

# Remove an Existing Browse Category from the Front Page

14 Steps

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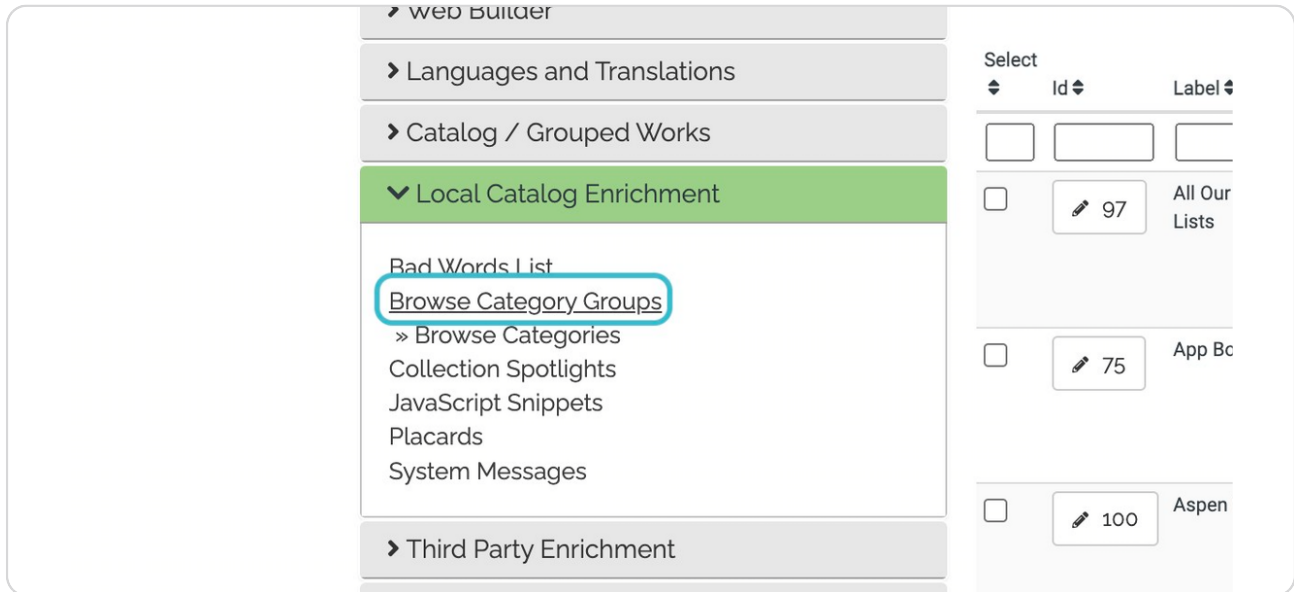
Last Updated

