



MobileStaff Installation, Activation, and Setup Cheat Sheet

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Step 1: Installation and Activation



Using a library-owned mobile device, download the **BLUEcloud MobileStaff** app from the Apple store or Play Store for Android. You must be connected to the internet to download the app and use MobileStaff. You will need the Apple Store ID username and password or the Google Play Store username and ID for Android devices.

After you have installed the app, launch it. Once it launches it will bring you to the License Activation screen. In the Activation URL line, to the far right, is a barcode symbol. Select that barcode symbol to have the device start its camera so you can scan the barcode.

[Contact RSA for the activation URL.](#)

Step 2: Setup for Local Library

Once activated, MobileStaff will ask you to tell it what library the device belongs to. This is the same as the Station Library in Workflows. Scroll down the list to find the owning library of the device, select it, then select the Apply button.

You may see a pop-up saying, “checking for update”. Wait at least 1 minute. If it doesn’t go away, exit the app and restart. You’ll know you are in the right place when it asks you for the Username and Password to log into the system. **Use the normal library CIRC login info to sign in.** Note: do not use the Setup button on this page. (Not all functions available if the TECH login is used)

Select Setup from the menu on the left.

- In the General tab, select the Station Name box and select “MOBILECIRC”.
- Select the Checkout tab. Choose email receipts. Select None, Choose, Current, or All.
 - Select Audio Alerts.
- Select the Deselect/Holds tab. Enter the library’s DISCARD User ID in the box if the library has one setup.

- Select the Add User tab. Setup any Duplicate User checking by selecting the checkmarks next to the options.

Setup is now complete. Select the Check Out option on the left menu and enter any User ID to ensure it pulls back info. If it does, MobileStaff is talking to our server correctly.