

V7 SYSTEM HOTKEYS

LIBRARIAN NAVIGATION

These hotkeys allow you to quickly switch to common modules.

Cmd/Ctrl + 1	Dashboard
Cmd/Ctrl + 2	Circulation
Cmd/Ctrl + 3	Items
Cmd/Ctrl + 4	Patrons
Cmd/Ctrl + 5	Operations
Cmd/Ctrl + ⇧5	Reports
Cmd/Ctrl + 6	Tools
Cmd/Ctrl + 7	Builder
Cmd/Ctrl + ⇧7	Researcher
Cmd/Ctrl + 8	Preferences

MANAGEMENT

These hotkeys are specific to all management windows.

Cmd/Ctrl + L	Toggles Window Lock
Cmd/Ctrl + A	New Record
Cmd/Ctrl + S	Save the Current Record
Cmd/Ctrl + .	Reverts the Current Record
Cmd/Ctrl + Delete	Removes the Current Record
Cmd/Ctrl + ⇧F	Opens Advanced Search
Cmd/Ctrl + [Selects the previous record in the list
Cmd/Ctrl +]	Selects the next record in the list
Cmd/Ctrl + Shift + [or HOME	Selects the first record in the list
Cmd/Ctrl + Shift +] or END	Selects the last record in the list

ITEM MANAGEMENT SPECIFIC

These hotkeys have specific functionality within the Item Management window.

Cmd + Ctrl + M / Ctrl + M	Toggle MARC view
Cmd/Ctrl + D	Duplicates the Current Title
Cmd/Ctrl + ⇧A	Adds a copy

STANDARD OP SYSTEM HOTKEYS

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

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

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