

Evidence

CONTENTS

4.0 ADDING AN EVIDENCE SEARCH REQUEST	4
4.0.1 MEMBERS ADDING AN EVIDENCE SEARCH REQUEST	4
4.0.1.1 Ongoing updates	
4.0.1.2 Member requested unassigned Evidence Searches have a generic title	
4.0.1.3 Email alert for Member requested Evidence Searches with a deadline of less than 7 days	
4.0.1.4 Email alert for Member requested Evidence Searches with a deadline greater than 7 days	
4.0.2 STAFF ADDING AN EVIDENCE SEARCH REQUEST	9
Why do we ask the 'Sharing your Knowledge' question?	10
HOW DO I SELECT THE PRIMARY REASON IF THE REQUESTED HAS GIVEN MULTIPLE REASONS?	11
HOW DO THE KNOWLEDGESHARE REASONS FOR SEARCH CORRESPOND TO THE CATEGORIES IN THE	ANNUAL
STATISTICAL RETURN?	
4.0.2.1 Ongoing updates	15
4.1 UNASSIGNED EVIDENCE SEARCH REQUESTS	17
4.1.1 VIEW UNASSIGNED SEARCHES	17
4.1.1 VIEW UNASSIGNED SEARCHES	
4.1.1.1 Members view of their Unassigned Searches 4.1.1.2 Staff view of Unassigned Searches	
4.1.2 Stay view of Chassigned Searches 4.1.2 Member-requested unassigned Evidence Searches have a generic title	/ 1
4.1.3 EDITING AN UNASSIGNED EVIDENCE SEARCH	
I'VE ADDED A 'DEADLINE REVISED BY STAFF' TO A SEARCH. WHY DOES IT STILL DISPLAY THE 'DEAD	
REQUESTED BY MEMBER' ON MY HOME PAGE?	
4.1.4 DELETE AN UNASSIGNED SEARCH REQUEST	
4.1.5 WHEN A MEMBER WITH AN INCOMPLETE SEARCH IS UNASSIGNED FROM A LIBRARY SERVICE	
4.2 ASSIGNING EVIDENCE SEARCHES	20
4.2.1 CANCEL AN ASSIGNED SEARCH REQUEST	21
4.2.1.1 Members cancelling an assigned Evidence Search	21
4.2.1.2 Staff cancelling an assigned Evidence Search	23
4.3 ADDING SEARCH RESULTS	24
4.3.1 Sections for Search Results	24
4.3.1.1 Edit Existing Section Name	
4.3.1.2 Delete Existing Section.	
4.3.1.3 Add a new Section	
4.3.1.4 Reorder Sections	
4.3.1.5 Create a new Default set of Sections.	
4.3.2 ADD INDIVIDUAL SEARCH RESULT	
What is an individual search result?	
4.3.2.1 Manually adding an individual search result	
4.3.2.2 Using a bookmarklet to add an individual search result	
WHAT IS A BOOKMARKLET?	
4.3.2.2.1 Sites that can be used for bookmarking	
4.3.2.2.2 Adding Save to KnowledgeShare link to browser bookmark or favourites tool bar	
4.3.2.2.3 Using the Save to KnowledgeShare link to save a result	
4.3.2.2.4 Adding a saved bookmark to an Evidence Search	
4.3.2.2.5 Managing saved bookmarks	
4.3.3 ADD RIS SEARCH RESULTS	43
What are RIS search results?	
4.3.4 EXPORTING RIS FILES FROM FREQUENTLY USED SOURCES	
4.3.4.1 Exporting RIS files from Cochrane Library	
4.3.4.2 Exporting RIS files from EBSCO	46
4.3.4.3 Exporting RIS files from EndNote	
4.3.4.4 Exporting RIS files from ERIC	

4.3.4.6 Exporting RIS files from OVID	
4.3.4.7 Exporting RIS files from ProQuest	
4.3.4.8 Exporting RIS files from PubMed - discontinued	
4.3.4.9 Exporting RIS files from RefWorks	
4.3.5 EXPORTING RIS FILES FROM OTHER SOURCES	
4.3.5.1 Exporting RIS files from TRIP	57
4.3.5.2 Exporting RIS files from Google Scholar	
4.3.6 ADDING RIS FILES	60
4.3.6.1 RIS files error messages	
4.3.7 VIEW RESULT ABSTRACTS	
4.3.8 CHANGE SOURCE FOR A SEARCH RESULT	
4.3.9 EDIT A SEARCH RESULT	
4.3.10 REORDER SEARCH RESULTS IN A SECTION	
4.3.10.1 Order results manually	
4.3.10.2 Order results by Title	
4.3.10.3 Order results by Publisher	
4.3.10.4 Order results by Publication Year	
4.3.10.5 Order results by Author.	
4.3.11 MOVE SEARCH RESULTS	
4.3.11.1 Manually Move a Result	
4.3.11.3 Select all in a section to move	
4.3.12 DELETE A SEARCH RESULT	
4.3.12.1 Select all in a section to delete	
4.3.13 CHANGE THE SEARCH RESULTS DISPLAY	
4.3.14 IDENTIFY AND REMOVE DUPLICATES	
4.3.13.1 Delete duplicate records	
4.3.13.2 Change duplicate matching criteria	
4.3.15 EDIT SOURCES SEARCHED	
4.4.ODUITTING AN ACCIONED OF A DOLL	00
4.4 SPLITTING AN ASSIGNED SEARCH	82
4.4.1 SPLIT AN ASSIGNED SEARCH AND DON'T INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH	83
4.4.1 SPLIT AN ASSIGNED SEARCH AND DON'T INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH	
	85
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH	85 87
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH	85 87
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH	85 87
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH	85 87 89
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH	
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH 4.4.3 MEMBERS CANNOT SPLIT AN UNASSIGNED OR ASSIGNED EVIDENCE SEARCH 4.5 COMPLETING AN EVIDENCE SEARCH REPORT. 4.5.1 SUMMARY	
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH 4.4.3 MEMBERS CANNOT SPLIT AN UNASSIGNED OR ASSIGNED EVIDENCE SEARCH 4.5 COMPLETING AN EVIDENCE SEARCH REPORT. 4.5.1 SUMMARY. 4.5.2 SEARCH TERMS AND NOTES. 4.5.3 HOW TO ACCESS FULL TEXT. 4.5.4 SEARCH RESULTS. 4.5.5 SEARCH STRATEGY.	
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH 4.4.3 MEMBERS CANNOT SPLIT AN UNASSIGNED OR ASSIGNED EVIDENCE SEARCH 4.5 COMPLETING AN EVIDENCE SEARCH REPORT. 4.5.1 SUMMARY. 4.5.2 SEARCH TERMS AND NOTES. 4.5.3 HOW TO ACCESS FULL TEXT. 4.5.4 SEARCH RESULTS. 4.5.5 SEARCH STRATEGY. 4.5.6 EXPORT A SEARCH STRATEGY FROM SOURCES.	
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH 4.4.3 MEMBERS CANNOT SPLIT AN UNASSIGNED OR ASSIGNED EVIDENCE SEARCH 4.5 COMPLETING AN EVIDENCE SEARCH REPORT. 4.5.1 SUMMARY. 4.5.2 SEARCH TERMS AND NOTES. 4.5.3 HOW TO ACCESS FULL TEXT. 4.5.4 SEARCH RESULTS. 4.5.5 SEARCH STRATEGY 4.5.6 EXPORT A SEARCH STRATEGY FROM SOURCES. 4.5.6.1 Export a Search strategy from OVID.	
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH 4.4.3 MEMBERS CANNOT SPLIT AN UNASSIGNED OR ASSIGNED EVIDENCE SEARCH 4.5 COMPLETING AN EVIDENCE SEARCH REPORT 4.5.1 SUMMARY	
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH 4.4.3 MEMBERS CANNOT SPLIT AN UNASSIGNED OR ASSIGNED EVIDENCE SEARCH 4.5 COMPLETING AN EVIDENCE SEARCH REPORT. 4.5.1 SUMMARY	
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH 4.4.3 MEMBERS CANNOT SPLIT AN UNASSIGNED OR ASSIGNED EVIDENCE SEARCH 4.5 COMPLETING AN EVIDENCE SEARCH REPORT 4.5.1 SUMMARY	
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH 4.4.3 MEMBERS CANNOT SPLIT AN UNASSIGNED OR ASSIGNED EVIDENCE SEARCH 4.5 COMPLETING AN EVIDENCE SEARCH REPORT. 4.5.1 SUMMARY. 4.5.2 SEARCH TERMS AND NOTES. 4.5.3 HOW TO ACCESS FULL TEXT. 4.5.4 SEARCH RESULTS. 4.5.5 SEARCH STRATEGY. 4.5.6 EXPORT A SEARCH STRATEGY FROM SOURCES. 4.5.6.1 Export a Search strategy from OVID. 4.5.6.2 Format a Search History table from OVID using Microsoft Word 4.5.6.3 Format a Search History table from OVID using Microsoft Excel 4.5.6.4 Export a Search History from ProQuest using Microsoft Word 4.5.6.5 Export a Search History from EBSCO using Microsoft Word	
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH 4.4.3 MEMBERS CANNOT SPLIT AN UNASSIGNED OR ASSIGNED EVIDENCE SEARCH 4.5.1 SUMMARY	
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH 4.4.3 MEMBERS CANNOT SPLIT AN UNASSIGNED OR ASSIGNED EVIDENCE SEARCH 4.5.1 SUMMARY	
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH 4.4.3 MEMBERS CANNOT SPLIT AN UNASSIGNED OR ASSIGNED EVIDENCE SEARCH 4.5 COMPLETING AN EVIDENCE SEARCH REPORT. 4.5.1 SUMMARY. 4.5.2 SEARCH TERMS AND NOTES. 4.5.3 HOW TO ACCESS FULL TEXT. 4.5.4 SEARCH RESULTS. 4.5.5 SEARCH STRATEGY. 4.5.6 EXPORT A SEARCH STRATEGY FROM SOURCES. 4.5.6.1 Export a Search strategy from OVID. 4.5.6.2 Format a Search History table from OVID using Microsoft Word. 4.5.6.3 Format a Search History table from OVID using Microsoft Excel. 4.5.6.4 Export a Search History from ProQuest using Microsoft Word. 4.5.6.5 Export a Search History from EBSCO using Microsoft Word. 4.5.7 ADD TIME SPENT. 4.5.7.1 Add negative time to correct errors in Time Taken. 4.5.8 COMPLETE SEARCH.	
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH 4.4.3 MEMBERS CANNOT SPLIT AN UNASSIGNED OR ASSIGNED EVIDENCE SEARCH	
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH 4.4.3 MEMBERS CANNOT SPLIT AN UNASSIGNED OR ASSIGNED EVIDENCE SEARCH 4.5 COMPLETING AN EVIDENCE SEARCH REPORT. 4.5.1 SUMMARY	
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH 4.4.3 MEMBERS CANNOT SPLIT AN UNASSIGNED OR ASSIGNED EVIDENCE SEARCH 4.5 COMPLETING AN EVIDENCE SEARCH REPORT. 4.5.1 SUMMARY	
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH 4.4.3 MEMBERS CANNOT SPLIT AN UNASSIGNED OR ASSIGNED EVIDENCE SEARCH 4.5 COMPLETING AN EVIDENCE SEARCH REPORT. 4.5.1 SUMMARY. 4.5.2 SEARCH TERMS AND NOTES. 4.5.3 HOW TO ACCESS FULL TEXT. 4.5.4 SEARCH RESULTS. 4.5.5 SEARCH STRATEGY. 4.5.6 EXPORT A SEARCH STRATEGY FROM SOURCES. 4.5.6.1 Export a Search Strategy from OVID. 4.5.6.2 Format a Search History table from OVID using Microsoft Word. 4.5.6.3 Format a Search History table from OVID using Microsoft Excel. 4.5.6.4 Export a Search History from ProQuest using Microsoft Word. 4.5.6.5 Export a Search History from EBSCO using Microsoft Word. 4.5.7 ADD TIME SPENT. 4.5.7.1 Add negative time to correct errors in Time Taken. 4.5.8 COMPLETE SEARCH. 4.5.9 DOWNLOAD. *CHECK FOR FULL-TEXT AVAILABILITY' AND 'MORE DETAILS' LINKS. 4.5.10 EMBEDDING FULL TEXT RESOURCES.	
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH 4.4.3 MEMBERS CANNOT SPLIT AN UNASSIGNED OR ASSIGNED EVIDENCE SEARCH 4.5 COMPLETING AN EVIDENCE SEARCH REPORT. 4.5.1 SUMMARY. 4.5.2 SEARCH TERMS AND NOTES. 4.5.3 HOW TO ACCESS FULL TEXT. 4.5.4 SEARCH RESULTS. 4.5.5 SEARCH STRATEGY. 4.5.6 EXPORT A SEARCH STRATEGY FROM SOURCES. 4.5.6.1 Export a Search Strategy from OVID. 4.5.6.2 Format a Search History table from OVID using Microsoft Word. 4.5.6.3 Format a Search History table from OVID using Microsoft Excel. 4.5.6.4 Export a Search History table from OVID using Microsoft Word. 4.5.6.5 Export a Search History from ProQuest using Microsoft Word. 4.5.6.5 Export a Search History from EBSCO using Microsoft Word. 4.5.7 ADD TIME SPENT. 4.5.7.1 Add negative time to correct errors in Time Taken. 4.5.8 COMPLETE SEARCH. 4.5.9 DOWNLOAD. **CHECK FOR FULL-TEXT AVAILABILITY* AND **MORE DETAILS* LINKS. 4.5.11 RE OPEN AN EVIDENCE SEARCH. 4.5.12 SEND COMPLETED REPORT.	
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH 4.4.3 MEMBERS CANNOT SPLIT AN UNASSIGNED OR ASSIGNED EVIDENCE SEARCH	
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH 4.4.3 MEMBERS CANNOT SPLIT AN UNASSIGNED OR ASSIGNED EVIDENCE SEARCH 4.5 COMPLETING AN EVIDENCE SEARCH REPORT 4.5.1 SUMMARY	
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH 4.4.3 MEMBERS CANNOT SPLIT AN UNASSIGNED OR ASSIGNED EVIDENCE SEARCH. 4.5 COMPLETING AN EVIDENCE SEARCH REPORT. 4.5.1 SUMMARY. 4.5.2 SEARCH TERMS AND NOTES. 4.5.3 HOW TO ACCESS FULL TEXT. 4.5.4 SEARCH RESULTS. 4.5.5 SEARCH STRATEGY. 4.5.6 EXPORT A SEARCH STRATEGY FROM SOURCES. 4.5.6.1 Export a Search Strategy from OVID. 4.5.6.2 Format a Search History table from OVID using Microsoft Word. 4.5.6.3 Format a Search History table from OVID using Microsoft Excel. 4.5.6.4 Export a Search History from ProQuest using Microsoft Word. 4.5.6.5 Export a Search History from EBSCO using Microsoft Word. 4.5.7 ADD TIME SPENT. 4.5.7.1 Add negative time to correct errors in Time Taken. 4.5.8 COMPLETE SEARCH. 4.5.9 DOWNLOAD. 'CHECK FOR FULL-TEXT AVAILABILITY' AND 'MORE DETAILS' LINKS. 4.5.10 EMBEDDING FULL TEXT RESOURCES. 4.5.11 RE OPEN AN EVIDENCE SEARCH. 4.5.12 SEND COMPLETED REPORT. IS THERE A LIMIT TO THE SIZE OF DOCUMENTS I CAN ATTACH? 4.5.1.2.1 Manage your Send Completed Report template WHAT IS AN EMAIL TEMPLATE?	
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH 4.4.3 MEMBERS CANNOT SPLIT AN UNASSIGNED OR ASSIGNED EVIDENCE SEARCH. 4.5 COMPLETING AN EVIDENCE SEARCH REPORT. 4.5.1 SUMMARY. 4.5.2 SEARCH TERMS AND NOTES. 4.5.3 HOW TO ACCESS FULL TEXT. 4.5.4 SEARCH RESULTS. 4.5.5 SEARCH STRATEGY. 4.5.6 EXPORT A SEARCH STRATEGY FROM SOURCES. 4.5.6.1 Export a Search History table from OVID using Microsoft Word 4.5.6.2 Format a Search History table from OVID using Microsoft Excel 4.5.6.4 Export a Search History trom ProQuest using Microsoft Word 4.5.6.5 Export a Search History from EBSCO using Microsoft Word 4.5.7.1 Add negative time to correct errors in Time Taken. 4.5.8 COMPLETE SEARCH. 4.5.9 DOWNLOAD. 'CHECK FOR FULL-TEXT AVAILABILITY' AND 'MORE DETAILS' LINKS. 4.5.10 EMBEDDING FULL TEXT RESOURCES. 4.5.11 RE OPEN AN EVIDENCE SEARCH. 4.5.12 SEND COMPLETED REPORT. IS THERE A LIMIT TO THE SIZE OF DOCUMENTS I CAN ATTACH? 4.5.12.1 Manage your Send Completed Report template. WHAT IS AN EMAIL TEMPLATE? 4.5.12.2 System Level Evidence Search Report template.	
4.4.2 SPLIT AN ASSIGNED SEARCH AND INCLUDE THE RESULTS FROM THE ORIGINAL SEARCH 4.4.3 MEMBERS CANNOT SPLIT AN UNASSIGNED OR ASSIGNED EVIDENCE SEARCH. 4.5 COMPLETING AN EVIDENCE SEARCH REPORT. 4.5.1 SUMMARY. 4.5.2 SEARCH TERMS AND NOTES. 4.5.3 HOW TO ACCESS FULL TEXT. 4.5.4 SEARCH RESULTS. 4.5.5 SEARCH STRATEGY. 4.5.6 EXPORT A SEARCH STRATEGY FROM SOURCES. 4.5.6.1 Export a Search Strategy from OVID. 4.5.6.2 Format a Search History table from OVID using Microsoft Word. 4.5.6.3 Format a Search History table from OVID using Microsoft Excel. 4.5.6.4 Export a Search History from ProQuest using Microsoft Word. 4.5.6.5 Export a Search History from EBSCO using Microsoft Word. 4.5.7 ADD TIME SPENT. 4.5.7.1 Add negative time to correct errors in Time Taken. 4.5.8 COMPLETE SEARCH. 4.5.9 DOWNLOAD. 'CHECK FOR FULL-TEXT AVAILABILITY' AND 'MORE DETAILS' LINKS. 4.5.10 EMBEDDING FULL TEXT RESOURCES. 4.5.11 RE OPEN AN EVIDENCE SEARCH. 4.5.12 SEND COMPLETED REPORT. IS THERE A LIMIT TO THE SIZE OF DOCUMENTS I CAN ATTACH? 4.5.1.2.1 Manage your Send Completed Report template WHAT IS AN EMAIL TEMPLATE?	

