Get started with OLIB Web

• **OLIB basics**

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  Learn about the menu, keyboard shortcuts, printing and logging in to OLIB.
  
  ◦ About OLIB Web
  ◦ Change location log in
  ◦ Keyboard shortcuts
  ◦ Log on
  ◦ Menu
  ◦ Print records

• **Search options**

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  Discover different options and features for searching in OLIB.
  
  ◦ Additional filter SQL
  ◦ Basic search
  ◦ Filter operators
  ◦ Keyword search
  ◦ Output records
  ◦ Refine the search
  ◦ Search windows
  ◦ Sort results
  ◦ View records

• **Add, edit and delete**

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  Learn about editing any records in OLIB.
  
  ◦ Annotations
  ◦ Attachments
Create new record
  ◦ Modify and delete a record

- Workspaces, saved searches, folders
  
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Discover useful workflows in OLIB.
  ◦ Folders
  ◦ Saved searches
  ◦ Workspaces