

CIRCULATION COMMANDS

CIRCULATION

B	Set Bookdrop (check-in) mode
B Barcode	Bookdrop Single item
C	Find Item by call number
DM	Discard Mode
G Item Barcode	Place reservation
H Item Barcode	Place hold request for title
HW	Open Location Tab
I	Set Inventory Mode
IB	Set Inventory with Bookdrop Mode
IS	Set Inventory Suppressed Mode
IBS	Set Inventory Bookdrop Suppressed Mode
K	Open Tasks Tab
L Patron Name	Locate Patron by First or Last Name
R	Set Renewal Mode
R Barcode	Renew Item
RG	Process a range of barcodes
A Name	Find Item by Author
SS	Find Item with Smart Search
T Title	Find Item by Title
X	Clear current Patron and current Item
X Patron/Item Barcode	View Patron or Item without action
Y	Start Statistics Mode
Y@Number	Start Statistics Mode in increments
Z	Clear Transaction Log
.mmddyy	Set override date
=	Perform current mode for Current Item
# Note	Add a Note in Transaction Log
?	Open Command Help Tab
*?	Open Keyboard Shortcuts

PATRONS

F	Open Charges Tab
F Amount, Comment	Charge a Fee
FF	Open Payments Tab
PH	Set All Patron Locations
Q	Open Patron Details
QE	Open Items Out Tab
UP Patron Policy Code	Change Patron Policies
! Note	Add/Show Patron Alert
+ Note	Add/Show Patron General Note
/Old Barcode=New Barcode	Change Barcode Number

ITEMS

CH	Set All Copy Locations
UI Item Policy Code	Change Item Policies
V	Assign Keywords
!! Note	Add Copy Alert to Current Item
++ Note	Add Copy Note to Current Item
/Old Barcode=New Barcode	Change Barcode Number

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