



CONTENTS

5.0 LKS ADMIN	3
5.0.1 LKS ADMIN PERMISSIONS	3
5.0.2 NAMED LKS ADMINISTRATOR	3
WHO IS THE NAMED LKS ADMINISTRATOR?	3
5.1.1 SIMPLE SEARCH	5
5.1.2 ADVANCED SEARCH	5
HOW DO WE SEE OUR TOTAL NUMBER OF MEMBERS?	6
5.1.2.1 <i>Example Advanced Member Searches</i>	6
5.1.2.1.1 Which Members have logged in?	6
5.1.2.1.2 Which Members don't receive current awareness update emails?	6
5.1.2.1.3 Which Member does this email address belong to?	6
5.1.2.1.4 How many Members did we add last month?.....	6
5.1.2.2 <i>Example Advanced Evidence Searches</i>	6
5.1.2.2.1 How many Evidence Searches did we complete last month?	6
5.1.2.2.2 Which Evidence Searches are assigned to a staff member?	7
5.1.2.2.3 How many Evidence Searches completed last month have the feedback of Not fulfilled?	7
5.1.2.3 <i>Example Advanced Skill Sessions Searches</i>	7
5.1.2.3.1 How many scheduled Skills Sessions did we run last month?	7
5.2 STAFF RECORDS.....	8
5.2.1 ADD STAFF.....	8
5.2.1.1 <i>Login Details</i>	8
5.2.1.1.1 <i>Manually Adding OpenAthens Username and OpenAthens Persistent User ID</i>	8
5.2.1.1.2 <i>Access via the Enable your login to KnowledgeShare to KnowledgeShare email</i>	10
5.2.1.2 <i>Organisation</i>	11
5.2.1.3 <i>Permission group</i>	12
5.2.1.4 <i>Primary location</i>	12
5.2.2 DELETE STAFF.....	13
A MEMBER OF THE LIBRARY TEAM HAS LEFT. WHY CAN'T I UNASSIGN THEIR RECORD?.....	13
5.3 MANAGE LKS	14
5.3.1 MANAGE LKS PAGE	14
5.3.2 ADD TEXT TO LKS PROMOTIONAL PAGE	14
5.3.3 ADD A LOGO	17
5.3.4 ADD SKILLS SESSIONS TO EVIDENCE UPDATE EMAILS	19
5.3.5 MANAGE MEMBER SETS	21
5.3.5.1 <i>Move Member Sets</i>	22
5.3.5.2 <i>'Taken Over From' Member Sets</i>	24
5.3.6 VIEW LKS LEVEL EMAIL TEMPLATES	26
5.3.6.1 <i>Add LKS Level email template</i>	27
5.3.6.2 <i>Edit a LKS Level email template</i>	29
5.4 MANAGE ORGANISATIONS	31

5.4.1 ACCESS ORGANISATION PAGE	31
5.4.2 MANAGE DEPARTMENTS	32
5.4.2.1 Edit Departments	32
5.4.2.2 Add Departments	33
5.4.2.3 Edit Divisions.....	34
<i>Why are divisions included on the organisation page?</i>	34
5.4.2.4 Add a Division	35
5.4.2.5 Actions for the department under the 'Unknown' division.....	36
<i>What is the 'Unknown' division?</i>	36
5.4.2.6 Move departments	39
WHY HAVE I GOT A MESSAGE ABOUT ASSIGNING A MEMBER?	41
5.4.3 MANAGE LOCATIONS	41
5.4.3.1 Edit Locations.....	41
5.4.3.2 Add Locations	42
5.4.3.3 Edit Geographic Locations	43
<i>Why are geographic locations included on the organisations page?</i>	44
5.4.3.4 Add Geographic Locations	44
5.4.3.5 Actions for locations under the 'Unknown' geographic location.....	45
<i>What is the 'Unknown' geographic location?</i>	45
5.4.3.6 Move locations	46
WHY HAVE I GOT A MESSAGE ABOUT ASSIGNING A MEMBER?	49
5.5 SHARING EVIDENCE SEARCHES WITH ANOTHER LIBRARY SERVICE	50
HOW ARE COMPLETED SHARED EVIDENCE SEARCHES RECORDED ON STATISTICS?	50
5.5.1 SELECTING ALL ORGANISATIONS TO SHARE EVIDENCE SEARCHES.....	50
5.5.2 SELECTING INDIVIDUAL ORGANISATIONS TO SHARE EVIDENCE SEARCHES	51
5.5.3 UNASSIGNED EVIDENCE SEARCHES PAGE WITH REQUESTS FROM A SHARED ORGANISATION	52
5.5.3.1 <i>Example Unassigned Evidence Searches pages with requests from a shared organisation</i>	52
5.5.4 UNASSIGNED EVIDENCE SEARCHES PAGE WHERE A LIBRARY SERVICE HAS NOT EXPLICITLY SHARED AN ORGANISATION THAT HAS BEEN SHARED BY OTHER LIBRARY SERVICES	55
5.5.4.1 <i>Example Unassigned Evidence Searches page where a library service has not explicitly shared an organisation that has been shared by other library services</i>	55



LKS Admin

5.0 LKS ADMIN

5.0.1 LKS Admin permissions

The key permissions which LKS Admins have that other staff do not are:

- May add staff to their LKS
- May delete staff from their LKS
- May edit staff records from this LKS
- May add/edit own Skills templates
- May delete own LKS Members
- Add and Edit Organisation departments
- Add and Edit Organisation locations
- Create new Skills Session Templates
- Add Skill Sessions to Evidence Update emails
- Add negative time to correct errors on Evidence Search Time Taken

5.0.2 Named LKS Administrator

Who is the Named LKS administrator?

The Named LKS administrator is the member of staff listed as the Administrator on the Admin>Manage LKS page for your service

The screenshot shows the 'Edit' page for a LKS service. The breadcrumb trail is 'Home > LKS List > Brighton and Sussex > Edit'. The page title is 'Edit'. There are several input fields: 'LKS name' (Brighton and Sussex), 'LKS subtitle' (Library and Knowledge Service), 'Region' (Kent, Surrey and Sussex), 'LKS website' (www.bsuh.nhs.uk/library), 'Administrator' (Ben Skinner), and 'LKS email' (library.services@bsuh.nhs.uk). The 'Administrator' field is highlighted with a red box.

The key permissions which the Named LKS Administrator has that other staff do not are:

- Edit a members login details
- Receives weekly email report of members who have self-registered in the previous week
 - Email subject: Weekly report of self-registered members on KnowledgeShare
- Receives weekly email alert when a member is manually or automatically unassigned
 - Email subject: Manually and automatically unassigned members on KnowledgeShare
- Receives email alert when a member logs in to KnowledgeShare and requests an Evidence Searches

- Email subject when deadline is greater than 7 days: New KnowledgeShare Evidence Search Request by a Member
 - Email subject when deadline is less than 7 days: New KnowledgeShare Evidence Search Request by a Member: Short Deadline
- Receives email alert when a member self-registers and adds information to their Professional Interests page
 - Email subject: Member is missing an assigned librarian on KnowledgeShare
- Move Organisation departments between Divisions
- Move Organisation locations between Geographic Locations

5.1 Searching

5.1.1 Simple Search

The Simple Search box can be used to search for individual Members, Resources and Evidence Searches



The results are displayed in 5 tabs:

- All – displaying the most recent 5 results in any area there is a result
- Resources
- Users
- Evidence Searches
- Skills Sessions


[Home](#) > [Search Results](#)

Search Results

Search terms: pain [Advanced Search](#)

All: 1140 Resources: 611 Users: 282 Evidence Searches: 247 Skills Sessions: 0

Resources

 **e-PAIN e-learning.**
<http://www.fpm.ac.uk/faculty-of-pain-medicine/e-pain>
Published on 20/2/2017

5.1.2 Advanced Search

The advanced search allows you to add additional filters when searching for Members, Resources and Evidence Searches



How do we see our total number of Members?

Click on Advanced search

- Select the User tab
- Member type = Member
- Library and Knowledge Service = *Name of your Library Service on KnowledgeShare*

Scroll down page and click **Search**

5.1.2.1 Example Advanced Member Searches

5.1.2.1.1 Which Members have logged in?

Click on Advanced search

- Select the User tab
- Member type = Member
- Library and Knowledge Service = *Name of your Library Service on KnowledgeShare*
- Has Logged In= Yes

Scroll down page and click **Search**

5.1.1.1.2 Which Members don't receive current awareness update emails?

Click on Advanced search

- Select the User tab
- Member type = Member
- Library and Knowledge Service = *Name of your Library Service on KnowledgeShare*
- Receive current awareness = No

Scroll down page and click **Search**

5.1.1.1.3 Which Member does this email address belong to?

Click on Advanced search

- Select the User tab
- Email = *email address*

Scroll down page and click **Search**

N.B. Will only search for first email address on a Member record

5.1.1.1.4 How many Members did we add last month?

Click on Advanced search

- Select the User tab
- Member type = Member
- Created between = *DD/MM/YYYY – DD/MM/YYYY*
- Library and Knowledge Service = *Name of your Library Service on KnowledgeShare*

Scroll down page and click **Search**

5.1.2.2 Example Advanced Evidence Searches

5.1.2.2.1 How many Evidence Searches did we complete last month?

Click on Advanced search

- Select the Evidence Search tab

- Completion between = *DD/MM/YYYY – DD/MM/YYYY*
- Library and Knowledge Service = *Name of your Library Service on KnowledgeShare*
- Status = Completed

Scroll down page and click **Search**

5.1.2.2.2 Which Evidence Searches are assigned to a staff member?

Click on Advanced search

- Select the Evidence Search tab
- Library and Knowledge Service = *Name of your Library Service on KnowledgeShare*
- Status = Assigned
- Carried out by = *Name of staff member*

Scroll down page and click **Search**

5.1.2.2.3 How many Evidence Searches completed last month have the feedback of Not fulfilled?

Click on Advanced search

- Select the Evidence Search tab
- Completion between = *DD/MM/YYYY – DD/MM/YYYY*
- Feedback = Not fulfilled
- Library and Knowledge Service = *Name of your Library Service on KnowledgeShare*

Scroll down page and click **Search**

5.1.2.3 Example Advanced Skill Sessions Searches

5.1.2.3.1 How many scheduled Skills Sessions did we run last month?

Click on Advanced search

- Select the Skills Sessions tab
- Date from = *DD/MM/YYYY* Date to = *DD/MM/YYYY*
- Training type = Scheduled
- Library and Knowledge Service = *Name of your Library Service on KnowledgeShare*

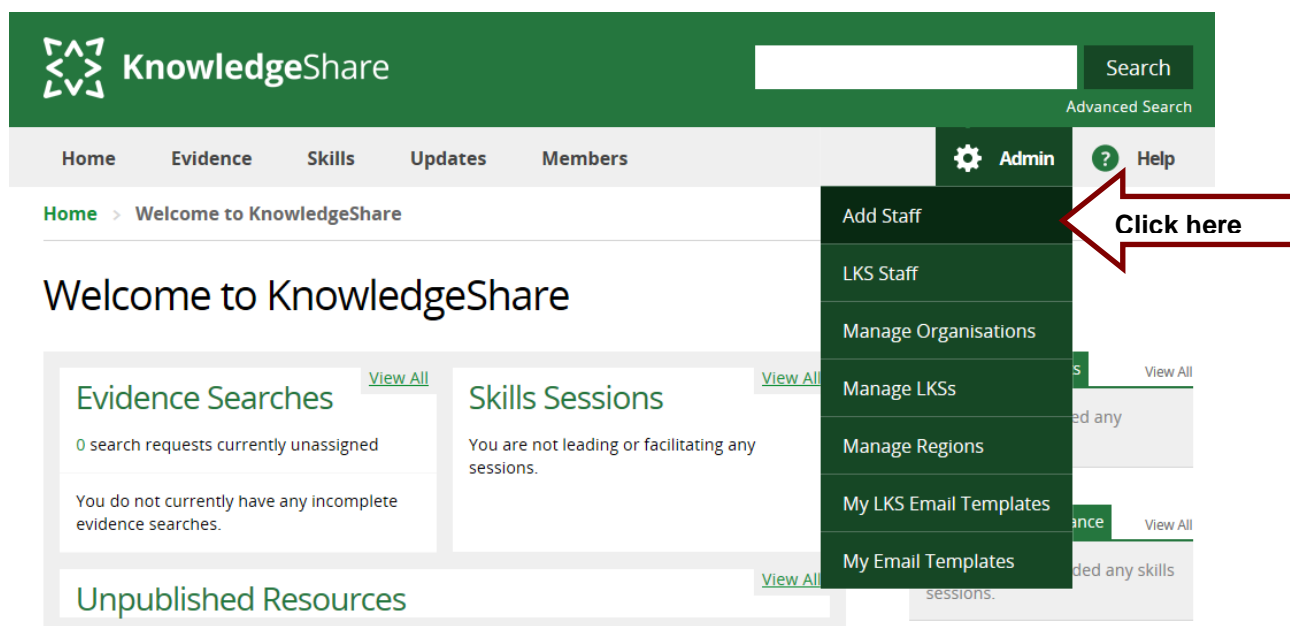
Scroll down page and click **Search**

5.2 Staff Records

5.2.1 Add Staff

Create a new staff record using the Add Staff page. Ensure all fields are populated for Staff records even if they are not mandatory, indicated by a yellow colour.

