

## Using Offline Mode in Workflows

When you are unable to connect to the Workflows server, do the following to use Offline Mode to continue circulating items:

1. Double-click the Sirsi Workflows icon. In the configuration window, check the box to **Operate in Offline mode** (See Fig. 1)

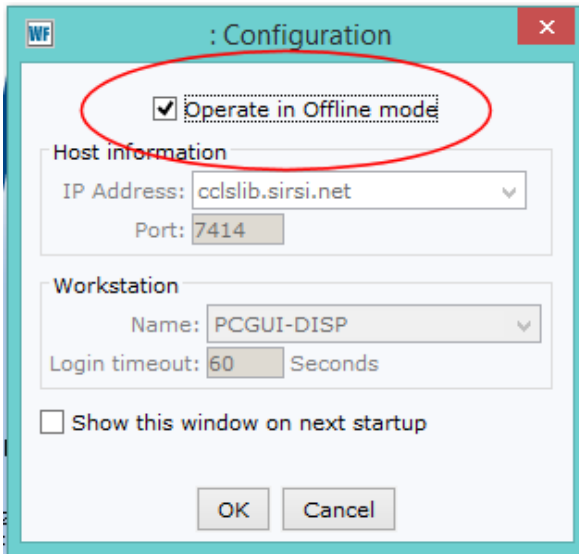


Fig. 1

2. Click **OK**
3. Select the **Offline** toolbar (See Fig. 2)

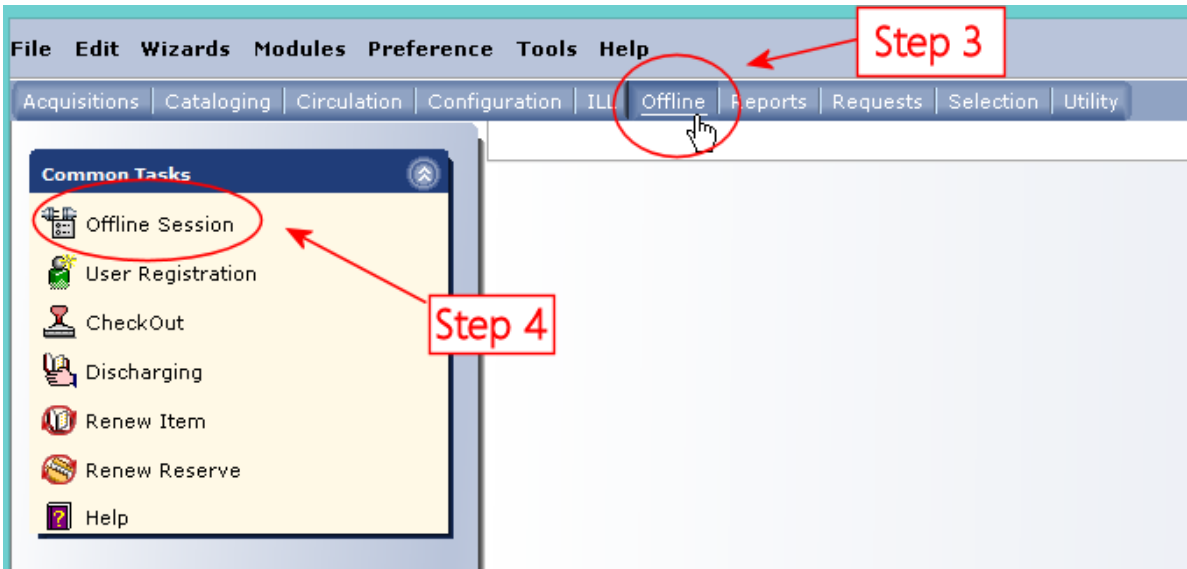


Fig. 2

4. Click the **Offline Session** settings wizard (See Fig. 2)

5. Change the **User access** and **Library** drop-downs (See Fig. 3) to reflect your library. If you don't know your User access, see Appendix A to look it up.

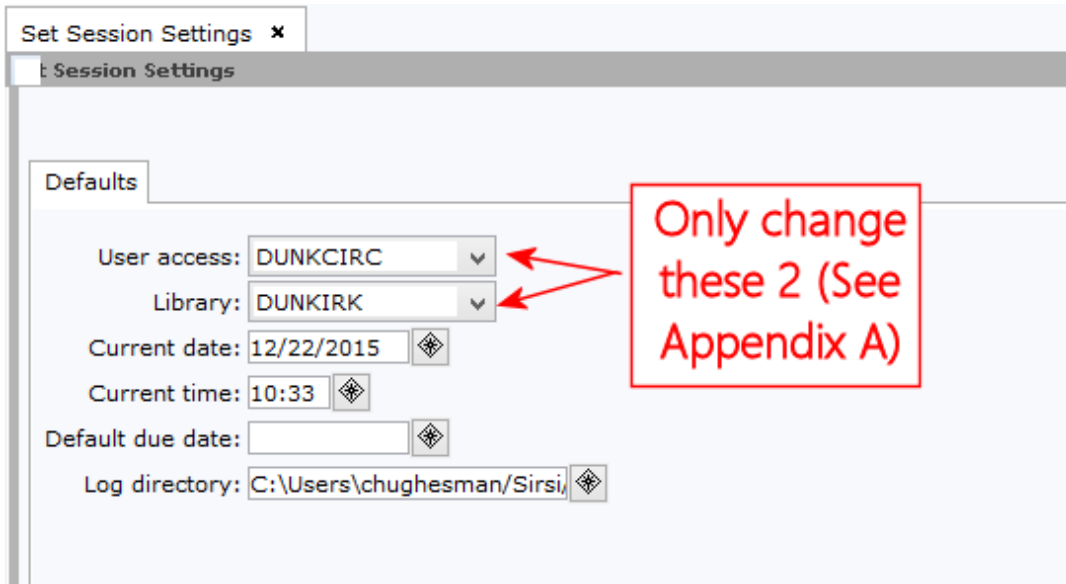


Fig. 3

6. Leave everything else as is and click **OK**.
7. Click on **CheckOut** under Common Tasks. (See Fig. 4)
8. Scan User ID and then Item ID(s) of items to be checked out.

