



Evidence

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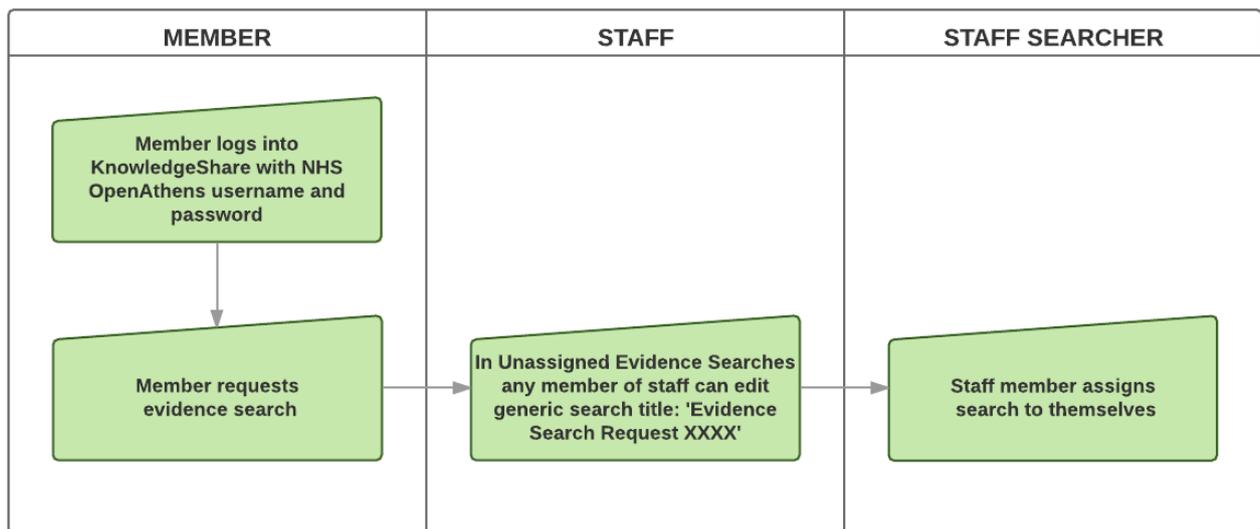
Evidence

What is Evidence?

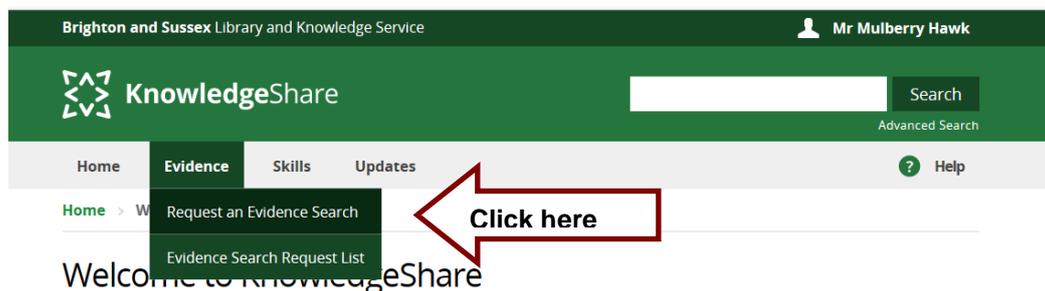
Evidence is the KnowledgeShare term for Literature Searches.

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**



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

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 [teaching sessions](#).

Save Cancel

Request date 21/05/18

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 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

All KnowledgeShare members
 Librarians and staff of your organisation
 Librarians only

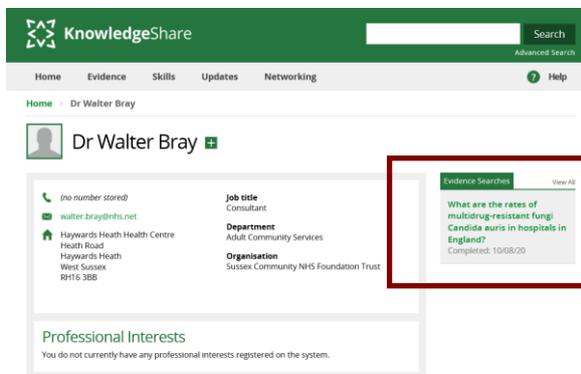
* Membership of KnowledgeShare is open to health and social care staff and students only.

Completion deadline / /

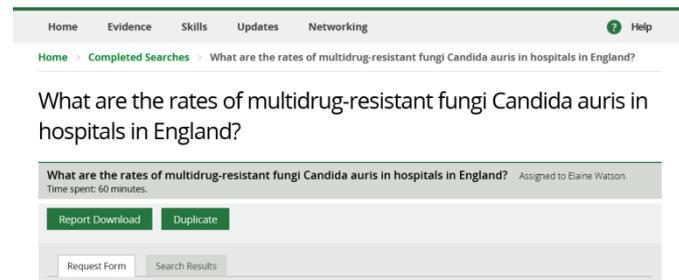
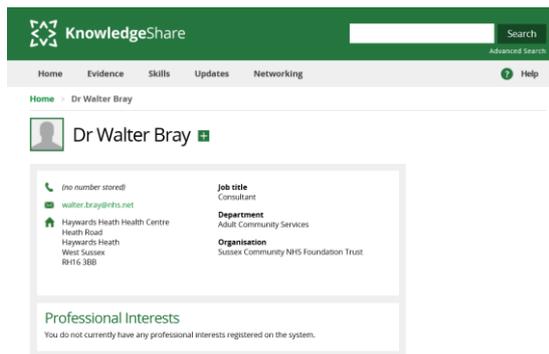
To facilitate collaboration, the 'Sharing your knowledge' question asks the Member who will see that they have requested an Evidence Search.

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



Requester's name not displayed on their profile page or on the completed search page



- 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:

Other reasons for search

<input type="checkbox"/> Audit	<input type="checkbox"/> General interest / CPD
<input type="checkbox"/> Business case	<input type="checkbox"/> Research / Publication
<input type="checkbox"/> Care of a specific patient	<input type="checkbox"/> Service change / Guideline / Policy
<input type="checkbox"/> Commissioning	<input checked="" type="checkbox"/> Teaching / Presentation
<input type="checkbox"/> Coursework / Study	

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:

Request title

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.

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

✓ 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. 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.

- 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 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 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':



- 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**
 - 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: [Evidence Search Request 12441](#) 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:

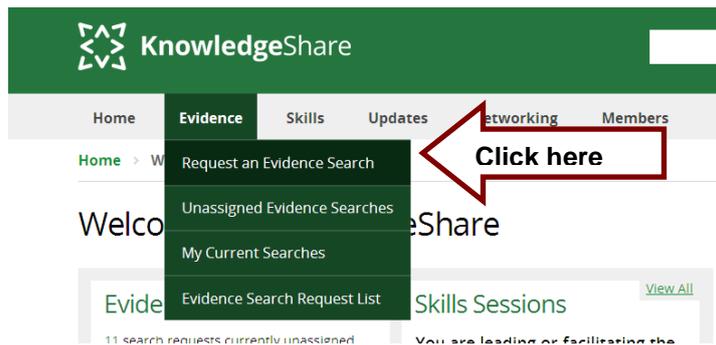
- Mr Gabriel Oak has made an evidence search request: [Evidence Search Request 12442](#)

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
 - *Mandatory Field*
 - *Default setting is today's date*
- Requesting Member
 - Enter as First Name Last Name
 - Select the Member's 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 [teaching sessions](#).



- 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 [teaching sessions](#).

Request date 07 / 08 / 2017 

Requesting member benedict cumberbatch

 You have not selected a user on 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 administrator 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 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 head

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.

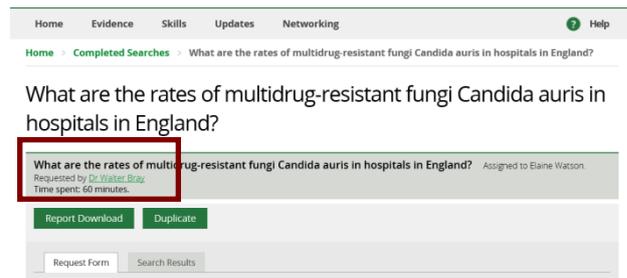
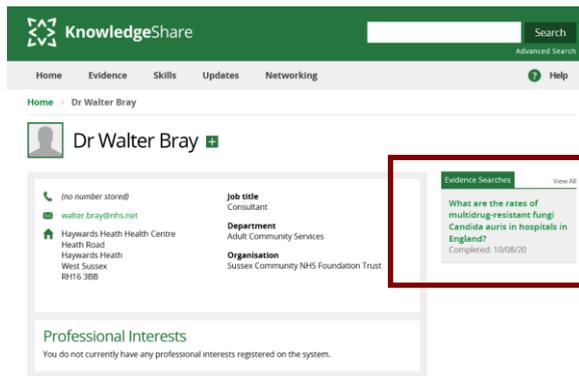
All Completed Evidence Search reports are visible to all librarians and members.

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.

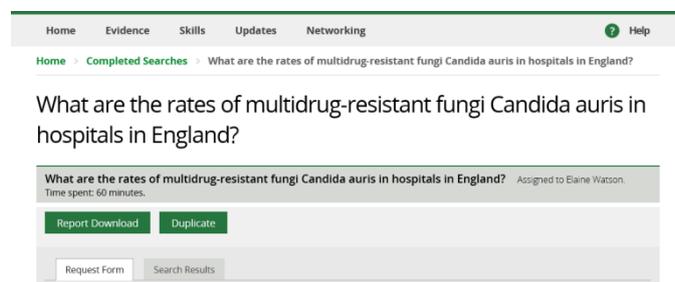
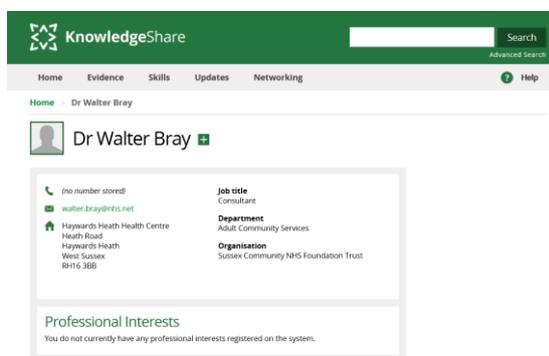
To facilitate collaboration, the 'Sharing your knowledge' question asks the Member who will see that they have requested an Evidence Search.

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Requester's name displayed on their profile page and on the completed search page



Requester's name not displayed on their profile page or on the completed search page



- 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

Primary reason for search

Other reasons for search

- Audit
- Business case
- Care of a specific patient
- Commissioning
- Coursework / Study

Nov 2017

Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	CPD tion
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24	25	
27	28	29	30			

Click on date

- Primary Reason for Search
 - *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
 - 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
- Business case
- Care of a specific patient
- Commissioning
- Coursework / Study
- General interest / CPD
- Patient Information
- Research / Publication
- Service change / Guideline / Policy
- Systematic review
- Teaching / Presentation

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 making	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*
 - 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 <i>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>	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)
 - 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	<input type="checkbox"/> English
	<input type="checkbox"/> All
	<input checked="" type="checkbox"/> Other (please specify)
Other Languages	<input type="text"/>

- 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.)
 - 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	<input type="checkbox"/> All Ages	<input type="checkbox"/> Adolescent (13 - 18 years)
	<input type="checkbox"/> New Born (Up to 1 month)	<input checked="" type="checkbox"/> Adult (19 - 65 years)
	<input type="checkbox"/> Infant (1 - 23 months)	<input checked="" type="checkbox"/> Adult (66 - 79 years)
	<input type="checkbox"/> Children (2 - 12 years)	<input checked="" type="checkbox"/> 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?	<input type="text" value="No"/>
Specify locations	<input type="text"/>

- 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 ▾ *Do you think there is much published information available on this topic?*

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 Illiffe, 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.

Document 1	<input type="button" value="Browse..."/> C002 Safeguarding Adults At Risk Policy V2 July15.pdf
Document 2	<input type="button" value="Browse..."/> No file selected.
Document 3	<input type="button" value="Browse..."/> No file selected.
Document 4	<input type="button" value="Browse..."/> No file selected.
Document 5	<input type="button" value="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. elaine.watson13@nhs.net; ben.skinner@nhs.net
- Where did you learn about this service?
 - *Mandatory field*

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)

- 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.

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.

- **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 ongoing 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



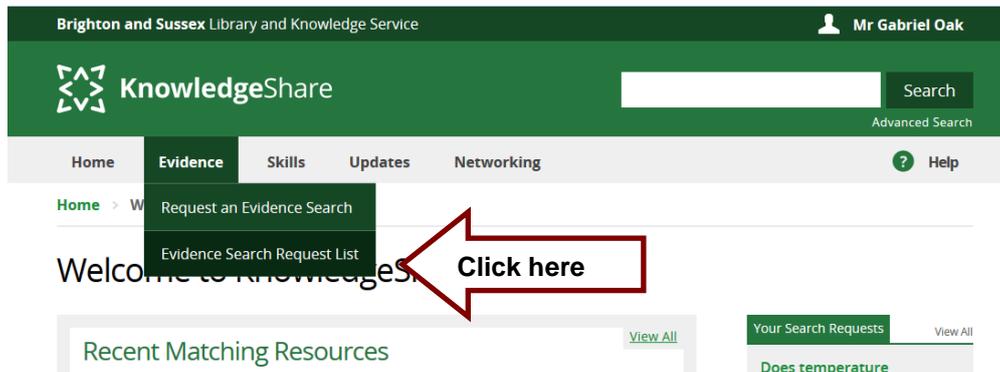
- Receive table of contents for a journal. Each time a new issue is published you will be sent the table of contents of your chosen journal or journals.
 - This function is still disabled

4.1 Unassigned Evidence Search Requests

4.1.1 View Unassigned Searches

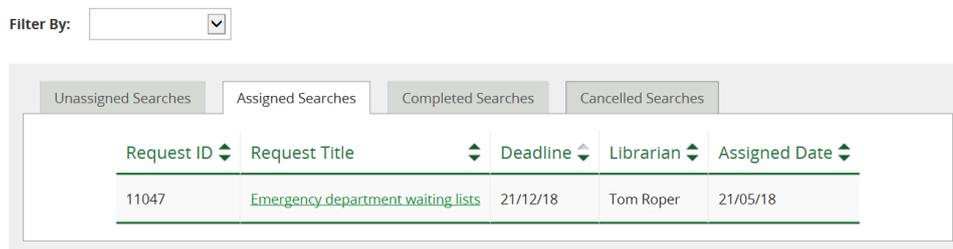
4.1.1.1 Members view of their Unassigned Searches

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

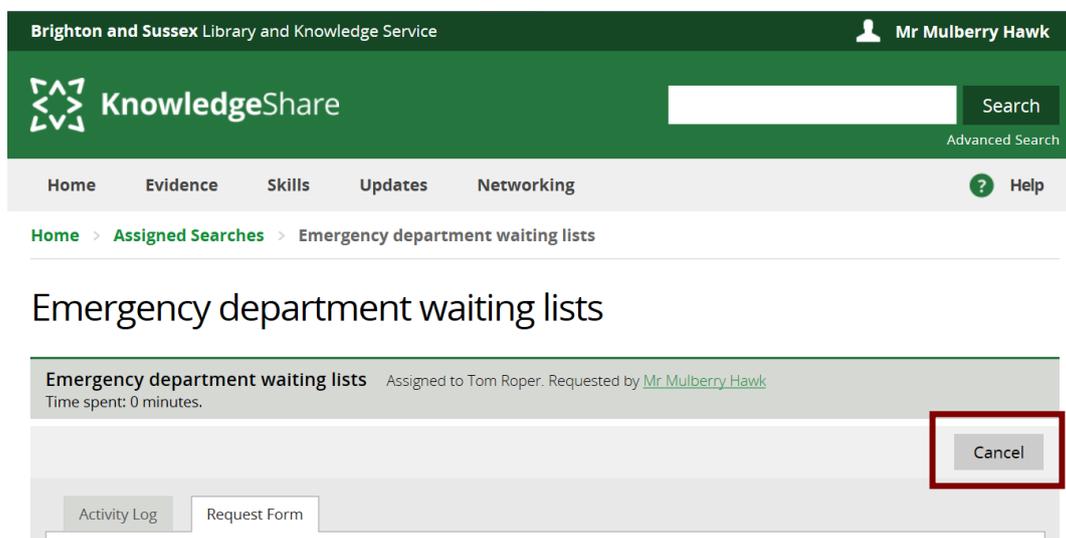


- The member needs to click on **Assigned Searches** tab and select the title of the search they want to copy

Evidence Searches Requested by Mr Mulberry Hawk

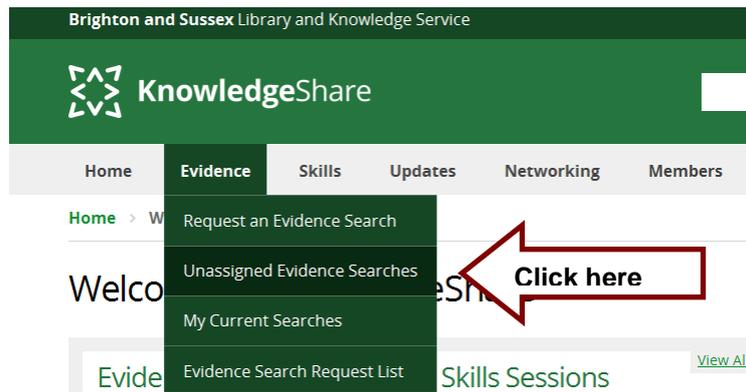


- The member can only see the librarian who is assigned the evidence search, The Request Form tab and Activity Log tab. The Member has the option to cancel the unassigned search.

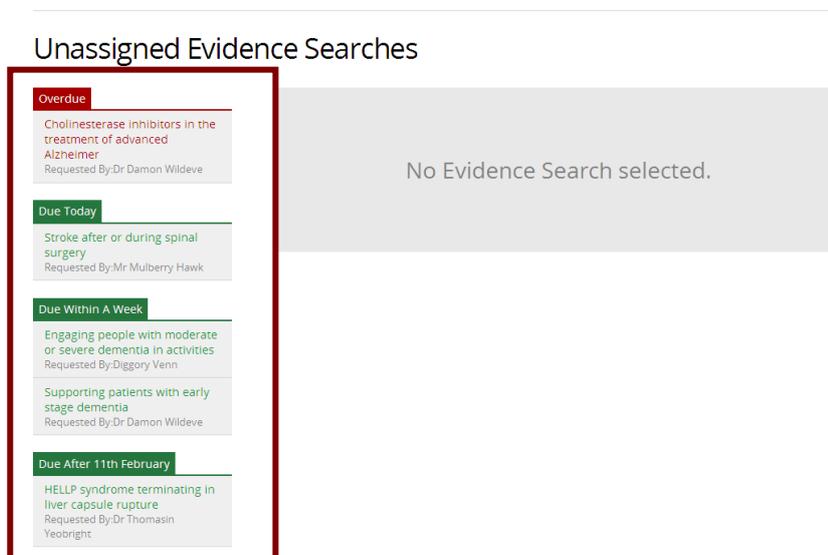


4.1.1.2 Staff view of Unassigned Searches

- 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)



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

Overdue

Emergency readmissions within 30 days following hospital discharge
Requested by: Miss Susan Henchard

Due Today

Diagnosis, medical management or physiotherapy for frozen shoulder/adhesive capsulitis.
Requested by: Mrs Susan Nunsuch

Due Within A Week

Evidence Search Request 10765
Requested by: Mr Mulberry Hawk

Due After 14th August

Are there published (evidence-based) guidelines on antibiotic prescribing in palliative care?
Requested by: Diggory Venn

Treatment of whiplash injuries in front-end collisions
Requested by: Dr Joshua Jopp

No Evidence Search selected.

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

Request title

Evidence Search Request 10765

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.

What is the quality of life for patients after 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

31 / 01 / 2015

Deadline Revised By Staff

07 / 02 / 2015

- Add additional 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	31 / 01 / 2015
Deadline Revised By Staff	07 / 02 / 2015

On Home page:

Evidence Searches [View All](#)

13 search requests currently unassigned

Your incomplete evidence searches

- Jan 31** Diagnosing asthma
Dr Gabriel Oak
- Feb 17** Evidence for care of elderly after multiple trauma.
Mr Mulberry Hawk

4.1.4 Delete an unassigned search request

- Only the System Administrator can delete an unassigned search. Email uhsussex.knowledgeshare@nhs.net 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**

Trust induction
 Leaflet / poster / library newsletter
 Used the service before
 None Given (Imported from previous system)

Save

- 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:
 - 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.

[Home](#) > [My Current Searches](#) > Strategy to prevent high blood pressure

Strategy to prevent high blood pressure

Strategy to prevent high blood pressure Assigned to Elaine Watson. Requested by [Elizabeth Higden](#) 

Time spent: 0 minutes.

[Send Email](#) [Add Time Spent](#) [Complete Search](#) [Change Title](#) [Reassign](#)

[Request Form](#) [Search Results](#)

Warning

This member is no longer assigned to this LKS

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

Unassigned Evidence Searches

The screenshot displays the KnowledgeShare interface. On the left, there are four cards for unassigned searches:

- Overdue:** Procedural guidance on performing peripheral/central intravenous cannulation and venipuncture. Requested by: Miss Elizabeth Bennet.
- Due Today:** Best treatment for anaphylactic shock. Requested by: Batsheba Everdene.
- Due Within A Week:** Does temperature determine the effectiveness of adenosine? Requested by: Mr Gabriel Oak.
- Due After 28th May:** Evidence Search Request 12400. Requested by: William Darcy.

The main area shows the details for the search "Does temperature determine the effectiveness of adenosine?". It includes the request number (12413), request date (21/05/2018), and requesting member (Mr Gabriel Oak). A red box highlights the "Assign to Me" button. A dropdown menu is open, showing a list of names: Inga Agustsdottir, Carrie Anne, Melanie Arnold, Sue Austin, Helen Barrett, Cecilia Bethencourt-Dunning, and Inor Bchre.

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 screenshot shows the KnowledgeShare navigation menu. The "Evidence" tab is highlighted, and a dropdown menu is open, showing "Request an Evidence Search" and "Evidence Search Request List". A red arrow points to the "Evidence Search Request List" option with the text "Click here".

- 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

Filter By:

Unassigned Searches Assigned Searches Completed Searches Cancelled Searches

Request ID	Request Title	Deadline	Librarian	Assigned Date
11047	Emergency department 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 > Assigned Searches > Evidence for reducing waiting times in emergency medicine

Evidence for reducing waiting times in emergency medicine

Evidence for reducing waiting times in emergency medicine Assigned to Tom Roper. Requested by [Mr Mulberry Hawk](#)
Time spent: 90 minutes.

Activity Log Request Form Cancel

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

Home > Evidence Searches Requested by Mr Mulberry Hawk

Evidence Searches Requested by Mr Mulberry Hawk

Filter By:

Unassigned Searches Assigned 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	

- 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

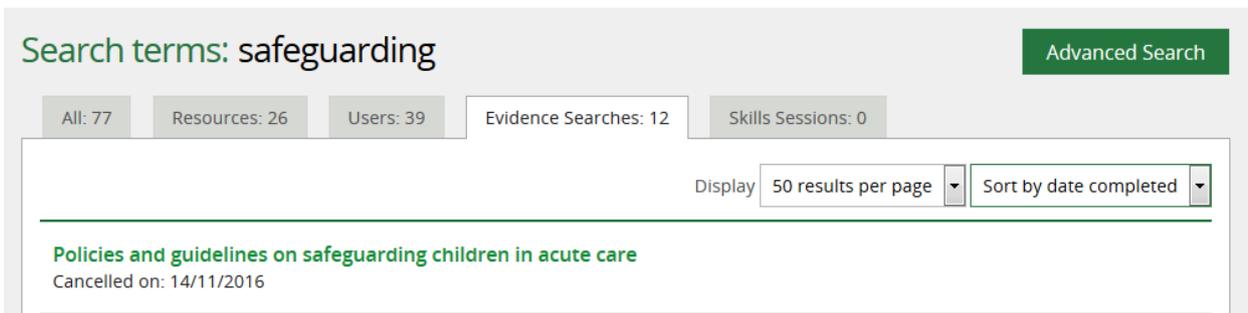
Staff cannot delete an assigned search request, but they can cancel an assigned search

- Click **Cancel**



- 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



- 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

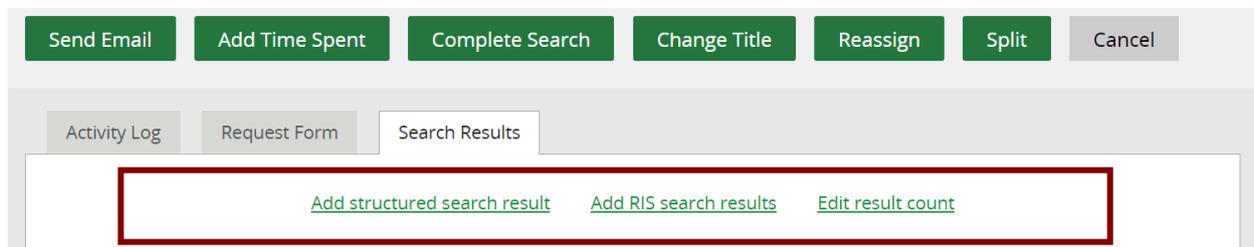
Filter By:

Assigned 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

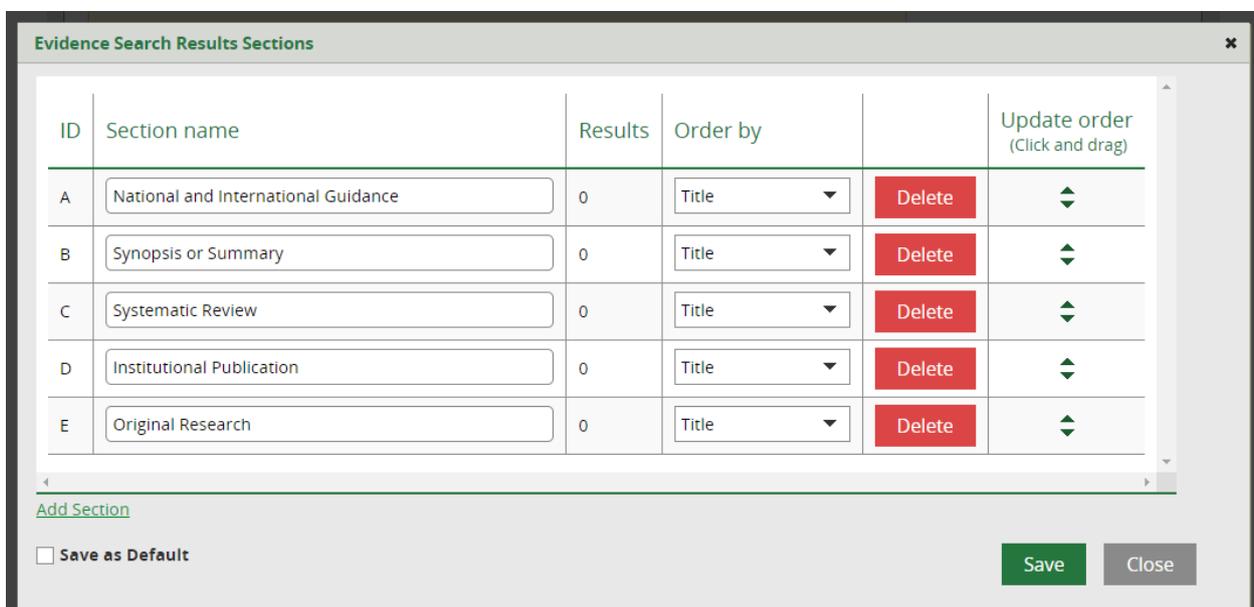
- The **Search Results** tab has links to the functions that add results to the result document.
- Search results do not need to be added in the order the links are listed



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



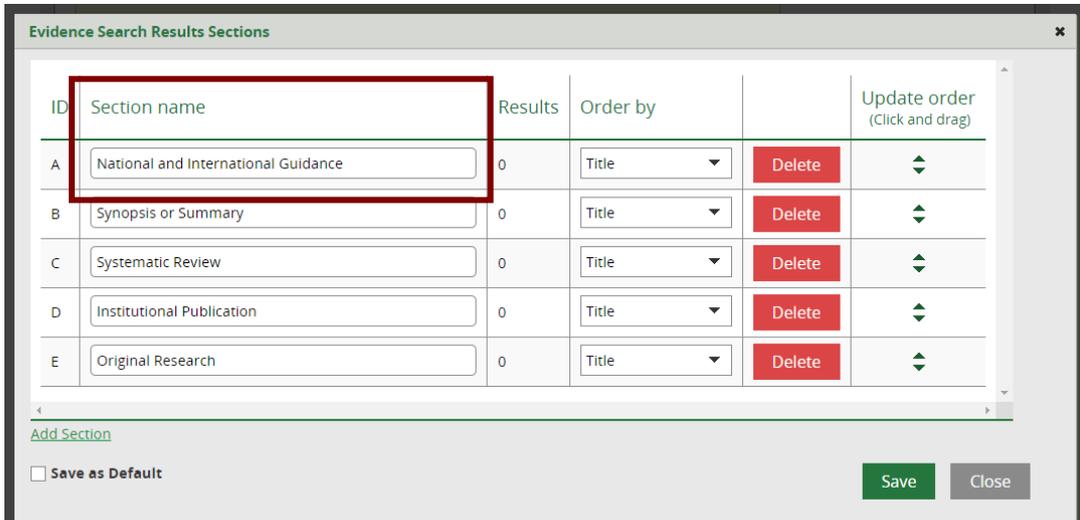
- The Sections can be edited, deleted and new Sections added using the **Edit Sections** button



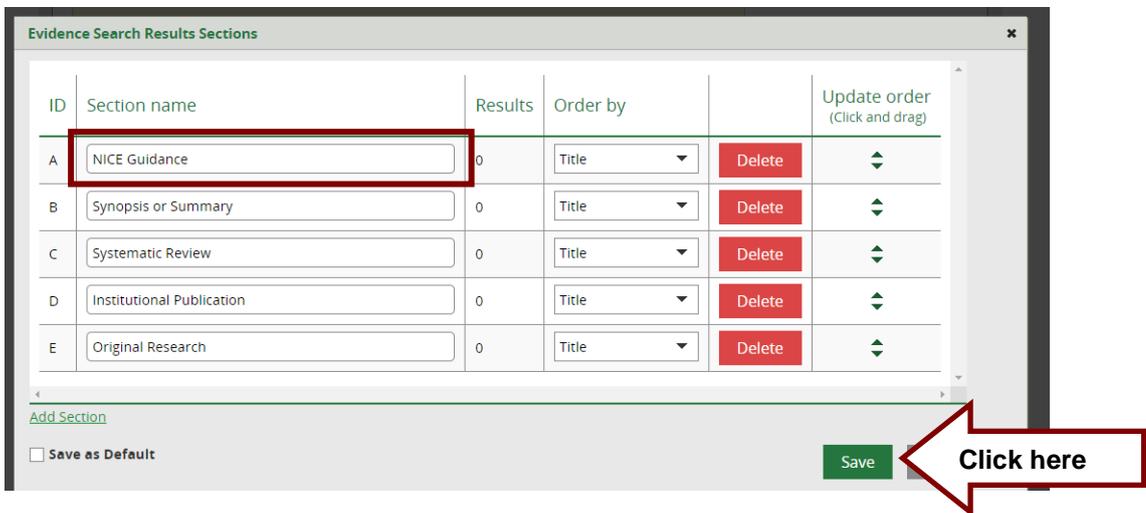
- Sections that contain no results will not be listed in the Results Search Report.

4.3.1.1 Edit Existing Section Name

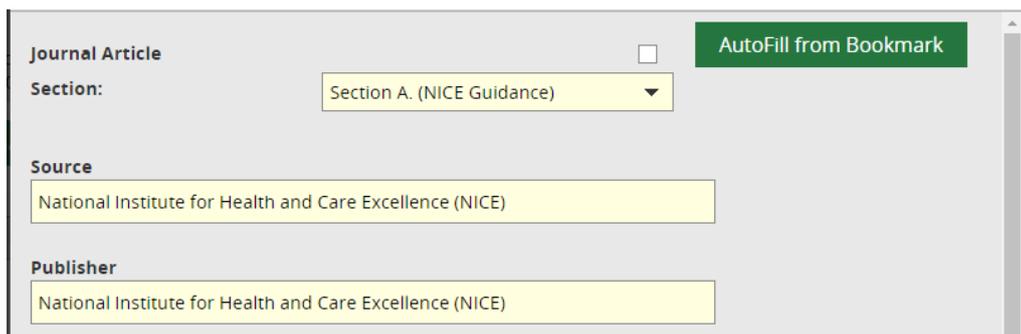
- Existing Section names can be edited by clicking in the appropriate 'Section name' field



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

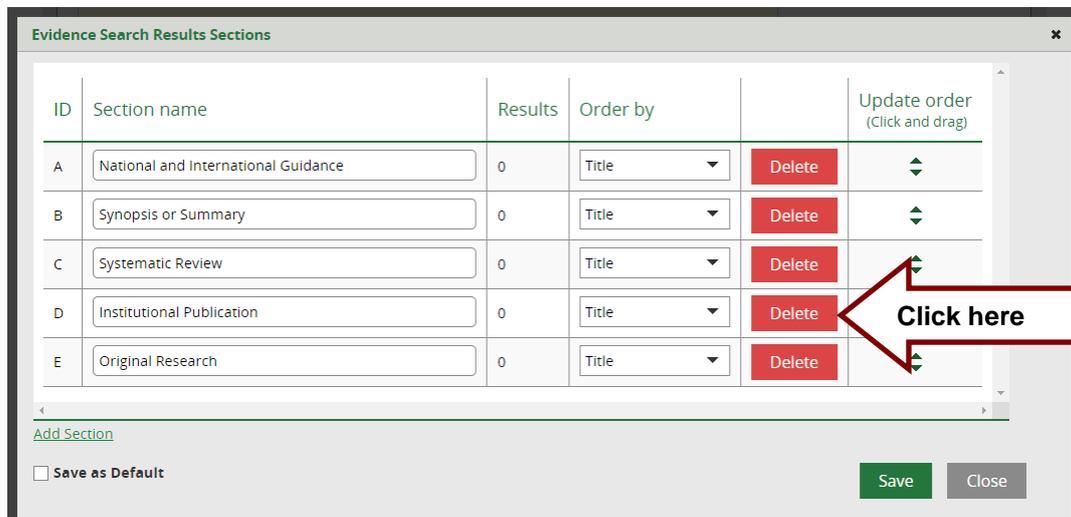


- The edited Section name is then available to select when adding results

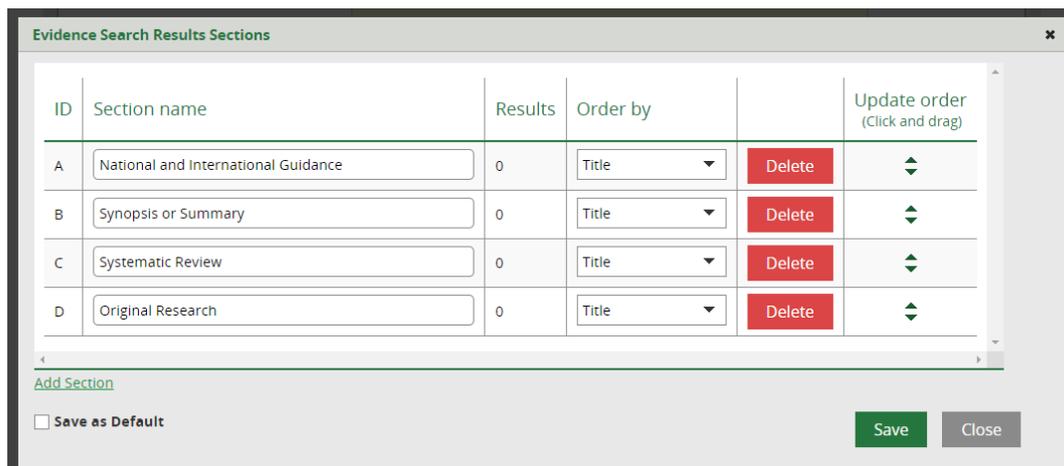


4.3.1.2 Delete Existing Section Name

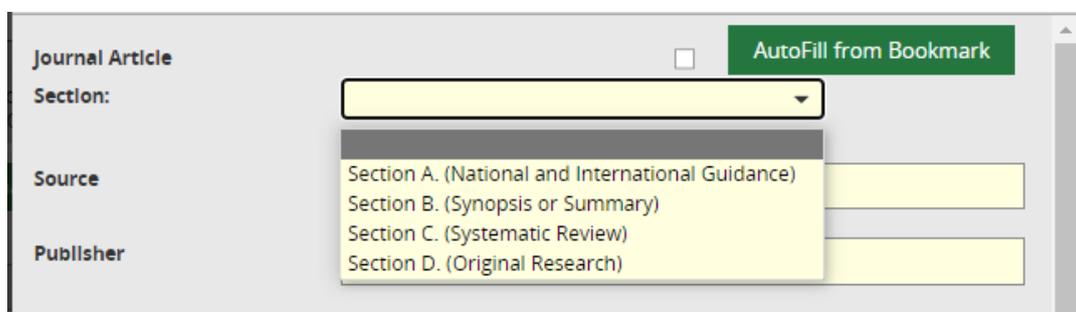
- The Sections that contain no results will not be listed the Results Search Report.
- Existing Section names can be deleted by clicking **Delete**



