

MobileStaff Guide: Installation, Activation, Setup, Equipment, and Features

Last updated: June 11, 2025

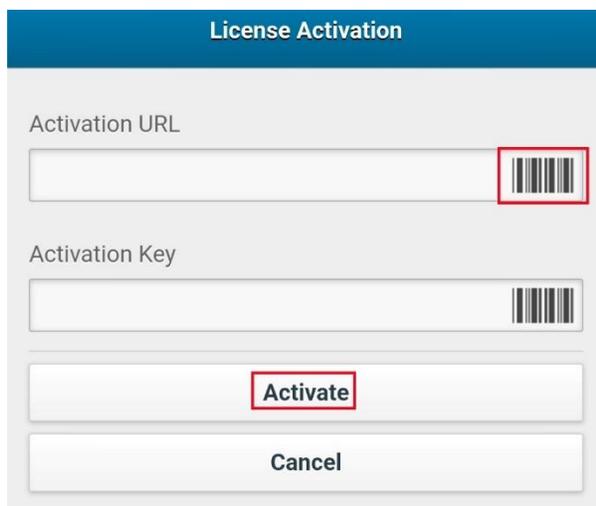
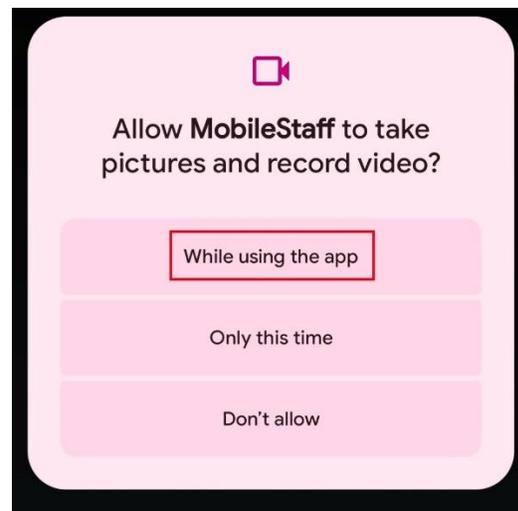
MobileStaff is a limited feature mobile version of WorkFlows. Due to security concerns, this can only be installed on library-owned Apple or Android mobile devices. Typical uses for MobileStaff include inventory, outreach, patron registration, mark item used, weeding, and accessing the pick list. You must be connected to the internet to download the app and use MobileStaff. While you can use the camera to scan barcodes, a bluetooth barcode scanner is recommended. See the **Equipment** section for recommendations.

Installation and Activation



Using a library-owned mobile device, download the **BLUEcloud MobileStaff** app from the Apple store or Play Store for Android. You will need the Apple Store ID username and password or the Google Play Store username and ID for Android devices. **Contact RSA for the activation QR code** via screen share.

After the app is installed, launch it. At the License Activation screen select the barcode symbol next to the Activation URL. Allow camera access while using the app.

A screenshot of the 'License Activation' screen in the app. The screen has a blue header with the text 'License Activation'. Below the header, there are two input fields: 'Activation URL' and 'Activation Key'. Each field has a small barcode icon to its right. The 'Activate' button is highlighted with a red box. Below the 'Activate' button is a 'Cancel' button.

The camera will open to scan the activation QR code. After scanning the code, choose Activate.

Select your library from the Institution drop down. Select Apply.

Institution

Institution

A-C Central CUSD #262 - Elementary Sch... ▼

Apply

Change Activation Key

There may be a pop-up saying, “checking for update.” Wait at least 1 minute. If it doesn’t go away, exit the app and relaunch it.

You may choose to allow MobileStaff to find nearby devices, especially if you will be using a bluetooth scanner with the app.

Allow MobileStaff to find, connect to, and determine the relative position of nearby devices?

Allow

Don't allow

Sign in:

Username = your library’s CIRC user.

Password = CIRC

These fields are not case sensitive. Do not use setup from this screen.

