# PECOS
## User Manual

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library
systems
& services

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# Introduction

The Polaris Emergency Check Out System, also known as PECOS, is an application that steps in and helps gather patron check out information when you can't access Polaris normally. Whether the network is down, the servers are offline, or the power is out — PECOS helps you stay up and running and gives you a quick path to updating Polaris when it returns to service. As a cross-platform application, PECOS will work on Windows, macOS, and Linux; giving you the flexibility to keep the library running, even when Polaris isn't.

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Further Information

PECOS uses its own database to collect the data. This is a persistent database that remains even if you close the programme or shut off the computer. The software updates its database every time you scan an item. PECOS can be installed on multiple computers and each one will have an independent database. Different installations of PECOS do not communicate with each other as the philosophy behind the app is that something has gone wrong to the point that networked communication isn't working.

To ease transition to PECOS in times of outages, and to make training easier, the application uses an interface that mimics the workflow of the Polaris Staff Client checkout workform.

## System Requirements

PECOS will run on multiple operating systems and the system requirements are trivial. That is to say that, if your computer is capable of running Windows, macOS, or Linux; then it will be able to use PECOS.

The list below outlines the operating system requirements for PECOS. Beyond this, PECOS assumes that you have a web browser installed on the workstation. PECOS has been tested with Firefox, Chrome, Safari, Chromium, Microsoft Edge, Opera, and Brave. However it should work with any modern web browser.

- **Windows** - PECOS is compatible with all Windows 10 x86 and x64 workstations.
- **macOS** - PECOS is compatible with macOS 10.15 (Catalina).
- **Linux** - PECOS has been tested on Debian based versions of Linux, such as Ubuntu, the various Ubuntu flavours, and Raspberry Pi OS.

# Installing PECOS

## Windows

PECOS is delivered as Windows installer. To install the software, double-click the installer file and follow the prompts.

*Note: PECOS cannot be installed in the Program Files (x86) or Program Files folders due to restrictions imposed by Windows. Its default installation path is C:\PECOS.*
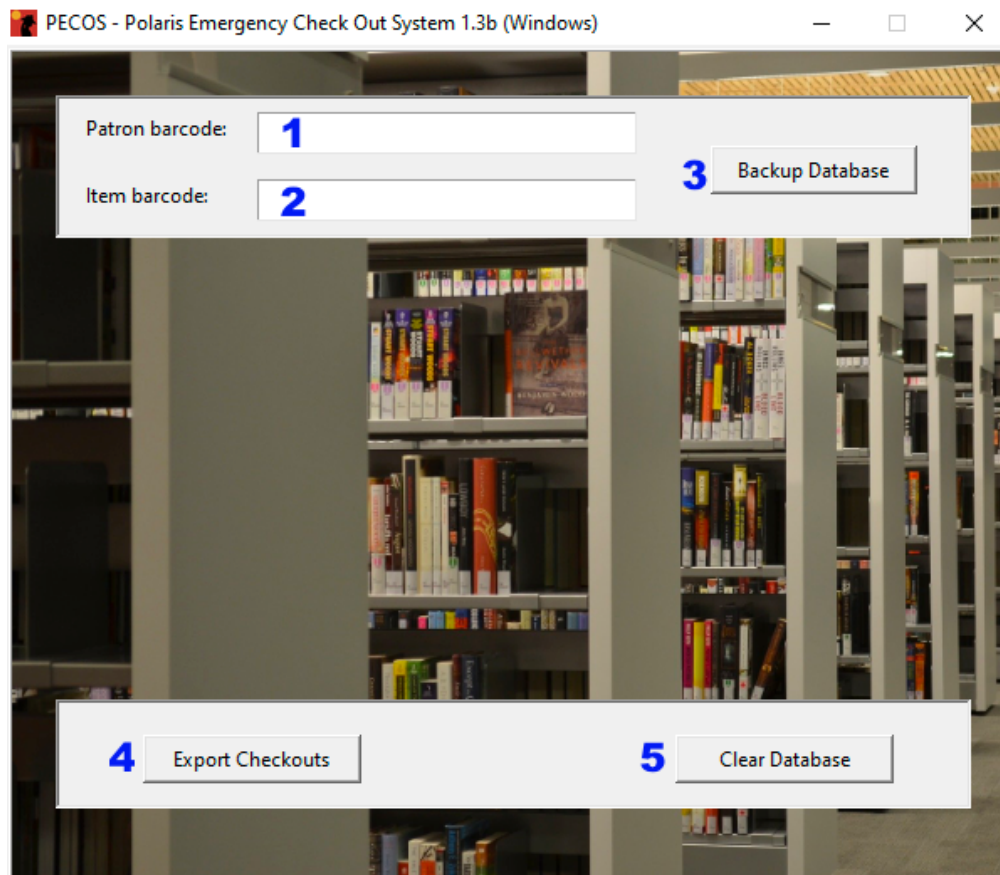
## macOS

macOS installation is currently in testing and development. This section will be updated when development is complete.

## Linux

Linux installation is currently in testing and development. This section will be updated when development is complete.

# Overview



1. **Patron barcode field** - Scanned patron barcodes use this field.
2. **Item barcode field** - Scanned item barcodes use this field.
3. **Backup Database button** - Click this button to create a backup of your current checkout database. It's recommended you do this regularly to maintain a copy of the data in case of further outages or emergencies.
4. **Export Checkouts button** - Click this button to generate a report which will open in the default web browser. *Note: Exports may be run multiple time. Exporting checkouts does not clear the database.*
5. **Clear Database button** - Clicking this button will clear the database and delete all collected data. PECOS will ask for a confirmation before doing this.

## Using PECOS - Workflow

PECOS is designed to mimic the workflow used by the Polaris Staff Client check out workform. It will accept input from barcode scanners, RFID pads, and from the keyboard.

1. Double-click the PECOS icon to launch the application. It may be a few seconds before the application opens depending on the speed of your computer.
2. Click inside the **Patron barcode** field and scan the patron's library card. PECOS will accept numeric and alphanumeric barcodes for both patron and item barcodes.
3. When you scan the patron's library card, the patron barcode field will lock and turn grey. The focus will automatically move to the item barcode. Scan all of the patron's items into the **Item barcode** field. It will clear itself after every scan.
4. Once you've scanned all the items, hit Enter/Return on your keyboard. The Item and Patron Barcode fields will clear and PECOS will be ready for your next patron's library card.
5. Continue scanning patrons and items for as long as your Polaris outage persists. PECOS will collect and organise all checkouts in the database.
6. When Polaris services resume, click the **Export Checkouts** button to generate a report. PECOS will build the report and automatically open it in the default web browser.
7. Print the report from the web browser.
8. Open the Polaris Check Out workform and scan the patrons and items into the form. PECOS batches each patron and their items, so each batch represents a new patron checkout session. *Note: If a patron checks out in PECOS multiple times, each session will be batched separately.*
9. When you no longer to retain the PECOS data, click the **Clear Database** button. PECOS will prompt you to confirm that you want to delete the data before doing so. *Note: Clearing the database renders the data unrecoverable. You cannot undo this!*

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