CUSTOMIZING THE VISUAL SEARCH ON WEBOPAC
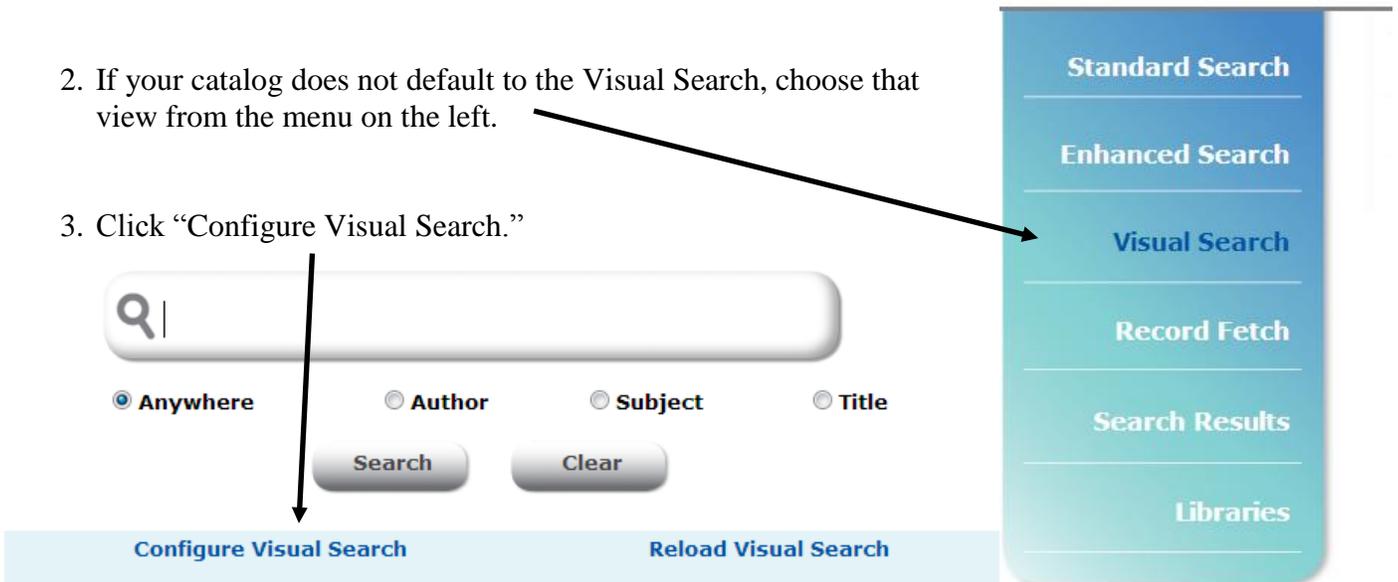
I. ACCESSING THE CONFIGURATION MODE

1. On your WebOPAC page, click the "Sign In" link in the upper right corner and use the same logi& password you use to get into cataloging or circulation.

Instructional Support Center Library

Sign In
My Bookbag
My Account

Sue's Library Resources   SCHOOL LIBRARY SYSTEM SERVICES   The Greater Southern Tier BOCES

My Account

Login name/barcode stanner
Password ●●●●●●●

Sign In

2. If your catalog does not default to the Visual Search, choose that view from the menu on the left.

Standard Search

Enhanced Search

Visual Search

Record Fetch

Search Results

Libraries

3. Click "Configure Visual Search."

🔍 |

◉ Anywhere   ○ Author   ○ Subject   ○ Title

Search   Clear

Configure Visual Search   **Reload Visual Search**

4. It will ask you sign in again. Once again, use the same login/password you use to log in to cataloging/circulation and click the Login button.

↺Reset

Login name/barcode stanner

Password ●●●●●●●●

Login

II. EDITING THE LINKS

1. Deleting a button
   a) Click "Configure" on drop-down list immediately above the button you wish to remove. Click "Delete." (NOTE: YOU CANNOT UNDO THIS!)

