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# CONFIGURING THE DISCOVERY LAYER USING THE DISCOVERY LAYER MANAGER

Insignia offers a fully customizable Discovery Layer for your library's OPAC. This is done by editing webpages using the Discovery Layer Manager.

To access the Discovery Layer Manager, go to your OPAC Site and click on **Insignia Discovery Layer Manager** at the bottom of the page.

Type in your username and password. Click **Log In**.

If you have access to multiple libraries in the system, you will see a dropdown menu at the top where you can switch between libraries to modify the Discovery Layer for each.
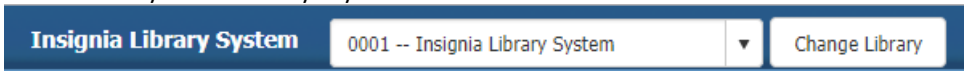
DESIGN

The Design section of the Discovery Layer Manager manages the look and feel of the website. It allows you to change the design and layout of the Header, Home Body, Left Banner, and Right Banner. For each of these elements, multiple designs can be created and you can select one to appear as the default design.
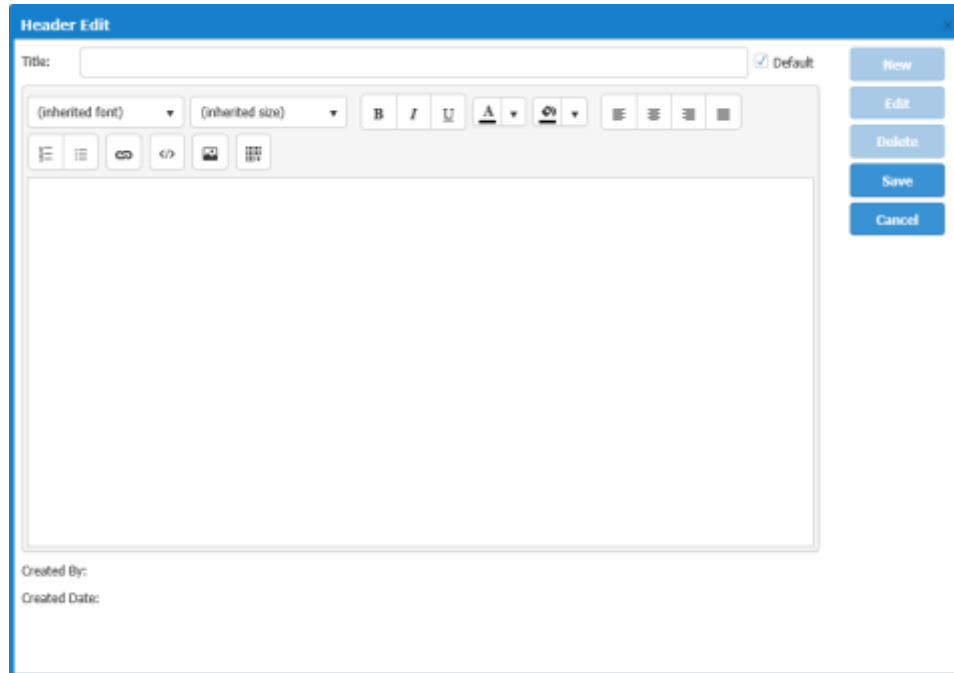
HEADER

The Header is the portion of the webpage that appears at the top of the page above the menu icons.

