EPrints Training: Repository Configuration Exercises

Exercise 1 : Branding with Confidence

Modifying the default "look and feel" of your EPrints repository is usually the first priority after installing the software. Some institutions simply add their logo and colour scheme, whereas others make far more radical changes.

In this exercise, you will modify the look of the repository.

1.1 Adding your logo

The simplest way to brand the repository is to swap the default EPrints logo for your own. This technique is useful, for example, to quickly brand a demonstration or pilot repository so that your target audience can identify with it.

The simplest way to do this is with the static page editor. First log in using an administrator account and then click on 'Home' to view the home static page. A context-sensitive menu tool named '**Edit page**' will appear in the toolbar. Click on it, and you will see the edit screen for the front page of the repository.

Click on the '**Browse...**' button next to the 'sitelogo.gif' image to replace it with one of your choosing from your hard disk.

Once uploaded, you may need to refresh the page in your browser to see the change in logo.

Edit XPage config file: lang/en/static/index.xpage

View other configuration files.

View Documentation.

Edit using external Editor

Here you can download the entire page to edit offline using editors such as frontpage and re-upload it back into EPrints. Image manipulation is not supported.

Download as HTML (encapsulated)

Upload HTML (encapsulated) [   ] Browse... Upload

Edit XPage code

Change/Upload Images

sitelogo.gif
Change: [   ] Browse... Upload

message.png
Change: [   ] Browse... Upload

feed-icon-14x14.png
Change: [   ] Browse... Upload

eprintslogo.gif
Change: [   ] Browse... Upload

1.2   Use an Online Image

Alternatively, you can edit the configuration file directly to change the site logo.

Open the branding configuration file (use the '**View Configuration**' tool in the 'C*onfig. Tools*' tab of the '*Admin*' screen):

```
cfg.d/branding.pl
```

Find the site_logo configuration setting:

```
$c->{site_logo} = "/images/sitelogo.gif";
```

Change to a logo of your choice. For example:

```
$c->{site_logo} = "http://www.eprints.org/pics/ep-logo.jpg";
```

Save your changes to the branding configuration file.

1.3   Reload the configuration

EPrints can often automatically detect changes to its configuration, but sometimes you need to specifically tell it to reload the configuration by clicking on the '*Reload Configuration*' button in the '*System* Tools' tab on the admin page.

1.4   Check it worked

- Reload the home page of the repository in your browser.
- Check your new logo is displayed.

1.5   Changing the stylesheet

EPrints has several default stylesheet files, each of which contains style rules for a specific aspect of the repository. These stylesheets are applied to every repository page, in alphabetical order.

Have a quick look at the default stylesheet in:

```
http://<repository_url>/style/auto/
```

Find the rule that tells EPrints how to display level 1 headings (h1):

```
h1 {
        margin: 0px 0px 10px 0px;
        font: bold 130% Arial,Sans-serif;
        text-align: center;
        color: #606060;
}
```

1.6 Override default styles

You are going to change how these headings are displayed in the repository pages. Using the '**View Configuration**' tool, open:

```
static/style/auto/zzz_local.css
```

This file will be empty - add the following lines, choosing a colour that suits your institution's colour scheme (valid colours include Blue, Red, Tan and Lavender):

```
h1 {
        color: Crimson;
}
```

Save your changes.

1.7 Check it worked

- Reload the home page of the repository in your browser
- Check your new colour scheme is displayed (note that the level 1 heading appears below the menu bar)

1.8 Change the Web Site template

Every page in the repository is displayed using a single template. A custom layout (e.g. headers, footers and menus that match your existing institutional Web pages) can be applied to the repository pages by editing this template directly.

Open the template file for the repository:

```
lang/en/templates/default.xml
```

Find the line:

```
<div class="ep_tm_header ep_noprint">
```

After that line, add some links to some key pages on your institutional Website immediately after this line. Here's an example for Southampton:

```
<div style="background-color: Crimson">
<strong>University Links:</strong>
<a href="http://www.soton.ac.uk/">Home Page</a> |
<a href="http://www.soton.ac.uk/library/">Library Home Page</a> |
<a href="http://www.soton.ac.uk/sitemap.html">Site Map</a>
</div>
```

Save your changes to the template file.

