
How to add or edit keyword search index definitions

- **Product:** Voyager
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Question

How to create new keyword search index definition and have it appear in the Cataloging Client and/or the OPAC, or edit an existing keyword search index definition?

Answer

In System Administration > Search > Indexes - Keyword Definitions

1. Click New to create new definition.
2. Fill in required information (you must complete *all four* of the following tabs in order to Save your new definition):
 - a. *Index tab*: provide unique 4-character alphanumeric search code, search name^{1,2}
 - b. *Definitions tab*: Type in 3-digit tag plus 1-character subfield code for each field/subfield to be indexed
 - c. *Sort Order tab*: Choose primary, secondary & tertiary sort for non-relevance searches on this index
 - d. *Search Results tab*: Choose fields from BIB_TEXT to display in search results list.
 - e. Check OPAC Suppress and Staff Suppress checkboxes as desired.
3. Click Save.

To edit an existing keyword index:

1. Highlight an index and click Edit to update existing keyword definition.
2. Definitions tab: add or remove field/subfields to be indexed by this search index.
3. Click Save.

¹Note that the following limit codes (found in the webvoyage.properties file) *should not be used* when creating keyword definitions as there are reports of problems when subsequently applying search limits in the OPAC and cataloging module:

LANG Language
MEDI Medium (or Format)
PLAC Place
STAT Status
TYPE Item Type
DATE Date
LOCA Location
CONT Content
MEDA Media
CARR Carrier

You can't create a keyword definition for the Voyager Bibliographic Record ID (BBID, BIB_ID). The BBID is the Voyager BIB record's 001 field. The BBID field does not have a subfield (which is required by SYSADMIN when creating a definition). If you add a definition using 001a (or any other 1-character subfield code), matching on BBID will no longer function in Voyager Bulk Import, and GDC data change jobs will no longer work.

Additional Information

See [System Administration User's Guide](#) for additional information.

You do not need to re-index your database when you add a new keyword search index definition. For example, you can add a search index for the Notes field (500a). You *will* need to close your Cataloging Client and reopen it to see the index in the "Builder" tab after you create and save your new index.

Similarly, you *will* need to totally close out your browser to test your new index in WebVoyage.

Follow same procedure for holdings keyword indexes in System Administration > Search > Indexes - Holdings Keyword Definitions

²Note that some 4 character codes are "reserved" and will produce an error when used in the "Code" box when creating a New Search Index. See: [Reserved Search Code](#) article.

Left-anchored and heading indexes cannot be created by customers. See: [Create a left-anchored or heading index?](#)

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