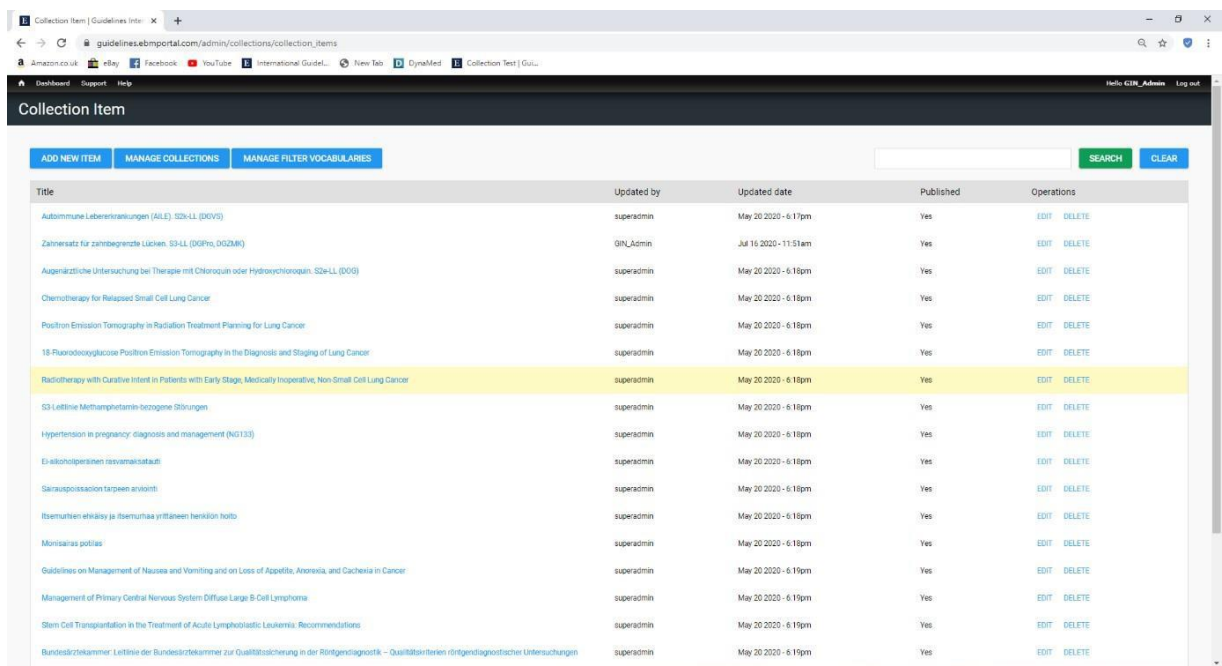


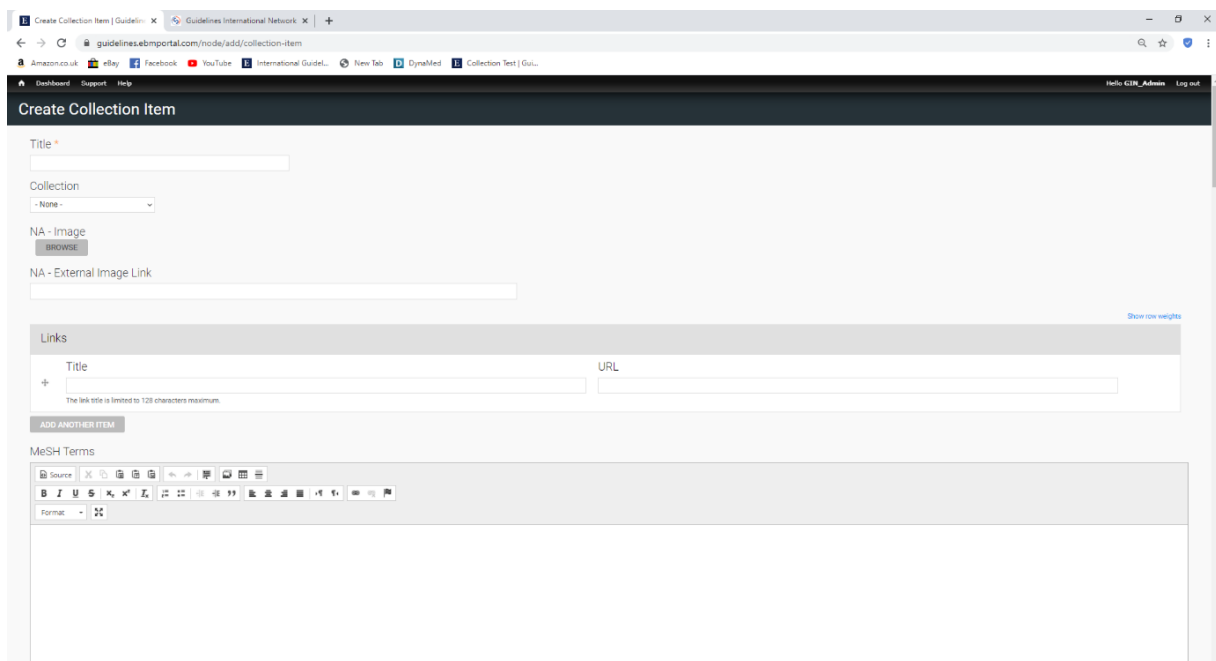
## Adding single items in the library

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



Title	Updated by	Updated date	Published	Operations
Autommune Lebererkrankungen (ALE) S2x-LL (D0V5)	superadmin	May 20 2020 - 6:17pm	Yes	EDIT DELETE
Zahnersatz für zahnbegrenzte Lücken S3-LL (D0F0x, D0Z0M)	GIN_Admin	Jul 16 2020 - 11:51am	Yes	EDIT DELETE
Augenärztliche Untersuchung bei Therapie mit Chloroquin oder Hydroxychloroquin, S2x-LL (D0G)	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
<sup>18</sup> F-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	superadmin	May 20 2020 - 6:18pm	Yes	EDIT DELETE
S3 Leitlinie Methamphetamine-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-alkoholperinen risuvarisautauti	superadmin	May 20 2020 - 6:18pm	Yes	EDIT DELETE
Sairauspoistacion tarpeen arviointi	superadmin	May 20 2020 - 6:18pm	Yes	EDIT DELETE
Ibermuitien ehkäisy ja itsemurhaa yrittävien heikkin hoito	superadmin	May 20 2020 - 6:18pm	Yes	EDIT DELETE
Monisairas 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 Röntgenradiagnostik – Qualitätswartungen röntgenradiologischer Untersuchungen	superadmin	May 20 2020 - 6:19pm	Yes	EDIT DELETE

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



**Create Collection Item**

Title \*

Collection

NA - Image

NA - External Image Link

Links

MeSH Terms

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

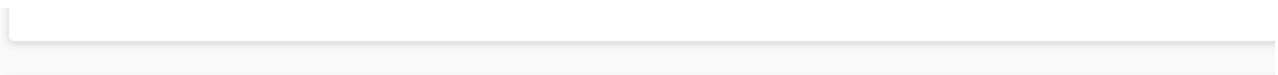
preview the listing before saving.

## Tips

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

The screenshot shows a form titled 'Create Collection Item'. The 'Title' field contains the text 'Guidelines for the treatment of emergency conditions in primary care (Part 1)'. The 'Collection' dropdown menu is set to 'Guidelines International Network'. Below the 'Collection' field is a 'NA - Image' section with a 'BROWSE' button. At the bottom of the form, the text 'NA - External Image Link' is partially visible.

