

OPAC Maintenance

This sections explains how to define the settings for the OPAC, or set up a new OPAC. The Default OPAC is supplied set up with the system when it is first implemented.

Multiple OPACS can be set up as needed. Different OPACs might be required for different audiences, with different themes, different functions enabled, and perhaps with access to only certain Content.

Where there are complex requirements for the OPAC, such as multiple OPACs or multiple access permissions, we recommend that you contact the [Soutron Help Desk](#) for advice before proceeding.

To access OPAC Maintenance, select [System Management](#) > [OPAC Maintenance](#).

The following screen opens:

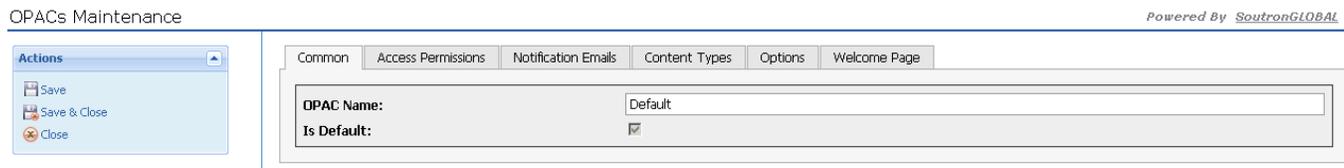


The Default OPAC is already set up. It is possible to amend the Default OPAC or to Create New OPACs and define the options for that OPAC.

Editing an OPAC definition

To edit an existing OPAC definition, tick the box next to the OPAC, and then click **Edit** in the Actions menu.

A new screen opens:



The name of the OPAC is presented in the Common Tab and a tick box signifies whether it is the Default OPAC or not. The OPAC Name can be changed if required.

There are five other sections:

- [Access Permissions](#)
- [Notification Emails](#)
- [Options](#)
- [Welcome Message](#)
- [Content Types](#)

When you have completed all changes, select one of the options in the Actions sidebar menu:

- to save and exit the definition, click **Save & Close** in the Actions menu
- to exit the definition without saving, click **Close** in the Actions menu
- to save the definition and then continue making changes, click **Save** in the Actions menu

Creating a new OPAC

To create a new OPAC, click **Create New** in the Actions menu.

The same form opens as for editing the predefined OPAC. Define the settings as described above, then click **Save**.

A URL is available for each OPAC in the following format:

<http://{server name}/Library?opac=OPACname>

Note that the name of the OPAC in the URL is case-sensitive.

Deleting an OPAC

To delete an OPAC definition, first select the OPAC to be deleted by ticking the box next to it.

Then click **Delete** in the Actions menu.

Note! There is no warning message before the OPAC definition is deleted.

Setting an OPAC as the default

By default, the predefined Default OPAC is defined as the default.

To set another OPAC as the default instead, tick the box next to the OPAC to be the default, and then click **Set default** in the Actions menu.