

axiell

# Arena user guide



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# Preface

Simple, stylish and engaging, Arena is perfect for archives, libraries and museums to showcase and organize their collections in the public domain.

## Social interactions

Social aspects like commenting, rating and reviewing content makes searching more relevant for all users.

## Get to know Axiell

We provide innovative solutions and services for public libraries that facilitate the role librarians play in stimulating reading, life-long learning and community services for citizens.

See also: [www.axiell.com](http://www.axiell.com)

# Administration

The administration of Arena is made partly in Liferay and partly in Arena.

A number of settings are made by Axiell at the time of installation, for example filtering that determines which units that will be shown in Arena. Please contact customer support if you want to change any of the default settings.

# Accounts

Patrons sign in to Arena to be able to use all Arena features. Library staff may also sign in to Arena for some tasks; administrators are able to perform certain installation-level settings and manage reviews when logged in with the administrative Arena accounts.

Administrative tasks such as adding pages to the site and managing themes and design, require sign in to Liferay. The Liferay account is separated from the Arena account.

# Signing in to Arena

Patrons usually become Arena users automatically, but manual sign-in is also supported.

## Automatically created Arena users

The feature to automatically create Arena users is activated in the Admin: installation details portlet by Axiell support.

When a patron signs in with library card number + PIN code and there is no Arena user connected to the account, an Arena user is created automatically. The patron can then, without any further action, save searches, save media lists, rate titles, etc., and also, of course, get access to library services such as loans, renewals, reservations, balances and payments.

Patrons that want to write reviews or contributions in a forum will be requested to enter a display name.

An automatically created Arena user can only sign in with library card number + PIN.

An automatically created Arena user cannot use their Arena user name at more than one library.

## Forgotten PIN

A patron who has forgotten their PIN code can click "Forgot your PIN code?" when signing in. The patron is then asked to type their library card number to receive a new PIN code via email.

The forgot password link cannot be used for an automatically created Arena user; as this patron has no Arena sign-in but only signs in with library card number + PIN code.

## Confirming contact information

For GDPR purposes, patrons will be asked to confirm that the contact details are correct when they sign in to Arena after a defined period after the latest update of personal information. The default value is 365 days. A link to **My account** will be presented. This functionality is currently supported only when Quria or BOOK-IT is used as backend system.

## Signing general terms and conditions agreement

When a patron signs in to Arena, the system checks if the patron has to sign a *General terms and conditions* agreement. This functionality is currently supported only when Quria is used as backend system.

If signing an agreement is required, a link to the agreement is displayed, and the patron can either sign digitally from Arena, provided that this option is enabled, or visit the library and sign manually. The agreement and its introductory text are both fetched from Quria.

See also: **Agreements for library use** and **Agreement portlet**

## Locking a patron after x unsuccessful sign-in attempts

There is a feature that locks a patron after a certain number of attempts to sign in. This only applies to Arena sign-ins and is configured in the Account portlet. Make sure that these settings are aligned with settings made in the backend system.

## Manually signing in to Arena

Patrons can sign in in different ways with different capabilities. In multi-agency installations, patrons also choose which library to sign in to.

Different sign-in options and capabilities:

- Using library card number + PIN code, without being an Arena user. Access to transactions that exist only in the library system: loans, renewals, reservations (including editing) and balances (including payment).
- Using e-identification, if enabled (Sweden and Norway only; enabled by Axiell on request).

See also: **Admin: installation details** and **Account**

# Agreements for library use

The agreements functionality is only available for Arena Nova sites.

When a patron signs in to Arena, the system checks if the patron has to sign a *General terms and conditions* agreement. Signature may be required based on one of the following scenarios:

- The patron has self-registered and not yet signed an agreement.
- All patrons need to sign an agreement due to an organisational setting in Quria.
- The patron now belongs to a new age group, and this has triggered that a new agreement must be signed.

If signing an agreement is required, only limited functionality in Arena will be available for the patron until the agreement has been signed. The patron can either sign digitally from Arena, provided that this option is enabled, or visit the library and sign manually.

Most settings related to agreements are configured in the backend system (currently, only supported by Quria).

See also: [Quria online help](#)

## User interface

When a patron signs in to Arena and signing of an agreement is required, a banner is displayed at the top of the screen with a link to the agreement. Clicking the link will open the **My agreements** tab of **My pages**. The agreement and its introductory text are both fetched from Quria.

Once the agreement is signed, it will be listed along with any other signed agreements on the **My agreements** page, and all agreements can be opened as pdf.

## Configuration

The following third-party authentication providers are currently supported for digital signing in Arena:

- BankID (Swedish installations)

# User types in Arena

A user type is assigned roles, and roles consist of different permissions. You find the roles under **Users** in the **Control panel**. Liferay includes a number of roles that are not used in Arena.

The definition of the organization in Arena is the complete Arena site with all its assets and users. All management of users requires signing in to Liferay.

The following table includes the new simplified model of user types, that are predefined in the system, starting with Arena 4.1.

User type	Description
Organization owner	The Organization owner has full access to configure the Arena site, its users and permissions, as well as all kinds of content. Usually, there are one or two Organization owners at the library, that have participated in administrator training. In addition to the Liferay Organization Owner role, the Arena Organization owner is also assigned the Arena Power User role.
Organization administrator	The Organization administrator can create and update all aspects of the content, including organizing pages, categories and articles, making settings to portlets etc.
Organization user	The Organization user can create and update articles and use assets such as categories that the Organization administrator has created. The Organization user can upload documents and images in the Documents and media library. All users that belong to an organization are assigned this role.
Patron	A patron that has signed in to Arena can reserve titles and borrow books. To be able to do something where they can no longer be anonymous, Arena will ask for a user name and for approval of terms. A patron is assigned the Guest role.

A non-authenticated user - anyone who visits the Arena site to for example search the catalogue, check out events or opening hours - is assigned the Guest role.

## Legacy user types

Previously, Arena has included a number of user types that are now discontinued. There is nothing stopping you from continuing to use these types in your system if you already have them set up, but they will not be maintained and improved.

User type	Description
Not logged in user	A person that has not signed in to Arena - neither with card number and PIN nor with user name and password - can still search in the catalogue and for example view opening hours, read articles and search for events.
Library card holder	A user with a library card at this library but no Arena account signs in using their card number and PIN. A library card holder can access library services, such as reserving a title, but not write reviews, tag, rate etc.
Arena editor	The Arena editor can create and update Arena articles only.
Axiell Arena user	When you create an Arena user, the user name and password is saved in the Arena Central services along with the connection to card number and PIN. This means that the user can sign in either with card number and PIN or with user name and password and still have access to all functions - library services, such as reserving a titles, as well as writing reviews, tag, rate etc. An automatically created Arena user has the same rights as a full Arena user, but cannot sign in as guest at another library.
Full Arena user	A full Arena user has a library card at this library and can access all library services, such as reserving a title, writing reviews, tagging, rating etc.
Administrator	An Arena administrator has access to some administration features such as handling articles and images and sending messages.
Liferay administrator	The Liferay administrator is separated from the Arena administrator. Liferay access is required for adding pages, adding portlets, changing themes etc.

# Permissions

A user type is assigned roles, and roles consist of different permissions. You find the roles under **Users** in the **Control panel**. Liferay includes a number of roles that are not used in Arena.

Each permission group has general permissions that define all actions that can be performed for all applications in this section, such as their configurations, whether they can be viewed, accessed in the Control panel and Site administration, and more.

The table below lists all the permissions that the pre-defined (starting with Arena 4.1) Organization user has.

Permission group	Permission	Description	Permissions that a Organization user has
Categories	Asset categories	Permission to add categories and vocabularies and set permissions for these.	-
	Category vocabulary	Permission to view, update and delete vocabularies and set permission for these.	View
	Category	Permission to view, add, update add delete vocabularies and set permission for these.	View
Documents and media	Document and media libraries	Permission to view and organize the library, and to add different assets.	View Update Add document Add folder
	Documents folder	Permission to access, view, update, delete and subscribe to the folder, and to add different assets.	Access View Update  Delete Add document Add subfolder
	Document	Permission to view, update and delete documents, to add, update and delete discussions, and to override checkout of documents	View document Update document Delete document
	Shortcut	Permission to view, update and delete shortcuts	-
	Document type	Permission to view, update and delete document types	-
	Document metadata	Permission to view, update and delete document metadata	-
	Forms	Lists	Permission to add record sets, structures and templates.
Dynamic data lists record set		Permission to view, update and delete record sets, and to add records.	-
Dynamic data lists definition		Permission to view, update and delete definitions.	-
Site settings	Site	A selection of permissions for handling of the Arena site on all different levels.	View site administration menu
Tags	Asset tags	Permission to add asset tags.	-
	Tag	Permission to update and delete tags.	Update Delete
Web content	Web content	Permission to view and update content, and to add web content, feeds, folders and templates.	View Add web content

Permission group	Permission	Description	Permissions that a Organization user has
			Add folder
	Web content folder	Permission to access, view, update and delete content folders, and to add web content, and subfolders.	Access View Update Add web content Add subfolder
	Web content article	Permission to view, update, expire and delete articles, and to add, update and delete discussions.	View Update Expire Delete
	Web content feed	Permission to view, update and delete feeds.	-
	Web content structure	Permission to view, update and delete structures.	-
	Web content template	Permission to view, update and delete templates.	-

## Assigning permissions to roles

1. Sign in to Liferay.
2. In the menu to the left, click **Control Panel**.
3. Click **Users/Roles**.
4. In the context menu for the role you want to modify, select **Define Permissions**.  
In the page that opens, you see a panel to the left that contains **Summary**, **Control Panel**, **Site Administration** and **User**.

**Summary** displays all permissions that have already been set for the role, and you can change these if needed.

**Control Panel:** Here you can modify general permissions for the current role, such as viewing the control panel menu and adding users, and if needed, update settings under **Users**. You do not need to make modifications under **Sites**, **Apps** or **Configuration**.

**Site Administration:** You find one useful option here - **Applications** - you do not need to modify the other sections. Under **Applications**, you get an overview of all portlets in Arena, regardless if these are Liferay portlets or portlets developed specifically for Arena. Click on each portlet for which you want to modify permissions for the current role.

**User:** You do not need to make modifications here.

5. Once you are done with assigning permissions to the current role, you will see your modifications under **Summary**.

To test the permissions you granted, select **Users and organizations** in the Administration menu, and click the in the context menu for a user with the role you adapted, select **Impersonate user**.

**Note:**

Permissions can also be defined for individual assets such as portlets, by clicking its context menu. However, permissions granted or removed in the Control panel override those made at the more granular level. See also: **Assigning user permissions to portlets and pages**

# Signing in to Liferay

Only administrators sign in to Liferay:

1. Press **Ctrl+Shift+L**.
2. Click **Sign in**.
3. Enter your user name and password.
4. Check **Remember me** if you want Arena to fill in your details automatically next time you sign in.
5. Click **Sign in**. The Welcome page opens with the **Admin** menu and some extra functions.

To sign out of Liferay, click your name and select **Sign out**.

# Managing users in Liferay

Liferay access is necessary to add new pages on the portal, handle layout and design, add or remove features on the pages, etc. When Arena was installed you got sign-in data to Liferay for one user. You are recommended to create separate accounts for all users.

All management of users requires signing in to Liferay.

Under **My account** you can see and edit the data for your account; name, e-mail address, password, roles, etc.

## Adding a new user in Arena 4.1

All users that you add will be assigned the role **Organization User**, provided that you select the Arena organisation.

1. Sign in to Liferay.
2. In the menu to the left, click **Control Panel**.
3. Click **Users/Users and Organizations** and select the **Organizations** tab.
4. In the context menu for your organisation, select **Add user**.
5. Fill in the details for the user. Mandatory fields are marked with an asterisk.
6. Click **Save**.  
New fields appear below the fields filled in.
7. Enter a password. If you want to force the user to change the password at first sign-in, check **Require Password Reset**.
8. Click **Select** to select an organisation, and click on the Arena organisation that your installation belongs to.
9. Click **Select** to select a role, and click the role that you want to assign to the user.
10. Click **Save**.

You see the new user on the **Users** tab.

## Assigning another role to a user in Arena 4.1

At some point, you may want to assign a user another role, such as Organization Administrator, rather than the default role Organization User.

1. Sign in to Liferay.
2. In the menu to the left, click **Control Panel**.
3. Click **Users/Users and Organizations** and select the **Users** tab.
4. In the list of users, select **Edit** in the context menu for the user for whom you want to assign a new role.
5. On the **User Information** tab, scroll down to **Roles**.
6. Under **Organization Roles**, click **Select**, and then click **Choose** for the role that you want to assign to the user.
7. Click **Save**.

## Adding a new user in Arena 4

All library staff users should be assigned to the Arena organisation, to automatically become **Organisation users**.

1. Sign in to Liferay.
2. In the menu to the left, click **Control Panel**.
3. Click **Users/Users and Organizations**.
4. Click the plus sign in the bottom right corner and fill in the user details.
5. Click **Save**.  
New fields appear below the fields filled in.

6. Enter a password. If you want to force the user to change the password at first sign-in, check **Require Password Reset**
7. Click **Select** to select an organisation, and click on the Arena organisation that your installation belongs to.
8. Click **Select** to select a role, and click the role that you want to assign to the user.
9. Click **Save**.

## Organization owner

The Organization owner is assigned to the Arena organization, and to the following roles:

- **Arena Power User**
- **Organization Owner**

## Creating the first Organization owner

1. Create a user, and in the initial form, assign the user to the Arena organization, and save the settings.
2. Assign the user to the **Arena Power User** and **Organization Owner** roles.

## Organization administrator and Organization user

For library staff to be able to create pages and configure portlets as well as updating content, assign the user the **Organization Administrator** role. For library staff to be able to only update content, assign the user the **Organization User** role.

## Editing or deactivating a user

1. In the left hand menu, click **Control Panel/Users/Users and Organizations**.
2. Click the context menu to the right on the row for the user. Select **Edit** or **Deactivate**.

## Accessing My account

1. In the left hand menu, click **[your name]/My account/Account settings**.

**Note:**

You need to know the name of the users to find them - there is no way to display all the user names in the system.

# Managing a roles in Liferay

A user type is assigned roles, and roles consist of different permissions.

The roles that are included in the installation are sufficient in many cases. But you may also want to create new roles that are tailored for your organisation. You create your own roles under **Organization roles**.

## Creating a new role

1. Sign in to Liferay.
2. In the menu to the left, click **Control Panel**.
3. Under **Users**, click **Roles**.
4. Select the **Organization roles** tab.
5. Click the plus sign at the lower right of the screen.  
The **New role** window opens.
6. In **Name** type a name for the role. **Title** and **Description** are optional fields.
7. Click **Save**. You return to the list of roles.
8. Click **Actions** for your new role and select **Define permissions**.
9. Select permission area in the dropdown. Each area has sub-areas to select from.
10. Click **Save** when you have selected the permissions for an area.
11. Select more permission areas in the dropdown if you want to add more permissions to the role.

You have now created your new role with its permissions, and you can continue to assign users to this role.

## Editing permissions for a role

**Note:**

You cannot edit permissions for the Organization Owner and Organization Administrator roles.

1. In the menu to the left, click **Control Panel**.
2. Under **Users**, click **Roles**.
3. Select the **Organization roles** tab.
4. In the context menu for the role that you want to edit, select **Define permissions**.
5. Make changes in the same way as when creating a new role.

# Password policies

Arena supports creating password policies to ensure that information is kept secure. A user can only be included in one password policy.

## Arena Password Policy

There is one password policy included in the installation - Arena Password Policy. This policy comes pre-configured with settings that enforces a quite strong password. To find out the exact settings for this policy, select **Users** and then **Password Policies**. Click the context menu for the policy and select **Edit**.

You can create new passwords policies if you want to, or adapt the Arena Password Policy.

## Recommendations

Make sure that administrators and users have personal user names and passwords and that security measures are met, for example:

- Requiring that the user changes password upon initial sign-in
- Using complex passwords
- Password expiration
- Control of maximum number of unsuccessful sign-in attempts
- Making sure that passwords are not shared, written down or sent by email
- Signing out of Arena rather than letting the time-out take place

## Creating password policies

1. Sign in to Liferay.
2. In the menu to the left, click **Control Panel**.
3. Select **Users** and then **Password Policies**. You can either update the default password policy, by clicking its context menu and selecting **Edit**, or create a new password policy by clicking + at the lower right of the screen.
4. Enter a name for the policy, and, if you want, a description.
5. Make the settings for the following areas

### Password Changes

Changeable: Makes the password changeable and enables making additional settings.

Change Required: Requires that the user must change password after the initial sign-in.

Minimum Age: How long time the user must wait to change the password again.

Reset Ticket Max Age: How long a password reset link is valid.

### Password Syntax Checking

Enable Syntax Checking: Checks the content and/or length of passwords and enables making additional settings.

Allow Dictionary Words: Keeping this option deselected prevents the user from using common words for their password.

Use the rest of the options to set the required complexity of passwords.

### Password History

Enable History: Keeps track of previous passwords and prevents the user from reusing passwords.

History Count: The number of previous passwords to keep in the history.

## Password Expiration

**Enable Expiration:** Forces the user to change the password on a certain interval.

**Maximum Age:** How often the password must be changed.

**Warning Time:** Determines how long before a password expires that the user gets notified.

**Grace Limit:** How many times the user may sign in after their passwords has expired.

## Lockout

**Enable Lockout:** Prevents the user to sign in after a defined number of unsuccessful attempts.

**Maximum Failure:** Maximum number of attempts the user is allowed to make with the wrong password.

**Reset Failure Count:** How long time the unsuccessful attempts to sign in is kept.

**Lockout Duration:** How long time a locked account stays locked.

## Assigning a password policy to users

It is recommended to assign the same password policy to all users in the organisation. Make sure that existing passwords conform with the settings in the password policy before you assign it to the organisation.

1. Open the context menu for the new policy and select **Assign members**.
2. Select the **Organizations** tab.  
Check the name of your organisation.
3. Click **Add**.

# Notifications

Arena users can get different kinds of notifications.

With the News agent, the users can select to get notifications when new stock is added that corresponds to a search.

With the message service, the staff can send messages to the users.

## News agent

The News agent is a local service that will select new additions to the stock that correspond to users' interest profiles, and send notifications every night. Many options require configuration of the Admin: installation details, My saved catalogue searches and Search results portlets.

If the news agent option is available, the users tick the extra checkbox in the **Save search** dialog to get alerts when new stock is added that corresponds to their search, and they should then also select notification method. The methods available are e-mail or messages to the Arena message inbox. It is possible to add an alert request to an existing saved search result at a later point, in the portlet My saved catalogue searches.

In the same way, the user can request notifications about new articles.

Another method exists that sends the selected titles and user information to the backend through ALMA. If this method is used (configuration **Use LMS as notification method** in Search results and in My saved catalogue searches) no e-mail or inbox message can be sent from Arena. Instead an addition to the stock results in a reservation for that title with the user.

The option alert on all hits first time will send all results - not just the new ones added initially - based on the profile.

## Prerequisites for the news agent to work

- Save search must be enabled in portlet Search results and/or Articles:Search results list.
- URLs must be defined in Admin:Installation details if links to the new items should be included in the messages.
- My saved catalogue searches and/or My saved searches for articles should be placed somewhere on the site - these are not necessary for the news agent function but recommended from a usability point of view, so that the user can find the saved searches.

See also: **Admin: installation details**, **My saved catalogue searches**, **Search results** and **My saved searches for articles**

## Messages

As an administrator with Inbox permission you can send messages to all Arena users in a certain library/archive/museum. They will receive the messages in their Arena inboxes.

See also: **Admin: permissions manager**

## Viewing messages

1. Log in to Arena , and click **My Messages** in the Login panel. Alternatively, click **My Pages** in the menu and then click **My messages**.

## Sending a message

1. In the message panel, click **Go to outbox**.
2. Choose a library, archive or museum member to which you want to send a message.
3. Enter a subject and type the message text.
4. Optionally, click **Preview** to preview the message.
5. Click **Send**.

# About Arena

An Arena system comprises the following two main parts:

- Back-end functionality - This may be a library, museum or archive system, with a public interface to the catalogues, user transactions such as loans and reservations, and Web 2.0 functions such as ratings, reviews and tags.
- Information base system - This is where the authority may publish information and offerings to the public, as an alternative to the services at the physical institution; articles about what is happening at the library, tips about activities etc.

Arena builds these into a website that institutions may use to present themselves, make their services available on the Internet, and enable users to contribute additional information.

## Liferay

Liferay is the content management system (CMS) used to carry Arena. Liferay is a portlet based CMS. It is an open source system based on the Java platform. Liferay in itself has a lot of functionality that can be used in the portal and added to this is the whole Arena functionality.

See also: [Liferay documentation](#)

## Portlets

A portlet is an independent function program. Portlets may be placed on a page in Arena, one or more times and also on many pages. A page is made up of several portlets that together form the complete information and/or transaction service provided by that page.

Arena's default delivery setup includes a structure of pages and portlets that provide Arena's essential services. You may add portlets to existing pages, and in general build the site to meet your requirements.

All portlets have some different sets of configuration:

- Look and feel - Includes information like what title to show in different languages. Most settings related to styling are done by Axiell at the time of installation.
- Configuration - Permissions to the portlet, and sharing of the portlet.
- Arena preference setup - portlets also have setup related specifically to the functionality available in Arena. For each portlet there is a default setup of the preferences which is applied for each instance.

See also: [Portlets in Arena](#)

## Language handling

Arena uses a language system that makes it possible for pages and portlets therein to work in different languages. By using this system, text, such as labels, headers and information displayed in pages and portlets will change automatically when a different language is selected by the user. This system also handles web content, such as articles, which may be available in different languages. This means that it is not necessary to have a set of pages and portlets in different languages - each language is handled automatically within each page and portlet.

**Note:**

Use the same URL for all language versions of a page.

For Arena portlets all texts are available in English (GB and US), Finnish, Russian, Swedish, Norwegian (Bokmål and Nynorsk), German and French. You may also apply your own text variants to replace the ones delivered. Liferay portlet texts are available in many languages, and are included in the Liferay bundle.

## Styling

The general layout and styling of an Arena site is handled by using a theme. Each theme comprises a set of CSS. Each theme has a basic configuration that applies to all pages, including the page layout, column arrangement, colouring, and the header bar. The theme also controls menu handling.

A theme may exist in different colour schemes variants. Each colour scheme may include different colour selections and rules, but must conform to the same basic structure of the theme.

See also: **Setting the look and feel**

## Arena architecture

Arena provides a way for library, archive and museum members to access and use the library, archive or museum management system (LMS) catalogue, and to communicate with other members through reviews, recommendations and star ratings.

To do all this, Arena has to be more than just a web application. For this reason, we chose to build it inside the Liferay environment.

### LMS

This is the Library Management System - the software used to manage the library (or archive or museum). It may work with one or several databases (catalogues), locally or countrywide. Examples of LMS software: Quria, BOOK-IT and OpenGalaxy. Example of museum software: EMu.

### ALMA

This provides the interface between the LMS and Arena. It pairs related instructions from the LMS and Arena, so that instructions passed between the two systems are understood and acted upon correctly. A different ALMA is required for each different LMS.

### Central services (CS)

This is the component in Arena that contains the centralized services. It provides web services for the locally installed part of Arena, and may also have other components installed, such as fail-over and clustering features. Reviews, ratings and tags are examples of Central services.

### Local Services (LS)

This is the core of Arena. It also provides the web interface with which its users interact.

### Liferay and portlets

Liferay is the software foundation of Arena. It provides the environment for small applications, known as portlets, to run. It includes a range of ready-made portlet, which perform many common tasks. Many other portlets have been written to provide Arena's features.

## Multi-agency installations

Arena is not limited to working with just one library, museum or archive catalogue. It may work with any number and combination of them. Each library, museum or archive catalogue is managed by an LMS (Library Management System) or archive system. Arena refers to each LMS as an agency. A library, museum or archive may be composed of many parts, such as locations, branches and departments. Arena refers to these as members. In other words, an agency may have any number of members.

## Cookies used in Arena

### What is a cookie?

A cookie is a small text file that is saved in your computer when you visit a website that uses cookies. There are two types of cookies:

- A persistent cookie that saves a file in your computer during a longer period of time. In this kind of cookie, it is stated how long the text file is preserved in your computer.
- A session-based cookie that is saved in the memory of your computer only temporary, while you are visiting a website. It is erased when you close your web browser.

## What are cookies used for?

Cookies can contain information about what settings you have made, so that when you visit same website again, you don't need to make the settings again. The cookie informs the website that the visitor has been on the website before, and about which settings were made then. If you update your settings, the existing cookie is replaced with a new one. This means that cookies are used to make it easier for you when you visit a specific website.

## Arena cookies

Arena cookies let you move around the website and use essential features like secure areas, media lists. These cookies are session-based and don't gather any information about you.

We use these cookies to:

- Identify you as being signed in to your Arena system.
- Manage your media lists.
- Keep your selected languages between pages.

Cookie	Purpose	Duration	Domain
COOKIE_SUPPORT	Informs Arena if the user's web browser accepts cookies	Session	<library domain>
Arena_Cookie_Con-sent	User's selected preferred cookies. If nothing is selected, no cookie is set.	6 months	<library domain>
GUEST_LANGUAGE_ID	Handles display of selected language	Session	<library domain>
lastMsgFetch	Displays messages from the library	Session	<library domain>
JSESSIONID	Cookie to preserve the session	Session	<library domain>
SELECTED_LOCATION_VALUE	User's selected preferred event location filter in start page. If nothing is selected, no cookie is set.	Configured by the library site, default: 7 days	<library domain>
_rspkrLoadCore	Ensures that the ReadSpeaker function is loaded and working from start	Session	<library domain>
ReadSpeakerSettings	Stores the settings the user selects (such as speed and color)	4 days	<library domain>
TawkConnectionTime	Remembers the user so that previous chat conversations can be identified to improve the service	Session	<library domain>
twk_idm_key	Tawk.to, a live chat functionality, sets this cookie to remember users so that previous chats can be linked.	Session	<library domain>

## Third party cookies

In Arena we use the following third-party services. Not all libraries use all services. The user can decide to turn off third party cookies in the web browser.

### Facebook

Cookie	Purpose	Duration	Domain
CacheStorageVersion	Used by Facebook to deliver a series of advertisement products such as real time bidding from third party advertisers.	Persistent	facebook.com
datr	Site security and integrity	2 years	facebook.com
fr	Advertisement	3 months	facebook.com
sb	Used by Facebook to improve friend suggestions.	2 years	facebook.com
dpr	Saves the information about log-on Facebook user for the pur-	1 week	facebook.com

Cookie	Purpose	Duration	Domain
	pose of the advertisement recommendation and updating the content, content of the cookie is confirmed within the conditions of the Facebook use.		
wd	Saves the information about log-on Facebook user for the purpose of the advertisement recommendation and updating the content, content of the cookie is confirmed within the conditions of the Facebook use.	1 week	facebook.com

## Google Analytics

Arena uses Google Analytics to measure how users interact with the website content.

Cookie	Purpose
_ga	Creates a unique ID used to generate statistics about how the visitor uses the website.
_ga_*	Persists the session state
_gat	Regulates number of requests
_gid	Creates a unique ID used to generate statistics about how the visitor uses the website.
collect	Sends data about the user's device and behaviour. Tracks the user between different devices and marketing channels.
__gads	Provides ad delivery or re-targeting.
googtrans	Stores language settings.

Cookie	Purpose	Duration	Domain
NID	Registers a unique ID that identifies a recurrent user. The ID is used for targeted advertisement.	6 months	google.com

If you do not want your Arena visits to be shown in Google Analytics' statistics, you can add opt-out add-ons to your browser.

See also: [developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage](https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage)

## Twitter

This cookie is used to remember the user's selected language. It does not store personal information or install any tracker on the computer, and is not considered offending.

Cookie	Purpose	Duration	Domain
lang	Handles display of selected language.	Session	syndication.twitter.com
_twitter_sess	Allows the use of Twitter features without having to sign in, and contains some tracking information that Twitter uses to improve their services.	Session	twitter.com
guest_id	Used to identify the user, Twitter will assign a unique code to track the user's visit to the Twitter feed.	6 months	twitter.com

## YouTube

These cookies are used to estimate the user's bandwidth on pages with integrated YouTube videos, or to keep statistics of what YouTube videos the user has seen. The cookies are not considered offending.

Cookie	Purpose	Duration	Domain
IDE	Used by Google DoubleClick to register and report user behavior after having seen or clicked on an ad, to measure the effect of the advertisement and to be able to present targeted advertisement for the user.	1 year	doubleclick.net

Cookie	Purpose	Duration	Domain
NID	Registers a unique ID that identifies the device of a recurrent user. The ID is used for targeted advertisement.	6 months	google.com
PREF	Registers a unique ID that Google uses to create statistics of user behavior over different websites.	1 year	youtube.com
VISITOR_INFO1_LIVE	Tries to estimate user bandwidths on pages where YouTube videos are integrated.	6 months	youtube.com
YSC	Registers a unique ID to create statistics of which YouTube videos that a user has watched.	Session	youtube.com

## Wikipedia articles

These cookies are used to show banners and notices appropriate for the region, or helps to calculate unique devices accessing the site. The cookies are either session based and expires when the user exits the browser or do not contain personal information, and are not considered offending.

Cookie	Purpose	Duration	Domain
GeoIP	Helps Wikipedia to show banners and other notices depending on the region, based on information in a GeoIP database.	Session	wikipedia.org
WMF-Last-Access	Helps Wikipedia to calculate unique devices that sends requests to their website.	1 month	wikipedia.org

See also: [blog.wikimedia.org/2016/03/30/unique-devices-dataset](http://blog.wikimedia.org/2016/03/30/unique-devices-dataset)

## Preventing storing of cookies

If you do not want cookies stored on your computer, you can switch off the cookie function in safety settings in your web browser. No cookies will then be stored, but this also means that you will not be able to use all functions on the web site. You can read more about how to deny storing of cookies in the user documentation for your web browser.

## Supported browsers

The following versions are tested on and supported for Arena 3.3/4.0 (user and administration features).

### Desktop

- Internet Explorer 11 and Edge <sup>1,2</sup>
- Chrome, latest version
- Firefox, latest version
- Safari, latest version

### Mobile

- Safari mobile <sup>1,2</sup>
- Chrome <sup>1,2</sup>

<sup>1)</sup> User features only

<sup>2)</sup> Sites using non-responsive design technically work, but are not suited for mobile devices

#### Notes:

Versions of browsers that were released after a major Arena release have not been tested and support for these newer browser releases will be provided as best-effort only.

Versions of browsers that were supported with an initial release of an Arena version that have reached the end of their product life cycle are no longer tested in subsequent service releases and support for those older browser releases will be

**Notes:**

provided as best-effort only.

Compatibility mode and Quirks mode are not supported. (These are different techniques where the web browser emulates an older version.)

## Statistics tools

Liferay has built-in support for Google Analytics, but you can also use other statistics programs. For most custom statistics programs, you need to add either some metadata or JavaScript to every page. Some themes have built-in support for Google Analytics.

## Google Analytics

This is how you define the Google Analytics ID:

1. Sign in to Liferay.
2. In the menu to the left, click **Configuration/Site settings**.
3. Click the **Advanced** tab.
4. Under **Analytics/Google Analytics ID**, type the Google Analytics ID.
5. Click **Save**.

## Adding a JavaScript in Arena

In **Manage/Site Pages** in the **Admin** toolbar (when signed in to Liferay), you have an area where you can add global JavaScript that is executed on every page. Copy the JavaScript segment provided by the customer and add to that section.

## Adding metadata

There is no easy way of adding metadata without editing the local theme so that the metadata tag is added to every page. The downside of that is that this change will need to be done at every upgrade as it will be removed at this stage.

## GDPR

Arena is continuously developed to meet the GDPR (General Data Protection Regulation) requirements. The following has been implemented so far:

- A user can read all information stored in the system (both Arena and backend information) on the **My Profile** page, under top heading **My profile**. The backend decides what user information is stored and returned in a call from Arena.
- A user will be reminded to check the profile information in the system regularly. A reminder text is shown (in the login portlet) if the profile information has not been updated for a set number of days (default 365 days; set by Axiell). The user has two choices:
  - Go to my profile and possibly update the information.
  - Dismiss the text. It is the backend that decides if this feature is used or not.
- There are links to the informative text about loan history and general agreements on the **My Profile** page, for a user to read (if enabled in the portlet). In **My Profile**, under **Registered accounts** the user can enable/disable loan history (the loan history itself is found on the page where the **Loan history** portlet has been added).
- A user can choose to delete their account by contacting library staff who deletes the account in the backend. All data stored in Arena will then also be deleted. If the user has a nick/display name it will be anonymised. Written reviews are not deleted but shown with the anonymised nick/display name.
- When registering for an event, the user's email address is stored along with the number of registered attendees, for the library to be able to inform about updates or cancellation of events. The stored information is deleted when:
  - The event has been completed
  - The event has been cancelled

## End-user support

We have prepared a document that the library can use as a basis for end-user support of the Arena web site: **Quick guide for end-users**. You find it at the bottom of this page: **End user support**. The document assumes that the Arena Nova theme, available starting with Arena 4.0, is used. Adapt the information to reflect your Arena web site.

# Pages and portlets

The look and feel of your Arena is to a large extent determined by a theme, for example Arena Go or Arena Nova. Different themes are available with different versions of Arena. Most settings related to styling are done by Axiell at the time of installation.

Portlets generate dynamic content on pages for many different purposes. In addition to the many Liferay portlets, Arena includes a number of customized portlets, created by Axiell.

# Arena Nova

For Arena installations starting with version 4.0, there is a possibility to use Arena Nova for a smart and consistent user experience. Arena Nova is activated by Axiell. It includes several pieces of functionality that can be used as templates, for example featured spots, news articles and event articles. The following sections describe how you can make adaptations to suit your website.

## Focus shortcuts

Focus shortcuts are positioned at the top of the start page to immediately catch the visitor's attention and interest. You can choose to highlight certain parts of the library activity or pages on the library site.

Follow the steps below to edit a focus shortcut:

1. Go to the start page. You find prepared examples of focus shortcuts.
2. Click the edit icon for the article that you want to update.
3. Change the header to the title that you prefer.
4. Add 2-3 lines of catchy text as description text.
5. Paste the link to the destination page - ideally you already have this page open in another browser tab.
6. Select an image from **Documents and media** or upload a new image from your computer. Make sure that the image is not in high resolution (adapted for print) to avoid that the page loads slowly. Make sure to enter an **Alt text** for accessibility.
7. Depending on the colors and brightness of the image, you may want to adapt the appearance of the text under **Text color and gradient options**. You can for example choose **White text / Black gradient** or vice versa - just try the different options to see which looks best with your selected image.
8. Alternatively, you may want to use a background color instead of an image - if so, enter the RGB code of the color you want to use in hexadecimal format.
9. Click **Publish** and refresh the page, to see that your focus shortcut has been saved and that the article is displayed the way you intended.

You can configure the order of the articles in the focus shortcut using the **Order** field. **1** is the largest image to the left. Make sure not to set the same value for the different articles - then the sorting will be made depending on the name of the article instead, and the order value has no effect.

## That's how it works-articles

That's how it works-articles provide information about the library services that the library offers.

Some services can be described briefly and fits in a card without a link. Other services may need a more comprehensive description - then a link is a provided to another page with all details.

Follow the steps below to add a That's how it works-article:

1. Go to the page with the information about the library services.
2. Click the **+** character in the asset publisher.
3. Select **That's how it works** in the list.
4. Fill in a title, a summary and content. If you only enter a summary and no content, there will be no link to the full-page view of the article.
5. If you want to link to another page from the That's how it works-article, use the **Link** field. Fill in the label of the link under **Link text**.
6. Select an image to be displayed in the full-page view of the article. Using an image is optional, but it enhances the article and the user experience. Select an image from **Documents and media** or upload a new image from your computer. Make sure that the image is not in high resolution (adapted for print) to avoid that the page loads slowly. Make sure to enter an **Alt text** for accessibility.

