

Series 1 - Overhaul your online catalogue

- Adapting the online catalogue interface to suit your users
- Tools to optimise the online search experience
- Determining which fields your Heritage Online searches
- Setting up and moderating online reviews
- The new Features titles widget

Series 2 - Aspects of library management

- Scheduling events and routine reports
- Cataloguing eresources
- Using global change and global delete tools with confidence
- Understanding reservations and recalls
- Understanding multi-site system setup

Series 3 - Housekeeping essentials

- Getting to grips with tidying your data
- Stocktaking made simple
- Tidying keywords (and other authority files)

Series 4 - New user training

- Cataloguing for beginners
- Train a circulation desk librarian
- Understanding how circulation rules work

Series 5 - System setup for library managers

- Understanding your overdue setup
- Protecting your data and minimising errors
- Making the most of the Reader import module

Series 6 - Communicating with your users

- Engaging and attracting your users with targeted notifications
- Setting up overdues via email

Series 7 - Getting to grips with reports

- Your Reports Manager - a guided tour
- Customising letter templates and banded reports
- Writing and customising reports with the Command line wizard

Series 8 - Serials Management

- Introduction to cataloguing your journals
- Understanding your Serials Management module