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