- Hold the cursor over Admin and then click on Manage LKSs



The screenshot shows the KnowledgeShare website interface. At the top, there is a green header with the KnowledgeShare logo and a search bar. Below the header is a navigation menu with links for Home, Evidence, Skills, Updates, Members, Admin, and Help. The Admin menu is open, showing a list of options: Add Staff, LKS Staff, Manage Organisations, Manage LKSs, Manage Regions, My LKS Email Templates, and My Email Templates. A red arrow points to the 'Add Staff' option with the text 'Click here'. The main content area shows a 'Welcome to KnowledgeShare' message and several cards for 'Evidence Searches', 'Skills Sessions', and 'Unpublished Resources'.

5.2.1.1 Login Details

KnowledgeShare was designed to use the NHS OpenAthens Persistent User ID (PUID) in users record to give members access when they log in with their Username and Password. OpenAthens no longer recommends the use of the OpenAthens Persistent User ID and now encourages the use of the more secure pseudonymous user identifier, the Targeted ID. <https://docs.openathens.net/libraries/about-released-attributes>

The Targeted ID can only be shared between computer systems and cannot be manually added to a KnowledgeShare member record.

Work is being done to future proof the system so members will be able to access KnowledgeShare when the NHS OpenAthens Persistent User ID (PUID) is no longer available. Newly added members can use the link in the Welcome to KnowledgeShare email to access the system, which captures the Targeted ID as part of the authentication process. Additionally, any member who logged in or self-registered on KnowledgeShare since 30 June 2020 will have had their Targeted ID captured in addition to their PUID.

While NHS OpenAthens continues to provide a PUID for new members, KnowledgeShare will be able to use this ID to provide access.

5.2.1.1.1 Manually Adding OpenAthens Username and OpenAthens Persistent User ID

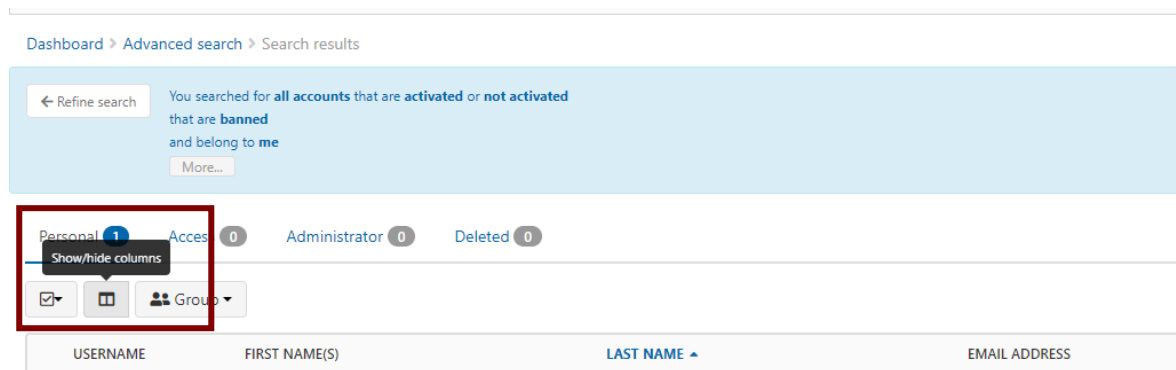
Access to KnowledgeShare for Library Staff can be provided by adding the OpenAthens Persistent User ID to their record

User Information

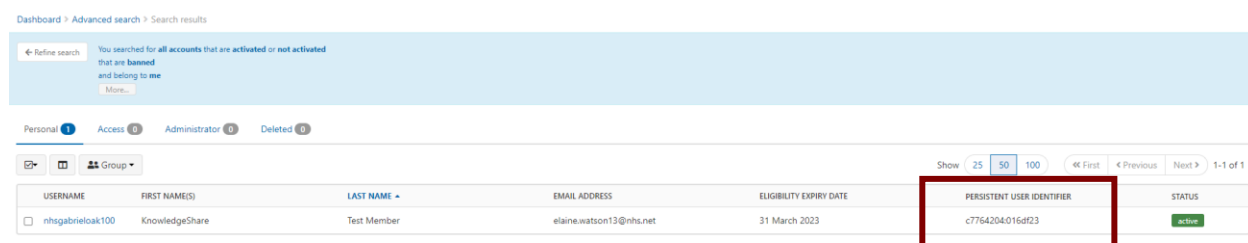
Login Details

OpenAthens username	OpenAthens persistent user ID
<input type="text"/>	<input type="text"/>

- OpenAthens Username
 - This field enables you to record the OpenAthens username of the member
- OpenAthens Persistent User ID
 - This field enables you to record the OpenAthens Persistent User ID of the members
 - The OpenAthens Persistent User ID can be found by:
 - Login into OpenAthens admin
 - Use the advance search function to find the library member
 - In the search results screen click **Show/hide columns** icon



- Scroll down the list of column titles and select **Persistent user identifier**. Click **Set Columns**
- Copy the Persistent user identifier from the column and paste into the **OpenAthens Persistent User ID** field of the Members record.



5.2.1.1.2 Access via the Enable your login to KnowledgeShare to KnowledgeShare email

Access to KnowledgeShare for Library Staff can also be provided by sending an email, with the subject heading **Enable your login to KnowledgeShare**.

To send the **Enable your login to KnowledgeShare** email:

- After filling in all the appropriate details, go to the bottom of the Add Staff page
- Check the box next to the text **Allow staff user to receive welcome email**



New staff invitation

Allow staff user to receive welcome email:

Save and go to their profile Cancel

- The email will appear to come from the member of staff who has added the new Staff record to the system

System Level Email Template Name: NewLibrarianInvitation
Subject Line: Enable your login to KnowledgeShare

Dear Jackson,

As a librarian at Sussex Health Knowledge and Libraries, your details have been added to KnowledgeShare. You need to enable your account on KnowledgeShare so you will be able to login to the system:

1. Click: [enable login](#)
2. Enter the email address this email was sent to
3. Log in with your NHS OpenAthens username and password

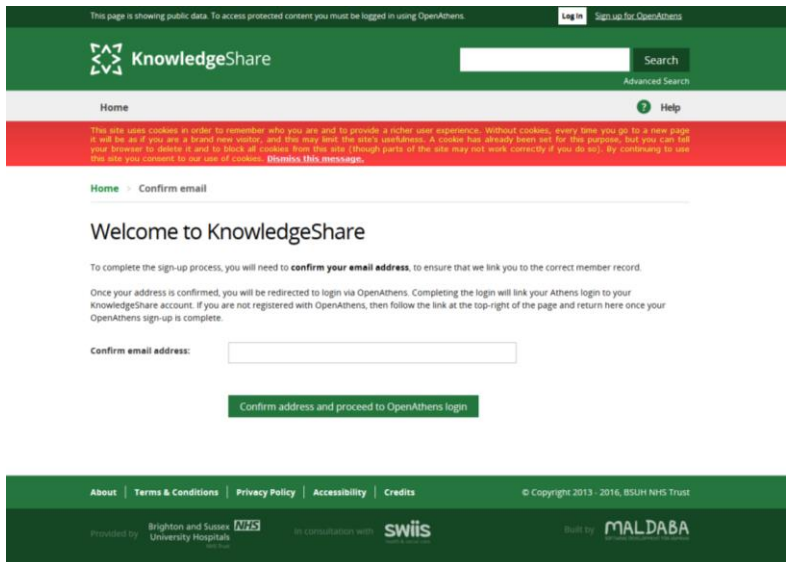
You will then be able directly access KnowledgeShare using your NHS OpenAthens login.

Yours sincerely,
Elaine

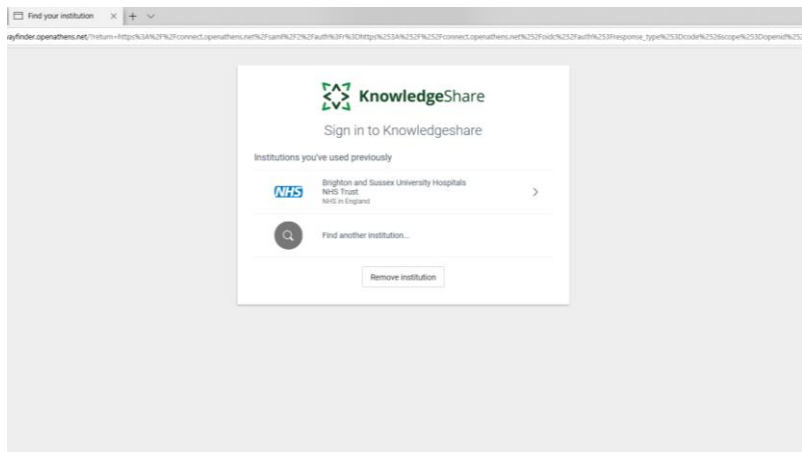
Elaine Watson | Knowledge Management Librarian

----- Sent out by KnowledgeShare-----

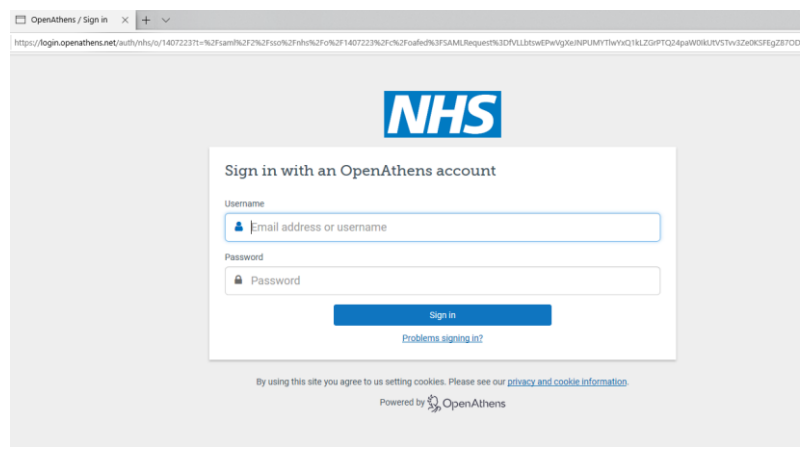
- When the Member clicks on the [enable login](#) link in the email, they will be asked to enter their email address. This email must match the email on their KnowledgeShare record for the registration to be successful



- The Staff member will next be asked to find their institution and then click on it



- Followed by



- The Targeted ID and PUID of the Staff member's NHS OpenAthens account will now be associated with the members KnowledgeShare record. They will now be able to log into directly to KnowledgeShare

5.2.1.2 Organisation

- Select the organisation the staff members OpenAthens account is associated with. This field will enable the link resolver from resources added by the PubMed upload to connect with the staff members OpenAthens account.

5.2.1.3 Permission group

The permission group for library staff decide which aspects of the system they can see.

- Library Assistant Permission group
- Librarians Permission group
- LKS Administrators Permission group

5.2.1.4 Primary location

Members and Library staff have different Primary location lists. The library staff location provides a place to give the addresses of the library sites.

The library staff location is linked to a code, which can be used in email templates.

The other area the library staff location is used is the LKS Promotional Page (see section 5.3.2 Add text to LKS Promotional Page on page 10 in the KS Handbook – LKS Admin <https://www.bsuh.nhs.uk/library/knowledgeshare-web/>).

5.2.2 Delete Staff

A member of the library team has left. Why can't I unassign their record?

The issue here is the difference between a Library Staff Record and a Member record. A Library Staff Record has been designed to provide services, such as literature searches and training, whereas Member record is designed to receive these services.

As work such as literature searches and training are “attached” to a staff record, we recommend deleting library staff records and starting with a fresh record when they move to a new service. In this way library staff don't take the work they have created to their new service and create errors in the statistical reports.

