Quickly now—Double-click to select

Tip for: 11.14.16

Every day there is so much to do and so little time… but you can save yourself one step just by double-clicking on patron and item list items in Circulation.

In the patron and item **Lookup** windows, double click any entry to bring it current in Circulation.

The same is true in the **Transaction Log**—double click a patron to bring them back.

It's really quite useful in the **Holds** lists, for both patrons and items—give it a try!