

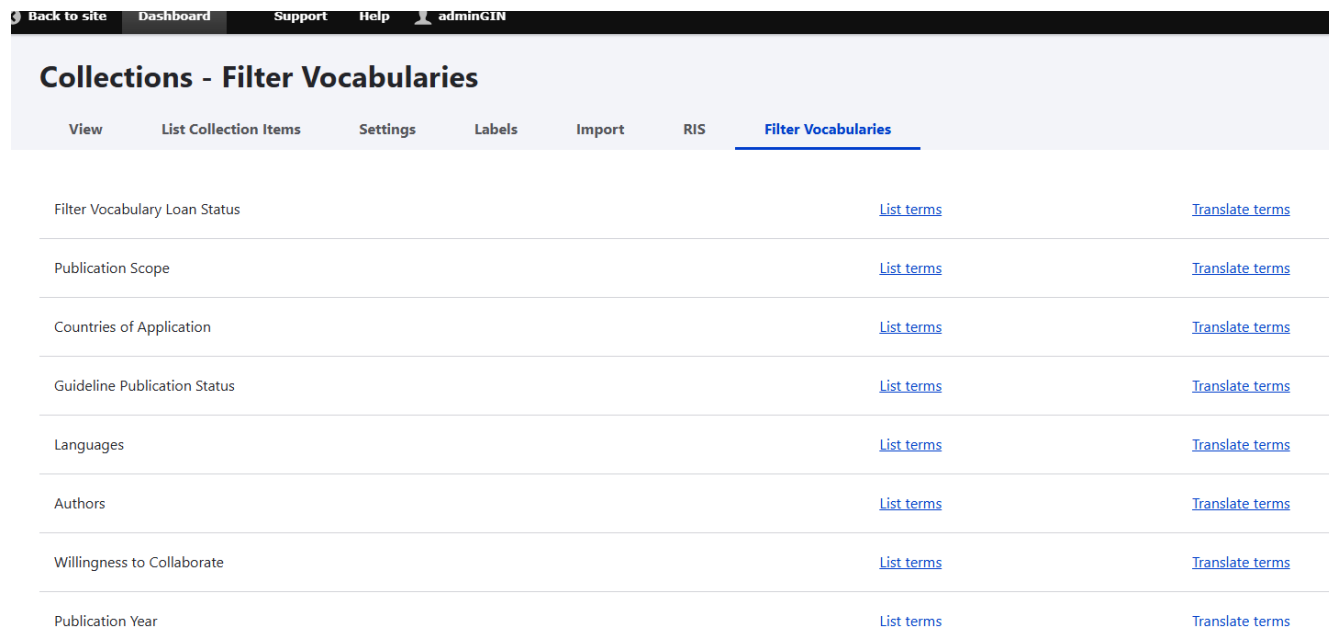
## Adding a filter vocabulary field to the drop down menus

1. Log in to the library
2. On the main page you will see a grey tab titled Filter Vocabularies:

net to find out how. To learn more about GIN and membership, click the website button above.

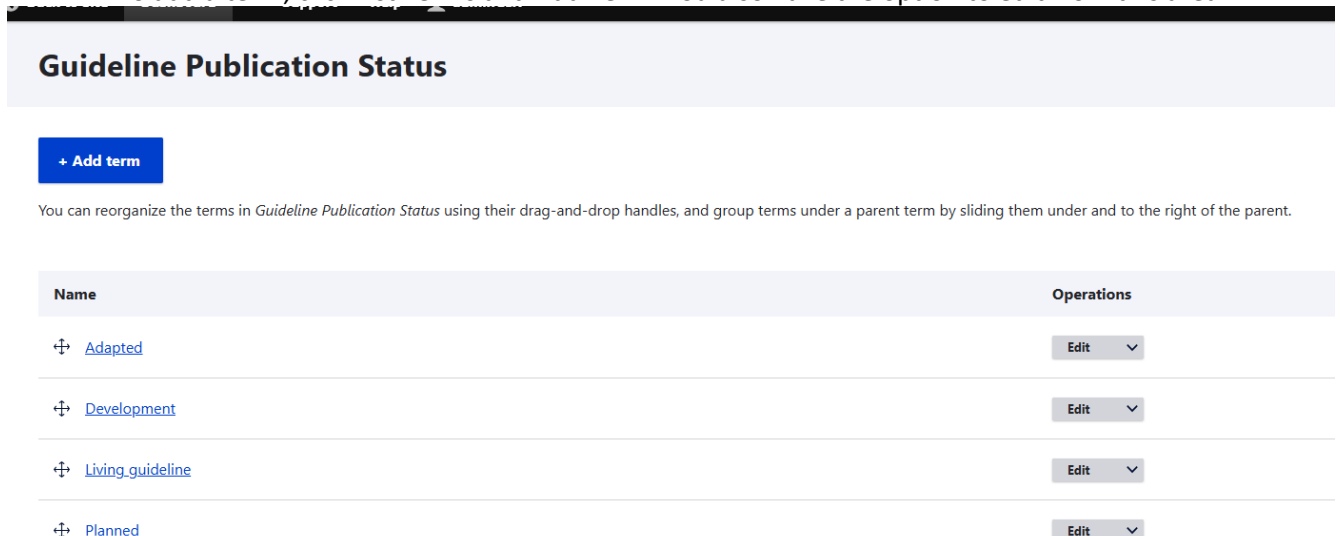


3. Click on this tab. It will take you to the list of options where you can edit and add any missing data:

A screenshot of a web application interface. At the top, there is a navigation bar with 'Back to site', 'Dashboard', 'Support', 'Help', and 'adminGIN'. Below this is a header 'Collections - Filter Vocabularies' with a sub-navigation bar containing 'View', 'List Collection Items', 'Settings', 'Labels', 'Import', 'RIS', and 'Filter Vocabularies' (which is underlined). The main content area is a table with the following rows:

Name	Operations
Filter Vocabulary Loan Status	<a href="#">List terms</a> <a href="#">Translate terms</a>
Publication Scope	<a href="#">List terms</a> <a href="#">Translate terms</a>
Countries of Application	<a href="#">List terms</a> <a href="#">Translate terms</a>
Guideline Publication Status	<a href="#">List terms</a> <a href="#">Translate terms</a>
Languages	<a href="#">List terms</a> <a href="#">Translate terms</a>
Authors	<a href="#">List terms</a> <a href="#">Translate terms</a>
Willingness to Collaborate	<a href="#">List terms</a> <a href="#">Translate terms</a>
Publication Year	<a href="#">List terms</a> <a href="#">Translate terms</a>

4. To add a term, click List Terms and Add Term. You also have the option to edit from this area:

A screenshot of a web application interface showing the 'Guideline Publication Status' page. At the top, there is a blue button labeled '+ Add term'. Below this is a paragraph of text: 'You can reorganize the terms in Guideline Publication Status using their drag-and-drop handles, and group terms under a parent term by sliding them under and to the right of the parent.' Below the text is a table with the following rows:

Name	Operations
<a href="#">Adapted</a>	Edit <input type="button" value="v"/>
<a href="#">Development</a>	Edit <input type="button" value="v"/>
<a href="#">Living guideline</a>	Edit <input type="button" value="v"/>
<a href="#">Planned</a>	Edit <input type="button" value="v"/>

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