Get started with OLIB Web

• **OLIB basics**

  [No image available](#)

  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**

  [No image available](#)

  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**

  [No image available](#)

  Learn about editing any records in OLIB.

  ◦ Annotations
  ◦ Attachments
Create new record
  ◦ Modify and delete a record

• Workspaces, saved searches, folders

  No image available

Discover useful workflows in OLIB.

  ◦ Folders
  ◦ Saved searches
  ◦ Workspaces