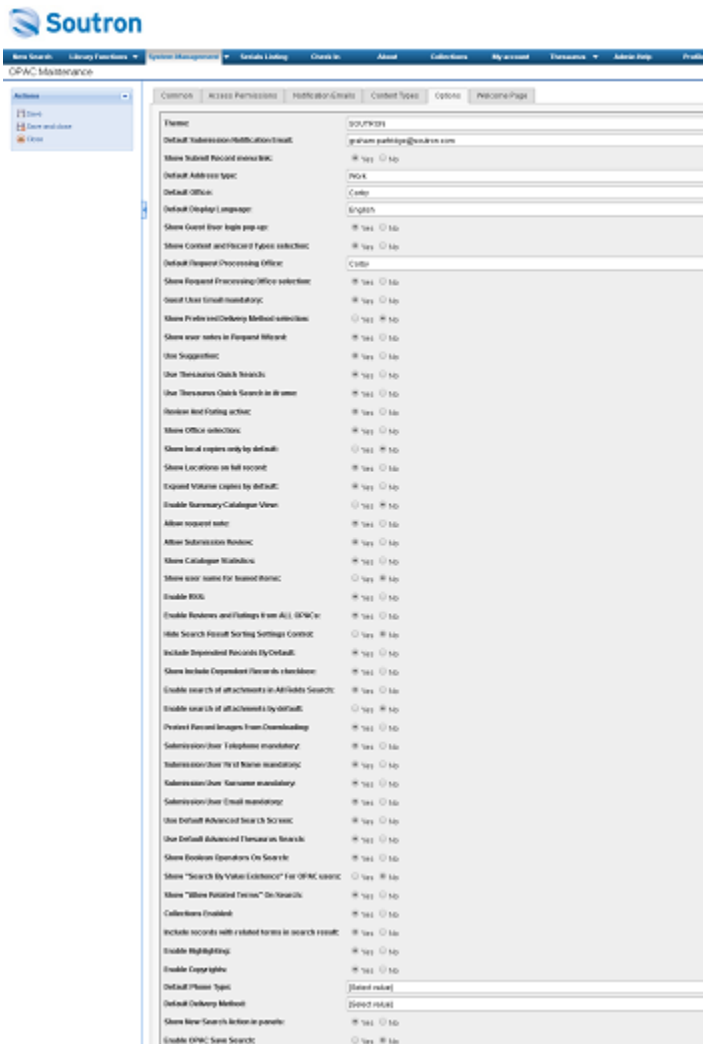


Options Settings

Description

The Options tab relates to settings that determine policies or treatment of content and / or the display of records in the OPAC. All changes are effected in real time.

When you click on the Options tab, the page displays as follows:



The table below explains the function of each setting:

Setting	Module affected	Function	Applies to (users)	Default value
Theme	General	Enter the name of the theme, which defines the appearance for the OPAC. If nothing is specified, the default Soutron theme will be used. At present, themes need to be created by Soutron .		[none]
Default Submission Notification Email	Document Submission	The library email address to which notification of document submissions will be sent, unless individual library email address have been defined in the Notification Emails tab.		[none]

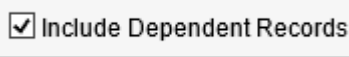
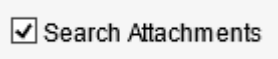
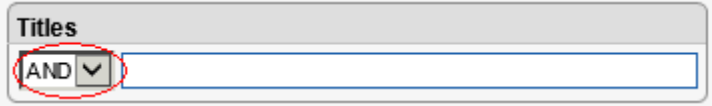
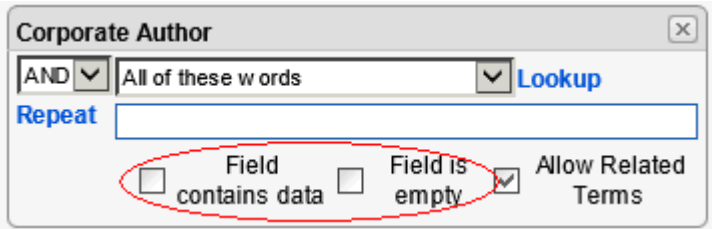
Soutron Documentation

