

# Instructions for Loading the Offline Circulation Software for Horizon 7.5 (7/31/09)

## Removing the Existing PC Reliance Software

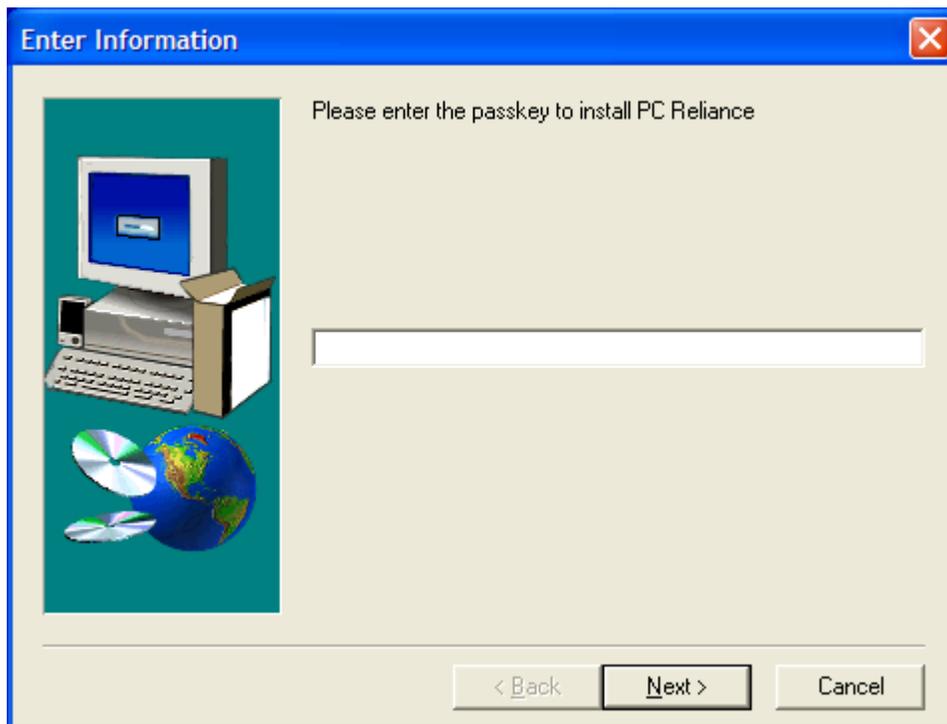
If PC Reliance is already installed on the machine that you are working on, uninstall it before reinstalling the software.

To uninstall:

1. Start Button → Control Panel → Add or Remove Programs
2. Click on PC Reliance
3. Click the Change/Remove button
4. Click Yes to confirm the removal of the program
5. You will receive a message near the bottom of the screen: “Uninstall completed. Some elements could not be removed. You should manually remove items related to the application.”
6. You can ignore this message and click OK