1.9   Check it worked

- Reload the home page of the repository in your browser
- Check your links are displayed

1.10 Notes

- Note the special EPrints directives in the template file - for example, `<epc:pin ref="page">` and `{$config{frontpage}}` - learn more about these, and other branding techniques, on the EPrints Wiki: `http://wiki.eprints.org/w/Branding_with_confidence`
- `epadmin reload` is a quick way of reloading the EPrints configuration when you've made changes, and is useful when tweaking configuration files. However, for performance reasons we recommend that you **always restart the Web server** after tweaking a live archive.

Exercise 2 : Modifying Phrases

Almost all text shown in EPrints comes from a set of phrases. Exceptions are text on static pages, in the templates and the contents of metadata fields. EPrints has a powerful editor to modify all of the phrases used in the repository.

2.1   Open the Tool

Click on the '**Phrase Editor**' button on the admin screen. The tool will display a long list of all phrases. Your browser's quicksearch will be invaluable for navigating this list. Hold down <control> and press '**f**', then type in the content of the phrase.

Note that each phrase has an id, shown on the left, and the text of the phrase, shown on the right. Phrases can even contain other phrases. Quicksearch for '**epc:phrase**' to see an example.

2.2   Change the Name of the Archive

Training Repository is a poor name for an institutional repository, so the first thing we have to do is change it to something far more auspicious.

- Find the phrase containing the name of the repository (hint: quicksearch for 'Training Repository').

- Click on the text of the phrase. It will turn into a text entry box.

- Enter a name of your choice.

- Click on save.

- Verify the name has changed at the top of the page. If it hasn't, click on the browsers reload button.

2.3   Change the name of the 'divisions' metadata field

The divisions metadata field contains the subject tree that represents an institution's departmental structure. This may be better named to departments, research groups, faculties, or something else appropriate to your corporate structure.

- Find and change the phrase.

- Deposit a new publication and check that the field's name has changed.

2.4 Notes

- A new version of the tool has been added to EPrints 3.2, which allows you to '*Edit page phrases*'. It loads the tool, but only contains the phrases that are used in the plugin currently being viewed.

- Phrases are stored in the phrase xml files located in:

```
lang/en/phrases
```

- All phrases added with the phrase editor are stored in:

```
lang/en/phrases/zz_webcfg.xml
```

Exercise 3 : Configuring the Deposit Workflow

When depositing documents in EPrints, users work through a number of stages: choose deposit type, upload files, describe the deposit (metadata entry) and assign subject headings. The deposit workflow can be tailored to an institution or even specific groups of individuals within an institution (units, schools, departments, research groups).

In this exercise you will learn how the deposit workflow is defined in EPrints, and modify the workflow for the repository.

3.1   Change the workflow order

Open the deposit workflow configuration file using the '**View Configuration**' tool:

```
/workflows/eprint/default.xml
```

Find the lines:

```
<flow>
  <stage ref="type"/>
  <stage ref="files"/>
  <stage ref="core"/>
  <stage ref="subjects"/>
</flow>
```

This part of the workflow defines the stages of the workflow and the order they will appear in. Move the `files` stage to the end of the workflow and save your changes.

3.2   Check it worked

- Reload the home page of the repository in your browser
- Select *New Item* on the *Manage Deposits* page.
- Check that the *Upload* stage is the last stage in the workflow before the final *Deposit* stage

3.3   Add a new stage to the workflow

Open default.xml file as described above. In the file, add a new stage to the `<flow>` part of the workflow configuration file (you can decide whereabouts in the workflow it should appear):

```
<stage ref="divisions" />
```

Just after the `<flow>...</flow>` section, add the following lines:

```
<stage name="divisions">
  <component type="Field::Subject">
    <field ref="divisions" required="yes" />
  </component>
</stage>
```

Save the file and exit.

3.4   Add name for new stage

Now you need to add a name for the new stage - this is what EPrints will display in the deposit workflow. The simplest way to do that is to click on '*Edit page phrases*' while viewing the deposit workflow.

3.5   Check it worked

- Go back to the *Manage Deposits* screen
- Select *New Item*
- Check that the deposit workflow now contains your new *Divisions* stage
- Compare the way in which you assign divisions at the *Divisions* stage (*Subject Browser* input) with that in the *Details* stage (select from a list)

3.6   Add a workflow conditional

There are several `<epc:if>` elements in the workflow configuration file which are used to change the workflow depending on the type of the deposit. For example, find the lines:

```
<epc:if test="type = 'book'">
  <field ref="date"/>
  ...
</epc:if>
```

This section defines the metadata fields that are shown in the workflow for book deposits.