NEW

1. Go to **Design > Header.**
2. Click **New**.

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3. Enter a title for the header.
4. If you want your header to always appear by default, check Default.
5. Create your custom header using the design window.
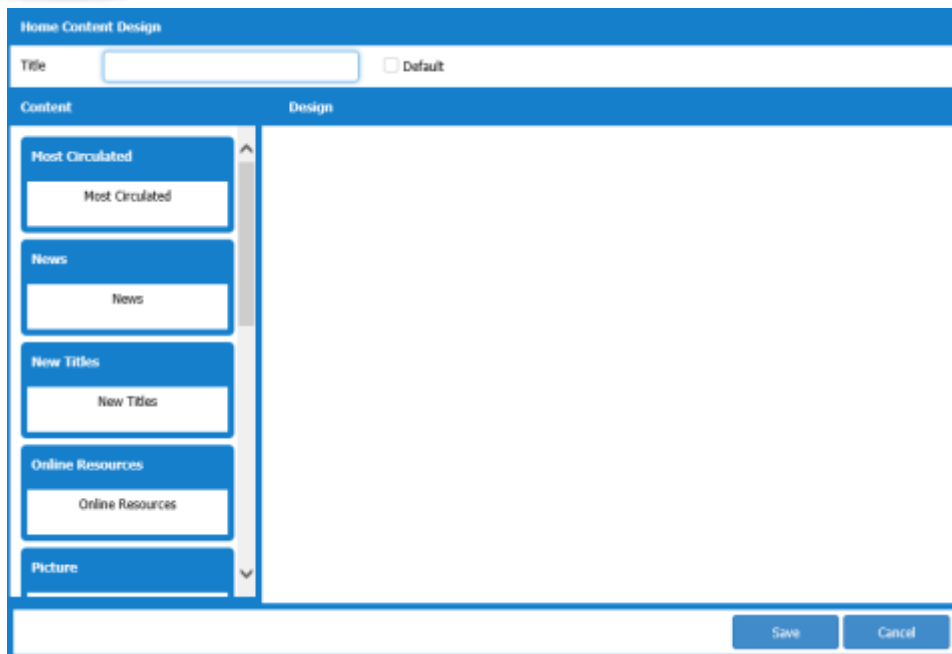6. Click **Save** when finished.

EDIT

1. Go to **Design > Header.**
2. Select the Header title to edit.
3. Click **Detail**.
4. If you want your header to always appear by default, check Default.
5. Edit your custom header using the design window.
6. Click **Save** when finished.

HOME BODY

The Home Body is the center part of your library's Discovery Layer.

NEW

1. Go to **Design > Home Body.**
2. Click **New**.
3. Enter a title for the Home Body.
4. If you want your home body to always appear by default, check Default.
5. Drag elements from the Content column on the left into the Design window on the right.
6. Rearrange elements in the design window by dragging and dropping them in.
7. Remove elements by clicking on the **X** in the top right corner.
8. Click **Save** when finished.

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EDIT

1. Go to **Design > Home Body.**
2. Select the Home Body title to edit.
3. Click **Detail.**
4. If you want this home body to always appear by default, check Default.
5. Edit your custom home body using the design window.
6. Click **Save** when finished.

Tip: You can also choose your defaults by selecting the title and clicking **Set Default** in the main Discovery Layer manager window.

CONTENT CATEGORIES

This section provides explanations for all of the content categories available in the Home Body.

1. **Most Circulated:** Displays the covers of books that are the most circulated in the system.
2. **News:** Allows custom news stories to be added. The news stories are added under **Content > News** in the Discovery Layer Manager.
3. **New Titles:** Displays the covers of the recently cataloged books that were created in the ILS under **Catalog > Cataloging > Find/Add Item.**
4. **Online Resources:** Online resources organized by category can be entered in the ILS under the **Administration > Library Setting > Home Page > Online Resources** tab.
5. **Picture:** Pictures can be added to the Discovery Layer from the ILS under the **Administration > Library Setting > Home Page > Image** tab. This is useful if you would like to showcase an event at the library or an author visit.
6. **Recently Viewed:** Displays the covers of the books that have been viewed recently in the system.
7. **Recommended:** Displays the recommended titles entered in the ILS under **Catalog > Cataloging > Recommended List.**
8. **Top Rated:** Displays the covers of the top rated titles which received the highest star ratings from patron profiles that can log in to the Discovery Layer.

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9. **Video:** Displays a screenshot of each video that is playable on the homepage.

LEFT BANNER

The Left Banner manages the left side of your library's Discovery Layer.

NEW

1. Go to **Design > Left Banner.**
2. Click **New**.
3. Enter a title for the Left Banner.
4. If you want your left banner to always appear by default, check Default.
5. Drag elements from the Content column on the left into the Design window on the right.
6. Rearrange elements in the design window by dragging and dropping them in.
7. Remove elements by clicking on the **X** in the top right corner.
8. Click **Save** when finished.

EDIT

1. Go to **Design > Left Banner.**
2. Select the Left Banner title to edit.
3. Click **Detail.**
4. If you want this Left Banner to always appear by default, check Default.
5. Edit your custom banner using the design window.
6. Click **Save** when finished.