4.6 DUPLICATING A COMPLETED EVIDENCE SEARCH	111
4.6.1 MEMBER DUPLICATES A COMPLETED EVIDENCE SEARCH TO MAKE A NEW EVIDENCE SEARCH REQUEST.	112
4.6.1.1 Members cannot duplicate an assigned incomplete Evidence Search	114
4.6.2 STAFF DUPLICATE A COMPLETED EVIDENCE SEARCH	
4.6.2.1 Staff duplicate a completed Evidence Search to create a new request	
4.6.2.2 Staff duplicate a completed Evidence Search to copy the results into an existing search	
4.7 MEMBER FEEDBACK	121
4.7.1 Members add their Feedback	
4.7.1.1 Creating a link to the Member Feedback tab of a completed Evidence Search	
4.7.2 Staff input Member Feedback	
4.8 CREATE AN UPDATE RESOURCE FROM AN EVIDENCE SEARCH	
WHY DOES KNOWLEDGESHARE CREATE A CURRENT AWARENESS RESOURCE FROM AN EVIDENCE SEARCH 4.8.1 BEST PRACTICE FOR EVIDENCE SEARCH RESOURCES	
4.8.2 ADD RESOURCE	
4.9 VIEWING EVIDENCE SEARCHES	
4.9.1 Member view of their Evidence Searches	
4.9.1.1 Members can view their Evidence Searches via their Home page	
4.9.1.2 Members can view their Evidence Searches via their Evidence Search Request List	
4.9.2.1 Searching for Evidence Searches	
4.9.2.2 Staff view of their Current Searches	
4.10 EVIDENCE SEARCH REQUEST LIST	136
WHY CAN'T I SEE ALL MY EVIDENCE SEARCHES ON THIS PAGE?	136
4.10.1 EVIDENCE SEARCH ADVANCED SEARCHES	136
4.10.1.1 Staff view of their Evidence Searches completed in the last month	
4.10.1.2 Staff views of assigned Evidence Searches	137
4.11 ONGOING DATABASE ALERTS	138
How does KnowledgeShare manage database alerts?	138
4.11.1 ADD AN ONGOING DATABASE ALERT	
4.11.2 DELETE AN ONGOING DATABASE ALERT	139
4.12 SHARING EVIDENCE SEARCHES WITH ANOTHER LIBRARY SERVICE	140
How are completed shared Evidence Searches recorded on statistics?	140
4.12.1 ADDING AN EVIDENCE SEARCH REQUEST FROM A SHARED ORGANISATION	
4.12.2 UNASSIGNED EVIDENCE SEARCHES FROM A SHARED ORGANISATION	
4.12.3 ASSIGNED EVIDENCE SEARCHES FROM A SHARED ORGANISATION	141
4.13 EVIDENCE SEARCH TEMPLATES	142
4.13.1 TEMPLATE FOR SECTION B. HOW TO ACCESS FULL TEXT	142
4.13.2 TEMPLATE FOR SECTION E: DISCLAIMER	



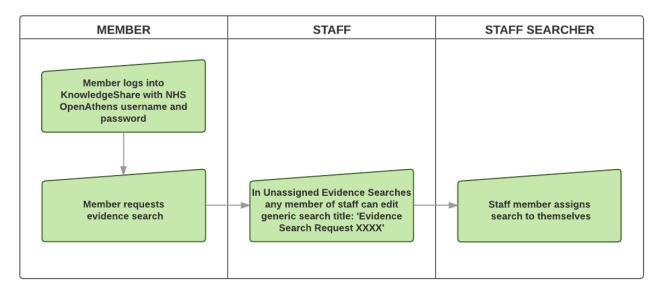
Evidence

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



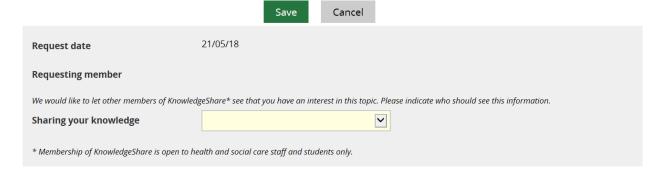
KnowledgeShare automatically allocates the search request to the logged in Member.
 They do not have to search for their name.



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 <u>teaching sessions</u>.

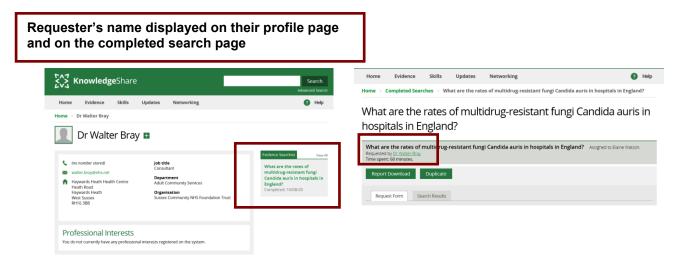


For Members the 'Sharing your knowledge' field is mandatory

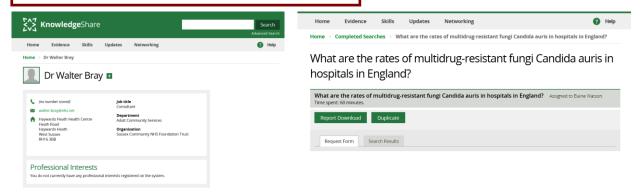


To facilitate collaboration, the 'Sharing your knowledge' question asks the Member who will see that they have requested an Evidence Search.

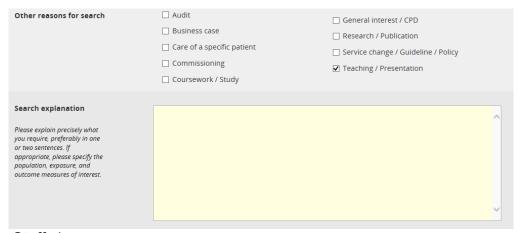
Depending on the option selected, the requester of an Evidence Search will be displayed or hidden on their Member profile page and the completed evidence search page.



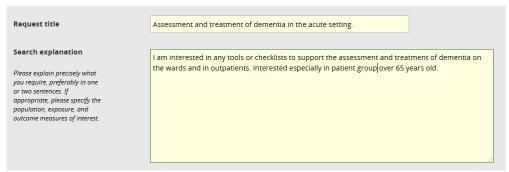
Requester's name not displayed on their profile page or on the completed search page



- 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.
 - o Member view:

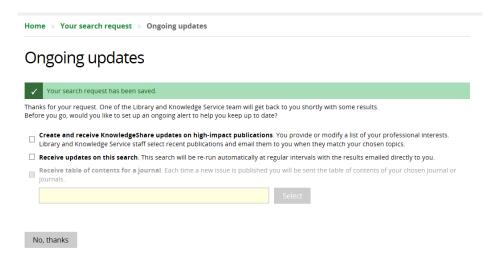


Staff view:



4.0.1.1 Ongoing updates

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



- 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



- 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.
 - o This function has been disabled while being developed

4.0.1.2 Member requested unassigned Evidence Searches have a generic title

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

Due Within A Week

Evidence Search Request 10765 Requested by: Mr Mulberry Hawk

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

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

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

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

Dear Ben,

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

Mr Gabriel Oak has made an evidence search request: <u>Evidence Search Request</u>
 12441 with a deadline of the 29th November, 2023

Best regards, KnowledgeShare Administration

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

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

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

Dear Ben,

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

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

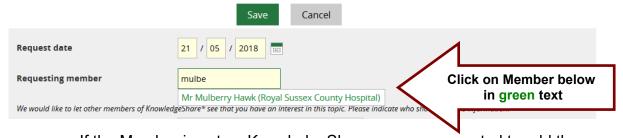


- Request Date
 - Mandatory Field
 - o Default setting is today's date
- Requesting Member
 - Enter as First Name Last Name
 - Select the Member's name from the list in green that appears below.

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.

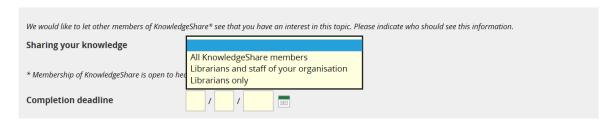


If the Member is not on KnowledgeShare you are requested to add them



• 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



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

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

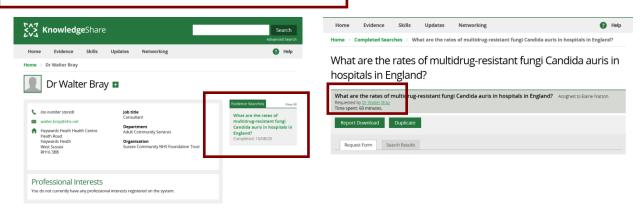
All Completed Evidence Search reports are visible to all librarians and members.

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

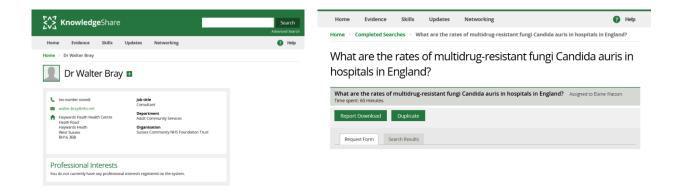
To facilitate collaboration, the 'Sharing your knowledge' question asks the Member who will see that they have requested an Evidence Search.

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





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



- 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?

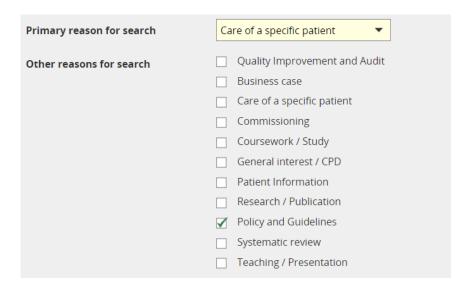
Select the reason with the greatest urgency and impact to be the primary reason. The priority for Sussex Health is:

1. Care of a specific patient

- 2. Quality Improvement and Audit
- 3. Policy and Guidelines
- 4. Commissioning
- 5. Business Case
- 6. Research/Publication
- 7. Patient Information
- 8. Teaching/Presentation
- 9. Systematic Review
- 10. General Interest /CPD

At Sussex Health 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

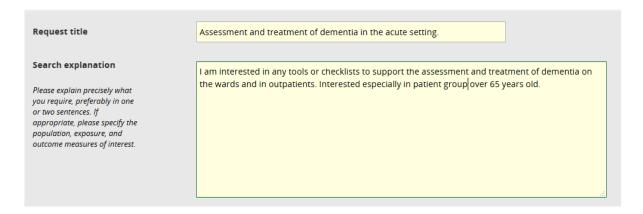


How do the KnowledgeShare reasons for search correspond to the categories in the Annual Statistical Return?

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; Quality Improvement and Audit; Policy and Guidelines
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.

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



- 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



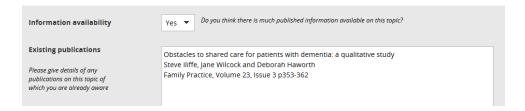
- Articles published since: (Give the earliest year of publication (and month if required)
 that you would like us to look back to. You can also give a date range or leave blank if
 you would like all results.)
 - o If the Member would like last "5 years" or "last 10 years" enter this in the field
-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

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

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



- 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.

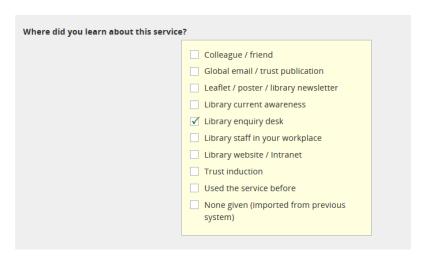


- Document 1, Document 2, Document 3, Document 4, Document 5,
 - Add documents provided by the requester, such as a guideline they wish to update with recent evidence.



- Number of Results Required (How many references do you need / expect?)
 - Select from the drop-down menu the options of:
 - 1-10
 - 11-20

- 20-100
- 100+
- Additional Recipients (Would you like us to copy the results to anyone else? (Please enter one or more email addresses.)
 - Use a comma or space between email addresses e.g. elaine.watson13@nhs.net,ben.skinner@nhs.net
- Where did you learn about this service?
 - Mandatory field

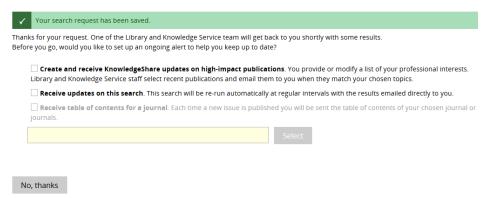


Click Save

4.0.2.1 Ongoing updates

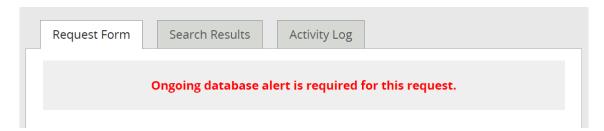
 Members will have the option to request three supporting services after they have completed a search request.

Ongoing updates

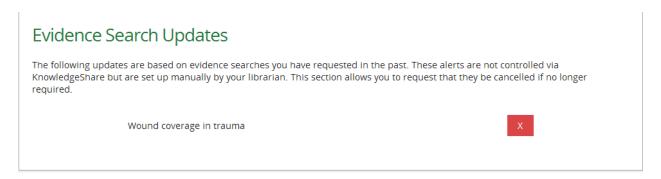


- Create and receive KnowledgeShare updates on high-impact publications. You
 provide or modify a list of your professional interests. Library and Knowledge Service
 staff select recent publications and email them to you when they match your chosen
 topics.
 - If this option is checked, you will be taken 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 an ongoing database alert.
 - A message at the top of the Request Form will show an ongoing database alert has been requested



 Database alerts are shown on the Members User Settings page Communications tab



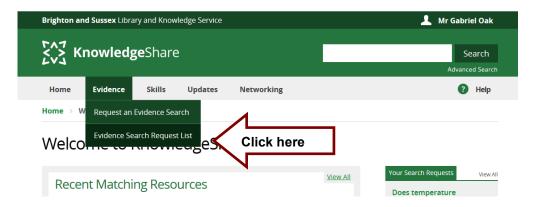
- Receive table of contents for a journal. Each time a new issue is published you will be sent the table of contents of your chosen journal or journals.
 - This function is still disabled

4.1 Unassigned Evidence Search Requests

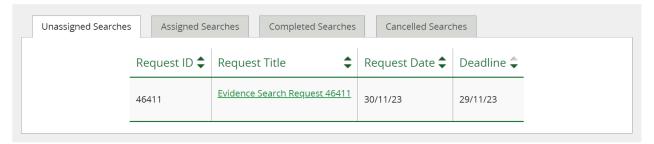
4.1.1 View Unassigned Searches

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 can see the Request Date and Deadline of their unassigned searches



The Member has the option to delete an unassigned search.

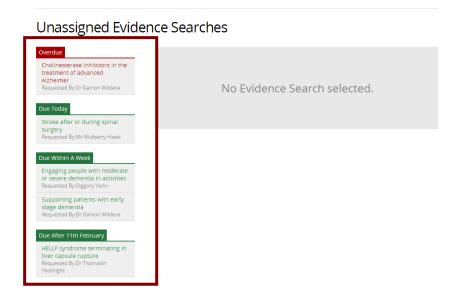
4.1.1.2 Staff view of Unassigned Searches

Hold the cursor over Evidence and then click Unassigned Evidence Searches



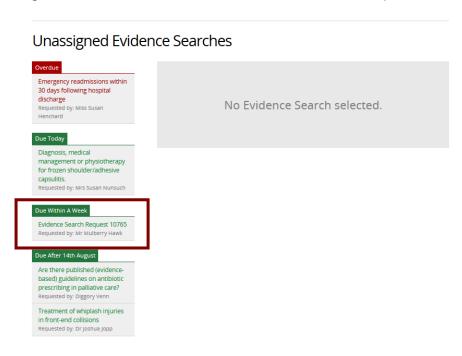
 Unassigned Searches are displayed on the left, grouped according to the Deadline Requested by the Member

- Three deadline categories are:
 - o Overdue
 - Due today
 - Due within a week
 - Due after (week after today's date)

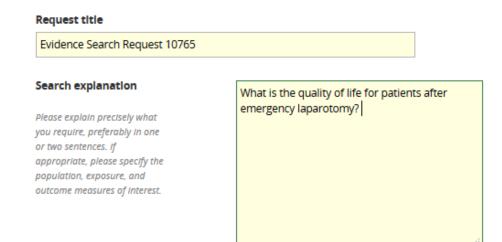


4.1.2 Member-requested unassigned Evidence Searches have a generic title

As Members are not given a title field when making an Evidence Search request, they
are given a generic title in the format of 'Evidence Search Request XXXXX':



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



4.1.3 Editing an Unassigned Evidence Search

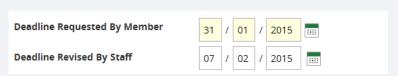
- Deadline Request by Member
 - Mandatory field
 - If the Member changes the date before the original deadline, use this field to update with the new deadline
- Deadline Revised By Staff
 - When a deadline has been missed this will be used by the Evidence Search administrator, after negotiating with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



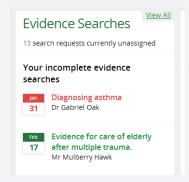
- Add addition information or make changes to the unassigned search
- Click Save

I've added a 'Deadline Revised By Staff' to a search. Why does it still display the 'Deadline Requested by Member' on my Home page?

