Polaris Log In & Log Off
and
# Polaris Shortcut Bar

Peace
Library System

Polaris

Polaris is the Integrated Library System (ILS) software which manages your library collection, your patrons, *and* the collections and patrons of all the other TRAC libraries.

To login to the program, your workstation must be registered in Polaris, and you must have a username and a password. Obtain these from the previous manager, your board, or call Peace Library System (780-538-4656).
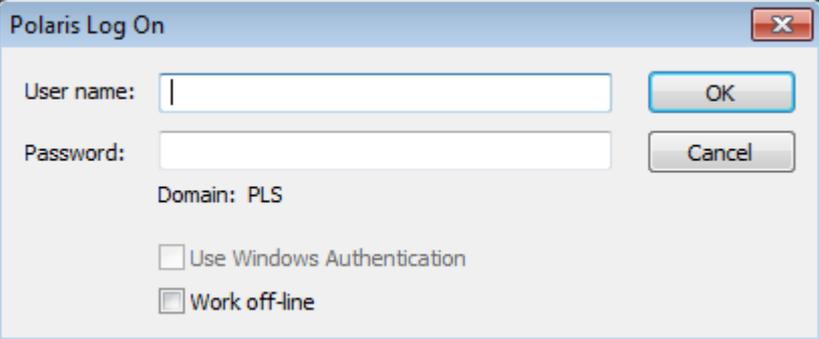
Logging into Polaris

Find and click on the Polaris Start Icon. The icon may be found on your desktop or the toolbar or on the program menu of your workstation.
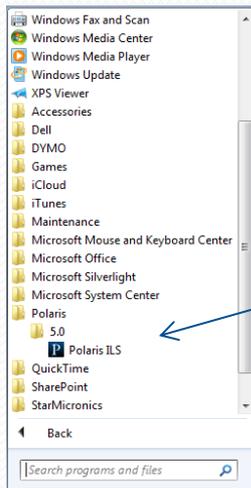
Logging into Polaris
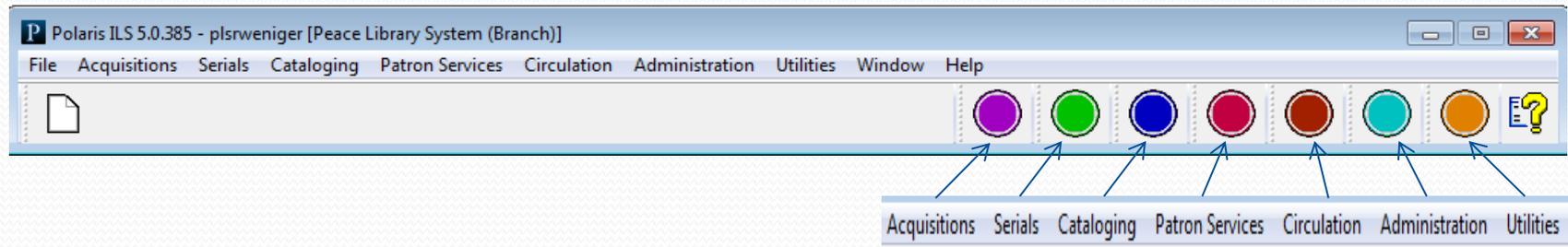
Enter your Username and Password and click on **OK**.

If you don't know your "Username" or "Password"
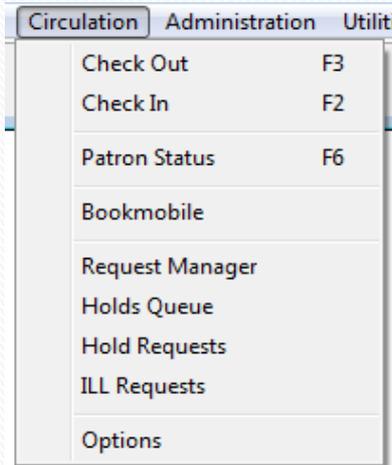contact the PLS IT manager.

Polaris Shortcut Toolbar

The Polaris Shortcut Toolbar is opened in the top left corner of your desktop.
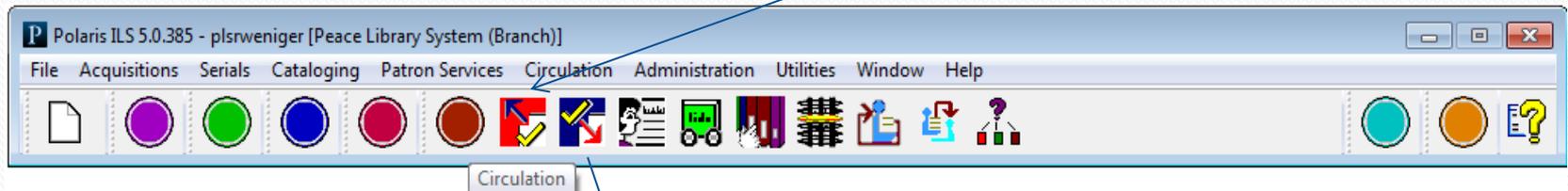

The colored orbs represent the menu headings, and when clicked will offer icons corresponding to the selections in the dropdown menus under each heading.

Hover your mouse over each orb to read the heading.

Shortcut Toolbar - example

Circulation   Administration   Utiliti

Check Out	F3
Check In	F2
Patron Status	F6
Bookmobile	
Request Manager	
Holds Queue	
Hold Requests	
ILL Requests	
Options	

Example: The Circulation drop down is where you find and click on the words "Check Out" to open a check out window.   Clicking on the dark red orb displays the corresponding icons which open the same window (as does function key F3). Clicking the check out icon   opens the same window!

P Polaris ILS 5.0.385 - plsrweniger [Peace Library System (Branch)]

File   Acquisitions   Serials   Cataloging   Patron Services   Circulation   Administration   Utilities   Window   Help

Circulation

For returning items, or for requested items, click on "Check In", or F2, or on the Check In icon.

Logging Off Polaris.

- Click on File and select "Log Off" from the dropdown menu (or type Ctrl=L) and select OK in the popup window. This will close all open, saved windows.

- If there are open windows with unsaved changes, Polaris will ask if you want to save the changes.

- Click on "Exit" from the file drop-down menu after all windows have been closed.