- Click **Save** and **Close**

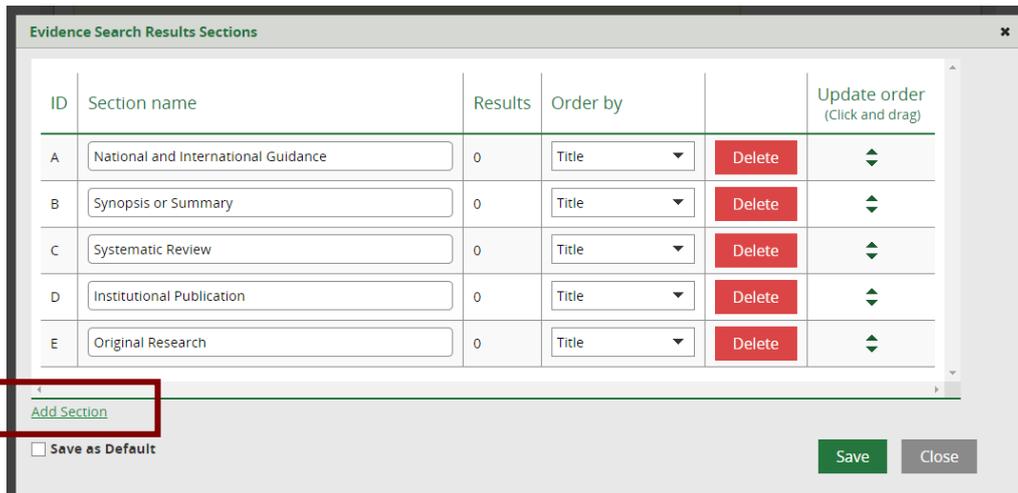


- The deleted Section name is no longer available to select when adding results

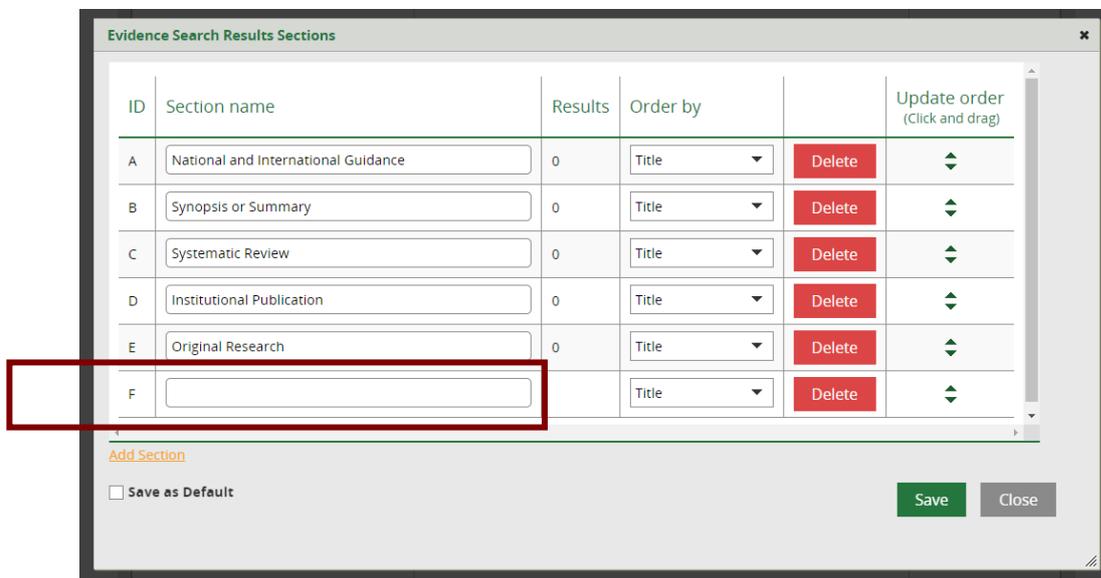


4.3.1.3 Add a new Section Name

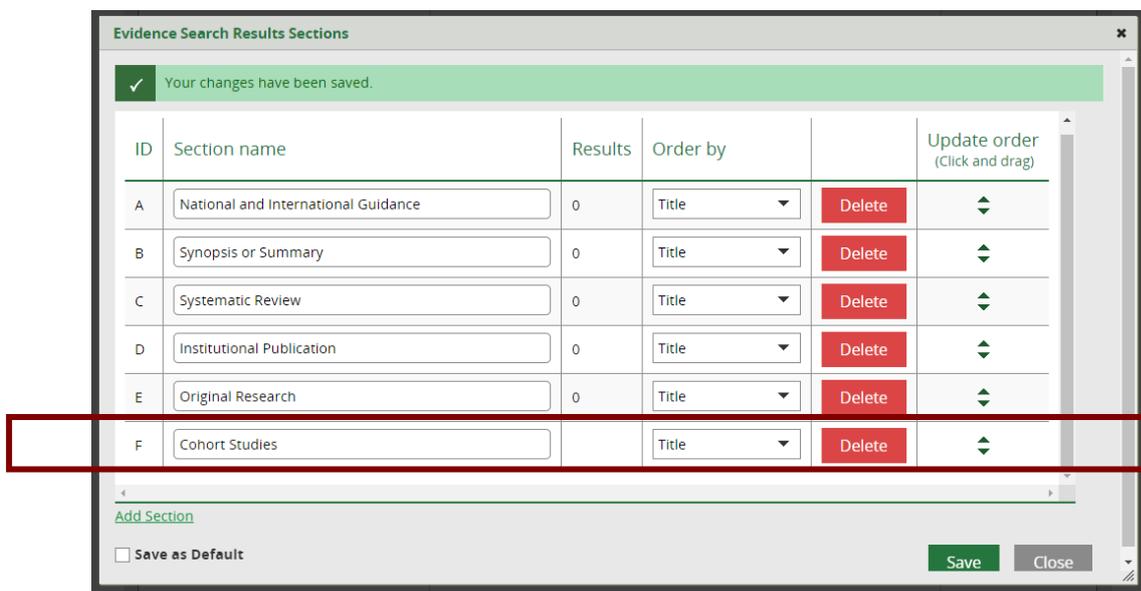
- Section names can be added by clicking the link **Add Section**



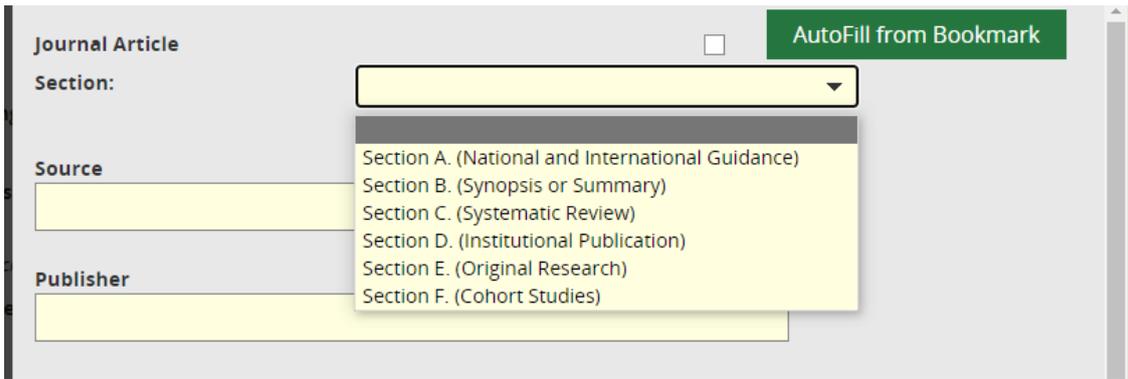
- Enter the new Section name in the empty Section name field



- Click **Save** and **Close**

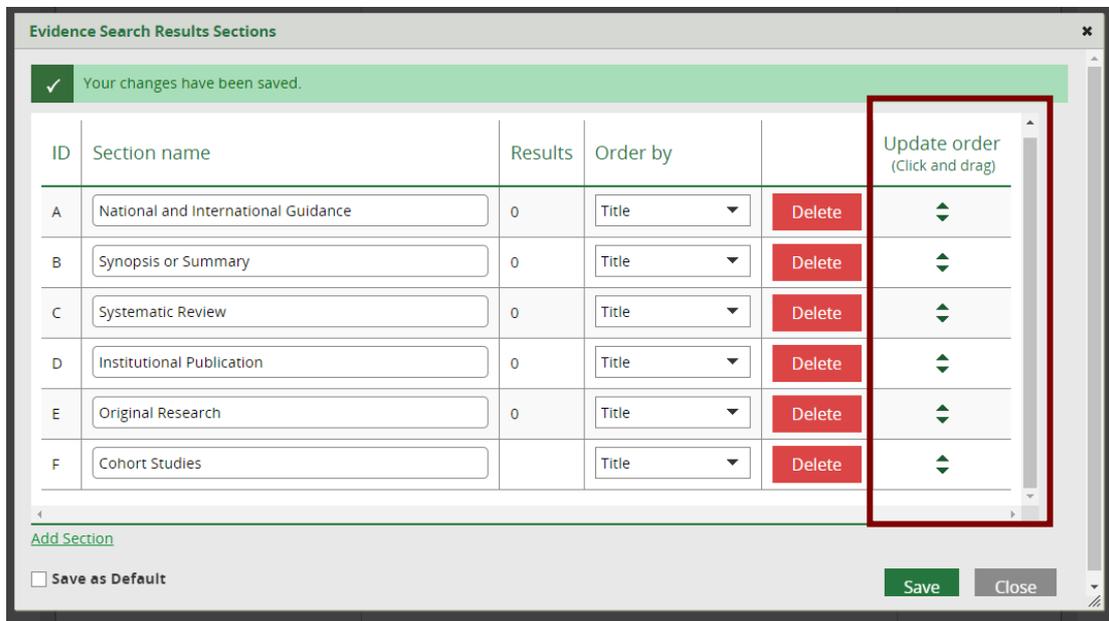


- The new Section name is then available to select when adding results

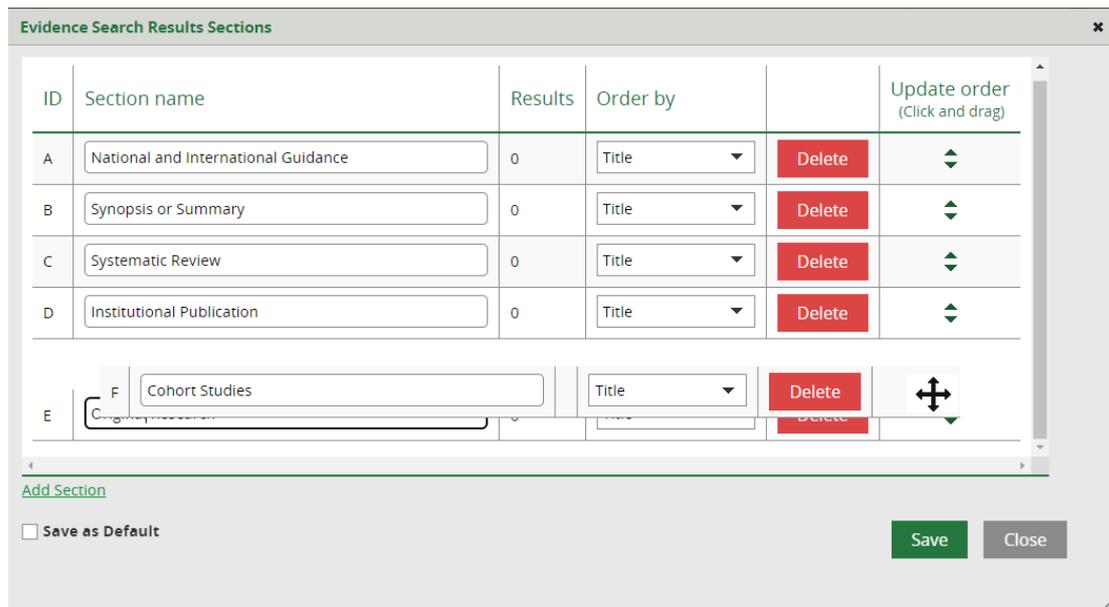


4.3.1.4 Reorder Section Names

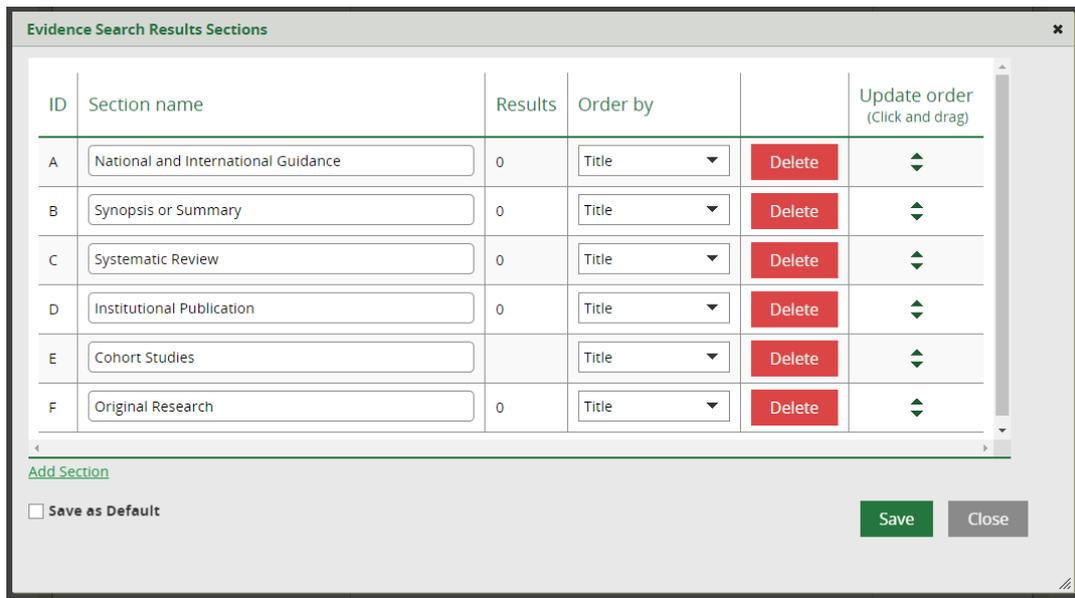
- Section names can be reordered by using the 'Update order' column



- 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



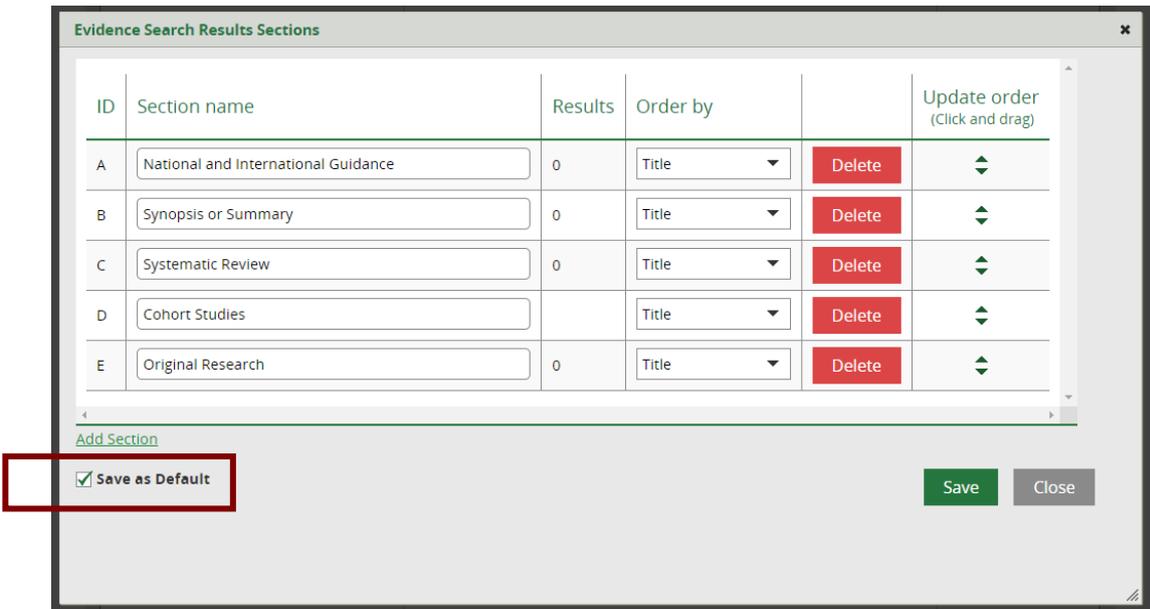
- The sections will now be saved in this order



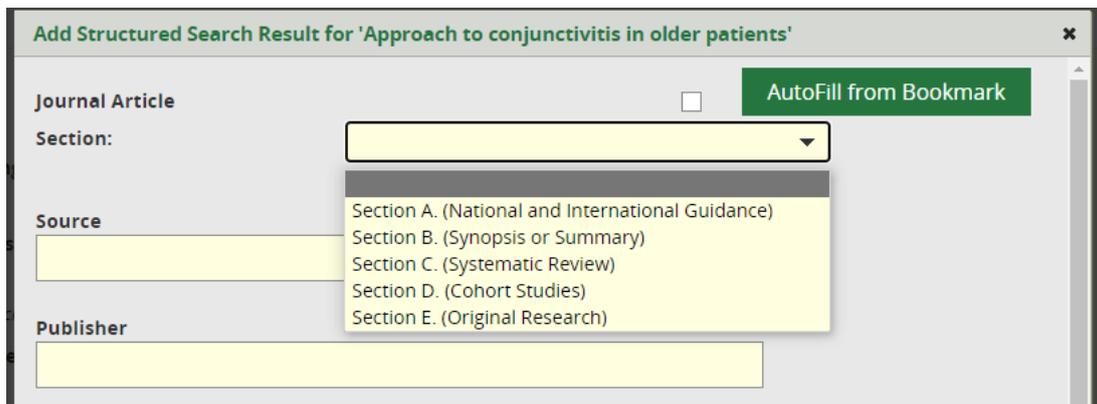
- Click **Save** and **Close**

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



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

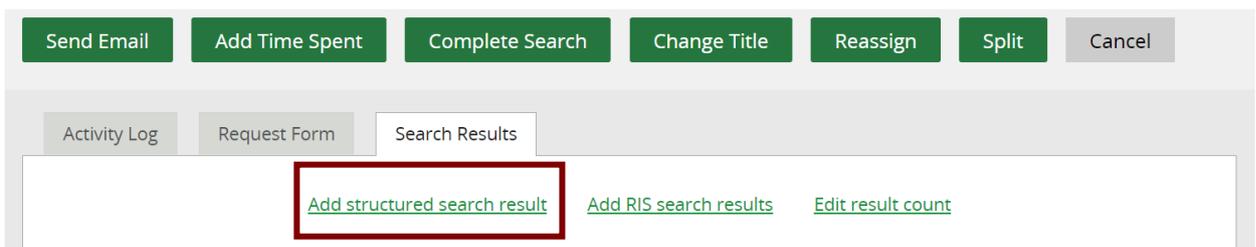


4.3.2 Add Structured Search result

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**



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

The screenshot shows a web form for adding structured search results. At the top, there is a title bar: "Add Structured Search Result for 'Liraglutide (or other GLP1 analogue) in Type 1 diabetes'". Below this, there is a "Journal Article" checkbox which is currently unchecked. To its right is a green button labeled "AutoFill from Bookmark". Underneath, there is a "Section:" label followed by a dropdown menu. Below that are several input fields: "Source", "Publisher", "Title", "Authors", "Year published", and "URLs". All these input fields are currently empty and highlighted in yellow.

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

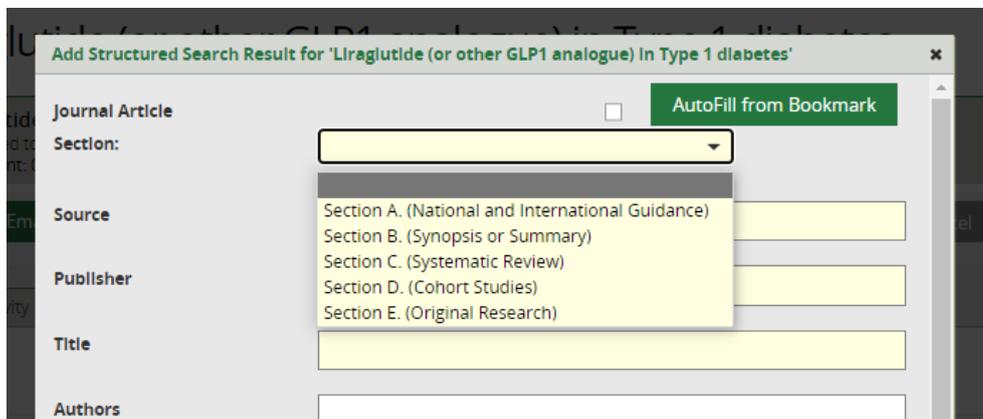
Field	Journal box checked	Journal box Not Checked
Source	✓	✓
Publisher	✗	✓
Journal Title	✓	✗
Title	✓	✓
Authors	✓	✓
Year Published	✓	✓
URLS	✓	✓
Access Restriction	✓	✓
Summary	✓	✓
Journal	✓	✗

Volume	✓	✗
Issue	✓	✗
Pages	✓	✗

- 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



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



- Source

- *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 of the search or a search on a similar topic. It also provides the Evidence Search requester with information on which sources have been used.
- Select the source from the list below where available. If the source is not listed type in the field

Add Structured Search Result for 'Liraglutide (or other GLP1 analogue) in Type 1 diabetes'

Journal Article AutoFill from Bookmark

Section: Section A. (National and International Guidance) ▼

Source

nice

- National Institute for Health and Care Excellence (NICE)
- NICE Clinical Knowledge Summaries
- NICE Medical technologies guidance
- NICE Pathways
- NICE Quality Standard
- UNICEF

Authors

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

Add Structured Search Result for 'Liraglutide (or other GLP1 analogue) in Type 1 diabetes'

Journal Article AutoFill from Bookmark

Section: Section A. (National and International Guidance) ▼

Source

National Institute for Health and Care Excellence (NICE)

Publisher

nice

- National Institute for Health and Care Excellence (NICE)
- United Nations Children's Fund (UNICEF)

Authors

- Title
 - *Mandatory field*
 - Copy the title of the result and paste in this field
- Authors
- Year Published
 - *Mandatory field*
- URLs
 - 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
 - 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

The screenshot shows a configuration window for a search result. It has a title bar 'URLs'. There are two text input fields for URLs. The first contains 'https://www.nice.org.uk/guidance/ng17' and the second contains 'https://www.nice.org.uk/guidance/ng17/resources/type-1-diabetes-in-adults-di'. To the right of each URL field is a 'Remove URL' button. Below the second URL field is a green 'Add URL' button. Underneath is an 'Access restriction' dropdown menu with 'Freely available online' selected. Below that is a 'Summary' text area containing the text 'See Recommendation | 1.1 Diagnosis and early care plan on page 58'. At the bottom of the window are three buttons: 'Cancel', 'Save', and 'Delete'.

- 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 lists those sites that can be used for bookmarking with notes on any issues and actions needed:

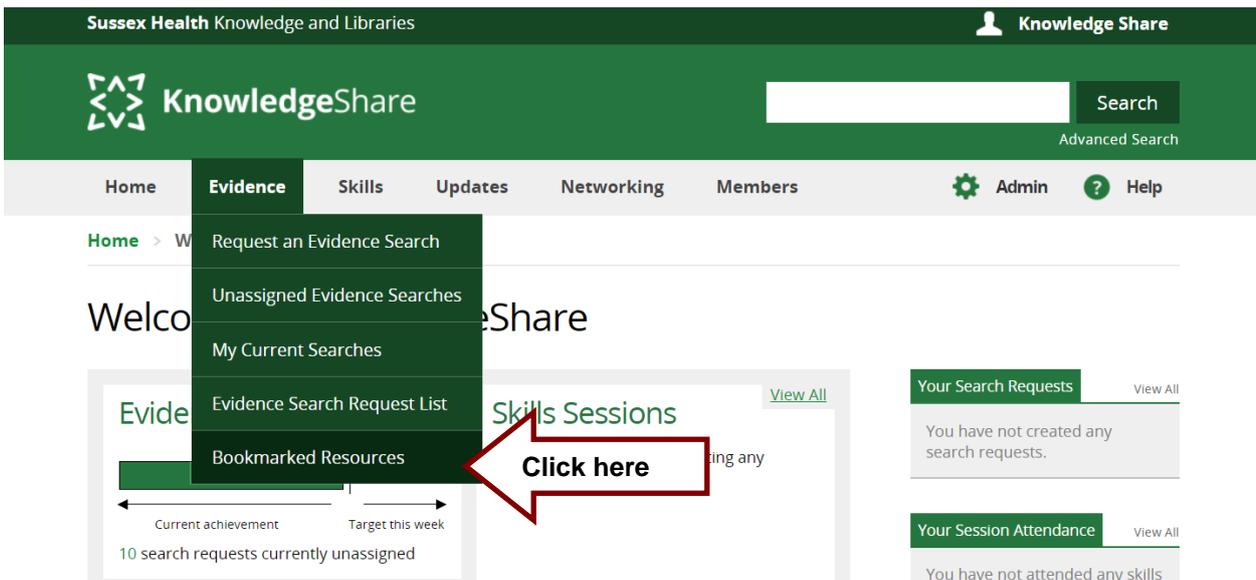
	<i>Website</i>	<i>Notes</i>
BMJ	www.bmj.com	Use individual article from BMJ where the URL starts: https://www.bmj.com ... For example: https://www.bmj.com/content/363/bmj.k4857
Cochrane Systematic Reviews	https://www.cochranelibrary.com/	Use individual review pages. For example: https://www.cochranelibrary.com/cdsr/doi/10.1002/14651858.CD001919.pub4/full 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: https://www.kingsfund.org.uk/publications/ For example: https://www.kingsfund.org.uk/publications/nhs-hospital-bed-numbers
Nature	www.nature.com	Use individual review pages. For example: https://www.nature.com/articles/s41432-020-0137-z 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: https://www.nice.org.uk/guidance/ta748

Lippincott® Journal collection	http://journals.lww.com	Use individual article pages. For example: https://journals.lww.com/ahm/Fulltext/2021/09000/Acupuncture and Herbal Medicine launched_building_1.aspx
PLOS	https://plos.org/#journals	Use individual article pages. For example: https://journals.plos.org/plosmedicine/article?id=10.1371/journal.pmed.1002445
PubMed	https://pubmed.ncbi.nlm.nih.gov/	Use individual article pages. For example: https://pubmed.ncbi.nlm.nih.gov/34762326/
SAGE	http://journals.sagepub.com	Use individual article pages. For example: https://journals.sagepub.com/doi/full/10.1177/2292550320963111
Science Direct	www.sciencedirect.com	Use individual article pages. For example: https://www.sciencedirect.com/science/article/pii/S1548559521000112
NHS England	https://www.england.nhs.uk/publication/	Use individual publication pages. For example: https://www.england.nhs.uk/publication/framework-for-digital-solutions-for-the-deployment-of-sessional-clinical-capacity-in-primary-care/
McMaster PLUS	https://plus.mcmaster.ca/kt/	Use individual article pages. For example: https://plus.mcmaster.ca/kt/Home/Article/109593
EvidenceAlert	https://www.evidencealerts.com/	Use individual article pages. For example: https://www.evidencealerts.com/HitParade/StellarHighestRated/96168?discipline=user

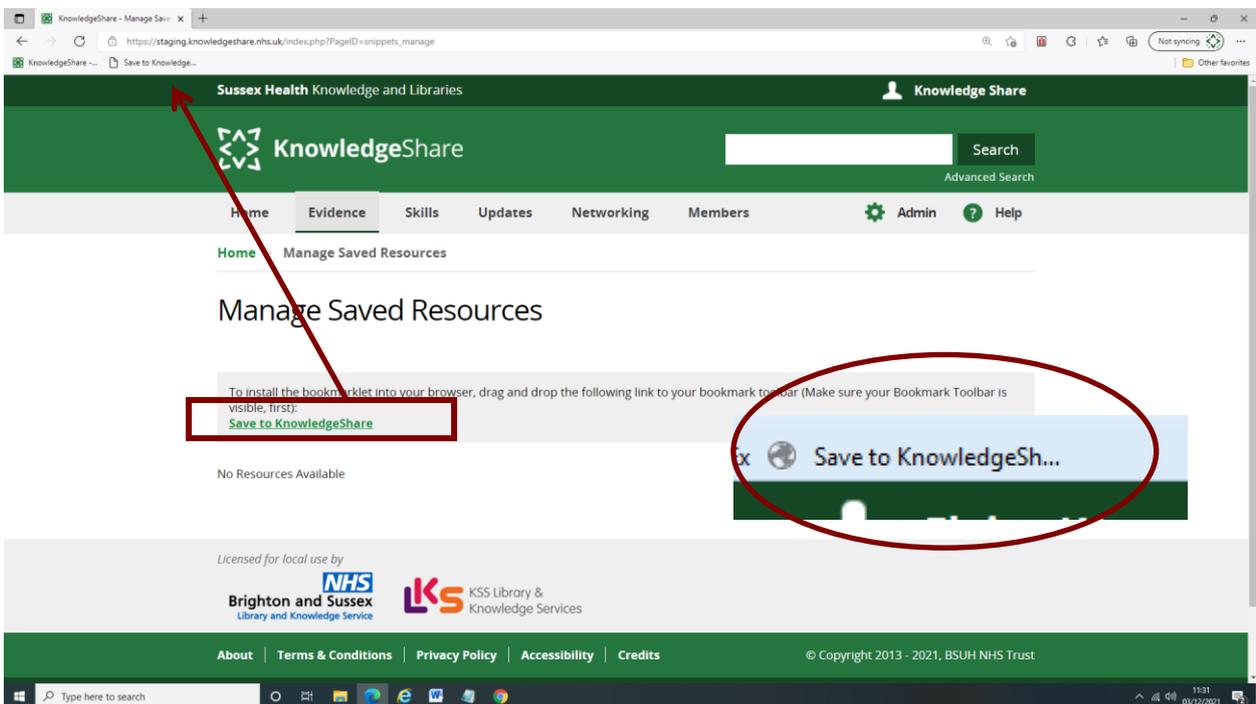
4.3.2.2 Adding Save to KnowledgeShare link to browser bookmark or favourites tool bar

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**

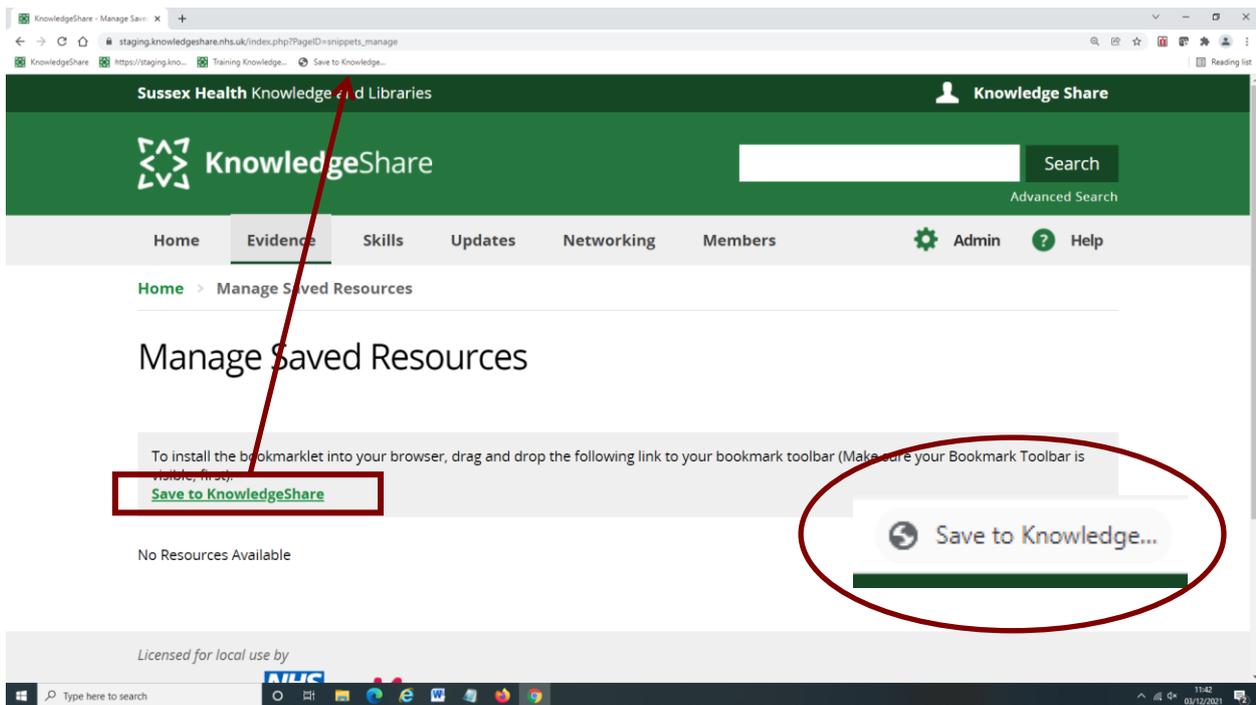


- Click and drag the **Save to KnowledgeShare** link and move it to the bookmark/favourites bar on your browser:



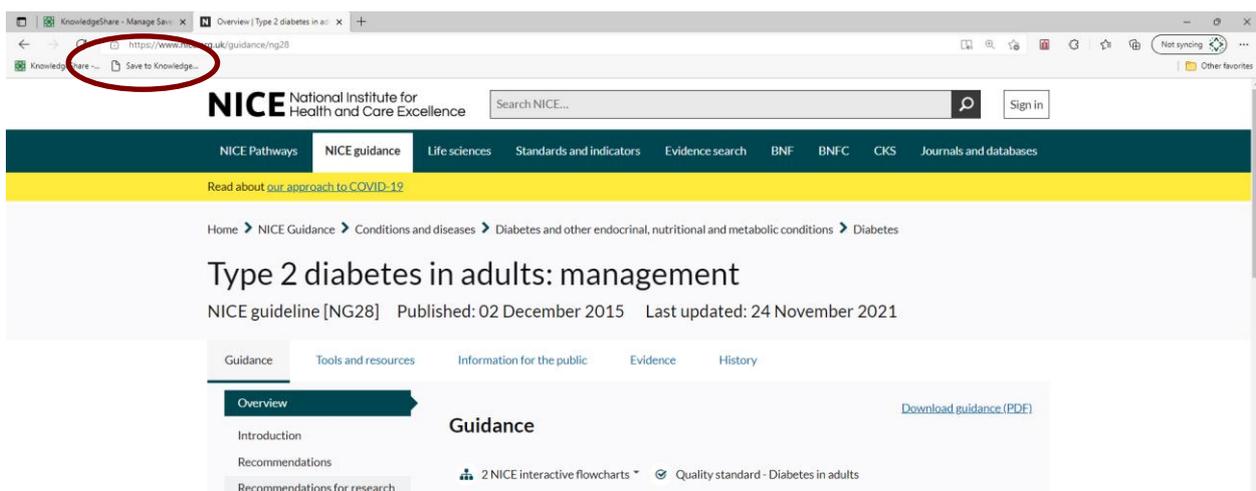
4.3.2.2.1 Adding Save to KnowledgeShare link to Edge, Chrome and Firefox