For Assigned searches the Deadline Requested By Member will be used to display searches on Staff Home page:

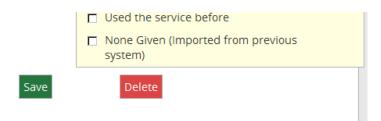


On Home page:



4.1.4 Delete an unassigned search request

LKS Administrators can delete an unassigned search if no results have been added.



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

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

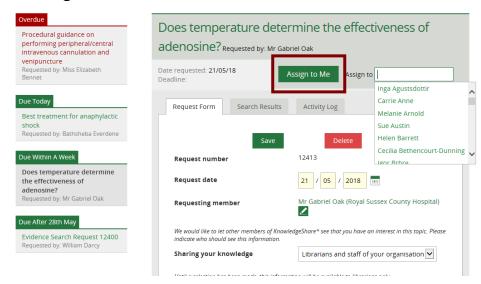
- When a Member is unassigned from an LKS, and they have an incomplete assigned search:
 - o the assigned librarian will be e-mailed when the Member leaves.
 - an icon appears on the assigned search page when the Member leaves. If the cursor is held over the icon a warning message appears.



4.2 Assigning Evidence Searches

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

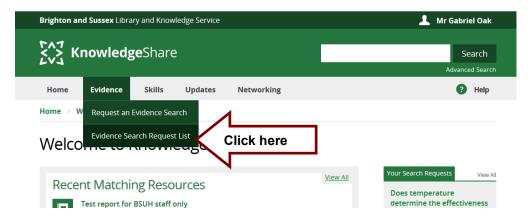
Unassigned Evidence Searches



4.2.1 Cancel an Assigned Search Request

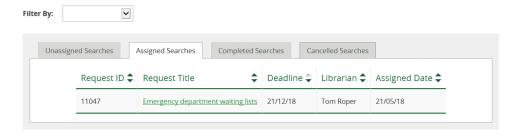
4.2.1.1 Members cancelling an assigned Evidence Search

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

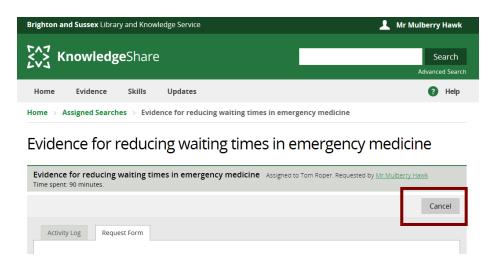


 The member needs to click on Assigned Searches tab and select the title of the search they want to Cancel

Evidence Searches Requested by Mr Mulberry Hawk



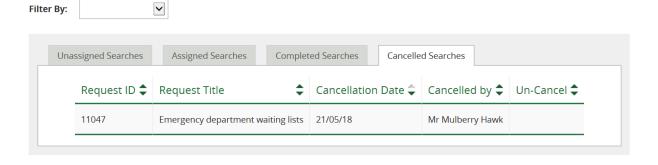
 The member can only see the librarian who is assigned to the evidence search, the Request Form tab and Activity Log tab. The Member has the option to cancel the assigned search.



 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



 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.

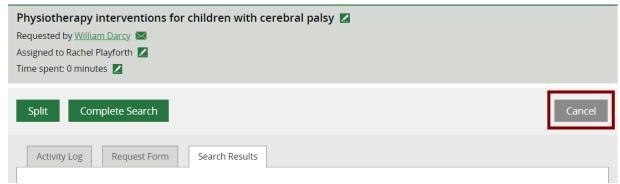
Regards,

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

4.2.1.2 Staff cancelling an assigned Evidence Search

Staff with Librarian or Library Assistant permissions cannot delete an assigned search request, but they can cancel an assigned search.

Click Cancel

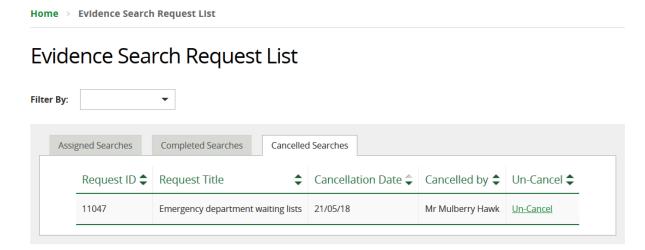


• There is an indication in the search results that a request has been cancelled. The search has "Cancelled on: xx/xx/xx" with the date it was cancelled

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.



 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 includes sections to add results, a summary, and search terms and notes.
- The sections are shown in the order they will appear in the search report, but they do not need to be completed in this order.
- Scroll to section C. Search results to add and manage results.

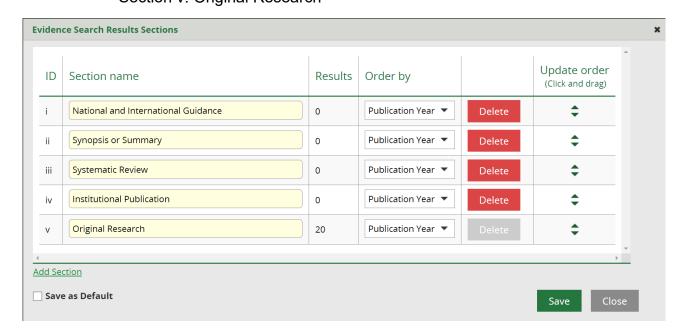


4.3.1 Sections for Search Results

- Sections allow the searcher to group search results under headings in the report.
- The default Sections are:

Section i. National and International Guidance

Section ii. Synopsis or Summary Section iii. Systematic Review Section iv. Institutional Publication Section v. Original Research



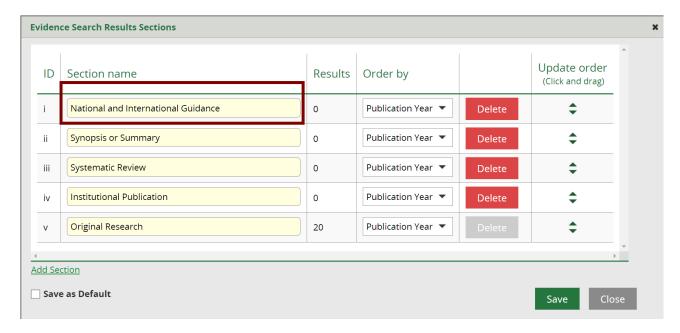
 The Sections can be edited and deleted, and new Sections added, using the Edit Sections button.



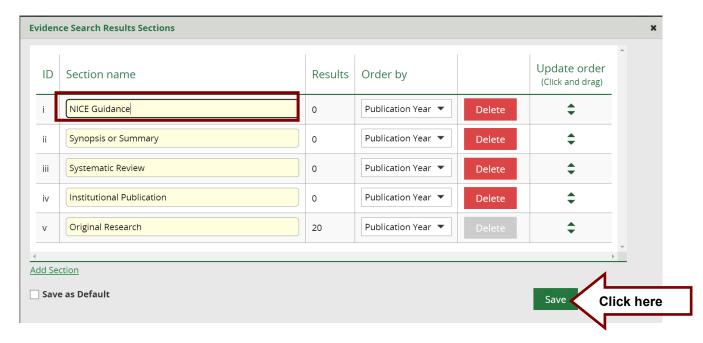
• Sections that contain no results will not be listed in the Search Results Report.

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

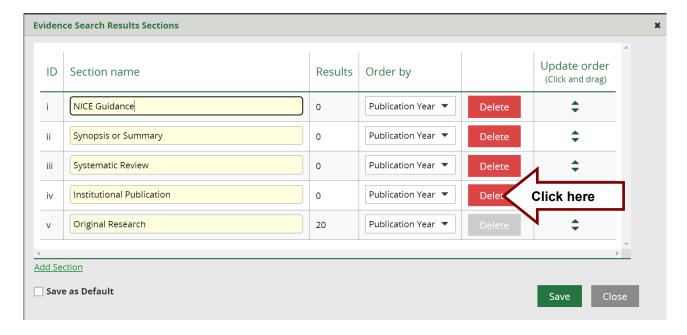


The edited Section name is then available to select when adding results

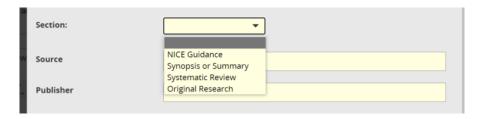


4.3.1.2 Delete Existing Section

- Sections that contain no results will not be listed the Search Report.
- Existing Sections with no results can be deleted if you wish, by clicking Delete



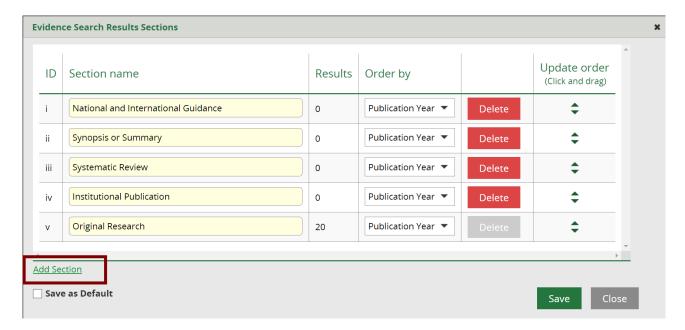
- Click Save and Close
- The deleted Section is no longer available to select when adding results



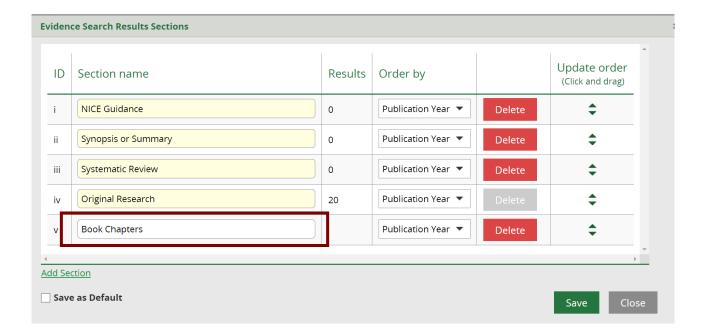
• You can re-add a deleted Section if you decide you need it later.

4.3.1.3 Add a new Section

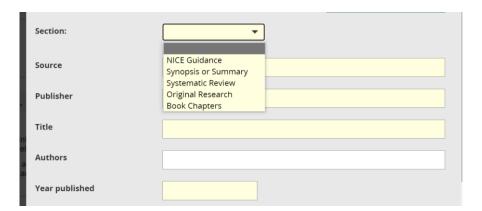
Sections can be added by clicking the link Add Section



Enter the new Section name in the empty Section name field

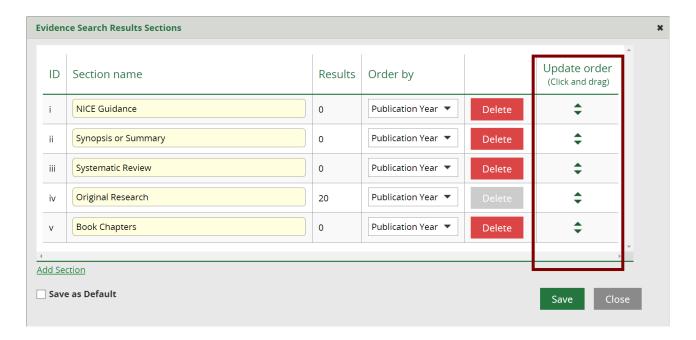


- Click Save and Close
- The new Section is then available to select when adding results

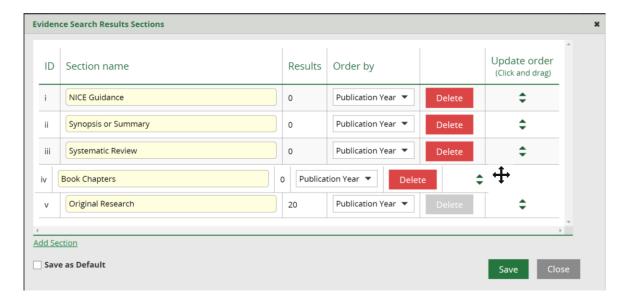


4.3.1.4 Reorder Sections

• Sections can be reordered by using the 'Update order' column



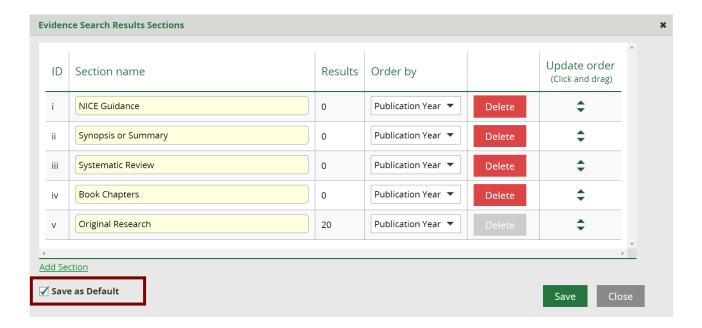
- In the 'Update order' column, hold the cursor over the up down arrowhead icon until the four arrows icon cursor appears +
- Click on the four arrows icon and keep holding the left mouse button down
- Drag the section to the desired place in the section order



- 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



- Click Save then Close
- The new selection of sections will now replace the original default when adding results. Nb this affects your own searches only.

4.3.2 Add individual search result

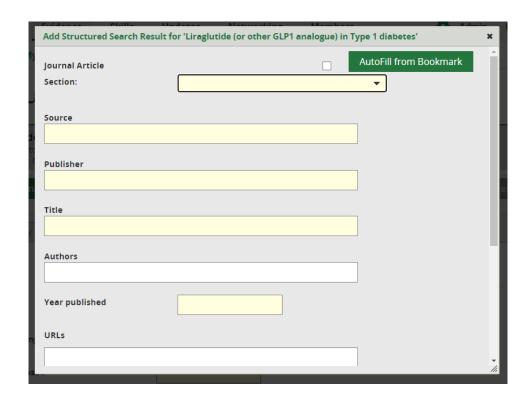
What is an individual search result?

An individual search result is one that you add manually or from a Bookmark. Normally this result has been found from a source that doesn't have the functionality to download results.

• On the Search Results tab go to C. Search results and click the plus icon



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



Individual search results can be added in two ways:

- Manually
- Bookmarklet

4.3.2.1 Manually adding an individual search result

Information can be manually added, by selecting options in the green picklists and copying and pasting from the web page of the resource.

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

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

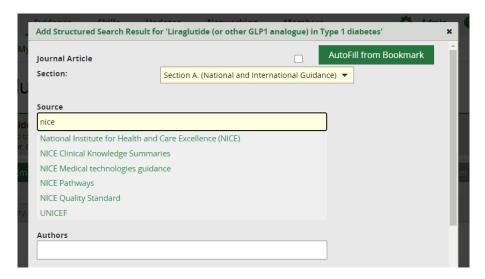
Pages	✓	×
-------	---	---

Sections

- Mandatory field
- Choose Section from dropdown menu. (For information on editing sections, see 4.3.1 Sections for Search Results).

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



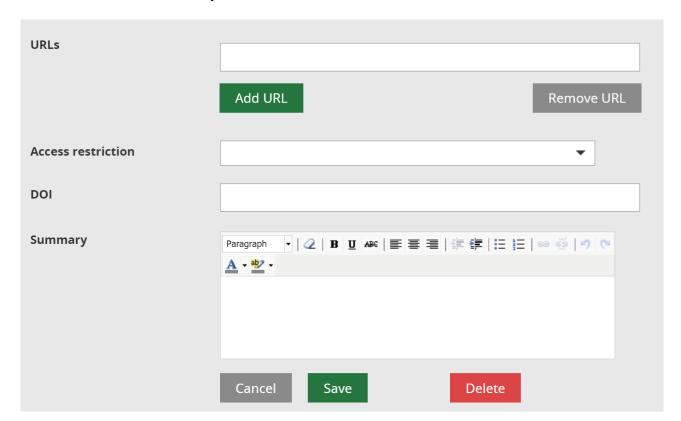
Publisher

- 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



- 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, to link to the result in another format such as a PDF. Link displayed as 'More details'. Bug: additional URLs are not displayed in the final report.
- Access Restriction
 - This will show the search requester how to access the full text of a result. Note: please ignore as currently not applied to the report.
 - 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
- DOI
 - Enter a DOI (digital object identifier) if applicable. Where possible, a link to full-text via LibKey (in England) or LibrarySearch (in Wales) will be constructed from the DOI. Link displayed as 'Check for full-text availability'.
- Summary

Use the summary field to indicate how the result is of relevance to the search



Click Save

4.3.2.2 Using a bookmarklet to add an individual search result

What is a bookmarklet?

