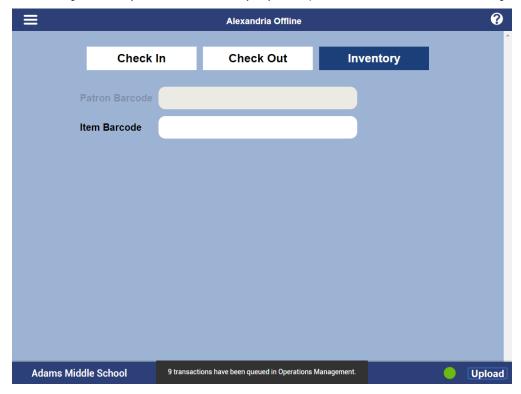# Mobile inventory—Offline Mode

Tip for April 29, 2019

Inventory requires a lot of moving around. Do you want to be tied, literally, to your computer and scanner? Of course not. So let's go mobile!

So, what do you need to be a mobile inventorying super librarian?

- Alexandria 7 Offline Mode

- A smartphone

- A Bluetooth scanner connected to your phone

- A library collection with scannable barcodes

- A great attitude (Kidding! You can do this even if you aren't super happy about it.)

On your phone's internet browser, go to your library URL followed by **/offline (***mylibrary.goalexandria.com/offline***)**, then choose Inventory mode and get to work!

BUT WAIT!

There are a few really *really* important things you need to know before you begin. Offline Mode is basically creating a transaction script, not real transactions, which means...

1. Offline Mode keeps a running log of your inventory, but *nothing actually happens* until you hit the Upload button on the bottom right and send the data to your Alexandria.

2. The running log *will not* tell you if there are any exceptions. Once you upload the data, go to Operations Management and open the Info file for the transaction script import. Scroll through the list of transactions and look for "Exceptions: . . ." It will also show *** (status) or ?? (out of call # order).

> (i) Mobile Offline Mode is only in Alexandria 7. Are you still on version 6? Learn about switching to Alexandria 7!