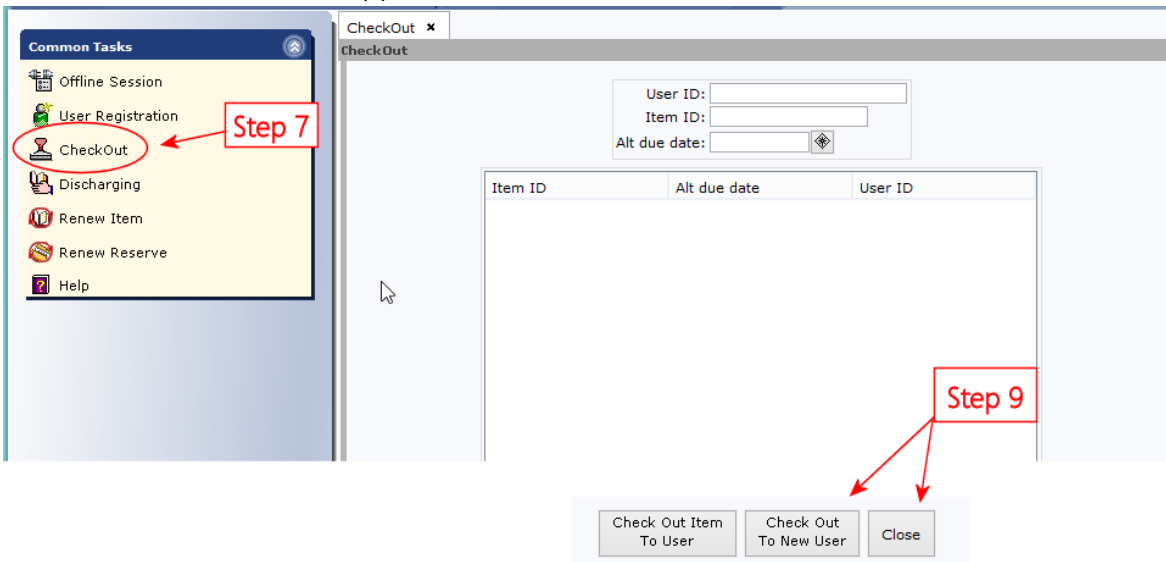


Fig. 4

9. Once all items have been scanned, click **Check Out To New User** to move on to the next patron or **Close** to exit the wizard. (See Fig. 4)
10. When you are able to connect to the Workflows server again, exit out of Offline Mode. It will tell you that you've made changes, do you want to save? Click **No**.
11. Double-click the Workflows icon, **clear the Operate in Offline Mode checkbox**, click **OK** and sign in as you normally would. (This will send that offline file to the server)
12. **\*\*IMPORTANT\*\*** Notify Carolyn ([chughesman@cclslib.org](mailto:chughesman@cclslib.org) or ext. 252) that you used Offline Mode so she can run the report to load those offline transactions.

## Appendix A

<b>User Access</b>	<b>Library</b>
ALLEGACIRC	ALLEGANY
ASHVILCIRC	ASHVILLE
BEMUSCIRC	BEMUSPOINT
BROCTOCIRC	BROCTON
BUSTICIRC	BUSTI
CASSADCIRC	CASSADAGA
CATTARCIRC	CATTARAUGU
CCLSCIRC	CCLS
CHAUTACIRC	CHAUTAUQUA
CIRC	PRENDERGST
CLYMERCIRC	CLYMER
DELEVACIRC	DELEVAN
DUNKCIRC	DUNKIRK
ELLCOCIRC	ELLCOTTVL
ELLINGCIRC	ELLINGTON
FALCONCIRC	FALCONER
FINDLECIRC	FINDLEYLK
FLUVANCIRC	FLUVANNA
FRANKLCIRC	FRANKLNVL
FREDONCIRC	FREDONIA
FREWSCIRC	FREWSBURG
GOWANDCIRC	GOWANDA
KENNEDCIRC	KENNEDY
LAKEWOCIRC	LAKEWOOD
LITVLYCIRC	LITTLEVLY
MACHCIRC	MACHIAS
MAYVILCIRC	MAYVILLE
OLEANCIRC	OLEAN
PORTVICIRC	PORTVILLE
RANDOLCIRC	RANDOLPH
RIPLEYCIRC	RIPLEY
SALMACIRC	SALAMANCA
SHERMACIRC	SHERMAN
SILVERCIRC	SILVERCR
SINCLACIRC	SINCLAIRVL
SNIAIRC	SNIA
SNICCIRC	SNIC
STOCKCIRC	STOCKTON
WESTFICIRC	WESTFIELD