To delete a staff record

- Search for the Staff record
- On the Staff profile page click on **Edit** on the personal information section to access edit Staff page
- Scroll to the bottom of the record
- Click **Delete**

Save

Merge with another user

Cancel

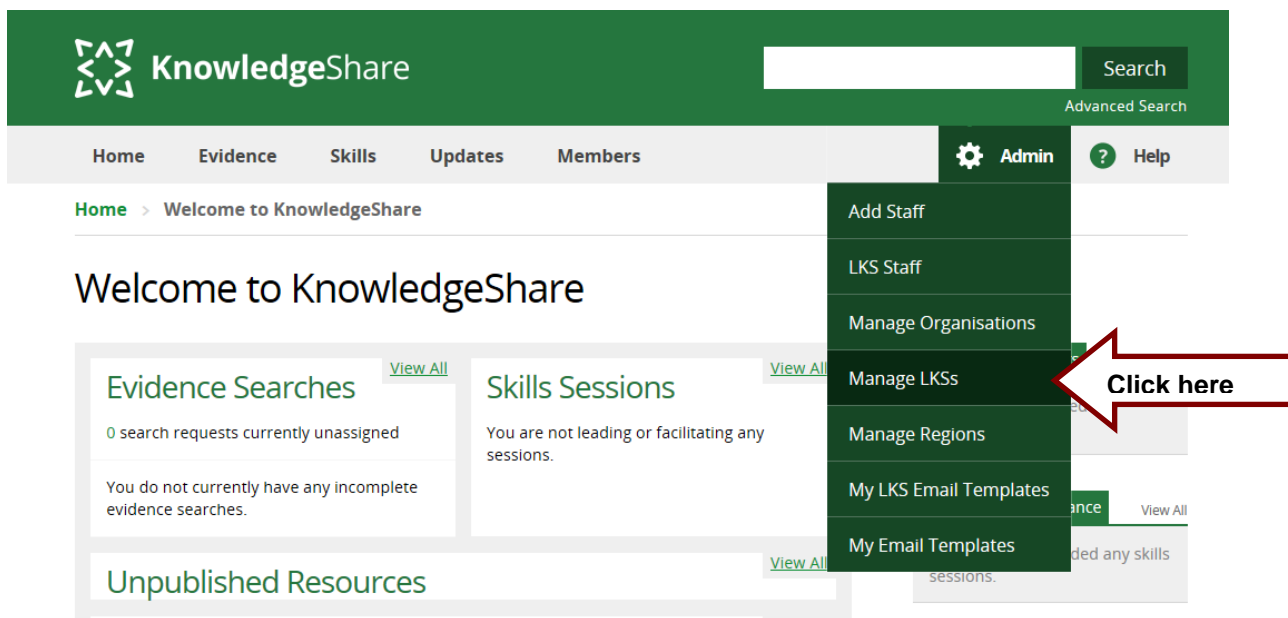
Delete

5.3 Manage LKS

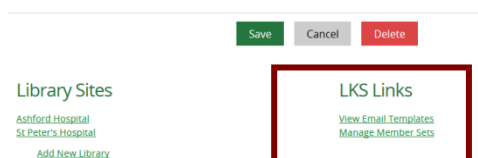
5.3.1 Manage LKS Page

The Manage LKS Page saves all the information about your library service which is used in different modules of KnowledgeShare. To access the page:

- Hold the cursor over Admin and then click on Manage LKSs

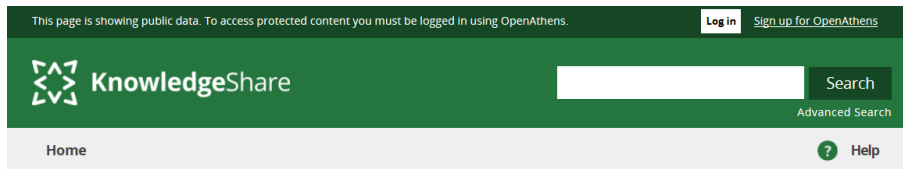


- Select your Library and Knowledge Service from the list
- Scroll down the page to LKS Links



5.3.2 Add text to LKS Promotional Page

Without having to log into KnowledgeShare, potential members can find out about the system by clicking on the link 'Find out more about KnowledgeShare and which libraries subscribe' or 'About' in the footer.



Home > Welcome to KnowledgeShare

Welcome to KnowledgeShare

KnowledgeShare connects health care staff with their local NHS library and knowledge service. KnowledgeShare users can find colleagues with

[Find out more about KnowledgeShare and which libraries subscribe.](#)

In order to access the KnowledgeShare system you need to log in using your OpenAthens ID.

- [Click here to log in with your OpenAthens ID](#)
- No OpenAthens ID? [Contact your local Library and Knowledge Service](#)



- These links land on a page explain what is KnowledgeShare and who is eligible to use KnowledgeShare, including a list of subscribing library services.

Who is eligible to use KnowledgeShare

Most NHS staff have access to a local NHS library and knowledge service (see the [HUSD](#) for local availability), regardless of profession or health sector.

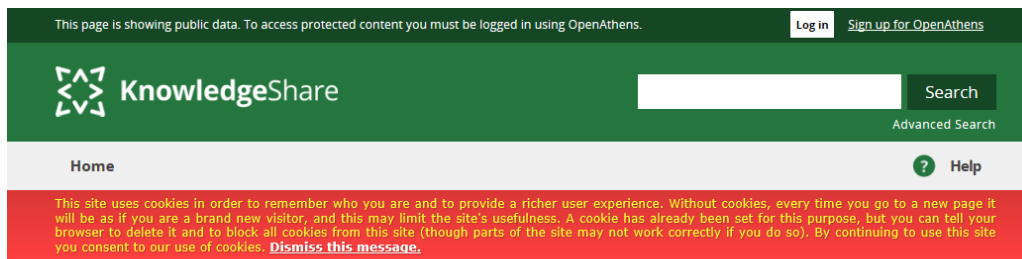
NHS library and knowledge service teams subscribe to KnowledgeShare on behalf of their members in order to offer information updates, provide services online and allow access to the KnowledgeShare professional network.

Limited access to information updates is available to the general public without the need to log in.

List of library and knowledge services currently subscribed to KnowledgeShare

- [2gether](#)
- [Abertawe Bro Morgannwg University Health Board](#)
- [Ashford and St Peter's](#)
- [Aubrey Keep](#)
- [Avon and Wiltshire](#)
- [Barts Health](#)
- [Basildon Healthcare](#)
- [Bedfordshire Health Libraries](#)
- [BEH-MHT](#)
- [Berkshire Healthcare](#)
- [Birmingham Community](#)
- [Bodleian Health Care Libraries](#)
- [Bradewater](#)
- [Brighton and Sussex](#)

- Clicking on an individual library service, lands on a promotional page for this service. This page includes promotional text on the service as well as listing any forthcoming skills session and published newsletters. A button 'Are you a member of this library? Sign in here with OpenAthens' provides an additional option to self-registration for members.



Home > Brighton and Sussex Library and Knowledge Service

Brighton and Sussex Library and Knowledge Service

Are you a member of this library? Sign in here with OpenAthens

Welcome

The Brighton and Sussex NHS Library and Knowledge Service supplies the evidence base to make decisions on:

- treatment
- patient care and safety
- commissioning and policy

and to support lifelong learning, undertake research and drive innovation.

We work with staff and students at:

- Brighton and Sussex University Hospitals
- Sussex Partnership
- Sussex Community
- NHS Brighton and Hove
- Public Health teams at Brighton and Hove and East Sussex
- South East Coast Ambulance Service
- and other local healthcare organisations.

Contact us to find out more.

Forthcoming skills sessions

- Feb 25 [Using Endnote](#)
The Library, Princess Royal Hospital - 11:00
Use Endnote reference software to store and manage your references
- Feb 25 [Finding Quality Health Information](#)
The Library, Audrey Emerton Building - 14:00

Brighton and Sussex Library and Knowledge Service

LKS email
bsuh.library@nhs.net

LKS website
<https://www.bsuh.nhs.uk/library/>

Region
Kent, Surrey and Sussex

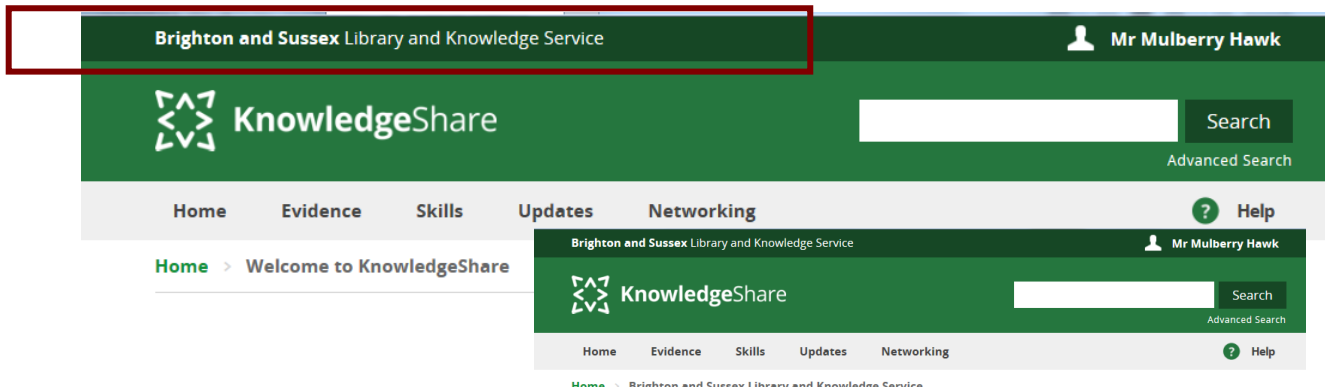
Our Libraries

Mill View Hospital
Nevill Avenue
HOVE
East Sussex
BN3 7HZ

Princess Royal Hospital
Lewes Road
HAYWARDS HEATH
West Sussex
RH16 4EX

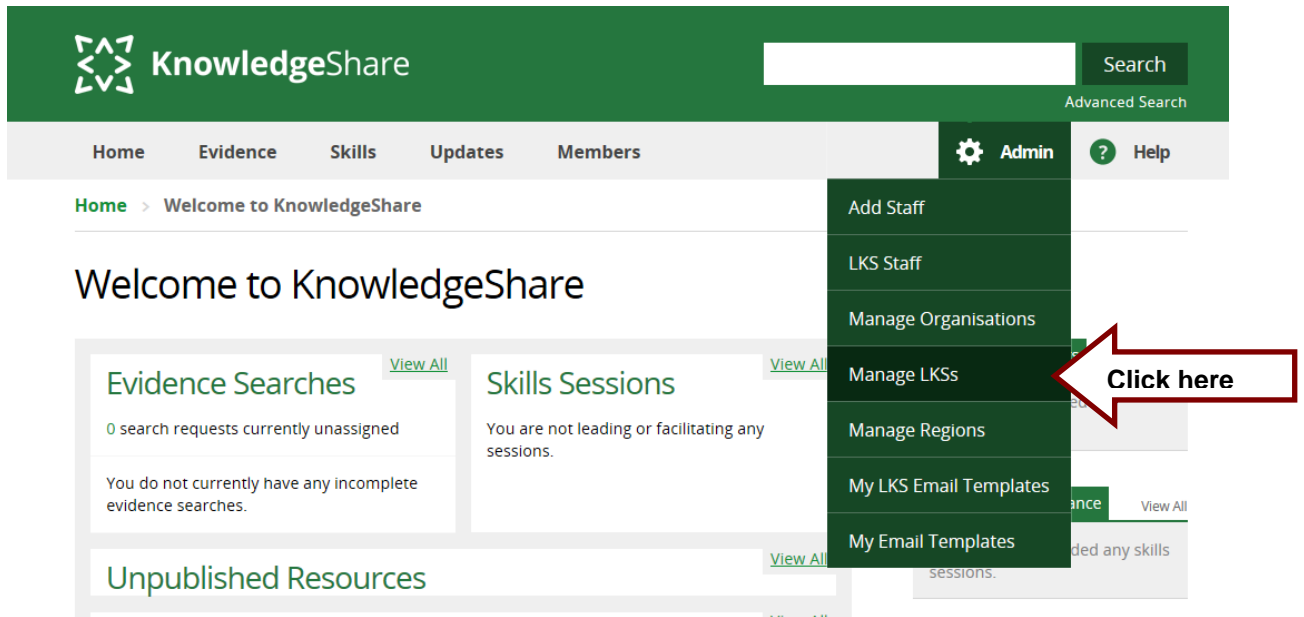
Royal Sussex County Hospital

- When a Member is logged in they can access this page by clicking on the name of the library service in the header.

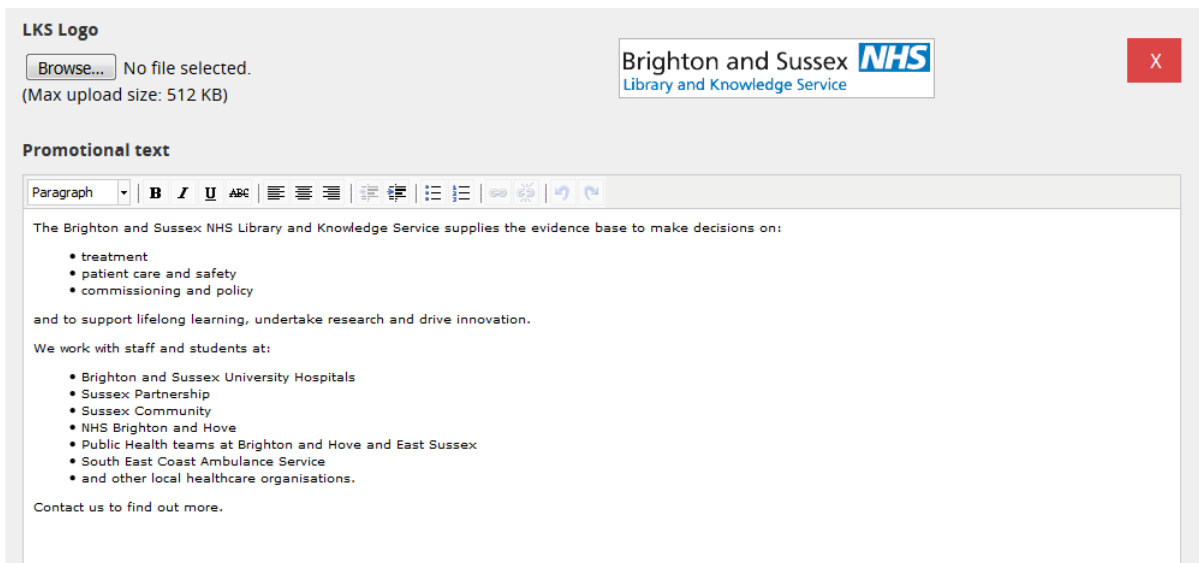


- To add promotional text to this page that will appear under the Welcome header:

- Hold the cursor over Admin and then click on Manage LKSs



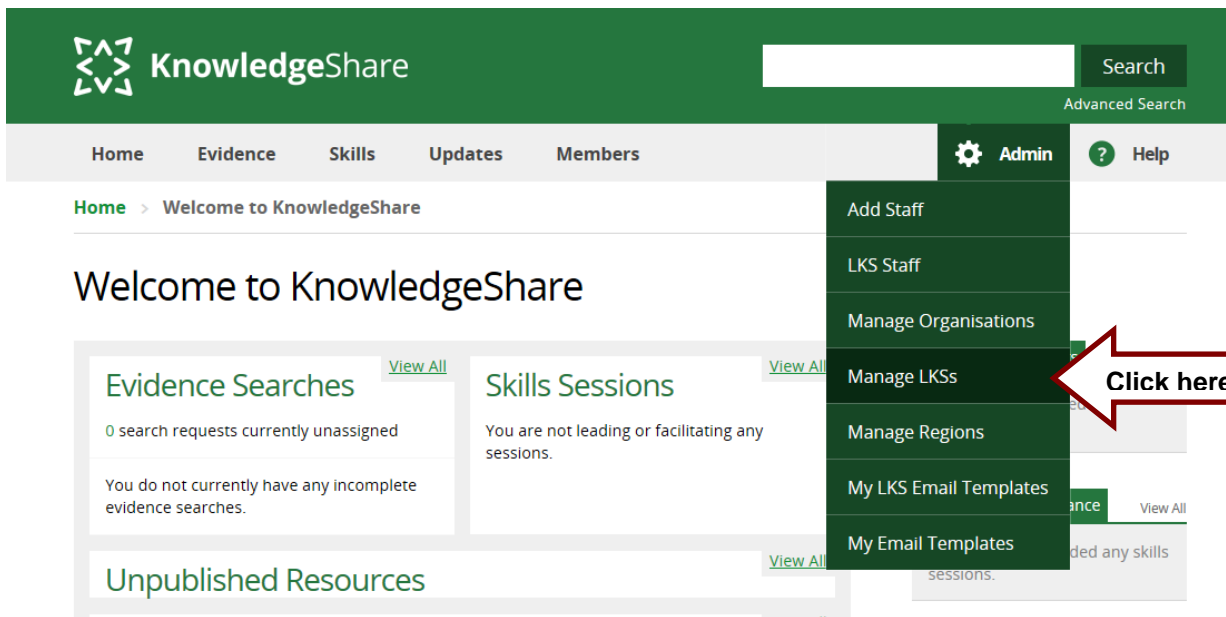
- Select your Library and Knowledge Service from the list
- Scroll down the page to Promotional Text



5.3.3 Add a logo

The library service logo added to this page is displayed in the footer for members when they log in. It also appears on the Evidence Search Result report and on the Skills Attendance Certificate. To add a logo

- Hold the cursor over Admin and then click on Manage LKSs



- Select your Library and Knowledge Service from the list
- Scroll down the page to LKS Logo

LKS website

LKS email

LKS Logo
 No file selected.
 (Max upload size: 512 KB)

Promotional text

 Paragraph | **B** | **I** | U | ABC | [List icons] | [Link icon] | [Refresh icon]

- Click on Browse.. (or Choose File if using Chrome) and select the appropriate logo

LKS Logo
 Brighton and Sussex LKS Logo 2019 v2.png
 (Max upload size: 512 KB)

- Click on Save at the bottom of the page



Library Sites

LKS Links

- Return to the Manage LKS page and the logo will be displayed

LKS Logo

Browse... No file selected.
(Max upload size: 512 KB)

Brighton and Sussex **NHS**
Library and Knowledge Service

X

- If you get the error message 'Invalid image width. Max allowed: 500 pixels' the logo will need to be reduced in size. Try using Microsoft Office Picture Manager which is available under Microsoft Office Tools to do this.

LKS Logo

Browse... No file selected.
(Max upload size: 512 KB)Invalid image width. Max allowed: 500 pixels

Promotional text

5.3.4 Add Skills Sessions to Evidence Update Emails

You can enable forthcoming Skills Sessions to be included in your services Evidence Update Emails. The Skills Sessions will only be sent to those members eligible to attend the session.

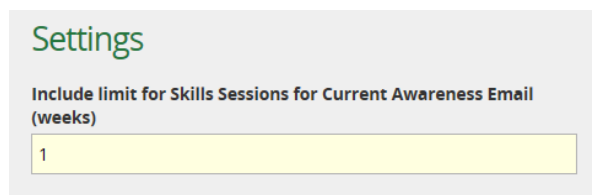
- Hold the cursor over Admin and then click on Manage LKSs

The screenshot shows the KnowledgeShare interface. At the top is the KnowledgeShare logo and a search bar. Below is a navigation menu with 'Home', 'Evidence', 'Skills', 'Updates', 'Members', 'Admin', and 'Help'. The 'Admin' menu is open, showing options: 'Add Staff', 'LKS Staff', 'Manage Organisations', 'Manage LKSs', 'Manage Regions', 'My LKS Email Templates', and 'My Email Templates'. A red arrow points to the 'Manage LKSs' option with the text 'Click here'.

- Select your Library and Knowledge Service from the list
- Scroll down the page to Settings

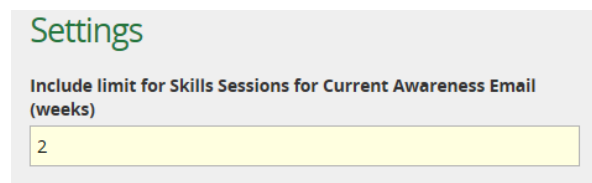
The screenshot shows the 'Settings' page. On the left, under 'Organisations Served', there is a list with 'Buckinghamshire County Council' and a 'Remove' link, and an 'Add Site:' dropdown menu. On the right, under 'Settings', there is a field labeled 'Include limit for Skills Sessions for Current Awareness Email (weeks)' with the value '0' entered. A red box highlights this field.

- To manage the number of forthcoming sessions being included in the Evidence Emails the system requires you provide a limit of the number of weeks you wish members to see in their emails.
- Enter the number of weeks' of Forthcoming Skills Sessions you wish to include in the Evidence Update emails in the field 'Include limit for Skills Sessions for Current Awareness Emails (weeks)'
 - To add sessions that take place in the following week after the member receives their Evidence Update email enter: 1



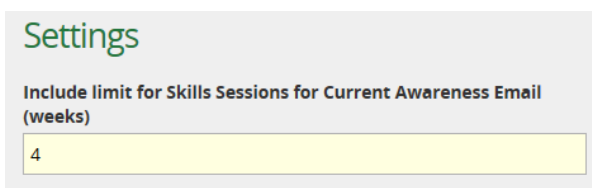
The screenshot shows a 'Settings' section with a label 'Include limit for Skills Sessions for Current Awareness Email (weeks)'. Below the label is a text input field containing the number '1'.

- To add sessions that take place in the fortnight after the member receives their Evidence Update email enter: 2



The screenshot shows a 'Settings' section with a label 'Include limit for Skills Sessions for Current Awareness Email (weeks)'. Below the label is a text input field containing the number '2'.

- To add sessions that take place in the month after the member receives their Evidence Update email enter: 4

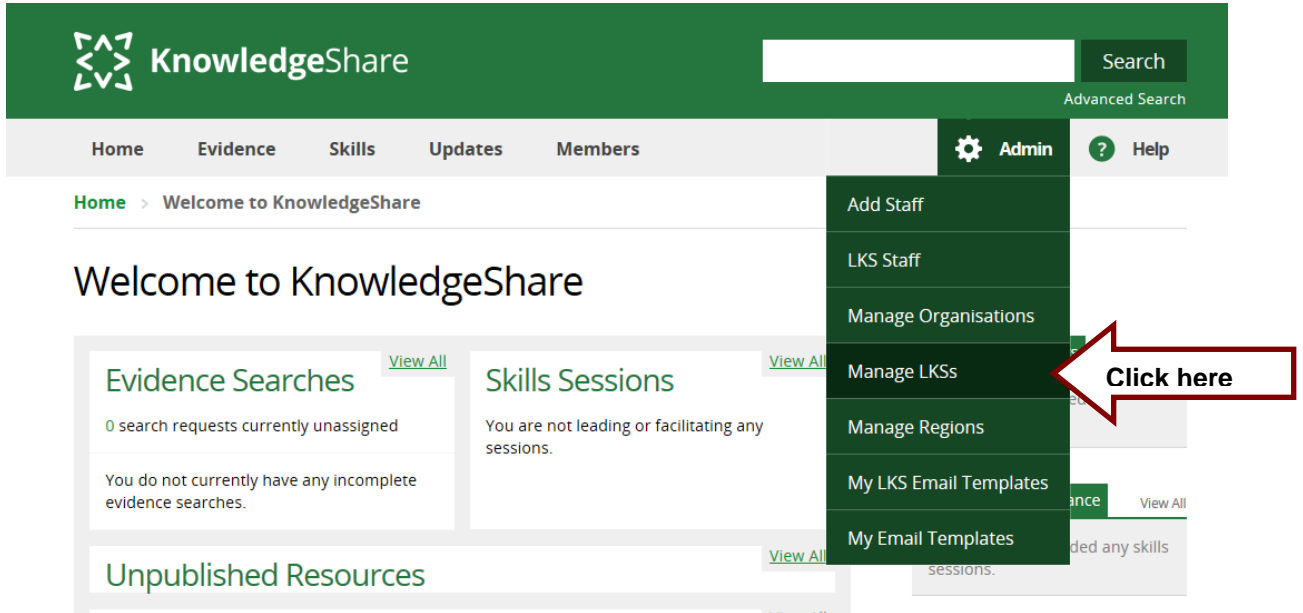


The screenshot shows a 'Settings' section with a label 'Include limit for Skills Sessions for Current Awareness Email (weeks)'. Below the label is a text input field containing the number '4'.

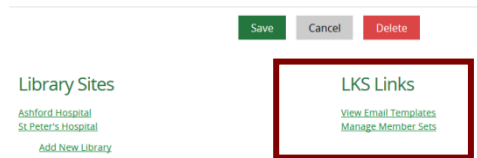
5.3.5 Manage Member Sets

The Manage Member Sets page shows which of your staff are Assigned Librarians and the number of Members they provide evidence updates for.

- Hold the cursor over Admin and then click on Manage LKSs



- Select your Library and Knowledge Service from the list
- Scroll down the page to LKS Links



- Click on **Manage Member Sets**
- This shows which of your staff are Assigned Librarians and the number of members they provide evidence updates for.

Member Sets Manager

[Move several member sets](#)

Member Set	Assigned Librarian	Taken Over From	Members	Delete Member Set
Member Set 4448	Samuel Pickwick ▼		6 Members	Delete Member Set
Member Set 4449	Tracy Tupman ▼		5 Members	Delete Member Set
Member Set 4450	Nathaniel Winkle ▼		5 Members	Delete Member Set

- To view an individual Member record click on the link in the Name column

Home > Pickwick Health > Member Sets Manager > Member Sets Move

Member Sets Move

Source MemberSet: Member Set 4449 Target MemberSet:

Select All

Name	Job Role	Department	Organisation	Primary Location	Select Member
Lillian Fern	N&M Specialist Nurse Practitioner	Diabetes and Endocrinology	Pickwick Healthcare	Charles Dickens Hospital	<input type="checkbox"/>
Mabel Grex	N&M Sister/Charge Nurse	Dermatology	Pickwick Healthcare	Charles Dickens Hospital	<input type="checkbox"/>
Dr Martha Jeddler	M&D Consultant	Anaesthetics	Pickwick Healthcare	Charles Dickens Hospital	<input type="checkbox"/>
Dr Charlotte Sowerberry	M&D Consultant	Anaesthetics	Pickwick Healthcare	Charles Dickens Hospital	<input type="checkbox"/>
Paul Sweedlepipe	AHP Dietician/Nutritionist	Nutrition and Dietetics	Pickwick Healthcare	Charles Dickens Hospital	<input type="checkbox"/>

Move Users Delete Member Set

- Click on column header to sort
 - E.g. Department = Member department in alphabetical order

A member of staff has left. What do I do about the members they are the assigned librarian for?

If you wish to retain a set of members, while a staff member is on maternity leave or you are waiting for a new member of staff to take on a role associated with a set of members, you can use Taken Over From.

If you would like to move individual members or groups of members from one Assigned Librarian to another you can use Move Member Sets.

5.3.5.1 Move Member Sets

If you would like to move individual members or groups of members from one Assigned Librarian to another you can use Move Member Sets.