7. Select **Display Page** among the options at the bottom - in this case, **Article**.
8. Publish the article and refresh the page, to see that the article is displayed in the list.

## News articles

The news articles can describe for example news and themes at the library. On the start page, you find the latest articles from the News category, with a link to the full-page view of the news article.

Follow the steps below to add a news article:

1. Go to the start page.
2. Click the **+** character in the asset publisher for news.
3. Select **Article** in the list.
4. Fill in a title, a summary and content. The summary is shown in the news list on the start page.
5. Select an image to be displayed in the full-page view of the article. Using an image is optional, but it enhances the article and the user experience. Select an image from **Documents and media** or upload a new image from your computer. Make sure that the image is not in high resolution (adapted for print) to avoid that the page loads slowly. Make sure to enter an **Alt text** for accessibility.
6. Select **Display Page** among the options at the bottom - in this case, **Article**.
7. Publish the article and refresh the start page, to see that the article is displayed in the list.
8. Click the article to see that the entire article is displayed in the full-page view.

## Event articles

Event articles are used to describe events at the library that visitors can take part of, for example author readings, read-alouds of children's books or internet classes for seniors.

Events are presented on the start page (the six next events) and on the events page (all coming events).

Follow the steps below to add an event article:

1. Go to the events page.
2. Click the **+** character in the asset publisher for events.
3. Select **Events** in the list.
4. Fill in a title for the event.
5. Add a catchy yet descriptive text for the event under **Content**.
6. Enter a start date, start time and end time. If the event lasts for several days, also add an end date.
7. Fill in a location and an address.
8. Select an image from **Documents and media** or upload a new image from your computer. Make sure that the image is not in high resolution (adapted for print) to avoid that the page loads slowly. Make sure to enter an **Alt text** for accessibility.
9. Under **Metadata**, select categories such as location or target audience.
10. Under **Schedule**, enter the end date of the event as **Expiration Date**.
11. Select **Display Page** among the options at the bottom - in this case, **Single event**.
12. Publish the article and refresh the events page, to see that the event is displayed in the list.

## Branch articles

The branches that are part of the library site are listed on a page that is typically named *Our Libraries*. You can click a branch to see a full-page view of that particular branch.

Follow the steps below to add a new branch:

1. Go to the page with the list of library branches.
2. Click the **+** character in the asset publisher for the library branches.

3. Select **Branch**.
4. Fill in a title - the name of the library branch.
5. Enter the address, zip code and city - this information is used to show the location of the library in Google Maps.
6. Enter an email address.
7. Select an image from **Documents and media** or upload a new image from your computer. Make sure that the image is not in high resolution (adapted for print) to avoid that the page loads slowly. Make sure to enter an **Alt text** for accessibility.
8. Add a short but brisk description of the branch. The text shows in a text box in the full-page view of the branch.
9. Under **Opening hours**, you can connect to Google Calendar or KIFI (Finland only). If the field **Library name** is left empty, the branch information will be displayed without the opening hours section.  
Google Calendar: enter the name of the calendar for the branch, such as *Lagersberg library - Axiell* configures the connection to Google Calendar when it's time to activate the site.  
KIFI (Finland only): Enter the exact string from KIFI.
10. Select **Display Page** among the options at the bottom - in this case, **Branch**.
11. Publish the article and refresh the page, to see that the branch is displayed in the list.
12. Click the article to see what the full-page view looks like. In case you want to update the description of the branch, just go back the list view and click **Edit** for the branch.

See also: **Branch-specific information**

## FAQ articles

FAQs are the kind of questions that visitors often ask the library. FAQ articles can be used to collect these questions on a page in a clever format where questions and answers can be displayed in a compact and user-friendly manner. For questions as well as answers - less is more!

Follow the steps below to add a new FAQ article:

1. Go to the FAQ page.
2. Click the **+** character in the asset publisher for the FAQs.
3. Select **FAQ** in the list.
4. Enter a title - the question.
5. Fill in the answer under **FAQ - answer**.
6. Publish the article and refresh the FAQ page, to see that the question and answer are displayed in the list.

## Image handling

There are many ways to optimize usage of images, but here are some recommendations that generally work well. The center of the image is automatically displayed which means that the height of the image is less important.

For background images that fill the entire web browser window, using images in 16:9 format with a width of 1920 pixels is recommended, since 1920 pixels is a common screen resolution.

For focus shortcuts and events, using images in 4:3 format with a width of 800 pixels is sufficient.

## Image resources

"A picture is worth a thousand words!" Just image what a text together with an image can accomplish on your library site.

If you don't have access to great images already - here are some examples of web sites where you can find free images to use.

- Unsplash - [unsplash.com](https://unsplash.com)
- Pixabay - [pixabay.com](https://pixabay.com)
- Picjumbo - [picjumbo.com](https://picjumbo.com)

Keep in mind that it's good practice to acknowledge the photographer by referring their name when you use images that others have taken, ideally at the end of the article or next to the image if it is used in running text.

The images that you find online may be in high resolution, and then need to be compressed in order not to slow down your web site. You can use a tool such as Photoshop or GIMP, or go to the site below, to quickly and easily change the size of an image:

- [pinetools.com/resize-image](https://pinetools.com/resize-image)

## Opening hours

Opening hours are displayed on the library page for visitors to check out the opening hours for the current week. They can also navigate forward to see the hours of the coming weeks. There is also a page that displays today's opening hours for all branches. The library can display staffed hours and Open Library hours.

The information shown in the opening hours is fetched from the library's Google calendar or KIFI (Finland only).

Display of opening hours is included in Arena installations with ArenaNova.

## Adding regular opening hours to the Google calendar

The library staff enters information about opening hours in the Google calendar. The opening hours of each branch is entered as different calendar events, each of these using the name of the branch as heading. Open Library hours are registered as separate calendar events with a text in the description field.

### Start

1. Sign in to Google with the library's credentials and select **Calendar** among the Google apps at the top right.
2. Existing calendars are listed under **My calendars** - perhaps there is only one in your case - make sure that the library's calendar is checked.
3. Click **Settings and sharing** for the calendar and check **Make available to public**.

### Creating a calendar event

4. Double-click in the calendar where you want to start adding opening hours, for example today.
5. Enter the name of the branch as title at the top. All events for this branch should be given the same title.
6. Define when the library (the branch) is open, for example 10:00 to 20:00. You do not need to change the date.
7. Select recurrence if needed, for example **Every weekday (Monday to Friday)** for repeating opening hours. Remember to set an end date for repeating events.
8. Continue to add regular opening hours for all days when the library is open. Days without calendar events will appear as closed in the Arena opening hours.
9. Then add opening hours for the other branches, if the library has more than one branch.

## Open Library

If the library offers Open Library hours, you create a separate calendar event for the branch where you enter the hours and write any text in the description field. It is good practice to enter a text that clearly states that this is the Open Library event, in case you need to update it later. These events will displayed on rows of their own with the hours followed by text **Open Library**, and the normal opening hours will display only the hours.

#### Note:

Calendar events with regular opening hours and calendar events with Open Library hours cannot overlap - they need to be assigned different hours.

Example: If the library is open 8-21 but with some hours without staff, then enter 8-10 as Open Library, 10-18 as normal hours and 18-21 as Open Library.

## Entering exceptions in the Google calendar

The library may be closed some days such as New Year's Eve, or have days with irregular opening hours.

## Closed days

1. Browse to the closed day in the calendar and click the opening hours of that day.
2. Select **Delete event** (the trash can icon) and then **This event**.

## Irregular opening hours

1. Browse to the day where the opening hours is to be changed and double-click this event.
2. Change the time that is displayed at the top and click **Save**. Nothing else should be altered.
3. Select **This event** in the dialog that opens and click **OK**.

Continue to do the same with other days when the library is closed or deviates from the regular opening hours.

### Note:

Translations for staffed or Open Library hours work nicely when using Google translate for the Arena website but not when using the Language portlet.

## Branch-specific information

The library may want to show specific information about its branches, for example information about opening hours, events that take place at this particular branch, or services that are offered only there.

## Categories

The branch-specific information is filtered using categories. A combination of categories for the branch name along with categories for articles results in display of the information.

1. Make sure that the branches are available for selection as categories under **Locations** (the locations that are also used for events). If not, start by adding them.
2. Add two categories under **Article categories**, for example *News - branch* and *That's how it works - branch*.

See also: [Creating locations and rooms for events](#)

## Creating content

### News article with branch-specific information

1. Select **Content/Web content** in the menu on the left-hand side.
2. Click the plus sign at the lower right of the screen.
3. Select the **Article** structure.
4. Create the article with a title, introduction, image, etc.
5. Make sure that the article is linked to the correct categories. For news articles, select *News - branch* under **Article categories**. Select current branch under the **Locations** category.
6. Make sure that the article has the correct display page.

See also: [News articles](#)

### That's how it works article with branch-specific information

1. Select **Content/Web content** in the menu on the left-hand side.
2. Click the plus sign at the lower right of the screen.
3. Select the **That's how it works** structure.
4. Create the article with a title, introduction, image, etc.
5. Make sure that the article is linked to the correct categories. For That's how it works-articles, select "*That's how it works - branch*" under **Article categories**. Select current branch under the **Locations** category.
6. Make sure that the article has the correct display page.

See also: **That's how it works-articles**

## Branch articles

Make sure that the library information is linked to the correct branch under the **Locations** category. When correct branch is linked to the library information article, the news articles and the That's how it works-articles will be displayed when the user clicks on the branch to find out more.

See also: **Branch articles**

## Library-specific events

1. Select **Content/Administrations of events**, and create a new event with the correct branch location.
2. Add the **Events** portlet to the */Branch* page.

See also: **Creating an event**

# ArenaGo

ArenaGo is a complete installation of Arena where the template for content and layout is predefined. The library answers a straightforward questionnaire in connection with installation and sends it to the responsible party at Axiell Sweden who inputs the information in ArenaGo and publishes the web site.

This page describes the content of ArenaGo. For more detailed information of functionality search the Arena help page.

For ArenaGo to work you need a recent version of Firefox, Chrome or Safari and at least version 9 of Internet Explorer.

ArenaGo consists of 7 main menu alternatives: Start, Inspiration, Children, Youth, We offer, Opening hours and contact information, and My pages.

Functionality includes query lists, catalogue record pages and pages for more specific searches. On each page there is the option to log in, change languages, access the main menu options, search and read text.

## Start page

The Start page includes the following elements:

- Slideshow (**Articles: show article**) (Articles: Show article)
- Welcome text (**Articles: show article**) (Articles: Show article)
- List of recommended reads (**Results list**) (Results list)
- List of recently rated titles (**Top list**) (Top list)
- Popular tags (**Tags: tag cloud**) (Tags: Tag cloud)
- And basic functionality

## Search results page

The search results page includes the following elements:

- Search results list of 10 hits (**Search results**) (Search results)
- Facets that make it possible to filter the search results (**Facets**) (Facets)
- Links to external services (**Dynamic links**) (Dynamic links)
- Tag cloud that shows key words (**Tags: tag cloud**) (Tags: Tag cloud)
- And basic functionality

## Catalogue record page

The catalogue record page includes the following elements:

- Catalogue record information (**Catalogue record**) (Catalogue record)
- Other titles by same author (**Results list**) (Results list)
- Similar titles based on subject words (**Results list**) (Results list)
- Facets to search further for subject or author (**Facets**) (Facets)
- Links to external services (**Dynamic links**) (Dynamic links)
- Keywords (**Tags: tag cloud**) (Tags: Tag cloud)

## Inspiration

The Inspiration page includes the following elements:

- Lists that are automatically updated:
- Recently rated (**Top list**) (Top list)
- Recently reviewed (**Top list**) (Top list)

- In addition, there are 5 submenu alternatives.
- Each page also contains 4 lists.

## Children

The Children page includes the following elements:

- Lists that are updated automatically.
- In addition, there are 5 submenu alternatives.
- Each page also contains 4 lists

The content shown includes a book cover, title and author.

- Functionality
- Navigation
- Lists (**Results list**)(Results list)

## We offer

The We offer page includes the following elements:

- Navigation
- Get a library card (This is controlled by the library management system and may not be available in all ArenaGo set ups)
- Specific articles related to offerings (**Articles: show article** ) (Articles: Show article)

Submenus for the page:

- Get a library card
- Submenu 1-Submenu 10

## Opening hours and contact

The Opening hours and contact page includes the following elements:

- Navigation
- Opening hours and contact information (**Articles: show article** ) (Articles: Show article)
- Contact the library (form)
- Purchasing suggestions (form)
- Interlibrary loans (form)
- List with tags *lib-info*

On this page articles are sorted by the field title ascending - from A to Ö 1-10. Use this to structure the order of libraries in your list.

## Editing library information

If you are logging in from different places:

1. Sign in as a Liferay administrator.
2. Go to Opening hours and contact.
3. Click **Add**.
4. Chose the template structureLibraryinfo.
5. Give the article a title.
6. Go to Library photos and click **Select**.
7. Click the folder Library photos.
8. Find the picture of the library and add it.

9. Fill in any other information you want on the page.
10. Click **Publish**.

Library page - this is needed if there are many branches in the library. Each branch will be listed here and have a copy of the template structureLibraryInfo-extended.

Staff - this page contains a list of employees. There is a template structurePersonnel. All articles here are categorised with the tag lib-staff sorted by the articles titles in ascending order.

## My pages

The My pages page includes the following elements:

- My loans: Information about the loans a patron has at home
- My reservations: Information about reserved media and fees
- My charges: Current total of debts
- My profile: User name, address, library card and pin code
- My saved searches: Searches the patron saved by clicking the icon
- My messages: Any messages from the library
- My reviews: Any reviews or ratings the patron has given

Additional functionality:

- **Navigation** Navigation
- **Articles: show article** Articles: Show article

## More tips and tricks

### Aligning images and text

**Note:**

To fill a row an image needs to be 1120 px wide. To fill a column an image must be 960 px wide.

1. Click the image in the editor and select the image tool.
2. Click **Appearance**.
3. Select **Alignment Not-set**.
4. Remove all values in **Dimensions**.
5. Change CSS-class to value.
6. To align write *imgLeft* or *imgRight* in the field.

### Horizontal dynamic lists

1. Copy the template page dynamic list template.
2. To change a list from vertical to horizontal, untick the **Edit Controls** box.

Liferay-settings (Graphic display)

**Portlet settings: Show frame:** yes

**Advanced style options: Enter your custom CSS class:** horizontal-list

### Grouping horizontal lists

Enter your custom CSS class:

x=number of the group

y=number of the list

horizontal-list list-group-x list y

## Example:

One list of August prize winners, Nobel laureates and tips

August prize winners CSS: horizontal-list list-group-1 list 1

Nobel laureates CSS: horizontal-list list-group-1 list 2

Tips CSS: horizontal-list list-group-1 list 3

# Managing pages

You can configure almost any aspect of a page. For example, you may add or remove a page, change a page's name, the way it looks, its dependency on other Arena features and settings, and its relationship to other pages.

## Page permissions

In Arena, roles are used to define permissions. With the default delivery there are high level definitions of a couple of roles. We recommend not to use page permissions. For roles specific to page permissions, please contact Axiell support.

See also [Liferay Documentation](#) and [Managing portlets](#)

## Configuring pages

1. Sign in to Liferay.
2. In the menu to the left, click **Navigation/Public pages**.
3. In the tree view, click the context menu for the page to configure. Select **Configure page**.
4. In **Name**, type the name of the page. This name will appear in the navigation bar.
5. Select **Hide from Navigation Menu** if you do not want the page to show in the menu. This is useful if the page is not yet ready for use.
6. In **Friendly URL** type the friendly URL for the page. Normally you do not need to change this.  
**Note:** Use the same URL for all language versions of a page.
7. In **Type** you can change the page type that was set when creating the page.
8. Click **Save**.

## Creating a page

Arena is delivered with a number of pages, but you can add more pages if you want to.

1. Sign in to Liferay.
2. In the menu to the left, select **Navigation/Public pages**.
3. In the tree view, click the context menu for the page that will be the parent page for the new page, and select **Add child page**.
4. Fill in a name for the new page.  
This name will serve as a menu item when navigating in Arena and will be part of the URL that the system creates automatically.
5. If your website is multilingual, click the flag for the language you want to add and type the page name in that language as well.  
**Note:**  
Do not create language versions of the URL of the page - only of the name.
6. Select **Hide from navigation menu** if the page is not ready to be displayed to Arena users.  
This is useful while the work with the new page is in progress.
7. Select page type.

Type	Description
Empty page	Creates an empty page with the layout you choose.
Full page application	Not used
Page set	Not used
Link to a Page of this	Functions as an immediate redirect to another page within the same site.

Type	Description
Site	
Panel	Can have any number of portlets on it but only one will be displayed at a time. The users select which portlet they want to use from a menu on the left side of the page, and the selected portlet takes up the entire page.
Embedded	Displays content from another website inside of your portal.
Link to URL	Redirects to any URL specified by an administrator.
Copy of a Page of this Site	Creates a copy of an existing page on the site.
Manage templates	<b>Blog</b> creates a page for editing and viewing blogs. <b>Content Display Page</b> has a layout which you can drag and drop portlets into. <b>Wiki</b> creates a wiki page Select <b>Inherit changes</b> if you want future changes to the template to automatically be applied to this page.

- Click **Add page** to save the changes.  
The new page appears in the tree view.
- Go back to the page to configure the Friendly URL.

**Note:**  
Use the same URL for all language versions of a page.

## Creating a copy of an existing page

It can be useful to create copies of pages, for example for backup purposes.

- Follow the instruction above for creating a page, but in the dropdown menu under **Type**, select **Copy of a page in this site**.
- Select the page in the **Copy from page** dropdown menu.
- Click **Add page**.

## Setting the look and feel

You may set the look and feel for a single page or for all pages. You may also edit a theme or CSS, to create a new look and feel. Most settings related to styling are done by Axiell at the time of installation.

### About themes

A theme includes a basic set up that applies to all pages. For example, it may set the number of columns, the colouring used in each column, the header bar, the way in which menus are handled, and so on. A theme may exist in different variants called Colour Schemes. Colour schemes may also include other rules within the structure set out in the theme.

### Theme settings

All the Arena themes have been supplemented with a group of new settings. The settings have a text input for the value and a check box to turn the setting on and off.

### Compatibility mode content

Internet Explorer allows you to define which version's engine is used to render a page. You can add different values for the X-UA-Compatible META tag telling Internet Explorer how to behave. The most common value and best practice (default) is "*!E=edge*" which ensures that Internet Explorer always uses the latest version. The latest and current version is also the fastest version.

## Meta viewport content

The meta viewport tag gives the browser instructions on how to control the dimensions and scaling of the page, and is a must if you have a site that uses responsive design. Without a proper meta viewport value, mobile devices will render the page at a typical desktop screen width, and then scale it to fit the screen. Our default value is "*initial-scale=1.0, width=device-width*" but if you have special needs you can change to your own taste, remember to add a comma between the values.

## External favicon

You can add a link to an external favicon, which is used for bookmarks and in the URL bar of the browser. There is also the possibility of adding a link to an apple-touch-icon, which is used on Apple devices when you bookmark or add to the home screen. Just add the paths to your images and mark the check box.

**Note:**

Bookmark icons in the browser are often cached, so don't expect the bookmark icon to change immediately if you add another image.

## Custom head and custom body bottom

These text area fields can be used to add code (javascript, meta tags, CSS etc) to either the head section of the document or to the absolute bottom of the page, just before the closing body tag. Note that Liferay's page setting has a similar javascript feature where you can paste code that will be executed at the bottom of every page. For the not so experienced user, this is good and very handy for occasional fixes and enhancements. However, if you have a more complex site and javascript functionality, maybe you are using a couple of external plugins or sharing javascripts between sites, the custom head and body bottom can be very useful.

## Theme characteristics

### Fixed width themes

A fixed width theme is one in which the main wrapper width is fixed. This ensures that all parts of Arena will display on computer screens of limited resolution. A commonly used main wrapper fixed width is 980 pixels. At this width, Arena will display fully on a computer screen that has a resolution of 1024×768, without the need to scroll horizontally to view content that would otherwise be outside the screen area.

Vertical scrolling cannot be eliminated, as page lengths vary according to content. For example, a catalogue search may produce a long list of results.

Advantages of fixing the main wrapper width:

- The main readable content area is tightly controlled, without the need to set minimum or maximum values.
- Fixed width layouts are sometimes easier to style, depending on the effect you require. Some visual designs may only be achieved in a reasonable manner within a fixed width layout.

Disadvantages of fixing the main wrapper width:

- The text size may not be enlarged greatly. This is because the line width does not increase along with text resizing so, at large font sizes, the screen may look very untidy.
- On a 980 pixel fixed width site, users with small monitors (800×600 pixels) will need to use a horizontal scroll bar to view content that would otherwise be outside the screen area. Despite the age of such monitors, the problem is still common.
- A 980 pixel fixed width site may appear too narrow on large, wide screen displays.

Any theme in which the main wrapper width is not fixed, may be fixed by adding the some CSS to your customer CSS file.

## Customer styling

Customer styling may be based on any theme. Customer specific styling is placed in a special CSS file, which is not overridden or removed when Arena application software is updated.

## Using themes

### Selecting a theme for one page

1. Sign in to Liferay, and in the menu to the left, click **Navigation/Public pages**.
2. In the tree view, click the context menu for the page that will be the parent page for the new page. Select **Configure page**.
3. Click the **Look and Feel** tab.
4. Select **Define a specific look and feel for this page**.
5. Change settings in the theme or click a new theme.
6. If you want to add a custom CSS to the page, insert it in the CSS field at the bottom of the page.
7. Click **Save**.

### Selecting a theme for all pages

If you are setting the overall look and feel for Arena, it is useful to apply the same theme to all pages. Later, you may apply other themes to individual pages.

1. Sign in to Liferay, and in the menu to the left, click **Navigation/Public pages**.
2. Select **Configure** in the context menu.
3. Change settings in the theme or click a new theme.
4. The field **custom-noscript-content** is where you modify the text that appears if the user has turned off or is missing javascript. The setting is on by default.
5. Click **Save**.

## The themes available

Arena includes the themes Urban, Modern, Arena Go and Agile, each one designed to suit different types of functionality in Arena.

### Arena Urban Theme

This theme includes the following settings:

- A header with logo.
- A menu positioned at the absolute top of the page.
- Responsive width. Layout columns get stacked below a certain screen size (768 px). The menu changes in look and behaviour at the same breakpoint.

Background image

- To change the background image to an image of your own choice, use the following css:  

```
#wrapper {  
  background-image: url( the/path/to/your/image.jpg );  
}
```

Special feature

- Giving a Liferay article the custom CSS class "urbanFooter" (**Look and Feel/Advanced styling**) places the article as a footer on the page.

ArenaUrban theme has the following schemes:

- Urban
- Rural

### Arena Modern Theme

This theme includes the following settings:

- Fixed width, which ensures that things stay in place
- Special layout-templates optimized for this theme
- Big header with search portlet
- Overall grey colour design with analogue textures for an up to date look and feel
- Lar file includes article with suggestion for a footer; use freely or adapt to your own needs

Arena Modern has the colour schemes:

- Default: red
- Variation: the idea with this colour scheme is to provide a base to build further upon, for example, there are no background images and also the header is smaller than the default colour scheme.

## The screen layout

Arena includes a range of layout templates, so that you may arrange the screen in many ways.

Changing the screen layout has a major effect on the layout of applications. Note the following:

- If you choose a layout template that has fewer areas than the currently used layout template, applications located in lost areas will be relocated automatically to the most appropriate available areas. For example, if you switch from a three-column layout template to a two-column layout template, applications located in the right column will be relocated from the lost third column to one of the available columns.
- The layout template applies to the currently displayed page only.
- The look and feel of individual portlets can also be configured.

See also: [Managing portlets](#) and [Configuring portlets](#)

## Setting the screen layout

1. Follow the instructions under [Configuring pages](#).
2. In the **Type** dropdown select **Layout** and select the template that you wish to use.
3. Click **Save**.

### Note:

The Toolbar theme has been deprecated in Arena 4.

## Adding a logotype

The standard placement of the logotype is in the upper left corner of the page. You can select a new logotype for your site (the default logotype is the one of Axiell's). How to add a logotype varies slightly between Arena 4 and previous versions of Arena.

1. In the menu to the left click **Control Panel/Navigation/Public pages**. In the context menu (next to **Public pages** in the menu), select **Configure** and make sure that the **Look and feel** tab is opened.
2. Scroll down, and under **Logo**, click **Change**.
3. In the dialog that opens, browse for the new logotype.
4. Click **Save**.

## CSS files

A Cascading Style Sheet (CSS) is a style sheet language used to describe the appearance and formatting of a document written in a markup language, such as HTML, XHTML and XML. CSS may also allow a markup page to be presented in different styles for different rendering methods, such as on-screen, in print, and others. Each document is usually linked to a CSS. However, readers of that document may use a different CSS to override the one the author has specified. The settings for CSS files are the same for different versions of Arena.

### arena.css

arena.css contains the default style for every Arena portlet. Every Arena portlet must have a default style stored in this file. This CSS is theme-independent, so all the CSSs within the file apply to all themes. The default styles must be based on the

Liferay classic theme, which you change as required within each of the Arena themes. IDs should be avoided within arena.css, because these styles are most likely to be overridden by the themes.

## arena-default.css

arena-default.css contains the theme styles for Arena portlets. This CSS is theme-dependent, so only styles that relate to that theme are placed there.

## custom.css

custom.css contains the styles for each theme. It is theme-dependent but must not contain styles for Arena portlets. This file contains everything apart from the Arena portlet styles, including page structure, Liferay buttons, the banner, Liferay portlets, etc. These styles may be overridden in the colour schemes. The colour schemes css files are then imported through the custom.css file within each theme, as shown in the following example:

```
@import url(blue.css);  
@import url(green.css);  
@import url(orange.css);
```

## colour scheme.css

Every colour scheme CSS file within each theme is loaded onto the relevant page but, because each colour scheme has a unique class before any of its declarations, the styles only apply to the colour scheme when the user is viewing the page. This class is added to the body tag in the HTML code, thus:

```
<body class="green">
```

The colour scheme's class should normally appear at the beginning of each declaration; for example, .green div.portlet-topper. The only exception to this rule is when you want a browser-specific style; for example,

```
.ie9 .green div.portlet-topper
```

Any styles from any part of Arena may be put into the colour scheme file.

## Customer.css

Any changes that a customer wants to make should be placed in the customer.css file (added manually). This file will be the last to be loaded and it will override any of the default styles included above.

## CSS validation

If you submit an Arena site to a CSS validation service, it might produce a couple of errors. This is not at all alarming; most of them have a reasonable explanation.

Listed below are some error messages from the W3C validation service with descriptions.

Error message	Description
Missing ; before }	When minifying a CSS file, it is allowed to remove the last semi-colon in the style declaration. This is done to reduce file size and improve performance.
@ rule	The @-prefixes are browser specific rules to make it work optimally in all browsers.
Property doesn't exist (DXImageTransform, zoom)	A common CSS fix added to make it work in older versions of Internet Explorer.

## Importing functionality to a page

Some pages, typically included in the Arena Nova theme, contain functionality that you may want to reuse in other pages, to add a consistent look-and-feel of your Arena website. This example describes how to add the That's how it works-structure to an existing page using the export/import functionality.

1. Sign in to Liferay.
2. Browse to a page that has the That's how it works-structure.

3. In the context menu of the Asset publisher portlet, select **Export / Import**.
4. Click **Export**.  
The portlet settings are now saved as a file.
5. In the window that opens next, click the **Asset\_Publisher...portlet.jar** link under the **Download** header.  
The series of numbers in the file name is generated automatically, based on the date and time it was created.
6. The file is automatically saved to your Downloads folder - if you want to, place it at some other location that is easy to find, for example Desktop.
7. Close the export window.
8. Go to a page where you want to add the That's how it works-structure.
9. Click the plus sign at the top right and search for the Asset publisher portlet that is located under Content management.
10. Drag the portlet to the page.
11. In the context menu of the Asset publisher portlet, select **Export / Import**.
12. Select the **Import** tab.
13. Click the **Select File** button and browse to the **Asset\_Publisher...portlet.jar** file that you saved to your computer earlier. Alternatively, drag the file from Windows File Explorer and drop at the uploading area.
14. Click **Continue**.
15. Click **Import**.
16. Close the window and refresh the page.

When you export/import according to above, all portlet settings are included but each exported portlet is still connected to the original portlet, and to be able to adapt these separately, you need to work with categories.

## Creating and selecting categories

In this example, we work with the Focus shortcuts that you typically find on the start page.

1. Go to the control panel and select **Content/Categories**.
2. Under **Article categories**, create new categories and name them according to their usage. If you have copied settings from the Focus shortcuts to, for example, use them also on the page with eMedia, then you can create a category named *Focus eMedia*. Make sure that there is also a category called *Focus start* to be used for the focus shortcuts on the start page.
3. Now edit the articles to be used by the focus shortcuts on the start page by connecting them to the article category *Focus start*. Do the same for the articles to be used on the page with eMedia and connect these to the article category *Focus eMedia*. This makes each asset publisher to show only the content that is relevant on the different pages.
4. Select **Configuration** in the context menu of the asset publisher portlet. Select the accurate category under **Filter** for each asset publisher, and click **Select**.
5. Click **Save** and reload the page. Verify that the focus shortcuts on each page display the correct content.

## Exporting parts of Arena

Export and import are Liferay features. As Arena operates within Liferay, you may not use the import feature here. This is because you would be importing into the system that you are currently using, which could cause major conflicts between features and settings currently in use, and those being imported and replacing them. You may only import into Arena from outside Arena.

See also: **Liferay documentation**

1. Sign in to Liferay.
2. In the menu to the left, click the site name (Arena)/**Publishing/Export**.
3. Click the plus sign at the lower right of the screen. All pages on the site will be exported by default. If you want to select the pages to export, unclick the pages you do not want in the page tree.

4. In the same way, if you do not want all content to be exported, click **Choose content** in the **Content** dropdown menu and select what to export and what to not export.
5. Click **Export**.

## The default Arena page My pages

The content on the default Arena page My pages (tab) is a Liferay article.

1. To edit the text or add or remove links, click the context menu in the top right corner of the portlet, and select **Edit web content**.
2. Edit the article like an ordinary Liferay article.
3. Click **Publish**.

See also: **Creating a Liferay article**

## Linking to PressReader

You can use the Dynamic links portlet to offer access to PressReader from the library web site. The page should require that the user signs in.

1. Create a new page in Arena.
2. Add the Dynamic links portlet to the page, and enter the link to PressReader: *https://pressreader.com*. Note that the link has to start with *https* and not *http*.
3. For Link conditions, select **Sign-in**.
4. Activate the link (no other links should be active).
5. Add a new title to the portlet.
6. Enter a description on the page to explain that the link to PressReader will be visible after signing in.
7. Add a link to the newly created page from the page where the databases that the library uses are listed, preferably with a descriptive text about signing in is required.
8. Inform PressReader about the URL to the page you have created.

## Deleting a page

**Notes:**

A deleted page cannot be restored.

When deleting a page, its sub pages will be deleted as well.

1. Click the context menu next to the name of the page that you want to delete and select **Delete**.
2. Check that you have selected the correct page and confirm.

# Liferay articles

Liferay articles can be written by any Liferay user, to be published on the Arena site for patrons to read and comment upon. Liferay articles use the Web content display portlet.

Starting with Arena 4.0, you are recommended to start using Liferay articles instead of Arena articles. The workflow in Liferay articles is more intuitive and it is easier to work with images. There is also support for version handling and restoring of deleted articles. Articles can be published and unpublished at a certain date and time. Arena articles will still be supported but will not be further developed.

Liferay articles can only be shared locally; not with other Arena sites. Liferay articles cannot be linked to catalogue records - Staff picks is used for this functionality.

You find articles and assets related to these, such as the Documents and media library, forms, tags and categories, under **Content** in the administration menu.

See also: [Web content display](#) and [Staff picks](#)

## Creating a Liferay article

1. Log in to Liferay, and click your site name (Arena) in the left hand menu, click **Content/Web content**. Then click the plus sign in the bottom right corner, and select **Basic web content**.
2. Fill in **Title** and **Content**, and upload images if you want to.
3. Save the article as draft or click **Publish** when it is ready.

You have now created the content of the article, to be imported into a Web content display portlet.

See also: [Web content display](#) and [Liferay documentation](#)

## Adding links to a Liferay article

You can link related articles, enhance navigation and reduce duplicated content by adding internal links to an article. You can also add external links, to web pages outside the portal.

1. While editing an article, highlight the part of the text that should contain the link.
2. Click the **Link** icon and type the URL for a web page, or browse in the folder.
3. To make settings for opening the link in another tab, select a target in the dropdown.
4. Click **Publish**.

### Tip:

If you want to add a link to Instagram from an image, just click on the image, choose the link icon and type `https://instagram.com/username` as the URL (you replace "username" with the Instagram account that you want to link to).

## The Documents and Media library

You can upload files and organise them in the Documents and Media library, to use them later on pages and in articles.

The content of Documents and media can be displayed in different ways if you change view. Select between icon, descriptive or list. You can also change order by sorting on size, downloads, modified date, created date and title.

## Uploading a file

1. Sign in to Liferay.,
2. In the menu to the left, click the site name (Arena)/**Content/Documents and media**.
3. Add folders and images/documents, and organise your Documents and Media library.

## Adding images to a Liferay article

You can add images to an article while you are writing it. The images you upload are saved in the Documents and Media library.

1. While you are editing an article and you want to insert an image, click the plus sign next to the content, and click the image icon. The Image Properties dialog opens.
2. Select a file from the folders, drag and drop an image or click **Select file** and browse for the image. You can also add an **Alt Img** text to show when hovering over the image and to use for accessibility purposes.
3. Click **Add**.

To edit an image, click its context menu, and select **Edit with image editor**.

See also: [Liferay documentation](#)

## Adding a Liferay article on a page

You can add an article directly on a page without having added the Web content display portlet on the page first.

**Note:**

Before you can add a Liferay article, you must create the actual content of the article.

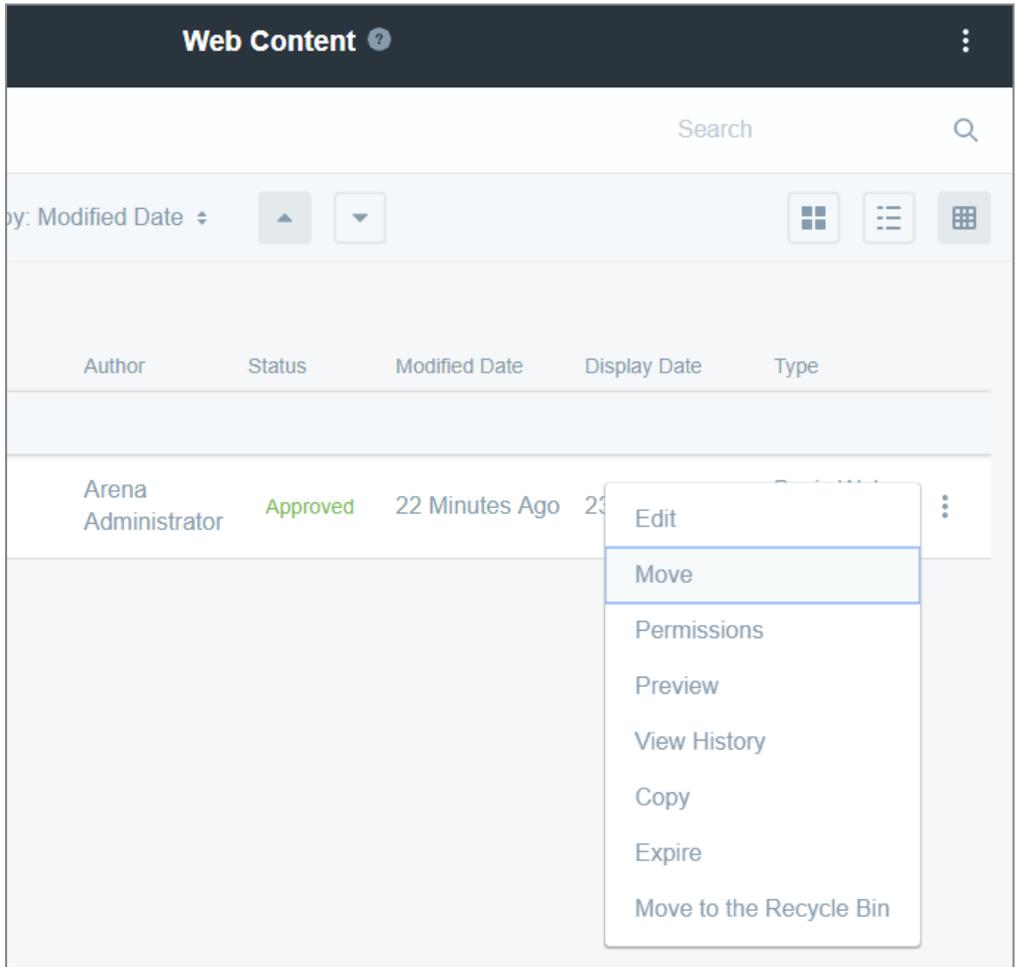
1. Sign in to Liferay and go to the page where you want to add the article.
2. Click the plus sign at the right of the top menu to open the portlet menu on the right-hand side.
3. Select **Content** and search for the article.
4. Drag the article from the menu on the right-hand side and drop it in a frame on the page.

