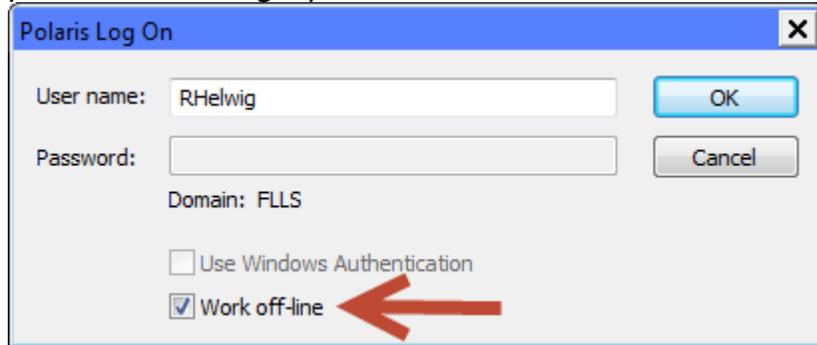


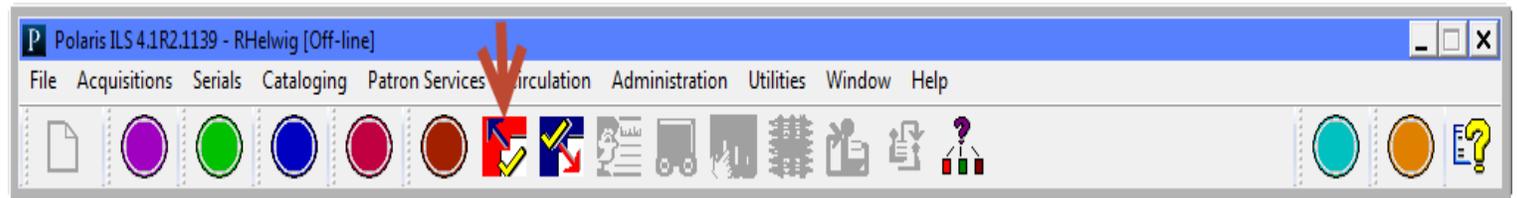
Using Polaris Off-line

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.



