Function Keys and Keyboard Shortcuts for Circulation Module

The New System provides a number of ways to speed up your work through the use of function keys and keyboard shortcuts. The attached sheet lists all current function key settings, plus a number of the most useful keyboard shortcuts. A few notes to get you started using the attached information:

- **Using keyboard shortcuts is optional –** All of the listed functions can be done with the mouse. These shortcuts are intended for those who prefer to use the keyboard or need to do things in the quickest possible way.

- **Shorthand for function keys and shortcuts:** In the chart of function keys, if the row heading shows [Shift], that means you must hold down the [Shift] key, then tap the indicated function. If the shortcut shows [Alt] + k, that means you hold down the [Alt] key and tap the letter 'k.'

- **Circulation Module:** These function keys are specific to the circulation module. In other modules, the function keys will be associated with different tasks.

- **Finding Help:** Regardless of the module, F1 will always open the context-sensitive Help files.

- **Identifying Keyboard shortcuts:** To see if a button has a keyboard shortcut associated with it, tap the [Alt] key once. If you see a letter underlined on the button, that means that holding the [Alt] key and pressing that letter will do the equivalent of clicking on that button. Sometimes the keyboard shortcut will be shown in parentheses.

**Setting up a Function key for Discharge (Check-in)**

For whatever reason, the standard function key set-up does not include a function key for the discharging wizard. I recommend adding it, using the following process.

1. Click on the **Preference** menu at the top of the screen, then choose **Desktop Setup**, then **Current Toolbar,** then **Function Key Mapping.** →

2. The box for F3 should be empty. Choose the drop-down menu for F3 and select **Discharging** from the list of available wizards.

3. Click [OK] at the bottom of the box. The function key mapping screen should disappear. Try tapping F3 to see if the discharging wizard appears.

4. This change will need to be done on each computer that will be used for discharging.
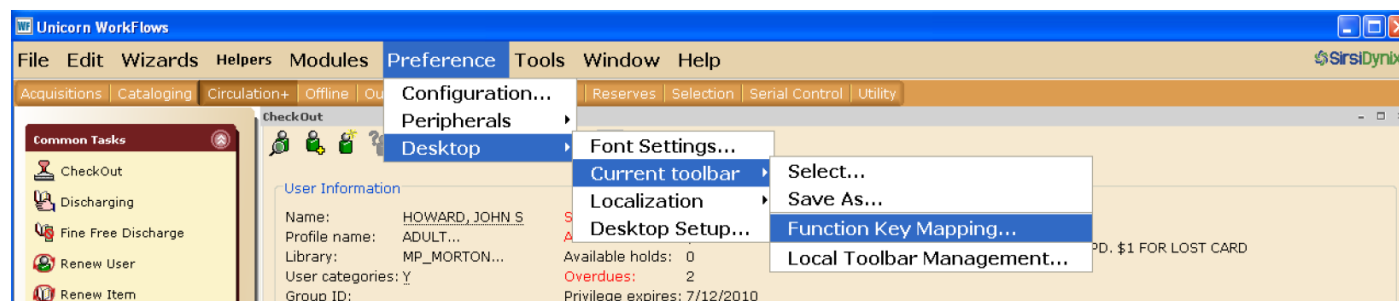
Circulation Module Function Keys and Shortcuts

	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
	Help	Check Item Status		Item Search & Display	Checkout	*Unavailable*	Renew User	*Unavailable*	Place Hold	*Unavailable*	User Registration	
[Shift]		Display Item Holds	Trap Holds	Inventory Item	Fine Free Discharge	Change Item ID	Renew Item	Billing a User	Display User Holds	*Unavailable*	Modify User	Remove User
[Alt]	Add Item	Modify Item Holds	Remove Item Hold	*Unavailable*	Mark Item Lost	Discharging Bookdrop	User Claims Returned	Paying Bills	Remove User Hold	Display User	Confirm Address	Renew Privilege
[Shift]+[Alt]		Delete Titles, etc.	Send Message	Modify Due Dates	Mark Item Used		Ephemeral	User Lost Card	Suspend User	Copy User	Pending Transits	Receive Transit

Additional keyboard shortcuts
[Alt] + k - Check out to new user **[Alt] + c** - Close open wizard
[Enter] - Various - Will choose highlighted button, close pop-up boxes, or complete wizard task
[Tab] - Navigate from field to field, or cycle through available choices. [Shift] + [Tab] will go opposite direction
Drop-down boxes – Tab to or double-click on box then type in first few letters of choice