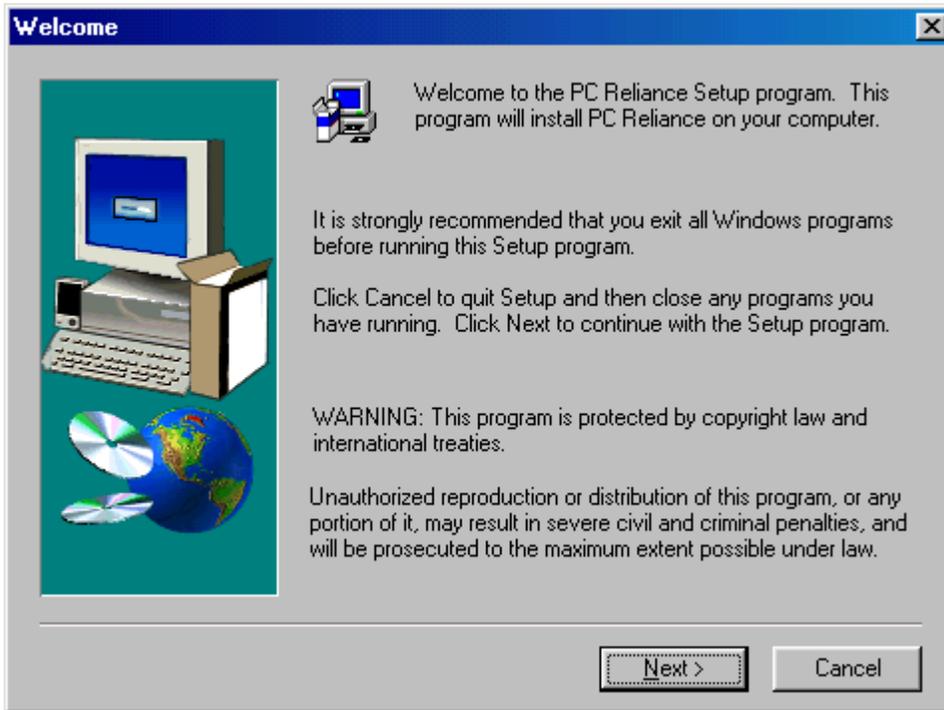
## Reinstalling PC Reliance

1. Make sure that Horizon 7.5 has already been installed in the default directory (c:\program files\sirsidynix\horizon) on the machine on which you are working.
2. Insert the Offline Circulation disk (this is the same disk that you had when we first started on Horizon in 2004 and is labeled “Off Line Circulation”) in your CD drive
3. Wait until the following screen appears
4. Enter the passkey provided by the VLC when prompted and press the enter key

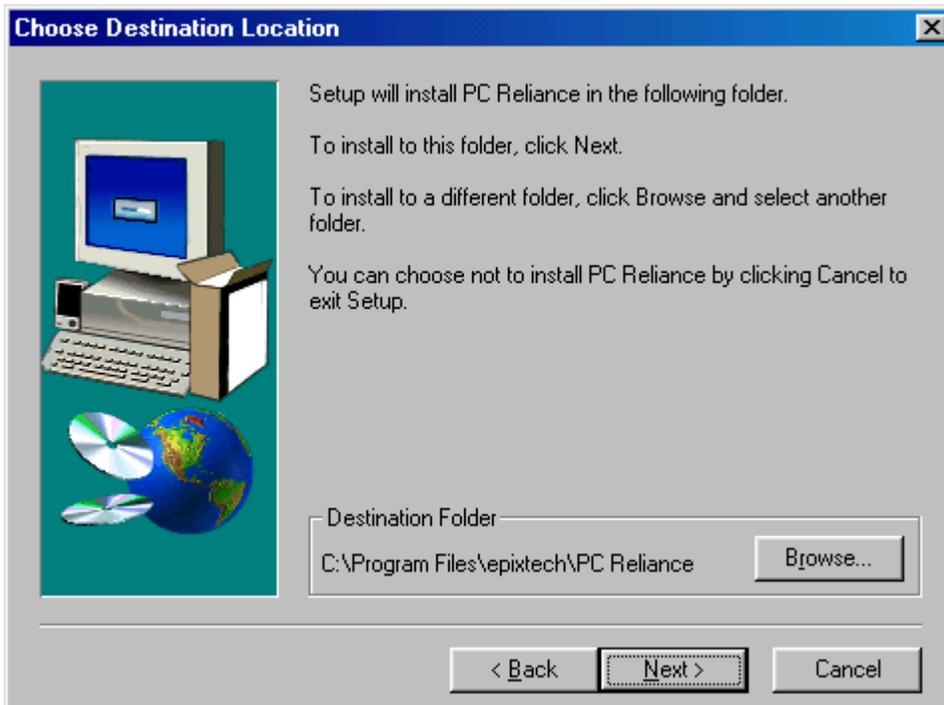


5. A window will open and momentarily close with the message “Verifying System Files”, and then the screen below will appear

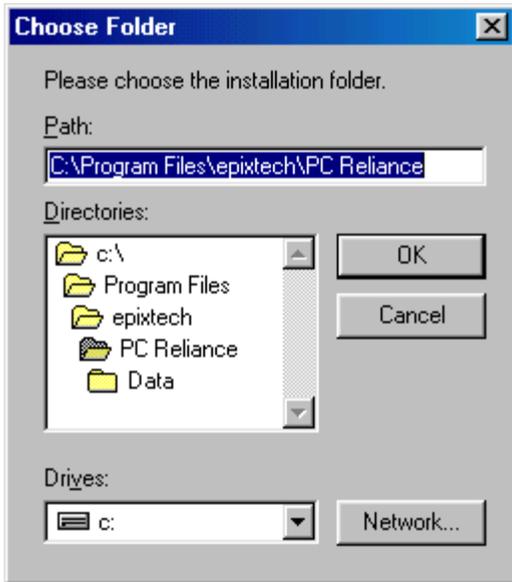
6. Follow the instructions on the screen below and then click the “Next” button



7. PC Reliance (aka Offline Circulation) needs to be installed in the Horizon folder (this folder is created on the PC when you load the Horizon client software) on your computer. In order to do this, click the “Browse” button.



