

Polaris Keyboard Shortcuts

Keys	Description
F1	Help
F2	Check In
F3	Check Out
F5	Refresh
F6	Patron Status
F7	Patron Registration
F8	Properties
F9	Toggles between Patron Status and Patron Registration

General	
Ctrl + a	Select All
Ctrl + l	Log on, log off
Ctrl + c	Copy
Ctrl + x	Cut
Ctrl + v	Paste
Ctrl + Shift + a	Retrieve all records in search results
Ctrl + n	New work form
Ctrl + d	Delete Record
Ctrl + p	Print Current View
Ctrl + Shift + p	Print Current List View

Check Out/In	
Ctrl + r	Find Patron
Ctrl + i	Find item
Ctrl + q	Create quick-circ item
Ctrl + h	Place Hold
Alt + s	Special Loan use to set specific due date
Ctrl + b	Change an items barcode

Patron Status – Items Out	
Ctrl + r	Renew
Ctrl + m	Make a claim
Alt + n	View an item's notice history (This can be used in the Patron Status work form)

* Note:

Many other keyboard shortcuts are available on page 277 of the Polaris Patron Services Manual. The manual can be found under the help menu > online documents.

You can also hover over icons to see if they have a keyboard shortcut