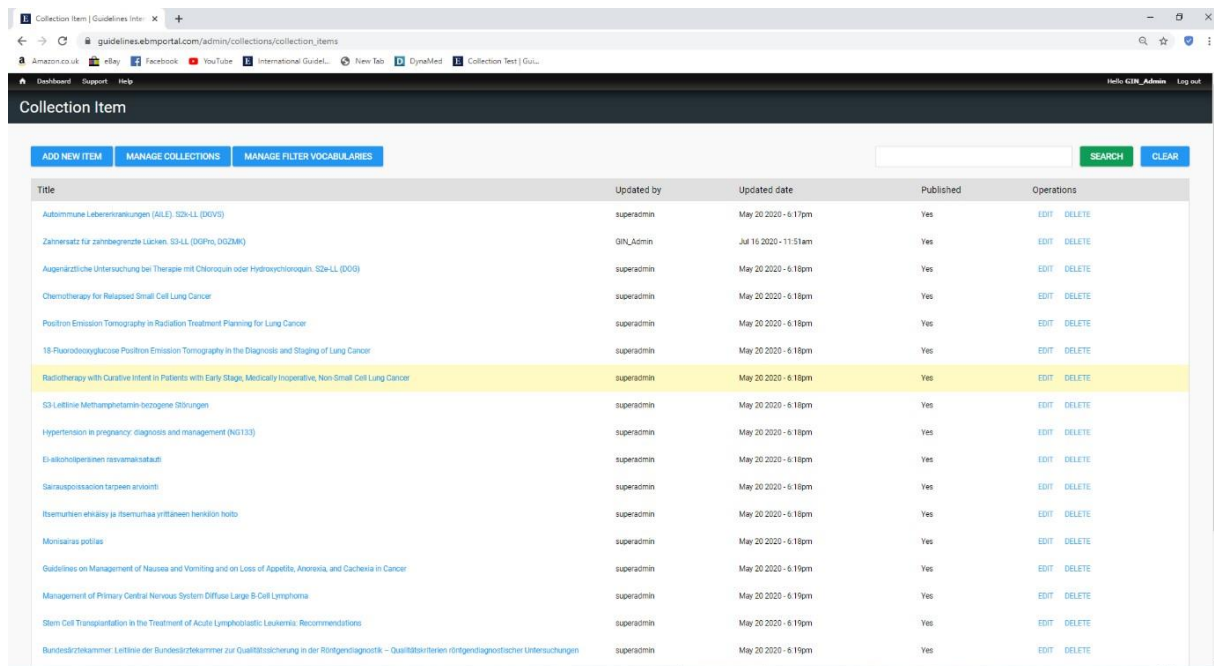


## Adding single items in the library

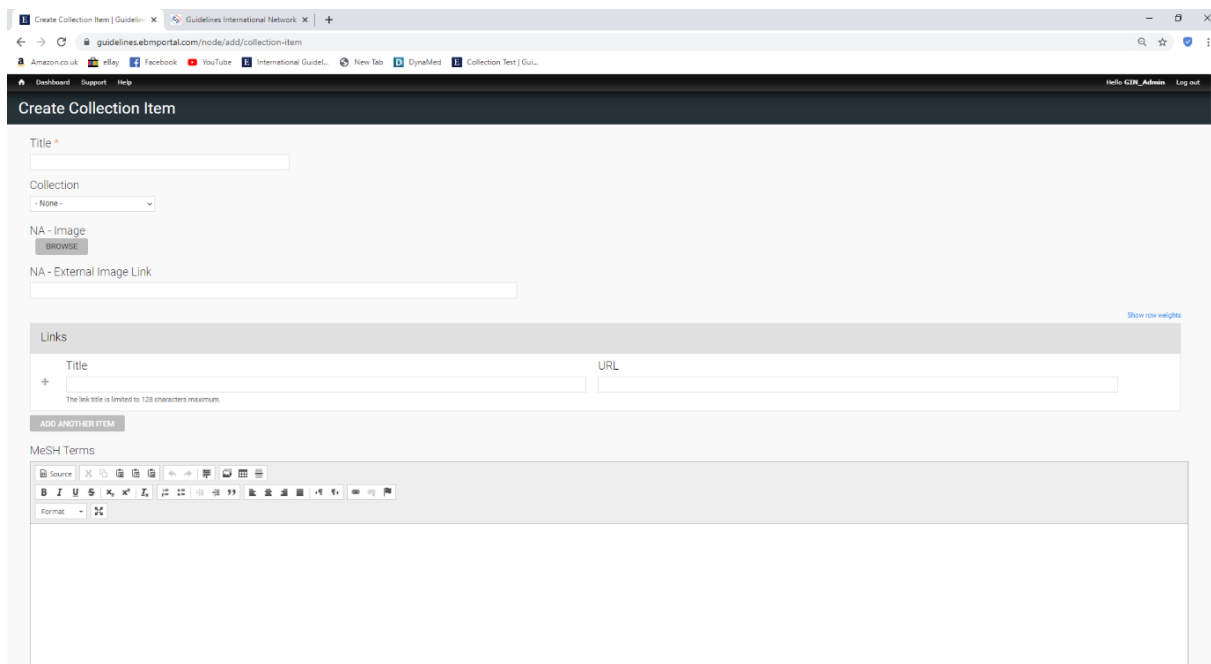
1. Logon
2. Go to Dashboard – link from top left hand of screen
3. In dashboard, select the Collections panel and open Collection Items, a screen like this will appear