8. The window below will open up. Double click the folder labeled Program Files in the “Directories” window.



9. In the “Directories” window scroll down to the folder labeled SirsiDynix.



10. Double click on the folder labeled SirsiDynix.



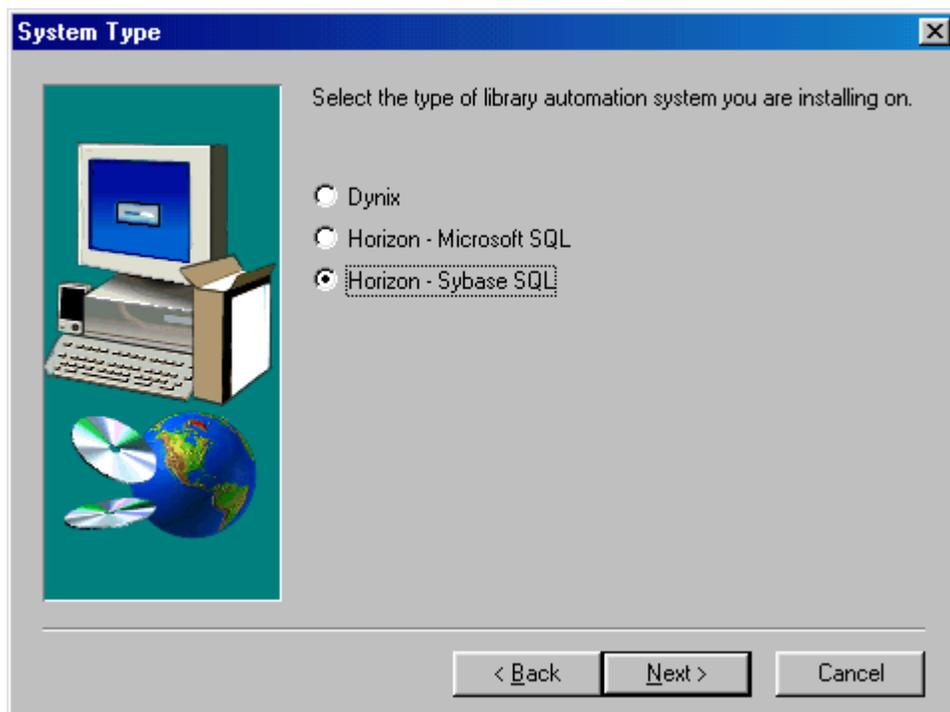
11. Double click on the folder labeled Horizon. The “Path” box should now contain the following: `c:\program files\sirsidynix\horizon`. Click the “OK” button.



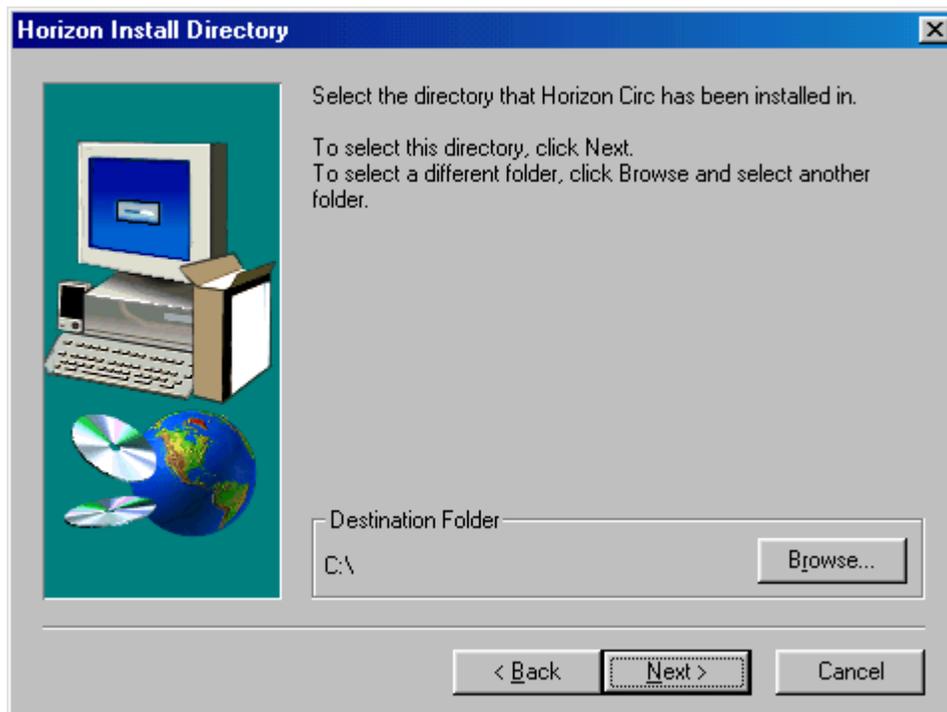
12. Now the “Destination Folder” will contain “c:\program files\sirsidynix\horizon”. Click the “Next” button.