The article is now present on the page and automatically included in the Web content display portlet.

## Managing Liferay articles

You can filter and search for Liferay articles under **Content/Web content** in the administration menu.

The context menu next to each article lets you perform different actions with the selected article.



You delete an article by selecting **Move to the recycle bin**. The default setting is that documents are kept for 30 days in the recycle bin, from where you can restore any document that you deleted by mistake.

# Managing Arena articles

An article is a text document written by an Arena administrator, or, if configured, any Arena user. Articles are published on the Arena site for other users to read and comment upon.

Starting with Arena 4.0, you are recommended to start using Liferay articles instead of Arena articles. The workflow in Liferay articles is more intuitive and it is easier to work with images. There is also support for version handling and restoring of deleted articles. Articles can be published and unpublished at a certain date and time. Arena articles will still be supported but will not be further developed.

Liferay articles can only be shared locally; not with other Arenas. Liferay articles cannot be linked to catalogue records - Staff picks is used for this functionality.

See also: **Liferay articles**

The instructions below are intended in case you still want to use Arena articles.

## Creating an Arena article

1. Sign in to Arena, and click the tab **Articles & Tips** (default Arena installation) or find the page where you have placed the portlet **Article: Create article**.
2. Locate the **Create article** section.
3. Select to use a template, if you wish, and fill in the fields that vary between different templates, and click **Submit**. Or select **No template** and click **Continue**.
4. In the article editor screen, type the title of the article and select the language of the article.
5. In **Description** type a brief description or synopsis of the article. This will appear below the article title in Arena.
6. In **Body** type the body of the article. You can use HTML script to format the article, if you wish. You can add pictures and hyperlinks to the article, using the article editor toolbar.
7. **Subject**, **Content group** and **Content types** are used for categorization of articles for searching and grouping.
8. **Records** is used if you want to link an article to a catalogue record (or many). Write agency ID in **Authority name** and the record id in **Record id**.
9. Define the **Display date** for when the article should be published.
10. Define the **Expiry date** for when the article should be removed from the site (that is, not be visible to end-users anymore).
11. Use **Start date** and **End date** if you want to connect the article to the Event calendar.
12. If the article is not yet ready to publish, tick **Draft**. Draft articles are not visible to other Arena users.
13. Under **Scope**, select portal sites in the system where the article should be published. The site where you are logged in is selected by default and cannot be changed.
14. Click **Create**. Clicking **Cancel** leaves the article without saving it.

## Adding links to an Arena article

You can link related articles, enhance navigation and reduce duplicated content by adding internal links to an article. You can also add external links, to web pages outside the portal.

1. While editing an article, highlight the part of the text that should contain the link.
2. Click the **Insert/Edit link** icon.
3. For an internal link: Type the name of the page you want to link to, for example, welcome (no / or other characters) to link to the start page.  
For an external link: Type the address of the website you want to link to. For example, type <http://www.axiell.com>.
4. In the **Target** dropdown, select how you want the linked page to open.
5. In the **Title** field, type the text you want to present when you hover the mouse over the link text.
6. Click **Insert**.

## Publishing an Arena article

When writing an article, you may need to create and save a few drafts of it before you are happy for other Arena users to see it. When an article is marked as a draft, only you may see it. When your article is finished, you can enable other Arena users to see it by changing its status from draft to published.

**Note:**

When you have published your article, it may still need to be approved by an Arena administrator before other Arena users may see it, if your Arena account does not have sufficient privileges.

1. Sign in to Arena , find the article you want to publish and click the article title.
2. In the **Article details** section, click **Edit** (only visible if you have editing authorities).
3. Untick **Draft**.
4. Click **Update** to publish the article.

## Editing an Arena article

1. Sign in to Arena, find the article you want to edit and click the article title.
2. In the **Article details** section, click **Edit** (only visible if you have editing authorities).
3. Make your changes to the article.
4. If the article is not yet ready to publish, tick **Draft**. Draft articles are not visible to other Arena users.
5. Click **Update**. Clicking **Cancel** leaves the article without saving it.

## Deleting an Arena article

You can delete an article that you have written, at any time. If a published article is found to contain offensive material, it may be withdrawn by Arena administrators without notification.

1. Sign in to Arena , find the article you want to delete and click the article title.
2. In the **Article details** section, click **Edit** (only visible if you have editing authorities).
3. Click **Delete**, and then click **OK** to confirm deleting the article.

## Viewing the latest Arena articles

1. Sign in to Arena.
2. Click the tab **Articles & Tips** (default Arena installation). Find **New articles** on that page.

Alternatively, use the Arena portlet Articles: query search and configure it to list the latest articles.

See also: [Articles: query search](#)

## Image library - Arena articles

Images that are to be included in Arena articles have to be uploaded to the Image library. You need to have image handling permissions to upload images.

In the default configuration of Arena, you find the URL to the Admin: images portlet in Liferay by clicking **Go to/Control panel /Site pages** and clicking Images in the site tree. There you find the **Friendly URL**. Type this address in the browser and you find the Image library.

See also: [Admin: images](#) and [Admin: permissions manager](#)

## Uploading a file to the Image library

1. Open the portlet Admin: images.  
Alternatively, open an article, click the **Insert image** icon and then click the **Browse URL** icon.
2. Click **Add folder** to add a folder for your new images.
3. Type a **Name** and a **Description**.

4. If you want the folder to be available to more sites than the one you are logged in to, select these sites in the **Published Scope** dropdown. Other sites may then use your images but not edit them.
5. Click **Save**.  
You return to the Images tree.
6. Click on the folder name to open it.
7. Click **Upload image** and **Browse**.
8. Browse for your image, select **Open** and click **Upload**.
9. Type an **Image name** (mandatory) and optionally fill in the rest of the fields.
10. Click **Save**.

## Adding an image to an article

1. Open an article, and in the **Body** area, click the **Insert image** icon.  
The **Insert/Edit Image** dialog opens.
2. Click the **Browse** icon to locate the image and you want to use, and click on it.  
You return to the **Insert/Edit Image** dialog.
3. Add a description and a title for the image.  
The title will be displayed when hovering over the image. You can also add an **Alt Img** text to show when hovering over the image and to use for accessibility purposes.
4. Click **Insert**.

## Controlling the position and size of an image

1. Highlight an image in an article, and click the image icon.
2. Click the **Appearance** tab.
3. Fill in the data applicable:  
Alignment: The position of the image on the page  
Dimensions: The width and height of the image  
Constrain proportions: Fill in either width or height and tick if you want automatic calculation of the other value.  
Vertical space: Space above and under the image (px)  
Horizontal space: Space to the left and right of the image (px)  
Border: Black border around the image (px)  
Class: Own definitions of class names; CSS can be used based on class name.  
Style: Automatically filled in as you make the definitions above.  
Tips: For the image to cover the full width, add **width:100%** and do not fill in **Dimensions**.
4. Click **Update**.

## Searching images by name

1. Click the **Insert image** icon in an article.  
The **Insert/Edit Image** dialog opens.
2. Click the **Browse URL** icon.
3. Locate the **Search** box in the Image Gallery panel and type all or part of the image name you want to find.
4. Click **Search**.  
The search results will be listed below the **Search** box.

## Browsing for images

1. Click the **Insert image** icon in an article.  
The **Insert/Edit Image** dialog opens.
2. Click the **Browse URL** icon.  
Below the **Search** box is a list showing folders that contain images in Arena.
3. Click a folder to display its contents.

# Teasers

Arena uses teasers to showcase content in a minimalist format. A teaser consists of an Arena article with a headline, description, type and date.

## Creating a teaser

1. Sign in to Arena.
2. Add **Articles: create article** on the page article-write and go to that page.
3. Enter a short title and a short description.
4. Enter the text body.
5. Under **Type** select **Spot**.
6. Set the time period the teaser should be displayed.
7. Click **Authorise**.

If you plan to show teasers in different areas in Arena, add another 'type' to separate the groups.

See also: **Articles: create article**

## Showing teasers

Teasers are shown in Articles: query search.

1. Click **Settings**.
2. Select **search query**.
3. Paste: *status:Ready content\_type:spot*.
4. Configure the portlet to display title, title as a link and description.
5. Sort by **Changed** and **Descending**.
6. Click **Save**.
7. Click **Back** to normal page.
8. Click the settings wheel and select **Graphic layout**.
9. Click **Advanced style alternatives**.
10. Click *spot three* in the field **Name your own CSS classes**.
11. Click **Save**.

See also: **Articles: query search**

## Displaying the article from a teaser

To show the article a teaser links to, use the portlet Articles: article details on the page /detail.

- Configure the page to show **Title**, **Content** and **Back** button.

See also: **Articles: article details**

## Creating an Arena article template

To make a new Arena article template you need to create three files plus a file with an icon image.

- A layout file
  - HTML
  - CSS-classes
  - FreeMarker variables

- A structure file
  - Variable names
  - Variable types
- A property file
  - Translations of the variable names and the translated name of the template
- An icon image

## Things to remember

- All files for each template need to have the same name just different extensions.
- Variable names cannot contain '-' or spaces.
- The portal needs to be restarted after loading a new template to pick it up.
- Test before you try and deploy to a customer's site.

## Layout file

Create a file with an ftl extension, containing your HTML/CSS/Freemarker template. Note that the layout file must start with a <div> tag.

```
[#if blueTheme == true]
<div class="arena-blue-theme">
[#else]
<div class="arena-black-theme">
[/#if]
  <h1>${header}</h1>
  <div>
    Name: ${name}
  </div>
  <div>
    Birth Year: ${birthYear}
  </div>
  <div>
    <a href="${homePageUrlValue}"></a>
  </div>
</div>
```

## Example

1. Create an HTML mock-up of the template that you wish to use. Putting in text where you want text etc.
2. Test the HTML mock-up looks like you expect.
3. Take the mock-up and replace the variable parts of the structure with variable names; \${variableName}. For example, replace the text in the heading with a variable \${heading} .
4. Make a note of the variable names.

## Structure file

The Structure file is an XML file containing a list of the variables containing name and type.

Create a file with an XML extension (remember the name of the file needs to be the same as the file you created for the layout). The structure of the XML file must be followed.

```

<?xml version="1.0" encoding="utf-8"?>
<TemplateStructure xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
  <Variables>
    <Variable name="blueTheme" type="BOOLEAN"/>
    <Variable name="header" type="TEXT"/>
    <Variable name="name" type="TEXT"/>
    <Variable name="birthYear" type="INTEGER"/>
    <Variable name="homePageUrlValue" type="URL"/>
    <Variable name="homePageImage" type="IMAGE"/>
  </Variables>
</TemplateStructure>

```

## Example

1. Take the list of variables you created within the layout.
2. For each variable add an XML node to your structure file.
3. Choose the type of the variable that you want it to be and add it to the type attribute for that variable.
4. Open the XML file in a browser to check if it is a valid XML file.

The variables can be of type:

- TEXT
- BOOLEAN
- INTEGER
- URL (has to be full URL including http://)
- IMAGE

## Property file

Create a file with a properties extension (remember that the name of the file needs to be the same as the file you created for the layout).

```

templateName = Template example #1
blueTheme = Blue theme if true, Black theme otherwise
header = The header of the article
name = The name of the author
birthYear = The birth year of the author
homePageUrlValue = The home page URL value
homePageImage = The home page image icon

```

The text values contained within the file are used on the template (article) creation window to help the user understand what to put in each of the fields, as well as the name that appears in the template selection list.

## Multi-language

If the system you are running is multi-lingual you may wish to create a property file for each language. To do this you need to create a new property file for each language.

The file name needs to be in the format of: Filename\_languagecode.properties

For example:

example1\_en.properties (for the English text)

example1\_sv.properties (for the Swedish text)

## Example

1. Create your master property file.
2. Add variable `templateName` = your template name.
3. Add a line for each of your variables (as per your structure and layout file).
4. For each language you want it in:
  - Copy the file and add the language extension to the new name.
  - Open file and translate the text to the new language.

## Icon image

To help the end user when selecting the template you may wish to have an icon/image to represent the template.

Create an image file with a `.png` extension (remember the name of the file needs to be the same as the file you created for the layout).

## Deployment

When you have created all of your files you will need to deploy them.

- Click **Manage article templates** in the Articles: create article portlet.
- Click **Browse** and browse for your four files.
- Click **Upload**.

## Sharing articles with other libraries

Libraries can collaborate to develop content using Arena, to share articles with text and images. Only Arena articles (not Liferay articles) can be shared with other sites.

If your library wants to work together with others, you should develop mutual guidelines not only regarding editorial content, but also regarding image sizes and page layouts.

## Configuration

1. Open Admin: installation details and click **Name of portal site**.
2. Copy your portal ID.
3. Get portal ID from other library.
4. Expand **Article Search Filters**.
5. Select **Custom**.
6. Insert the following text, replacing the YOUR LIBRARY - OTHER LIBRARY with the corresponding portal IDs: `[owning_portal_site_name: YOUR LIBRARY OR owning_portal_site_name:OTHERLIBRARY AND [published_scope:YOURLIBRARY OR OTHERLIBRARY]`

See also: **Admin: installation details**

## Example

Two libraries want to share articles on 'New Titles'

1. Adjust settings as described above.
2. Select portlet Articles: query search.
3. Set the query to `content_type:NewTitles`.
4. Write an article on a New title.
5. Set the article type to New Title.
6. Under **Publish** select both libraries.
7. Click **Authorise**.

See also: **Articles: query search**

# Managing portlets

A portlet is a web-based component that processes requests and generates dynamic content. A portlet may be customized to change, for example, its size, appearance and content. This makes portlets adaptable for the developer, offering greater flexibility and variety in how a product's user interface appears and works.

Portlets appear to public users of Arena simply as features of the website.

Arena includes a huge range of portlets. Some portlets are created by Axiell, others are from a range of general portlets that are part of Liferay.

This section explains only aspects of Liferay administration relevant to this subject.

**Note:**

Some third party products and documentation refer to portlets as applets or applications. Within this context of Arena, portlets, applets and applications are the same.

See also: [Liferay Documentation](#)

## Configuring portlets

Portlets may be configured in many ways. For example, you may change the way a portlet looks, the captions it uses, the data entry that it may accept, and its position on the screen.

### The control toolbar

Each portlet can be configured using the control toolbar.

You access the toolbar from the context menu in the top right corner of the portlet. The context menu becomes visible when you hover over the portlet.

Examples of settings that can be configured:

- The look and feel of a portlet. For example, you may change the fonts, colours and titles.
- Configuration of user types that may view this portlet.
- Preferences for a portlet, that is, how the portlet works. For example, you may set data entry parameters. This only appears for Arena-specific portlets.
- Export and import of settings and user preferences for a portlet.

When making changes in the control toolbar and clicking **Reset**, the settings will reset to default. If you click **Reset** by mistake, click **Cancel** and close the window.

## Look and feel

### Setting the portlet title or renaming a portlet

Each portlet has a title that appears on the screen. Portlet titles are set automatically in Arena, but you can also set them manually or adjust them.

You can rename a portlet in different ways, for example by clicking the title in the portlet or by entering the portlet preferences. You can also update the title using the control toolbar.

#### Changing the title using the control toolbar

1. Select **Look and Feel Configuration** in the context menu.
2. Select **Yes** for **Use Custom Title**.
3. In the title field, type the new title for the portlet.
4. Choose a language for the title. This must be the language in which the title has been written. When an Arena user chooses their preferred language, Arena will use the title in the chosen language for each portal.

5. Make sure that **Decorate** or **Borderless** is selected for **Application Decorators**. The **Barebone** setting displays no portlet title.
6. Click **Save**.

## Choosing a portlet title

When choosing the title for a portlet, choose a title that..

- reflects the function of the portlet. This makes it easier for Arena users to understand and use the portlet.
- works in every language in which Arena will be used, and which translates easily.
- is brief. Try to use nouns and transitive nouns, and avoid describing the portlet with adjectives.

## Setting text styles

You can specify the text format for each portlet.

1. Open the look and feel settings from the control toolbar and click the **Text Styles** tab.
2. Choose a font and a font size. The list of fonts is limited to default fonts that are certain to be available on the computer of any Arena user. Leave this field blank to use the Arena default font. You can also choose bold or italic variants of the font.
3. In **Color**, type the html # code for the text colour. Alternatively click the pen icon (not available in all portlets) next to the text field and in the dialog that opens choose a colour from the colour palette, using either the selector panels, RGB values, or an html # code.
4. In **Alignment** choose the alignment (also known as justification) of the font.
5. In **Text decoration** choose the addition marks for the font, such as underline or overline.
6. In **Word Spacing** choose the word spacing value, in **em**. Em is a proportional unit of measurement, referring to the height of the font. For example, for a font 5 millimetres high, a word spacing value of 2 denotes that the space between each word will be 10 (2 x 5). Thus, if the font size is increased, the word spacing will increase proportionately for the same em value.
7. In **Line Height** choose the line height of the font, in **em**.
8. In **Letter Spacing** choose the letter spacing, in **px**. Px is a unit of measurement using pixels.
9. Click **Save**.

## Setting background styles

You can specify the background styles for each portlet.

1. Open the look and feel settings from the control toolbar and click the **Background Styles** tab.
2. In **Background Colour** type the name of the background colour. For example, to use black type 'black'.
3. Click **Save**.

## Setting border styles

You can specify the border styles for each portlet.

1. Open the look and feel settings from the control toolbar and click the **Border Styles** tab.
2. In the **Border Width** section, check **Same for All** to use the same width for all borders.
3. In **Top** type the border width, and then select the border width unit.
4. If you have checked **Same for All**, the values set in **Top** will apply to all four borders. Otherwise, set individual width for **Right**, **Bottom**, and **Left**.
5. In the **Border Style** section, check **Same for All** to use the same style for all borders.
6. In **Top** choose the border style.
7. If you have checked **Same for All**, the values set in **Top** will apply to all four borders. Otherwise, set individual style for **Right**, **Bottom**, and **Left**.

8. In the **Border Color** section, check **Same for All** to use the same the colour for all borders.
9. In **Top** choose the border colour.
10. If you have checked **Same for All**, the values set in **Top** will apply to all four borders. Otherwise, set individual colour for **Right**, **Bottom**, and **Left**.
11. Click **Save**.

## Setting margins and padding

You can specify the margin and padding for each portlet. Margin is a gap around the outside of the portlet, which separates it from neighboring portlets. Padding is the space between the border of the portlet and the portlet's content.

1. Open the look and feel settings from the control toolbar and click the **Margin and Padding** tab.
2. In the **Padding** section, check **Same for All** to use the same padding for all borders.
3. In **Top** type the border padding width, and then select the border padding width unit.
4. If you have checked **Same for All**, the values set in **Top** will apply to all four borders. Otherwise, set individual padding for **Right**, **Bottom**, and **Left**.
5. In the **Margin** section, check **Same for All** to use the same margin for all borders.
6. In **Top** type the border margin width, and then select the border margin width unit.
7. If you have checked **Same for All**, the values set in **Top** will apply to all four borders. Otherwise, set individual margin for **Right**, **Bottom**, and **Left**.
8. Click **Save**.

## Setting advanced styling

You can specify a custom CSS for use with a portlet, and apply CSS rules to control how the CSS behaves with this portlet or all similar portlets.

### Note:

Do not change these settings unless you are familiar with how the changes will affect Arena

1. Open the look and feel settings from the control toolbar and click the **Advanced Styling** tab.
2. In **Enter your custom CSS class names** type your custom CSS class names.
3. In **Enter your custom CSS** type your custom CSS.
4. Optionally, click **Add a CSS rule for just this portlet** to add a rule for this portlet only. This will add the relevant script to the **Enter your custom CSS** field.
5. Optionally, click **Add a CSS rule for all portlets like this one** to add a rule for all portlets similar to this one. This will add the relevant script to the **Enter your custom CSS** field.
6. Modify the script as required.
7. Check **Update my styles as I type** to update styles as you modify them here.
8. Click **Save**.

## Configuration

You can configure access to a portlet. For example, a portlet may only be visible to users who have logged in to Arena.

### Setting up supported clients

1. Select **Configuration** from the control toolbar and click the **Supported Clients** tab.
2. To define from what client editing should be possible, select **Regular browsers** and/or **Mobile devices** under **Portlet Mode: Edit**.
3. To define from what client viewing should be possible, select **Regular browsers** and/or **Mobile devices** under **Portlet Mode: View**.
4. Click **Save**.

## Sharing a portlet with other web sites

You can share a portlet with any other website by pasting the provided code into the target website's webpage.

1. Select **Configuration** from the control toolbar and click the **Sharing** tab.
2. The code to copy is shown in a text box. Highlight all the code and copy it.
3. Paste the code into the target webpage.

## Sharing a portlet on Facebook

1. Select **Configuration** from the control toolbar and click the **Sharing** tab.
2. Click the **Facebook** area.
3. If you have not already registered as a developer with Facebook, do so and you will get an API key and a canvas page URL.
4. Paste the API key and the canvas page URL in the fields respectively.
5. Click **Save**.

## Configuration tabs not described

The tab **Communication** appears for some portlets. This tab should not be used.

Under the tab **Sharing**, the tabs **OpenSocial gadget**, **Netvibes** and **Friends** are not covered in this help.

Settings on the **Permissions** tab should not be used. Permissions are defined using roles. There are high level definitions of a couple of roles, and new default roles will be launched shortly.

## Preferences

You can set preferences for a portlet. As each portlet does something different, the preferences for each portlet may differ widely.

See also: [Portlets in Arena](#)

## Assigning user permissions to portlets and pages

**Note:**

Permissions can also be defined for assets such as portlets, under **Roles** in the Control panel. Permissions granted or removed in the Control panel override permissions set at the more granular level. See also: [Permissions](#)

1. Select a portlet on a page and click its context menu at the top right, or click the context menu for the entire page.
2. Select **Permissions**.  
The Permissions page opens.
3. Select the permissions different roles should have.
4. Click **Save**.

To test the permissions you granted, select **Users and organizations** in the Administration menu, and click the in the context menu for a user with the role you adapted, select **Impersonate user**.

## Arena session variables

The URL to an external website of some portlets may be configured. This is constructed using FreeMarker syntax, with Arena session variables from Arena content included.

Arena session variables provide a low-level interface to the portlet session through the FreeMarker Templating Engine. They enable dynamic portlet configuration.

The following Arena variables are processed by FreeMarker:

Variable	Description
articleUuid	Article UUID
articleOpenEntityKeys	Article open entity keys

Variable	Description
articleSubjects	Article subjects
subjects	Catalogue record subjects
title	Catalogue record title
author	Catalogue record author
authors	Catalogue record authors
contributor	Catalogue record contributor
contributors	Catalogue record contributors
mediaClass	Catalogue record media class
recordShelfMark	Record shelf mark
recordClassificationCodes	Record classification codes
recordControlNumber	Record control number
catalogueLanguages	Catalogue record languages
recordNumbers	Record numbers ex. recordNumbers.isbn, recordNumbers.ean
isbns	Catalogue record isbns
issns	Catalogue record issns
date	Catalogue record publication year
issue	Catalogue record issue
titlemain	Catalogue record title main
titleoriginal	Catalogue record title original
catalogueUuid	Catalogue UUID
catalogueId	Catalogue Id
agencyId	Agency Id
agencyName	Agency name
targetAudience	Target audience
query	Current search query
userId	Logged user id at the Central services
card	Logged user card
pin	Logged user pin
arenaBasePath	Arena base path ex. /liferay/web/arena1
arenaPath	Arena path ex. /liferay/web/arena1/search
arenaFriendlyURL	Arena friendly URL ex. /arena1
portalSiteId	Arena portal site id (numerical)
datetime	The difference, measured in milliseconds, between the current time and midnight, January 1, 1970 UTC (used to check if article is valid)
parentRecordId	Parent record id
externalQuery	Current search query, but without solr qualifiers

For examples, see the document [Arena Session Variables](#) (the variables listed in this document are not all supported, see the list above instead).

## Relevance ranking

The full Arena is made up of indexes corresponding to the search parameters for catalogue records. Data from the LMS are mapped to the index values.

See also: [Search parameters for catalogue records](#)

## Index boost

When searching you can search:

- within an individual index by specifying the index you want to search followed by : and the search term, for example, Author:Rowling
- or across all indexes by just adding the search term, for example, Rowling

A relevance score is then calculated for all results that match the search terms (using Lucene's Practical Scoring Function).

Within the index the occurrence of words are increased for certain index fields to give them a higher score and thus greater relevancy. The fields that have the increased score are as follows.

- author (6 \* normal field ranking)
- title main (20 \* normal field ranking)
- subject (2 \* normal field ranking)

When catalogue posts have the same number of words matching a search word, the smallest of the catalogue posts (fewer holdings, links, words in the description, etc.) gets the highest ranking.

## Relevance proximity

Arena does not use relevance proximity within the search terms; a search for harry potter will give the same rating for the following titles:

"Harry Potter and the order of the phoenix" and "Harry the local potter"

If you quote your search term "Harry Potter", then the term Harry Potter is seen as one word so no match would be found on "Harry the local potter".

## Favourite boost

Boosting is also done on favourites:

- favourite agency
- favourite language
- favourite media type
- publication date (newer titles rank higher)

These boosting values are set in the portlet respectively. Default boost values are 0 (no boost).

## Boosting favourite media class/agency/language and publication date

In several portlets you can set the favourite (preferred) media class, language and/or agency. That is, the media class/language/agency that should be prioritized when presenting a search results list. Connected to this, you also set the boost factor for the preferred selection. You can also set the boost factor for publication date (rank newer titles higher). The value can be set between 0 and 25; the closer to 25, the higher prioritized. Default is 0.

The following portlets have the favourite and boost value settings:

- **My tags**
- **My reviews**
- **Media list**
- **Results list**
- **Search results**

- My tags
- My reviews
- Media list
- Results list
- Search results

## Cover provider URL

It is expected that the cover provider URL contains exactly one variable. If the record cannot resolve the variable in the URL, for example, if the URL contains the {rcn} variable and the record does not contain the record control number, then nothing is executed. If the variable can be resolved to multiple values, for example, if the record has multiple ISBN values then all values are tried sequentially. If the cover provider URL contains {isbn13} or {number:isbn} and the record contains invalid ISBN then nothing is executed (only valid values are tried).

The cover provider URL accepts the following variables:

Variable	Description
{isbn13}	ISBN 13. ISBN 10 is automatically converted to ISBN 13, and all hyphens "-" removed.
{isbn10}	ISBN 10. ISBN 13 is automatically converted to ISBN 10, and all hyphens "-" removed.
{rcn}	Record control number as sent from LMS in the export catalogue message
{number:<number type>}	<p>Number as sent from LMS in the export catalogue message where &lt;number type&gt; is the number type specified by the AlmaMessage.xsd:</p> <pre> &lt;xs:simpleType name="controlNumberType"&gt;   &lt;xs:annotation&gt;     &lt;xs:documentation&gt;Lists the possible choices for the type attribute of the number element.   &lt;/xs:documentation&gt;   &lt;/xs:annotation&gt;   &lt;xs:restriction base="xs:Name"&gt;     &lt;xs:enumeration value="ean"/&gt;     &lt;xs:enumeration value="isan"/&gt;     &lt;xs:enumeration value="isbn"/&gt;     &lt;xs:enumeration value="ismn"/&gt;     &lt;xs:enumeration value="isrc"/&gt;     &lt;xs:enumeration value="issn"/&gt;     &lt;xs:enumeration value="istc"/&gt;     &lt;xs:enumeration value="iswc"/&gt;     &lt;xs:enumeration value="lcn"/&gt;     &lt;xs:enumeration value="nbn"/&gt;     &lt;xs:enumeration value="sici"/&gt;     &lt;xs:enumeration value="upc"/&gt;     &lt;xs:enumeration value="unknown"/&gt;   &lt;/xs:restriction&gt; &lt;/xs:simpleType&gt; </pre>

# Portlets in Arena

There are more than 40 Arena-specific portlets that may be used to serve the needs for an Arena site.

A number of standard Liferay portlets are also supported and tested with Arena, and those are included in this documentation. There are many more Liferay portlets, of which most also works with Arena.

All portlets have a set of configurations. All configurations apply to the portlet instance only, which means that if a portlet is used several different times on a page or on different pages it can (and has to) be configured for each one. This means that a portlet can look and behave differently according to what is needed in the specific instance.

**Note:**

For personal security reasons, all patron-related pages in Arena must include /protected in its path, for example [https://www.\[libaryname\].com/protected/reservations](https://www.[libaryname].com/protected/reservations). For data security reasons, these pages are cleared when the user signs out, and you can for example not navigate back to these pages in the web browser.

## Symbols in the list of portlets



A portlet with this symbol can be added several times on a page.



A portlet with this symbol can only be added once on each page.

## Portlets required for basic Arena functionality

The following portlets are needed to fulfill basic Arena functionality:

**Account**

**Admin: installation details**

**Catalogue record**

**Facets**

**My fees or Charges + Payment history**

**My loans**

**My ratings**

**My reservations**

**My reviews**

**My tags**

**Search**

**Search results**

**Tags: add tags**

**Tags: tag cloud**

The following Liferay portlets are used in the default Arena installation:

**Navigation**

**Language**

## Placement of portlets

Although Arena is a very flexible system for web publishing, there are some portlets, such as Search results and patron-related portlets that are placed on particular pages in the default installation - keep these as is and do not move them to other pages. Do not change names or add translations for the pages that are part of the default installation.

The portlets Language, Navigation, Search, Account, Top list, Media list and Results list can be placed on any page. So can Purchase suggestion, Interlibrary loan request and Feedback to library, but Purchase suggestion and Interlibrary loan request require that the user signs in.

Any portlet that starts with “Admin” and the portlet About Arena are administrative pages, hidden from end users.

## Account

This is where the user signs in to Arena. When signed in, the user can find links to loans, fees, reservations etc. here.

**Note:**

Most of the settings for the Account portlet are not relevant for Arena Nova sites.

See also: [User types in Arena](#) and [Signing in to Arena](#)

## User interface

The portlet is found on the start page when signing in.

There are two input fields: **User name** and **Password**.

After signing in, the following can be presented in the portlet (depending on configuration):

- Link to **My messages**, with information about unread messages
- Link to **My lists and reviews** (reviews, ratings and tags)
- Link to **My loans**
- Link to **My reservations**
- Link to **My charges** (This link is not shown for a multi-agency site. The link is displayed regardless if the user has debts or not.)
- Link to **My profile**
- Link to **My agreements**
- Sign out button

A click on the plus-sign next to a link expands the category and shows the loans, the reservations, etc.

## Configuration

Setting	Description	Comment
Available reservations	Format for reservations that are available for the user to pick up: <span style="color: green">\${title?html} (\${authors?html}) - \${textPickupBranch?html} \${pickupBranch?html} \${textPickupNo?html} \${pickupNo?html} \${textPickupExpire?html} \${date?html}</span>	
Hide user name while typing at sign-in	Select if the username should be hidden whilst it is typed.	Default: false
Link target	Select if a page opened from this portlet should be opened in the same or in a new window	Default: Same window
Lock user after how many incorrect sign-in attempts?	Turns on the blocking feature <b>Lock user after how many incorrect sign-in attempts?</b> .	With this setting turned on, the same error message will be given if the failure is in backend as if it is in Arena.
Lock user after how many incorrect sign-in attempts?	Number of allowed attempts before the account is locked	Default: 3 This feature is enabled with the checkbox that activates locking users after a number of unsuccessful sign-in attempts. This value should be the

Setting	Description	Comment
		same as the corresponding value set in the backend system.
Maximum number of overdue loans	Maximum number of overdue loan titles to show in the inbox	Default: 5
Maximum number of reservations	Maximum number of reserved titles to show in the inbox	Default: 5
Number of minutes to keep user locked after incorrect sign-in attempts	Number of minutes that the account will be blocked	Default: 1440 This value should be the same as the corresponding value set in the backend system.
Overdue loans	The format for overdue loans	<code>\${title?html} - \${date?html} (\${authors?html})</code> When <b>URL to "My loans"</b> has been defined, this setting must also be defined.
Show "Help" link	Shows the <b>Help</b> link in the portlet	Default: false
Show debt amount next to link to "Charges" page	Shows the amount owed next to the <b>My charges</b> link	Default: true
Show greeting	Shows a greeting when the user has signed in	Default: true
Show user name in greeting message	With this selected the following is shown in the <b>Account</b> portlet when the user has signed in: the user name in the greeting message, the charges sum, the reserved items and the overdue loans items. If this setting is not selected no name will be shown in the greeting message, no charges will be shown and only the number of overdue loans and reservations will be shown (not the title of the items).	Default: true
Sign in via library card number is activated	Select if it should be allowed to sign in with library card number + PIN code, or if the user should be forced to create an Arena user when trying to sign in with library card	Default: true This setting must be set to true if the setting <b>Allow anonymous login</b> in Admin: installation details portlet is set to false. If both these settings are false, a user without a library card + PIN code will not be able to create an Arena account. See also: <b>Admin: installation details</b>
URL to "Forgot your PIN code?"	The page for forgotten PIN code	If this URL has been defined, the link <b>Forgot your PIN code?</b> is displayed in the portlet. If the field is left empty, the link is not displayed.
URL to "My lists and reviews"	The page where the user can find own contributions of reviews, tags, etc.	Default: protected/stuff
URL to "My charges"	The page where the user can see any debts	Default: protected/debts

Setting	Description	Comment
URL to "My loans"	The page where the user can see present loans	Default: protected/loans. When this setting is defined, Overdue loans must also be defined.
URL to "My messages"	The page where the user can see received messages	Default: protected/messages
URL to "My profile"	The URL to the user's <b>My profile</b> page.	Default: protected/profile
URL to "My reservations"	The page where the user can see present reservations	Default: protected/reservations
URL to agreements page	The URL to the page with the user's agreements	Set by Axiell staff when activating the agreements functionality.

## Admin: About Arena

This portlet provides information about Arena, including the following:

- Portlet version, revision and build time
- Central service version, build number and build time

The information is useful when reporting support issues to Axiell.

Configuration is not used for this portlet.

## Admin: installation details

This portlet is used to set up the properties for all levels of the Arena installation. The contents of the portlet are only visible to administrators.

**Note:**

Changes made in this portal are not in effect until after five minutes.

## Portal site admin

An Installation admin can see the installation on a portal site level.

See also: **Admin: permissions manager**

For configuration on member or agency level, please contact Axiell.

The portlet presents the portal site data (this is set during installation and cannot be changed):

Setting	Description	Comment
Name of portal site	The ID of the portal site	Can only be changed by Axiell
Portal site description	The name of the web site. This name is shown in reviews and discussions. Also displayed when articles and images are published.	Can only be changed by Axiell
Portal site friendly URL		Can only be changed by Axiell
Virtual host-name		Can only be changed by Axiell
Portal site members	The members that exist on the same server. The members displayed in this portal are highlighted.	Can only be changed by Axiell
Filter	If you want to limit the search area when searching on the portal site, you can define a filter. You can, for example, filter on media class or target group.	Filtering on organization or branch level is done using other filters, turn to your Arena contact.