It is also possible to change the workflow depending on the user who is making the deposit. Go back to the `<flow>` section and within that section change the subject stage so that it is not shown if the depositor is a member of the Maths department:

```
<epc:if test="userid.as_item(){dept} != 'Maths'">
  <stage ref="subjects"/>
</epc:if>
```

3.7 Check it worked

- Go to the *Profile* screen
- Select *Modify Profile*
- In the *Department* field, enter **Maths** and save the change
- Go back to the *Manage Deposits* screen
- Select *New Item*
- Check that the *Subjects* stage is now hidden from the deposit workflow
- Reset the *Department* field in your user profile

3.8 Notes

- The user profile screen is also based on a workflow - investigate:

```
workflows/user/default.xml
```

- Learn more about the workflow format on the EPrints Wiki:

```
http://wiki.eprints.org/w/Workflow_Format
```

Exercise 4 : Controlled Vocabularies

EPrints comes configured with an exemplar faculties/schools divisions hierarchy and a subject hierarchy based on Library of Congress. The divisions hierarchy is usually replaced with one that better reflects the institution's organisational structure. Institutions also often modify the subject hierarchy (for example, by adding more detail to the areas that the institution specialises in) or even change it for a completely different classification scheme.

In this exercise you will learn how these hierarchies are structured in EPrints, and modify them in your repository.

4.1   Examine the hierarchies

Click on the '**Edit Subjects**' button in the '*Config.* Tools' tab of the admin screen, then click on the 'University Structure' link.

Find the following on the screen:

Subject ID: divisions - Each item in the tree has a unique ID.

Subject Name: University Structure - The name of the entry in the language indicated.

Depositable: No - Indicates whether or not depositors can assign an entry to their deposit. The default subject tree prevents depositors assigning a top-level heading such as *Science* (Q) to their deposit: such headings are far too general to be useful to other users!

Location in Hierarchy - This shows how deep we are in the repository, and all the items that come directly above this one.

Children - This table shows which items appear below this one in the hierarchy You can even add more children by either entering an existing ID or a new ID.

Click on the 'Faculty of Engineering, Science and Mathematics', and note that the children now have delete buttons next to them. Because they have no children, they can be removed.

4.2   Empty the divisions hierarchy

Delete all the children of the Faculty of Engineering, then click on the 'University Structure' link in the 'Location(s) in Hierarchy' box. You should now be able to delete the Faculty of Engineering. Repeat for the other two Faculties.

4.3   Create your own divisions hierarchy

Now that you have gotten rid of the 'placeholder' hierarchy, you can add one representing the structure of your institution. Be sure to choose unique IDs for each node in your hierarchy.

4.4 Check it worked

- Reload the home page of the repository in your browser
- Select *New Item* from the *Manage Deposits* screen
- At the *Details* or the *Divisions* stage, check that your new divisions hierarchy appears correctly

4.5 Notes

- Although you can also edit the hierarchies through the Web interface, we recommend setting up your initial hierarchies by editing the subjects file and running *import_subjects* and making ongoing changes via the web interface. For more information, see http://wiki.eprints.org/w/EPrints_3_Organisation_Hierarchy

Exercise 5 : Managing Authority Lists

EPrints can help ensure the quality of the metadata in your repository by enabling depositors to enter metadata against an authority list. EPrints can use existing records in the repository as the "authority", or you can provide an authority list in a file.

In this exercise you will learn how to create an alternative authority list for journal title autocompletion.

5.1   Create a simple authority file

While you can edit configuration files through the web interface, there is not yet a way to create new files. For the purposes of this exercise, we've created a file for you

Then open the file with the '**View Configuration**' tool on the Admin page.

```
autocomplete/journals.autocomplete
```

This file will be blank when you open it. Add a few journal titles to this file, one per line. The Directory of Open Access Journals (`http://www.doaj.org/`) should help you find some journals in subject areas relevant to your institution.

Your journal list should look something like this:

```
Amphibian and Reptile Conservation
Animal Biodiversity and Conservation
Avian Conservation and Ecology
Advances in Deforestation
```

Save your file.

5.2   Add authority list to workflow

The next step is to tell EPrints that you want to use your authority list to autocomplete the journal title field.

