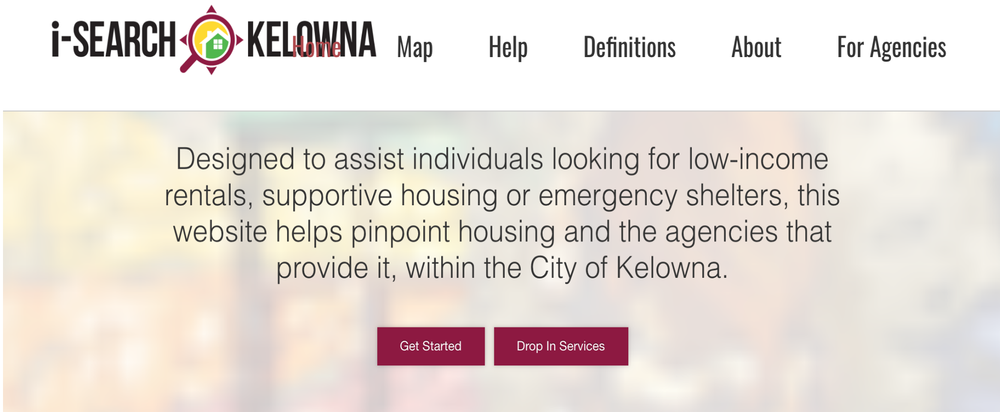
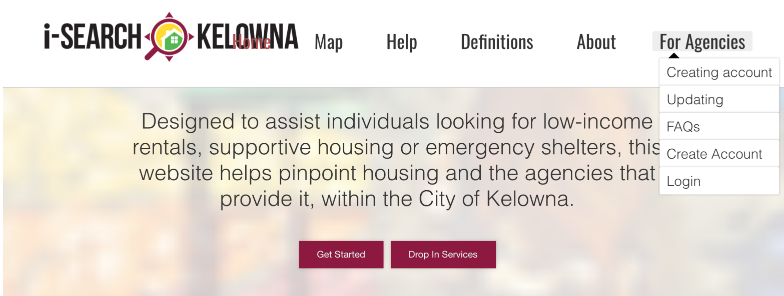
Step 1: Create an Account

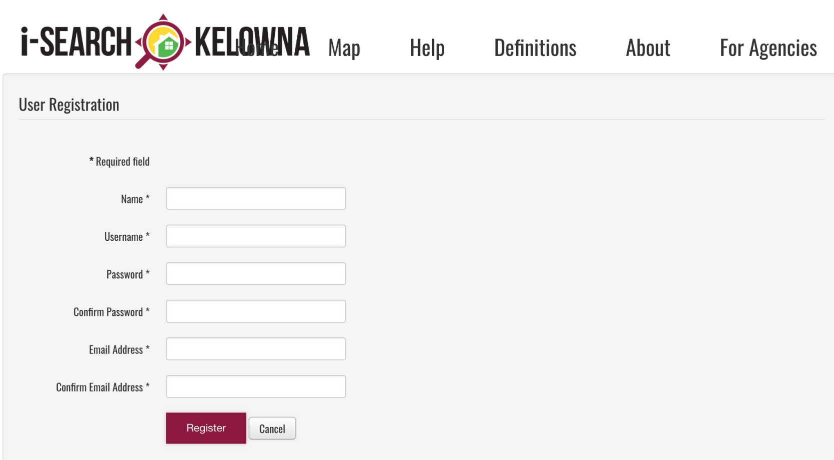
Go to https://isearchkelowna.ca/ , this will take you to the I-search home page. On the far right of the toolbar at the top, click on “For Agencies”



Click on “Create Account” (not creatING account),



You will then be brought to this page where you will create your account.