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

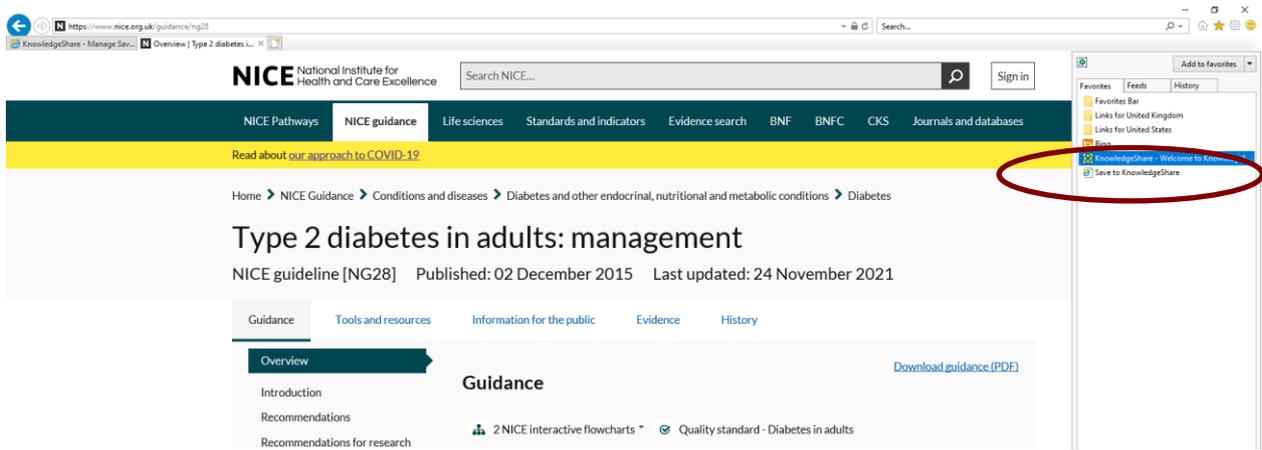


4.3.2.2.3 Using the Save to KnowledgeShare link to save a result

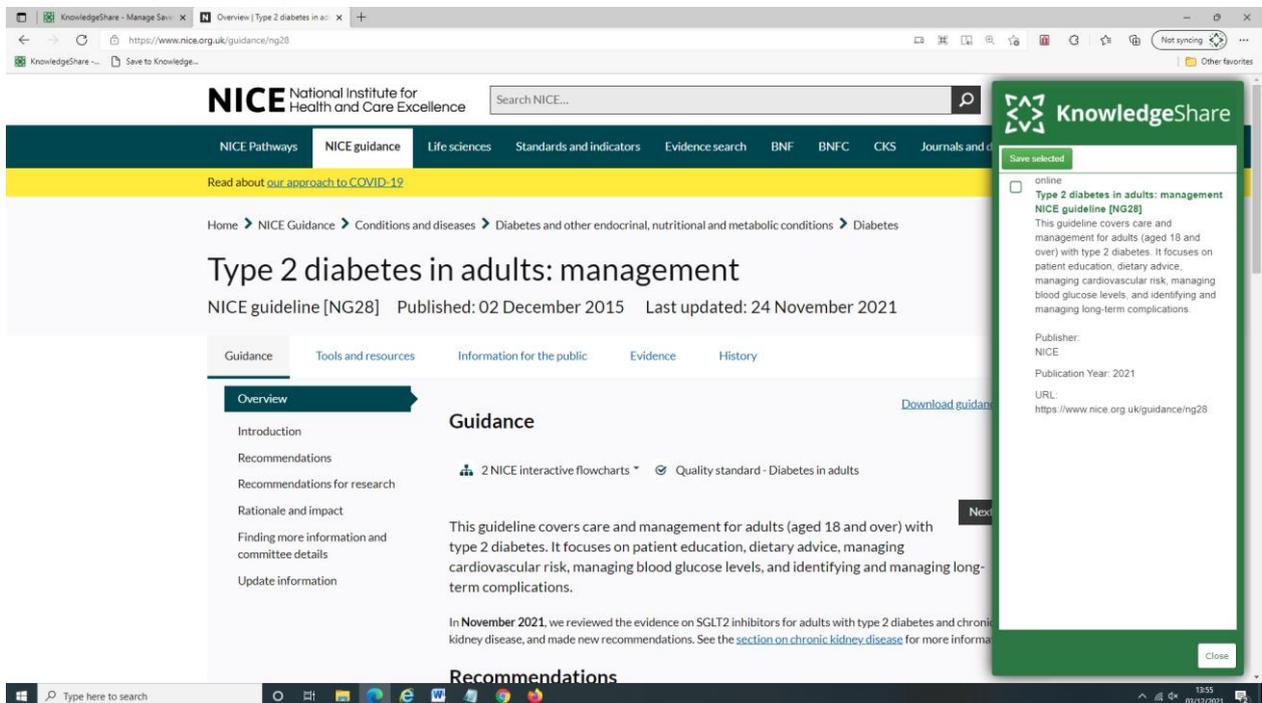
- The **Save to KnowledgeShare** link must have been saved to the bookmark/favourites bar on your browser
- In your Internet browser, navigate to the page with the article or publication that you wish to bookmark
- Click the **Save to KnowledgeShare** link in your bookmark bar or from the favourites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



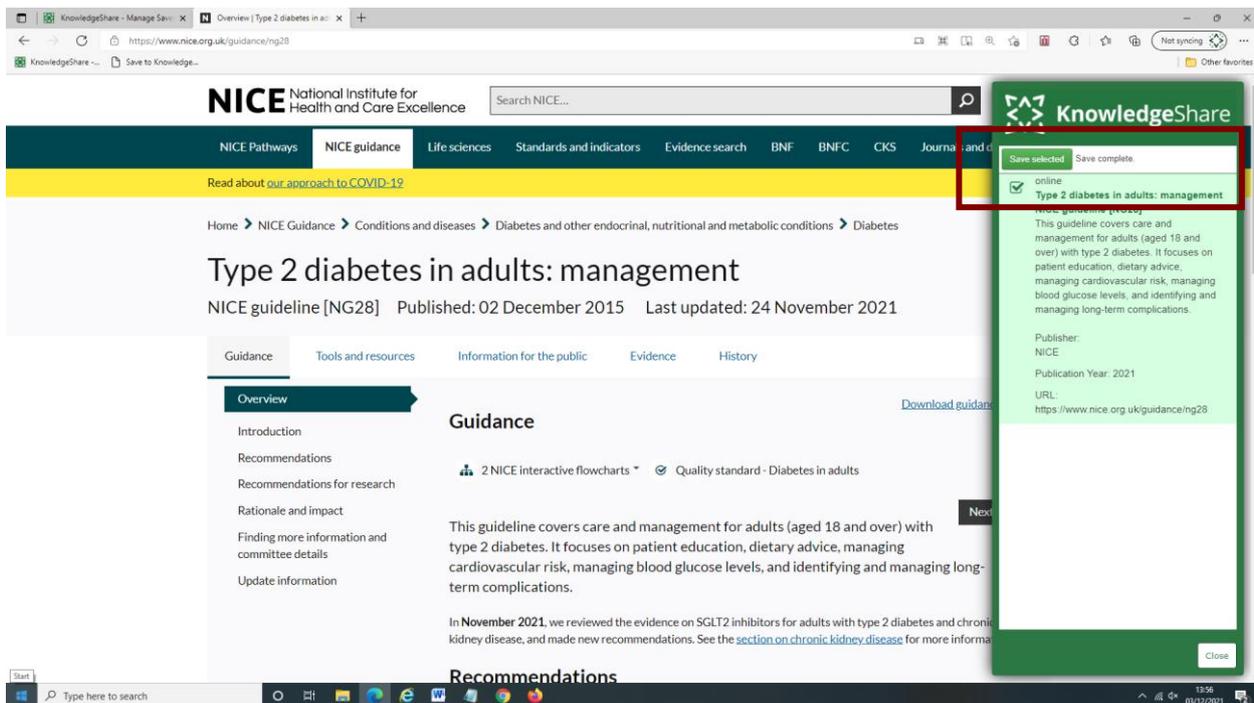
- For Explorer



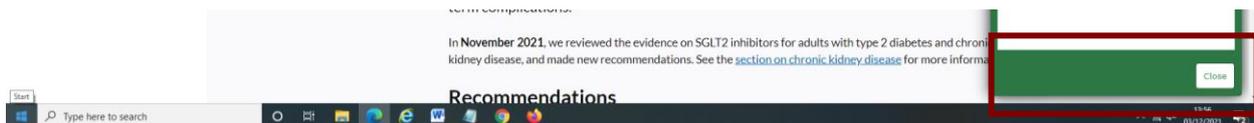
- A KnowledgeShare sidebar will open on the right of the page, displaying the citation of the page that you are on



- 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



- 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

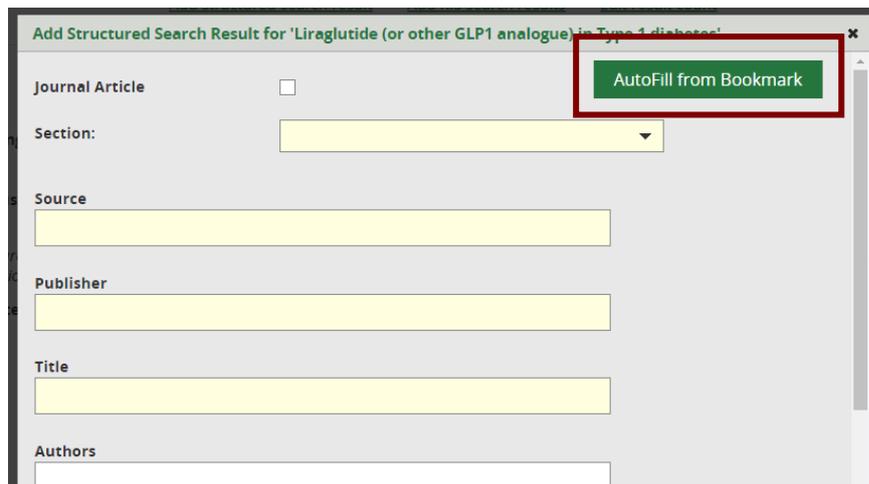
There is a bug in the system when using the Bookmarklet to add a journal article as a structured search result.

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.

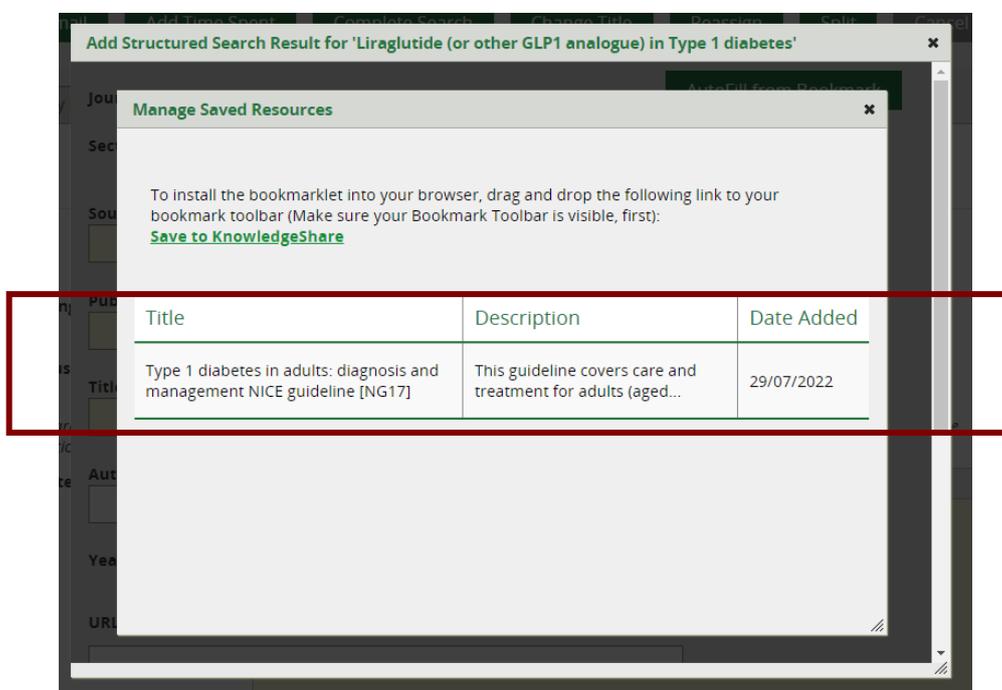
This has been reported to our developers.

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

- Click **AutoFill from Bookmark**



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



- 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.***

Add Structured Search Result for 'Liraglutide (or other GLP1 analogue) in Type 1 diabetes'

Journal Article AutoFill from Bookmark

Section:

Source

Publisher

Title

Authors

Year published

URLs

- Click **Save**

A. National and International Guidance

Show Abstracts Select all within the section

01.

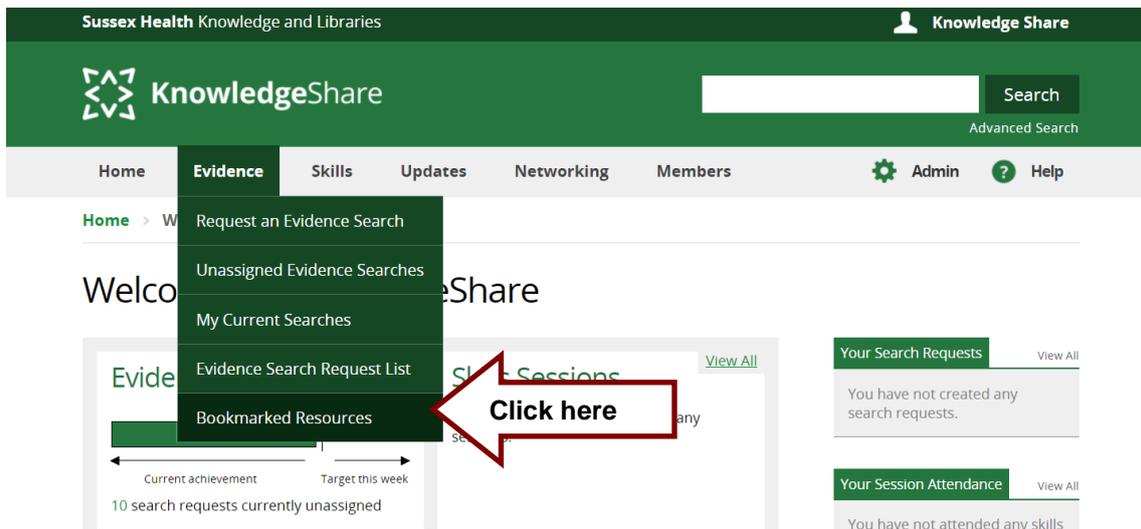
Title: Type 1 diabetes in adults: diagnosis and management
 Author(s):
 Publisher / Journal: National Institute for Health and Care Excellence (NICE)
 Publication Year: 2022
 Source: National Institute for Health and Care Excellence (NICE)
 Abstract: This guideline covers...[\[show more\]](#)

Edit

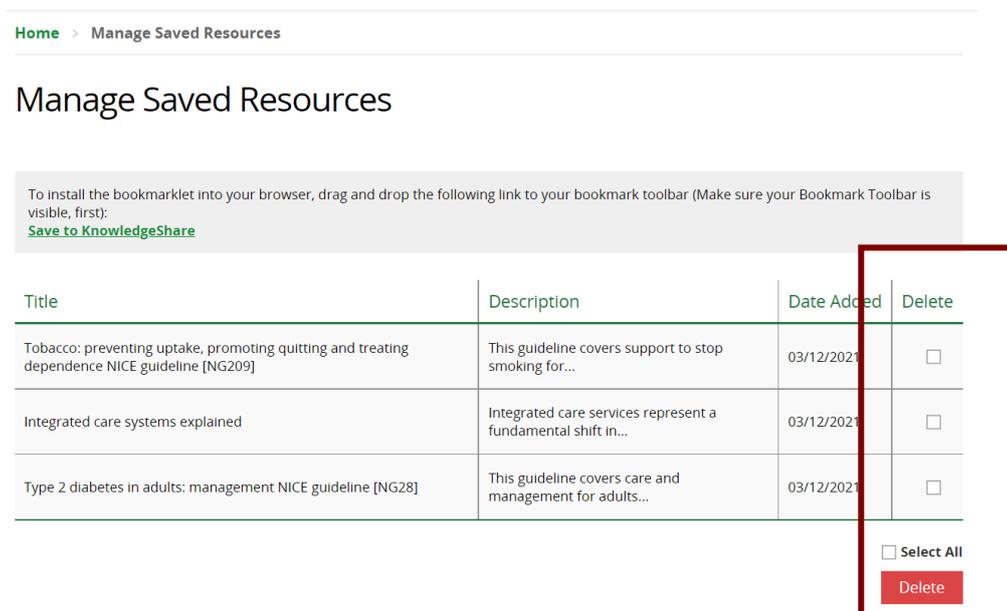
4.3.2.2.5 Managing saved bookmarks

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**



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



- 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

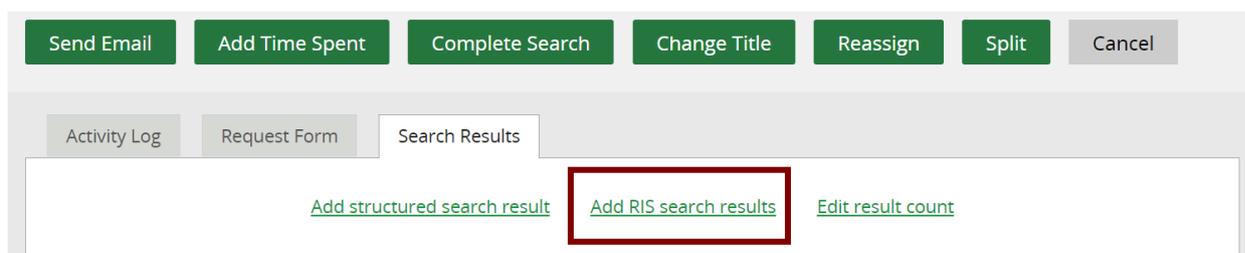
- EndNote
- ERIC
- Mendeley
- Ovid
- ProQuest
- PubMed
- RefWorks
- Social Care Online
- SocINDEX

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:

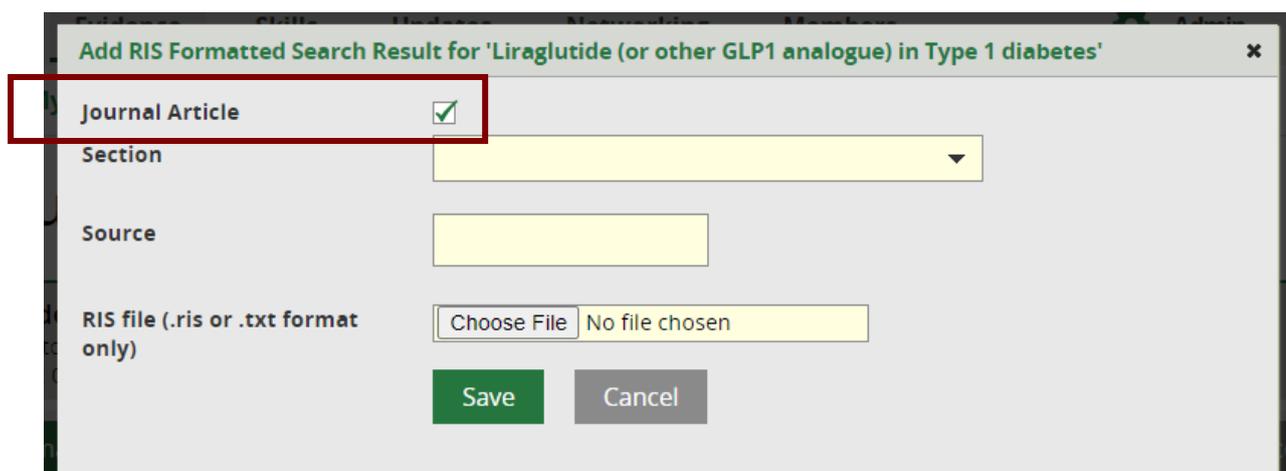
Field	Cochrane	EBSCO	EndNote	ERIC	Mendeley	OVID
Author	AU:	AU -	AU -	AU -	A1 -	A1 -
Publisher						
Title	TI:	T1 -	TI -	TI -	T1 -	T1 -
Journal title	SO:	JO -	T2 -	JT -	JF -	JF -
Published year	YR:	Y1 -	PY -	DP -	Y1 -	Y1 -
Volume		VL -	VL -	VI -	VL -	VL -
Issue	NO:	IS -	M1 -	IP -	IS -	IS -
Start page			SP -		SP -	SP -
End page					EP -	EP -
Serial number (ISSN)			SN -			SN -
*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 year	Y1 -		PY -	Y1 -
Volume	VL -	VI -		VL -
Issue	IS -	IP -		IS -
Start page	SP -		SP -	SP -
End page	EP -			EP -
Serial number (ISSN)			SN -	SN -
*Affiliation				AB (2 nd)
Abstract	AB -	AB -	AB -	AB -
URL Link	UR -		UR -	UR -

- On the Search Results tab click **Add RIS search results**



- 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

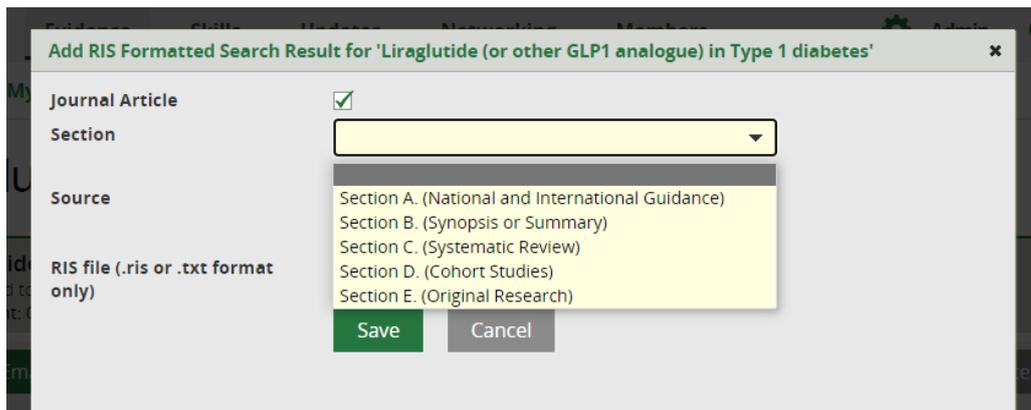


- The fields available for the results are when the Journal Article box is checked or not checked:

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

- Sections

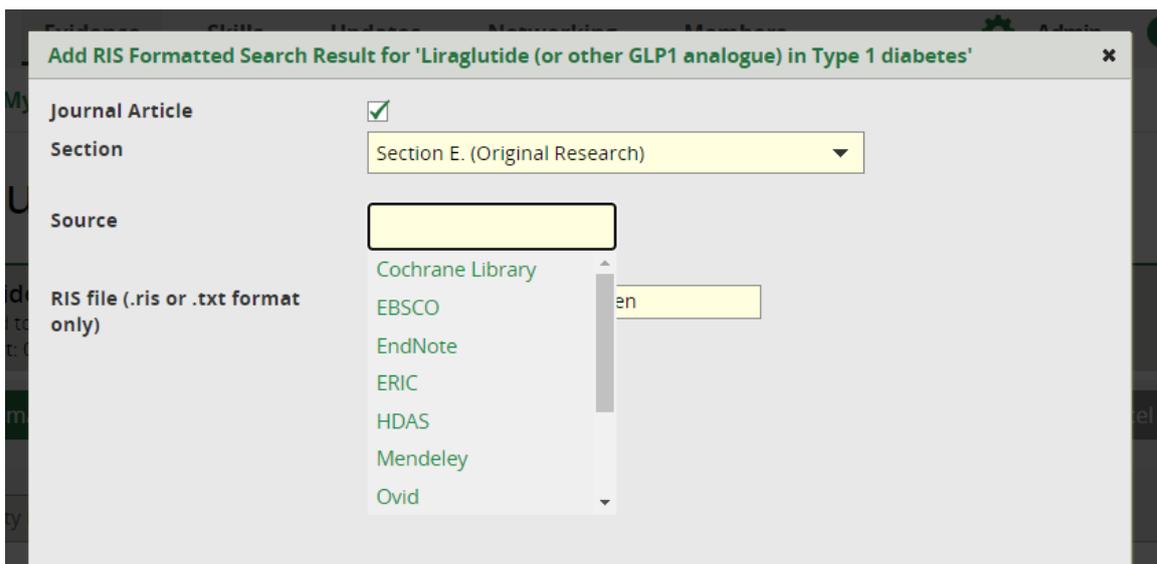
- The Section drop down list selects which of the Sections the results are placed under



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

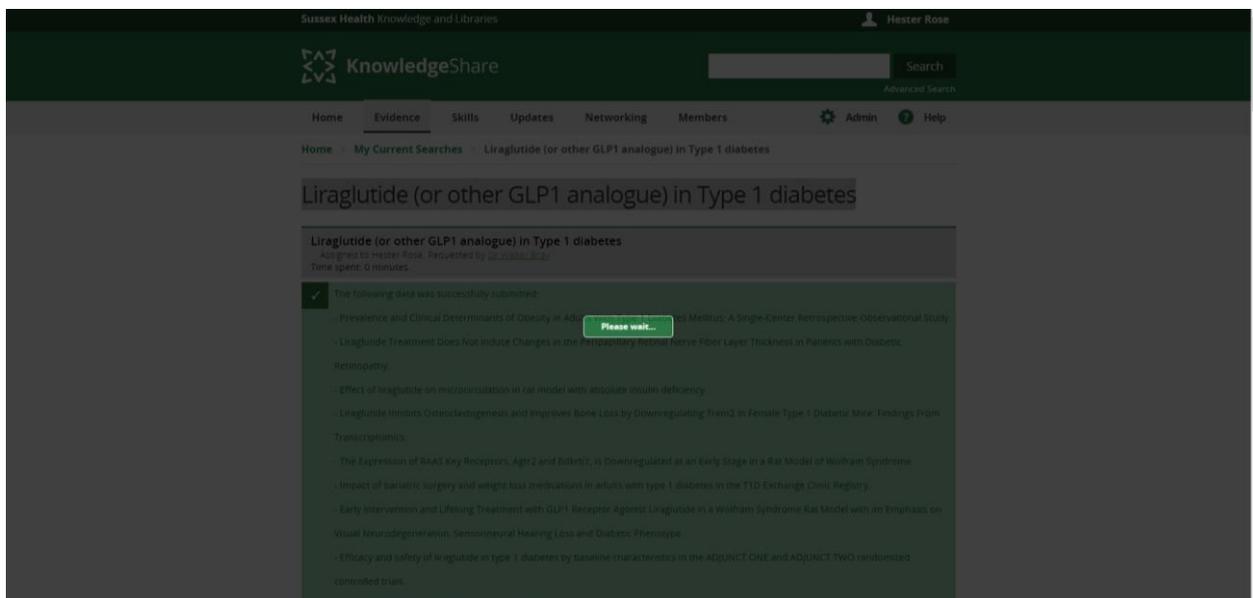


- Source
 - Select the Source that has produced the RIS file from the drop-down list



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

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



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

E. Original Research

[Show Abstracts](#) [Select all within the section](#)

01. ▼

Title: Effects of short-acting exenatide added three times daily to insulin therapy on bone metabolism in type 1 diabetes.
Author(s): Johansen Nicklas J., Dejgaard Thomas F., Lund Asger, Schluntz Camilla, Hartmann Bolette, Holst Jens J., Vilsboll Tina, Andersen Henrik U., Knop Filip K.
Publisher / Journal: Diabetes, obesity & metabolism
Publication Year: 2022
Source: Ovid
Abstract: AIM: To evaluate...[\[show more\]](#)

[Edit](#)

02. ▼

Title: Liraglutide changes body composition and lowers added sugar intake in overweight persons with insulin pump-treated type 1 diabetes.
Author(s): Schmidt Signe, Frandsen Christian S., Dejgaard Thomas F., Vistisen Dorte, Halldorsson Thorhallur, Olsen Sjudur F., Jensen Jens-Erik B., Madsbad Sten, Andersen Henrik U., Norgaard Kirsten
Publisher / Journal: Diabetes, obesity & metabolism
Publication Year: 2022
Source: Ovid
Abstract: AIMS: To present...[\[show more\]](#)

[Edit](#)

03. ▼

Title: Liraglutide Treatment Does Not Induce Changes in the Paracervical Dental Nerve Fiber Layer Thickness in Patients

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 Result for 'Emergency department waiting lists'

Journal Article

Section Section E. (Original Research)

Source Ovid

RIS file (.ris or .txt format only) Choose File No file chosen

There are some items in the sources that are not valid for the result type selected, which are:
Y1 which is YearPublished is missing from block number 1
Y1 which is YearPublished is missing from block number 2
Y1 which is YearPublished is missing from block number 3
Y1 which is YearPublished is missing from block number 4
Y1 which is YearPublished is missing from block number 5
Y1 which is YearPublished is missing from block number 6
Y1 which is YearPublished is missing from block number 7
Y1 which is YearPublished is missing from block number 8
Y1 which is YearPublished is missing from block number 9

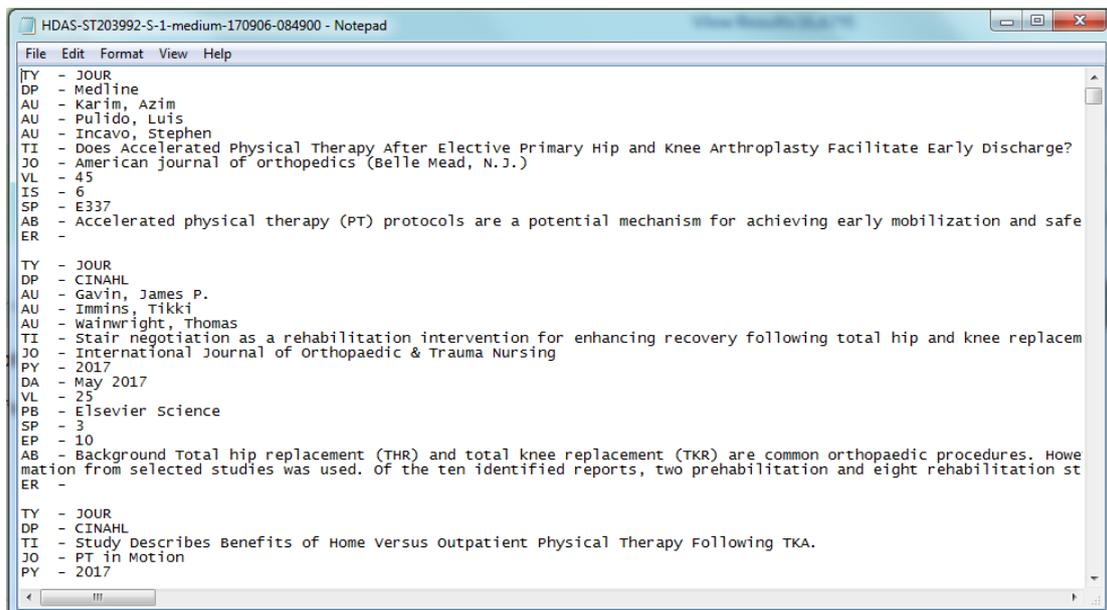
- Open the RIS file in Notepad

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.

CME	Arthroplasty/Joint Replacement	Sports Medicine	Shoulder & Elbow	Knee	Foot & Ankle	Hand & Wrist	Hip	Spine	MORE>
-----	--------------------------------	-----------------	------------------	------	--------------	--------------	-----	-------	-------

AJO needs your feedback. Give the Editors your input. Take our quick survey.

ORIGINAL RESEARCH

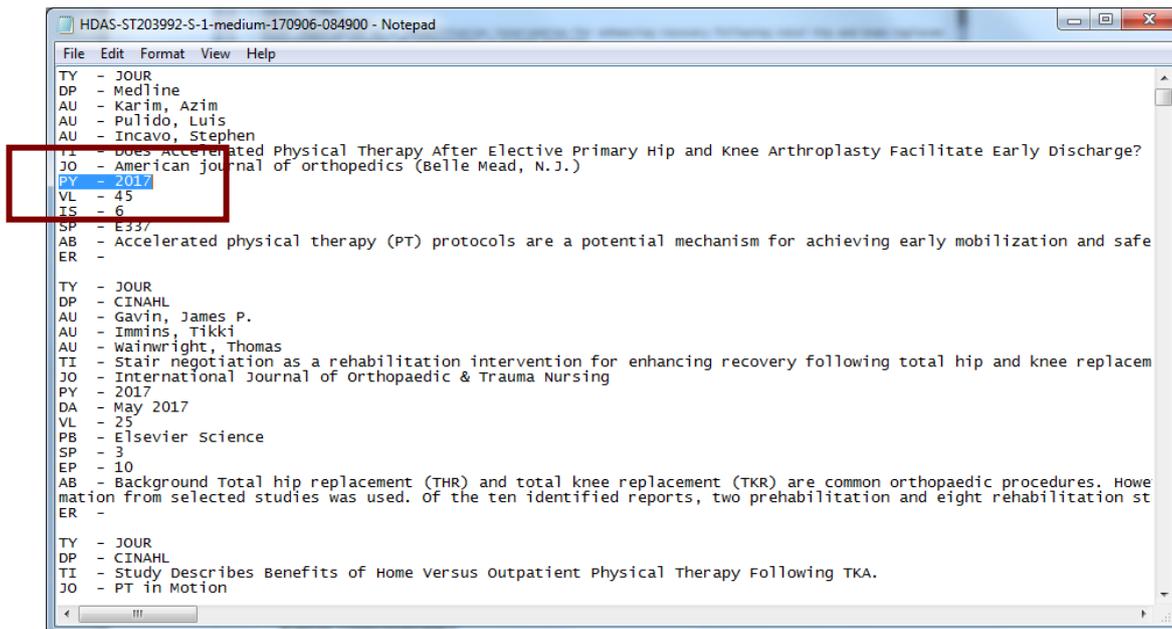
Does Accelerated Physical Therapy After Elective Primary Hip and Knee Arthroplasty Facilitate Early Discharge?

Am J Orthop. 2016 September;45(6):E337-E342

Author(s): Azim Karim, MD; Luis Pulido, MD; Stephen Incavo, MD

[Author and Disclosure Information](#)

- 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)**

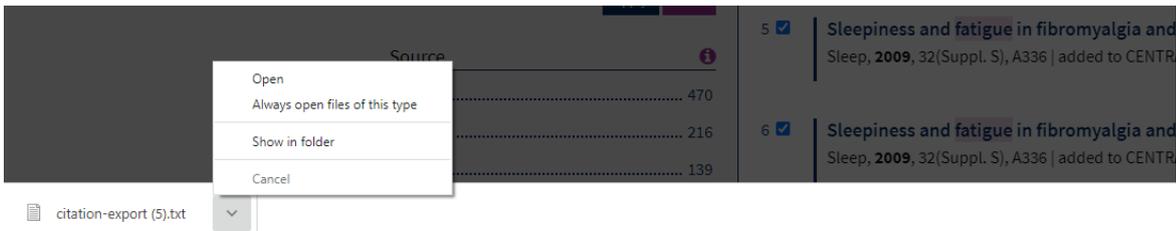
The screenshot shows the Cochrane Library search results for the query "rheumatoid arthritis" and "fatigue". The search results are filtered for the year 2020. Three trials are selected, and the "Export selected citation(s)" button is highlighted with a red box. The first trial is "Group cognitive behavioural courses may reduce fatigue from rheumatoid arthritis" by Cook R, Davidson P, and Martin R, published in BMJ (Clinical research ed.) in 2020.

- 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**

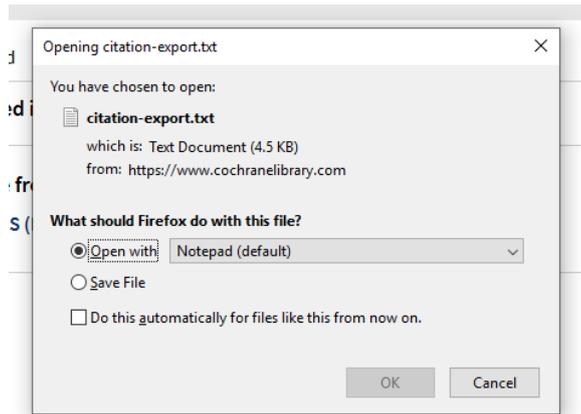
The screenshot shows the "Export selected citation(s)" pop-up window. It displays 8 citations selected for download. The format "Plain text" is selected, and the "Download" button is visible at the bottom right. The preview of the format shows the following citation details:

```
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
PM: PUBMED 33144310
```

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



- In FireFox 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

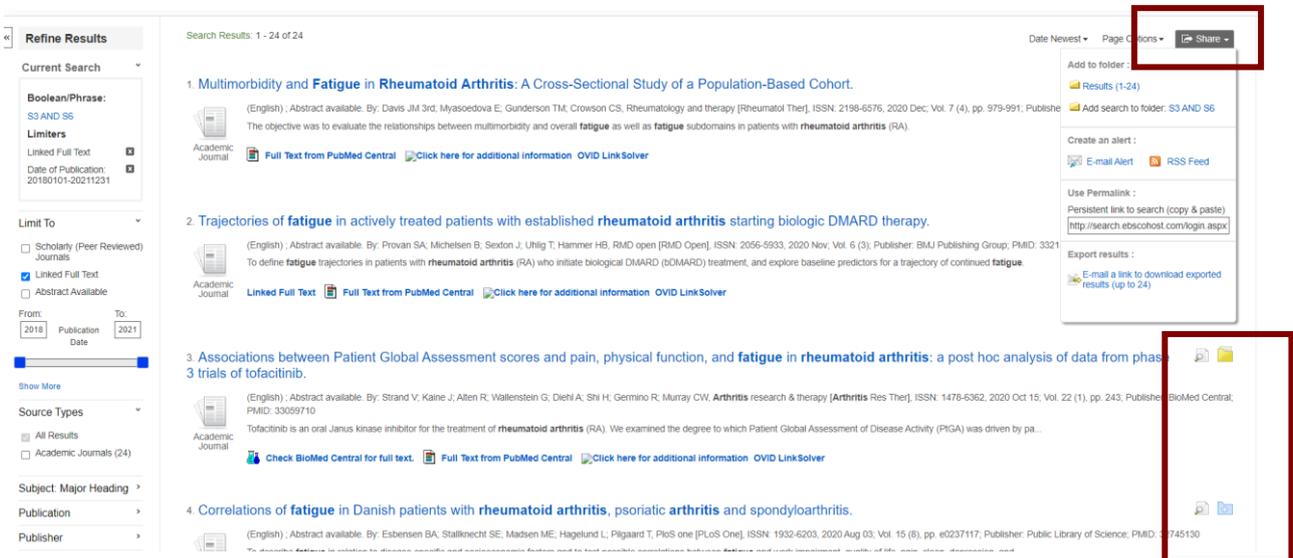


- In Explorer and Edge click **Open** and save the file



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



- 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 Page Options

Select / deselect all

1. (CAM06) Exercise in Medicine: A Complementary Exercise Promotion Approach Within Comprehensive Multiple Sclerosis Care...2020 Virtual Annual Meeting of the Consortium of Multiple Sclerosis Centers, May 26-29, 2020.

