOT search by Patron Name. You can run the new AA-Patron List for Off-Line Circ by Barcode found in reports at Polaris>Custom>Public Services>Patron Services. If you run this from the toolbar and save it to the desktop, you can open it and search by the patrons last name find their barcode.

It is our recommendation that you do NOT use the Check In function of the Offline Circulation because

- The system **WILL NOT trap Holds.**
- You will **NOT** be able to collect any money or **pay fines.**
- **All fines will automatically be charged** to the Patron's account.

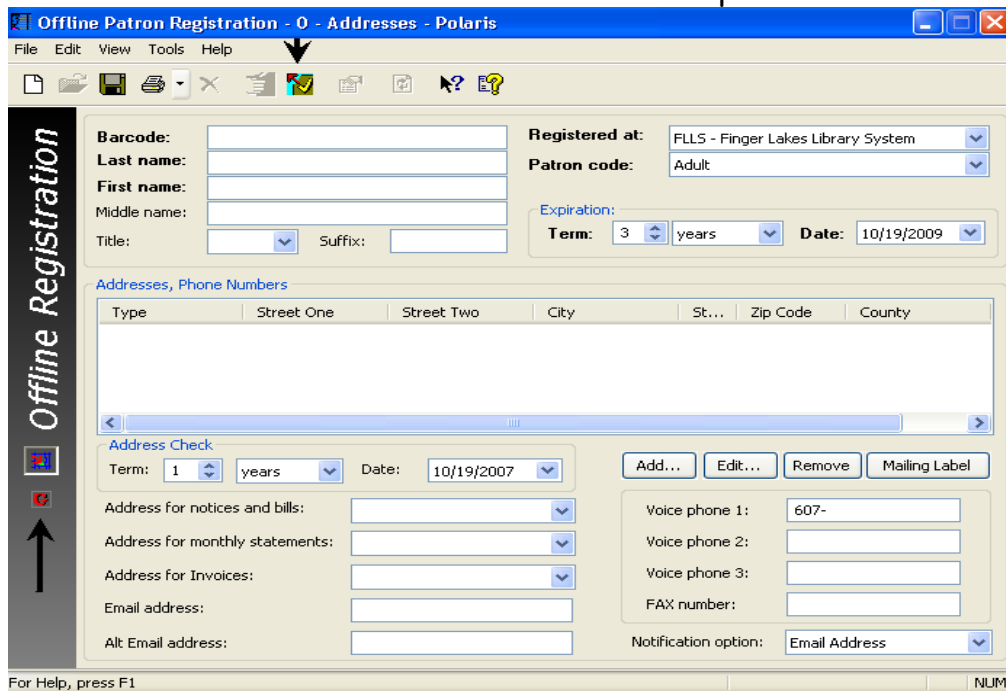
This is the way the Checkout screen displays in Offline Mode

- You can scan the patron's barcode but NOT search for them by name
- You can scan the item barcode but Not search for the item by title or any other means
- You can select a "Special" loan period by select the "Special" button



This is the way the Patron Registration screen displays in Offline Mode

- You can go to Checkout from here
- Note that the system does NOT check for a duplicate patron. If this patron already had a patron record in Polaris, it's possible by registering them again you create a duplicate record.
- You can NOT add blocks or notes to this patron's record



All transactions are stored in a transaction file.

When you are notified that Polaris is back up and available, you will need to upload these transactions files.

If you do 500 or more circs an hour, you will need to log off and log back in again.

This keeps the transaction file small and starts a new file each time you log in again.

