

MobileCirc 1.0

MobileCirc Admin Help

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Comments and suggestions

SirsiDynix welcomes and appreciates your comments on its documentation. We want to know what you think about our manuals and how we can make them better. If you have comments about this guide, please send them to docs@sirsidynix.com.

Be sure to include the title and version number of the guide and tell how you used it. Then tell us your feelings about its strengths and weaknesses and any recommendations for improvements.

Possible differences between the software and this guide

The names, labels, and sample windows in this guide reflect the default settings that are delivered with most new installations. The settings on your system may be different from these defaults, depending on your library's implementation choices and the way your system administrator sets up your system. (For example, your system administrator can change labels and set up security to limit access to certain features.)

Additionally, as you use the software, you can resize windows or customize your workspace. Consequently, your software environment may look and function differently than the environment described in the tasks in this guide.

This document is compatible with MobileCirc 1.0. Information in this document may also be compatible with later versions.

Documentation updates

Updates to this guide are posted to the customer support website between releases, as necessary. These updates provide corrections to unclear, incorrect, or incomplete information. They also provide documentation for enhancements that were not complete at the time the guide was first published.

You may access the customer support website at <http://support.sirsidynix.com>.



The customer support website requires a user name and password. If you do not already have a user name and password, contact your system administrator to receive one.

Other conventions

In step-by-step instructions, the names of menus, buttons, fields, and other options appear in bold type (for example, “the **OK** button” or “the **Title** field”).

When you are instructed to choose an option from a menu, the menu and menu options are separated by the greater-than symbol (>). For example, “choose File > Save” means to choose the File menu then choose the Save option from the menu. This convention is also used to show the sequence of items you use on the navigation bar to open a form.

Text in italics shows general information that you must replace with information that is specific to your system. For example, you would replace *password* with a specific password, such as **123gr@ndma**.

File and directory names, code examples, and computer output appear in *Courier*.



Chapter 1: Sign In

You can setup MobileCirc from the Sign In page by tapping **Setup**. SirsiDynix Symphony policies are in place while working in MobileCirc.

To sign in

- 1 Enter your **Username** and **Password** for the ILS system.
- 2 Tap **Sign In**.

Related topics

- [Setup on page 29](#)
- [Offline on page 28](#)

Chapter 2: Sign Out

Sign out of MobileCirc when you have completed your work. Once you are signed out, you are taken to the sign in screen.

To sign out

- 1 Click the sign out icon () in the upper right corner of the screen.

Related topics

- [Sign In on page 1](#)

Chapter 3: Check Out

Allows you to check out items to a user. You must be using SirsiDynix Symphony version 3.4.1 Service Pack 3 or higher for emailing receipts to work. At the top of the page the [Due Date on page 33](#) and [Item Search on page 33](#) icons allow you to access more information to help the user. Alerts are included for estimated fines, claims returned, requests, holds available, and "non-OK status".



After you enter an override password for a checkout, user status modification, or renewal for the first time within a particular checkout session, you won't have to enter overrides for subsequent transactions of these types again within the session.

MobileCirc does not cache hold overrides, however, so hold overrides must be entered each time within a session.

To check out an item

- 1 Tap **Check Out**.
- 2 Enter the **User ID**. When you enter the **User ID**, the user's name and email will appear at the top of the screen. As you work, the user will receive emails about items that have been checked out.

Note: A barcode icon will appear at the end of the **User ID** field. Tapping the icon allows you to scan a driver's license barcode to retrieve the **User ID**.

Note: You can also search for a user by tapping **User Search**.

- 3 Tap **Start**.

All items checked out by the user can be seen on this screen.

Note: If the user's record contains extended information or alerts, a **Notes** option also displays which, when tapped, will show extended information for the user.

- 4 Enter the **Item ID**. If the item being checked out was the last item handled by MobileCirc, there will be a button with the item ID and title that can be tapped to check out the item in one step.
- 5 Tap **Check Out** to check out items to the user, or **Switch User** if you are on the wrong user.

Once an item is checked out, the **Item ID**, **Title**, and **Due Date** are shown.

If the item you entered is already checked out to the user, MobileCirc will display a dialog with the following message:

Item already charged to user

Tap **Renew this item as seen** to renew the item, tap **Renew this item as unseen** to renew the item as unseen, or tap **Do not renew** to disallow a renewal.

