**Setting up and Using - Offline Circ Form**

**By: Richard Kenig**

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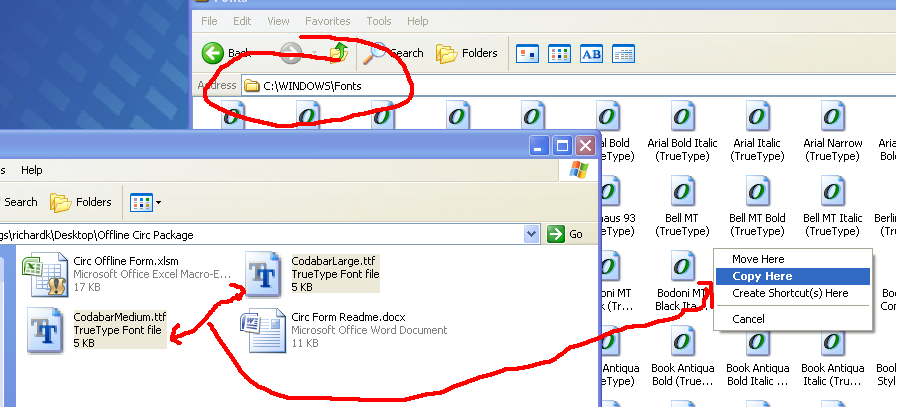
**Introduction:**

This template has been created to make it easier for our member libraries to run offline Circulation without having to manually key in a ton of information. This form is made to be used during downtimes and outages only – not as a replacement for working in the database program.

**Step 2:**

Navigate to c:\windows\fonts

Copy the fonts from the Circ Offline folder into this folder.

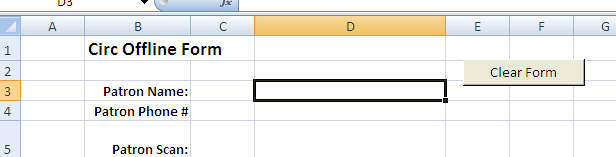


**Step 3:**

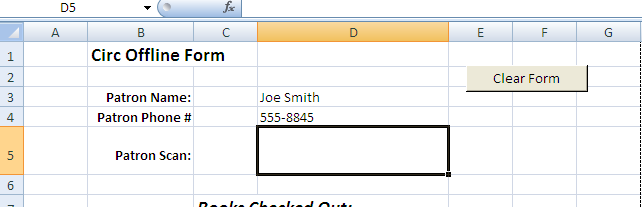
Copy “Circ Offline Form” to your desktop (or a place you will remember and be able to access it).

***Using the Circ Offline Form***

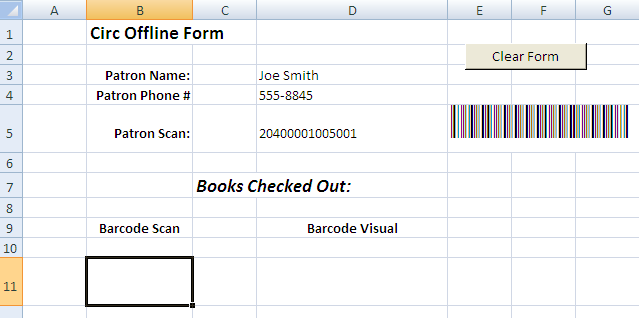
*Using the form is very straight forward. First, left click in the field next to* ***Patron Name*:**



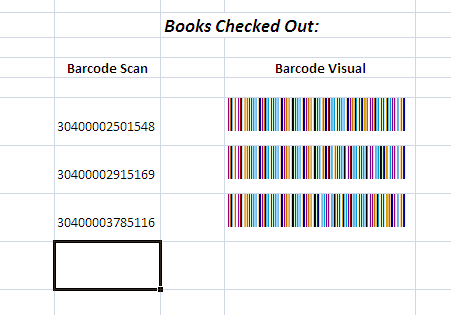
*Enter the Patron’s Name. Press* ***Enter.*** *Enter the Patron’s phone number. Press* ***Enter****.*



*Scan the Patron’s library card.*



*The sheet should automatically select the correct field for beginning checkout. Scan each book in sequence that a patron is checking out.*

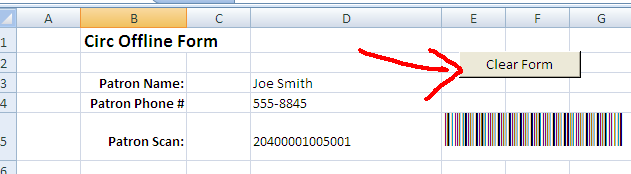
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*Each time a book is scanned the form should move on to the next field. You should be able to just scan one book after another without having to press any keys on the computer.*

When finished, **Print** the sheet.

NOTE: DO NOT save the sheet once you have entered any information into it.

Once a copy is printed, press the **Clear Form** button to begin again.



* That’s it, simple, quick and easy offline circ. Once your system is active you should be able to scan the barcodes that you have printed out to quickly enter the information into the database.