The screenshot shows the 'Collection Item' management interface. At the top, there are three main buttons: 'ADD NEW ITEM', 'MANAGE COLLECTIONS', and 'MANAGE FILTER VOCABULARIES'. Below these is a search bar with 'SEARCH' and 'CLEAR' buttons. The main content is a table with the following columns: Title, Updated by, Updated date, Published, and Operations. The table contains 17 rows of items, with the 6th row highlighted in yellow.

| Title  | Updated by | Updated date          | Published | Operations  |
|--|------------|-----------------------|-----------|-------------|
| Autoimmune Lebererkrankungen (ALLE) S2x-LL (DQV5)  | superadmin | May 20 2020 - 6:17pm  | Yes       | EDIT DELETE |
| Zahnersatz für zahnbegrenzte Lücken S3-LL (DQ2B/R)   | GIN_Admin  | Jul 16 2020 - 11:51am | Yes       | EDIT DELETE |
| Augenärztliche Untersuchung bei Therapie mit Chloroquin oder Hydroxychloroquin S2x-LL (DQ6)  | superadmin | May 20 2020 - 6:18pm  | Yes       | EDIT DELETE |
| Chemotherapy for Relapsed Small Cell Lung Cancer   | superadmin | May 20 2020 - 6:18pm  | Yes       | EDIT DELETE |
| Positron Emission Tomography in Radiation Treatment Planning for Lung Cancer   | superadmin | May 20 2020 - 6:18pm  | Yes       | EDIT DELETE |
| <b>18-Fluorodeoxyglucose Positron Emission Tomography in the Diagnosis and Staging of Lung Cancer</b>  | superadmin | May 20 2020 - 6:18pm  | Yes       | EDIT DELETE |
| <b>Radiotherapy with Curative Intent in Patients with Early Stage, Medically Inoperable, Non-Small Cell Lung Cancer</b>                                      | superadmin | May 20 2020 - 6:18pm  | Yes       | EDIT DELETE |
| S3 Leitlinie Methamphetamin-bezogene Störungen   | superadmin | May 20 2020 - 6:18pm  | Yes       | EDIT DELETE |
| Hypertension in pregnancy: diagnosis and management (NG133)  | superadmin | May 20 2020 - 6:18pm  | Yes       | EDIT DELETE |
| E-alkoholperipheren ischaemiasyndromi  | superadmin | May 20 2020 - 6:18pm  | Yes       | EDIT DELETE |
| Säurepuffertablettien käyttöön   | superadmin | May 20 2020 - 6:18pm  | Yes       | EDIT DELETE |
| Ibermiesien ehkäisy ja itsemurtaa yrittävien henkilöiden hoito   | superadmin | May 20 2020 - 6:18pm  | Yes       | EDIT DELETE |
| Monsiainas potilas   | superadmin | May 20 2020 - 6:18pm  | Yes       | EDIT DELETE |
| Guidelines on Management of Nausea and Vomiting and on Loss of Appetite, Anorexia, and Cachexia in Cancer  | superadmin | May 20 2020 - 6:19pm  | Yes       | EDIT DELETE |
| Management of Primary Central Nervous System Diffuse Large B-Cell Lymphoma   | superadmin | May 20 2020 - 6:19pm  | Yes       | EDIT DELETE |
| Stem Cell Transplantation in the Treatment of Acute Lymphoblastic Leukemia: Recommendations  | superadmin | May 20 2020 - 6:19pm  | Yes       | EDIT DELETE |
| Bundesärztekammer Leitlinie der Bundesärztekammer zur Qualitätssicherung in der Strahlentherapie – Qualitätskriterien strahlentherapeutischer Untersuchungen | superadmin | May 20 2020 - 6:19pm  | Yes       | EDIT DELETE |