Related topics

- [Fields: Check Out on page 4](#)

- [Barcode](#) on page 34
- [Due Date](#) on page 33
- [User Search](#) on page 5
- [Item Search](#) on page 33

Fields: Check Out

Path: Check Out

Allows you to check out items to a user. There are two icons at the top of Check Out, [Due Date](#) on page 33 and [Item Search](#) on page 33. Circulation set support is included in **Check Out**.

User ID

The ID of the user the items are being checked out to. A driver's license can be scanned to retrieve the User ID information.

Start

Starts the check out process.

Note: Once **Start** has been tapped, more Check Out fields will be available.

Alerts

Displays alerts about the user, if any exist. If there are no alerts connected to the specified user, this option does not display.

Notes

Displays extended information about the user, if any exists. If there is no information within the extended information fields of the user record, this option does not display.

User Search

Allows information to be entered in order to obtain a forgotten User ID.

Item ID

Specifies the item being checked out.

Note: A barcode icon will appear at the end of the **Item ID** field. Tapping the icon allows you to scan an item's barcode to retrieve the **Item ID**.

Last Used Item

This button allows you to perform actions on the item that was last selected in one step.

Check Out

Checks out the item to the selected user.

Switch User

Takes you to the **User ID** screen to choose a different user. The previously chosen user can be selected by tapping their name without entering a new **User ID**.

Related topics

- [Due Date on page 33](#)
- [Item Search on page 33](#)
- [Check Out on page 3](#)
- [Barcode on page 34](#)

User Search

Allows you to search for a user ID.

To search for a user

- 1 Choose which fields to search. The three available fields can be customized allowing you to retrieve any available information.
- 2 Tap **Search** to search for the user, or **Back** to go back to the previous page.

Related topics

- [Modify User on page 27](#)

Fields: User Search

Path: Check Out > User Search

The user search allows you to find a user in MobileCirc.

Field 1

A drop-down list of possible information a user can be looked up by.

Field 2

A drop-down list of possible information a user can be looked up by past the first field.

Field 3

A drop-down list of possible information a user can be looked up by past the first two fields.

Search

Runs a search for a user meeting the search criteria.

Clear

Clears the search criteria.

Back

Takes you back to **Modify User**.

Related topics

- [Modify User on page 27](#)

Chapter 4: Check In

Allows you to check in returned items.

To check an item in

- 1 Tap **Check In**.
- 2 Enter the **Item ID**. If the item being checked in was the last item handled by MobileCirc, there will be a button with the item ID and title that can be tapped to check in the item in one step.

Note: A barcode icon will appear at the end of the **Item ID** field. Tapping the icon allows you to scan an item's barcode to retrieve the **Item ID**.

- 3 Tap **Check In Item**.

Once an item is checked in, the **Item ID**, **Title**, and **Route to** are shown.

If the item has a hold, MobileCirc will display a dialog with information about the hold.

If the item has a hold and needs to be routed to a different location to fill the hold, MobileCirc will display a dialog containing information on the item and options for trapping the hold. Tap **Put Item In Transit** to mark the item as in transit; tap **Cancel** to cancel the trapping of the hold. If you put the item in transit, MobileCirc will display In Transit information for the item.

Related topics

- [Fields: Check In on page 7](#)
- [Barcode on page 34](#)

Fields: Check In

Path: Check In

Allows you to check in items a user has returned. At the top of the page the [Item Search on page 33](#) icon allows you to access more information to help the user. Circulation set support is included in **Check In**.

Item ID

The ID used by the library for the item. The barcode of the item can be scanned to obtain the item ID using the device's camera as the barcode scanner.

Last Used Item

This button allows you to perform actions on the item that was last selected with one tap.

Check In Item

Checks the item in.

Related topics

- [Check In](#) on page 7
- [Item Search](#) on page 33
- [Barcode](#) on page 34



Chapter 5: Renew User

Renew User allows you to mark items a user currently has checked out to them. At the top of the page the [Due Date on page 33](#) and [Item Search on page 33](#) icons allow you to access more information to help the user.

To renew a user

- 1 Tap **Renew User**.
- 2 Enter a **User ID**. If the user you want was the last user MobileCirc worked with, you can tap the user's name under the **User ID** field.

Note: A barcode icon will appear at the end of the **User ID** field. Tapping the icon allows you to scan a driver's license barcode to retrieve the **User ID** if your library uses driver's licenses as user IDs.