Open the deposit workflow configuration:

```
workflows/eprint/default.xml
```

Find the journal title field (called `publication` in EPrints) in the workflow:

```
<field ref="publication" required="yes"
input_lookup_url="{$config{perl_url}}/users/lookup/journal_by_name" />
```

By default, the `input_lookup_url` parameter tells EPrints to use the built-in `journal_by_name` script to autocomplete the journal title field. EPrints also comes with another built in script for processing

authority list files (`simple_file`). Modify the workflow to use this script instead, and let it know which file contains the authority list:

```
<field ref="publication" required="yes"
input_lookup_url="{$config{perl_url}}/users/lookup/simple_file"
input_lookup_params="file=journals.autocomplete" />
```

5.3 Check it worked

- Reload the home page of the repository in your browser
- Select *New Item* from the *Manage Deposits* screen
- Choose the *Article* deposit type
- At the *Details* stage, enter the first few characters of one of your journal titles into the *Journal or Publication Title* field
- Check that the autocomplete popup appears, and that the field is autocompleted when you choose a suggestion from the list

5.4 Notes

- Autocomplete can fill in multiple fields, but due to limitation in the text entry box in your browser, it's difficult to do through the web interface. To learn more about authority lists, including how to install an authority list based on the SHERPA ROMEO publisher self-archiving policy data, see the EPrints Wiki:

```
http://wiki.eprints.org/w/Autocompletion_and_Authority_Files_(Romeo_Autocomplete)
```

Exercise 6 : Managing Deposit Types

Default deposit types in EPrints are: *Article, Book, Book Section, Conference Item, Monograph, Patent. Thesis, Artefact, Exhibition, Composition, Performance, Image, Video, Audio, Dataset, Experiment, Teaching Resource and Other*. Some institutions choose to extend the default list to cover other types of output that they wish to store in the repository. Where some types in the list do not apply, some institutions also reduce the number of accepted deposits types.

In this exercise you will learn how to manage the list of accepted deposit types for the repository.

6.1   Add new deposit type

Open the deposit types configuration file:

```
namedsets/eprint
```

This file contains a list of the accepted deposit types. Hide one or more options from the list by inserting a # at the beginning of the line. For example, to hide the *Teaching Resource* and *Experiment* deposit types:

```
#experiment
#teaching_resource
other
```

Now add a new *Map* type to the list, and save the changes:

```
#experiment
#teaching_resource
other
map
```

6.2   Add name and description for new deposit type

Open the deposit type phrases file:

```
lang/en/phrases/local.xml
```

Add a name and description for the map type - this is what EPrints will display in the deposit workflow:

```
<epp:phrase id="eprint_typename_map">Map</epp:phrase>
<epp:phrase id="eprint_optdetails_type_map">A map or chart.</epp:phrase>
```

(In a multiple-language repository, you would need to add a name and description for each supported language).

Note that this is the third method we have seen to modify phrases. Feel free to use either of the previously discussed methods.

6.3   Check it worked

- Reload the home page of the repository in your browser
- Select *New Item* from the *Manage Deposits* screen
- Check that the deposit types you removed from the list are no longer available
- Check that the new *Map* type is available
- Note the deposit workflow for the *Map* type, and the fields that appear at the *Details* stage

6.4   Refine workflow for new type

The workflow for the new *Map* deposit type will already include the stages and fields not specific to a particular deposit type, including *title, abstract, creators, divisions,* and *publication status*.

Add some workflow directives specific to the new *Map* type.

Open the deposit workflow configuration file:

```
workflows/eprint/default.xml
```

Find the *Publication Details* section of the workflow:

```
<component type="Field::Multi">
  <title>Publication Details</title>
```

In this section, under the lines above, add some fields that apply to *Map* deposits to the workflow:

```
<epc:if test="type = 'map'">
  <field ref="place_of_pub" />
  <field ref="publisher" required="yes" />
  <field ref="date" />
  <field ref="date_type" />
  <field ref="id_number" />
  <field ref="official_url"/>
</epc:if>
```

6.5   Check it worked

- On the Manage Deposit screen, select the new map created above and click on the 'edit' icon.
- On the *Details* screen, check that the new fields are available in the *Publication Details* section
- Fill out the *Title, Creators, Date, Publisher* and *Place of Publication* fields

- Select *Save for Later*
- On the Item Control Page, select the *Summary* tab and note the citation

6.6   Refine citation style for new deposit type

Open the citation configuration file:

```
citations/eprint/default.xml
```

The citation style configuration uses a similar conditional syntax to the workflow and allows you to very tightly control the appearance of citations produced by the repository.