Notice the Shortcut Bar below and which icons are available



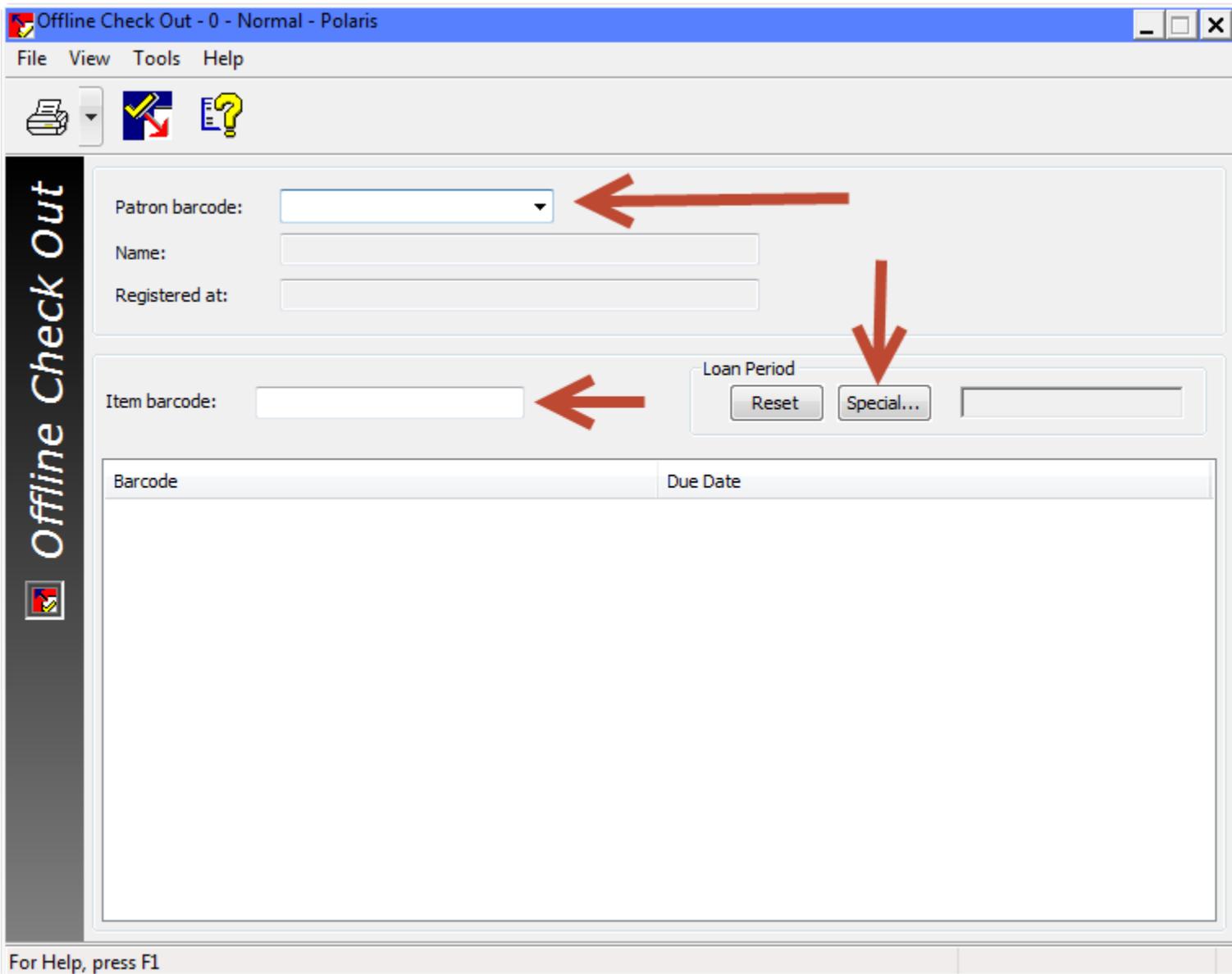
- We recommend that you only **Checkout** while in Offline mode.
- Save any new patron entry for after you come back up online.
- **Checkout REQUIRES a patron barcode**; you **CANNOT** search by Patron Name. You can run the new **AA-Patron List for Off-Line Circ by Barcode** found in reports at Polaris>Custom>Public 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



All transactions are stored in a transaction file.

Once Polaris has been upgraded you will be asked to log off from Polaris and the Remote Desktop Server because the Polaris Client will need to be installed while there is nobody logged in. Once you are notified that it is okay for you to log in you will need to upload these transactions files. If you do 500 or more circs an hour, you should log off and log back in again to start another Transaction file.

