Can I use EBSCOadmin to control the limiters that appear in EBSCO interfaces?

Using EBSCOadmin, the institution’s administrator can control the appearance of limiters in EBSCO interface (EBSCOhost, EBSCO Discovery Service, Business Searching Interface, etc.) For each database/interface, the administrator can:

• Choose which limiters appear on both the Basic and Advanced Search screens
• Change the text of each limiter
• Choose the order in which limiters appear
• Decide if a limiter should appear if more than one database is being searched

There are two places on the Customize Services Tab where limiters can be modified for each profile:

• The Searching Sub-Tab
• The Databases Sub-Tab

To change limiter options from the Searching Sub-Tab:


2. Select the desired profile and click the Searching Sub-Tab. Click the Modify Link to the right of the Limiters field. The Limiters Screen displays.

3. Select the Database you for which you would like to edit the limiters from the Database Limiters for drop-down menu.

4. Select the Search Screen for which you would like to adjust the limiters from the Screen drop-down menu. Choose to edit either the Basic or the Advanced search screens.

   **Note:** You must make changes to limiters settings for the Basic and Advanced search screens separately in order to see your changes on both.

5. To specify the order in which the database-specific limiters should appear in the limiter section on the Search screen, enter a number in the Order field to the left of the limiter label.

6. To change the language in which the limiter is displayed, in the Edit Limiter Label for field, select the language from the drop-down list. You can also edit the limiter label text.

7. If you click Default to “On,” this indicates that the limiter should be selected by default in the Search screen limiters area.

8. In the Show column, mark the check boxes to indicate that the limiter should be shown on the Search screen.
(If you default a parameter to On, and then unmark the check box in the Show column, that parameter becomes a permanent hidden limiter on the Search Screen. Permanent limiters are optional controls that are applied to user profiles but do not appear on the search screens. You can use permanent limiters to automatically filter out certain results with each search the patron performs.)

9. **Apply changes to all databases on this profile** - Mark this check box to have the changes that you enter be applied to all databases on the profile. Otherwise, your changes are applied only to the selected database. (Defaults to selected.)

10. Click **Submit**. Your changes have been saved.

**Note:** If more than one database is selected in an EBSCO interface, limiters common to all databases will be presented first, followed by a section for each set of database-specific limiters. If more than one database is selected in EBSCO, limiters common to all databases will be presented first, followed by a section for each set of database-specific limiters. [See a sample screenshot](https://help.ebsco.com/interfaces/EBSCOadmin/Admin_User_Guide/control_the_limiters_that_appear_in_EBSCO_interfaces).