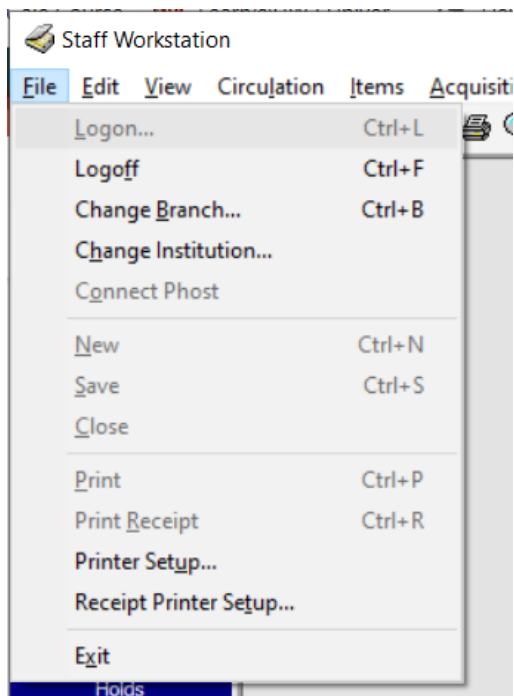


## CARL-X Hot Keys

In CARL-X, you can use hot keys to move through the client more efficiently and reduce the number of clicks needed.

### Menu Bar

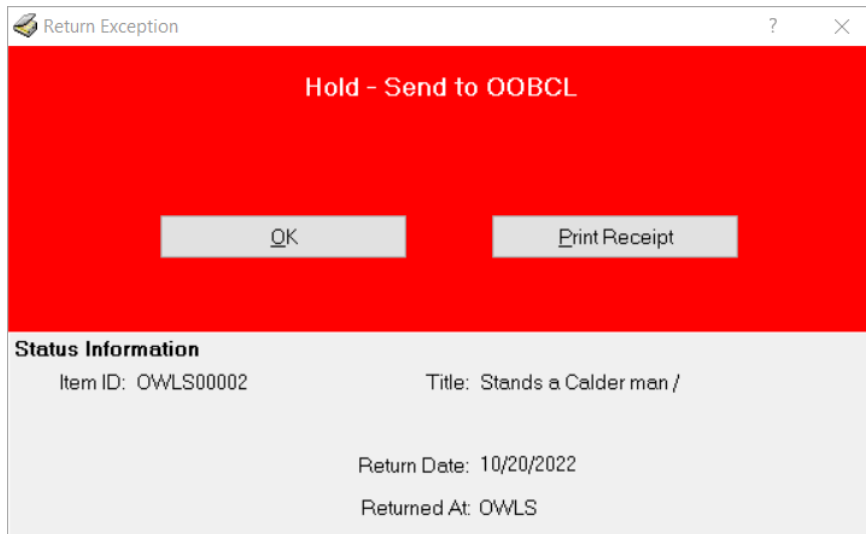
The menu bar displayed along the top can be accessed by holding down the 'alt' key and clicking the underlined letter of the menu option you'd like to view. For example, clicking "F" will pull down the File menu.



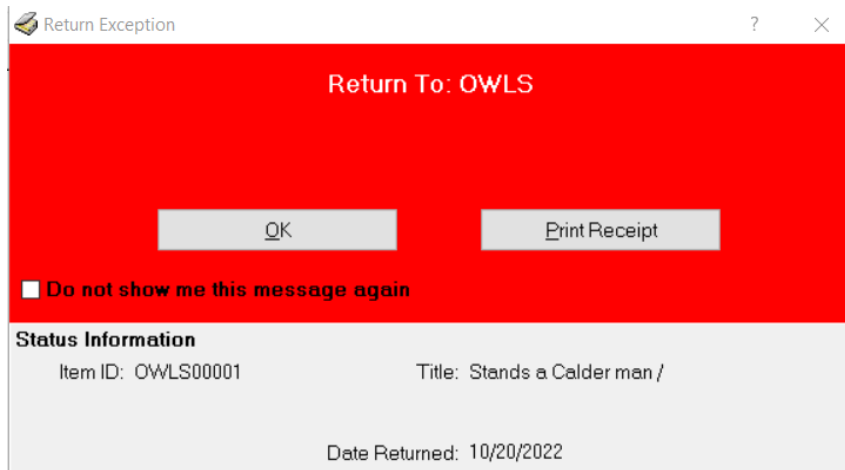
Once in your menu, you can then hit the underlined letter in the option you need. In our above example, if you need "Change Bbranch", you would tap the "B" key to pull up that window. Or you could use the shortcut keys seen to the right of each menu option. Using an example from the image above, to "Logoff" you could either hit the "F" key OR, "Ctrl+F."

## Big Red Boxes

When scanning items through Returns and items need to go into transit, fill a hold, etc., a Big Red Box will prompt you to either choose “OK” or “Print Receipt.” Instead of reaching for the mouse each time to make a choice, you can choose one of the underlined letters from the presented buttons. In the below example, a hold needs to be put into transit. Typing “O” for “OK” or “P” for “Print Receipt” will have the same effect as clicking the button with the mouse. This will be true for most of the Big Red Boxes that come up.



You can also check the box in the below Big Red Box for items going into transit (not holds in transit) indicating “Do not show me this message again.” This setting will remain in place for the duration of the session.



There are a few Big Red Boxes that allow using the “Enter” key. In the example below, you are informed that the patron has a hold available on the hold shelf. Clicking “Enter” is an implied action and will act as if you clicked “OK.” In this scenario, you cannot use a hot key to choose “OK” or “Patron Info.”

Exception - Hold Shelf Items

**Patron Has Books On Holdshelf**

OK
Patron Info

Branch Name	Item Count
OWLS	1

## CARL-X Hot Keys/Shortcut Keys

The following shortcut keys can be used from anywhere in the CARL-X client.

Charge	F2
Copy	Ctrl + C
Cut	Ctrl + X
Holds	F7
Item Information	F6
Log off	Ctrl + F
Log on	Ctrl + L
New	Ctrl + N
Paste	Ctrl + V
Patron information	F5
Print	Ctrl + P
Print Receipt	Ctrl + R
Renew	F4
Return	F3
Save	Ctrl + S
Select all	Ctrl + A
Set workstation settings	F12
Undo	Ctrl + Z
Workstation help	F1
Funds	Shift + F5
Invoices	Shift + F8
Order	Shift + F2
Receive	Shift + F3
Special charges	Shift + F9
Subscriptions	Ctrl + F2
Vendors	Shift + F6