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

4.3.2.2.1 Sites that can be used for bookmarking

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

	Website	Notes
BMJ	www.bmj.com	Use individual article from BMJ
	-	where the URL starts:
		https://www.bmj.com
		For example:
		https://www.bmj.com/content/363/b

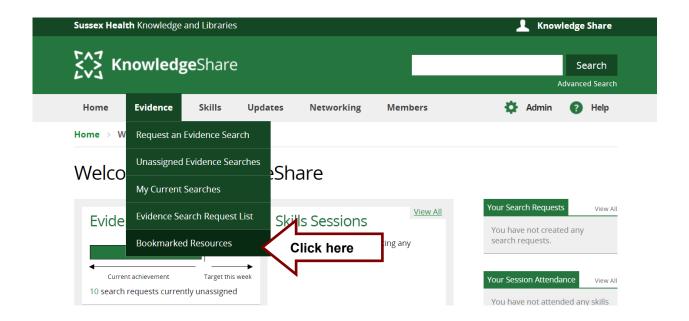
		<u>mj.k4857</u>
Cochrane Systematic Reviews	https://www.cochranelibrary.com/	Use individual review pages. For example: https://www.cochranelibrary.com/cdsr/doi/10.1002/14651858.CD001919.pub4/full This bookmarklet does not work with trial articles.
King's Fund	www.kingsfund.org.uk	Use individual reports from the King's Fund where the URL starts: https://www.kingsfund.org.uk/public ations/ For example: https://www.kingsfund.org.uk/public ations/nhs-hospital-bed-numbers
Nature	www.nature.com	Use individual review pages. For example: https://www.nature.com/articles/s41 432-020-0137-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/Fulltex t/2021/09000/Acupuncture and He rbal Medicine launched building. 1.aspx
PLOS	https://plos.org/#journals	Use individual article pages. For example: https://journals.plos.org/plosmedicinge/article?id=10.1371/journal.pmed.1 002445
PubMed	https://pubmed.ncbi.nlm.nih.gov/	Use individual article pages. For example: https://pubmed.ncbi.nlm.nih.gov/34762326/

SAGE – currently not working	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/publica tion/	Use individual publication pages. For example: https://www.england.nhs.uk/publicat ion/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/A rticle/109593
EvidenceAlert	https://www.evidencealerts.com/	Use individual article pages. For example: https://www.evidencealerts.com/Hit Parade/StellarHighestRated/96168? discipline=user

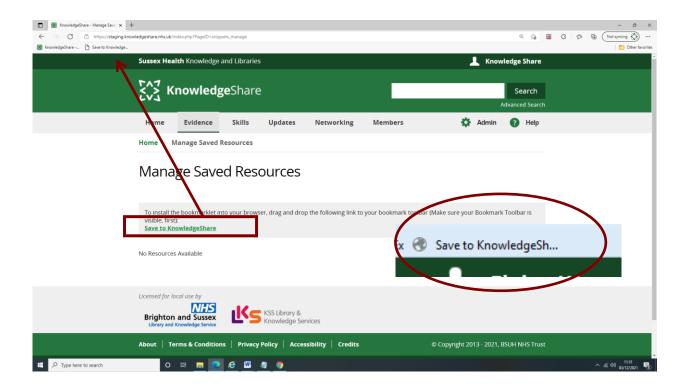
4.3.2.2.2 Adding Save to KnowledgeShare link to browser bookmark or favourites tool bar

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

• Hold the cursor over Evidence and then click Bookmarked Resources

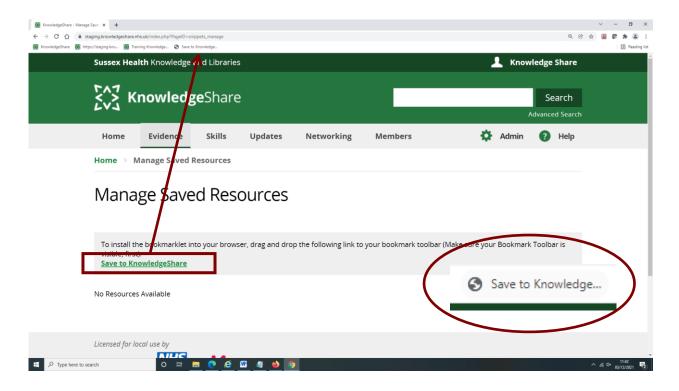


 Click and drag the Save to KnowledgeShare link and move it to the bookmark/favourites bar on your browser:



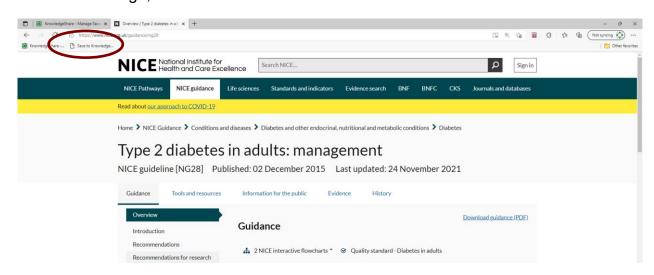
4.3.2.2.2.1 Adding Save to KnowledgeShare link to Edge, Chrome and Firefox

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

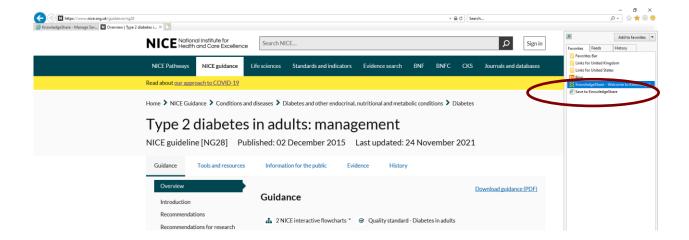


4.3.2.2.3 Using the Save to KnowledgeShare link to save a result

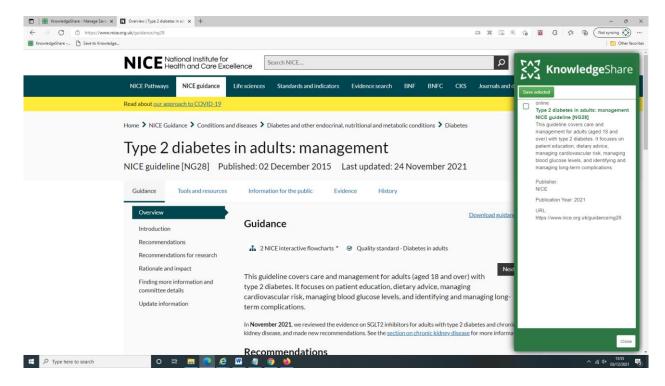
- The **Save to KnowledgeShare** link must have been saved to the bookmark/favourites bar on your browser
- In your Internet browser, navigate to the page with the article or publication that you
 wish to bookmark
- Click the Save to KnowledgeShare link in your bookmark bar or from the favourites lists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



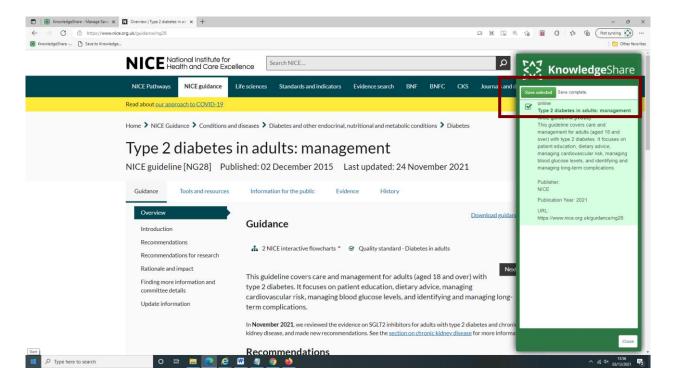
o For Explorer



 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 Adding a saved bookmark to an Evidence Search

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

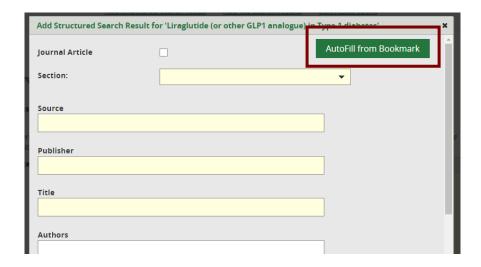
If the result is a journal article and you tick the 'Journal Article' box before clicking AutoFill from Bookmark, an error message appears on saving and the article data is lost.

This has been reported to our developers.

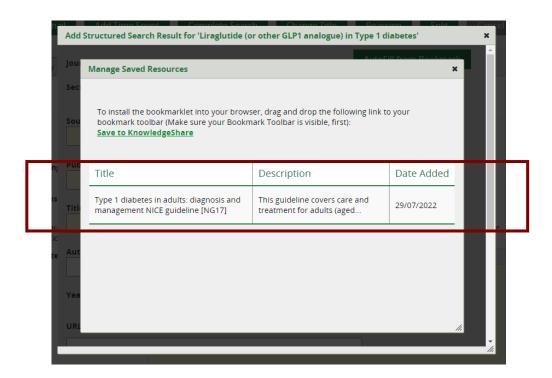
In KnowledgeShare, navigate to an open evidence search. On the Search Results tab
go to C. Search results and click the plus icon



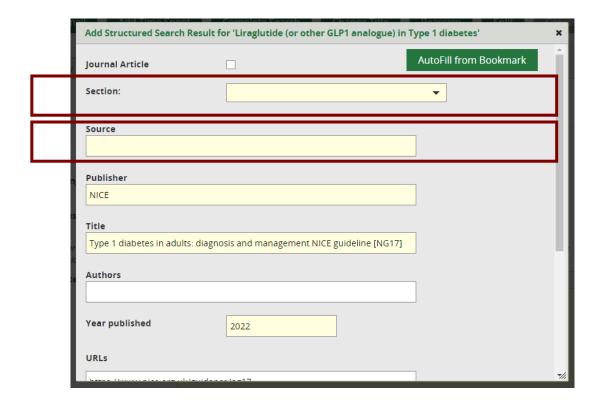
Click AutoFill from Bookmark



Click on the title of the resource you want to import



- The resource information will be imported to the individual search result fields
- Check for any missing data that needs to be completed.
- You will always need to add a Section and a Source, i.e. where the search result was found. E.g. Trip Database, Google, etc.



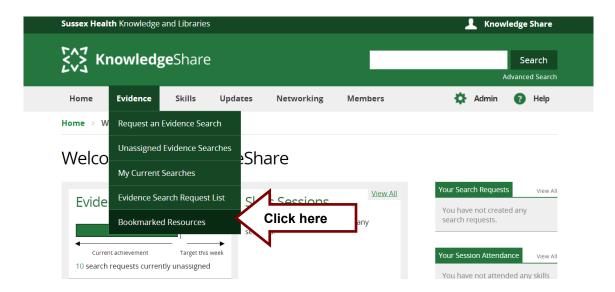
• Click Save



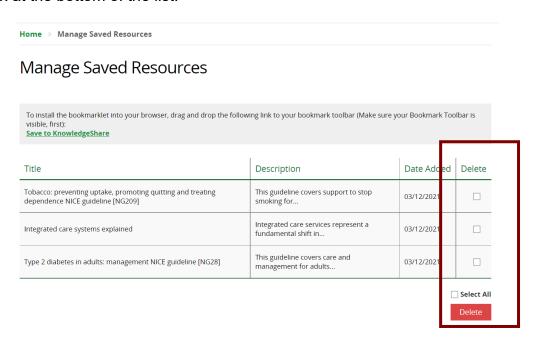
4.3.2.2.5 Managing saved bookmarks

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 **+RIS** function is compatible with RIS files from multiple sources, including but not limited to:

Cochrane Library

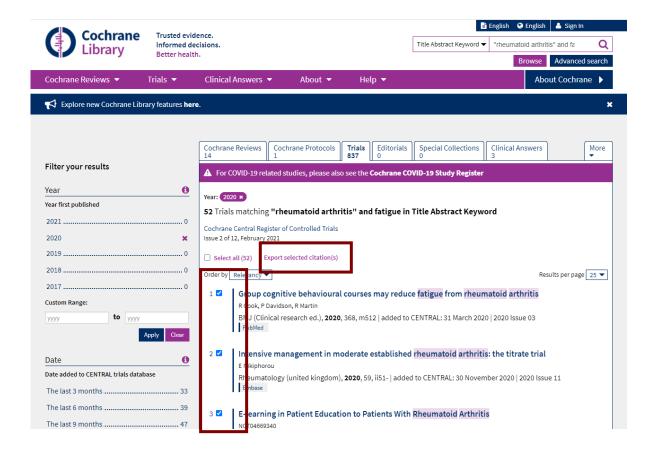
- EBSCO
- EndNote
- ERIC
- Mendeley
- NHS Knowledge and Library Hub
- Ovid
- ProQuest
- RefWorks
- Trip

Nb PubMed does NOT provide an export that can be correctly read as RIS by KnowledgeShare.

4.3.4 Exporting RIS files from frequently used sources

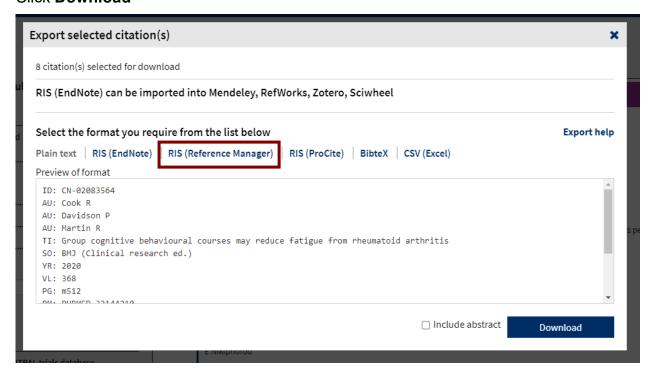
4.3.4.1 Exporting RIS files from Cochrane Library

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



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

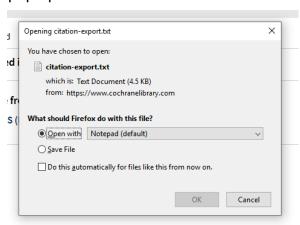
Click Download



• 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



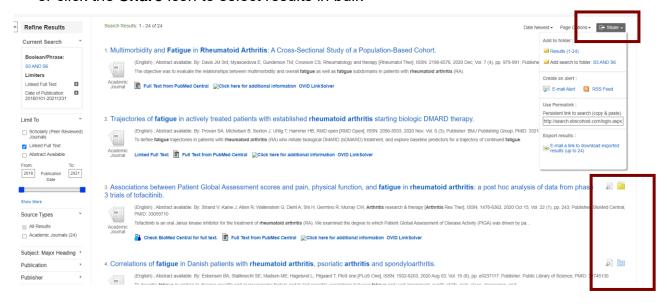
• In Explorer and Edge click Open and save the file





4.3.4.2 Exporting RIS files from EBSCO

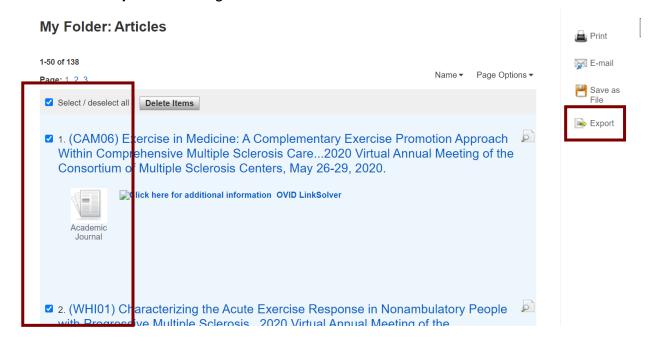
 Click folder icons to the right of the search result titles to select the individual articles, or click the **Share** icon to select results in bulk



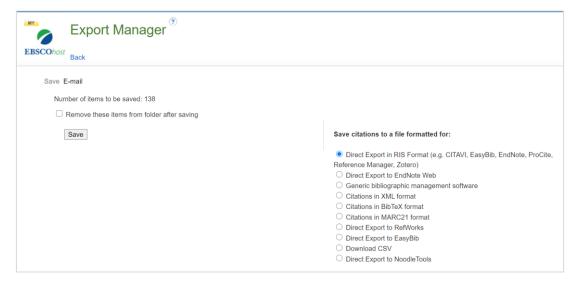
Click on the Folder icon on the top menu bar to access the selected results



- 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



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



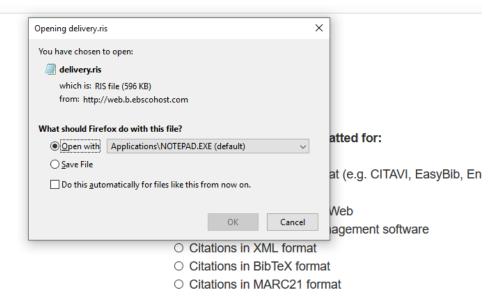
• In Chrome click Open and save the file



In Explorer and Edge click Open and save the file

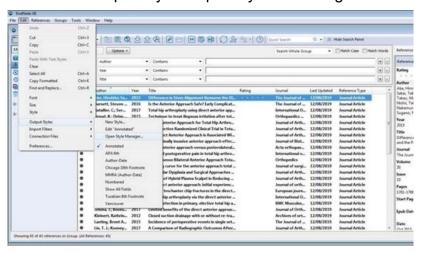


- In FireFox check the option 'Open with' in the pop up and select Browse
 - Select Notepad from the Application helper and click OK
 - Click **OK** on the pop up and save the file

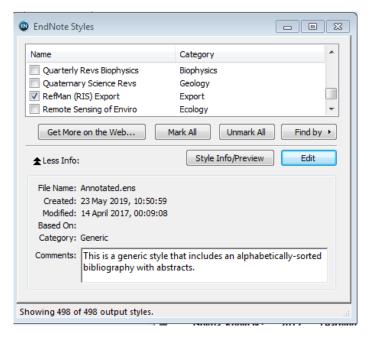


4.3.4.3 Exporting RIS files from EndNote

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



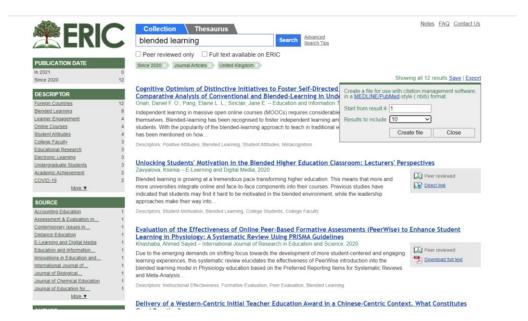
- Click the 'Unmark All' button
- Select Refman (RIS) Export from the EndNote Styles list



Export as normal

4.3.4.4 Exporting RIS files from ERIC

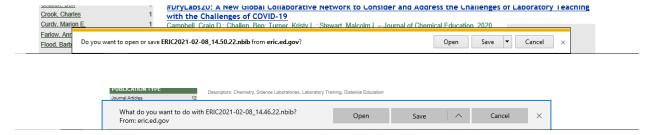
- Click **Export** in the top right of the results screen
- Use the option to select the results to include
- Click Create file



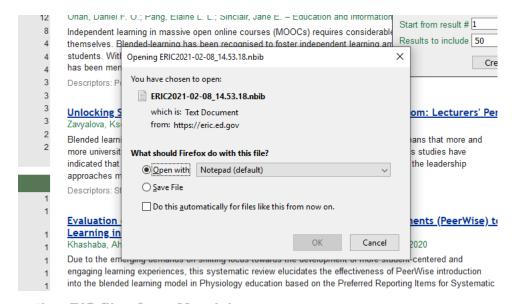
In Chrome click Open and save as a .txt file



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

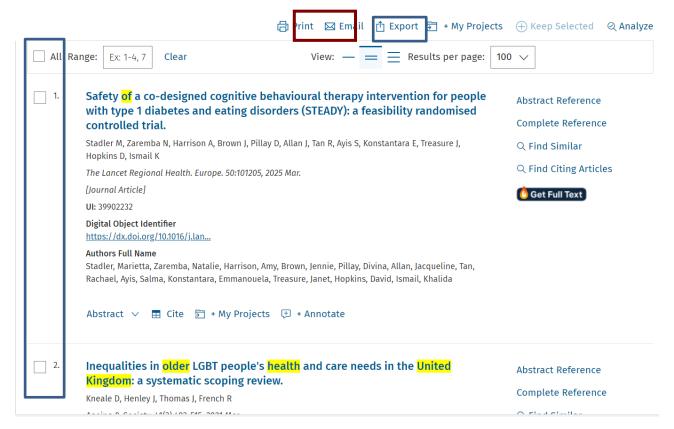


4.3.4.5 Exporting RIS files from Mendeley

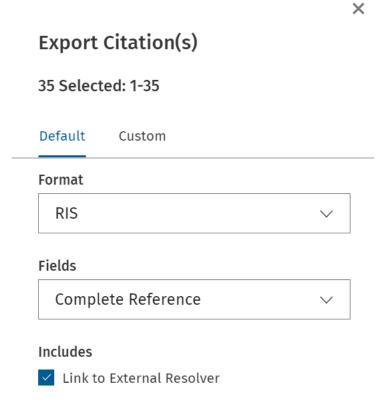
In progress

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

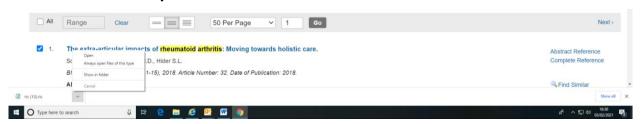


- In the Export Citation(s) pop up select:
 - Format = RIS
 - Fields = Complete Reference
 - Include: Link to External Resolver checked
 - Include: URL checked
- Click Export





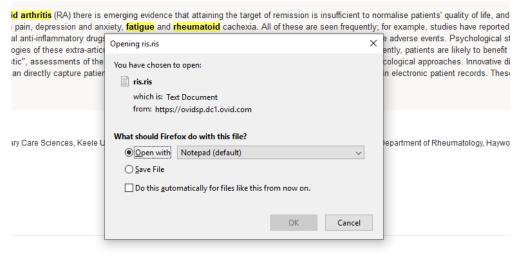
• In Chrome click Open and save the file



• 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



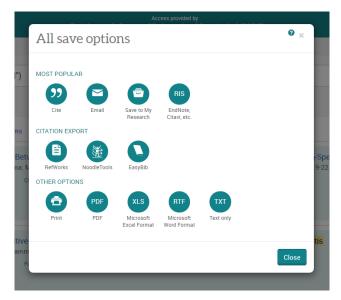
impact on quality of life.

