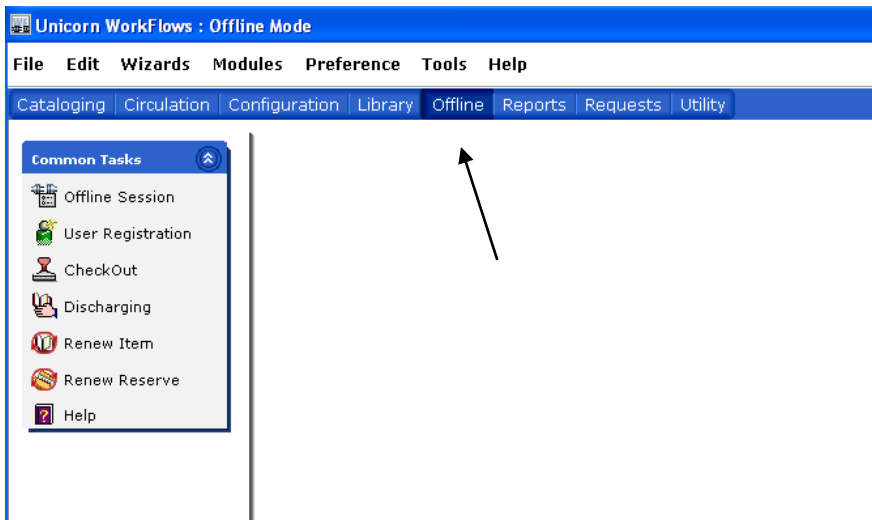


# Standalone Instructions

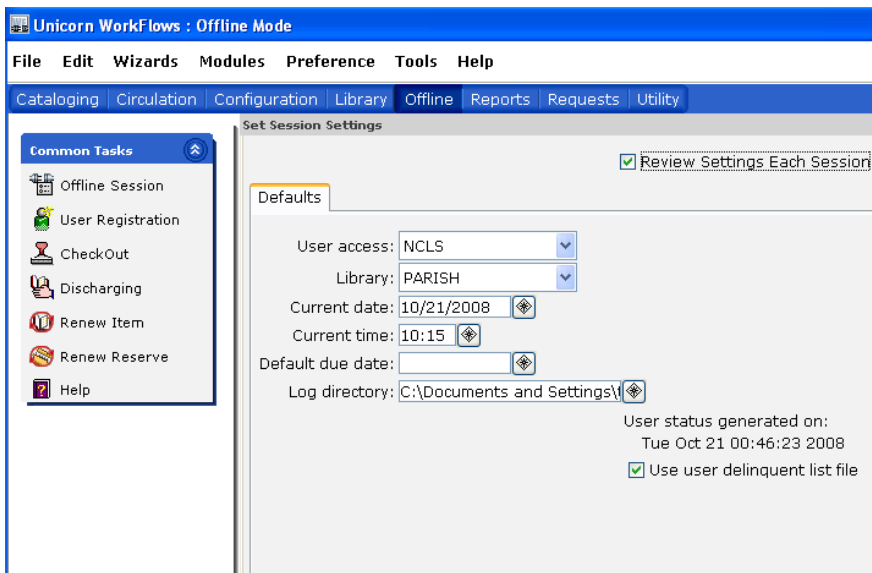
Effective 2/8/2010

## Using Standalone:

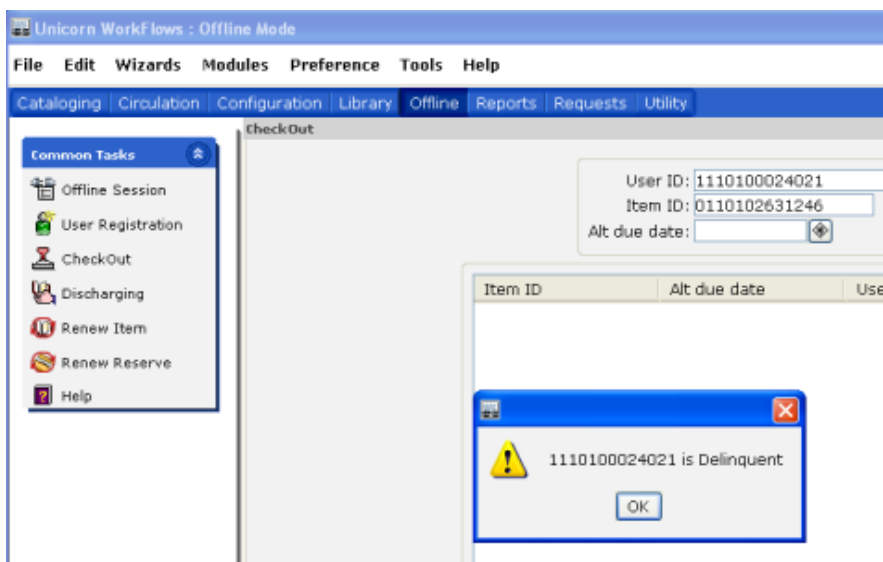
- Please only check out on one computer in the building
- Double click on the Workflows GL3.1J Icon on the desktop
- At the configuration screen, check the box next to Operate in Offline mode
- Click ok
  