Name: Please use the name of your organization

Username and password: should be common to the organization

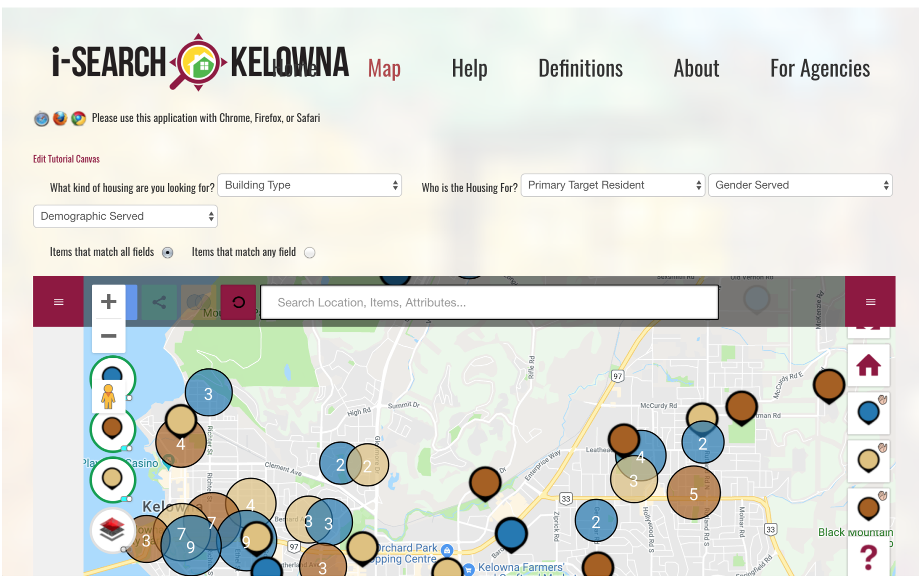
Email: should not be personal email. Please use address that is generic or may be used by multiple people within your organization

For example,
Use: info@organization.com
Do not use John.doe@organization.com

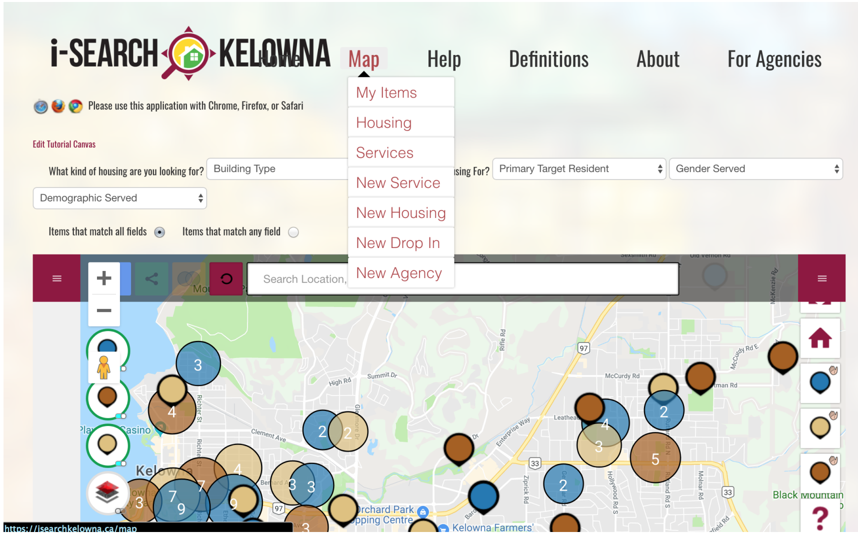
You will then receive an email asking you to validate your email. Once this is complete proceed to step 2.

Step 2: Create an Agency

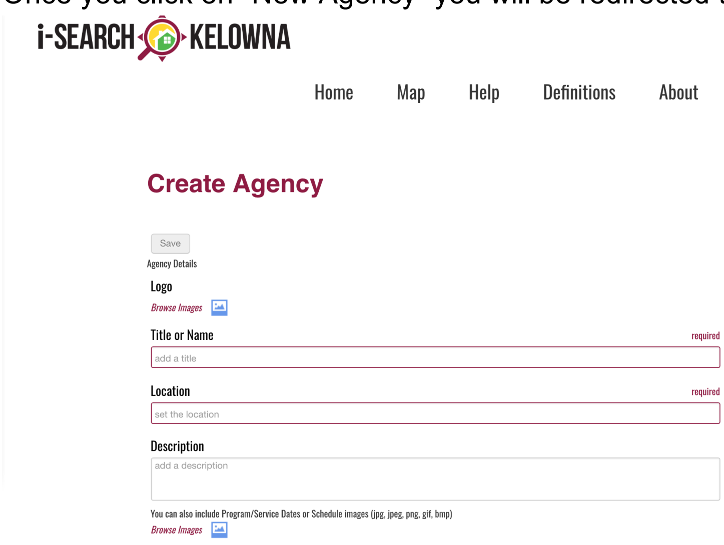
Once your login information is confirmed, this will be the home page when you sign in:



You will be required to create a "New Agency" prior to adding your services to the map. To do so, Click on the "Map" option at the top of the screen and select "New Agency".



Once you click on “New Agency” you will be redirected to this page:



Logo: Use the “Browse Images” to upload a picture of your Organization’s logo.

Title or Name: Name of the agency

Location: Please use the location of your main office. Begin filling out your address, a drop down list will appear with location options. Please use these in order to create a pin on the map.

