In EBSCOadmin, how do I change the order of my EBSCOhost profiles and databases?

If you are an administrator at your institution with access to EBSCOadmin, you have the ability to customize the display order of your EBSCOhost profiles as well as the EBSCOhost databases in those profiles.

Ordering EBSCOhost Profiles

Changing the order of your profiles in EBSCOadmin allows you to customize the order in which they appear to your users on the Select Service screen. This can help you move your most popular EBSCO products to the top of the Select Service screen or highlight new products you would like your users to see.

To change the order of your EBSCOhost profiles:


2. Select the Group, for which you would like to customize the order of the Profiles, from the Current Group dropdown list.

3. Click on the Profile Maintenance link.

4. Click on the Reorder Profiles link.
5. In the boxes provided, enter the preferred **Order**.

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

**Ordering EBSCOhost Databases**

Changing the order of your EBSCOhost databases allows you to highlight specific databases for your users on the Choose Databases screen. For example, you can highlight your most popular databases at the top of the list, or if you are trialing new databases, move them to the top to encourage your users to try them.

Please note: In order to display databases in a custom order on the Choose Databases screen, the **Display Databases A-Z Navigation** setting must be set to **No** on the **Searching** sub-tab in EBSCOadmin.

**To change the order of your EBSCOhost databases:**


2. Select the appropriate **Group**, then **Profile**, from the drop-down lists.

3. From the **Customize Services** Tab, choose the **Databases** Sub-Tab.
4. In the boxes provided, enter the preferred order.

5. Click Submit. Your changes are saved.

**Note**: If you would like to alphabetize your databases list, click the **Order Alphabetically** button at the bottom of the screen and click **Submit**.