Setting	Description	Comment
Allow Anonymous Login	Must be set to true to require the user to create an Arena account. If set to false, card sign-in must be allowed ( <b>Sign in via library card number is activated</b> in the Account portlet must be true). The user logs in with card + PIN and can then create an Arena account (default: true).	See also: <b>Account</b>
User Agreement Id	The ID of the article with the Arena agreement for this site; defined during installation.	Should not be changed.
Favourite Agency Member	If a user is not logged-in, this agency member is chosen. It is recommended but not mandatory to set a favourite agency member. If not, the agency member with lowest ID will be used.	Mandatory for Staff picks.

## Media class icons

A list of all media class icons. Arena includes default icons, but to use other icons, type the URL:s for where to find them.

See also: **Media class icons**

## Article search filters

Only used for Arena articles.

## Portal

If you want to refer to a separate site for user help, enter the URL under Help URL.

## Portal URL

These URL:s must be defined to use for example the News agent feature, for a link to the article or catalogue record to be included in the message to the Arena user.

Setting	Format of URL
URL to Article Detail	<p>https://[virtual_host_name]/detail?p_p_state=normal&amp;p_p_lifecycle=1&amp;p_p_action=1&amp;p_p_id=articleDetail_WAR_arenaportlet&amp;p_p_mode=view&amp;p_r_p_arena_urn%3Aarena_search_item_id={0} /</p> <p>https://[virtual_host_name]/web/arena/detail?p_p_state=normal&amp;p_p_lifecycle=1&amp;p_p_action=1&amp;p_p_id=articleDetail_WAR_arenaportlet&amp;p_p_mode=view&amp;p_r_p_arena_urn%3Aarena_search_item_id={0}</p>
URL to CRD	<p>https://[virtual_host_name]/results?p_p_state=normal&amp;p_p_lifecycle=1&amp;p_p_action=1&amp;p_p_id=crDetailWicket_WAR_arenaportlets&amp;p_p_mode=view&amp;p_r_p_arena_urn%3Aarena_search_item_id={0}&amp;p_r_p_arena_urn%3Aarena_agency_name={1} /</p> <p>https://[virtual_host_name]/web/arena/results?p_p_state=normal&amp;p_p_lifecycle=1&amp;p_p_action=1&amp;p_p_id=crDetailWicket_WAR_arenaportlets&amp;p_p_mode=view&amp;p_r_p_arena_urn%3Aarena_search_item_id={0}&amp;p_r_p_arena_urn%3Aarena_agency_name={1}</p>

Replace the parts in brackets with your Arena settings.

See also: **News agent**

## Cover Providers

Select a provider from which to get the cover images.

- URL Covers Store (covers stored in Arena (Solr), highest priority by default)
- Dbc
- Syndetics
- Amazon
- Adlibris
- Gyldendal

Click **Expand** for the provider, to make the following settings:

Setting	Description
Enabled	Check to enable the cover provider.
Covers path	The URL to the covers.
Min image size	The minimum size for an image to display
Priority	If using multiple cover providers, set the priority with the highest value first.

**Note:**

Despite the naming listed above, it is possible to connect to other providers by adding the cover path from the desired API. There is a 24 hour cache on cover images, also including “no image”. This means that when adding a new cover provider, it takes 24 h for the images to show.

See also: **Cover provider URL**

## Portal Emails

Setting	Description
Administrator	Leave empty
General contact	The library’s public e-mail address, for purchase suggestions, inter library loan requests and feedback to library etc. Note: This email address must be set.
Authorize contact	The sender email address in email sent from the system, related to administration of reviews and abuse reports, for example, no-reply@thelibrary.com.

## Social Media

Enter the AddThis and Facebook IDs for the library’s accounts in order to get statistics of Arena usage from these providers, and to enable the Facebook Like button in standard mode.

## Search History

Setting	Description	Comment
Enabled	Check to enable the News agent.	See also: <b>News agent</b>
Alert on all hits first time	Check to enable the news agent setting to resend all results and not only the new ones	Special setting, rarely used
Language used in alert	The language to use in the inbox for Arena messages and e-mail messages	Sent by a locally running service that has no connection to the users’ browsers

## Search Suggestion Providers

You can enter a maximum of 5 different connections to external services, to display when a search has resulted in no hits.

Click **Expand** for the provider, to make the following settings:

Setting	Description
Enabled	Check to enable the search suggestion provider.
Logo URL	The URL to the search suggestion provider logo (not mandatory)
URL	The URL to the search suggestion provider.
URL encoding	URL encoding
Title	What to call the search suggestion provider on the page.
Priority	If using multiple search suggestion providers, set the priority with the highest value first.

## Configuration

Show Help link (default: false)

## Admin: moderation

This portlet serves three tasks:

- Forum (posts and threads) abuse
- Review abuse
- Review authorization.

In a multi-agency system, responsibility for abuse handling depends on who owns the catalogue record being viewed when adding the review or posting. The portlet requires abuse handling permission and is placed on a staff's page.

The portlet comprises three fields. They display different information, depending on the current task.

### Forum post

Here the staff can handle complaints on forum posts. A signed-in patron can send such a complaint and from here the posts can be deleted.

- Top field displays the thread title.
- Middle field displays the title and body of the post.
- Bottom field displays the abuse report.
- Ignore button: Click to delete the abuse report and send an e-mail to the user who sent the complaint.
- Remove button: Click to delete the post and e-mail the author of the post (as found in the editor field of the post).

### Review abuse

Here the staff can handle complaints on reviews posts. A signed-in patron can send such a complaint and from here the posts can be deleted.

- Top field displays the title of the item being reviewed.
- Middle field displays the title and body of the review.
- Bottom field displays the abuse report.
- Ignore button: Click to delete the abuse report and send an e-mail to the user who sent the complaint.
- Remove button: Click to delete the post and e-mail the author of the review (as found in the editor field of the review).

### Review authorize

If the library has chosen that all reviews should be approved of before publishing, that is handled from here.

- Top field displays the title of the item being reviewed.
- Middle field displays the title and body of the review.
- Bottom field is not used.
- Ignore button: Click to not authorize the review.
- Authorise button: Click to authorize the review and e-mail the author of the review (as found in the editor field of the review).

## Configuration

- Maximum number of characters: Here you define how many characters a report may contain. Default: 50
- Show Help link. Default: false
- Text of e-mail informing the user their post is not approved. Default: Your report of an abusive review/forum post is being ignored.

# Advanced search

This portlet enables the user to specify the catalogue search using filters and designated search fields.

## User interface

The available fields are presented in the form. The filters where one choice only is possible are selected from drop-downs. For filters that may be combined, there are drop-downs with multi-selection. As filters are activated or values entered in the different fields, the search string is shown in the text area (cannot be edited).

Examples of search criteria and filters:

- Free text keywords
- Author: Searches for author and contributor
- Subject
- Tag
- Title: Searches for title and titleMain
- Authority: Filter cached for 24 hours.
- Branch: Filter cached for 24 hours.
- Department: Filter cached for 24 hours.
- Entity type: Search in Archive, Catalogue or Museum
- Category: Search Fiction, Non-fiction or Music
- Media class: Search only for a specific kind of media.
- Language: Search only for titles in a specific language.
- Target audience: Search Adult, Teen or Young readers' literature.
- Publication year
- When added to stock

The values in each field are combined with AND, except for publication year, where OR is used. Different fields are combined with AND.

## Configuration

Setting	Description	Comment
Accession dates	Select which choices to show: Last week, last month, last three months, last six months, last year	Default: all periods
Category	Select which categories to show: Fiction, non-fiction, music	Default: all categories
Display format required	The std Arena display format has free text search fields. The OPAC display format combines boolean expressions and free text search fields.	Default: std Arena
Display options	Select which buttons to display: Show search button at top of page, Clear search button at top of page, Show clear search button at bottom of form, Clear search form button, Add	Default: all options
Entity types	Type of records connected to the Arena installation: Archive, Library catalogue, Museum	Default: all types
Language	Languages to show at the top in the language selector	All other languages are always shown below the ones you select here. Default: all languages
URL to search results	The address of the search page	Default: search
Media types	Media types that the extended search should show on top in the list.	All media types are always shown below the ones you select here.

Setting	Description	Comment
		Default: all media types
Number of free text search fields		Only applicable to display format OPAC Default: 3
Organization hierarchy	Which parts of the organization to show in the list menu: Authority (the highest subdivision of a catalogue; does not apply to all sites), Branch (of the authority), Department (for example, kids, main; does not apply to all sites).	Default: all parts
Publication year	Possibility to search on publication year	Default: both options; from and to
Search field order	Display order of the different search option fields.	
Search fields	Which search fields to display	Default: anyfield (keywords), Author, Subject, Tag, Title
Search operators	The operators that the users can use for searching.	Only applicable to display format OPAC. Default: all operators
Search query	Possibility to define a specific search filter.	Default is to have no search filter, but to search in the entire catalogue. See also: <b>Search parameters for catalogue records</b>
Target audience	Target group for the extended search; Adults, Teen readers, Young readers.	Default: all search targets
Select the fields that will create a phrase search automatically	Select which of the displayed fields where exact phrase search is applied.	Only applicable to display format Arena Standard
Show Help link		Default: false
Show full organization hierarchy	Select if text in the dropdown to the parts of the organization that have levels above should be shown, for example, Authority 1, Authority 1 Branch 1, Authority 1 Branch 1 Department Kids	Default: true
Show search query	If the user should see the search filter (view only)	Default: true
Single selection only	Select to only allow one authority, branch, department in the search.	
Use LMS defined order of organizations in list	Order of authorities, branches and departments to be decided by the LMS.	

## Agreement portlet

If patrons are required to sign a *General terms and conditions* agreement, the agreement is displayed using the **Agreement** portlet. Most settings related to agreements are configured in the backend system (currently, only supported by Quria).

## User interface

The portlet is displayed on the **My agreements** tab of the **My pages** page in the default installation.

Agreements to be signed are displayed and possibly also introductory texts. Both sets of texts reside in Quria.

A button for digital signing is displayed if this functionality has been enabled.

Once the agreement has been signed, you find the signed agreement along with the date of the signature under **My pages/My agreements**.

See also: [Agreements for library use](#)

## Asset publisher

The Asset publisher portlet allows you to publish different assets as a list. You can use it to publish a mixed group of various kinds of assets such as images, documents, blogs and web content. In Arena 4, the Asset publisher portlet is used for staff picks.

You find the portlet under Content management.

You can set the asset selection to either dynamic or manual.

- With dynamic selection, assets are automatically displayed based on certain rules or filters. For example, you can set the Asset publisher to display only assets of a certain type or assets to which certain tags or categories have been applied.
- With manual selection, the Asset publisher only displays assets that have been explicitly selected by an administrator.

See also: [Liferay documentation](#) and [Staff picks](#)

## Breadcrumb

This portlet displays the current page name, the parent page(s) and the home page. It is normally placed on the top on every page to show where on the site the current page is located and to make it smooth to reach the parent pages (linked).

You find the portlet under Content management.

## Configuration

The standard configuration is to only tick **Show Page**, and have all others turned off.

Setting	Description
Display style	Horizontal or vertical
Show Current Site	Not used
Show Current Application	Not used
Show Guest Site	Not used
Show Page	Tick to show the current page in a hierarchy.
Show Parent Sites	Not used
Show Application Breadcrumb	Not used

See also: [Liferay documentation](#)

## Browse search

This portlet has the same function as the portlet Search, although with this portlet you can only search in the catalogue and the search result is presented in the same portlet, beneath the search field. You can search for author, title, subject or genre.

See also: [Search](#)

## User interface

The portlet presents the following content:

- **Input text field:** This field has no caption. Type the text to be searched for including qualifiers, if required. While typing suggestions from the index can be presented and the user can choose one of these or just continue typing. The list is updated as the typing is done.
- **Search button:** Click to start the defined search.

## Configuration

Setting	Description	Comment
Maximum number of results to display	Maximum number of search results to display per search.	Default: 5
Minimum number of characters for autocomplete	Number of characters to type before a search suggestion is displayed.	Default: 5
Search filter	Define a specific search filter.	The default is to have no search filter, but to search in the entire catalogue.
URL to search results	The page where to show the search result.	Default: search
Show Help link		Default: false
Index type	Select which index to browse (the search topic): author, title, subject or genre	Default: Author
Delay (ms)	How quickly to show search suggestions.	Default: 400

## Catalogue record

This portlet displays the catalogue record in a detailed format. When you click on a catalogue title in a search results list, this is where you go, and will see the holding information. From here, you can make a reservation or download e-media.

Apart from the data from the catalogue post, you can make a reservation, rate the title, recommend it to a friend, etc. from here.

All information about the catalogue record detail is fetched from the LMS. This ensures that holding, e-media availability and reservation information is current. Information about the organization and branch filter is fetched from the installation structure. Ratings, reviews and tags come from Central Services.

## User interface

The portlet has several panels, which may be used together to build a complex arrangement of information.

Setting	Description	Comment
Detailed catalogue record information	The data that will be displayed is decided upon by the library, archive or museum.	Content formatting for each field is handled by the LMS. The cover image and average rating is shown. Signed-in users may add a rating by clicking the star rating control.
Holding stat and reservation statistics	Number of loans in the current year, the number of loans in total, the number of reservations, and the number of copies available.	
Linked records	Could for example be a CD with its linked records all tracks on it.	This feature is only available for systems that support linked records. It is collapsed by default, but the user may expand it.
Holdings	Holdings data is collapsed on the highest level.	If at least one copy is available, on the collapsed level information about it will be displayed, with information about copy availability. It is collapsed by default, but the user may expand it. e-media availability and links to download and listen are also displayed.
Reviews	The most recent review is displayed.	The portlet is collapsed by default, but the user may expand it to display all reviews. Signed-in users may add a review and rating. The review must be authorized before publication if this is required by the library, archive or museum. Abusive reviews can be reported.

Above the title there is a "Save link" icon.

See also: [Clicking "Save link" or copying the URL?](#)

## Configuration

Setting	Description	Comment
Availability order	Not used	
AddThis services order	Select in which order to display the different social services.	
Allow ratings to be updated	Shows the rating possibility (the stars) in the portlet.	Default: true
Archive item - show fields *	Which archive record fields to show on the page	Default: Author, Description, Edition, External link, Language, Media type, Notes, Publication year, Publisher, Resource type, Shelf mark, Title, OpenURL
Archive records: page components *	Components to show for an archive item page	Default: all fields except for Add to array button, that should not be used.
Be the first to review this title	Select to show <b>Be the first to review this title</b> under the title when there are no reviews for the title	Default: false
Choose AddThis services to display	The social services to display.	Default: blank
Facebook function	Select showing Facebook like or Recommend connected to the article	Default: blank
Facebook layout	How to show the Facebook like number	Default: blank
Collapse linked titles	Collapses linked titles if the record has linked titles to it, for example a CD with tracks	Default: true
Default height of pop-up window	Height of the popup window, used with eHUB only	Default: 375 pixels
Default width of pop-up window	Width of the popup window, used with eHUB only	Default: 500 pixels
Expand holdings	Expands branches' holdings while the page is loading	Default: false
Fuzzy search	Select which fields to display in a fuzzy search.	The fields need to be the same in the following portlets: Catalogue record, Facets, Results list, Search results, Tags: tag cloud. Default: all fields
Fuzzy search similarity factor - range 0.0 - 1.0	Value for the fuzzy search factor, between 0 and 1. The higher the value, the more should the search result resemble the original search string.	This value needs to be the same in the following portlets: Catalogue record, Facets, Results list, Search results, Tags: tag cloud. Default: 0.5
Group field	Not used	Keep default setting. Default: Author/title

Setting	Description	Comment
Icon for OpenURL	Location of icon to show as a button for the user to click on to go to the OpenURL page, if enabled.	
Lazy load covers	Not used	Default: true
Library item page components *	Components to show on the page	Default: all fields except for Add to array button, that should not be used.
Library records: fields *	Select which of the fields from the library record to show	Default: Author, Description, External link, Language, Media type, Notes, Publication year, Publisher, Resource type, Shelf mark, Title, OpenURL
Linked records: number of results per page	Define how many linked records to show per page, where there are linked records to a title	Default: 10
Linked records: display linked records	Displays linked records to a title	Default: true
Linked records: show navigation at bottom	Shows navigation for the linked records at the bottom of the record. Navigation is always shown at the top	Default: true
Maximum number of titles in grouped result	Maximum number of items in a group, for example, when grouping all media for a title	Default: 100
Maximum number of tags shown	Number of tags shown in connection to a title.	Default: 10
Museum records: page components	Select the components to show on the page	Default: all fields except for Add to array button, that should not be used.
Museum records: fields	Select which museum record fields to show on the page	Default: Author, Description, External link, Language, Media type, Notes, Publication year, Publisher, Resource type, Shelf mark, Title, OpenURL
OpenURL link	The link to the OpenURL service.	The last part of the record data for the OpenURL link comes from the backend and is parsed correctly.
Preferred media type	Define which media type to show first.	The setting is only applicable in multi-agency installations
Facebook parameters	Width of the Facebook like link	Default: fb:-like:width="330px"
Reservation: order by availability	Not used	
Reservation: help text for	Text to be displayed on a regional	

Setting	Description	Comment
regional reservations	reservation (reservations outside own area).	
Reservation: allow regional reservations	Not used	
Reservation: default period (days)	Sets the Valid to date based on Valid from date (current date). Handled by the backend for active reservations.	Default: 730
Reservation: enable one-click reservations	Select if a reservation can be made just by a click on the reservation button, without requiring the user to select a pickup location or interest period. After that, the reservation is changed under My reservations.	Default: false
Reserving: Show "Select pickup branch"	Select to show the text <b>Select pickup branch</b> in the dropdown, instead of having a preset pickup branch.	If this is set to true you will not see the default pickup branch directly. Also see the setting Reserving: Show branches in alphabetic order.. Default: false
Reserving: Show 'Cancel reservation' button	Allows the user to close the reservations window.	Default: true
Reservation: show authority	Shows the organization choice as well (instead of only showing the branch choice), in which the user should make the reservation.	If not showing the authority choice, all branches from all authorities will be listed in the branch dropdown. Default: true
Reservation: show branches in alphabetical order	Shows the pickup branches in alphabetic order.	This must be false if you want to make use of default pickup branch. See setting Reserving: Show "Select pickup branch". Default: true
Reserving: Show reservation 'Valid from' date	Shows from when the reservation is active.	Default: true
Reservation: show reservation fee	Shows fees for a reservation	This function must be activated in Admin: installation details on Agency level; ask your Axiell contact for support. Default: false
Reserving: Show reservations 'Valid to' date	Shows when the reservation ends.	Default: true
Reservation: show authorities in alphabetical order	Lists the organizations in alphabetical order.	Default: true
Reviews: authorisation required	Select if a review must be approved before publishing.	Default: true
Reviews: maximum number of characters	Maximum number of characters in a review to show under the title.	The entire review is displayed by clicking <b>Show more</b> .

Setting	Description	Comment
		Default: 100
Reviews: Show 'Be the first to review this post' text	Shows <b>Be the first to review this post</b> under the title when there is a review but no reply to the review.	Default: false
Show Help link		Default: false
Archive records: page components for linked records *	Select functions to show next to an archive record	Default: all fields
Show "Back" button	Displays a back link on the Catalogue record page	Default: true
Show enhanced data	Select which of the enhanced data to show next to a record; availability, covers, ratings, reviews, tags	Default: all fields
Archive records: fields for linked records *	Define which of the fields from the archive record to show	Default: Author, Description, Edition, External link, Language, Media type, Publication year, Resource type, Shelf mark, Title
Museum records: fields for linked records *	Define which of the fields from the museum record to show	Default: Author, Description, Edition, External link, Language, Media type, Publication year, Resource type, Shelf mark
Library records: page components for linked records *	Select functions to show next to a library record	Default: all fields
Library records: fields for linked records	Define which of the fields from the library record to show.	Default: Author, Description, Edition, External link, Language, Media type, Publication year, Resource type, Shelf mark, Title
Museum records: page components for linked records	Select functions to show next to a museum record	Default: all fields *
Location of streaming content	Not used	
URL to record details	The path to the catalogue record details page	Default: results
URL to 'Recommend this' form	The path to the page from where you can recommend the title in an e-mail	Default: protected/recommend
URL to holdings	The path to the anchor by the holdings information	Default: #holdings
URL to catalogue search results	The path to the page where the search results are presented, used for the back link	Default: search
Font size: largest	Font size of tags with most hits	Default: 7

Setting	Description	Comment
Font size: smallest	Font size of tags with least hits	Default: 1
Where should AddThis service be displayed	Position of the AddThis service	Default: top

\* If you are configuring the settings for a library, you can ignore the museum and archive settings - and vice versa.

See also: **Fuzzy search and the similarity factor**

## Related portlets

In a default installation, the following other portlets are displayed in connection with the catalogue record detail:

### Tags

The Tags: Add tag portlet displays the tags associated with the record.

See also: **Tags: add tags**

### Facets

The Facets portlet, configured as a single record facet, is displayed. The facet enables the user to search for related titles, such as titles by the same author, the same series or the same subject words.

See also: **Facets**

Another facet portlet displays article facets connecting the record to the articles by the subject word.

### Dynamic links

The Dynamic links portlet is displayed. It sends content from the displayed record to another database or search engine. The Webservice client portlet and IFrame portlet may be included. These may launch external sites, or present web services results using data from the search query as input.

See also: **Dynamic links**, **Webservice client** and **IFrame**

### Similar titles or titles of the same author

The Results list portlet may display other titles of a similar type or of the same author. The choice of titles is made by rules stated in the LMS.

See also: **Results list**

## Charges

This portlet shows the Arena user's current charges to the library/museum/archive. The charges are presented as a list. This portlet should be used if you use Swish, Easy from Nets, SIX Payment, WorldPay, Barclay, Capita Online, Capita Payment, Civica Payment, Civica Online, ITEOS, pmPayment or PayTrail as a payment provider. It is used in combination with the Payment history portlet. For Nets (not Easy from Nets) as payment provider, use the My fees portlet.

See also: **Payment history** and **My fees**

A checkbox is shown next to the charge, if it can be paid online.

If family ticket data is passed on from the backend, a dropdown will be shown, in which to select which family member's charges to show.

The family members are presented in the following order:

1. current user
2. connected cards in the order received from the LMS through ALMA

The portlet is placed on the page /protected/charges, and in the default installation it can be reached from the tab **My pages**.

## Configuration

Setting	Description	Comment
Please enter an email address	Select if an e-mail address should be required to see data in this portlet	If there is no email, the messages to the user are displayed in the top of the portlet. If online payment is used, email is required. Default: true
Fields to display	Fields to show in the table; date, type, note, organization, amount	Default: all fields
Number of pages for browsing	Number of page links to show if there is more than one page	Default: 5
Number of records per page	Number of records to show on a page	Default: 10
Show Help link		Default: false
Page components	Select which components to show on the page; Checkbox (next to each record, for the user to select the records to pay; only applicable if online payment is provided), Top navigation, Bottom navigation	Default: all fields
Show results	Not used	
Redirect Page	Not used	
Terms and conditions URL	Easy from Nets requires sending terms and conditions link to the API.	The format is for example 'https://www.axiell.com'

## Activating Swish

The portlets Charges and Payment history support Swish.

The following is needed to start using Swish:

- The library signs an agreement with their bank, and the bank sets up the registration with Swish.
- When the bank lets the library know that the setup is complete, the library needs to send the certificate, password and payee alias (the Swish number, for example 1230236836) to Axiell.
- Axiell finalizes the needed configuration.

## Activating Swish for Easy from Nets

You can also use Swish as a part of Nets.

The portlets Charges and Payment history support Easy from Nets including Swish.

The following is needed to start using Easy including Swish:

- Signing a contract with Nets to create an Easy Live account. Nets is responsible for this process and it might take approximately 1-2 weeks before the account is activated by Nets.
- A merchant bank account to receive payments.
- Providing Axiell with the Easy Live account checkout key and secret key.

## Checkout

In this portlet, patrons can check out (borrow) catalogue records.

The patron scans or types the item number in the item number field and clicks the **Check out** button. The loans are registered under My loans.

## Configuration

Setting	Description	Comment
Authority	Select the Arena member that the checkout should be running against.	
Show Help link		Default: false

## Create Arena username

This portlet is used in different ways; to create an Arena user ID (if the feature automatically creating Arena users is not used) and to show contact information under My profile.

### Creating an Arena user

**Note:**

This applies when the feature of automatically creating Arena users is not used.

A user who has a library card and PIN can create an Arena account from here. The user logs in with library card and PIN and selects **Create new user** via a link in the login box.

The library card number and PIN are checked against the LMS. The username is checked for duplicates, and against library cards and PINs stored in the Central services. If the username and the password exist, but not for the current library, the new library is connected to the Arena account.

The portlet contains a button **Why create an Arena username** with a dialogue providing the user information about the Arena account, including features and benefits of the account.

### Viewing user details in My profile

The following details are shown:

User information	Description
My profile	Name, address, telephone number and e-mail address
Registered accounts	Card number and PIN code change. Card number can be made inactive and the PIN can be changed. Also, loan history can be enabled/disabled here.
Absent period	The user can insert a holiday period when reservations etc. are made inactive. <b>Note:</b> For absent period to work, the setting <b>Supports absent date</b> in the portlet Admin: installation details must be true. This is set on agency level; please contact Axiell to change.
Default pick-up branch	The user can select the preferred pickup branch for reservations. <b>Note:</b> For default pickup branch to work, the setting <b>Supports default pickup branch</b> in the portlet Admin: installation details must be true. This is set on agency level; please contact Axiell to change.
Notification method	The user selects how the messages about for example reservations and overdue loans should be delivered; by SMS, e-mail or post, depending on which backend is used. There is also a setting for alerts before due date; how many days before and delivery method for the alert.
My details	Display name, username, password and e-mail address. All fields can be edited. <b>Note:</b> This email address is not linked to the borrower's account at the library.

## Configuration

Setting	Description	Comment
Allow editing of library account information	Allows the user to change PIN	Default: true
Allow editing of	Allows the user to edit the con-	Default: true

Setting	Description	Comment
contact details	tact details, for example email and phone number	
CAPTCHA security text required	Select if the correct characters from the security test is required to create an account	Default: true
General agreement URL	URL to the general agreement (text written by the library)	<b>Show general agreement</b> must be ticked.
Loan history agreement URL	URL to the loan history agreement (text written by the library)	<b>Show loan history agreement</b> must be ticked.
Maximum number of characters in screen name	Maximum number of characters to show in a username	Default: 32
Minimum number of characters in screen name	Minimum number of characters to show in a username	Default: 2
Maximum number of characters in user name	Maximum number of characters to allow in a username used when logging in	Default: 32
Minimum number of characters in user name	Minimum number of characters to allow in a username used when logging in	Default: 2
Maximum number of characters in password	Maximum number of characters to allow in a password	Default: 32
Minimum number of characters in password	Minimum number of characters to allow in a password	Default: 6
Show Help link		Default: false
Show library cards	Shows the library card number on the page protected/profile	Default: true
Show general agreement	Tick to show link to general agreement	Default: off. <b>General agreement URL</b> must be specified.
Show loan history agreement	Tick to show link to loan history agreement	Default: off. <b>Loan history agreement URL</b> must be specified.
Show telephone country code	Shows the country code on the page protected/profile	Default: true
Show telephone region	Shows the region code on the page protected/profile	Default: true
You must provide an e-mail address	Forces the user to enter an email address when creating an Arena account.	This email address is stored only in Central Service and has no connection to the library system. This email address is used for newsletters, new materials and articles.Default: true

## Dynamic links

This portlet is used to present useful links to the user. The portlet allows to, via a link, take search criteria or other data from a catalogue record and bring it to a search in an external database.

Only if the user is signed in, the links that require login information will be visible. Different users may see different links. For example, the portlet may be configured to show links to pending articles and if so, only administrators see these links.

## User interface

The user interface shows links available for the user. When clicking a link the external web page will start up with a ready-made query.

When used in connection with a search result or a zero-hit the links may lead to alternate information sources and when in connections with the catalogue record, they may lead to more information about the title or other information shown.

## Configuration

Up to 10 links may be defined within the portlet. For each link in the portlet, the following aspects may be configured:

Setting	Description	Comment
Link active	Activates the link	Default: true
Link conditions	Conditions for display of the link, one or more can be selected	Default: Sign-in
Link name	The link name that will be presented to the user.	
Link syntax	Syntax constructed using a FreeMarker syntax, with variables included from Arena content.	
Link target	Select how the search result in the external database should be shown when clicking a link	Default: New window/tab

For the portlet in general, the following aspect may be configured:

Show Help link: Default: false

## Facets

A facet augments catalogue searches. More than one facet is used in a typical Arena configuration. In general, facets display index values for selected fields. A search may be executed by clicking one of the fields. Depending on the configuration, it will refine the search already executed, or make a new search using the cluster value of the facet.

This portlet is used for catalogue records; it is articles equivalent to the portlet Articles: facets when it comes to articles.

See also: **Articles: facets**

Facets are used in two ways:

- For an initial search, facets are used to limit the search. This produces a subset of the existing search results - it does not modify the search criteria.
- In search details facets are used to expand the search. A facet may be clicked upon to remove it, which expands the search. When viewing a title, other facets may also be displayed, such as to find other titles by the same author, which will start a new search.

There are four types of facets for catalogue searches:

- **Discovery facet:** This will drill-down to refine a search. After activation, the content of the facet reflects the new search result. For example, a search result may include a number of different media, and you can select to make a new search with only book by clicking books in the facet. A facet portlet with this setting should always be available with the result sets from catalogue search (default).
- **Inspirational facet:** This does not relate to a search and it not used for catalogue searches. It works like a table of contents and can be used on an articles page, as a form of menu to find articles.
- **Single item facet:** This refers to a detail presentation of one record or article. It is used to perform related searches; for example, to find further titles by the same author. It should be available on the detail presentation of a catalogue record page (default).
- **Subject facet:** This facet is used to show the connection between catalogue records and articles. Subject words from the Catalogue record portlet are used for the connection. This facet will enable the user to go to articles related to the specified record or go to records related to the specified article. It should be placed on the detail presentation of a catalogue record or article page. Thus; if subject words have been added to articles, and this Facet portlet (configured as subject facet) has been added to the article details page, links in this portlet will lead to catalogue records with the same subject words as the article.

## Configuration

Setting	Description	Comment
Facet display order	Select in which order to display the facets by clicking the arrow up or down	
Facet history maximum count	Each time you click on a term in a facet, the search result is redefined. Likewise, the search result is redefined when you unclick the term that you have clicked on in the facet. Define the number of clicked terms in a facet that the facet can remember, that is, how many clicks back it can redefine the search result.	Default: 4 Most often the other facet terms disappear when you select a term (since the search result is redefined for the selected term), for example in the facet <b>By</b> . But sometimes, for example in the facet <b>Subject</b> , some terms can still be valid even though you filter on another term. You can then select one more term and "add" that to the already selected filter. This you can do xx times before the facet forgets the first one (you cannot redefine the search result unclicking that one anymore) and adds the last one instead.
Facets to be displayed	Choose from Author, Holding branch, Category, Classification, Code, Content Type Facet, Department, Entity type, Language, Original language, Target Audience, Media Class, Organization, Publication year, Resource, Type, Shelf mark, Subject, Series, User tags	Default: Author, Content Type Facet, Entity type, Language, Target Audience, Media Class, Publication year, Subject and User tags
Facets with hit	Select the facets to show with number	Default: all fields

Setting	Description	Comment
numbers	of hits	
Fuzzy search	Select which fields to display in a fuzzy search.	The fields need to be the same in the following portlets: Catalogue record, Facets, Results list, Search results, Tags: tag cloud.
Fuzzy search similarity factor	Value for the fuzzy search factor, between 0 and 1. The higher the value, the more should the search result resemble the original search string.	This value needs to be the same in the following portlets: Catalogue record, Facets, Results list, Search results, Tags: tag cloud. Default: 0.5
Number of facets shown	Number of facets to show in each facet	If there are more than the defined number, there will be a <b>Show more</b> link. Default: 5
Organization	Shows the organization hierarchy for a branch	Default: true
Search facet type	Select which type of facet to use	The facet type decides how the facet is used.
Show Help link		Default: false
URL to catalogue search results	The page where to show the search result.	Default: search

## Feedback to library

This portlet enables the user to send a feedback e-mail to the library, archive or museum. The user does not have to be logged in (neither with card/PIN nor to an Arena account).

## User interface

An email form is presented to the user. The user's name and email address (if available) is filled in. The user fills in fields that have been chosen in the configuration and then sends the message.

## Configuration

The following aspects of the portlet may be configured:

Setting	Description	Comment
Default From e-mail address	The address that the library will see as the from address in the email.	If the user has given an email address in the personal settings, that address overrides any email address written here.
The library's email address	The address that is the recipient of the mail from the user.	You need to change the default address. If this field is empty, the message is sent to the recipient specified in the Admin: Installation details portlet, in the field <b>Portal Site/Portal E-mails/General contact</b> .
Input field	Select which fields to show in the form	Default: all fields
Mandatory fields	The fields the user must fill in before sending the email	Default: Name, Email address
Show Help link		Default: false

## Form

The Form portlet is used to create forms that users can fill in, for example to vote about most popular books or to give feedback about an event. The data that the users enter are saved in Arena and can also be exported to Excel.

The following example describes:

- How to create a form
- How to publish a form in Arena
- How to access the answers given using the form

## Creating a form

1. Sign in to Liferay.
2. In the menu to the left, select **Forms** in the **Content** section.
3. Click the plus sign at the lower right of the screen.
4. Add a name and a description to the form.
5. Click **Add field** and select the following fields one or several times:
  - Form text
  - Text field
  - Select from list
  - Single selection
  - Date
  - Single checkbox
  - Multiple selection
6. Configure each of the fields that you have selected by naming them and adding options.
7. Decide if some parts of the form should be mandatory for users to fill in by checking **Required field** for each component.
8. Click **Save**.
9. In the context menu of the form, select **Permissions** and assign the **Add record** permission to the **Guest** role.

## Adding a form to a page

1. Open a page and click the plus sign at the top right of the screen.
2. Select **Form** under Applications/Collaboration.
3. Drag the form to the page.
4. Click **Select form** and select the form you just created.
5. Click **Save**.

The form is now ready for users to fill in.

## Accessing data given in the form

1. Sign in to Liferay.
2. In the menu to the left, select **Forms** in the **Content** section.
3. Select your form and in its context menu, select **View entries**.

See also: [Liferay documentation](#)

## IFrame

This portlet enables you to embed any external website or function into a page. The display is always as the external website, but the size and frames around the IFrame may be styled in the CSS to make it fit better into the page design.

The URL to the website may be static, or may make use of defined variables, depending on the dynamic content of the page. For example, it may execute a search just made in another source.

The portlet is loaded asynchronously.

## User interface

The user sees the external website as a part of the page. The user may interact with the website directly.

## Configuration

Setting	Description	Comment
Conditions	Define the conditions for display of the link, one or more can be selected	Default: Search query
Show Help link		Default: false
URL	The URL to the external page.	This URL is created by using the FreeMarker syntax, which is added to Arena variables.

See also: [Arena session variables](#)

## Interlibrary loan request

This portlet enables the user to e-mail a request for an interlibrary loan to the library, archive or museum. The user must be signed in with a library card number + PIN but does not need to have an Arena account. The message is sent to the recipient specified in the Admin: installation details portlet. The message that the library receives does not contain the patron's user name or email address - only a unique patron ID.

## User interface

A mail form is presented to the user. The user's name and e-mail address (if available) is filled in. The user fills in the e-mail address (if not already filled in), gives information about the request, and sends the message. In a multi-agency environment, the user may also choose the backend library, archive or museum about which to make the request.