- 3 Tap **Renew User**.

Note: If the user has any alerts or notes in the user record, a dialog box containing alert and note information displays.
- 4 Choose what items the user has checked out to mark as **Renew** or **Seen**.

Note: You can use the check box at the top of the column to select or deselect all items in the **Renew** or **Seen** columns.
- 5 Tap **OK** to save changes.
- 6 Tap **Cancel** to cancel changes and return to the main **Renew User** page.

Related topics

- [Fields: Renew User on page 9](#)
- [Barcode on page 34](#)
- [Due Date on page 33](#)
- [Item Search on page 33](#)

Fields: Renew User

Path: Renew User

Allows you to mark items a user currently has checked out to them. At the top of the page the [Due Date on page 33](#) and [Item Search on page 33](#) icons allow you to access more information to help the user.

User ID

The ID of the user being looked at.

Note: If your library uses driver's licenses as user IDs, a driver's license can be scanned to retrieve the User ID information.

Last User Worked With

Allows you to choose the last user MobileCirc worked with.

Renew User

Brings up a list of items the user has checked out. These items can be marked as **Renew** or **Seen**. **Renew** indicates that the item is being renewed and **Seen** indicates that the item was physically present when being renewed. The **Title** and **Item ID** are also shown.

Note: The check boxes at the top of the **Renew** and **Seen** columns allow you to select or deselect all the items in these columns.

User ID

A unique User ID that will be associated with the user. The user's driver's license can be scanned to create a User ID. The field is required.

OK

Saves changes.

Cancel

Cancels changes.

Related topics

- [Renew User on page 9](#)
- [Due Date on page 33](#)
- [Item Search on page 33](#)

Chapter 6: Renew Item

Allows you to quickly renew items. The calendar icon is available to help in renewing items. You can mark an item as seen while in **Renew Item**.

To renew an item

- 1 Tap **Renew**.
- 2 Enter the **Item ID**. If the item being renewed was the last item handled by MobileCirc, there will be a button with the item ID and title that can be tapped to renew the item in one step. This will only work for Renew if the item is already checked out to the user.

Note: A barcode icon will appear at the end of the **Item ID** field. Tapping the icon allows you to scan an item's barcode to retrieve the **Item ID**.

- 3 Tap the next button if the item had checks marked while in **Renew User** that no longer apply.
- 4 Tap **Renew Item**.

Once the item is renewed, **Item ID**, **Title**, and new **Due Date** are shown.

Related topics

- [Fields: Renew Item on page 11](#)
- [Barcode on page 34](#)
- [Renew User on page 9](#)

Fields: Renew Item

Path: Renew Item

Allows you to quickly renew an item. There are two icons at the top of Renew, [Due Date on page 33](#) and [Item Search on page 33](#), to help you access more information for renewing items. Circulation set support is included in **Renew Item**.

Item ID

Specifies what item is being renewed. The item's barcode can be scanned to obtain the item ID using the device's camera as the barcode scanner.

From Renew User

If the item was marked in **Renew User** the information will be under the **Item ID** field. Tapping this button allows you to uncheck what had previously been checked.

Renew Item

Renews the item.

Related topics

- [Renew Item](#) on page 11
- [Barcode](#) on page 34
- [Due Date](#) on page 33
- [Item Search](#) on page 33

Chapter 7: In-house Use

Items used in-house are used without leaving the library.

To mark an item as used in-house

- 1 Tap **In-house Use**.
- 2 Enter the **Item ID**. If the item being marked for in-house use was the last item handled by MobileCirc, there will be a button with the item ID and title that can be tapped to mark the item as used in-house in one step.

Note: A barcode icon will appear at the end of the **Item ID** field. Tapping the icon allows you to scan an item's barcode to retrieve the **Item ID**.

- 3 Tap **Mark Item Used** to mark the item.

Related topics

- [Barcode on page 34](#)
- [Fields: In-house Use on page 13](#)

Fields: In-house Use

Path: In-house Use

Allows you to mark items as used in-house. At the top of the page the [Item Search on page 33](#) icon allows you to access more information to mark items as used in-house. Circulation set support is included in **In-house Use**.

Item ID

The ID of the item being used in-house.

Last Used Item

This button allows you to perform actions on the item that was last selected with one tap.

Mark Item Used

Marks an item as used, and shows the items information.

