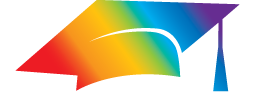
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**Primo Administration**

**Updating Display Labels**Hands-on Exercise

**Learning Objectives**

To access and view the Front End Code tables.

By the end of this exercise, you will be able to:

* Access and view the Front End Code tables
* Search for a label in the Front end and find it in a code table

**Requirements**

To complete this exercise, you will need to have a Super Admin or Admin level password to your configured Primo Sandbox Environment.

Your Primo Sandbox will need to have the following configurations for this exercise:

* Your Institution created
* Data source for your ILS created
* Normalization rule configured for your catalog data
* Pipe created and run at least once for your library catalog data
* View created for your institution
* Access to the Front End of your view and data visible

**General Instructions**

This exercise accompanies the **Primo Administration: Updating Display Labels** training session. For help with the exercise, go to the training’s launch page where you can review the presentation, download the presentation **Handout**, and find links to **Recommended Articles** in the Knowledge Center.

Please use your library’s **Primo Sandbox Environment** to complete this exercise. Note that you will not be making changes to your Sandbox Environment, only viewing default settings and configurations that have already been made.

**The Activity**

|  |  |
| --- | --- |
| **Accessing the Front End Code Tables** | |
| 1. **Log into the Primo Back Office** | |
| 1. **Go to *Advanced Configuration > All Code Tables***   **OR**  ***General > Code Tables* in the top navigation** |  |
| 1. **In the Sub System dropdown, select *Front End*** |  |
| **Finding a label in the Front End Code Tables** | |
| 1. **Fill in and select the following parameters:**   **Description:**  *Sign In*  **Language:**  *en\_US*   1. **Click *Search*** |  |
| 1. **Note that there are several code tables that contain ‘sign in’. Let’s select one** 2. ***Edit* the User Tile Code table** |  |
| 1. **Note that the Field Name cannot be edited. If you were going to change the label, you would need to use the *Customize* link at the far right.** 2. **Click *Cancel & Go Back* to return to the Code Table List** |  |
| 1. **Feel free to search for other labels that you see in the Front End.**   **Note that if you were going to update a code table, you would need to click the Deploy button at the top right in order for the change to take effect.** |  |