4. Click the Add New Item panel and a page like this will appear



The screenshot shows the 'Create Collection Item' form. It includes a 'Title' field, a 'Collection' dropdown menu, and 'NA - Image' and 'NA - External Image Link' fields. Below these is a 'Links' section with a table for adding links, and a 'MeSH Terms' section with a rich text editor.

| Title | URL |
|-------|-----|
| +     |     |

5. Add all the information you wish (see tips below), including free text and using drop down lists where these are provided and click Save at the bottom of the page. You can also preview the listing before saving.

## Tips

- a) **ALWAYS** select Guidelines International Network from the COLLECTIONS menu or your guideline will not be visible when searched:

Title \*

Collection

Guidelines International Network

NA - Image

BROWSE

NA - External Image Link

- b) Do not use the links section for your guideline URL, instead use the 'Buttons' section. In the Buttons section, type View publication into the title box and put the guideline URL in the URL box, as shown below
- c) **NO FILES SHOULD BE ATTACHED.** Please DO NOT populate this section with any attachments:

File attachment

Attach media

BROWSE

Private File Attachments

Attach media

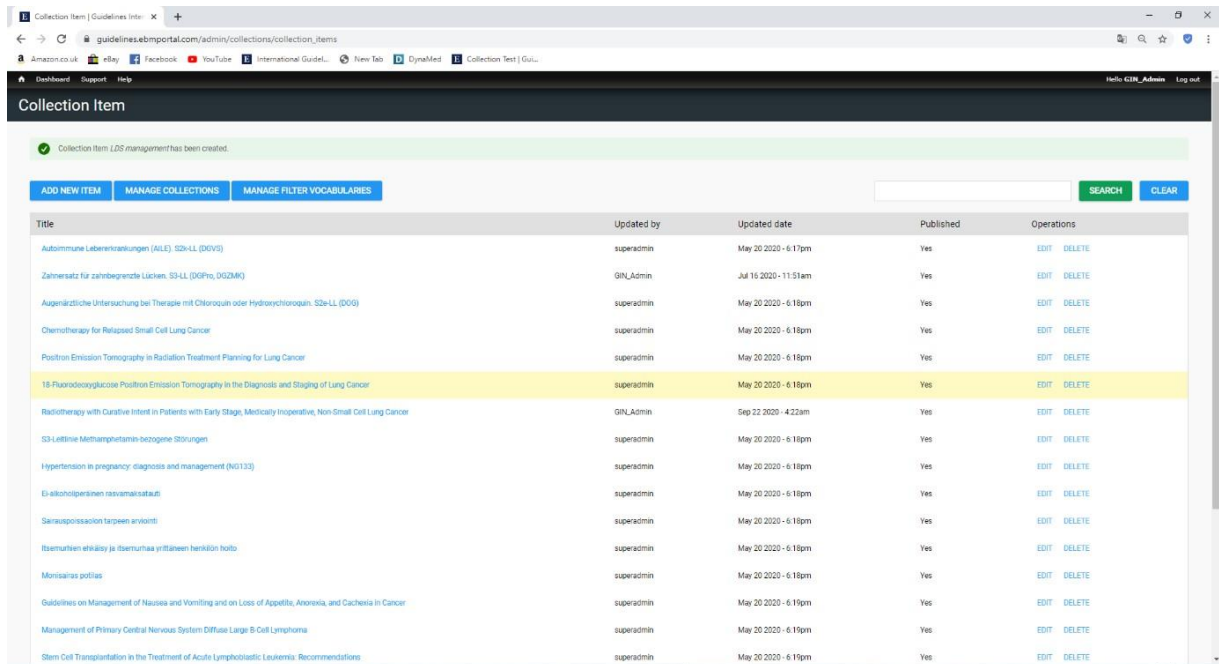
BROWSE

The screenshot shows a web browser window with the URL [guidelines.ebmportal.com/node/add/collection-item](https://guidelines.ebmportal.com/node/add/collection-item). The page displays a form for creating a new guideline item. The 'Buttons' section is highlighted, showing a table with two columns: 'Title' and 'URL'. The first row contains the text 'View publication' in the 'Title' field and a URL in the 'URL' field. Below the table, there are fields for 'Date for Review', 'Guideline Contact', and 'NA - Generic Field'. The browser's address bar and various extension icons are visible at the top of the window.

## Tips

- d) In drop down menus, hold down the Ctrl button to allow you to select more than one option.

6. Once saved a page like this will appear



Collection Item | Guidelines Intro

guidelines.ebmportal.com/admin/collections/collection\_items

Dashboard Support Help Hello: C2M\_Admin Log out

Collection Item

Collection Item LDS management has been created.

ADD NEW ITEM MANAGE COLLECTIONS MANAGE FILTER VOCABULARIES

SEARCH CLEAR

| Title  | Updated by | Updated date          | Published | Operations  |
