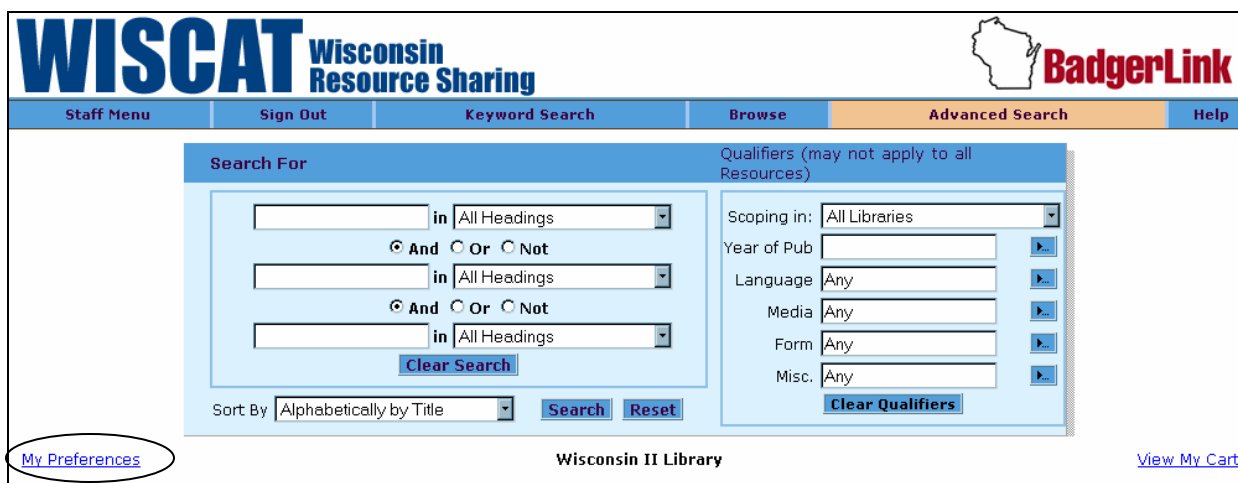


# Setting My Preferences in WISCAT

Library staff using the password protected login may customize WISCAT by using the My Preferences feature. This function only affects the staff WISCAT. Staff with User Admin permission can customize the public WISCAT for your library; contact WISCAT staff for information.

Here's how it works:

1. Open WISCAT by using the Staff Login URL containing your library code:
  - <http://www.wiscat.net/agent/login.asp?cid=stwi&lid=XXXX>
  - Optional: you can add this site to your FAVORITES menu or as a SHORTCUT to your computer Desktop.
2. Enter your Username and Password and Click on Go.



The screenshot shows the WISCAT search interface. At the top, there is a navigation bar with links for Staff Menu, Sign Out, Keyword Search, Browse, Advanced Search, and Help. The main search area includes a 'Search For' section with three input fields and dropdown menus for 'All Headings', and a 'Qualifiers' section with various filters like 'Scoping in', 'Year of Pub', 'Language', 'Media', 'Form', and 'Misc'. At the bottom left, the 'My Preferences' link is circled in blue. The page footer includes 'Wisconsin II Library' and a 'View My Cart' link.

Click on My Preferences

3. Click on My Preferences under the search form.
4. A separate browser window will display the User Preferences menu for your selections.
5. You can expand the window by clicking on *Maximize* in the upper right corner of that window.
6. Many of the options available are described in the illustration below.

**User Preferences** [Submit] [Reset] [Close]

**Define User Preferences**

[Enter My Passwords](#)

Display Banner/Header - Search:  Yes  No

Display Banner/Header - Admin:  Yes  No

Default Login Group: ILL Admin

Default System Access: Search

Use Icon Menus: No

Resource Headings: Expanded

View of Resources - Keyword Search: Displayed

View of Resources - Browse: Displayed

View of Resources - Advanced Search: Displayed

Number of Items in Brief Display Page: 20

Default Brief Browse Format: List

Sort Results By: Alphabetically by Title

Default Record Display Format: Labeled

Searches to save in History: 20

Use Continuous Brief Browse on Summary Page:  Yes  No

Default Continuous Brief Browse Format: List Format

Reposition Continuous Brief Browse to first result:  Yes  No

Start With ILL Menu Tree Open:  Yes  No

Start With Cataloging Menu Tree Open:  Yes  No

Start With UDMM Menu Tree Open:  Yes  No

**Default Search Indexes**

Select Default Search Method: Advanced Search

Default Browse/Scan Index: Title

Default Boolean Index 1: All Headings

Default Boolean Index 2: Title

Default Boolean Index 3: ISBN

Download Cart Type: Library Cart

Apply Scoping to All Searches:  Yes  No

**Define MyWebLinks for the Resources section**

URL:	Label:
http://www.badgerlink.net	BadgerLink

Click in the radio buttons or use the pull down menus to make selections

Add or remove the WISCAT/BadgerLink logos displayed on the Search and Staff screens

Choose to view icon toolbar instead of text on Title Lists, etc.

View search results as a List or in Labeled format

Select record format: Labeled, MARC, or Card display

Continuous Brief Browse is set to Yes to allow search results to display from the fastest resources first; otherwise, it would be necessary to wait for the slowest resource to finish before any search results would display

The search field default can be changed from All Headings to Title or Subject, etc., on **Browse** or for one or more of the entry boxes on the **Advanced Search**

Add up to 5 Web links to the Resources Menu. Type the complete URL beginning with http:// and then a Label to display in Resources Menu

Choose a staff mode (PAC Admin, ILL Admin, Staff Menu, or User Admin) to display upon opening the Staff Menu

View a Search screen or enter the Staff mode upon logging in

All catalogs are displayed if Resource Headings is Expanded; or all catalogs can be Collapsed into folders within the Resources Menu on the Search screens

Resources Menu is displayed if Expanded; not displayed if Hidden

Choose a default for how search results are sorted for display

Select the Thumbnail Format to view book jacket art on the brief title list; this takes up more space than the List Format

Select Yes to go directly to the first search results title list below the Search Summary. Search Summary, showing the number of results from each resource, is skipped but still accessible above the results list

Select Yes to open the ILL Options Menu tree to provide easy access to the Multi-Copy Request form and/or Cataloging Menu to easily access those options

Select your preferred search method (Keyword Search, Browse, or Advanced Search) to display upon login

7. Click on **Submit**. A message will display asking if the change(s) should be applied to the current session. Click **OK**.
8. If not making any changes, click on **Close** to close the User Preferences browser window.
9. The My Preferences feature is also accessible from My Account in the Staff Menu.