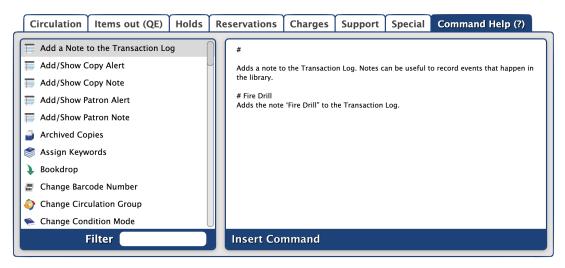# Refresher—Circulation commands

August 26th, 2019

Who else forgets keyboard shortcuts two seconds after learning them? Well, you're in good company. Alexandria has many useful commands, but it's easy to forget what they are—especially if you've had a long break! Here's a refresher to get you back in the rhythm of quickly navigating the Circulation module.

| Circulation | Items out (QE) | Holds | Reservations | Charges | Support | Special | **Command Help (?)** |

Add a Note to the Transaction Log
Add/Show Copy Alert
Add/Show Copy Note
Add/Show Patron Alert
Add/Show Patron Note
Archived Copies
Assign Keywords
Bookdrop
Change Barcode Number
Change Circulation Group
Change Condition Mode

Filter

#

Adds a note to the Transaction Log. Notes can be useful to record events that happen in the library.

Fire Drill
Adds the note 'Fire Drill" to the Transaction Log.

Insert Command

H - Place a hold (on any copy)

1. Bring up the patron placing the hold as the Current Patron in Circulation.
2. Enter **H** in the Command Line.
3. Scan the item barcode.

HC - Place a hold (on a specific copy)

1. Bring up the patron placing the hold as the Current Patron in Circulation.
2. Enter **HC** in the Command Line.
3. Scan the item barcode.

R - Renew an item

1. Bring up the patron whose item(s) need renewing as the Current Patron in Circulation.
2. Enter **R** in the Command Line.
3. Scan the item barcode(s).

RA - Renew ALL of a patron's items

1. Bring up the patron whose items need renewing as the Current Patron in Circulation.
2. Enter **RA** in the Command Line.
3. Check the Renewals tab to see if anything didn't renew (e.g. because of holds).

Also, remember that **G** lets you place Reservations, while **J** is the command for Reserves. Use Reservations to get a book, such as that Christmas title, for a specified period of time. And think of Reserves as in-library use only; an item on Reserve cannot be checked out. **F** jumps you to the Charges tab. **X** clears the screen. **#** leaves a note... we could go on. But we'll stop here.

Instead of trying to store *all* of these commands inside your brain, we have several resources you should definitely consider using:

- Go to **Tools > Reports > System > Barcodes** and print yourself a copy of the *Command Barcodes* report. With this, you simply scan the barcode of the appropriate command.
- See the full list of Circulation Commands in our Support Center.
- And don't forget you can always look at the **Command Help** tab when you can't remember that specific command!

If you need any help while getting back into the swing of things, contact our Customer Support team by giving them a call (1.800.347.4942) or sending an email (support@companioncorp.com)!

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