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### What is Evidence?

Evidence is the KnowledgeShare term for Literature Searches.

# 4.0 Adding an Evidence Search request

4.0.1 Members adding an Evidence Search request



- The member needs to log into KnowledgeShare
- The member needs to hold the cursor over Evidence and then click Request an Evidence Search

Brighton and Sussex Library and Knowledge Service	💄 Mr Mulberry Hawk
<b>Knowledge</b> Share	Search Advanced Search
Home Evidence Skills Updates	Help
Home > W Request an Evidence Search	2

• KnowledgeShare automatically allocates the search request to the logged in Member. They do not have to search for their name.

Home	Evidence	Skills	Updates	Networking		?	Help
Home > R	equest an Evi	dence Search	1				
Reque	est an E	videnc	e Searc	ch			
Evidence sear two weeks to We do not car	ches are carriec complete, but s ry out evidence	l out to inform p earches related searches for cc	batient care, sen to the care of ar bursework purpo	vice improvement, research n individual patient will be c oses. Please contact your un Save Cancel	activity and clinical teaching. Searches usually ompleted as soon as required. iversity for help, or book one of our <u>teaching s</u>	take a	around <u>15</u> .
Request da	ite	2	1/05/18				
Requesting member							
We would like to let other members of KnowledgeShare* see that you have an interest in this topic. Please indicate who should see this information.							
Sharing yo	Sharing your knowledge						
* Membership of KnowledgeShare is open to health and social care staff and students only.							

• For Members the 'Sharing your knowledge' field is mandatory

We would like to let other members of KnowledgeShare* see that you have an interest in this topic. Please indicate who should see this information.			
Sharing your knowledge			
* Membership of KnowledgeShare is open to hed	All KnowledgeShare members Librarians and staff of your organisation Librarians only		
Completion deadline			

To facilitate collaboration, the 'Sharing your knowledge' question asks the Member who will see that they have requested an Evidence Search.

Depending on the option selected, the requester of an Evidence Search will be displayed or hidden on their Member profile page and the completed evidence search page.

Requester's name displayed on their profile page and on the completed search page		
<b>Knowledge</b> Share	Search	Home Evidence Skills Updates Networking 🛛 Pelp
	Advanced Search	Home $ ightarrow$ Completed Searches $ ightarrow$ What are the rates of multidrug-resistant fungi Candida auris in hospitals in England?
Norme     Evenence     Skalls     Optication     Networkning       Home     >     Dr Walter Bray     Image: Consultant       Image: Consultant Consultant     Image: Consultant Consultant     Image: Consultant Consultant       Image: Consultant	Vew All Vew All What are the rates of multidrug-resistant fungi Candida curis in hospitals in Englend? Completed: 10/08/20	What are the rates of multidrug-resistant fungi Candida auris in hospitals in England? What are the rates of multidrug-resistant fungi Candida auris in hospitals in England? Assigned to Bane Watcon Request for Download Duplicate Request For Search Results
Professional Interests You do not currently have any professional interests registered on the system.		

Requester's page or on th	name not display ne completed sea
KnowledgeShare	
e Skills	Updates Networking
Valter Bray	
r Walter Bray	E
r stored)	Job title Consultant
ter.bray@nhs.net wards Heath Health Centre ath Road	Department Adult Community Services
	Organisation Sussex Community NHS Foundation Trust
onal Interests	
ently have any professiona	interests registered on the system.

- When 'All KnowledgeShare Members' is selected:
  - The Evidence Search results report can be viewed by all librarians and members
  - The requester of the Evidence Search is displayed to all librarians and members
- When 'Librarians and staff of your organisation' is selected:
  - The Evidence Search results report can be viewed by all librarians and members
  - The requester of the Evidence Search is displayed to members or librarians at the same LKS as the requester (or a SysAdmin)
- When 'Librarians only' is selected:
  - The Evidence Search results report can be viewed by all librarians and members
  - The requester of the Evidence Search is displayed only to librarians at the same LKS as the requester (or a SysAdmin)
- Members are only asked for a Search explanation they are not asked to provide a title for their search
  - Member view:

Coursework / Study	□ Service change / Guideline / Policy ☑ Teaching / Presentation
Search explanation Please explain precisely what you require, preferably in one or two sentences. If appropriate, please specify the population, exposure, and outcome measures of interest.	

• Staff view:



## 4.0.1.1 Ongoing updates

 Members will have the option to request a number of supporting services after they have completed a search.

Home > Your search request > Ongoing updates
Ongoing updates
Vour search request has been saved.
Thanks for your request. One of the Library and Knowledge Service team will get back to you shortly with some results. Before you go, would you like to set up an ongoing alert to help you keep up to date?
Create and receive KnowledgeShare updates on high-impact publications. You provide or modify a list of your professional interests. Library and Knowledge Service staff select recent publications and email them to you when they match your chosen topics.
Receive updates on this search. This search will be re-run automatically at regular intervals with the results emailed directly to you.
Receive table of contents for a journal. Each time a new issue is published you will be sent the table of contents of your chosen journal or journals.
Select
No, thanks

- Create and receive KnowledgeShare updates on high-impact publications. You
  provide or modify a list of your professional interests. Library and Knowledge Service
  staff select recent publications and email them to you when they match your chosen
  topics.
  - If a Member checks this option, they will be taken to their Professional Interests page
  - This option is offered even if the Member already receives KnowledgeShare updates
- Receive updates on this search. This search will be re-run automatically at regular intervals with the results emailed directly to you.
  - If Member selects this option a native database alert request will be included in the Evidence Search request.
  - The Member can see any native database alerts they have requested on their User Settings page Communications tab

Evidence Search Updates				
The following updates are based on evidence searches you have requested in the past. These alerts are not controlled via KnowledgeShare but are set up manually by your librarian. This section allows you to request that they be cancelled if no lor required.	ger			
Wound coverage in trauma				

- Receive table of contents for a journal. Each time a new issue is published you will be sent the table of contents of your chosen journal or journals.
  - This function has been disabled while being developed

#### 4.0.1.2 Member requested unassigned Evidence Searches have a generic title

• As members are not given a title field for their Evidence Search request these searches are given a generic title in the format of 'Evidence Search Request XXXX':

## Due Within A Week

Evidence Search Request 10765 Requested by: Mr Mulberry Hawk

• Staff should edit the Evidence Search request and provide a meaningful title (see section 4.2 Edit an unassigned search request)

# 4.0.1.3 Email alert for Member requested Evidence Searches with a deadline of less than 7 days

- When members log in, if their request has a deadline of less than 7 days then an email is sent to Named LKS Admin of the member's library service.
  - Email subject line: Evidence Search Request Short Deadline
  - o Email includes link to the Evidence Search request

System Level Template Name: EvidenceSearchRequestShortDeadline Subject Line: New KnowledgeShare Evidence Search Request by a Member: Short Deadline

Dear Ben,

Please find below an unassigned evidence search request by one of your members, which has a deadline of less than 7 days:

 Mr Gabriel Oak has made an evidence search request: <u>Evidence Search Request</u> <u>12441</u> to be done before the 16th August, 2018

Best regards, KnowledgeShare Administration

# 4.0.1.4 Email alert for Member requested Evidence Searches with a deadline greater than 7 days

- When members log in, if their request has a deadline of greater than 7 days then an email is sent to Named LKS Admin of the member's library service.
  - Email subject line: New KnowledgeShare Evidence Search Request by a Member
  - Email includes link to the Evidence Search request

System Level Template Name: NewEvidenceSearchRequest Subject Line: New KnowledgeShare Evidence Search Request by a Member

Dear Ben,

Please find below an unassigned evidence search request by one of your members, which has a deadline of greater than 7 days:

 Mr Gabriel Oak has made an evidence search request: <u>Evidence Search Request</u> <u>12442</u>

Best regards,

KnowledgeShare Administration

# 4.0.2 Staff adding an Evidence Search request

Hold the cursor over Evidence and then click Request an Evidence Search



- Request Date
  - o Mandatory Field
  - o Default setting is todays date
- Requesting Member
  - Enter as First Name Last Name
  - Select the Members name from the list in **green** that appears below.

# Request an Evidence Search

Evidence searches are carried out to inform patient care, service improvement, research activity and clinical teaching. Searches usually take around two weeks to complete, but searches related to the care of an individual patient will be completed as soon as required. We do not carry out evidence searches for coursework purposes. Please contact your university for help, or book one of our <u>teaching sessions</u>.

	Save Cancel	
Request date	21 / 05 / 2018	1
Requesting member	mulbe	Click on Member below
We would like to let other members of Knowle	Mr Mulberry Hawk (Royal Sussex County Ho geShare* see that you have an interest in this topic. Pl	ease indicate who sho

o If the Member is not on KnowledgeShare you are requested to add them

# **Request an Evidence Search**

# If the requester's name does not have a match in the Member list you are requested to add them

Evidence searches are carried out to inform patient care, service improvement, research activity and clinical teaching. Searches usually take around two weeks to complete, but searches related to the care of an individual patient will be completed as soon as required. We do not carry out evidence searches for coursework purposes. Please contact your university for help, or book one of our <u>teaching sessions</u>.

	Save Cancel
Request date	07 / 08 / 2017
Requesting member	benedict cumberbatch
Vou have not selected a user of	the system. If this request is for a member, please add the member before continuing. If this request is
for staff, please ask your LKS a	lministrator to add them to the system.

- Sharing your Knowledge We would like to let other members of KnowledgeShare\* see that you have an interest in this topic. Please indicate who should see this information
  - Sharing options:
    - All KnowledgeShare Members
    - Librarians and staff of your organisation
    - Librarians only

We would like to let other members of Knowledg	eShare* see that you have an interest in this topic. Ple
Sharing your knowledge	
* Membership of KnowledgeShare is open to hee	All KnowledgeShare members Librarians and staff of your organisation Librarians only
Completion deadline	

#### Why do we ask the 'Sharing your Knowledge' question?

To facilitate collaboration, Members can select who will see that they have request an Evidence Search.

All Completed Evidence Search reports are visible to all librarians and members.

This question is asked each time a member requests a search as the subject and use of the search will dictate if the Member wishes others to see they are the requester for the particular search.

To facilitate collaboration, the 'Sharing your knowledge' question asks the Member who will see that they have requested an Evidence Search.

Depending on the option selected, the requester of an Evidence Search will be displayed or hidden on their Member profile page and the completed evidence search page.



- o When 'All KnowledgeShare Members' is selected:
  - The Evidence Search results report can be viewed by all librarians and members
  - The requester of the Evidence Search is displayed to all librarians and members
- When 'Librarians and staff of your organisation' is selected:
  - The Evidence Search results report can be viewed by all librarians and members
  - The requester of the Evidence Search is displayed to members or librarians at the same LKS as the requester (or a SysAdmin)
- When 'Librarians only' is selected:
  - The Evidence Search results report can be viewed by all librarians and members
  - The requester of the Evidence Search is displayed only to librarians at the same LKS as the requester (or a SysAdmin)
- Completion Deadline
  - Mandatory field
  - Enter in date directly or click on calendar function icon

Completion deadline	16 / 11 / 2017	0	Nov	•	201	7	•	D
Primary reason for search		Мо	Tu	We	Th	Fr	Sa S	u
Other reasons for search	Audit			1	2	3	4	
	Care of a specific pa	6 13	7 14	8 15	9 16	10 1		Click on date
	Coursework / Study	20 27	21 28	22 29	23 30	24	25	1

- Primary Reason for Search
  - o Mandatory field
  - Select reason from the pull-down menu

# How do I select the Primary Reason if the requested has given multiple reasons?

Select the reason with the greatest urgency and impact to be the primary reason. The priority for Brighton and Sussex is:

- 1. Care of a specific patient
- 2. Audit
- 3. Service change/Guideline/Policy
- 4. Commissioning
- 5. Business Case
- 6. Research/Publication
- 7. Patient Information
- 8. Teaching/Presentation
- 9. Systematic Review
- 10. General Interest /CPD

At Brighton and Sussex requesters who say their search is for Coursework/Study are offered literature searching skills training.

#### • Other Reasons for Search

o Add any additional reasons the Member has checked in their request

Primary reason for search	Care of a specific patient	
Other reasons for search	Audit	Patient Information
	Business case	Research / Publication
	Care of a specific patient	Service change / Guideline / Policy
	Commissioning	Systematic review
	Coursework / Study	✓ Teaching / Presentation
	General interest / CPD	

# How do the KnowledgeShare reasons for search correspond to the categories in the Annual Statistical Return?

Annual Statistical Return	KnowledgeShare Reason for Search
Clinical decision making (inc. patient care)	Care of a specific patient
KM/ Management decision	Business case; Commissioning; Audit;
	Service change / Guideline / Policy
Patient info.: health & well being	Patient Information
Research/ Education / Prof. Devt.	Coursework / Study; General interest / CPD; Research / Publication; Systematic review; Teaching / Presentation
Other	Other

The KnowledgeShare reasons for searches are not aligned with the Annual Statistical Return to enable reporting at a more granular level if required. For example, to be able to separate out searches that relate to research activity versus teaching, for example

- Request Title
  - Mandatory field for staff
  - Create a concise search title summarising the key points from the Search Explanation given by the Member.
- Search Explanation (Please explain precisely what you require, preferably in one or two sentences. If appropriate, please specify the population, exposure, and outcome measures of interest.)
  - Mandatory field
  - o Include all the information the Member has provided in this field
  - Prefix information with population, exposure etc. if this makes the explanation clearer.

Request title	Assessment and treatment of dementia in the acute setting.
Search explanation Please explain precisely what you require, preferably in one or two sentences. If appropriate, please specify the population, exposure, and outcome measures of interest.	I am interested in any tools or checklists to support the assessment and treatment of dementia on the wards and in outpatients. Interested especially in patient group over 65 years old.

- Alternative terminology (Please give any alternative terminology, key words or phrases that might be relevant)
  - o Include any additional terms the Member has provided
- Topics to exclude (Please list any topics you would like us to exclude from the results)

- Search Background (What is the background to this search? How will the results impact on your work?)
  - Enter why the Member has asked for the search and what the results are going to help them achieve.
- Study design/Article type (For example: reviews, meta-analyses, RCTs, Case study)
- Language
  - If the Member requests a specific language check the box next to Other (please specify) and an additional field will appear to enter this information

Language	English
	All
	✓ Other (please specify)
Other Languages	

- Articles published since: (Give the earliest year of publication (and month if required) that you would like us to look back to. You can also give a date range or leave blank if you would like all results.)
  - o If the Member would like last "5 years" or "last 10 years" enter this in the field
- Human / Animal studies
- Gender
- Age Groups

Age groups	All Ages	Adolescent (13 - 18 years)
	New Born (Up to 1 month)	✓ Adult (19 - 65 years)
	Infant (1 - 23 months)	🗹 Adult (66 - 79 years)
	Children (2 - 12 years)	✓ Older adults (80 years and over)

- Limit to UK studies only?
  - If the Member specifies a study location, select No in the pull down menu and an additional field will appear to enter this information.

Limit to UK studies only?	No 💌
Specify locations	

- Study participant ethnicity
- Information Availability (Do you think there is much published information available on this topic?)
  - If the Member had provided information on this select Yes from the pull down menu and enter the information in the field below.

Information availability	Yes  Ves  Yes
Existing publications Please give details of any publications on this topic of which you are already aware	Obstacles to shared care for patients with dementia: a qualitative study Steve lliffe, Jane Wilcock and Deborah Haworth Family Practice, Volume 23, Issue 3 p353-362

- Document 1, Document 2, Document 3, Document 4, Document 5,
  - Add documents provided by the requester, such as a guideline they wish to update with recent evidence.

ocument 1	Browse C002 Safeguarding Adults At Risk Policy V2 July15.pdf
ocument 2	Browse No file selected.
ocument 3	Browse No file selected.
ocument 4	Browse No file selected.
ocument 5	Browse No file selected.

- Number of Results Required (How many references do you need / expect?)
  - Select from the drop-down menu the options of:
    - A few (under 10);
    - Several (10-20);
    - a substantial number (20+)
- Additional Recipients (Would you like us to copy the results to anyone else? (Please enter one or more email addresses.)
  - Use a semi-colon between email addresses e.g. <u>elaine.watson13@nhs.net;</u> <u>ben.skinner@nhs.net</u>
- Where did you learn about this service?
  - Mandatory field

Where did you learn about this service	?
Where did you learn about this service	Colleague / friend Global email / trust publication Leaflet / poster / library newsletter Library current awareness Library enquiry desk
	Library staff in your workplace     Library website / Intranet     Trust induction     Used the service before     None given (imported from previous     system)
	system)

Click Save

#### 4.0.2.1 Ongoing updates

• Members will have the option to request three supporting services after they have completed a search.

## Ongoing updates

✓	Your search request has been saved.
Thank Befor	ks for your request. One of the Library and Knowledge Service team will get back to you shortly with some results. e you go, would you like to set up an ongoing alert to help you keep up to date?
	Create and receive KnowledgeShare updates on high-impact publications. You provide or modify a list of your professional interests. Library and Knowledge Service staff select recent publications and email them to you when they match your chosen topics.
	Receive updates on this search. This search will be re-run automatically at regular intervals with the results emailed directly to you.
	<b>Receive table of contents for a journal</b> . Each time a new issue is published you will be sent the table of contents of your chosen journal or journals.
	Select

rio, chanks	No, thanks	
-------------	------------	--

- Create and receive KnowledgeShare updates on high-impact publications. You
  provide or modify a list of your professional interests. Library and Knowledge Service
  staff select recent publications and email them to you when they match your chosen
  topics.
  - If this option is checked, you will be taken to the Members Professional Interests page
  - This option is offered even if the Member already receives KnowledgeShare updates
- Receive updates on this search. This search will be re-run automatically at regular intervals with the results emailed directly to you.
  - Select this if Member has requested a native database alert.
  - A message at the top of the Request Form will show a native database alert has been requested

Activity Log	Request Form	Search Results	
		HDAS ongoir	g alert is required for this request.

 Native database alerts are shown on the Members User Settings page Communications tab

Evidence Search Updates	
The following updates are based on evidence searches you have requested in the past. These alerts are not controlled via KnowledgeShare but are set up manually by your librarian. This section allows you to request that they be cancelled if no longer required.	
Wound coverage in trauma	

- Receive table of contents for a journal. Each time a new issue is published you will be sent the table of contents of your chosen journal or journals.
  - This function is still disabled

# 4.1 Unassigned Evidence Search Requests

## 4.1.1 View Unassigned Searches

#### 4.1.1.1 Members view of their Unassigned Searches

- The member needs to log into KnowledgeShare
- The member needs to hold the cursor over **Evidence** and then click **Evidence Search Request List**

Brighton and Sussex Library and Knowledge Service	💄 Mr Gabriel Oak
KnowledgeShare	Search Advanced Search
Home Evidence Skills Updates Networking	? Help
Home > W Request an Evidence Search Evidence Search Request List Welconne to renovne to get Click here	]
Recent Matching Resources	View All Does temperature

• The member needs to click on **Assigned Searches** tab and select the title of the search they want to copy

Evidence Searches Requested by Mr Mulberry Hawk

Unassign	ed Searches	Assigned Searches	Completed Se	arches C	ancelled Searches		
	Request ID 🖨	Request Title	\$	Deadline 韋	Librarian 🖨	Assigned Date 🖨	
	11047	Emergency departme	ent waiting lists	21/12/18	Tom Roper	21/05/18	

• The member can only see the librarian who is assigned the evidence search, The Request Form tab and Activity Log tab. The Member has the option to cancel the unassigned search.

Brighton and Sussex Library and Knowledge Service	💄 Mr Mulberry Hawk						
KnowledgeShare	Search Advanced Search						
Home Evidence Skills Updates Networking	Help						
Home $\rightarrow$ Assigned Searches $\rightarrow$ Emergency department waiting lists							
Emergency department waiting lists							
Emergency department waiting lists Assigned to Tom Roper. Requested by <u>Mr Mulberry Hawk</u> Time spent: 0 minutes.							
	Cancel						

Request Form

Activity Log

## 4.1.1.2 Staff view of Unassigned Searches

• Hold the cursor over Evidence and then click Unassigned Evidence Searches



- Unassigned Searches are displayed on the left, group according to the Deadline Requested By Member
- Three deadline categories are:
  - Overdue
  - Due today
  - Due within a week
  - Due after (week after today's date)

Unassigned Evidence S	Searches
Overdue Cholinesterase inhibitors in the treatment of advanced Alzheimer Requested By:Dr Damon Wildeve	No Evidence Search selected.
Due Today Stroke after or during spinal surgery Requested By:Mr Mulberry Hawk	
Due Within A Week Engaging people with moderate or severe demental in activities Requested ByDiggory Venn	
Supporting patients with early stage dementia Requested By:Dr Damon Wildeve	
Due After 11th February HELLP syndrome terminating in Ilver capsule rupture Requested By:Dr Thomasin Yeobright	

# 4.1.2 Member requested unassigned Evidence Searches have a generic title

• As members are not given a title field for their Evidence Search request they are given a generic title in the format of 'Evidence Search Request XXXX':

#### **Unassigned Evidence Searches**



• Staff should edit the Evidence Search request and provide a meaningful title (see section 4.2 Edit an unassigned search request)

Evidence Search Request 10765	
Search explanation	What is the quality of life for patients after
Please explain precisely what you require, preferably in one or two sentences. if appropriate, please specify the population, exposure, and outcome measures of interest.	emergency laparotomy?

## 4.1.3 Editing an Unassigned Evidence Search

- Deadline Request by Member
  - Mandatory field
  - If the Member changes the date before the original deadline, use this field to update with the new deadline
- Deadline Revised By Staff
  - When a deadline has been missed this will be used by the Evidence Search administrator, after negotiating with the Member, to add a revised deadline

**Deadline Requested By Member** 

Deadline Revised By Staff

31	1	01	1	2015	
07	7	02	1	2015	

- Add addition information or make changes to the unassigned search
- Click Save

I've added a 'Deadline Revised By Staff' to a search. Why does it still display the 'Deadline Requested by Member' on my Home page?   For Assigned searches the Deadline Requested By Member will be used to display searches on Staff Home page:   Deadline Requested By Member   01   02   02   03   04   05   05					
For Assigned searches the Dea searches on Staff Home page:	dline Requested By Member will be used to display				
Deadline Requested By Member 31 /	01 / 2015				
Deadline Revised By Staff 07 /	02 / 2015				
On Home page:					
	Evidence Searches				
	13 search requests currently unassigned				
	Your incomplete evidence searches				
	Jan         Diagnosing asthma           31         Dr Gabriel Oak				
	Feb     Evidence for care of elderly       17     after multiple trauma.       Mr Mulberry Hawk				

- 4.1.4 Delete an unassigned search request
- Only the System Administrator can delete an unassigned search. Email <u>uhsussex.knowledgeshare@nhs.net</u> if you need an unassigned search deleted.

Delete only visible to System Administrator	Used the service before None Given (Imported from previous system)	
Save	Delete	
	<ul> <li>Trust induction</li> <li>Leaflet / poster / library newsletter</li> <li>Used the service before</li> <li>None Given (Imported from previous system)</li> </ul>	

• Once any result is added to a search only the developers can delete it

*4.1.5 When Member with an incomplete search is unassigned from a Library Service* 

- When a Member is unassigned from an LKS, and they have an incomplete assigned search:
  - $\circ$  the assigned librarian will be e-mailed when the Member leaves.

 an icon appears on the unassigned search page when the Member leaves. If the cursor is held over the icon a warning message appears.



# 4.2 Assigning Evidence Searches

- Click on an unassigned search to select
- Click Assign to me or chose your name from the pull down menu

Overdue Procedural guidance on performing peripheral/central intravenous cannulation and	Does temperature dete adenosine? Requested by: Mr G	ermine the effect	iveness of
Requested by: Miss Elizabeth Bennet	Date requested: <b>21/05/18</b> Deadline:	Assign to Me Assign to	Inga Agustsdottir
Due Today Best treatment for anaphylactic shock Requested by: Bathsheba Everdene	Request Form Search Results	Activity Log	Carrie Anne Melanie Arnold Sue Austin Helen Barrett
Due Within A Week	Save Request number	12413	Cecilia Bethencourt-Dunning
Does temperature determine the effectiveness of adenosine? Requested by: Mr Gabriel Oak	Request date	21 / 05 / 2018	
Due After 28th May Evidence Search Request 12400 Requested by: William Darcy	Requesting member We would like to let other members of Kno indicate who should see this information. Sharing your knowledge	WI Gabriel Oak (Royal Su	interest in this topic. Please
	Haatta aalaataa kaa kaan ahaa ahta taka		

#### **Unassigned Evidence Searches**

## 4.2.1 Cancel an Assigned Search Request

#### 4.2.1.1 Members cancelling an assigned Evidence Search

- The member needs to log into KnowledgeShare
- The member needs to hold the cursor over **Evidence** and then click **Evidence Search Request List**



• The member needs to click on **Assigned Searches** tab and select the title of the search they want to Cancel

### Evidence Searches Requested by Mr Mulberry Hawk

er By:							
Unass	signed Searches	Assigned Searches	Completed Se	earches	Car	ncelled Searches	
	Request ID 🖨	Request Title	<b>‡</b>	Deadlin	e 🌲	Librarian 🗘	Assigned Date 🖨
	11047	Emergency departm	ent waiting lists	21/12/18		Tom Roper	21/05/18

• The member can only see the librarian who is assigned the evidence search, the Request Form tab and Activity Log tab. The Member has the option to cancel an unassigned search.

