CREATING CUSTOM RIVERS ON THE OPAC

Insignia Library System has a feature where you can create custom item lists that can appear on the online catalog home page.

CREATE A SUBSET

The first step is to create a subset of the items you want to include in the river. This subset will need to be filled manually – it will not automatically add items to it.

1. Go to **Catalog > Cataloging > Find/Add Item**.
2. Search for item(s) that you would like to add to the subset.
3. In the search results, select the title and click the **Subset** button on the right side.
   3.1. If you do not see **Subset**, click on **More…** on the right side and select the checkboxes for **Subset** and **Subset All**.
   3.2. To add all items in the results to the subset, click on **Subset All**.
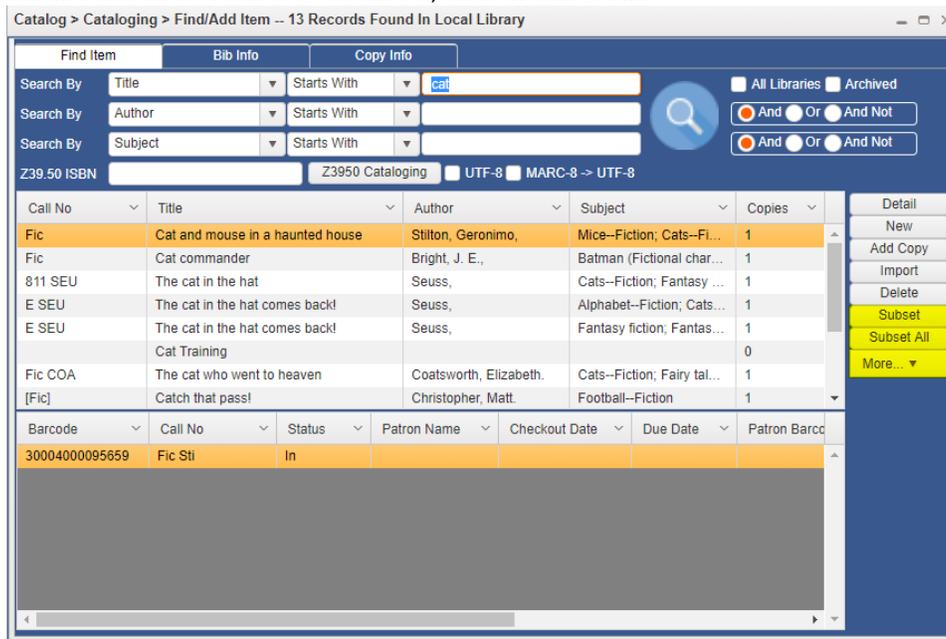
4. In the "Create New" area in the pop-up that appears, enter the name of the subset. This will also be the header for the river on the homepage.
5. Select the **OPAC** checkbox and click **OK**.

6. To add more items to the subset, continue searching and click **Subset/Subset All**, then select the subset you created from the dropdown menu and click **OK**.

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ADD THE SUBSET TO THE HOME BODY TEMPLATE

1. Log into the Discovery Layer Manager by going to your library OPAC, scrolling down to the bottom of the page, and then clicking **Discovery Layer Manager**.
2. Once you are logged in, on the left side, click on **Home Body**.
3. Double click the template you have set as the default Home Body template.
4. Click **Edit**.
5. On the left side, you should see the subset you created. Left click and drag it to the right side.
   5.1. You can also reorder it by dragging it up or down, after you have dragged it into the right side.
6. Click **Save** when finished.