Sign In

Username

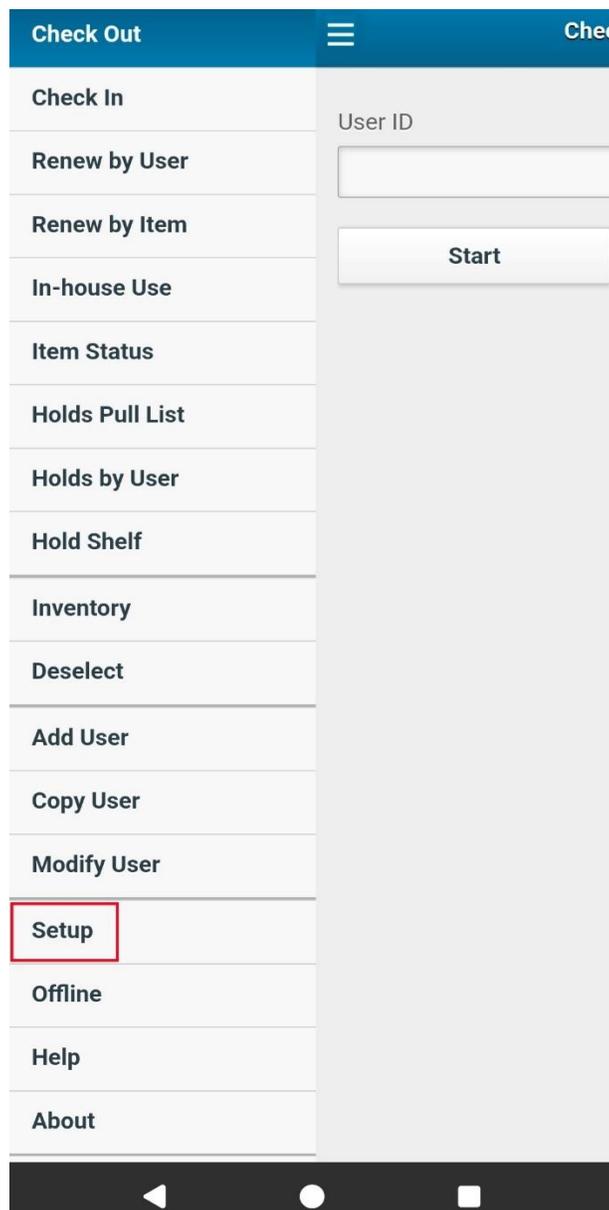
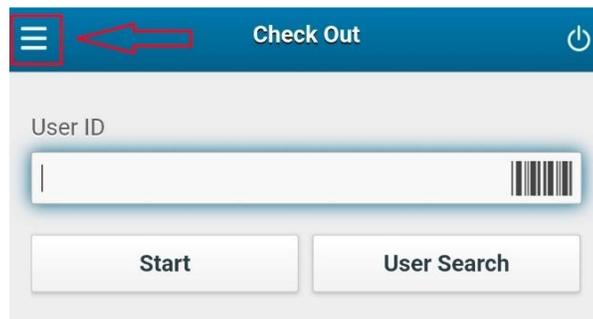
Password

Sign In

Setup Work Offline

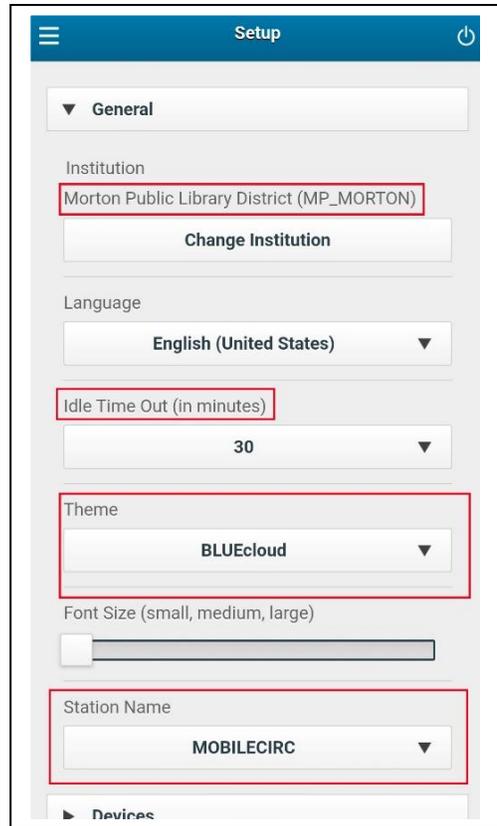
Setup

Before using the app, customize it for your library. From the hamburger menu, select Setup.



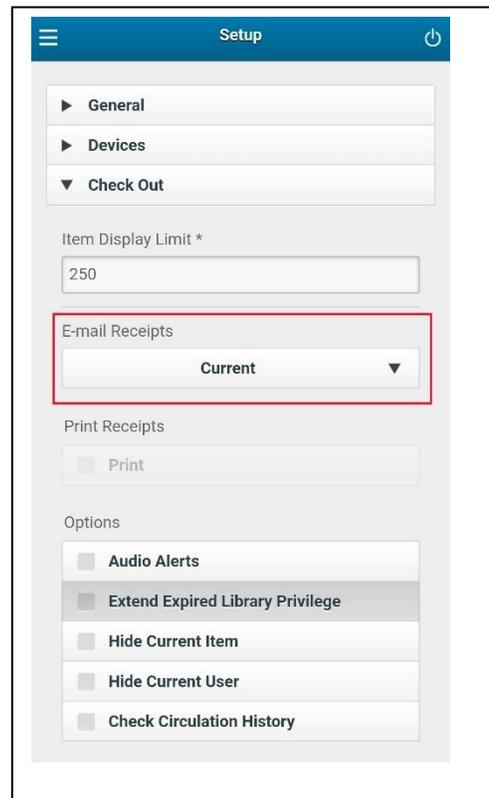
General

Confirm that the Institution name is correct.
Set the desired Idle Time Out.
Confirm Theme = BLUEcloud.
Station Name: MOBILECIRC.