4.3.4.7 Exporting RIS files from ProQuest

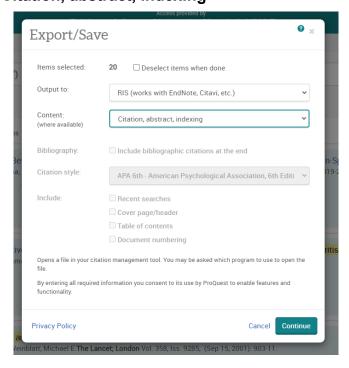
- Use check box next to the left of the search result titles, or the Select all check box, to select articles to export
- Click on the 'All save options' icon in the menu bar at the top of the search results section



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

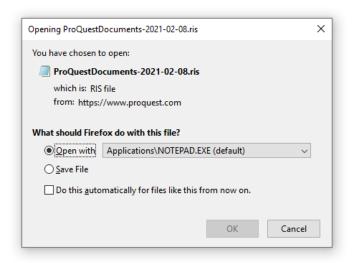


• In Explorer and Edge on the 'Request complete' page, click **Open** and save the file





- 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 - discontinued

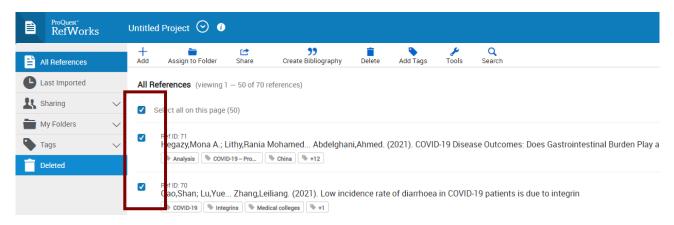
PubMed no longer provides a RIS export format. The 'PubMed' format can be uploaded to KnowledgeShare but this is not recommended. Known errors:

- Truncated title fields
- Final record in the file not imported

You should add your PubMed file to RefWorks or Endnote, then follow the RIS export instructions for these sources.

4.3.4.9 Exporting RIS files from RefWorks

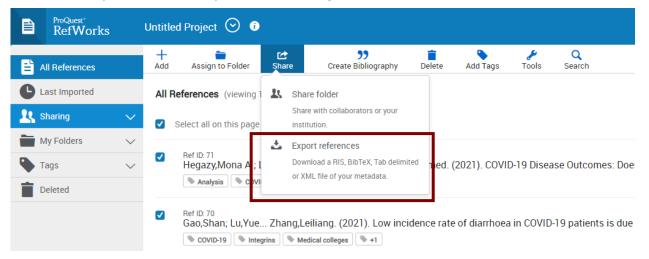
 Use check box to the left of search result titles or the 'Select all on this page' check box to select articles to export



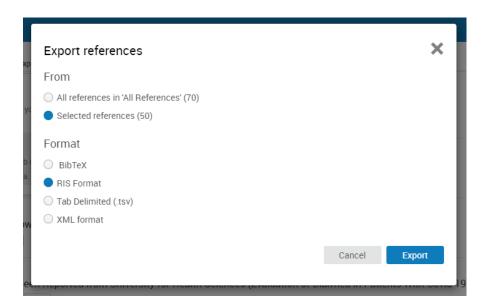
Click on the 'Share icon in the menu bar at the top of the page



In the drop down Share options select Export references



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



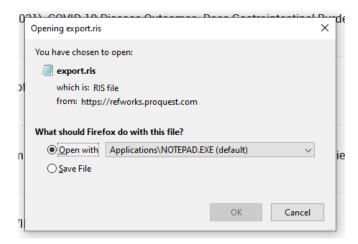
• In Chrome click Open and save the file



• 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



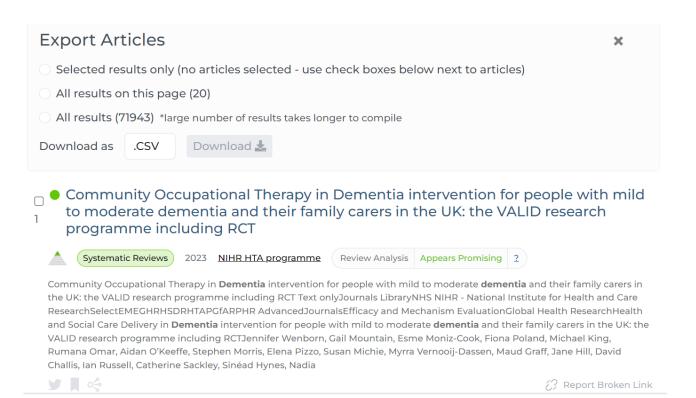
4.3.5 Exporting RIS files from other sources

4.3.5.1 Exporting RIS files from TRIP

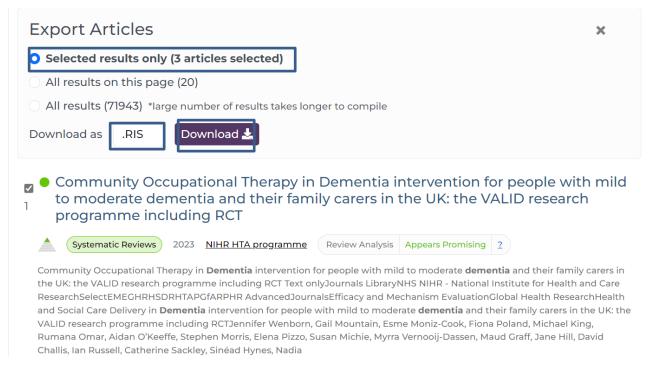
Only PRO users can export results

Only PRO users can export — **Get Trip Pro now** >

- Click on 'Export'. This will bring up the 'Export Articles' box and allow you to select which articles you want to export.
- Use check box next to search result titles to select articles to export



 In the 'Export Articles' box, change the 'Download as' option to 'RIS' and select whether you want to export either the 'Selected results only', 'All results on this page', or 'All results, and then click **Download**:



4.3.5.2 Exporting RIS files from Google Scholar

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

 $\label{thm:condition} \begin{tabular}{ll} \textbf{dementia} from the time of diagnosis to the end of life. For the Second Edition, the authors have added a chapter on mild cognitive impairment and expanded their coverage of the ... \\ \end{tabular}$

☆ 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, <u>J Macijauskiene</u>, AM Nygård... - Technology and ..., 2007 - content.iospress.com The aim of this paper is to provide a clinical overview of Alzheimer's disease and the related dementias and to detail the progressive losses–physical, social and psychological–experienced by the individual diagnosed and the implications such losses have for user ...

★ 💯 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:



In Google Scholar, you can currently only choose to 'Export All', so select this and

choose the RefMan option



Cholecystitis in pregnancy

BM Casey, SM Cox - Infectious diseases in obstetrics and ..., 1996 - Wiley Online Library

Biliary tract disease is a relatively uncommon, heterogenous disease in pregnancy.

Specifically, acute cholecystitis can be especially difficult to recognize in pregnancy ...

ワワ Cite ▷ Label 📋 Delete ≫

Evaluation of management and surgical outcomes in pregnancies complicated by acute cholecystitis

A El-Messidi, G Alsarraj, N Czuzoj-Shulman... - Journal of perinatal ..., 2018 - degruyter.com

Objective: To evaluate the management of pregnancies complicated by acute cholecystitis

(AC) and determine whether pregnant women are more likely to have medical and surgical ...

55 Cite ♦ Label 🗇 Delete ♦

Is surgical intervention in acute cholecystitis in pregnancy justified?

[PDF] nu

[PDF] wil

Save the RIS file

4.3.6 Adding RIS files

The **+RIS** function is compatible with RIS files from multiple sources, including but not limited to:

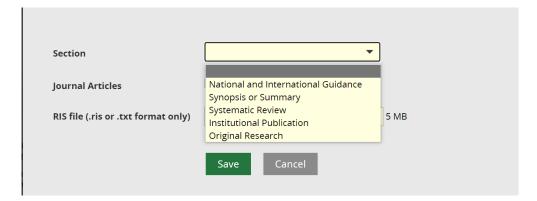
- Cochrane Library
- EBSCO
- EndNote
- ERIC
- Mendeley
- NHS Knowledge and Library Hub
- Ovid
- ProQuest
- RefWorks
- Trip

Nb PubMed does NOT provide an export that can be correctly read as RIS by KnowledgeShare.

On the Search Results tab click +RIS

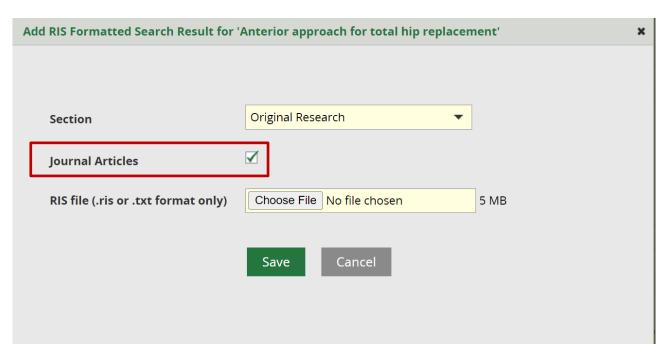


- Sections
 - Choose Section from dropdown menu. (For information on editing sections, see 4.3.1 Sections for Search Results)



- Journal Articles
 - The check box controls which fields are available for the RIS results

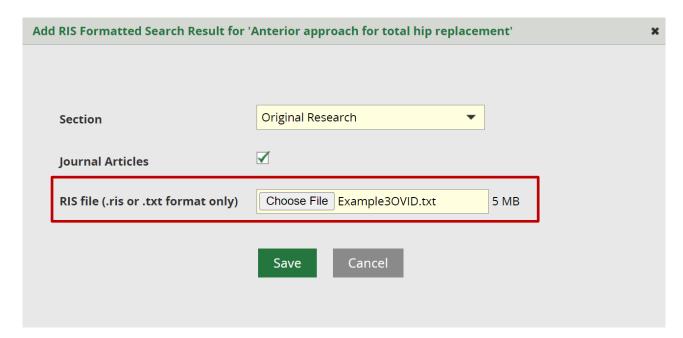
 Checking the box is the most appropriate selection for most RIS files which contain journal articles, so it is checked by default



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

Field	Journal box checked	Journal box Not Checked
Source	✓	✓
Publisher	×	✓
Title	✓	✓
Authors	✓	✓
Year Published	✓	✓
URLs	✓	✓
Access Restriction	✓	✓
DOI	✓	✓
Summary	✓	✓
Journal	✓	*
Volume	✓	*
Issue	✓	*
Pages	✓	*

- RIS file (.ris or txt format only)
 - Click Choose File and select file (maximum size 5Mb)



- Click Save
- When the file has uploaded successfully, a Sources table will be displayed allocating the number of uploaded results to a Source.
- If there are already results in the search from that Source, the **total** number will be shown in the 'Total results from source' column.



Click Save.

Some RIS files do not include data on the source (which database the results came from). These results will be displayed as **Unknown Source**. You can manually edit this field to provide Source information.



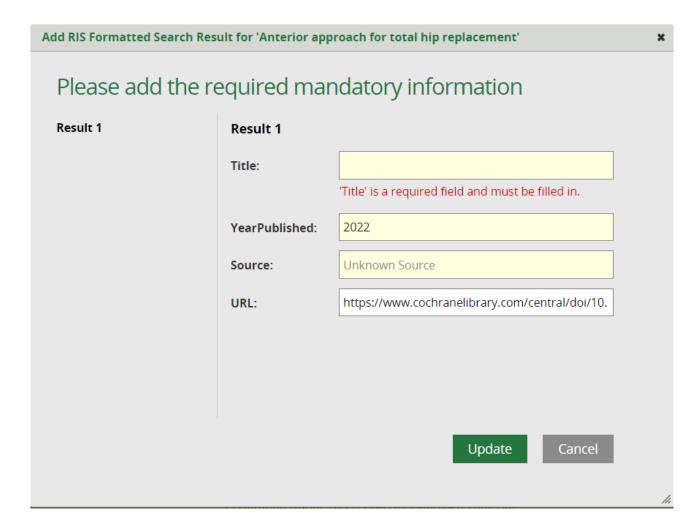
- Click Save.
- Scroll down the Search Results page and the search results will now be displayed under the selected Section

4.3.6.1 RIS files error messages

If an article in a RIS file is missing data in any of the three mandatory fields, the record will appear in a popup for you to edit manually

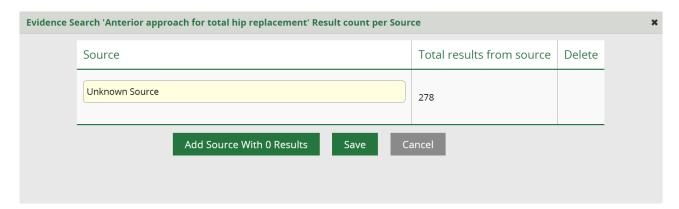
The mandatory fields in a RIS file are

- Title
- YearPublished
- Source



Correct the flagged field and click Update.

When all results with errors have been corrected, the Source table will appear.



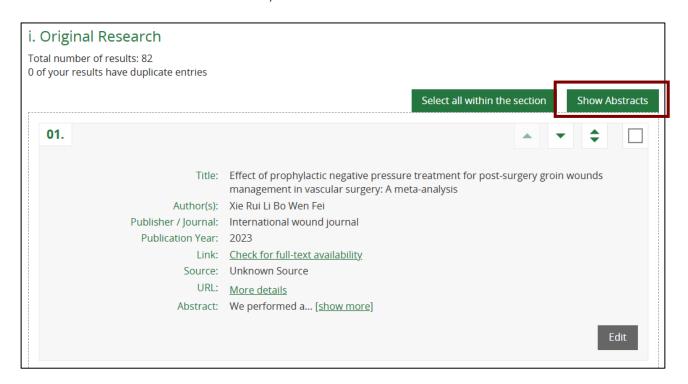
· Click Save.

4.3.7 View Result Abstracts

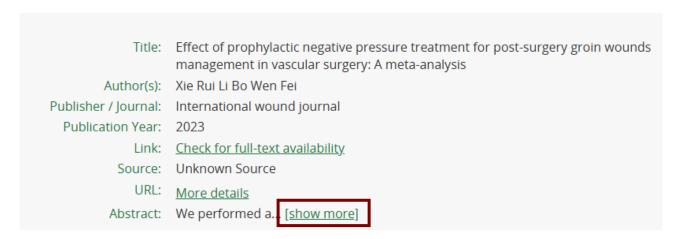
The abstracts are hidden as a default to keep the results list more compact.

