

UPDATING YOUR CONTENT – REFRESHER GUIDE

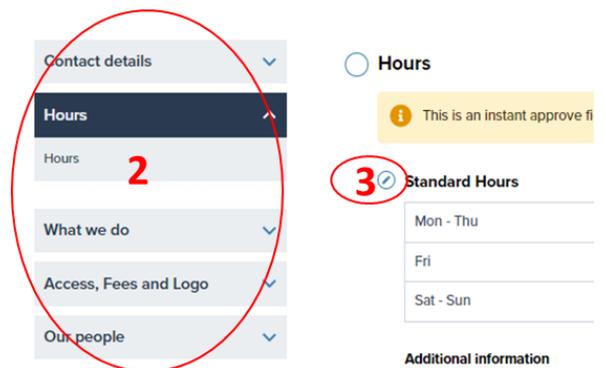
There are many tools available within Healthpoint to assist you with maximising your content. Here are a few basic steps to help you with getting started:

1. Logging On

- 1) Go to www.healthpoint.co.nz
- 2) Enter your username and password in the “Sign In” area in the top right corner of the screen.
- 3) Click on Admin Home in the top right corner and then the name of the service you wish to edit
- 4) If you have forgotten your password, use the [Forgotten Password link here](#).
- 5) If you do not know your username/password, please contact info@healthpoint.co.nz.

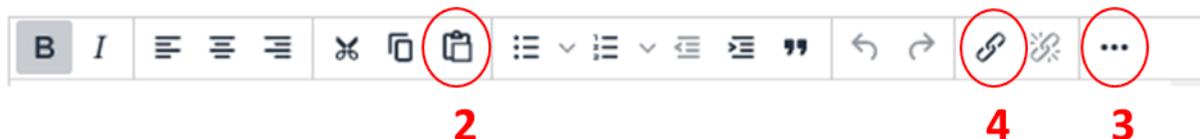
2. Getting Started

- 1) Click on “Start Editing” or “Continue Editing”.
- 2) Use the **Navigation Menu** to the left to go to the area you wish to edit.
- 3) Click on the “Pen Icon” in the circle to start editing.
- 4) “Save” your changes.
- 5) You cannot change pre-set section headings, such as addresses or the name of the service. Please contact us to amend this.



3. Formatting Text

- 1) Formatting options are shown in at the top of each text box.
- 2) When copying text from another document or website, paste using the plain text tool in the top middle of the tool bar. The box with clipboard. Paste using “Ctrl V”
- 3) Click on the 3 dots for more options including adding tables.
- 4) Creating a link
 - a. Choose the word(s) that you want to be the link. Highlight them and then click on the chain symbol in the toolbar.
 - b. Enter the URL for the link that you wish to create in the pop-up window. Click enter.
 - c. To remove a link, click on the link and then click on the broken chain symbol in the toolbar.
- 5) Please do not attempt to change the font size, colour or add other formatting.



4. Adding Hours

- 1) Enter ALL hours in a 24-hour format (e.g. 5pm = 17:00)
- 2) Use the toggle to show as open or closed.

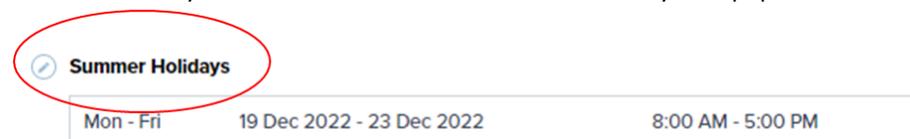


- 3) You can add/remove public holiday, Summer Holidays and Special hours. If no holidays are showing, click on the **pen icon** then **+ Add Holiday** button to open options.
- 4) If there are several locations for your service and differing hours, you will need to add all hours and holidays per location in the **"Hours by Location"** section. If you have several locations but the hours are the same, use the default hours.
- 5) When you click **"Save"** your Hours will show immediately on Healthpoint

[+ ADD PUBLIC HOLIDAYS](#)

5. Summer Holiday / Christmas Hours

You must enter your standard hours first as Summer Holidays will populate default hours from this.



