Adding a new MI Category using MiAdministrator

One of the main tenets behind the MiDatabank model is that there is the concept of database-wide settings (e.g. Master Lists), and also centre specific settings. In many cases, this distinction can be blurred because there is only one centre in the database. However, the distinction is necessary in order to enable a scalable system suitable for small organisations up to large multi-national companies.

When using the Administrator module, it should be noted that there are two layers of tabs in the user interface:
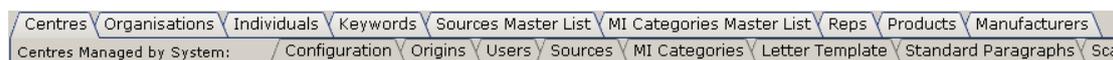
The top layer relates to database configuration (i.e. master lists of data available to all centres), whereas the second layer of tabs are pertinent to centre-specific data. In other words, the top layer tabs are for specifying data that is common to all centres, whereas the second layer tabs is for specifying data that is specific to a centre.

When editing data for your centre, it is important to remember that for Categories and Sources, items must exist in the Master List before it can be used at your centre. For example:

1. If you want to introduce a new category 'Palliative Care' for your centre, you must first create that category in the Master List, and then choose that category in the centre-specific settings.

2. If you want to add the latest edition of a book as a resource that is available at your centre, you must first add that edition of the book to the master list so that it appears in the pick-list for your centre.

For all the other top layer tabs (e.g. the master lists for Organisations, Individuals, Keywords etc), the data is of a more general nature and the entire master list is available to all centres. For example, all the keywords in the master list are available to all centres and therefore it is not necessary to choose or configure which keywords are available at each centre.

