

# Pull Up That Patron

Tip for January 28, 2019

When you're in Circulation and you need to find a patron fast, use the Lookup command. No, not the Lookup *button*— that is useful, but the L command will help you find your patron and make them current in fewer steps.

The screenshot shows a 'Patron Lookup' dialog box with a search field containing 'anderson'. Below the search field is a table with three columns: 'Last Name, First Name', 'Barcode', and 'Homeroom'. The table contains two rows of results. At the bottom of the dialog are 'Cancel' and 'Select' buttons. The background interface shows a sidebar with icons for Circulation, Items, Patrons, Tools, and Researcher, and a main area with buttons for 'No Cl', 'Detail', 'Circ', and 'Trans'. A book cover for 'RED GLASS' is visible on the right side of the interface.

Last Name, First Name	Barcode	Homeroom
Anderson, Darla	1001	Jones
Anderson, Dustin	3144	Copeland

For example...

1. In the command line, type **L anderson** <enter> to bring up a list of all patrons with the last name Anderson.
2. From there you can tab to the list of results, and tap <enter> to open the first result or key through the results and press enter. Viola! Darla is current in Circulation.

That was 2 steps and no clicking.

As a comparison, if you press Lookup, you have to:

1. Press Lookup.
2. Type "anderson".
3. Select the name.
4. Then press <enter>.

That's 4 steps *with* clicking.

So pull up your patrons the fast way—use the Lookup command.