May 13, 2022

## STEP 1

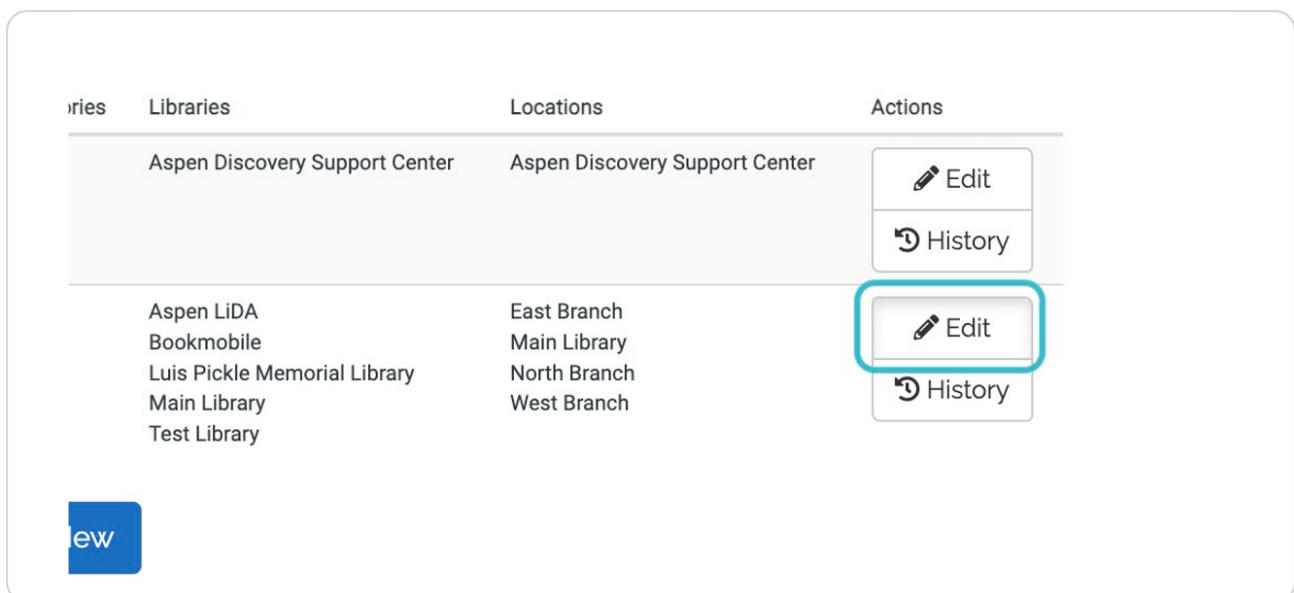
### Click on Browse Category Groups

Browse Category Groups contain settings related to the display of your browse categories, including which browse categories are shown, and in what order. Removing a browse category from these settings does not delete anything permanently. If you want to delete a browse category permanently, do so from within Browse Categories.



## STEP 2

### Click on Edit for your library's settings.



### STEP 3

**Locate the browse category you want to remove from the main page.**

If you want to remove a sub-browse category, click Edit next to the main browse category. You will then see a list of its sub-categories and be able to remove or rearrange from there.

Available eAudio (available\_eaudio) Edit Delete

New (m\_new) Edit Delete

On Order (m\_on\_order) Edit Delete

New YA (new\_ya) Edit Delete

+ Add New

Libraries ?

- ☐ Select All
- ☐ Aspen Discovery Support Center
- ☒ Aspen LIDA
- ☒ Bookmobile
- ☒ Luis Pickle Memorial Library
- ☒ Main Library