Related topics

- [In-house Use on page 13](#)
- [Item Search on page 33](#)

Chapter 8: Item Status

An item's status can be in its proper location (for example, checked in), checked out, or in-transit. If the item is not at its home library (for example, a user has checked out the item), the item's status displays in red.

To display the item status

- 1 Tap **Item Status**.
- 2 Enter the **Item ID**. If the item whose status is being checked was the last item handled by MobileCirc, there will be a button with the item ID and title that can be tapped to check the status of the item in one step.

Note: A barcode icon will appear at the end of the **Item ID** field. Tapping the icon allows you to scan an item's barcode to retrieve the **Item ID**.

- 3 Tap **Display Item Status**.

The **Item ID**, **Title**, and **Route to** will display on the screen.

Related topics

- [Fields: Item Status on page 15](#)
- [Barcode on page 34](#)

Fields: Item Status

Path: Item Status

Allows you to check the status of an item. At the top of the page the [Item Search on page 33](#) icon allow you to access more information to help the user.

Item ID

The ID of the item. The item's barcode can be scanned to obtain the item ID using the device's camera as the barcode scanner.

Last Used Item

This button allows you to perform actions on the item that was last selected with one tap.

Display Item Status

Tap to see the item's status.

Related topics

- [Item Status on page 15](#)
- [Item Search on page 33](#)
- [Barcode on page 34](#)

Chapter 9: Holds Pull List

The Holds Pull List is a dynamic list of on shelf items that can fill holds. The list is in call number order.

To work with the holds pull list

- 1 Tap **Holds Pull List**.
- 2 Choose the library the item can be pulled from. If there is not a specific library you want the item from, choose **All Libraries**.
- 3 Tap **Onshelf Items**. A list will appear with items that are able to fill holds.
- 4 Tap the item that fills the hold.
- 5 A pop-up appears, giving you the choice to tap **Print Hold Receipt** using a bluetooth receipt printer if the item is being checked out, **Mark Missing** if the item is not found on the listed shelf, or **OK** to return to the list and choose another item.

Related topics

- [Fields: Holds Pull List on page 17](#)

Fields: Holds Pull List

Path: Holds Pull List

Items that are available to fill holds can be found in the holds pull list.

Library

The library items available to fill holds are from.

Current Location

The area in the library where the item is.

Item Type

Is a multi-select list. To select every type at once, tap **All Item Types**.

Onshelf Items

Brings up all items at the specified library that are able to fill a hold.

Related topics

- [Holds Pull List on page 17](#)

Chapter 10: Inventory

Inventory will mark items as inventoried, with a date and number of times inventoried. Inventory includes three audibles: when a status is not at home location, item is not in the right library, or item is not in the right sequence on the shelves.

To inventory an item

- 1 Tap **Inventory**.
- 2 Do one of the following:
 - Enter the **Item ID**.
 - If the item being inventoried was the last item handled by MobileCirc, tap the button containing the **item ID** and title to inventory the item in one step.
 - Tap the barcode icon at the end of the **Item ID** field and scan the item's barcode.
- 3 Tap **Inventory Item**.

The **Item ID**, **Library**, **Home**, **Status**, **Call #**, **Title**, and **On Reserve** will be shown. If information does not match up, the corresponding line will be red, and an audible will sound.
- 4 Repeat Steps 4-5 for each item you want to inventory.

Related topics

- [Fields: Inventory on page 18](#)
- [Barcode on page 34](#)

Fields: Inventory

Path: Inventory

Marks the items as inventoried, with the date of inventory. At the top of the page the [Item Search on page 33](#) icon allows you to access more information to help the user. Circulation set support is included in **Inventory**.

Item ID/Barcode

The ID of the item being inventoried. The item's barcode can be scanned to obtain the item ID using the device's camera as the barcode scanner.

Last Used Item

This button allows you to perform actions on the item that was last selected without having to enter the item ID over.

Inventory Item

Attaches a date inventoried/inventory date to the item.

Related topics

- [Inventory](#) on page 18
- [Item Search](#) on page 33
- [Barcode](#) on page 34



Chapter 11: Deselect

Deselected items are removed from circulation and put in the DISCARD location or status. This is also known as weeding the collection. MobileCirc generates a list based on provided information. A report needs to be run on the user's ILS to remove the items from the database.

To deselect an item

- 1 Tap **Deselect**.
- 2 Fill in the desired fields. **Library**, **Current Location**, **Dusty Date**, and **Maximum Circulations** are required.
- 3 Tap **Update List**.

