Customizing Your Select Service Screen - Frequently Asked Questions

Q. In EBSCOadmin, how do I create a customized Select Services page?

To create a customized Select Services page:

2. Click the Site/Group Maintenance button at the top right side of the screen.
3. You should see your customer name listed on this page. Click Go under the Select Services heading.
4. Click the Add New Select Services link.
5. Enter a name for the new Select Services page.
6. Choose the type of text you would like to use on this page: HTML or Plain Text.
7. If you choose the HTML format, you will need to enter the HTML tags in the text area as if you were creating a web page. For example, if you want to change the background image of the page or the fonts, you will need to use the HTML coding:

```html
<HTML>
<body>
<BODY BACKGROUND="C:Documents and SettingsMy documentsbackground.GIF">

<FONT SIZE=3><FONT COLOR=PURPLE>

<p>
Welcome to EBSCOhost
You will be happy to note that we now offer access to this world class database hosting internationally renowned journals

For support, please contact your librarian.</p>

<img SRC="http://www.publiclibrary.com/images/logo_small.jpg" align=center>

</BODY>
</html>
```
8. Enter the text that you would like to have show on the top of the Select Services page in the **Top Copy Area**. Or if you would like your logo to appear, enter a direct URL to your logo as follows:

   `<center><img src="Insert Logo URL Here" border="0" /></center>`

9. Enter the text that you would like to have show at the bottom of the Select Services page in the **Bottom Copy Area**.

10. Choose the number of columns that you would like to display the icons on the Select Services page. This function can be helpful if you have multiple profiles and interfaces.

11. Choose whether or not you would like to automatically use this Select Services page for all of your groups.

12. Click **Submit**. Your changes are saved.

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**Q. Can I change the number of columns on the Select Service Screen?**

Administrators can change the layout and add text to the Select Service Screen. The Select Service Screen is the initial page users may see if you have more than one service from EBSCO. This can include EBSCOhost, NoveList, etc.

**To customize a Select Service Screen:**

1. If you are customizing a Select Service Screen for the consortium, choose the **Consortium** Sub-Tab. If you are customizing a Select Service Screen for a site, click the **Site** Sub-Tab.

2. Click the **Go** link below Select Service for the consortium or site.

3. Click the **Add New Select Service** link.

4. In the **Select Service Version Name** field, enter the name for this version of the Select Service Screen.

5. Choose from the **Type of Text** radio buttons to indicate the format for the custom text (select either HTML or Plain Text.)

6. In the **Top Copy Area** field, enter a title for the Select Service Screen.

7. In the **Bottom Copy Area**, enter any custom text the library requires.

8. In the **Icon Alignment (Number of Columns)** field, indicate the number of columns on your Select Service Screen. Any graphics you display will be aligned based on the number of columns you select (one, two or three).

9. **Set this version of Select Service as the default for all groups of** - If you are administering a consortium, you can assign the version of the Select Service Screen to all groups for the Current Site, All Sites or to No Sites within the consortium.
10. Click **Submit**. Your changes are saved.

**Q. How do I add one of my Select Services pages to a group?**

To add the Select Services page to a group:

2. Click on the **Site/Group Maintenance** button.
3. Click the **Group** Sub-Tab and click on the **Group name** to which you would like to add the Select Services page.
4. From the **Select Service version** drop-down list, choose the version you would like to use for this group.
5. Click **Submit**. Your changes are saved.

**Q. How can I stop at the Select Service page in EBSCOhost if I have only one profile?**

To stop at the Select Service page, simply add `&return=y` to the end of your URL.


**Q. How can I bypass the Select Service page on EBSCOhost?**

If your library has always had one profile, you may notice a change in the way your users access EBSCOhost. With the addition of the *Business Searching Interface* (BSI), we are automatically adding a BSI new profile if you subscribe to either *Business Source Premier* or *Business Source Corporate*.

The result of this change is that your users will reach our Select Service Screen rather than the Choose Database Screen. If you would prefer to bypass the Select Service Screen and go to the Choose Database Screen, you should pass the `profile` parameter on your URL. For example, to reach Book Index with Reviews, use this URL:

<table>
<thead>
<tr>
<th>To reach this interface:</th>
<th>Use this Profile ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia/New Zealand Reference Center</td>
<td>REFCENTAU</td>
</tr>
<tr>
<td>Automobile Reference Center</td>
<td>AUTOREFCTR</td>
</tr>
<tr>
<td>Book Index with Reviews</td>
<td>BIR</td>
</tr>
<tr>
<td>Business Searching Interface</td>
<td>BSI</td>
</tr>
<tr>
<td>Canadian Reference Center</td>
<td>REFCENCA</td>
</tr>
<tr>
<td>EBSCOhost Web</td>
<td>EHOST</td>
</tr>
<tr>
<td>NoveList</td>
<td>NOVELIST</td>
</tr>
<tr>
<td>NoveList K-8</td>
<td>NOVELISTK8</td>
</tr>
<tr>
<td>Russia Online</td>
<td>RUSSIAOL</td>
</tr>
<tr>
<td>The Nation</td>
<td>NATION</td>
</tr>
<tr>
<td>UK/Ireland Reference Center</td>
<td>REFCENTUK</td>
</tr>
</tbody>
</table>

**Q. In EBSCOadmin, how do I customize the Select Service/login screen link from EBSCOhost to EBSCO's Customer Support Site?**

Library administrators have the option of customizing the link to EBSCO's Support site, which appears on certain EBSCOhost login screens, as well as on all Select Service screens.

**To change the link name, follow these steps:**

2. Select the Group you want to affect, from the Current Group drop-down list.

3. Click on the **Site/Group Maintenance** button on the right of the top toolbar.

4. Click on the Go link under the "Select Service" column.

5. Choose from listed Select Service options, or click on the Add New "Select Service" link.

6. Scroll down to the Support Link Text field and enter the desired link name text.

7. Click **Submit** to set the change.