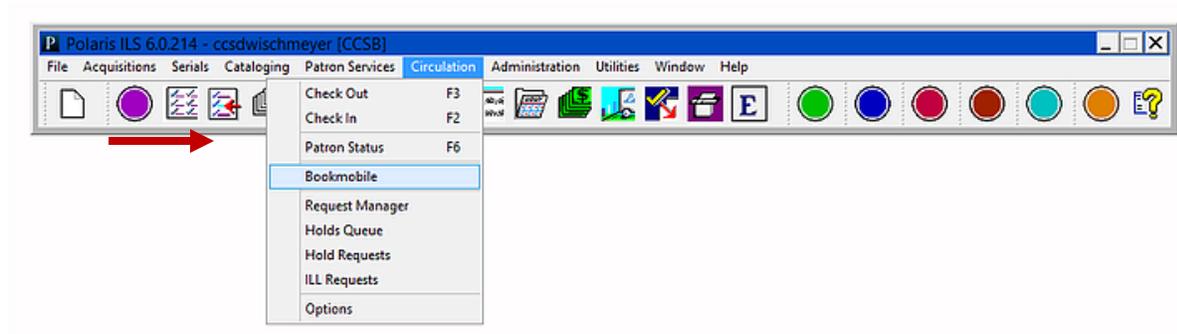


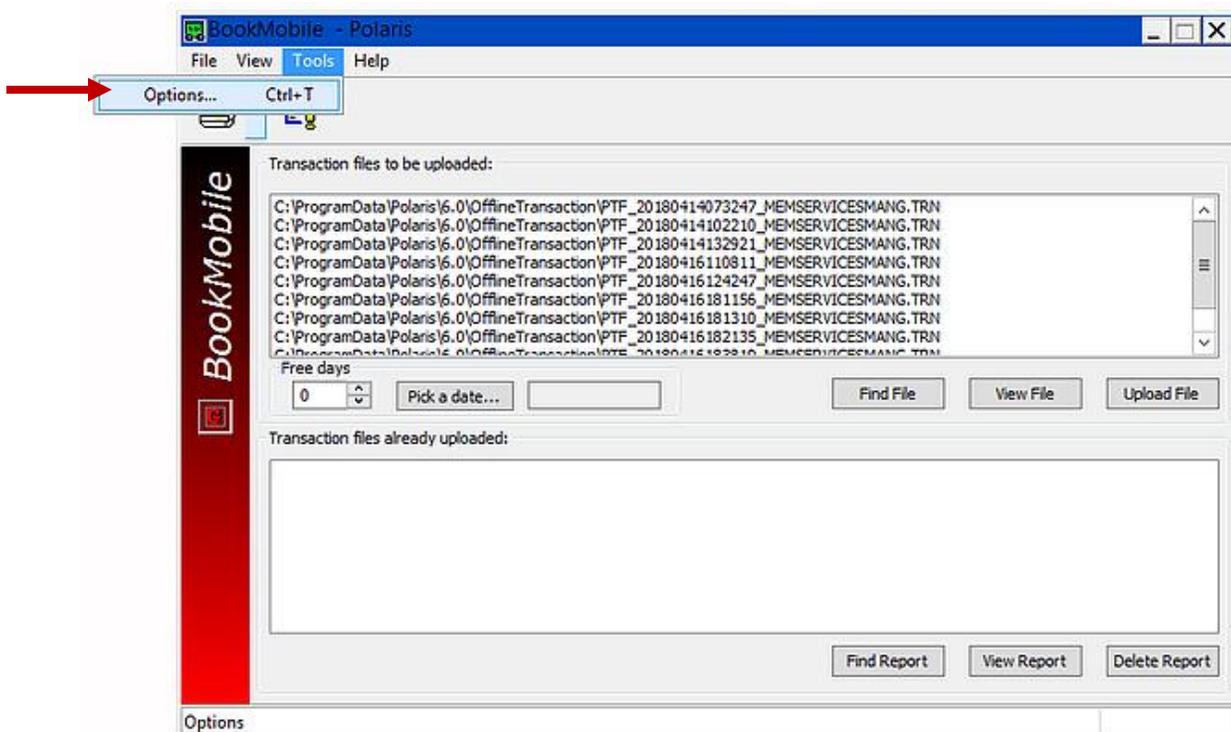
## Uploading Local Offline Transactions

Once you've reestablished your remote connection to Polaris, log into the production staff client through the **remote desktop connection**. (Local offline files cannot be loaded through the local offline client; staff need to upload offline files through the RDP staff client).

