# 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!