There are two ways to display the abstracts:

o To show all the abstracts, click on Show Abstracts



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



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



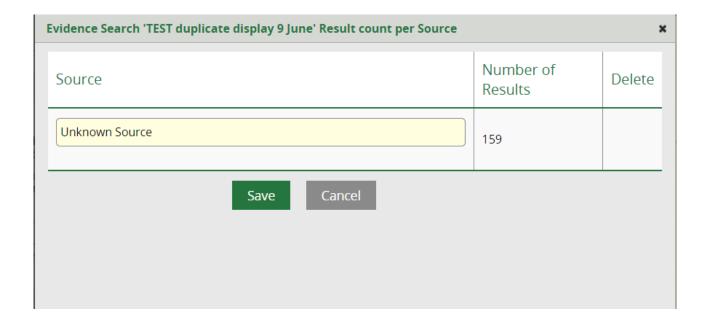
 To hide the abstract on a single result, click on [show less] in the abstract section

95% CI, 0.66-1.32, P = .69), mortality in hospital (OR, 0.54; 95% CI, 0.29-1.01, P = .05), and length of hospital stay (MD, -0.24; 95% CI, -0.91-0.44, P = .49) compared with control in subjects after vascular surgery. The prophylactic negative pressure treatment subjects had a significantly lower surgical site wound infection and no significant difference in revision surgery, readmission, mortality in hospital, and length of hospital stay compared with control in subjects after vascular surgery. The analysis of outcomes should be with caution because of the low sample size of 2 out of 10 studies in the meta-analysis and a low number of studies in certain comparisons. [show less]

4.3.8 Change Source for a search result

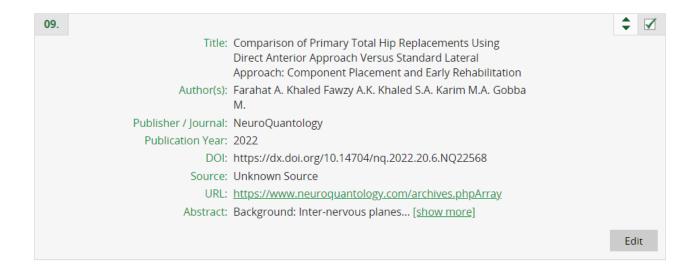
The Source of each RIS record is detected by the system when you add a RIS file. No some RIS records do not provide Source data.

If no Source data is found, the results will be imported as Unknown Source. You can manually edit this field to provide Source information.



You can also use the **Change Source** button to change the Source for selected results.

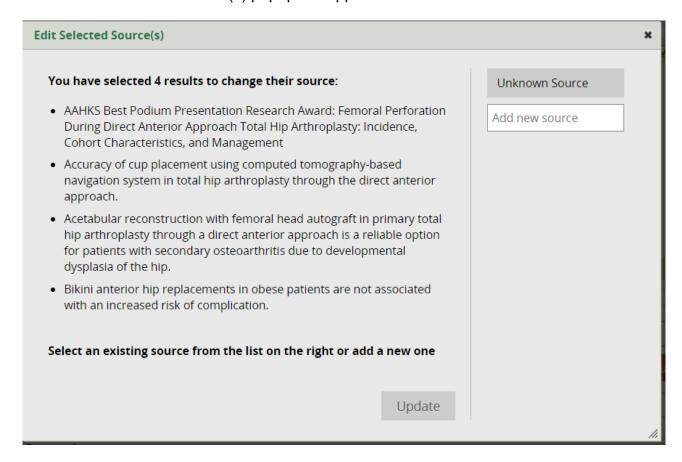
Select the results you want to change the Source for using the checkbox.



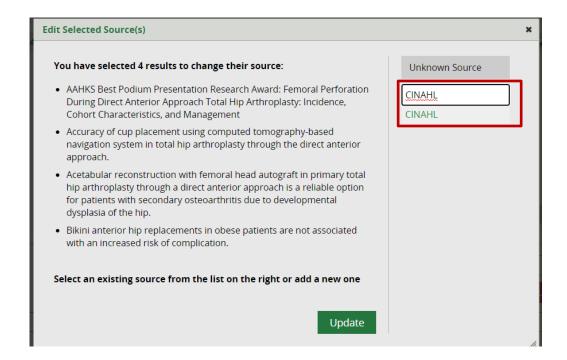
Scroll to the bottom of the results section and click Change Source.



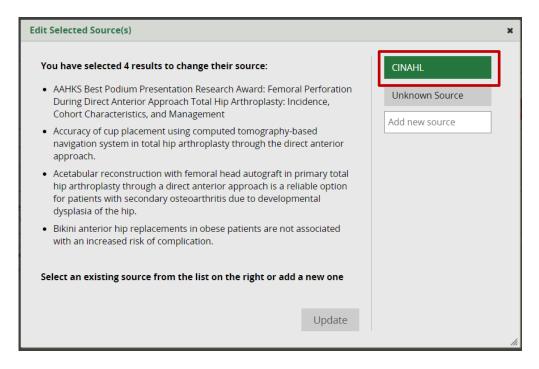
• The Edit Selected Source(s) popup will appear.



 To assign the selected results to a **new** source, start typing in the box and either choose from the list or type a new entry.



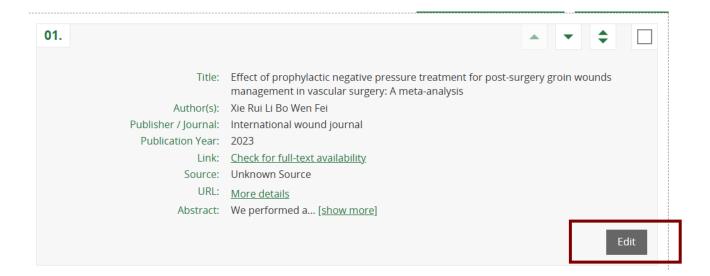
- Click Update.
- To assign the selected results to a source you have already used in this search, click on the existing source in the list.



Click Update.

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



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

4.3.10 Reorder Search results in a section

The default order of results in a section is Publication Year, most recent first.

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

- Manual
- Title
- Publisher
- Publication Year
- Author

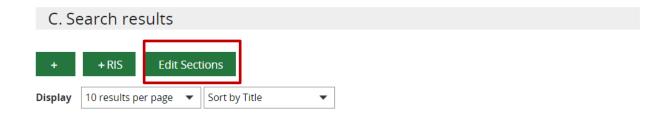
4.3.10.1 Order results manually

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

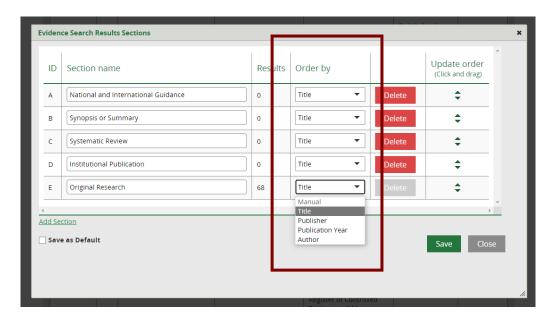
4.3.10.2 Order results by Title

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

Click on Edit Sections



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



Click Save and click Close

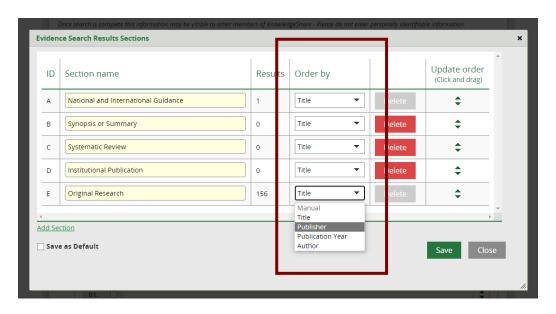
4.3.10.3 Order results by Publisher

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

Click on Edit Sections



- 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

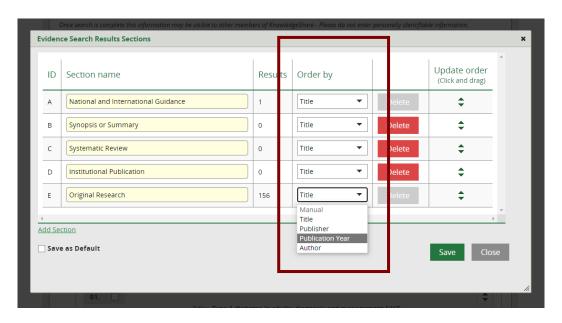
4.3.10.4 Order results by Publication Year

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



- 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

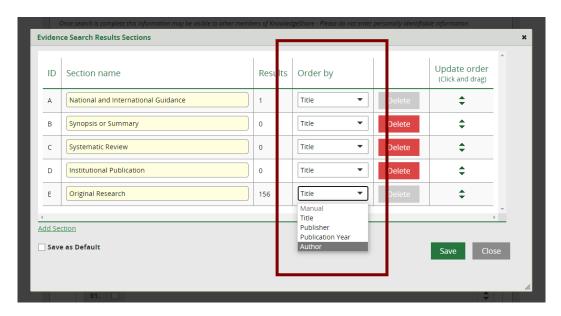
The results in a section can be ordered A-Z by the first author listed.

Click on Edit Sections

C. Search results



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



Click Save and click Close

4.3.11 Move Search results

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

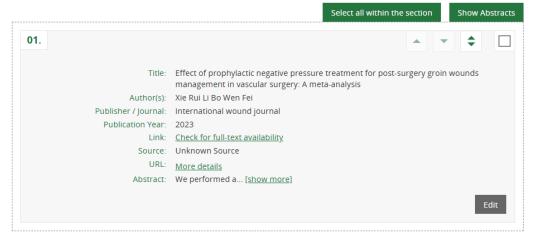
4.3.11.1 Manually Move a Result

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

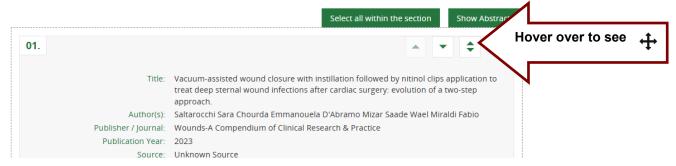
i. Systematic Review

Total number of results: 1 0 of your results have duplicate entries

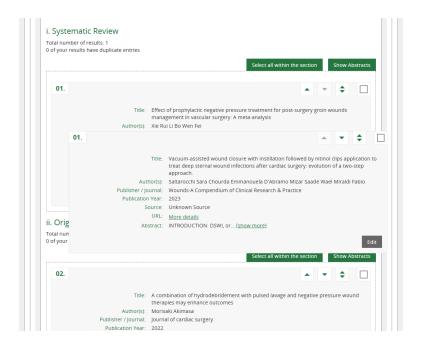


ii. Original Research

Total number of results: 81 0 of your results have duplicate entries



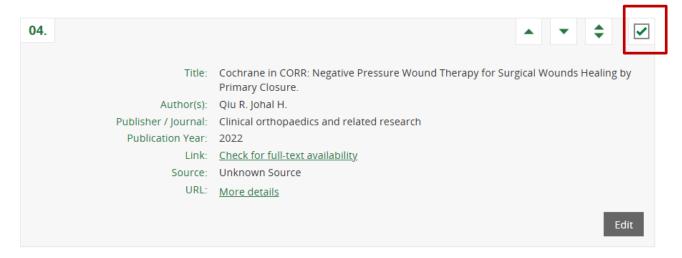
- Click and keep holding the right mouse button down
- Drag the result to the desired place in the section or to another section
- Let go of the right mouse button to drop the result



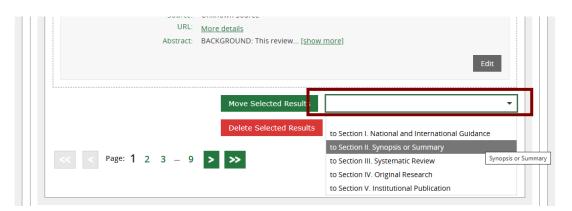
Drag the section to the desired place in the section order

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(es) in the top right of 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

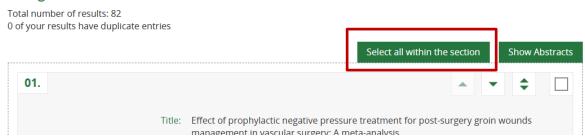


Results will be moved to selected section

4.3.11.3 Select all in a section to move

- In the Search Results tab scroll to the top of the section
- Click Select all within the section

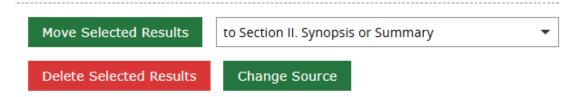
i. Original Research



Click ok on the confirmation popup



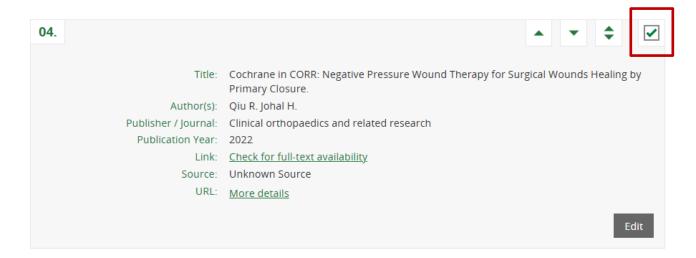
- All results in that section will have their checkboxes ticked
- Scroll down and select the section to move results to
- Click on Move selected results



All results in the section will be moved, not just the ones currently visible on screen.

4.3.12 Delete a Search result

- On the Search Results tab scroll down to the result or results that need to be deleted
- Check the box(es) in the top-right of the result(s)



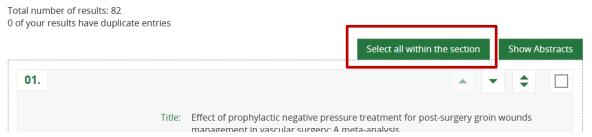
Scroll down and click Delete Selected Results



4.3.12.1 Select all in a section to delete

- In the Search Results tab scroll to the top of the section
- Click Select all within the section





Click ok on the confirmation popup



- All results in that section will have their checkboxes ticked
- Scroll down and click Delete Selected Results



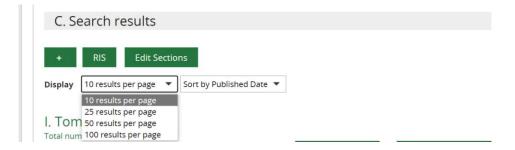
All results in the section will be deleted, not just the ones currently visible on screen.

4.3.13 Change the Search results display

The default display shows 10 results per page in order of publication date within each section. **Note: the final search report will use the ordering applied in Edit Sections.**

To change the number of results displayed, select one of the following options from the dropdown menu:

- 10 results per page
- 25 results per page
- 50 results per page
- 100 results per page



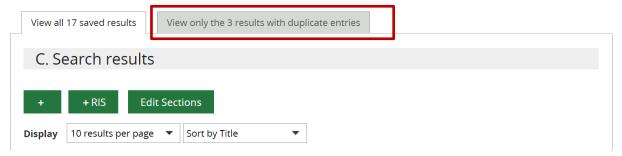
To change the display order, select one of the following options from the dropdown menu:

- Sort by Title
- Sort by Published Date
- Sort by Author(s)

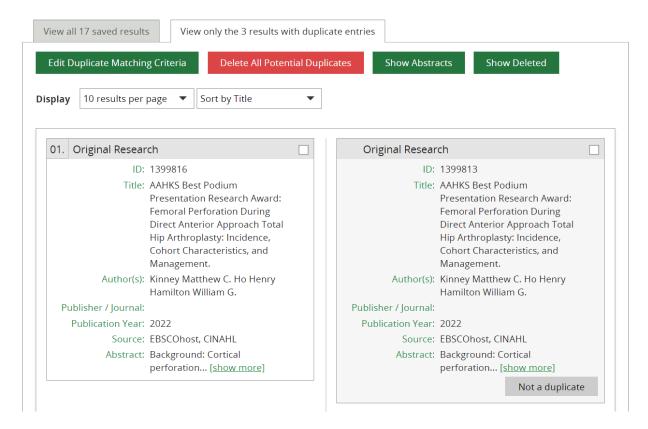


4.3.14 Identify and remove duplicates

Once results have been added, duplicate records are automatically identified. If duplicates are found, a new tab will be available above Search results.



Click on the tab to view and manage duplicates.



4.3.13.1 Delete duplicate records

- To delete all potential duplicates without further review, click the red **Delete all potential duplicates** button.
- To remove duplicates individually, select the checkbox in the top right hand corner of the record you want to delete.



Click Delete Selected.

- To mark a potential duplicate as not a duplicate, click the grey Not a duplicate button (bottom right of the article record box). The record will be moved back to the main results tab.
- To view deleted duplicates click on Show deleted.



 All potential duplicates will be shown. The deleted results will display with a red border and a red Deleted marker in the top right corner.

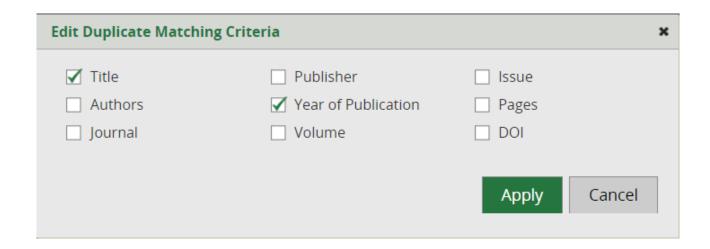


4.3.13.2 Change duplicate matching criteria

To change the duplicate matching criteria, click on the green Edit Duplicate Matching Criteria button.



The default criteria used to identify a potential duplicate are Title AND Year of Publication.



Check additional boxes to increase **specificity**. Fewer records will be incorrectly identified as duplicates.

Check fewer boxes to increase **sensitivity**. Fewer duplicates will be missed.

Click Apply. Note: your selection is applied to the current search only.

4.3.15 Edit Sources searched

The Sources searched section shows you how many results have been added to the report from a specific source of information.

Sources searched (number of results in brackets)

- Medline (35)
- EBSCOhost, CINAHL (2)
- Emcare (11)
- CINAHL (1)

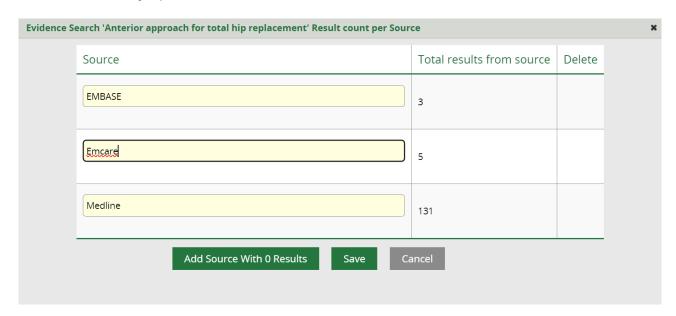
Listing the information sources used on the Evidence Search Results report aids in the reproducibility or the search or a search on a similar topic. It also provides the Evidence Search requester with information on which sources have been used.