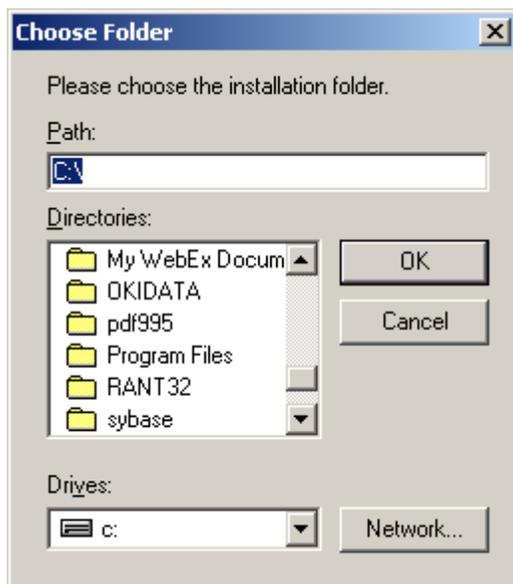
13. Click on the radio button to select “Horizon – Sybase SQL” as the type of library automation system that is being installed. Click the “Next” button.



14. Click the "Browse" button below.



15. Scroll down to the folder labeled Program Files. Double click the folder Program Files.



16. Scroll down to the folder SirsiDynix. Double click on the folder SirsiDynix.



17. Double click on the folder labeled Horizon.



18. The "Path" box should now contain the following: c:\program files\sirsidyndix\horizon.  
Click the "OK" button.



19. The “Destination Folder” should now be set to c:\program files\sirsidynix\horizon. Click the “Next” button.



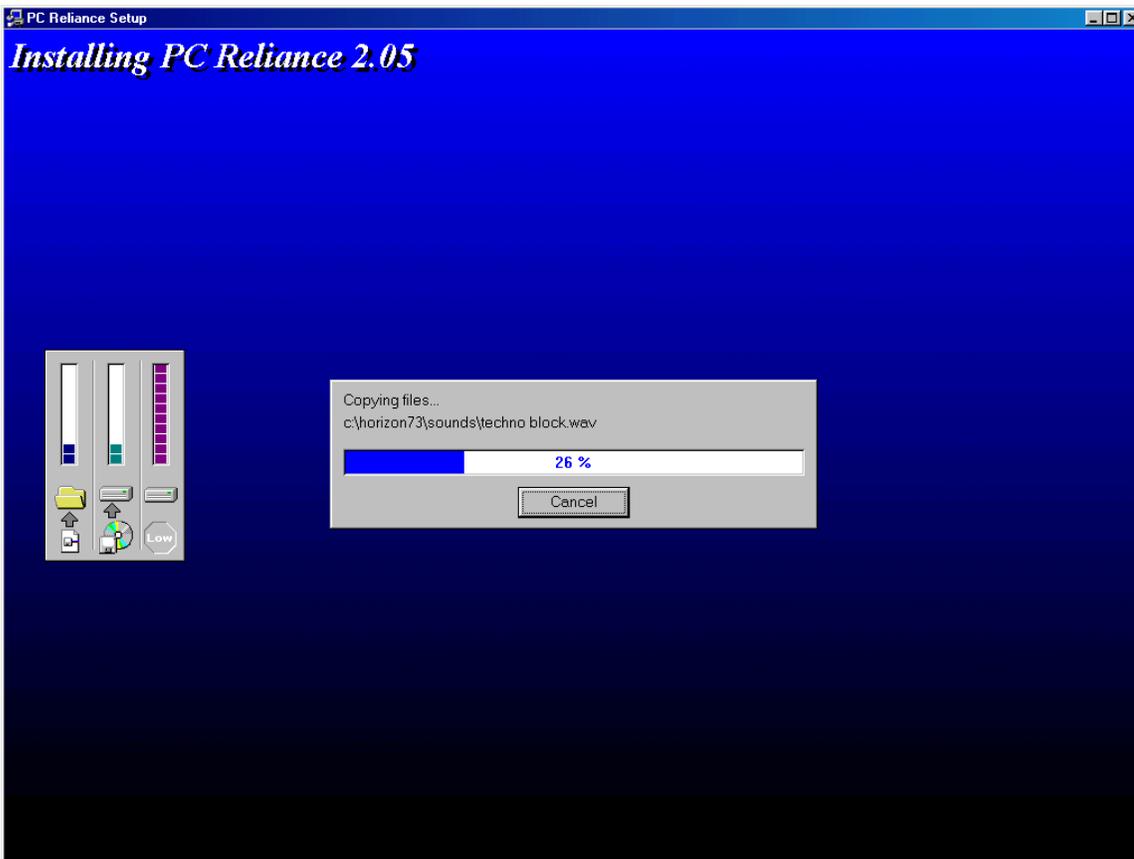
20. Click the “Yes” button to install a shortcut on the Desktop.