Creating a New Category for your Centre

First it is necessary to create the category in the master list: Click on the top layer tab 'MI Categories Master List' to view the master list of categories that are available on your MiDatabank system:
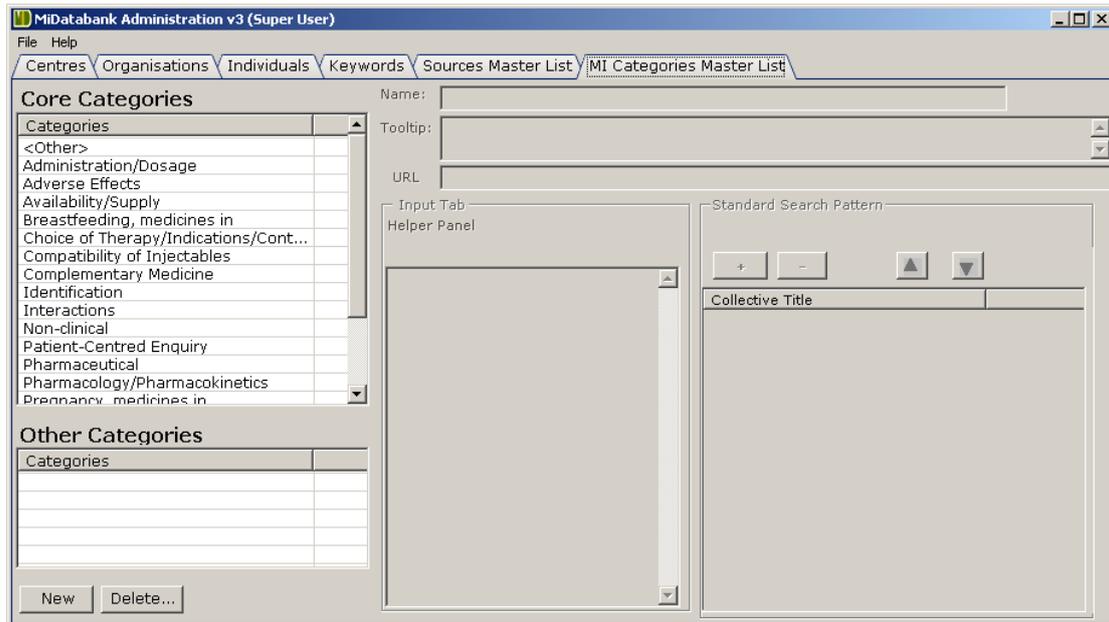
Next click on the 'New' button to display a dialog box that allows you to enter the name of a new category:
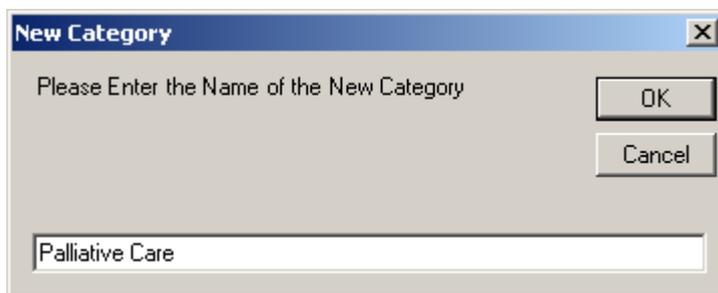
Clicking the OK button causes the category to be created, as show below:
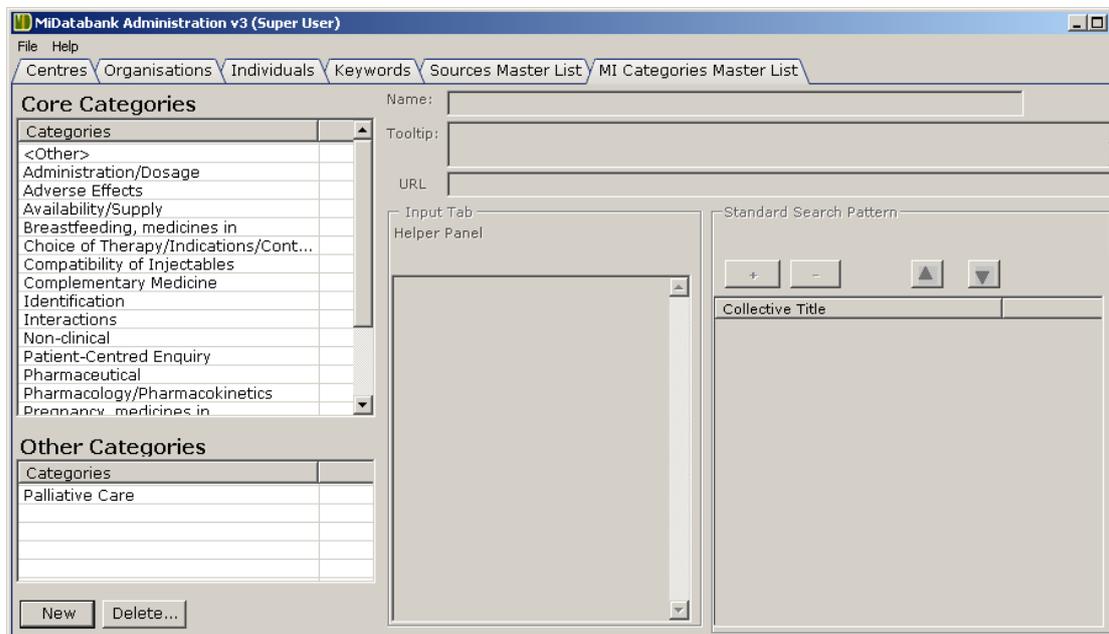
Select this new category:
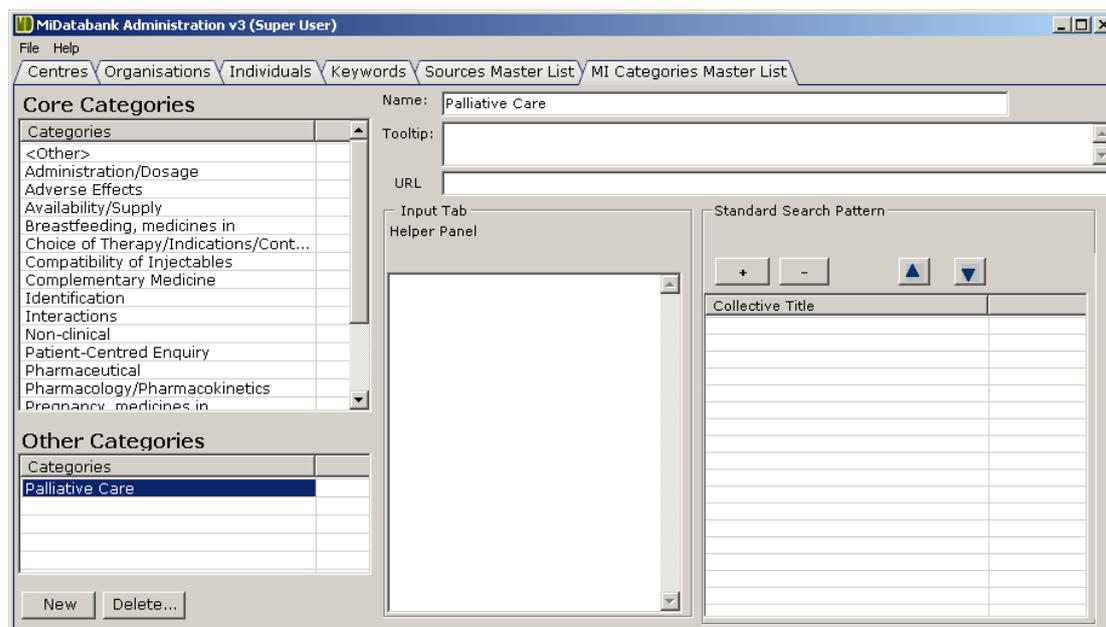
The information for this new category is displayed on the right-hand side. Since this is a new category the information will be empty.