 [Click here for additional information](#) [OVID LinkSolver](#)

2. (WHI01) Characterizing the Acute Exercise Response in Nonambulatory People with Progressive Multiple Sclerosis... 2020 Virtual Annual Meeting of the

 Print

 E-mail

 Save as File

 **Export**

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

Export Manager

EBSCOhost Back

Save E-mail

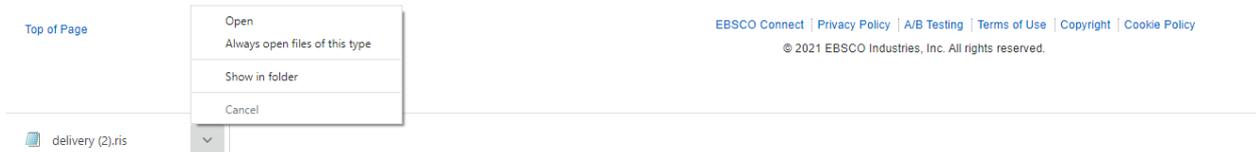
Number of items to be saved: 138

Remove these items from folder after saving

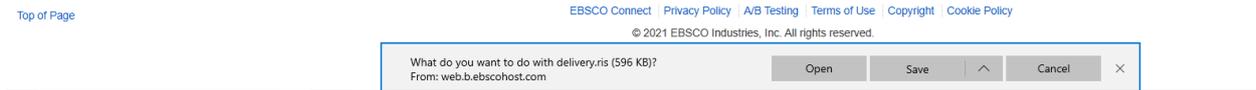
Save citations to a file formatted for:

- Direct Export in RIS Format (e.g. CITAVI, EasyBib, EndNote, ProCite, Reference Manager, Zotero)
- Direct Export to EndNote Web
- Generic bibliographic management software
- Citations in XML format
- Citations in BibTeX format
- Citations in MARC21 format
- Direct Export to RefWorks
- Direct Export to EasyBib
- Download CSV
- Direct Export to NoodleTools

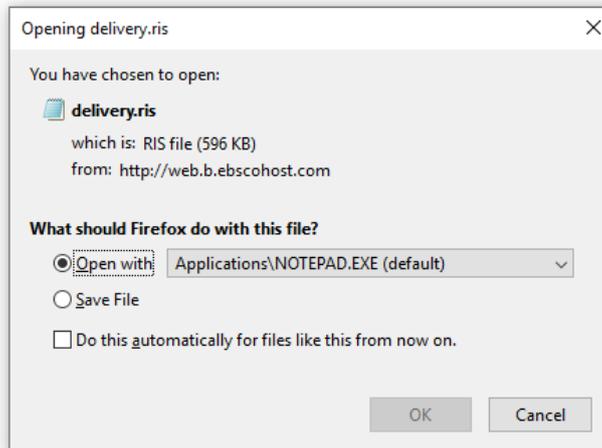
- In Chrome click **Open** and save the file



- In Explorer and Edge click **Open** and save the file



- In FireFox 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

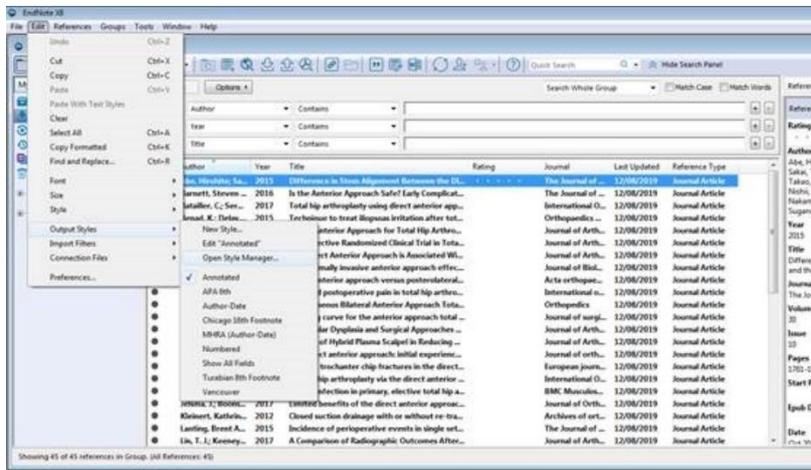


attached for:
 at (e.g. CITAVI, EasyBib, En
 Web
 management software

- Citations in XML format
- Citations in BibTeX format
- Citations in MARC21 format

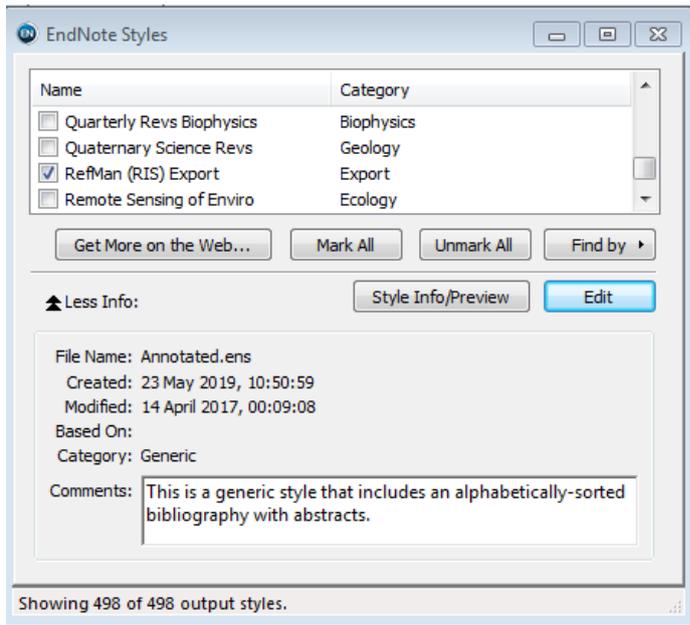
4.3.4.3 Exporting RIS files from EndNote

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



- Click the 'Unmark All' button

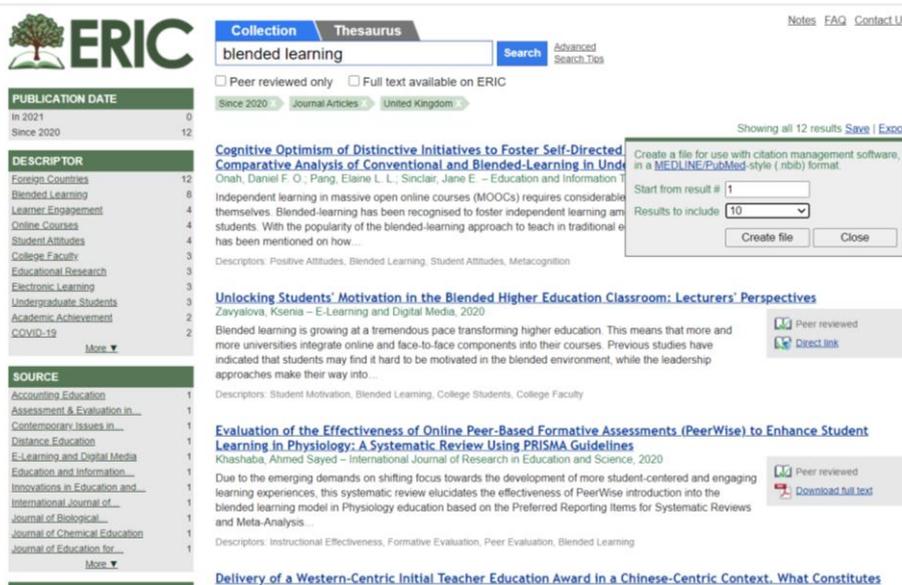
- Select Refman (RIS) Export from the EndNote Styles list



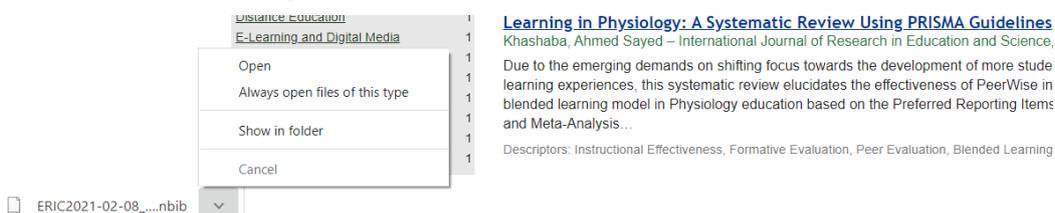
- Export as normal

4.3.4.4 Exporting RIS files from ERIC

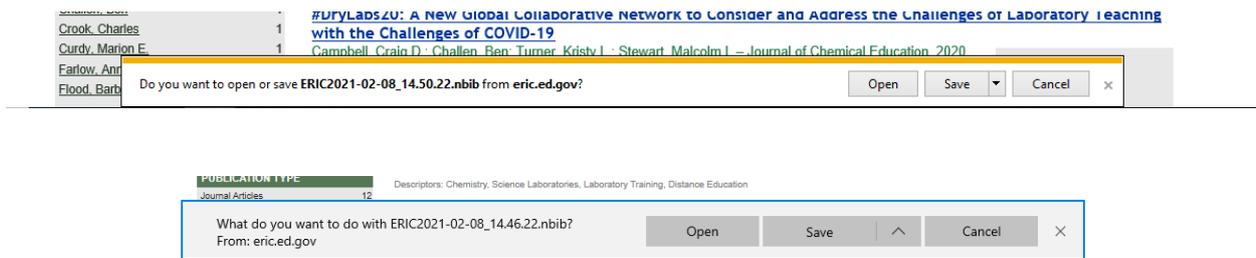
- Click **Export** in the top right of the results screen
- Use the option to select the results to include
- Click **Create file**



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

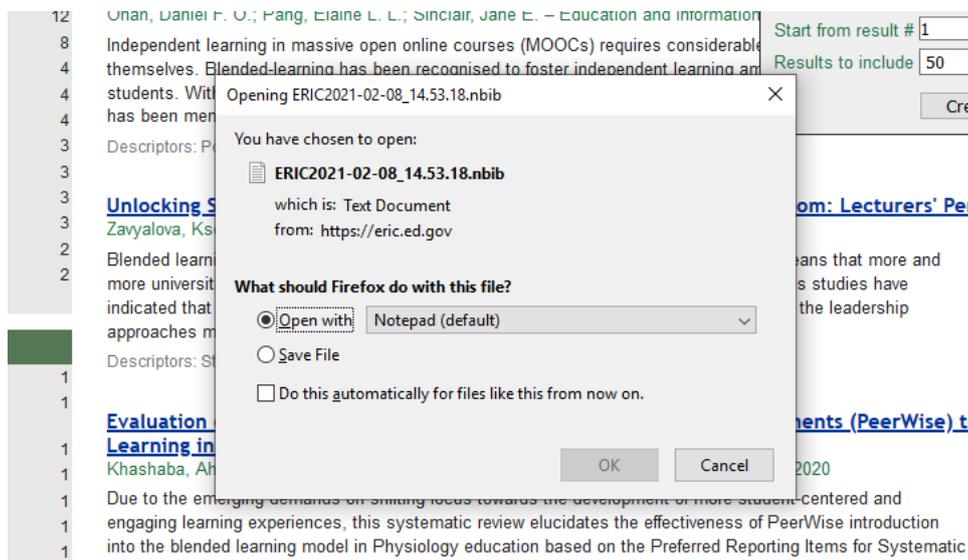


- In Explorer and Edge click **Open** and save as a .txt file



- Using FireFox

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

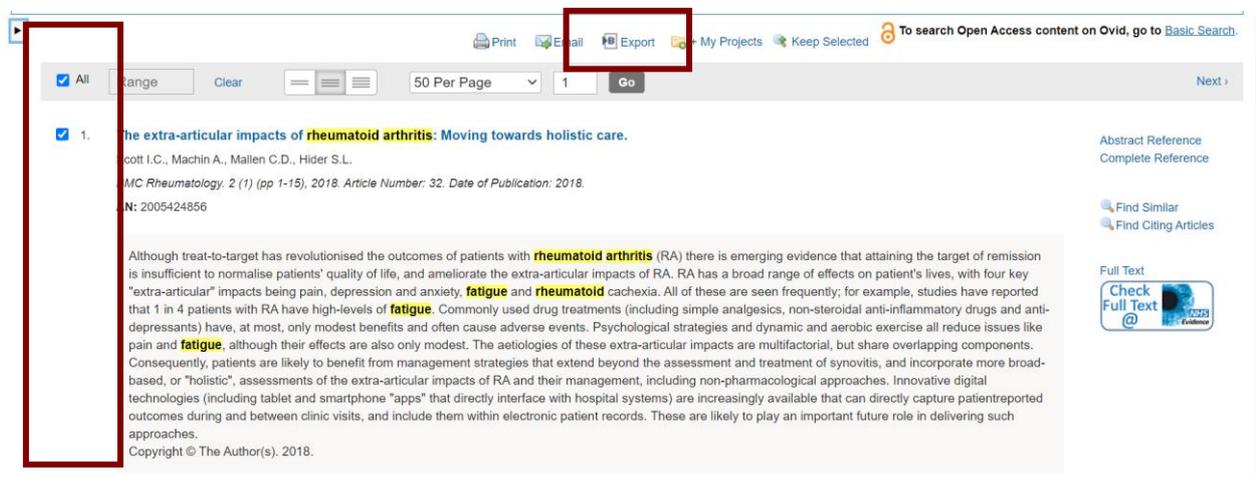


4.3.4.5 Exporting RIS files from Mendeley

- In progress

4.3.4.6 Exporting RIS files from OVID

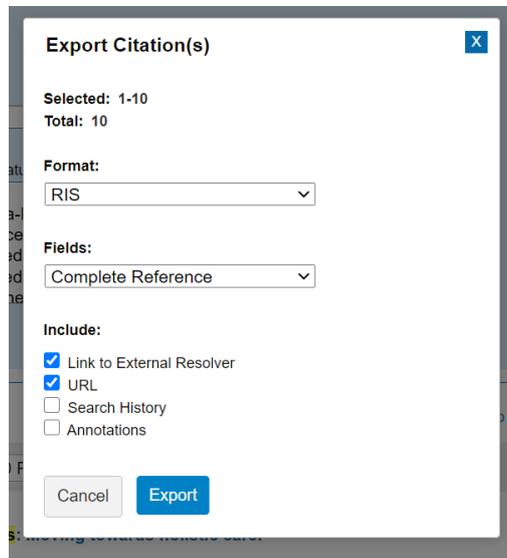
- Use check box next to the left of the search result titles, or the **All** check box, to select articles to export
- Click **Export** in the menu bar at the top of the search results section



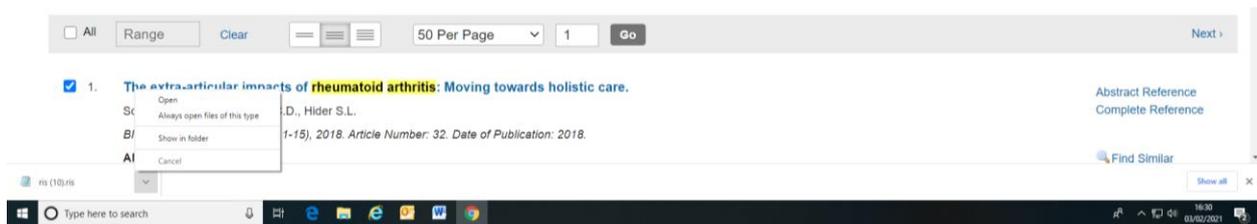
- In the Export Citation(s) pop up select:

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

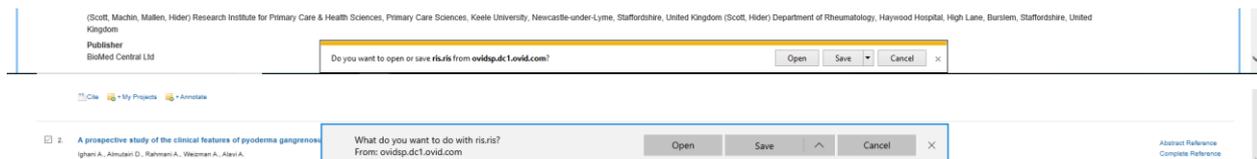
- Click **Export**



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

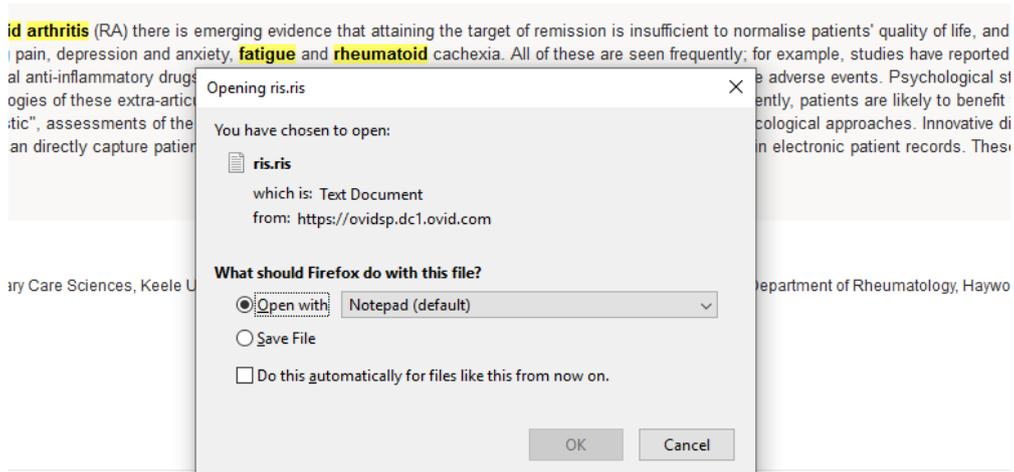


- In Explorer and Edge click **Open** and save the file



- In FireFox check the option 'Open with' in the pop up and select **Browse**

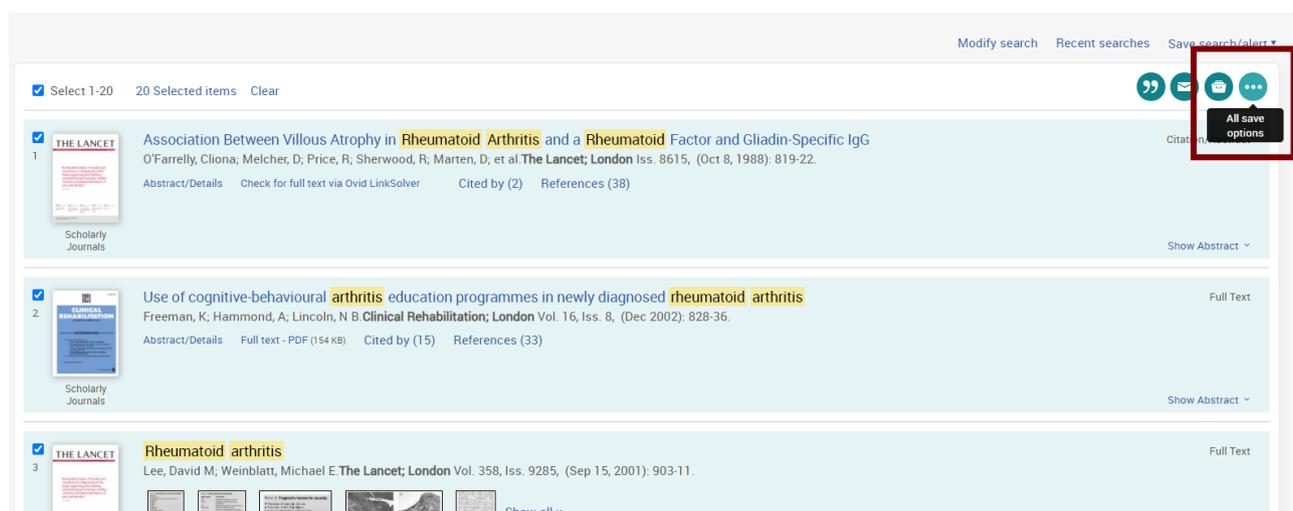
- Select **Notepad** from the Application helper and click **OK**
- Click **OK** on the pop up and save the file



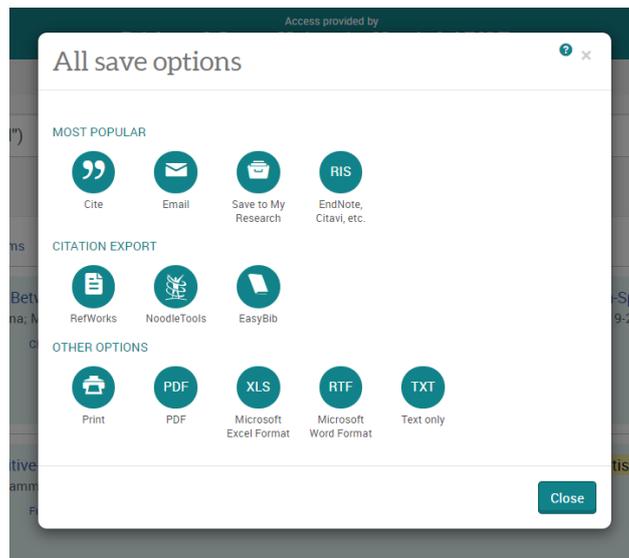
impact on quality of life.

4.3.4.7 Exporting RIS files from ProQuest

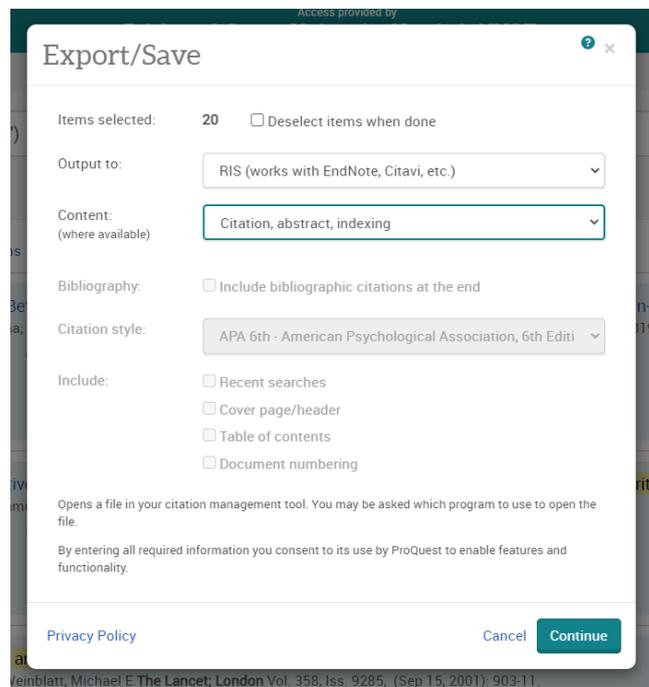
- Use check box next to the left of the search result titles, or the **Select** all check box, to select articles to export
- Click on the 'All save options' icon in the menu bar at the top of the search results section



- In the All save options pop up select **RIS**



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

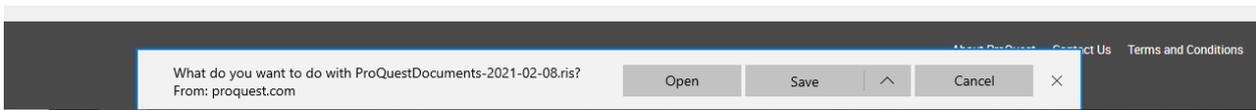


- Click **Continue**
- In Chrome on the 'Request complete' page, click **Open** and save the file

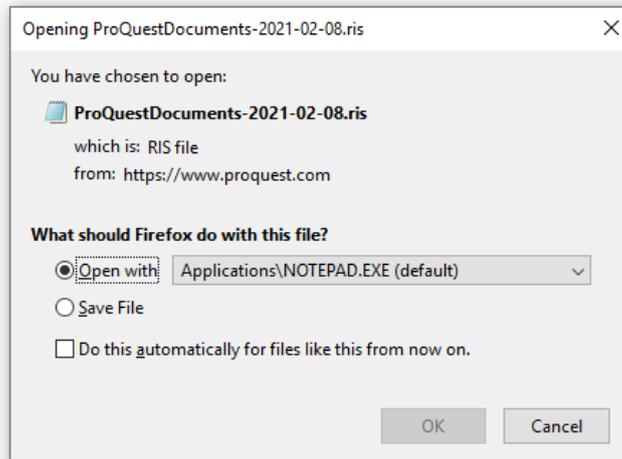


- In Explorer and Edge on the 'Request complete' page, click **Open** and save the file





- 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:

```
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.
|
```

- 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 Information

PubMed.gov

Search: rheumatoid arthritis and fatigue

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

TEXT AVAILABILITY

ARTICLE ATTRIBUTE

ARTICLE TYPE

1 Causes and consequences of fatigue in rheumatoid arthritis.
Katz P.
Curr Opin Rheumatol. 2017 May;29(3):269-276. doi: 10.1097/BOR.0000000000000376.
PMID: 28207494 Review.
PURPOSE 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 ...

2 Rheumatoid arthritis and depression: an inflammatory perspective.
Nenurkar L, Siebert S, McInnes IB, Cavanagh J.
Lancet Psychiatry. 2019 Feb;6(2):164-173. doi: 10.1016/S2215-0366(18)30255-4. Epub 2018 Oct 23.
PMID: 30366684 Review.
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 independent of improvements in physical disease scores. In this Review, we as ...

3 The impact of fatigue in rheumatoid arthritis and the challenges of its assessment.
Santos EJF, Duarte C, da Silva JAP, Ferreira RJO.

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

NIH National Library of Medicine National Center for Biotechnology Information

PubMed.gov

Search: rheumatoid arthritis and fatigue

Advanced Create alert Create RSS User Guide

Save Email Send to Sorted by: Best match Display options

Save citations to file

Selection: Selection (9)

Format: PubMed

Create file Cancel

- In Chrome click **Open**
 - Add one line break after the last result
 - Save as a .txt file

Open
Always open files of this type
Show in folder
Cancel

pubmed-rheumatoi...txt

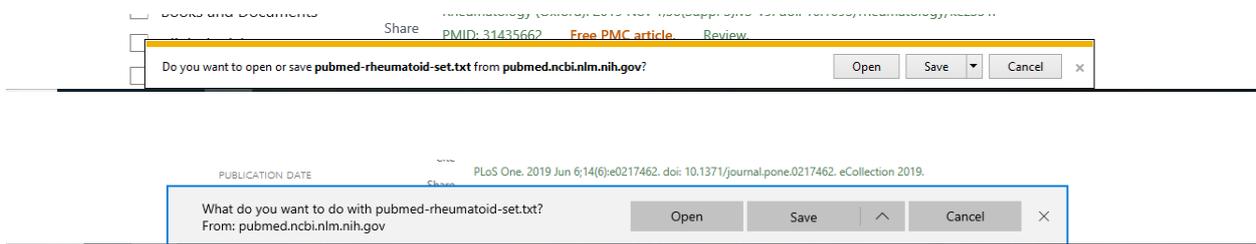
ARTICLE TYPE

Books and Documents
Clinical Trial
Meta-Analysis

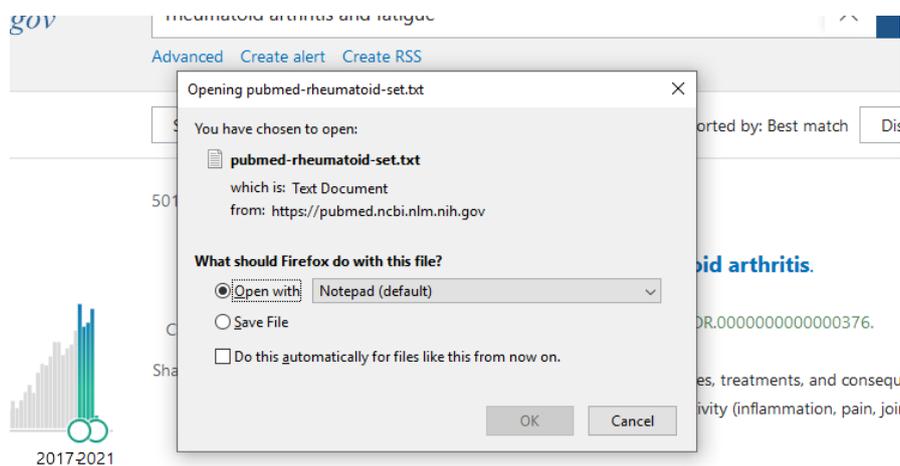
Item in Clipboard

3 Sarcopenia in osteoarthritis and rheumatoid a reported fatigue, physical function and obesity
Vlietstra L, Stebbings S, Meredith-Jones K, Abbott JH, Trehear
Cite
PLoS One. 2019 Jun 6;14(6):e0217462. doi: 10.1371/journal.p

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



- Using FireFox
 - Select **Notepad** from the Application helper and click **OK**
 - Click **OK** on the pop up
 - Add one line break after the last result
 - Save as a .txt file



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:

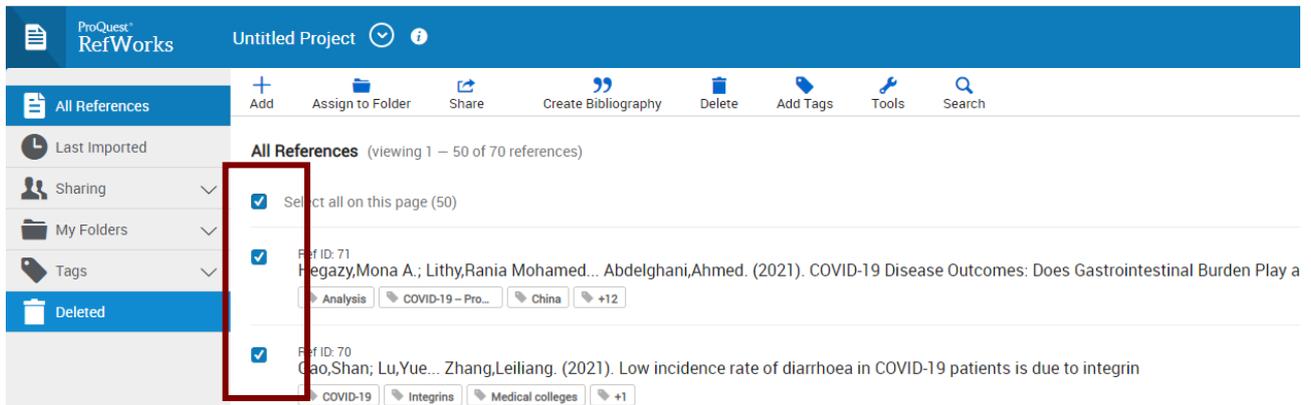
[Available online at this link](#)

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

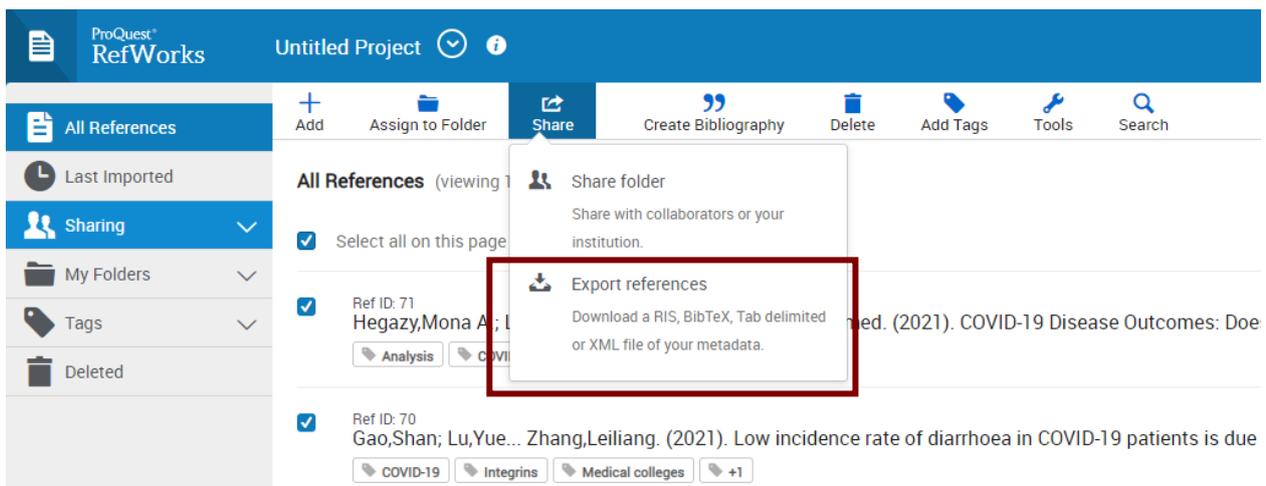
- Use check box to the left of search result titles or the 'Select all on this page' check box to select articles to export



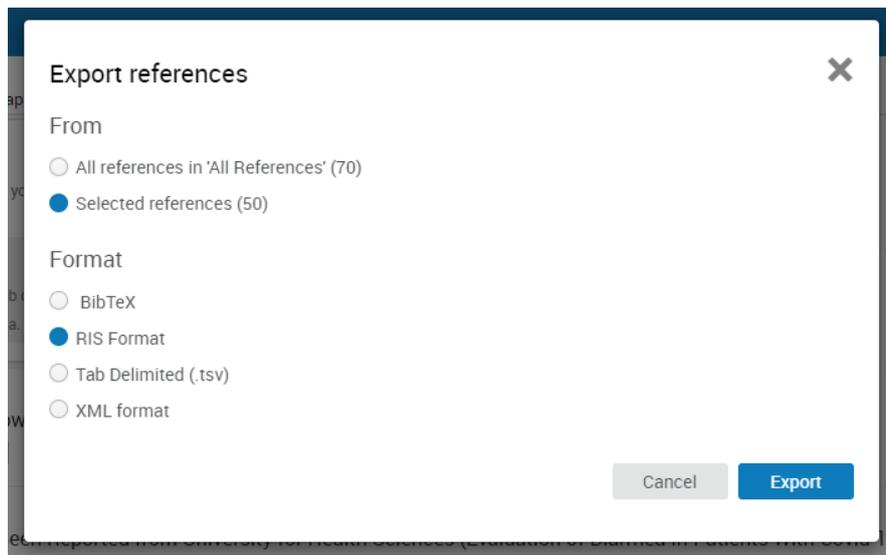
- Click on the 'Share icon in the menu bar at the top of the page



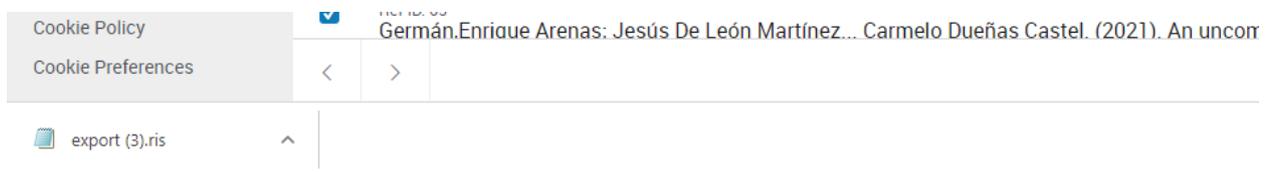
- In the drop down Share options select **Export references**



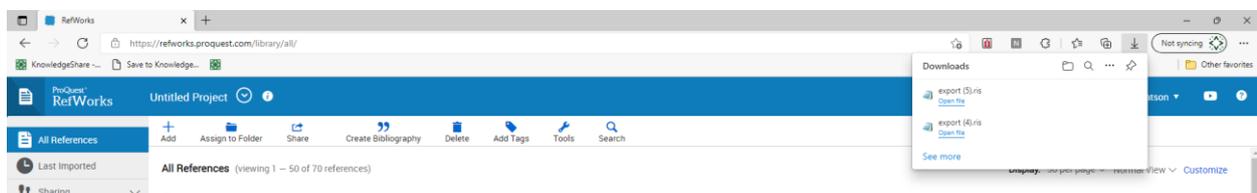
- In the Export reference pop-up select:
 - Format = **RIS Format**



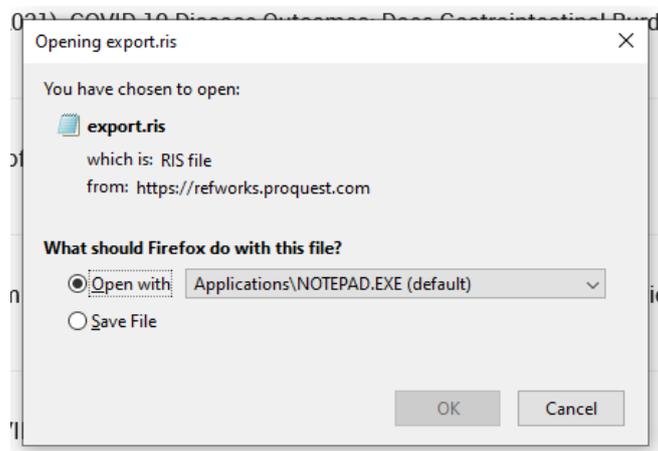
- In Chrome click **Open** and save the file



- In Explorer and Edge click **Open file** and save the file



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



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'

Home About How To Use Contact us Blog Tour Latest & greatest Evidence Maps

Trip Find evidence fast

SEARCH PICO ADVANCED RECENT

dementia

40,208 results for dementia by quality ▾ Latest & greatest Alerts Export Snippets

Too many results? Try one of these easy steps to refine your search:

1. **Dementia: assessment, management and support for people living with dementia and their carers**
Dementia: assessment, management and support for people living with dementia and their carers NICE guideline Published: 20 June 2018 nice.org.uk/guidance/ng97 © NICE 2019. All rights reserved. Subject to Notice of rights (https://www.nice.org.uk/terms-and-conditions#notice-of-rights) Your responsibility (.), to advance equality of opportunity and to reduce health inequalities. Nothing in this guideline should be interpreted in a way that would be inconsistent with complying with those duties. Commissioners and providers have a responsibility to promote an environmentally sustainable health and care system and should assess and reduce the environmental impact of implementing NICE recommendations wherever possible. Dementia: assessment, management and support for people living with dementia and their carers
2018 National Institute for Health and Clinical Excellence · Clinical Guidelines
Twitter Star this Report broken link UK Guidelines

2. **Mini-Cog for the diagnosis of Alzheimer's disease dementia and other dementias within a secondary care setting.** Full Text available with Trip Pro
Mini-Cog for the diagnosis of Alzheimer's disease dementia and other dementias within a secondary care setting. The diagnosis of Alzheimer's disease dementia and other dementias relies on clinical assessment. There is a high prevalence of cognitive disorders, including undiagnosed dementia in secondary care settings. Short cognitive tests can be helpful in identifying those who require further specialist diagnostic assessment, however, there is a lack of consensus around the optimal tools (.) to use in clinical practice. The Mini-Cog is a short cognitive test comprising three-item recall and a clock-drawing test that is used in secondary care settings. The primary objective was to determine the diagnostic accuracy of the Mini-Cog for detecting Alzheimer's disease dementia and other dementias in a secondary care setting. The secondary objectives were to investigate the heterogeneity of test accuracy in the included studies and potential sources of heterogeneity. These potential sources
2019 Cochrane
Twitter Star this Report broken link Systematic Reviews

- Select '.RIS file' and click GO

40,208 results for dementia by quality ▾ Latest & greatest Alerts Export Snippets

Export results

Selected results only All results on this page All 40,208 results

RIS file GO

Use check boxes to select individual results below

4.3.5.2 Exporting RIS files from Google Scholar

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

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 ...

