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.

Polaris Log Or	n	×
User name:	RHelwig	ОК
Password:		Cancel
	Domain: FLLS	
	Use Windows Authentication	
	Work off-line	

Notice the Shortcut Bar below and which icons are available

P Polaris ILS 4.1R2.1139 - RHelwig [Off-line]		
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- 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

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Offline Check Out		Patron ba Name: Registere tem barco Barcode	arcode: ad at: ade:			Loan Perioc Rese Due Date	d st Special	
For He	elp, pre	ess F1						

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

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For He	lp, pre	ss F1						Find Report	View Report	Delete Report

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

View Report
Error, Transaction type: Check-out, Patron barcode: D1000011001, Item barcode: A20506123564, Call Number: 10/19/2006 10:10:36. No matching item record was found. Check the item barcode. Error, Transaction type: Check-out, Patron barcode: D1000011001, Item barcode: A20512100908, Title: Proof positive, Call Number: F Margolin, Patron barcode was not found. Error, Transaction type: Check-out, Patron barcode: D1000011001, Item barcode: A14307419391, Title: Candles burning, Call Number: F King, Transaction type: Check-in, Item barcode: A20500123654, Transaction time: 10/19/2006 10:18:43. No matching item record was found. Check the item barcode. Warning: Transaction type: Check-in, Item barcode: A14307419391, Title: Candles burning, Call Number: F King, Transaction type: Check-in, Item barcode: A14307419391, Title: Candles burning, Call Number: F King, Transaction time: 10/19/2006 10:18:43. No matching item record was found. Check the item barcode. Warning: Transaction type: Check-in, Item barcode: A14307419391, Title: Candles burning, Call Number: F King, Transaction time: 10/19/2006 10:18:43. No matching item record was found. Check the item barcode. Warning: Transaction type: Check-in, Item barcode: A14307419391, Title: Candles burning, Call Number: F King, Transaction time: 10/19/2006 10:18:43. No matching item record was found. Check the item barcode. Warning: Transaction type: Check-in, Item barcode: A14307419391, Title: Candles burning, Call Number: F King, Transaction time: 10/19/2006 10:18:43. No matching item record was found. Check the item barcode. Warning: Transaction type: Check-in, Item barcode: A14307419391, Title: Candles burning, Call Number: F King, Transaction time: 10/19/2006 10:18:43. number of total transactions: 5 number of errors: 4 number of warnings: 1
Close

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