Brighton and Sussex Library and Knowledge Service	💄 Mr Mulberry Hawk					
KnowledgeShare	Search Advanced Search					
Home Evidence Skills Updates	Help					
Home $\rightarrow$ Assigned Searches $\rightarrow$ Evidence for reducing waiting times in emergency medicine						
Evidence for reducing waiting times in e	emergency medicine					

Evidence for reducing waiting times in emergency medicine Assigned to Tom Roper. Requested by <u>Mr Mulber</u> Time spent: 90 minutes.	rry Hawk
	Cancel
Activity Log Request Form	

• After clicking **Cancel** the member is taken to their Evidence Searches page and the Search is now listed under the **Cancelled Searches** tab



• An email is sent to the librarian who was assigned to the search alerting them the requesting Member has cancelled it.

System Level Template Name: CancelEvidenceSearch Subject Line: Cancelled Evidence Search

Dear Elaine Watson,

User Mr Mulberry Hawk has just cancelled the Evidence Search: Evidence for reducing waiting times in emergency medicine.

Regards,

KnowledgeShare Administration

----- Sent out by KnowledgeShare-----

#### 4.2.1.2 Staff cancelling an assigned Evidence Search

Staff cannot delete an assigned search request, but they can cancel an assigned search

Click Cancel

Send Email	Add Time Spent	Complete Search	Change Title	Reassign	Split	Cancel
Activity Log	Request Form	Search Results				

• There is an indication in the search results that a request has been cancelled. The search has "Cancelled on: xx/xx/xx" with the date it was cancelled

# Search Results

Search t	erms: safeg	uarding				Advanced Search
All: 77	Resources: 26	Users: 39	Evidence Searches: 12		Skills Sessions: 0	
				Disp	lay 50 results per	r page 🔹 Sort by date completed 🔹
Policies an Cancelled o	nd guidelines on sa n: 14/11/2016	feguarding chil	dren in acute care			

 In the search results clicking on the title of a cancelled search takes the user to the Cancelled Searches tab of the Evidence Search Request List. This will allow the user to un-cancel the search if they wish to.

Home > Evidence Search Request List

# Evidence Search Request List

Filt	er By:		•			
	Assig	ned Searches	Completed Searches Cancelled	Searches		
		Request ID 🗢	Request Title	Cancellation Date 🔷	Cancelled by 🖨	Un-Cancel 🖨
		11047	Emergency department waiting lists	21/05/18	Mr Mulberry Hawk	Un-Cancel

- If a cancelled request is more than a month old it no longer appears in search results or the **Evidence Search Request List**, or the user's **Home** page. It is essentially removed from the system for any purpose other than recording statistics.
- A librarian will only see cancelled searches that relate to their own LKS.

# 4.3 Adding Search Results

- The **Search Results** tab has links to the functions that add results to the result document.
- Search results do not need to be added in the order the links are listed

Send Email	Add Time Spent	Complete Search	Change Title	Reassign	Split	Cancel	
Activity Log	Request Form	Search Results					
	<u>Add stru</u>	uctured search result <u>A</u>	dd RIS search results	Edit result count			

- 4.3.1 Sections for Search Results
- · Sections provide headers for search results to be placed under
- The default Sections are:
  - Section A. National and International Guidance
  - Section B. Synopsis or Summary
  - Section C. Systematic Review
  - Section D. Institutional Publication
  - Section E. Original Research

ID	Section name	Results	Order by		Update order (Click and drag)
А	National and International Guidance	0	Title 🔻	Delete	\$
В	Synopsis or Summary	0	Title 🔻	Delete	\$
с	Systematic Review	0	Title 🔻	Delete	\$
D	Institutional Publication	0	Title 🔻	Delete	\$
Е	Original Research	0	Title 🔻	Delete	\$

• The Sections can be edited, deleted and new Sections added using the Edit Sections button



• Sections that contain no results will not be listed in the Results Search Report.

## 4.3.1.1 Edit Existing Section Name

• Existing Section names can be edited by clicking in the appropriate 'Section name' field

Eviden	ce Search Results Sections					×
ID	Section name	Results	Order by		Update order (Click and drag)	*
А	National and International Guidance	0	Title 🔻	Delete	\$	
в	Synopsis or Summary	0	Title 🔻	Delete	\$	
с	Systematic Review	0	Title 💌	Delete	\$	
D	Institutional Publication	0	Title 🔻	Delete	\$	
E	Original Research	0	Title 🔻	Delete	\$	
4						
Add Se	ction					_
Sav	e as Default				Save Cl	ose

- In the Section name field, type in the new name
- Click Save and Close

ID     Section name     Results     Order by     Update order (Click and drag)       A     NICE Guidance     0     Title     Delete     \$       B     Synopsis or Summary     0     Title     Delete     \$       C     Systematic Review     0     Title     Delete     \$	viden	ce Search Results Sections					×
A     NICE Guidance     0     Title     Delete       B     Synopsis or Summary     0     Title     Delete       C     Systematic Review     0     Title     Delete	ID	Section name	Results	Order by		Update order (Click and drag)	•
B     Synopsis or Summary     0     Title     Delete       C     Systematic Review     0     Title     Delete	А	NICE Guidance	o	Title 💌	Delete	\$	
C Systematic Review 0 Title Delete	в	Synopsis or Summary	0	Title 🔻	Delete	\$	
	с	Systematic Review	0	Title 🔻	Delete	\$	
D Institutional Publication 0 Title Delete	D	Institutional Publication	0	Title 💌	Delete	\$	
E Original Research 0 Title Delete	E	Original Research	0	Title 💌	Delete	\$	
	Sav	e as Default				Save	Click
Save as Default Save Click							

• The edited Section name is then available to select when adding results

Journal Article Section:	Section A. (NICE Guidance)		AutoFill from Bookmark				
Source							
National Institute for Health and Care Excellence (NICE)							
Publisher							
National Institute for Health and	l Care Excellence (NICE)						

#### 4.3.1.2 Delete Existing Section Name

- The Sections that contain no results will not be listed the Results Search Report.
- Existing Section names can be deleted by clicking **Delete**

Evid	Evidence Search Results Sections						
11	Section name	Results	Order by		Update order (Click and drag)		
А	National and International Guidance	0	Title 🔻	Delete	\$		
В	Synopsis or Summary	0	Title 💌	Delete	\$		
с	Systematic Review	0	Title 💌	Delete	1		
D	Institutional Publication	0	Title 💌	Delete	Click here		
E	Original Research	0	Title 💌	Delete	\¢		
4		1			• •		
Add	Section				Save Close		

• Click Save and Close

Evidence Search Results Sections						
ID	Section name	Results	Order by		Update order (Click and drag)	Â
Α	National and International Guidance	0	Title 🔻	Delete	\$	
в	Synopsis or Summary	0	Title 🔻	Delete	\$	
с	Systematic Review	0	Title 🔻	Delete	\$	
D	Original Research	0	Title 🔻	Delete	<b>÷</b>	
4					 ▶	<b>*</b>
Add Sec	ction					_
Save	e as Default				Save Clo	ose

• The deleted Section name is no longer available to select when adding results

Journal Article	AutoFill from Bookmark
Section:	<b></b>
Source	Section A. (National and International Guidance) Section B. (Synopsis or Summary)
Publisher	Section C. (Systematic Review) Section D. (Original Research)

### 4.3.1.3 Add a new Section Name

• Section names can be added by clicking the link Add Section

Evide	ence Search Results Sections					×
10	D Section name	Results	Order by		Update order (Click and drag)	
A	National and International Guidance	0	Title 🔻	Delete	\$	
в	Synopsis or Summary	0	Title 💌	Delete	\$	
с	Systematic Review	0	Title 🔻	Delete	\$	
D	Institutional Publication	0	Title 💌	Delete	÷	
E	Original Research	0	Title 🔻	Delete	\$	
Add	Section				•	* 
<u> </u>	ave as Default				Save Clos	se

• Enter the new Section name in the empty Section name field

ID	Section name	Results	Order by		Update order (Click and drag)
A	National and International Guidance	0	Title 💌	Delete	\$
в	Synopsis or Summary	0	Title 💌	Delete	÷
С	Systematic Review	0	Title 💌	Delete	\$
D	Institutional Publication	0	Title 🔻	Delete	\$
Е	Original Research	0	Title 🔻	Delete	\$
F			Title 💌	Delete	÷
dd Se	ction	1		·	·
Sav	e as Default				Cava

• Click Save and Close

ID	Section name	Results	Order by		Update order (Click and drag)
А	National and International Guidance	0	Title 🔻	Delete	\$
в	Synopsis or Summary	0	Title 🔻	Delete	\$
С	Systematic Review	0	Title 💌	Delete	\$
D	Institutional Publication	0	Title 🔻	Delete	\$
Е	Original Research	0	Title 🔻	Delete	\$
F	Cohort Studies		Title 🔻	Delete	\$

• The new Section name is then available to select when adding results

Journal Article	AutoFill from Bookmark
Section:	<b></b>
Source	Section A. (National and International Guidance) Section B. (Synopsis or Summary) Section C. (Systematic Review)
Publisher	Section C. (Systematic Review) Section D. (Institutional Publication) Section E. (Original Research) Section F. (Cohort Studies)

### 4.3.1.4 Reorder Section Names

• Section names can be reordered by using the 'Update order' column

Evider	Evidence Search Results Sections						
✓	Your changes have been saved.					Î	
ID	Section name	Results	Order by		Update order (Click and drag)		
A	National and International Guidance	0	Title 🔻	Delete	\$		
В	Synopsis or Summary	0	Title 🔻	Delete	¢		
с	Systematic Review	0	Title 🔻	Delete	¢		
D	Institutional Publication	0	Title 🔻	Delete	¢		
Е	Original Research	0	Title 🔻	Delete	¢		
F	Cohort Studies		Title 🔻	Delete	\$		
4					* }		
Sav	e as Default				Save Close	-	

- In the 'Update order' column, hold the cursor over the up down arrowhead icon until the four arrows icon cursor appears
- Click on the four arrows icon and keep holding the right mouse button down
- Drag the section to the desired place in the section order

Eviden	ce Search Results Sections					×
ID	Section name	Results	Order by		▲ Update order (Click and drag)	
A	National and International Guidance	0	Title 🔻	Delete	\$	
В	Synopsis or Summary	0	Title 💌	Delete	\$	
с	Systematic Review	0	Title 💌	Delete	\$	
D	Institutional Publication	0	Title 🔻	Delete	\$	
E	Cohort Studies		Title	Delete	<b>⊕</b>	
Add See	ction					
Save	e as Default				Save Close	

• The sections will now be saved in this order

Ev	Evidence Search Results Sections						
			1		1	1	
	ID	Section name	Results	Order by		Update order (Click and drag)	
	A	National and International Guidance	0	Title 🔻	Delete	\$	
	в	Synopsis or Summary	0	Title 🔻	Delete	<b>‡</b>	
	с	Systematic Review	0	Title 🔻	Delete	\$	
	D	Institutional Publication	0	Title 🔻	Delete	\$	
	E	Cohort Studies		Title 🔻	Delete	\$	
	F	Original Research	0	Title 💌	Delete	<b>÷</b>	
4						) - F	
A	<u>ia Sec</u>	2001					
	Save	as Default				Save Clos	e
							1.

• Click Save and Close

## 4.3.1.5 Create a new Default set of Sections

• To create a new default set of sections to use for future searches, check the **Save as Default** check box at the bottom of the pop up

ID	Section name	Results	Order by		Update order (Click and drag)
1	National and International Guidance	0	Title 🔻	Delete	÷
3	Synopsis or Summary	0	Title 🔻	Delete	\$
c	Systematic Review	0	Title 🔻	Delete	\$
D	Cohort Studies		Title 🔻	Delete	\$
E	Original Research	0	Title 🔻	Delete	<b>÷</b>
d Sec Save	ttion e as Default				Save Clo

• The new selection of sections will now replace the original default when adding results

Add Structured Search Result for 'Approach to conjunctivitis in older patients'					
Journal Article	AutoFill from Bookmark				
Section:					
Source	Section A. (National and International Guidance) Section B. (Synopsis or Summary) Section C. (Systematic Review)				
Publisher	Section D. (Cohort Studies) Section E. (Original Research)				

4.3.2 Add Structured Search result

## What is a Structured Search result?

A structured search result is one that you add individually. Normally this result has been found from a source that doesn't have the functionality to download results.

• On the Search Results tab click Add structured search result

Send Email	Add Time Spent	Complete Search	Change Title	Reassign	Split	Cancel
Activity Log	Request Form	Search Results				
	Add stru	ictured search result	Add RIS search results	Edit result count		

• The pop up provides fields to capture information on the search result

Add Structured Search Result fo	r 'Liraglutide (or other GLP1 analogue) in 1	Type 1 diabetes'	×
Journal Article		AutoFill from Bookmark	-
Section:		<b>•</b>	
Source			
Publisher			
Tiala			
Authors			Ľ
Authors			
Year published			
URLs			
			•
			111

Structured search results can be added in two ways:

- Manually
- Bookmarklet

#### 4.3.2.1 Manually adding a Structured Search result

Information can be manually added, by selecting options in the green pick lists and copying and pasting, from the web page of the resource into the Structured Search result fields

- Journal Article
  - This check box controls which fields available for the results
  - Check the Journal Article box for fields appropriate for a journal article

Field	Journal box checked	Journal box Not Checked
Source	$\checkmark$	$\checkmark$
Publisher	×	$\checkmark$
Journal Title	$\checkmark$	×
Title	$\checkmark$	$\checkmark$
Authors	$\checkmark$	$\checkmark$
Year Published	$\checkmark$	✓
URLS	$\checkmark$	$\checkmark$
Access Restriction	$\checkmark$	$\checkmark$
Summary	$\checkmark$	$\checkmark$
Journal	$\checkmark$	×

Volume	$\checkmark$	×
Issue	$\checkmark$	×
Pages	$\checkmark$	×

- Sections
  - Mandatory field
  - This drop-down list controls which heading in the Search Results Report the results are placed under
  - The default Sections are:
    - Section A. National and International Guidance
    - Section B. Synopsis or Summary
    - Section C. Systematic Review
    - Section D. Institutional Publication
    - Section E. Original Research

Journal Article	AutoFill from Bookmark	
Section:		
Source	Section A. (National and International Guidance) Section B. (Synopsis or Summary)	
Publisher	Section C. (Systematic Review) Section D. (Cohort Studies)	]
Title	Section E. (Original Research)	1

• The Sections can be edited, and new Sections added using the Edit Sections button



- Source
  - o Mandatory field
  - This is where the search result was found. For example, if the result was found while searching National Institute for Health and Care Excellence (NICE) web site, select this as the source from the green pick list
  - Listing the information sources used on the Evidence Search Results report aids in the reproducibility or the search or a search on a similar topic. It also provides the Evidence Search requester with information on which sources have been used.
  - $\circ\,$  Select the source from the list below where available. If the source is not listed type in the field

Add Structured Search	esuit for Enagratule (of other GEFF analogue) in Type Fullabetes
Journal Article	AutoFill from Bookmark
Section:	Section A. (National and International Guidance) 🔻
Source	
nice	
National Institute for He	alth and Care Excellence (NICE)
NICE Clinical Knowledge	Summaries
NICE Medical technologi	es guidance
NICE Pathways	
NICE Quality Standard	
UNICEF	
Authors	

- Publisher
  - Mandatory field
  - This is the publisher of the search result
  - o To activate list type at least 3 characters from the Publisher name
  - $\circ~$  Select the publisher from the list below where available. If the publisher is not listed type in the field

ournal Article	AutoFill from Bookmark
ection:	Section A. (National and International Guidance) 🔻
ource	
<b>ource</b> National Institute for H	Health and Care Excellence (NICE)
ource National Institute for H	lealth and Care Excellence (NICE)
ource National Institute for H ublisher nicel	ealth and Care Excellence (NICE)
ource National Institute for H ublisher nice	lealth and Care Excellence (NICE)
National Institute for H ublisher nice National Institute for I United Nations Childr	ealth and Care Excellence (NICE) Health and Care Excellence (NICE) en's Fund (UNICEF)

- Title
  - Mandatory field
  - o Copy the title of the result and paste in this field
- Authors
- Year Published
  - Mandatory field
- URLs
  - o Copy the URL of the result and paste in this field
- Add URL button

- Click the Add URL to create an additional URL field, to include additional links associated with the result. For example, the link the result in another format such as a PDF
- Access Restriction
  - $\circ$  This will show the search requester how to access the full text of a result
  - Select from
    - Available from NHS PCs
    - Available with an NHS OpenAthens password
    - Available with an NHS OpenAthens password for eligible users
    - Available with an NHS OpenAthens password from NHS PCs
    - Available with appropriate registration or membership
    - Available with free registration
    - Contact the library for a copy of this article
    - Contact the library for a password
    - Full text freely available online

This field is not currently used in the downloaded search report. A hyperlink 'Available online at this link' overrides any selection in this field.

- Summary
  - Use the summary field to indicate how the result is relevance to the search

URLs		
https://www.nice.org.uk/guida	ance/ng17	
		Remove URL
https://www.nice.org.uk/guida	ance/ng17/resources/type-1-diabetes-in-adults-dia	
	Add URL	Remove URL
Access restriction	Freely available online	-
Summary	See Recommendation 1.1 Diagnosis and early ca Cancel Save Dele	te

• Click Save

#### 4.3.2.2 Using a bookmarklet to add a Structured Search Result

#### What is a bookmarklet?

A bookmarklet can be used to speed up importing of resources to KnowledgeShare for Structured Search Results in Evidence Searches
The bookmarklet works by storing the citation of the resource that you are currently looking at and allowing you to import this to an Evidence Search. Not every source can be bookmarked.

#### 4.3.2.2.1 Sites that can be used for bookmarking

Not every source can be bookmarked using the **Save to KnowledgeShare** link. This table list those sites that can be used for bookmarking with notes on any issues and actions needed:

	Website	Notes
BMJ	www.bmj.com	Use individual article from BMJ where the URL starts: <u>https://www.bmj.com</u> For example: <u>https://www.bmj.com/content/363/b</u> <u>mj.k4857</u>
Cochrane Systematic Reviews	https://www.cochranelibrary.com/	Use individual review pages. For example: <u>https://www.cochranelibrary.com/cd</u> <u>sr/doi/10.1002/14651858.CD00191</u> <u>9.pub4/full</u> This bookmarklet does not work with trial articles.
King's Fund	www.kingsfund.org.uk	Use individual reports from the King's Fund where the URL starts: <u>https://www.kingsfund.org.uk/public</u> <u>ations/</u> For example: <u>https://www.kingsfund.org.uk/public</u> <u>ations/nhs-hospital-bed-numbers</u>
Nature	www.nature.com	Use individual review pages. For example: <u>https://www.nature.com/articles/s41</u> <u>432-020-0137-z</u> Known issue: Additional to adding the Source, the Year published field needs to be populated manually
NICE	www.nice.org.uk	Use individual guidelines only. For example: <u>https://www.nice.org.uk/guidance/ta</u> <u>748</u>

Lippincott® Journal collection	http://journals.lww.com	Use individual article pages. For example: <u>https://journals.lww.com/ahm/Fulltex</u> <u>t/2021/09000/Acupuncture_and_He</u> <u>rbal_Medicine_launched_building.</u> <u>1.aspx</u>
PLOS	https://plos.org/#journals	Use individual article pages. For example: <u>https://journals.plos.org/plosmedicin</u> <u>e/article?id=10.1371/journal.pmed.1</u> <u>002445</u>
PubMed	https://pubmed.ncbi.nlm.nih.gov/	Use individual article pages. For example: <u>https://pubmed.ncbi.nlm.nih.gov/347</u> <u>62326/</u>
SAGE	http://journals.sagepub.com	Use individual article pages. For example: <u>https://journals.sagepub.com/doi/full</u> /10.1177/2292550320963111
Science Direct	www.sciencedirect.com	Use individual article pages. For example: <u>https://www.sciencedirect.com/scien</u> <u>ce/article/pii/S1548559521000112</u>
NHS England	https://www.england.nhs.uk/publica tion/	Use individual publication pages. For example: <u>https://www.england.nhs.uk/publicat</u> <u>ion/framework-for-digital-solutions-</u> <u>for-the-deployment-of-sessional-</u> <u>clinical-capacity-in-primary-care/</u>
McMaster PLUS	https://plus.mcmaster.ca/kt/	Use individual article pages. For example: <u>https://plus.mcmaster.ca/kt/Home/A</u> <u>rticle/109593</u>
EvidenceAlert	https://www.evidencealerts.com/	Use individual article pages. For example: <u>https://www.evidencealerts.com/Hit</u> <u>Parade/StellarHighestRated/96168?</u> <u>discipline=user</u>

# 4.3.2.2.2 Adding Save to KnowledgeShare link to browser bookmark or favourites tool bar

Before a bookmarklet can be used, the **Save to KnowledgeShare** link must be added to your browser's bookmark/favourites tool bar:

Hold the cursor over Evidence and then click Bookmarked Resources



 Click and drag the Save to KnowledgeShare link and move it to the bookmark/favourites bar on your browser:

KnowledgeShare - Manage Save x +					- 0 ×
← → G  https://staging.knowledgeshare.nhs.uk KnowledgeShare  Save to Knowledge	k/index.php?PageID=snippets_manage			a 19 🖬 3	∑≣ \⊕ Not syncing <>> ··· Not syncing <>> ···
Sussex He	ealth Knowledge and Libraries			L Knowledge Share	A
5~3 H	KnowledgeShare			Search Advanced Search	
Hume	Evidence Skills Upda	ates Networking	Members	🔅 Admin 👩 Help	
Home	Manage Saved Resources				
Mana	age Saved Resourc	ces			
To install visible, fir	the bookmarklet into your browser, drag rst):	and drop the following link to	your bookmark tooloar (i	Make sure your Bookmark Toolbar is	
Save to K	nowledgeshare		x 😵	Save to KnowledgeSh	
Licensed for Brighto Library an	local use by In and Sussex Mark Kass Lib Kass Lib Kass Lib Kass Lib Kass Lib	rary & edge Services			
About   1	Terms & Conditions   Privacy Policy	Accessibility Credits		© Copyright 2013 - 2021, BSUH NHS Trust	
E $\mathcal{P}$ Type here to search O	) # 💻 💽 🥝 🞹 🥥 🌖				^ // ¢11 11:31

#### 4.3.2.2.2.1 Adding Save to KnowledgeShare link to Edge, Chrome and Firefox

• If the bookmark/favourites bar isn't visible, click the Ctrl+Shift+B keys

Konstedgefahre - Manage Save: X     +	v - 0 ×
Construction of the state	Reading list
Sussex Health Knowledge and Libraries	💄 Knowledge Share
KnowledgeShare	Search Advanced Search
Home Evidence Skills Updates Networking Members	🌣 Admin 🕜 Help
Home 🗧 Manage S ved Resources	
Manage Saved Resources	
To install the bookmarklet into your browser, drag and drop the following link to your bookmark to visible, first. Save to KnowledgeShare	oolbar (Makenare your Bookmark Toolbar is
No Resources Available	Save to Knowledge
Licensed for local use by	
🛍 🔎 Type here to search O 🖽 💻 💽 🙆 📟 🧔 🔌 🍞	^ <i>@.</i> 4* 11-42 02/12/2021 ₹2

#### 4.3.2.2.3 Using the Save to KnowledgeShare link to save a result

- The **Save to KnowledgeShare** link must have been saved to the bookmark/favourites bar on your browser
- In your Internet browser, navigate to the page with the article or publication that you wish to bookmark
- Click the **Save to KnowledgeShare** link in your bookmark bar or from the favourites lists

KnowledgeShare - Manage Save x     Verview (Type 2 diabetes in as x +		- 0 X
← → O ⊡ https://www.new.cg.uk/guidance/ng28		🕼 🔍 🏠 🛅 🕄 🏠 🔂 (Not syncing 🎊) …
🧱 Knowledg kinare 🗅 Save to Knowledge		Conter favorites
NICE National Institute for Health and Care Excel	Search NICE	₽ Sign in
NICE Pathways NICE guidance I	ife sciences Standards and indicators Evidence search BNF BNFC CK	5 Journals and databases
Read about our approach to COVID-19		
Home > NICE Guidance > Conditions and	diseases > Diabetes and other endocrinal, nutritional and metabolic conditions > Diabete	s
Type 2 diabetes NICE guideline [NG28] Publ	n adults: management shed: 02 December 2015 Last updated: 24 November 2023	L
Guidance Tools and resources	Information for the public Evidence History	
Overview	Guidance	Download guidance (PDE)
Recommendations Recommendations for research	A 2 NICE interactive flowcharts * Ø Quality standard - Diabetes in adults	

• For Edge, Chrome and FireFox

• For Explorer

🗲 💿 🚺 https://www.nice.org.uk/guidance/ng28 Ø KnowledgeShare - Manage Sav 🔯 Overview   Type 2 diabetes i 🗴 🚺				× ۵ – ۵ 🖈 ۵ –
NICE National Inst	stitute for Care Excellence Search NICE		<b>D</b> Sign in	Add to favorites     Favorites     Feeds     History
NICE Pathways NI	ICE guidance Life sciences Standards and indicato	rs Evidence search BNF BNFC	CKS Journals and databases	Favorites Bar Links for United Kingdom Links for United States
Read about <u>our approach t</u>	to COVID-19			KnowledgeShare - Welcome to Know
Home > NICE Guidance	<ul> <li>Conditions and diseases</li> <li>Diabetes and other endocription</li> </ul>	nal, nutritional and metabolic conditions $>$	Diabetes	Save to KnowledgeShare
Type 2 dia	abetes in adults: mana	agement		
NICE guideline [N	G28] Published: 02 December 2015	Last updated: 24 November	r 2021	
Guidance Tool	Is and resources Information for the public	Evidence History		
Overview			Download guidance (PDF)	
Introduction	Guidance			
Recommendations				
Recommendations for	for research	<ul> <li>Quality standard - Diabetes in adult</li> </ul>	ts	

 A KnowledgeShare sidebar will open on the right of the page, displaying the citation of the page that you are on



• In the KnowledgeShare sidebar click the check box next to the citation and click **Save** selected



Click Close at the bottom of the KnowledgeShare side-bar

	In November 2021, we reviewed the evidence on SGLT2 inhibitors for adults with type 2 diabetes and chroni	
	kidney disease, and made new recommendations. See the section on chronic kidney disease for more informa	· · · · · · · · · · · · · · · · · · ·
		Close
Start	Recommendations	
📫 🔎 Type here to search	o 🛱 🧮 💽 🤮 🚾 🧧 🎯 🧆	1544 03/12/2021

• This resource has now been bookmarked in KnowledgeShare

# 4.3.2.2.4 Using Add Structured Search Result to add a saved bookmark to an Evidence Search

There is a bug in the system when using the Bookmarklet to add a journal article as a structured search result.

