Editing existing items in the library

1. Logon

2. Search for the guideline using the search bar:
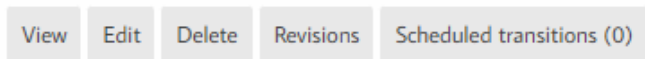

3. Click on the Orange guideline title:

4. Click Edit from the Grey tabs:

5. You can now make changes to your guideline. Click the blue Save button once the required changes have been made.

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