Click on the pencil icon to edit the Sources searched table

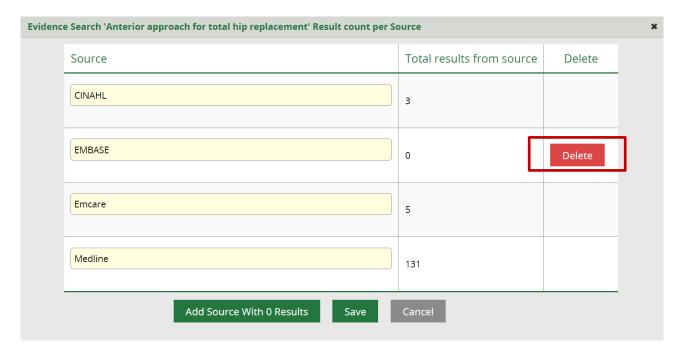
Sources searched (number of results in brackets) 🌠

The individual search results are shown in this table using the information from the Source field when they were added.

- RIS files from some platforms do not have a RIS tag which the system recognises, so results from these files will show as Unknown Source.
- You can manually update the Source field in the Sources searched table.



If you have changed the source for any result and a source in the table now has 0 results assigned to it, you can delete the Source.



 The number of articles from each database will now be displayed within the Search Results Report

A. Search terms and notes Sources searched (number of results in brackets): CINAHL (3) Emcare (5) Medline (131)

4.4 Splitting an assigned search

Sometimes 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.

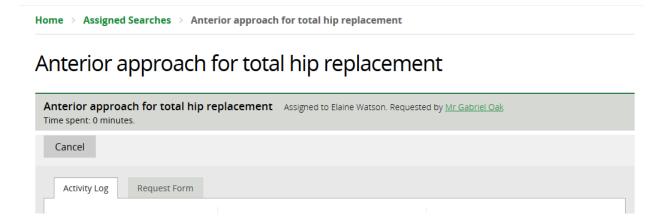
The new request will include from the original request:

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

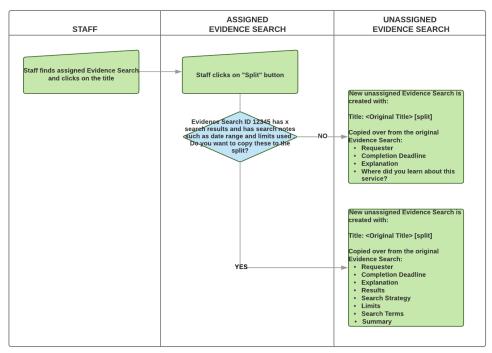
If the information is available, the following can also be copied to the request:

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

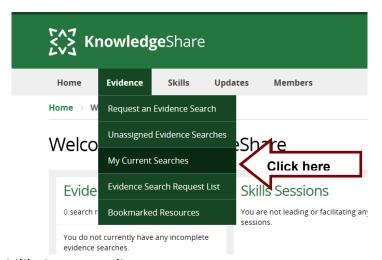
Members do not have the option to split an unassigned or assigned evidence search that they have requested.



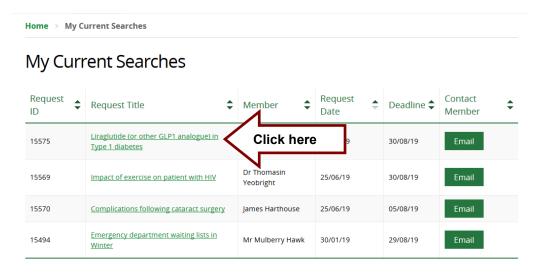
4.4.1 Split an assigned search and don't include the results from the original search



Hold the cursor over Evidence and then click My Current Searches



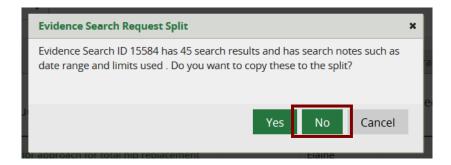
Click on the request title to access it



- Click on the pencil icon next to the search title
 Anterior approach for total hip replacemen:
- Click on the Split button in the pop-up

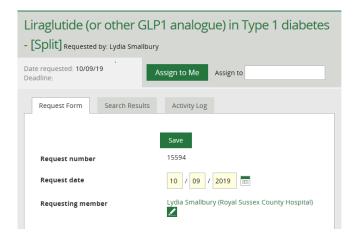


Click No

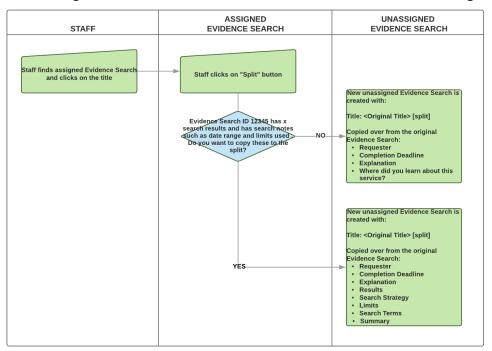


- A new search request is created with the text –[Split] appended to the search title. This can be edited on the request form
- The original request details are included in the new search
- Results, Search Strategy, Limits, Search Terms and Notes and Summary from the original assigned evidence search will not be included in the new search
- Click Assign to me or use the Assign function to assign the search

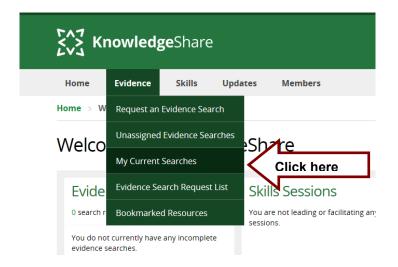
Evidence Search Request Split



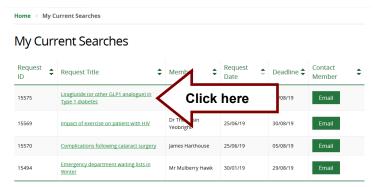
4.4.2 Split an assigned search and include the results from the original search



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



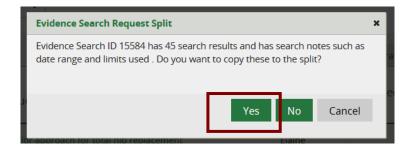
· Click on the request title to access it



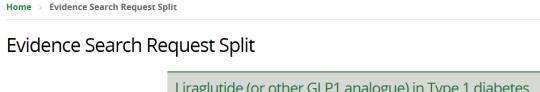
- Click on the pencil icon next to the search title
 Anterior approach for total hip replacement
- Click on the Split button in the pop-up

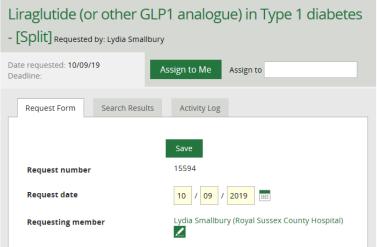


Click Yes



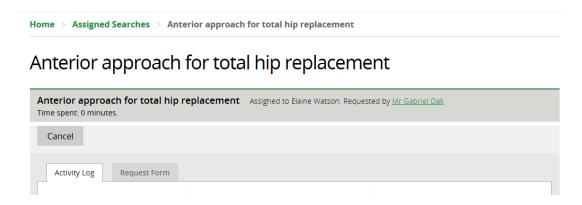
- A new search request is created with the text -[Split] appended to the search title
- The original request details are included in the new search
- Results, Search Strategy, Limits, Search Terms and Notes and Summary from the original assigned evidence search are included in the new search
- Click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





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

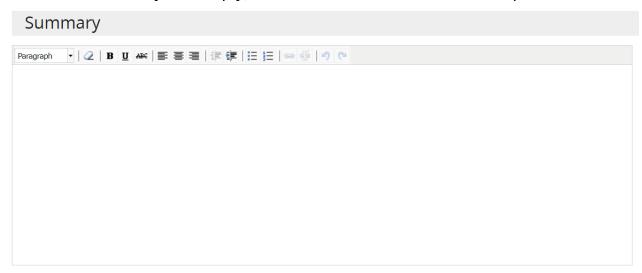


4.5 Completing an Evidence Search report

When all search results have been entered, the search can be completed to create the search results report. The following sections complete an evidence search report:

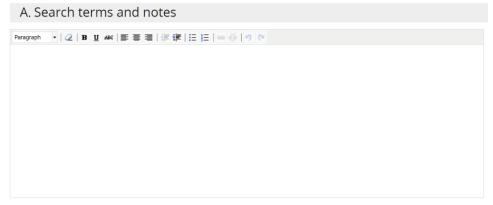
4.5.1 Summary

- 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.
- This is an optional field and does not form part of the structured contents list. If you leave the summary field empty, this field will not be included in the report.



4.5.2 Search terms and notes

- Section A: Search terms and notes. This section contains:
 - Free text 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.



 Sources searched (number of results in brackets). Records the number of results from each source. You can edit this information by clicking on the pencil icon.

• CINAHL (3) • Emcare (5) • Medline (131)

- Date range. A free text field, so select a format most meaningful for your requester e.g. "Last 5 years", "2000 – 2019"
- Limits. A free text field so select a format most meaningful for your requester



 Pre-filled text pointing to search strategy. Pre-filled acknowledgement text which includes a suggested citation.

For full search strategy see Section D below.

Please acknowledge this work in any resulting paper or presentation as:

Evidence search: Anterior approach for total hip replacement. . BRIGHTON, UK: Sussex Health Knowledge and Libraries.

Click Save Changes after filling in the fields in Section A.

4.5.3 How to access full text

- Section B: How to access full text
 - Pre-filled text. Custom text can be set for your LKS using a template (see 4.13 Evidence Search Templates). If no custom text the system default is used.

B. How to access full text Links are given to full text resources where available. For some of the papers, you will need an NHS OpenAthens Account. If you do not have an account you can register online. You can then access the papers by simply entering your username and password. If you do not have easy access to the internet to gain access, please let us know and we can download the papers for you.

4.5.4 Search results

- Section C: Search results
 - Complete as outlined above.
 - Sections that contain no results will not be listed in the Evidence Search Report.

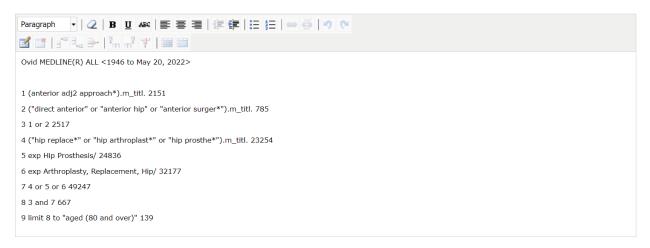
4.5.5 Search strategy

Section D: Search strategy

Search strategies from all sources can be pasted into the box under **D. Search strategy**.

D. Search strategy

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



Save Search Strategy

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

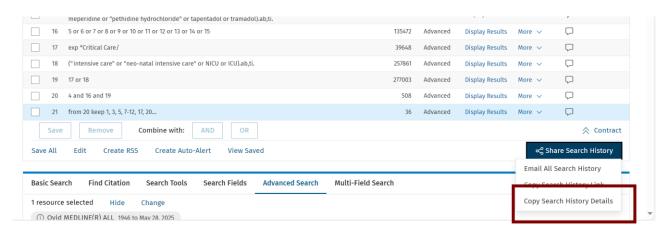


4.5.6 Export a Search strategy from sources

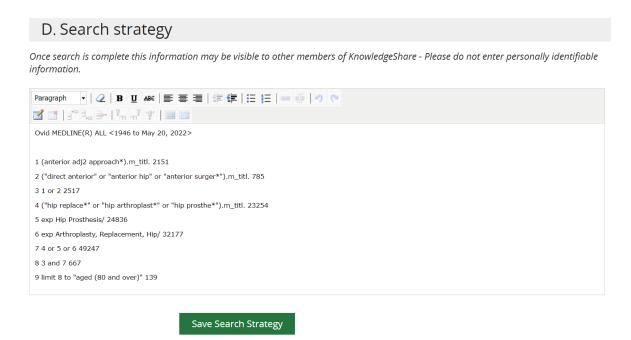
- Ensure a Search strategy includes
 - Name of database(s) used
 - Number of results
 - How search strings are combined
- Further formatting of an exported search strategy may be needed to ensure these details are included.
- Converting a text search strategy to a table can be done externally to KnowledgeShare using Microsoft Word and Excel.

4.5.6.1 Export a Search strategy from OVID

 In OVID click Share Search History and then Copy Search History Details at the bottom right of the Search



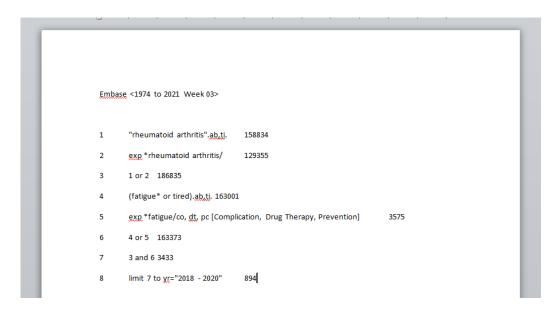
Paste the search history into the Search strategy field in KnowledgeShare



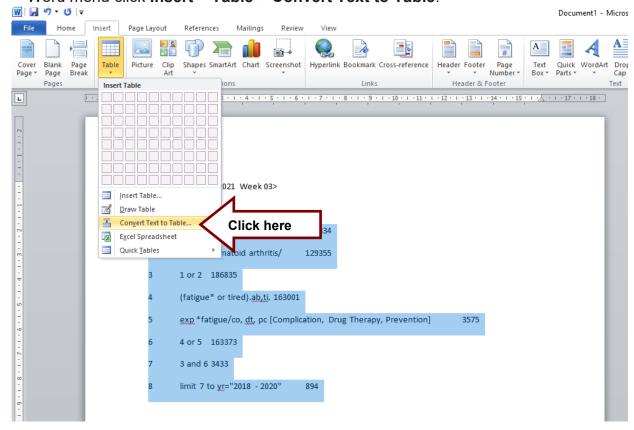
Click Save Search Strategy

4.5.6.2 Format a Search History table from OVID using Microsoft Word

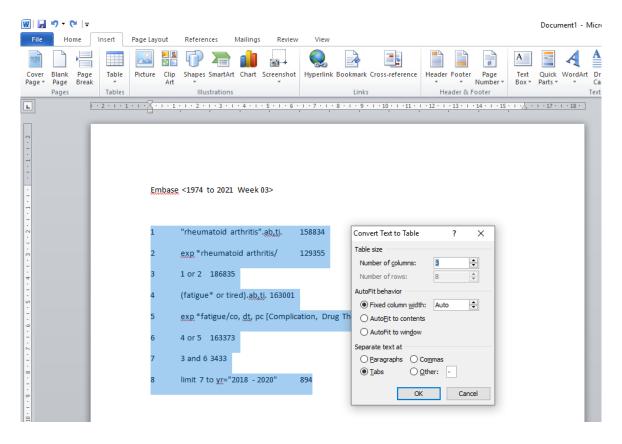
- Open a blank document in Microsoft Word
- Paste Ovid Search History into the Microsoft Word blank document



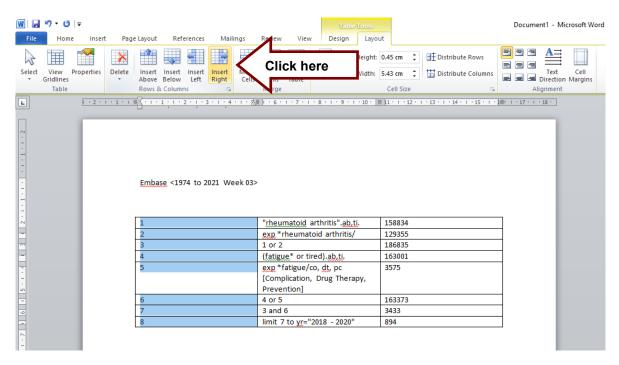
• Select the Search History starting with the first set number, and then in the Microsoft Word menu click **Insert** > **Table** > **Convert Text to Table**.



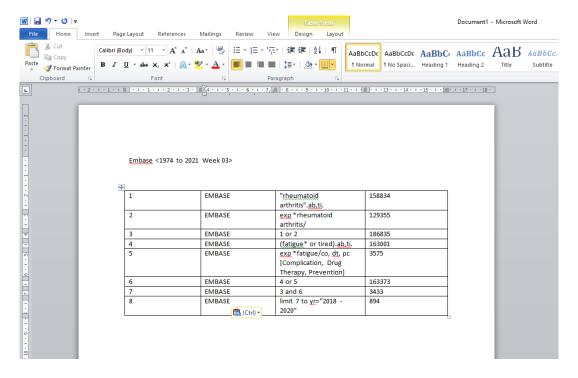
• In the Convert Text to Table box, click OK



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



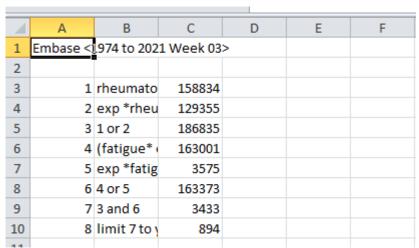
 In the new second column of the Search History add the name of the database searched.



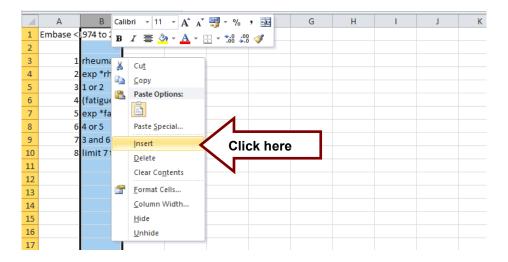
- Select the Search history table and copy and paste the table into the Search Strategy field in KnowledgeShare
- Click Save Search Strategy

4.5.6.3 Format a Search History table from OVID using Microsoft Excel

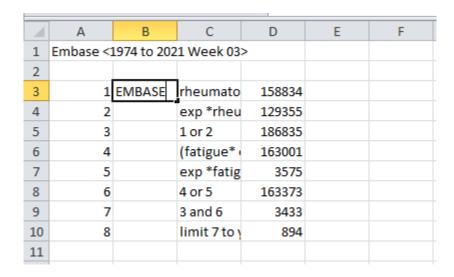
- Open a blank document in Microsoft Excel
- Paste the Ovid Search History into the blank Microsoft Excel sheet



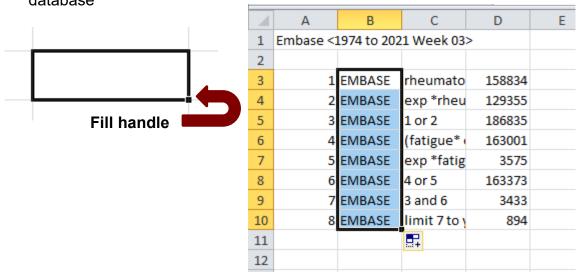
 Select the second column (column B) in the spread sheet. Keep the cursor over the column and right click the mouse. Select **Insert** in the pop up box



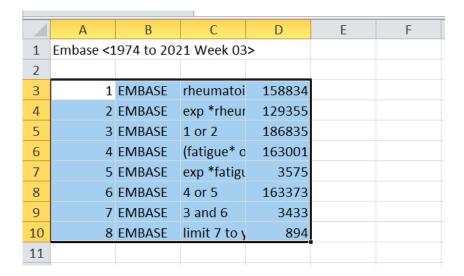
 In the new second column of the Search History add the name of the database searched.



