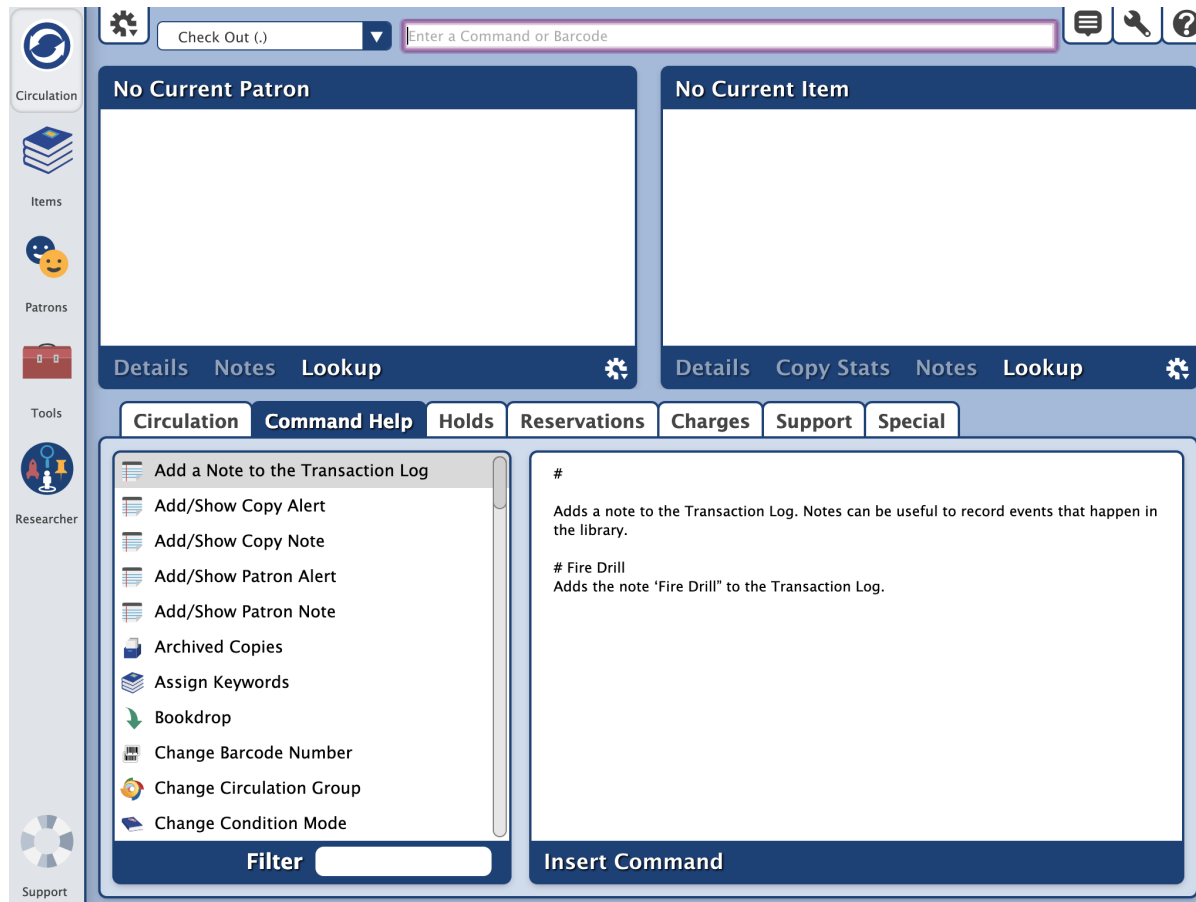


Get it done—more keyboard shortcuts

Tip for March 25, 2019

You may remember the [Command Line Shortcuts](#) tip from a few years ago. (Or maybe you don't—take a look, it's excellent.) That was followed up by [Command Line Shortcuts—Advanced](#). Also a great read, but it wasn't complete. Here are a few more.



There are four types of keyboard shortcuts:

1. **Management** shortcuts let you add, save, remove, or find records.
2. **Navigation** shortcuts that let you move between modules.
3. **Circulation** command line shortcuts change screen focus between Circulation tabs.
4. **Circulation** commands like R and H let you switch modes to Renewal or Hold.

Management shortcuts

/Ctrl R	Remove record
/Ctrl A	Add record
/Ctrl S	Save record
/Ctrl D	Duplicate record
/Ctrl F	Find records

Navigation Shortcuts (v7 only)

/Ctrl 1	Go to Circulation
/Ctrl 2	Go to Items
/Ctrl 3	Go to Patrons
/Ctrl 4	Go to Tools

/Ctrl 5	Go to Researcher
/Ctrl 6	Go to Reports
/Ctrl 0	Open the Support Center

Command line navigation shortcuts

F	Charges tab
FF	Charges history tab
HW	Homeroom tab
?	Command Help tab
Q	Patron Details
+	Patron Notes
++	Copy Notes
L	Patron Lookup
T	Title Lookup

Circulation Commands

See the [Circulation Commands](#) list for more!