## Configuration

Setting	Description	Comment
Agency email address	If an email address is filled in here, the ILL request will be sent to that address. If left empty, the email address in the Installation portlet will be used.	Default: empty
Default 'From' email address	The address that the library will see as the from address in the email.	
Email subject	The subject text	
Input field	Select which fields to show in the form	Default: all fields
Mandatory fields	The fields the user must fill in before sending the email	Default: Name, Email address, Title, Media type
Show Help link		Default: false
Show user ID in email messages	Select if the user ID should be shown in the email	Default: true

## Language

This portlet makes it possible to change languages.

## Configuration

Setting	Description	Comment
Display template	The layout of the language selector.	Default: Select box
Display current loc-	Select whether the currently selected language should be available for selec-	

Setting	Description	Comment
ale	tion.	
Languages	Select which of the available languages to include in the language selector.	

## Loan history

The portlet shows a patron's loan history.

The following must be fulfilled for the loan history to be shown:

- The LMS must support saving patron loan history.
- The user must tick the box **Loan history enabled** in their user profile.

The portlet is not part of Arena by default. A suggestion is for the library to add a new page for the portlet and link to this new page from the My pages page. It is also possible to contact Axiell support for assistance with adding the page at the correct location. This comes with a consultation cost.

## Configuration

Setting	Description	Comment
URL to record details	The page where the result is shown if you click on the post	Default: results
Holdings link	The page with the holdings information.	Default: #holdings
Item shown on page	Define which choices for how many titles to show on a page, to show for the user to choose between; 5, 10, 25, 50 or 100.	The default number of titles to show on a page is defined with the setting <b>Number of loans to show per page</b> .
Maximum number of tags shown	Number of tags to show in a tag cloud	Default: 10
Page option: Allow ratings update	Not used	
Page option: enable lazy loading of covers	Not used	
Page option: Provide an anchor link to holdings info from availability panel	Not used	
Library records: fields*	Define which of the fields from the library record to show.	Default: Author, Media type, Publication year, Title
Library records: page components*	Define which panel buttons to show for each title from the LMS.	Default: Link from title, Cover link
Record type: show record type	Select to show if the post is an archive post, a museum post or a library post - only relevant if there are posts from more than one branch.	Default: false
Museum records: page components*	Define which panel buttons to show for each museum title	Default: Link from title, Cover link
Archive records: fields*	Define which of the fields from the archive record to show	Default: Author, Media type, Publication year, Title
Archive records: page components*	Define which panel buttons to show for each archive title	Default: Link from title, Cover link
Museum records: fields*	Define which of the fields from the museum record to show	Default: Author, Media type, Publication year, Title
Number of loans to show per page	Number of titles to show on a page from the start; 5, 10, 25, 50 or 100.	Default: 10

Setting	Description	Comment
Show Help link		Default: false
Show enhanced data	Shows covers in the list.	Default: false
Url: Recommend item page	The page from which the user can send a recommendation of the title.	Default: protected/recommend
User tags: Largest font size	Font size of tags with most hits	Default: 7
User tags: Smallest font size	Font size of tags with least hits	Default: 1

\* If you are configuring the settings for a library, you can ignore the museum and archive settings - and vice versa.

## My fees

This portlet displays all active debts and payments that a user has. If the library's payment provider is Nets (not Easy from Nets), the user can also pay debts online.

For other payment providers, use the portlets Charges and Payment history.

See also: **Charges** and **Payment history**

Information about the debt is provided by the LMS. There is no connection to the titles in this portlet.

A checkbox is shown next to the fee, if it can be paid online.

If family ticket data is passed on from the backend, family members with fees are shown in a dropdown.

The family members are presented in the following order:

1. current user
2. connected cards in the order received from the LMS through ALMA

The portlet is placed on the page /protected/charges, and in the default installation it can be reached from the tab **My pages**.

## User interface

The portlet displays information about all the debts the user has, and the total amount owed. If online payment is available, the user can select which debts to pay. The user will first receive a confirmation of the amount to pay, and to whom it will be paid. If the user chooses to continue, there will be a redirection to the payment provider site. When the payment is complete, the user is returned to Arena and a payment confirmation is displayed. A list of all the user's payments is available.

## Configuration

Setting	Description	Comment
Enable online payment	Select if Nets online payment should be active.	In active mode, a checkbox is visible next to the fee (unless the library system has determined that this fee cannot be paid online, then no checkbox is shown). In active mode, the <b>Pay</b> button is displayed. The button is not displayed in inactive mode. Default: true
Link to my charges	The page where the fees are displayed	Default: protected/profile
Show Help link		Default: false
Show amount due	Shows fees that are pending and have still not been added to account	Default: true
Show fee amount	Shows fees that have been added to the account	Default: true

Setting	Description	Comment
Show authority	Shows the authority where the fee arose	Default: true
Show fee date	Shows the date when the fee is added	Default: true
Show note	Shows notes, if there are any	Default: true
Show fee type	Shows the type of fee for fees that have not yet been paid	Default: true
Show payment date	Show the date when payment was made	Default: true
Show debt type	Show the type of payment for fees that have been paid	Default: true
Show payment history	Shows payments made in a list	Default: true
Show payment method	Show method of payment	Default: true

## My loans

The portlet shows all active loans for the user with important information like due date. In this portlet the user can, depending on the configuration, for example:

- Renew one or more of the loans
- Click on a title to show the catalogue record details
- See in which branch the loans were made, loan date and due date
- Sort the list of loans in different ways

If family ticket data is passed on from the backend, family members with loans are shown in a dropdown.

The family members are presented in the following order:

1. current user
2. connected cards in the order received from the LMS through ALMA

The portlet is by default placed on the page `/protected/loans`, and in the default installation it can be reached from the tab **My pages**.

## Configuration

Setting	Description	Comment
Default height of pop-up window	Height of the popup window, used with eHUB only	Default: 375 pixels
Default width of pop-up window	Width of the popup window, used with eHUB only	Default: 500 pixels
URL to record details	The page where the result is shown if you click on the post	Default: results
Holdings link	The page with the holdings information.	Default: #holdings
Items shown on page	Define which choices for how many titles to show on a page, to show for the user to choose between; 5,	The default number of titles to show on a page is defined with the setting <b>Number of</b>

Setting	Description	Comment
	10, 25 or all.	<b>loans to show per page.</b>
Maximum number of tags shown	Number of tags to show in a tag cloud	Default: 10
Page option: Allow ratings update	Not used	
Page option: enable lazy loading of covers	Not used	
Page option: link to holdings information from availability panel	Not used	
Library records: fields *	Define which of the fields from the library record to show.	Default: Author, Media type, Publication year, Title
Library records: page components *	Define which panel buttons to show for each title from the LMS.	Default: Link from title, Cover link
Record type: show record type	Select to show if the post is an archive post, a museum post or a library post - only relevant if there are posts from more than one branch.	Default: false
Museum records: page components *	Define which panel buttons to show for each museum title	Default: Link from title, Cover link
Archive records: fields *	Define which of the fields from the archive record to show	Default: Author, Media type, Publication year, Title
Archive records: page components *	Define which panel buttons to show for each archive title	Default: Link from title, Cover link
Museum records: fields *	Define which of the fields from the museum record to show	Default: Author, Media type, Publication year, Title
Number of loans to show per page	Number of titles to show on a page from the start; 5, 10, 25 or all.	Default: 10
Show Help link		Default: false
Show enhanced data	Shows covers in the list.	Default: false
Sorting: show alternatives	Define which options to show for the user's sorting of the loans	Default: Relevance, Renewal fee, Author, Title, Branch
Location of streaming content	eHUB only, embedded as part of page or open in new window (iFrame or Modal Window)	
Url: Recommend item page	The page from which the user can send a recommendation of the title.	Default: protected/recommend
User tags: Largest font size	Font size of tags with most hits	Default: 7
User tags: Smallest font size	Font size of tags with least hits	Default: 1

\* If you are configuring the settings for a library, you can ignore the museum and archive settings - and vice versa.

## Media list

This portlet provides a media list containing titles collected by a user, with the following differences depending on if the user is signed in to Arena or not:

- Not signed in: This temporary list is only available during the current Arena session.
- Signed in (as a guest or as an Arena user with username and password): This persistent list is attached to the user account. New titles are added to the list, when selected.

If a user logs in after first having added titles to a temporary list, the titles are saved to the persistent list.

## User interface

Titles in the media list are collected by clicking the **Add to media list** button next to a title in the results list or the catalogue record.

The media list is available from the tab My media in the default installation. Upon opening the media list, the titles in the list are displayed in a result list. The user may select one or more titles from the list (check box next to each item), and then choose one of the following actions from the toolbar:

- Email the selected titles.
- Print the selected titles. This displays a formatted list for printing, and opens a print window.
- Download the selected titles. This displays an open file dialogue, in which the user may choose where to save the file.
- Delete from the list.
- Reserve the selected titles. This action will launch the reservation panel.

The toolbar also has paging facilities.

## Configuration

Setting	Description	Comment
Be the first to review this title	Shows the text <b>Be the first to review this title</b> in the review field when there is no review yet.	Default: false
URL to record details	The page where the result is shown if you click on the post	Default: results
Holdings link	The page with the holdings information.	Default: #holdings
Maximum number of tags shown	Number of tags to show in a tag cloud	Default: 10
Maximum number of titles to include in an email	Maximum number of titles that can be sent in an email.	Default: 50
Number of pages for browsing	Number of page links to show if there is more than one page	Default: 5
Number of titles per page	Number of titles to show on a page	Default: 10
Page option: allow rating	Select if the user should be able to update the rating of a title.	Default: true
Page option: enable lazy loading of covers	Not used	
Page option: link to holdings information from availability panel	Includes a link from Available at: next to the catalogue record text, to the holdings information further down on the same page.	Default: true
Library records: fields*	Define which of the fields from the library record to show.	Default: Author, Type, Description, Edition, External link, Language, Media type, Media type icon, Notes, Part of, Publication year, Publisher, Resource type, Shelf mark, Title

Setting	Description	Comment
Record type: show record type	Select to show if the post is an archive post, a museum post or a library post - only relevant if there are posts from more than one branch.	Default: false
Page option: Show search term and hit count	Select to show the search term and the number of hits above the list of records in the search result	Default: true
Titles can be selected with checkbox	Not used	
RSS feed number of titles	Number of titles to show in a results list from the RSS feed.	Default: 20
Show RSS button	Shows the RSS button.	Default: true
Archive records: fields*	Define which of the fields from the archive record to show	Default: Author, Type, Description, Edition, External link, Language, Media type, Notes, Part of, Publication year, Publisher, Resource type, Shelf mark, Title
Museum records: fields*	Define which of the fields from the museum record to show	Default: Author, Type, Description, Edition, External link, Language, Media type, Notes, Part of, Publication year, Publisher, Resource type, Shelf mark, Title
Reservation: help text for regional reservations	Text to be displayed on a regional reservation (reservations outside own area).	
Reservation: allow regional reservations	Not used	
Reservation: default period (days)	Sets the Valid to date based on Valid from date (current date). Handled by the backend for active reservations.	Default: 730
Reserving: Show "Select pickup branch"	Shows the text <b>Select pickup branch</b> in the dropdown, instead of having a preset pickup branch.	If this is set to true you will not see the default pickup branch directly. Also see the setting Reserving: Show branches in alphabetic order. Default: false
Reservation: show authority	Shows the organization choice as well (instead of only showing the branch choice), in which the user should make the reservation.	If not showing the authority choice, all branches from all authorities will be listed in the branch dropdown. Default: true
Reservation: show branches in alphabetical order	Select to show the pickup branches in alphabetic order (default: true). Note:	This must be false if you want to make use of default pickup branch. See setting <b>Reserving: Show "Select pickup branch"</b> . Default: true
Reserving: Show reservation 'Valid from' date	Shows from when the reservation is active.	Default: true
Reservation: show reservation fee	Shows the fees for a reservation.	This function must be activated in Admin:Installation details on Agency level; contact Axiell for making this change. Default: false
Reserving: Show reservations 'Valid to' date	Shows when the reservation ends	Default: true
Reservation: show authorities in alpha-	Lists the organizations in alphabetical order.	Default: true

Setting	Description	Comment
betical order		
Reviews: authorisation required	Select if a review must be approved before publishing.	Default: true
Reviews: maximum number of characters	Maximum number of characters in a review to show under the title.	The entire review is displayed by clicking <b>Show more</b> . Default: 100
Reviews: Show 'Be the first to review this post' text	Shows <b>Be the first to review this post</b> under the title when there is a review but no reply to the review.	Default: false
Show Help link		Default: false
Archive records: page components*	Define which of the fields from the archive record to show	Default: Title, Cover
Page components	Select the buttons to show in the panel.	Default: all fields
Show enhanced data	Select which enhanced data to show; Availability, Covers, Ratings, Reviews, Tags.	Default: all types
Show library records*	Define which of the fields from the library record to show.	Default: Title, Cover
Museum records: page components*	Define which of the fields from the museum record to show	Default: Title, Cover
Reservation: show link	Select if it should be possible to reserve the title from the media list	Default: true
Show results	Shows the text <b>Results found</b> plus the number of items found in the media list.	Default: true
Preferred media type: boost factor	Value for how to prioritize the selected favourite media class.	Default: 1
Preferred library: boost factor	Value for how to prioritize the selected preferred agency.	The value is set in the Admin: installation details portlet. Default: 1
Preferred language: boost factor	Value for how to prioritize the selected preferred language.	Default: 1
New titles: boost factor	Value for how to prioritize new titles.	Default: 0
URL for catalogue record detail page	The page where the title details are shown.	Default: results
URL: open links in	How to open links.	Default: Same window
Url: Recommend item page	The page from which the user can send a recommendation of the title.	Default: protected/recommend
User tags: Largest font size	Font size of tags with most hits	Default: 7
User tags: Smallest font size	Font size of tags with least hits	Default: 1

\* If you are configuring the settings for a library, you can ignore the museum and archive settings - and vice versa.

See also: [Boosting favourite media class/agency/language and publication date](#)

## My messages

The portlet receives alerts from the News agent. The message system is an internal system within Arena. The administrator can send messages to all users from the agency. Only these general messages may be sent; it is not possible to send

messages to a specific user.

## End user interface

To the typical user it shows a list of messages in the inbox. Unread messages are shown in bold font; the read messages are shown in normal font. The list gives the subject, the sender, and the date/time when it was received.

To read the message, the user clicks it. The full message is displayed above the list. To delete a message, the user ticks the delete check box for the message, and then clicks the **Delete** button.

The administrator has a link to an outbox feature, where all messages that have been sent are listed (if they have not been deleted), how many recipients there are, and how many recipients that have read a message. From there it is also possible to send a new message to the users of the library, archive or museum.

A toolbar of sort options is provided. These include Sort by Subject, Sender, Member (library) and Date.

The portlet is normally opened from the tab My pages and from the Account portlet.

See also: [News agent](#) and [Account](#)

## Configuration

The following aspects of the portlet may be configured.

Setting	Description	Comment
Show Help link		Default: false
Show "Sort by date"	Select if the user should be able to sort by date	Default: true
Show sort by sender	Select if the user should be able to sort by sender	Default: true
Show sort by subject	Select if the user should be able to sort by subject	Default: true
Show sort by title	Select if the user should be able to sort by title	Default: true
Show "Sort by library"	The size of the image thumbnails in the image gallery.	Default: true

## My ratings

This portlet displays all titles that have been rated with stars by the user.

## User interface

The portlet displays the titles that the user has rated. By clicking a title, the user may view more information in the record detail.

The portlet is by default placed on the page /protected/reviews, and in the default installation it can be reached from the tab **My pages**, under **My stuff**.

## Configuration

Setting	Description	Comment
Be the first to review this title	Select to show <b>Be the first to review this title</b> under the title when there are no reviews for the title	Default: false
Holdings link	The page with the holdings information.	Default: #holdings
Item detail page	The page where the result is shown if you click on the post	Default: #results
Maximum number of tags shown	Number of tags to show in a tag cloud	Default: 10
Maximum number of titles to include in an email	Maximum number of titles that can be sent in an email.	Default: 50

Setting	Description	Comment
Number of pages for browsing	Number of page links to show if there is more than one page	Default: 5
Number of titles per page	Number of titles to show on a page	Default: 10
Page option: allow rating	Select if the user should be able to update the rating of a title.	Default: true
Page option: enable lazy loading of covers	Not used	
Page option: link to holdings information from availability panel	Includes a link from Available at: next to the catalogue record text, to the holdings information further down on the same page.	Default: true
Library records: fields *	Select which of the fields from the library record to show	Default: Author, Type, Description, Edition, External link, Language, Media type icon, Notes, Part of, Publication year, Publisher, Resource type, Shelf mark, Title
Library records: page components *	Define which panel buttons to show for each title from the LMS; Link from title, Cover link	Default: all components
Record type: show record type	Select to show if the post is an archive post, a museum post or a library post - only relevant if there are posts from more than one branch.	Default: false
Museum records: page components *	Define which panel buttons to show for each museum title; Link from title, Cover link	Default: all components
Archive records: fields *	Define which of the fields from the archive record to show	Default: Author, Type, Description, Edition, External link, Language, Media type, Notes, Part of, Publication year, Publisher, Resource type, Shelf mark, Title
Archive records: page components *	Define which panel buttons to show for each archive title; Link from title, Cover link	Default: all components
Museum records: fields *	Define which of the fields from the museum record to show	Default: Author, Type, Description, Edition, External link, Language, Media type, Notes, Part of, Publication year, Publisher, Resource type, Shelf mark, Title
Reviews: authorisation required	Select if a review must be approved before publishing.	Default: true
Reviews: maximum number of characters	Maximum number of characters in a review to show under the title.	The entire review is displayed by clicking <b>Show more</b> . Default: 100
Reviews: Show 'Be the first to review this post' text	Shows <b>Be the first to review this post</b> under the title when there is a review but no reply to the review.	Default: false
Show Help link		Default: false
Page components	Select the buttons to show in the panel.	Default: all fields
Show enhanced data	Select which enhanced data to show; Availability, Covers, Ratings, Reviews, Tags.	Default: covers
Show results	Shows the text <b>Results found</b> plus the number of items found in the media list.	Default: true
URL: Recommend item page	The page from which the user can send a recommendation of the title.	Default: protected/recommend

Setting	Description	Comment
User tags: Largest font size	Font size of tags with most hits	Default: 7
User tags: Smallest font size	Font size of tags with least hits	Default: 1

\* If you are configuring the settings for a library, you can ignore the museum and archive settings - and vice versa.

## Recent searches

In this portlet the user can see recent catalogue searches, made in the Arena in the specific browsing session (that is, on the exact PC used). You do not need to be signed in to view a list of recent searches.

## Configuration

Setting	Description	Comment
Maximum query length to display	Define how much of the search phrase to display (number of characters)	Default: 20
Number of pages for browsing	Number of page links to show if there is more than one page	Default: 5
Number of titles per page	Number of titles to show on a page	Default: 10
URL to search results	The page where the result should be shown, if you click on one of the saved searches	Default: search
Show Help link		Default: false
Show 'Search history' options	Makes it possible to remove the search	Default: Remove
Page components	Select where to display the control buttons, in the header or footer	
Wildcard character suffix	Define how to end search phrases that exceed the number of characters defined under Maximum query length to display	Default: ...

## Articles: search history

In this portlet the user can see recent searches on articles, made in the Arena in the specific browsing session (that is, on the exact PC used). You do not need to be signed in to view a list of recent searches.

## Configuration

Setting	Description	Comment
Maximum query length to display	Define how much of the search phrase to display (number of characters)	Default: 20
Number of pages for browsing	Number of page links to show if there is more than one page	Default: 5
Number of titles per page	Number of titles to show on a page	Default: 10
URL to search results	The page where the result should be shown, if you click on one of the saved searches	Default: articles
Show Help link		Default: false
Show 'Search history' options	Makes it possible to remove the search	Default: Remove

Setting	Description	Comment
Page components	Select where to display the control buttons, in the header or footer	
Wildcard character suffix	Define how to end search phrases that exceed the number of characters defined under Maximum query length to display	Default: ...

## My reservations

This portlet displays all reservations for the user, plus important information such as the reservation valid date.

If family ticket data is passed on from the backend, family members with reservations are shown in a dropdown.

The family members are presented in the following order:

1. current user
2. connected cards in the order received from the LMS through ALMA

The portlet is by default placed on the page /protected/reservations and in the default installation it can be reached from the tab **My pages**.

## User interface

The user accesses the portlet via the **My pages** menu. The portlet displays all reservations for the user. By clicking a title in the list, the record detail opens. Depending on configuration, the list may also display valid dates from and to, the selected pickup branch and the user's place in the reservation queue. If the reservation has a special status, then it is displayed.

The list may be sorted in many different ways.

If allowed by the LMS the user may change the reservation dates and pickup branch, or delete the reservation. The user may also add the title to their media list.

### Note:

If you use reservation ordering, the configuration setting Reservation Sub Library must have a value for Arena to be able to save the reservation ordering.

## Configuration

Setting	Description	Comment
Availability order		Not used
Be the first to review this title	Shows the text <b>Be the first to review this title</b> in the review field when there is no review yet.	Default: false
URL to record details	The page where the result is shown if you click on the post	Default: results
Go to next page after reservation	If the user has a library card in multiple agencies, there will be a separate reservation page for each agency. Select if the user should automatically move to the next page after a reservation.	Default: true
Holdings link	The page with the holdings information.	Default: #holdings
Maximum number of tags shown	Number of tags to show in a tag cloud	Default: 10
Maximum number of titles to include in an email	Maximum number of titles that can be sent in an email.	Default: 50
Number of pages for brows-	Number of page links to show if there is more than one page	Default: 5

Setting	Description	Comment
ing		
Number of titles per page	Number of titles to show on a page	Default: 10
Page option: allow rating	Select if the user should be able to update the rating of a title.	Default: true
Page option: enable lazy loading of covers	Not used	
Page option: link to holdings information from availability panel	Includes a link from Available at: next to the catalogue record text, to the holdings information further down on the same page.	Default: true
Library records: fields *	Define which of the fields from the library record to show.	Default: Author, Type, Description, Edition, External link, Language, Media type, Media type icon, Notes, Part of, Publication year, Publisher, Resource type, Shelf mark, Title
Library records: page components *	Define which panel buttons to show for each title from the LMS.	Default: all components
Record type: show record type	Select to show if the post is an archive post, a museum post or a library post - only relevant if there are posts from more than one branch.	Default: false
Museum records: page components *	Define which panel buttons to show for each museum title	Default: all components
Archive records: fields *	Define which of the fields from the archive record to show	Default: Author, Type, Description, Edition, External link, Language, Media type, Notes, Part of, Publication year, Publisher, Resource type, Shelf mark, Title
Archive records: page components *	Define which panel buttons to show for each archive title	Default: all components
Museum records: fields *	Define which of the fields from the museum record to show	Default: Author, Type, Description, Edition, External link, Language, Media type, Notes, Part of, Publication year, Publisher, Resource type, Shelf mark, Title
Reservation Sub Library	This setting must have a value for Arena to be able to save the reservation ordering.	Used for RNIB only. Default: blank
Reservation: help text for regional reservations	Text to be displayed on a regional reservation (reservations outside own area).	
Reservation: allow regional reservations	Not used	
Reservation: default period (days)	Sets the Valid to date based on Valid from date (current date). Handled by the backend for active reservations.	Default: 730

Setting	Description	Comment
Reservation: enable one-click reservations	Select if a reservation can be made just by a click on the reservation button, without requiring the user to select a pickup location or interest period. After that, the reservation is changed under My reservations.	Default: false
Reserving: Show "Select pickup branch"	Shows the text <b>Select pickup branch</b> in the dropdown, instead of having a preset pickup branch.	If this is set to true you will not see the default pickup branch directly. Also see the setting Reserving: Show branches in alphabetic order. Default: false
Reserving: Show 'Cancel reservation' button	Allows the user to close the reservations window.	Default: true
Reservation: show authority	Shows the organization choice as well (instead of only showing the branch choice), in which the user should make the reservation.	If not showing the authority choice, all branches from all authorities will be listed in the branch dropdown. Default: true
Reservation: show reservation fee	Shows the fees for a reservation.	Default: false
Reservation: show authorities in alphabetical order	Lists the organizations in alphabetical order.	Default: true
Reviews: authorisation required	Select if a review must be approved before publishing.	Default: true
Reviews: maximum number of characters	Maximum number of characters in a review to show under the title.	The entire review is displayed by clicking <b>Show more</b> . Default: 100
Reviews: Show 'Be the first to review this post' text	Shows <b>Be the first to review this post</b> under the title when there is a review but no reply to the review.	Default: false
Show 'Sort by pickup expiry date'	Allows sorting by pickup expiry date.	Default: true
Show 'Authority'	Shows the organization choice as well (instead of only showing the branch choice), in which the user should make the reservation.	If not showing the authority choice, all branches from all authorities will be listed in the branch dropdown. Default: false
Show 'Edit' button	Select if the user should be able to edit pickup place and valid dates.	Default: true
Show Help link		Default: false
Show 'Pickup branch'	Shows the pickup branch selected when reserving.	Default: true
Show 'Pickup expiry date'	Shows when the reservation must be picked up.	Default: true
Show 'Pickup number'	Shows the pickup number of a reservation.	Default: true
Show 'Queue number'	Shows the user's queue number for the title.	Default: true

Setting	Description	Comment
Show 'Remove' button	Allows the user to remove an existing reservation.	Default: true
Show 'Reservation Group'		Used for RNIB only.
Show 'Reservation date'	Shows the date when the reservation was made.	Default: false
Show 'Reservation information'	Shows a note about the reservation, if needed.	Default: true
Show 'Sequence number'	Shows the reservation sequence number for the user to make changes.	Used for RNIB only. Default: false
Show 'Valid from date'	Shows from when the reservation is active.	Default: true
Show 'Valid to date'	Shows when the reservation ends.	Default: true
Show 'save order' button	Shows the Save order button.	Used for RNIB only. Default: false
Show enhanced data	Select which enhanced data to show; Availability, Covers, Ratings, Reviews, Tags.	
Show "Type" button		Used for RNIB only. Default: true
Show branches in alphabetic order	Shows the pickup branches in alphabetic order.	Default: true
Page components	Select the buttons to show in the panel.	Default: all fields
Show manual ordering	Allows the user to manually order the reservations (step 1, connected to Show sort option My order).	Used for RNIB only. Default: false
Show note	Shows a note field, that is where periodicals volume and edition numbers are defined.	Default: true
Show reservation 'Valid from' date	Makes the Valid from date editable.	Default: true
Show reservations 'Valid to' date	Makes the Valid to date editable.	Default: true
Show results	Shows the text <b>Results found</b> plus the number of items found in the media list.	Default: true
Show sort by 'Valid From'	Allows sorting by the Valid from date.	Default: true
Show sort by 'Author'	Allows sorting by author.	Default: true
Show sort by 'Classification'	Allows sorting by classification.	Default: true
Show sort by 'Pickup Branch'	Allows sorting by pickup branch.	Default: true

Setting	Description	Comment
Show sort by 'Pickup Number'	Allows sorting by pickup number.	Default: true
Show sort by 'Queue Number'	Allows sorting by the queue number.	Default: true
Show sort by 'Status'	Allows sorting by status.	Default: true
Show sort by 'Valid To'	Allows sorting by the Valid to date.	Default: true
Show sort option 'My order'	Allows the user to sort in an own order (step 2, connected to Show manual ordering)	Used for RNIB only. Default: false
Sort order	Descending or ascending as default sort order.	Default: Descending
Sort by:	Default sorting option	Default: Author
Url: Recommend item page	The page from which the user can send a recommendation of the title.	Default: protected/recommend
User tags: Largest font size	Font size of tags with most hits	Default: 7
User tags: Smallest font size	Font size of tags with least hits	Default: 1

\* If you are configuring the settings for a library, you can ignore the museum and archive settings - and vice versa.

## My reviews

In this portlet the Arena user can view a complete list of all the titles with own reviews, made from the current Arena or in other Arena libraries with the same Arena username. The user can edit reviews, delete reviews and add the titles to the media list from the list. The portlet has multiple sorting possibilities (set in configuration).

The portlet is placed on the page protected/reviews, and in the default installation it can be reached from the tab My pages, under My stuff.

## Configuration

Setting	Description	Comment
Availability order		Not used
Be the first to review this title	Shows the text <b>Be the first to review this title</b> in the review field when there is no review yet.	Default: false
Holdings link	The page with the holdings information.	Default: #holdings
Maximum number of tags shown	Number of tags to show in a tag cloud	Default: 10
Maximum number of titles to include in an email	Maximum number of titles that can be sent in an email.	Default: 50
Number of pages for brows-	Number of page links to show if there is more than one page	Default: 5

Setting	Description	Comment
ing		
Number of titles per page	Number of titles to show on a page	Default: 10
Page option: allow rating	Select if the user should be able to update the rating of a title.	Default: true
Page option: enable lazy loading of covers	Not used	
Page option: link to holdings information from availability panel	Includes a link from Available at: next to the catalogue record text, to the holdings information further down on the same page.	Default: true
Page option: Show enhanced data	Select which enhanced data to show; Availability, Covers, Ratings, Reviews, Tags.	Default: all types
Library records: fields *	Define which of the fields from the library record to show.	Default: Author, Type, Description, Edition, External link, Language, Media type, Media type icon, Notes, Part of, Publication year, Publisher, Resource type, Shelf mark, Title
Library records: page components *	Define which panel buttons to show for each title from the LMS.	Default: all components
Record type: show record type	Select to show if the post is an archive post, a museum post or a library post - only relevant if there are posts from more than one branch.	Default: false
Show search result		Don't use
Titles can be selected with checkbox		Not used
Preferred language	Select preferred language; the language to show first.	See Favourite media class/language/agency. Default: blank
Preferred media type	Select which media type to show in the list of records (if that media type is available).	Other media types, if any, are grouped.
RSS feed number of titles	Number of titles to show in a results list from the RSS feed.	Default: 20
RSS: show RSS icon	Shows the RSS button.	Default: true
Museum records: page components	Define which panel buttons to show for each museum title	Default: all components
Archive records: fields *	Define which of the fields from the archive record to show	Default: Author, Type, Description, Edition, External link, Language, Media type, Notes, Part of, Publication year, Publisher, Resource type, Shelf mark, Title
Archive records: page	Define which panel buttons to show for each archive title	Default: all components

Setting	Description	Comment
components *		
Museum records: fields *	Define which of the fields from the museum record to show	Default: Author, Type, Description, Edition, External link, Language, Media type, Notes, Part of, Publication year, Publisher, Resource type, Shelf mark, Title
Reservation: help text for regional reservations	Text to be displayed on a regional reservation (reservations outside own area).	
Reservation: allow regional reservations	Not used	
Reservation: default period (days)	Sets the Valid to date based on Valid from date (current date). Handled by the backend for active reservations.	Default: 730
Reservation: enable one-click reservations	Select if a reservation can be made just by a click on the reservation button, without requiring the user to select a pickup location or interest period. After that, the reservation is changed under My reservations.	Default: false
Reserving: Show "Select pickup branch"	Shows the text <b>Select pickup branch</b> in the dropdown, instead of having a preset pickup branch.	If this is set to true you will not see the default pickup branch directly. Also see the setting Reserving: Show branches in alphabetic order. Default: false
Reserving: Show 'Cancel reservation' button	Allows the user to close the reservations window.	Default: true
Reservation: show authority	Shows the organization choice as well (instead of only showing the branch choice), in which the user should make the reservation.	Default: true
Reservation: show branches in alphabetical order	Shows the pickup branches in alphabetic order.	This must be false if you want to make use of default pickup branch. See setting Reserving: Show "Select pickup branch". Default: true
Reserving: Show reservation 'Valid from' date	Shows from when the reservation is active.	Default: true
Reservation: show reservation fee	Shows the fees for a reservation.	Default: false
Reserving: Show reservations 'Valid to' date	Shows when the reservation ends.	Default: true
Reservation: show authorities in alphabetical order	Lists the organizations in alphabetical order.	Default: true
Reviews:	Select if a review must be approved before publishing.	Default: true

Setting	Description	Comment
authorisation required		
Reviews: maximum number of characters	Maximum number of characters in a review to show under the title.	The entire review is displayed by clicking <b>Show more</b> . Default: 1000
Reviews: Show 'Be the first to review this post' text	Shows <b>Be the first to review this post</b> under the title when there is a review but no reply to the review.	Default: false
Show Help link		Default: false
Page components	Select the buttons to show in the panel.	Default: all fields
Show results	Shows the text <b>Results found</b> plus the number of items found in the media list.	Default: true
Sorting: default field	Select which field to sort by, by default.	Default: relevance
Sort: fields available	Select the fields to display, that is, the options for the user to sort the titles in the result.	Default: Author, Publication year, Relevance, Title
Sort options: order of fields	Select the order in which to display the fields above.	
Preferred media type: boost factor	Value for how to prioritize the selected favourite media class.	Default: 1
Preferred library: boost factor	Value for how to prioritize the selected preferred agency.	The value is set in the Admin: installation details portlet. Default: 1
Preferred language: boost factor	Value for how to prioritize the selected preferred language.	Default: 1
New titles: boost factor	Value for how to prioritize new titles.	Default: 0
Sorting: default sort order	Descending or ascending as default sort order.	Default: Descending
URL for catalogue record detail page	The page where the title details are shown.	Default: results
URL: open links in	How to open links.	Default: Same window
Url: Recommend item page	The page from which the user can send a recommendation of the title.	Default: protected/recommend
User tags: Largest font size	Font size of tags with most hits	Default: 7
User tags: Smallest font size	Font size of tags with least hits	Default: 1

\* If you are configuring the settings for a library, you can ignore the museum and archive settings - and vice versa.

See also: **Boosting favourite media class/agency/language and publication date**

## My saved catalogue searches

In this portlet the Arena user can see their catalogue searches saved, and also subscribe to searches.

After a catalogue search, the user can click **Save search** in the top menu. The user then types a name and a description of the search, and can also select to get an alert when there are new items matching the search added to the catalogue.

### Configuration

Setting	Description	Comment
Number of pages for browsing	Number of page links to show if there is more than one page	Default: 5
Number of titles per page	Number of titles to show on a page	Default: 10
Retrieve saved searches from current site only	Shows searches from several libraries/archives/museums or only this site	The setting is only applicable in multi-agency installations Default: true, only this site
URL to search results	The page where the result should be shown, if you click on one of the saved searches	Default: search
Show Help link		Default: false
Show 'Search history' options	Select the elements to show in the portlet	Default: Remove, Item number, News alert
Page components	Select which components to show in the portlet	Default: all fields
Use LMS as notification method		Used for RNIB only.

## My saved searches for articles

In this portlet the Arena user can see article searches saved, and also subscribe to article searches.

After a search for articles on the site, the user can click **Save search** in the top menu. The user then types a name and a description of the search, and can also select to get an alert when there are new articles on the site that match the search.

The portlet is by default placed on the page /protected/profile, and found under **My stuff**.

### Configuration

Setting	Description	Comment
Number of pages for browsing	Number of page links to show if there is more than one page	Default: 5
Number of titles per page	Number of titles to show on a page	Default: 10
Retrieve saved searches from current site only	Shows searches from several libraries/archives/museums or only this site	The setting is only applicable in multi-agency installations Default: true, only this site
URL to search results	The page where the result should be shown, if you click on one of the saved searches	Default: search
Show Help link		Default: false
Show 'Search history' options	Select the elements to show in the portlet	Default: Remove, Item number, News alert
Page components	Select which components to show in the portlet	Default: all fields

## My tags

This portlet displays all tags (keywords) that the user has used to tag titles.

The portlet is placed on the page \protected\user-tags and in the default installation it can be reached from the tab My pages, under My stuff.

## End user interface

The user sees all own tags used. For each tag, the number of times it has been used is shown when hovering over the tag.

When the user clicks a tag, the titles appear below the tags in the portlet.

The user can delete a tag from a title using the gray minus icon next to the tag in the title presentation, or delete the tag that the user has added from all the titles using the red cross icon.