- To move members make a note of the set number of the Assigned Librarian you would like to move the members to
 - In the screen shot below: Samuel Pickwick = Member Set 4448

Member Sets Manager

[Move several member sets](#)

Member Set	Assigned Librarian	Taken Over From	Members	Delete Member Set
Member Set 4448	Samuel Pickwick <input type="button" value="v"/>		6 Members	Delete Member Set

- Click on link in the Members column of the Assigned Librarian you want to move the Member **from**
 - In the screen shot below: Nathaniel Winkle

Member Sets Manager

[Move several member sets](#)

Member Set	Assigned Librarian	Taken Over From	Members	Delete Member Set
Member Set 4448	Samuel Pickwick ▼		6 Members	Delete Member Set
Member Set 4449	Tracy Tupman ▼		5 Members	Delete Member Set
Member Set 4450	Nathaniel Winkle ▼		5 Members	Delete Member Set

- Use the check box on the Select Member column or the Select all box to select the members you want to move

Member Sets Move

Source MemberSet Member Set 4450 ▼ Target MemberSet ▼

Select All

Name	Job Role	Department	Organisation	Primary Location	Select Member
Cyrus Bantam	APST Clinical Psychologist	Dementia Care	Pickwick Healthcare	Charles Dickens Hospital	<input checked="" type="checkbox"/>
Dr Jack Dawkins	M&D Consultant	Dermatology	Pickwick Healthcare	Charles Dickens Hospital	<input checked="" type="checkbox"/>
Dr Dolge Orlick	M&D Consultant	Paediatrics	Pickwick Healthcare	Charles Dickens Hospital	<input checked="" type="checkbox"/>
Mr Edmund Sparkler	N&M Specialist Nurse Practitioner	Diabetes and Endocrinology	Pickwick Healthcare	Charles Dickens Hospital	<input checked="" type="checkbox"/>
Wackford Squeers	N&M Specialist Nurse Practitioner	Pain management	Pickwick Healthcare	Charles Dickens Hospital	<input checked="" type="checkbox"/>

Move Users Delete Member Set

- Select the Member Set of the assigned Librarian you wish to move the members to using the Target Member Set drop down menu

Member Sets Move

Source MemberSet Member Set 4450 Target MemberSet Member Set 4448 Select All

Name	Job Role	Department	Organisation	Primary Location	Select Member
Cyrus Bantam	APST Clinical Psychologist	Dementia Care	Pickwick Healthcare	Charles Dickens Hospital	<input checked="" type="checkbox"/>

- Click **Move Users**
- The target Member Set of the assigned Librarian will now contain all the members that were selected to be moved

Member Sets Manager

[Move several member sets](#)

Member Set	Assigned Librarian	Taken Over From	Members	Delete Member Set
Member Set 4448	Samuel Pickwick ▼		11 Members	Delete Member Set
Member Set 4449	Tracy Tupman ▼		5 Members	Delete Member Set
Member Set 4450	Nathaniel Winkle ▼		(No Members)	Delete Member Set

Save

5.3.5.2 'Taken Over From' Member Sets

If you wish to retain a set of members, while a staff member is on maternity leave or you are waiting for a new member of staff to take on a role associated with a set of members, you can use **Taken Over From**

- To 'take over' a set of members click on the drop down menu in the Assigned Librarian column of the Librarian whose set of members you wish another team member to take over
 - In the screen shot below: Click on the arrow next to Nathaniel Winkle

Member Sets Manager

[Move several member sets](#)

Member Set	Assigned Librarian	Taken Over From	Members	Delete Member Set
Member Set 4448	Samuel Pickwick		6 Members	Delete Member Set
Member Set 4449	Tracy Tupman		5 Members	Delete Member Set
Member Set 4450	Nathaniel Winkle		5 Members	Delete Member Set

Save

- Select the name of the Assigned Librarian to take over the set

Member Sets Manager

[Move several member sets](#)

Member Set	Assigned Librarian	Taken Over From	Members	Delete Member Set
Member Set 4448	Samuel Pickwick		6 Members	Delete Member Set
Member Set 4449	Tracy Tupman		5 Members	Delete Member Set
Member Set 4450	Tracy Tupman		5 Members	Delete Member Set

Save

- Click **Save**
- The Member Sets Manager page will show who is the Assigned Librarian for the set of members and who they have Taken Over From

Member Sets Manager

✓ Your changes have been saved.

[Move several member sets](#)

Member Set	Assigned Librarian	Taken Over From	Members	Delete Member Set
Member Set 4448	Samuel Pickwick		6 Members	Delete Member Set
Member Set 4449	Tracy Tupman		5 Members	Delete Member Set
Member Set 4450	Tracy Tupman	Nathaniel Winkle	5 Members	Delete Member Set

Save

- The Member record will still show the original staff member as the Assigned Librarian
- The footer of Taken Over From member record have the message:
Please note that I have taken over from your usual contact Nathaniel Winkle.
Do let me know if I can be of any help.

Best wishes,
Tracy

Tracy Tupman , Clinical Librarian
[Brighton and Sussex NHS Library and Knowledge Service](#) | [@BrightonSx_LKS](#) | [Latest News](#)
Informing • Educating • Influencing

Please email me back if you would like to change your communication preferences or stop receiving these emails
Please note that I have taken over from your usual contact Nathaniel Winkle. Do let me know if I can be of any help.
----- Sent out by KnowledgeShare-----

5.3.5.2.1 Reinstate the member set to the 'Taken Over From' Assigned Librarian

- The reinstate the Librarian listed in the 'Taken Over From' column select them in the drop down list

Member Sets Manager

✓ Your changes have been saved.

[Move several member sets](#)

Member Set	Assigned Librarian	Taken Over From	Members	Delete Member Set
Member Set 4448	Samuel Pickwick ▼		6 Members	Delete Member Set
Member Set 4449	Tracy Tupman ▼		5 Members	Delete Member Set
Member Set 4450	Nathaniel Winkle ▼	Nathaniel Winkle	5 Members	Delete Member Set

Save

- Click **Save**

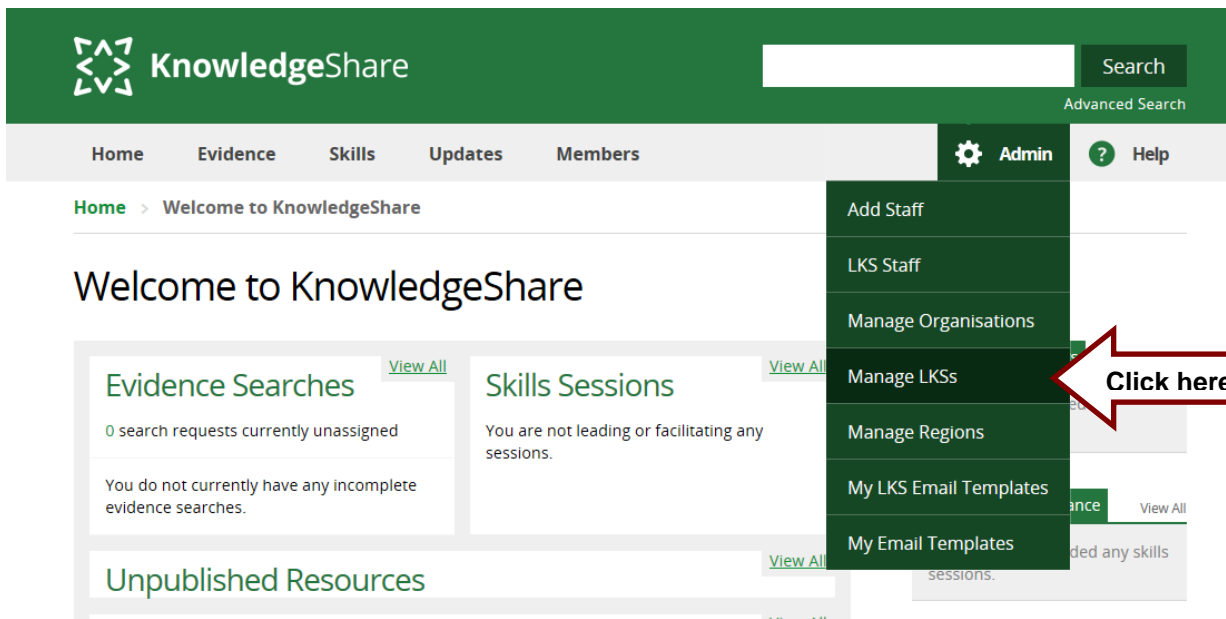
5.3.6 View LKS Level Email Templates

There are three levels of email template

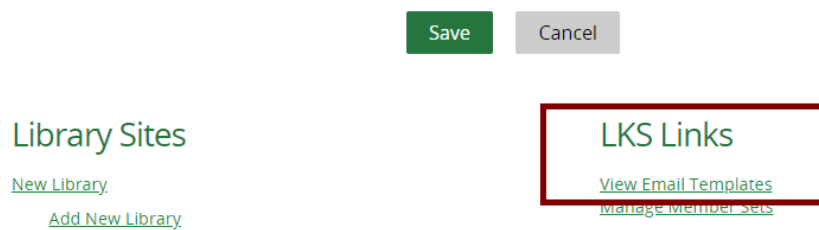
- **System Level Template:** This template can only be edited by the System Administrator
- **LKS Level Template:** This overrides any System Level version of this template. The template can be edited by LKS Administrators in a library service
- **Personal Level Template:** This overrides any LKS Level and System Level version of this template. The template can only be edited by the library member of staff

The View Email Templates page shows you the LKS Level Templates for your service:.

- Hold the cursor over Admin and then click on Manage LKSs



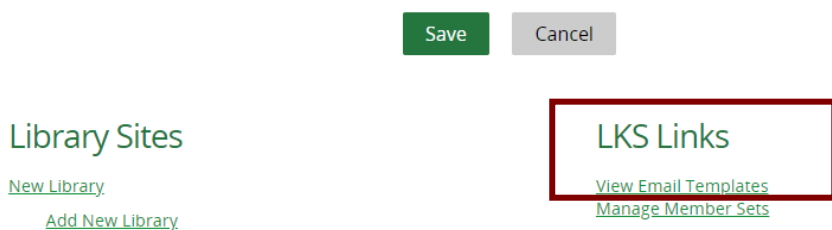
- Select your Library and Knowledge Service from the list
- Scroll down the page to LKS Links



- Click on View Email Templates

5.3.6.1 Add LKS Level email template

- On the Admin>Manage LKSs> Library and Knowledge Service page, click on View Email Templates



- Click **Add new template**

Pickwick Health Service's Email Templates

[Add new template](#)

No templates to display

Click here

- From Email Type drop down list select
 - For Current Awareness: **Current Awareness**
 - For Table of Contents (TOCs): **Journal Subscription**
 - For Completed Search Reports: **Evidence Search Completed Report**

Email Template Edit

Level LKS

Email type

Subject

Body

Current Awareness
Journal Subscription
Newsletter
Training Session Booked User
Training Session Booked User Waiting
Training Session Booked From Waiting List User
Cancelled Training Session
Cancelled Training Session Booking User
Evaluate Evidence Search Reminder
Evidence Search Evaluation Insufficient Reminder
Evidence Search Completed Report
Welcome to KnowledgeShare
Training Session Immediate Post Questionnaire Reminder
Training Session Second Post Questionnaire Reminder

- {{RecipientName}} - The Name of the person the email is sent to.
- {{RecipientSalutation}} - The Salutation string of the recipient of the email.
- {{SenderName}} - The Name of the sender of the email.
- {{SenderFirstName}} - The First Name of the sender of the email.
- {{SenderEmail}} - The email of the sender.
- {{SenderJobTitle}} - The Job Title of the sender of the email.
- {{SenderLKSName}} - The LKS Name of the sender of the email.
- {{SenderPhoneNumber}} - The Phone Number of the sender of the email.
- {{SenderLKSWebsite}} - The LKS Website of the sender of the email.

- In the Subject add
 - For Current Awareness: KnowledgeShare Evidence Updates
 - For Table of Contents (TOCs): Table of Contents (TOC) from KnowledgeShare
 - For Completed Search Reports: Evidence search result: {{LSRTitle}}
- Paste in the Body of the email the appropriate text
 - Use code {{RecipientSalutation}} which addresses the member in their preferred form
 - Use codes to create an email signature for any member of the teams

Best regards,
{{SenderFirstName}}

{{SenderName}}
{{SenderJobTitle}} | [{{SenderEmail}}](#)
{{SenderLKSName}} | [{{SenderLKSWebsite}}](#)

- Use the link icon to embed URLs in text
 - Add the full URL including https:// or http:// to the Link URL field
 - Select Open Link in a New Window for the Target field
 - For ensure accessibility add name for the link in the Title field

Email Template Edit

Level LKS

Email type Current Awareness

Subject KnowledgeShare Evidence Updates

Body

Paragraph **B** *I* U ABC | [List icons] [Link icon] [Image icon] [Undo] [Redo]

would like to change the interests we have listed, change the evidence levels, stop receiving the notifications, or request a search on a specific topic, don't hesitate to let me know.

{{CurrentAwarenessContent}}

If you need help getting hold of the full text of any of these results please email me. For more information about the KnowledgeShare Current Awareness Update service, or to change the frequency of these emails, contact me using the details below or login to KnowledgeShare.

As well as providing this evidence update service, KnowledgeShare also gives you access to other library services such as evidence searches and skills training sessions. Log in using your NHS OpenAthens username and password at: www.knowledgeshare.nhs.uk (Requires NHS OpenAthens at: <https://openathens.nice.org.uk/>)

- {{CurrentAwarenessContent}} - The current awareness content
- {{FutureSkillSessions}} - A link to the future skills session list
- {{RecipientName}} - The Name of the person the email is sent to
- {{RecipientSalutation}} - The Salutation string of the recipient of the email
- {{SenderName}} - The Name of the sender of the email.
- {{SenderFirstName}} - The First Name of the sender of the email.

Insert/Edit Link - Work - M...

https://staging.knowledgeshare...