☆ 99 Cited by 254 Related articles All 2 versions

Elderspeak communication: Impact on **dementia care**

[KN Williams](#), 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 ...

★ 99 Cited by 246 Related articles All 9 versions

Technology in **dementia care**

S Cahill, [J Macijauskiene](#), 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

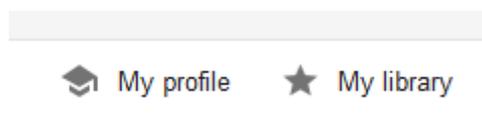
Towards a theory of **dementia care**: personhood and well-being

T Kitwood, K Bredin - Ageing & Society, 1992 - cambridge.org

Some foundations are laid for a social-psychological theory of **dementia care**. 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 ...

★ 99 Cited by 1236 Related articles All 9 versions

- Go to My Library:



- Select articles to export, then click on Export icon  :

Search my library 



Showing all articles in your library

Search instead for [dementia care](#)

- [Towards a theory of dementia care: personhood and well-being](#)
 T Kitwood, K Bredin - [Ageing & Society](#), 1992 - [cambridge.org](#)
 Some foundations are laid for a social-psychological theory of dementia care. 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 ...
[🔗 Cited by 1236](#) [Related articles](#) [All 9 versions](#)
- [Technology in dementia care](#)
 S Cahill, J Macijauskiene, 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 ...
[🔗 Cited by 122](#) [Related articles](#) [All 13 versions](#)
- [Elderspeak communication: Impact on dementia care](#)
 KN Williams, 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 ...
[🔗 Cited by 246](#) [Related articles](#) [All 9 versions](#)
- [Dialectical behavior therapy for eating disorders](#)
 MM Linehan, EY Chen - [Encyclopedia of cognitive behavior therapy](#), 2005 - [Springer](#)
 Dialectical Behavior Therapy (DBT) is a multimodal cognitive–behavioral treatment originally developed to treat chronically suicidal individuals meeting borderline personality disorder (BPD) criteria. DBT is informed by Eastern mindfulness practices and behavior ...
[🔗 Cited by 65](#) [Related articles](#) [All 11 versions](#)

- Choose RefMan option:

Showing all articles in your library

Search instead for [dementia care](#)

- [Towards a theory of dementia care: personhood and well-being](#)
 T Kitwood, K Bredin - [Ageing & Society](#), 1992 - [cambridge.org](#)
 Some foundations are laid for a social-psychological theory of dementia care. 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 ...
[🔗 Cited by 1236](#) [Related articles](#) [All 9 versions](#)
- [Technology in dementia care](#)
 S Cahill, J Macijauskiene, 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 ...
[🔗 Cited by 122](#) [Related articles](#) [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

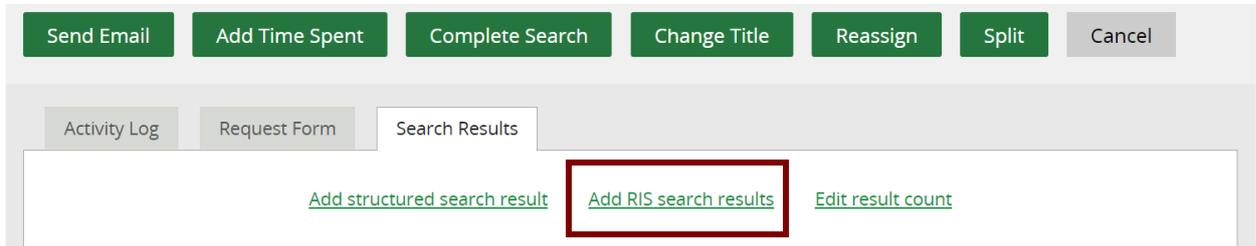
RIS files are not all the same and different sources use different tags. The tables below shows the tags the system expects to see in the RIS files for the listed sources:

Field	Cochrane	EBSCO	EndNote	ERIC	Mendeley	OVID
Author	AU:	AU -	AU -	AU -	A1 -	A1 -
Publisher						
Title	TI:	T1 -	TI -	TI -	T1 -	T1 -
Journal 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 number (ISSN)			SN -			SN -
*Affiliation						
Abstract	AB:		AB -		N2 -	N2 -
URL Link	US:	UR -	UR -		UR -	L2 -

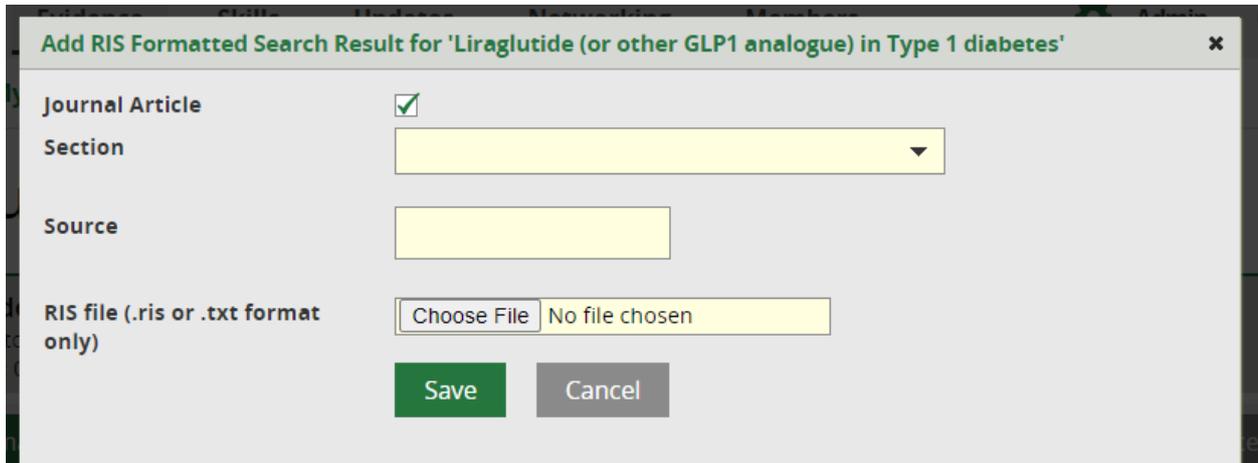
Field	ProQuest	PubMed	RefWorks	SCIE	Soc INDEX
Author	AU -	AU -	A1 -	AU -	AU -
Publisher					
Title	T1 -	TI -	T1 -	TI -	T1 -
Journal title	JF -	JT -	JF -	T2 -	JO -
Published year	Y1 -		Y1 -	PY -	Y1 -
Volume	VL -	VI -	VL -		VL -
Issue	IS -	IP -	IS -		IS -
Start page	SP -		SP -	SP -	SP -
End page	EP -	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

*Affiliation					AB (2 nd)
Abstract	AB -				
URL Link	UR -		UR -	UR -	UR -

- On the Search Results tab click **Add RIS search results**



- 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



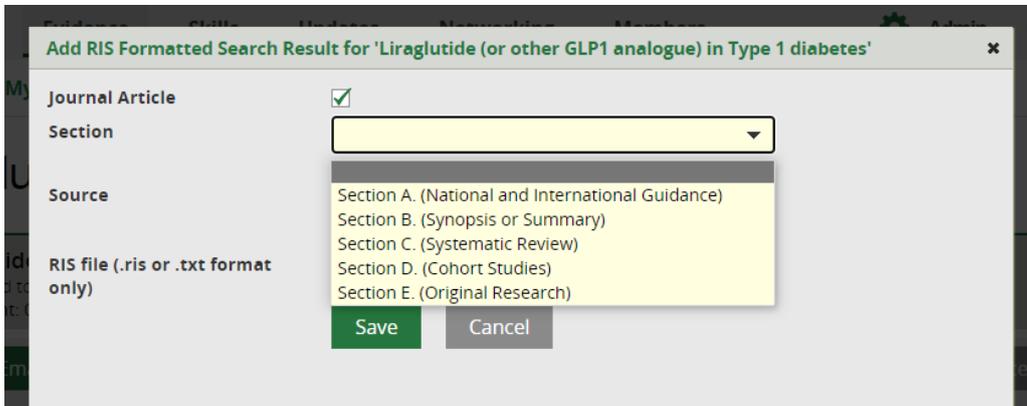
- The fields available for the results are when the Journal Article box is checked or not checked:

Field	Journal box checked	Journal box Not Checked
Source	✓	✓
Publisher	✗	✓
Journal Title	✓	✗
Title	✓	✓
Authors	✓	✓
Year Published	✓	✓
URLS	✓	✓
Access Restriction	✓	✓
Summary	✓	✓
Journal	✓	✗
Volume	✓	✗

Issue	✓	✗
Pages	✓	✗

- Sections

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

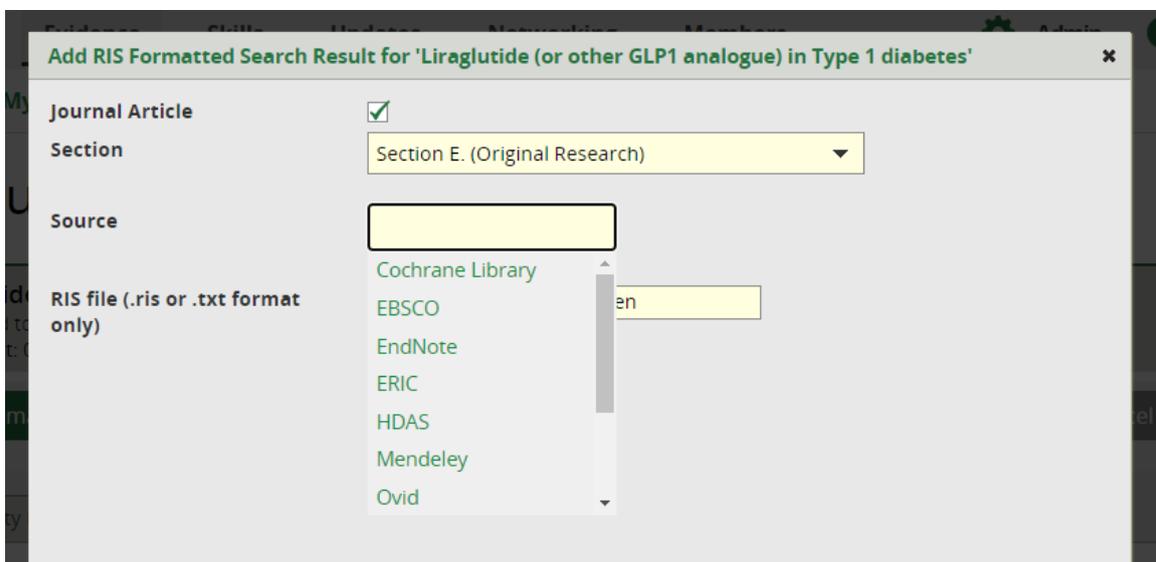


- The default Sections are:
 - Section A. National and International Guidance
 - Section B. Synopsis or Summary
 - Section C. Systematic Review
 - Section D. Institutional Publication
 - Section E. Original Research
- The Sections can be edited, and new Sections added using the **Edit Sections** button



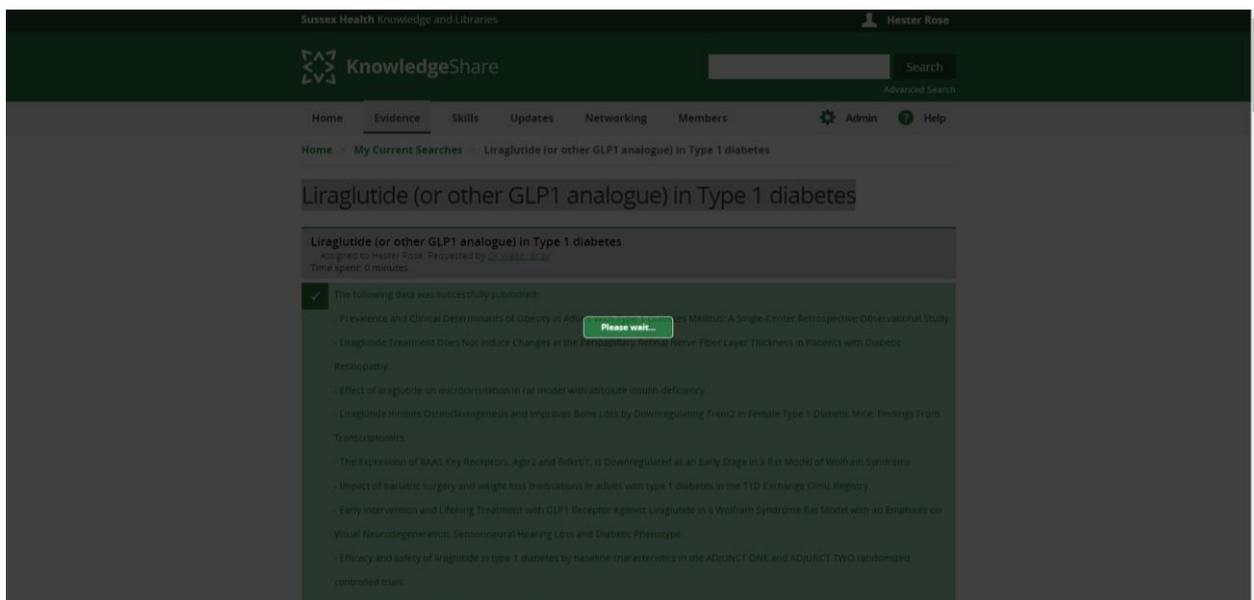
- Source

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

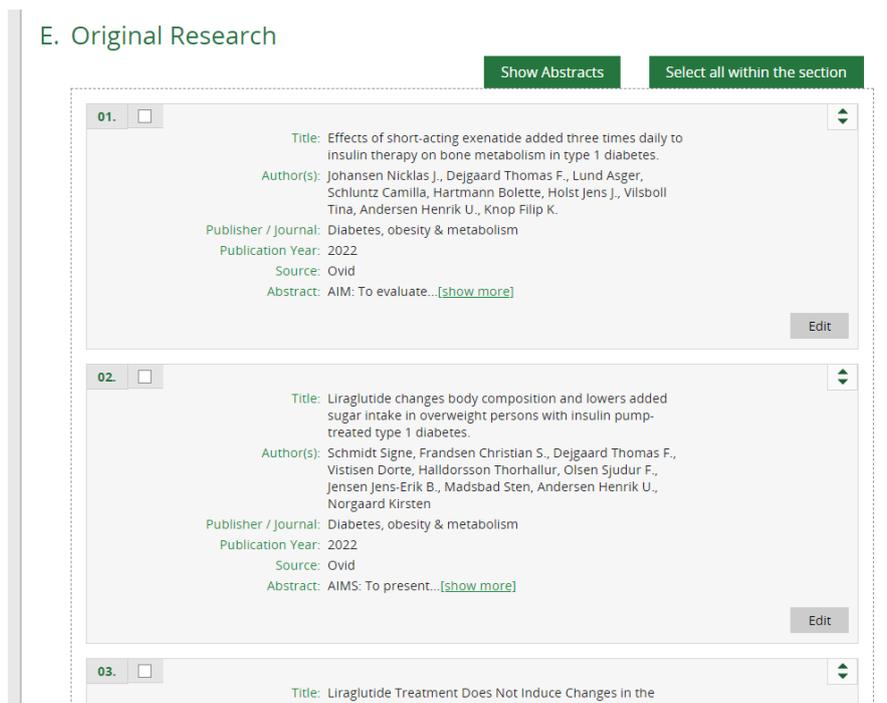


- RIS file (.ris or txt format only)
 - Click Browse (or Choose File if using Chrome or Edge) and select file

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



- 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.

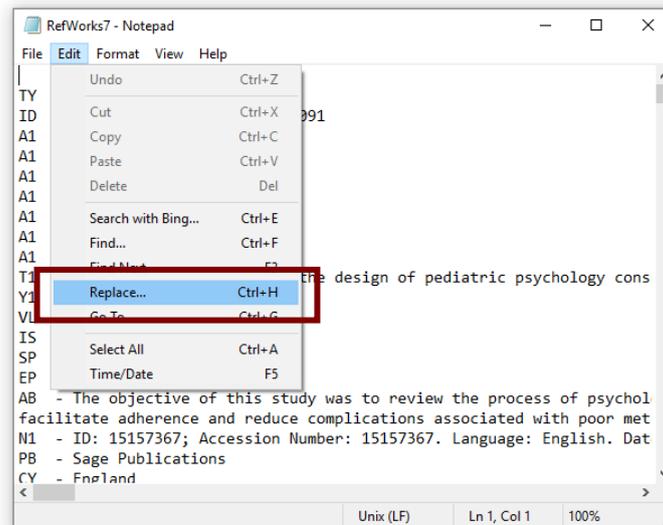
4.3.7.3 Adding SCOPUS RIS files

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

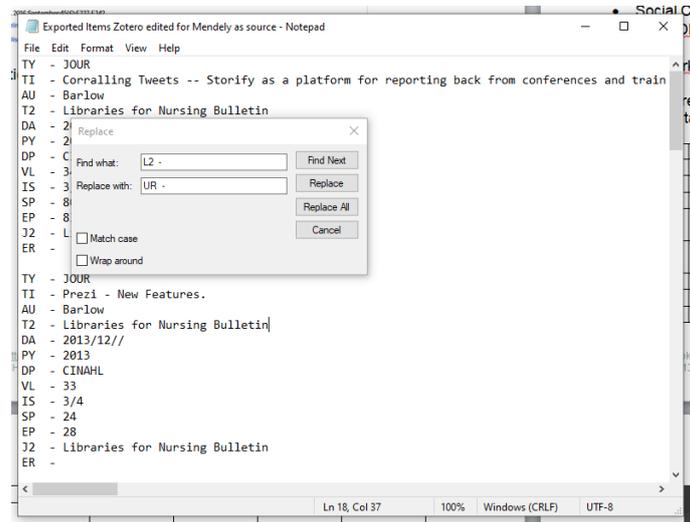
4.3.7.4 Adding Zotero RIS files

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...



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



- 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:
 - To show all the abstracts, click on **Show Abstracts**

E. Original Research

The screenshot shows a search result interface for 'E. Original Research'. At the top right, there are two green buttons: 'Show Abstracts' (highlighted with a red box) and 'Select all within the section'. Below this is a search result card for item '01.' with a checkbox. The card contains the following text: Title: Exenatide: a new promising antidiabetic agent; Author(s): Chakraborti C. K.; Publisher / Journal: Indian journal of pharmaceutical sciences; Publication Year: 2010; Source: RefWorks; Abstract: Exenatide is a... [show more]. An 'Edit' button is located at the bottom right of the card.

- To show the abstract on a single result, click on **[show more]** in the abstract section

E. Original Research

The screenshot shows the same search result interface as above. The 'Show Abstracts' button is no longer highlighted. Instead, the '[show more]' link in the abstract section is highlighted with a red box.

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

E. Original Research

The screenshot shows the search result interface with the 'Hide Abstracts' button highlighted with a red box. The search result card for item '01.' is visible, but the abstract text is hidden, showing only the title and author information.

- 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**

A. National and International Guidance

Show Abstracts

Select all within the section

01.



Title: Type 1 diabetes in adults: diagnosis and management NICE guideline [NG17]

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

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

Access restriction

Summary

This guideline covers care and treatment for adults (aged 18 and over) with type 1 diabetes. It includes advice on diagnosis, education and support, blood glucose management, cardiovascular risk, and identifying and managing long-term complications.

Cancel Save Delete

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:

- Manual
- Title

- Publisher
- Publication Year
- 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.

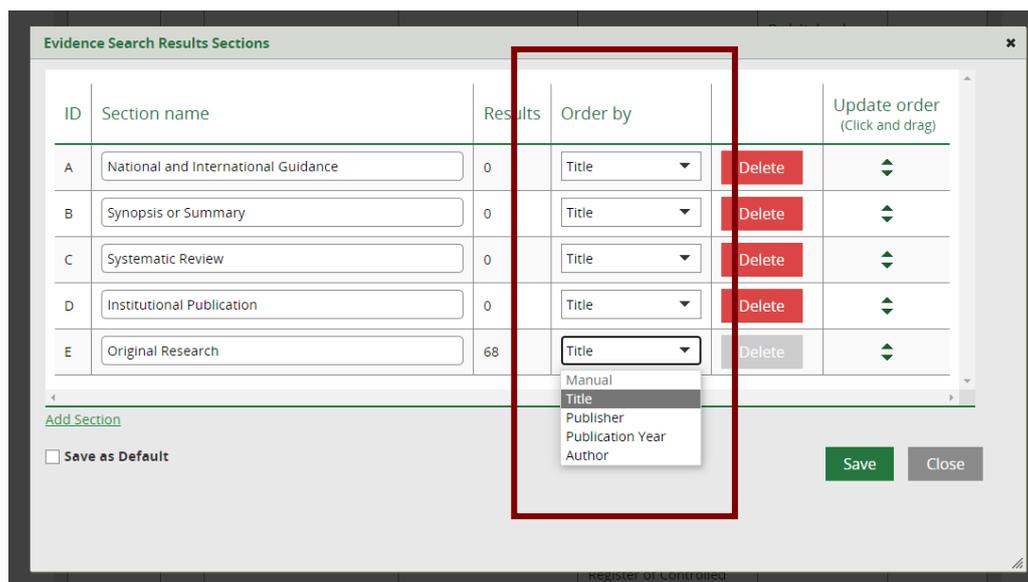
4.3.10.2 Order results by Title

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

- Click on **Edit Sections**

Search Results **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'



- Click **Save** and click **Close**

4.3.10.3 Order results by Publisher

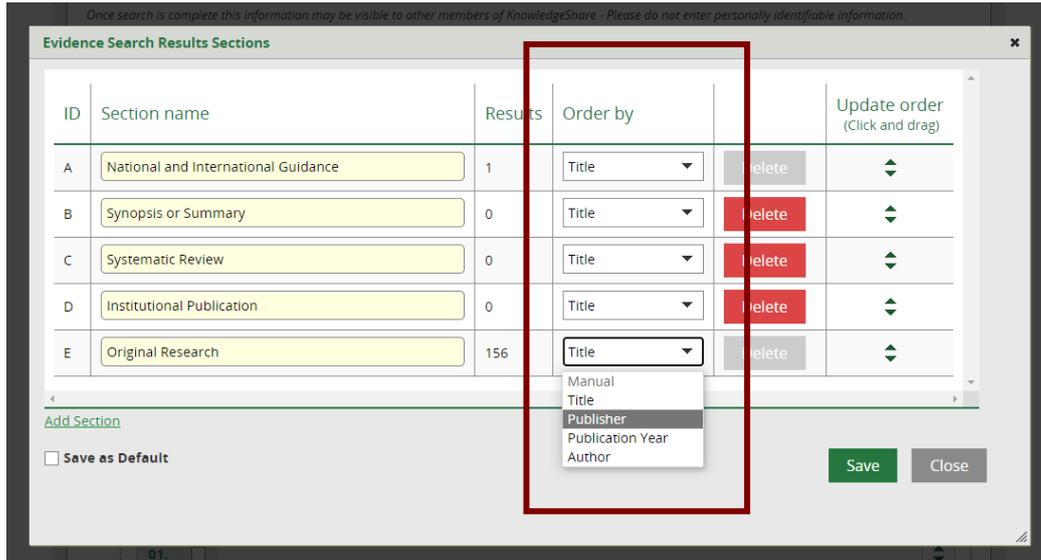
The results in a section can be ordered A-Z by their publisher/journal.

- 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'



- Click **Save** and click **Close**

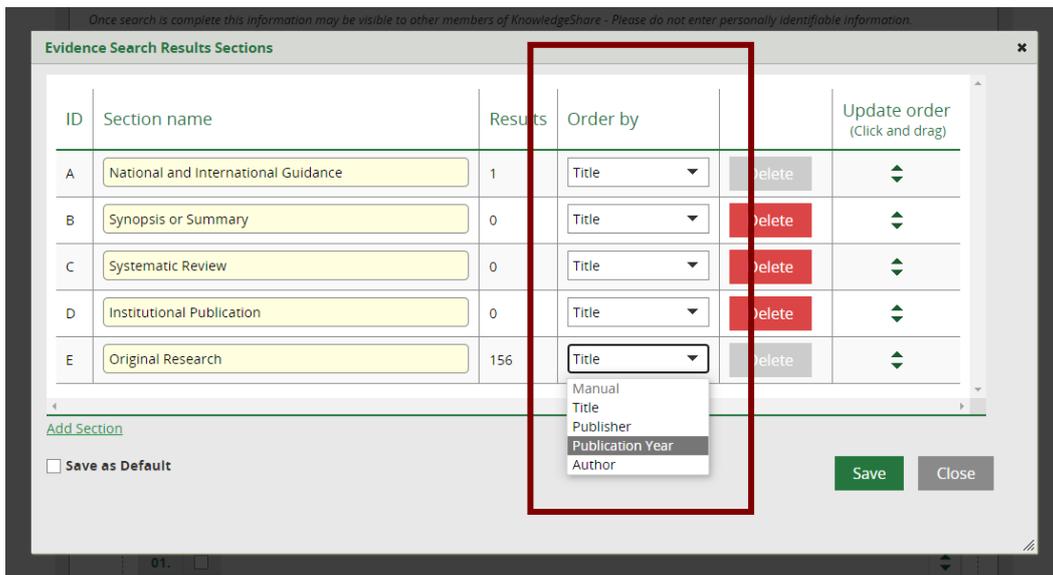
4.3.10.4 Order results by Publication Year

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'



- Click **Save** and click **Close**

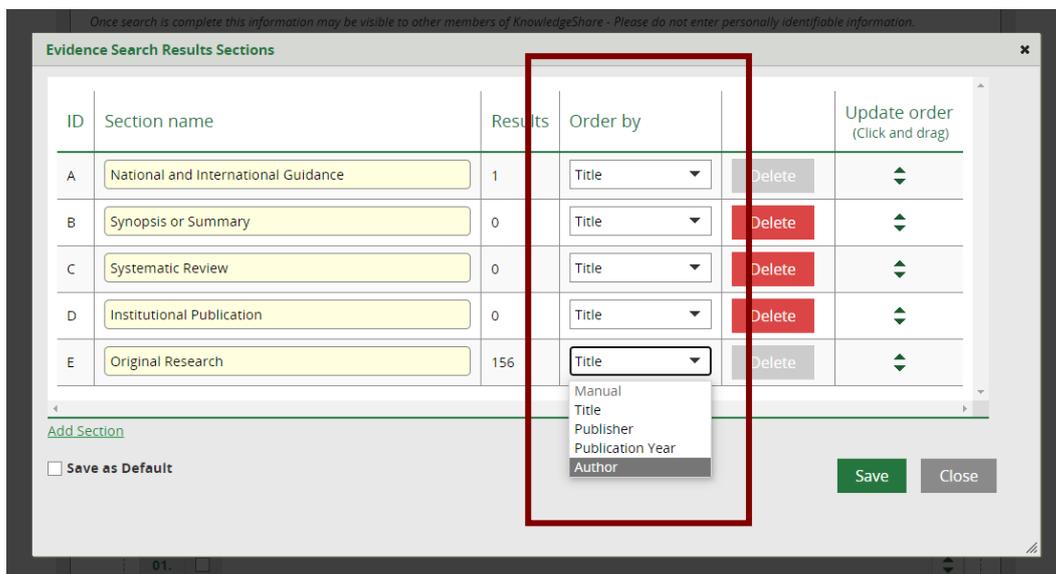
4.3.10.5 Order results by Author

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

- Click on **Edit Sections**

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'



- 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 

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...[\[show more\]](#)

Edit

E. Original Research

Show Abstracts

Select all within the section

01.

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...[\[show more\]](#)

Edit

02.

Title: Liraglutide as Adjunct to Insulin Treatment in Patients with Type 1 Diabetes: A Systematic Review and Meta-analysis.
 Author(s): Dimitrios Patoulias, Michael Doumas, Vasilios Kotsis, Konstantinos Stavropoulos, Konstantinos Imprialos, Ioanna Zografou, Konstantinos Petidis, Spyridon Bakatselos, Asterios Karagiannis
 Publisher / Journal: Current diabetes reviews
 Publication Year: 2020
 Source: Ovid
 Abstract: BACKGROUND: A few...[\[show more\]](#)

Edit

03.

Title: Liraglutide as adjunct to insulin treatment in type 1 diabetes does not interfere with glycaemic recovery or gastric emptying rate during hypoglycaemia: A randomized, placebo-controlled, double-blind, parallel-group study.



- 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

Publication Year: 2022
Source: National Institute for Health and Care Excellence (NICE)
Abstract: This guideline covers...[\[show more\]](#) Edit

C. Systematic Review

Show Abstracts Select all 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

01. 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...[\[show more\]](#) Edit

E. Original

03. Title: Liraglutide as Adjunct to Insulin Treatment in Patients with Type 1 Diabetes: A Systematic Review and Meta-analysis.
Author(s): Dimitrios Patoulas, Michael Doumas, Vasilios Kotsis, Konstantinos Savropoulos, Konstantinos Imprialos, Ioanna Zografou, Konstantinos Petdis, Spyridon Bakascelos, Asterios Karagiannis
Publisher / Journal: Current diabetes reviews
Publication Year: 2020
Source: Ovid
Abstract: BACKGROUND: A few...[\[show more\]](#) Edit

04. Title: Liraglutide as adjunct to insulin treatment in type 1 diabetes does not interfere with glycaemic recovery or gastric emptying rate during hypoglycaemia: A randomized, placebo-controlled, double-blind, parallel-group study

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

C. Systematic Review

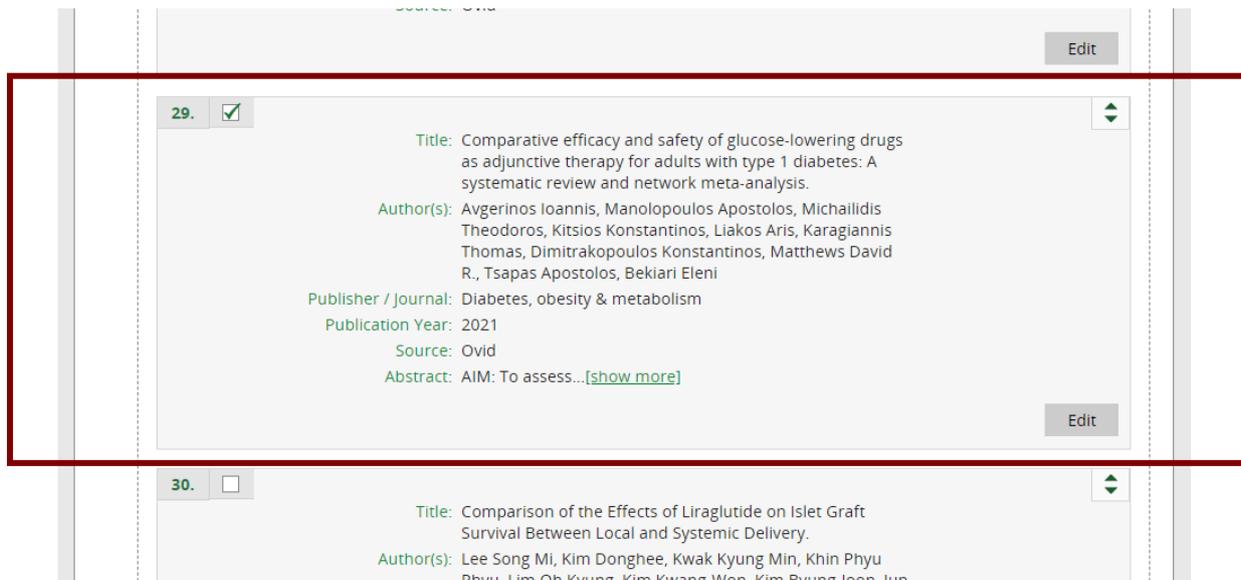
Show Abstracts Select all within the section

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...[\[show more\]](#) Edit

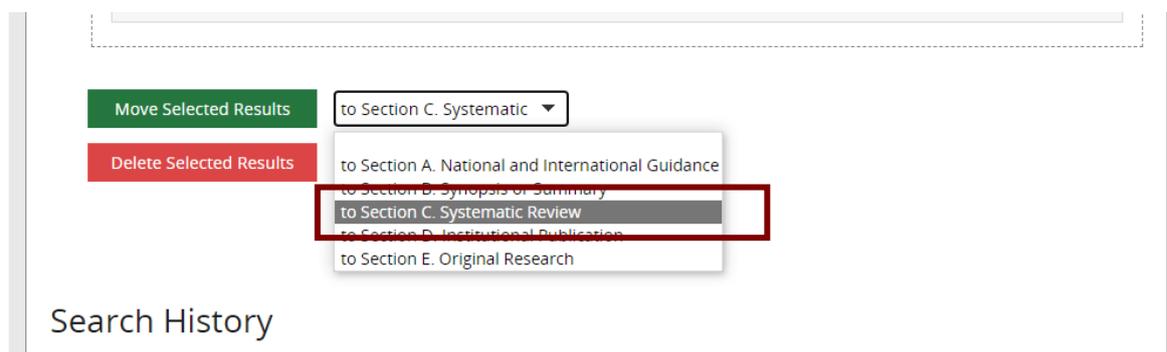
02. Title: Liraglutide as additional treatment to insulin in obese patients with type 1 diabetes mellitus.
Author(s): Kuhadiya Nitesh D., Malik Ritu, Bellini Natalie J., Patterson Jane Lyons, Traina Andrea, Makdissi Antoine, Dandona Paresh
Publisher / Journal: Endocrine practice : official journal of the American College of Endocrinology and the American Association of Clinical Endocrinologists
Publication Year: 2013
Source: Ovid
Abstract: OBJECTIVE: Because approximately...[\[show more\]](#) Edit

4.3.11.2 Move Selected Results

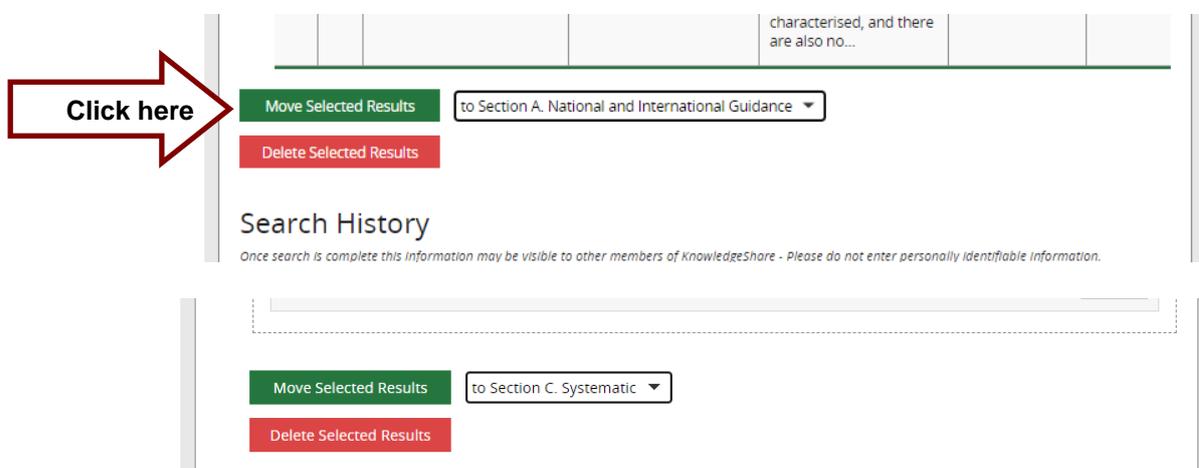
- On the Search Results tab scroll down to the result or results that need to be moved
- Check the box in the left-hand column next to the result(s)



- 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



- Click on **Move Selected Results**



- Results will be moved to select selection

C. Systematic Review

01.

Show Abstracts **Select all within the section**

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...[\[show more\]](#)

Edit

4.3.12 Delete a Search result

There is a bug in the system so the 'Evidence Search Results Sections pop-up' doesn't reflect when results are deleted.

The number of results in the 'Evidence Search Results Sections pop-up' are wrong as the deleted results are not subtracted from the numbers listed. The correct behaviour is the number of results would reflect that results had been deleted.

Fortunately, the number of results listed in the 'Edit Result Count' pop-up are correct as are the search results numbers on the finished Evidence Search report document are correct.

- 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)

A. National and International Guidance

Show Abstracts

Select all within the section

01.

Title: Pneumonia in adults: diagnosis and management Clinical 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...[\[show more\]](#)

Edit

02.

