Modify staff Login options

Learn how to modify staff login options in Relais ILL.

1. Login to Administer Settings.
2. Select the **Applications Settings** tab.
3. Open the Processing section.
4. Open the Login section.
5. Select the **instance** of the Login application to be modified.
6. Click **Extended Settings**.
7. Select **Functions Left** to modify the left column of the Login or **Functions Right** to modify the right columns.
8. Select the **applications**, from the bottom pane, to remove from the list.
9. Click **Delete**.
10. Select the **applications** from the Applications drop-down to add to the Login, e.g., Review Queue.
11. If appropriate select a corresponding Identifier, e.g., Web Form Entry.
12. Modify the **Description**, if necessary.
13. Click **Add**.
14. Use the **Up/Down arrows** to order the applications in the way they display when using the Login instance.
15. Click **Update**.
16. Click **OK** when complete.
17. Click **Reset** to revert to the original data.
18. Click **Cancel** to exit without saving changes.

Note:

- To organize functions on the Login, add the Separator.
- Close and reopen Login for the changes to take effect.