

## V7 SYSTEM HOTKEYS

### LIBRARIAN NAVIGATION

These hotkeys allow you to quickly switch to common modules.

Cmd/Ctrl + <b>1</b>	Circulation
Cmd/Ctrl + <b>2</b>	Items
Cmd/Ctrl + <b>3</b>	Patrons
Cmd/Ctrl + <b>4</b>	Tools
Cmd/Ctrl + <b>5</b>	Researcher (Opens in a new tab)
Cmd/Ctrl + <b>6</b>	Reports
Cmd/Ctrl + <b>Shift + H</b>	Show Patron History

### MANAGEMENT

These hotkeys are specific to all management windows.

Cmd/Ctrl + <b>L</b>	Reserve request
Cmd/Ctrl + <b>A</b>	Recall Item
Cmd/Ctrl + <b>S</b>	Locate Patron by First or Last Name
Cmd/Ctrl + <b>.</b>	Overnight Check Out
Cmd/Ctrl + <b>R</b>	Same Day Check Out
Cmd/Ctrl + <b>F</b>	Renew Item
Cmd/Ctrl + <b>[</b>	Find Item by Author
Cmd/Ctrl + <b>]</b>	Find Item by Title
Cmd/Ctrl + <b>Shift + [</b> or <b>HOME</b>	Selects the first record in the list
Cmd/Ctrl + <b>Shift + ]</b> or <b>END</b>	Selects the last record in the list

### ITEM MANAGEMENT SPECIFIC

These hotkeys have specific functionality within the Item Management window.

Cmd/Ctrl + <b>M</b>	Toggle MARC view/Simple view
Cmd/Ctrl + <b>D</b>	Duplicates the Current Item or Copy Record

### STANDARD OP SYSTEM HOTKEYS

These hotkeys are standard for browsers running on OS X or Windows OS.

Cmd/Ctrl + <b>C</b>	Copy Selected Text
Cmd/Ctrl + <b>V</b>	Paste Selected Text
Cmd/Ctrl + <b>X</b>	Cut Selected Text
Cmd/Ctrl + <b>A</b>	Select All
Cmd/Ctrl + <b>P</b>	Prints the current window
Cmd/Ctrl + <b>N</b>	New Window or Tab

\* **Cmd** = *Command* (Mac OS) | **Ctrl** = *Control* (Windows OS) \*