If the result is a journal article and you tick the 'Journal Article' box before clicking AutoFill from Bookmark, an error message appears on saving and the article data is lost.

This has been reported to our developers.

In KnowledgeShare, navigate to an open evidence search page and select **Add Structured Search Result**.

• Click AutoFill from Bookmark

Add Structured Search Result	for 'Liraglutide (or other GLP1 analogue)	Type 1 disbotos'
Journal Article		AutoFill from Bookmark
Section:		<b>•</b>
Source		
Publisher		_
Title		
Authors		

• Click on the title of the resource you want to import

jou	Manage Saved Resources	Auto	X
Sou	To install the bookmarklet into your brows bookmark toolbar (Make sure your Bookm <u>Save to KnowledgeShare</u>	ser, drag and drop the following link aark Toolbar is visible, first):	to your
Pub	Title	Description	Date Added
Title	Type 1 diabetes in adults: diagnosis and management NICE guideline [NG17]	This guideline covers care and treatment for adults (aged	29/07/2022
Aut			
Yea			
URL			4

- The resource information will be imported to the structured search fields
- Check for any missing data that needs to be completed.
- You will always need to add a "Source", i.e. where the search result was found. E.g. NHS Evidence Search, Google, etc.

ournal Article Section: Source		AutoFill from Bookmark
ection: ource		•
ource		
Publisher NICE		]
ītle		7
Type 1 diabetes in adults: diagno	sis and management NICE guideline [NG17]	
Authors		
'ear published	2022	
JRLs		
	ublisher NICE Type 1 diabetes in adults: diagno uthors Year published	ublisher NICE Itle Type 1 diabetes in adults: diagnosis and management NICE guideline [NG17] uthors Tear published 2022 JRLs

• Click Save

		Show Abstracts	Select all within the section
01.			\$
	Title:	Type 1 diabetes in adults: diagnosis and management	
	Author(s):		
	Publisher / Journal:	National Institute for Health and Care Excellence (NICE)	
	Publication Year:	2022	
	Source:	National Institute for Health and Care Excellence (NICE)	
	Abstract:	This guideline covers[show more]	
			Edit

## 4.3.2.2.5 Managing saved bookmarks

To prevent your list of saved bookmarks from becoming too long you can delete bookmarks that have been used:

• Hold the cursor over Evidence and then click Bookmarked Resources

Sussex Heal	Sussex Health Knowledge and Libraries					上 Knowledge Share
527 223 Ki	nowledg	<b>ge</b> Share	2			Search Advanced Search
Home	Evidence	Skills	Updates	Networking	Members	🌣 Admin 👩 Help
Home > W	Request an	Evidence Sea	irch			
Walco	Unassigned	Evidence Sea	arches	aro		
VEICO	My Current	Searches		are		
Evide	Evidence Se	arch Reques	t List	- Sessions	View All	Your Search Requests View All
1	Bookmarke	d Resources		Click here	any	You have not created any search requests.
Curren	nt achievement	Target this	week			Your Session Attendance View All
ro search	. equests curren	ing anabolghee				You have not attended any skills

• Check the box in the 'Delete' column next to individual bookmarks or check the **Select all** box at the bottom of the list.



Title	Description	Date Add	ed	Delete
Tobacco: preventing uptake, promoting quitting and treating dependence NICE guideline [NG209]	This guideline covers support to stop smoking for	03/12/2021		
Integrated care systems explained	Integrated care services represent a fundamental shift in	03/12/2021		
Type 2 diabetes in adults: management NICE guideline [NG28]	This guideline covers care and management for adults	03/12/2021		
				Select All
				Delete

## • Click Delete

## 4.3.3 Add RIS search results

#### What are RIS search results?

RIS is a standardized tag format developed by Research Information Systems, Incorporated (RIS) to enable citation programs to exchange data.

KnowledgeShare uses this format to import multiple results.

The Adding RIS results function is compatible with RIS files from 11 sources:

- Cochrane Library
- EBSCO

- EndNote
- ERIC
- Mendeley
- Ovid
- ProQuest
- PubMed
- RefWorks
- Social Care Online
- SocINDEX

RIS files are not all the same and different sources use different tags. The tables below shows the tags the system expects to see in the RIS files for the listed sources:

Field	Cochrane	EBSCO	EndNote	ERIC	Mendeley	OVID
Author	AU:	AU -	AU -	AU -	A1 -	A1 -
Publisher						
Title	TI:	T1 -	TI -	TI -	T1 -	T1 -
Journal title	SO:	JO -	T2 -	JT -	JF -	JF -
Published year	YR:	Y1 -	PY -	DP -	Y1 -	Y1 -
Volume		VL -	VL -	VI -	VL -	VL -
Issue	NO:	IS -	M1 -	IP -	IS -	IS -
Start page			SP -		SP -	SP -
End page					EP -	EP -
Serial			SN -			SN -
number						
(ISSN)						
*Affiliation						
Abstract	AB:		AB -		N2 -	N2 -
URL Link	US:	UR -	UR -		UR -	L2 -

Field	ProQuest	PubMed	SCIE	Soc INDEX
Author	AU -	AU -	AU -	AU -
Publisher				
Title	T1 -	TI-	TI-	T1 -
Journal title	JF -	JT -	T2 -	JO -
Published	Y1 -		PY -	Y1 -
year				
Volume	VL -	VI -		VL -
Issue	IS -	IP -		IS -
Start page	SP -		SP -	SP -
End page	EP -			EP -
Serial			SN -	SN -
number				
(ISSN)				
*Affiliation				AB (2 <sup>nd</sup> )
Abstract	AB -	AB -	AB -	AB -
URL Link	UR -		UR -	UR -

• On the Search Results tab click Add RIS search results

Send Email	Add Time Spent	Complete Searc	ch Change Title	Reassign	Split	Cancel
Activity Log	Request Form	Search Results				
	<u>Add stru</u>	ictured search result	Add RIS search results	Edit result count	<u>I</u>	

- Journal Article
  - The check box controls which fields are available for the RIS results
  - Checking the box is the most appropriate selection for most RIS files which contain journal articles

Evidence Chille H	adatea Naturauldur Maushava <b>Ph.</b> Adusiu
Add RIS Formatted Search Res	ult for 'Liraglutide (or other GLP1 analogue) in Type 1 diabetes'
Journal Article	
Section	▼
Source	
RIS file (.ris or .txt format only)	Choose File No file chosen
	Save Cancel

 $\circ\;$  The fields available for the results are when the Journal Article box is checked or not checked:

Field	Journal box checked	Journal box Not Checked
Source	$\checkmark$	$\checkmark$
Publisher	×	$\checkmark$
Journal Title	$\checkmark$	×
Title	$\checkmark$	$\checkmark$
Authors	$\checkmark$	$\checkmark$
Year Published	$\checkmark$	✓
URLS	$\checkmark$	$\checkmark$
Access Restriction	$\checkmark$	$\checkmark$
Summary	$\checkmark$	$\checkmark$
Journal	$\checkmark$	×
Volume	$\checkmark$	×
Issue	$\checkmark$	×
Pages	$\checkmark$	×

• Sections

 The Section drop down list selects which of the Sections the results are placed under

Journal Article	$\checkmark$	
Section	▼	
Source	Section A. (National and International Guidance)	
	Section B. (Synopsis or Summary)	
	Section C. (Systematic Review)	
RIS file (.ris or .txt format	Section D. (Cohort Studies)	
only)	Section E. (Original Research)	
	Save Cancel	
	Save Cancer	

- The default Sections are:
  - Section A. National and International Guidance
  - Section B. Synopsis or Summary
  - Section C. Systematic Review
  - Section D. Institutional Publication
  - Section E. Original Research
- The Sections can be edited, and new Sections added using the Edit Sections button

Search Results	Edit Sections
No search results have been	added yet.

- Source
  - Select the Source that has produced the RIS file from the drop-down list

Journal Article			
Section	Section E. (Original Research)	•	
Source			
RIS file ( ris or tyt format	Cochrane Library		
only)	EBSCO EndNote		
	ERIC		
	HDAS		
	Mendeley		
	Ovid 🗸		

- RIS file (ris or txt format only)
  - Click Browse (or Choose File if using Chrome or Edge) and select file

Evidence Chille	Indexes Networking Mensheve	A duration
Add RIS Formatted Search Re	esult for 'Liraglutide (or other GLP1 analogue) in Type 1 diabetes'	×
Journal Article		
Section	Section E. (Original Research)	
Source	Ovid	
RIS file (.ris or .txt format only)	Choose File OVID.txt	
	Save Cancel	

- Click Save
- A successfully uploaded file will briefly list the article titles in green block.

Home Evidence Skills Updates Networking	g Members 🗱 Admin 🚱 Help
Home My Current Searches Liragiutide (or other GLP1 anal	logue) in Type 1 diabetes
Liraglutide (or other GLP1 analogu	ue) in Type 1 diabetes
Liraglutide (or other GLP1 analogue) in Type 1 diabetes Alongenes to restel Fault Requested by brink and Rear Them specific demokes	
The following data was successfully submitted	
- Previence and Clinical Determinants of Obesity in Adult and an and a	tes Mellius: A Single Center Retrospective Observational Stud
- Lingfunde Treatment Does Not induce Changes in the Peripapilary R	etmai Nerve Fiber Layer Thickness in Patients with Diabetic

• Scroll down the Search Results page and the search results will now be displayed under the selected Section



#### 4.3.3.1 RIS files error messages

If an article in a RIS file is missing data in any of the two mandatory fields an error message is generated, and the entire file will not upload

The two mandatory fields in a RIS file are

- Year Published which has the RIS tag PY
- Title which has the RIS tag TI

If you get a list of error messages check if you have used the correct Source for the RIS file.

To fix the following error message:

• "There are some items in the sources that are not valid for the result type selected, which are: PY which is YearPublished is missing from block number 1"

Add RIS Formatted Search Re	esult for 'Emergency department waiting lists'	×
Journal Article		<b>^</b>
Section	Section E. (Original Research)	- 1
Source	Ovid	
RIS file (.ris or .txt format only) There are some items in the so Y1 which is YearPublished is m Y1 which is YearPublished is m	Choose File No file chosen sisting from block number 1 issing from block number 2 issing from block number 3 issing from block number 4 issing from block number 5 issing from block number 6	
Y1 which is YearPublished is m Y1 which is YearPublished is m Y1 which is YearPublished is m	issing from block number 7 issing from block number 8 issing from block number 9	

• Open the RIS file in Notepad

What should I do when "Windows can't open this file"?



If you get the Windows pop up message "Windows can't open this file", select the second option "Select a program from a list of installed programs" and then select Notepad from the list.

 Got to the article indicated by the block number in the error message. So, if error message says "block number 1" this first article



• Find the title of the article and search for the year of its publication on the journal website.



• Add the year to the article in the RIS file in the format PY – YYYY



• Save the RIS file and then upload the file again

# 4.3.4 Exporting RIS files from listed sources

The Adding RIS results function is compatible with RIS files from 11 sources:

- Cochrane Library
- EBSCO
- EndNote
- ERIC
- Mendeley
- Ovid
- ProQuest
- PubMed
- RefWorks
- Social Care Online
- SocINDEX

## 4.3.4.1 Exporting RIS files from Cochrane Library

- Use check box to the left of the search result titles to select articles to export
- Click on Export selected citation(s)

Cochrane Library	Trusted evi Informed d Better heal	dence. ecisions. th.			E Title Abstract Keyword ▼	English Senglish Senglish Senglish English Senglish Sengl	sign In I fa Q anced search
Cochrane Reviews 🔻	Trials 🔻	Clinical Answers 🔻	About 🔻	Help 🔻		About Co	chrane 🕨
📢 Explore new Cochrane Libra	ary features <b>he</b>	re.					×
Filter your results Year Year first published 2021 2020 2019 2018 2017 2018 2017 Custom Range: yyyy to yyyy		Cochrane Reviews 14 A For COVID-19 related Year: 2020 × 52 Trials matching "rl Cochrane Central Register Issue 2 of 12, February 2021 Select all (52) Expor Order by Rele ancy 1 C Goup cogn R Gook, P Davic BI J (Clinical FibMed	I studies, please also I studies, please also heumatoid arthri of Controlled Trials t selected citation(s) itive behavioural dson, R Martin research ed.), 2020,	Trials Editorials 0 see the Cochrane C itis" and fatigue i courses may redu .368, m512   added t	Special Collections	Clinical Answers	More v
Date Date added to CENTRAL trials datab The last 3 months The last 6 months	<b>3</b> 3	2 Intensive m E hkiphorou Rt eumatolog Enbase	y (united kingdom) y (united kingdom) n Patient Educati	oderate establishe , 2020, 59, ii51-   add on to Patients Wit	ed rheumatoid arthritis ed to CENTRAL: 30 Noveml th Rheumatoid Arthritis	: the titrate trial ber 2020   2020 Issue 11	

- In the Export selected citation(s) pop up, under 'Select the format you require from the list below' select **Plain text**
- Check the box 'Include abstract' at the bottom of the pop up if you wish to include abstracts in your download
- Click Download

Export selected citation(s)	×
8 citation(s) selected for download	
RIS (EndNote) can be imported into Mendeley, RefWorks, Zotero, Sciwheel	
Select the format you require from the list below	Export help
Plain text   RIS (EndNote)   RIS (Reference Manager)   RIS (ProCite)   BibteX   CSV (Excel)	
Preview of format	
ID: CN-02083564	·
AU: Cook R	
AU: Davidson P	
AU: Martin R	
TI: Group cognitive behavioural courses may reduce fatigue from rheumatoid arthritis	
SO: BMJ (Clinical research ed.)	
YR: 2020	
VL: 368	
PG: m512	•
DW- DUBMED 23444340	
🗌 Include abstract	Download
E Nikiphorou	

• In Chrome click **Open** and save the file

	Source	6	5 🗹	Sleepiness and fatigue in fibromyalgia and Sleep, 2009, 32(Suppl. S), A336   added to CENTR
	Open Always open files of this type			
	Show in folder		6 🗹	Sleepiness and fatigue in fibromyalgia and Sleep, 2009, 32(Suppl. S), A336   added to CENTR.
citation-export (5).txt	Cancel			

- In FireFox check the option 'Open with' in the pop up and select Browse
  - Select Notepad from the Application helper and click OK
  - o Click OK on the pop up and save the file



• In Explorer and Edge click Open and save the file

te added to CENTRAL trials database ARCH-PHYS-MED-REH	ABIL, <b>1987</b> , 68(7), 442-445   a	dded to CENTRAL: 30 April 2	000   2000 Issue 2				
he last 3 months Do you want to open or save citation-export.txt (2.47 KB) from cochranelibrary.com? Open Save 🔻 Cancel 🗙							
The last year							
The I What do you want to do with citation-export.txt (3.4 KB)? Custo From: cochranelibrary.com	Open	Save ^	Cancel	×			

## 4.3.4.2 Exporting RIS files from EBSCO

• Click folder icons to the right of the search result titles to select the individual articles, or click the **Share** icon to select results in bulk

«	Refine Results	Search Results: 1 - 24 of 24	Search Results: 1 - 24 of 24 Date N					
C	urrent Search			Add to folder :				
	Peeless/Physics	1. Multimorbidity and Fatigue in Rhe	umatoid Arthritis: A Cross-Sectional Study of a Population-Based Cohort.	Results (1-24)				
	3 AND S6	(English) ; Abstract available. By: Davis	JM 3rd; Myasoedova E; Gunderson TM; Crowson CS, Rheumatology and therapy [Rheumatol Ther], ISSN: 2198-6576, 2020 Dec; Vol. 7 (4), pp. 979-9	91; Publishe Add search to folder: S3 AND S6				
	imiters	The objective was to evaluate the related	ionships between multimorbidity and overall fatigue as well as fatigue subdomains in patients with rheumatoid arthritis (RA).	Create an alert :				
	inked Full Text	Journal Full Text from PubMed Central	Click here for additional information OVID LinkSolver	E-mail Alert 🔊 RSS Feed				
	0100101-20211201			Use Permalink :				
Li	nit To	2. Trajectories of <b>fatigue</b> in actively to	2. Trajectories of fatigue in actively treated patients with established rheumatoid arthritis starting biologic DMARD therapy.					
	Scholarly (Peer Reviewe	(English) ; Abstract available. By: Prova	an SA; Michelsen B; Sexton J; Uhlig T; Hammer HB, RMD open [RMD Open], ISSN: 2056-5933, 2020 Nov; Vol. 6 (3); Publisher: BMJ Publishing Group;	PMID: 3321 Export results :				
	Linked Full Text	To define <b>fatigue</b> trajectories in patients	To define fatigue trajectories in patients with meumatoid arthmts (RA) who initiate biological DMARD (BOMARD) treatment, and explore baseline predictors for a trajectory of continued fatigue.					
	Abstract Available	Journal Linked Full Text 📄 Full Text from	PubMed Central Click here for additional information OVID LinkSolver	- Tesuns (up to 24)				
Er 2	m: To: 018 Publication 202 Date							
		<ul> <li>Associations between Patient Glob 3 trials of tofacitinib.</li> </ul>	bal Assessment scores and pain, physical function, and <b>fatigue</b> in <b>rheumatoid arthritis</b> : a post hoc a	nalysis of data from phase 🔊 🔎 🚞				
Sh	urce Types	(English) ; Abstract available. By: Strand PMID: 33059710	d V, Kaine J, Atten R, Wallenstein G, Diehl A; Shi H, Germino R, Murray CW, Arthritis research & therapy [Arthritis Res Ther], ISSN: 1478-6362, 2020	Oct 15; Vol. 22 (1), pp. 243; Publisher BioMed Central;				
5	All Results	Academic Tofacitinib is an oral Janus kinase inhibi	itor for the treatment of rheumatoid arthritis (RA). We examined the degree to which Patient Global Assessment of Disease Activity (PtGA) was driven	by pa				
	Academic Journals (24)	Journal Check BioMed Central for full tex	xt. 💼 Full Text from PubMed Central 👷 Click here for additional information OVID LinkSolver					
S	bject: Major Heading							
P	blication	4. Correlations of <b>fatigue</b> in Danish p	patients with rheumatoid arthritis, psoriatic arthritis and spondyloarthritis.					
P	blisher	(English) ; Abstract available. By: Esber	nsen BA; Stallknecht SE; Madsen ME; Hagelund L; Pilgaard T, PloS one [PLoS One], ISSN: 1932-6203, 2020 Aug 03; Vol. 15 (8), pp. e0237117; Publish	ver: Public Library of Science; PMID: 3 (745130				
		To describe fatience in relation to discon	an annaidh and annanananin fadam and ta tast annaibh seoralaliana babuana <b>fadiwus</b> and wari imaalomaat wunliku of lifa, anin, alaan, daaraaalaa, aa	·				

• Click on the Folder icon on the top menu bar to access the selected results



- Use check box to the right of the search result titles, or the Select/deselect all check box, to select articles to export
- Click on **Export** on the right of the screen

#### My Folder: Articles

1-50 of 138 Page: 1 2 3	Name <del>•</del>	Page Optior	าร ▼	🙀 E-mail
Select / deselect all Delete Items				💾 Save as File
<ul> <li>I. (CAM06) Exercise in Medicine: A Complementary Exercise Promo Within Comprehensive Multiple Sclerosis Care2020 Virtual Annual Consortium of Multiple Sclerosis Centers, May 26-29, 2020.</li> <li>Click here for additional information OVID LinkSolver</li> </ul>	otion Ap I Meetir	proach ng of the	۵	Export
Academic Journal	ulatory	People		

 In the Export Manager page check the Direct Export in RIS Format option and click Save

Export Manager ®	
EBSCOhost Back	
Save E-mail	
Number of items to be saved: 138	
Remove these items from folder after saving	
Save	Save citations to a file formatted for:
	Direct Export in RIS Format (e.g. CITAVI, EasyBib, EndNote, ProCite,
	Reference Manager, Zotero)
	Direct Export to EndNote Web
	Generic bibliographic management software     Gitations in XML format
	Citations in BibTeX format
	Citations in MARC21 format
	<ul> <li>Direct Export to RefWorks</li> </ul>
	<ul> <li>Direct Export to EasyBib</li> </ul>
	O Download CSV
	<ul> <li>Direct Export to NoodleTools</li> </ul>

• In Chrome click **Open** and save the file

🚔 Print

Top of Page	Open Always open files of this type	EBSCO Connect   Privacy Policy   A/B Testing   Terms of Use   Copyright   Cookie Policy © 2021 EBSCO Industries, Inc. All rights reserved.			
	Show in folder				
	Cancel				
delivery (2).ris	~				
In Explorer and Edge click Open and save the file					

Top of Page	EBSCO Connect   Privacy Policy   A/B Testing   Terms of Use   Copyright   Cookie Policy © 2021 EBSCO Industries, Inc. All rights reserved.				
	Do you want to open or save delivery.ris (595 KB) from web.b.ebscohost.com?	Open Save V Cancel X			
Top of Page	EBSCO Connect   Privacy Policy   A © 2021 EBSCO Industrie	/B Testing   Terms of Use   Copyright   Cookie Policy is, Inc. All rights reserved.			
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- In FireFox check the option 'Open with' in the pop up and select Browse
  - Select Notepad from the Application helper and click OK
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#### 4.3.4.3 Exporting RIS files from EndNote

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• Go to Edit>Output Styles>Open System Manager...

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• Click the 'Unmark All' button

Select Refman (RIS) Export from the EndNote Styles list

EndNote Styles					
Name	Category				
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Quaternary Science Revs	Geology				
RefMan (RIS) Export	Export				
Remote Sensing of Enviro	Ecology 👻				
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Created: 23 May 2019, 10:50:59					
Modified: 14 April 2017, 00:09:08					
Based On:					
Category: Generic					
Comments: This is a generic style that includes an alphabetically-sorted bibliography with abstracts.					
Showing 498 of 498 output styles.	łł.				

Export as normal •

#### 4.3.4.4 Exporting RIS files from ERIC

- Click Export in the top right of the results screen •
- Use the option to select the results to include •
- Click Create file •



In Chrome click **Open** and save as a .txt file



Sayed - International Journal of Research in Education and So Due to the emerging demands on shifting focus towards the development of more stude learning experiences, this systematic review elucidates the effectiveness of PeerWise in blended learning model in Physiology education based on the Preferred Reporting Items

Descriptors: Instructional Effectiveness, Formative Evaluation, Peer Evaluation, Blended Learning

• In Explorer and Edge click **Open** and save as a .txt file

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	Farlow, Anr Flood, Barb	Do you want to open or save E	RIC2021-02-08_14.50.22.nbib from eric.ed.gov?	Open Save  Cancel ×



- Using FireFox
  - Select Notepad from the Application helper and click OK
  - o Click OK on the pop and save as a .txt file



#### 4.3.4.5 Exporting RIS files from Mendeley

In progress

#### 4.3.4.6 Exporting RIS files from OVID

- Use check box next to the left of the search result titles, or the All check box, to select articles to export
- Click **Export** in the menu bar at the top of the search results section



• In the Export Citation(s) pop up select:

- Format = RIS
- Fields = Complete Reference
- o Include: Link to External Resolver checked
- Include: URL checked
- Click Export

Selected: 1-10	
Total: 10	
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- In FireFox check the option 'Open with' in the pop up and select Browse
  - Select Notepad from the Application helper and click OK
  - o Click OK on the pop up and save the file

id arthritis (RA) there is a pain, depression and any al anti-inflammatory drugs	emerging evidence t tiety, <mark>fatigue</mark> and <mark>r</mark> Opening ris.ris	hat attaining the target of remission is insuffi heumatoid cachexia. All of these are seen f	cient to no requently; ×	rmalise patients' quality of life, and for example, studies have reported a adverse events. Psychological st
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impact on quality of life.

