

# Shortcut / Function Keys

There are some pages in the staff client that use embedded content (the catalog is an example of this). The shortcut keys will not work properly if you are on one of these pages and your mouse cursor context is inside of the embedded content. If you click in the white space around the edge of the page outside of the embedded content, the shortcut keys will then work.

Shortcut Key	Description
F1	Check Out
F2	Check In
F3	Search Catalog
F4	Search Patrons
F5	Item Status
F6	Record In-House Use
F8	Retrieve Last Patron
F9	Reprint Last Receipt
Shift-F1	Register Patron
Shift-F2	Capture Holds
Shift-F3	Search for Record by TCN
Shift-F8	Retrieve Last Record
Ctrl-F2	Renew
Ctrl-N	New Window
Ctrl-T	New Tab
Ctrl-W	Close Tab
Ctrl-Shift-T	Undo Close Tab (open last closed tab)
Ctrl-F5	Refresh / Reload Page
Ctrl-Tab	Switch between browser tabs (from left to right)
Ctrl-Shift-Tab	Switch between browser tabs (from right to left)
Ctrl-1	Switch to the First Tab
Ctrl-9	Switch to the Last Tab
Home	Go to Top of Page
End	Go to Bottom of Page

From:

<https://pines.georgialibraries.org/dokuwiki/> - **PINES Documentation**

Permanent link:

<https://pines.georgialibraries.org/dokuwiki/doku.php?id=circ:workstations:shortcutkeys>

Last update: **2018/12/03 13:43**