## Configuration

Setting	Description	Comment
Availability order		Not used
Be the first to review this title	Shows the text <b>Be the first to review this title</b> in the review field when there is no review yet.	Default: false
Holdings link	The page with the holdings information.	Default: #holdings
Maximum number of tags shown	Number of tags to show in a tag cloud	Default: 10
Maximum number of titles to include in an email	Maximum number of titles that can be sent in an email.	Default: 50
Number of pages for browsing	Number of page links to show if there is more than one page	Default: 5
Number of titles per page	Number of titles to show on a page	Default: 10
Page option: allow rating	Select if the user should be able to update the rating of a title.	Default: true
Page option: enable lazy loading of covers	Not used	
Page option: link to holdings information from availability panel	Includes a link from Available at: next to the catalogue record text, to the holdings information further down on the same page.	Default: true
Page option: Show enhanced data	Select which enhanced data to show; Availability, Covers, Ratings, Reviews, Tags.	Default: all types
Library records: fields *	Define which of the fields from the library record to show.	Default: Author, Type, Description, Edition, External link, Language, Media type, Media type icon, Notes, Part of, Publication year, Publisher, Resource type, Shelf mark, Title
Library records: page components *	Define which panel buttons to show for each title from the LMS.	Default: all components
Record type:	Select to show if the post is an archive post, a museum	Default: false

Setting	Description	Comment
show record type	post or a library post - only relevant if there are posts from more than one branch.	
Titles can be selected with checkbox		Not used
Preferred language	Select preferred language; the language to show first.	Default: blank
Preferred media type	Select which media type to show in the list of records (if that media type is available).	Other media types, if any, are grouped.
RSS feed number of titles	Number of titles to show in a results list from the RSS feed.	Default: 20
RSS: show RSS icon	Shows the RSS button.	Default: true
Museum records: page components	Define which panel buttons to show for each museum title	Default: all components
Archive records: fields *	Define which of the fields from the archive record to show	Default: Author, Type, Description, Edition, External link, Language, Media type, Notes, Part of, Publication year, Publisher, Resource type, Shelf mark, Title
Archive records: page components *	Define which panel buttons to show for each archive title	Default: all components
Museum records: fields *	Define which of the fields from the museum record to show	Default: Author, Type, Description, Edition, External link, Language, Media type, Notes, Part of, Publication year, Publisher, Resource type, Shelf mark, Title
Reservation: help text for regional reservations	Text to be displayed on a regional reservation (reservations outside own area).	
Reservation: allow regional reservations	Not used	
Reservation: default period (days)	Sets the Valid to date based on Valid from date (current date). Handled by the backend for active reservations.	Default: 730
Reservation: enable one-click reservations	Select if a reservation can be made just by a click on the reservation button, without requiring the user to select a pickup location or interest period. After that, the reservation is changed under My reservations.	Default: false
Reserving: Show "Select pickup branch"	Shows the text <b>Select pickup branch</b> in the dropdown, instead of having a preset pickup branch.	If this is set to true you will not see the default pickup branch directly. Also see the setting Reserving: Show branches in alphabetic order. Default: false
Reserving: Show 'Cancel reservation' button	Allows the user to close the reservations window.	Default: true

Setting	Description	Comment
Reservation: show authority	Shows the organization choice as well (instead of only showing the branch choice), in which the user should make the reservation.	Default: true
Reservation: show branches in alphabetical order	Shows the pickup branches in alphabetic order.	This must be false if you want to make use of default pickup branch. See setting Reserving: Show "Select pickup branch". Default: true
Reserving: Show reservation 'Valid from' date	Shows from when the reservation is active.	Default: true
Reservation: show reservation fee	Shows the fees for a reservation.	Default: false
Reserving: Show reservations 'Valid to' date	Shows when the reservation ends.	Default: true
Reservation: show authorities in alphabetical order	Lists the organizations in alphabetical order.	Default: true
Reviews: authorisation required	Select if a review must be approved before publishing.	Default: true
Reviews: maximum number of characters	Maximum number of characters in a review to show under the title.	The entire review is displayed by clicking <b>Show more</b> . Default: 100
Reviews: Show 'Be the first to review this post' text	Shows <b>Be the first to review this post</b> under the title when there is a review but no reply to the review.	Default: false
Show Help link		Default: false
Page components	Select the buttons to show in the panel.	Default: all fields
Show results	Shows the text <b>Results found</b> plus the number of items found in the media list.	Default: true
Preferred media type: boost factor	Value for how to prioritize the selected favourite media class.	Default: 1
Preferred library: boost factor	Value for how to prioritize the selected preferred agency.	The value is set in the Admin: installation details portlet. Default: 1
Preferred language: boost factor	Value for how to prioritize the selected preferred language.	Default: 1
New titles: boost factor	Value for how to prioritize new titles.	Default: 0
Sorting: default sort order	Descending or ascending as default sort order.	Default: Descending

Setting	Description	Comment
URL for catalogue record detail page	The page where the title details are shown.	Default: results
URL: open links in	How to open links.	Default: Same window
Url: Recommend item page	The page from which the user can send a recommendation of the title.	Default: protected/recommend
User tags: Largest font size	Font size of tags with most hits	Default: 7
User tags: Smallest font size	Font size of tags with least hits	Default: 1

\* If you are configuring the settings for a library, you can ignore the museum and archive settings - and vice versa.

See also: [Boosting favourite media class/agency/language and publication date](#)

## Navigation

This portlet is used to navigate in the underlying pages. Its configuration allows a selection of different combinations of navigation style. Portlet content is scoped to the present community and the specific page on which it appears (depending on display style), and cannot be altered. What appears within the portlet is dynamic, based on the pages which exist for the site.

The portlet is found under Content management.

## Customization

Borders may be hidden in the look and feel view of the window.

## Configuration

### Display style

Setting	Description
Custom	Header: The header above the navigation tree.
	Root page: The page furthest up the tree.
	Root-layout-level: The number of levels to show in the tree.
	Included-layouts and Nested children: Not used
Relative with breadcrumb	Shows the parent page and current page, but not sub-pages
From level 2 with title	Shows the sub-page two levels down
From level 1 with title	Shows the current page with subpages one level down.
From level 1	Shows the sub-pages one level down from the current page.
From level 1 to all sublevels	Shows all sub-pages from the current page (all levels down).
From level 0	Shows full community/organization navigation (current page in other type).

### Bullet style

Choose between dots and bullets.

## Payment history

This portlet shows the payments an Arena user has made in a list. This portlet should be used if you use Swish, Easy from Nets, SIX Payment, WorldPay, Barclay, Capita Online, Capita Payment, Civica Payment, Civica Online, ITEOS, pmPayment

or PayTrail as a payment provider. It is used in combination with the Charges portlet. For Nets (not Easy from Nets) as payment provider, use the My fees portlet.

## Configuration

Setting	Description	Comment
Maximum number of titles to include in an email	Maximum number of titles that can be sent in an email.	Default: 50
Number of pages for browsing	Number of page links to show if there is more than one page	Default: 5
Number of titles per page	Number of records to show on a page	Default: 10
Payment fields	Select which fields to show in the table; Payment date, Fee type, Payment type, Amount, Payment method, Note	Default: all fields except Note
Show Help link		Default: false
Page components	Select which components to show on the page; Top navigation, Bottom navigation	Default: all fields
Show results	Not used	

See also: **Charges** and **My fees**

## Activating Swish

The portlets Charges and Payment history support Swish.

The following is needed to start using Swish:

- The library signs an agreement with their bank, and the bank sets up the registration with Swish.
- When the bank lets the library know that the setup is complete, the library needs to send the certificate, password and payee alias (the Swish number, for example 1230236836) to Axiell.
- Axiell finalizes the needed configuration.

## Activating Swish for Easy from Nets

The portlets Charges and Payment history support Easy from Nets including Swish.

The following is needed to start using Easy including Swish:

- Signing a contract with Nets to create an Easy Live account. Nets is responsible for this process and it might take approximately 1-2 weeks before the account is activated by Nets.
- A merchant bank account to receive payments.
- Providing Axiell with the Easy Live account checkout key and secret key.

## Purchase suggestion

This portlet enables the user to email an acquisition suggestion to the library, archive or museum. The user must be signed in with a library card number + PIN but does not need to have an Arena account. The message is sent to the recipient specified in the Admin: installation details portlet. The message that the library receives does not contain the patron's user name or email address - only a unique patron ID.

## User interface

A mail form is presented to the user. The user's name is automatically transferred to the form, as is the email address if the user has an email in the profile. The user gives information about the title suggested the library, archive or museum to buy, and sends the message. In a multi-agency environment, the user may also choose the backend library, archive or museum about which to make the suggestion.

## Configuration

Setting	Description	Comment
Agency email address	If an email address is filled in here, the purchase suggestion will be sent to that address. If left empty, the email address in the Installation portlet will be used.	Default: empty
Default From email address	The address that the library will see as the from address in the email.	
Email subject	The subject text	
Display library card number in email	Select whether to display the user ID in the email	Default: true
Input field	Select which fields to display - Name, Message, Author, Title, Media type, Publisher, Language, ISBN/ISSN	Default: all fields
Mandatory fields	Select which fields are mandatory	Default: Name, Email, Title, Media type
Show Help link		Default: false

See also: **Admin: installation details**

## Recommend title

This portlet enables the user to recommend a title or an article to a friend. It is available from the portlets Search results, Catalogue record and Articles: article details. You activate **Recommend title** in the portlets where you want it to appear. The user must be logged in to Arena to use this portlet.

## User interface

When the user ticks the **Recommend title** button, an email form is opened. The user fills in email address to the person to tip, own email address, subject and message. The title information is included automatically in the body text.

## Configuration

Configuration is not used for this portlet.

See also: **Search results**, **Catalogue record** and **Articles: article details**

## Results list

In this portlet you can show lists from saved catalogue searches. This means the portlet does not correspond to a user or related search. Instead the results are driven by a parameter containing the search information. It is used to present ready-made lists in different places on the site.

See also **Articles: query search**

The lists are used in the following two ways:

- The parameter contains a fixed search. The search is not related to any other search or content. For example, it may be used to present the titles added to the catalogue the last month and show on the welcome page. The parameter would then be something like mediaClass:book and the sorting set to year descending. In this way, the portlet provides an easy way to ensure that the welcome page is always up to date.
- The parameter contains a search using information from other items presented on the page. For example, it could be used to display other titles by the author presently shown in the catalogue record detail.

Apart from showing the data from the catalogue record, you can for example make it possible to click on the title to show the catalogue record details page, show availability and offer the possibility of placing the title in the media list.

## Preferences

Setting	Description	Comment
Holdings link	The page with the holdings information.	Default: #holding
Search	Search string which determines the list to be shown.	If this parameter is empty, the external search ( <code>\$externalQuery</code> ) will be used. To display a list from BOOK-IT, enter the list ID fetched from BOOK-IT. To display a top list from Curia, the prefix <i>toplist:</i> is added before the ID of the top list that you fetch from Curia. For these lists, select Named list for Search type.
Search type	Here you define where to search	Index search: for search in the Solr index using Arena codes and prefixes Full text: the search term is sent to the backend for a particular search Named list: for search using a named list (list ID) in the backend library system Native search: the search term is sent to the backend for a general search using the backend library system's codes and qualifiers Note: For the search types sent to the backend, sorting is not available for the portlet.
URL for catalogue record detail page	The page where the title details are shown.	Default: results
URL: Recommend item page	The page from which the user can send a recommendation of the title	Default: protected/recommend
AddThis services order	Select in which order to display the different social services.	
Authority	Select the organization to limit the results list to that organization	
Be the first to review this title	Shows the text <b>Be the first to review this title</b> in the review field when there is no review yet.	Default: false
Choose AddThis services to display	Select which AddThis services to display from Facebook like, Facebook, Twitter, LinkedIn, Gmail and Compact toolbox.	
Facebook function	Select showing Facebook like or Recommend connected to the article	Default: no choice
Facebook layout	How to show the Facebook like number	Default: no choice
Expiration cache timeout in seconds	How long time (in seconds) to cache the contents in the portlet	It will then take up to this time before changes to the contents will be visible, and this is to improve performance. Default: 0 s
Fuzzy search	Select which fields to display in a fuzzy search.	The fields need to be the same in the following portlets: Catalogue record, Facets, Results list, Search results, Tags: tag cloud. Default: all fields See also: <b>Fuzzy search and the similarity factor</b>

Setting	Description	Comment
Fuzzy search similarity factor - range 0.0 - 1.0	Value for the fuzzy search factor, between 0 and 1. The higher the value, the more should the search result resemble the original search string.	The fields need to be the same in the following portlets: Catalogue record, Facets, Results list, Search results, Tags: tag cloud. Default: 0.5
Grouped results: group field	Decide what to group in the search results	<b>Author</b> means that both all records with the same title and author in the search results and parent/child will be grouped. <b>Grouped results:Parent/child</b> means that only when there is a parent with children this will be grouped.
Grouped results: sort field	Select the sort options for group results for the user to select from	Default: all fields
Grouped results: sort order within list	Default sort order of the fields	
Grouping: max number of titles grouped	Maximum number of items in a group, for example, when grouping all media for a title	Default: 100
Maximum number of tags shown	Number of tags to show in a tag cloud	Default: 10
Maximum number of titles to include in an email	Maximum number of titles that can be sent in an email.	Default: 50
Number of pages for browsing	Number of page links to show if there is more than one page	Default: 5
Number of titles per page	Number of titles to show on a page	Maximum: 21 Default: 10
Page option: allow rating	Select if the user should be able to update the rating of a title.	Default: true
Page option: enable lazy loading of covers	Not used	
Page option: link to holdings information from availability panel	Includes a link from Available at: next to the catalogue record text, to the holdings information further down on the same page.	Default: true
Page option: Show enhanced data	Select which enhanced data to show; Availability, Covers, Ratings, Reviews, Tags, Grouped results.	The extent of enhanced data shown affects the Arena performance; therefore consider which data you want to show. Default: Covers
Library records: fields*	Define which of the fields from the library record to show.	Default: Author, Type, Description, Edition, External link, Language, Media type, Media type icon, Notes, Part of, Publication year, Publisher, Resource type, Shelf mark, Title

Setting	Description	Comment
Library records: page components*	Define which panel buttons to show for each title from the LMS.	Default: all components
Record type: show record type	Select to show if the post is an archive post, a museum post or a library post - only relevant if there are posts from more than one branch.	Default: false
Page option: Show search result		Don't change this setting (true)
Titles can be selected with checkbox	Not used	
Preferred language	Select preferred language; the language to show first.	Default: blank
Preferred media type	Select which media type to show in the list of records (if that media type is available).	Other media types, if any, are grouped.
Facebook parameters	Width of the Facebook like link	Default: fb:like:width="330px"
RSS feed: number of titles	Maximum number of titles in an RSS feed	Default: 20
RSS: show RSS icon	Shows the RSS button.	Default: true
Museum records: page components*	Define which panel buttons to show for each museum title	Default: all components
Archive records: fields*	Define which of the fields from the archive record to show	Default: Author, Type, Description, Edition, External link, Language, Media type, Notes, Part of, Publication year, Publisher, Resource type, Shelf mark, Title
Archive records: page components*	Define which panel buttons to show for each archive title	Default: all components
Museum records: fields*	Define which of the fields from the museum record to show	Default: Author, Type, Description, Edition, External link, Language, Media type, Notes, Part of, Publication year, Publisher, Resource type, Shelf mark, Title
Reservation: help text for regional reservations	Text to be displayed on a regional reservation (reservations outside own area).	
Reservation: allow regional reservations	Not used	
Reservation: default period (days)	Sets the Valid to date based on Valid from date (current date). Handled by the backend for active reservations.	Default: 730
Reservation: enable one-click reservations	Select if a reservation can be made just by a click on the reservation button, without requiring the user to select a pickup location or interest period. After that, the reservation is changed under My reservations	Default: false

Setting	Description	Comment
Reserving: Show "Select pickup branch"	Shows the text <b>Select pickup branch</b> in the dropdown, instead of having a preset pickup branch.	If this is set to true you will not see the default pickup branch directly. Also see the setting Reserving: Show branches in alphabetic order. Default: false
Reserving: Show 'Cancel reservation' button	Allows the user to close the reservations window.	Default: true
Reservation: show authority	Shows the organization choice as well (instead of only showing the branch choice), in which the user should make the reservation.	If not showing the authority choice, all branches from all authorities will be listed in the branch dropdown. Default: true
Reservation: show branches in alphabetical order	Shows the pickup branches in alphabetic order.	This must be false if you want to make use of default pickup branch. See setting Reserving: Show "Select pickup branch". Default: true
Reserving: Show reservation 'Valid from' date	Shows from when the reservation is active.	Default: true
Reservation: show reservation fee	Shows the fees for a reservation.	This function must be activated in Admin: installation details on Agency level; ask your Axiell contact for support. Default: false
Reserving: Show reservations 'Valid to' date	Shows end date of reservation	Default: true
Reservation: show authorities in alphabetical order	Lists the organizations in alphabetical order.	Default: true
Reviews: authorisation required	Select if a review must be approved before publishing.	Default: true
Reviews: maximum number of characters	Maximum number of characters in a review to show under the title.	The entire review is displayed by clicking <b>Show more</b> . Default: 100
Reviews: Show 'Be the first to review this post' text	Shows <b>Be the first to review this post</b> under the title when there is a review but no reply to the review.	Default: false
Saved searches: Show 'Alert me' checkbox	Shows the <b>Alert me about new titles</b> checkbox, which the user can tick to get alerts when there are changes to the list.	Default: true
Saved searches: Show 'Save search' link	Shows the icon <b>Save search</b> , for the user to save this search.	Default: true

Setting	Description	Comment
Search query conditions	Define if there should be a condition for the list to be shown; Search query, Catalogue record, Article, Sign-in, Sign in with user name, Liferay administrator sign-in	
Show Help link		Default: false
Page components	Select the buttons to show in the panel.	Default: all fields
Show results	Shows the text <b>Results found</b> plus the number of items found in the media list.	Default: true
Sorting: default field	Select which field to sort on by default.	Default: Relevance
Sort: fields available	Select the fields to display, that is, the options for the user to sort the titles in the result.	Default: Author, Publication year, Relevance, Title
Sort options: order of fields	Select the order in which to display the fields above.	
Sorting: Favorite media class boost factor	Value for how to prioritize the selected favourite media class.	Default: 1
Preferred library: boost factor	Value for how to prioritize the selected preferred agency.	Default: 1
Preferred language: boost factor	Value for how to prioritize the selected preferred language.	Default: 1
New titles: boost factor	Value for how to prioritize new titles.	Default: 0
Sorting: default sort order	Descending or ascending as default sort order.	Default: descending
URL: open links in	How to open links.	Default: Same window
Use LMS as notification method		Used for RNIB only.
User tags: Largest font size	Font size of tags with most hits	Default: 7
User tags: Smallest font size	Font size of tags with least hits	Default: 1
Where should AddThis service be displayed	Position of the AddThis service	

See also: [Boosting favourite media class/agency/language and publication date](#)

## RSS feed

This portlet imports RSS feeds from other sites. This can, for example, be council events or review sites.

You find the portlet under News.

Setting	Description	Comment
Feed title and URL	Title and URL of the RSS feed.	Add feeds using the + button.
Show Feed Title	Tick to show the title of the feed.	
Show Feed Published Date	Tick to show the publishing date for the feed.	
Show Feed Description	Tick to show the describing text for the feed.	
Show Feed Image	Tick to show the feed image.	
Show Feed Item Author	Tick to show the author of an item in the feed.	
# of Entries Per Feed	Number of entries to display in each feed.	Default: 8
# of Expanded Entries Per Feed	Number of items displayed to expand.	Default: 1
Feed Image Alignment	Alignment of the image; right or left.	Requires Show Feed Image to be ticked.
Header Web Content	Makes the article appear above the RSS feed.	
Footer Web Content	Makes the article appear below the RSS feed.	

See also: [Liferay documentation](#)

## Search

This portlet is used for all searches. It usually appears within the page header. As this portlet is one of Arena's primary features, it is usually available on all pages.

There is a functionality to add a search filter to the portlet. This filter is a search string that is added to any search made in the search box. The string is set in the configuration and is not seen by the end user. For example, a Search portlet configured with a filter for the target group children can be placed on a children's page, where the user can search for children's titles.

The search text may optionally include qualifiers, for example, author:robinson or title:buddenbrooks.

## User interface

The portlet presents the following content:

Component	Description
Input text field	Type the text to be searched for including qualifiers, if required. While typing suggestions from the index can be presented and the user can choose one of these or just continue typing. The list is updated as the typing is done.
Search type list	Choose in drop-down whether to search the catalogue or articles. Default: Catalogue
Search button	Click to start the defined search.
Advanced search	Click to restrict the search with filters before starting the search (leads to the page /extended-search).

## Configuration

Setting	Description	Comment
Advanced search page url	The page for the advanced search portlet.	Default: extended-search
Number of characters before search suggestion is displayed	Number of characters to type before a search suggestion is displayed.	Default: 5

Setting	Description	Comment
Field order for article search suggestions	Select in which order to show the fields in the suggestions shown to the user while typing an article search (Title, Subject).	
Field order for catalogue search suggestions	Select in which order to show the fields in the suggestions shown to the user while typing a title in a catalogue search (Author, Title, Subject, Genre).	
Number of suggestions per field	Number of suggestions to show per selected field (Author, Title, Subject, Genre).	Default: 5
Order of targets for search	Define the order in which to present the search databases in the dropdown list .	Default: Records, Articles
URL to article search results	The page where to show the search for Arena articles.	Default: articles
URL to catalogue search results	The page where to show the search for catalogue records.	Default: search
Search filter for articles	Type a search string to limit search to a part of the article database.	Leaving the field empty enables unlimited search.
Search filter for catalogue records	Type a search string to limit search to a part of the catalogue.	Leaving the field empty enables unlimited search. <b>Tip:</b> Copy the search string from the Advanced search portlet.
Show Help link		Default: false
Show "Advanced search" link	Shows the Advanced search link to make an advanced search possible.	Default: true
Fields in suggestions for articles	Select which fields to show in the suggestions shown to the user while typing an article search (Title, Subject).	
Fields in suggestions for catalogue searches	Select which fields to show in the suggestions shown to the user while typing a title in a catalogue search (Author, Contributor, Title, Subject, Genre).	
Autocomplete search suggestions	Shows suggestions while the user types in the search field	Default: true
Show search target options	Define which search options, databases, to show in the dropdown list (Records, Articles).	
Delay of update of search suggestions (ms)	How often the automatic search suggestions will be updated, while typing	Default: 400
Interpret all input as free text	Checking this box makes it possible to search also for titles that include a colon. Note: when this box is checked, there are limitations when using search queries that contain a colon, for example searching for <i>title:ocean</i> will not work	Default: false

See also: [Advanced search](#) and [Search parameters for catalogue records](#)

## Search results

This portlet displays catalogue search results. The results are shown as a list. Apart from showing data from the catalogue post you can, for example:

- Click on the title to show the detailed catalogue record.
- Print, e-mail and download.
- Place the posts in the media list.
- Sort the results list in different ways.
- Write reviews and rate titles.
- Make reservations directly from the results list.
- Recommend titles to friends.

The portlet is placed on the page /search.

See also: **The Search results portlet above the Catalogue record portlet**

## User interface

Above the list is a toolbar with controls for the list. In a default installation, a Facets portlet is included on the page, enabling the user to refine the search. A discovery tag cloud is displayed, showing the most popular tags related to the search.

The fields included in the search results are determined in the configuration, but typically they would include the following: author, title, media class, and cover image. The search results may also include availability information and ratings.

The Dynamic links portlet is available on this page. It is used to send the search query to another database or search engine. Webservice client and IFrame portlets may be included to launch external sites or present web services results using the search query as input.

## Configuration

Setting	Description	Comment
Availability order		Not used
Be the first to review this title	Shows the text <b>Be the first to review this title</b> in the review field when there is no review yet.	Default: false
Fuzzy search	Select which fields to display in a fuzzy search. The fields need to be the same in the following portlets: Catalogue record, Facets, Results list, Search results, Tags: tag cloud.	Default: all fields
Fuzzy search similarity factor - range 0.0 - 1.0	Value for the fuzzy search factor, between 0 and 1. The higher the value, the more should the search result resemble the original search string. This value needs to be the same in the following portlets: Catalogue record, Facets, Results list, Search results, Tags: tag cloud.	Default: 0.5
Grouped results: group field	Decide what to group in the search results.	<b>Author</b> means that both all records with the same title and author in the search results and parent/child will be grouped. <b>Grouped results:Parent/child</b> means that only when there is a parent with children this will be grouped..
Grouped results: sort field	Select the fields to use for sorting of records in a group.	Default: all fields
Grouped results: sort order within list	Select the default sort order of the fields in a grouped result.	
Grouped results: Max number of titles grouped	Maximum number of items in a group, when, for example, grouping all media for a title.	Default: 100
Holdings link	The page with the holdings information.	Default: #holding

Setting	Description	Comment
Lazy load covers	Not used	
Maximum number of tags shown	Number of tags shown in connection to a title.	Default: 10
Maximum number of titles to include in an email	Maximum number of titles that can be sent in an email.	Default: 50
Number of pages for browsing	Number of page links to show if there is more than one page	Default: 5
Number of titles per page	Number of titles to show on a page	Default: 10
Page option: allow rating	Select if the user should be able to update the rating of a title.	Default: true
Page option: enable lazy loading of covers	Not used	
Page option: link to holdings information from availability panel	Includes a link from Available at: next to the catalogue record text, to the holdings information further down on the same page.	Default: true
Page option: Show enhanced data	Select which enhanced data to show; Availability, Covers, Ratings, Reviews, Tags, Grouped results.	Availability must be selected to show the reserve button in the search results list. Default: Covers, Ratings, Grouped results
Library records: fields	Define which of the fields from the library record to show.	Default: Author, Type, Description, Edition, External link, Language, Media type, Media type icon, Notes, Part of, Publication year, Publisher, Resource type, Shelf mark, Title
Library records: page components	Define which panel buttons to show for each title from the LMS.	Default: all components
Record type: show record type	Select to show if the post is an archive post, a museum post or a library post - only relevant if there are posts from more than one branch.	Default: false
Page option: Show search term and hit count	Shows the search term and the number of hits above the list of records in the search result.	Default: true
Titles can be selected with checkbox		Not used
Preferred lan-	Select preferred language; the language to show first.	See Favourite media class/lan-

Setting	Description	Comment
guage		guage/agency. Default: blank
Preferred media type	Select which media type to show in the list of records (if that media type is available).	Other media types, if any, are grouped.
RSS feed number of titles	Number of titles to show in a results list from the RSS feed.	Default: 20
RSS: show RSS icon	Shows the RSS button.	Default: true
Museum records: page components *	Define which panel buttons to show for each museum title	Default: all components
Archive records: fields *	Define which of the fields from the archive record to show	Default: Author, Type, Description, Edition, External link, Language, Media type, Notes, Part of, Publication year, Publisher, Resource type, Shelf mark, Title
Archive records: page components *	Define which panel buttons to show for each archive title	Default: all components
Museum records: fields *	Define which of the fields from the museum record to show	Default: Author, Type, Description, Edition, External link, Language, Media type, Notes, Part of, Publication year, Publisher, Resource type, Shelf mark, Title
Redirect to detail page when search returns single item	Shows the catalogue details page directly when there is only one hit, instead of first showing the search results list.	Default: false
Reservation: help text for regional reservations	Text to be displayed on a regional reservation (reservations outside own area).	
Reservation: allow regional reservations	Not used	
Reservation: default period (days)	Sets the Valid to date based on Valid from date (current date). Handled by the backend for active reservations.	Default: 730
Reservation: enable one-click reservations	Select if a reservation can be made just by a click on the reservation button, without requiring the user to select a pickup location or interest period. After that, the reservation is changed under My reservations.	Default: false
Reserving: Show "Select pickup branch"	Shows the text <b>Select pickup branch</b> in the dropdown, instead of having a preset pickup branch.	If this is set to true you will not see the default pickup branch directly. Also see the setting Reserving: Show branches in alphabetic order. Default: false
Reserving: Show 'Cancel reservation' button	Allows the user to close the reservations window.	Default: true

Setting	Description	Comment
Reservation: show authority	Shows the organization choice as well (instead of only showing the branch choice), in which the user should make the reservation.	If not showing the authority choice, all branches from all authorities will be listed in the branch dropdown. Default: true
Reservation: show branches in alphabetical order	Shows the pickup branches in alphabetic order.	This must be false if you want to make use of default pickup branch. See setting Reserving: Show "Select pickup branch". Default: true
Reservation: show reservation fee	Shows from when the reservation is active.	Default: true
Reservation: show reservation fee	Shows the fees for a reservation.	This function must be activated in Admin: installation details on Agency level; ask your Axiell contact for support. Default: false
Reserving: Show reservations 'Valid to' date	Shows when the reservation ends.	Default: true
Reservation: show authorities in alphabetical order	Lists the organizations in alphabetical order.	Default: true
Reviews: authorisation required	Select if a review must be approved before publishing.	Default: true
Reviews: maximum number of characters	Maximum number of characters in a review to show under the title.	The entire review is displayed by clicking <b>Show more</b> . Default: 100
Reviews: Show 'Be the first to review this post' text	Shows <b>Be the first to review this post</b> under the title when there is a review but no reply to the review.	Default: false
Saved searches: Show 'Alert me' checkbox	Shows the <b>Alert me about new titles</b> checkbox, which the user can tick to get alerts when there are changes to the list.	Default: true
Saved searches: Show 'Save search' link	Shows the icon <b>Save search</b> , for the user to save this search.	Must be true if the News agent feature should be used. Default: true
Show Help link		Default: false
Page components	Select the buttons to show in the panel.	Default: all fields
Show results	Shows the text <b>Results found</b> plus the number of items found in the media list.	Default: true
Sorting: default field	Select which field to sort on by default.	Default: relevance
Sort: fields	Select the fields to display, that is, the options for the user to sort	Default: Author, Publication year, Rel-

Setting	Description	Comment
available	the titles in the result.	evance, Title
Sort options: order of fields	Select the order in which to display the fields above.	
Preferred media type: boost factor	Value for how to prioritize the selected favourite media class.	Default: 1
Preferred lib- rary: boost factor	Value for how to prioritize the selected preferred agency.	The value is set in the Admin: installation details portlet. Default: 1
Preferred lan- guage: boost factor	Value for how to prioritize the selected preferred language.	Default: 1
New titles: boost factor	Value for how to prioritize new titles.	Default: 0
Sorting: default sort order	Descending or ascending as default sort order for search results.	Default: Descending
URL for cata- logue record detail page	The page where the title details are shown.	Default: results
URL: open links in	How to open links.	Default: Same window
Url: Recom- mend item page	The page from which the user can send a recommendation of the title.	Default: protected/recommend
Use LMS as notification method		Used for RNIB only.
User tags: Largest font size	Font size of tags with most hits	Default: 7
User tags: Smallest font size	Font size of tags with least hits	Default: 1

\* If you are configuring the settings for a library, you can ignore the museum and archive settings - and vice versa.

See also: **Grouping search results**, **Search parameters for catalogue records** and **Boosting favourite media class/agency/language and publication date**

## Self-registration

This portlet enables registration of a user in the backend system. All values that appear in the portlet are enabled from the backend, so are the validation rules.

Self-registration is enabled by Axiell. Please contact Axiell to set or change.

**Note:**

Note: For personal security reasons, the self-registration page must be placed in the /protected/ path in Arena. For example:  
[https://www.\[libraryname\].com/protected/self-registration](https://www.[libraryname].com/protected/self-registration)

## User interface

The user selects member, organisation and branch in the three dropdowns (unless already set in the configuration). The fields that appear from here depend on the backend. After completion the user will be given a library card number from the backend.

## Configuration

Setting	Description	Comment
Agency member	Select the default agency member	
Allow guarantor library card	If guarantor is enabled, tick to allow them to just send card + PIN.	
Branch	The default branch	
Guarantor relationship to borrower	Select which options to show in the list of relationships to be used in connection with guarantor.	
Guarantor birth date	The name of the field that is used to calculate the age for the guarantor check (from the backend)	
Max age to require guarantor	Maximum age when the user requires a guarantor.	
Name	When details are returned from nemlogin this is where the name is placed (required for nemlogin; nemlogin only)	Default: Name - this should not be changed
Organisation ID	The default organization	
Show Help link		Default: false
Social security ID	When details are returned from nemlogin this is where the security number is placed (required for nemlogin; nemlogin only)	Default: SecurityNumber - this should not be changed
Terms and conditions page URL	The URL for the terms and conditions page.	You must replace the default URL with your URL. This field must always have a value, or else, the user will get an error when clicking the link.
Use guarantor	Enables the guarantor feature within Arena	
Profile URL	The URL of the profile page in Arena for a redirect link	

## Tags: add tags

This portlet displays the user-generated tags (keywords) associated with titles. It will appear with the catalogue record, on the page /results. When the Arena user is logged in, it will (depending on configuration) be possible for the user to add a new keyword by clicking **Add**.

By clicking on one of the tags in the portlet, a search is made and the search results show all the titles that have the current tag attached to it. This is shown below the tags, in the same portlet.

## Configuration

Setting	Description	Comment
URL to catalogue search results	The page where to show the search result.	Default: search

Setting	Description	Comment
Portlet context	Select between Records and Articles; Records for tags connected to titles in the catalogue and Articles for tags connected to articles on the site.	Articles has not yet been implemented. Default: Records
Show 'Add Tag'	Select to show the button <b>Add tag</b> , to make it possible for the user to add own tags.	Default: true
Show Help link		Default: false
Font size: largest	Font size of tags with most hits	Default: 7
Font size: smallest	Font size of tags with least hits	Default: 1

## Tags: tag cloud

This portlet displays frequently used tags added by Arena users. Only tags related to records that exist in the library, archive or museum in the portal are shown. Tags are shown in different font sizes depending on how frequently they are used. The user can click a tag and this will execute a new search, giving records which have been tagged with the clicked tag.

There are three types of tag clouds:

- Inspirational: the most popular tags used recently
- Discovery: tags related to a search result
- User: tags from the Central services regardless of whether the title exists in the local database

## Configuration

Setting	Description	Comment
Fuzzy search	Select which fields to display in a fuzzy search.	The fields need to be the same in the following portlets: Catalogue record, Facets, Results list, Search results, Tags: tag cloud. Default: all fields
Fuzzy search similarity factor	Value for the fuzzy search factor, between 0 and 1. The higher the value, the more should the search result resemble the original search string.	The fields need to be the same in the following portlets: Catalogue record, Facets, Results list, Search results, Tags: tag cloud. Default: 0.5
The maximum no of tags shown	Maximum number of tags to show in a cloud	Default: 10
Show Help link		Default: false
Tag cloud type	Type of tag cloud	Default: Discovery tag cloud
Maximum number of tags in tag history	Number of selectable terms to show within a facet.	Default: 4
URL to catalogue search results	The page where to show the search result when clicking on a tag.	Default: search
Font size: largest	Font size of tags with most hits	Default: 7
Font size: smallest	Font size of tags with least hits	Default: 1

See also: [Fuzzy search and the similarity factor](#)

## Top list

This portlet displays a list of titles, in which the titles rank highest using one of a variety of criteria:

- Ratings: the titles with the best ratings, latest ratings or most ratings
- Reviews: the titles with the latest reviews or most reviews
- Tags: the titles with the latest tags or most tags
- Discussions: the posts with the latest discussions or most discussions

The portlet collects relevant information from the Central services, but displays only titles that are available in the local library, archive or museum catalogue. You can include more than one instance of the portlet on a page, to display different lists of titles.

Each list is populated automatically when the page is loaded. The user can click on a title in the list to view that catalogue record.

