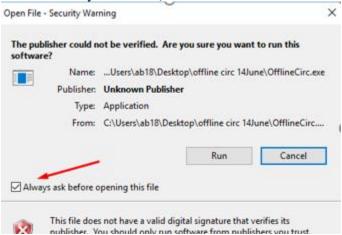
## **FOLIO Offline Circ Tool (created by John Fereira)**

2021 July 9 AB

- Open the Offline Circ folder.
- Double-click on OfflineCirc.exe. (IMPORTANT: you can create an Offline Circ shortcut on the desktop, but do not remove the executable itself from the folder. The program will create a database and logs within the Offline Circ folder.)
- You may see a Security Warning window. If you do, click on Run. (It's OK to uncheck the "Always ask" box.)

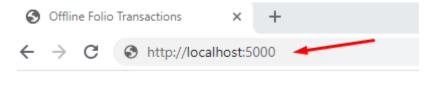


• A black DOS window will open and fill with lines of text. Within a few seconds you'll see "Started application in x seconds" at the bottom.

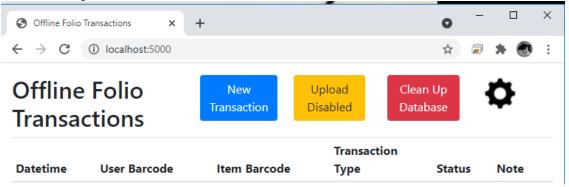
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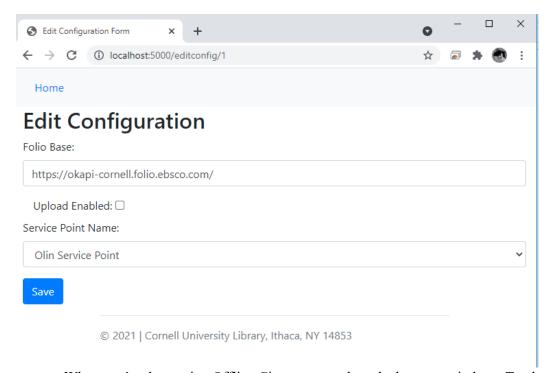
• Offline Circ is now ready to run! Don't close the DOS window. Open a Web browser and paste this in: http://localhost:5000 . Hit Enter.



Now you should see this:



The gear icon to the right of Clean Up Database, seen in the above screenshot, allows you to
choose your Service Point. You can put a checkmark in the Upload Enabled box when you're
ready to upload your data. If you Edit the configuration, make sure to hit Save. You can get back
to the main screen by clicking on Home, visible above Edit in the following screenshot. (DO
NOT edit the Folio Base!)



• When you're done using Offline Circ, you can close the browser window. To close the DOS screen simply click on the X in the top right corner.