

Be Prepared—Working offline

September 7th, 2021

Disaster struck, and Miss Honey has found her library with no access to Alexandria. It may or may not have been because of some road construction cutting essential wiring... and this story may or may not sound familiar to you. Whether it's cables, hardware, or hurricanes, when the show must go on, Alexandria has [Offline Mode](#).

How to use Offline Mode

As long as you have loaded Alexandria Librarian (or Textbook Tracker) in your browser since the last time your cache was cleared, **Offline Mode** will be available to use.

1. If your access was interrupted from Circulation, you'll get a notice that asks if you want to work offline. You can also go to *yourlibrary.goalexandria.com/offline*.



If your computers are down or you need to be mobile, you can use Offline Mode on your phone!

2. Choose the mode to **Check In**, **Check Out**, or **Inventory**.
3. Scan barcodes. Just like usual, you'll need a patron barcode to check items out, but not to check items in.
 - a. Remove any mistaken transaction by clicking on it and pressing the
4. When connection is reestablished, you'll **log in** to the appropriate site, and **upload** your records.
5. Check Operations Management to see when the upload is finished, and to download the **summary file** . Review the summary file for any **exceptions**.

This way, you can continue recording important transactions, and keep your library running.



What if Offline Mode isn't working, or you need to record other types of transactions? You can still get things done by using [Transact on Scripts](#).

Related tip: [Mobile inventory—Offline Mode](#)



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It's great that we'll soon be connected...



Mobile Offline is only available in version 7. Still on version 6? [Learn about switching to Alexandria 7!](#)

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