2. Moving a button:
   a) Click "Configure" on drop-down list immediately above the button you wish to move. Click "Move left" or "Move right."

   b) Re-select the button and repeat these steps till the button is where you want it.

3. Modifying a button

Click "Configure" on drop-down list immediately above the button you wish to change. Choose "Modify…" and make your changes in the ensuing pop-up box.

4.

4. Adding a button
   a) Choose your component type:
      - Topic component – like a subject heading; this link will take you to another list of subtopics. Used for grouping like items together. [see figure 1]
      - Query component – runs a specified query on items in your catalog, such as searching for all holiday books, etc. [see figure 2]
      - Link component – launches a website or other external program. [see figure 3]
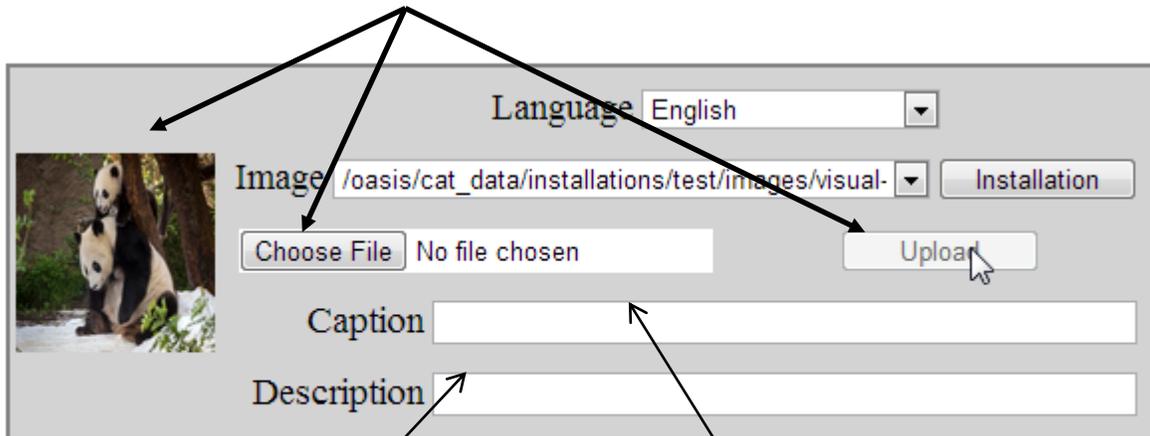   b) Click one of the configuration links.

   Create New Topic   **Create New Query**   **Create New Link**

5. An empty button will appear on the page. Click the Configure drop-down menu. and choose Modify.

   Configure ▼
   none

   (topic)

   Configure ▼
   Configure
   Modify
   Delete
   Move Left
   Move Right

   Figure 1: Topic component

6. Click the choose File button to upload an image for the button. BE SURE to click Upload button and see the image appear on the right before continuing.

   Language English ▼
   Image /oasis/cat_data/installations/test/images/visual- ▼   Installation
   Choose File No file chosen   Upload
   Caption
   Description

   Save

   Add a description, if desired.

   Type a caption for your button here.

7. When you are finished, click Save.

Figure 3: Link component

8.   Click the choose File button to upload an image for the button. BE SURE to click Upload button and see the image appear on the right before continuing.

Visual Search

Language [English ▼]

Image [▼] [Application]

[Choose File] No file chosen   [Upload]

Caption [   ]

Type a caption for your button here.

Description [   ]

Add a description, if desired.

Subject [▼] [   ]

[   ]

[▼] Abstract [▼] [   ]

AND
OR
NOT

[   ]

Abstract [▼] [   ]

[   ]

Enter your search terms to query your catalog in these boxes. You can choose which fields to search and also change your Boolean operators.

[Save]

9.   When you are finished, click Save.

10. Click the choose File button to upload an image for the button. BE SURE to click Upload button and see the image appear on the right before continuing.

Visual Search

Language English

Image

Choose File No file chosen   Upload

Application

Caption

Description

Type a caption for your button here.

Link

Save

Add a description, if desired.

Enter your web address here (beginning with http://)

11. When you are finished, click Save.