Insert/Edit Link

Link URL <https://www.knowledgeshare.nhs.uk/>

Target **Open Link in a New Window**

Title KnowledgeShare Website

Insert **Cancel**

- As part of GDPR we must now ensure that all members have very easy access to their own data so that they can check what we hold about them and make changes, or request changes be made. Please ensure that your email templates on KnowledgeShare contain the following line below your signature: “Please email me back if you would like to change your communication preferences or stop receiving these emails”

5.3.6.2 Edit a LKS Level email template

- On the Admin>Manage LKSs> Library and Knowledge Service page, click on View Email Templates

Save **Cancel**

Library Sites

[New Library](#)

[Add New Library](#)

LKS Links

[View Email Templates](#)

[Manage Member Sets](#)

- Click on the name of the template to be edited

Pickwick Health Service's Email Templates


[Add new template](#)

Name
CurrentAwareness
EvidenceSearchCompletedReport
JournalSubscription

- Edit the template
 - Use code `{{RecipientSalutation}}` which addresses the member in their preferred form
 - Use codes to create an email signature for any member of the teams

Best regards,
`{{SenderFirstName}}`

`{{SenderName}}`
`{{SenderJobTitle}}` | [{{SenderEmail}}](#)
`{{SenderLKSName}}` | [{{SenderLKSWebsite}}](#)

- Use the link icon  to embed URLs in text
 - Add the full URL including `https://` or `http://` to the Link URL field
 - Select Open Link in a New Window for the Target field
 - For ensure accessibility add name for the link in the Title field

Email Template Edit

Level	LKS
Email type	Current Awareness
Subject	<input type="text" value="KnowledgeShare Evidence Updates"/>

Body

Paragraph

B **I** **U** **ABC** | [List, Bulleted, Numbered] | [Link, Image, Video, Audio]

would like to change the interests we have listed, change the evidence levels, stop receiving the notifications, or request a search on a specific topic, don't hesitate to let me know.

`{{CurrentAwarenessContent}}`

If you need help getting hold of the full text of any of these results please email me. For more information about the KnowledgeShare Current Awareness Update service, or to change the frequency of these emails, contact me using the details below or login to KnowledgeShare.

As well as providing this evidence update service,, KnowledgeShare also gives you access to other library services such as evidence searches and skills training sessions. Log in using your NHS OpenAthens username and password at: www.knowledgeshare.nhs.uk (Registered NHS OpenAthens at: <https://openathens.nice.org.uk/>)

- `{{CurrentAwarenessContent}}` - The current awareness content
- `{{FutureSkillSessions}}` - A link to the future skills session list
- `{{RecipientName}}` - The Name of the person the email is sent to
- `{{RecipientSalutation}}` - The Salutation string of the recipient of
- `{{SenderName}}` - The Name of the sender of the email.
- `{{SenderFirstName}}` - The First Name of the sender of the email.

Insert/Edit Link - Work - M...

https://staging.knowledgeshare....

Insert/Edit Link

Link URL

Target

Title

5.4 Manage Organisations

When Adding a Member, when you select an organisation a drop down menu is then available for both the department and location fields

Organisation and Role

Organisation: Pickwick Health NHS Trust

Job title: []

Department: []

- Accident and Emergency
- Anaesthetics
- Cardiac Surgery
- Dementia Care
- Dermatology
- Diabetes and Endocrinology
- Elderly Care

Organisation and Role

Organisation: Pickwick Health NHS Trust

Job title: []

Department: Accident and Emergency

Job group: []

Job role: []

Address

Address Line 1: []

Address Line 2: []

Primary location: []

- Bleak House
- Charles Dickens Hospital
- Dotheboys Hall

This data is created from the organisation page. Each organisation has a page which can be accessed via Admin

5.4.1 Access Organisation Page

- Hold the cursor over Admin and then click on Manage Organisations

KnowledgeShare

Home Evidence Skills Updates Members Admin Help

Home > Welcome to KnowledgeShare

Welcome to KnowledgeShare

Evidence Searches [View All](#)

Skills Sessions [View All](#)

Unpublished Resources [View All](#)

Manage Organisations **Click here**

- An LKS Admin can see the organisations that their library service serves

Organisation List

Name

[Pickwick Community Healthcare NHS Trust](#)

[Pickwick Health NHS Trust](#)

- Click on the Organisation to see, edit or add Locations and Departments

Organisation List


Name

[Pickwick Community Healthcare NHS Trust](#)

[Pickwick Health NHS Trust](#)

- If you do not have permission to add or edit Sites and Departments for an Organisation you will get the following error message

Error!

 You don't have permission to add sites for the selected organisation.

Due to the above error the system is unable to respond to your request. Please go back and try again. If the problem persists please contact your [system administrator](#).

5.4.2 Manage Departments

5.4.2.1 Edit Departments

To edit an existing department of an Organisation:

- Click on required Organisation
- Under Divisions, click on the department that you wish to edit

Divisions

ACUTE MEDICINE

[Accident and Emergency](#)
[Anaesthetics](#)
[Cardiac Surgery](#)
[Dementia Care](#)
[Dermatology](#)
[Diabetes and Endocrinology](#)
[Elderly Care](#)
[End of Life Care](#)
[Nutrition and Dietetics](#)
[Paediatrics](#)

- Edit the Name field

[Home](#) > [Organisation List](#) > [Pickwick Health NHS Trust](#) > [Edit Department](#)

Edit Department

Name

Save

Cancel

Delete

- Click **Save**

Divisions

ACUTE MEDICINE

[Anaesthetics](#)
[Cardiac Surgery](#)
[Dementia Care](#)
[Dermatology](#)
[Diabetes and Endocrinology](#)
[Elderly Care](#)
[Emergency Medicine](#)
[End of Life Care](#)
[Nutrition and Dietetics](#)
[Paediatrics](#)

5.4.2.2 Add Departments

To add a new department to the Organisation

- Click on required Organisation
- At the end of the list of departments for the appropriate Division, click on **Add New Department**

Divisions

ACUTE MEDICINE

[Anaesthetics](#)
[Cardiac Surgery](#)
[Dementia Care](#)
[Dermatology](#)
[Diabetes and Endocrinology](#)
[Elderly Care](#)
[Emergency Medicine](#)
[End of Life Care](#)
[Nutrition and Dietetics](#)
[Paediatrics](#)
[Pain management](#)
[Pharmacy](#)
[Rheumatology](#)

[Add New Department](#)

- Add department name
 - *Mandatory*
 - Start a department with a capital letter i.e. 'Paediatrics' not 'paediatrics'
 - It is not necessary to add the term "Department" to this field
 - Avoid adding Wards, add the medical speciality of the ward instead
 - Avoid just acronyms, add the name in full with the acronyms in brackets at the end of name i.e. 'Coronary Care Unit (CCU)' not 'CCU'
- Click **Save**

Add New Department

Name

Mental Health Liaison

Save

Cancel

5.4.2.3 Edit Divisions

Why are divisions included on the organisation page?

The divisions can only be seen on the organisation page. The divisions are included in statistics.

Departments are listed under a division. Terms such as DEPARTMENTS or SERVICES can be used for a single division to list all departments under. Multiple divisions can be created to match the structure of your organisations. These divisions are included in statistics.

Geographic Locations

SUSSEX

[16 Bloomsbury Street](#)
[Beaconsfield Medical Practice](#)
[Bexhill Hospital](#)
[Bloomsbury Road](#)
[Brighton General Hospital](#)
[Hove Polyclinic](#)
[Lawson Unit](#)
[Linwood Community Mental Health Centre](#)
[Macmillan Horizon Centre](#)
[Martlets Hospice](#)
[Mill View Hospital](#)
[Newhaven Community Ward](#)
[Park Centre](#)
[Princess Royal Hospital](#)
[Regent House Nursing Home](#)
[Royal Alexandra Children's Hospital](#)
[Royal Sussex County Hospital](#)
[Southpoint](#)
[St Mary's Hall](#)
[Sussex Cancer Centre](#)
[Sussex Eye Hospital](#)
[Sussex House](#)
[Sussex Orthopaedic Treatment Centre \(SOTC\)](#)
[Worthing Hospital](#)

[Add New Site](#)

Unknown

[East Surrey Hospital](#)

[Add New Site](#)

Divisions

ABDOMINAL SURGERY AND MEDICINE

[Bowel Screening](#)
[Digestive Diseases](#)
[Endoscopy](#)
[Gastroenterology](#)
[General Surgery](#)
[Hepatology](#)
[Stoma Care](#)
[Urology](#)

[Add New Department](#)

ACUTE FLOOR

[Accident & Emergency](#)
[Acute Assessment Unit](#)
[Acute Medical Unit](#)
[Acute Medicine](#)
[Critical Care](#)
[Emergency Care](#)
[Emergency Medicine](#)
[General Medicine](#)
[Intensive Care Unit \(ICU\)](#)
[Medicine](#)
[Surgical Assessment Unit \(SAU\)](#)

[Add New Department](#)

CANCER

[Breast Care](#)
[Cancer Services](#)
[Haematology](#)
[Medical Physics](#)
[Oncology](#)
[Palliative Care](#)
[Radiotherapy](#)

[Add New Department](#)

To edit an existing divisions of an Organisation

- Click on the required division
 - Write the division in capital letters
- Edit as appropriate
- Click **Save**

5.4.2.4 Add a Division

To add a new division to the Organisation

- Scroll down to the end of the list of departments, click on **Add New Division**

WOMEN'S SERVICES [Move]

Gynaecology Oncology [Move]

Maternity [Move]

Obstetrics and Gynaecology [Move]

Women and Children [Move]

Add New Department

Add New Division

- Click **Save**

Add New Division

Name

CENTRAL CLINICAL SERVI

Save

Cancel

5.4.2.5 Actions for the department under the 'Unknown' division

What is the 'Unknown' division?

On the Add member page the list of departments can be added to by typing in a department name not on the list. These departments are added to the organisation under the 'Unknown' division. These can then be checked and moved to the appropriate division.

Unknown

Out Patients

Paediatric

Palliative Care CNS

A&E

Abinger Ward

Acute Emergency

acute med

Acute Medicine

Admin

Admissions & Pre assessment

Check for and correct:

- Formatting standards
 - Start a department with a capital letter i.e. 'Paediatrics' not 'paediatrics'
 - It is not necessary to add the term "Department" to this field

- Typos and spelling mistakes
 - Edit and correct any typos or spelling mistakes
- Duplicates
 - Remove duplicate department names by moving all the members to one of the departments

[care of the Elderly](#)
[Care of the Elderly](#)
[cellular Pathology -Histology](#)

- Edit the name of the department you intend to delete and add a number to make it distinctive

[Capel Ward **\[Move\]**](#)
[care of the Elderly1 **\[Move\]**](#)
[Care of the Elderly **\[Move\]**](#)
[cellular Pathologyv -Histologyv **\[Move\]**](#)

- Click on each of the members under the department you intend to delete, and change their department to the correct one

Department

care of the Elderly

care of the Elderly1

Care of the Elderly

- When there are no members under the duplicate department name it can be deleted

Edit Department

Name

Members in this department

- Lone acronyms
 - Avoid just acronyms, add the name in full with the acronym in brackets at the end of name i.e. 'Coronary Care Unit (CCU)' not 'CCU'
- Wards
 - Avoid adding Wards, add the medical speciality of the ward instead

[cellular Pathology -Histology](#)
[chaldon Ward](#)
[Chaldon Ward](#)
[Charlwood Ward](#)

- Find the medical speciality of the ward

East Entrance			
Charlwood	Surgical	Ground floor, East Entrance	01737 284 612
Centhorne	Surgical	First floor	01737 284 614

- Click on each of the members under the ward and change their department to the speciality

Department

Surger|

- Dental and Maxillofacial Surgery
- Paediatric Surgery
- General surgery
- General Surgery
- Lower GI surgery
- Surgery
- Surgery Centre

- The ward can be added to Address Line 1

Address

Address Line 1

Charlwood Ward

- When there are no members under the ward department name it can be deleted

Edit Department

Name

Members in this department

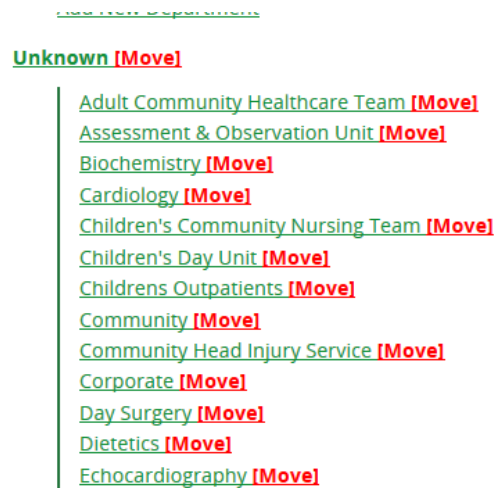
Once departments in the 'Unknown' division have been checked and any corrections made they can then be moved to the appropriate division.

5.4.2.6 Move departments

Only the Named LKS Administrator can move department as only this role can see the [Move] link in red text after the department name

To move a department to a different division within an Organisation

- Click on **[Move]** next to the department you want to move



- From the 'Organisation to move to:' drop down list select the organisation of the department

A screenshot of a web form titled 'Moving Organisation Structure Item'. The breadcrumb trail is 'Home > Moving Organisation Structure Item'. The main heading is 'Moving Organisation Structure Item'. Below this, the text reads 'Please select where you want to move the item Department Anaesthetics'. There are two dropdown menus: 'Organisation to move to:' and 'Division to move to:'. The 'Organisation to move to:' dropdown is open, showing two options: 'Pickwick Community Healthcare NHS Trust' and 'Pickwick Health NHS Trust'. At the bottom of the form, there are two buttons: 'Save' (green) and 'Cancel' (grey).

- Select the division to move the department to from the 'Division to move to:' drop down list

Moving Organisation Structure Item

Please select where you want to move the item **Department Anaesthetics**

Organisation to move to:

Division to move to:

There are 2 members assigned to

- ABDOMINAL SURGERY AND MEDICINE
 - ACUTE MEDICINE
 - CHILDREN'S SERVICES
 - CORPORATE SERVICES
-

Organisation is not changed so the change won't affect them.