Description: provide detail on your agency.

Search Keywords

Agency Website

Social Media

Agency Contact Person

Position of Agency Contact

Contact Number

Contact Email

Office Hours

Save

Agency website: please insert URL into this field.

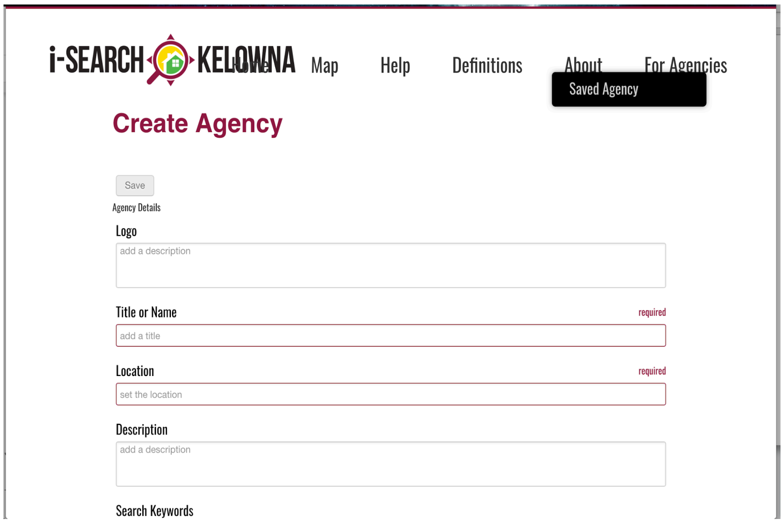
Social Media: add any accounts which may be applicable or utilized by your agency to share information.

Agency contact person: point of contact who persons can be expected to reach.

Office hours: list if/when walk-ins are welcome.

Once all fields are filled in, click save. (If required fields are not filled in, you will not be able to save the data you and your agency will not be added to the map)

After clicking save, the fields will clear and a black message box will appear at the top right of your screen confirming that your information was saved:



This message box means your agency is now pinned to the map. Individuals will now be able to see the location and description of your agency on the I-search map.

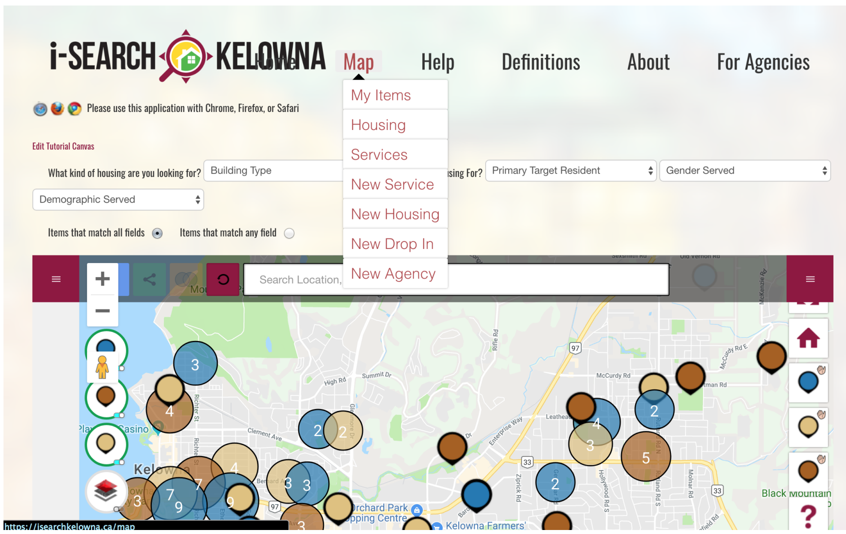
Proceed to Step 3.

Step 3: Pin your services

Once your Agency has been created and pinned to the map, you will be able to use additional pins to show the services and programs offered by your agency or organization.

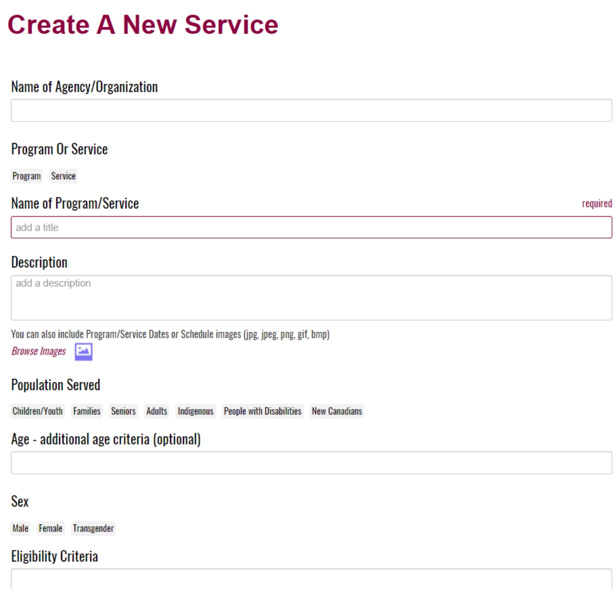
For example, if your agency provides access to dental care, this will be a service you will want to pin to the map. Any additional service or program offered by your agency will need to be marked to the map by using this form.