# 4.3.4.7 Exporting RIS files from ProQuest

- Use check box next to the left of the search result titles, or the **Select** all check box, to select articles to export
- Click on the 'All save options' icon in the menu bar at the top of the search results section

		Modify search	Recent searches	Save search/alert •
Select 1-20	20 Selected items Clear		••	
HELANCET	Association Between Villous Atrophy in Rheumatoid Arthritis and a Rheumatoid Factor and Gliadin-Specific IgG O'Farrelly, Cliona; Melcher, D; Price, R; Sherwood, R; Marten, D; et al. The Lancet; London Iss. 8615, (Oct 8, 1988): 819-22. Abstract/Details Check for full text via Ovid LinkSolver Cited by (2) References (38)			All save Citat on, options
Journals				Show Abstract ~
2 Canada	Use of cognitive-behavioural <mark>arthritis</mark> education programmes in newly diagnosed <mark>rheumatoid</mark> arthritis Freeman, K, Hammond, A; Lincoln, N B C <b>linical Rehabilitation; London</b> Vol. 16, Iss. 8, (Dec 2002): 828-36. Abstract/Details Full text - PDF (154 KB) Cited by (15) References (33)			Full Text
Scholarly Journals				Show Abstract ~
3 3 THE LANCET 3	Rheumatoid arthritis         Lee, David M; Weinblatt, Michael E. The Lancet; London Vol. 358, Iss. 9285, (Sep 15, 2001): 903-11.         Image:			Full Text

• In the All save options pop up select RIS

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- In the Export/Save pop up select:
  - Output to = RIS (works with EndNote. Citavi, etc.)
  - Content = Citation, abstract, indexing

tems selected:	20 Deselect items when done
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Citation style:	APA 6th - American Psychological Association, 6th Editi 💙
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	Cover page/header
	Table of contents
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By entering all require functionality.	ed information you consent to its use by ProQuest to enable features and

- Click Continue
- In Chrome on the 'Request complete' page, click Open and save the file

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- In FireFox on the 'Request complete' page, check the option 'Open with' in the pop up and select Browse
  - Select Notepad from the Application helper and click OK
  - Click **OK** on the pop up and save the file



## 4.3.4.8 Exporting RIS files from PubMed

/	There is a bug in the system so the final result in any PubMed RIS file is not uploaded.
	The workaround fix for this is to add one line break after the last result
	Before fix:
	AID - 10.1007/s00296-019-04384-8 [doi] PST - ppublish SO - Rheumatol Int. 2019 Sep;39(9):1585-1594. doi: 10.1007/s00296-019 Jul 20.
	<
	After fix:
	A1D - 10.1007/500290-019-04304-8 [d01] PST - ppublish SO - Rheumatol Int. 2019 Sep;39(9):1585-1594. doi: 10.1007/s00296-019 SOL 0.

- Use check box to the left of search result titles to select articles to export
- Click on the Save option

NIH National Library of Medicine National Center for Biotechnology Infor	e Log in
Pub Med.gov	rheumatoid arthritis and fatigue     X     Search       Advanced Create alert Create RSS     User Guide
	Save Email Send to Sorted by: Best match Display options
MY NCBI FILTERS	501 results 9 items selected × Clear selection
RESULTS BY YEAR Reset Reset 2017-2021	<ul> <li>Ca uses and consequences of fatigue in rheumatoid arthritis.</li> <li>Kat P.</li> <li>Cite Cur Opin Rheumatol. 2017 May:29(3):269-276. doi: 10.1097/BOR.000000000000376.</li> <li>PM D: 28207494 Review.</li> <li>PUP POSE OF REVIEW: To review current information on the causes, treatments, and consequences of fatigue in rheumatoid arthritis. RECENT FINDINGS: Disease activity (inflammation, pain, joint symptoms) is associated with greater fatigue. However, disease</li> </ul>
TEXT AVAILABILITY Abstract Free full text Full text ARTICLE ATTRIBUTE	<ul> <li>Rheumatoid arthritis and depression: an inflammatory perspective.</li> <li>Neurkar L, Siebert S, McInnes IB, Cavanagh J.</li> <li>Cite Laniet Psychiatry. 2019 Feb;6(2):164-173. doi: 10.1016/S2215-0366(18)30255-4. Epub 2018 Oct 23.</li> <li>PM D: 30366684 Review.</li> <li>Share The evidence supporting this association is accumulating and includes findings from clinical trials of immunomodulatory therapy, indicating that these interventions can provide benefits to mental health ind pendent of improvements in physical disease scores. In this Review, we as</li> </ul>
Associated data	<ul> <li>The impact of fatigue in rheumatoid arthritis and the challenges of its</li> <li>assessment.</li> <li>Sar os EJF, Duarte C, da Silva JAP, Ferreira RJO.</li> </ul>

- In the 'Save citations to file' section select
  - Format: PubMed

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Publed.gov	rheumato Advanced C	oid arthritis and fatigue	X Search User Guide	
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In Chrome click <b>Open</b>				

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- $\circ$  Save as a .txt file

•

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- Using Explorer and Edge
  - o Click Open
  - o Add one line break after the last result
  - $\circ$  Save as a .txt file

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	PUBLICATION DATE	PLoS One. 2019 Jun 6;14(6):	e0217462. doi: 10.1371/journal.p	one.0217462. eCollection 201	9.		
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- Using FireFox
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2017-2021	1	

## 4.3.4.9 Exporting RIS files from RefWorks

System bug – RefWorks combines two links into a single field in the RIS file
If two links are present in the results record (eg from Ovid), Refworks is combining them in a single field, which causes a problem with the display in the KnowledgeShare downloaded report. Instead of the standard hyperlinked text:
Available online at this link
there will be a link like this:
http://ovidsp.ovid.com/ovidweb.cgi?T=JS&PAGE=reference&D=emexb&NEWS=N& AN=2014808088

This has been reported to the HEE Refworks helpdesk

Use check box to the left of search result titles or the 'Select all on this page' check box • to select articles to export

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In the drop down Share options select Export references •

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- In the Export reference pop-up select: o Format = **RIS Format** ٠

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- Using FireFox
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  - Click **OK** on the pop and save as a .txt file

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## 4.3.5 Exporting RIS files from non-listed sources

## 4.3.5.1 Exporting RIS files from TRIP

• Only PRO users can export results

Only PRO users can export — Get Trip Pro now >

- Use check box next to search result titles to select articles to export
- Click on 'Export'

	dementia	
nd evidence fast		
208 results for <b>dementia</b> by	quality +	Latest & greatest 🛛 Aler 🗠 🗠 Export 🗸 Snip pets 🜑
Too many results? Try one of the	ese easy steps to refine your search:	
ing hig data and advanced analytics v	we can help suggest likely alternative searches that might deliver more focussed results:	Alternatively, you can restrict the results to only show particular types
1. Dementia: assessment, man	agement and support for people living with dementia and their carers	
support for people living with <b>deme</b> (https://www.nice.org.uk/terms-and be inconsistent with complying with implementing NICE recommendation	entia and their carers and their carers NICE guideline Published: 20 June 2018 nice org uk/guida d-conditions#notice-0-r-ingits) YY our responsibility (_), to advance equality of opportunity and h those duties. Commissioners and providers have a responsibility to promote an environment on wherever possible. Dementia assessment, management and support of propole living with the systement of the systement and a second the systement and support of the systement of the systement and the systement of the systement and support of the systement o	ance/ng97 C NICE 2019. All rights reserved Subject to Notice of rights d to reduce health inequalities. Nothing in this guideline should be interpreted in a way that would ally sustainable health and care system and should assess and reduce the environmental impact of dementia and their carers
2018 National Institute for Health	n and Clinical Excellence - Clinical Guidelines	
2018 National Institute for Health ✓ Tweet this ☆ Star this ▲ Rep	nand Clinical Excellence - Clinical Guidelines port broken link	Uk Guidelines
2018 National Institute for Health ■ Twe tithis ☆ Star this ▲ Re 2. Mi i-Cog for the diagnosis of Alpha Prevalence of cognitive disorders, in of cost ensus around the optimal to deter in the diagnostic accuracy the in luded studies and potential s	and Clinical Excellence - Clinical Guidelines port broken link of Alzheimer's disease dementia and other dementias within a secondary care sett imer's disease dementia and other dementias within a secondary care setting. The diagnosis of ncluding undiagnosed dementia in secondary care settings. Short cognitive tests can be helpful ols (_) to use in clinical practice. The Min-Cog is a short cognitive test comprising three-item re of the Mini-Cog or detecting Alzheimer's disease dementia and other dementias in a secondar sources of heterogeneity. These potential sources	Lt Guidelines ting. Foll Text available with Trip Pro Althemer's disease dementia and other dementias relies on clinical assessment. There is a high in identifying those who require turther specialist diagnostic assessment, however, there is a lack ecail and a clock-drawing test that is used in secondary care settings. The primary objective was to ry care setting. The secondary objectives were to investigate the heterogeneity of test accuracy in
2016 National Institute for Healt ■ Tarlet this \$\overline{charge} Start this \$\overline{charge} Receives 2. Min-bog for the diagnosis of Alzhe prevarince of cognitive disorders; of con ensus around the optimal to detern in the diagnosis accuracy; the included studies and potentials 2019 Occhrane	and Clinical Excellence - Clinical Guidelines port broken link of ALzheimer's disease dementia and other dementias within a secondary care sett imer's disease dementia and other dementias within a secondary care setting. The diagnosis of ncluding undiagnosed dementia in secondary care settings. Short cognitive tests can be helpful ols (_) to use in clinical practice. The Mini-Cog is a short cognitive test comprising three-item re of the Mini-Cog or detecting ALzheimer's disease dementia and other dementias in a secondar sources of heterogeneity. These potential sources	Ut Guidelines      thing. Full Text available with Trip Pro      Thinking: Solution      Alphenemic's disease demendia and other demendias relies on clinical assessment. There is a high      linicentrity in these who require turther specialist diagnostic assessment. however, there is a lack     ecal and a clock-drawing test that is used in secondary care settings. The primary objective was to      yr care setting. The secondary objectives were to investigate the heterogeneity of test accuracy in
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2015 National Institute for Health ■ Talet this \$\overline{2}\$ Star this \$\overline{2}\$ Refer the diagnosis of Minit big for the diagnosis of Alzhe prevance of cognitive disorders, in of con ensus around the optimal to determ line the diagnosis accuracy, the included studies and potentials 2019 Occhrane ■ Select \$\overline{2}\$ Ref this \$\overline{2}\$ Ref Select \$\overline{2}\$ Ref this \$\overline{2}\$ Ref Select \$\overline{2}\$ Refs.	and Clinical Excellence - Clinical Guidelines port broken link of Alzheimer's disease dementia and other dementias within a secondary care setti imer's disease dementia and other dementias within a secondary care setting. The diagnosis of ncluding undiagnosed dementia in secondary care settings. Short cognitive tests can be helpful ols (_) to use in clinical practice. The Mini-Cog is a short cognitive test comprising three-item re of He Mini-Cog or detecting Alzheimer's disease dementia and other dementias in a secondar sources of heterogeneity. These potential sources nort broken link S file' and click GO	Ling. Foll Text available with Trp Pro •••• TArbeimen's disease dementia and other dementiase teles on clinical assessment. There is a high indientifying induces whor equire turburts specialist diagnostic assessment, however, there is a lack evaluation and colock-drawing test that is used in secondary care settings. The primary objective was to ry care setting. The secondary objectives were to investigate the heterogeneity of test accuracy in Systematic Reviews
2019 National Institute for Health ♥ Tarlet this \$\overline{2} Start this \$\overline{2} Relationships on Minit-big for the diagnosis of Alzhe prevance of cognitive disorders, in of con ensus around the optimal to determ line the diagnosis accuracy the im luded studies and potentials 2019 Cochrane Prevance this \$\overline{2} Start this \$\overline{2} Relationships} \$\overline{2} Relationships} \$\overline	and Clinical Excellence - Clinical Guidelines port broken link of ALpheimer's disease dementia and other dementias within a secondary care setti imer's disease dementia and other dementias within a secondary care setting. The diagnosis of ncluding undiagnosed dementia in secondary care settings. Short cognitive tests can be helpful ols (_) to use in clinical practice. The Min-Cog is a short cognitive test comprising three-item re of He Min-Cog for detecting ALPheniers' disease dementia and other dementias in a secondar sources of heterogeneity. These potential sources nort broken link S file' and click GO	Ling. Fol Text available with Trip Pro TAblemens' sitessate dementia and other dementias telles on clinical assessment. There is a high indientifying indus who require turburts specialist diagnostic assessment. however, there is a lack eatl and a clock-drawing test that is used in secondary care settings. The primary objective was to ry care setting. The secondary objectives were to investigate the heterogeneity of test accuracy in Systematic Reviews
2015 National Institute for Health ■ The let this \$\overline{2} \$ Start his \$\overline{A} Re\$ 2. Min-log for the diagnosis o Minic log for the diagnosis of Alzhe prevarance of conjunk disorders, in of con emus around the optimal to determ in the diagnostic accuracy the mulded studies and potential is 2019 Cochrane Select '.RIS 40,208 results for demen	and Clinical Excellence - Clinical Guidelines port broken link of Alzheimer's disease dementia and other dementias within a secondary care setting. The diagnosis of the secondary care setting. Short cognitive tests can be helpful osci _ Jo use in clinical practice. The Min-Cog is a short cognitive tests can be helpful osci _ Jo use in clinical practice. The Min-Cog is a short cognitive tests can be helpful osci _ Jo use in clinical practice. The Min-Cog is a short cognitive test comprising three-item re of the Min-Cog or detecting alzheimer's disease dementia and other dementias in a secondar sources of heterogeneity. These potential sources mort broken link S file' and click GOG entia by quality -	▲ Createring Control Contr
2015 National Institute for Health ■ Take this \$\overline{2} \$ Star this \$\overline{2} \$ \$ Are this \$\overline{2} \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	and Clinical Excellence - Clinical Guidelines port broken link of Alzheimer's disease dementia and other dementias within a secondary care setting. The diagnosis of neucliding undiagnosed dementia in secondary care settings. Short cognitive tests can be helpful ols (_) to use in clinical practice. The Min-Cog is a short cognitive tests comprising three-item re of Medime undiagnosed dementia and other dementias and other dementias in a secondary sources of heterogeneity. These potential sources mort hurken link S file' and clinick GGO entita by quality -	▲ Cleast & greates ▲ Latest & gre

#### 4.3.5.2 Exporting RIS files from Google Scholar

- Ensure you are logged in with a Google account inorder to be able to save files in a RIS format
- Save results to Library using star icon:

Use check boxes to select individual results below

	dementia from the time of diagnosis to the end of life. For the Second Edition, the authors have added a chapter on mild cognitive impairment and expanded their coverage of the ☆ ワワ Cited by 254 Related articles All 2 versions ≫
	Elderspeak communication: Impact on dementia care <u>KN Williams</u> , R Herman, B Gajewski American Journal of, 2009 - journals.sagepub.com Resistiveness to care is common in older adults with dementia. Resistiveness to care disrupts nursing care, increasing costs of care by 30%. Elderspeak (infantilizing communication used by nursing staff) may trigger resistiveness to care in individuals with $\bigstar$ 99 Cited by 246 Related articles All 9 versions
	Technology in dementia care S Cahill, <u>J Macijauskiene</u> , AM Nygård Technology and, 2007 - content.iospress.com The aim of this paper is to provide a clinical overview of Alzheimer's disease and the related dementias and to detail the progressive losses–physical, social and psychological– experienced by the individual diagnosed and the implications such losses have for user ★ 99 Cited by 122 Related articles All 13 versions
	Towards a theory of <b>dementia care</b> : personhood and well-being T Kitwood, K Bredin - Ageing & Society, 1992 - cambridge.org Some foundations are laid for a social-psychological theory of <b>dementia care</b> . Central to this is a conceptualisation of personhood, in which both subjectivity and intersubjectivity are fully recognised. Evidence is brought forward concerning relative well-being even in those who ★ 95 Cited by 1236 Related articles All 9 versions
Go to My Lit	orary:

My profile

★ My library

**±** :

Select articles to export, then click on Export icon

٠



- 99 Cited by 65 Related articles All 11 versions
- Choose RefMan option:

-	P	Ì	±	•	
Sho Sear	owing ch inst	all artic ead for der	BibTe EndN RefM	X ote an	ry
	Tow T Kity Some is a c recog	ards a the wood, K Br conceptuali mised. Evic Cited by 12	CSV ns are la sation o dence is 236 Re	id for a se f personhe brought f lated artic	tia care: personhood and well-being ciety, 1992 - cambridge.org ocial-psychological theory of dementia care. Central to this bod, in which both subjectivity and intersubjectivity are fully orward concerning relative well-being even in those who les All 9 versions
	Tech S Cal The a deme exper	hill, <u>J Maci</u> hill, <u>J Maci</u> im of this ntias and t ienced by Cited by 12	in dem jauskien paper is to detail the indiv 22 Rela	nentia c e, AM Ny to provide the progre idual diag tted article	are gård Technology and, 2007 - content.iospress.com a clinical overview of Alzheimer's disease and the related essive losses–physical, social and psychological– nosed and the implications such losses have for user es All 13 versions

• Save RIS the file

# 4.3.6 Adding RIS files from listed sources

The Adding RIS results function is compatible with RIS files from 11 sources:

- Cochrane Library
- EBSCO
- EndNote
- ERIC
- Mendeley
- Ovid
- ProQuest
- PubMed
- RefWorks
- Social Care Online
- SocINDEX

RIS files are not all the same and different sources use different tags. The tables below shows the tags the system expects to see in the RIS files for the listed sources:

Field	Cochrane	EBSCO	EndNote	ERIC	Mendeley	OVID
Author	AU:	AU -	AU -	AU -	A1 -	A1 -
Publisher						
Title	TI:	T1 -	TI -	TI -	T1 -	T1 -
Journal	SO:	JO -	T2 -	JT -	JF -	JF -
		N/4		<b>D</b> D	N/4	N/4
Published	YR:	Y1 -	PY -	DP -	Y1 -	Y1 -
Volume		VL -	VL -	VI -	VL -	VL -
Issue	NO:	IS -	M1 -	IP -	IS -	IS -
Start page			SP -		SP -	SP -
End page					EP -	EP -
Serial			SN -			SN -
number						
(ISSN)						
*Affiliation						
Abstract	AB:		AB -		N2 -	N2 -
URL Link	US:	UR -	UR -		UR -	L2 -

Field	ProQuest	PubMed	RefWorks	SCIE	Soc INDEX
Author	AU -	AU -	A1 -	AU -	AU -
Publisher					
Title	T1 -	TI -	T1 -	TI -	T1 -
Journal title	JF -	JT -	JF -	T2 -	JO -
Published year	Y1 -		Y1 -	PY -	Y1 -
Volume	VL -	VI -	VL -		VL -
Issue	IS -	IP -	IS -		IS -
Start page	SP -		SP -	SP -	SP -
End page	EP -		EP -		EP -
Serial number (ISSN)			SN -	SN -	SN -

*Affiliation					AB (2 <sup>nd</sup> )
Abstract	AB -				
URL Link	UR -		UR -	UR -	UR -

• On the Search Results tab click Add RIS search results

Send Email	Add Time Spent	Complete Search	Change Title	Reassign	Split	Cancel
Activity Log	Request Form	Search Results				
	<u>Add stru</u>	ctured search result	Add RIS search results	<u>Edit result count</u>		

- Journal Article
  - The check box controls which fields are available for the RIS results
  - Checking the box is the most appropriate selection for most RIS files which contain journal articles

Add RIS Formatted Search Re	sult for 'Liraglutide (or other GLP1 analogue) in Type 1 diabetes'	×
Journal Article Section		
Source		
RIS file (.ris or .txt format only)	Choose File No file chosen Save Cancel	

• The fields available for the results are when the Journal Article box is checked or not checked:

Field	Journal box	Journal box
Field	CITECKEU	
Source	$\checkmark$	$\checkmark$
Publisher	×	$\checkmark$
Journal Title	$\checkmark$	×
Title	$\checkmark$	$\checkmark$
Authors	$\checkmark$	$\checkmark$
Year	$\checkmark$	$\checkmark$
Published		
URLS	$\checkmark$	$\checkmark$
Access	$\checkmark$	$\checkmark$
Restriction		
Summary	$\checkmark$	$\checkmark$
	•	
Journal	$\checkmark$	×
Volume	$\checkmark$	×

Issue	$\checkmark$	×
Pages	$\checkmark$	×

- Sections
  - The Section drop down list selects which of the Sections the results are placed under

Journal Article	$\checkmark$	
Section	<b></b>	
Source	Section A. (National and International Guidance) Section B. (Synopsis or Summary)	
RIS file (.ris or .txt format only)	Section C. (Systematic Review) Section D. (Cohort Studies) Section E. (Original Research)	

- The default Sections are:
  - Section A. National and International Guidance
  - Section B. Synopsis or Summary
  - Section C. Systematic Review
  - Section D. Institutional Publication
  - Section E. Original Research
- The Sections can be edited, and new Sections added using the Edit Sections button

Search Results	Edit Sections
No search results have been a	dded yet.

- Source
  - o Select the Source that has produced the RIS file from the drop-down list

	Add RIS Formatted Search Resu	It for 'Liraglutide (or other GLP1 analogue) in Type 1 diabetes'	
My	Journal Article Section	Section E. (Original Research)	
U	Source		
ide Etc t: (	RIS file (.ris or .txt format only)	Cochrane Library	
ty		Ovid 🗸	
- RIS file (.ris or txt format only)
  - Click Browse (or Choose File if using Chrome or Edge) and select file

Add RIS Formatted Search Result for 'Liraglutide (or other GLP1 analogue) in Type 1 diabetes'							
Journal Article							
Section	Section E. (Original Research)						
Source	Ovid						
RIS file (.ris or .txt format only)	Choose File OVID.txt						
	Save Cancel						

- Click Save
- A successfully uploaded file will briefly list the article titles in green block.

Home Evidence Skills Updates Networking	Members 🔅 Admin 😗 Help
Home - My Current Searches - Liragiutide (or other GLP1 analo	sgue) in Type 1 diabetes
Liraglutide (or other GLP1 analogu	e) in Type 1 diabetes
Liragilutide (or other GLP1 analogue) in Type 1 diabetes Asagers to Hater Rank Renvented by Constant Rank Time speet Computer	
The following data was successfully submitted:	
- Prevalence and Olivical Determinants of Obesity in Adv	tes Mellitus: A Single-Center Petrospecuve Observational Study
- Lizaglunde Treament Dipes Not induce Changes in the Perpapitary Re	unal Kerve Fiber Layer Trickness in Patients with Diabetic

• Scroll down the Search Results page and the search results will now be displayed under the selected Section



# 4.3.7 Adding RIS files from non-listed sources

The Adding RIS results function can be used to upload RIS files from non-listed sources by using a listed source that shares the same tabs. Some editing to the RIS file may be required to ensure all fields are uploaded

For non-listed source:	Use listed source:	Edit required
Trip	EndNote	-
Google Scholar	EBSCO	
SCOPUS	EndNote	
Zotero	Mendeley	Replace L2 - with UR -

# 4.3.7.1 Adding TRIP RIS files

For TRIP RIS files, use EndNote from the listed sources, to add TRIP RIS files.

# 4.3.7.2 Adding Google Scholar RIS files

For Google RIS files, use EBSCO from the listed sources, to add Google Scholar RIS files.

# 4.3.7.3 Adding SCOPUS RIS files

For SCOPUS RIS files, use EndNote from the listed sources, to add SCOPUS RIS files.

# 4.3.7.4 Adding Zotero RIS files

For Zotero RIS files, use Mendeley from the listed sources after replacing the code L2  $\,-\,$  with the UR  $\,-$  code to match the code used by Mendeley for the journal title

- Open the RIS file in Notepad
- From Edit select Replace...

File Ed	it Format View He	lp	
TV	Undo	Ctrl+Z	
ID	Cut	Ctrl+X	991
41	Сору	Ctrl+C	
41	Paste	Ctrl+V	
41 41	Delete	Del	
41	Search with Bing	Ctrl+E	
41	Find	Ctrl+F	
41 T1	Find Next	E2	the design of podiatnic newshology cons
Y1	Replace	Ctrl+H	the design of pediacric psychology cons
/1	Go To	Ctol+G	
IS SP	Select All	Ctrl+A	
EP	Time/Date	F5	
AB - Facili N1 - PB -	The objective of tate adherence a ID: 15157367; Ac Sage Publication	this st nd reduc cession s	dy was to review the process of psychol complications associated with poor met Number: 15157367. Language: English. Dat

• Add the code L2 – to the Find what: field and add the code UR – in the Replace with: field and then click Replace

	XXE Contember 84(5):5277.5387		<ul> <li>Soc</li> </ul>	ial	Ca
ei N	Exported Items Zotero edited for Mendely as source - Notepad	-		×	)E
	File Edit Format View Help				
	TT Connelling Tuests Stepify as a platform for percenting back from as		and trad	- <sup>^</sup>	IK
	All Raplow	interences	anu trai	"	
	T2 - Libraries for Nunsing Bulletin				re
					ta
	PY 2 Replace X				
					T
	VI = 3 Find what: L2 - Find Next				E
	TS - 3 Replace with: UR - Replace				Г
	SP - 8				T
	EP - 8				T
	J2 - L Cancel				1
	ER -				T
	Wrap around				1
	TY - JOUR				t
	TI - Prezi - New Features.				t
	AU - Barlow				t
	T2 - Libraries for Nursing Bulletin				۳
	DA - 2013/12//				
ţ	PY - 2013				ks
	DP - CINAHL				13-
	VL - 33				
1	15 - 3/4				
	SP - 24				
	EP - 28				
	JZ - Libraries for Nursing Bulletin				L
	EK -			~	
-	- <		:	>	i.
-	Ln 18, Col 37 100% Windows (	CRLF) UTF	F-8		П
					1

• Save file

# 4.3.8 View Result Abstracts

The abstracts are hidden as a default to keep the results list more compact.

