

## SIERRA CIRCULATION **Offline Circulation Installation and Setup**

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Offline Circulation saves checkout, check in and patron registration transactions on the workstation while disconnected from the Sierra server. Once re-connected, the transactions can be uploaded to the server. Offline Circulation is a stand-alone client that is downloaded on to one or more circulation workstations.

**Download Offline Circulation**  
Requires Supportal login

Select the operating system of your workstation.

- Linux
- Mac
- Windows

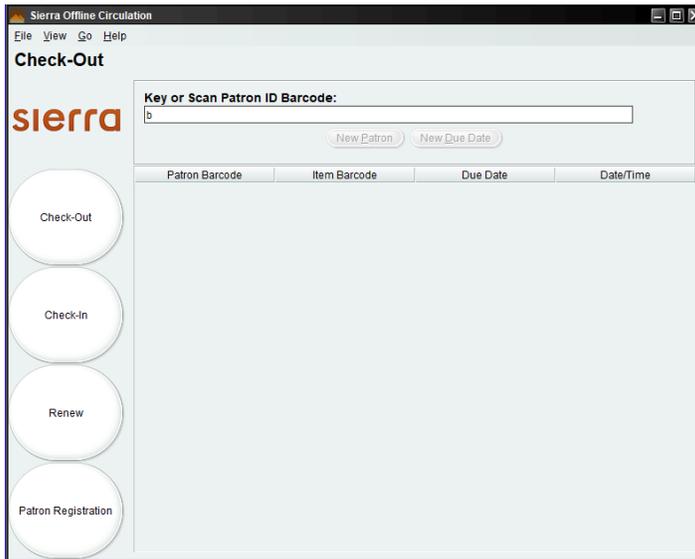
Select the Sierra Offline installer in step 2. Once downloaded, run the installer to install Offline Circulation on the workstation. Follow the prompts on the installer.

It might be necessary to restart the workstation to complete the installation. When fully installed, run Offline Circulation by double-clicking on the icon.

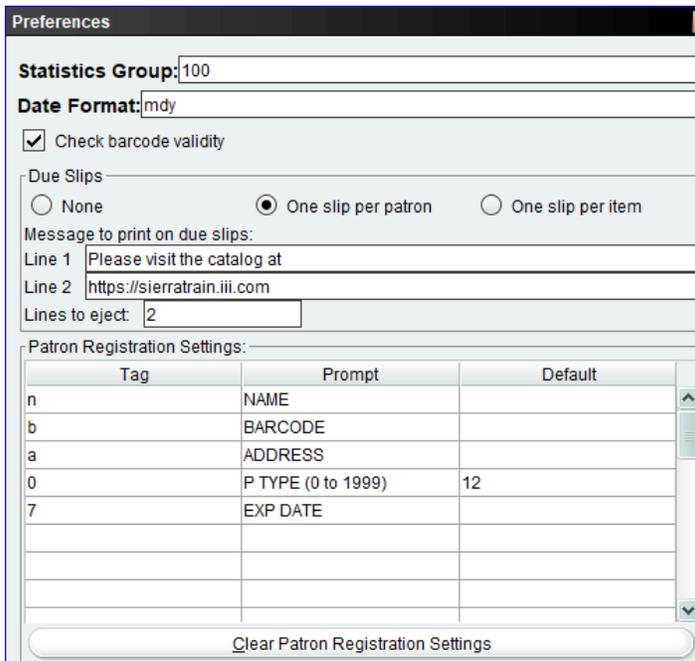


This will launch Offline Circulation.

# Training



To configure Offline Circulation, click on View | Preferences.



The **Statistics Group** is the value assigned to checkout and check in transactions. The value entered here should match available choices in the Statistics Group Maintenance table in Sierra Admin | Parameters | Circulation. This can either match existing statistics groups in Sierra users or be a unique value to distinguish the amount of circulation performed by the Offline client.

# Training

The default date format is Month Day Year (mdy), and is entered as MM-DD-YYYY. Use Date Format to change the format to Day Month Year (dmy or DD-MM-YYYY) or any other order.

Select the checkbox for **Check barcode validity** if you use 14-digit Codabar style patron and item barcodes. If you do not use this style barcode or do not want validity checking, do not select the check box.

Offline Circulation can issue a date due receipt for patrons containing the patron barcode, the item barcode, the due date and a few additional details. In **Due Slips**, select the radio button for None if no receipt should be outputted, Once slip per patron if at the conclusion of checkout, one slip should include all the checkouts in that session for the patron, or One slip per item if each item checked out should output a slip.

In **Message to print on due slips**, enter one or two lines of text (40 characters each) to display at the end of each due slip.

**Lines to eject** determines the number of lines advanced after the end of the slip to ensure the printout is not cut short.

The **Patron Registration Settings** define the patron record elements to prompt for when generating a new patron record in Offline Circulation. There is a single character letter or number used to define the field. For fixed-length fields use the following guide:

TAG	FIELD
0	P TYPE
1	PCODE1
2	PCODE2
3	PCODE3
4	Home Library
5	Patron Message
6	Manual Block
7	Expiration Date
8	PCODE4

For variable-length fields, enter the single-character letter representing that field. For the list of available patron variable-length fields, edit a patron record in the Sierra Desktop Application and click on the Insert button. The drop-down will contain all the variable-length fields, preceded with the single letter tag.

# Training

In the Prompt column, you can relabel the field and in Default, you can enter a value to automatically appear for that field. The Default will work for all fields except for Name, Phone and Phone 2.

To exit Offline Circulation, select File | Exit from the menu.

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