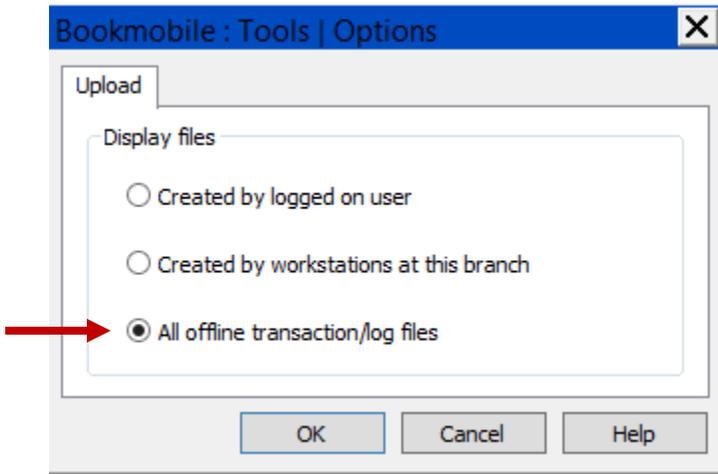
From the **Circulation** menu, select **Bookmobile**.



From the BookMobile's **Tools** menu, select **Options**.



Select **All offline transaction/log files** and click **OK**.



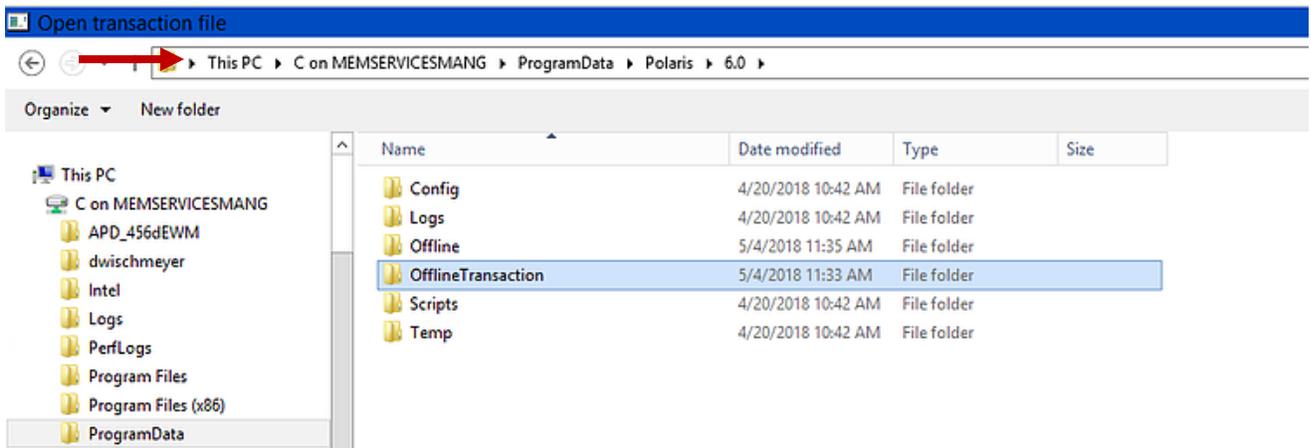
Click the **Find File** button to launch an Explorer window.



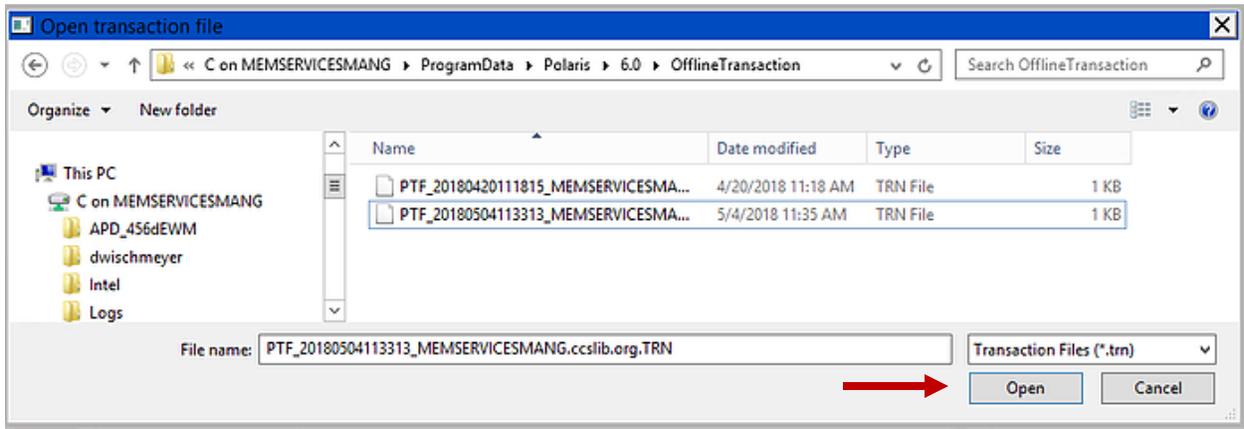
Navigate to your local drive, and then to the file directory where your offline transactions are saved. It should be saved on your PC in:

- C>ProgramData>Polaris>6.3>OfflineTransaction.