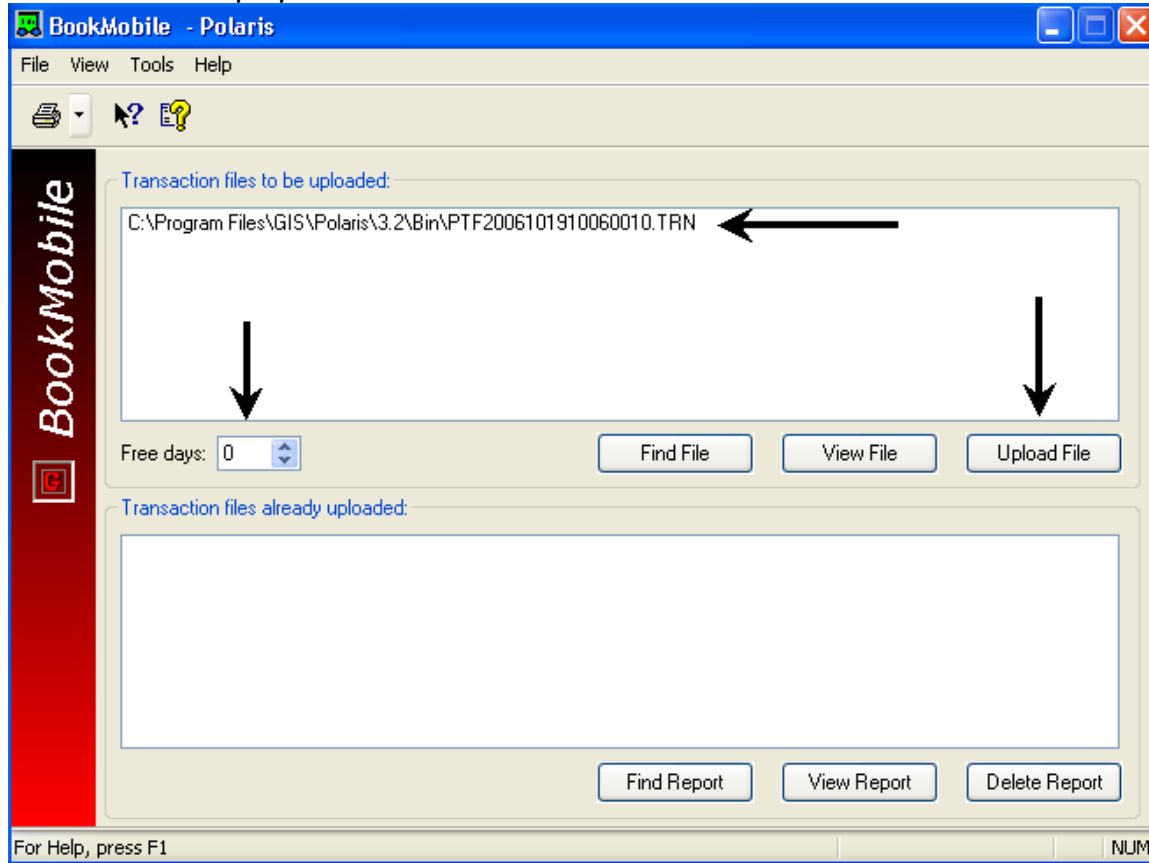
To upload the files once you are back online.

You will need to add any new patrons to the On-line Polaris prior to uploading the off-line files if you checked items out to the new patrons barcode.

Circulation  (RED)

Bookmobile 

This screen displays

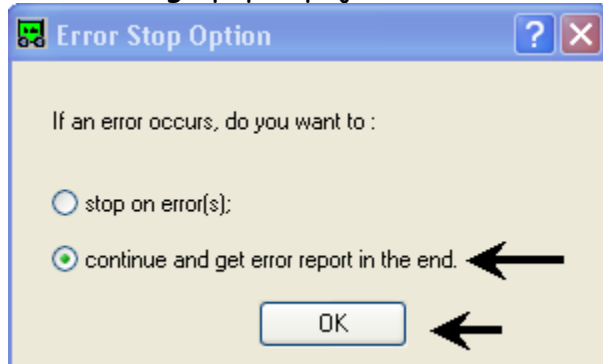


Select the Transaction Files to be uploaded from the list.

Assign the free days. (Free days are the number of days you want the software to ignore when calculating overdue fines.)

