

Atrium's Offline Circulation Tool

Introduction

The **Atrium® Offline Circulation Tool** keeps materials in your library circulating even if your network goes down. This simple program is easy to install, configure, and set up on any circulation desk computer.

The Offline Circulation Tool is delivered with Atrium. We recommend that you download and install this tool so it is available when you need it.

Important! Install the Offline Circulation Tool on only **one** machine in your library to prevent synchronization problems.

Click **Administration** from Atrium's top menu bar to open the drop-down submenus. Click **Library**. Click **Downloads**. The Offline Circulation Tool is delivered in a self-extracting compressed file (**AtriumOfflineCirculation.zip**).

When your network connection is restored, you can upload all offline circulation transactions with a single click!

Note: The Offline Circulation Tool keeps track of basic circulation information only (patron and item barcodes). Details such as fines/fees and overdue items are not imported.

Every computer using the Offline Circulation Tool must be reconciled once the network becomes accessible. This document will show you how to configure the Offline Circulation Tool for the transaction reconciliation process.

Using Atrium's Offline Circulation Tool

Installing the Atrium Offline Circulation Tool

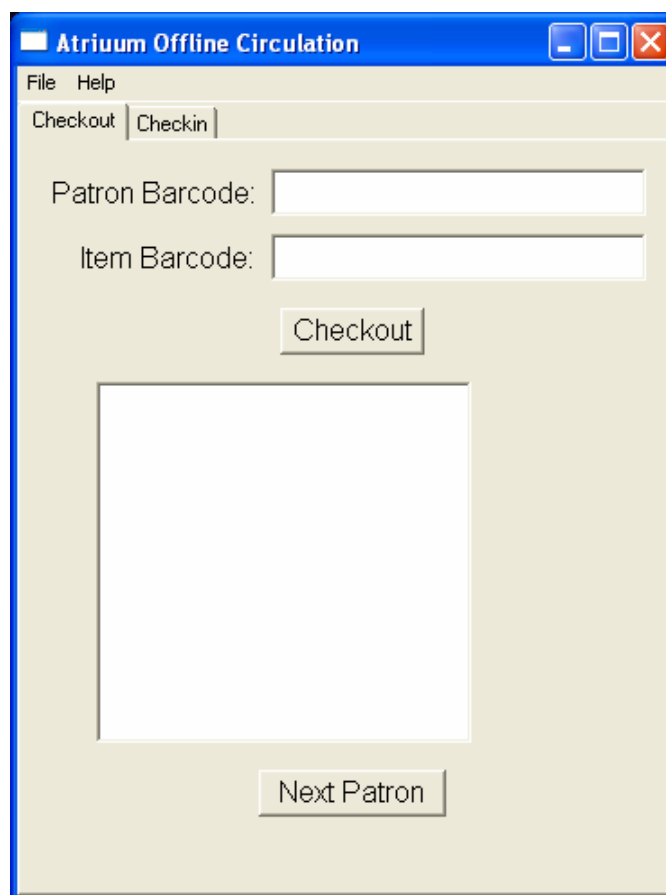
Double-click **AtriumOfflineCirculation.zip** to open the **File Download** dialog box. Click **Save** to open the **Save As** dialog box and specify where to place the file when the download is complete by selecting the folder or location. Click **Save**. A progress bar counts down the time remaining and closes when the ZIP file is saved.

On your local machine, select and extract the ZIP files to open the **AtriumOffline Circulation-0.2.0** folder. Double-click it to open it. Double-click **AtriumOfflineCirculation.exe**. The tool opens in a new window, ready to use!

Tip! After saving, creating a desktop shortcut will provide instant access when you need it.

Using the Offline Circulation Tool

The **Offline Circulation Tool** has two top drop-down menus (**File** and **Help**), two main tabs (**Checkout** and **Checkin**), and fields (**Patron** and **Item Barcodes**) for data entry. Let's look at the **Checkout** tab below. Scan or manually enter barcodes.