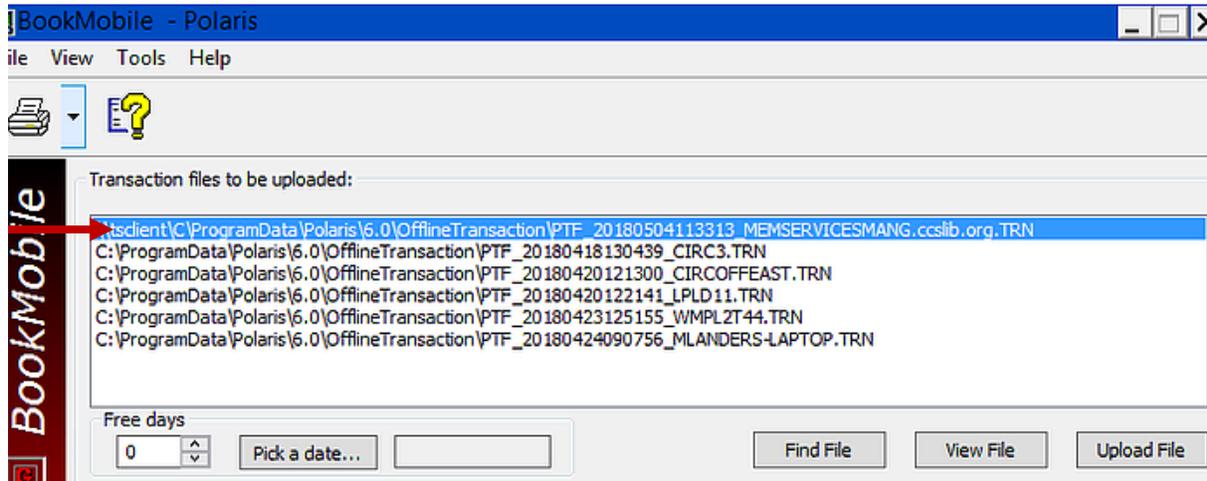
**\*Tip: Can't find your ProgramData folder? It may be hidden. Unhide the folder to find and load offline transactions.**



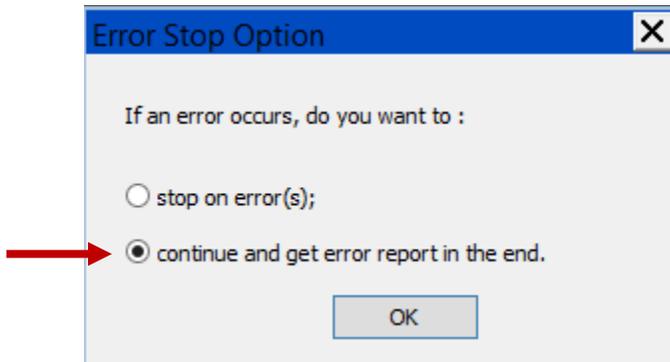
Select the offline files for upload, and click **Open** to add the offline files to your upload queue.



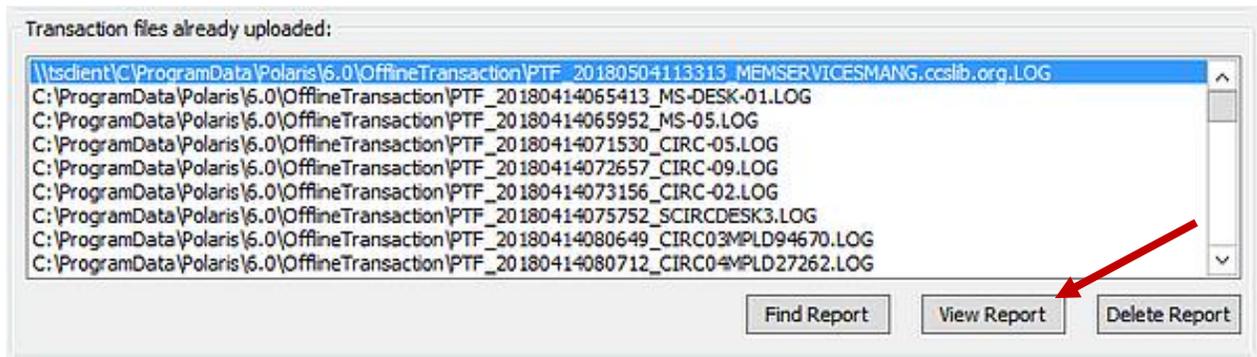
Select a file in the upload queue and select the **Upload File** button. Offline transactions should be uploaded from oldest to newest. Staff can find the date and time stamp in the filename of each TRN file. In the highlighted TRN file below, the date and timestamp is from 5/4/2018 at 11:33:13.