Show Submit Document Menu Link	Document Submission	Determines whether the option to submit documents will be shown on the OPAC menu.	No
Default Address Type	Requests	From the drop-down list, select whether the default address type in the Request Wizard will be Home, Work or Office.	[none]
Default Office	General	If no default office is assigned, when the user accesses the application for the first time, they will see the office and language selection screen . Define a default office to prevent this.	[none]
Default Display Language	General	The default language of the application (English) is automatically assigned to an OPAC. To allow users to select the language in the office and language selection screen , change this to [Select value].	English
Show Guest User login pop-up	Requests	If you allow Guest users (ie those who do not have to log in to the application initially) and allow them to make requests , if a user tries to make a request, they will be prompted to log in or enter their email address. To turn this off, set this to No. Either way, the user will be asked to enter their contact details. This will create a temporary borrower in the User module. If you are allowing Guest access for Copy Requests it is recommended that you leave this set to Yes to prevent a user borrowing more items than they are allowed.	Yes
Show Content and Record Types Selection	Search	Determines whether the Content and Record Types selection box appears in the search screen or not	Yes
Default Request Processing Office	Requests	From the drop-down list, select the office which will be the default for processing requests from this OPAC.	[None]
Show Request Processing Office Selection	Requests	Leave this option as No to hide the ability for users to see which office will be processing the requests; select Yes to show it.	No
Guest User Email Mandatory	Requests	Leave this option as Yes if Guest users have to enter an email address when making a request; select No if not, in which case telephone will be mandatory.	Yes
Show Preferred Delivery Method Selection	Requests	If you do not allow users to choose their delivery method for requests, use this option to how or hide it in the Request Wizard screen.	Yes
Show user notes in Request Wizard	Requests	This option applies only to Supply a Copy requests. Leave this option as Yes to allow the user to enter a note at the end of the address section when making a request. This information appears in the Supply a Copy notification email but NOT in Request Maintenance. Set this option to No for all other request types.	Yes
Use Suggestion	Search	Determines whether the Use Suggestion option is turned on for text and rich text fields and Field Groups that have Suggestion enabled	No
Use Thesaurus Selection Search	Search	Determines whether the Thesaurus selection search box appears in the search screen or not	No
Use Thesaurus Selection Search in iframe	Search	This is no longer used in the application and can be ignored	No
Reviews and Ratings Active	Search	Determines whether Reviews and Ratings are active or not for this OPAC, if you have a licence for this module. If this is enabled, it is available for all users of this OPAC.	No
Show Office Selection	Search	Determines whether the Office selection box appears in the search screen or not	Yes

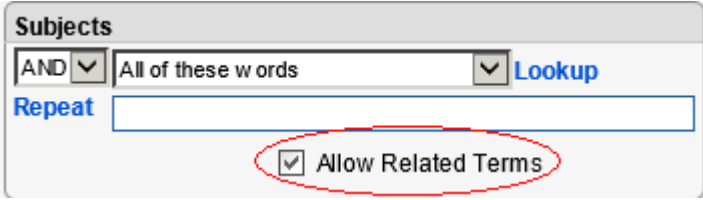
Soutron Documentation

Enable Summary Catalogue view	Search	<p>Determines whether, from the search results table, the user then sees the Summary and Locations screen for a record or goes straight to the full record in this OPAC.</p> <p>This does not apply to Library staff, as they do not see the Summary and Locations screen.</p> <p>If you use the <code>?catsummaryview=xxxx</code> url to access records in the OPAC from an external source then this must be left on, as this function is not yet available for Full Record View.</p> <p>If this setting is turned off, it overrides the OPAC Summary settings in Field Maintenance (old).</p> <p>OPAC Summary is generally no longer used. When you do a search and see your results, you can set the system so that when you click on a record you would see a summary of the record rather than the full record. Then you would have to click again to see the full record. By default the system is no longer set up to use it.</p>	OPAC	Yes
Show local copies only by default	Search	Determines whether the Summary and Locations screen shows only local copies by default or not. Users can toggle between seeing all copies or only copies from their local office.		No
Show Locations on full record	Search	Determines whether the locations appear on the full record screen as well as on the OPAC Summary & Locations screen.	OPAC Admin	No
Expand Volume Copies by default	Search	In Locations screens the volumes will automatically open in expanded view when this is set to Yes.		No
Allow request note	Requests			Yes
Allow Submission Review	Document Submission			Yes
Show catalogue statistics	Search	To hide the statistics box on the left hand window when viewing a catalogue record, select No.		Yes
Show user name for loaned items	Search	<p>Determines whether or not OPAC users can see the borrower name for items which are on loan.</p> <p>Having this turned on has the potential to result in your loans data being incorrect as users could take items from people's rooms without their knowledge and result in items going missing. In some organisations this could be seen as a breach of data protection, so please check this before enabling your OPAC end users to see this information.</p> <p>It is highly recommended that this option is set to No as otherwise it reduces the efficiency of loans management.</p>	OPAC	No
Enable RSS	Search	Determines whether or not RSS is enabled: this gives you the ability to set up and subscribe to feeds from the catalogue.		No
Enable two lines search result grid	Search	Determines whether or not an additional line of fields displays underneath the first row in the search results table.		No
Enable Reviews and Ratings from ALL OPACs	Reviews & Ratings	Determines whether or not Reviews and Ratings can be shown on all OPACs, providing the correct access permissions are in place for users.	OPAC Admin	No
Include Dependent Records By Default	Search	Determines whether or not amendments are included in the search by default.	OPAC Admin	Yes
Hide Search Result Sorting Settings Control	Search	Determines whether or not logged-in OPAC users can sort search results as they wish; library staff always have this option.	OPAC	No