Title: Pneumonia in adults: diagnosis and management Clinical 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...[\[show more\]](#)

Edit

- Scroll down and click **Delete Search Results**

02.

Title: Pneumonia in adults: diagnosis and management Clinical 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...[\[show more\]](#)

Edit

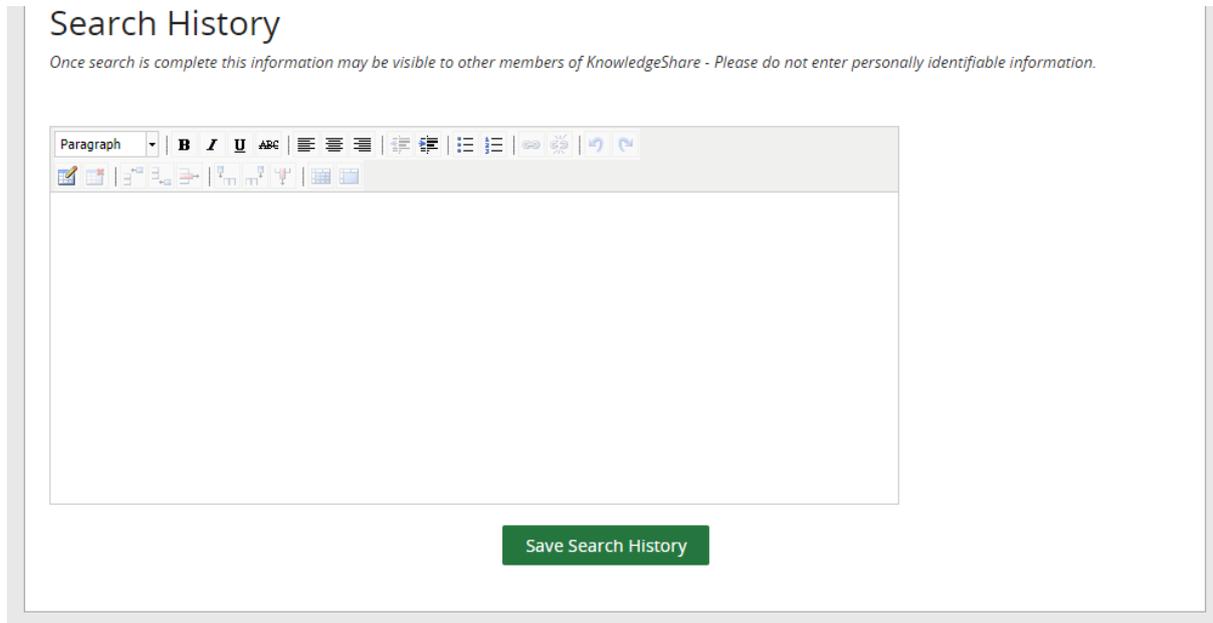
Move Selected Results

Delete Selected Results

Click here

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.



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

	Insert/edit table
	Delete table
	Insert row before
	Insert row after
	Delete row
	Insert column before
	Insert column after
	Delete column
	Split merged table cells
	Merge table cells

4.3.14 Export a Search History from sources

- Ensure a Search History includes
 - Name of database(s) used
 - Number of results
 - 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

#	Searches	Results	Type	Actions	Annotations
1	"rheumatoid arthritis".ab,ti.	158834	Advanced	Display Results More	
2	exp *rheumatoid arthritis/	129355	Advanced	Display Results More	
3	1 or 2	186835	Advanced	Display Results More	
4	(fatigue* or tired).ab,ti.	163001	Advanced	Display Results More	
5	exp *fatigue/co, dt, pc [Complication, Drug Therapy, Prevention]	3575	Advanced	Display Results More	
6	4 or 5	163373	Advanced	Display Results More	
7	3 and 6	3433	Advanced	Display Results More	
8	limit 7 to yr="2018 - 2020"	894	Advanced	Display Results More	

- 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.

Ovid MEDLINE(R) ALL <1946 to July 02, 2021>

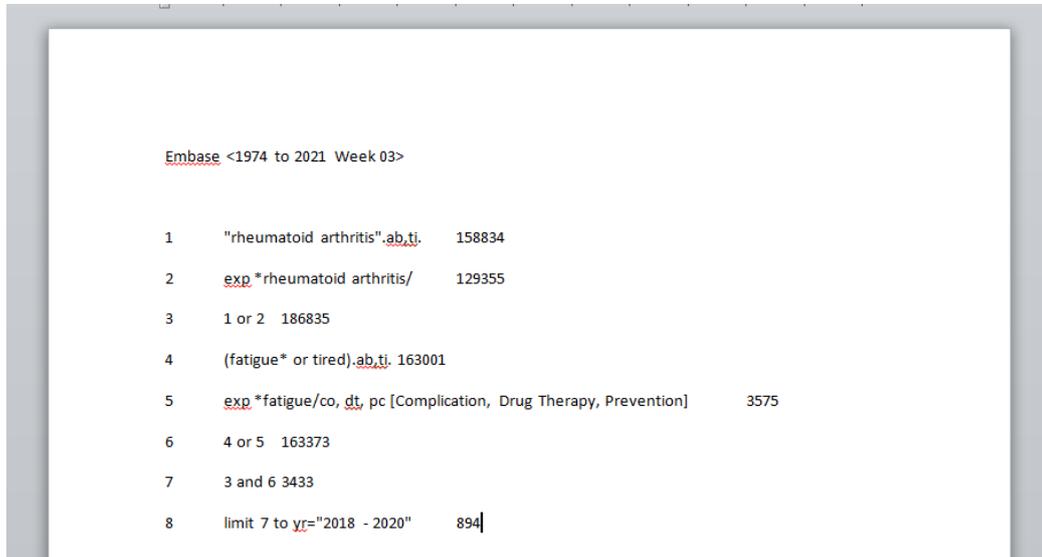
1 rheumatoid arthritis.ab,ti. 109626
2 exp *Arthritis, Rheumatoid/ 95838
3 1 or 2 139542
4 (fatigue* or tired).ab,ti. 105335
5 exp *Fatigue/co, dt, pc [Complications, Drug Therapy, Prevention & Control] 2348
6 4 or 5 105742
7 3 and 6 1593
8 limit 7 to yr="2018 - 2021" 393

Save Search History

- Click **Save Search History**

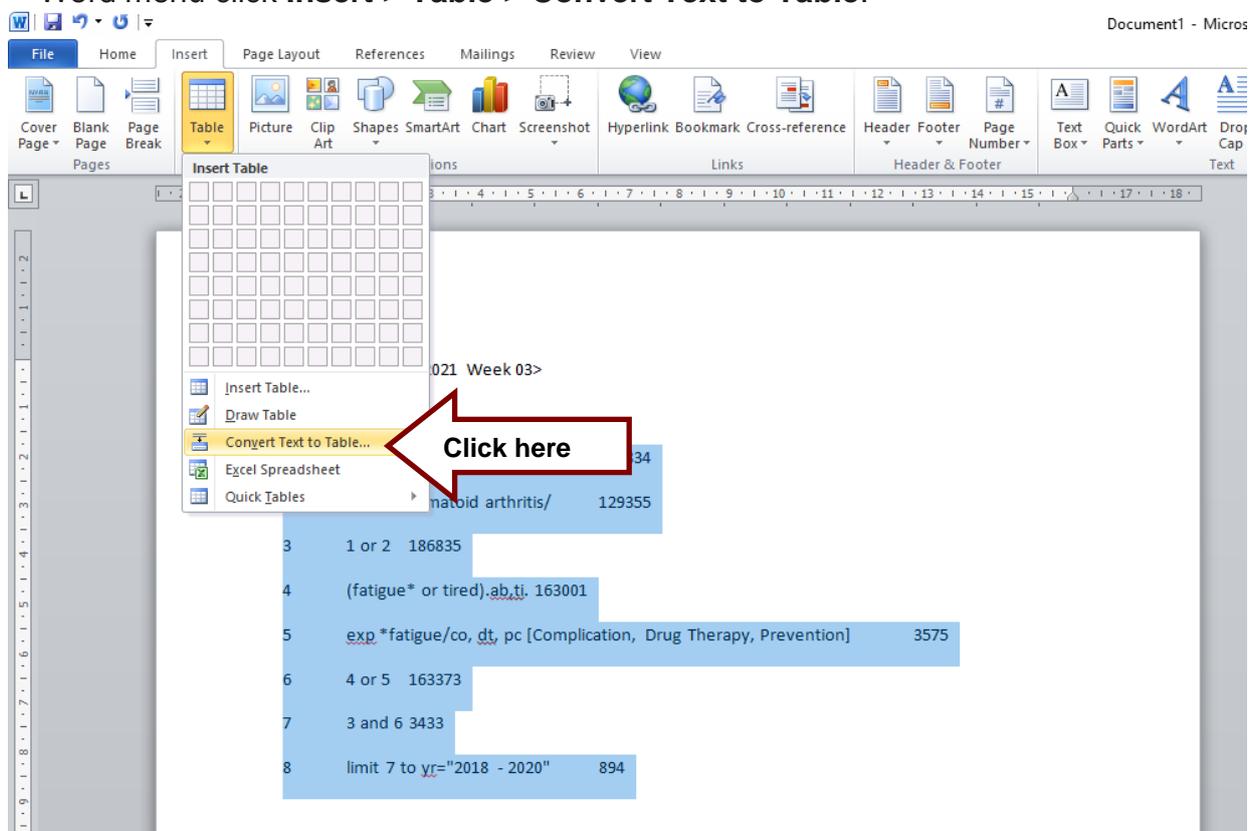
4.3.14.2 Format a Search History table from OVID using Microsoft Word

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

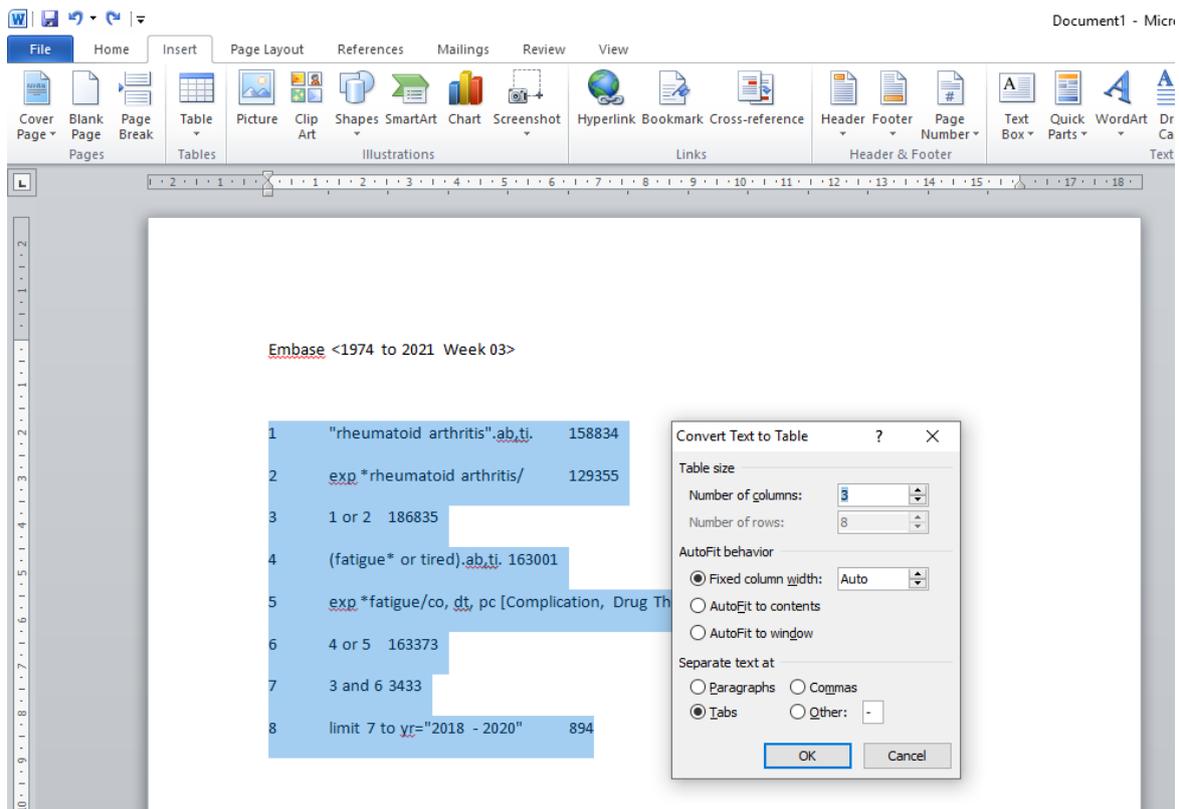


Embase <1974 to 2021 Week 03>		
1	"rheumatoid arthritis".ab,ti.	158834
2	exp *rheumatoid arthritis/	129355
3	1 or 2	186835
4	(fatigue* or tired).ab,ti.	163001
5	exp *fatigue/co, dt, pc [Complication, Drug Therapy, Prevention]	3575
6	4 or 5	163373
7	3 and 6	3433
8	limit 7 to yr="2018 - 2020"	894

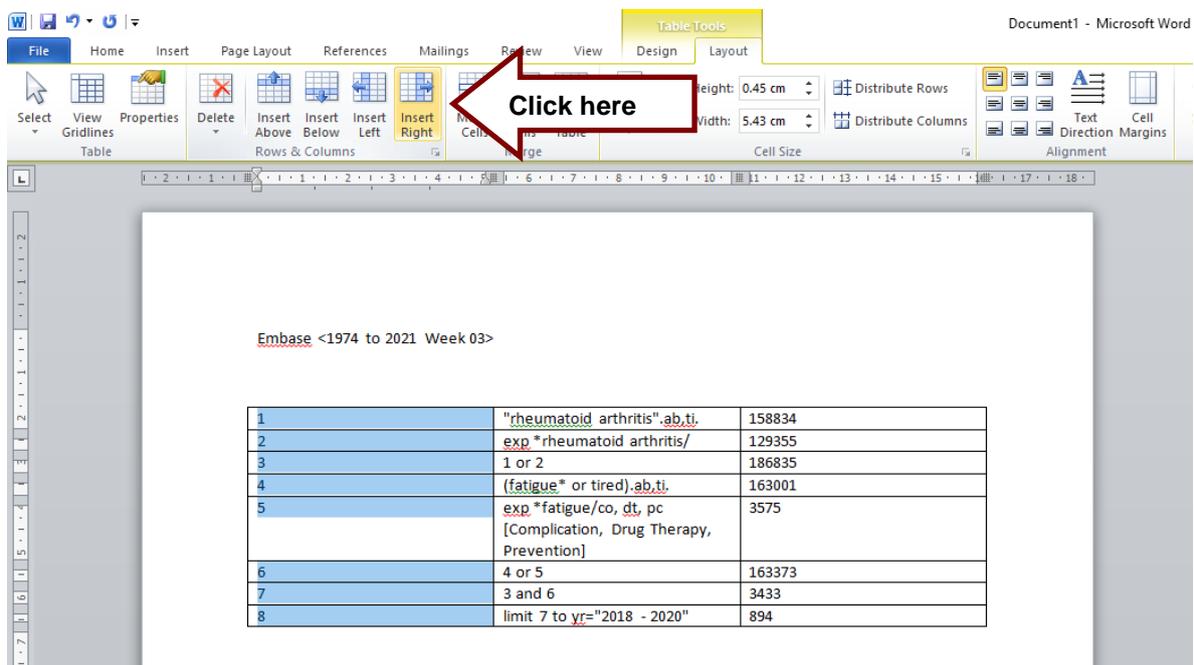
- Select the Search History starting with the first set number, and then in the Microsoft Word menu click **Insert > Table > Convert Text to Table**.



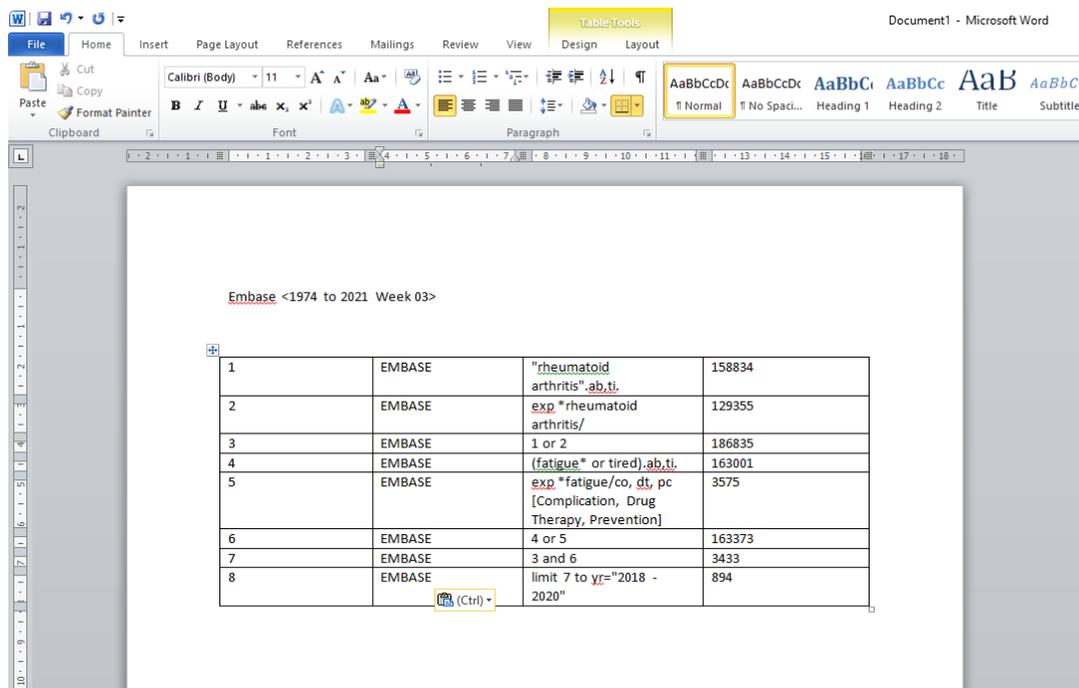
- In the **Convert Text to Table** box, click OK



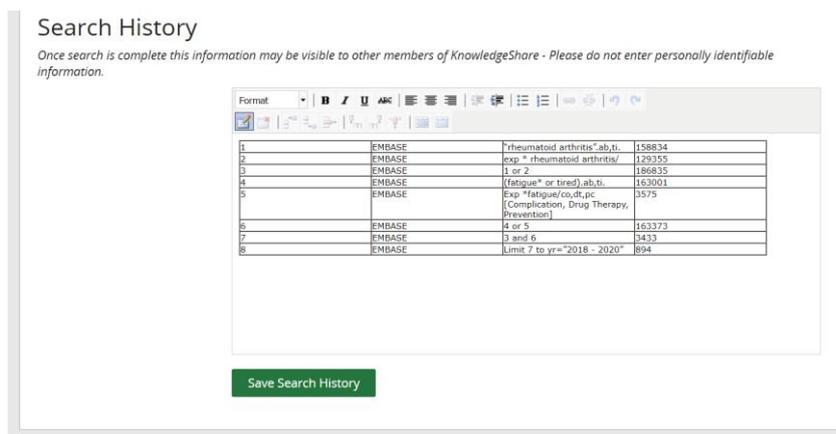
- Select the first column of the Search History, and then in the Microsoft Word menu select **Table Tools > Layout > Insert Right**



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



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



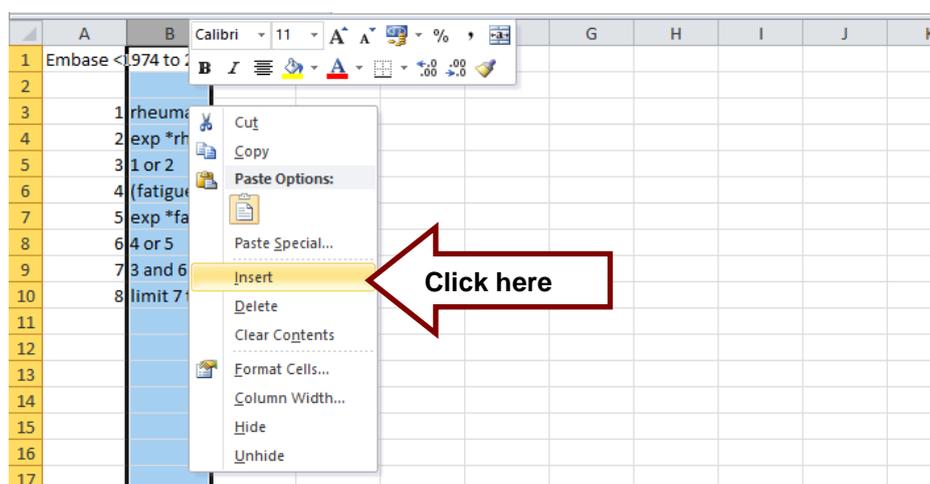
- Click **Save Search History**

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

	A	B	C	D	E	F
1	Embase <1974 to 2021 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



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

	A	B	C	D	E	F
1	Embase <1974 to 2021 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

	A	B	C	D	E
1	Embase <1974 to 2021 Week 03>				
2					
3	1	EMBASE	rheumato	158834	
4	2	EMBASE	exp *rheu	129355	
5	3	EMBASE	1 or 2	186835	
6	4	EMBASE	(fatigue* o	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					
12					

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

	A	B	C	D	E	F	
1	Embase <1974 to 2021 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 information may be visible to other members of KnowledgeShare - Please do not enter personally identifiable information.

	A	B	C	D	E	F
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, 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**

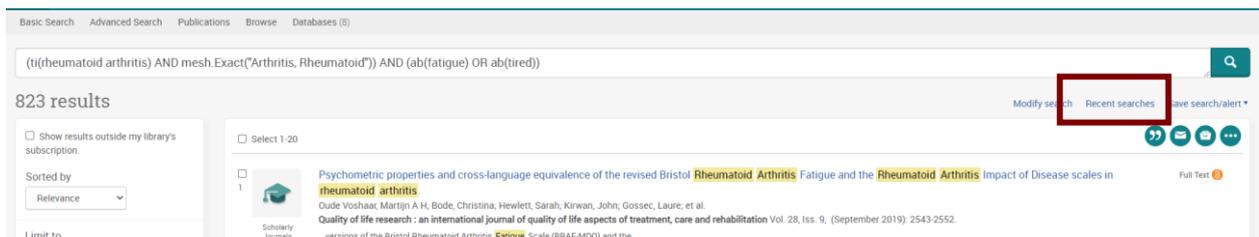
4.3.14.4 Export a Search History from ProQuest using Microsoft Word

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

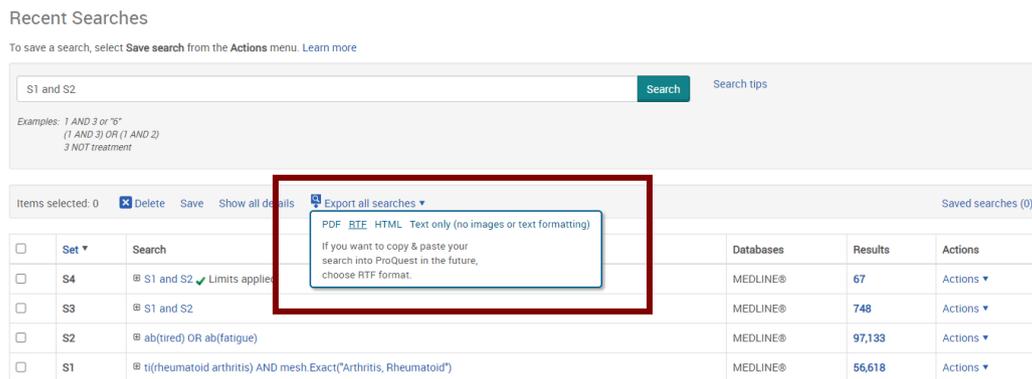
- Advanced Search page:



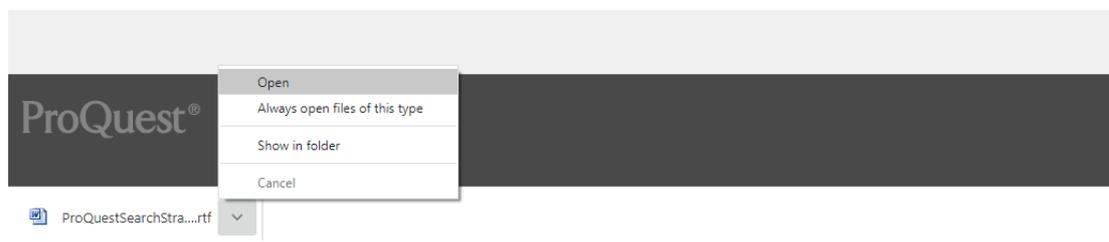
- Results page:



- Click on **Export all searches** and select on **RTF**



- Open the file in Microsoft Word



- From the Word document copy the search history table

Search Strategy

Set#	Searched for	Databases	Results
S1	ti(rheumatoid arthritis) AND mesh.Exact("Arthritis, Rheumatoid")	MEDLINE®	56618
S2	ab(tired) OR ab(fatigue)	MEDLINE®	97133
S3	S1 and S2	MEDLINE® These databases are searched for part of your query.	748
S4	(S1 and S2) AND yr(2020-2029)	MEDLINE® These databases are searched for part of your query.	67

- 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 U ABC
[List Icons]
[Undo]
[Redo]

Set#	Searched for	Databases	Results
S1	ti(rheumatoid arthritis) AND mesh.Exact("Arthritis, Rheumatoid")	MEDLINE®	56618
S2	ab(tired) OR ab(fatigue)	MEDLINE®	97133
S3	S1 and S2	MEDLINE® These databases are searched for part of your query.	748
S4	(S1 and S2) AND yr(2020-2029)	MEDLINE® These databases are searched for part of your query.	67

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**

Select a Field (optional) ▾ Search
AND ▾ Select a Field (optional) ▾ Clear ?
AND ▾ Select a Field (optional) ▾ + -

[Basic Search](#) [Advanced Search](#) Search History ▾

Search History/Alerts

Select / deselect all Search with AND Search with OR Delete Searches

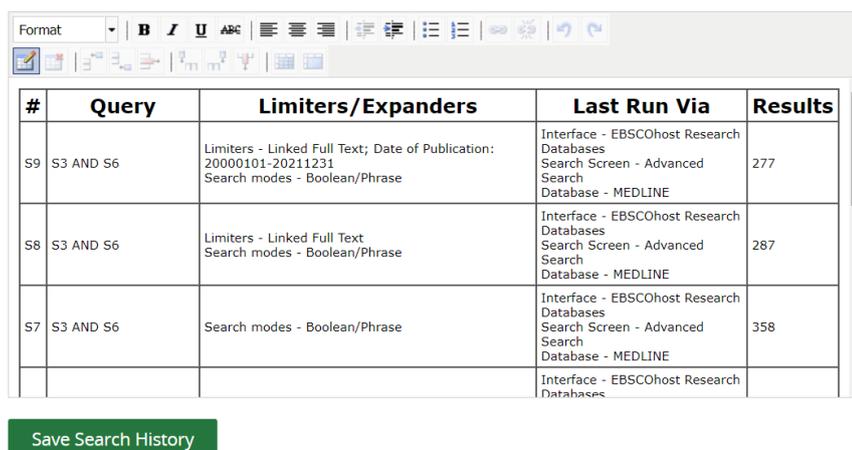
- Copy the search history in the **Print Search History** pop up.

#	Query	Limiters/Expanders	Last Run Via	Results
S9	S5 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	52
S8	S5 AND S6	Limiters - Date of Publication: 20000101-20211231 Search modes - Boolean/Phrase	Interface - EBSCOhost Research Databases Search Screen - Advanced Search Database - MEDLINE	333
S7	S5 AND S6	Search modes - Boolean/Phrase	Interface - EBSCOhost Research Databases Search Screen - Advanced Search Database - MEDLINE	357
S6	S3 OR S4	Search modes - Boolean/Phrase	Interface - EBSCOhost Research Databases Search Screen - Advanced Search Database - MEDLINE	34,177
S5	S1 OR S2	Search modes - Boolean/Phrase	Interface - EBSCOhost Research Databases Search Screen - Advanced Search Database - MEDLINE	104,229
S4	MM "Fatigue+*"	Search modes - Boolean/Phrase	Interface - EBSCOhost Research Databases Search Screen - Advanced Search Database - MEDLINE	16,730
S3	TI fatigue OR AB tired	Search modes - Boolean/Phrase	Interface - EBSCOhost Research Databases Search Screen - Advanced Search Database - MEDLINE	29,233
S2	MM "Arthritis, Rheumatoid*"	Search modes - Boolean/Phrase	Interface - EBSCOhost Research Databases Search Screen - Advanced Search Database - MEDLINE	34,516
S1	TI rheumatoid arthritis	Search modes - Boolean/Phrase	Interface - EBSCOhost Research Databases Search Screen - Advanced Search Database - MEDLINE	34,538

- 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
S9	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
S8	S3 AND S6	Limiters - Linked Full Text Search modes - Boolean/Phrase	Interface - EBSCOhost Research Databases Search Screen - Advanced Search Database - MEDLINE	287
S7	S3 AND S6	Search modes - Boolean/Phrase	Interface - EBSCOhost Research Databases Search Screen - Advanced Search Database - MEDLINE	358
			Interface - EBSCOhost Research Databases	

Save Search History

- 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 of the search or a search on a similar topic. It also provides the Evidence Search requester with information on which sources have been used.

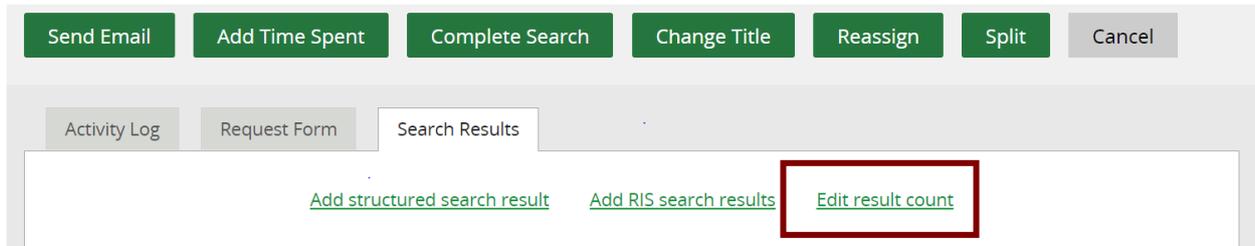
- The Structure Search results are shown on this page using the information from the Source field when they were added.
- RIS files from platforms such as **EBSCO**, **Endnote**, **Mendeley**, **RefWorks** and **Ovid** do not have a RIS tag which the system recognises, so results from these files need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

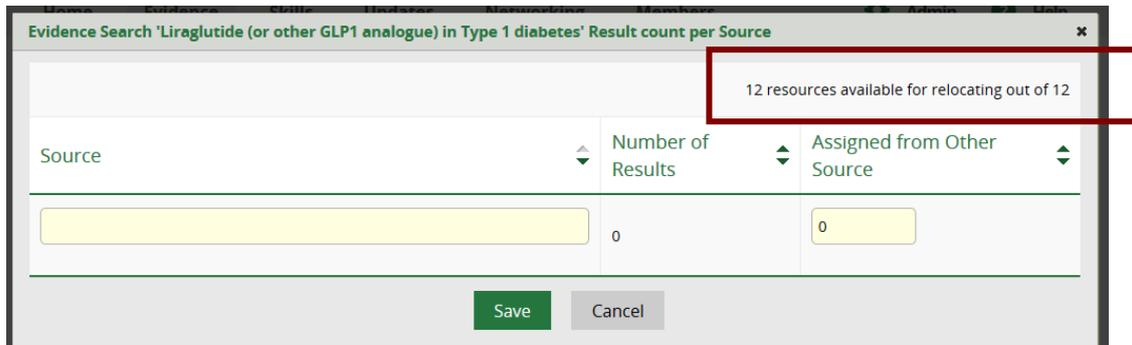
The Edit result count link shows you how many results have been added to the report from a specific source of information.

- 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

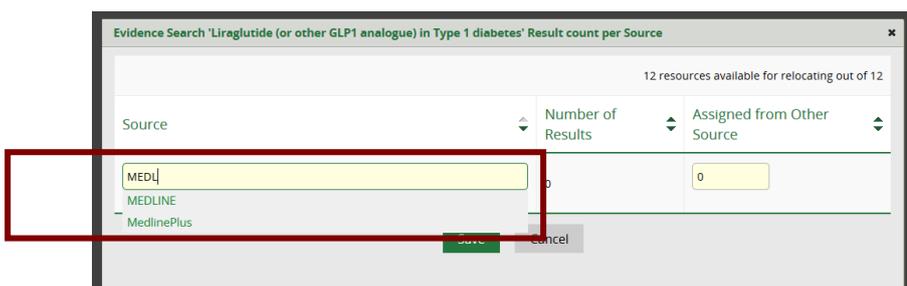
- If results are deleted after manually updating using the “Edit result count”, this will trigger an alert message, asking you to manually correct the result count. A message on the “Edit result count” pop up will let you know how many results need to be removed from the overall count.
- To manually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



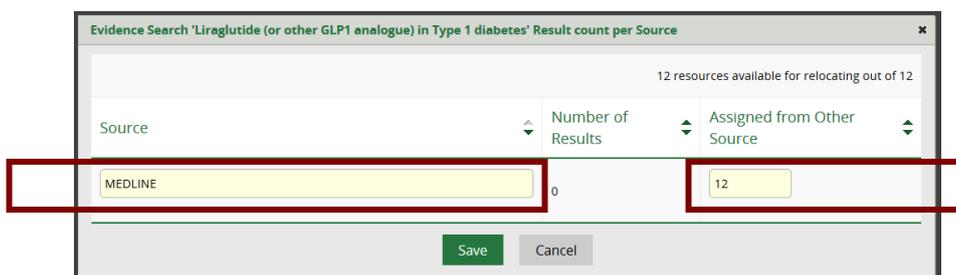
- The unallocated results are present in the top right-hand corner of the pop up as **x resources available for relocating out x**



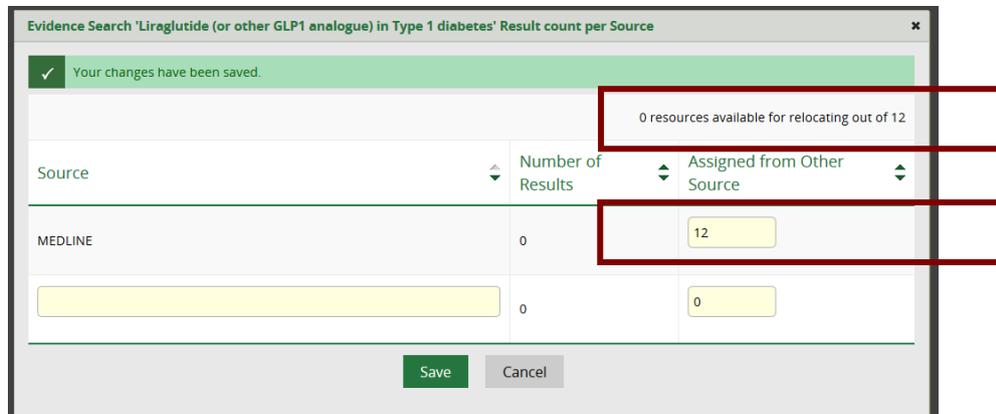
- In the **Source** field start typing the database source of the articles, such as Medline, and select from the list



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



- 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”



- 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 Language

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 analogue) in Type 1 diabetes Assigned to Elaine Watson. Requested by [Dr Damon Wildevé](#)
Time spent: 0 minutes.

Results that have been manually assigned to a source have been deleted. Please go to the Edit result count screen to correct the result count.
Click [here](#) to close this error notification

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. Please reduce the total number of results in the "Assigned from Other Sources" fields by 2

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	Assigned from Other Source
AMED	0	<input type="text" value="5"/>

- Click **Save** and the new total is saved

Evidence Search 'Liraglutide (or other GLP1 analogue) in Type 1 diabetes' Result count per Source		
<div style="background-color: #e8f5e9; padding: 5px;"> ✓ Your changes have been saved. </div>		
0 resources available for relocating out of 10		
Source	Number of Results	Assigned from Other Source
AMED	0	<input style="width: 50px; border: 1px solid #ccc;" type="text" value="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 other GLP1 analogue) in Type 1 diabetes Assigned to Elaine Watson. Requested by [Dr Damon Wildeve](#)
 Time spent: 0 minutes.