- 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

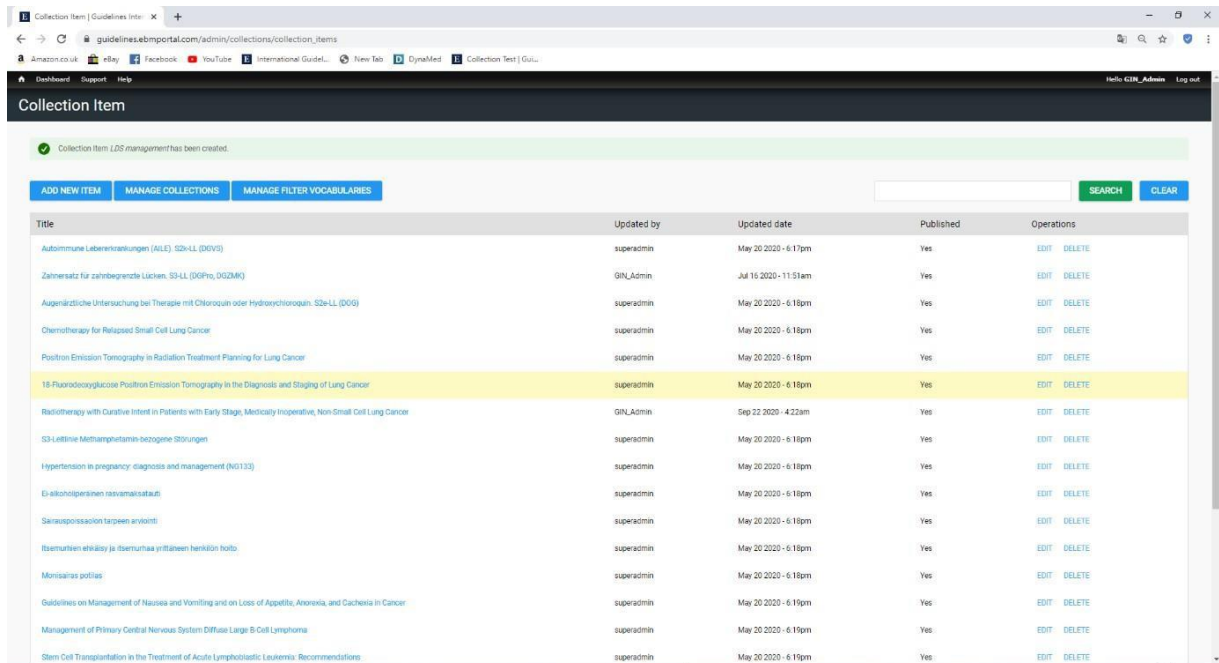
BROWSE

The screenshot shows the 'Buttons' section of the 'Create Collection Item' form. It features a table with two columns: 'Title' and 'URL'. The first row has 'View publication' in the Title column and a URL in the URL column. Below the table, there is an 'ADD ANOTHER ITEM' button. Other sections of the form, such as 'Text format', 'Date for Review', 'Guideline Contact', and 'NA - Generic Field', are also visible.

## 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



The screenshot shows a web application interface for managing collection items. At the top, there is a navigation bar with 'Dashboard', 'Support', and 'Help' links. Below this, a header section displays 'Collection Item' and a success message: 'Collection Item L2S management has been created.' There are three main action buttons: 'ADD NEW ITEM', 'MANAGE COLLECTIONS', and 'MANAGE FILTER VOCABULARIES'. A search bar with 'SEARCH' and 'CLEAR' buttons is also present. The main content area is a table with the following columns: Title, Updated by, Updated date, Published, and Operations. The table lists various medical guidelines, with the row '18-Fluorodeoxyglucose Positron Emission Tomography in the Diagnosis and Staging of Lung Cancer' highlighted in yellow.

Title	Updated by	Updated date	Published	Operations
Autoimmune Lebererkrankungen (ALL), S2k-LL (D6V5)	superadmin	May 20 2020 - 6:17pm	Yes	EDIT DELETE
Zahnersatz für zahnbegrenzte Lücken, S3-LL (DGPro, DGZMK)	GIN_Admin	Jul 16 2020 - 11:51am	Yes	EDIT DELETE
Augenärztliche Untersuchung bei Therapie mit Chloroquin oder Hydroxychloroquin, S2k-LL (D6G)	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
S3-Leitlinie Methamphetamin-bezogene Störungen	superadmin	May 20 2020 - 6:18pm	Yes	EDIT DELETE
Hypertension in pregnancy: diagnosis and management (N0133)	superadmin	May 20 2020 - 6:18pm	Yes	EDIT DELETE
E-äthylolipienin rasvamaailu	superadmin	May 20 2020 - 6:18pm	Yes	EDIT DELETE
Sairuspoissaikin tarpeen arviointi	superadmin	May 20 2020 - 6:18pm	Yes	EDIT DELETE
Isoeritintien etäisyys ja isoeritintä yrittäen henkilöön 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