Some Marmot Members libraries incorporate these macros into their normal work procedures. Use Ctrl V to paste them into the Macros under Admin, Settings, and Macros. See Sierra Creating Macros for Sierra Functions to learn how to add these macros to Sierra.

**ACQUISITION FUNCTIONS**
- **Anyone who uses Print/Send Order**
  %ALT+g%a%i (This macro will switch to the Print/Send Order function from any other function)
- **Anyone who uses Place Order**
  %ALT+g%a%o (This macro will switch to the Place Order function from any other function)
- **Changing the status in an order record to z cancelled** (This macro will move your cursor to the Status, and change any letter in the status field to a z for cancelled. You will need to click the Yes to change the status. Clicking Yes will move the process to the next record. If you want to create a macro for Yes, just enter the letter y in another macro field in Sierra)
  %TAB%TAB%TAB%TAB%TAB%TAB%TAB%TAB%TAB%TAB%TAB%CTRL+]%
- **Vendor Username & Password** (This macro will put the vendor username and password when ftping) username%TAB%password%ENTER%ENTER%

**CIRCULATION FUNCTIONS**
- **Anyone who uses Check Out (Circulation Desk Function)**
  %ALT+g%u%d%h (This macro will switch to the Check Out (Circulation Desk) function from any other function)
- **Anyone who uses Check-In (No Patron)**
  %ALT+g%u%c (This macro will switch to the Check-In (No Patron) function from any other function)
- **Anyone who uses Renew (No Patron)**
  %ALT+g%u%n (This macro will switch to the Renew (No Patron) function from any other function)
- **Anyone who uses Notices**
  %ALT+g%u%t (This macro will switch to the Notices function from any other function)
- **Anyone who uses Search/Holds**
  %ALT+g%u%h (This macro will switch to Search/Holds function from any other function)
- **Anyone who uses Cataloging**
  %ALT+g%c%g (This macro will switch to Catalog from any other function)
- **Anyone who uses Create Lists**
  %ALT+g%d%l (This macro will switch to Create Lists from any other function)

**Anyone who uses Inn-Reach Check-Out to Remote Site**
%ALT+g%u%i%k (This macro will switch to Inn-Reach from any other function)

- **Anyone who uses Course Reserves**
  %ALT+g%u%5 (This macro will switch to Course Reserves from any other function)
- **Anyone who uses High-Demand Holds**
  %ALT+g%u%o (This macro will switch to the High-Demand Holds function from any other function)
- **Anyone who uses View Outstanding Holds**
  %ALT+g%u%%UP%%ENTER%
- Use this macro to close a patron's record
%ALT+f%c

**Use this macro to get to a list of recent patrons**
%ALT+f%+r%

**Count Use** - Copy Use - %ALT+g%u%u%c
**Count Use** - Intl Use - %ALT+g%u%u%o
**Count Use** - IUSE3 - %ALT+g%u%u%u
**Count Use** - Portable Reader - %ALT+g%u%u%r

**CATALOG MACROS**
- DEDUPING - See Marcos for de-duping
- Move to Next Record under Catalog
%CTRL+]% (This macro will move to the next record without having to go back to browse)

**SEARCH/HOLDS**
- Anyone who would like to go directly to the barcode field
%ALT+HOME%b
- Anyone who would like to go directly to the title field
%ALT+HOME%t