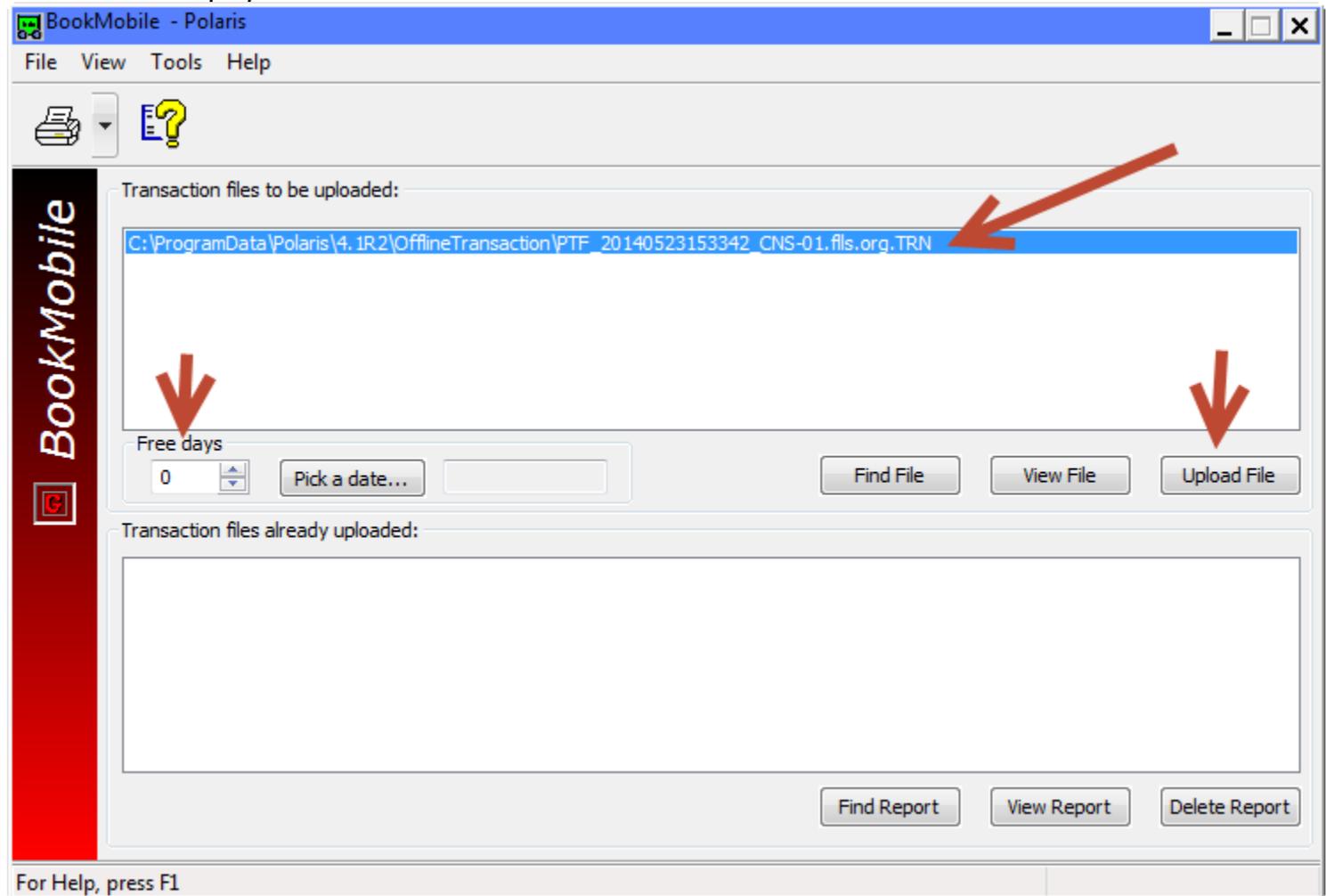
To upload the files once you are back online.

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 patron's barcode (shouldn't have registered any new patrons in Offline mode).

Circulation  (RED)

Bookmobile 

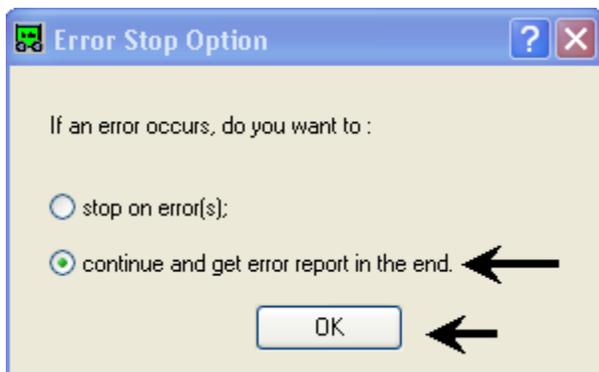
This screen displays



Select the Transaction Files to be uploaded from the list by left clicking on it so it is highlighted. Assign the free days. (Free days are the number of days you want the software to ignore when calculating overdue fines.)