MobileCirc will generate a list of items for deselection. From this list, you can tap on the title of the item to see what items are around it, tap the trash can icon to mark the item for deselect, or ? to mark an item as missing. As you mark items for deselection, a box will appear at the bottom of the list allowing you to **Apply Changes** or continue on to the next 100 items. Tapping the deselect icon once marks the item for deselection.

The list includes an idle column, that shows the number of years elapsed since last charged, or, if the item has never been charged, the number of years since creation.

Related topics

- [Fields: Deselect on page 20](#)

Fields: Deselect

Path: Deselect

Deselected items are removed from circulation and put in the DISCARD location or status. This is also known as weeding the collection.

Library

The home library of the items being deselected. This field is required.

Current Location

Where in the library the items are. This field is required.

Item Types

Allows you to pick which item types to include in the list. Multiple types can be marked. If you want to mark every item type, tap **All Item Types**.

Note: A maximum of 50 types can be chosen at a time.

Dusty Date

The latest of item creation, last charged, or last discharged date. This field is required.

Maximum Circulations

The maximum number of times the item has been checked out. This field is required.

Starting Call #

Allows you to enter a starting call number.

Classification

Allows you to choose the cataloging classification.

Update List

Updates the deselect list to include items that match the new parameters.

Related topics

- [Deselect on page 20](#)

Chapter 12: Add User

Adding a user allows the new user to check out items from the user's library.

To add a user

- 1 Tap **Add User**.
- 2 Tap **Take Photo** to take a photo of the new user.
- 3 Tap **Use** when you have a photo you would like to use.
Tap **Delete Photo** to replace the current photo with a new one.
- 4 Enter a **User ID**.
- 5 If you want the **User ID** automatically generated, tap **Auto Generate ID**, located above the **User ID** field.
- 6 Choose the **User Type**, **Library**, **Charge History Rule**, and **Language**.
Note: If you only have one library in your system, the **Library** option will not be available.
- 7 Tap **Scan Driver License Barcode**.
Note: This step is not necessary, but information will be entered into the system quickly, and with minimal errors. This step cannot be done if your library does not have a 2D barcode reader.
- 8 Fill out the fields with the user's information.
Note: Fields with an * next to them are required. The required information will be automatically entered if a license has been scanned.
- 9 Tap **Duplicates** to check the user database for any possible duplicate users. If there are any possible duplicates, MobileCirc displays a list of users that matched the duplicate checking criteria specified in Setup. You can tap a user's record in this list to view detailed information in the user record. Tap **Back** to return to the Add User screen and make any appropriate changes, if necessary.
For more information on how to configure MobileCirc to check for duplicate users, see the "Add User" section of [Setup on page 29](#).
- 10 Tap **Add** to add the user to the system, or **Cancel** if the user is no longer being added.

Related topics

- [Fields: Add User on page 23](#)
- [Barcode on page 34](#)

Fields: Add User

Path: Add User

Allows a user to be added to the system.

Take Photo

Takes a photo of the user.

Delete Photo

Deletes the photo. This field is not available before a photo is taken.

Options

There is currently only one option, **Auto Generate ID**. Checking **Auto Generate ID** will create a unique **User ID**.

User ID

A unique User ID that will be associated with the user. The user's driver's license can be scanned to create a User ID. The field is required.

User Type

The drop-down allows you to choose what type of user you are creating. The field is required.

Library

Specifies the user's primary library.

Charge History Rule

A drop-down that allows you to apply a charge rule.

Language

The user's primary language.

Scan Driver License Barcode

Tapping this allows you to scan the user's driver's license to autofill their name, address, and birth date. Once a license is scanned, tap **Process License Data** to autofill the required fields. If you do not want to use the scanner, tap **Cancel** to go back to the **Add User** screen.

Note: In order to scan a driver's license, you will need a 2D barcode reader.

First Name

The first name of the user.

Middle Name

The middle name of the user.

Last Name

The last name of the user. This field is required.

Suffix

The suffix used with the name entered.

Alt ID

An alternate ID for the user.

Birth Date

The user's date of birth.

Privilege expires

The date the user's privileges expire.

PIN

The user's pin number.

Override for privilege expires or PIN

The date the override privilege expires.

Status

The user's status.

Override for status

The information needed to override the user's current status.

