Edit Libraries in ASPeN

To edit basic library information:

1. Go to this URL: http://aspen.mt.gov and login to ASPeN.
2. You will be directed to the ASPeN Search page. Please click on ASPeN Admin – a link that appears on the righthand side of the page.
3. You will be redirected to the main menu where you can update your library's information.
4. Click on the word "update" beside your library's name. Information about the organization is listed on this page.
5. From this screen, you can update basic details about your library, including hours, phone number, or location.
6. Enter the information you wish to change. When you are done, scroll to the bottom of the page and click "Save" in the blue box.

Upload a picture to your library:

1. From your organization's main page, look at the links below the title. Click "Edit Additional Information."
2. This page allows you to attach additional documents and resources to the organization. Scroll down until you see "Organization Images."
3. Click "Create New Organization Image" in the blue text.
4. Upload your image.
   a. Click "Choose File" to upload an image from your computer.
   b. Find the appropriate location on your network or hard drive.
   c. Click on the photo.
   d. Click "open" at the bottom of the window.
5. Once you upload your photo, you must provide more information about your image. Select an "Organization Image Category," which is a required field marked by an asterisk.
6. If you want this to be your organization's main image, click the box next to "Default."
7. Fill in any other desired information about this photo. The rest of the fields are optional.
8. At the bottom of the page, click "Save" in the blue box.

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<u>Upload a document (resource) and locate it on the Organization's page:</u>

1. From your organization's main page (can be accessed by clicking on ASPeN Admin and update additional organization information), look at the links below the title. Click "Edit Additional Information."
2. This page allows you to attach additional documents and resources to the organization. Scroll down until you see "Organization Resources."
3. Click "Create New Organization Resource" in the blue text.
4. Complete the required fields marked by asterisks.
   a. Click the box next to "Title." Type a title for your document.
   b. Click the box next to "Organization Resource Type." Select a resource type from the drop-down list.
   c. Click the box next to "Display Type." Select the privacy setting for this document. If you do not change this setting, then everyone will be able to review your document.
   d. Click the box next to "Resource Date." Navigate the calendar to select a date for your document.
   e. Upload your document.
      i. Click the box next to "File" that reads "Choose File."
      ii. Find the appropriate location on your network or hard drive.
      iii. Click on the document.
      iv. Click "open" at the bottom of the window.
5. Fill in any other desired information about your document.
6. At the bottom of the page, click "Save" in the blue box.
7. To find this document, go back to your organization's main page by clicking on ASPeN Admin and clicking "View" beside your library's name.
8. Underneath the Organization's name, click "Resources."
9. Your document should appear on this page.