CONTENT CATEGORIES

This section provides explanations for all of the content categories available in the Left Banner.
1. **Announcements:** You can post announcements for your library. This can be done from the ILS under the **Administration > Library Setting > Home Page > Announcement** tab.
2. **Did You Know:** You can populate this box with interesting facts. This can be done from the ILS under the **Administration > Library Setting > Home Page > Quote** tab.
3. **Library Hours:** The library hours is populated with the hours from the **Administration > Library Setting > Library Info > Office Hours** tab selected and added to the **Library Information** tab.
4. **Contact Us:** You can enter contact information for your library.
5. **Visitors Counter:** Shows the number of visitors who have visited your library's Discovery Layer.
   1.

RIGHT BANNER

The Right Banner manages the right side of your library's Discovery Layer.

NEW

1. Go to **Design > Right Banner.**
2. Click **New**.
3. Enter a title for the Right Banner.
4. If you want your right banner to always appear by default, check Default.
5. Drag elements from the Content column on the left into the Design window on the right.
6. Rearrange elements in the design window by dragging and dropping them in.
7. Remove elements by clicking on the **X** in the top right corner.
8. Click **Save** when finished.

EDIT

1. Go to **Design > Right Banner.**

2. Select the Right Banner title to edit.
3. Click **Detail.**
4. If you want this Right Banner to always appear by default, check Default.
5. Edit your custom banner using the design window.
6. Click **Save** when finished.

CONTENT CATEGORIES

1. **Quote of the Day:** You can populate this box with interesting quotes. This can be done from the ILS under the **Administration > Library Setting > Home Page > Quote** tab.
2. **Weather:** Shows the local weather based on your library's location.
3. **Contact Us:** You can enter contact information for your library.
4. **Visitors Counter:** Shows the number of visitors who have visited your library's Discovery Layer.
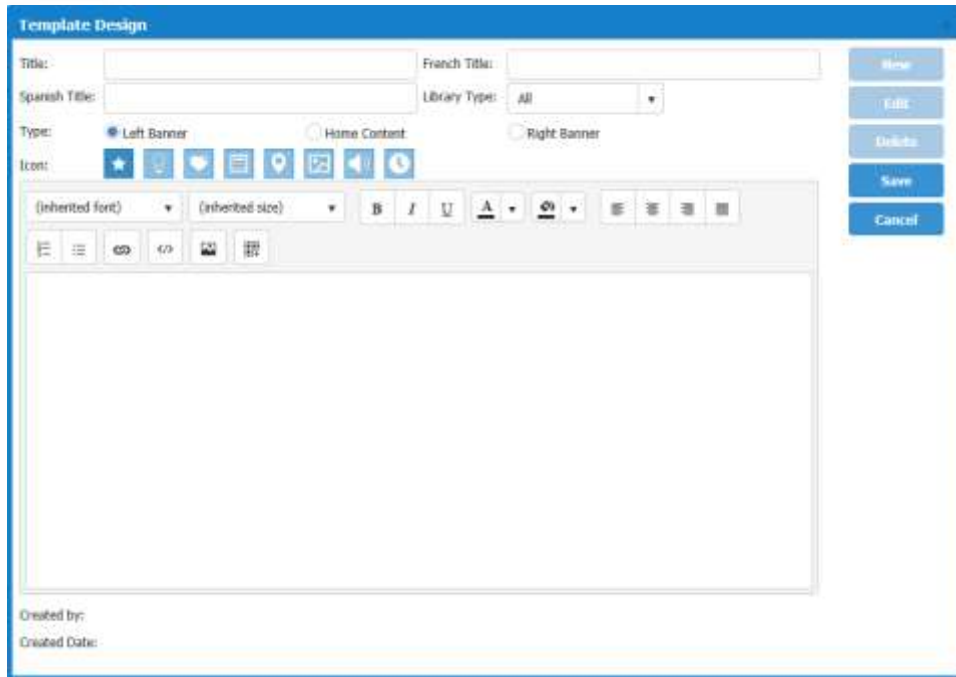
CONTENT

The Content section of the Discovery Layer Manager allows users to determine the content of the elements which appear in the web page.

TEMPLATE

The Template window is used to create and edit content that appears under the Content column of the design windows (Home Body, Left Banner, and/or Right Banner).

NEW

1. Go to **Content > Template.**
2. Click **New.**
3. Enter a title for your new content template.
4. Choose where the content will be located: Left Banner, Home Content, or Right Banner.
5. Choose an icon that will appear on the Discovery Layer next to the title of the content box.
6. Create your custom content using the design window.
7. Click **Save** when finished.

