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