⊘ Results that have been manually assigned to a source have been deleted. Please go to the Edit result count screen to correct the result count.
 Click [here](#) to close this error notification

Send Email
Add Time Spent
Complete Search
Change Title
Reassign
Copy
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](#)

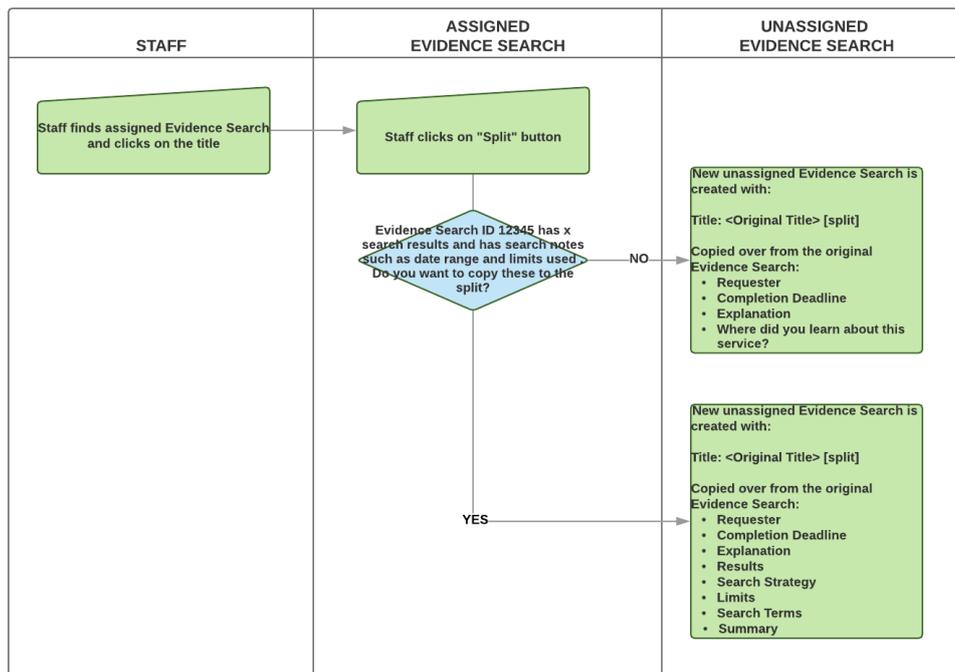
Anterior approach for total hip replacement

Anterior approach for total hip replacement Assigned to Elaine Watson. Requested by [Mr Gabriel Oak](#)
Time spent: 0 minutes.

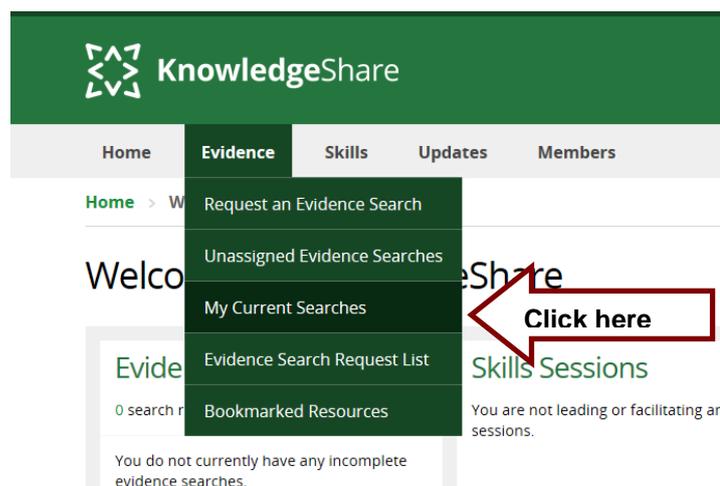
Cancel

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**



- Click on the request title to access it

Home > 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		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 Assigned to Elaine Watson. Requested by [Lydia Smallbury](#)
Time spent: 0 minutes.

- 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?

- 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
- 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

[Home](#) > Evidence Search Request Split

Evidence Search Request Split

Liraglutide (or other GLP1 analogue) in Type 1 diabetes
- [Split] Requested by: Lydia Smallbury

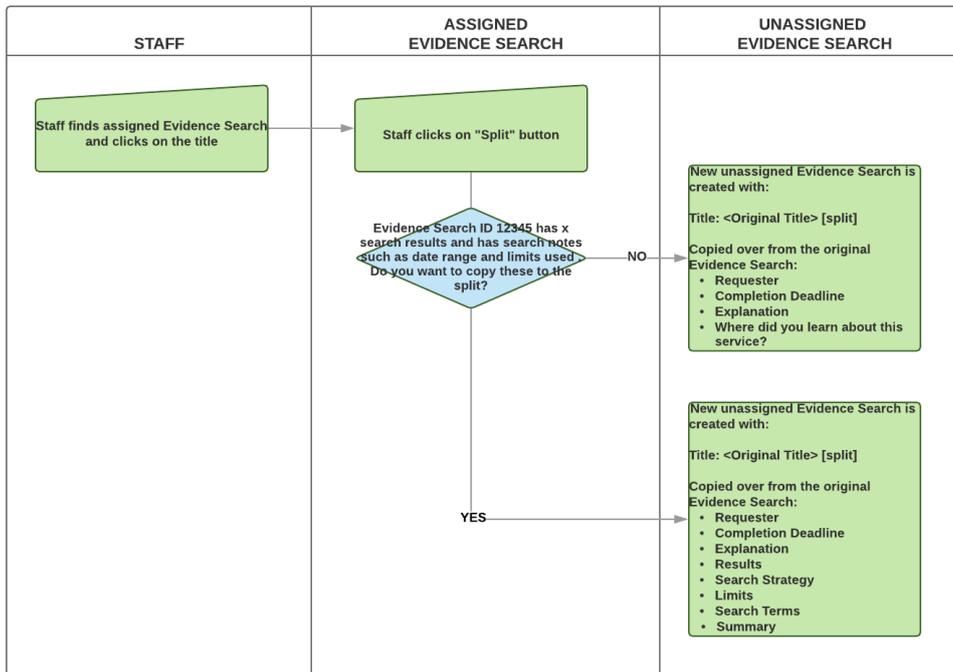
Date requested: 10/09/19
Deadline: Assign to:

Request number: 15594

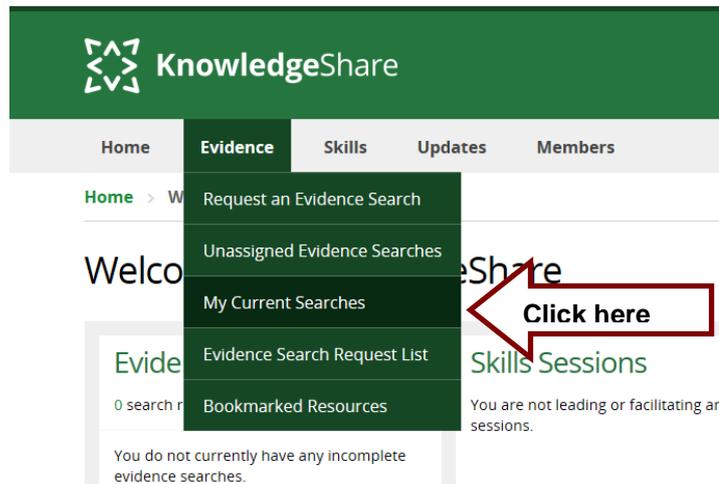
Request date: 10 / 09 / 2019

Requesting member: Lydia Smallbury (Royal Sussex County Hospital)

4.4.2 Split an assigned search and include the results from the original search



- Hold the cursor over **Evidence** and then click **My Current Searches**



- Click on the request title to access it

Home > 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			08/19	Email
15569	Impact of exercise on patient with HIV	Dr Thomas 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**

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: 0 minutes.

Send Email Add Time Spent Complete Search Change Title Reassign **Split** Cancel

Activity Log Request Form Search Results

- Click on **Yes**

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
- 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

Evidence Search Request Split

Liraglutide (or other GLP1 analogue) in Type 1 diabetes
- [Split] Requested by: Lydia Smallbury

Date requested: 10/09/19
Deadline: **Assign 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](#) > [Assigned Searches](#) > Anterior approach for total hip replacement

Anterior approach for total hip replacement

Anterior approach for total hip replacement Assigned to Elaine Watson. Requested by [Mr Gabriel Oak](#)
Time spent: 0 minutes.

Cancel

Activity Log Request Form

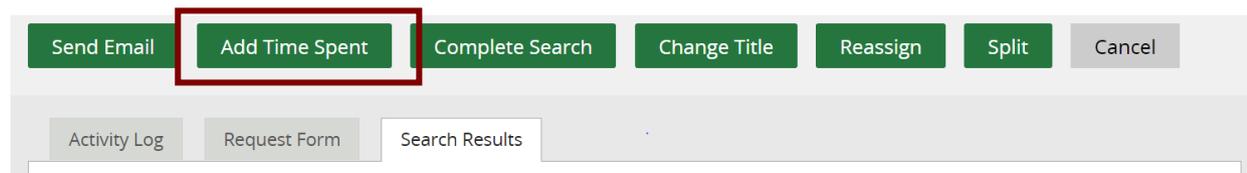
4.5 Completing an Evidence Search report

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

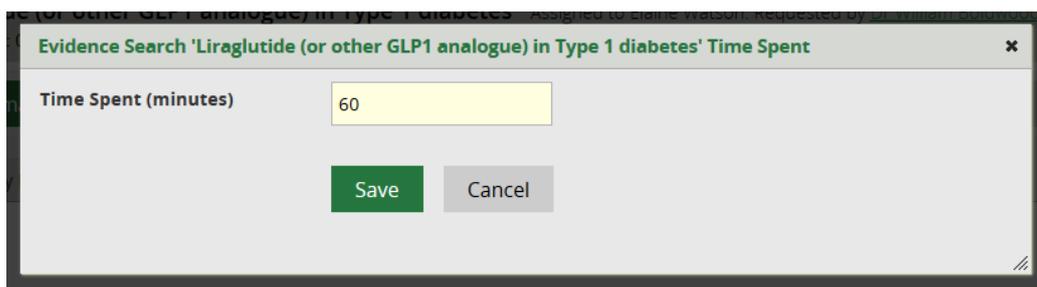
4.5.1 Add Time Spent

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

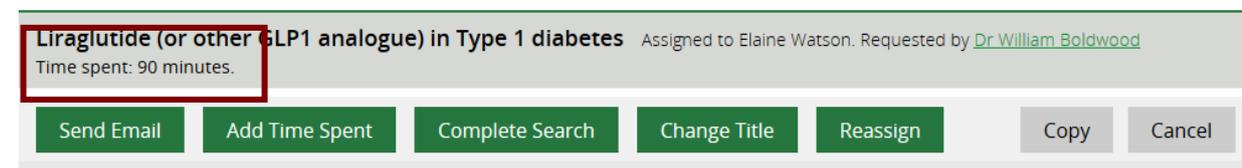
- Click **Add Time Spent**



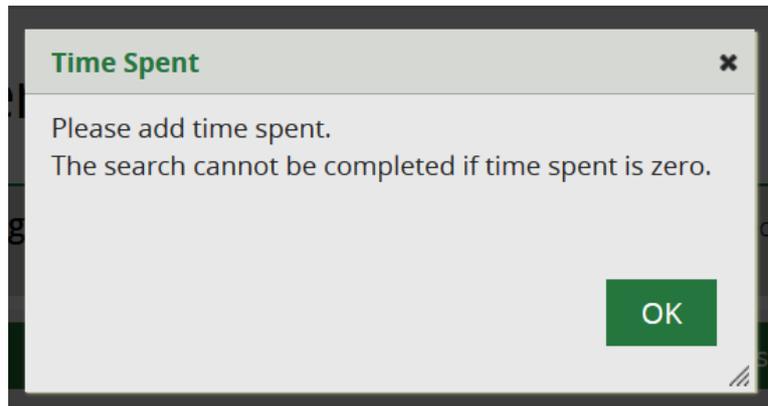
- Record time spent on the search in minutes
- Only enter numbers



- 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



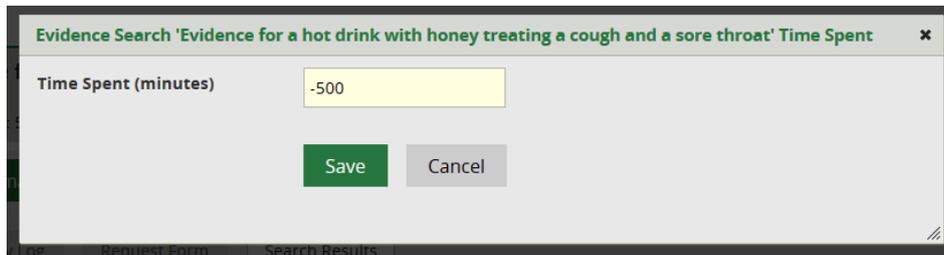
- If time taken is zero when **Complete Search** is clicked, a pop up message will appear:
 - Time Spent
Please add time spent
The search cannot be completed if time spent is zero



- 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.



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
 - *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”
 - If the search has not been limited by a date ranged add the text “No restrictions”
- Limits Used
 - *Mandatory field*
 - A free text field so select a format most meaningful for your requester
 - If the search has not been limited add the text “None”
- Search Terms and Notes
 - *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** | *I* | U | ABC | [List icons] | [Link icon] | [Undo/Redo icons]

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.

Summary

Paragraph | **B** | *I* | U | ABC | [List icons] | [Link icon] | [Undo/Redo icons]

A large amount of trials on this topic have been published. Many look at steroid and NSAID usage although a 2014 systematic review in *BJA* found that "large studies which are specifically designed to collect data on haemorrhage rate are needed."
More recent trials have been conducted although mostly still single-centre studies. Other adjuncts such as Acupuncture and magnesium are also seen in the literature and included in these results.

- **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 | Copy

Activity Log | Request Form | Search 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 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 the links.

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.

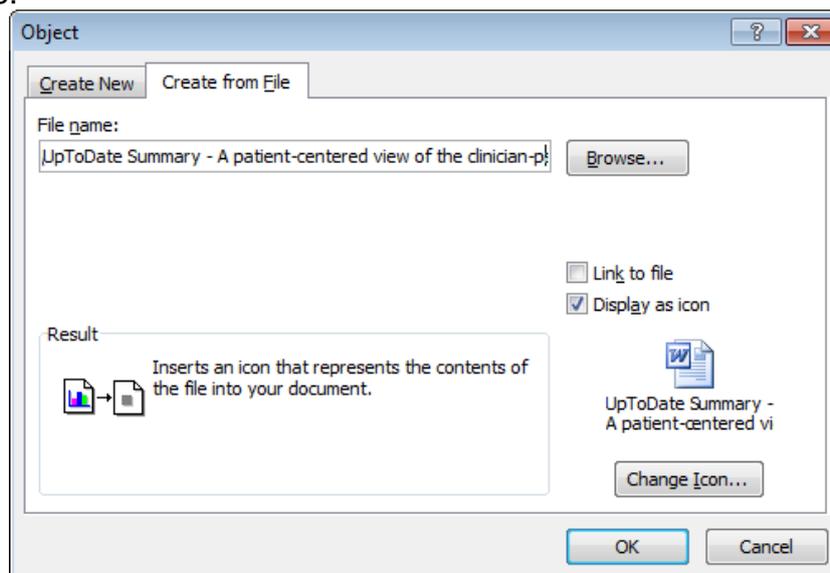
BACKGROUNDLimited health literacy is associated with poor outcomes in many chronic diseases, but little is known about health literacy and health status in COPD. **PARTICIPANTS, DESIGN AND MAIN MEASURES:** Structured interviews were administered to 277 subjects using a three-item battery. Multivariable linear regression, controlling for sociodemographics including income and education, determined the association between health literacy and health status in COPD. **RESULTS:** Lower health literacy was associated with poorer health status (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 hospitalization statistically significant ($p < 0.05$) for all above outcomes. **CONCLUSIONS**Independent of socioeconomic status, poor health literacy is associated with increased health-care utilization. These results underscore that COPD patients with poor health literacy may be at particular risk for poor health-re

[Available online at this link](#)

4.5.4 Embedding Full Text Resources

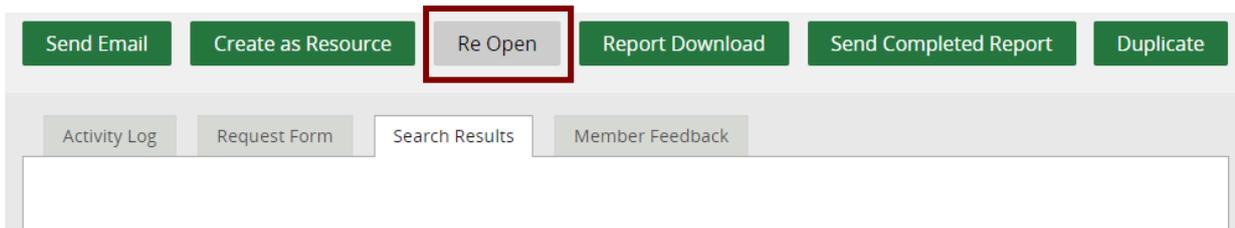
Full text resources can be embedded in the downloaded report. They will not be saved in KnowledgeShare Web avoiding copyright issues.

- 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 as icon**
- Click **Change icon** and in the **Caption** field amend the text to only contain the title of the resource.



4.5.5 Re Open an Evidence Search

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



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.

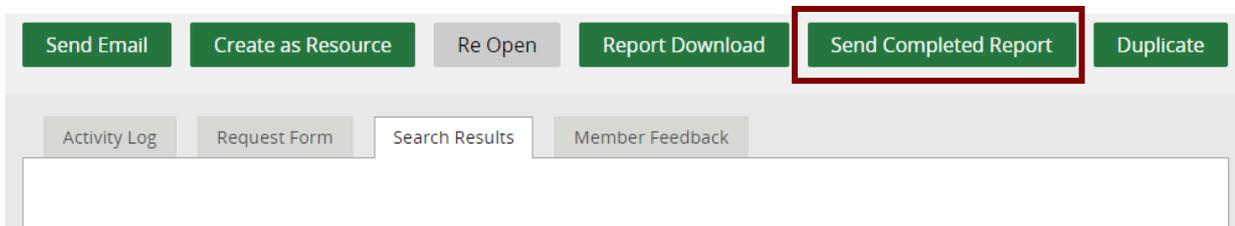
If an individual attachment is greater than 5MB there is an error message:
File is too large. Maximum size: 5MB.

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.

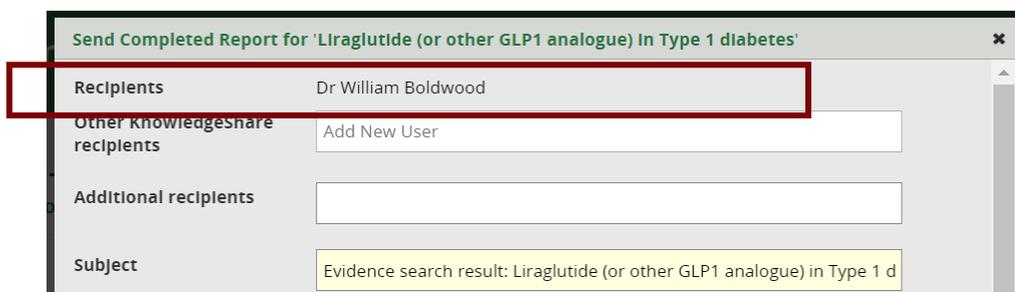
Converting a Word document to a PDF can reduce the document size. Free PDF compress software can reduce the document size

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



- 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.



- 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

The screenshot shows a web form titled "Send Completed Report for 'Liraglutide (or other GLP1 analogue) In Type 1 diabetes'". The form has several fields:

- Recipients:** Dr William Boldwood
- Other KnowledgeShare recipients:** A text input field containing "Add New User" and a list item "Mr Mulberry Hawk" with a red 'x' icon to its right. This field is highlighted with a red rectangular box.
- Additional recipients:** An empty text input field.
- Subject:** Evidence search result: Liraglutide (or other GLP1 analogue) in Type 1 d

- 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.

This screenshot shows the same form as above, but with the "Additional recipients" field highlighted by a red rectangular box. The text inside this field is "nichola.nickleby@nhs.net; wackford.squeers@nhs.net".

- 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* | U | ABC | [List icons] | [Link icon] | [Undo icon] | [Redo icon]

Dear William,

Please find attached your requested search on: Anterior approach for total hip arthroplasty.

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,
Rachel

Rachel Playforth

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 (or other GLP1 analogue) in Type 1 diabetes Assigned to Elaine Watson. Requested by [Dr Damon Wildeve](#)
Time spent: 60 minutes.

Send Email Create as Resource Re Open Report Download Send Completed Report Duplicate

Date	Activity	User
06/07/21	Email 'Evidence search result: Liraglutide (or other GLP1 analogue) in Type 1 diabetes' sent to ', damon.wildeve7@nhs.net'.	Elaine 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 KnowledgeShare, 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 overrides 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 overrides 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 [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}}](#)

- 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 [feedback form](#) on the KnowledgeShare website (no login required). Evidence of impact is vital for the continuation of this service.

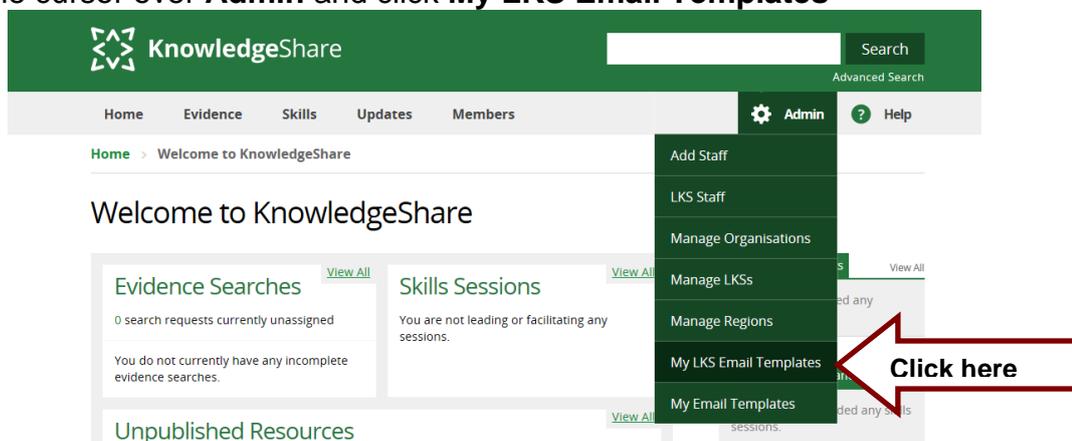
Best regards,
Elaine

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

----- 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**

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

[Add new template](#)
No templates to display

- From Email Type drop down list select **Evidence Search Completed Report**

Home Evidence Skills Updates Members Admin Help

Home > Email template list > Email Template Edit

Email Template Edit

Level: LKS

Email type: **Evidence Search Completed Report**

Subject:

Body:

Current Awareness
 Journal Subscription
 Newsletter
 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
 Welcome to KnowledgeShare
 Training Session Immediate Post Questionnaire Reminder
 Training Session Second Post Questionnaire Remmder

• {{RecipientSalutation}} - The Salutation string of the recipient of the email.
 • {{SenderName}} - The Name of the sender of the email.

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

Home Evidence Skills Updates Members Admin Help

Home > Email template list > Email Template Edit

Email Template Edit

Level: LKS

Email type: Evidence Search Completed 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.

Email Template Edit

Level: LKS

Email type: Evidence Search Completed Report

Subject: Evidence Search Report - {{LSRTitle}}

Body:

Paragraph

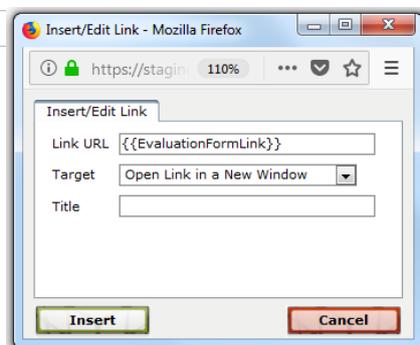
If you have any questions about the search or search results do not hesitate to get in touch.

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}}

Signature:
{{SenderName}}
{{SenderJobTitle}} | [{{SenderEmail}}](#)
{{SenderLKSName}} | [{{SenderLKSWebsite}}](#)

- {{LSRTitle}} - The evidence search title.
- {{RecipientName}} - The Name of the person the email is sent to.
- {{RecipientSalutation}} - The Salutation string of the recipient of the email.
- {{SenderName}} - The Name of the sender of the email.



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}}

Signature:
{{SenderName}}
{{SenderJobTitle}} | [{{SenderEmail}}](#)
{{SenderLKSName}} | [{{SenderLKSWebsite}}](#)

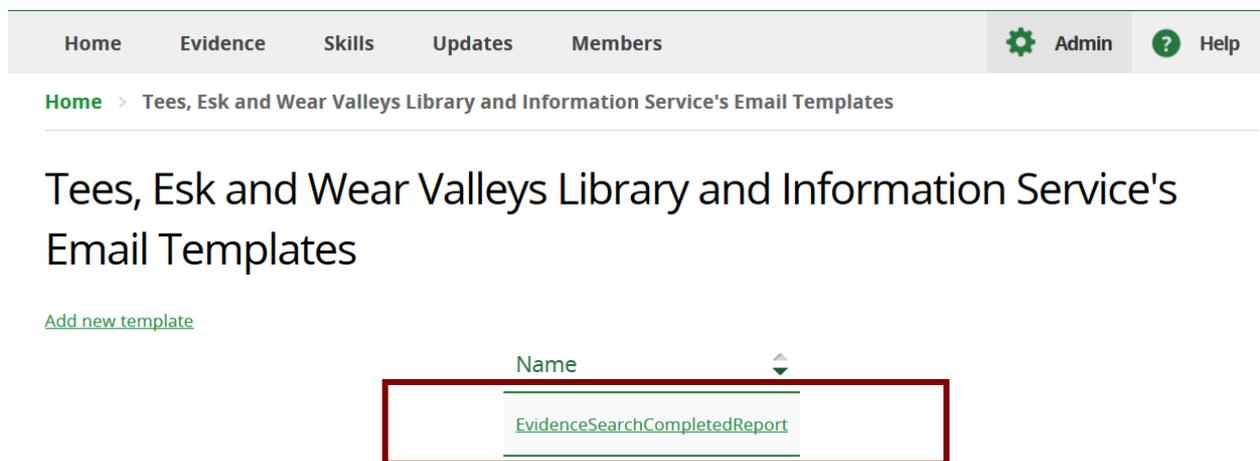
- Scroll down the page and click **Save**

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**

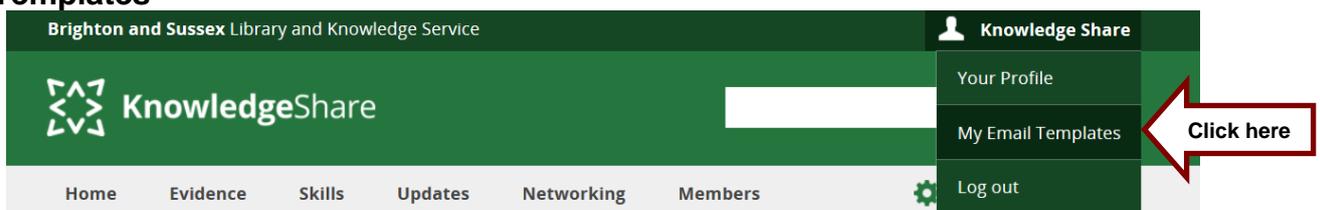


- Edit template as appropriate remembering to:
 - Keep code `{{RecipientSalutation}}` to ensure Members are addressed formally or informally as they have specified
 - Keep code `{{LSRTitle}}` to ensure the title of the Evidence Search is automatically added
 - Embed a link to the code `{{EvaluationFormLink}}` 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**

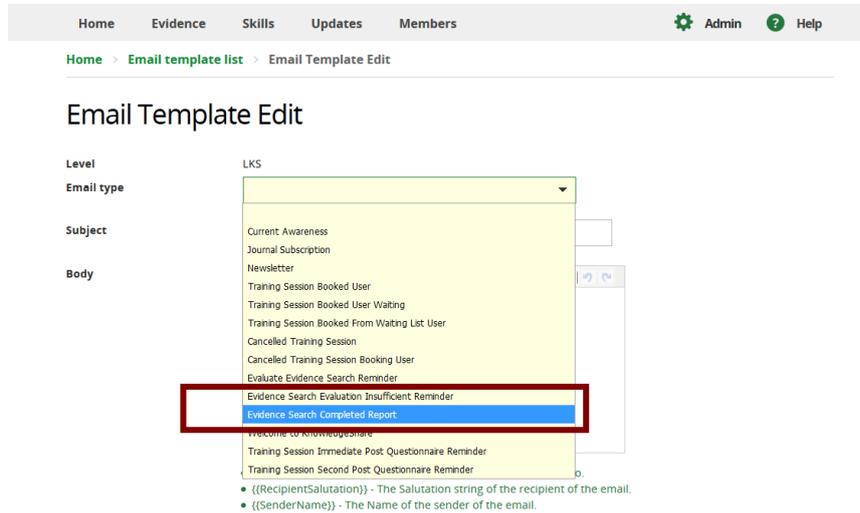


- Click **Add new template**

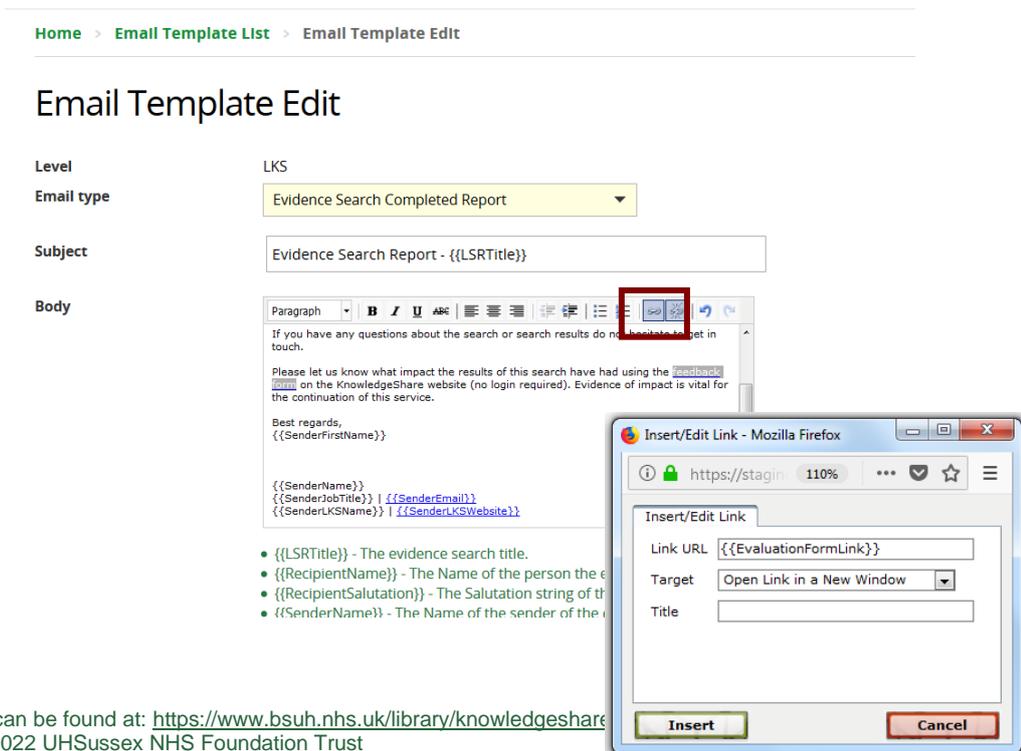
My email templates

[Add New Template](#)
No Templates to display

- From Email Type drop down list select **Evidence Search Completed Report**



- 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.



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,
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.



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:

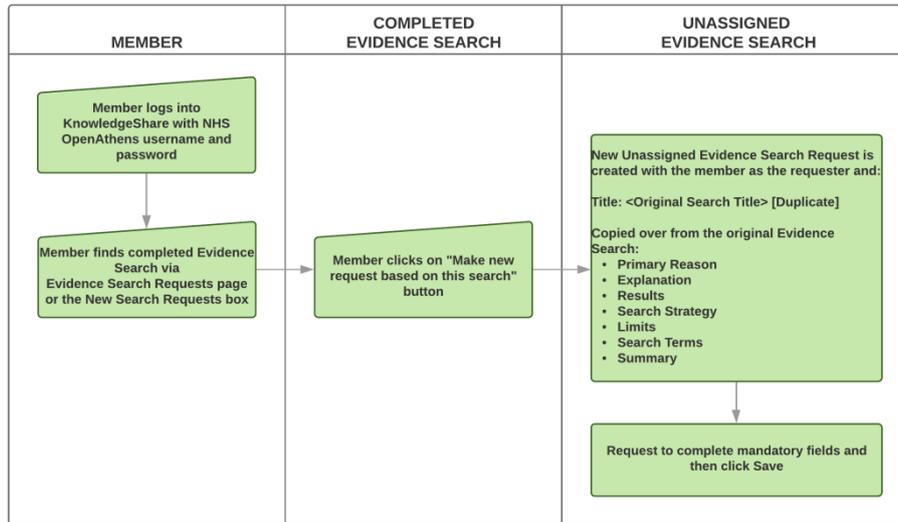
- email the Evidence Search Results Report to the requester via Outlook along with an evidence search evaluation form
- try and compress any files you are sending, before selecting to attach to the 'Send Completed Report' pop up.

A number of free sites will compress a PDF file; <https://smallpdf.com/compress-pdf> 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.

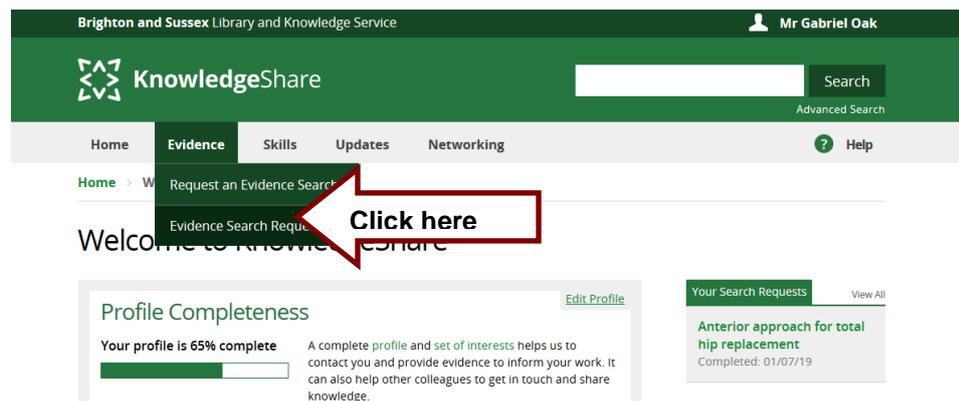
4.6 Duplicating a Completed Evidence Search

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

Filter By:

Unassigned Searches	Assigned Searches	Completed Searches	Cancelled Searches		
Request ID	Request Title	Completed Date	Completed By Librarian	Report Download	Action
15583	Anterior approach for total hip replacement	01/07/19	Elaine Watson	Report Download	Make new request based on this search

OR

- The member clicks on the appropriate search under **New Search Requests**

Brighton and Sussex Library and Knowledge Service

Mr Gabriel Oak

KnowledgeShare

Home > Evidence > Skills > Updates > Networking

Request an Evidence Search

Evidence Search Request List

Welcome to KnowledgeShare

Profile Completeness

Your profile is 65% complete

Your Search Requests

Anterior approach for total hip replacement

Completed: 01/07/19

Click here

- The member needs to click on **New request based on this search**

Anterior approach for total hip replacement

Anterior approach for total hip replacement

Assigned to Elaine Watson. Requested by [Mr Gabriel Oak](#)

Time spent: 60 minutes.

Report Download

Make new request based on this search

Activity Log

Request 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:

- Results
 - Search Strategy
 - Limits
 - Search Terms and Notes text
 - Summary text
- The member needs to add a Completion Deadline date and click **Save** for the search request to be saved

Unassigned Evidence Searches

i To save this Evidence Search Request '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

Date requested: 31/10/19
Deadline:

Request Form Search Results Activity Log

Save **Discard**

Request number 15077

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 Assigned to Elaine Watson. Requested by [Mr Gabriel Oak](#)
Time spent: 0 minutes.

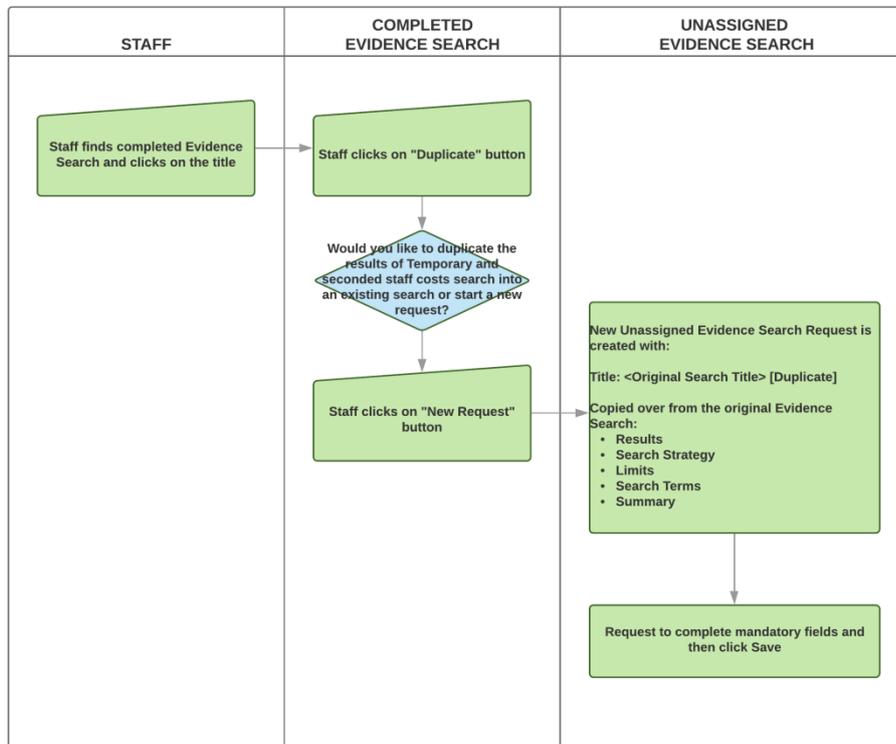
Cancel

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**

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

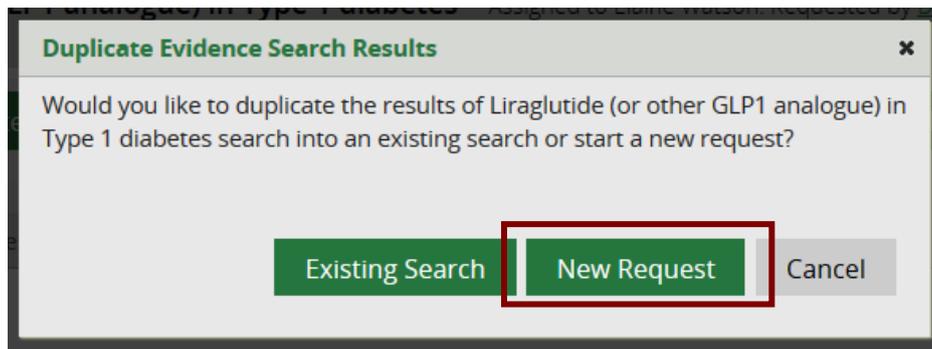
Liraglutide (or other GLP1 analogue) in Type 1 diabetes

Liraglutide (or other GLP1 analogue) in Type 1 diabetes Assigned to Elaine Watson. Requested by [Lydia Smallbury](#)
Time spent: 160 minutes.