### STEP 4

**Click on Delete**

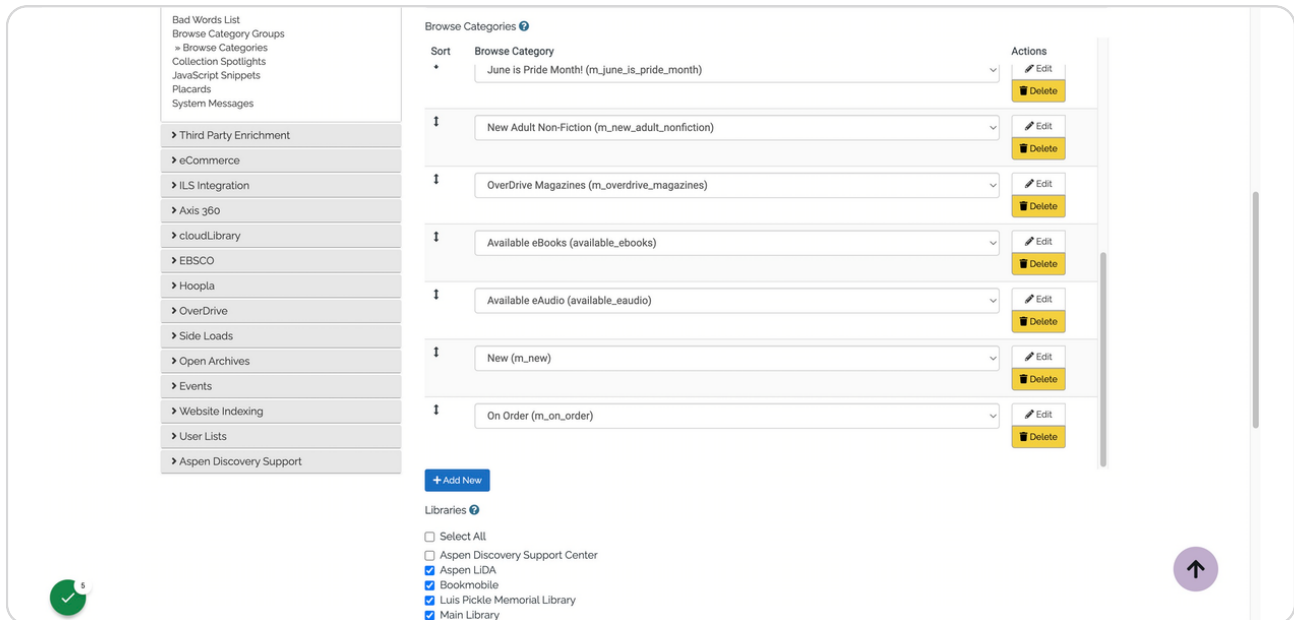
Edit Delete

Edit Delete

## STEP 5

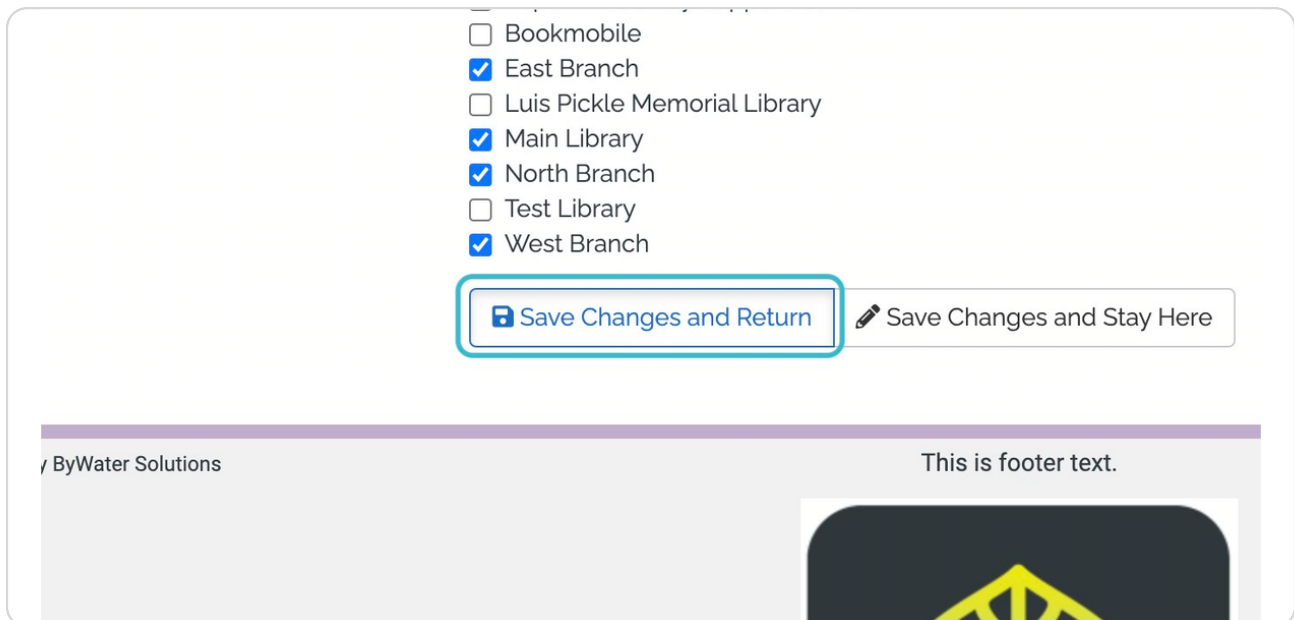
**The browse category you deleted is no longer listed.**

Keep in mind, this does NOT delete the browse category permanently. This only removes it from the main landing page of your discovery layer.