- There are two ways to display the abstracts:
  - $\circ~$  To show all the abstracts, click on Show Abstracts

E. Original Research	Show Abstracts Select all within the section
01. Ti Author Publisher / Journ	<ul> <li>title: Exenatide: a new promising antidiabetic agent</li> <li>r(s): Chakraborti C. K.</li> <li>nal: Indian journal of pharmaceutical sciences</li> </ul>
Publication Ye Sour	ear: 2010 rce: RefWorks
Abstra	act: Exenatide is a[ <u>show more]</u> Edit

 $\circ~$  To show the abstract on a single result, click on <code>[show more]</code> in the abstract section

E. Original Research	
Show Abstracts	Select all within the section
01.	\$
Title: Exenatide: a new promising antidiabetic agent Author(s): Chakraborti C. K.	
Publisher / Journal: Indian journal of pharmaceutical sciences Publication Year: 2010	
<u>Source: RefWorks</u> Abstract: Exenatide is a <u>[show more]</u>	
	Edit

- To hide the abstracts:
  - o To hide all abstracts, click on Hide Abstracts

E. Original Research		
	Hide Abstracts	Select all within the section
01.		\$
Title: Exenatide: a new prom	iising antidiabetic agent	
Author(s): Chakraborti C. K.		

• To hide the abstract on a single result, click on **[show less]** in the abstract section

Abstract: Exenatide is a unique agent which can effectively control blood glucose levels in type 2 diabetes mellitus without producing dangerous adverse effects. In addition, it can lower body weight which is very essential for the treatment of obese type 2 diabetes mellitus patients. Since it can delay the destruction of islet beta-cells, type 2 diabetes mellitus patients are not rapidly converted to type 1 diabetes mellitus and ultimately appearance of complications of the disease is halted or delayed. Its long- acting-release formula, which would be used once per week, simultaneously retaining all the properties of twice- daily subcutaneous administration, is undergoing clinical trial. This drug is considered as an adjunct to metformin/sulfonylureas/insulin. [show less]	
	Edit

# 4.3.9 Edit a Search result

- On the Search Results tab scroll down to the result that needs to be edited
- Click on Edit

		Sho	ow Abstracts	Select all within	the section
01.					\$
	Title:	Type 1 diabetes in adults: diagno guideline [NG17]	osis and management	NICE	
	Author(s):				
	Publisher / Journal:	National Institute for Health and	Care Excellence (NIC	E)	
	Publication Year:	2022			
	Source:	National Institute for Health and	Care Excellence (NIC	E)	
	Abstract:	This guideline covers[show mo	re]		
		-			

- Edit the appropriate field
- Scroll down the record and click Save

Access restriction			•
Summary			
This guideline covers care type 1 diabetes. It includes blood glucose managemen managing long-term comp	and treatment for adults (aged 18 a advice on diagnosis, education and nt, cardiovascular risk, and identifyin lications.	nd over) with I support, Ig and	
	Cancel Save	Delete	
		managing long-term	

# 4.3.10 Reorder Search results

The default order of results in a section is A-Z by their titles.

Results in each section can be reordered. The options are:

- o Manual
- o Title

- o Publisher
- o Publication Year
- o Author

### 4.3.10.1 Order results manually

This option is displayed in the order by column where results in a section have been manually reordered.

### 4.3.10.2 Order results by Title

The results in a section can be ordered A-Z by their titles.

• Click on Edit Sections



- Use the Section name column to find the section you want to order by Title
- In the 'Order by' column click the arrow on the drop-down menu and select 'Title'

Eviden	Evidence Search Results Sections							×
ID	Section name	Res	ılts	Order by			Update order (Click and drag)	^
A	National and International Guidance	0		Title 🔻		Delete	\$	
в	Synopsis or Summary	0		Title 💌		Delete	\$	
с	Systematic Review	0		Title 💌		Delete	\$	
D	Institutional Publication	0		Title 💌		Delete	\$	
E	Original Research	68		Title 🔻		Delete	\$	
4	1			Manual Title			•	*
Add Section Publisher Publication Year Author Save Close						e		
					-			1.

Click Save and click Close

### 4.3.10.3 Order results by Publisher

The results in a section can be ordered A-Z by their publisher/journal.

• Click on Edit Sections

Search Results Edit Sections

 Use the Section name column to find the section you want to order by publisher or journal name • In the 'Order by' column click the arrow on the drop-down menu and select 'Publisher'

	Once search is complete this information may be visible to other memb	ers of Kno	owlea	lgeShare - Please do not enter	r perso	nally identific	ible information.	
Eviden	ce Search Results Sections					1		×
								*
ID	Section name	Resu	ts	Order by			Update order (Click and drag)	
A	National and International Guidance	1		Title 💌		elete	\$	
В	Synopsis or Summary	0		Title 🔻		elete	\$	
с	Systematic Review	0		Title 🔻		elete	\$	
D	Institutional Publication	0		Title 💌		elete	\$	
E	Original Research	156		Title 🔻		elete	\$	
4				Manual Title			Þ	*
Add Section				Publisher				_
Save as Default				Publication Year			-	
				, addior			Save Close	2
						-		1
_	01							111

• Click Save and click Close

### 4.3.10.4 Order results by Publication Year

The results in a section can be order by their publication year, with the most recent year at the top of the section.

• Click on Edit Sections

Search Results	Edit Sections

- Use the Section name column to find the section you want to order by publication year
- In the 'Order by' column click the arrow on the drop-down menu and select 'Publication Year'

ID     Section name     Results     Order by     Update of (Click and click and cl	rder <sup>(rag)</sup>
A     National and International Guidance     1     Title     Jelete       B     Synopsis or Summary     0     Title     Jelete	
B Synopsis or Summary 0 Title    Delete    ▲	
	_
C Systematic Review 0 Title Velete	
D Institutional Publication 0 Title Velete	
E Original Research 156 Title leiete	
Manual Title	
dd Section Publisher	
Publication Year	
Save as Default Author Save	Close
Save	Clo

• Click Save and click Close

# 4.3.10.5 Order results by Author

The results in a section can be ordered A-Z by the first author listed.

• Click on Edit Sections



- Use the Section name column to find the section you want to order by publisher or journal name
- In the 'Order by' column click the arrow on the drop-down menu and select 'Publisher'

deno	ce Search Results Sections					
ID	Section name	Resu	lts	Order by		Update order (Click and drag)
A	National and International Guidance	1		Title 🔹	Delete	\$
в	Synopsis or Summary	0		Title 💌	Delete	\$
с	Systematic Review	0		Title 💌	Delete	\$
D	Institutional Publication	0		Title 🔻	Delete	\$
E	Original Research	156		Title 🔹	Delete	<b>*</b>
				Manual		
d Sec	ction			Publisher		r
Save as Default				Publication Year Author		Save Close

Click Save and click Close

# 4.3.11 Move Search results

A result or results can be moved within sections or between sections.

### 4.3.11.1 Manually Move a Result

You can manually drag and drop an individual result within sections or between sections.

- On the Search Results tab scroll down to the result that need to be moved
- In the top right of a result, hold the cursor over the upwards and downward arrow heads icon, until the move cursor appears



- Click and keep holding the right mouse button down
- Drag the result to the desired place in the section or to another section
- Let go of the right mouse button to drop the result



• Drag the section to the desired place in the section order

	Show Abstracts Select all with	nin the sectio
01.		
Title:	Comparative efficacy and safety of glucose-lowering drugs as adjunctive therapy for adults with type 1 diabetes: A systematic review and network meta-analysis	
Author(s):	Avgerinos Ioannis, Manolopoulos Apostolos, Michailidis Theodoros, Kitsios Konstantinos, Liakos Aris, Karagiannis	
	R., Tsapas Apostolos, Bekiari Eleni	
Publisher / Journal:	Diabetes, obesity & metabolism	
Publication Year:	2021	
Source:	Ovid	
Abstract:	AIM: To assess[show more]	
		Edit
02.		
Title:	Liraglutide as additional treatment to insulin in obese patients with type 1 diabetes mellitus.	
Author(s):	Kuhadiya Nitesh D., Malik Ritu, Bellini Natalie J., Patterson Jane Lyons, Traina Andrea, Makdissi Antoine, Dandona Paresh	
Publisher / Journal:	Endocrine practice : official journal of the American College of Endocrinology and the American Association of Clinical Endocrinologists	
Publication Year:	2013	
Source:	Ovid	
Abstract:	OBJECTIVE: Because approximately[show more]	

# 4.3.11.2 Move Selected Results

- On the Search Results tab scroll down to the result or results that need to be moved
- Check the box in the left-hand column next to the result(s)



- Scroll down the page to the bottom of the result sections and click in the drop-down list next to the Move Selected Results
- Select the section to move the results to

Move Selected Results	to Section C. Systematic 🔻
Delete Selected Results	to Section A. National and International Guidance
	to Section D. Synopsistor Summary to Section C. Systematic Review
	to Section E. Original Research

Click on Move Selected Results

N			characterised, and there are also no		
Click here	Move Selected Results to Se	ection A. National and International Gui	dance 💌		
s	earch History				
or	ice search is complete this information m	ay be visible to other members of KnowledgeSh	nare - Please do not enter personal	y identifiable information.	
	Move Selected Results to	Section C. Systematic 🔻			

Results will be moved to select selection

		Show Abstracts Select all v	within the section
01.			;
	Title:	Comparative efficacy and safety of glucose-lowering drugs as adjunctive therapy for adults with type 1 diabetes: A systematic review and network meta-analysis.	
	Author(s):	Avgerinos Ioannis, Manolopoulos Apostolos, Michailidis Theodoros, Kitsios Konstantinos, Liakos Aris, Karagiannis Thomas, Dimitrakopoulos Konstantinos, Matthews David R., Tsapas Apostolos, Bekiari Eleni	
	Publisher / Journal:	Diabetes, obesity & metabolism	
	Publication Year:	2021	
	Source:	Ovid	
	Abstract:	AIM: To assess[show more]	

4.3.12 Delete a Search result



- On the Search Results tab scroll down to the result or results that need to be deleted
- Check the box in the left-hand column next to the result(s)



Scroll down and click Delete Search Results

	guideline [CG191]	
Author(s):		
Publisher / Journal:	National Institute for Health and Care Excellence (NICE)	
Publication Year:	2022	
Source:	National Institute for Health and Care Excellence (NICE)	
Abstract:	This guideline was[ <u>show more]</u>	
		Ed
d Results	$\bullet$	

# 4.3.13 Add a Search History

Search histories from all sources can be pasted into the Search History field on the Search Results tab.

Search History Once search is complete this information may be visible to other members of KnowledgeShare - Please do not enter person	ally identifiable information.
Paragraph •   B / U AAG   臣 臣 王   臣 臣   臣   臣   臣   田 ( ) 〇	
Save Search History	

- Ensure a Search History includes:
  - Name of database(s) used
  - o Number of results
  - $\circ$   $\;$  How search strings are combined
- Search histories in the form of a table can be formatted using the tool bar icons

1	Insert/edit table
	Delete table
∃*"	Insert row before
∃,	Insert row after
<b>-</b> +	Delete row
₽	Insert column before
m <sup>₽</sup>	Insert column after
Ψ	Delete column
	Split merged table cells
	Merge table cells

All KS Handbooks can be found at: <u>https://www.bsuh.nhs.uk/library/knowledgeshare-web/</u> @Copyright 2013-2022 UHSussex NHS Foundation Trust

# 4.3.14 Export a Search History from sources

- Ensure a Search History includes
  - Name of database(s) used
  - Number of results
  - $\circ$   $\,$  How search strings are combined
- Further formatting of an exported search history may be needed to ensure these details are included.
- Converting a text search history to a table will need to be done external to KnowledgeShare using Microsoft Word and Excel.

## 4.3.14.1 Export a Search History from OVID

• In OVID click Copy Search History Details at the bottom right of the Search History

Search	Journals	Books	Multimedia	My Workspace	What's New				
▼ Search	History (8)							View S	aved
□ #▲	Searches					Resu	lts Type	Actions	Annotations
1	"rheumatoid art	hritis".ab,ti.				1588	34 Advanced	Display Results More 🔻	$\Box$
2	exp *rheumatoi	d arthritis/				1293	55 Advanced	Display Results More 🔻	$\Box$
3	1 or 2					1868	35 Advanced	Display Results More 🔻	$\Box$
4	(fatigue* or tired	l).ab,ti.				1630	01 Advanced	Display Results More 🔻	$\Box$
5	exp *fatigue/co,	dt, pc [Comp	lication, Drug Ther	apy, Prevention]		35	75 Advanced	Display Results More 🔻	$\Box$
6	4 or 5					1633	73 Advanced	Display Results More 🔻	$\Box$
7	3 and 6					34	33 Advanced	Display Results More 🔻	$\Box$
8	limit 7 to yr="20	18 - 2020"				8	94 Advanced	Display Results More 🔻	$\Box$
Save	Remove Cor	mbine with:	ANDOR						
Save All	Edit Crea	ate RSS	√iew Saved		Beta Email All	Search History Co	py Search Histo	ry Link Copy Search His	tory Details

• Paste the search history into the Search History field in KnowledgeShare

Search History	
Once search is complete this inform information.	nation may be visible to other members of KnowledgeShare - Please do not enter personally identifiable
	Paragraph • B Z 및 AAG (■ = =   注 注   Ξ   Ξ   Ξ   Ξ   Ξ   Ξ   Ξ   Ξ
	M 12 (12 元 子 )名 27 (12 12)
	Ovid MEDLINE(R) ALL <1946 to July 02, 2021>
	1 rheumatoid arthritis.ab,ti. 109626 2 exp "Arthritis, Rheumatoid 95838 3 l or 2 139542 4 (fatgue" or tired).ab,ti. 105335 5 exp "Fatgue/co, dt.pc [Complications, Drug Therapy, Prevention & Control] 2348 6 4 or 5 105742 7 3 and 6 1593 8 limit 7 to yr="2018 - 2021" 393
	Save Search History

• Click Save Search History

## 4.3.14.2 Format a Search History table from OVID using Microsoft Word

- Open a blank document in Microsoft Word
- Paste Ovid Search History into the Microsoft Word blank document

Embas	e <1974 to 2021 Week 03>
	*
1	"rheumatoid arthritis".ab.ti. 158834
-	
2	exp *rneumatoid arthritis/ 129355
3	1 or 2 186835
4	(fatigue* or tired).ab_ti. 163001
5	exp *fatigue/co, dt, pc [Complication, Drug Therapy, Prevention] 3575
6	4 or 5 163373
7	3 and 6 3433
8	limit 7 to vr="2018 - 2020" 894

Select the Search History starting with the first set number, and then in the Microsoft Word menu click Insert > Table > Convert Text to Table.
 Image: Image:

• In the Convert Text to Table box, click OK

W   🚽	<b>17 - C</b>	■   -																Docur	nent1 -	Micro
File	Hor	ne	Insert	Page Lay	out	Reference	es	Mailings	Revie	w View										
Cover Page *	Blank Page	Page Break	Table	Picture	Clip Art	Shapes S	imartArt	Chart	Screensho	t Hyperlin	k Boo	kmark	Cross-reference	Header	Footer	Page Number *	A Text Box *	Quick Parts *	WordAr	t Dr Ca
L	rayes	I	· 2 · 1 · 1		1 1	1 • 2 • 1	· 3 · 1	1411	- 5 - 1 - 6	7	· 8 ·	1 9	1 - 10 - 1 - 11 -	1 • 12 • 1	13	· 14 · 1 · 15	i Priska	1 17 1	1 18 1	]
0 - 1 - 9 - 1 - 8 - 1 - 7 - 1 - 6 - 1 - 5 - 1 - 4 - 1 - 3 - 1 - 2 - 1 - 1 - 1 - 1 - 1 - 1 - 2				1 2 3 4 5 6 7 8	nbase	<1974 to "rheuma exp *rhe 1 or 2 (fatigue' (fatigue' 4 or 5 3 and 6 limit 7 to	o 2021 atoid a eumato 186835 163373 3433 3433 0 yr="2	Week rthritis' oid arth i ed).ab, c, dt, p	03> ".ab.ti. nritis/ tj. 163001 cc [Compli	158834 129355 cation, Dr 894	ug Tł	Conv Table Nun Autof © Sepan O Sepan	ert Text to Table size nber of columns: nber of rows: "it behavior Fixed column wid AutoFit to conter AutoFit to conter AutoFit to wingor rate text at Paragraphs Tabs	3 8 th: Auto ths v Commas Qther: [ K	?	X A V rel				

• Select the first column of the Search History, and then in the Microsoft Word menu select **Table Tools > Layout > Insert Right** 

👿   🛃 🤊 🗸 😈   File Home	▼ Insert Pag	e Layout Ref	ferences Ma	ilings Review	View	Table Tool Design La	yout		Document1	- Microsoft Word
Select Fidlines Table	roperties Delete	Insert Insert Above Below Rows & Colum	ins 5	Clin Cell 112 rge	ck here	ieigi Vidt	ht: 0.45 cm ‡ h: 5.43 cm ‡ Cell Size	Distribute Rows		Text Cell ection Margins ment
L	$1 \geq 2 \geq 1 \geq 1 \geq 1$	<u> </u>	2 1 3 1 1 4	4 ・ 1 ・ 5 川 ( ・ 6 ・	1 + 7 + 1 + 8 +	9 10		1 - 13 - 1 - 14 - 1 - 15 -	* ‡儘・   * 17 *   * 18	•
		Embase <19	974 to 2021 W	′eek 03>						
2		1		"rheu	matoid arthi	ritis". <u>ab,ti</u> .	158834			
-		2		exp*r	heumatoid	arthritis/	129355			
		3		1 or 2			186835			
-		4		(fatigu	ie * or tired)	.ab,ti.	163001			
5 5		5		exp *f [Comp Preve	atigue/co, d blication, Dru ntion]	lt, pc ug Therapy,	3575			
-		6		4 or 5			163373			
9		7		3 and	6		3433			
-		8		limit 7	' to <u>yr</u> ="2018	3 - 2020"	894			
2 - 1										

• In the new second column of the Search History add the name of the database searched.

₩   🛃 🍤 ▾ 🙂   ╤ File Home	insert Pag	ge Layout References	Mailings Review	Table View Design	e Tools Layout			Document1	- Microsoft	Word
Paste	Calibri (E	$\frac{\mathbf{U}}{\mathbf{v}} = \frac{1}{\mathbf{v}} \mathbf{A}^{*} \mathbf{A}^{*}$	Aa•   ℬ ::: • ;: ♥ • <u>A</u> • :::::::::::::::::::::::::::::::::::	■■ 課* 塗	AaBbCcD	AaBbCcDc 1 No Spaci	AaBbC( Heading 1	AaBbCc Heading 2	AaB	AaBbCc. Subtitle
Clipboard	G	Font	G.	Paragraph	5	_				
	· 2 · 1 · 1 · 1	Embase <1974 to 202	1 Week 03>	1 - 7 八里 - 8 - 1 - 9 -	<u>- · 10 · 1 · 11 · 1 〈細</u> ·	1 • 13 • 1 • 14 • 1	·15·1·4曲·	1 • 17 • 1 • 18		
1 . 2 . 1 . 1	•	1	EMBASE	"rheumatoi arthritis" ab	d 15	58834				
-		2	EMBASE	exp *rheun arthritis/	natoid 12	29355				
4		3	EMBASE	1 or 2	18	36835				
-		4	EMBASE	(fatigue* or	tired). <u>ab,ti</u> . 16	53001				
		5	EMBASE	exp *fatigu [Complication Therapy, Pr	e/co, dt, pc 35 on, Drug evention]	575				
-		6	EMBASE	4 or 5	16	53373				
15		7	EMBASE	3 and 6	34	133				
-		8	EMBASE	limit 7 to y 2020"	="2018 - 89	94				

• Select the Search history table and copy and paste the table into the **Search History** field in KnowledgeShare

Format •	B / U AK   E E ■	洋健  三日 =	8
1	EMBASE	"rheumatoid arthritis".ab,ti.	158834
2	EMBASE	exp * rheumatoid arthritis/	129355
3	EMBASE	1 or 2	186835
4	EMBASE	(fatigue* or tired).ab,ti.	163001
5	EMBASE	Exp *fatigue/co,dt,pc (Complication, Drug Therapy, Prevention1	3575
6	EMBASE	4 or 5	163373
7	EMBASE	3 and 6	3433
8	EMBASE	Limit 7 to vr="2018 - 2020"	894

• Click Save Search History

# 4.3.14.3 Format a Search History table from OVID using Microsoft Excel

- Open a blank document in Microsoft Excel
- Paste the Ovid Search History into the blank Microsoft Excel sheet

	А	В	С	D	E	F
1	Embase <	974 to 202	1 Week 03	>		
2						
3	1	rheumato	158834			
4	2	exp *rheu	129355			
5	3	1 or 2	186835			
6	4	(fatigue*)	163001			
7	5	exp *fatig	3575			
8	6	4 or 5	163373			
9	7	3 and 6	3433			
10	8	limit 7 to y	894			

• Select the second column (column B) in the spread sheet. Keep the cursor over the column and right click the mouse. Select **Insert** in the pop up box

		_							
	A B	Cal	ibri - 11 - A A	ž 🥶 - % , 🧱	G	Н	1	J	K
1	Embase <1.974 to	в	I ≣ (b) - A -						
2		5							
3	1 rheun	N V	Cut						
4	2 exp *r	h 🖏	Copy						
5	3 1 or 2								
6	4 (fatig	16 🖷	Paste Options:						
7	5 exp *f	a							
8	6 4 or 5		Paste Special						
9	7 3 and	6	Insert	Click ho					
10	8 limit 7	1	Delete	Click he	re				
11			<u>D</u> elete						
12			Clear Contents						
13			<u>F</u> ormat Cells						
14			Column Width						
15			<u>H</u> ide						
16			<u>U</u> nhide						
17				-					

• In the new second column of the Search History add the name of the database searched.

	А	В	С	D	E	F
1	Embase <	1974 to 202	1 Week 03	>		
2						
3	1	EMBASE	rheumato	158834		
4	2		exp *rheu	129355		
5	3		1 or 2	186835		
6	4		(fatigue*	163001		
7	5		exp *fatig	3575		
8	6		4 or 5	163373		
9	7		3 and 6	3433		
10	8		limit 7 to y	894		
11						

Drag the fill handle down to populate all the necessary fields with the name of the database

		А	В	С	D	E
	1	Embase <	1974 to 202	1 Week 03	>	
	2					
	3	1	EMBASE	rheumato	158834	
	4	2	EMBASE	exp *rheu	129355	
Fill handle	5	3	EMBASE	1 or 2	186835	
	6	4	EMBASE	(fatigue*)	163001	
	7	5	EMBASE	exp *fatig	3575	
	8	6	EMBASE	4 or 5	163373	
	9	7	EMBASE	3 and 6	3433	
	10	8	EMBASE	limit 7 to y	894	
	11			<b></b> +		
	12					

• Select all the cells associated with the Search history and copy

	А	В	С	D	E	F
1	Embase <1	1974 to 202	21 Week 03	>		
2						
3	1	EMBASE	rheumatoi	158834		
4	2	EMBASE	exp *rheur	129355		
5	3	EMBASE	1 or 2	186835		
6	4	EMBASE	(fatigue* o	163001		
7	5	EMBASE	exp *fatigu	3575		
8	6	EMBASE	4 or 5	163373		
9	7	EMBASE	3 and 6	3433		
10	8	EMBASE	limit 7 to y	894		
11						

• Paste the search history table into the Search History field in KnowledgeShare

Search History				
Once search is complete this inform information.	nation may be visible to ot	her members of Knowled	geShare - Please do not e	nter personally identifiable
	Format • B I	U AR   E E E   # 6	E   E   E   📾 💥   🌖	2
	🚮 📑   🖅 🛼 🔤   🍢			
	1	EMBASE	"rheumatoid arthritis".ab,ti.	158834
	2	EMBASE	exp * rheumatoid arthritis/	129355
	3	EMBASE	1 or 2	186835
	4	EMBASE	(fatigue* or tired).ab,ti.	163001
	5	EMBASE	[Complication, Drug Therapy, Prevention]	3575
	6	EMBASE	4 or 5	163373
	7	EMBASE	3 and 6	3433
	8	EMBASE	Limit 7 to yr="2018 - 2020"	894
	Save Search History			

• Click Save Search History

# 4.3.14.4 Export a Search History from ProQuest using Microsoft Word

- In ProQuest click on **Recent searches** on the Advanced Search page or the results page
  - Advanced Search page:



o Results page:

Basic Search Advanced Search Publicat	ns Browse Databases (8)	
(ti(rheumatoid arthritis) AND mesh.	Exact("Arthritis, Rheumatoid")) AND (ab(fatigue) OR ab(tired))	Q
823 results	Modify searches	ave search/alert •
Show results outside my library's subscription.	Select 1-20	5000
Sorted by	Psychometric properties and cross-language equivalence of the revised Bristol Rheumatoid Arthritis Fatigue and the Rheumatoid Arthritis Impact of Disease scales in	Full Text 🌀
Relevance 🗸	rheumatoid arthritis. Oude Voshaar, Martijn A H; Bode, Christina; Hewlett, Sarah; Kirwan, John; Gossec, Laure; et al.	
Limit to	Golarity Journal of life research: an international journal of quality of life aspects of treatment, care and rehabilitation Vol. 28, Iss. 9, (September 2019): 2543-2552. versions of the Bristol Rheumatoid Arthritis Fadigue Scale (BRAFMDC) and the	

• Click on Export all searches and select on RTF

Rece	nt Searcl	nes					
To save a	a search, select	Save search from the Actions menu.	Learn more				
S1 ar	nd S2			Search	Search tips		
Example	es: 1 AND 3 or "6" (1 AND 3) OR ( 3 NOT treatme	1 AND 2) nt					
Items s	selected: 0	X Delete Save Show all de ails	Export all searches <b>v</b>				Saved searches (0)
	Set *	Search	If you want to copy & paste your search into ProQuest in the future		Databases	Results	Actions
	S4	S1 and S2 ✓ Limits applied	choose RTF format.		MEDLINE®	67	Actions 🔻
	S3	S1 and S2			MEDLINE®	748	Actions 🔻
	S2	ab(tired) OR ab(fatigue)			MEDLINE®	97,133	Actions 🔻
	S1	🛙 ti(rheumatoid arthritis) AND mes	h.Exact("Arthritis, Rheumatoid")		MEDLINE®	56,618	Actions 🔻

• Open the file in Microsoft Word

	Open
ProQuest®	Always open files of this type
Troguese	Show in folder
	Cancel
ProQuestSearchStrartf	~

• From the Word document copy the search history table

#### Search Strategy

F			
Set#	Searched for	Databases	Results
S1	ti(rheumatoid arthritis) AND	MEDLINE®	56618
	mesh.Exact("Arthritis, Rheumatoid")		
<b>S</b> 2	ab(tired) OR ab(fatigue)	MEDLINE®	97133
<b>S</b> 3	S1 and S2	MEDLINE®	748
		These databases are searched for part of your query.	
S4	(S1 and S2) AND yr(2020-2029)	MEDLINE®	67
		These databases are searched for part of your query.	

