

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. Look first at the GIN Collections Template and the Data Fields document for information about how individual data fields are to be included
2. Prepare the .csv file, using the template and save using a name of your choice

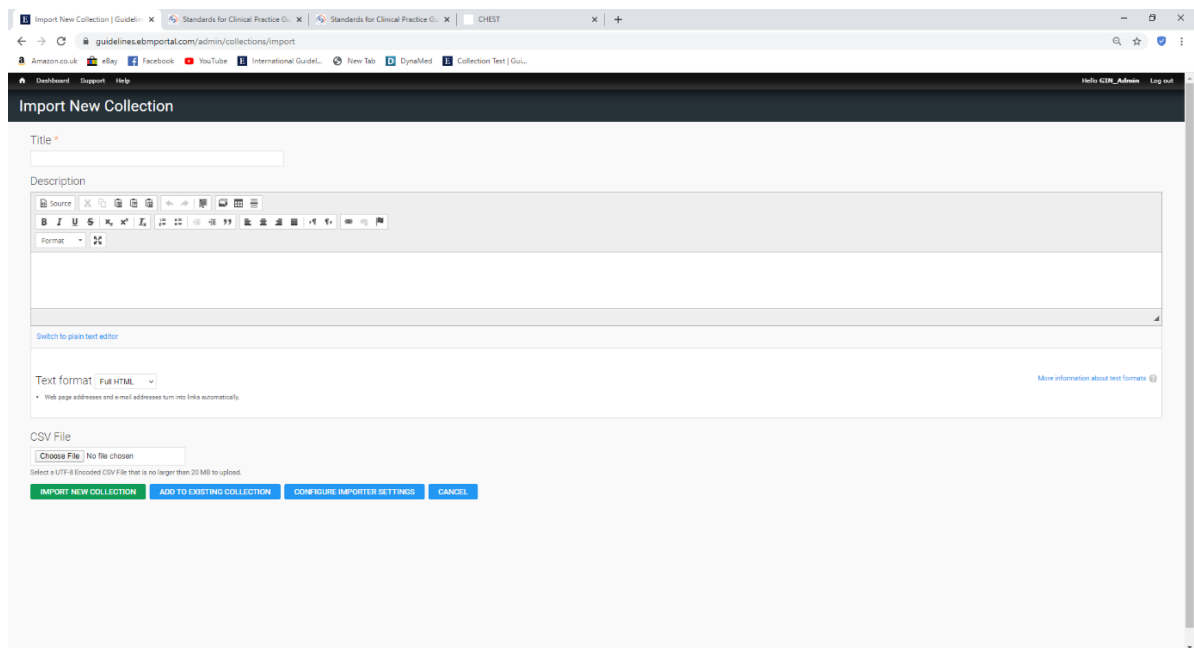
Note that Column C, headed 'Buttons', is where the guideline URL should be entered in the format shown in the example below. It is essential that **View publication;** is included.

Example:

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

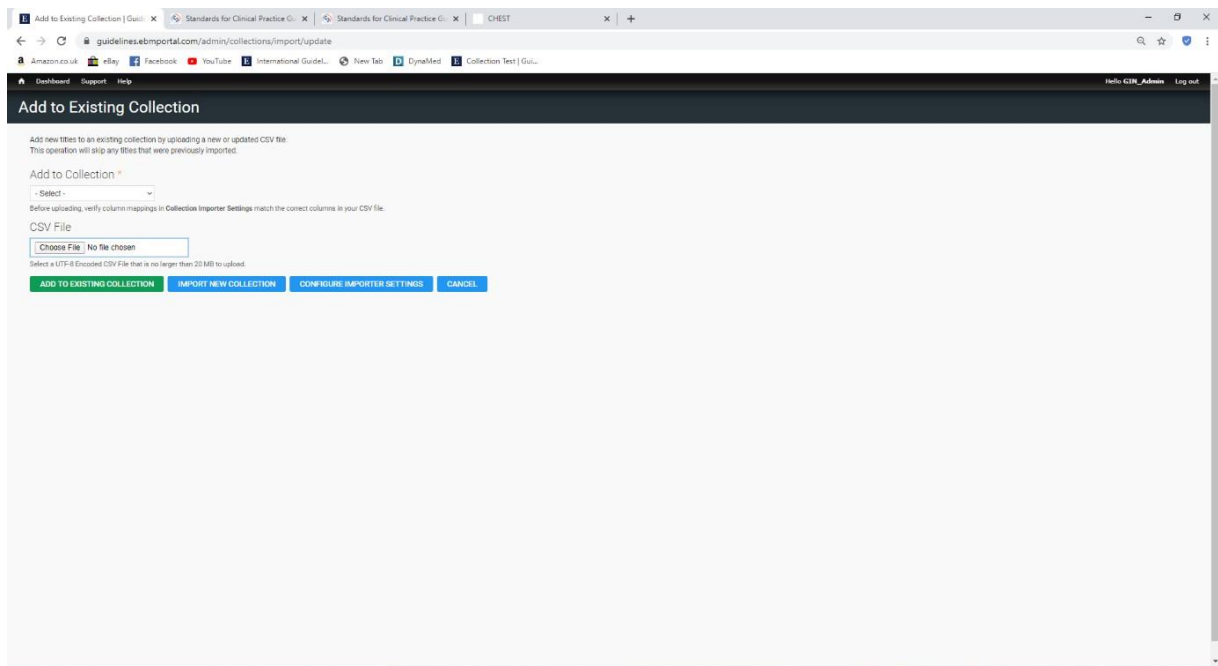
If you have completed a GIN Standards form, please forward this to library@g-i-n.net for uploading

