

# 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:

<p>Borrower Records</p> <p>Borrower Registration</p> <p>Checkin</p> <p>Checkout and Renewal</p> <p>Requests and Holds</p> <p>Fines and Lost Items</p> <p>Item Search</p>	<h1>HORIZON QUICK GUIDES</h1>  <p>Newfoundland &amp; Labrador <b>Public Libraries</b></p>	<h3>ITEM GROUP EDITOR</h3> <p>to discard a pile of items or change their location</p> <ol style="list-style-type: none"><li>open the group editor<ul style="list-style-type: none"><li>click on  in the toolbar</li><li>the Compound Search box opens</li><li>select <b>Append List</b></li><li>click in the Search for field</li></ul></li><li>scan in the items<ul style="list-style-type: none"><li>they will list in the background</li><li>close the search box when done</li></ul></li><li>select them all<ul style="list-style-type: none"><li>press [Ctrl] + [A]</li></ul></li><li>edit as a batch<ul style="list-style-type: none"><li>click on </li><li>click on  to confirm</li><li>the Batch Change window opens</li></ul></li></ol> <p><b>Batch Change Message</b></p> <p>You must to save your changes if items exist</p> <p>OK Cancel</p> <p>*Collection: _____ *Type: [D] <b>Discard &amp; File</b> New Status: [D] <b>Discarded</b> the system displays the codes which all the items have in common Location: [00] <b>Newfoundland Public Library</b> Old Item: _____</p> <ul style="list-style-type: none"><li>to discard items: change the Item Status to <b>discarded</b></li><li>to change location: enter the 3-letter code in Location</li></ul> <p> <b>don't change or add anything more than you need to.</b> for example, if you're changing the Location of exchange items, don't try to change the Collection as well</p> <ol style="list-style-type: none"><li>save and close<ul style="list-style-type: none"><li>click on </li><li>press [Esc] to close the list window</li></ul></li></ol>
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Adding an Item

Editing an Item

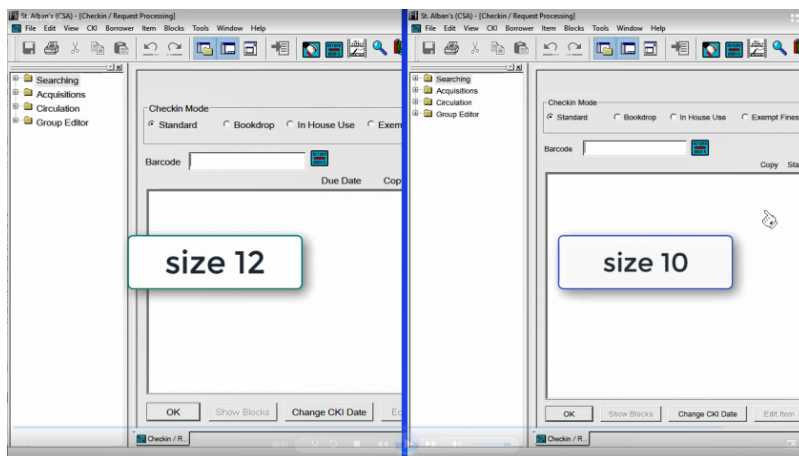
Item Group Editor

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		
<b>Logging into Horizon</b>	<b>Understanding the Interface</b>	
Borrower Records		
<b>Searching for a Borrower</b>	<b>Registering a Borrower</b>	<b>Editing Borrower Details</b>
<b>Duplicating a Borrower</b>	<b>Fixing a Self-Registered Borrower</b>	<b>Annual Details Check</b>
<b>Replacing a Borrower's Card</b>	<b>Deleting a Borrower</b>	<b>Registering a Temporary Borrower</b>
Checkin		
<b>Simple Checkin</b>	<b>Checkin Modes and Options</b>	
Checkout		
<b>Simple Checkout</b>	<b>Checkout without Card</b>	<b>Editing the Due Date</b>
<b>Renewing an Item Through the Checkout</b>	<b>Renewing an Item Not Present</b>	<b>Borrowing &amp; Renewal Limits</b>
Requests & Holds		

<b>Placing a Hold Request</b>	<b>Receiving Item Req. from Another Location</b>	<b>Requesting the Pull List</b>
<b>Expired Holds</b>	<b>Viewing Requests by Borrower or Title</b>	
<b>Blocks &amp; Fines</b>		
<b>Taking Payment for a Fine</b>	<b>Renewing an Overdue Item</b>	<b>Dealing with Lost Items</b>
<b>Item Search</b>		
<b>Searching by Title</b>	<b>Searching by Author</b>	<b>Searching by Subject</b>
<b>Restricting a Search</b>		
<b>Out-of-Province Loans</b>		
<b>no videos</b>		
<b>Adding &amp; Editing Items</b>		
<b>Adding an Item</b>	<b>Adding a Magazine</b>	<b>Editing Items from Checkin</b>
<b>Replacing a Barcode</b>	<b>Adding a Checkin Note to an Item</b>	<b>Tracing Items</b>
<b>Using Item Group Editor</b>		
<b>Reports</b>		
<b>Running Circulation Notices</b>	<b>Requesting the Pull List</b>	<b>Expired Holds</b>

<b>Using Item Report for Advanced Searches</b>		
Troubleshooting		
<b>Horizon is Down</b>		

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