• Paste the search history into the Search History field in KnowledgeShare

## Search History

Once search is complete this information may be visible to other members of KnowledgeShare - Please do not enter personally identifiable information.

Format	▪   B <i>I</i> <u>U</u> AB€   ≣ ≣ ≣	幸 幸   臣 臣   📟 🎺   🤊 陀	
1	≝ ≒ ≥   % n² ¥   🖩 🗎		
<b>P</b>			
Set#	Searched for	Databases	Results
51	ti(rheumatoid arthritis) AND mesh.Exact("Arthritis, Rheumatoid")	MEDLINE®	56618
S2	ab(tired) OR ab(fatigue)	MEDLINE®	97133
<b>6</b> 3	S1 and S2	MEDLINE®	748
		These databases are searched for part of your query.	
S4	(S1 and S2) AND yr(2020-2029)	MEDLINE®	67
		These databases are searched for part of your query.	
		Save Search History	

Click Save Search History

### 4.3.14.5 Export a Search History from EBSCO using Microsoft Word

• In EBSCO click **Search History** to reveal the search history and click on **Print Search History** 

	Searching: MEDLINE   Choose Databases Suggest Subject Terms		
<b>EBSCO</b> host		Select a Field (optional) ▼	Search
	AND -	Select a Field (optional) -	Clear ?
	AND -	Select a Field (optional) -	+-
	Basic Search Advanced Search Basic Search History -		
Search His	tory/Alerts		
Print Search His	story Click here /e Alerts Save Searches / Alerts		
Select / de	eselect all Search with AND Search with OR Delete Search	ies	

• Copy the search history in the **Print Search History** pop up.

Print Search History: EBSCOhost - Google	le Chrome			- 0	×
Not secure   web.a.ebscohost.co	m/ehost/searchhistory/PrintSearchHistory?sid=463572f2	-ceb5-478b-bc93-6b3bd8a4c796%40sdc-v-sessmgr018xvid=328/H	istory/temID=S98bquery=((TI+rheumatoid+arthritis)+OR+((MM+*Arthritis%2c-	+Rheumatoid%2b")))	Q
9 S5 AND	<u>\$6</u>	Limiters - Linked Full Text, Date of Publication: 20000101-20211231 Search modes - Boolean/Phrase	Interface - EBSCOhost Research Databases Search Screen - Advanced Search Database - MEDUNE	62	-
8 S5 AND	<u>86</u>	Limiters - Date of Publication: 20000101-20211231 Search modes - Boolean/Phrase	Interface - EBSCOhost Research Databases Search Screen - Advanced Search Databaso - MEDLINE	333	Ì
7 S5 AND	88	Search modes - Boolean/Phrase	Interface - EBSCOhost Research Databases Search Screen - Advanced Search Database - MEDLINE	357	
6 S3 OR S	54	Search modes - Boolean/Phrase	Interface - EBSCOhost Research Databases Search Screen - Advanced Search Database - MEDLINE	34,177	
5 S1 OR S	32	Search modes - Boolean/Phrase	Interface - EBSCOhost Research Databases Search Screen - Advanced Search Database - MEDLINE	104,229	
4 (MM "Fat	tigue+")	Search modes - Boolean/Phrase	Interface - EBSCOhost Research Databases Search Screen - Advanced Search Database - MEDLINE	16,730	
3 TI fatigue	e OR AB tired	Search modes - Boolean/Phrase	Interface - EBSCOhost Research Databases Search Screen - Advanced Search Database - MEDLINE	29,233	
2. (MM "Art	thritis, Rheumatoid+")	Search modes - Boolean/Phrase	Interface - EBSCOhost Research Databases Search Screen - Advanced Search Database - MEDLINE	94,516	
1 TI rheum	natoid arthritis	Search modes - Boolean/Phrase	Interface - EBSCOhost Research Databases Search Screen - Advanced Search Database - MEDLINE	64,539	

• Paste the search history into the Search History field in KnowledgeShare

# Search History

Once search is complete this information may be visible to other members of KnowledgeShare - Please do not enter personally identifiable information.

#	Query	Limiters/Expanders	Last Run Via	Results
<b>S</b> 9	S3 AND S6	Limiters - Linked Full Text; Date of Publication: 20000101-20211231 Search modes - Boolean/Phrase	Interface - EBSCOhost Research Databases Search Screen - Advanced Search Database - MEDLINE	277
<b>S</b> 8	S3 AND S6	Limiters - Linked Full Text Search modes - Boolean/Phrase	Interface - EBSCOhost Research Databases Search Screen - Advanced Search Database - MEDLINE	287
<b>S</b> 7	S3 AND S6	Search modes - Boolean/Phrase	Interface - EBSCOhost Research Databases Search Screen - Advanced Search Database - MEDLINE	358
			Interface - EBSCOhost Research Databases	

• Click Save Search History

# 4.3.15 Edit result count

The Edit result count link shows you how many results have been added to the report from a specific source of information.

Listing the information sources used on the Evidence Search Results report aids in the reproducibility or the search or a search on a similar topic. It also provides the Evidence Search requester with information on which sources have been used.

- The Structure Search results are shown on this page using the information from the Source field when they were added.
- RIS files from platforms such as EBSCO, Endnote, Mendeley, RefWorks and Ovid do not have a RIS tag which the system recognises, so results from these files need to be manually distributed by hand using the Edit result page

# 4.3.15.1 Manually allocate results to the right source databases using Edit result count

The Edit result count link shows you how many results have been added to the report from a specific source of information.

- RIS files from platforms such EBSCO, Endnote, Mendeley, RefWorks and Ovid do not have a RIS tag which the system recognises, so results from these files need to be manually distributed by hand to the right source databases, i.e. Medline, Embase, etc, using the Edit result page
- Best practice for results uploaded from EBSCO, Endnote, Mendeley, RefWorks and Ovid is to delete any results from the Results Search tab before you manually update the "Edit result count" link

- If results are deleted after manually updating using the "Edit result count", this will trigger an alert message, asking you to manually correct the result count. A message on the "Edit result count" pop up will let you know how many results need to be removed from the overall count.
- To manually allocate results to a named database using the Edit result count link:
  - Add RIS results
  - o In the Search Results tab click Edit result count

Send Email	Add Time Spent	Complete Search	Change Title	Reassign	Split	Cancel
Activity Log	Request Form	Search Results				
	<u>Add stri</u>	actured search result	dd RIS search results	Edit result count		

• The unallocated results are present in the top right-hand corner of the pop up as **x** resources available for relocating out **x** 

Evidence Search 'Liraglutide (or other	GLP1 analogue) in Type 1 diabetes' R	esult count pe	r Source	<b>C</b> Admin <b>C</b> Ual	×
			12 reso	urces available for relocating out of 1	2
Source	÷	Number of Results	\$	Assigned from Other Source	÷
		0		0	
	Save	Cancel			

• In the **Source** field start typing the database source of the articles, such as Medline, and select from the list

	12 resources available for relocating out of 12					
Source	÷ [	Number of Results	Assigned from Other Source			
MEDU MEDLINE MedlinePlus		D	0			

• In the **Assigned from Other Source** field enter the number of articles from the database source

12 resources available for relocating out of 12					
Source	Number of Results	Assigned from Other Source			
MEDLINE	0	12			

- Click Save
- Repeat with any other database sources used in the search until the number of resources available for relocating message is at zero: "0 resources available for locating out of X"

Evidence Search 'Liraglutide (or other GLP1 analogue) in Type 1 diabetes' Result count per Source						
✓ Your changes have been saved.						
		0 resources available for relocating out of 12				
Source	Number of Results	Assigned from Other Source				
MEDLINE	0	12				
	0	0				
Save	Cancel					

- Close pop up by clicking on the **x** in the top right corner
- The number of articles from each database will now be displaced within the Search Results Report

Sources searched EMBASE (37) MEDLINE (13) Cochrane Library (1) NICE Evidence Search (1)

Date range used (5 years, 10 years): Last 3 years Limits used (gender, article/study type, etc.): English Langua Search terms and notes (full search strategy for database s Cochrane Library search strategy: liraglutide AND diabetes ty

### 4.3.15.2 Manually deleting results from source databases using Edit result count

Best practice for results uploaded from **EBSCO**, **Endnote**, **Mendeley** and **Ovid** is to delete any results from the Results Search tab before you manually update the "Edit result count" screen.

• If results are deleted after manually updating using "Edit result count", this will trigger an alert message, asking you to manually correct the result count.

# Liraglutide (or other GLP1 analogue) in Type 1 diabetes

Liraglutide (or other GLP1 analog Time spent: 0 minutes.	gue) in Type 1 diabetes	Assigned to Elaine	Watson. Requested by	<u>P Dr Damon Wildeve</u>
Results that have been manually ass           Click here to close this error notification	igned to a source have been o ion	deleted. Please go to t	the Edit result count s	screen to correct the result count.
Send Email Add Time Spent	Complete Search	Change Title	Reassign	Copy Cancel
Activity Log Request Form	Search Results			

• A message on the "Edit result count" pop up will let you know how many results need to be removed from the overall count.

Evidence Search 'Liraglutide (or other GLP1 analogue) in Type 1 diabetes' Result count per Source					
!       Results that have been manually assigned to a source have been deleted. Plea         Other Sources" fields by 2	se reduce the total numbe	r of results in the "Assigned from			
Source	Number of Results	Assigned from Other Source			
AMED	0	5			

• Manually update the total of resources from the appropriate database

Evidence Search 'Liraglutide (or other GLP1 analogue) in Type 1 diabetes' Result count per Source					
Results that have been manually assigned to a source have been deleted. Please reduce the total number of results in the "Assigned from Other Sources" fields by 2					
Source	Number of Results	f 🗘	Assigned from Other Source	;	
AMED	0		3		

Click Save and the new total is saved

Evidence Search 'Liraglutide (or other GLP1 analogue) in Type 1 diabetes' R	Evidence Search 'Liraglutide (or other GLP1 analogue) in Type 1 diabetes' Result count per Source					
✓ Your changes have been saved.						
0 resources available for relocating out of 10						
Source 🗘	Number of Results	Assigned from Other Source				
AMED	0	3				

• On the Search Results tab, click the link in the "Click here to close error notification" message to clear the alert message from the screen

# Liraglutide (or other GLP1 analogue) in Type 1 diabetes

Liraglutide (or Time spent: 0 min	r other GLP1 analogu <sup>utes.</sup>	ie) in Type 1 diabetes	Assigned to Elaine	Watson. Requested l	by <u>Dr Damon Wildev</u>	<u>e</u>
Results that I	have been manually assigr	ned to a source have been o	leleted. Please go to	the Edit result coun	t screen to correct t	he result count.
Click <u>here</u> to	close this error notificatio	n				
Send Email	Add Time Spent	Complete Search	Change Title	Reassign	Сору	Cancel
Activity Log	Request Form	Search Results				

# 4.4 Splitting an assigned search

Sometime a member's search request will require one or more additional searches to provide the information requested. This could be because the member has asked for multiple searches within a single request or because presenting the information in separate searches makes it easier for the requester to read. An assigned evidence search can be split in a new request by library staff.

The new request will include from the original request:

- Requestor name
- Completion deadline
- Explanation
- Where did you learn about this service?

If the information is available, the follow can be also be copied to the request:

- Results
- Search Strategy
- Limits,
- Search Terms and Notes text
- Summary text

Members do not have the option to split an unassigned or assigned evidence search that they have requested

Home > Assigned Searches > Anterior approach for total hip replacement

# Anterior approach for total hip replacement

Anterior approach for total hip replacement Time spent: 0 minutes.	Assigned to Elaine Watson. Requested by <u>Mr Gabriel Oak</u>
Cancel	
Activity Log Request Form	

4.4.1 Split an assigned search and don't include the results from the original search



• Hold the cursor over Evidence and then click My Current Searches

KnowledgeShare						
Home	Evidence	Skills	Update	es Members		
Home >	W Request an	Evidence Sea	arch			
Welc	Unassigned	l Evidence Se	arches	Share		
	My Current	Searches	<	Click here		
Evid	e Evidence Se	earch Reques	t List	Skills Sessions		
0 searc	hr Bookmarke	d Resources	Y	/ou are not leading or facilitating an sessions.		
You do evidenc	not currently have ce searches.	e any incomple	te			

• Click on the request title to access it

ŀ

lome > My Current Searches			

# My Current Searches

Request ID	Request Title	Member 🗘	Request Date	Deadline 🖨	Contact Member
15575	Liraglutide (or other GLP1 analogue) in Type 1 diabetes	Click here	9	30/08/19	Email
15569	Impact of exercise on patient with HIV	Dr Thomasin Yeobright	25/06/19	30/08/19	Email
15570	Complications following cataract surgery	James Harthouse	25/06/19	05/08/19	Email
15494	Emergency department waiting lists in Winter	Mr Mulberry Hawk	30/01/19	29/08/19	Email

• Click on Split

Home > My Current Searches > Liraglutide (or other GLP1 analogue) in Type 1 diabetes

# Liraglutide (or other GLP1 analogue) in Type 1 diabetes

Liraglutide (or other GLP1 analogue) in Type 1 diabetes Time spent: 0 minutes.			Assigned to Elaine V	Vatson. Requested	by <u>Lydia Small</u>	bury	
Send Email	Add Time Spent	Complete Search	Change Title	Reassign	Split	Cancel	
Activity Log	Request Form	Search Results					

• Click on No

Evidence Search Request Split	×
Evidence Search ID 15584 has 45 search results and has search notes such as date range and limits used . Do you want to copy these to the split?	
Yes No Cancel	

- A new search request is created with the text –[Split] appended to the search title. This can be edited on the request form
- The original request details are included in the new search

Home > Evidence Search Request Split

- Results, Search Strategy, Limits, Search Terms and Notes and Summary from the original assigned evidence search will not be included in the new search
- Click **Assign to me** or use the Assign function to assign the search

Evidence Search Request Split							
	Liraglutide (or other GLP1 analogue) in Type 1 diabetes - [Split] Requested by: Lydia Smallbury						
	Date requested: 10/09/19 Deadline:	ssign to Me Assign to					
	Request Form Search Results	Activity Log					
		Save					
	Request number	15594					
	Request date	10 / 09 / 2019					
	Requesting member	Lydia Smallbury (Royal Sussex County Hospital)					





Hold the cursor over Evidence and then click My Current Searches

52	77 Ki	nowled	<b>ge</b> Share	9			
Но	ome	Evidence	Skills	Upda	tes	Members	
Hom	ne > W	Request an	Evidence Sea	arch			
W	elco	Unassigned	l Evidence Se	arches	Sha	re	
	0,00	My Current	Searches		Z	Click here	
1	Evide	Evidence Se	earch Reques	t List	Skill	s Sessions	
C	) search r	Bookmarke	d Resources		You are session	e not leading or facilita Is.	iting an
٩	(ou do no evidence s	t currently have searches.	e any incomple	te			

Click on the request title to access it

Home > My C	Home > My Current Searches							
My Curr	rent Searches							
Request \$	Request Title	Member 🗘	Request Date	Deadline 🖨	Contact Member			
15575	Liraglutide (or other GLP1 analogue) in Type 1 diabetes	Click	here	/08/19	Email			
15569	Impact of exercise on patient with HIV	Dr Thu sin Yeobright	25/06/19	30/08/19	Email			
15570	Complications following cataract surgery	James Harthouse	25/06/19	05/08/19	Email			
15494	Emergency department waiting lists in Winter	Mr Mulberry Hawk	30/01/19	29/08/19	Email			

• Click on Split

Home > My Curr	Home > My Current Searches > Liraglutide (or other GLP1 analogue) in Type 1 diabetes						
Liraglutid	Liraglutide (or other GLP1 analogue) in Type 1 diabetes						
Liraglutide (or o Time spent: 0 minu	other GLP1 analog	ue) in Type 1 diabetes	Assigned to Elaine V	Vatson. Requested	by <u>Lydia Smallb</u>	bury	
Send Email	Add Time Spent	Complete Search	Change Title	Reassign	Split	Cancel	
Activity Log	Request Form	Search Results					
Click on Ye	es						

Evidence Search Request Split				
Evidence Search ID 15584 has 45 search i date range and limits used . Do you want	esults and has to copy these to	search nc o the split	ites such as ?	
	Yes	No	Cancel	

- A new search request is created with the text -[Split] appended to the search title
- The original request details are included in the new search
- Results, Search Strategy, Limits, Search Terms and Notes and Summary from the original assigned evidence search are included in the new search
- Click Assign to Me to assign the search

Home > Evidence Search Request Split

# Evidence Search Request Split

Liraglutide (or other GLP1 analogue) in Type 1 diabetes - [Split] Requested by: Lydia Smallbury					
Date requested: 10/09/19 Deadline:	ssign to Me Assign to				
Request Form Search Results	Activity Log Save				
Request number	15594				
Request date	10 / 09 / 2019				
Requesting member	Lydia Smallbury (Royal Sussex County Hospital)				

- 4.4.3 Members cannot split an unassigned or assigned evidence search
- Members do not have the option to split an unassigned or assigned evidence search that they have requested

Home  $\rightarrow$  Assigned Searches  $\rightarrow$  Anterior approach for total hip replacement

# Anterior approach for total hip replacement

Anterior approach for total hip replacement Time spent: 0 minutes.	Assigned to Elaine Watson. Requested by <u>Mr Gabriel Oak</u>
Cancel	
Activity Log Request Form	

# 4.5 Completing an Evidence Search report

Sections that contain no results will not be listed in the Results Search Report.

# 4.5.1 Add Time Spent

This allows you to record the time spent on the search and is mandatory before you can complete a search

• Click Add Time Spent

Send Email	Add Time Spent	Complete Search	Change Title	Reassign	Split	Cancel	
Activity Log	Request Form	Search Results					

- Record time spent on the search in minutes
- Only enter numbers

Evidence Search 'Liraglutide (or other GLP1 analogue) in Type 1 diabetes' Time Spent <b>*</b>				
Time Spent (minutes)	60			
	Save Cancel			
		1.		

- Time spent can be added in increments e.g. First enter 60 minutes. After spending additional time on the search click on Add Time Spent and enter 30 minutes. Search time will now be 90 minutes.
- Click Save each time spent is added
- Time spent is displayed under the search title

Liraglutide (or oth Time spent: 90 minutes	er GLP1 analogu	e) in Type 1 diabetes	Assigned to Elaine W	atson. Requested by	/ <u>Dr William Boldwood</u>
Send Email	Add Time Spent	Complete Search	Change Title	Reassign	Copy Cancel

- If time taken is zero when **Complete Search** is clicked, a pop up message will appear:
  - o Time Spent

Please add time spent The search cannot be completed if time spent is zero



• Time spent needs to be added before the search can be completed

# 4.5.1.1 LKS Admin permission group can add negative time to correct errors in Time Taken

• Staff with the LKS Admin permission group can add negative time in the Time Spent field to correct errors.

Evidence Search 'Evidence for a hot drink with honey treating a cough and a sore throat' Time Spent				
Time Spent (minutes)	-500			
	Save Cancel			
Log Request Form S	earch Results	11.		

# 4.5.2 Complete search

When all search results have been entered the search can be completed to create the search results report. Several mandatory fields must be filled in before the search can be completed.

- Time Taken
  - o Mandatory
  - Cannot be zero
- Date Range Used
  - Mandatory field
  - A free text field, so select a format most meaningful for your requester e.g. "Last 5 years", "2000 – 2019"
  - o If the search has not been limited by a date ranged add the text "No restrictions"
- Limits Used
  - Mandatory field
  - o A free text field so select a format most meaningful for your requester
  - o If the search has not been limited add the text "None"
- Search Terms and Notes
  - o Mandatory field
  - Use this field to explain any searching decisions that will be useful for your requester to know
On completion of the search this field may be visible to other members on KnowledgeShare do not include personally identifiable information about the requester or other individuals

Once search is complete this information may be visible to other members of KnowledgeShare - Please do not enter personally identifiable information			
Search terms and notes			
Paragraph •   B / U ↔   E 吾 클   提 提   E   E   ∞ ※   ♥ (*			
Note: no results were retrieved for the specific requested term 'orofacial granuloma'. Included results relate to orofacial granulomatosis.			
UpToDate, NICE Evidence Search, Cochrane Library, Trip: orofacial granuloma; orofacial granulomatosis.			
Medline, EMBASE: relevant natural language and controlled vocabulary terms were selected and combined, and final result sets were de- duplicated and reviewed for relevance.			

- Summary
  - Use this field to summarise or synthesise the evidence from the search results, if appropriate.
  - Do not use this field to describe what you *did*. Use it to describe what you *found*.
  - On completion of the search this field may be visible to other members on KnowledgeShare do not include personally identifiable information about the requester or other individuals

Once search is complete this information may be visible to other members of KnowledgeShare - Please do not enter personally identifiable information.



- Click Save
- Click Complete Search

Send Email	Add Time Spent	Complete Search	Change Title	Reassign	Split	Cancel
Activity Log	Request Form	Search Results				

## 4.5.3 Report Download

• Click Report Download

Send Email	Create as Resource	Re Open	Report Download	Send completed Report	Сору
Activity Log	Request Form Sear	ch Results	Member Feedback		

- Save the downloaded Evidence Search Result report as a Word document
- The report can then be edited to aid the search requesters understanding of the results

Why have do all links have the text 'Available online at this link'?	
The RIS tag contains the URL for the link but, not the name of the source. The 'Available online at this link' text is automatically generated to provide text for th links.	ıe
11. Lower health literacy is associated with poorer health status and outcomes in chronic obstructive pulmonary disease. Omachi Theodore A. Journal of general internal medicine 2013;28(1):74-81. BACKGROUNDLimited health literacy is associated with poor outcomes in many chronic diseases, but little is known about health litera health status in COPD. PARTICIPANTS, DESIGN AND MAIN MEASURES: Structured interviews were administered to 277 subjects three-item battery. Multivariable linear regression, controlling for sociodemographics including income and education, determined the c Questionnaire-20R [measuring respiratory-specific health-related quality of life (HRQoL)]. Multivariable logistic regression estimated as status into account, poorer health literacy (lowest tertile compared to highest tertile) was associated with: worse COPD severity (+2.3 p 4.9). Poorer health literacy, also controlling for the same covariates, was associated with higher likelihood of COPD-related hospitalizat statistically significant (p < 0.05) for all above outcomes.CONCLUSIONSIndependent of socioeconomic status, poor health literacy is a health-care utilization. These results underscore that COPD patients with poor health literacy may be at particular risk for poor health-reference utilization. These results underscore that COPD patients with poor health literacy may be at particular risk for poor health-reference utilization. These results underscore that COPD patients with poor health literacy may be at particular risk for poor health-reference utilization. These results underscore that COPD patients with poor health literacy may be at particular risk for poor health-reference utilization. These results underscore that COPD patients with poor health literacy may be at particular risk for poor health-reference utilization. These results underscore that COPD patients with poor health literacy may be at particular risk for poor health-reference utilization.	
·	

## 4.5.4 Embedding Full Text Resources

Full text resources can be embedded in the downloaded report. They will not be saved in KnowledgeShare Web avoiding copyright issues.

- In the Word report from the bar menu select Insert and then click Object
- Select the Create from file... tab and click Browse and find the full text resource file
- Check the box **Display is icon**
- Click **Change icon** and in the **Caption** field amend the text to only contain the title of the resource.

Object	? 💌
Create New Create from File	
File <u>n</u> ame:	
UpToDate Summary - A patient-centered view of the clinician-p	Browse
Result Inserts an icon that represents the contents of the file into your document.	Link to file Display as icon UpToDate Summary - A patient-centered vi Change Icon
	OK Cancel

4.5.5 Re Open an Evidence Search

• Click **Re Open** to be able to edit the search again

Send Email	Create as Resourc	e Re Open	Report Download	Send Completed Report	Duplicate
Activity Log	Request Form	Search Results	Member Feedback		

Is there a limit to the size of documents I can attach?	
An individual attachment bigger than 5MB, or a collection of attachments bigger than 15MB, will stop the completed report email being sent.	
If an individual attachment is greater than 5MB there is an error message: File is too large. Maximum size: 5MB.	
For a collection of attachments greater than 15MB there is an error message: The size of all files is too large. Maximum total uploaded files size: 15MB.	

Converting a Word document to a PDF can reduce the document size. Free PDF compress software can reduce the document size

## 4.5.6 Send completed Report

• Click **Send completed Report** to generate an email template addressed to the Evidence Search requester, in order to attach and send the downloaded report

Send Email	Create as Resource	Re Open	Report Download	Send Completed Report	Duplicate
Activity Log	Request Form	Gearch Results	Member Feedback		

- Scroll down the pop up window to view all functions
- The evidence search requester email from this record is already selected for the completed report to be sent to.