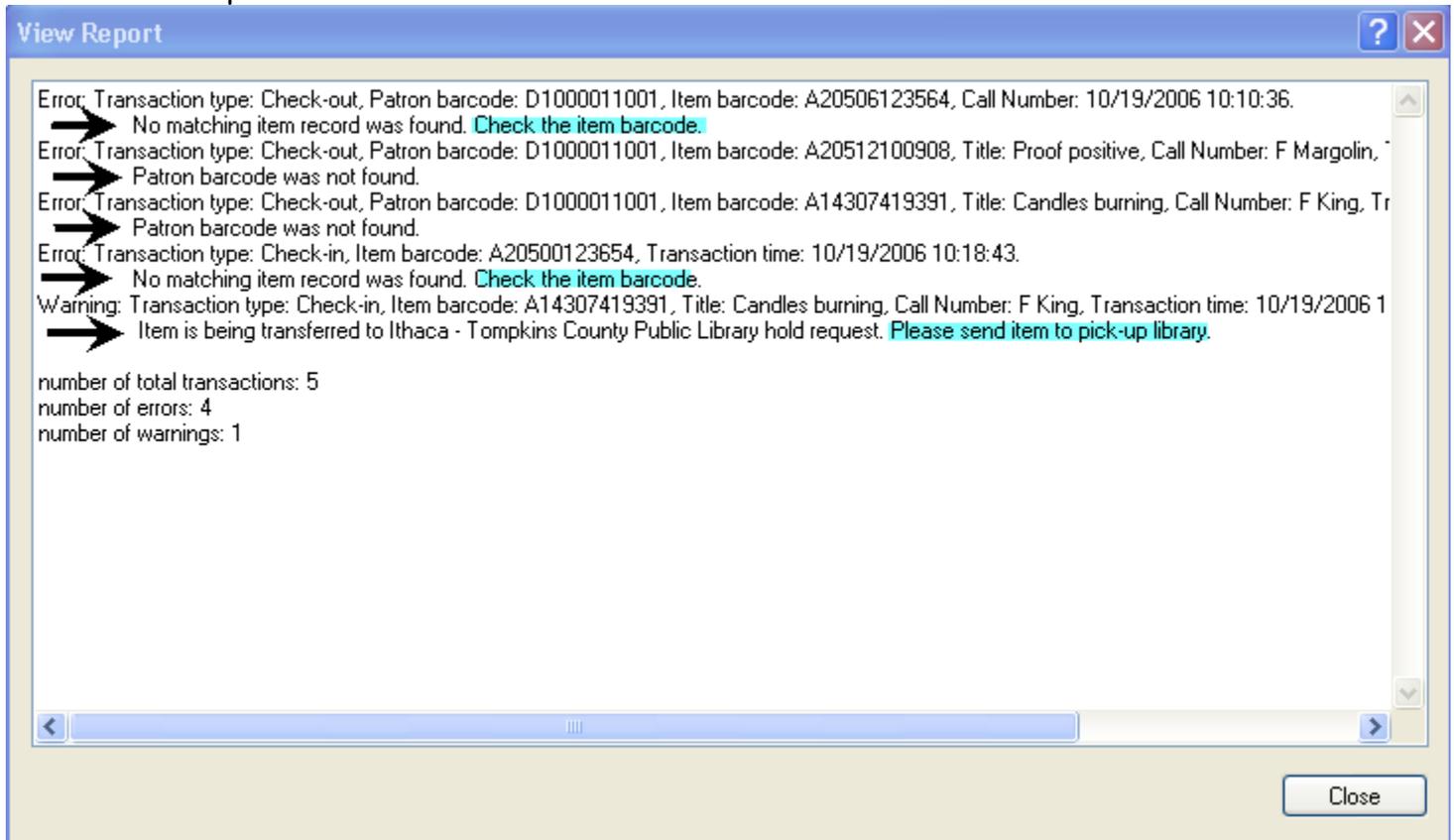
Upload the files by clicking on Upload File.

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