



Library Module
Set-up Guide

Thank you for adding the library module to your system. Now it's added you can start using it right away – only minimal system administration alterations are required.

Overview

The library can be used however you need it: to document reports, store evidence on work completed with users or to share information, perhaps HR policies, amongst staff.

System administrators have the option to add categories which can be used to tag the files you upload, and to filter using these in future library searches.

Adding a new category

Go to the System Administration menu by clicking on Admin in the main menu, and then choosing 'System Administration' in the menu bar itself. The top left box will be called 'Manage drop-down lists', and you'll see a 'Manage Library' option. Choose 'Add, Edit and remove library categories', as shown:



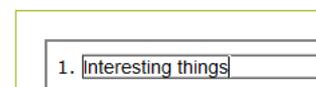
To add a new category to the list, find the option titled 'double click to add'. By double clicking on this text you'll open a blank box for you to enter the name of your new category. Once you've done this save it by pressing enter on your keyboard. The text box will close and a new 'double-click to add' option will appear again at the bottom of the list (ready for you to add another new category if required).

Editing

You can edit an existing category simply by double clicking over the text.

Once you've finished editing, simply click 'enter' on your keyboard and it will save.

Manage File categories



Changing the list order

You can change the order of the list of categories by dragging and dropping them. Left click and hold on the item you wish to move and drag it with your mouse to its new position. You'll see the other options adjust to make space for it. Once it's in the correct place, release the mouse button.

Deleting a list item

Underneath your list of file category options, you'll see a grey rectangle, with 'Drag here to delete' written in it. If you want to remove a list item, you can simply click and drag it over the grey box.

When you let go you'll see the option you deleted appear in the grey box.



Final notes

Once you've added your library categories, you're fully ready to use your library module. For more information on how to use the library module, please see section 21 of the Lamplight manual.