In order to pin a new service, select “New Service” from dropdown menu under “Map”



You will then be directed to the New Service page

If your organization offers more than one service, each service will need to be entered separately into the system by using this step.



Name of Agency/Organization: Please select an option from the drop down list that will appear when you begin typing the name of your agency.

Description: This field will be used to describe in more detail what is offered by the program or service.

- By selecting browse images under the description box, you will be able to upload a photo of your schedule / dates for your program or service.

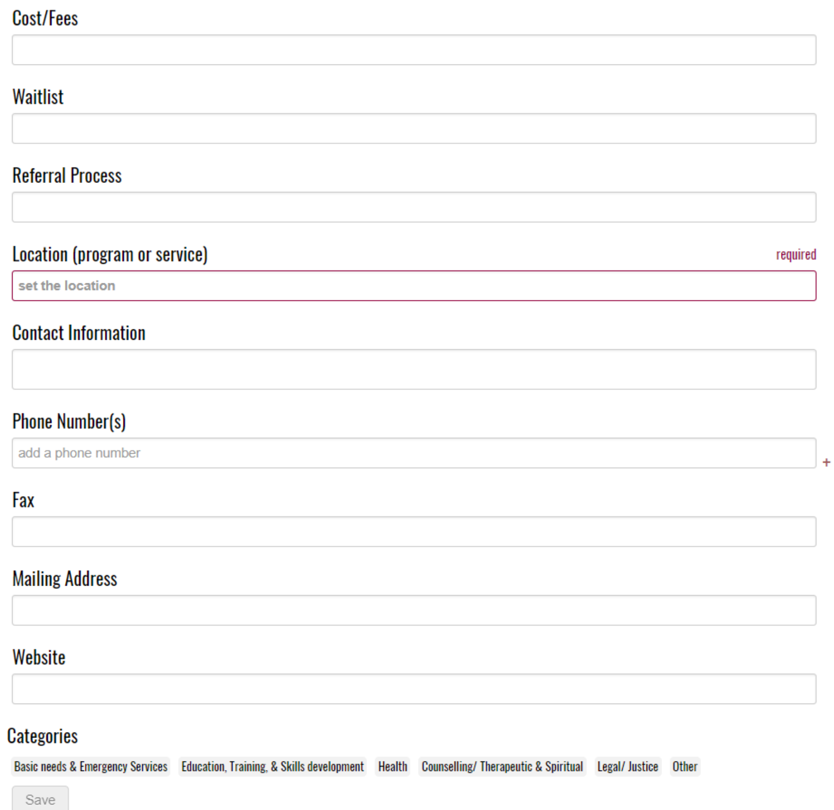
Population served: please select each category which applies to your service or program.

Age: general range

Sex: select all that apply.

Eligibility criteria: please describe in detail any criteria your program or service may have that individuals must meet.

- If you do not have any, please state NONE.



Cost/Fees

Waitlist

Referral Process

Location (program or service) required

set the location

Contact Information

Phone Number(s)

add a phone number

+

Fax

Mailing Address

Website

Categories

Basic needs & Emergency Services | Education, Training, & Skills development | Health | Counselling/ Therapeutic & Spiritual | Legal/ Justice | Other

Save

Cost/Fees: please list any cost or fees that must be paid to utilize your program or service.

Referral process: If your program or service requires a referral, please list in detail the steps that must be completed prior to individuals being able to access your program or service.

Location: Select a pinned address from the drop list that will appear once you start filling in this field.

Contact information: Include the name for your point of contact and email.

Website: copy and paste the URL into this field.

Categories: select all that apply to your service or program.

