Fewer clicks—Bookmark that

The end of the school year is quickly approaching, and you're probably running a lot of reports. Want to take a few clicks out of your workflow? Here are a few tips.

Version 7

Bookmarks. Each module has its own webpage, so it has a URL you can bookmark. In Reports, drag the URL to your bookmarks bar to access it directly next time!

Keyboard Shortcuts. In Circulation, use Command/Control+6 to open Reports in a new tab. See more shortcuts...

Moving back and forth between tabs a lot? Your OS/browser has a shortcut for that: Control+Tab to go right and Control+Shift+Tab to go left.

Version 6

Shortcuts. You must assign keyboard shortcuts to the menu item. On a Mac, go to System Preferences > Keyboard > Shortcuts, and select App Shortcuts on the left. Add a new shortcut for Application: Alexandria, like Menu Title: Reports, Keyboard Shortcut: Command+Shift+R

Moving back and forth between windows a lot? On a Mac, try Command+Tab to move between applications, or Command+` to move between windows in the same application. You can also set up Mission Control (System Preferences) for shortcuts to show all windows.

> ⓘ Still on version 6? Learn about switching to Alexandria 7!
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> Switch to Alexandria 7 ARCHIVED