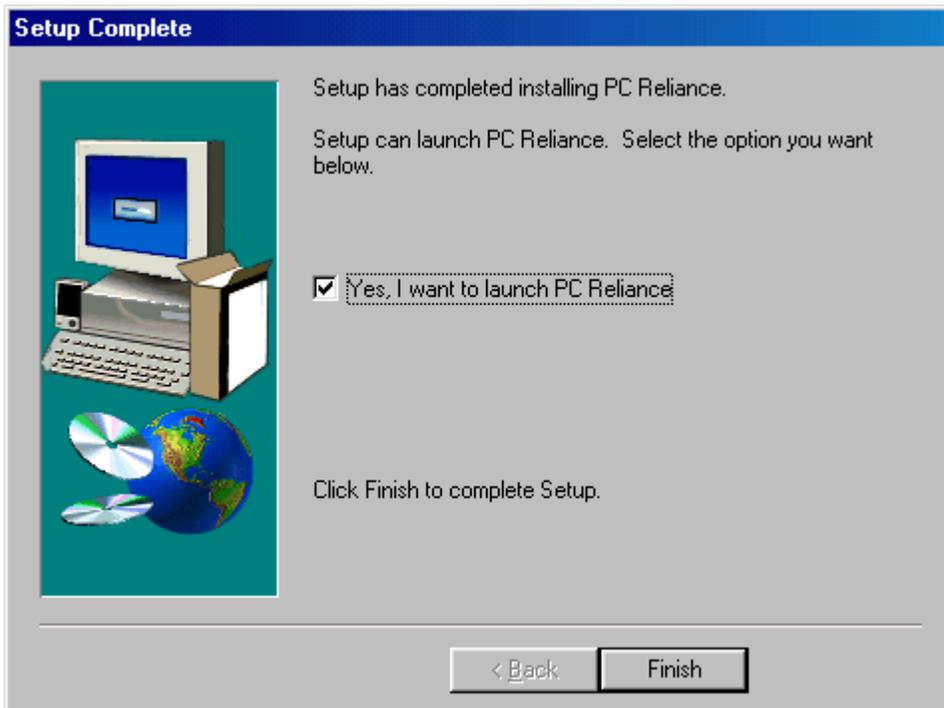
21. Click the “Next” button if the screen below matches your screen (“Target Directory” should have c:\program files\sirsidynix\horizon. Otherwise, click the “Back” button and refer to the instructions above to correct anything.



