

## How to add and update proxy in MetaLib

- **Product:** MetaLib
- **Relevant for Installation Type:** Dedicated-Direct, Direct, Local, Total Care

1. Log to the Back Office
2. Under Ongoing menu, click Institutional Settings

### Ongoing Menu

The screenshot shows two side-by-side menu panels. The left panel is titled 'MetaLib KnowledgeBase' and lists various resource management tasks. The right panel is titled 'MetaLib Administration' and lists system management tasks. In the 'MetaLib Administration' panel, the 'Institutional Management' sub-menu is expanded, and 'Institutional Settings' is highlighted with a red rectangular box.

3. Click on PROXY

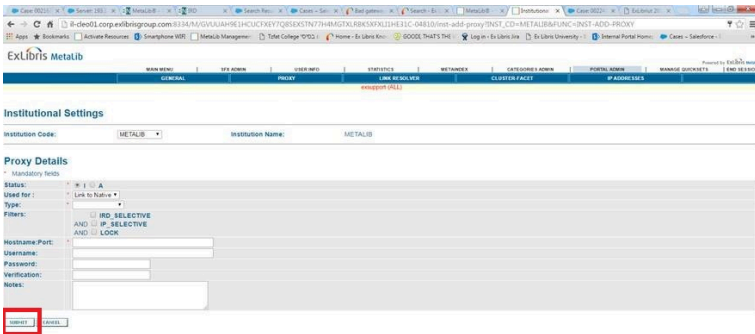
The screenshot shows the 'ExLibris MetaLib' interface. At the top, there is a navigation bar with several tabs: GENERAL, USER INFO, STATISTICS, METAINDEX, CATEGORIES ADMIN, PORTAL ADMIN, and MANAGE QUICKSETS. The 'PROXY' tab is highlighted with a red box. Below the navigation bar, the 'Institutional Settings' page is displayed, showing fields for 'Institution Code' and 'Institution Name', both set to 'METALIB'. A link 'Go to Portal Administration' is visible at the bottom.

4. Click on ADD PROXY

The screenshot shows the 'Proxy Management' section of the 'Institutional Settings' page. At the top, there is a yellow bar with the text 'no support (PL1)'. Below it, the 'Proxy Management' section is visible. A table with columns 'Action', 'Status', 'Used for', 'Type', 'Selective Filter', 'Jobname/Port', 'Username', and 'Notes' is shown. The 'ADD PROXY' button is highlighted with a red box. The table contains one row with the following data:

Action	Status	Used for	Type	Selective Filter	Jobname/Port	Username	Notes
EB	<input type="radio"/> A <input type="radio"/> I	Link to Native	EZPROXY	<input type="radio"/> NO-SELECTIVE <input type="radio"/> P-SELECTIVE <input type="radio"/> LOCK	http://10.1.2.232-2448/login?	miu1	

5. Fill in the relevant information
6. Click SUBMIT



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- Article last edited: 5-July-2016