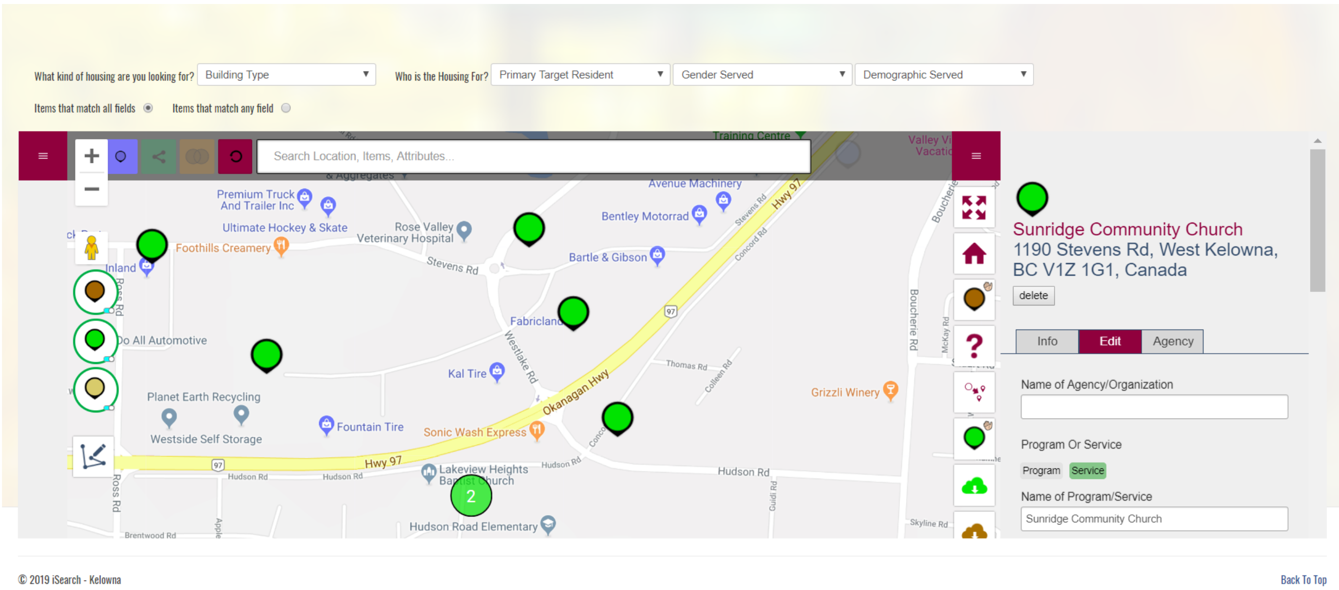
Please fill out as many fields as possible to ensure that those needing access to your service will be able to find it easily on the map

Once this form is complete, a service will be pinned to the map with a connection to your original agency. Repeat this step as many times as necessary to add your complete list of services/programs to the map.

Editing information

Once your services have been entered in to the system, you will be able to find your pins on the services map (To locate the map, pick services map in the dropdown list for “Map”).

You can edit the information for any service that is attached to your agency. To do this, find your pin on the map. Once you click your pin, a sidebar on the right will appear

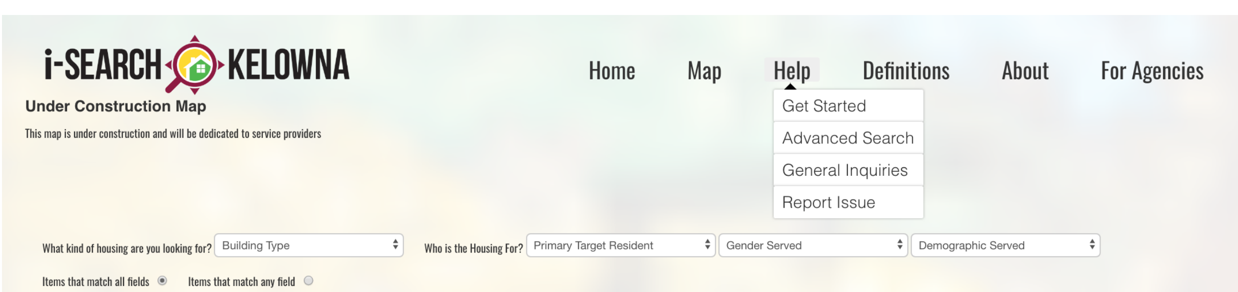


The sidebar will allow you to change any of the information provided for the chosen service. This can include a change of address, change in hours of operation, etc.

You will also be able to delete the service should it no longer be offered by simply clicking on the delete button.

You will only be able to change the information for services that are attached to your agency (Prompted by your login information).

If you have any further questions, or are experiencing technical difficulties, please use the “Help” option at the top of the screen.



Select “General Inquiries”. This will redirect you to the Inquiries form. By filling this out, you will be able to email us directly in order to solve any technical issues you are facing or allow us to answer any questions you may have.