|--|------------|-----------------------|-----------|-------------|
| Autoimmune Lebererkrankungen (ALLE) S2k-LL (DGS)   | superadmin | May 20 2020 - 6:17pm  | Yes       | EDIT DELETE |
| Zahnersatz für zahnbegrenzte Lücken, S2-LL (DGFro, DGS/M)  | GIN_Admin  | Jul 16 2020 - 11:51am | Yes       | EDIT DELETE |
| Augenärztliche Untersuchung bei Therapie mit Chloroquin oder Hydroxychloroquin, S2-LL (DGS)                      | superadmin | May 20 2020 - 6:18pm  | Yes       | EDIT DELETE |
| Chemotherapy for Relapsed Small Cell Lung Cancer   | superadmin | May 20 2020 - 6:18pm  | Yes       | EDIT DELETE |
| Positron Emission Tomography in Radiation Treatment Planning for Lung Cancer                                     | superadmin | May 20 2020 - 6:18pm  | Yes       | EDIT DELETE |
| 18-Fluorodeoxyglucose Positron Emission Tomography in the Diagnosis and Staging of Lung Cancer                   | superadmin | May 20 2020 - 6:18pm  | Yes       | EDIT DELETE |
| Radiotherapy with Curative Intent in Patients with Early Stage, Medically Inoperable, Non-Small Cell Lung Cancer | GIN_Admin  | Sep 22 2020 - 4:22am  | Yes       | EDIT DELETE |
| S2 Leitlinie Methamphetamin-bezogene Störungen   | superadmin | May 20 2020 - 6:18pm  | Yes       | EDIT DELETE |
| Hypertension in pregnancy: diagnosis and management (NG133)  | superadmin | May 20 2020 - 6:18pm  | Yes       | EDIT DELETE |
| Et alkoholiperäinen rasvatauti   | superadmin | May 20 2020 - 6:18pm  | Yes       | EDIT DELETE |
| Sarvepussioonien tarpeen arviointi   | superadmin | May 20 2020 - 6:18pm  | Yes       | EDIT DELETE |
| Ihettimien ehkäisy ja ihettimästä yrittäen henkilön hoito  | superadmin | May 20 2020 - 6:18pm  | Yes       | EDIT DELETE |
| Monsiainn potilas  | superadmin | May 20 2020 - 6:18pm  | Yes       | EDIT DELETE |
| Guidelines on Management of Nausea and Vomiting and on Loss of Appetite, Anorexia, and Cachexia in Cancer        | superadmin | May 20 2020 - 6:19pm  | Yes       | EDIT DELETE |
| Management of Primary Central Nervous System Diffuse Large B Cell Lymphoma                                       | superadmin | May 20 2020 - 6:19pm  | Yes       | EDIT DELETE |
| Stem Cell Transplantation in the Treatment of Acute Lymphoblastic Leukemia: Recommendations                      | superadmin | May 20 2020 - 6:19pm  | Yes       | EDIT DELETE |

7. Press the home button  in the top LHS of the screen to return to the library