Web auth id

The user's web auth ID.

Override for web auth id

The information needed to override the user's web auth ID.

User cat 1

Library-defined category.

User cat 2

Library-defined category.

User cat 3

Library-defined category.

User cat 4

Library-defined category.

User cat 5

Library-defined category.

User cat 6

Library-defined category.

User cat 7

Library-defined category.

User cat 8

Library-defined category.

User cat 9

Library-defined category.

User cat 10

Library-defined category.

User cat 11

Library-defined category.

User cat 12

Library-defined category.

PHONE

A phone number that the user can be reached at.

DAYPHONE

A phone number the user can be reached at during the day.

LINE

An available line for the user's address.

STREET

The new user's street address.

CITY/STATE

The city and state associated with the address.

ZIP

The zip code for the address.

EMAIL

An email address for the user.

LOCATION

Where an item is recorded to be when it is checked out to the user.

NOTE

Notes about the user.

COMMENT

Describes an individual record. This type of comment is used in records, not copies.

LOSTITEM

Records information about items the user has lost.

LICENSE

The user's driver's license number. This field is required.

Add

Adds the user.

Cancel

Cancels the **Add User** action.

Related topics

- [Add User on page 22](#)

Chapter 13: Modify User

Allows changes to be made to a user's information.

To modify a user

1 Tap **Modify User**.

2 Enter the **User ID**.

Note: A barcode icon will appear at the end of the **User ID** field. Tapping the icon allows the user to scan an ID using the device's camera. This is limited to 1D barcode scans only.

3 Tap **Get User Information** to bring up information to modify, or **User Search** if you need a way to retrieve the User ID.

4 Update the user's information.

5 Tap **Modify** to save changes, or **Cancel** if changes do not need to be made.

Related topics

- [User Search on page 5](#)
- [Fields: Modify User on page 27](#)
- [Barcode on page 34](#)

Fields: Modify User

Path: Modify User

Allows you to modify a user. Modifications can be made to the desired fields. All fields are the same as seen in [Fields: Add User on page 23](#).

Related topics

- [Fields: Add User on page 23](#)
- [Modify User on page 27](#)

Chapter 13: Offline

You can work in MobileCirc offline mode when you do not have a connection to your ILS server or when there is no internet or Wi-Fi connection available. All transactions are recorded locally to the device. To access Offline Mode, you must have previously logged in at least once. An offline mode note will appear in each section you work in. **Use**, **Status**, **Holds Pull List**, and **Deselect** will be grayed out, as they are not available in offline mode. SirsiDynix Symphony policies are in place while working in MobileCirc offline mode.



Offline mode is only available for mobile devices. The web version of MobileCirc does not support the ability to work offline.

To work in offline mode

- 1 On the Sign In screen, tap **Work Offline**.

The next time you connect in online mode, the system will sync the work done while in offline mode with the ILS system.

To upload offline transactions

- 1 Sign in to MobileCirc.
- 2 Tap **Offline**.
- 3 Tap **Upload Offline Transactions**.

Related topics

- [Sign In on page 1](#)

Fields: Offline

Path: Offline

Working offline allows you to use MobileCirc even if there is no network connection to the ILS server.

Upload Offline Transactions

Once MobileCirc reconnects to the ILS server, the transactions can be uploaded. A report will need to be run to process the files that were added in offline mode.

Chapter 14: Setup

Setup is divided into four sections: **General**, **Devices**, **Check Out**, and **Inventory**.

General

Institution

The library/location using MobileCirc.

Language

The language spoken at the library/location.

Idle Time Out (in minutes)

The number of minutes before MobileCirc will log out if not used.

Theme

Choose the background color for your MobileCirc.

Station Name

The Station policies available on your system.

Devices



This section only displays within the device app version of MobileCirc.

Magnetic Stripe Reader

The magnetic stripe reader device connected to your mobile device.

Receipt Printer

The receipt printer configured to print from your mobile device.

RFID Decode URL

The RFID device web service URL that supports the RFID device software. This value should match the web service address included in the Bibliotheca software installation. If you need help retrieving this value, contact SirsiDynix Customer Support.

RFID Security

Specifies what kind of RFID tag security MobileCirc should use to modify the security value of RFID tags. If an option is not selected, MobileCirc does not modify the security of any RFID tags.

Check Out

Receipts

Enable any of the following options as desired:

- **E-mail** will email a receipt to the user.