Checkout

Choose email receipts.
Select None, Choose, Current, or All.
Set Audio alerts if desired.



Deselect/Holds

Verify that MISSING User = MISSING.
Enter the library's DISCARD User ID.

The screenshot shows a 'Setup' screen with a blue header. Below the header are several expandable sections: 'General', 'Devices', 'Check Out', 'Check In', and 'Deselect/Holds'. The 'Deselect/Holds' section is expanded, showing two input fields. The first field is labeled 'MISSING User *' and contains the text 'MISSING'. The second field is labeled 'DISCARD User' and contains the text 'D120580479'. Below these fields is an 'Options' section with a checkbox labeled 'Show Edition on Holds Pull List', which is currently unchecked.

Add User

Setup Duplicate User checking by selecting the checkmarks next to the options.

The screenshot shows an 'Add User' screen with a blue header. Below the header is an 'Inventory' section with an expanded 'Add User' sub-section. Underneath is a 'Check Duplicate User' section with a list of fields, each with a checkbox. The 'Birth Date' and 'Name' checkboxes are checked, while all other checkboxes are unchecked. The fields are: Birth Date, Comment, Daytime Phone, Email, Home Phone, License, Line, Name, Note, Phone, Social Security #, Street, Student ID, Web auth id, and Work Phone.

Kiosk Mode

Set up recommended options if you will be using MobileStaff for self-checkout.

The screenshot shows a configuration window titled "event" with a "Kiosk Mode" section. Under "In Kiosk Mode", there are four radio button options: "Show Both", "Hide Check In" (which is selected and highlighted with a red box), "Hide Check Out", and "Touch Free Check Out". Below these are two dropdown menus: "Clear Screen After" set to "5 minutes" and "PIN Required" set to "Never", both also highlighted with red boxes. At the bottom, there are two buttons: "Apply" (highlighted with a green box) and "Cancel".

Select **Apply** to save all the setup customizations.

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.

Equipment

Inexpensive Bluetooth Scanners for use With MobileStaff:

RSA has procured and evaluated the following Bluetooth scanners with Apple devices. These are affordable options for making MobileStaff easier to use that also work as a backup scanner for your computers. The scanners come with a USB adaptor for use on computers or laptops without built-in Bluetooth. As of June 2025, these scanners cost around \$50 on Amazon.

Scanner Info: NETUM 2D Barcode Scanner model NT-1228BL.

Amazon product link:

https://www.amazon.com/gp/product/B07CBS52KJ/ref=ppx_yo_dt_b_asin_title_o04_s00?ie=UTF8&psc=1

Multi-Compatible System
Work with PC, Smartphone, Tablet, POS, Computer
Compatible with Window XP/7/8/10, Mac OS, iOS, Android

NETUM 2D Barcode Scanner, Compatible with 2.4G Wireless & Bluetooth & USB Wired Connection, Connect Smart Phone, Tablet, PC, 1D Bar Code Reader Work for QR PDF417 Data Matrix (NT-1228BL)
Brand: NETUM
4.5 ★★★★★ (5,038) | Search this page
500+ bought in past month

\$45.99
prime
FREE Returns

Coupon: Apply 15% coupon [Terms](#)

With Amazon Business, you would have saved \$78.45 in the last year. Create a free account and save up to 24% today.
May be available at a lower price from other sellers, potentially without free Prime shipping.

Color: NT-1228BL

\$45.99 FREE Delivery Saturday	\$27.50 FREE Delivery Saturday	\$34.99 FREE Delivery Saturday

Buy new: \$45.99
prime
FREE delivery Saturday, June 14 to Washington 61571. Order within 12 hrs 48 mins
FREE Returns
In Stock
Quantity: 1
Add to Cart
Buy Now

Ships from Amazon
Sold by NETUM
Returns 30-day refund/replacement
Customer service Amazon
See more

Add a Protection Plan:
 3-Year Protection Plan for \$6.99
 4-Year Protection Plan for

Scanner Info: Tera Wireless 1D2D QR Barcode Scanner model HW0002

Amazon product link: <https://www.amazon.com/Tera-Wireless-Barcode-Scanner-Handheld/dp/B086VCBM25/>

Compatible Devices
PC laptop
ipad iphone
Work with laptop, PC, smartphone, iphone, ipad.

Compatible Systems
Work with laptop, PC, smartphone, iphone, ipad.