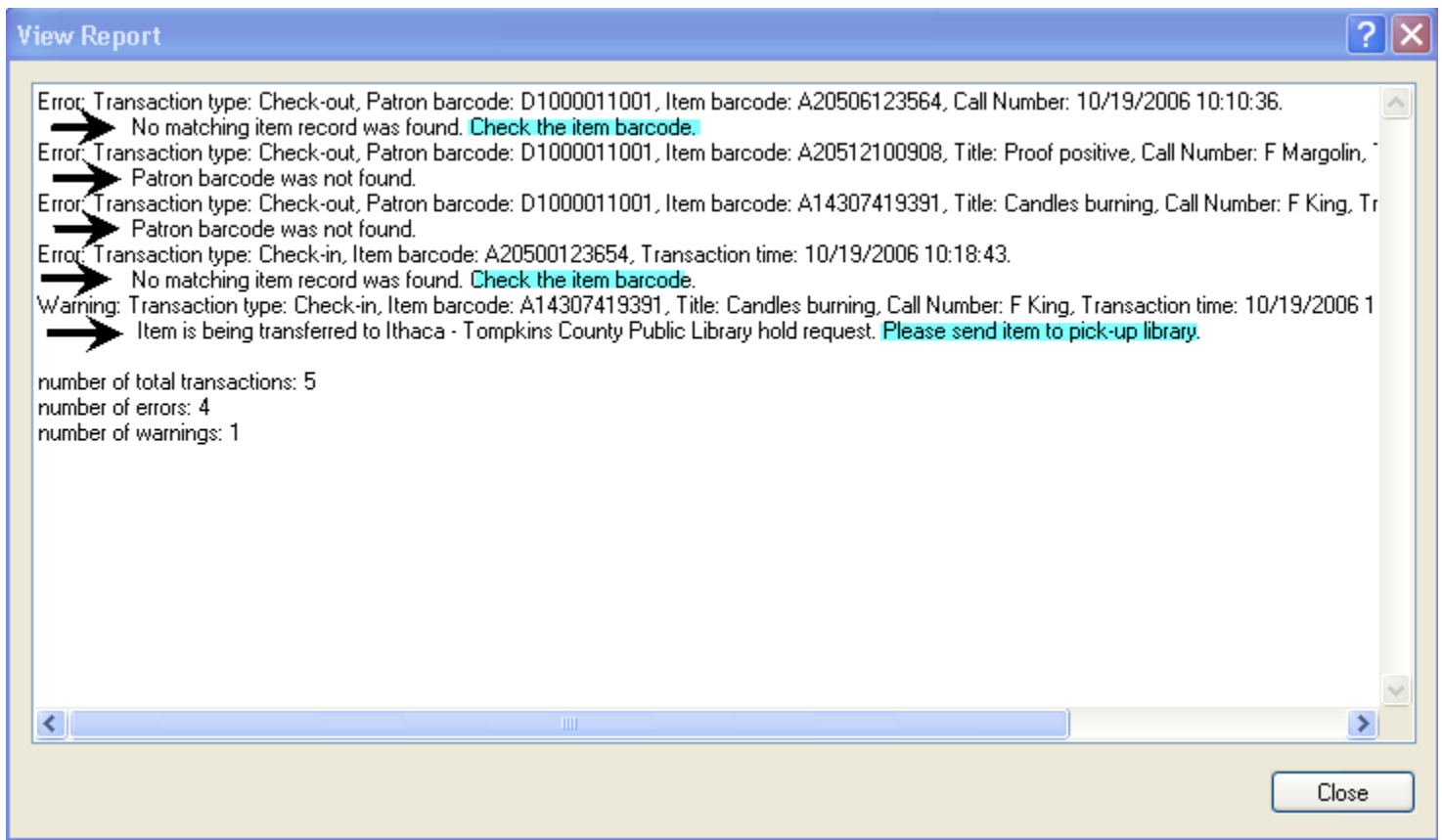
Upload the files by clicking on Upload File.

If a message pops up, just select Continue and get the error report after all files have been uploaded.



Then you can view the report and check for errors.

Select View Report



To Print the Error Report, Copy and Paste into Notepad and print from there

Resolve the errors once you are back online.

These particular errors were probably caused by manually typing in the barcode and transcribing a number. Use the barcode scanner to avoid this problem.

When you are finished resolving the errors;

Delete the Report