- **Print** will print a paper copy of the receipt.

Note: These options also apply to [Renew Item](#) and [Renew User](#).

Options

Enable any of the following options as desired:

- **Audio Alerts** will allow audibles to sound for alerts.
- **Hide Current User** hides the Current User feature from the interface.

MISSING User

The user to which items marked as missing will be checked out (usually MISSING). This field accepts a valid user ID; the system checks the profile corresponding to the user ID in this field for validation. This is a required field.

DISCARD User

The user to which items marked for discard will be checked out (usually DISCARD). This field accepts a valid user ID; the system checks the profile corresponding to the user ID in this field for validation. If this field is left blank, MobileCirc will not check out discarded items to a user but will change the item's location to DISCARD.

Inventory

Options

Enable any of the following options as desired:

- **Audio Alerts** will allow audibles to sound when there is a problem.
- **Check Shelving Order** ensures items are correctly shelved. Items that are not shelved correctly will be accompanied by an audible. For more information, see [Inventory on page 18](#).

Tap **Apply** to apply changes, or **Cancel** to cancel any changes made.

Add User

Check Duplicate User

Specifies which fields MobileCirc should use to check for duplicate users in the user database when creating a new user. A maximum of eight options can be used at once. Enable any of the following options as desired:

- Birth Date (extended information)
- Comment
- Daytime Phone
- Email
- Home Phone
- License
- Line
- Name (first and last)

- Note
- Phone (extended information)
- Social Security #
- Street
- Student ID
- Web Auth ID
- Work Phone

Related topics

- [Sign In on page 1](#)

Chapter 15: Fields

Fields topics explain each field found on a form. The following are the fields topics for MobileCirc:

- [Fields: Check Out](#) on page 4
- [Fields: Check In](#) on page 7
- [Fields: Renew User](#) on page 9
- [Fields: Renew Item](#) on page 11
- [Fields: In-house Use](#) on page 13
- [Fields: Item Status](#) on page 15
- [Fields: Holds Pull List](#) on page 17
- [Fields: Inventory](#) on page 18
- [Fields: Deselect](#) on page 20
- [Fields: Add User](#) on page 23
- [Fields: Modify User](#) on page 27
- [Fields: User Search](#) on page 5
- [Fields: Offline](#) on page 28

Chapter 16: Icons

Select pages provide icons at the top of the page or in fields to help you better serve the user.

The following icons may appear:

- [Due Date on page 33](#)
- [Item Search on page 33](#)
- [Barcode on page 34](#)

Due Date

The calendar icon shows item due date, checkout date, and renew date. The calendar icon can be found in the following sections:

- [Check Out on page 3](#)
- [Renew Item on page 11](#)
- [Renew User on page 9](#)

Item Search

The Item Search icon brings up the **Item Search** page.

Using Item Search

- 1 Tap the Item Search icon.
- 2 Enter search terms in the three search fields.
Note: The three search fields have drop-down lists of choices.
- 3 Choose the **Library** being searched.
- 4 Tap **Search** to search for the item, **Clear** to clear the search fields, or **Back** to take you back to the previous screen.

The following topics contain Item Search:

- [Check Out on page 3](#)
- [Check In on page 7](#)
- [Renew Item on page 11](#)
- [Renew User on page 9](#)
- [In-house Use on page 13](#)
- [Item Status on page 15](#)
- [Inventory on page 18](#)

Barcode

The barcode icon allows you to scan a driver's license, or item's barcode to receive information regarding the user or item. The device's camera is used as the scanner. For iOS devices, barcode capability is available only in portrait mode, and you will receive a warning if the device is in landscape mode. For Android devices, the barcode capability functions best when the device is in landscape mode.

The barcode icon can be found in the following sections:

- [Check Out](#) on page 3
- [Check In](#) on page 7
- [Renew Item](#) on page 11
- [In-house Use](#) on page 13
- [Item Search](#) on page 33
- [Inventory](#) on page 18
- [Add User](#) on page 22
- [Modify User](#) on page 27

Chapter 17: Notes

For Oracle and MSSQL, we recommend the sites run update statistics on the database periodically to prevent an issue where the deselect list request may time out. For Oracle, the existing Analyze Tables report in SirsiDynix Symphony will do this.

Chapter 18: Errors

Error: 708

"Call number browse not available" indicates that the system is not configured to use call number browse and the customer should contact Customer Support.

