

Adding items to the library by batch

New items can be added to the library by batch. This operation will skip any titles that were previously imported. Note that the maximum size of the upload is 20MB.

1. Prepare the .csv file, using the template and save using a name of your choice

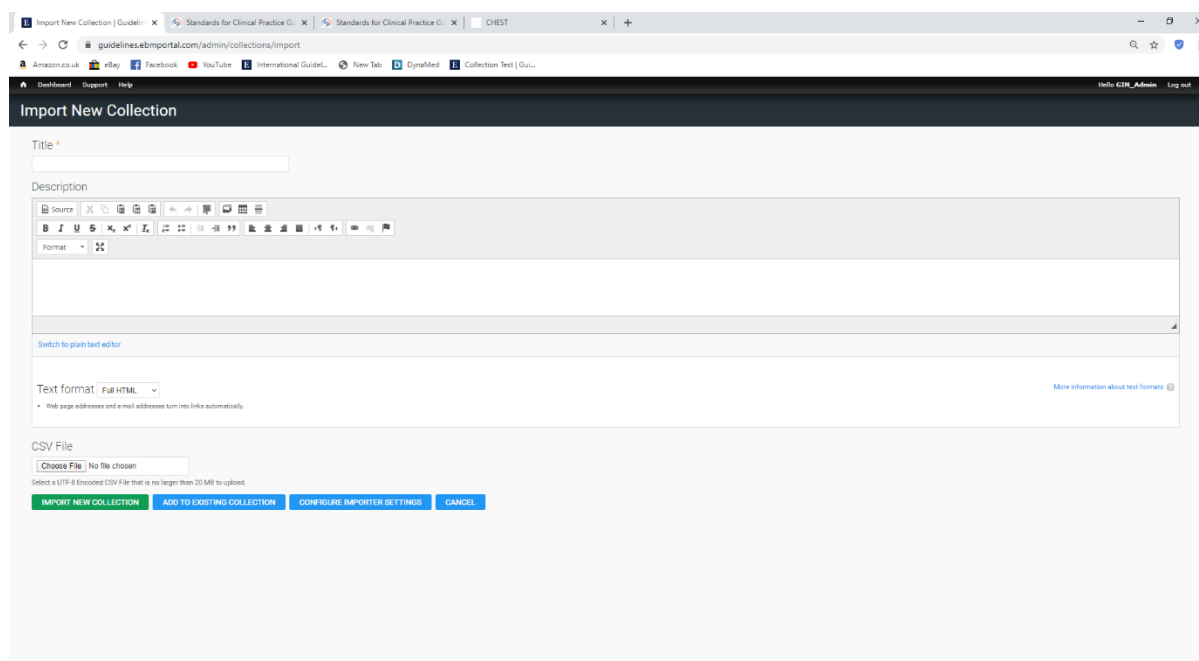
Note that Column C, headed 'Buttons', is where the guideline URL should be entered in the format shown in the example below. It is essential that **View publication;** is included.

Example:

View publication;https://www.asco.org/research-guidelines/quality-guidelines/guidelines/gastrointestinal-cancer

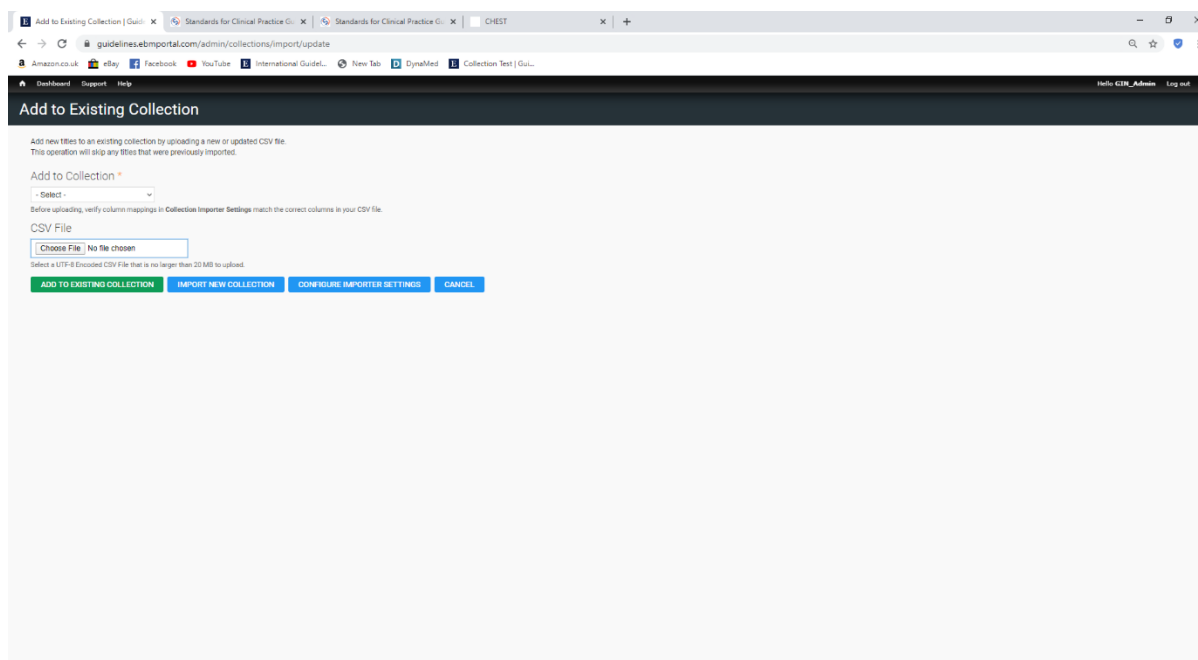
If you have completed a GIN Standards form, please forward this to library@g-i-n.net for uploading