- Click **Save**

Moving Organisation Structure Item

Please select where you want to move the item **Department Anaesthetics**

Organisation to move to:

Division to move to:

There are 2 members assigned to the item you want to move but Organisation is not changed so the change won't affect them.

- The department will now be under the selected division

Divisions

ABDOMINAL SURGERY AND MEDICINE [Move]

| **Anaesthetics [Move]**

[Add New Department](#)

Why have I got a message about assigning a member?

If you select a different organisation to the one the department was originally listed under and there are members with this department, KnowledgeShare will check you want to move them. If the organisation has been selected in error click 'Cancel'

[Home](#) > [Moving Organisation Structure Item](#)

Moving Organisation Structure Item

Please select where you want to move the item **Department Cardiac Surgery**

Organisation to move to:

Division to move to:

There is 1 member assigned to the item you want to move. What do you want to do with members?

Action to take on members:

Please assign below groups of users.

From: WESSEX > Charles Dickens Hospital

Mr Kit Nubbles

Target Geographic Location

Target Organisation Site

5.4.3 Manage Locations

5.4.3.1 Edit Locations

To edit an existing location of an Organisation:

- Click on required Organisation
- Under Geographic Locations, click on the location that you wish to edit

Geographic Locations

WESSEX

- [Bleak House](#)
- [Charles Dickens Hospital](#)
- [Dotheboys Hall](#)

[Add New Site](#)

- Edit appropriate field

[Home](#) > [Organisation List](#) > [Pickwick Health NHS Trust](#) > [Edit Site](#)

Edit Site

Name	<input type="text" value="Charles Dickens Hospital"/>
Address	<input type="text" value="Huffam Street"/> <input type="text"/>
Town/City	<input type="text" value="VICTORIANA"/>
County	<input type="text" value="Wessex"/>
PostCode	<input type="text" value="VA1 2AB"/>
	<input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Delete"/>

- Click **Save**

5.4.3.2 Add Locations

To add a new location to the Organisation

- Click on required Organisation
- At the end of the list of locations for the appropriate Geographic Locations, click on **Add New Site**

Geographic Locations

WESSEX

- [Bleak House](#)
- [Charles Dickens Hospital](#)
- [Dotheboys Hall](#)

[Add New Site](#)

- Add Address details:
 - Name *Mandatory*
 - Address

- Town/City
- County
- PostCode

- Click **Save**

[Home](#) > [Organisation List](#) > [Pickwick Health NHS Trust](#) > [Add New Site](#)

Add New Site

Name	<input type="text" value="Tellsons Bank Hospital"/>
Address	<input type="text" value="Cruncher Street"/> <input type="text"/>
Town/City	<input type="text" value="DARNEY"/>
County	<input type="text" value="Wessex"/>
PostCode	<input type="text" value="PO21 1DW"/>
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

The postal details appear on the profile page of the members at this location

[Home](#) > [Jarvis Lorry](#)



Jarvis Lorry

[Edit](#)

<p> <i>(no number stored)</i></p> <p> jarvis.lorry@nhs.net</p> <p> Tellsons Bank Hospital Cruncher Street DARNEY Wessex PO21 1DW</p>	<p>OpenAthens username</p> <p>Job title Consultant</p> <p>Department Dermatology</p> <p>Organisation Pickwick Health NHS Trust</p>
--	--

5.4.3.3 Edit Geographic Locations

Why are geographic locations included on the organisations page?

The geographic locations can only be seen on the organisation page. The geographic locations are included in statistics.

Locations are listed under a geographical location. Locations can be listed under a single geographical location. Multiple geographical locations can be created to match the structure of your organisations. These divisions are included in statistics.

Geographic Locations

BRIGHTON & HOVE

[12 Hanover Crescent](#)
[Aldrington Centre](#)
[Aldrington House](#)
[Bartholomew House](#)
[Brighton and Hove Wellbeing Service](#)
[Brighton General Hospital](#)
[East Brighton Community Mental Health Centre](#)
[Hove Polyclinic](#)
[Hove Recovery Centre](#)
[Lighthouse](#)
[Lindridge](#)
[Mill View Hospital](#)
[Montague House](#)
[Moulsecomb Children's Centre](#)
[Phoenix House](#)
[Royal Alexandra Children's Hospital](#)
[Royal Sussex County Hospital](#)
[Rutland Gardens Community Wards](#)
[Sussex Education Centre](#)
[The Old Market](#)
[University of Sussex](#)

[Add New Site](#)

EAST SUSSEX

[Amberstone Hospital](#)
[Avenida Lodge](#)
[Battle Health Centre](#)
[Bellbrook Centre](#)
[Bexhill Health Centre](#)
[Braybrooke House](#)
[Cavendish House](#)
[Conquest Hospital](#)
[Crowborough Hospital](#)
[Eastbourne District General Hospital](#)
[Eastbourne Police Station](#)
[Hellingly Centre](#)
[Highmore](#)
[HMP Lewes](#)
[Horder Healthcare Seaford](#)
[i-Rock House](#)
[Leaf Hospital](#)
[Lift House](#)
[Mayfield Court](#)
[Millwood Unit](#)
[Newhaven Rehabilitation Centre](#)
[Orchard House Victoria Hospital Site](#)
[Peacehaven Health Centre](#)
[Southview Low Secure Unit](#)
[St Anne's Centre](#)
[St Mary's House](#)
[The Firs](#)

Divisions

ACUTE SERVICES

[Acute Home Treatment](#)
[Acute Services](#)
[Adult Acute Services](#)
[Crisis Resolution and Home Treatment](#)
[Early Intervention Services](#)
[Inpatient Mental Health Services](#)
[Mental Health Liaison](#)
[Psychiatric Intensive Care Unit](#)
[Urgent Help Service](#)

[Add New Department](#)

ADULTS

[Adult Community Mental Health Services](#)
[Adult Mental Health Services](#)
[Adult Psychiatry](#)
[Psychiatry](#)
[Working Age Mental Health Services](#)

[Add New Department](#)

CHILDREN & YOUNG PEOPLE

[Assessment and Treatment Service](#)
[Child Protection](#)
[Children and Young People's Service](#)
[Children In Care Team](#)
[Community teams - Brighton & Hove](#)
[Community teams - East Sussex](#)
[Community teams - Hampshire](#)
[Community teams - West Sussex](#)
[Family Eating Disorder Service](#)
[Family Intensive Support Service](#)
[Looked After and Adopted Children's Mental Health Service](#)
[Paediatric Mental Health Liaison Team](#)
[Perinatal Service](#)

[Add New Department](#)

CORPORATE SERVICES

[Corporate](#)
[Library and Knowledge Service](#)

[Add New Department](#)

DEPARTMENTS

[Access Services](#)
[Assertive Outreach Team](#)
[Assessment and Treatment Services](#)
[Brighton and Hove Assertive Outreach Team](#)
[Clinical Audit Team](#)
[Clinical Psychology](#)
[Community Mental Health Services](#)
[East Brighton Community Mental Health](#)
[East Brighton Community Mental Health](#)

5.4.3.4 Add Geographic Locations

To add a new geographic location to the Organisation

- Scroll down to the end of the list of departments, click on **Add New Geographic Location**

[Sussex House \[Move\]](#)
[Sussex Orthopaedic Treatment Centre \(SOTC\) \[Move\]](#)
[Worthing Hospital \[Move\]](#)

[Add New Site](#)

[Unknown \[Move\]](#)

[Add New Site](#)

[Add New Geographic Location](#)

- Click **Save**

Add New Geographic Location

Name

5.4.3.5 Actions for locations under the 'Unknown' geographic location

What is the 'Unknown' geographic location?

On the Add member page the list of locations can be added to by typing in a location name not on the list. These locations are added under the 'Unknown' geographic location. These can then be checked and moved to the appropriate geographic location.

[Unknown \[Move\]](#)

- [Caterham Dene Hospital \[Move\]](#)
- [East Surrey \[Move\]](#)
- [East Surrey college \[Move\]](#)
- [East Surrey Hospital \[Move\]](#)
- [Farmfield Hospital \[Move\]](#)

Check for and correct:

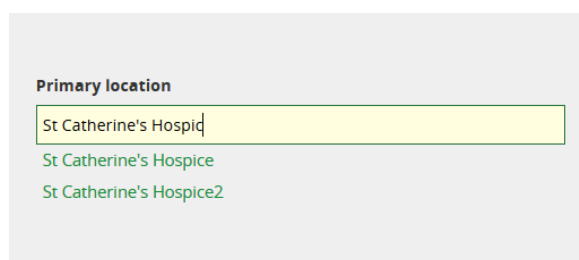
- Formatting standards
 - Start a location with a capital letter i.e. 'Royal Sussex Hospital' not 'royal sussex hospital'
- Typos and spelling mistakes
 - Edit and correct any typos or spelling mistakes
- Duplicates
 - Remove duplicate locations names by moving all the members to one of the locations

[Smallfields Surgery \[Move\]](#)
[St Catherine's Hospice \[Move\]](#)
[St Catherine's Hospice \[Move\]](#)

- Edit the name of the location you intend to delete and add a number to make it distinctive

[Smallfields Surgery \[Move\]](#)
[St Catherine's Hospice \[Move\]](#)
[St Catherine's Hospice2 \[Move\]](#)

- Click on each of the members under the department you intend to delete, and change their department to the correct one



Primary location

St Catherine's Hospice

St Catherine's Hospice

St Catherine's Hospice2

- When there are no members under the duplicate department name it can be deleted

Edit Site

Name	<input type="text" value="St Catherine's Hospice2"/>
Address	<input type="text"/>
	<input type="text"/>
Town/City	<input type="text"/>
County	<input type="text"/>
PostCode	<input type="text"/>

Members in this site

Once departments in the 'Unknown' location have been checked and any corrections made they can then be moved to the appropriate geographic locations.

5.4.3.6 Move locations

Only the Named LKS Administrator can move locations as only this role can see the [Move] link in red text after the department name

To move a location to a different Geographic Location within an Organisation

- Click on **[Move]** next to the location you want to move

Unknown [Move]

- [Caterham Dene Hospital \[Move\]](#)
- [East Surrey college \[Move\]](#)
- [East Surrey Hospital \[Move\]](#)
- [Farmfield Hospital \[Move\]](#)
- [Forum House \[Move\]](#)
- [Ifield Medical Practice \[Move\]](#)
- [New Park House \[Move\]](#)
- [Oxted therapies unit \[Move\]](#)
- [Princess Royal Hospital \[Move\]](#)
- [Royal Surrey Hospital \[Move\]](#)
- [Smallfields Surgery \[Move\]](#)

- Select the organisation of the location from the 'Organisation to move to:' drop down list

[Home](#) > Moving Organisation Structure Item

Moving Organisation Structure Item

Please select where you want to move the item **Organisation Site Wilkie Collins House**

Organisation to move to:

Geographic location to move to:

- Select the geographic location to move the department to from the 'Geographic location to move to:' drop down list

[Home](#) > Moving Organisation Structure Item

Moving Organisation Structure Item

Please select where you want to move the item **Organisation Site Wilkie Collins House**

Organisation to move to:

Geographic location to move to:

There is 1 member assigned to the item you want to move but Organisation is not changed so the change won't affect them.

- Click **Save**

Moving Organisation Structure Item

Please select where you want to move the item **Organisation Site Wilkie Collins House**

Organisation to move to:

Geographic location to move to:

There is 1 member assigned to the item you want to move but Organisation is not changed so the change won't affect them.

Save

Cancel

- The location will now be under the selected geographic location

Geographic Locations

Unknown [\[Move\]](#)

[Add New Site](#)

WESSEX [\[Move\]](#)

[Bleak House](#) [\[Move\]](#)

[Charles Dickens Hospital](#) [\[Move\]](#)

[Dotheboys Hall](#) [\[Move\]](#)

[Tellsons Bank Hospital](#) [\[Move\]](#)

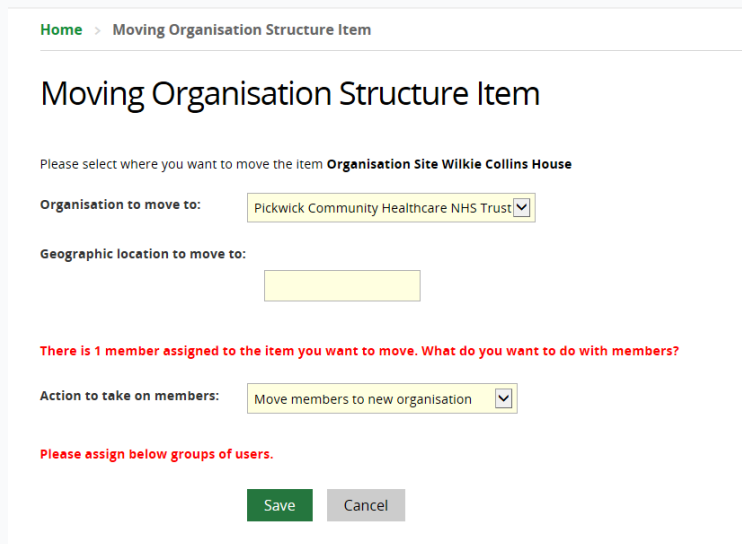
[Wilkie Collins House](#) [\[Move\]](#)

[Add New Site](#)

[Add New Geographic Location](#)

Why have I got a message about assigning a member?

If you select a different organisation to the one the location was originally listed under and there are members with this location, KnowledgeShare will check you want to move them. If the organisation has been selected in error click 'Cancel'



The screenshot shows a web form titled "Moving Organisation Structure Item". At the top, there is a breadcrumb trail: "Home > Moving Organisation Structure Item". Below the title, a message reads: "Please select where you want to move the item **Organisation Site Wilkie Collins House**".