Single location (or for multiple locations with the same hours)

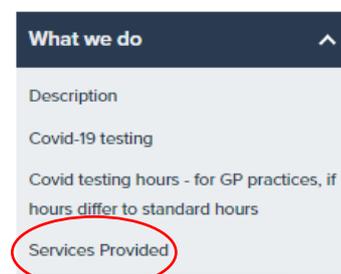
- 1) Navigate to the **Hours** section.
- 2) Scroll to Summer Holidays and click on the **"Pen icon"** next to **"Summer Holidays"**
- 3) Use the **toggle** to dates as show open or closed and set **hours** as required.
- 4) Click **"Save"**. Changes to your hours will go live as soon as you click on save.

Multiple locations with differing hours

- 1) Navigate to the **Hours by Location** section.
- 2) Scroll to the **location** you wish to edit and click on the **"Pen icon"** next to the location address.
- 3) Scroll to Summer Holidays and click on the **"Pen icon"** next to **"Summer Holidays"**
- 4) Use the **toggle** to dates as show open or closed and set **hours** as required.
- 5) Click **"Save"**. Changes to your hours will go live as soon as you click on save.

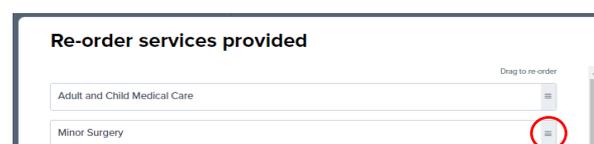
6. Adding Services

- 1) Navigate to **"What we do"** and click on **Services Provided**
- 2) Click on the **"Pen icon"** to start editing.
- 3) Your selected services will show first. Click on the **red - button to remove**.
- 4) Other service options are at the bottom. Click on the **blue + button to add**. You can add free text when
- 5) Click the Green Save button when finished.



7. Reordering Services

- 1) Click on **"Reorder services provided"**.
- 2) Click on the 3 grey lines and **drag up or down**.



8. Adding People (People are Recognised Medical Professionals Only)

- 1) In the Navigation menu click **"Our people"** then **"People"**
- 2) Adding a new Medical Professional
 - a. Click on **"Add a Person"** under your list of current of medical professionals.
 - b. Choose relevant **"Person Type"**.
 - c. Add registration number or name and click **"Search"**. Click the circle under **Select** to select.
 - d. If you cannot see the relevant professional, please contact Healthpoint help desk.
- 3) Click on the **pen icon next to the name** to add their Title (ie, General Practitioner, General Surgeon)
- 4) Click on **"Edit Person Details"** to add a photo, to alter a name or a full biography.
- 5) Click **"Back to Service"** to return to editing other people or the service.



- 6) You can remove a person if they leave your service.
Click on the **“Pen icon”** next to the name of the person, then click **“Delete”**.
 - 7) Other staff, such as Receptionists, Practice Managers etc can be added in the staff section as free text.
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9. Approving your Work

- 1) If you scroll to the bottom of the page, you can choose to **“Review your Changes”** or **“Review Later”**.
 - 2) **“Review your Changes”** will take you straight to the approval screen – essentially a chance to proofread your work.
 - 3) Areas where you have made changes will be highlighted. If you are happy with your work, scroll to the bottom of the page and click **“Approve”**, if you wish to make more changes click on **“Make Changes”**.
 - 4) Once you click on **“Approve”** the site will be listed with Healthpoint as **“Waiting on Approval”**. You will receive an email message once your changes have been approved.
 - 5) Final approval and making the information live on the web site is at Healthpoint’s discretion. If for any reason, your changes are not accepted, Healthpoint will contact you with an explanation. Minor errors such as spelling mistakes, may be corrected by Healthpoint before approval is given. You will be notified if Healthpoint makes any editing changes on your page.
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10. Keeping Your Information Current

This assures users of Healthpoint, both the public and helplines such as Healthline, that the information about your service is accurate and can be trusted.

If your listing hasn’t been updated in the last 4 months, we will send you a reminder to review the information and to either **Edit** or **Approve**. If your site is up-to-date and requires **no changes**, click the **Approve** link to redate your site.

12. Password Security

Once you have been issued with a Healthpoint username and password, you become responsible for their security and for any use of the Healthpoint site conducted through them.

Please ensure that your email security settings will allow you to receive messages from Healthpoint.

If you require further assistance with updating Healthpoint, please contact us so we can help via info@healthpoint.co.nz