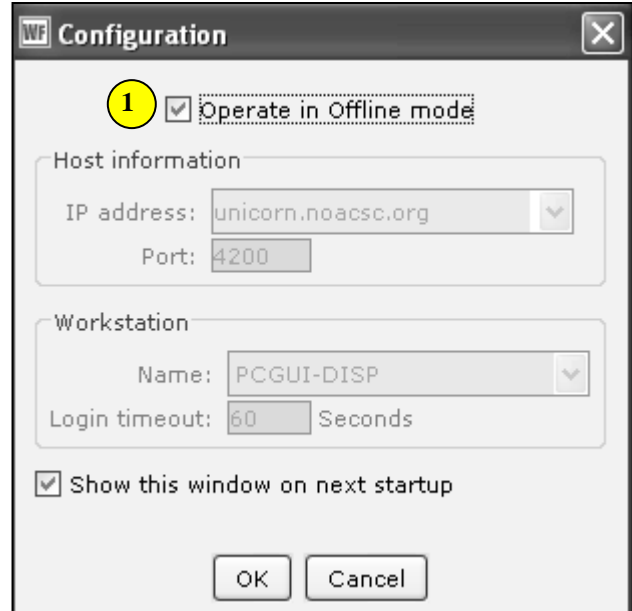**INFOhio**
OHIO'S PreK-12 DIGITAL LIBRARY

Offline Circulation
Getting Started

When the Unicorn server is unavailable, do the following to use Offline WorkFlows to continue circulating items and registering users.
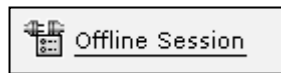
1. *Start* the Unicorn WorkFlows client. In the Configuration window, *select* the Operate in Offline Mode check box, and *click* OK.

2. *Select* the **Offline** toolbar.
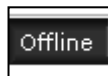
3. *Click* the Offline Session Settings wizard, confirm or change the settings, and *click* OK to close the wizard.

> **NOTE:** *Use the Offline wizards for as long as the Unicorn server is unavailable. As you work, transactions are written to a log file named for the library selected in the **Library** field is created in the **login\Sirsi\Workflows\LOG** directory in the home directory of your login, which is typically **Documents and Settings** for Windows workstations. For example, if you logged into the workstation at the Washington Library as CIRCMAIN, the log file is in **Documents and Settings\CIRCMAIN\Sirsi\Workflows\LOG\WASHINGTON.***
>
> *Each time you start Offline WorkFlows to record offline transactions, the transactions will be appended to the log file. The log file will continue to record transactions until the workstation can connect to the server again.*

4. When able to reconnect to the server, *de-select* the Operate in Offline Mode checkbox, *login* as usual.
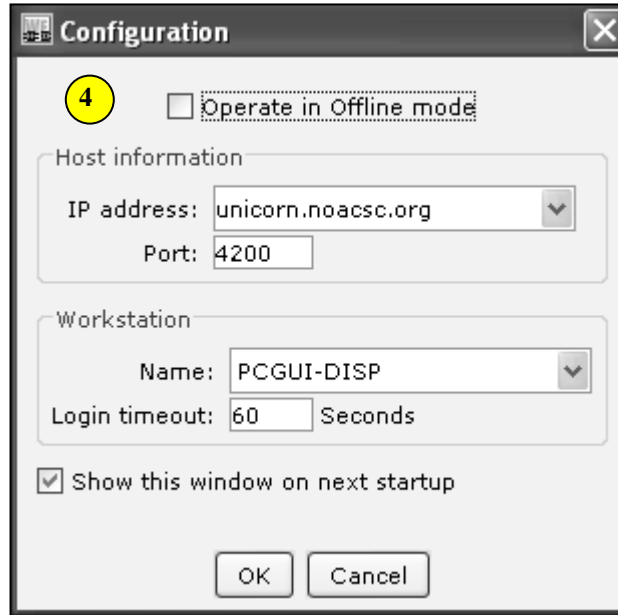
5. *See Handbook - Offline Complete Transactions* for instructions to download these transactions to database.

Note: For more detailed information or specific questions, use HELP wizard.