	Send Completed Report for	'Liraglutide (or other GLP1 analogue) in Type 1 diabetes'	x
	Recipients	Dr William Boldwood	
	Other Knowledgeshare recipients	Add New User	
c	Additional recipients		
	Subject	Evidence search result: Liraglutide (or other GLP1 analogue) in Type 1 d	

- To send the completed report to additional recipients who are:
  - Members who have a record on KnowledgeShare, search for their name in the Other KnowledgeShare recipients field and then select when found

	Send Completed Report fo	r 'Liraglutide (or other GLP1 analogue) in Type 1 diabetes'		×
	Recipients	Dr William Boldwood		A
	Other KnowledgeShare	Add New User		- 1
_	recipiento	Mr Mulberry Hawk 🗙		- 1
	Additional recipients			- 1
	SubJect	Evidence search result: Liraglutide (or other GLP1 analogue) in	Type 1 d	- 1

 Not Members on KnowledgeShare, enter the full email addresses in the Additional Recipients field. Multiple additional recipients email addresses can be separated by both semicolons and commas. Additional recipients recorded on the Evidence Search Request Form will automatically be added to this field.

Send Completed Report for	'Liraglutide (or other GLP1 analogue) in Type 1 diabetes'	×
Recipients	Dr William Boldwood	
Other KnowledgeShare recipients	Add New User	
	Mr Mulberry Hawk 🗙	
Additional recipients	nichola.nickleby@nhs.net; wackford.squeers@nhs.net	
SubJect	Evidence search result: Liraglutide (or other GLP1 analogue) in Type 1 d	

- You must upload the Evidence Search Results report within this pop up. The system does not automatically attach it.
- Click Choose File to add the downloaded Evidence Search results report

Subject	Evidence search result: Anterior approach for total hip arthroplasty
Message	Paragraph       B       I       I       Image:
Evidence search report	Choose File No file chosen
	Send E-mail Cancel

• Additional documents can be attached to the email template. After the first file has been added, a second Choose File option will appear.

Evidence search report		Anterior+approach+for+total+hip+replacement (2).docx (24.4 KB) ×					
		Choose File No file chosen					
		Send E-mail Cancel					

• Attached files are all listed alongside Evidence search report

Evidence search report	Anterior+approach+for+total+hip+replacement (2).docx (24.4 KB) 🗙
	1-s2.0-S2468781222001916.pdf (4.5 MB)
	Choose File No file chosen
	Send E-mail Cancel

- Click Send E-mail to send the Evidence Search Results report
- View the **Activity Log** tab of the Evidence Search to see a note that the email has been sent and to whom.
- The completing librarian will automatically receive a copy. Their name will not be included in the Activity Log.

## Liraglutide (or other GLP1 analogue) in Type 1 diabetes

Liraglutide ( Time spent: 60	Liraglutide (or other GLP1 analogue) in Type 1 diabetes Assigned to Elaine Watson. Requested by <u>Dr Damon Wildeve</u> Time spent: 60 minutes.								
Send Email	Create as Resource Re Open Report Download Send Completed Report	Duplicate							
Activity Lo	Request Form Search Results Member Feedback								
Date	Activity	User							
06/07/21	06/07/21 Email 'Evidence search result: Liraglutide (or other GLP1 analogue) in Type 1 diabetes' sent to ', Elaine damon.wildeve7@nhs.net'. Watson								

## 4.5.6.1 Manage your send completed Evidence Search results report template

To save staff having to compose similar email text each time they send a completed Evidence Search results report via KnowedgeShare, a template pre-populated the message field on the Send completed Report pop up.

This text in the message field of the Send completed Report pop up can be edited or added if necessary, on an individual search basis.

The message text can be tailored for a library service by creating an LKS Level Email Template. The message text can be tailored for a staff member by creating a Personal Level Email Template.

#### What is an email template?

When KnowledgeShare system sends out emails to members, the body of the email is based on a template. The different types of email have different templates.

There are three levels of send completed Evidence Search results report template

- System Level Email Template: This template can only be edited by the System Administrator
- LKS Level Email Template: This overides any System Level version of this template. The template can be added and edited by LKS Administrators in a library service
- **Personal Level Template**: This overides any LKS Level and System Level version of this template. The template can only be edited by the library member of staff

#### 4.5.6.2 System Level Evidence Search results report template

• The template for the invitation email at System Level

System Level Email Template Name: EvidenceSearchCompletedReport Subject Line: Evidence search result: {{LSRTitle}}

Dear {{RecipientSalutation}},

Please find attached your requested search on: {{LSRTitle}}

If you have any questions about the search or search results do not hesitate to get

in touch.

Please let us know what impact the results of this search have had using the <u>feedback form</u> on the KnowledgeShare website (no login required). Evidence of impact is vital for the continuation of this service.

Best regards, {{SenderFirstName}}

{{SenderName}} {{SenderJobTitle}} | <u>{{SenderEmail}}</u> {{SenderLKSName}} | <u>{{SenderLKSWebsite}}</u>

The template creates the following text

System Level Email Template Name: EvidenceSearchCompletedReport Subject Line: Evidence search result - Liraglutide (or other GLP1 analogue) in Type 1 diabetes

Dear Dr Wildeve,

Please find attached your requested search on Liraglutide (or other GLP1 analogue) in Type 1 diabetes

If you have any questions about the search or search results do not hesitate to get in touch.

Please let us know what impact the results of this search have had using the <u>feedback form</u> on the KnowledgeShare website (no login required). Evidence of impact is vital for the continuation of this service.

Best regards, Elaine

Elaine Watson Knowledge Management Librarian | <u>elaine.watson13@nhs.net</u> Brighton and Sussex Library and Knowledge Service | <u>https://www.bsuh.nhs.uk/library/</u> ------ Sent out by KnowledgeShare------

#### 4.5.6.3 Add LKS Level Evidence Search results report template

Hold the cursor over Admin and click My LKS Email Templates



• Click Add new template

<b>Knowledge</b> Share							Searc
613						,	Advanced Sea
Home	Evidence	Skills	Updates	Members	•	Admin	Hel

Tees, Esk and Wear Valleys Library and Information Service's Email Templates



• From Email Type drop down list select Evidence Search Completed Report

Home	Evidence	Skills	Updates	Members			\$	Admin	?	Help	
Home > E	mail template l	ist > Ema	il Template Ed	lit							
Email	Email Template Edit										
Level		LKS									
Email type					•						
Subject		Current Aw Journal Sub	rareness								
Body		Newsletter Training Se	ssion Booked User		0	C*					
		Training Se Training Se Cancelled T	ssion Booked User V ssion Booked From V 'raining Session	/aiting Vaiting List User							
		Cancelled T	raining Session Book	ing User							
		Evaluate Ev	ridence Search Remi	nder		_					
		Evidence S Evidence S	earch Evaluation Insi earch Completed Re	ufficient Reminder port							
		Training Se	o knowledgeshare ssion Immediate Pos ssion Second Post Q	t Questionnaire Reminder uestionnaire Reminder	0.						
		• {{Recipie • {{Sender	ntSalutation}} - 1 Name}} - The Na	The Salutation string of ti ime of the sender of the	ne recipient of the email.	e email.					

• In the Subject field paste in the code for the search title: Evidence search result: {{LSRTitle}}

Home	Evidence	Skills	Updates	Members			•	Admin	8	Help	
Home > E	mail template l	ist > Emai	il Template Edi	it							
Email	Email Template Edit										
Level		LKS									
Email type		Evidence	Search Complete	ed Report		•					
Subject		Evidence	Search Report -	{{LSRTitle}}			]				

- Paste in the Body of the email the appropriate text
  - Keep code {{RecipientSalutation}} to ensure Members are addressed formally or informally as they have specified
  - Keep code {{LSRTitle}} to ensure the title of the Evidence Search is automatically added
  - Embed a link to the code {{EvaluationFormLink}} in the text to link to the Evidence Search Feedback form on KnowledgeShare. This link does not require the member to login to KnowledgeShare with the Athens details.

Home 🗇 Email Template List 🚿	Email Template Edit
------------------------------	---------------------



LKS Level Email Template Name: EvidenceSearchCompletedReport Subject Line: Evidence search result: {{LSRTitle}}

Dear {{RecipientSalutation}},

Please find attached your requested search on: {{LSRTitle}}

If you have any questions about the search or search results do not hesitate to get in touch.

Please let us know what impact the results of this search have had using the feedback form on the KnowledgeShare website (no login required). Evidence of impact is vital for the continuation of this service.

Best regards, {{SenderFirstName}}

{{SenderName}} {{SenderJobTitle}} | {{SenderEmail}} {{SenderLKSName}} | {{SenderLKSWebsite}}

Scroll down the page and click Save ٠

#### 4.5.6.4 Edit LKS Level Evidence Search results report template

Hold the cursor over Admin and click My LKS Email Templates



Click EvidenceSearchCompletedReport



## Tees, Esk and Wear Valleys Library and Information Service's Email Templates



- Edit template as appropriate remembering to:
  - Keep code {{RecipientSalutation}} to ensure Members are addressed formally or informally as they have specified
  - Keep code {{LSRTitle}} to ensure the title of the Evidence Search is automatically added
  - Embed a link to the code {{EvaluationFormLink}} in the text to link to the Evidence Search Feedback form on KnowledgeShare. This link does not require the member to login to KnowledgeShare with the Athens details
- Scroll down the page and click Save

## 4.5.6.5 Add Personal Level Evidence Search results report template

 Hold the cursor over your name in the top right of the screen and click My Email Templates

Brighton a	nd Sussex Libra	iry and Knov	vledge Service			L Knowledge Share		
547	(	- Char	_			Your Profile	٨	
	nowieag	gesnare	2			My Email Templates		lick here
Home	Evidence	Skills	Updates	Networking	Members	\$ Log out	V	

Click Add new template

## My email templates



• From Email Type drop down list select Evidence Search Completed Report

e Edit			
176			
	-		
Current Awareness			
Journal Subscription			
Newsletter	0.0		
Training Session Booked User			
Training Session Booked User Waiting			
Training Session Booked From Waiting List User			
Cancelled Training Session			
Cancelled Training Session Booking User			
Evaluate Evidence Search Reminder			
Evidence Search Evaluation Insufficient Reminder			
Evidence Search Completed Report			
Evalue of other completed report			
	LKS Current Awareness Journal Subscription Newsletter Training Session Booked User Training Session Booked User Canceled Training Session Canceled Straining Ses	LKS  Current Awareness Journal Subscription Newsletter Training Session Booked User Training Session Booked User Canceled Training Session Canceled	LKS Current Awareness Journal Subscrpton Newsletter Training Session Booked User Training Session Booked User Canceled Training Session Booked User Canceled Training Session Booked IVSer Evaluate Evidence Search Reminder Evidence Search Evaluation Insufficient Reminder

- In the Subject field paste in the code for the search title: Evidence search result: {{LSRTitle}}
- Paste in the Body of the email the appropriate text
  - Keep code {{RecipientSalutation}} to ensure Members are addressed formally or informally as they have specified
  - Keep code {{LSRTitle}} to ensure the title of the Evidence Search is automatically added
  - Embed a link to the code {{EvaluationFormLink}} in the text to link to the Evidence Search Feedback form on KnowledgeShare. This link does not require the member to login to KnowledgeShare with the Athens details.

	Home > Email Template Lis	st > Email Template Edit		
	Email Templat	e Edit		
	Level Email type	LKS	•	
	Subject	Evidence Search Report - {{LSRTitle}}		
	Body	Paragraph → B J 및 485 ■ Ξ Ξ I I I I I I I I I I I I I I I I I	ing becitation pet in ad using the <u>continuous</u> nee of impact is vital for	
		<pre>// Sender/irstName) // (// Sender/irstName) // The Name of the person the e // (RecipientSalutation) /- The Salutation string of the // (// SenderName) // The Name of the sender of the e // SenderName) // The Name of the sender of the e</pre>	Insert/Edit Link - Mozilla Firefox	
All KS Handbooks car @Copyright 2013-202	i be found at: <u>https://www</u> 2 UHSussex NHS Found	v.bsuh.nhs.uk/library/knowledgeshare lation Trust	Insert Cancel	119

LKS Level Email Template Name: EvidenceSearchCompletedReport Subject Line: Evidence search result: {{LSRTitle}}

Dear {{RecipientSalutation}},

Please find attached your requested search on: {{LSRTitle}}

If you have any questions about the search or search results do not hesitate to get in touch.

Please let us know what impact the results of this search have had using the <u>feedback form</u> on the KnowledgeShare website (no login required). Evidence of impact is vital for the continuation of this service.

Best regards, Your usual signature

• Scroll down the page and click Save

#### 4.5.6.5 Error message: The file you uploaded is empty

The error message, 'The file you uploaded is empty' sometimes appears when browsing and selecting an Evidence Search Result Report or other file to attach to the 'Send Completed Report' pop up.

	Library Services-Article-Reguest-Form
	• {{EvaluationFormLink}} - A link to the evaluation form with description.
Revised document file	Choose file No file chosen
	Add File
File 1 (The effect of surgical you uploaded is empty.	management of endometrioma on the IVF or ICSI - systematic review.pdf): The file
	Send E-mail Cancel

This error is due to the document file size which the system deems too large to attach. This has been reported to the developers, who plan to increase the file size accepted (4 July 2018)

Until the file size is increased, if you get this error again you can either:

- email the Evidence Search Results Report to the requester via Outlook along with an evidence search evaluation form
- try and compress any files you are sending, before selecting to attach to the 'Send Completed Report' pop up.

A number of free sites will compress a PDF file; <u>https://smallpdf.com/compress-pdf</u> is one that could be used. The system will allow a zip file to be uploaded although for Word documents this did not seem to reduce the file size significantly.

## 4.6 Duplicating a Completed Evidence Search

A completed Evidence Search can be duplicated creates a new unassigned search request for the same requesting Member. There is no facility to change the requesting Member of an Evidence Search. Copying does not copy the search results associated with the original search.

4.6.1 Member duplicates a completed Evidence Search to make a new Evidence Search Request



- The member needs to log into KnowledgeShare
- The member needs to find the appropriate search either by:
  - The member can hold the cursor over **Evidence** and then click **Evidence Search Request List**



 The member needs to click on Completed Search tab and click New request based on this search

## Evidence Searches Requested by Mr Gabriel Oak

Filte	r By:	•				
	Unassigned Se	earches Assigned Sea	rches Comple	ted Searches Can	celled Searches	
	Request 🗧	Request Title	Completed Date	Completed By Librarian	Report Download	Action
	15583	Anterior approach for total hip replacement	01/07/19	Elaine Watson	<u>Report</u> Download	Make new request based on this search

#### OR

• The member clicks on the appropriate search under New Search Requests

Exit Profile Completeness       Edit Profile         Your profile is 65% complete       A complete profile and set of interests helps us to contact you and provide evidence to inform your work. It can also help other colleagues to get in touch and share transition.       Your profile Complete.       Vew All	Brighton and Sussex Library and Knowledge Se	rvice	🔔 Mr Gabriel Oak
Home       Evidence       Skills       Updates       Networking       ? Help         Home       W       Request an Evidence Search       Evidence Search Request List       Evidence Search Request List         Welco       Evidence Search Request List       Evidence Search Request List       Evidence Search Request List         Profile Completeness       Edit Profile       Anterior approach for total hip replacement       Context you and provide evidence to inform your work. It can also help other colleagues to get in touch and share       Click here	KnowledgeShare		Search Advanced Search
Home > W Request an Evidence Search Welcon Search Request List Welcon Search Request List Profile Completeness Your profile is 65% complete A complete profile and set of interests helps us to contact you and provide evidence to inform your work. It can also help other colleagues to get in touch and share browneddre	Home Evidence Skills Upda	tes Networking	Help
Evidence Search Request List         Edit Profile         Your profile is 65% complete         A complete profile and set of interests helps us to contact you and provide evidence to inform your work. It can also help other colleagues to get in touch and share knowledge       Your Search Requests       View All	Home > W Request an Evidence Search		
knowledge	Profile Completeness	Share	Your Search Requests View All

Home  $\rightarrow$  Completed Searches  $\rightarrow$  Anterior approach for total hip replacement

## Anterior approach for total hip replacement

Anterior approach f Time spent: 60 minutes.	r total hip replacement Assigned to Elaine Watson. Requested by <u>Mr Gabriel Oak</u>	
Report Download	Make new request based on this search	
Activity Log Re	uest Form Search Results Member Feedback	
_		_

- A new search request is created with the text –[Duplicate] appended to the original search title
- Copied over from the completed search to the new request:

- o Results
- Search Strategy
- o Limits
- o Search Terms and Notes text
- Summary text

Unassigned Evidence Searches

• The member needs to add a Completion Deadline date and click **Save** for the search request to be saved

To save this Evidence Search Reques	st 'Anterior approach for total hip replacement [Duplicate]' please complete the mandatory fields and click
'Save'.	
Due Today Anterior approach for total hip replacement [Duplicate] Requested by: Mr Gabriel Oak	Anterior approach for total hip replacement [Duplicate] Requested by: Mr Gabriel Oak
nequence by the counce out	Date requested: <b>31/10/19</b> Deadline:
	Request Form Search Results Activity Log
	Save Discard
	Request date 31/10/19
	Requesting member
	We would like to let other members of KnowledgeShare* see that you have an interest in this topic. Please indicate who should see this information.
	Sharing your knowledge
	* Membership of KnowledgeShare is open to health and social care staff and students only. Completion deadline

#### 4.6.1.1 Members cannot duplicate an assigned incomplete Evidence Search

• Members do not have the option to duplicate an unassigned or assigned evidence search that they have requested

Home > Assigned Searches > Anterior approach for total hip replacement

## Anterior approach for total hip replacement

Anterior approach for total hip replacement Time spent: 0 minutes.	Assigned to Elaine Watson. Requested by <u>Mr Gabriel Oak</u>
Cancel	
Activity Log Request Form	

## 4.6.2 Staff duplicate a completed Evidence Search

#### 4.6.2.1 Staff duplicate a completed Evidence Search to create a new request

After receiving an Evidence Search Results Report a member may request additional information on this topic. A completed Search can be duplicated to create a new unassigned Evidence Search Request.



- Find the appropriate search and clicks on the title
- Click on **Duplicate**



• Click New Request



- A new search request is created with the text –[Duplicate] appended to the original search title
- Copied over from the completed search to the new request:
  - Results
  - Search Strategy
  - Limits
  - o Search Terms and Notes text
  - o Summary text
- The mandatory fields on the search request form for the duplicate search, including the requesting member will need to be completed
  - Where the original search was requested by a Member from your own library service, the searcher will have the option to search for the requesting member

Home 🚿 Edit 'Liraglutide (or other GLP1 analogue) in Type 1 diabetes [Duplicate]' Evidence Search Request	
Edit 'Liraglutide (or other GLP1 analogue) in Type 1 diabetes [Duplicate]' Evidence Search Request	

To save this Evidence Search Request ' requester, complete the mandatory fie	Liraglutide (or other GLP1 analogue) in Type 1 diabetes [Duplicate]' please add the name of the Ids and click 'Save'.
Request Form         Search Results           Evidence searches are carried out to info and clinical teaching. Searches usually ta to the care of an individual patient will be We do not carry out evidence searches for for help, or book one of our <u>teaching ses</u>	Activity Log rm patient care, service improvement, research activity ke around two weeks to complete, but searches related a completed as soon as required. or coursework purposes. Please contact your university sions.
Request number	26583
Request date	06 / 05 / 2021
Requesting member	
We would like to let other members of Knowle	edøeShare* see that vou have an interest in this tanic. Please

 Where the original search was requested by a Member from library service other than your own, the Requesting member field is populated with the name of searcher duplicating the search.

	Home > Edit 'Liraglutide (or oth	ner GLP1 analogue) in Type 1 diabetes [Duplicate]' Evidence Search Request	
	Edit 'Liraglutide (d [Duplicate]' Evide	or other GLP1 analogue) in Type 1 diabetes ence Search Request	
	To save this Evidence Search Re requester, complete the manda	equest 'Liraglutide (or other GLP1 analogue) in Type 1 diabetes [Duplicate]' please add the name of the atory fields and click 'Save'.	
	Request Form Search Res Evidence searches are carried out and clinical teaching. Searches us to the care of an individual patien We do not carry out evidence sear for help, or book one of our <u>teach</u> Save	aults Activity Log t to inform patient care, service improvement, research activity ually take around two weeks to complete, but searches related it will be completed as soon as required. rches for coursework purposes. Please contact your university ing sessions. Cancel Discard	
	Request number Request date	26586 06 / 05 / 2021	
[	Requesting member We would like to let other members o	Samuel Pickwick (New Library)	
⊙ To the	search for the re e searcher name	questing member, click on the edit icon 📈 to the	right of
Reque	est date	06 / 05 / 2021	
Reque	esting member	Samuel Pickwick (New Library)	e
We wou	Ild like to let other membe	ers of KnowledgeShare* see that you have an interest in this topic. Please	

• When all relevant fields on the search request have been updated, click **Save to** create an unassigned search



# 4.6.2.2 Staff duplicate a completed Evidence Search to copy the results into an existing search

A new Evidence Search request may be on similar topic to a recently completed Evidence Search. A completed Search can be duplicated so the results can be copied into an existing assigned Evidence Search.



Find the appropriate search and click on the title. Staff can copy any completed search requested by one of the library services members

- Find the appropriate search and click on the title
- Click on **Duplicate**

 Home > Completed Searches > Liraglutide (or other GLP1 analogue) in Type 1 diabetes

 Liraglutide (or other GLP1 analogue) in Type 1 diabetes

 Assigned to Elaine Watson. Requested by Lydia Smallbury

 Time spent: 160 minutes.

 Send Email
 Create as Resource

 Re Open
 Report Download

 Send Completed Report
 Duplicate

 Activity Log
 Request Form

 Search Results
 Member Feedback

• Click Existing Search



- A pop-up window will confirm that the search results have been copied and the searcher can now navigate to the existing Evidence Search they would like to copy the results into
- Click on Close



- Find the appropriate assigned search to copy the result to
- Click on **Paste Results**

Home >	<b>My Current Searches</b>	>	What is the evidence for Liraglutide (or other GLP1 analogue) in children with Type 1
diabetes			

# What is the evidence for Liraglutide (or other GLP1 analogue) in children with Type 1 diabetes



• A pop-up window will confirm that the results from the completed search will now be copied into the assign search

• To copy the results click on Yes



- Find the appropriate assigned search to copy the result to
- Click on **Paste Results**
- Copied over from the completed search into the existing search:
  - o Results
  - o Search Strategy
  - o Limits
  - o Search Terms
  - o Summary

## 4.7 Member Feedback

• After clicking Complete Search a Member Feedback tab is created

Send Email	Create as Resource	Re Open	Report Download	Send completed Report	Сору
Activity Log	Request Form Sear	rch Results	Member Feedback		

- The Member Feedback in KnowledgeShare is approved by the Knowledge for Healthcare Impact Task-and-Finish Group
- 4.7.1 Members add their Feedback



 When a the search result is sent to a Member via the Send Completed Report function, the message template has an embedded link to the code {{EvaluationformLink}} which links to the Evidence Search Feedback form on KnowledgeShare. This link does not require the member to login to KnowledgeShare with the Athens details.

Subject Line: Evidence search result - Liraglutide (or other GLP1 analogue) in Type 1 diabetes

Dear Dr Wildeve,

Please find attached your requested search on Liraglutide (or other GLP1 analogue) in Type 1 diabetes

If you have any questions about the search or search results do not hesitate to get in touch.

Please let us know what impact the results of this search have had using the <u>feedback form</u> on the KnowledgeShare website (no login required). Evidence of impact is vital for the continuation of this service.

Best regards, Elaine

Elaine Watson

 After clicking on the feedback link the member is taken directly to the feedback form for their requested search.

This page is showing public data. To access protected content you must be logged in using OpenAthens.	Log in Sign up for OpenAthens
KnowledgeShare	Search Advanced Search
Home	Help
This site uses cookies in order to remember who you are and to provide a richer user experienc will be as if you are a brand new visitor, and this may limit the site's usefulness. A cookie has browser to delete it and to block all cookies from this site (though parts of the site may not wo you consent to our use of cookies. <b>Dismiss this message.</b>	e. Without cookies, every time you go to a new page it already been set for this purpose, but you can tell your rk correctly if you do so). By continuing to use this site



## Evidence Search Feedback

Title of Evidence Search:	Liraglutide (or other GLP1 analogue) in Type 1 diabetes
Search Requested On:	01/03/19
Search Completed On:	01/03/19
You are filling this feedback out of	n behalf of <b>Dr Damon Wildeve</b> .

We would be grateful if you could complete this feedback on the search report, which is designed to assess the impact on your work and help us improve the quality of our services.

With your permission we would like to cite your request as an example of where our service has made a difference. We will anonymise the data and include it in annual reports, promotional literature and other such documents.



- Thank you for your help.
- After clicking **Save** the member is taken to a page which confirms their feedback has been saved. The page also gives the member a link to edit or view their feedback, but only if they log in with their Athens details.



## **Evidence Search Feedback**



• The **Activity Log** tab of the Evidence Search will update to include a note when the Member has completed the feedback in the format 'Search request feedback submitted/amended by ".'

Activity Lo	g Request Form	Search Results	Member Feedback		
Date	e Activity .				User
02/10/19	Search request feedback submitted/amended by ".				

• The **Member Feedback** tab of the Evidence Search will include a green banner showing the time and date the feedback was saved.

Activity Log	Request Form	Search Results	Member Feedback	
✓ Saved b	y at 1:30pm 24/09/21			
Saved by	y at 1:30pm 24/09/21			

 When the Member completes the feedback an confirmation email is sent to the staff member who completed the search

> System Level Template Name: EvidenceSearchEvaluatedByMember Subject Line: Member has completed feedback for their recent Evidence search

**Dear Elaine Watson** 

Member Mr Gabriel Oak has completed their feedback of the search "Does temperature determine the effectiveness of adenosine?" for your review. Access the search on the KnowledgeShare website

Please remember to indicate whether sufficient feedback has been received. If you mark the feedback as insufficient a reminder email will be sent to the member in the number of days you specify.

Best wishes,

KnowledgeShare Administration

The staff member can review the feedback and mark it Sufficient or Insufficient

Please explain in a few lines the impact that the information had on your work	No impact at this point	
What was the impact on patient care? Was there a financial impact? If the information contributed to a publication, where will it be published? Did the information alter your opinion / course of action, or confirm it? How widely were the results shared?		
Feedback status Please select whether the member has provided sufficient feedback or not	Sufficient Insufficient Save	

• If from the feedback there will be no further impact of search results the staff member can mark the feedback as **Sufficient** and click **Save**. If the feedback is marked as sufficient not further feedback will be asked for this search

Feedback status	Sufficient	•	
Please select whether the member has provided sufficient feedback or not			
			Save

• If from the feedback there will be further impact at a future date then the staff member can mark the feedback as **Insufficient** and click **Save**. If the feedback is marked as insufficient the staff member will be asked to enter the number of days after which a feedback reminder will be sent to the Member.

Feedback status	Insufficient 🔻
Please select whether the member has provided sufficient feedback or not	
Feedback reminder in X days	14
If you would like KnowledgeShare to e-mail the requesting user and ask them to update their feedback, please enter the number of days (from today) when you would like this e-mail to go out. The requesting user will be e-mailed only once regarding your evaluation.	
	Save

• If a Members feedback has been marked as Insufficient an email is sent after the set number of days requesting further feedback information

System Level Template Name: EvidenceSearchEvaluateReminderInsufficient Subject line: Request for further information about the impact of evidence on your work

Dear {{RecipientSalutation}},

You previously gave us some preliminary feedback about the impact of the evidence we provided on "Does temperature determine the effectiveness of adenosine?".

Now that some time has passed we were wondering whether you might have any further detail on the outcomes of the work.

If so, please update your feedback online using the KnowledgeShare website (if you have an OpenAthens account) or simply email me back.

Thank you for your help,

Elaine Watson

 If a Members feedback has not been marked as Sufficient or Insufficient an email is sent after 42 days requesting feedback information

> System Level Template Name: EvidenceSearchEvaluateReminder Subject line: Request for information about the impact of your request for evidence

Dear {{RecipientSalutation}},

You recently requested evidence on: "Impact of air ambulances on multiple trauma survival" and I provided some results on this subject on 25 February 2017. I hope you have found it useful.

It would be very helpful if you could provide some further information about the impact this information using the KnowledgeShare website (OpenAthens login required).

Evidence of impact is vital for the continuation of this service.

Thanks and best wishes,

Knowledge Share

#### 4.7.1.1 Creating a link to the Member Feedback tab of a completed Evidence Search

- To create a link to Member Feedback tab of a completed Evidence Search to use outside of KnowledgeShare
  - Copy the URL of the Evidence Search into your Outlook email

🔯 KnowledgeShare - Emergency 🛛 🗙	+			a facilitati di discon-	to and that			
$\left( \leftarrow  ight)  ightarrow$ C $\left( \bigtriangleup  ight)$	↔ → C 🏠 (i) 🔒 https://www.knowledgeshare.nhs.uk/index.php?PageID=literature_search_request_assigned&RequestID=11047							
🔅 Most Visited 🥘 Getting Started	🎇 KnowledgeShare - Wel 🔯 Training KnowledgeSh 🛔	💱 Staging KnowledgeSh	🔾 Cisco Webex Meetings 🤞	🖇 KnowledgeShare Web	롣 SendGrid			
	Brighton and Sussex Library and Knowledge Service							
	KnowledgeShare							
	Home	Evidence S	Skills Updates	Networking	Members	4		

 Add to the end of the Evidence Search URL the text '&Tab=TabFeedback'

	Subject:	Evidence Search Results for Emergency department waiting lists
https:	//www.knd	wledgeshare.nhs.uk/index.php?PageID=literature_search_request_assigned&RequestID=11047 =TabFeedback
1		
•		
Elaine	Watson	
Knowl	edge Mana	gement Librarian
The Lil	orary, Audre	y Emerton Building, Royal Sussex County Hospital
Tuesd	ay to Thurs	day (01273) 523314 Monday and Friday 01444 441881 extn: 5631
1		
Bright	on and Sus	sex NHS Library and Knowledge Service   @BrightonSx_LKS   Latest News
Inform	ing • Educa	ting • Influencing

 Add text asking the member to fill in the feedback form and indicate they will need to log in with their Athens Username and Password

Subject: Evi	dence Search Results for Emergency department waiting lists
Please let us know wi https://www.knowle	hat impact the results of this search have had using the link below (( <u>OpenAthens</u> login required): edgeshare.nhs.uk/index.php?PageID=literature_search_request_assigned&RequestID=11047 =TabFeedback
Elaine Watson Knowledge Managem The Library, Audrey E Tuesday to Thursday Brighton and Sussex Informing • Educating	nent Librarian Emerton Building, Royal Sussex County Hospital ( (01273) 523314 Monday and Friday 01444 441881 extn: 5631 <u>NHS Library and Knowledge Service</u>   @BrightonSx_LKS   Latest News • Influencing

 Ensure the Members record has both the OpenAthens username and OpenAthens persistent user ID fields populated so they can log in to KnowledgeShare

## Mr Mulberry Hawk

OpenAthens persistent user ID
c3f71004:01f29c1

## 4.7.2 Staff input Member Feedback

- If a Member completes the feedback, not on KnowledgeShare, but via another format, then any other staff member in the team can input the feedback onto KnowledgeShare.
- The **Activity Log** tab of the Evidence Search will update to include a note when the Member has completed the feedback in the format 'Search request feedback submitted/amended by "*Library Staff Name*".'

Activit	y Log	Request Form	Search Results	Member Feedback		
	Date	Activity			User	
	24/09/21	Search request fee	dback submitted/an	nended by 'Elaine Watson'.	Elaine Watson	

• The **Member Feedback** tab of the Evidence Search will include a green banner showing the time and date the feedback was saved.

Activity Log	Request Form	Search Results	Member Feedback	]	
✓ Saved by	Elaine Watson at 2:03	pm 24/09/21			

 When the feedback is inputted by anyone other than the Member or the staff member who completed the search, a confirmation email is sent to the staff member who completed the search

> System Level Template Name: EvidenceSearchEvaluatedByStaff Subject Line: Staff has added feedback on an Evidence search on behalf of a member.

Dear Tom Roper

Librarian Elaine Watson has completed the feedback of the search: Diathermy versus scalpel in abdominal surgery on behalf of member Dr Bert Gallows

Please remember to indicate whether sufficient feedback has been received. If you mark the feedback as insufficient a reminder email will be sent to the member in the number of days you specify.

Best wishes,

KnowledgeShare Administration

• The staff member can review the feedback and mark it Sufficient or Insufficient

Please explain in a few lines the impact that the information had on your work	No impact at this point
What was the impact on patient care? Was there a financial impact? If the information contributed to a publication, where will it be published? Did the information alter your opinion / course of action, or confirm it? How widely were the results shared?	
Feedback status Please select whether the member has provided sufficient feedback or not	Sufficient Insufficient Save

• If from the feedback there will be no further impact of search results the staff member can mark the feedback as **Sufficient** and click **Save**. If the feedback is marked as sufficient not further feedback will be asked for this search

Feedback status	Sufficient	•	
Please select whether the member has provided sufficient feedback or not			
			Save

• If from the feedback there will be further impact at a future date then the staff member can mark the feedback as **Insufficient** and click **Save**. If the feedback is marked as insufficient the staff member will be asked to entered the number of days after which a feedback reminder will be sent to the Member.

Feedback status	Insufficient 🔻	
Please select whether the member has provided sufficient feedback or not		
Feedback reminder in X days	14	]
If you would like KnowledgeShare to e-mail the requesting user and ask them to update their feedback, please enter the number of days (from today) when you would like this e-mail to go out. The requesting user will be e-mailed only once regarding your evaluation.	S	Save

## 4.7.2.1 Advanced Search for Evidence Search Feedback Status

- Click on Advanced search
  - Select the Evidence Search tab
  - Completion between = DD/MM/YYYY DD/MM/YYYY
  - o Feedback select Sufficient, Insufficient or Not fulfilled
  - Library and Knowledge Service = Name of your Library Service on KnowledgeShare
- Scroll down page and click Search

## Search Results

2 matched Evidend	e Search Requests
LKS Completed Feedback Status	Brighton and Sussex 01-04-2021 to 30-04-2021 Sufficient
Display 10 results per page 🔻	

Start A New Advanced Search

## 4.8 Create an Update Resource from an Evidence Search

## Why does KnowledgeShare create a current awareness resource from an Evidence Search?

Health Education England would like work done by NHS librarians to have a wide impact. With this in mind, your teams can now share completed search reports via KnowledgeShare more widely.

Instead of a search report benefiting only local staff, reports can now appear in evidence update emails across England and Wales. They simply need to be categorised.

All completed reports are shareable according to GDPR. The name of the requester cannot be shared without permission, which is why we hide this by default.

• When a search is completed **Create as Resource** will be available

Send Email	Create as Resource	Re Open	Report Download	Send completed Report	Сору
Activity Log	Request Form Searc	h Results	Member Feedback		

• Click Create as Resource

## 4.8.1 Best Practice for Evidence Search Resources

- Ensure a search can stand on its own merit:
  - Ensure the search doesn't need previous searches to provide meaning to its conclusion or refers to previous searches.
  - Exclude searches where the value of the results seems extremely low to any other recipient, e.g., where someone has asked you to retrieve the most recent articles by a specific author.
  - Exclude searches where you have concerns that there are negative legal or ethical consequences to sharing the results, or you are unable to anonymise the results for some reason.
- Ensure the search doesn't include personally identifiable information about the requester or other individuals.
  - Check the summary field and Search terms and notes field of the original evidence search to ensure personally identifiable information is not included
  - Check the description of the Evidence Search Resource to ensure it does not include any personally identifiable information that is also in the original Evidence Search
- Edit the description to reflect this is now an Evidence Search Resources

- When you refer to the search in the description, call it an "evidence search report" rather than just a search, i.e. "This evidence search report includes articles on …" rather than "This search includes articles on…"
- Use the present tense rather than the past, i.e. "This evidence search report includes articles..." rather than "included articles..."
- If a search is an update of a previous search word the summary as "New evidence published since July 2020, includes a study..." rather than "New evidence published since my July search."

## 4.8.2 Add Resource

- Type
  - Evidence Search is already selected
- Title
  - o Mandatory Field
  - Provide a concise but informative title that captures the search request
  - The title must have a full-stop (or other punctuation) at the end of the title
  - After the first word of the title only use lower case (unless a name is included)
  - Indicate a subtitle by starting with a colon i.e. :
  - Do not use & only "and"
- Description
  - Summarise the search so that it is not specific to the requester, but is generic enough to be relevant to anyone reading the document. Do not use this field to describe what you *did*. Use it to describe what you *found*.

	Unpublished
Туре	Evidence Search 💌
Evidence Level	Evidence-Based Summary
Title	
The	Antibiotics for trial without catheter (TWOC)
Description	The evidence search report found little reliable evidence on antibiotics for the prevention of infection during
	Characters remaining for description <b>366</b>
Date resource added	27 / 10 / 2020
Geographical availability	National 🗸
Completing librarian	Tom Roper 🔹
Dublisher	Drichton and Succey
Vaanaukliskad	Binghton and Sussex
rear published	2020
URL	https://www.knowledgeshare.nhs.uk/index.php?PageID=literature_search_request_download&RequestID=25368

- Geographical availability
  - The Geographical Availability field allows a resource to only be sent in the Evidence Update emails to those members in the geographical selection.

- Default selection is National
- o Select your organisation from the list
  - Select Organisation
  - In the field that appears start typing your organisation name
  - Click on organisation name in the list

Geographical availability	Organisation		•
Q			
Oueen Victoria Hospital NHS	Foundation Trust		
NHS South England Quality C	Observatory		
Equinox Care	·		
Queen Elizabeth Hospital Kin	g's Lynn NHS Foundation Trust		
Chalf an aile			

- Completing Librarian
  - Already selected
- Publisher
  - The Library and Knowledge service of the searcher will be automatically applied as the publisher.
- URL
  - A URL to the Evidence Search Resources is automatically generated
- Categories
  - See 3.5 Adding categories for a Resource in the KnowledgeShare Web Handbook – Updates at: https://www.bsuh.nhs.uk/library/knowledgeshare-web/
  - Categorise resource as specifically as possible, with special care selecting Staff Groups so the resource goes to those member who can make use of it.
- The search will be displayed in the Current Awareness emails as:

#### **Evidence-Based Summary**

#### Adalimumab for the treatment of pyoderma gangrenosum.

Carried out by Rachel Playforth from Brighton and Sussex on 6/11/2020 <u>https://www.knowledgeshare.nhs.uk/index.php?</u>

PageID=literature search request download&RequestID=25918

[This evidence search report includes an UpToDate summary which notes that adalimumab has been associated with pyoderma gangrenosum improvement in case reports. Most of the published cases have involved patients with concomitant inflammatory bowel disease or rheumatoid arthritis.]

Available with an NHS OpenAthens password

## 4.9 Viewing Evidence Searches

#### 4.9.1 Member view of their Evidence Searches

There are two ways a member can Evidence Search

- Via the homepage
- Via the My Skills Session page

#### 4.9.1.1 Members can view their Evidence Searches via their Home page

- The member needs to log into KnowledgeShare
- From their home page the member can view up to five of their most recent Evidence Searches and their status from their Home page.



• From the Home page the Member can view all their searches and the search workflow- unassigned, assigned, completed and cancelled by clicking **View all** in the top right of the 'Your Search Requests' box

Edit.Profile	Your Search Requers View
ts helps us to inform your work. It in touch and share	Investigate: pre-test probability and sensitivity and specificity for specific conditions Completion Deadline: 30/06/20
	Edit Profile inform your work, it in touch and share <u>View All</u>



Evidence Searches Requested by Mr Bert Gallows

Filter By:							
Unassigned Searches Assigned Searches There are no unassigned searches to d	arches Complete	d Searches	Cancelled Search	ies			
	Unassigned Sear	ches	Assigned Searches	Completed Searches Cancelled Search	hes		
	Request 🛓	Real			. Δα	signed .	
	ID •		Unassigned Sea	rches Assigned Searches Completed	Searches Cance	lled Searches	
	9742	<u>The u</u> durin	Request 🖨	Request Title	Completed Date	Completed By Librarian	Report Download
			6989	Troponin levels and abnormal ECGs in marathon runners	20/04/15	Tom Roper	Report Download
			6833	What is the role of iv fluids (if no blood available) in tamponade while preparing for thoracotomy?	27/02/15	Tom Roper	Report Download
			6272	Cardiac arrest: mechanical devices	24/06/14	Tom Roper	Report Download

# 4.9.1.2 Members can view their Evidence Searches via their Evidence Search Request List

- The member needs to log into KnowledgeShare
- The member needs to hold the cursor over Evidence and then click Evidence Search Request List



## 4.9.2 Staff view of Evidence Current Searches

#### 4.9.2.1 Searching for Evidence Searches

• Click on Advance Search



• Select the Evidence Search tab

## Advanced Search Facility

tesources Evidence Searches Users Skills Sessions Groups	ssions Group	Skills Sessions	Users	Evidence Searches	Resources	
--	--------------	-----------------	-------	-------------------	-----------	--

- Select terms in the appropriate filter fields
  - ID
- Request ID of the Evidence Search
- Title
  - o Will search for words in the title
- Description
  - o Will search for words in the Summary of Results
- Library and Knowledge Service
  - o Select Library and Knowledge Service of Member
- Status
  - Select one of the options from the pull-down list:
    - Unassigned
    - Assigned
    - Completed
    - Cancelled
- Carried out by
  - o Select Staff Member from the pull-down list
- Completion Between
  - Enter in dates directly or click on calendar function icon
- Feedback
  - Select one of the options from the pull-down list:
    - Insufficient
    - Sufficient
    - Not Fulfilled

## Advanced Search Facility

ID	Completion between	n						
		0	May	•	20'	18	•	0
Title	Feedback	Мо	Tu	We	Th	Fr	Sa	Su
			1	2	3	4	5	6
Description		7	8	9	10	11	12	13
		14	15	16	17	18	19	20
		21	22	23	24	25	26	27
Library and Knowledge Service		28	29	30	31			
Status Carried out by	•							
	Search							

#### 4.9.2.2 Staff view of their Current Searches

• Hold the cursor over Evidence and then click My Current Searches

Brighton an	Brighton and Sussex Library and Knowledge Service								
<b>Knowledge</b> Share									
Home	Evidence Search	Updates	Members						
Home > W	Request an Evidend	e Search							
Weld	Unassigned Eviden	ce Searches	gethare						
, i cito	My Current Searche	es 🗸	Click here						
Incor	Evidence Search Re	quest List	Quota Fulfilment						
Forth	coming Teachin	g Sessions	Unpublished Resou						
			Qualitative study other						

• Click on the request title to access it to add search results

Home E	vidence	Skills	Updates	Networking	Members	\$	Admin	?	Help
Home > My C	urrent Se	arches							
My Cur	rent S	Searche	S						
Request 🕴	Reque	st Title	:	Member 🖨	Request Date	\$ Deadline 🔷	Contact Member		\$
12404	Depress	ion and inflamma	ation	Click here	23/04/18	25/04/18	Email		
12405	Evidence treatme	<u>e for Lavender Oil</u> n <u>t</u>	as burn	Dr Joshua Jopp	09/05/18	23/05/18	Email		
## 4.10 Evidence Search Request List

- Hold the cursor over Evidence Search and then click Evidence Search Request List
- To view Assigned Literature Searches, Completed Searches, Cancelled Searches for your LKS click **Evidence Search Request List**

Brighton and	Sussex Library and	Knowledge Sei	vice						
۲۸7 ۲۰۶۲ Kn	KnowledgeShare								
Home	Evidence Search	Updates	Members						
Home > W	Request an Evidenc	e Search							
Weld	Unassigned Eviden	ce Searches	dgeShare						
	My Current Searche	25							
Incor	Evidence Search Re	quest List	Click here						

• Each column in the list can be searched in ascending and descending order.

### Why can't I see all my Evidence Searches on this page?

The View All Searches page Completed Search tab shows a rolling two month window of searches.

Use the Advanced Search function to find all searches.

## 4.10.1 Evidence Search Advanced Searches

#### 4.10.1.1 Staff view of their Evidence Searches completed in the last month

• Click on Advance Search



• Select the Evidence Search tab

Advanced Search Facility

Resources Evidence Searches Lisers Skills Sessions Groups
Resources Endence Searches Osers Osers Skills Sessions Choups

- Select the filter terms:
  - Completion between = DD/MM/YYYY DD/MM/YYYY
  - Library and Knowledge Service = Name of your Library Service on KnowledgeShare
  - Carried out by = Library Staff Name
  - Status = Completed

• Scroll down page and click Search

## 4.10.1.2 Staff views of assigned Evidence Searches

• Click on Advance Search



• Select the Evidence Search tab

Advanced Search Facility



- Select the filter terms:
  - Library and Knowledge Service = Name of your Library Service on KnowledgeShare
  - Carried out by = Library Staff Name
  - Status = Assigned
- Scroll down page and click Search

# 4.11 Native Database Alerts

#### How does KnowledgeShare manage database alerts?

As a native database alert is associated with an Evidence Search, KnowledgeShare records the native database alert on the Members profile record on the Communications tab of the User Settings page

### 4.11.1 Add a Native Database Alert

• After requesting an Evidence Search Member will have the option on the **Ongoing updates** page to request a number of supporting services after they have completed a search.

Ongoing updates
✓ Your search request has been saved.
Thanks for your request. One of the Library and Knowledge Service team will get back to you shortly with some results. Before you go, would you like to set up an ongoing alert to help you keep up to date? Create and receive Knowledgeshare updates on high-impact publications. You provide or modify a list of your professional interests.
Receive updates on this search. This search will be re-run automatically at regular intervals with the results emailed directly to you.
journals.
Select

- **Receive updates on this search.** This search will be re-run automatically at regular intervals with the results emailed directly to you.
  - Select this if Member has requested a native database alert.
  - A message at the top of the Request Form will show a native database alert has been requested

Activity Lo	Request Form	Search Results						
	HDAS ongoing alert is required for this request.							
	lativo databaso	alorte aro ch	own on the Members Liser Settings page					

 Native database alerts are shown on the Members User Settings page Communications tab

Evidence Search Updates	
The following updates are based on evidence searches you have requested in the past. These alerts are not controlled via KnowledgeShare but are set up manually by your librarian. This section allows you to request that they be cancelled if no longer required.	
Wound coverage in trauma	

## 4.11.2 Delete a Native Database Alert

 On a Members User Settings>Communication tab, there is a red 'X' next to the title of the search associated with the native database alert

- Click the 'X' to cancel a native database alert
- A message at the top of the page confirms
  - 'An email has been sent to your library and knowledge service asking them to cancel this evidence search update'.

Home > My Profile > Mr Mulberry Hawk - User Settings								
Mr Mulberry Hawk - User Settings								
✓ An email has been sent to your library and knowledge service askin	An email has been sent to your library and knowledge service asking them to cancel this evidence search update							
Communication Privacy Connections								
Personalised Updates Newsletters								
KnowledgeShare keens you informed about new publications	Vour library and knowledge service prenares regular							

- Scrolling to the bottom of the tab the 'X' has gone and there is a message under the native database alert title:
  - o 'A request to cancel this alert has been sent'

Evidence Search Updates
The following updates are based on evidence searches you have requested in the past. These alerts are not controlled via KnowledgeShare but are set up manually by your librarian. This section allows you to request that they be cancelled if no longer required.
Wound coverage in trauma A request to cancel this alert has been sent

- Three emails are then sent stating the request to cancel the native database alert:
  - o To the member
  - To the members assigned librarian
  - $\circ~$  To the name administrator of the members library service
- The native database alert option on the Search Result tab of the search should then be changed from 'Ongoing Update running' to 'Ongoing update cancelled':

Home	Evidence	Skills	Updates	Networking	Members	\$	Admin	•	Help
Home > 0	ompleted Sea	rches > Wou	ind coverage in	trauma					
Wour	nd cove	rage in	trauma						
Wound of Time spent	<b>overage in tr</b> 120 minutes.	auma Assigne	ed to Elaine Watso	n. Requested by <u>Mr.N</u>	/ulberry Hawk				
Send E	nail Crea	ate as Resource	Re Oper	Report Do	wnload	Send completed Rep	ort	Co	ру
Activit	y Log Req	uest Form	Search Results	Member Feedb	ack				
HDAS A	lert		Ongoing update	cancelled 💌					
Date R	inge Used		Ongoing update Ongoing update	running cancelled					
Limits	Jsed		English Language						

## 4.12 Sharing Evidence Searches with another library service

To support collaboration between library teams, evidence search requests from a selected organisation, or organisations, can be shared between library services.

Library services will need to explicitly agree to share evidence searches from members of a selected organisation or organisations.



4.12.1 Adding an Evidence Search request from a shared organisation

Hold the cursor over Evidence and then click Request an Evidence Search



- Staff can add Evidence Search requests for their own library members
- Staff cannot add Evidence Search requests for library members at another library service, even when the organisation is shared with that library service

4.12.2 Unassigned Evidence Searches from a shared organisation

- Hold the cursor over Evidence and then click Unassigned Evidence Searches
- An alert symbol A shows search requests where the member's organisation is shared, and they are not members of your library service

Home Evidence	Skills	Updates	Members		🔅 Adm	in (	Help	
Home > Unassigned Evider	ice Searc	hes						
Unassigned Ev	iden	ce Sear	ches					
Due Within A Week Evidence for aspirin versus clopidogrel after percutaneous coronary intervention		Any evic incidenc	lence exposur e of dementia	re to lead in petr ?Requested by: Barbara Pi	ol and ir	ncrea	ised	
Any evidence exposure to lead in petrol and increased incidence of dementia? Requested by: Barbara Pinkerton		Date requested Deadline: Request F	orm Search Result	Assign to Me Assign s Activity Log	to			
		Request	number	Save 33173				
		Request	date	16 / 12 / 2021				
		Requesti	ng member	Barbara Pinkerton (M Clinic)	akepeace Com	munity		

4.12.3 Assigned Evidence Searches from a shared organisation

- Hold the cursor over Evidence and then click My Current Searches
- In the list of searches, an alert symbol A shows search requests where the member's organisation is shared and they are not members of your library service

Home	Evidence Skills	Updates	Mem	bers				🔅 Ad	min 🕐	Help
Home > My Current Searches										
My Cur	rent Search	es								
Request 🗧	Request Title		\$	Member	\$	Request Date	¢	Deadline 🌲	Contact Member	\$
33171	Evidence for aspirin versus clopidogrel after percutaneous coronary intervention			Godfrey Ablewhite		16/12/21		22/12/21	Email	
33173	Any evidence exposi increased incidence	ure to lead in petrol of dementia?	and	Barbara Pinkerton		16/12/21		22/12/21	Email	

• When viewing a search, an alert symbol A shows search requests where the member's organisation is shared, and they are not members of your library service.