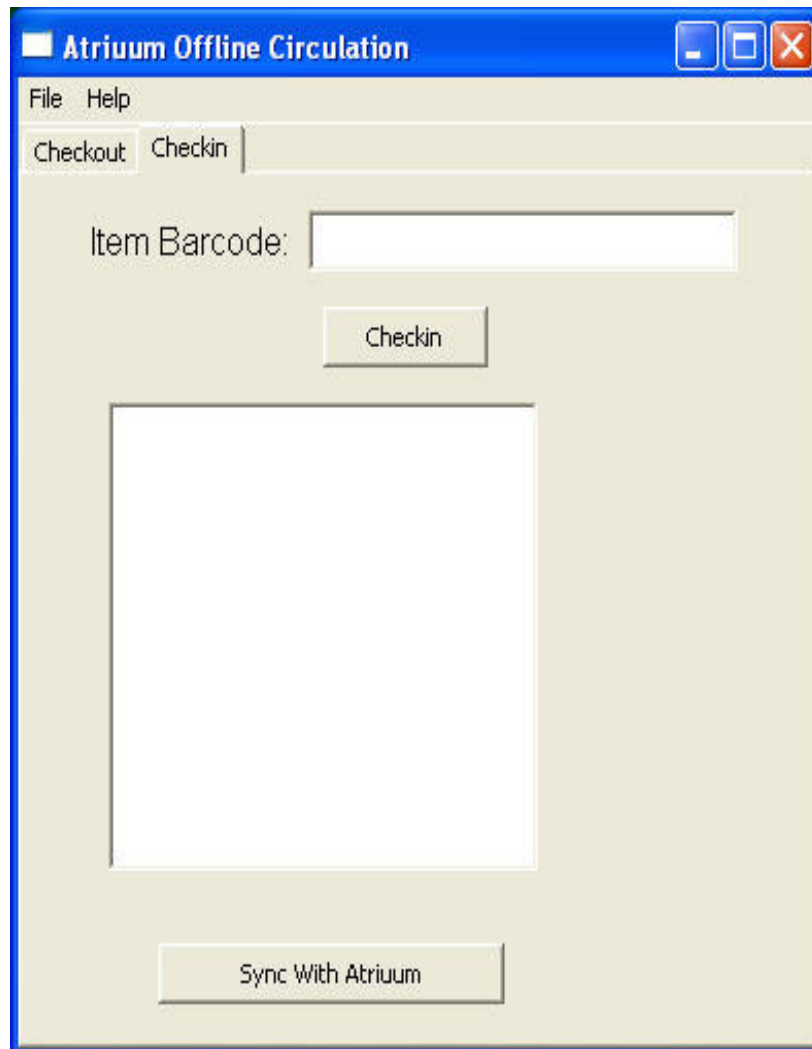


Important! Scan **Patron** and **Item Barcodes** for Checkout.

Using Atrium's Offline Circulation Tool

Checkin Tab

Only **Item Barcodes** are required for Checkin. Process any fines after access to Atrium is restored and transaction files have been uploaded to all computers.