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



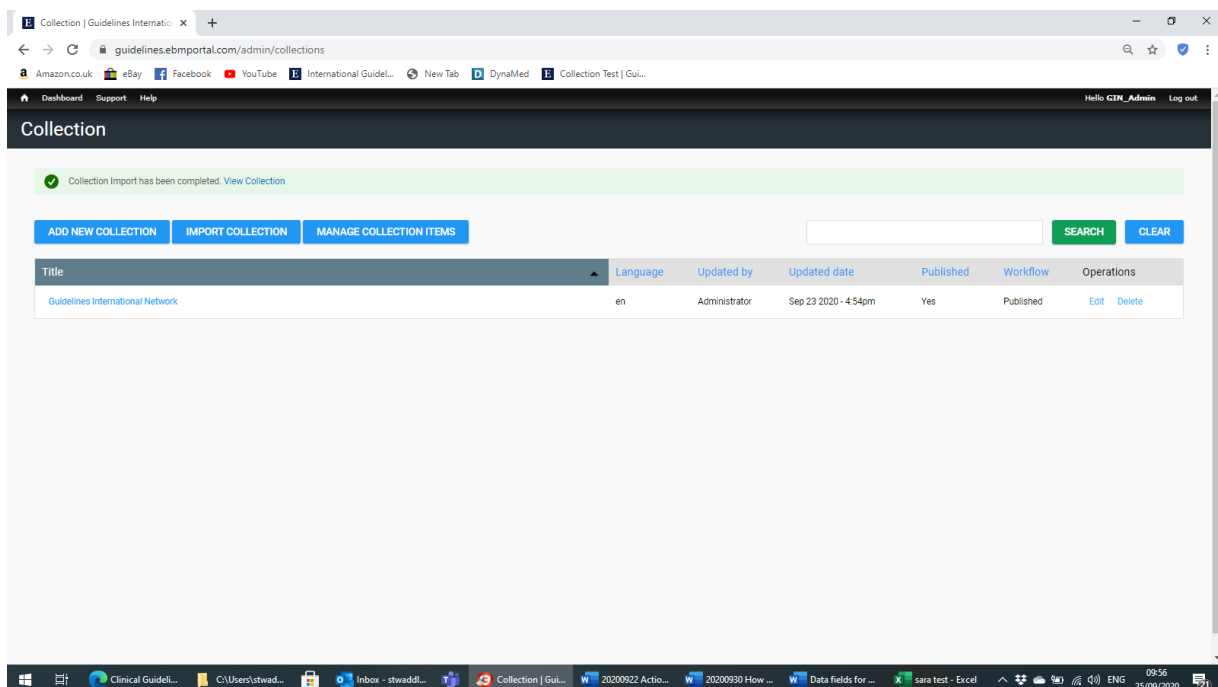
The screenshot shows a web browser window with the URL guidelinesimportal.com/admin/collections/import. The page title is "Import New Collection". The form includes a "Title" field, a "Description" field with a rich text editor (WYSIWYG) and a "Switch to plain text editor" link. Below the description field is a "Text format" dropdown menu set to "Full HTML". At the bottom, there is a "CSV File" section with 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 very bottom, there are four buttons: "IMPORT NEW COLLECTION" (green), "ADD TO EXISTING COLLECTION", "CONFIGURE IMPORTER SETTINGS", and "CANCEL".

7. Click 'Add to exiting Collection', this screen will appear



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

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



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

