

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.

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.