

# Using the Offline Circulation Spreadsheet

	A	B	C	D	E	F	G
1	11/26/2008 12:28:33		<b>Circ Offline Form</b>			<input type="button" value="Clear Form"/>	
2	Patron Scan		Barcode		Book Scan		Barcode
3							
4							
5							

1. Start with this box highlighted; click in it if necessary.

	A	B	C	D	E	F	G
1	11/26/2008 12:30:25		<b>Circ Offline Form</b>			<input type="button" value="Clear Form"/>	
2	Patron Scan		Barcode		Book Scan		Barcode
3	29335002050802						
4							
5							

2. Type or scan in the patron's barcode. The sheet will automatically convert the numbers to a barcode.

	A	B	C	D	E	F	G
1	11/26/2008 12:30:25		<b>Circ Offline Form</b>			<input type="button" value="Clear Form"/>	
2	Patron Scan		Barcode		Book Scan		Barcode
3	29335002050802				39335017693172		
4					39335013746834		
5					39335015522852		
6							

3. Click in the first empty box under Book Scan and enter the barcode of the book, one book per line.  
4. For the next patron click in the first cell of the first completely clear row and enter the barcode.

56			P
57			R
58			I
			N
			T

5. At the bottom of the form you will see 3 red lines with the word PRINT. Print the document at this point.  
6. Then return to the top, press the **Clear Form** button, and begin again with a clear sheet.