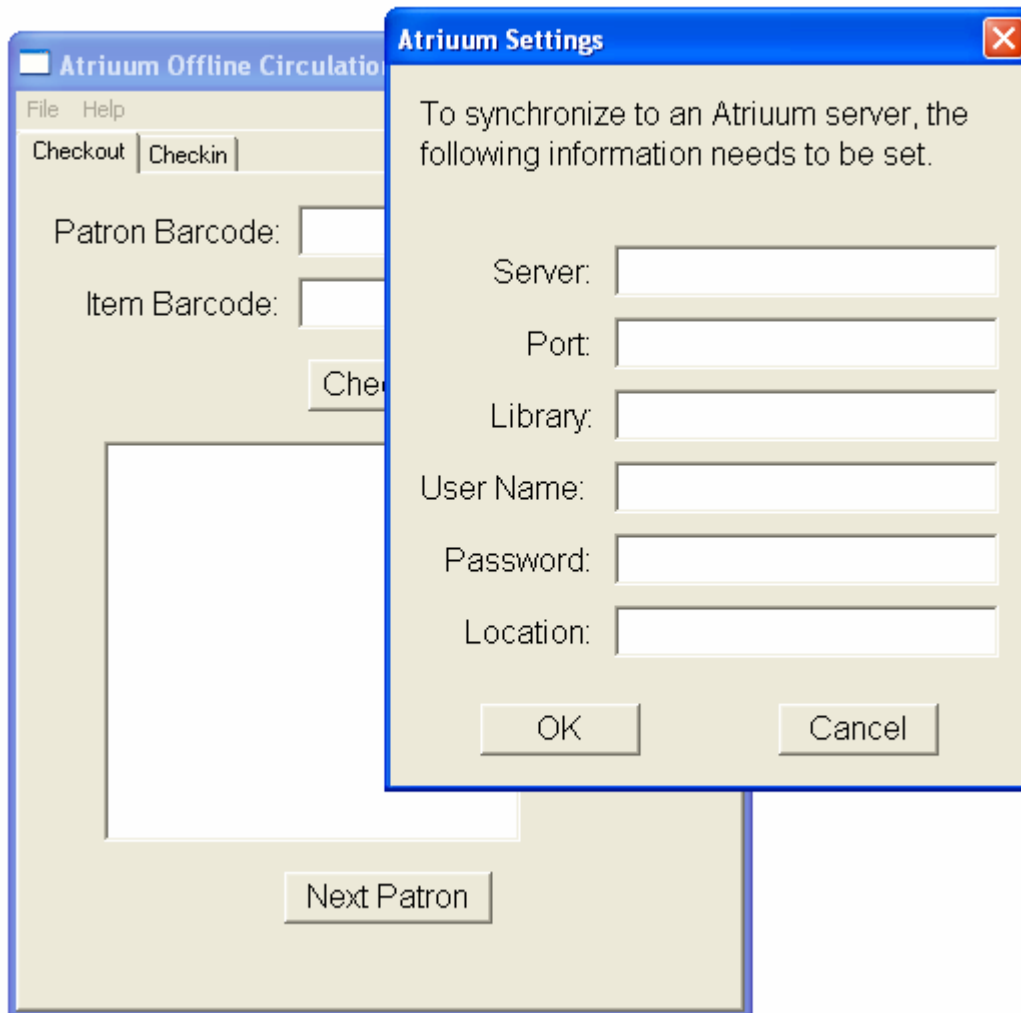
Configuring the Offline Circulation Tool

After installation, you need to configure your Offline Circulation Tool, ensuring that it will function properly. Configuration settings allow the Offline Circulation Tool to communicate with the Atrium Server, sending circulation transactions back to Atrium.

Using Atrium's Offline Circulation Tool

Click **File** to open the drop-down menu.
 Click **Atrium Settings**.

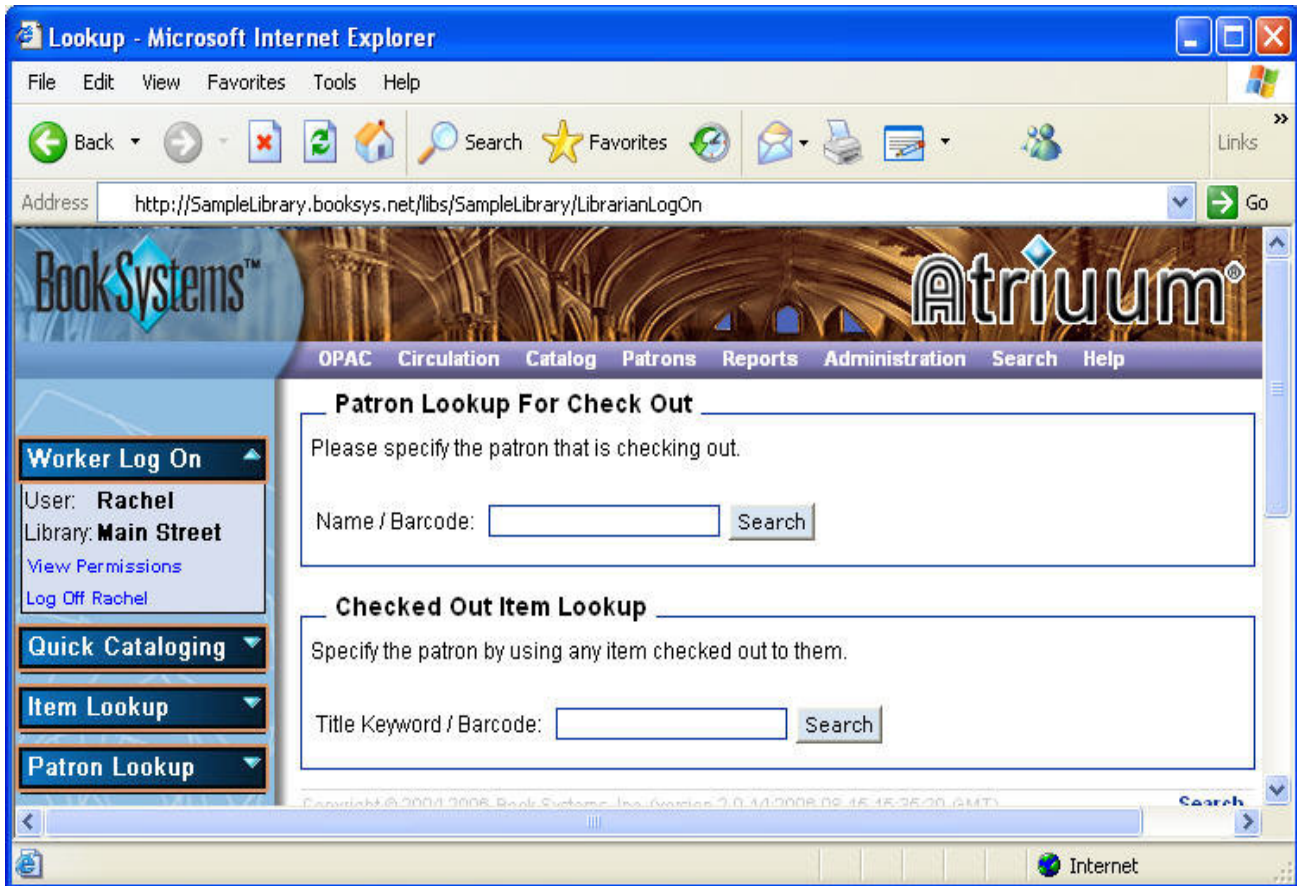
The **Atrium Settings** form opens in a new window:



