



A budget-friendly, feature-rich, fully integrated, complete system supported by renowned customer service.

# Impressions

## Mandarin Library Automation Newsletter

March-April 2012 - Vol 5, Num 03-04

To request a consultation [click here](#)

To request a live webinar [click here](#)

To request a sample data conversion, [click here](#)

For Technical Assistance:  
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### We want to hear from you!



### Customers' Testimonials

We are adding customer testimonials to our new web site and would love to hear your comments and post them to our new web site.

Please include your name and library.

As always, your feedback and support is appreciated.

Send us an email to [testimonials@mlasolutions.com](mailto:testimonials@mlasolutions.com) or fax it to +1 561 995 4065

### Free Live Webinar Series



Please join your Mandarin team for a Free Webinar.

Web OPAC 2.5 and Oasis 2.5 Setup & Customization

1 800 426 7477 opt 3

For more information:  
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## Setup & Customization

(plus a sneak peak at Mandarin CMS)

Let Mandarin show you how to maximize your investment in Library Automation.

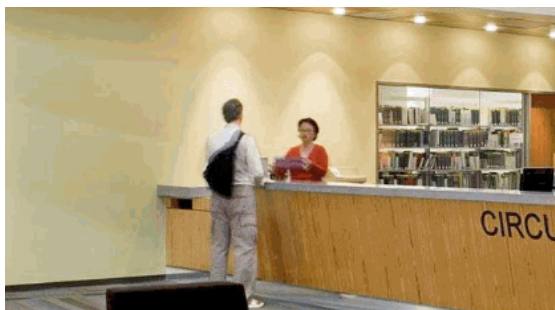
Thursday April 26th  
11:00AM EST for WebOPAC 2.5 [Click here](#)  
1:00PM EST for Oasis 2.5 [Click here](#)

## Offline Circulation

Continue to run circulation in your library if you lose electricity or internet connection.

Using a portable barcode reader (TriCoder™) for Circulation:

1. Press the ON/OFF key on the TriCoder.
2. At the DATA COLLECTION prompt, press YES.
3. At the PROGRAM NO.? prompt, press the white 0 key. The screen should now display ENTER DATA\_.
4. Use the Transaction Barcodes sheet\* to scan the appropriate mode, and then scan patron and item barcodes as you would when using M3 or Oasis Circulation.
5. When electricity or networking is restored, upload the transactions from the TriCoder:
  - o Attach the TriCoder to a workstation.
  - o In Circulation on the computer click on Upload Transactions. (In Oasis this is a link in the dock on the left; in M3 Circulation it is in the Tools menu.)
  - o On the TriCoder go to UPLOAD DATA and press YES. The barcodes should upload into the text box on the computer.
  - o In Oasis click Upload; in M3 click OK.
  - o The transactions will process as they load.



Using a workstation or laptop computer with a barcode reader:

1. Open Notepad on the computer.
2. Use the Transaction Barcodes sheet\* to scan the appropriate mode, and then scan patron and items barcodes as you would when using M3 or Oasis Circulation.
3. Save the file with a .bc or .bar extension.
4. When electricity or networking is restored, upload the transactions:
  - o In Circulation on the computer click on Upload Transactions. (In Oasis this is a link in the dock on the left; in M3 Circulation it is in the Tools menu.)
  - o In M3 click Open; in Oasis choose Upload transactions from file.
  - o Navigate to the Notepad file and Open it. In Oasis, click on Upload.
  - o The transactions will process as they load.

After uploading transactions it is a good idea to go to Library Transactions and view All Holds to see if any returns processed in the upload created Holds for other patrons.

Contact Mandarin Tech Support at [support@mlasolutions.com](mailto:support@mlasolutions.com) or 561 995 4010 opt 4 if you don't have

a copy of the Transaction Barcodes sheet.