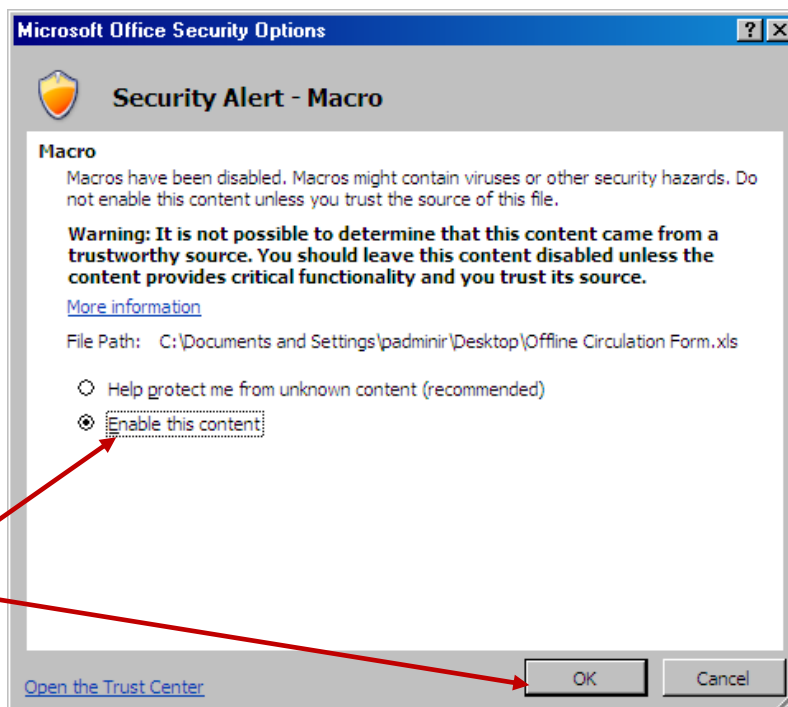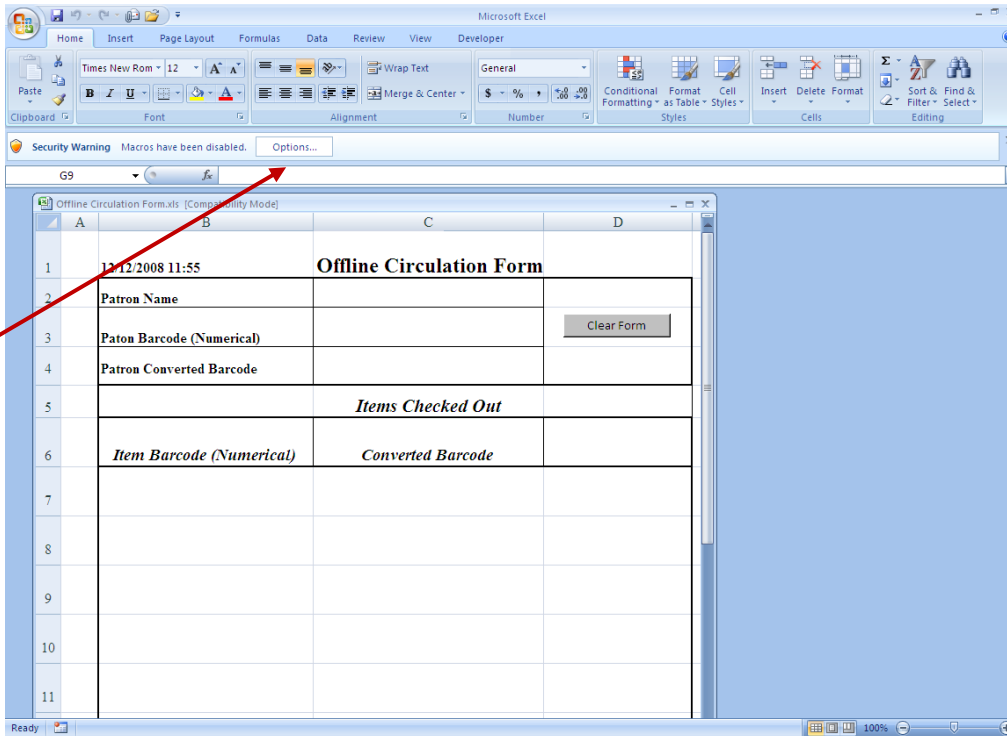# How to Use the offline Circulation Form

Note: If you are using MS Office 2007, before you start using the form, as soon as you open please click on Options and select "Enable the content". If you are using Office 2003, when you open the sheet, Window will pop up about Macros. Go to Tool Menu-Macro-Security-Enable Macro by option or if a highlighted box appears the file name "How to use the offline Circulation Form" Just click on it.



Click on the radio bullet for "Enable the content" and Click Ok.

# How to Use the offline Circulation Form

## Offline Circulation Form

**11/12/2008 22:10**

| Patron Name | Enter the Patron's Name |
| --- | --- |
| Paton Barcode (Numerical) | |
| Patron Converted Barcode | |

Clear Form

Click here and Scan the Patron Barcode

See the Converted Barcode

Click here and scan the Item (Book) barcode here.

### Items Checked Out

| Item Barcode (Numerical) | Converted Barcode |
| --- | --- |
| | |

See the converted Barcode here

Keep Scanning Book (Item) barcodes upto 11 barcodes. Then DO NOT forget to **PRINT** first and then Click on **Clear** at the top right hand corner of the form before you checkout to next patron.

## Print&Clear