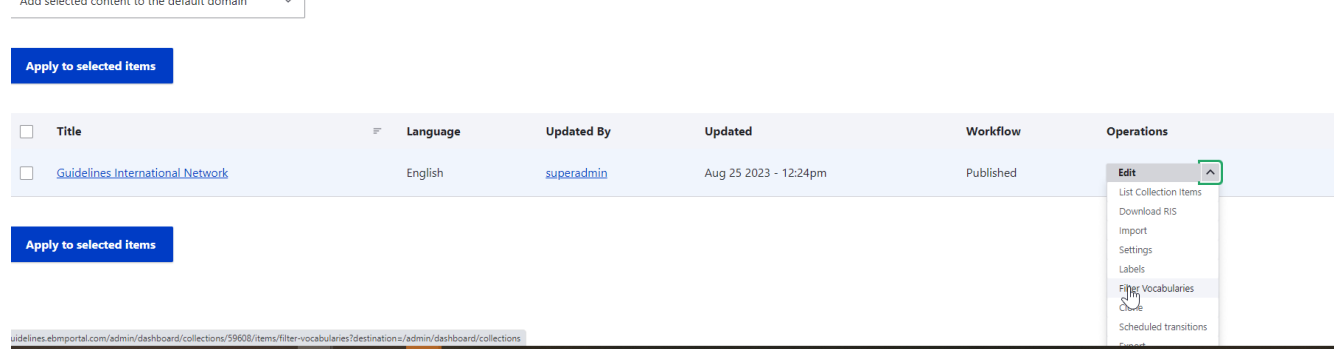# Adding a filter vocabulary field to the drop down menus

1. Log in to the Dashboard

2. Go to the Collections tile

3. Go to the Collection and click on the dropdown menu where edit is:

4. Add the term you wish to be included

5. Save

For full details on how to manage collection items in the library, please follow this link: **Collections – Stacks for Libraries (stacks4libraries.com)**