If appropriate, enter the data for the new category such as a URL for the clinical guide, the text displayed in the Helper Panel, and the Standard Search Pattern (SSP). For example:
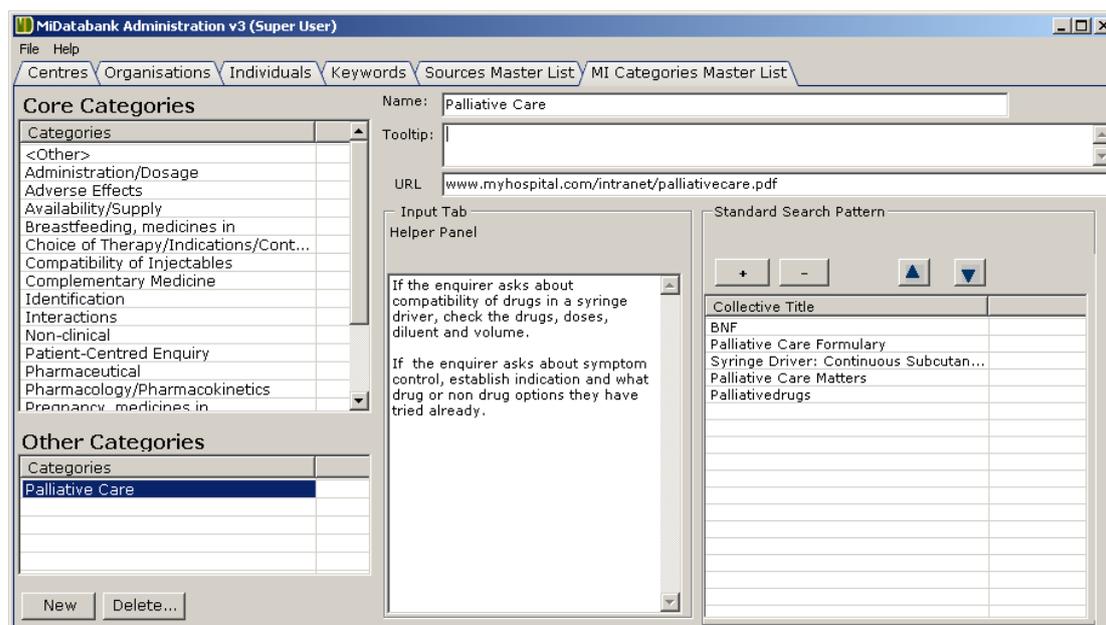
Now that the category has been added to the master list, you can make the category available at your centre:

Click on the leftmost tab called 'Centres' and then select your MI Centre in the list on the left-hand side. Then click on the 'MI Categories' tab in the second layer tabs:
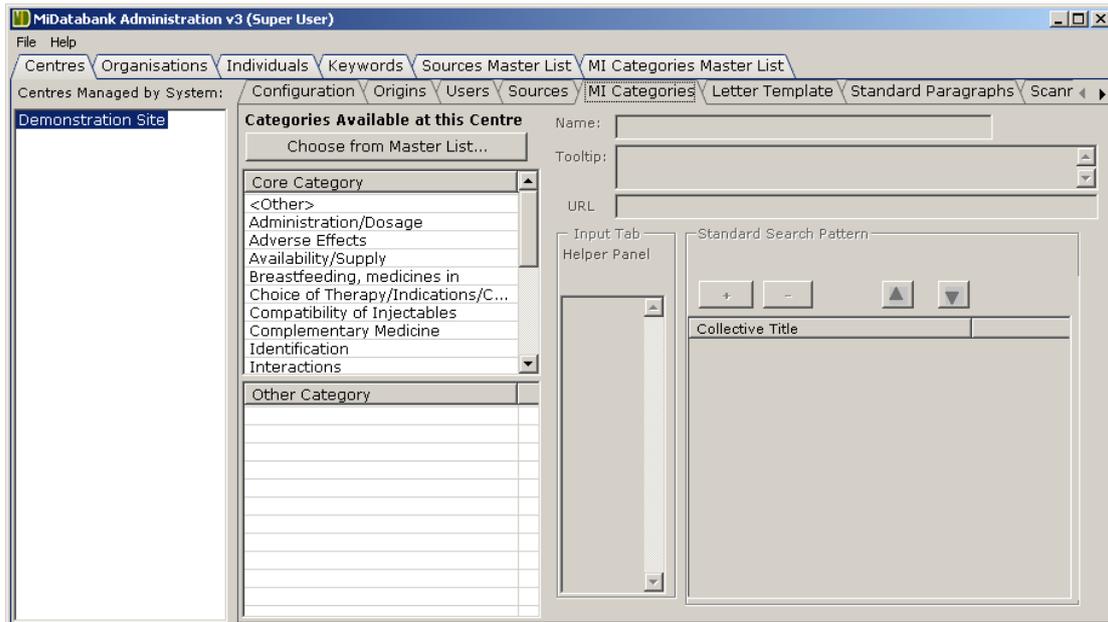
Clicking on the button 'Choose from Master List...' displays a dialog box that allows you to choose the categories available at your centre:
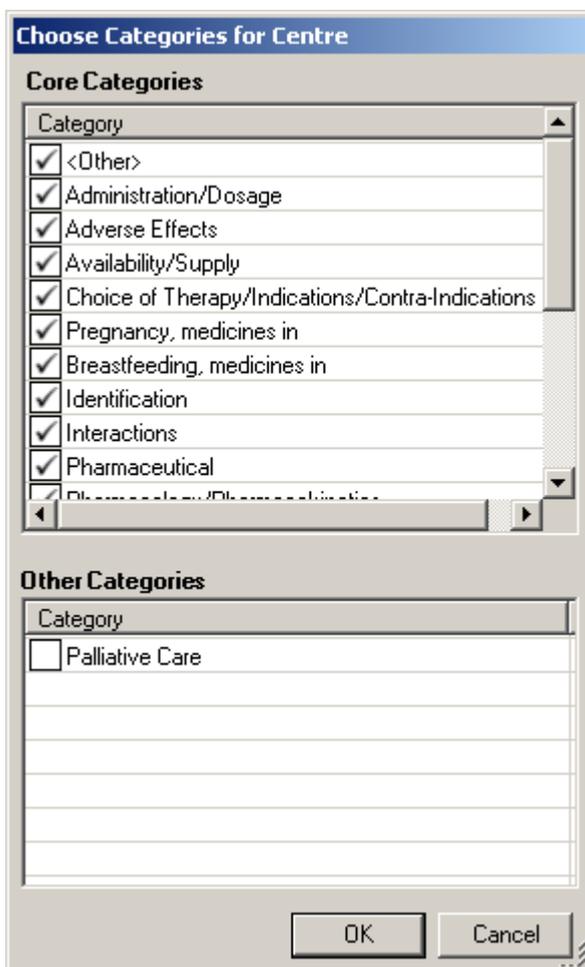
To add the new category, select it in the box above and then click the OK button. The new category is now available: