

IPG Batch Records Spreadsheet Guidelines

These guidelines suggest the type of information you should put in the IPG batch records spreadsheet, and point out some things to avoid.

Note that all fields are optional except the two marked mandatory below.

Field	Guidelines
Resource Name	Mandatory. Enter a title for the resource (max. 200 characters). This must be unique to each record.
Record Type	Select an option that describes the type of resource from the dropdown.
Available in...	Specify any other formats the record is available in. If the resource is available in a number of formats you may wish to enter it more than once so each format can be listed.
URL:	For a website, or another type of resource with web address. (max. 200 characters).
Phone Number	A contact number for the resource e.g. if it is a local service. (max.15 characters). Note: enter only 1 number. Do not enter 'Ext' or other text. If there is more than one number, please add the extra detail to the 'Short Description' field
Post code	Useful if the resource is a physical location. (max.9 characters). Note: do not enter the full address here. If you wish to add full details, use the 'Short Description' field.
ISBN Number	If the resource is a published book, this can be a useful reference. (max.20 characters).
Short Description	Resource description that will display to the end user on an Information Prescription (max. 800 chars). The initial 100 chars will display in the IPG search results. For example, if you are listing a service, use this feature to specify opening hours and the type of support and advice offered. If a book or leaflet, use this feature to provide more description of contents. If available in a range of languages – list the languages.
Relevant to Locality	Mandatory. Choose whether the resource is relevant to the owners local audience or to national audience.
Relevant to Age	Choose whether the resource is relevant to a particular age group.
Keywords	Additional key words to associate with this record in the IPG search feature. Separate each individual keyword with a comma (e.g. keyword1, key word one, keyword 2, etc). (max 350 characters). Please don't duplicate existing words in the Resource Name or Short Description fields.
Pathway	<i>Leave this field blank</i>

For any further guidance on how to complete the spreadsheet, please contact ian.maidment@cscip.nhs.uk