Offline Circulation ITC Staff - Complete Transactions

NOTE: *The following instructions apply to the* **ITC Staff**

When the server becomes available again, the librarian will log into Workflows, and the recorded transactions will immediately be sent to the server. You will receive notification hourly if there is a file to be loaded. That email will say:

Run the Load Offline Transactions report !!!
sirsi@YOURSERVERNAME.org
To: youremailaddress
Email message will read (library code in message will tell you which instance to run this for):
`-rw-r--r--   1 sirsi staff  95 Oct  3 15:11./ML/Unicorn/Standalone/MLHS/standlog.6`

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1. When WorkFlows connects to the server, the ***Documents and Settings**/login**/Sirsi/Workflows/LOG/**Library* file (PC) or *login/**Library/Preferences/Workflows/LOG/**Library* file (MAC) is automatically transferred to the server as ***Unicorn/Standalone/**Library**/standlog.x***, where *Library* is the name of the library at which the transactions were recorded, and *x* is the station number. The original ***LOG**/Library* file on the workstation is removed.

   For example, on workstation number 1, the ***CIRCMAIN/Sirsi/Workflows/LOG/WASHINGTON*** file will be transferred to the server as ***Unicorn/Standalone/WASHINGTON/standlog.1***.

2. ***Run*** the **Load Offline Transactions** (Loadstand) report (ADMINISTRATION tab). Each library's ***standalone.x*** files are combined, sorted, and processed.

   - Separated reports for District……

   - Sample of Report (note ERROR messages)

Log:

```
Report Log for Offline Transactions Loaded
Report loadstand scheduled as Load Offline Transactions
Load Offline transactions.

UNICORN application program interface server GL3.1 started on Tuesday, June 13,
2006, 11:11 AM
  Transactions will be read from standard input.
  Reply transactions will be written to standard output.
  Error requests and responses will be logged in /u/sirsi/PLAY5/Unicorn/Standalo
ne.
  History logging of requests will be in /u/sirsi/PLAY5/Unicorn/Logs/Hist.
  No system logging will be done.
  24 transaction(s) read.
  10 transaction(s) failed.
UNICORN application program interface server finished on Tuesday, June 13,
2006, 11:11 AM
UNICORN include log printing GL3.1 started on Tuesday, June 13, 2006, 11:11 AM
  Log transactions will be read from standard input.
  The report will be written to standard output.
  20 include log record(s) printed.
UNICORN include log printing finished on Tuesday, June 13, 2006, 11:11 AM
```

Report Result (error messages) – *assign to library staff for resolution***:**

```
                          Log Listing
             Produced Tuesday, June 13, 2006 at 11:11 AM


6/12/2006,15:07:09 Station: 0009 Request: Sequence #: 03 Command: Charge Item
Part B
station login user access:LIB1LMHS  station library:LMHS  station user's user
ID:  item ID:22620000365162  user ID:22620000155043  master override:  Max
length of transaction response:200000  log format time:20060612150709

6/12/2006,15:07:09 Station: 0009 Response: Sequence #: 03 Command: *ERROR*
message:Item not found in catalog  message number:7  workstation operator
alert:1

6/12/2006,15:07:14 Station: 0009 Request: Sequence #: 06 Command: Charge Item
Part B
station login user access:LIB1LMHS  station library:LMHS  station user's user
ID:  item ID:22620000320431  user ID:22620000155043  master override:  Max
length of transaction response:200000  log format time:20060612150714

6/12/2006,15:07:14 Station: 0009 Response: Sequence #: 06 Command: *ERROR*
message:Item not found in catalog  message number:7  workstation operator
alert:1

6/12/2006,15:07:24 Station: 0009 Request: Sequence #: 09 Command: Discharge Item
station login user access:LIB1LMHS  station library:LMHS  station user's user
ID:  item ID:3620000176443  date of checkin:06/12/2006  master override:  Max
length of transaction response:200000  log format time:20060612150724

6/12/2006,15:07:24 Station: 0009 Response: Sequence #: 09 Command: *ERROR*
message:Item not checked out  message number:11  workstation operator alert:1

6/12/2006,15:07:25 Station: 0009 Request: Sequence #: 10 Command: Discharge Item
station login user access:LIB1LMHS  station library:LMHS  station user's user
ID:  item ID:3620000122272  date of checkin:06/12/2006  master override:  Max
length of transaction response:200000  log format time:20060612150725

6/12/2006,15:07:25 Station: 0009 Response: Sequence #: 10 Command: *ERROR*
message:Item not checked out  message number:11  workstation operator alert:1
```

3. *Run* the **Consolidate Daily Logs** (Consolidate) report (ADMINISTRATION tab) and the **Statistics Log** (Statlog) report (ADMINISTRATION tab) to add the history logs to the monthly statistics logs.

   NOTE*: If data is loaded the same day as the Offline files were created, the **Statistics Log** will report the following (consider this to be normal):*

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   Report Log for Statistics Log
   Report statlog scheduled as Statistics Log
   Statistical log file from history transactions.

   There were no statprep logs to create statistics from. Please check to see that both of the following are true.
   1. Was the library open yesterday? There will be no history logs if no records were created, changed, or removed in Accent, and thus no statprep logs.
   2. Was a daily backup or a consolidate report run BEFORE the attempt to run statlog? One of these must be run before statlog to create the statprep logs.

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4. Any transactions that could not be processed are moved to the ***Unicorn/Standalone/oerrors*** file on the Unicorn server. Errors are reported in the FINISHED REPORT log - examine this file to determine why the transactions failed, assign to library staff for resolution.

5. Offline WorkFlows adds an override code to all transactions. However, certain offline transactions may not load. The following reasons commonly cause offline transactions to fail.

   - User is BLOCKED or BARRED

   - User not found

   - Item not found

6. If the ***delinq*** file in the ***/Sirsi/Standalone*** directory on the Unicorn server or in the ***\Sirsi\Jwf\Configure*** directory on the workstation is not selected, outdated, or missing, the offline transactions for a BLOCKED or BARRED user will still be transferred when the WorkFlows client connects to the server.

7. When the Load Offline Transactions report is run on the Unicorn server, the BLOCKED or BARRED user's status is first changed to OK, and the transactions for the user are loaded into Unicorn. Then the user status is returned to BLOCKED or BARRED. This feature of the report prevents the transactions from failing and the loss of the transaction information in libraries that do not use the ***delinq*** file.

8. When offline transactions fail, library staff should manually review the transaction and take whatever steps required to best account for the item that is now in the possession of the user. If the user is known, the block may be overridden to check out the item. If the user is not known, the item can be checked out to MISSING.

9. In multi-library sites, a check out at one library and a check in at another library for the same item will always be chronologically sorted so that the check out is processed before the check in.