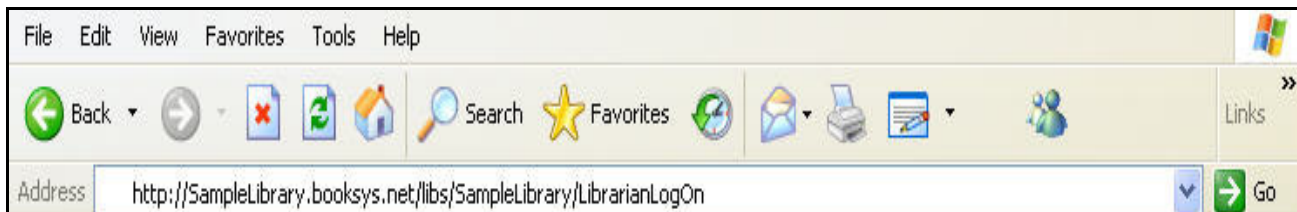
The information you need to fill in these fields is accessible from settings within your Atrium (in your Web browser's **Address bar**). See the example on the next page.

Using Atrium's Offline Circulation Tool

Atrium as viewed with Microsoft Internet Explorer®:



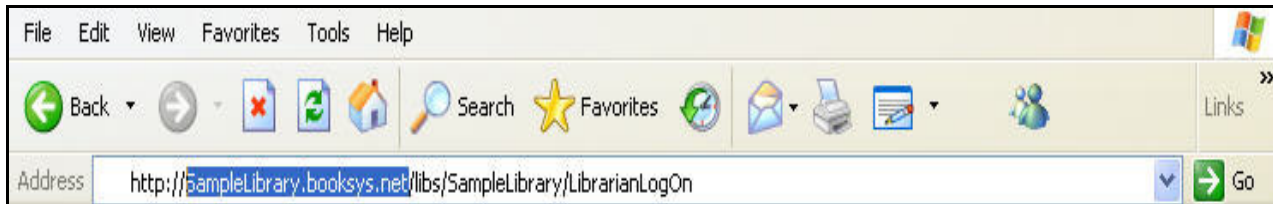
The information you need for the **Atrium Settings** form is in your Web browser's **Address bar**:



Using Atrium's Offline Circulation Tool

The **Server** is the first part of the address between the double slashes and the first single slash.