By working through the file you can follow how the default citation style is constructed:

- authors (or editors, or patent applicant) shown first (first `choose` section)
- *followed by* the year (the `res=year` option tells EPrints to only insert the year part of the date)
- *followed by* the title (the `<cite:linkhere>` instruction tells EPrints where to insert a link to the cited item)
- *followed by* the fields relevant to the deposit type, for example for *Article*, the *Journal Title, Volume, Number, Page range* and *ISSN*
- *followed by* the publication status if the item is not published

Find the lines:

```
<otherwise>
  [<print expr="type"/>]
</otherwise>
```

Above these lines, add some additional instructions specific to the *Map* type that will display the *Publisher* and *Place of Publication* in the citation:

```
<when test="type = 'map'">
  <print expr="publisher"/><if test="place_of_pub">,
  <print expr="place_of_pub"/></if>.
</when>
```

6.7   Check it worked

- On the Manage Deposit screen, select the new map 'view item' icon.
- Summary tab
- Check that the Publisher and Place of Publication are shown in the citation

6.8   Notes

- Additional formats, for example those specific to electronic map making, may simply be

added to:

```
namedsets/document
```

- You should also add any new document formats to the `guess_doc_type` setting in:

```
cfg.d/document_upload.pl
```

- Some institutions have restricted the scope of their repository to a single deposit type, for examples to create theses-only repositories:

```
http://www.eprints.org/software/examples/#theses
```

Exercise 7 : Managing Metadata

EPrints comes configured with a default set of metadata fields (title, creators, date, publications, keywords, abstract...). Institutions often add extra metadata fields to suit the individual requirements of their repository.

In this exercise you will learn how to add a new metadata field to the repository.

7.1   Add a new metadata field

Click on the '**Manage Metadata Fields**' button in the '*Config. Tools*' tab of the admin screen, then click on 'View Dataset Fields' in the **Eprints** row. This will show you all metadata fields that a publication can have.

We are going to add a piece of metadata to store the scale of a map, the new deposit type we created in a previous exercise.

Under 'Create a new field', enter a unique ID for this field. It should be something meaningful. Perhaps 'scale' is a good choice. Enter the identifier in the 'Field Name' text entry box and click '**Add**'. This will bring up a workflow similar to the one you will see when uploading a publication.

Select 'No' in 'Multiple Values' (a map only has one scale), and 'text' in 'Type', then click '**Nex**t'.

At the Properties stage, there are a number of options, all of which can be left at 'UNSPECIFIED', which mean they take the default value. Simply click '**Next**'.

At the Phrases stage, enter a human readable name and helptext, then click '**Next**', then click '**Add Field Now**'.

7.2   Check that it worked.

Deposit a new item and notice that a new stage has been added to the workflow (Misc.) which contains the new field.

7.3   Restrict the new field to the map type

The Misc. stage of the workflow is a default place to show new metadata fields, but ideally we'd like scale to only appear in the map workflow.

Open the deposit workflow configuration file:

```
/workflows/eprint/default.xml
```

Scroll to the bottom of the file and find and remove the following:

```
<stage name="local">
  <component><field ref="scale"/></component>
</stage>
```

You will also need to remove the reference to it at the top of the file. Find this:

```
<flow>
        <stage ref="type"/>
        <stage ref="files"/>
        <stage ref="core"/>
        <stage ref="subjects"/>
        <stage ref="local"/>
</flow>
```

Remove the local stage tag.

Next, find the section you added for the *Map* deposit type in exercise 6:

```
<epc:if test='type = "map"'>
  <field ref="place_of_pub"/>
  <field ref="publisher" required="yes" />
  ....
```

Make the new *Scale* field required for *Map* deposits by adding the field to this section:

```
<field ref="scale" required="yes" />
```

(If you skipped exercise 6, add your new field to some other part of the workflow)

7.4 Check it worked

- Select *New Item* from the *Manage Deposits* screen
- Choose the *Map* deposit type
- Check that the new *Scale* field is displayed as a mandatory field, with the description you provided (click the **?** icon next to the field to expand the description)
- Without filling in the scale field, go to the *Deposit* stage of the workflow
- Check that a warning is shown about the *Scale* field

7.5　Notes

● The `cfg.d/eprint_fields.pl` defines the metadata fields support by the repository. Note that each field definition has a name (`creators, title, divisions...`) and type (`text, date, set...`). `compound` fields are made up of sub-fields (for example, `creators` has a `name` and `id` parts). Fields can have multiple values (`multiple=>1`) and the `subject` type fields have a `top` property which tells EPrints which controlled vocabulary to apply to that field. Learn more about defining metadata fields on the EPrints Wiki:

```
http://wiki.eprints.org/w/Metadata
```

Exercise 8 : How to Make New Views

The browse views are a key user navigation feature of EPrints. In this exercise you will add a new view to the repository.