**Note:**

Top lists with loans and reservations from the backend library system are created using the Results list portlet. See also: [Results list](#)

## Configuration

Setting	Description	Comment
Expiration cache timeout in seconds	How long time (in seconds) to cache the contents in the portlet	It will then take up to this time before changes to the contents will be visible, and this is to improve performance. Default: 0 s
Grouped results: group field	Decide what to group	<b>Author</b> means that both all records with the same title and author in the search results and parent/child will be grouped. <b>Grouped results:Parent/child</b> means that only when there is a parent with children this will be grouped.
Holdings link	The page with the holdings information.	Default: #holding
Maximum number of tags shown	Number of tags shown in connection to a title.	Default: 10
Maximum number of titles to include in an email	Maximum number of titles that can be sent in an email.	Default: 50
Name of Catalogue detail page	The page where the title is shown, if clicking on a title in the top list	Default: results
Number of additional titles to download	Number of titles to get from Central services	You might want to download more titles than the number that should be shown in the top list, in case not all of the titles can be found in this actual site. Default: 10
Number of pages for browsing	Number of page links to show if there is more than one page	Default: 5
Number of titles	Number of titles to show in a top list	Default: 5
Number of titles per page	Number of titles to show on a page	Default: 10
Page option: allow rating	Select if the user should be able to update the rating of a title.	Default: true
Page option: enable lazy loading of covers	Not used	
Page option: link to	Includes a link from Available at: next to the	Default: true

Setting	Description	Comment
holdings information from availability panel	catalogue record text, to the holdings information further down on the same page.	
Library records: fields	Define which of the fields from the library record to show.	Default: Author, Type, Description, Edition, External link, Language, Media type, Media type icon, Notes, Part of, Publication year, Publisher, Resource type, Shelf mark, Title
Library records: page components	Define which panel buttons to show for each title from the LMS.	Default: all components
Record type: show record type	Select to show if the post is an archive post, a museum post or a library post - only relevant if there are posts from more than one branch.	Default: false
Page option: Show search term and hit count	Shows the search term and the number of hits above the list with the hits.	Default: true
Titles can be selected with checkbox		Not used
RSS feed number of titles	Number of titles to show in a results list from the RSS feed.	Default: 20
RSS: show RSS icon	Shows the RSS button.	Default: true
Museum records: page components *	Define which panel buttons to show for each museum title	Default: all components
Archive records: fields *	Define which of the fields from the archive record to show	Default: Author, Type, Description, Edition, External link, Language, Media type, Notes, Part of, Publication year, Publisher, Resource type, Shelf mark, Title
Archive records: page components *	Define which panel buttons to show for each archive title	Default: all components
Museum records: fields *	Define which of the fields from the museum record to show	Default: Author, Type, Description, Edition, External link, Language, Media type, Notes, Part of, Publication year, Publisher, Resource type, Shelf mark, Title
Show Help link		Default: false
Page components	Select the buttons to show in the panel.	Default: all fields
Show results	Shows the text <b>Results found</b> plus the number of items found in the media list.	Default: true
Type of top list	Type of top list. You can select from: Highest rated Recently rated Titles with most ratings Recently reviewed Titles with most reviews Recently tagged Titles with most tags Most discussion posts Recent discussions	Default: Highest rated
URL for catalogue record detail page	The page where the title details are shown.	Default: results
URL to catalogue	The page where the result is shown if you	Default: search

Setting	Description	Comment
search results	click on the post	
URL: open links in	How to open links.	Default: Same window
Uri: Recommend item page	The page from which the user can send a recommendation of the title.	Default: protected/recommend
User tags: Largest font size	Font size of tags with most hits	Default: 7
User tags: Smallest font size	Font size of tags with least hits	Default: 1

\* If you are configuring the settings for a library, you can ignore the museum and archive settings - and vice versa.

## Web content display

The Web content display portlet allows displaying of web content. This replaces the need of Arena articles.

You find the portlet under Content management.

See also: [Creating a Liferay article](#) and [Liferay documentation](#)

## Web form

The Web form portlet is used to create forms that users can fill in, for example to vote about most popular books or to give feedback about an event. The data that the users enter can then be sent to a configured email address. Form fields can have translations so that the web form suits multilingual sites.

You find the portlet in the Application menu.

### Adding a web form to a page

1. Open a page and select **Web form** under Applications/Tools.
2. Drag the web form to the page that you want to use.
3. Click the **Settings** button and select **Configuration**.
4. Update the title and description of the form so that it suits your purposes.
5. Select to save the entered data by checking **Send as Email**, and add the necessary parameters. Saving to database or file is not supported.
6. Configure the format of your form by adding components several times under Type:
  - Text
  - Text Box
  - Options
  - Radio Buttons
  - Paragraph
  - Check Box
7. Configure the fields you have added, such as adding labels and options that users can choose from.
8. Decide if some parts of the form should not be mandatory for users to fill in by checking **Optional** for each component.
9. Click **Save**.

The form is now ready for users to fill in, and the replies will be sent as email.

See also: [Liferay documentation](#)

## Webservice client

This portlet is used to embed information from web services into an Arena page. Any web service with a published API may be integrated in this way. The display is formatted by an XSL. This means that the display of the embedded data may be adjusted to suit the page design.

The URL to connect to the web service may be static, or can make use of variables defined, depending on the dynamic content of the page. For example, it may retrieve reviews from an external source, using the ISBN of the record being displayed. It may display a hit list from another search site, or show the holdings from the neighbouring Arena for the record shown. The portlet can be used in many different ways.

## User interface

The user sees the data presented from the external service in the display mode designed by the XSL.

## Configuration

The URL to the external service is constructed using FreeMarker syntax, with variables included from Arena content.

Setting	Description	Comment
Character set	What format to send (for POST only)	Default: UTF8
Content type	Message content type (for POST only)	Default: text/xml
Enabled	Enables running the service	Default: true
Loading delayed	Not used	
Page link	The link to the XML message to be sent to the Resource link (POST only)	
Request headers	Header value for the above message (POST only)	
Request type, GET or POST	Type of request	
Resource conditions	Define the conditions for showing the web service; Search query, Catalogue record, Article, Sign-in, Sign in with user name, Liferay administrator sign-in	
Resource link	The URL address of the web service	
Show Help link		Default: false
URL to XSL	The URL to the XSL	
XSL parameters	Define the XSLparameters	

See also: [Arena session variables](#)

## Connecting to a webservice client

The following procedures explains how to connect to Libris, a free service, and Syndetics. You can also connect to Wikipedia and other API services of interest by substituting the proper links.

### Connecting to Libris

1. Add the Webservice client to the page with the catalogue record details.
2. Click **Settings**.
3. Copy and paste this link in the **Resource link** as the URL to webservice/xml:  
`https://libris.kb.se/xsearch?query=${externalQuery?url('UTF-8')}&format=dc`
4. Copy and paste this link to the field URL to XSL:  
`https://cdn.axiell.com/third-party/libris/libris.xsl`

5. Check that **Active** and **Asynchronously loading** are ticked.
6. See that **Get** is selected in the **Request Type**.
7. In the **XSL parameter** field paste: `query=${externalQuery?url('UTF-8')}`
8. Make sure all other fields are empty.
9. Click **Save**.
10. Give your portlet a title by clicking the Webservice client title and entering a new title.
11. Test search in your new portlet.

## Connecting to Syndetics

1. Add the Webservice client to the page with the catalogue record details.
2. Click **Settings**.
3. Copy and paste this link in the **Resource link** as the URL to webservice/xml:  

```
[#if isbn?size > 0 && isbn[0]?matches("[\-\0-9xX]{10,}.*")][#assign matcher = isbn[0]?matches("[\-\0-9xX]{10,}.*")][#if matcher]https://lib.syndetics.com/index.aspx?isbn=${matcher?groups[1]}/index.xml&client=anvnamn&type=rw12[/#if]
```

**Note:** Replace "anvnamn" above with the user name that you have received from BTJ when you signed the Syndetics agreement. Also make sure that no empty spaces are included in the path.
4. Copy and paste this link to the field URL to XSL:  
[https://cdn.axiell.com/third-party/syndetics/syndetics\\_basic.xsl](https://cdn.axiell.com/third-party/syndetics/syndetics_basic.xsl)
5. Check that **Active** and **Asynchronously loading** are ticked.
6. See that **Get** is selected in the **Request Type**.
7. Select **Catalogue record** in the **Resource conditions** list.
8. In the **XSL parameter** field paste: `devKey=anvnamn`  

**Note:** Replace "anvnamn" above with the user name that you have received from BTJ when you signed the Syndetics agreement.
9. Make sure all other fields are empty.
10. Click **Save**.
11. Give your portlet a title by clicking the Webservice client title and entering a new title.
12. Test search by searching for a rather new Swedish non-fiction title. Check that you see the table of contents in the title.

See also: **Webservice client**

## Deprecated portlets and functionality

A number of portlets depend on Arena articles functionality or on other deprecated methods. These are listed in this section.

Starting with Arena 4.0, you are recommended to start using Liferay articles instead of Arena articles. Arena articles will still be supported but will not be further developed.

### Admin: images

Starting with Arena 4.0, you are recommended to start using Liferay articles instead of Arena articles. Arena articles will still be supported but will not be further developed.

This portlet is used to upload images to be included in Arena articles, and to insert the images into specific articles. You need to have image handling permissions to upload images. The portlet is automatically accessed from the Articles: create article portlet and should not be added manually.

### End user interface

The interface shows a field for the address of the image. You may also specify properties.

The interface shows all images that are available to you. Click one of these to select it for insertion. You must then add metadata to the image, such as title and description. You may also resize the image and adjust it to a specific position. Advanced features are also available, such as alternative image to show when hovering over the image.

If the image required is not in the image library, it may be uploaded by using the interface.

## Configuration

Setting	Description	Comment
Allow unauthorized users access to folders	Select if you want everybody to get access to the images, not only the persons with ImageHandling rights.	
Images per page in the search result	How many icons to show per page when searching for images.	Default: 8
Show Help link		Default: false
Thumbnail size	The size of the image thumbnails in the image gallery.	Default: 200 pixels

See also: [Admin: permissions manager](#) and [Articles: create article](#)

## Admin: permissions manager

This portlet is based on Arena articles. Starting with Arena 4.0, you are recommended to start using Liferay articles instead of Arena articles. Arena articles will still be supported but will not be further developed.

This is where roles and rights are set for Arena users. To use staff functions, special permissions must be set by the administrator in this portlet.

### Notes:

The permissions only apply to the portal site where they are set. If a user should have the same permissions on another site, the permissions must be given there as well.

It is the display name that is used when searching for a person to give permissions, thus a display name must have been set for the person.

The permissions are represented by the following roles:

Role	Description
Abuse handling	The user is allowed to authorize reviews and handle abuse reports.
Articles	The user gets access to metadata and the images in articles, and rights to approve Arena articles.
Article template handling	The user gets the rights to access Arena article templates.
Geocode admin	Not used
Groups	Not used
Forums	The user gets the right to administrate forums.
Image handling	The user gets the right to upload Arena article images and administer image folders.
Inbox	The user gets the right to send messages to Arena users.
Installation admin	The user gets the rights to handle portal site level settings in the installation portlet.
MyArray admin	Not used
SelfPub admin	Not used

## User interface

The portlet displays a search box into which you can type a username. When the user has been found, two list boxes are displayed. The left list box shows the roles available; the right list box shows the roles selected for the user. The roles are applied

to the user by moving them from the left list box to the right list box. In the same way, a role is removed from the user by moving it from the right list box to the left list box.

## Configuration

Configuration is not used for this portlet.

## Articles: article details

This portlet is based on Arena articles. Starting with Arena 4.0, you are recommended to start using Liferay articles instead of Arena articles. Arena articles will still be supported but will not be further developed.

This portlet displays the content of an article, and displays metadata connected to an article. It also supports connections to social networks, such as Facebook and Twitter.

This portlet is articles equivalent to the Catalogue record when it comes to a catalogue search.

See also: **Catalogue record**

## Configuration

Setting	Description	Comment
AddThis services order	Select in which order to display the different social services.	
Choose AddThis services to display	The social services to display.	Default: blank
Facebook function	Select showing Facebook like or Recommend connected to the article	Default: like
Facebook layout	How to show the Facebook like number	Default: Standard
Fuzzy search	Select which fields to display in a fuzzy search.	The fields need to be the same in the following portlets: Articles: article details, Articles: facets, Articles: query search, Articles: search results list, Articles: show article. Default: all fields See also: <b>Fuzzy search and the similarity factor</b>
Facebook parameters	Width of the Facebook like link	Default: fb:like:width="330px"
URL to "Recommend title"	URL to the page where the Recommend title portlet is available	Default: protected/recommend
URL to article search results	URL to the page where the search result is shown	Default: articles
Show Help link		Default: false
Show Recommend this button		Default: true
Show article fields	The fields to show in the article.	
Show "Back" button		Default: false
Show "Edit" link	Select if the <b>Edit</b> link should be shown, to allow a logged-in user with permission (the author or the administrator) to edit the article.	The edit link will only be available if the article was created at the current portal site. Default: true

Setting	Description	Comment
Show language	Displays a dropdown with the languages available for the article	Default: true
Show "Link to this article"	Makes it possible for the user to click this text to copy the URL to the article	Default: true
Similarity	Value for the fuzzy search factor, between 0 and 1. The higher the value, the more should the search result resemble the original search string.	This value needs to be the same in the following portlets: Articles: article details, Articles: facets, Articles: query search, Articles: search results list, Articles: show article Default: 0.5. See also: <b>Fuzzy search and the similarity factor</b>
Where should AddThis service be displayed	Position of the AddThis service	Default: top

## Articles: facets

Starting with Arena 4.0, you are recommended to start using Liferay articles instead of Arena articles. Arena articles will still be supported but will not be further developed.

This portlet is used to show facets, that is, terms, subject groups etc. from Arena articles. A facet augments article searches. Clicking on a facet limits the search result and displays a small icon in the form of a + next to the selected facet.

There are two types of facets for articles:

- **Search facet:** This will drill-down to refine a search. After activation, the content of the facet reflects the new search result. For example, a search result may include articles in a number of different languages, and you can select to make a new search with only English by clicking *English* in the facet. A Discovery facet is by default placed on the /articles page.
- **Inspirational facet:** This works like a table of contents. It does not change on activation. It may be used anywhere, as it does not relate to a search. It is used most commonly on an articles page, as a form of menu to find articles.

## Configuration

Setting	Description	Comment
Facet display order	Select in which order to show the facets	Default: Subject, Type, Tag, Status, Locale, Publication year
Facets to be displayed	Select which facets to show	Default: all fields
Facets with hit numbers	Select the facets to show with number of hits	Default: all fields
Fuzzy search	Select which fields to display in a fuzzy search.	The fields need to be the same in the following portlets: Articles: article details, Articles: facets, Articles: query search, Articles: search results list, Articles: show article. Default: all fields. See also: <b>Fuzzy search and the similarity factor</b>
Number of facets shown	Number of terms shown per facet	Default: 5
Number of selected terms remembered - per facet	Number of selectable terms to show within a facet	Default: 4
Search facet type	Select <b>Search facet</b> or <b>Inspirational facet</b> , see description above.	Default: Inspirational facet
URL to article search results	The page where to show the search result.	Default: articles

Setting	Description	Comment
Show Help link		Default: false
Similarity	Value for the fuzzy search factor, between 0 and 1. The higher the value, the more should the search result resemble the original search string.	This value needs to be the same in the following portlets: Articles: article details, Articles: facets, Articles: query search, Articles: search results list, Articles: show article Default: 0.5 See also: <b>Fuzzy search and the similarity factor</b>

## Articles: create article

Starting with Arena 4.0, you are recommended to start using Liferay articles instead of Arena articles. Arena articles will still be supported but will not be further developed.

This portlet enables the user to create an Arena article. Administration users may also add images, publishing rules and metadata.

## Available fields

When writing an article, the following fields are available:

Setting	Description	Comment
Name	Title of the article.	
Available languages list	The language in which the article is written.	Each language is listed as a two-letter code.
Description	Description or summary of the article.	All functions in the tool can be used, via the icons.
Body	The main text of the article.	All functions in the tool can be used, via the icons.
Subject keywords	Select or add keywords to be used when connecting similar catalogue records and articles.	
Content group	Select or add a group to be used for grouping articles.	
Content types	Select or add theme and content type to be used for connecting articles in facets.	
Records	Authority and record ID.	
Display date/Expiry date	Dates for when the article should be visible on the site.	After the expiry date, you can still find the article in My Items, but it will not be visible to others.
Event start date end date	Period of an exhibition displayed or the day an event takes place.	These dates can be used to determine the sort order when displaying a series of articles so that the event held most near in time appears at the top.
Draft check box	Check to mark the article as a draft.	Only visible to the author.
Create button	Click to save the article.	The article will then be put in a queue for authorization by an Arena administrator.
Authorise button	Click to publish the article.	Only available to the administrator role that has the rights.
Cancel button	Click to cancel changes to the article.	

Additional editing tools (in the toolbar) may be available, for example the insert image tool.

## Configuration

Show Help link (default: false)

See also: [Admin: permissions manager](#) and [Admin: images](#)

## Articles: query search

Starting with Arena 4.0, you are recommended to start using Liferay articles instead of Arena articles. Arena articles will still be supported but will not be further developed.

In this portlet you show a list of Arena articles that correspond to a search term configured. This means that the portlet does not correspond to a user or related search, but is driven by a parameter containing the search information. It is used to present ready-made article lists in different places on the site. This portlet is articles equivalent to Results list for catalogue searches.

See also: [Results list](#)

## Configuration

Setting	Description	Comment
AddThis services order	Select in which order to display the different social services.	Default: Facebook like, Facebook, Twitter, LinkedIn, Gmail, Compact toolbox
Choose AddThis services to display	The social services to display.	Default: blank
Facebook function	Select showing Facebook like or Recommend connected to the article	Default: like
Facebook layout	How to show the Facebook like number	Default: Standard
Fuzzy search	Select which fields to display in a fuzzy search.	The fields need to be the same in the following portlets: Articles: article details, Articles: facets, Articles: query search, Articles: search results list, Articles: show article. Default: all fields See also: <a href="#">Fuzzy search and the similarity factor</a>
Maximum number of titles to include in an email	Maximum number of titles that can be sent in an email.	Default: 50
Number of pages for browsing	Number of page links to show if there is more than one page	Default: 5
Number of titles per page	Number of articles to display on a page.	Default: 10
Facebook parameters	Customization of the Facebook like option.	
Saved searches: Show 'Alert me' checkbox	Shows the <b>Alert me about new titles</b> checkbox, which the user can tick to get alerts when there are changes to the list.	Default: true
Search	Search string for articles to show in the list.	Default: status:Ready (lists all articles that have the status ready)
Search query conditions	Select if there should be conditions with the pre-defined search	Default: no fields
URL to article search results	The page where to show the search result.	Default: articles

Setting	Description	Comment
Show Help link		Default: false
Show save search button	Select to display the <b>Save search</b> button for the user to save the search	Default: true
Show article search result fields	Which fields to display in an article.	Default: all fields
Page components	Select control items to show on the page	Default: no fields
Show results	Select to show the text <b>Results found</b> together with the number of results found on the top of the page.	Default: true
Show search result		Do not change the default setting (true).
Similarity	Value for the fuzzy search factor, between 0 and 1. The higher the value, the more should the search result resemble the original search string.	This value needs to be the same in the following portlets: Articles: article details,Articles: facets, Articles: query search, Articles: search results list, Articles: show article Default: 0.5 See also: <b>Fuzzy search and the similarity factor</b>
Sort direction	Descending or ascending as default sort order.	Default: descending
Sort field	Different options for sorting the results	Default: Relevance
Sort order	Sort order for a search result.	Default: Relevance, Modified date, Date created, Start date
URL to article details page	The page for the article details to be shown.	Default: detail
Where should AddThis services be displayed	Position of the AddThis service	Default: top

## Articles: search results list

Starting with Arena 4.0, you are recommended to start using Liferay articles instead of Arena articles. Arena articles will still be supported but will not be further developed.

This portlet displays Arena article search results in a list. The list is sorted according to the portlet's configuration. The list may be re-sorted by the user, in which case the sort order will be retained until a different sort order is selected, or the user logs out of Arena.

The user may e-mail, print, or download the list.

### User interface

The list contains information about the articles found. The fields shown are determined in the configuration but, typically, they include the title as a link, the abstract of the article, and the subject words. Click the article title to view the article itself in the Article details portlet.

The top of the list is a toolbar with controls for the list. By default, a facet portlet is included on the page, enabling the user to refine the search.

### Configuration

Setting	Description	Comment
Expiration	How long time (in seconds) to cache the con-	It will then take up to this time before changes to the con-

Setting	Description	Comment
cache timeout in seconds	tents in the portlet	tents will be visible, and this is to improve performance. Default: 0 s
Fuzzy search	Select which fields to display in a fuzzy search.	The fields need to be the same in the following portlets: Articles: article details,Articles: facets, Articles: query search, Articles: search results list, Articles: show article. Default: all fields See also: <b>Fuzzy search and the similarity factor</b>
Maximum number of titles to include in an e-mail	Maximum number of titles that can be sent in an email.	Default: 50
Number of pages for browsing	Number of page links to show if there is more than one page	Default: 5
The number of titles per page	Number of articles to display on a page.	Default: 10
Saved searches: Show alert me checkbox	Shows the <b>Alert me about new titles</b> checkbox, which the user can tick to get alerts when there are changes to the list.	Default: true
URL to article search results	The page where to show the search result.	Default: articles
Show Help link		Default: false
Show Save search	Select if the icon to save a search should be displayed (to Arena users).	This requires that the portlet My searches for articles is placed somewhere on the site, for the user to find the saved searches. Must be true if the News agent feature should be used. Default: true See also: <b>News agent</b>
Show Article search results fields	Which fields to display in an article.	Default: all fields
Page components	Which buttons to display in the top bar	Default: all fields
Show results	Select to show the text <b>Results found</b> together with the number of results found on the top of the page.	Default: true
Show search result		Do not change the default setting (true).
Similarity	Value for the fuzzy search factor, between 0 and 1. The higher the value, the more should the search result resemble the original search string.	This value needs to be the same in the following portlets: Articles: article details,Articles: facets, Articles: query search, Articles: search results list, Articles: show article Default: 0.5 See also: <b>Fuzzy search and the similarity factor</b>
Sort direction	Descending or ascending as default sort order.	Default: descending
Sort field	Different options for sorting the results	Default: Modified date, Relevance
Sort order	Sort order for a search result.	

Setting	Description	Comment
URL of page	The page for the article details to be shown.	Default: detail

## Articles: show article

Starting with Arena 4.0, you are recommended to start using Liferay articles instead of Arena articles. Arena articles will still be supported but will not be further developed.

This portlet displays an Arena article or parts of it. It may be used as a preview (a teaser), or to show a specific article on a page. For example, if your page is designed to highlight travel books, you could include an article on the subject. You may choose whether the description, the body, or both, will be displayed, and choose whether it is possible to view the full article on the article details page.

### Note:

The variables `articleOpenEntityKeys` (used for Dynamic links) are set only on an Article Details page (Article: Article details). It is not set on an Articles: show article page.

## User interface

The article is displayed according to the portlet's configuration. If the article is linked, a link is available by which the user may see the full article in the portlet Article: Article details.

See also: [Articles: article details](#)

## Configuration

Setting	Description	Comment
AddThis services order	Select in which order to display the different social services.	
Article ID	The article ID.	It can be found in the article and copied to this configuration. Default: blank
Number of characters before search suggestion is displayed	Number of characters to type before a search suggestion is displayed.	Default: 5
Choose AddThis services to display	The social services to display.	
Facebook function	Select showing Facebook like or Recommend connected to the article	
Facebook layout	How to show the Facebook like number	
Field order for article search suggestions	The order in which the article search suggestions should be presented to the user.	Default: title, subject
Fuzzy search	Select which fields to display in a fuzzy search.	The fields need to be the same in the following portlets: Articles: article details, Articles: facets, Articles: query search, Articles: search results list, Articles: show article. Default: all fields See also: <a href="#">Fuzzy search and the similarity factor</a>
URL to article details page	The page for the article details to be shown.	Default: detail
Maximum number of titles to include	Maximum number of titles that can be sent in an email.	Default: 50

Setting	Description	Comment
in an e-mail		
Number of pages for browsing	Number of page links to show if there is more than one page	Default: 5
Number of suggestions per field	Number of search suggestions to give at an article search	Default: 5
Number of titles per page	Number of titles to show on a page	Default: 10
Facebook parameters	Width of the Facebook like link	Default: fb:like:width="330px"
URL to article search results	The page where to show the search result.	Default: articles
Show Help link		Default: false
Show Recommend this button		Default: true
Show article single view fields	Which fields to show when presenting a single article.	Default: title, body
Show Article search results fields		This portlet is normally not used (only use under advice).
Show "Edit" link	Select if the <b>Edit</b> link should be shown, to allow a logged-in user with permission (the author or the administrator) to edit the article.	The edit link will only be available if the article was created at the current portal site. Default: true
Page components	Select which buttons to display in the top bar.	Default: header navigation, footer navigation, counter
Show fields in suggestion to article	Define which fields to show for related articles.	Default: title, subject
Show language	Displays a dropdown with the languages available for the article.	Default: false
Show "Link to this article"	Select to show the link to the full article.	Default: false
Show results	Select to show the text <b>Results found</b> together with the number of results found on the top of the page.	Default: true
Show search result		Don't change this setting (true).
Autocomplete search suggestions	Displays search results while typing.	Default: true
Similarity	Value for the fuzzy search factor, between 0 and 1. The higher the value, the more should the search result resemble the original search string.	T This value needs to be the same in the following portlets: Articles: article details,Articles: facets, Articles: query search, Articles: search results list, Articles: show article Default: 0.5 See also: <b>Fuzzy search and the similarity factor</b>
Sort options: order of fields	Criteria for how to sort the articles in the result by default.	Default: relevance
Sort options	Sorting options the user can choose between.	Default: modified date, relevance
Sort options: order	The order in which to present the fields on the	Default: relevance, modified date, date created, event,

Setting	Description	Comment
of fields	page.	start date
Update search suggestion (delay in ms)	How quickly the search suggestions should be shown when typing.	Default: 400
Where should AddThis service be displayed	Position of the AddThis service	Default: top
Sort direction	Descending or ascending as default sort order.	Default: descending

## Event calendar

Starting with Arena 4.0, you are recommended to start using Liferay articles instead of Arena articles. Arena articles will still be supported but will not be further developed.

See also: **Events**

The event calendar uses Arena articles to create a calendar of upcoming events. It is shown in the portlet Articles: query search.

Axiell will add a script and CSS that controls the appearance of the portlet on the home page and configure it as described here.

See also: **Articles: query search** and **Articles: article details**

### Configuring the Event calendar in Articles: query search

Parameter	Setting
URL to page with article details	calendar-details
Query	status:Ready AND content_type:calendar
Number of hits per page	3 (can be adjusted)
Panel buttons: show	No fields selected
Sort by	Start date
Sort direction	Preselected: Ascending
Show object	Tick box
Show article field in search results	Select show Title, Title as link, Description, Start date, End date

When you click on the event title, a new page called calendar-details will open, and this contains the portlet Articles: article details.

### Configuring the portlet Articles: article details

Parameter	Setting
Show article fields	Show Title, Text body, Start date, End date
Show back-button	Tick box

### Adding an event

1. Sign in to Arena and create a new Arena article.
2. Give the event a title.
3. Enter a short text to be shown with the event - time, place, and essential information.
4. In the field content write enter more detailed information about the event.
5. In the field type, select **Calendar** and click **Add**. If Calendar is not a choice, enter the text *Calendar*.

6. Enter the date the article should be published and removed under **Show from** and **Show until**.
7. In the field **Start Date** enter the date the event will take place.
8. If the event end date is different from the start date add it otherwise leave blank.
9. Click **Authorise**.

## Events tips & tricks

If you want to change an event after it has been entered, click on the title of the event while you are signed in and click on the edit icon. Remember to approve to save your changes.

If there is an event that will last several days, consider creating separate calendar events as the event will remain at the top of the calendar the entire time.

## Slideshow

The slideshow is a way to show multiple images and text. The slideshow is still supported but will not be further developed.

To find the slideshow configuration menu, sign in to Liferay and select **Edit** in the article where the Slideshow is saved.

Images in a slideshow should be the same size and 1160 pixels.

### Note:

There can only be one slideshow per page in Arena.

## Adding a slideshow

1. Sign in to Liferay.
2. Upload images that you want to use for the slideshow to the Documents and Media folder.
3. Go to the relevant page and add the portlet Web Content Display.
4. Click on portlet settings.
5. Select **Look and Feel**.
6. For **Show Border** select **No**.
7. Click **Save** and click on the small x in upper right corner.
8. Select **Add** to add a new article.
9. Select **slippery-slider-structure** for structure.
10. Make sure that **slippery-slider-template** is selected.  
If not, select that template.
11. Give the slideshow a title.
12. Click on **Select** to choose **Image XL** and choose the image in the Documents and Media folder. Correct size can be found using the small **?**.
13. Select an image.
14. Make sure to enter an **Alt text**.
15. Add a link if required.
16. To add an additional image or remove an image click **+** or **-** next to image element.
17. Configure the slideshow settings.
18. Click on **Publish**.

See also: **The Documents and Media library** and **Web content display**

## Image configuration

Parameter	Setting
Image	Mandatory setting. Select which image should be shown. The image must be uploaded to Documents and media.

Parameter	Setting
Alternative text	Mandatory setting. The text to show when you hover the cursor over the image.
Headline	Short text that appears above the image.
Image text	Text included in the image. Maximum length of text will is determined based on image size.
Internal link	Link to a page within Arena.
External link	Link to a page outside of the library website.
Name of link	Brief description of link to show when you hover the cursor over the link.

## Slideshow configuration

Set the configuration for the slideshow under Slideshow element.

Parameter	Description
Image display time	The time each image appears on the screen before it switches to the next image. <b>Note:</b> Must be longer than Image transition time.
Image transition time	The time it takes an image to fade out and into the next image. <b>Note:</b> Must be shorter than Image display time.
Automatic replay	Makes the slideshow restart automatically.
Start random slideshow	Enables shuffling of images.
Bottom or left alignment	Set the text to align at the bottom of every image or to the left side of the image. If the text is center-aligned, arrows will appear on the side of the image. If the text is left-aligned, the arrows will be found in the bottom right hand corner.
Show miniature images/thumbnails	Shows thumbnail images below the slideshow to guide when navigating.
Show page navigation	Shows small dots below the slideshow to simplify navigation through the images.
Show arrows	Shows arrows to direct the slideshow.
Swipe-function	Enables swiping through images on tablets or smart-phones.
Show Play/pause	Shows a play/pause button at the top right corner of the slideshow.
Show image number	Shows the total number of images in the slideshow and the number of the current image.

## Recommended settings

The following settings are recommended for accessibility purposes:

- Show play/pause button
- Show arrows
- Show page navigation or thumbnails
- Include text as a title or image text to make it responsive

## Responsive

The slideshow is responsive and changes depending on screen size.

On a smaller screen the following changes may occur:

- Text appears below an image
- Arrows disappear - swipe function takes over

# Events

Starting with Arena 4.1, events can be fully administrated in Arena, using an additional service. Contact Axiell if you want more information about the Administration of events module.

You need to sign in to Liferay to be able to set up events.

**Note:**  
Multilingual functionality is currently not supported for events.

An event can be in the following statuses:

Status	Description
Draft	The event has been saved as draft.
Planned	The event has been created without a publication time, or the publication time is not yet reached.
Published	The publication time for the event is reached, and the information about this event is available on the library's website.
Completed	The date and time of the event has passed.
Cancelled	The event has been cancelled.

Events in published and cancelled state are displayed for patrons on the library's website using the Events portlet. Depending on how you have configured the event, patrons can register online. Patrons can also add events to their calendar by a click in the event description, and share events via email and social media.

## Prerequisites for events

You find the events administration under **Content/Administration of events** in the menu to the left.

To be able to administer events in Arena, the following is needed:

- A calendar event service customer ID
- A location vocabulary ID
- A target audience vocabulary ID

You find these settings by clicking the context menu at the top of the Calendar Event Admin module and selecting **Configuration**.

The calendar event service customer ID is supplied by Axiell.

You add the vocabulary IDs for locations and target audiences after having created these vocabularies.

## Creating locations and rooms for events

To be able to select locations when creating events, a location vocabulary is needed. Each event location is represented by a category in the vocabulary, and each location can contain one or several rooms that are represented by sub categories.

1. In the menu to the left, select **Content** and **Categories**.
2. Click the plus sign in the bottom right corner to add a vocabulary.
3. Fill in a name, for example *My event locations*, and click **Save**.
4. In the context menu of the vocabulary you just created, select **Add Category**.
5. Fill in a name, for example *First floor*, and click **Save**.
6. Add the rest of the locations as categories to your vocabulary.
7. For each location in the list, you can similarly add rooms by clicking the context menu and selecting **Add Sub-category**.

## Creating target audiences for events

To be able to select target audiences when creating events, a target audience vocabulary is needed. Each target audience is represented by a category in the vocabulary.

1. In the menu to the left, select **Content** and **Categories**.
2. Click the plus sign in the bottom right corner to add a vocabulary.
3. Fill in a name, for example *My event target audiences*, and click **Save**.
4. In the context menu of the vocabulary you just created, select **Add Category**.
5. Fill in a name, for example *Children*, and click **Save**.
6. Add the rest of the target audiences as categories to your vocabulary.

## Adding the vocabulary IDs to the Calendar Event Admin module

1. Once you have created the vocabularies, select a vocabulary and find the ID (a 6-digit number) for each vocabulary at the end of the browser path.
2. Copy the ID.
3. Click the context menu at the top of the Calendar Event Admin module and select **Configuration**.
4. Paste the ID for the location and target audience respectively.
5. Click **Save**.

The locations and target audiences will now be available when you create an event.

## Creating an event

**Note:**

This functionality is available starting with Arena 4.1, using an additional service. Contact Axiell if you want more information about the **Administration of events** module.

In addition to single events, you can create recurring events as well as events that last for several days. Events can be open to anyone or require user registration.

1. In the menu to the left, select **Administration of events**.
2. Click the plus sign in the bottom right corner to add an event.
3. Fill in the details for the event. Mandatory fields are marked with an asterisk.
4. Add tags for any terms that should generate additional search hits when someone searches for events in the Calendar Event Admin or on the library's website.
5. You can also add an image including an Alt-text for accessibility purposes. Clicking **Choose** opens Documents and Media from where you can choose or upload images.

**Note:**

Using images in landscape mode with a minimum width of 700 pixels is recommended. For performance reasons, images in jpg format is preferred.

6. Select date and time for the event.
7. Select **Multi-day event** if the event should last for several days, or select **Recurring event** if you want the event to repeat a number of times, for example weekly or monthly.
8. Add a publication date and time if you want the event to be announced to patrons on a particular time.
9. Add a location, and if you want to, a room.
10. Add one or several target audiences if you want to.
11. Select **Enable patron online registration for this event** if the patrons should register for the event. You can enter a maximum number of participants for the event (when this number is set to 0, it means that there is no limit). You can also set a maximum number of participants that a person can register.
12. Click **Publish**. Alternatively, save the event as draft if you want to adjust the details of the event later.

See also: [The Documents and Media library](#)

**Notes:**

When you create events, the time zone of your Arena system is used. This might be a date and time different from your computer system settings.

Events that end at midnight needs to end at 23:59 or to be created as multi-day events, as the time 00:00 is considered to be the next day.

Multi-day events cannot be configured as recurring. This also means that you cannot create an event that lasts over midnight as recurring.

Recurring events need to be entered so that the period for the events lasts one day further than the date of the last event in the series.

## Events created using the backend system

In addition to creating events directly in Arena, events can also be provided using a backend library system such as Quria. The configuration options in Arena differ slightly depending on the events provider.

See also: [Quria online help](#)

## Prerequisites

The Events module need to be activated in Arena. Contact Axiell to make a connection to the backend library system.

## Handling events

This functionality is available starting with Arena 4.1.

You find the events administration under **Content/Administration of events** in the menu to the left.

## Events overview

When you open the Calendar Event Admin view, you see a list of all events in active state.