The form contains the following fields:

- Organisation to move to:** A dropdown menu with "Pickwick Community Healthcare NHS Trust" selected.
- Geographic location to move to:** An empty text input field.
- Action to take on members:** A dropdown menu with "Move members to new organisation" selected.

Below the dropdowns, a red warning message states: "There is 1 member assigned to the item you want to move. What do you want to do with members?".

At the bottom of the form, there is a red instruction: "Please assign below groups of users." followed by two buttons: "Save" (green) and "Cancel" (grey).

5.5 Sharing Evidence Searches with another library service

To support collaboration between library teams, evidence search requests from a selected organisation, or organisations, can be shared between library services.

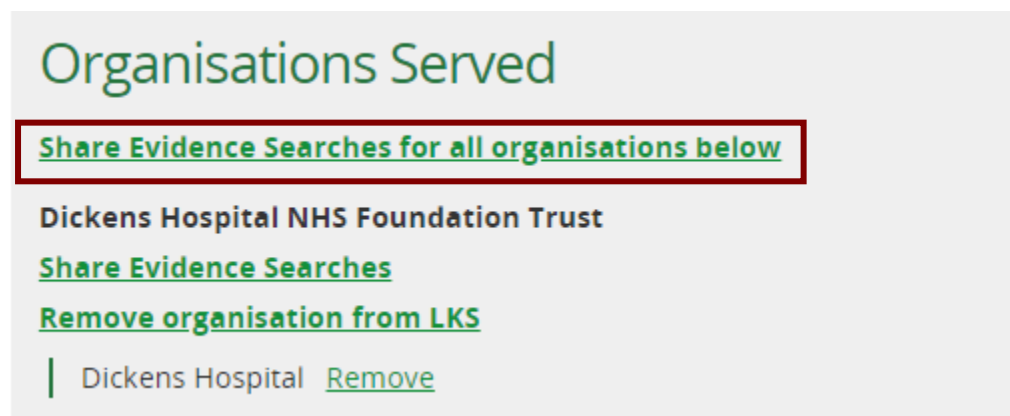
Library services will need to explicitly agree to share the evidence searches from members of a selected organisation or organisations. This explicit agreement is signalled by selecting “Share Evidence searches” on the Edit LKS page.

How are completed shared Evidence Searches recorded on statistics?

For reporting purposes a completed search is counted as a search for the LKS of the library staff who has completed it, even if the member is assigned to a different LKS.

5.5.1 Selecting all organisations to share evidence searches

On the “Edit LKS” page, at the top of the Organisations Served section is a link ‘Share Evidence Searches for all organisations below’.



Organisations Served

[Share Evidence Searches for all organisations below](#)

Dickens Hospital NHS Foundation Trust

[Share Evidence Searches](#)

[Remove organisation from LKS](#)

| Dickens Hospital [Remove](#)

Clicking ‘Share Evidence Searches for all organisations below’ shows explicit agreement to share all evidence searches from all these organisations with other library services who have also clicked on ‘Share Evidence Searches for all organisations below’, or have clicked on ‘Share Evidence searches’, for any of these individual organisations.

Organisations Served

[Unshare Evidence Searches for all organisations below](#)

Dickens Hospital NHS Foundation Trust

[Remove organisation from LKS](#)

| Charles Dickens Hospital [Remove](#)

Add Site:

Makepeace Thackeray Partnership NHS Trust

[Remove organisation from LKS](#)

Add Site:

5.5.2 Selecting individual organisations to share evidence searches

On the “Edit LKS” page, each organisation that the LKS serves is listed. A link next to each organisation says “Share Evidence searches”.

Organisations Served

[Share Evidence Searches for all organisations below](#)

Dickens Hospital NHS Foundation Trust

[Share Evidence Searches](#)

[Remove organisation from LKS](#)

| Dickens Hospital [Remove](#)

Clicking “Share Evidence Searches” shows explicit agreement to share evidence searches from this organisation with other library services who have also clicked on “Share Evidence Searches” for this organisation.

Organisations Served

[Share Evidence Searches for all organisations below](#)

Dickens Hospital NHS Foundation Trust

[Share Evidence Searches](#)

[Remove organisation from LKS](#)

| Dickens Hospital [Remove](#)

Makepeace Thackeray Partnership NHS Trust

[Unshare Evidence Searches](#)


[Remove organisation from LKS](#)

| Makepeace Community Clinic [Remove](#)
| Thackeray Hospital [Remove](#)

Add Organisation

5.5.3 Unassigned Evidence Searches page with requests from a shared organisation

Where LKS A and LKS B both serve Organisation X and *both* have selected “Share searches” for Organisation X then:

- The unassigned search list for LKS A will include any search requests from Organisation X, even if they have been requested by members of LKS B. (And vice versa).
- An alert symbol  shows those search requests by members of LKS B who are from shared Organisation X
- Librarians from both organisations have full permissions to view, edit and assign search requests from Organisation X, whether requested by a member from LKS A or LKS B.
- For reporting purposes a completed search is counted as a search for the LKS of the library staff who has completed it, even if the member is assigned to a different LKS.

5.5.3.1 Example Unassigned Evidence Searches pages with requests from a shared organisation

Scenario:

LKS A (Dickens Library Service)

and

LKS B (Wilkie Library Service)

both serve

Organisation X (Makepeace Thackeray Partnership NHS Trust)

LKS A (Dickens Library Service) and LKS B (Wilkie Library Service) have *both* selected “Share searches” for Organisation X (Makepeace Thackeray Partnership NHS Trust)

LKS A (Dickens Library Service)

Organisations Served

[Share Evidence Searches for all organisations below](#)

Dickens Hospital NHS Foundation Trust

[Share Evidence Searches](#)

[Remove organisation from LKS](#)

| Dickens Hospital [Remove](#)

Makepeace Thackeray Partnership NHS Trust

[Unshare Evidence Searches](#)

[Remove organisation from LKS](#)

| Makepeace Community Clinic [Remove](#)

| Thackeray Hospital [Remove](#)

Add Organisation

LKS B (Wilkie Library Service)

Organisations Served

[Share Evidence Searches for all organisations below](#)

Makepeace Thackeray Partnership NHS Trust

[Unshare Evidence Searches](#)

[Remove organisation from LKS](#)

Add Site:

Wilkie Hospital NHS Foundation Trust


[Share Evidence Searches](#)

[Remove organisation from LKS](#)

| Wilkie Hospital [Remove](#)

Add Organisation

Unassigned Search page for LKS A (Dickens Library Service)

- The unassigned search list for LKS A (Dickens Library Service) includes a search request from Organisation X (Makepeace Thackeray Partnership NHS Trust), where the requester is a library member at LKS B (Wilkie Library Service)
- An alert symbol  shows the search request where the requester is from Organisation X (Makepeace Thackeray Partnership NHS Trust) and is a library member at LKS B (Wilkie Library Service)

Dickens Library and Knowledge Service Samuel Pickwick

KnowledgeShare Search

Advanced Search

Home **Evidence** Skills Updates Members Admin Help

Home > Unassigned Evidence Searches

Unassigned Evidence Searches

Due Within A Week

Any evidence exposure to lead in petrol and increased incidence of dementia?
Requested by: Barbara Pinkerton

Due After 23rd December

What is the evidence for Dupilumab for atopic dermatitis?
Requested by: Ethelinda Espinoza

⚠ Art therapy for patients with dementia
Requested by: Rosanna Spearman

Art therapy for patients with dementia

Requested by: Rosanna Spearman

Date requested: 17/12/21
Deadline:

Assign to Me Assign to

Request Form | Search Results | Activity Log

Save

Request number 33176

Request date 17 / 12 / 2021

Requesting member Rosanna Spearman (Thackeray Hospital)

Unassigned Search page for LKS B (Wilkie Library Service)

- The unassigned search list for LKS B (Wilkie Library Service) includes a search request from Organisation X (Makepeace Thackeray Partnership NHS Trust), where the requester is a library member at LKS A (Dickens Library Service)
- An alert symbol shows the search request where the requester is from Organisation X (Makepeace Thackeray Partnership NHS Trust) and is a library member at LKS A (Dickens Library Service)

Home > Unassigned Evidence Searches

Unassigned Evidence Searches

Due Within A Week

Impact of COVID-19 on corneal esthesiometry
Requested by: Godfrey Ablewhite

⚠ Any evidence exposure to lead in petrol and increased incidence of dementia?
Requested by: Barbara Pinkerton

Due After 23rd December

Art therapy for patients with dementia
Requested by: Rosanna Spearman

Any evidence exposure to lead in petrol and increased incidence of dementia?

Requested by: Barbara Pinkerton

Date requested: 16/12/21
Deadline: Assign to Me Assign to

Request Form Search Results Activity Log

Save

Request number 33173

Request date / /

Requesting member Barbara Pinkerton (Makepeace Community Clinic)

5.5.4 Unassigned Evidence Searches page where a library service has not explicitly shared an organisation that has been shared by other library services

Where LKS A and LKS C both serve Organisation X and LKS A has selected “Share searches” Organisation X but LKS C has not then:

- The unassigned search list for LKS A will not include search requests from members of Organisation X who are library members at LKS C (and vice versa)
- The evidence search request list for LKS A will not include search requests from members of Organisation X who are library members at LKS C (and vice versa)
- Librarians from these LKS teams will not have permission to to view, edit and assign search requests by each other’s members

5.5.4.1 Example Unassigned Evidence Searches page where a library service has not explicitly shared an organisation that has been shared by other library services

Scenario:
LKS A (Dickens Library Service)
and
LKS C (Gaskell LKS)
both serve
Organisation X (Makepeace Thackeray Partnership NHS Trust)

LKS A (Dickens Library Service) has selected “Share searches” for Organisation X (Makepeace Thackeray Partnership NHS Trust)

LKS C (Gaskell LKS) has not shared searches for Organisation X (Makepeace Thackeray Partnership NHS Trust)

LKS A (Dickens LKS)

Organisations Served

[Share Evidence Searches for all organisations below](#)

Dickens Hospital NHS Foundation Trust
[Share Evidence Searches](#)
[Remove organisation from LKS](#)
| Dickens Hospital [Remove](#)

Makepeace Thackeray Partnership NHS Trust
[Unshare Evidence Searches](#)
[Remove organisation from LKS](#)
| Makepeace Community Clinic [Remove](#)
| Thackeray Hospital [Remove](#)

Add Organisation

LKS C (Gaskell LKS)

Organisations Served

[Share Evidence Searches for all organisations below](#)

Gaskell Hospital NHS Foundation Trust
[Share Evidence Searches](#)
[Remove organisation from LKS](#)

Add Site:

Makepeace Thackeray Partnership NHS Trust
[Share Evidence Searches](#)
[Remove organisation from LKS](#)
| Makepeace Community Clinic [Remove](#)
| Thackeray Hospital [Remove](#)

Add Organisation

Unassigned Search page for LKS C (Gaskell Library Service)

- The unassigned search list for LKS C (Gaskell Library Service) will only include search requests from members of Organisation X (Makepeace Thackeray Partnership NHS Trust), who are library members at LKS C (Gaskell Library Service)
- The unassigned search list for LKS C (Gaskell Library Service) will not include search requests from members of Organisation X (Makepeace Thackeray Partnership NHS Trust), who are library members at LKS A (Dickens LKS)
- Only Librarians from LKS C (Gaskell Library Service) will have permission to view, edit and assign search requests of their library members from Organisation X (Makepeace Thackeray Partnership NHS Trust)

Home > Unassigned Evidence Searches

Unassigned Evidence Searches

Due After 20th January

What are the interactions for patient with Alzheimer's disease and cholinesterase inhibitors

Requested by: Bessy Higgins

What are the interactions for patient with Alzheimer's disease and cholinesterase inhibitors

Requested by: Bessy Higgins

Date requested: 17/12/21
Deadline:

Request Form

Search Results

Activity Log

Request number 33175

Request date / /

Requesting member Bessy Higgins (Makepeace Community Clinic)

Unassigned Search page for LKS A (Dickens LKS)

- The unassigned search list for LKS A (Dickens LKS) will include search requests from members of Organisation X (Makepeace Thackeray Partnership NHS Trust), who are library members at LKS A (Dickens LKS)
- The unassigned search list for LKS A (Dickens LKS) will include search requests from members of Organisation X (Makepeace Thackeray Partnership NHS Trust), who are library members at LKS B (Wilkie Library Service) who have explicitly shared Organisation X (Makepeace Thackeray Partnership NHS Trust)
- The unassigned search list for LKS A (Dickens LKS) will not include search requests from members of Organisation X (Makepeace Thackeray Partnership NHS Trust), who are library members at LKS C (Gaskell Library Service)

Unassigned Evidence Searches

Due Within A Week

Any evidence exposure to lead in petrol and increased incidence of dementia?
Requested by: Barbara Pinkerton

Due After 23rd December

What is the evidence for Dupilumab for atopic dermatitis?
Requested by: Ethelinda Sapsea

⚠ Art therapy for patients with dementia
Requested by: Rosanna Spearman

Art therapy for patients with dementia

Requested by: Rosanna Spearman

Date requested: 17/12/21
Deadline:

Assign to Me

Assign to

Request Form Search Results Activity Log

Save

Request number 33176

Request date 17 / 12 / 2021

Requesting member Rosanna Spearman (Thackeray Hospital)