

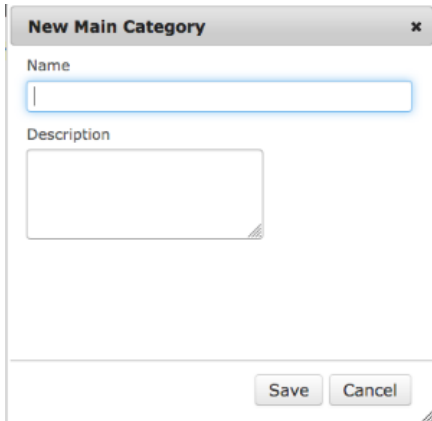
Categories

In LUNA v7.5, we introduced a new feature that allows LUNA administrators to categorize collections in the LUNA Viewer. The Categories tab in the **LUNA Administrator** allows you to manually create categories and sub categories for the list of collections in the **LUNA Viewer**.

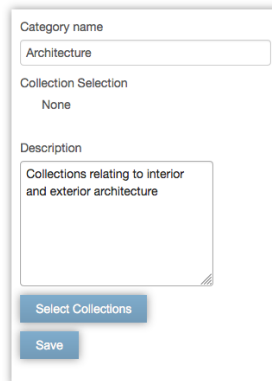
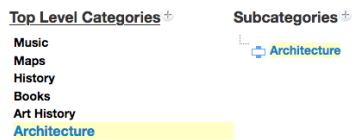
Top Level Categories

Categories are hierarchical and you can create top level categories and subcategories. To create a top level category click the “+” icon.

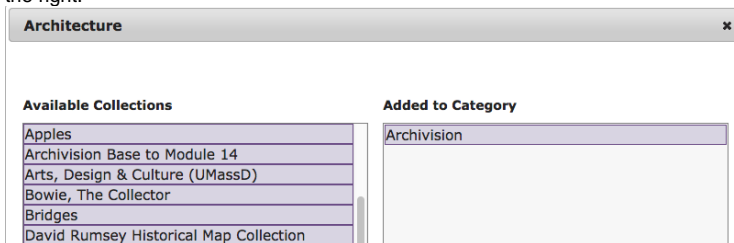
Top Level Categories +



Give the category a name, description (optional) and then click Save.



Once the category has been created you will see it highlighted in the list and displayed below the Subcategories heading with the properties panel open, to the right.



Begin adding collections to your top level category by clicking the Select Collections button. This will expose a new window where you can drag and drop collections into the Added to Category Box. Click the Save button when finished.

Subcategories

To add a Subcategory, select the top level category you want to add a subcategory to so that it is displayed below the Subcategories heading and click the “+” icon.

Subcategories ⁺

The screenshot shows the 'Subcategories' management interface. On the left, under 'Top Level Categories', there is a list: Music, Maps, History, Books, Art History, and Architecture (highlighted in yellow). To the right, under 'Subcategories', there is a tree view with 'Architecture' expanded to show 'Exterior Architecture' and 'Interior Architecture'. On the far right, a form for editing a subcategory is open. The 'Category name' field contains 'Interior Architecture'. The 'Collection Selection' field is empty. The 'Description' field is a large text area. A 'Save' button is at the bottom.

Give the sub-category a name, description (optional) and then click Save. You can add additional subcategories to a top level category following the same steps.

This screenshot is similar to the previous one, but the 'Collection Selection' field now contains the text 'None'. A 'Select Collections' button has appeared below the 'Description' field, and the 'Save' button remains at the bottom.

Once the subcategory has been created you will see it highlighted in the list and displayed with the properties panel open, to the right.

The screenshot shows a window titled 'Interior Architecture' with a close button (x). Inside, there are two columns: 'Available Collections' and 'Added to Category'. The 'Available Collections' list includes: Apples, Archivision, Archivision Base to Module 14, and David Rumsey Historical Map Collection. The 'Added to Category' list contains: Bowie, The Collector.

Begin adding collections to your subcategory by clicking the Select Collections button. This will expose a new window where you can drag and drop collections into the Added to Category Box. Click the Save button when finished.

Once you have added or edited Categories or Subcategories you must perform a Soft Reset in the LUNA Administrator to see the changes in the LUNA Viewer.

The screenshot shows a navigation menu with the following items: Application Configuration, Media Groups, and more (with a dropdown arrow). A vertical line is positioned to the left of the menu items. Below the 'more' button, a list of options is displayed: Presentations, IP Ranges, Extended Collection Properties, Extended Shared Collection Properties, and Soft Reset.