

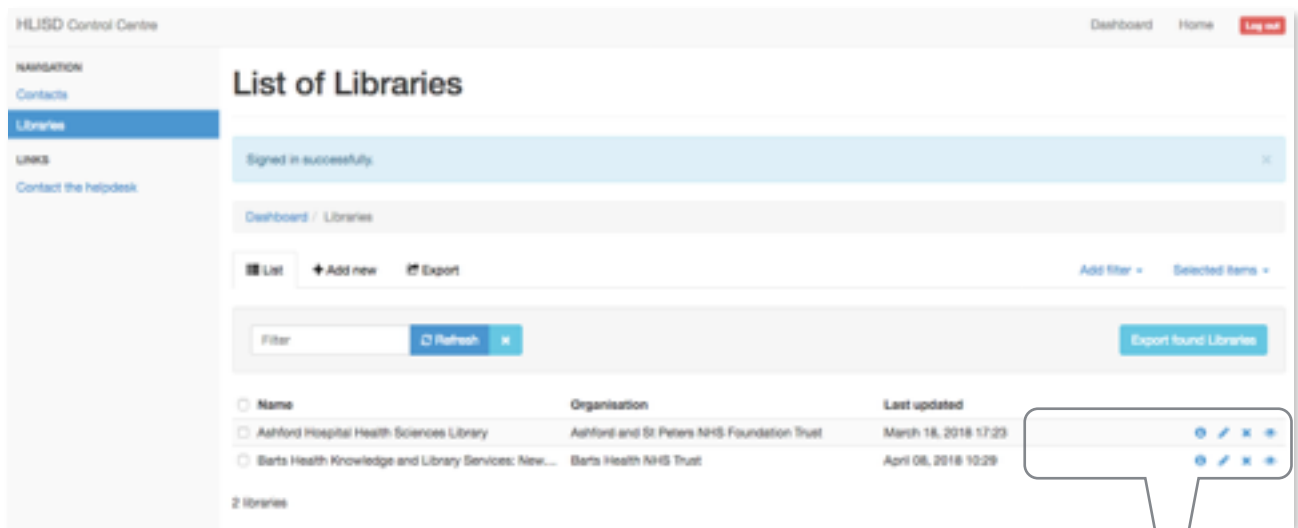
HLISD Editor Guide





HLISD Editor's can log in to the platform via <https://www.hlisd.org/admin/>

To contact the helpdesk, please email support@artefacto.org.uk.

If you've forgotten your password, you can reset it via email by clicking on the 'Forgot your password?' link on the sign-in page.

When you log in, you should see a list of libraries that you have editing rights for. To find a particular library from the dashboard, add a search keyword and click the 'Refresh' button.



	Show the full record
	Edit
	Delete
	Show the public page

Editing a library record

To add or modify information about a particular library, click the edit icon. You can then update or add additional information for that library, including related contacts, networks and sector information. Only completed fields will appear on the public page for the library or information service.

For web address fields (e.g website, Twitter or Facebook), please use the full URL: e.g. <https://www.mylibrarywebsite.org.uk>

Web addresses listed in text fields such as 'Collections Description' will automatically be turned into active links.

n.b., the library map is based on the provided postcode. If you are in an area that doesn't have a postcode, let us know and we'll add the coordinates directly.

The screenshot shows the 'Edit Library' interface for 'Ashford Hospital Health Sciences Library'. It includes a breadcrumb trail: Dashboard / Libraries / Ashford Hospital Health Sciences Library / Edit. Below this are four action buttons: Show, Edit, Delete, and Show in app. The form fields are:

- Name:** Ashford Hospital Health Sciences Library (Required)
- Organisation:** Ashford and St Peters NHS Foundation Trust (Optional)
- Address:** Education Centre, Ashford Hospital, London Road, Ashford, Middlesex (Required)
- Country:** (Optional)

Editing a contact

You can add or edit a contact from the libraries edit view as well as from the Contacts dashboard.

Search for existing contacts or use the 'Add a new Contact' button to create a contact record and link it to the current library.

Double click on the contact name to amend the existing contact details.

The screenshot shows the 'Contacts' dashboard. It features a search bar at the top left. Below the search bar, there are two panels: one on the left showing 'Too many objects' and one on the right showing 'Test Person'. A '+ Add a new Contact' button is located to the right of the 'Test Person' panel. Below the panels are 'Choose all' and 'Clear all' buttons. At the bottom, there are four buttons: 'Save', 'Save and add another', 'Save and edit', and 'Cancel'.

You can also view and edit contacts by clicking on Contacts from the main menu.