- Select the offline tab from the menu bar



- Click on the Offline Session wizard



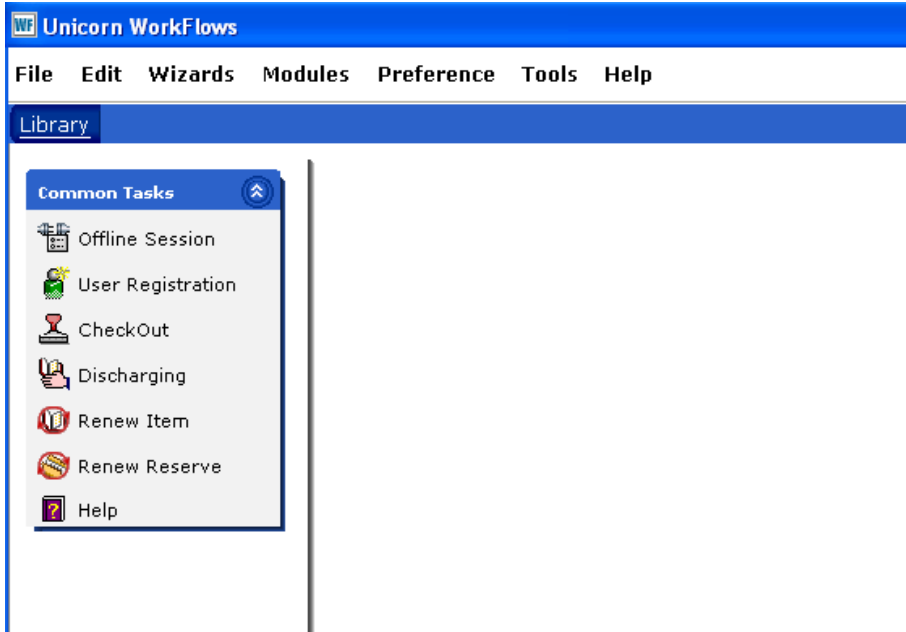
- If NCLS is not in the user access window, select it from the drop down window
- Make sure your library appears in the library window.
- Click ok. Due dates will be assigned according to your policy when these transactions are merged.
- You may CheckOut, and Renew an Item.
- **Do not register new users.** All the mandatory fields do not appear in the offline version.
- **Do not discharge items.** Standalone will not prompt you about holds for your patrons or items that will be put in transit.



- You will now be prompted if the patron is Delinquent, Blocked or Barred, based on the status as of the day you last successfully logged onto workflows.
- It is a good idea to use the barcode reader to be sure that typographical errors do not occur. Also look at the history window to see if items scanned correctly, you will see if a digit is missed.
- When completed, click check out to new user or close the checkout window.
- Closing workflows and reopening it will append transactions to the original file.
- When you close this session save the property changes so that your library info entered into the offline session wizard is saved for future sessions.

### **When workflows is back online:**

- Reopen workflows and this time, at the configuration screen, take the checkmark out of Operating in offline mode
- Once you log in, your standalone files are sent to the server automatically, and the file is deleted from your computer.



- Click on the word library on the menu bar to restore your library tool bar.

### **IMPORTANT!**

**Notify NCLS that you are back online and that you ran standalone.**

**NCLS will then run a report to merge the offline transactions.**

**We will notify you when the report has been completed and you can start discharging items and resuming normal circulation duties.**