Other Guidance

Staff Portal

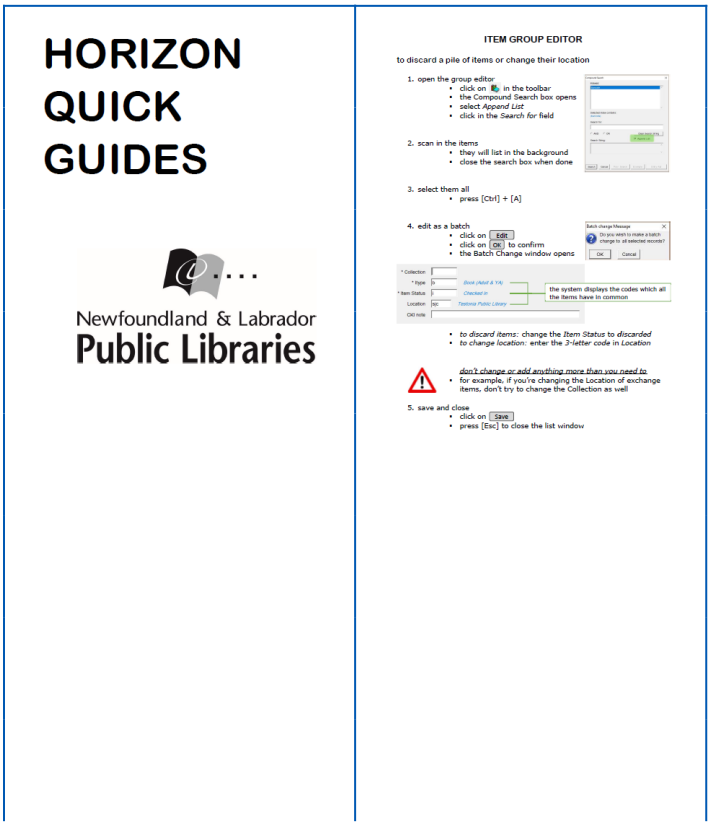
Guides to extended tasks, such as the Guidelines for Completing Cataloguing by Mail Forms, can be found in the Staff Portal.

Quick Guides

A set of printable quick guides have been created to accompany this online guide. Links to the quick guides appear throughout the sections.

Click on the name of a guide to view it in a new window:

- **Borrower Records**
- **Borrower Registration**
- **Checkin**
- **Checkout and Renewal**
- **Requests and Holds**
- **Fines and Lost Items**
- **Item Search**
- **Adding an Item**



Editing an Item

Item Group Editor

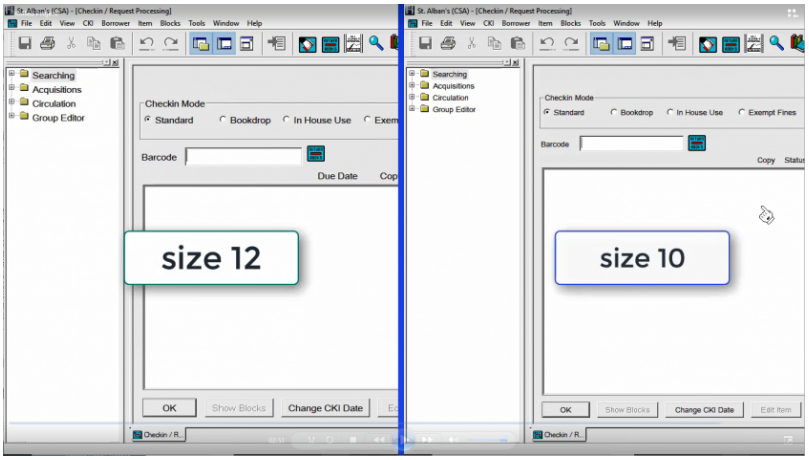
Circulation Notices

Horizon is Down

...or click here to view all 12 guides as a single document.

Video Guides





A collection of videos have been recorded that take you through all the key aspects of using Horizon at the circulation desk. They don't have to be watched in order, but are listed here in a natural progression. The videos appear throughout the guide, alongside the written explanations.

> The videos contain sound, so contact your regional office if you don’t have headphones or a speaker available.

Click on the name of a video to view it:

Starting Horizon		
Logging into Horizon	Understanding the Interface	

Borrower Records		
Searching for a Borrower	Registering a Borrower	Editing Borrower Details
Duplicating a Borrower	Fixing a Self-Registered Borrower	Annual Details Check
Replacing a Borrower's Card	Deleting a Borrower	Registering a Temporary Borrower

Checkin		
Simple Checkin	Checkin Modes and Options	

Checkout		
Simple Checkout	Checkout without Card	Editing the Due Date
Renewing an Item Through the Checkout	Renewing an Item Not Present	Borrowing & Renewal Limits

Requests & Holds		
Placing a Hold Request	Receiving Item Req. from Another Location	Requesting the Pull List
Expired Holds	Viewing Requests by Borrower or Title	

Blocks & Fines		
Taking Payment for a Fine	Renewing an Overdue Item	Dealing with Lost Items

Item Search		
Searching by Title	Searching by Author	Searching by Subject
Restricting a Search		

Out-of-Province Loans		
no videos		

Adding & Editing Items		
Adding an Item	Adding a Magazine	Editing Items from Checkin
Replacing a Barcode	Adding a Checkin Note to an Item	Tracing Items
Using Item Group Editor		

Reports		
Running Circulation Notices	Requesting the Pull List	Expired Holds
Using Item Report for Advanced Searches		

Troubleshooting		
Horizon is Down		

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