After clicking the “Upload File” button, select the **continue and get error report in the end** to continue the loading process even if errors are encountered. Staff can review an error report after the file is loaded.



After the process completes, a log file for that transaction will be created in the bottom section of the Bookmobile window. Select the LOG file that you just uploaded from the list, and click the **View Report** button to see what errors and/or warnings were discovered during the offline upload process.

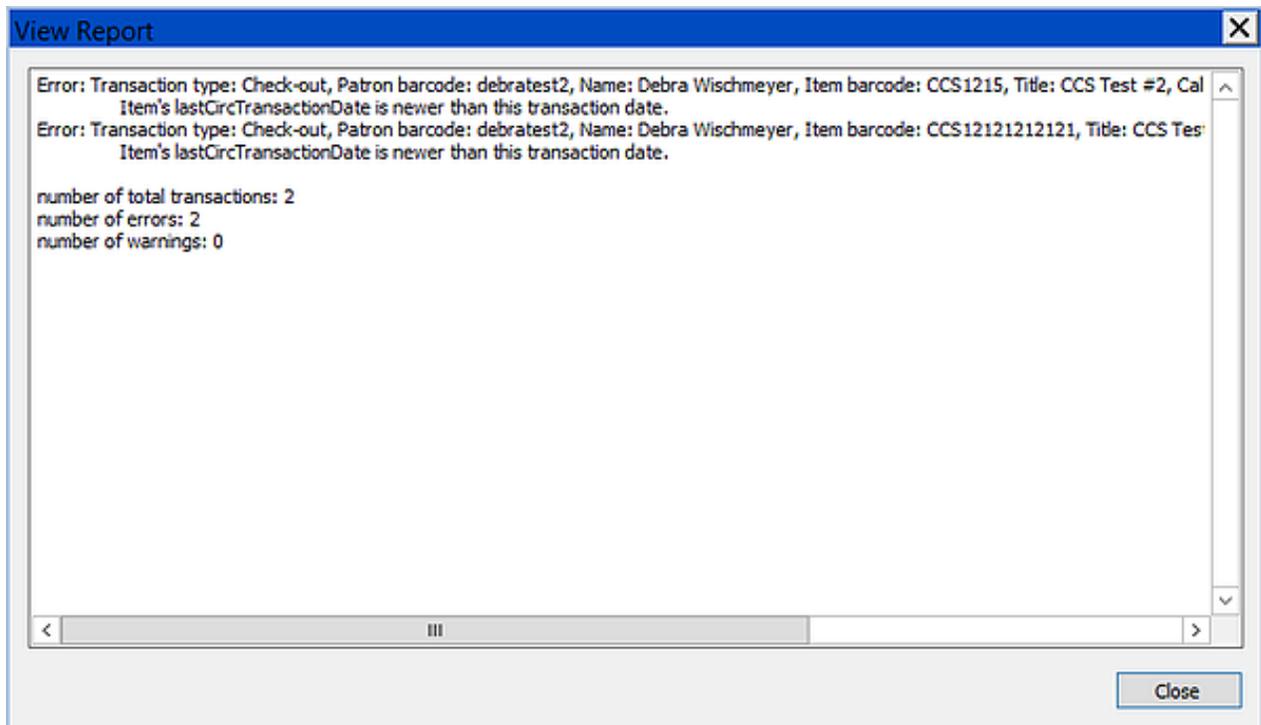


#### Examples of offline errors:

- The patron's barcode doesn't exist
- The item barcode was not found
- A patron was registered during offline with a barcode that already exists in the system

#### Examples of offline warnings:

- Patron exceeded check out limit for a material type
- Patron is blocked: patron owes money
- A held item circulated to a different borrower
- Patron is blocked: Card expired



Repeat for each additional file that you want to upload. Once all files have been processed, you have successfully uploaded your offline transactions