

GMDN

My Categories

User Guide



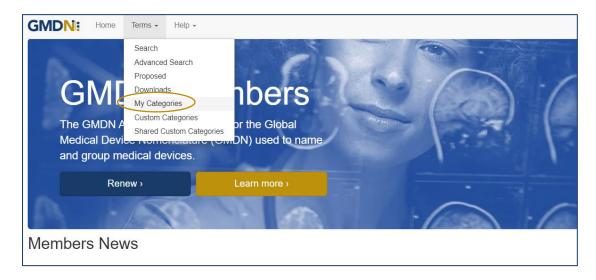
1. GMDN - My Categories - Step-by-Step Guide

This is a Step-by-Step Guide for using the My Categories function on the GMDN website. This function allows you to add specific GMDN Categories to your account that are of interest to you or your organisation.

The user of the GMDN website with the appropriate account permission can add, modify, and delete My Categories associated with their membership account.

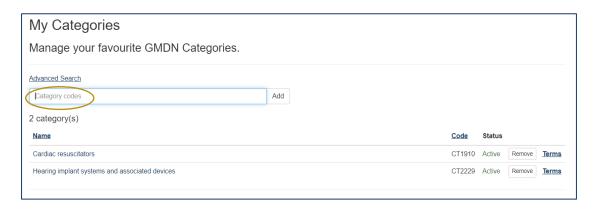
1. Login to the GMDN Database using your Username and Password.

The My Categories option is found in the Terms dropdown menu.



2. By clicking on *My Categories* the list of existing My Categories on your account will be listed.

To add a new My Category if you already know the GMDN Category Code you can input it in the text box and select *Add*.



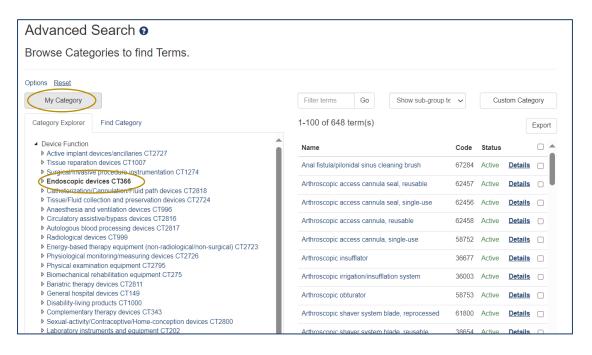
3. Another way to add a GMDN Category to your My Category list is to use the *Advanced Search* tool. This can either be found on the *Terms* dropdown menu or using the *Advanced Search* link from the My Categories page.





4. On the Advanced Search page use the *Category Explorer* to select the Category that you would like to add, when a GMDN Category is selected it will become bold. Then click on the *My Category* button.

Please note you can only add one GMDN Category at a time to your My Categories list.

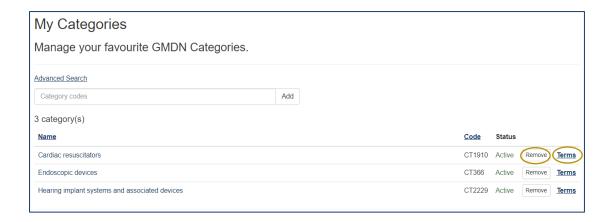


5. The selected GMDN Category has now been added to your My Categories list.



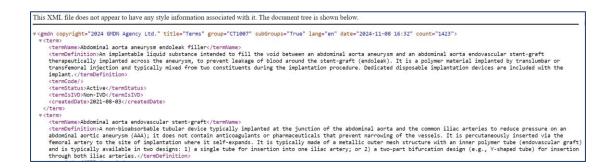


6. On the My Categories page you can view the GMDN Terms within your selected GMDN Categories by selecting the *Terms* button. You can also remove any GMDN Category from your list if you no longer require it by using the *Remove* button.



7. You can also use the Export button to download the GMDN Category as an .XML file.





8. If you would like to receive notifications if any of the GMDN Terms within your selected categories are amended, made obsolete or if a new Term is added then you need to have the correct settings in your profile.

Go to *My Profile* on the drop-down menu and then check the *Term Changes for My Categories* box under the "How we communicate with you" section.