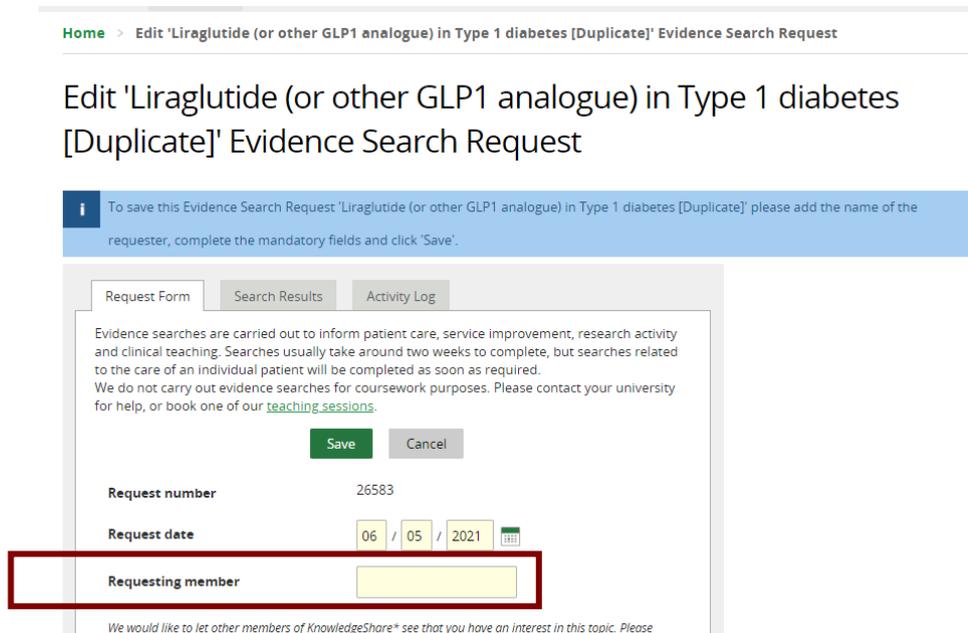
[Send Email](#) [Create as Resource](#) [Re Open](#) [Report Download](#) [Send Completed Report](#) [Duplicate](#)

[Activity Log](#) [Request Form](#) [Search Results](#) [Member Feedback](#)

- Click **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
 - Search Terms and Notes text
 - 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



- 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.

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

To save this Evidence Search Request 'Liraglutide (or other GLP1 analogue) in Type 1 diabetes [Duplicate]' please add the name of the requester, complete the mandatory fields and click 'Save'.

Request Form | Search Results | Activity Log

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 [teaching sessions](#).

Save Cancel Discard

Request number 26586

Request date 06 / 05 / 2021

Requesting member Samuel Pickwick (New Library)

We would like to let other members of KnowledgeShare* see that you have an interest in this topic. Please [click here](#) to edit this information.

- To search for the requesting member, click on the edit icon  to the right of the searcher name

Request date 06 / 05 / 2021

Requesting member Samuel Pickwick (New Library) **Click here**

We would like to let other members of KnowledgeShare* see that you have an interest in this topic. Please [click here](#) to edit this information.

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

Unassigned Evidence Searches

Due After 12th May

Liraglutide (or other GLP1 analogue) in pituitary disorders
Requested by: Job Trotter

Liraglutide (or other GLP1 analogue) in pituitary disorders Requested by: Job Trotter

Date requested: 06/05/21
Deadline: Assign to Me Assign to

Request Form | Search Results | Activity Log

Save

Request number 26587

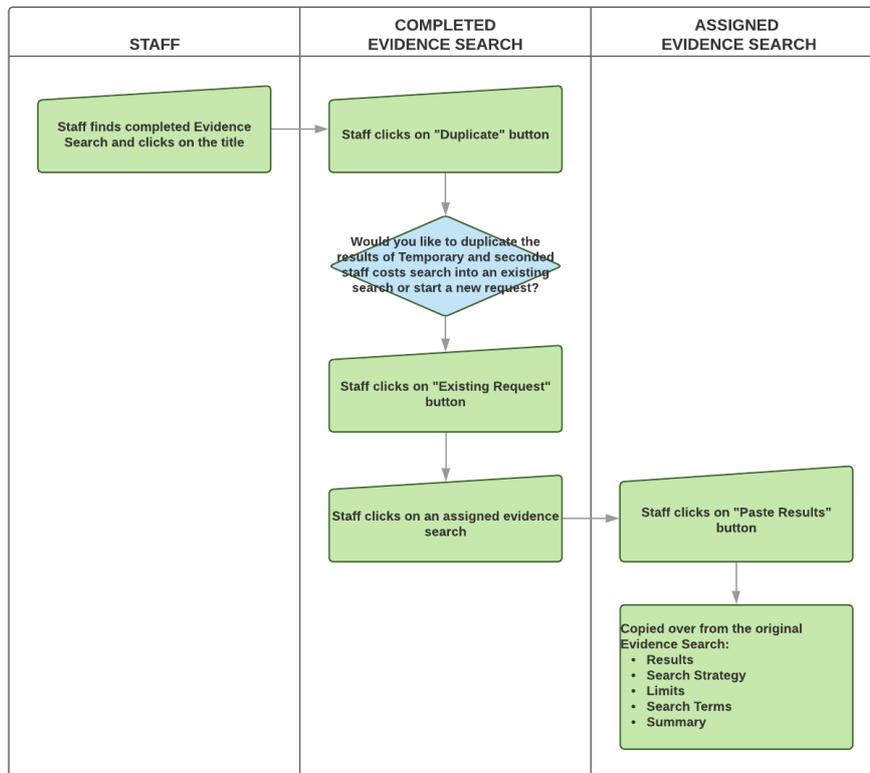
Request date 06 / 05 / 2021

Requesting member Job Trotter (New Hospital)

We would like to let other members of KnowledgeShare* see that you have an interest in this topic. Please [click here](#) to edit this information.

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](#)

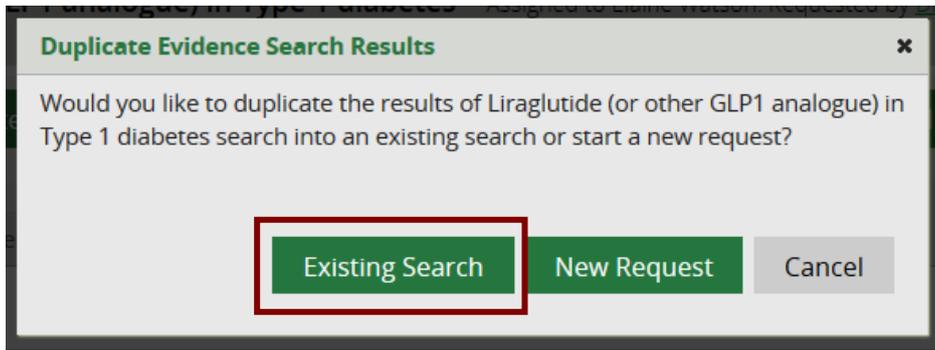
Liraglutide (or other GLP1 analogue) in Type 1 diabetes

Liraglutide (or other GLP1 analogue) in Type 1 diabetes Assigned to Elaine Watson. Requested by [Lydia Smallbury](#)
Time spent: 160 minutes.

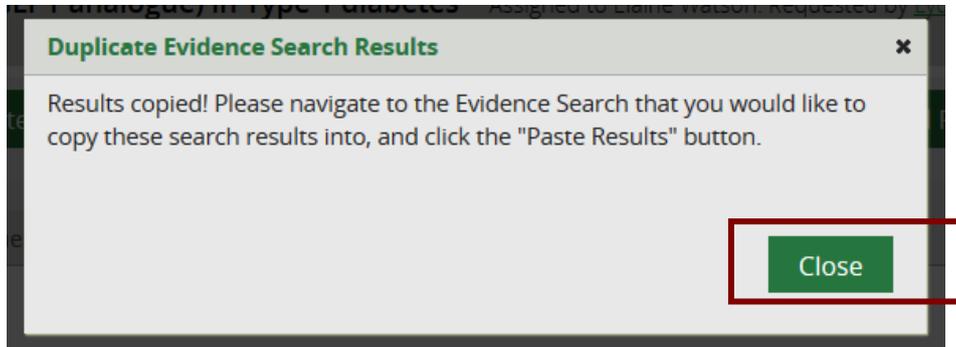
[Send Email](#) [Create as Resource](#) [Re Open](#) [Report Download](#) [Send Completed Report](#) [Duplicate](#)

[Activity Log](#) [Request Form](#) [Search Results](#) [Member Feedback](#)

- Click **Existing Search**



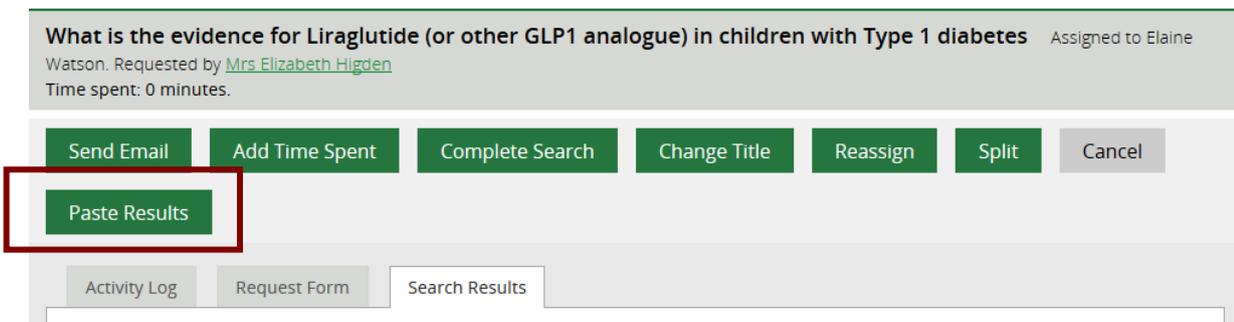
- A pop-up window will confirm that the search results have been copied and the searcher can now navigate to the existing Evidence Search they would like to copy the results into
- Click on **Close**



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

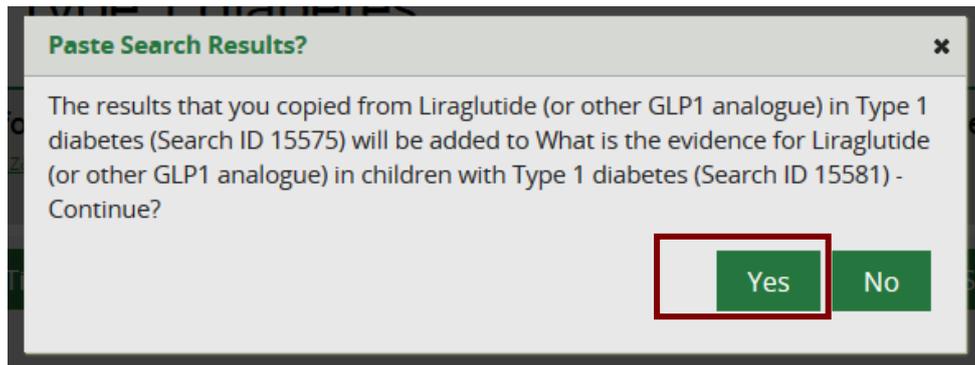
[Home](#) > [My Current Searches](#) > [What is the evidence for Liraglutide \(or other GLP1 analogue\) in children with Type 1 diabetes](#)

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

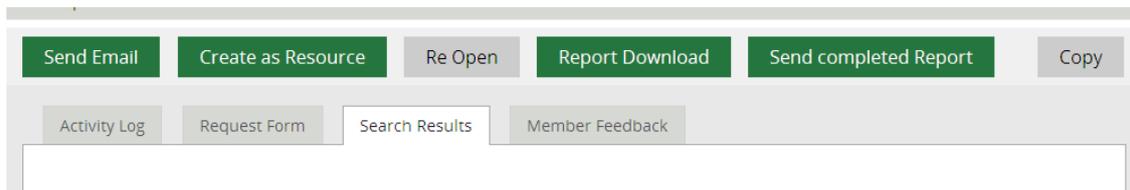
- To copy the results click on **Yes**



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

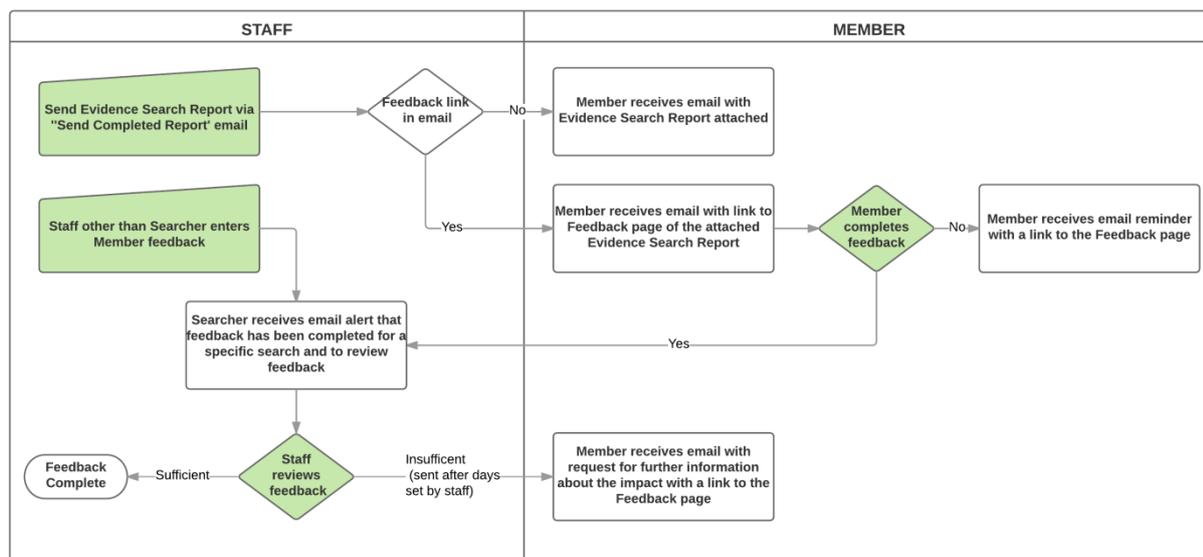
4.7 Member Feedback

- After clicking **Complete Search** a Member Feedback tab is created



- 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 [feedback form](#) 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 experience. Without cookies, every time you go to a new page it will be as if you are a brand new visitor, and this may limit the site's usefulness. A cookie has already been set for this purpose, but you can tell your browser to delete it and to block all cookies from this site (though parts of the site may not work correctly if you do so). By continuing to use this site you consent to our use of cookies. [Dismiss this message.](#)

[Home](#) > [Evidence Search Feedback](#)

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 on behalf of **Dr Damon Wildeve**.

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.

Please confirm that you are happy for us to use the information for this purpose:

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.

[Home](#) > [Evidence Search Feedback](#)

Evidence Search Feedback

✓ Your feedback has been saved. Thank You.

i Your feedback is being reviewed - please use the link below to edit or view your feedback. You will need to log in.

[Click here to edit or view your 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 “.’

Date	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 by at 1:30pm 24/09/21

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.

- 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

*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?*

No impact at this point

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

Please select whether the member has provided sufficient feedback or not

- 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

Please select whether the member has provided sufficient feedback or not

Feedback reminder in X days

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.

- 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).

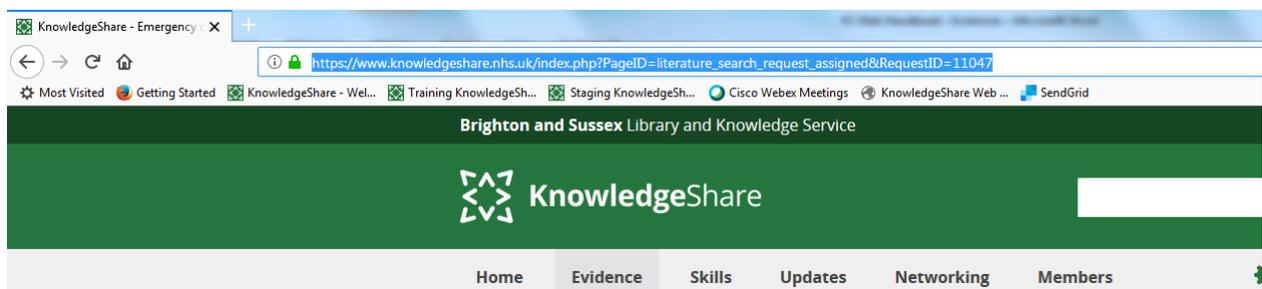
Evidence of impact is vital for the continuation of this service.

Thanks and best wishes,

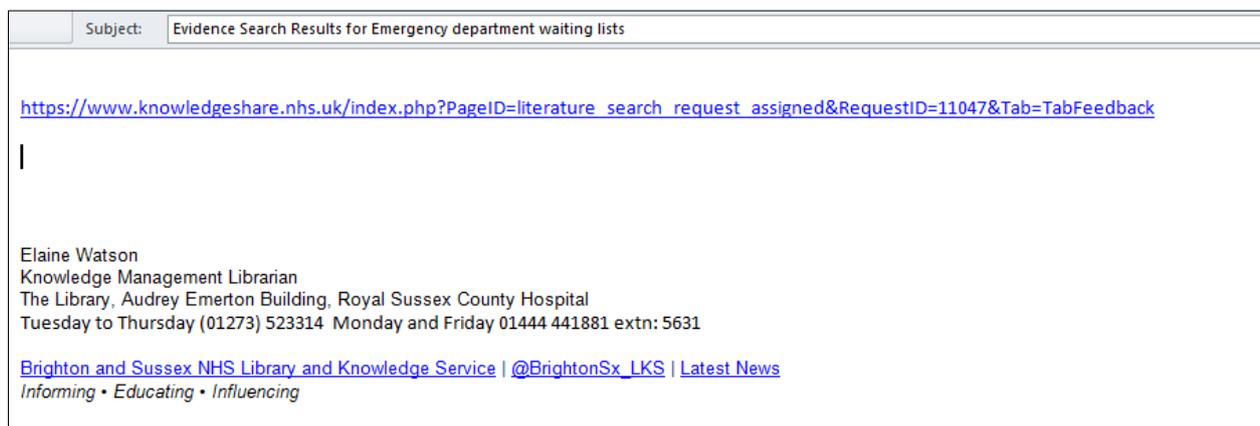
Knowledge Share

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

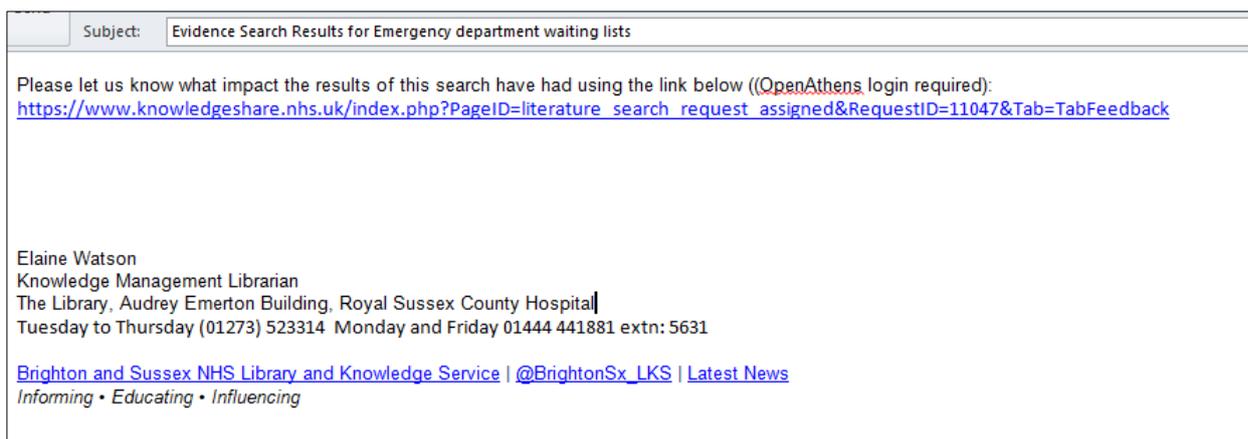
- To create a link to Member Feedback tab of a completed Evidence Search to use outside of KnowledgeShare
 - Copy the URL of the Evidence Search into your Outlook email



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



- 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



- 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

User Information

Login Details

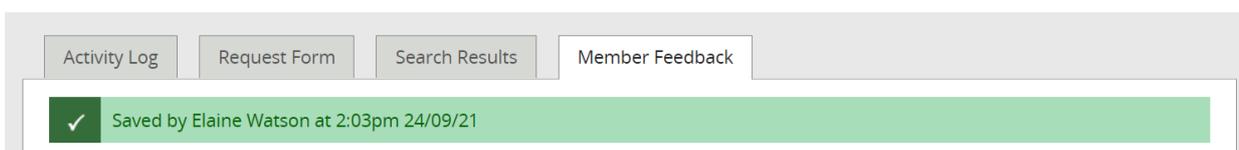
OpenAthens username	OpenAthens persistent user ID
nhsmulberryhawk001	c3f71004:01f29c1

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*".'

Activity Log	Request Form	Search Results	Member Feedback
Date	Activity	User	
24/09/21	Search request feedback submitted/amended 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.



- 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

*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?*

No impact at this point

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

Please select whether the member has provided sufficient feedback or not

Sufficient

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

Please select whether the member has provided sufficient feedback or not

Feedback reminder in X days

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.

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*
 - 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 Evidence Search Requests

<p>LKS</p> <p>Completed</p> <p>Feedback Status</p> <p>Display <input type="text" value="10 results per page"/></p>	<p>Brighton and Sussex</p> <p>01-04-2021 to 30-04-2021</p> <p>Sufficient</p>
-----------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------

4.8 Create an Update Resource from an Evidence Search

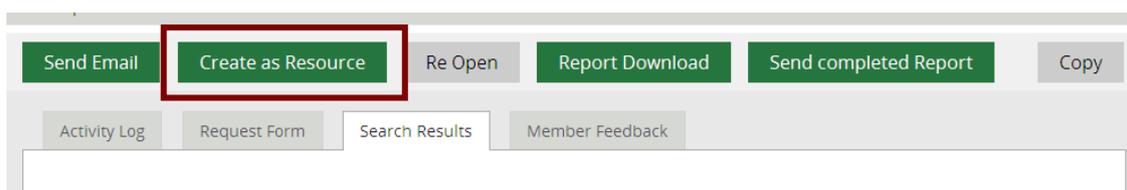
Why does KnowledgeShare create a current awareness resource from an Evidence Search?

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



- 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
 - *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

Type	Evidence Search ▼
Evidence Level	Evidence-Based Summary ▼
Title	Antibiotics for trial without catheter (TWOC)
Description	<p>The evidence search report found little reliable evidence on antibiotics for the prevention of infection during trial without catheter</p> <p style="font-size: small; color: #666;">Characters remaining for description 366</p>
Date resource added	27 / 10 / 2020 📅
Geographical availability	National ▼
Completing librarian	Tom Roper ▼
Publisher	Brighton and Sussex
Year 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*
- 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

- 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

https://www.knowledgeshare.nhs.uk/index.php?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.

Brighton and Sussex Library and Knowledge Service

Dr Bert Gallows

KnowledgeShare

Search

Advanced Search

Home Evidence Skills Updates Networking ? Help

Home > Welcome to KnowledgeShare

Welcome to KnowledgeShare

Profile Completeness

Your profile is 90% 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.

[Edit Profile](#)

Recent Matching Resources

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- [Daily Insight: Stop shielding, start calling.](#)
Health Services Journal (HSJ); 2020.
Published on 17/6/2020
- [Clinical guide for the management of urgent and emergency spinal surgical patients during the coronavirus pandemic, version 2: 14 April 2020.](#)
NHS England & NHS Improvement; 2020.
Published on 12/6/2020
- [Clinical guide for the management of trauma and orthopaedic patients during the coronavirus pandemic, version 2: 14 April 2020.](#)
NHS England & NHS Improvement; 2020.
Published on 12/6/2020
- [Trainee doctors' attitudes to mental illness among their peers.](#)
The Mental Elf; 2020.
Published on 11/6/2020
- [Covid-19 workforce survey.](#)
Skills for Health; 2020.
Published on 10/6/2020

Your Search Requests

[View All](#)

- [Number Needed to Investigate: pre-test probability and sensitivity and specificity for specific conditions](#)
Completion Deadline: 30/06/20
- [Aripiprazole and malignant hyperthermia](#)
Completed: 20/04/17
- [Dantrolene for heat stroke or neuroleptic malignant syndrome](#)
Completed: 19/04/17
- [Aripiprazole in heat stroke](#)
Completed: 18/04/17
- [Sodium levels in endurance running](#)
Completed: 13/04/17

Your Session Attendance

[View All](#)

You have not attended any skills sessions.

- 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

Home > Welcome to KnowledgeShare

Welcome to KnowledgeShare

Profile Completeness

Your profile is 90% 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.

[Edit Profile](#)

Recent Matching Resources

[View All](#)

Your Search Requests

[View All](#)

- [Number Needed to Investigate: pre-test probability and sensitivity and specificity for specific conditions](#)
Completion Deadline: 30/06/20
- [Aripiprazole and malignant hyperthermia](#)
Completed: 20/04/17



Home > My Members > Mr Bert Gallows > Evidence Searches Requested by Mr Bert Gallows

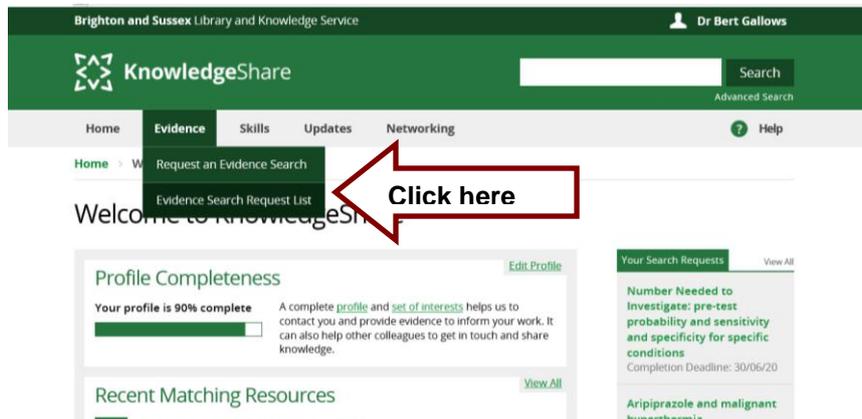
Evidence Searches Requested by Mr Bert Gallows

Filter By:

Request ID	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

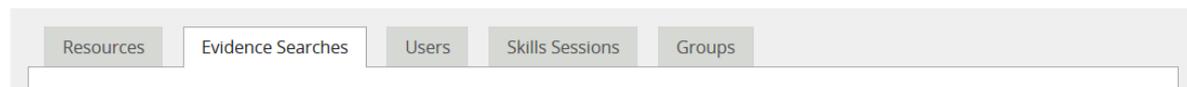
4.9.2.1 Searching for Evidence Searches

- Click on **Advance Search**



- Select the **Evidence Search** tab

Advanced Search Facility



- Select terms in the appropriate filter fields
 - ID
 - Request ID of the Evidence Search
 - Title
 - Will search for words in the title
 - Description
 - Will search for words in the Summary of Results
 - Library and Knowledge Service
 - 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
 - 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

4.9.2.2 Staff view of their Current Searches

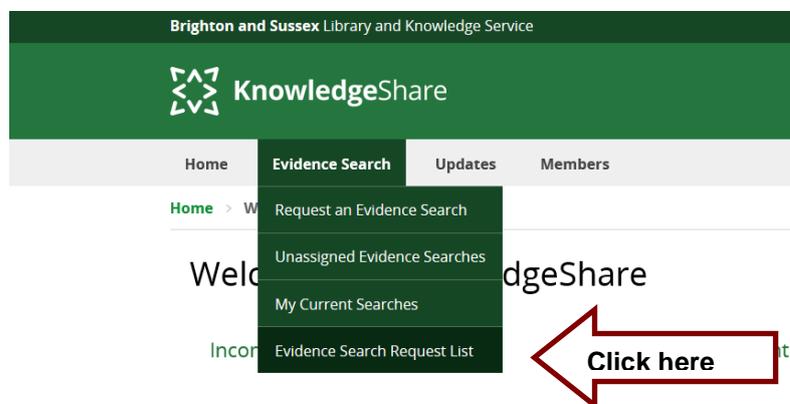
- Hold the cursor over **Evidence** and then click **My Current Searches**

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

Request ID	Request Title	Member	Request Date	Deadline	Contact Member
12404	Depression and inflammation		23/04/18	25/04/18	Email
12405	Evidence for Lavender Oil as burn treatment	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**



- 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

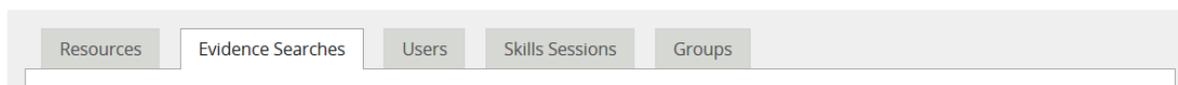
4.10.1.1 Staff view of their Evidence Searches completed in the last month

- Click on **Advance Search**



- Select the **Evidence Search** tab

Advanced Search Facility



- 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

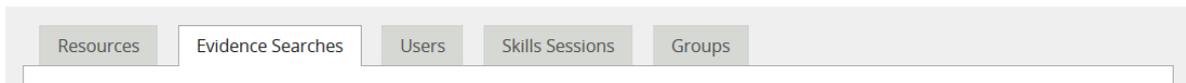
4.10.1.2 Staff views of assigned Evidence Searches

- 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. These updates are sent to you by email and are not shared with other users.

Receive updates on this search. This search will be re-run automatically at regular intervals with the results emailed directly to you.

journals

- **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 ongoing 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

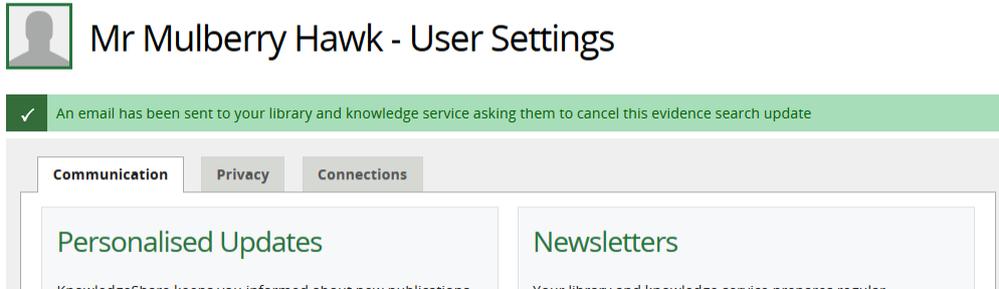
X

4.11.2 Delete a Native Database Alert

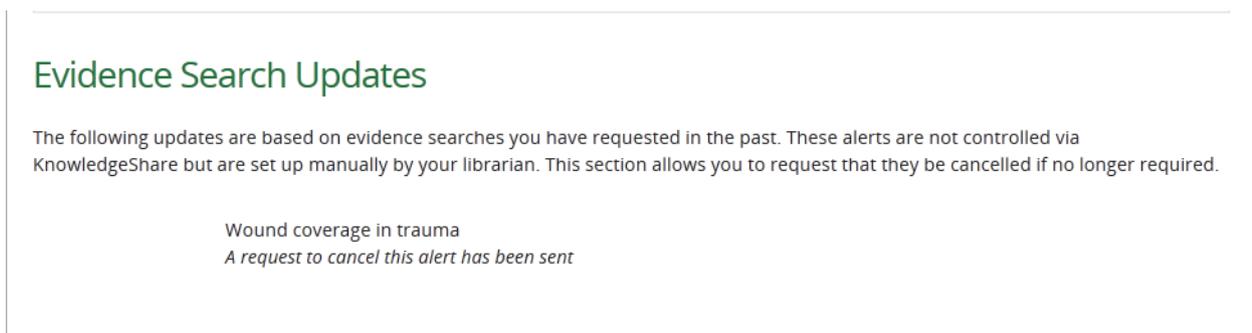
- On a Members User Settings>Communication tab, there is a red 'X' next to the title of the search associated with the native database alert

- 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'.

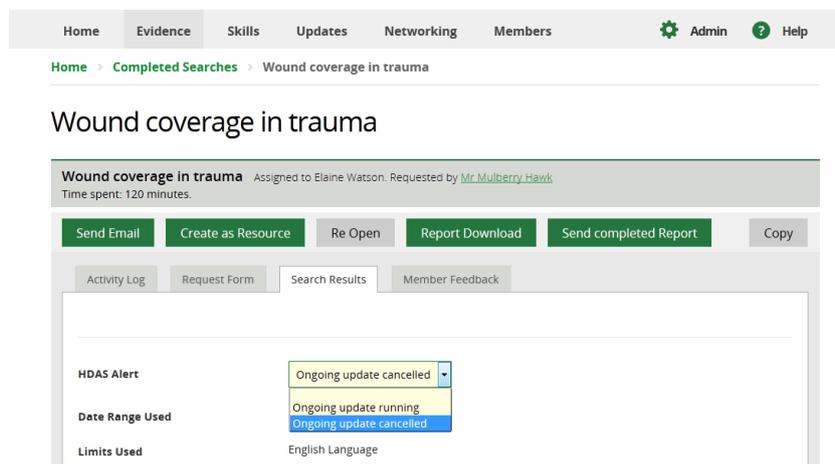
Home > My Profile > Mr Mulberry Hawk - User Settings



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



- Three emails are then sent stating the request to cancel the native database alert:
 - To the member
 - To the members assigned librarian
 - 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':



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.

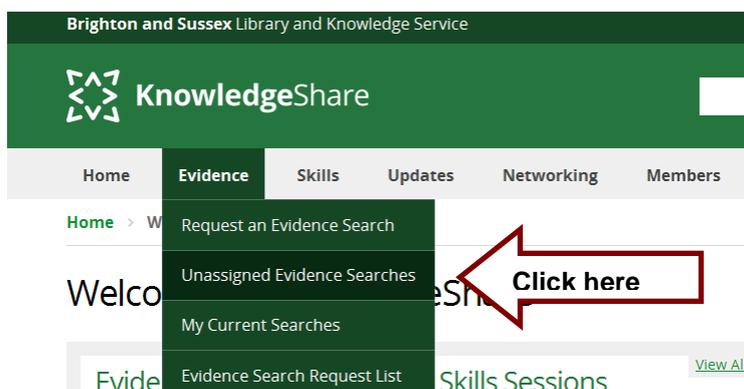
Library services will need to explicitly agree to share evidence searches from members of a selected organisation or organisations.

How are completed shared Evidence Searches recorded on statistics?

For reporting purposes a completed search is counted as a search for the LKS of the library staff who has completed it, even if the member is assigned to a different LKS.

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  shows search requests where the member's organisation is shared, and they are not members of your library service

Home Evidence Skills Updates Members Admin Help

Home > Unassigned Evidence Searches

Unassigned Evidence Searches

Due Within A Week

Evidence for aspirin versus clopidogrel after percutaneous coronary intervention

⚠ Any evidence exposure to lead in petrol and increased incidence of dementia?

Requested by: Barbara Pinkerton

Any evidence exposure to lead in petrol and increased incidence of dementia? Requested by: Barbara Pinkerton

Date requested: 16/12/21
Deadline:

Assign to Me Assign to

Request Form Search Results Activity Log

Save

Request number 33173

Request date 16 / 12 / 2021

Requesting member Barbara Pinkerton (Makepeace Community Clinic)

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  shows search requests where the member's organisation is shared and they are not members of your library service

Home Evidence Skills Updates Members Admin Help

Home > My Current Searches

My Current Searches

Request ID	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 exposure to lead in petrol and increased incidence of dementia?	Barbara Pinkerton	16/12/21	22/12/21	Email

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

Home Evidence Skills Updates Members Admin Help

Home > My Current Searches > Any evidence exposure to lead in petrol and increased incidence of dementia?

Any evidence exposure to lead in petrol and increased incidence of dementia?

⚠ Any evidence exposure to lead in petrol and increased incidence of dementia?

Assigned to Drusilla Clack. Requested by [Barbara Pinkerton](#)

Time spent: 0 minutes.

Send Email **Add Time Spent** **Complete Search** **Change Title** **Reassign** **Split** **Cancel**

Activity Log Request Form Search Results