

## CHEAT SHEET FOR OFF-LINE CHECKOUTS

If Evergreen is down/unavailable for 2 minutes or more:

- Try to contact Jeremy.
  - If Jeremy is not immediately available, proceed with Off-Line checkouts
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Starting Off-Line checkouts:

- If Evergreen is already open, close it
  - Open Evergreen as usual, but **\*do not\*** login
  - Instead, click the "Standalone Interface" button (right side of box)
  - **APL:** Set Bibliotheca to **"Security Off (only)"**
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For each patron:

- 1) Click the "Check Out" box and follow the steps on the screen
  - 2) Check today's date in the upper left corner
  - 3) Scan the patron's barcode - **do not** check the "check barcode" box. If a patron's barcode is flagged/invalid, they will need to wait until system is running again to check out. Account may be expired or there may be large fines.
  - 4) Using the drop-down menu, check the due date that will be used
  - 5) Scan the item - **do not** check the "check barcode" box
  - 6) Repeat steps 4 and 5 until all items have been scanned (**APL limit=5**)
  - 7) Check "print receipt?" box. Click "Save these transactions" to finish.
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Note: Patrons **must** have their library card to check out items.  
**No registrations or checkins. Checkouts only.**

**Important:** Contact Jeremy when the system is back.  
Include the date/time the system was off-line.  
Jeremy will load the transactions.