2. Ensure that the file is saved as a UTF-8 Encoded CSV File
3. Logon to the STACKs system
4. Go to Dashboard – link from top left hand of screen
5. In dashboard, select the Manage Collections panel and open Import collection, a screen like this will appear



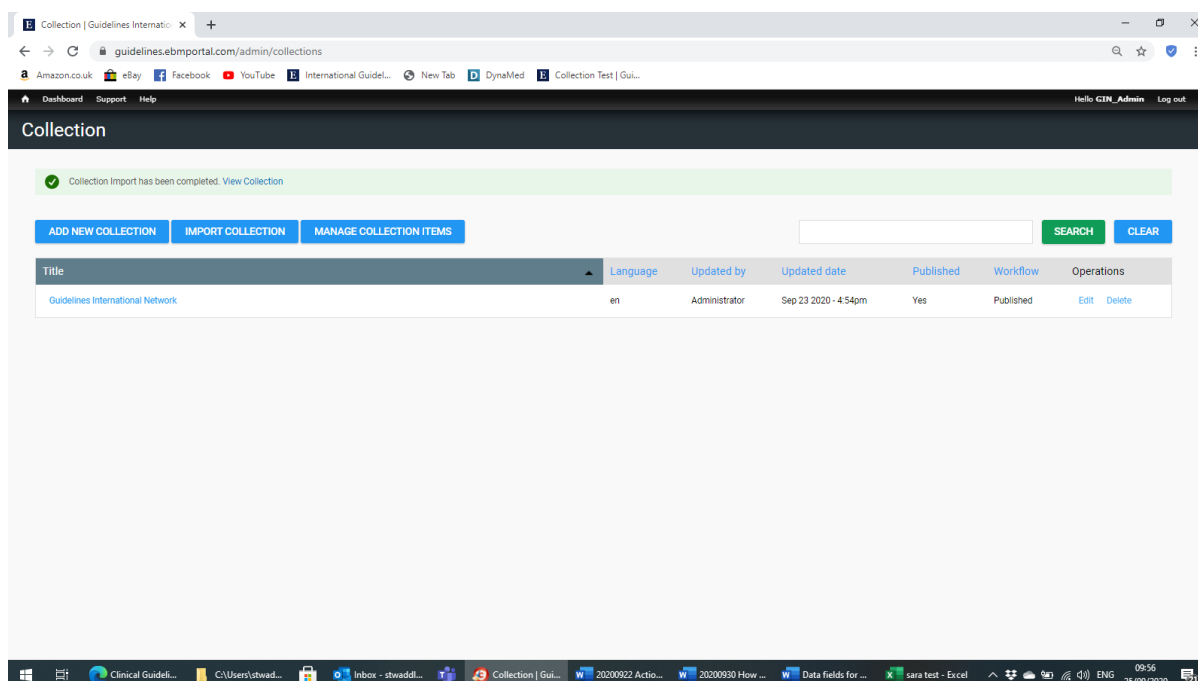
The screenshot shows a web browser window with the URL guidelines.ebportal.com/admin/collections/import. The page title is "Import New Collection". The form includes a "Title" field, a "Description" field with a rich text editor (formatting options like bold, italic, underline, link, list, and image are visible), and a "Text format" dropdown menu currently set to "Full HTML". Below the description field is a "Switch to plain text editor" link. The "CSV File" section has a "Choose File" button and a note: "Select a UTF-8 Encoded CSV File that is no larger than 20 MB to upload." At the bottom of the form are four buttons: "IMPORT NEW COLLECTION" (green), "ADD TO EXISTING COLLECTION" (blue), "CONFIGURE IMPORTER SETTINGS" (blue), and "CANCEL" (blue).

6. Click 'Add to existing Collection', this screen will appear



7. Select Guidelines International Network in the drop down menu and add the name and location of the file to be imported

8. Click 'Add to existing collection'. Once the import has completed a screen like this will appear



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