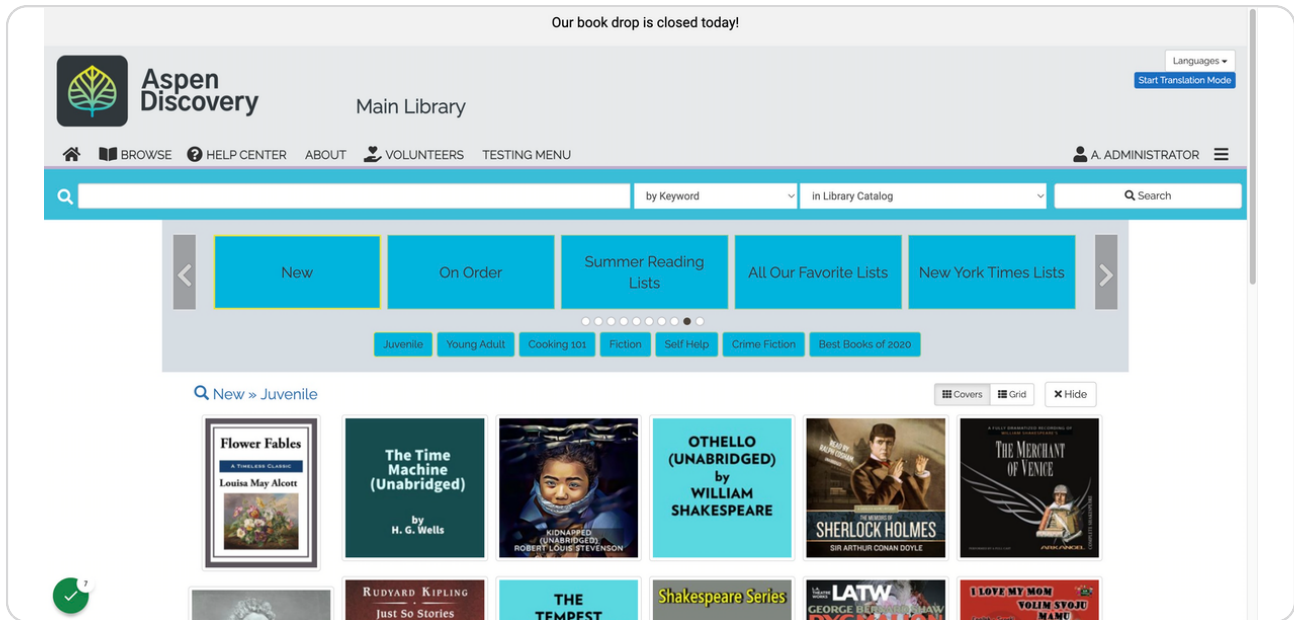
## STEP 6

**Save your changes.**



## STEP 7

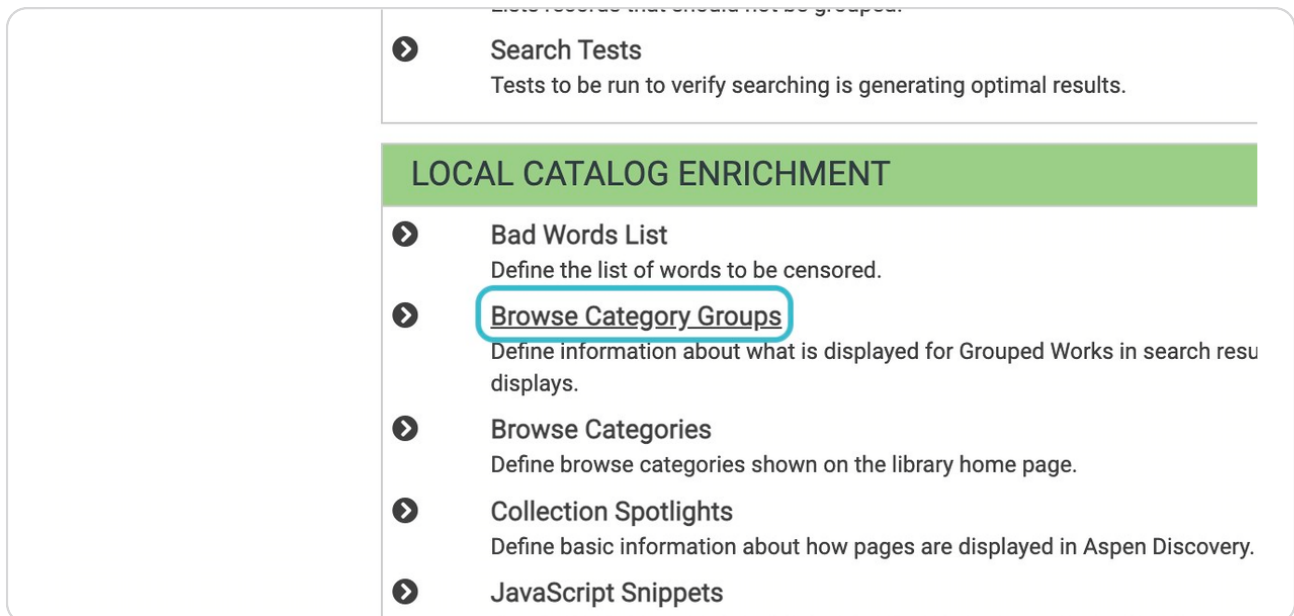
The category we removed, "New YA," no longer appears.