8.1 Add a new "browse by" view

The default EPrints configuration allows users to browse a repository by year, division or by subject. Imagine we wanted to browse by the journals in which our items have been published.

Open the views file:

```
cfg.d/views.pl
```

Find the lines:

```
$c->{browse_views} = [
{
    id => "year",
    menus => [
    {
        fields => [ "date;res=year" ],
        reverse_order => 1,
        allow_null => 1,
        new_column_at => [10,10],
    }
    ],
    order => "creators_name/title",
    variations => [
    "creators_name;first_letter",
    "type",
    "DEFAULT" ],
},
```

This is where a view is defined. The key part of the view definition is the **fields** property of the **menus** section. This names the metadata field (or fields) that EPrints will use to construct the view. For example, for the **year** view, EPrints groups the records in the repository according to their **date** (note that the **res=year** suffix tells EPrints to only consider the year part), and constructs a Web page for each date listing the records.

Add this to the list of views just before the closing square bracket to create a view based on the division metadata:

```
{
     id => "journal",
     menus => [
     {
          fields => ["publication"],
     },
     ],
     order => "-date/title",
     hideempty => 1,
     variations => [ 'DEFAULT' ],
},
```

We also need to add a phrase so EPrints can display a human-readable title, so open:

```
lang/en/phrases/views.xml
```

Add the following line:

```
<epp:phrase id="viewname_eprint_journal">Journal</epp:phrase>
```

Alternatively, you could use the phrase editor.

The new view has to be generated, so reload the configuration, then click on the '*Regenerate Views*' button in the '*System Tools*' tab of the *Admin* screen.

8.1 Check it worked

- Load the following url into your web browser:

```
http://training.eprints.org/view/
```

- Verify that the *Journal* view is present.

8.2 Notes

- It is also possible to construct a view using the *combined* values of two or more fields (e.g. group records by author **and** editor), or even using a sequence of two or more fields (e.g. group records by journal title **and then** by volume number). Learn more about defining browse views on the Wiki:

```
http://wiki.eprints.org/w/Adding_new_views
```

- You may wish to create a link to the Division view in the navigation bar to allow users to access it quickly.

Exercise 9 : Creating a Search Page

Search forms are an essential feature for locating documents inside a large repository. It may be a good idea to modify the existing searches (or create new ones) to better suit the repository.

9.1   Add a new search form

The default EPrints configuration has two search forms: `simple` and `advanced`. You are now going to add one that searches on a name and/or a division.

Open the search configuration file:

```
cfg.d/eprint_search_simple.pl
```

Find the lines:

```
$c->{search}->{simple} =
{
     ...
};
```

Under the simple search configuration code, enter the following:

```
$c->{search}->{division} =
{


};
```

Now, between the curly brackets, add the following:

Search Fields:

```
search_fields => [
     { meta_fields => ["creators_name"] },
     { meta_fields => ["divisions"] }
],
```

This creates a search form with exactly two fields, one which searches the author's name, and one which searches the abstract.

Under that code add the following:

```
preamble_phrase => "cgi/search:preamble",
title_phrase => "cgi/search:division_search",
citation => "result",
order_methods => {
       "byyear"          => "-date/creators_name/title",
       "byyearoldest"    => "date/creators_name/title",
       "byname"          => "creators_name/-date/title",
       "bytitle"         => "title/creators_name/-date"
},
default_order => "byyear",
page_size => 100,
```

These options define how the search presents itself, and how the results are shown.

9.2   Create a Phrase File

In the search options, we defined the `title_phrase` as `cgi/search:division_search`, which is currently not defined. Use the phrase editor to add this phrase.

9.3   Reload the configuration

Click on the '*Reload Configuration*' button in the '*System* Tools' tab on the admin page.

9.4   Check it worked

The URL of the new search is:

```
http://training.eprints.org/perl/search/division
```

Enter this into your web browser and verify that the search looks good. You need to link the search into your repository, possibly on the navigation bar or the front page. Have a look at the way advanced search is linked to in

```
lang/en/static/index.xpage
```

for ideas on how to do that.