Tera Wireless 2D QR Barcode Scanner with Stand, 3 in 1 Compatible with Bluetooth & 2.4GHz Wireless & USB Wired Barcode Reader Handheld Bar Code Reader HW0001
Visit the Tera Store
4.1 ★★★★★ (165) | Search this page

\$49.99
prime One-Day
FREE Returns

With Amazon Business, you would have saved \$78.45 in the last year. Create a free account and save up to 30% today.
Pay \$49.99 \$48.98 after using available Prime Visa rewards points.

Color: 2D with stand orange

\$47.50 FREE Delivery Tomorrow	Currently unavailable.	\$49.99 FREE Delivery Tomorrow

Compatible Devices Laptop, Desktop, Smartphone
Power Source Corded Electric

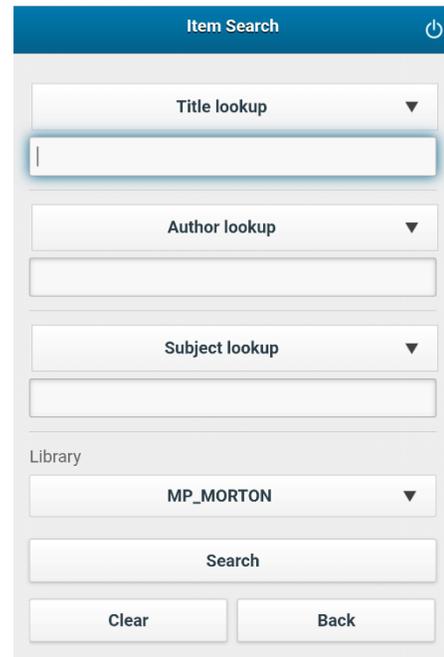
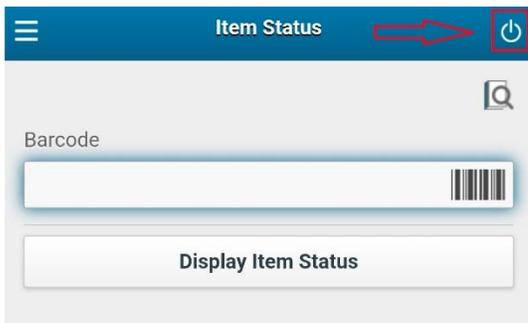
\$49.99
prime One-Day
FREE delivery Tomorrow, June 12 to Washington 61571. Order within 6 hrs 16 mins
1 delivery sustainability feature
FREE Returns
In Stock
Quantity: 1
Add to Cart
Buy Now

Ships from Amazon
Sold by Tera-US
Returns 30-day refund/replacement
Customer service Amazon
See more

Add a Protection Plan:
 3-Year Protection Plan for

MobileStaff 2.0 Feature Set

- Check Out: Check out items to a patron.
- Check In: Check in borrowed items returned by patrons.
- Renew by User: Renew selected items borrowed by a patron.
- Renew by Item: Renew a borrowed item by typing or scanning an item ID or barcode.
- In-House Use: Mark Item Used to record the use of items within the library.
- Item Status: Display an item's current location and status by typing or scanning an item ID or barcode. **Use this to search the item database.**



- Hold Pull List: View and sort the current pick list/onshelf items. You can *trap* an item or mark the item missing.
- Hold by User: Display, modify, or cancel selected holds for an individual patron.
- Hold Shelf: Manage items on the hold shelf. You can process items to remove holds, mark items as missing, or process inactive holds. You can also modify items on the hold shelf to change details such as pickup library, expiration date, and suspension dates. Do not extend pickup by date.
- Inventory: Perform inventory by scanning item barcodes. Optional audible alerts can notify you when an item is shelved incorrectly. This feature is only available when using MobileStaff while connected to the library system server.
- Deselect: Produce an interactive shelf list of items to be weeded. From the list displayed, you can tap to select an option to withdraw an item from the catalog (check the item out to your discard user) or mark the item as missing.
- Add User: Register a new patron.
- Copy User: Copy information from an existing user, like a family member.
- Modify User: Modify a patron's record.

- Patron search: Look up a patron by name or barcode.
- Email receipts: Send a Circulation receipt by email to a patron.
- Print receipts: Print a Circulation receipt for a patron using a portable Bluetooth receipt printer.
- Patron photo capture: Take a photo of the patron using the device camera and upload it to the patron's record.
- Patron registration—duplicate record check: Check to see if the patron being registered matches an existing patron record before saving the new record.
- Patron registration from driver's license data: Register a new patron quickly and accurately by scanning information from a U.S./Canadian driver's license using a bluetooth barcode scanner.
- Kiosk mode: Use MobileStaff in Kiosk mode for self-checkout. This mode restricts access to staff features like patron records.
- Offline mode: RSA does not recommend using this feature.

If you have any questions, contact the RSA Help Desk at help@rsanfp.org or 866-940-4083.