




Quick Reference

Load a borrower's account to view the options below.
Group Permissions are required for some options on this list.

Check Out (F2) <i>(Borrower Services)</i>	Scan the item's barcode, or type the barcode and click the Search button.
Renew an Item (F2) <i>(Borrower Services)</i>	Select the check box of the item to renew. Click the Renew Selected button.
Mark Lost, Claims Returned, Claims Never Out (F2) <i>(Borrower Services)</i>	Select the item's check box you want to mark lost or otherwise. From the Mark Selected drop-down list highlight the appropriate selection.
Print Slips (F2) <i>(Borrower Services)</i>	From the Print/Email drop-down list select <i>Due Slip</i> or <i>Items Out</i> .
Change Due Date (F2) <i>(Borrower Services)</i>	Click the Change Due Date button. Select Date and Time , select <i>Leave On</i> check box, when applicable, and then click OK . Proceed with the check out or renewal process.
Stats Only Check Out (F2) <i>(Borrower Services)</i>	Click the Stats Only button. Select the Category and type the Quantity .
Place Holds (F6) <i>(Borrower Services)</i>	Search or load the title. Select Hold Type and Pickup Location . Set the Priority and Exp Date , and then click Place Hold .
Pay / Waive Charges <i>(Borrower Services)</i>	Click Charges . Under Make Payment select Type , enter the Amount , and click Pay .
Add New Borrower <i>(Borrower Services)</i>	Click Borrower Info . Click the New Borrower button. Complete the required fields (*) and click Save , OR search by Last Name and on the Borrower Search result, click New Borrower . Complete the required fields (*) and click Save .
Edit Borrower Info <i>(Borrower Services)</i>	Click Borrower Info . Make changes as necessary. Click Save Changes .

Check In (F3) <i>(Borrower Services)</i>	Scan the item's barcode, or type the barcode and click the Search button.
In-House Use (F3) <i>(Borrower Services)</i>	Select the In-House Use option. In-House Use Check In displays. Scan the item's barcode, or type the barcode and click the Search button. Click <i>Normal</i> when Check In is complete.
Special Status (F3) <i>(Borrower Services)</i>	Select the Special Status option. Scan the item's barcode, or type the barcode. Select from the drop-down list the special status.
Add Title or Item On-The-Fly (F4) <i>(Staff Services)</i>	Under Add New OTF , complete the required fields (*) and click Save and Check In OTF or click Save OTF In Transit . Click Add New Item , if necessary, OR if a title is already loaded, click the Add New Title button, complete the required fields (*) and click Save and Check In OTF , or click Save OTF In Transit . Click Add New Item , if necessary.
Edit Item Information (F4) <i>(Staff Services)</i>	Search for and load a title. Click the appropriate row in the Items table and click the Edit Item button. Edit the information as needed and click Save Changes .
Retrieve Messages (F7) <i>(Staff Services)</i>	Click Messages or the Envelope  . Select <i>General Messages</i> or <i>Cancelled Holds</i> . Click the Print All or Export All button at the bottom of the page, when applicable.
List & Actions <i>(Lists & Actions)</i>	Click the Items button and select your criteria to start building lists.
Log Off (F5)	Log off the current LS2 Staff session and display the Log On dialog.
Full Screen Normal Screen (F11)	Toggle between browser Full Screen mode and Normal Screen mode.
View Help (F1)	Access LS2 Staff Help.
<p style="text-align: center;">Library•Solution Support</p> <p style="text-align: center;">Toll Free: 800.852.4911, Local: 304.229.0100, FAX: 304.229.0295</p> <p>Email: Support@TLCdelivers.com Web: http://www.TLCdelivers.com/helpdesk</p>	