Modify staff Login options

Learn how to modify staff login options in Relais ILL.

1. Login to Administer Settings.
2. Select the Applications Settings tab.
3. Open the Processing section.
4. Open the Login section.
5. Select the instance of the Login application to be modified.
6. Click Extended Settings.
7. Select Functions Left to modify the left column of the Login or Functions Right to modify the right columns.
8. Select the applications, from the bottom pane, to remove from the list.
9. Click Delete.
10. Select the **applications** from the Applications drop down to add to the Login, e.g., Review Queue.
11. If appropriate select a corresponding Identifier, e.g., Web Form Entry.
12. Modify the **Description**, if necessary.
13. Click **Add**.
Note: Each column can have only 15 entries - including the separator.

14. Use the **Up/Down arrows** to order the applications in the way they display when using the Login instance.
15. Click **Update**.
16. Click **OK** when complete.
17. Click **Reset** to revert to the original data.
18. Click **Cancel** to exit without saving changes.

**Note:**

- To organize functions on the Login, add the Separator.
- Close and reopen Login for the changes to take effect.

https://help.oclc.org/Resource_Sharing/Relais_ILL/Administration/Modify_staff_Login_options
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