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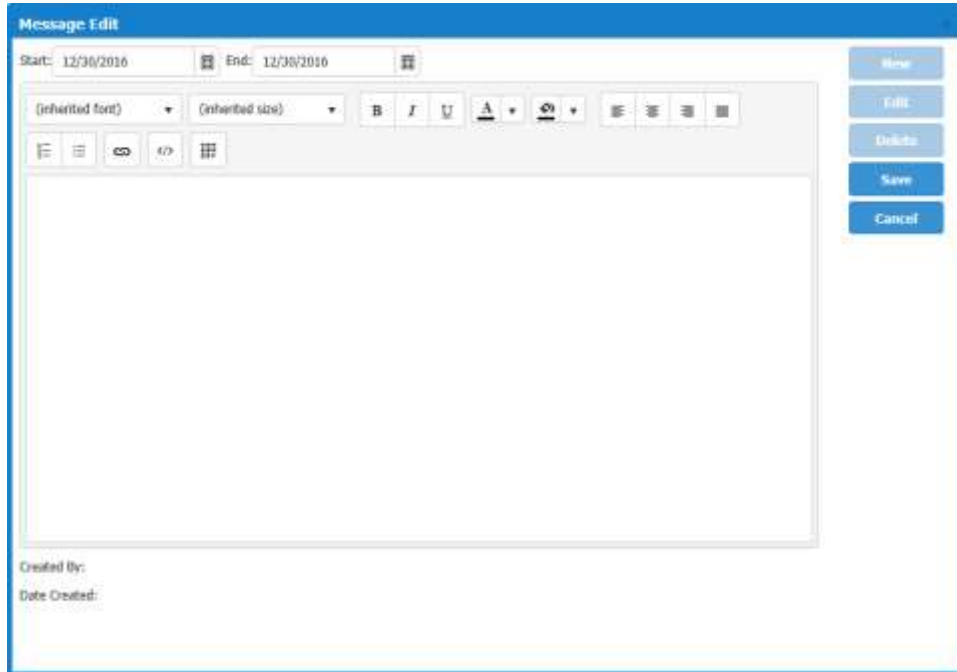866-428-3997 or 780-428-3997
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EDIT

1. Go to **Content > Template.**
2. Select the Template title to edit.
3. Click **Detail**.
4. Edit your content template using the design window.
5. Click **Save** when finished.

MESSAGE

The Message window allows the user to create and edit messages that appear on the Discovery Layer for a fixed length of time. Messages show at the top of the homepage under the search box. To view messages that have expired, click **Include Expired**.

NEW

1. Go to **Content > Message.**
2. Click **New.**
3. Select a start and end date for the length of time you would like the message to appear for.
4. Use the design window to create your message.
5. Click **Save** when finished.

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EDIT

1. Go to **Content > Message.**
2. Select the Message to edit.
3. Click **Detail.**
4. Edit your message using the design window.
5. Click **Save** when finished.

NEWS

The News window allows the user to add, edit, and delete news articles. Content saved in the news window is part of the New Content element in the Home Body design window.

NEW

1. Go to **Content > News.**
2. Click **New.**
3. Enter a title for the news article.
4. Create your news article using the design window.
5. Click **Save** when finished.

EDIT

1. Go to **Content > News.**
2. Select the News title to edit.
3. Click **Detail.**
4. Edit your news article using the design window.
5. Click **Save** when finished.

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OFFICE HOURS

The Office Hours option allows you to set custom office hours to appear on the Discovery Layer. This is useful if your library has hours such as 9:00 AM-12:00 PM, 2:00 PM-4:00 PM.

1. Go to **Content > Office Hours**.
2. Click **Edit**.
3. Edit your office hours using the design window.
4. Click **Save** when finished.

CONFIGURATION

MENU CUSTOMIZED

The Menu Customized window allows the user to choose which parts of the site menu appear on the Discovery Layer.

HIDE/UNHIDE MENU ITEMS

1. Go to **Configuration > Menu Customized.**
2. Click **Edit.**
3. Check the menu items you want to be displayed.
   5.1. Uncheck the menu items that you want to hide.
6. Click **Save**.

ADD A NODE

1. Go to **Configuration > Menu Customized.**
2. Select the menu that you want to add a note to.
3. Click **Add Node.**
4. Enter a name for the new node.
5. If you are using an existing URL, ensure that the URL button is selected and paste in the URL.
6. If you are not using an existing URL, you can create content using the HTML design window.
7. Click **OK** then click **Save**.

Modify Node   ×

English Name |

French Name

Spanish Name

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