

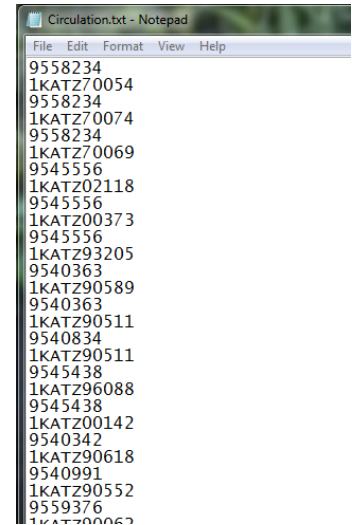
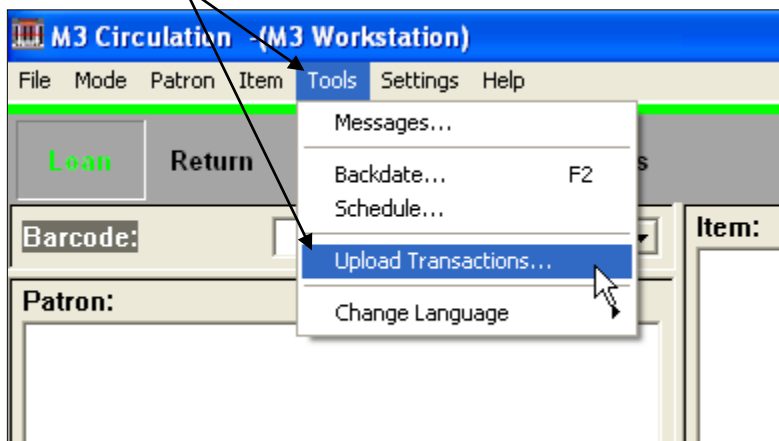
OFFLINE TRANSACTIONS

Okay, the network's down...so you can't use the computer to scan in your transactions, right?

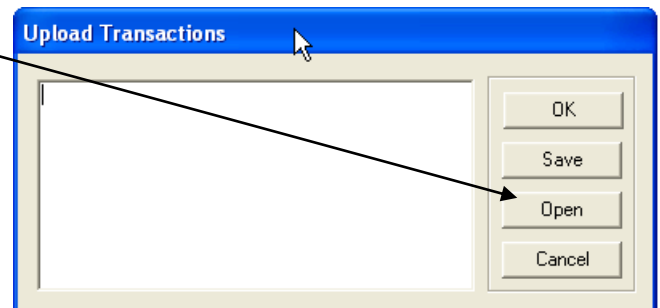
Actually, you might not be able to use Mandarin, but you can still scan the items & save yourself some work later on!

Here's how it works:

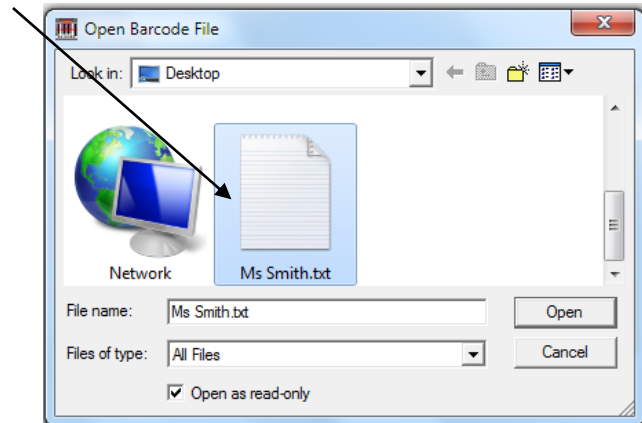
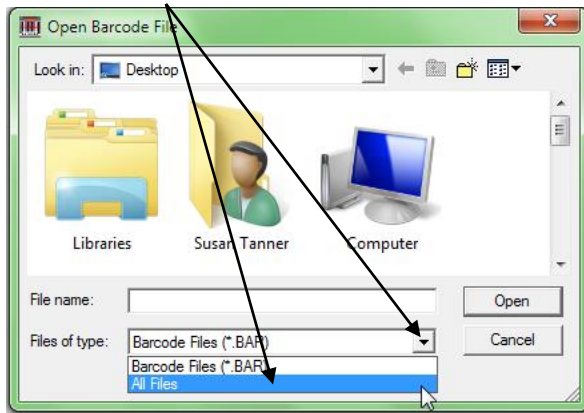
- 1) Open a text editing program, like Notepad or Wordpad. (You CAN use Word, but you must be sure to save the file as a Text document [.txt] and NOT as a Word document [.doc] if you do.)
- 2) Using the Transaction Barcodes Sheet*, scan the transaction TYPE (loan, return, renewal, etc.)
- 3) Scan your patrons and items. **NOTE: The patron barcode MUST be entered before each item barcode.**
- 4) Save your files – if you're doing this with more than one class, it might be easier to save a file for each class with the teacher's name. (Make note of where you saved them!)
- 5) When the network is back up, open circulation.
- 6) Go to the Tools menu and choose "Upload Transactions..."



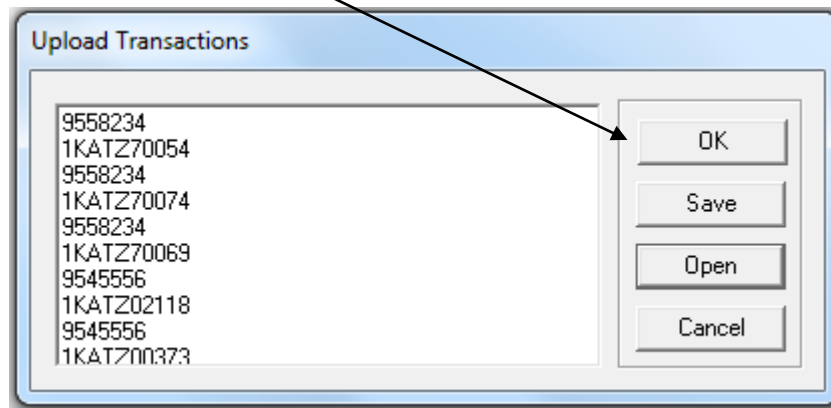
- 7) This opens a new dialog box – press Open.



- 8) Select the location where you saved your file. Your file will probably not display, because the dialog box is looking for files with a .bar extension and Notepad/Wordpad use .txt extensions. However, if you choose “All files” from the drop-down menu at the bottom of the screen your file will magically appear!



- 9) Click OK and your transactions will process.



- 10) Repeat the process for any other class files you may have.

*The Transaction Barcodes sheet can be found in your M3 Manual. If you cannot locate it, you can download it [here](#).