The Magic X

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Have you ever needed to leave your computer for a moment and wanted a quick way to clear the current patron and item? Well, here's a simple trick to clear those panes so everyone's information remains confidential!

The X command is a great way to perform multiple time-saving functions within Circulation. Let's take a look at what the "Magic X" can do for you!

Clear the Screen

1. With a current patron and item in **Circulation**, type **X** in the Command Line.
2. Hit **Enter/Return** on your keyboard.

Tada! In two quick keystrokes, you can clear your patron and item panes!

View Item Information

Another time to use the X command is whenever you want to just view an item without changing its status.

1. In the Command Line, type an **X** followed by the barcode, like this: **x 10101**.
2. Hit **Enter/Return** on your keyboard.

This will allow you to see the status of the book without initiating any commands.



Patron Details is now interactive in v7! If you want to view an item listed in the current patron's Details, simply click on that item's title. Cancel out of the Patron Details dialog and—voilà—it will be the current item.

View Patron Information

You can also do this with a patron. Say you are changing homerooms, and Darla walks up and asks you for a list of all her checkouts.

1. Simply type **X** and Darla's barcode into the Command Line (e.g. **x 1000**).
2. Hit **Enter/Return** on your keyboard.

You can then quickly print her Patron Details without skipping a beat!