22. The software will begin loading.



23. After it has completed loading, the following screen will appear. Follow the instructions on the screen.

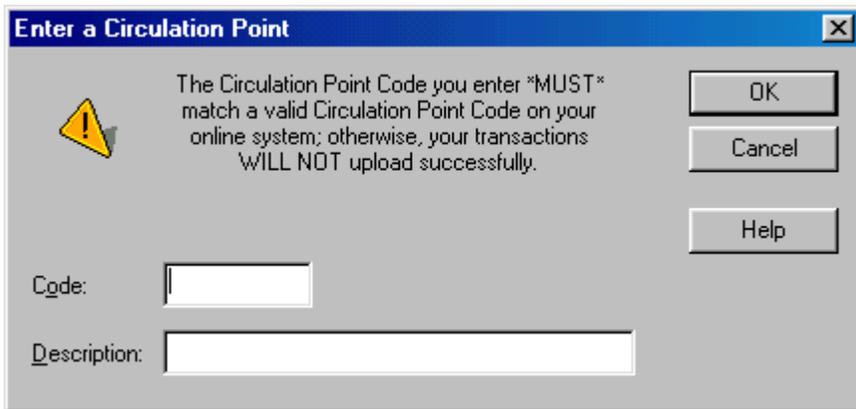


24. Click the "OK" button.



25. This next step is crucial. If you do not know the code for your library's Circulation Point, then contact your VLC contact person or contact the VLC. Each library building has one unique Circulation Point code, which MUST be entered EXACTLY as it was in the Horizon software.

26. Enter a description of your choice (e.g. Zauel Library) for the Circulation Point code that you just entered (This description will appear in the header automatically if you print receipts from PC Reliance). Click the "OK" button.



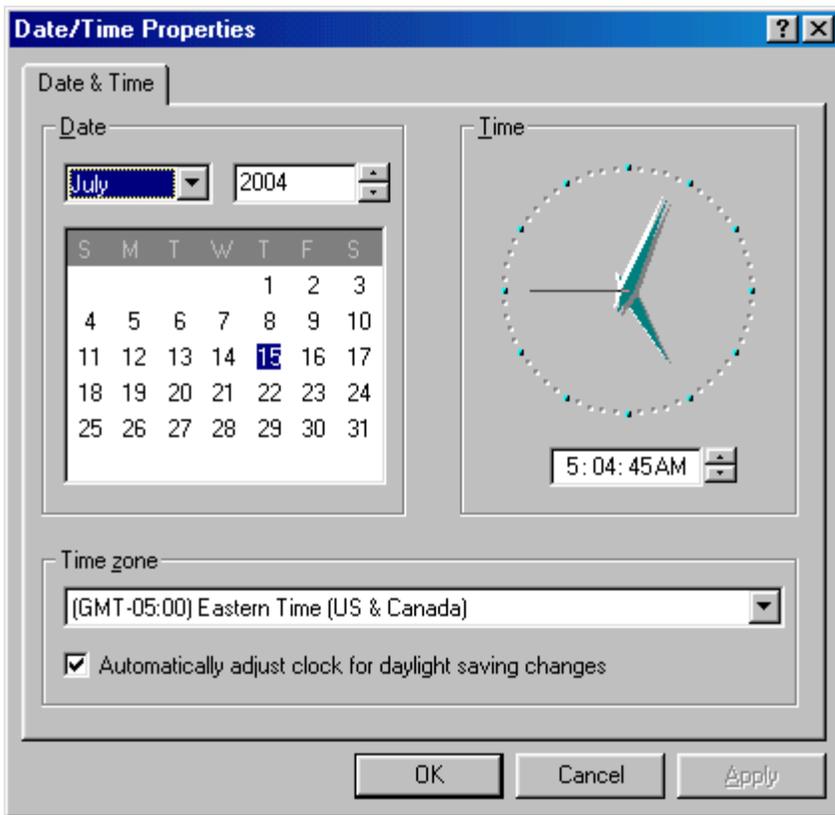
27. Click on the "Next" button.



28. Click on the box labeled “Click here to adjust the PC’s clock/calendar” if the date or time that is displayed in the “Current date & time” is not correct. PC Reliance will date and time stamp each transaction so it is important to make sure the date and time are correct. If the date and time are correct, then click the “Next” button and go to step 30.



29. Make the appropriate changes to the month, day, year, hour, minute, seconds as needed below and click the “OK” button.



30. Click the "Finish" button



31. Now you are ready to begin setting up PC Reliance. Refer to Chapter 4 of the “Basic Offline Circ. Guide” (distributed to each library when we started on Horizon in 2004).

