OWLSnet Offline Circ Procedures
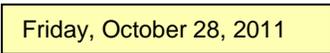
All staff should be familiar with procedures – network outages are unpredictable!

Preparing for Offline Circulation

1. Confirm with OWLS that Millennium services are unavailable.

2. Make sure that the offline circ client is configured correctly
   a. Open up offline circ by double-clicking on the Millennium Offline Circulation Client icon on the desktop. (It looks the same as the standard Millennium icon)
   b. Choose VIEW, then PREFERENCES.
   c. Enter the Stat code/Terminal number for your location in the Statistical Group box.

Library	Stat Code/ Terminal #	Library	Stat Code/ Terminal #	Library	Stat Code/ Terminal
Algoma	17	Kaukauna	35	Oconto	5
Appleton	30	Keshena	14	Oconto Falls	2
Black Creek	31	Kewaunee	18	Oneida – ON2	28
Clintonville	47	KIM - LIT (KIM)	34	Oneida - ONE	29
Door - BAI	6	KIM - LIT (LIT)	36	Scandinavia	52
Door - EGG	7	Lakewood	4	Seymour	32
Door - EPH	11	Lena	1	Shawano - BIR	40
Door - FIS	8	Manawa	51	Shawano - BON	43
Door - FOR	10	Marinette - COL	21	Shawano - MAT	42
Door - SIS	9	Marinette - CRI	26	Shawano - SHA	41
Door - STR	12	Marinette - GOO	22	Shawano - TIG	44
Door - WSH	13	Marinette - MRT	23	Shawano - WIT	45
Florence	15	Marinette - NIA	24	Shiocton	39
Fremont	49	Marinette - PES	25	Suring	38
Gillett	3	Marinette - WAS	27	Waupaca	53
Hortonville	33	Marion	46	Weyauwega	48
Iola	50	New London	37		

IMPORTANT: If the statistical group is not entered correctly, the circ transactions cannot be processed by the system, and your library will need to enter them manually.

   d. Settings: Date Format - **mdy**; Check barcode validity - **checked**; Due Slips - **One slip per patron**
   e. Choose APPLY, then QUIT.

3. Make sure that your computer is set to the proper time and date.
   a. To check the time and date, let your mouse "hover" over the date in the lower left-hand corner of the screen. A small yellow box (like this one) [Friday, October 28, 2011] should appear above the system tray that indicates the time and date. To change the time or date, simply double-click on the date field and make the changes in the windows that pops up.

4. Clear the transaction file
   a. Choose FILE, then ERASE CIRCULATION TRANSACTIONS.
   b. Choose FILE, then ERASE PATRON REGISTRATION DATA.

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Using Offline Circulation

IMPORTANT: Before using offline circ, please read through and follow the Preparing for Offline Circulation instructions (Step 1.) If instructions are not followed, offline circ may not work correctly.

IMPORTANT: Please do not use the offline circ client to register patrons, to check items in, or to renew items.

1. For each patron…
    a. Sort items with same due dates. Place all DVDs, all music and magazines, and all books together.
    b. Scan in the first patron's barcode. (Make sure the cursor is behind the b)
    c. Enter the due date in the format mm-dd-yyyy. The system requires dashes between the elements. Click ENTER.
    d. Answer N to Hourly? Click ENTER.
    e. Scan in the first group of items with like due dates.
    f. If there are more items to check out with a different due date, click on NEW DUE DATE and change the due date by typing over it. If there are no more items to check out, click on NEW PATRON and a due slip will print.
    g. Scan the next patron's barcode. Verify the due date and change it, if necessary.

2. After the last patron transaction has been completed, click on NEW PATRON to print due slip. Click on Exit to close the offline circ client.

Processing offline circ transactions

1. Check with OWLS before sending offline circulation transactions to the office.

2. Send offline circ transactions to the server
    a. Choose FILE, then UPLOAD CIRCULATION AND PATRON DATA.
    b. Click YES
    c. Email or call OWLS and let them know the number of offline circ transactions files that were sent. (Normally, you would send one file per PC.)
    d. **IMPORTANT: Please do not send a file multiple times, unless you are asked to re-send the files by OWLS**
    e. OWLS will let you know when the files have been processed.
    f. **IMPORTANT: Do not clear your circulation files until you receive confirmation from OWLS that the files have been processed.**
    g. You may receive an email from OWLS with any errors found in your offline circ transactions. Please investigate these errors to make sure that your transactions are correct.

3. Clear the circulation file
    a. Choose FILE, then ERASE CIRCULATION TRANSACTIONS.
    b. Choose FILE, then ERASE PATRON REGISTRATION DATA.