USER GENERATED SIERRA MACROS

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 <u>Sierra Creating Macros for Sierra</u> <u>Functions</u> 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)

-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%



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-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