For example:

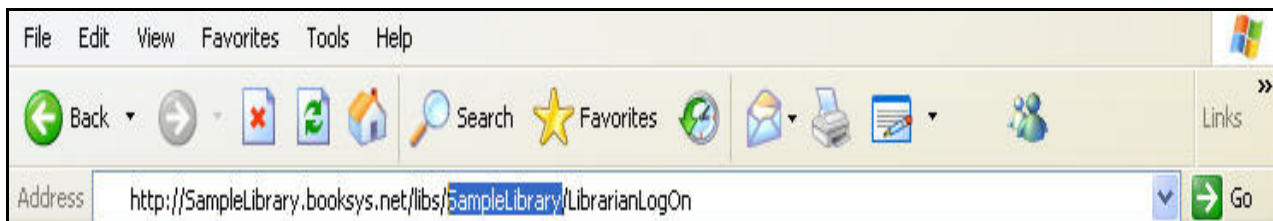


The next field on the configuration box is **Port**. Your port number is usually **80**. Contact your local technical support personnel if this number does not work.

The next configuration field is **Library**.

You'll find this information in the **Address bar** in the section *after /libs/*.

For example:



Using the example above, the **Library** configuration field entry would be **SampleLibrary**.

The next two fields are **User Name** and **Password**.

In these fields, enter the same username and password you use to log on to Atrium.

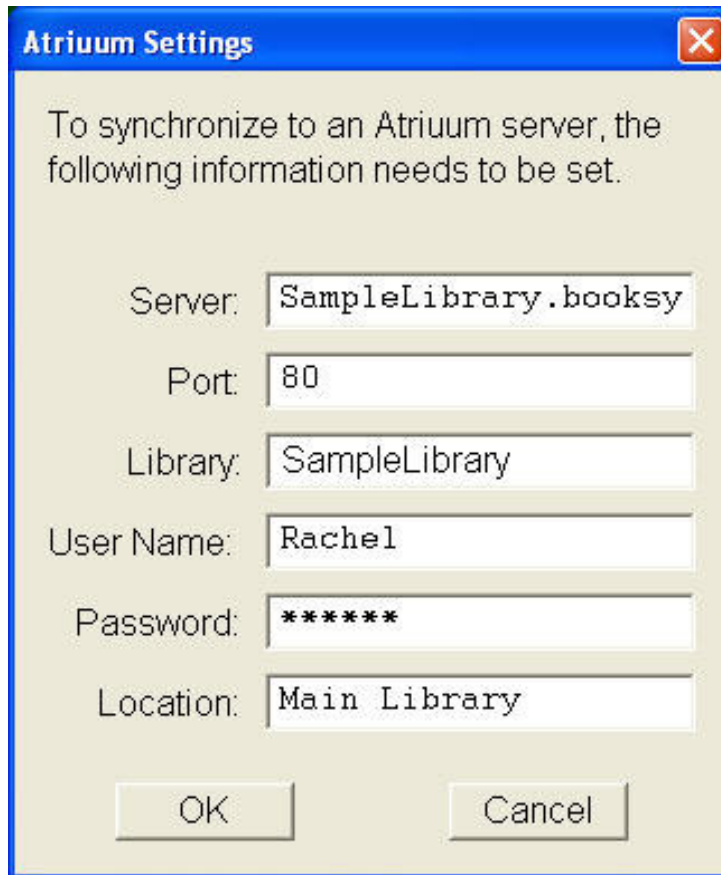
The final field on this form is **Location**. If your Atrium is part of a Distributed database, the **Location** field should be **Main Library**.

Important! Make sure the spelling, spacing, and capitalization of **Main Library** match exactly what you see here. Otherwise, your configuration settings will not work correctly.

If your Atrium is part of a Centralized database, then the **Location** field should contain the name of the *Branch* that you logged on to.

Using Atrium's Offline Circulation Tool

An example of the **Atrium Settings** form filled in using the steps above:



Atrium Settings

To synchronize to an Atrium server, the following information needs to be set.

Server:

Port:

Library:

User Name:

Password:

Location:

Click the **OK** button to synchronize to your Atrium Server. The window closes if there are no errors.

Click the **Checkin** tab and then click to upload circulation transactions into Atrium.

Product Support

If you have a question this document doesn't answer, please call Book Systems' Technical Support Staff at (888) 289-1216 or send an e-mail to support@booksys.com.