

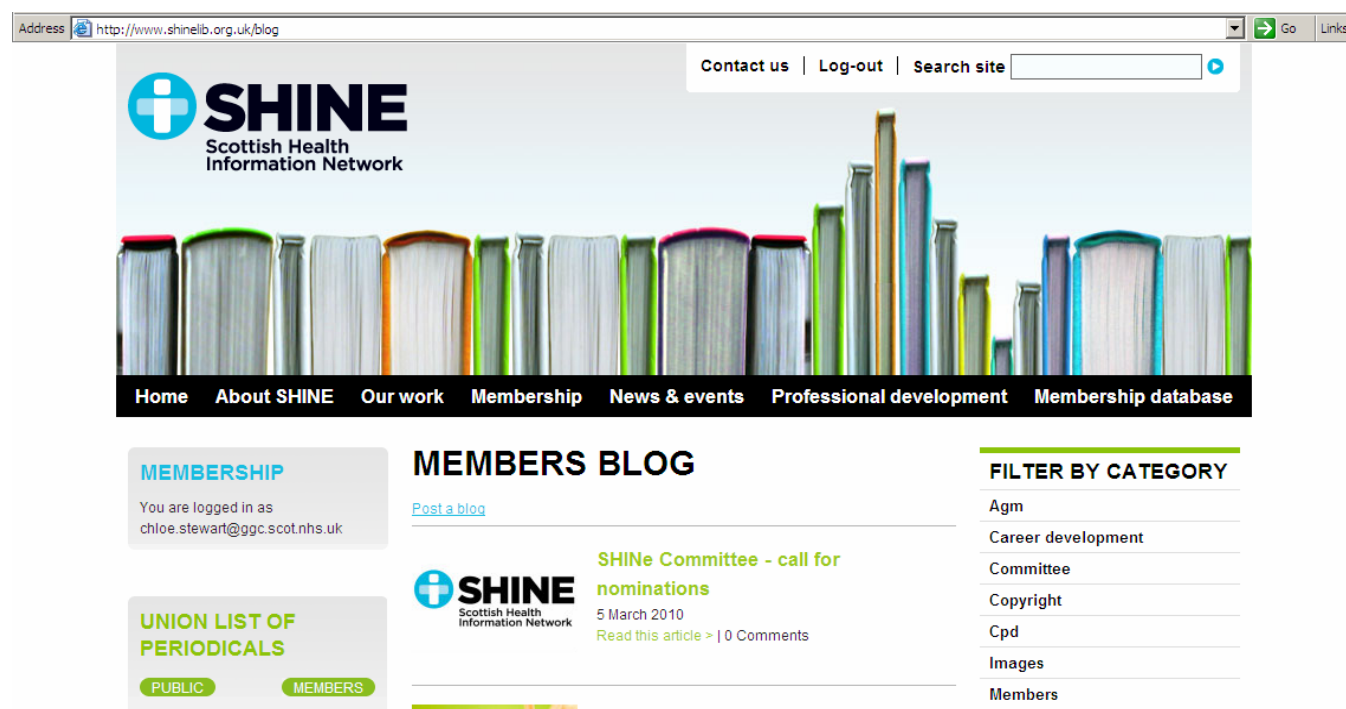
Quick guide to using the SHINE website

The SHINE website is at <http://www.shinelib.org.uk>. The vast majority of content can be viewed by anyone. All members will be issued with a personal login at the time of membership renewal; queries and problems here should be referred to Suzanne Wilson (suzannewilson@nhs.net) who will liaise with the eSHINE group (web@shinelib.org.uk) if required. If you think you should be able to access, or edit, areas that you cannot please contact Suzanne Wilson or the eSHINE group. There is a separate guide to updating the website.

Your login can be used to log-in at the homepage, or when you are prompted for it.

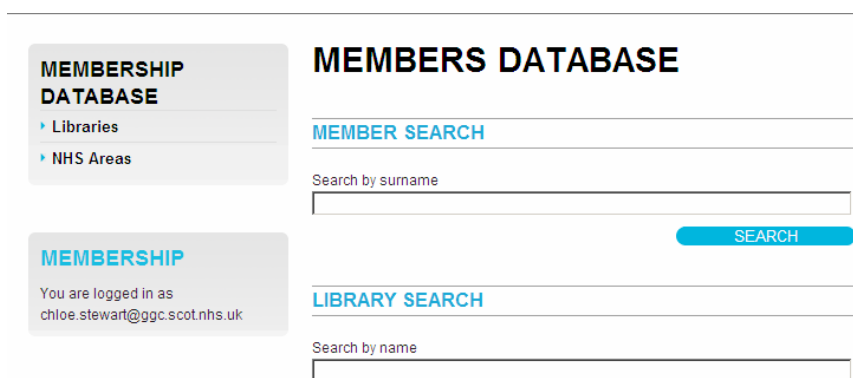
Your **members login** will allow you to:

1. Add comments and new items to the Members' blog which is visible on the homepage; click Read more to view the full blog item and add a comment. Click Return to the members' blog from here to see the whole blog and add new blog posts via the Post a blog link. The blog can be accessed directly via <http://www.shinelib.org.uk/blog>, and via the View Members Blog link on the homepage.



The screenshot shows the SHINE website homepage. At the top, there is a navigation bar with links for Home, About SHINE, Our work, Membership, News & events, Professional development, and Membership database. The main content area features a 'MEMBERS BLOG' section with a 'Post a blog' link. A featured article titled 'SHINE Committee - call for nominations' is displayed, dated 5 March 2010, with 0 comments. To the right, there is a 'FILTER BY CATEGORY' sidebar with options: Agm, Career development, Committee, Copyright, Cpd, Images, and Members. On the left, there are sections for 'MEMBERSHIP' (logged in as chloe.stewart@ggc.scot.nhs.uk) and 'UNION LIST OF PERIODICALS' (PUBLIC and MEMBERS).

2. Use the Membership database via the link. You can search any person or library on the database, and can browse by health board area. If you spot errors click the Suggest a Change link under each entry to send your suggestion to Suzanne Wilson.



The screenshot shows the 'MEMBERS DATABASE' search interface. It includes a 'MEMBERSHIP DATABASE' sidebar with links for Libraries and NHS Areas. The main search area has two sections: 'MEMBER SEARCH' with a 'Search by surname' field and a 'SEARCH' button, and 'LIBRARY SEARCH' with a 'Search by name' field.

Please note that the Union List database is still separate and should be accessed via the homepage link.

3. To submit news and events please go to News & Events, and click the Submit News link. All members are encouraged to do this, to add blog items and to submit images (send these to the e-SHINE group).