Primo VE Administration
Label Configuration

Hello! Labels are words or phrases that display in the user interface that are not part of a bibliographic record. Such as alert messages, facets, and availability statements. Labels are also used to translate the user interface to different languages.

In this session you will learn how to manage labels in Primo VE, as well as configure what is displayed on users’ My Library Card page.

To access Labels, you’ll go to Discovery > Display Configuration > Labels. This loads the All Code Tables, which groups together labels by their functions. You can search for a particular label by Code or Description. For example, if you wanted to make a change to the Tweak your Results label, you’ll select Description, and enter Tweak your Results; then click Search.

Now that you have the table that the label is in, you would click the row action tool and select Customize. However, if you do a Description search, such as “collection” and multiple results are listed, you need to know which table to customize.

To find a specific code for an element you want to configure, go to the page in Primo VE where the label is displayed. In this case you want to modify the Allow saving my search history toggle under Personal Settings in My Library Card. So you’ll right click and choose Inspect. Please note, that for this example we are using a Chrome browser.

If you didn’t quite right-click in the correct spot or want a different element, click on the arrow selection tool and click on the element you want to find the code for. In the HTML code, look for the code that starts with after the HTML text “translate=”. You can see that the Allow saving my search history toggle code is nui.mypref.label.save\_history.

Back in Alma, you’ll select Code for the search type, and then enter the code you just found; and click Search. And here is the table that has this code in it.

Click the row action tool and select Customize if this is the first time it’s being configured or Edit if it has been configured previously. Scroll down. And here is the label. You can use the toggle if you want to deactivate it.

For more information about how to modifying labels please visit the Knowledge Center.

Now let’s look at how to configure what patrons can see on their My Library Card page when they log in to Discovery.

There are four areas that you can configure. First, navigate to Alma Configuration, then go to Discovery > Library Card Configurations. We’ll start with Loans Detailed Display. Here you can change what is displayed in the detailed information about a loan, including whether certain lines will be displayed and what order you would like them to be shown.

In Loans Brief Display, you can see the brief information that is shown in a users account about an item. There are only two lines available, but you can configure them to display whatever information you would like by using the drop-downs in each of the Value columns. Click Save if you made any changes.

The Payment Link Configuration, allows you to enable the Pay Fine link in My Library Card. For more information on how to configure this please visit the Knowledge Center.

And finally, Personal Details Configuration lets you configure what information, such as additional email addresses, will display on the Personal Details tab in My Library Card. For more information about each of these sections please visit the Knowledge center.

You now know how to find and where to configure labels that are displayed in the user interface; and where to configure the information that is shown to patrons in My Library Card.

Thanks for watching!