Soutron Documentation

Show Include Dependent Records checkbox	Search	Determines whether or not the "Include Dependent Records" checkbox is shown on the search screen, thus whether or not the user has a choice about amendments being included in the search. 	OPAC Admin	Yes
Enable search of attachments in All Fields Search	Search	Enables the tick box to determine whether or not the text of amendments are included in the All Fields search . 	OPAC Admin	Yes
Enable search of attachments by default	Search	Determines whether or not the text of attachments are included in the search by default.	OPAC Admin	Yes
Protect Record Images From Downloading	Search			No
Submission User Telephone mandatory	Document Submission			Yes
Submission User First Name mandatory	Document Submission			Yes
Submission User Surname mandatory	Document Submission			Yes
Submission User Email mandatory	Document Submission			Yes
Use Default Advanced Search Screen	Search			Yes
Use Default Advanced Thesaurus Search	Search			Yes
Show Boolean Operators On Search	Search	Determines whether or not the Boolean operators are included on the search screen or not. 	OPAC Admin	Yes
Show "Search By Value Existence" For OPAC users	Search	Determines whether or not logged-in OPAC users can search for records where fields are either empty or contain data, where this has been enabled in Field Maintenance (old) ; library staff always have this option. 	OPAC	No

Soutron Documentation

Show "Allow Related Terms" On Search	Search	Determines whether or not searches in thesaurus fields have the tick box option to also retrieve records which have been tagged with related terms 	OPAC Admin	Yes
Enable Collections	Search	Determines whether or not Collections (old) can be used in this OPAC	OPAC Admin	Yes
Include records with related terms in search result	Search	Determines whether or not searches in thesaurus fields also retrieve records which have been tagged with related terms.	OPAC Admin	Yes
Enable Highlighting	Search	Enables the highlighting of words or phrases that you have searched for, in search results and full record displays		Yes
Enable Copyrights	Requests	Enables copyright protection on file and image downloads		Yes
Default Phone Type	Search	Sets the default phone type in user records		[Select value]
Default Delivery Method	Search	Sets the default delivery method for requests : select Collection or Send from the drop-down list		[Select value]
Show New Action in panels	Search	Enables the new search button		Yes
Enable OPAC Save Search	Search	Enables saved searches		No
Use/hide advanced controls:	Search	If set to NO advanced controls will be displayed on the portal advanced search page by default.		
Enable Record Enquire	Catalogue			
Application base URL	System	The URL for the LMS, in the format http://servername/virtualdirectoryname , eg http://test.soutron.com/Library The virtual directory is usually "Library" but may not always be.		
Allow guest access	Users	If Set to No users must login before being presented with a Search screen		
OPAC base URL	System	The URL for the Portal, in the format http://servername/virtualdirectoryname , eg http://test.soutron.com/portal The virtual directory will be "Portal"		
Book to view max days	Requests	If using Book to View function for requests you can set the number of days ahead of the current date a user can select for the viewing		
Enable book cover empty image	Catalogue	If no book cover is available this default image can be applied to provide a more consistent look to your full record displays		
Field Specific Include Narrower Terms selected by default	Search	Will include narrower terms when searching thesaurus fields		
Show field specific Include Narrower terms for End Users	Search	Will show an option for users to de-select at time of search. Works in conjunction with above option.		

Soutron Documentation

Show Narrower Terms checkbox for Roled users in All Fields Search	Search	If Set to Yes a checkbox will be shown under the all fields search box to allow users assigned a role to include narrower terms in all field searches		
Admin portal base URL	System	The URL for the Portal, in the format http://servername/virtualdirectoryname , eg http://test.soutron.com/admin The virtual directory will be "Admin"		
Show empty thesaurus search after lookup				
Soutron API Base URL	System	The URL for the API, in the format http://servername/virtualdirectoryname , eg http://test.soutron.com/SoutronAPI The virtual directory will be "Portal"		
Search: Include Issue Records	Search	If enabled Issues received as part of a check-in will be included in search results.		No
Search LMS: Show Include Issue Records	Search	Allows a toggle in the LMS so that issues can be included ad-hoc.		No
Search Portal: Show Include Issue Records	Search	Allows a toggle in the Portal so that issues can be included ad-hoc.		No
Include Issue in Acquisition Suggest	Search	If enabled Issue records will be returned when searching using suggestion in Acquisition search		No
Allow Password Reset	System	Enables an option for users to reset their own password. Displayed as part of the [LOGIN] marco.		No
Allow User Self Registration	System	Allows users to register for an account on the Portal. Displayed as part of the [LOGIN] marco.		No
Disable Cookie Policy	System	Used to prevent Cookie notice displaying to users of the Portal.		Yes
Allow Request Visit Date Today	Requests	When enabled it allows Book to view requests to be set for the current day.		No
Show Scope Note for Search Catalogues	Search	Enables scope note hover icons in thesaurus lookup on the portal advanced search		No
Show Scope Note for Catalogue Edit	Search	Enables scope note hover icons in thesaurus lookup on the document submission edit.		No

Completing the process

When you have finished, click **Save** in the Actions menu, or **Save and Close** to return to the list of OPACs.

See Also
[OPAC Maintenance](#)