## STEP 8

If you want to add an existing browse category, return to **Browse Category Groups**.

The browse category must already exist within the Browse Categories section.



STEP 9

Click on Edit next to your library's settings.,

| Libraries  | Locations  | Actions   |
|--|--|---|
| Aspen Discovery Support Center   | Aspen Discovery Support Center                             | <a href="#">Edit</a><br><a href="#">History</a> |
| Aspen LiDA<br>Bookmobile<br>Luis Pickle Memorial Library<br>Main Library<br>Test Library | East Branch<br>Main Library<br>North Branch<br>West Branch | <a href="#">Edit</a><br><a href="#">History</a> |

STEP 10

Click on Add New

ixing

very Support

Your Lists (system\_user\_lists)

Memorial Day (m\_memorial\_day)

[+ Add New](#)

Libraries ?

☐ Select All

☐ Aspen Discovery Support Center

☒ Aspen LiDA

## STEP 11

**Click the dropdown to select the browse category you want to add.**

The browse category must have already been created in the past. You can find a list of all available browse categories in the Browse Categories section.

The screenshot shows the 'Browse Categories' section of the Aspen Discovery interface. On the left is a sidebar with a navigation menu. The main area displays a table of existing browse categories. A blue arrow points to the dropdown menu of the last category, 'All Our Favorite Lists (all\_our\_favorite\_lists)'. Below the table is an 'Add New' button and a 'Libraries' section with checkboxes for 'Select All', 'Aspen Discovery Support Center', and 'Aspen LiDA' (which is checked).

| Sort | Browse Category                                 | Actions     |
|------|---|-------------|
| ↑    | New Adult Non-Fiction (m_new_adult_nonfiction)  | Edit Delete |
| ↑    | OverDrive Magazines (m_overdrive_magazines)     | Edit Delete |
| ↑    | Available eBooks (available_ebooks)             | Edit Delete |
| ↑    | Available eAudio (available_eaudio)             | Edit Delete |
| ↑    | New (m_new)                                     | Edit Delete |
| ↑    | On Order (m_on_order)                           | Edit Delete |
| ↑    | All Our Favorite Lists (all_our_favorite_lists) | Edit Delete |

## STEP 12

**Select the browse category you want to add.**

This screenshot shows the 'Add New' form for a browse category. The 'New YA (new\_ya)' category is selected in the dropdown menu and highlighted with a blue border. The 'Libraries' section at the bottom shows 'Aspen LiDA' selected.

|   |                                     |             |
|---|-------------------------------------|-------------|
| ↑ | Available eBooks (available_ebooks) | Edit Delete |
| ↑ | Available eAudio (available_eaudio) | Edit Delete |
| ↑ | New (m_new)                         | Edit Delete |
| ↑ | On Order (m_on_order)               | Edit Delete |
| ↑ | New YA (new_ya)                     | Edit Delete |

### STEP 13

**Save your changes.**

☒ Test Library

Locations ?

- ☐ Select All
- ☐ Aspen Discovery Support Center
- ☐ Bookmobile
- ☒ East Branch
- ☐ Luis Pickle Memorial Library
- ☒ Main Library
- ☒ North Branch
- ☐ Test Library
- ☒ West Branch

### STEP 14

**The browse category we added, "New YA," appears again on the main page.**

VOLUNTEERS TESTING MENU

by Keyword in Library Catalog

On Order New YA Summer Reading Lists

Juvenile Young Adult Cooking 101 Fiction Self Help Crime Fiction Best Books of 2020