From here, you can search for specific events (full word or truncation using \*), or sort for example on date or location, or filter on status, locations or audiences, using the controls at the top of the page. You can also select to show the events in a compact list, in a detailed list or as icons.

## Editing, cancelling or deleting an event

You need to cancel an event before you can delete it. For recurring events, you can select to handle all or an individual event in the series.

1. In the menu to the left, select **Administration of events**.
2. Click the context menu for the event and select **Edit**, **Cancel Event** or **Delete**.

**Note:**

If you, to begin with, had enabled patron registration online, and later change this setting, you will not be able to see who has registered for the event. Also, once an event has been cancelled, you will not be able to see the registered participants. If you want to contact the participants, you need to do this prior to disabling online registration or cancelling the event.

If you are showing events created in the backend library system, you can remove events from Arena but still keep them in the backend library system.

- Quria: Open the event in Quria and remove the publication date to change its status from published to planned.

See also: [Quria online help](#)

## Attendees of events

1. In the menu to the left, select **Administration of events**.
2. Click the number under **Registrations** in the list to see who has registered for the event.

3. From the list of attendees, you can select all or some of the attendees and copy their email addresses to your clipboard.

For events created in Quria, please refer to the [Quria online help](#).

## Updating the text appearing in a shared event

When sharing an event on Facebook, a heading and text will show up with the event. The heading is created from the default web structure, with the library URL. The text is also by default picked from the web structure, but this can be changed.

1. On the events page, click the cogwheel in the top right menu, and then the **SEO** tab.
2. Under **Meta tags**, add the text to display when sharing; a general description (and keywords) for the event page.
3. Click **Save**.

## Following up on events

You can enter information about the actual number of participants of an event and use this along with other information to create event statistics.

1. In the menu to the left, select **Administration of events**.
2. Click the context menu for an event and select **Edit**.
3. At the bottom of the page, enter the number of participants under **Number of persons that attended the event** and click **Save**.
4. In the context menu at the top of the Calendar Event Admin page, select **Export statistics**.
5. In the window that opens next, enter the time period for which you want to generate statistics and click **Export**.

A CSV file that contains information about the events, number of participants, target audiences and more for all events during the selected time period is exported to your downloads folder.

## The Events portlet

On the events page you can show all events at the library (and elsewhere), with detailed information. The portlet used is the Arena portlet Events. Events are created directly in Arena or provided via a backend library system such as Quria.

## User interface

The user can see all the upcoming events in a list, filter between them, and register for events. If you limited the number of participants that each person can register when you created the event, the user will see this number here. The user can also share events on social media and add calendar events to their own calendar.

If the default delivery does not contain this page, add a new page for example called /events. Add the Arena portlet Events to the page.

### Notes:

You can only add one Events portlet on a page. If you want to use different events portlets with different configuration such as filtering, you can create separate pages for this.  
The page where the Events portlet is placed has to be in one-column layout.

Images in the events list are displayed in a cropped 2:1 ratio, which works fine for almost all images (square, landscape etc). When selecting a specific event, the image will be displayed in its natural proportions.

## Configuration

Setting	Description	Comment
Full view	Select <b>Full view</b> for the full-size Events page	
Event detail page		Leave empty - used for event teasers
Number of events to	Select a number in the drop-down menu.	This is the number of events that will be shown on the page and also the number that will be loaded when clicking <b>Load</b>

Setting	Description	Comment
show		<b>more events.</b>
Full width mode for events list	Select <b>YES</b> to show each event in full width within one column. Select <b>NO</b> to show the events in a grid layout.	
Privacy policy link	The default page for the library's privacy policy is privacy-policy. If you want to use another page, enter the name of this page here.	Make sure to clear the browser cache if you change to another page for the privacy policy.
Locations	Check the locations that will be available when filtering for events.	The locations are fetched from the events that have been registered.
Target audiences	Check the target audiences that will be available when filtering for events.	The target audiences are fetched from the events that have been registered. This setting is displayed only when using a backend library system as event provider.
Tags	Check the tags that will be available when filtering for events.	The tags are fetched from the events that have been registered.

## Configuring the Event portlet as an event teaser

Add the Arena portlet Events on the first page, for example, and configure it with a different layout to become a teaser for the full events list.

Setting	Description	Comment
Brief view	Select <b>Brief view</b> for the events teaser	
Brief view setting: Show location filter button	Select <b>YES</b> if you want to show the filter tool for the events teaser.	When the user selects to filter and only view events for one location, this setting is stored in a cookie.
Event detail page	The URL to the full-size events page (for example "events")	This will display a <b>Show all events</b> link
Number of days for cookies to be saved	The duration of the cookie.	The default value is 7 days.
Number of events to show	Select a number in the drop-down menu.	
Full width mode for events list	Select <b>YES</b> to show each event in full width within one column in the teaser. Select <b>NO</b> to show the events in a grid layout.	
Locations	Check the locations that will be available when filtering for events.	The locations are fetched from the events that have been registered.
Target audiences	Check the target audiences that will be available when filtering for events.	The target audiences are fetched from the events that have been registered. This setting is displayed only when using a backend library system as event provider.
Tags	Check the tags that will be available when filtering for events.	The tags are fetched from the events that have been registered.

## Interacting with events

Arena shows all events from the current time. For events that are provided from the backend library system, only events of status published or cancelled are shown. A banner across the image for the event is automatically displayed in case an event is cancelled or fully booked. To open the event details, and perform some actions, the patron clicks on the event in the event calendar.

## Registering for an event

**Note:**

If you register to the same event with the same email address more than once, the previous registration will be deleted.

1. Click **Register** (if there is no **Register** button, the user cannot register for this event).
2. Fill in name and email address.
3. Fill in the number of participants.
4. Read the privacy policy and check the user agreement box.
5. Click **Save**.

## Sharing an event on social media

- Click the social media icons.

## Adding an event to your own calendar

- Click **Add to your calendar**.

An ICS file to be downloaded to calendar is generated.

## Filtering events

You can limit the number of events shown based on event date, location, target audience and tags.

## Searching for an event

The search function in the event portlet uses Google rules:

- You can search for any word in the event name, description or location.
- It must be a full word (fuzzy search or truncation is not supported).

# Staff picks

Staff picks is a way for library staff to recommend titles and write reviews to share with Arena users. The posts are displayed in a list with a summary, and when clicking a title, more details are displayed to the user. Since Staff picks are linked to catalogue record details, users can easily make reservations and, for example, explore similar titles.

The covers shown in staff picks are from the same source as other covers shown in records.

Staff picks are based on the Liferay portlet Asset publisher.

In a default Arena delivery, the Liferay portlet Category navigation is displayed next to Staff picks, to let the user filter in Staff picks.

## Notes:

Staff picks is currently not supported for multi-agency installations, which means that with several members in a portal, only one member can use staff picks.

## Configuring Staff picks

You may want to edit Staff picks (based on the Liferay portlet Asset publisher), or add it on another page. Make the following settings to configure the Asset publisher to work as Staff picks:

1. Click the context menu in the portlet header and select **Configuration**.
2. Select **Web Content Article** as the asset type.
3. Select **Staff Picks** as the Web Content Article structures type.
4. Go to the **Display Settings** tab.
5. Select **Staff picks full page list** as the display template.
6. Set the **Asset Publisher** portlet as the default Asset Publisher for the page.
7. Turn off metadata and social media bookmarks.
8. Save the settings.

## Adding a post to Staff picks

1. Find the record ID for the title you want to recommend, and note this ID to be used later on.
2. Log in to Liferay and find Staff picks in the menu.
3. Click the plus sign in the portlet header, and select Staff picks.
4. Fill in the data:

Setting	Description
Title	Title of the recommended item
Summary	Displayed in the Staff picks list.
Record id	Fill in the record ID that you noted in step 1, in format 12345 or id:12345.
Article text	Displayed in the detailed view of Staff picks.
Article author	Enter your name or nick name if you want to. This is not connected to your Arena ID.

5. Under **Metadata** a list of vocabularies is shown, click **Select** to choose a category for the post.  
See also: **Creating categories for Staff picks**
6. Leave the rest of the settings as configured.

## Notes:

If there is more than one author per record, only the first author will be shown in the list.

If the record does not contain a cover, you can add an image of your own choice by clicking **Use Small Image** and filling in the settings.

## Creating categories for Staff picks

In a default Arena delivery, the Liferay portlet Category navigation is displayed next to Staff picks, to let the user filter in Staff picks. To create a new category:

1. Open the Control panel, select **Content/Categories**.
2. Under **Vocabularies**, select **Add vocabulary** and add a new vocabulary which is a higher level title for categories (for example *Genre*).
3. Click **Save**.
4. Open the added vocabulary, select **Add category** and add a new category (for example *sci-fi, drama*)
5. Save the settings.

You can add how many vocabularies and categories under vocabularies you want.

The category can now be selected for a post in Staff picks and it is also displayed in the Category navigation portlet.

## Configuring the Category navigation portlet

In some cases categories are already in use for other Liferay articles. You may want to edit the Category navigation portlet to show only Staff picks related categories. Make the following settings to configure the Category navigation portlet to work with Staff picks:

1. Click the context menu in the portlet header and select **Configuration**.
2. Under Vocabularies, select **Filter**.
3. Move the vocabularies used for Staff picks under the Current column.
4. Save the settings.
5. Click the context menu in the portlet header and select **Look & Feel**.
6. Make sure that **Decorate** is set in Application Decorators.
7. Save the settings.

# Image archive

The add-on module Image archive is supported starting with Arena 4.3. It makes it possible to store images, that can be displayed and searched by Arena users. The images can also be connected to catalogue records.

## Prerequisites

- The Arena installation uses Quria as backend system.
- The Arena Nova theme is used.

## Featured search in the Image archive

You can adapt the featured search articles in the Image archive.

1. Go to the Image archive start page. You find prepared examples of featured searches.
2. Click the edit icon for the article that you want to update.
3. Change the header to the title that you prefer.
4. Change the search query, for example *subject:Houses. Mediaclass:picture* is already included in the article structure and is not needed in the search query.  
See also: **Search parameters for catalogue records**
5. Select an image from **Documents and media** or upload a new image from your computer. Make sure that the image is not in high resolution (adapted for print) to avoid that the page loads slowly. Add an Alt text to the image.
6. Click **Publish** and refresh the page, to see that your featured search has been saved and that the article is displayed the way you intended.

# Accessible content

Web Content Accessibility Guidelines (WCAG) 2.1 is a standard used to make sure that web sites are accessible for everyone. Rather than addressing special needs that persons with different disabilities may have, the guidelines can be seen as a way to make web sites easier for everyone to use, understand and navigate. Different countries have different legislation related to accessibility.

## Accessibility in Arena

This topic focuses on methods that you can use to make your Arena site more suitable for screen readers, which is one of the accessibility aspects. It is recommended that you attend Arena training in order to fully comprehend these methods. Basic HTML knowledge will also help.

## Displaying HTML code instead of text editor

The HTML code reveals the structure and elements of the web page. You do not normally need to work in HTML mode but it may be useful for verification and troubleshooting.

- To activate HTML mode when writing content for an article, click **Source** in the toolbar.

## Heading structure

It is important to use a logical heading structure, regardless of theme, web site or web application. A logical heading structure implies, for example, that the heading style `<h1>` is followed by `<h2>`, `<h3>`, `<h4>` etc in this order - you cannot use `<h6>` unless first using an `<h5>`. When you add or delete content, you need to take the structure into account.

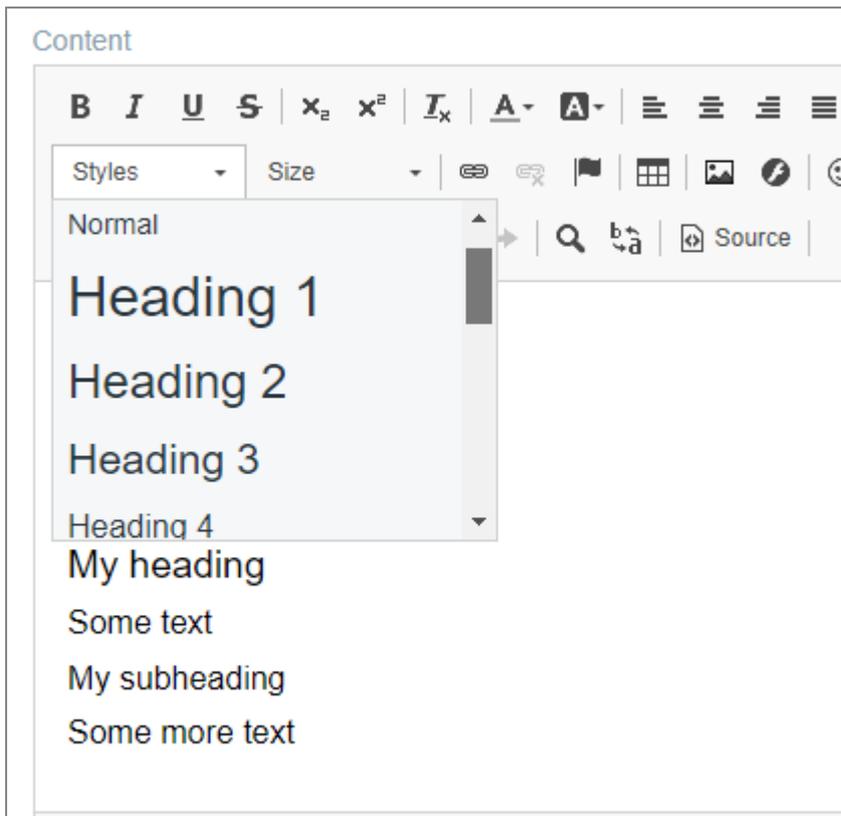
## New articles

When you add the portlet Web content display to a page, the graphic setting **Decorate** or **Borderless** entails that the title of the Web content display is rendered as `<h2>` on the screen, which is correct. When you add text content, you use `<h3>`, `<h4>`, `<h5>` and the number of heading levels you need, to ensure that the structure is maintained.

It is recommended that you use the setting **Borderless**.

If you for some reason do not want display the title of the portlet, you can select the graphic setting **Barebone** instead. In this case, the portlet will not include its natural `<h2>` level, and you need to add this manually to the content.

When you work in text editor mode, the heading styles *Heading 1* (`h1`), *Heading 2* (`<h2>`), *Heading 3* (`<h3>`) and *Heading 4* (`<h4>`) are available.



Never use *Heading 1* for content. Only use *Heading 2* if you select the graphic setting **Barebone**. Use *Normal* (<p>) for body text. If you need more heading levels (<h5>, <h6> etc), you need to add these in HTML mode.

The content in the article above would look like this in HTML, with the graphic setting **Decorate**:

```
<h3>My heading</h3>
<p>Some text</p>
<h4>My subheading</h4>
<p>Some more text</p>
```

In an article with the graphic setting **Barebone**, you would need to add a <h2>-heading to the content manually:

```
<h2>My top heading</h2>
<h3>My heading</h3>
<p>Some text</p>
<h4>My subheading</h4>
<p>Some more text</p>
```

## Images

An image should always include an *alt* attribute that describes the image.



For example, if you add an image like this in Arena, the HTML code should include something like this:

```

```

To instead create a link to a Wikipedia article about different horse breeds, the image link would look something like this:

```
<a href=" https://en.wikipedia.org/wiki/List_of_horse_breeds">  
  
</a>
```

Now that the image includes a link, the target of the link is described instead.

If you add an image for decoration only, you should add an empty *alt* attribute:

```

```

## Copying and pasting formatted text

When you copy text from for example Microsoft Word, you will not only copy the text, but also its formatting. This formatting can create unstructured HTML code and undesired behaviour on the web site.

To avoid pasting formatting into Arena articles, you can copy text from Microsoft Word or some other text editor, and paste it into the Web content display portlet in HTML mode. Then you can format the text yourself via the text editor or in HTML mode.

## Useful links

There is a lot of information about accessibility on the Internet. Some examples:

- Introduction to HTML: [html.com/#Adding\\_Content](http://html.com/#Adding_Content)
- Adding video and audio content to web sites: [www.w3.org/2008/06/video-notes](http://www.w3.org/2008/06/video-notes)

## Arena accessibility report

We have prepared a document that the library can use as a basis for an accessibility report regarding the Arena web site: **Arena accessibility report**. You find it at the bottom of this page: **Accessible content**. Replace all text in brackets to the correct information for your library and remove the parts that are not valid for your library (depending on which styling theme is used).

# Media class icons

The following default icons are used to represent the media classes in Arena. To use other icons, type the URL:s for where to find them in the Admin: installation details portlet.

Icon	Media class	Icon	Media class	Icon	Media class	Icon	Media class
	artefact		digitalAudioFile		hardback		ps4Game
	article		dissertation		hybridBook		psGame
	audioBook		document		internet		score
	bibliography		dvd		largePrint		serial
	blueray		dvdRom		map		sheetMusic
	book		dvdVideo		microFilm		soundRe-cording
	bookAndCassette		eAudio		microForm		sportEquipment
	bookAndVisu-alRecording		eBook		mixedMedia		tactileBook
	braille		eBraille		moonAlphabet		talkingBook
	brailleAndText		eLearning		music		talkingBookMp3
	brailleMusic		eMusic		newspaper		text
	cassette		ePaper		otherMaterial		topicBox
	casetteTalkingBook		ePeriodical		paperback		toy
	cd		eVideo		periodical		video
	cdAndBook		easyRead		photograph		videoGame
	cdBook		elec-tronicMaterial		picture		videoTape
	cdRom		excessBooks		pic-tureBookWithBrailleText		vinyl
	computerGame		game		printedMusic		wiiGame
	daisy		gameboyGame		ps2Game		xboxGame

Icon	Media class	Icon	Media class	Icon	Media class	Icon	Media class
	data		giantPrint		ps3Game		

# Designing for optimal performance

This topic gives some recommendations about what to think of when designing your Arena to optimise the performance.

The local Arena with its web interface is the core of Arena. It provides the catalogue, search functionality and more.

The backend is the library, archive or museum management system catalogue that is connected to the local Arena.

The Arena Central services provides web services such as ratings, reviews and tags for the local Arenas, These are in general common to all local Arenas in a country.

## General

It is not possible to give any exact estimates on how much you can improve performance with different actions; it very much depends on the backend, the server, the municipality network, etc. An action that is effective in one Arena may only make a small difference to another. The single PC performance and the web browser version may also affect performance.

These are some general statements when it comes to Arena and performance:

- The extent of data to fetch from the backend or from Arena Central services on the page very much affects the Arena performance. The number of calls also affects performance, even if the data size being sent or received is small.
- The number of portlets on a page is not critical (even if light portlets, with text only for example, also contribute to the total); what matters to performance is the content in the portlets.
- Spreading content on several pages is better than placing it on one page.
- The number of pages will not have any significant effect on the performance.
- The total number of dynamic lists and heavy content in an Arena does not affect the performance for a single page; only the content on the single page is of interest.

## Images

- Do not use high resolution images (300 dpi), but instead images for screen use (72 dpi), ideally optimized for the web.
- Adjust the size (pixels) of the image after the size it should have on the page.

**Note:**

Photos from a digital camera or a mobile phone are in most cases too heavy to use and must be adjusted in size. Too heavy images slow down the page considerably.

The table below shows recommended file formats for different types of images.

	.jpg	.gif	.png
Photos	x		
Vector graphics		x	x
Text		x	x
Logos		x	x
With transparency		x	x

## Dynamic lists

Dynamic lists are created using the Results list portlet.

Limit the number of lists on the same page. Create sub-pages if you need many lists, for example, suggestion pages for different target audiences.

We recommend a maximum of 100 records per page, divided between the lists on the page. Each list can include 21 records. If there are more than 10 records to display in a list, you will be able to browse to the next set of records within the list. For example, you can include 4 lists with 21 records each with preserved performance.

Consider the importance of fetching central data (ratings, reviews and tags) to the lists. Do not fetch data that is not important for the specific list. Note that the default configuration sets fetching of all central data to on.

Consider the importance of fetching backend data (availability) to the lists. Do not fetch data that is not important for the specific list. Note that the default configuration sets fetching of backend data to on.

If fetching central and/or backend data, reduce the number of records per page in the list.

The order of the portlets on a page can be worth considering. If possible, avoid placing a list that fetches data from backend and/or Central services on top of the page; the rest of the page content will then not be loaded until all data from backend and/or Central services to the list has been loaded.

## Top lists - additional titles

With the configuration setting "Number of additional titles to download" (Top list portlet) you define the number of additional titles to get from Central services (additional to the number of titles you list in the top list). You probably want to download more titles than the number that should be shown in the top list, in case not all of the titles from Central services can be found on this actual site (the top list should be populated with titles that are available). The higher number for this setting, the slower page load. If too low a number however, you might not get enough records to populate the list. We recommend you to start with 10, and depending on population and performance you might have to change to a higher or lower number.

## CSS and JavaScript

Most settings related to styling are done by Axiell at the time of installation. Please consult Axiell support if you wish to adapt the look and feel yourself.

# Searching in Arena

Patrons and library staff can search in Arena, in catalogue records, articles and more.

Very specific searches (used by library staff and not by patrons) are often performed using the dynamic list functionality.

See also: **Search**, **Advanced search**, **Browse search** and **Designing for optimal performance**

## Search parameters for catalogue records

The following parameters are available to search on when it comes to catalogue records. You can use Boolean AND and OR to combine several fields. You can type the prefixes in lower case, except when truncating.

To search using prefixes, enter the prefix followed by colon, for example:

subject:horses

or

title:happiness

or

author:"lama, dalai" - note that the search author:lama, dalai searches in free text for "lama".

Parameter	Comment																																							
accessionDate	accessionDate:[NOW-6MONTH TO *] alt. accessionDate:[NOW-3WEEK TO *] alt. accessionDate:[NOW-7DAY TO *]																																							
agencyName	Code for the library, for example ASE000001																																							
author	The author																																							
branchId	agencyName followed by the ID of the organization and the unit, separated by the pipe character, for example ASE000001 10718 10720																																							
category	Fiction, non-fiction or music. Applied by using fictionCategory, nonFictionCategory and music																																							
classificationCode	Classification code is case-sensitive.																																							
contentType	Type of publication: <table border="0"> <tr> <td>abstractSummary</td> <td>handbook</td> <td>programmedText</td> </tr> <tr> <td>bibliography</td> <td>humorSatire</td> <td>review</td> </tr> <tr> <td>calendar</td> <td>index</td> <td>shortStory</td> </tr> <tr> <td>comicGraphicNovel</td> <td>lawReportDigest</td> <td>speech</td> </tr> <tr> <td>catalog</td> <td>legalArticle</td> <td>speech</td> </tr> <tr> <td>catalogue</td> <td>legalCaseNotes</td> <td>standardSpecification</td> </tr> <tr> <td>dictionary</td> <td>legislation</td> <td>statistics</td> </tr> <tr> <td>directory</td> <td>letter</td> <td>surveyLiterature</td> </tr> <tr> <td>discography</td> <td>mixedForm</td> <td>thesis</td> </tr> <tr> <td>drama</td> <td>novel</td> <td>technicalReport</td> </tr> <tr> <td>encyclopedia</td> <td>offprint</td> <td>treaty</td> </tr> <tr> <td>essay</td> <td>patentDocument</td> <td>yearbook</td> </tr> <tr> <td>filmography</td> <td>poetry</td> <td></td> </tr> </table>	abstractSummary	handbook	programmedText	bibliography	humorSatire	review	calendar	index	shortStory	comicGraphicNovel	lawReportDigest	speech	catalog	legalArticle	speech	catalogue	legalCaseNotes	standardSpecification	dictionary	legislation	statistics	directory	letter	surveyLiterature	discography	mixedForm	thesis	drama	novel	technicalReport	encyclopedia	offprint	treaty	essay	patentDocument	yearbook	filmography	poetry	
abstractSummary	handbook	programmedText																																						
bibliography	humorSatire	review																																						
calendar	index	shortStory																																						
comicGraphicNovel	lawReportDigest	speech																																						
catalog	legalArticle	speech																																						
catalogue	legalCaseNotes	standardSpecification																																						
dictionary	legislation	statistics																																						
directory	letter	surveyLiterature																																						
discography	mixedForm	thesis																																						
drama	novel	technicalReport																																						
encyclopedia	offprint	treaty																																						
essay	patentDocument	yearbook																																						
filmography	poetry																																							
departmentId	agencyName followed by the ID:s for the organization, unit and department, separated by the pipe character, for example ASE000001 10718 10720 1217																																							
description	From the field for the description of the story																																							
edition	The edition																																							
id	Catalogue ID in the library system																																							
language	Use the standard MARC21 language code (3 letters), for example language:swe for Swedish																																							

Parameter	Comment																																																																																	
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mediaClass	Media type / publication type: <table border="0"> <tr> <td>artefact</td> <td>eAudio</td> <td>paperback</td> </tr> <tr> <td>article</td> <td>eBook</td> <td>periodical</td> </tr> <tr> <td>audioBook</td> <td>eBraille</td> <td>photograph</td> </tr> <tr> <td>bibliography</td> <td>eLearning</td> <td>picture</td> </tr> <tr> <td>blueray</td> <td>eMusic</td> <td>pictureBookWithBrailleText</td> </tr> <tr> <td>book</td> <td>ePaper</td> <td>printedMusic</td> </tr> <tr> <td>bookAndCassette</td> <td>ePeriodical</td> <td>ps2Game (=Playstation 2 game)</td> </tr> <tr> <td>bookAndVisualRecording</td> <td>eVideo</td> <td>ps3Game (=Playstation 3 game)</td> </tr> <tr> <td>braille</td> <td>easyRead</td> <td>ps4Game (=Playstation 4 game)</td> </tr> <tr> <td>brailleAndText</td> <td>electronicMaterial</td> <td>psGame (=Playstation game)</td> </tr> <tr> <td>brailleMusic</td> <td>excessBooks</td> <td>score</td> </tr> <tr> <td>cassette</td> <td>game (=non-electronic game)</td> <td>serial</td> </tr> <tr> <td>cassetteTalkingBook</td> <td>gameboyGame</td> <td>sheetMusic</td> </tr> <tr> <td>cd</td> <td>giantPrint</td> <td>soundRecording</td> </tr> <tr> <td>cdAndBook</td> <td>hardback</td> <td>sportEquipment</td> </tr> <tr> <td>cdBook</td> <td>hybridBook</td> <td>tactileBook</td> </tr> <tr> <td>cdRom</td> <td>internet</td> <td>talkingBook</td> </tr> <tr> <td>computerGame</td> <td>largePrint</td> <td>talkingBookMp3</td> </tr> <tr> <td>daisy</td> <td>map</td> <td>text</td> </tr> <tr> <td>data</td> <td>microFilm</td> <td>topicBox</td> </tr> <tr> <td>digitalAudioFile</td> <td>microForm</td> <td>toy</td> </tr> <tr> <td>dissertation</td> <td>mixedMedia</td> <td>video (=film that is not VHS, DVD or blueray)</td> </tr> <tr> <td>document</td> <td>moonAlphabet</td> <td>videoGame</td> </tr> <tr> <td>dvd</td> <td>music</td> <td>videoTape (=VHS film)</td> </tr> <tr> <td>dvdRom</td> <td>newspaper</td> <td>vinyl</td> </tr> <tr> <td>dvdVideo</td> <td>otherMaterial</td> <td>wiiGame (=Nintendo wii game)</td> </tr> <tr> <td></td> <td></td> <td>xboxGame</td> </tr> </table>	artefact	eAudio	paperback	article	eBook	periodical	audioBook	eBraille	photograph	bibliography	eLearning	picture	blueray	eMusic	pictureBookWithBrailleText	book	ePaper	printedMusic	bookAndCassette	ePeriodical	ps2Game (=Playstation 2 game)	bookAndVisualRecording	eVideo	ps3Game (=Playstation 3 game)	braille	easyRead	ps4Game (=Playstation 4 game)	brailleAndText	electronicMaterial	psGame (=Playstation game)	brailleMusic	excessBooks	score	cassette	game (=non-electronic game)	serial	cassetteTalkingBook	gameboyGame	sheetMusic	cd	giantPrint	soundRecording	cdAndBook	hardback	sportEquipment	cdBook	hybridBook	tactileBook	cdRom	internet	talkingBook	computerGame	largePrint	talkingBookMp3	daisy	map	text	data	microFilm	topicBox	digitalAudioFile	microForm	toy	dissertation	mixedMedia	video (=film that is not VHS, DVD or blueray)	document	moonAlphabet	videoGame	dvd	music	videoTape (=VHS film)	dvdRom	newspaper	vinyl	dvdVideo	otherMaterial	wiiGame (=Nintendo wii game)			xboxGame
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other	Item supplier																																																																																	
publicationYear	Can also be used for range, for example, publicationYear: [2010 TO 2013]																																																																																	
publisher	The name of the publisher																																																																																	
recordControlNumber	Title number																																																																																	
resourceType	Search either physical or electronical																																																																																	
shelfMark	Shelf marks are case-sensitive. Shelf marks usually begins with a capital letter but there are exceptions such as uHc.																																																																																	
subject	Keywords in the catalogue records																																																																																	
tag	Keywords/tags																																																																																	
targetAudience	Adult or children. Search either a (adult) or j (juvenile)																																																																																	
title	The title																																																																																	
titleMain	Main title																																																																																	

Parameter	Comment
titleOriginal	Original title - only applies to translated items
titleSeries	Title of series

## Search parameters for Arena articles

You can search using parameters when it comes to Arena articles.

### Examples

*status:Ready* shows all approved articles

*status:Draft* shows all article drafts

*status:Pending* shows all articles that are not yet approved

*subject:nature* shows all articles with the subject "nature" (same subjects as in the library system)

*content\_type:"News on the start page"* shows all articles of the type "News on the start page" (fetched from metadata set in the articles).

## Fuzzy search and the similarity factor

If the search phrase does not get an exact match, you can configure the system to run a fuzzy search (you set which fields to include in a fuzzy search) and then also define the similarity factor between 0 and 1. The closer to 1, the closer to the exact search phrase will the results be.

The portlets listed below are the portlets where to set fuzzy search. The reason for why you need to set fuzzy search and similarity factor in all the portlets is that, when there is a search in the Search portlet, each one of the portlets recognizes this and uses the same search string to run its own search. Thus, it is important that the fuzzy search and similarity factor settings are the same in the articles portlets (the five first) and catalogue portlets (five last) respectively.

- Articles: article details
- Articles: facets
- Articles: query search
- Articles: search results list
- Articles: show article
- Catalogue record
- Facets
- Results list
- Search results
- Tags: tag cloud

## Grouping search results

When records with same title and same author are found in multiple formats (media types), they can be grouped automatically. For example, if a title is available in book format and ebook format, the results can be grouped, showing one of the formats with an **Extend** button beneath.

The search results can also be grouped parent-child. For example, the CD title is a parent and all tracks on the CD are children.

1. To group the search results: The configuration setting **Page option: Show enhanced data** is used. In that dropdown, select the option **Grouped results: Grouping matching data**.
2. To decide what to group in a search result: The configuration setting **Grouped results: group field** is used (for setting definitions, see above).
3. When you want to group parent-child records, you set how you want to group them using the configuration setting **Show linked records** (for setting definitions, see above).

## Sorting within a group

The following settings are used for the appearance within the groups:

- Grouped results: sort field
- Grouped results: sort order within list
- Grouped results: Max number of titles grouped

## Creating a filtered search page

You can create a specific filtered search environment in Arena. This is a walkthrough to help you set up a search environment specifically for children. You can create your own search environment for different specifications.

1. Sign in to Liferay and click **Admin/Pages**.
2. Go to the page Children.
3. Create a child page for your search results and give it a clear name such as *Search results - Children*.
4. Copy the existing search results page Search.
5. Hide the page by ticking **Hide**.
6. Click **Save**.
7. Create a child page from *Search results - Children*.
8. Give the page a clear name such as *Catalog record - Children*.
9. Hide the page by ticking **Hide**.
10. Click **Save**.
11. Go to the page Children.
12. Configure the search portlet by adding the filter *targetAudience:j* in **Search filters for catalogue records**.
13. Insert the URL to *Search results - Children* in the field **URL to search results page for catalogue records**.
14. Run a test search to make sure filter works properly.
15. Configure search portlet in the *Search results - Children* page and set *targetAudience:j* in the field **Search filters for catalogue records**.
16. Add *Search results - Children* in the field **Search path to search results for catalogue records** in the search portlet.
17. Configure the search results by adding the URL to *Catalogue Record - Children* in the field **URL to catalogue record post**.
18. Do a new test search.
19. Configure the catalogue record page by adding the filter *targetAudience:j* in the field **Search filters for catalogue records**.
20. Add *Search results - Children* in the field **Search path to search results for catalogue records**.
21. Test the results.
22. Click **Save**.

### Notes:

It is important to show that this is a separate search environment. Make sure there is clear text and graphics indicating this page only searches for children's books in the catalogue.

In case you want to change the text in the search portlet for this specific page, sign in to Liferay, right-click on the search portlet and select **Preferences**. Then you add your preferred text in the rightmost column, under **Text to display at top of portlet** for the current language.

## Simultaneous search in catalogue and articles

You can search simultaneously in the catalogue and in articles in Arena. That means you can create a dynamic list of related articles next to your search results or, vice versa, you can create a dynamic list of associated titles while presenting article search results.

**Note:**

You must have article subject words that match catalogue post subject words in order for this to work.

1. Select the portlet Articles: query search and add it to the /search page.
2. In the **Query** field, paste this text: `[#if externalQuery??]${externalQuery}[/#if]`
3. Select **Search** in the search query conditions. Adjust the other settings as needed.
4. Select Articles: query search and add it to the page /results.
5. In the **Query** field, paste this text: `[#if subjects?? && (subjects?size > 0)]([#list subjects as subject]subject:"${subject}"[#if subject_index < (subjects?size - 1)] OR [/#if][/#list])[/#if]`
6. Select **Catalogue post** in the search query conditions. Adjust the other settings as needed.
7. Select the portlet Results list and add it to the page /articles.
8. In the **Search request** field, paste this text: `[#if externalQuery??]${externalQuery}[/#if]`
9. Select **Search** in the search query conditions. Adjust the other settings as needed.
10. Select the portlet Results list and add to the page /detail.
11. In the **Search request** field, paste this text: `"${subject}"[#if subject_index < (articleSubjects?size - 1)] OR [/#if][/#list])[/#if]`
12. Select **Article** in the field search query conditions. Adjust the other settings as needed.

See also: [Articles: query search](#) and [Results list](#)

## The Search results portlet above the Catalogue record portlet

You can add the Search results portlet above the Catalogue record portlet, to offer the possibility of navigating among the search result from the catalogue record detail page.

In the configuration settings, clear all show settings but the **Show control components: Header navigation**; that is the only component needed.

Use exactly the same configuration and grouping settings when it comes to sorting as you do in the Search results portlet where you first show the results from a search (the one where you have clicked to go to the catalogue record detail).

**Notes:**

Do not activate **Redirect to detail page when search returns single item**.

## Clicking "Save link" or copying the URL?

The difference between clicking Save link above the title on a catalogue record details page and copying the URL in the browser address bar, is noticed when having selected one record from the results list and then browsing through the list using the navigation bar at the top of a catalogue record details page.

For example, you copy record number two and then continue to step through the records using the navigation bar. When you get to record number seven you decide that you want to paste what you had copied (record number two), this is what happens in the different cases:

### With the URL saved clicking Save link

The saved record (two) is displayed. The navigation bar position is not moved but stays at position number seven (in this example) and continued browsing starts from number seven.

### With the URL copied from the browser address bar

The saved record (two) is displayed. The navigation bar position is moved to number two and continued browsing starts from number two.

## Creating search IDs in Arena for Quria

This is a way for Quria users to create special search IDs for use in Arena.

1. Sign in to Liferay.
2. Search for a title or author.
3. The ID is be visible above the title. It should look like this: spl://metadata/e6577300-18cd-4938-95dc-8690d6b50505/Manifestation/e4f83930-c445-4d4f-96f5-a4005b1ea289
4. Copy the ID and use it as a new search item ID.

Now you can use this new search ID in Arena where you need a specific record ID. This can be useful in creating dynamic lists.