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



Select all the cells associated with the Search history and copy



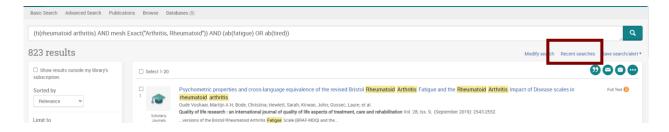
- Paste the search history table into the Search Strategy field in KnowledgeShare
- Click Save Search Strategy

4.5.6.4 Export a Search History from ProQuest using Microsoft Word

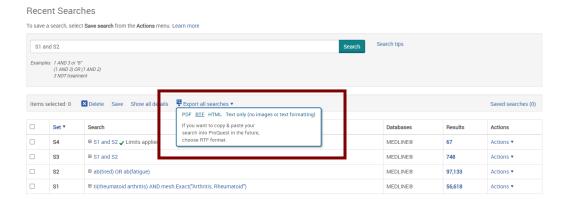
- In ProQuest click on Recent searches on the Advanced Search page or the results page
 - Advanced Search page:



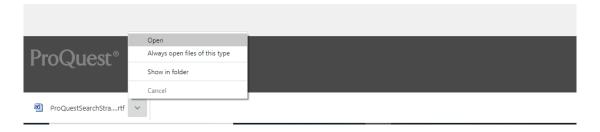
Results page:



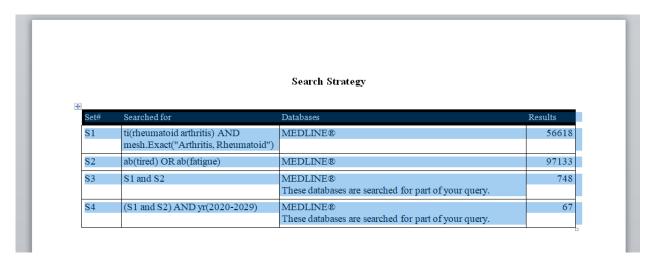
Click on Export all searches and select RTF



Open the file in Microsoft Word



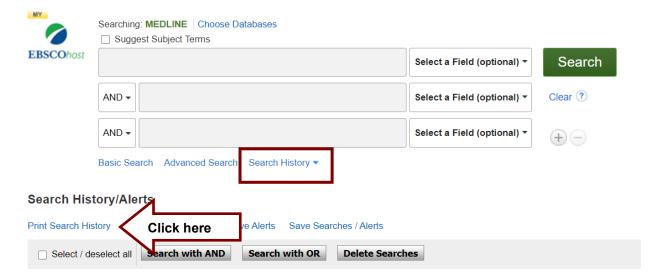
From the Word document copy the search history table



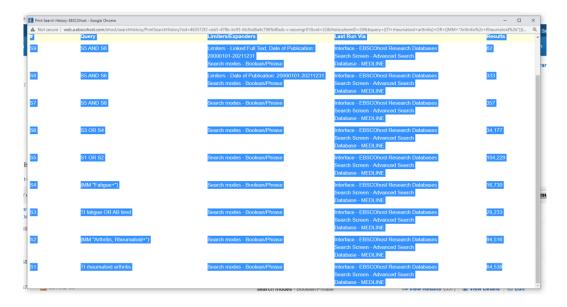
- Paste the search history into the Search Strategy field in KnowledgeShare
- Click Save Search Strategy

4.5.6.5 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



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



- Paste the search history into the Search Strategy field in KnowledgeShare
- Click Save Search Strategy

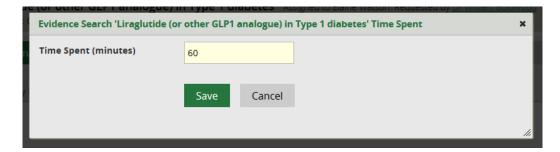
4.5.7 Add Time Spent

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

Click the pencil icon next to Time Spent



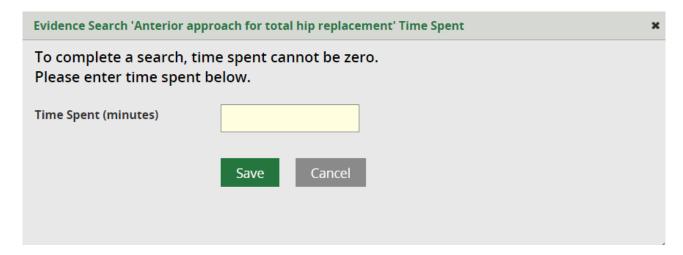
- Record time spent on the search in minutes
- Only enter numbers



- Time spent can be added in increments e.g. First enter 60 minutes. After spending additional time on the search click the icon again 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 details



• If time taken is zero when **Complete Search** is clicked, a pop up window will appear: To complete a search, time spent cannot be zero. Please enter time spent below.



- Add time spent in this popup and click Save
- The search is now completed

4.5.7.1 Add negative time to correct errors in Time Taken

 Staff with the LKS Administrator or Librarian permission group can add negative time in the Time Spent field to correct errors. Currently only sys admin can add negative time – until this bug is fixed please ask the KnowledgeShare team if you need to revise a search time.



4.5.8 Complete search

Click Complete Search

4.5.9 Download

Click Download



- Save the downloaded Evidence Search Report as a Word document
- The report can then be edited to aid the search requester's understanding of the results
- Preserving the report as a Word document will aid navigation using the built-in headers.

'Check for full-text availability' and 'More details' links

Most results will be displayed with two links. 'Check for full-text availability' uses the DOI field to construct a link to LibKey (in England) or LibrarySearch (in Wales). 'More details' uses the first URL field to provide an additional link, or a link where no DOI is available.

vertebral fractures.Copyright © 2020 Wolters Kluwer Health, Inc. All rights reserved.

A systematic review and meta-analysis of the effect of bisphosphonate drug holidays on bone mineral density and osteoporotic fracture risk

Nayak S. Greenspan S.L. Osteoporosis International 2019;30(4): 705-720.

Check for full-text availability

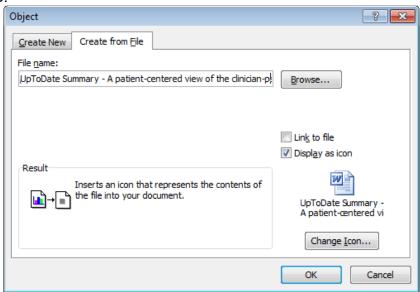
More details

Summary: We performed a systematic review on the effect of drug holidays (discontinuation) on bone mineral density (BMD) and fracture risk. Bisphosphonate discontinuation may be considered

4.5.10 Embedding Full Text Resources

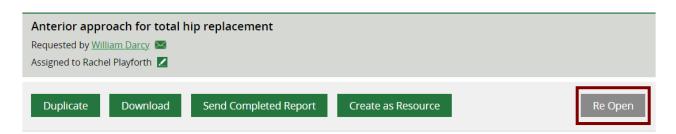
Full text resources can be embedded in the downloaded report. They will not be saved in KnowledgeShare avoiding copyright issues.

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



4.5.11 Re Open an Evidence Search

Click Re Open to be able to edit the search again



4.5.12 Send Completed Report

 Click Send Completed Report to generate an email template addressed to the Evidence Search requester, and attach and send the downloaded report.



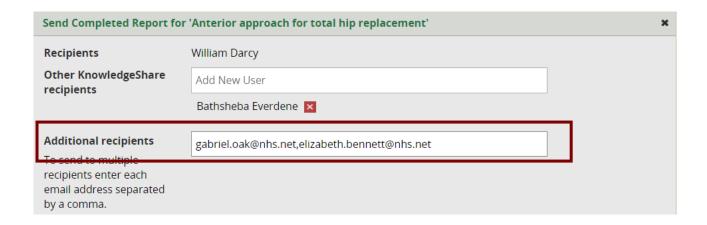
- Scroll down the pop up window to view all functions
- The evidence search requester email from this record is already selected for the completed report to be sent to.



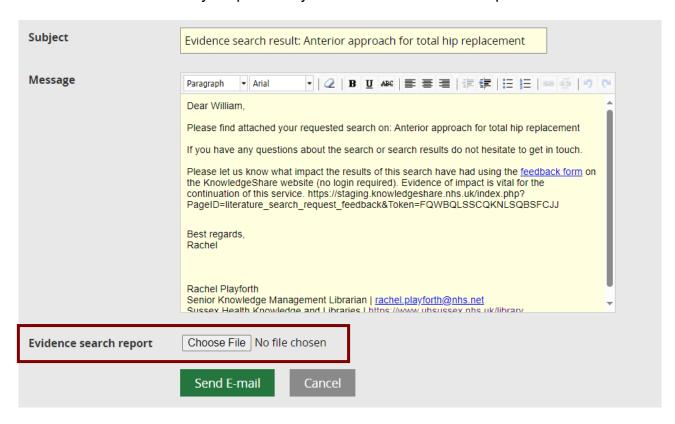
- To send the completed report to additional recipients who are:
 - Members who have a record on KnowledgeShare, search for their name in the Other KnowledgeShare recipients field and then select when found



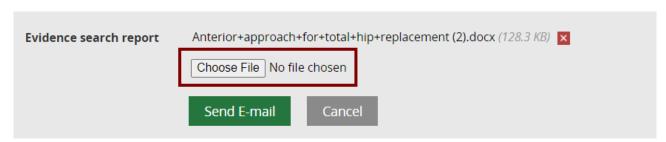
 Not Members on KnowledgeShare, enter the full email addresses in the Additional Recipients field. Multiple additional recipients email addresses can be separated by a comma.



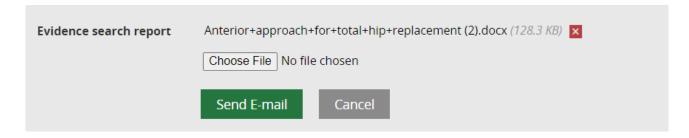
- You must upload the evidence search report within this pop up. The system does not automatically attach it.
- Click Choose File to add your previously saved evidence search report.



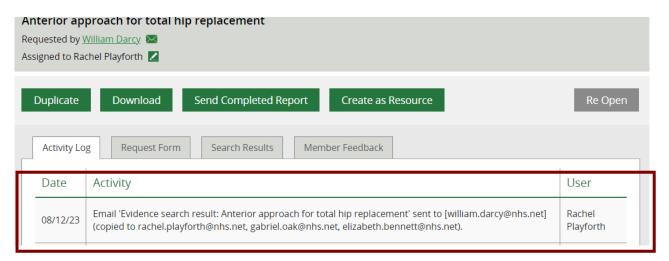
 Additional documents can be attached to the email template by clicking Choose File again



Attached files can be seen listed under Evidence search report



- 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 person who completed the search will automatically be sent a copy of the report.
 They are not listed in the activity log.



Is there a limit to the size of documents I can attach?

There is a file size limit of **5Mb** for each individual file attachment, and **15Mb** in total for multiple file attachments.

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

4.5.12.1 Manage your Send Completed Report template

To save staff having to compose similar email text each time they send a completed Evidence Search report via KnowledgeShare, a template pre-populates 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 to if necessary, on an individual search basis.

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

What is an email template?

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

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

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

4.5.12.2 System Level Evidence Search Report template

The template for the invitation email at System Level

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

Dear {{RecipientSalutation}},

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

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

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

Best regards, {{SenderFirstName}}

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

The template creates the following text

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

Dear Dr Wildeve,

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

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

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

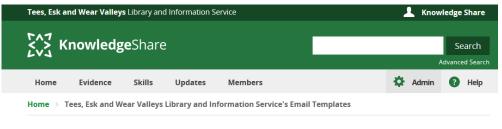
Best regards, Elaine

4.5.12.3 Add LKS Level Evidence Search Report template

Hold the cursor over Admin and click My LKS Email Templates



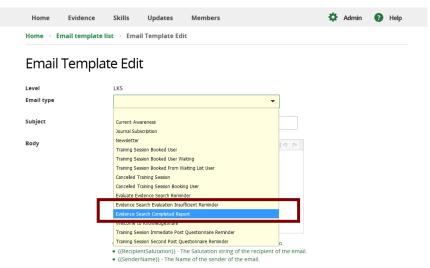
Click Add new template



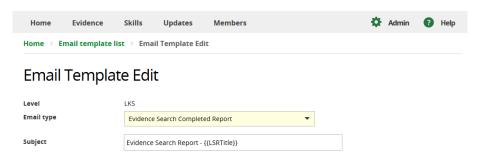
Tees, Esk and Wear Valleys Library and Information Service's Email Templates



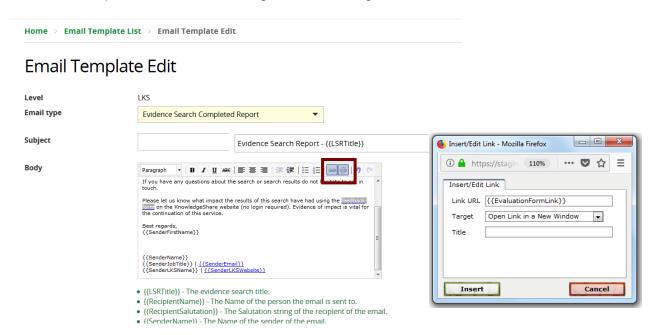
• From Email Type drop down list select Evidence Search Completed Report



 In the Subject field paste in the code for the search title: Evidence search 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.



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

Dear {{RecipientSalutation}},

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

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

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

Best regards, {{SenderFirstName}}

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

Scroll down the page and click Save

4.5.12.4 Edit LKS Level Evidence Search Report template

Hold the cursor over Admin and click My LKS Email Templates



Click EvidenceSearchCompletedReport



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

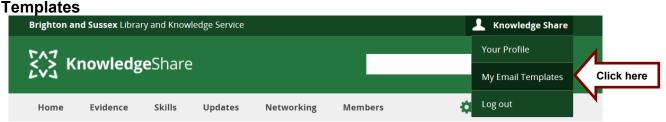
Add new template



- 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

4.5.12.5 Add Personal Level Evidence Search Report template

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

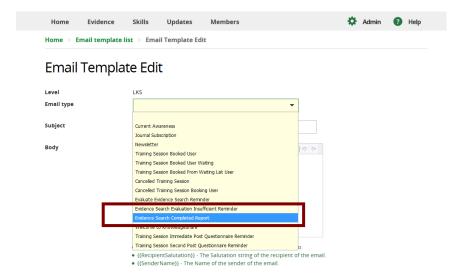


Click Add new template

My email templates

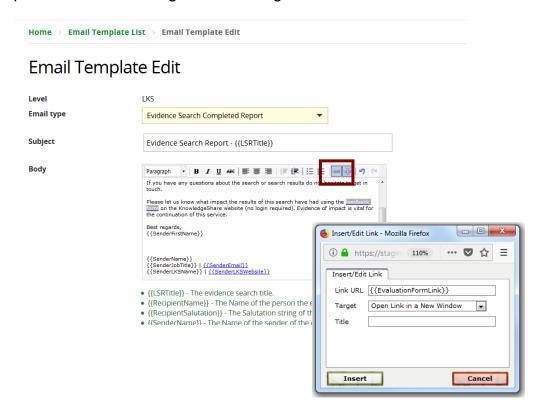


• From Email Type drop down list select Evidence Search Completed Report



- In the Subject field paste in the code for the search title: Evidence search 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.



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

Dear {{RecipientSalutation}},

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

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

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

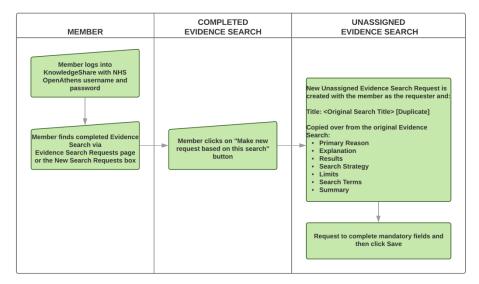
Best regards, Your usual signature

Scroll down the page and click Save

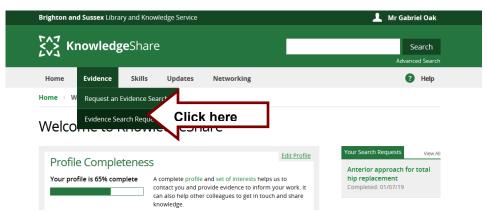
4.6 Duplicating a Completed Evidence Search

A completed Evidence Search can be duplicated creating a new unassigned search request.

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

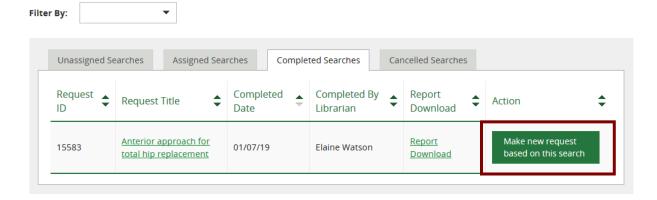


- The member needs to log into KnowledgeShare
- The member needs to find the appropriate search either by:
 - The member can hold the cursor over Evidence and then click Evidence Search Request List



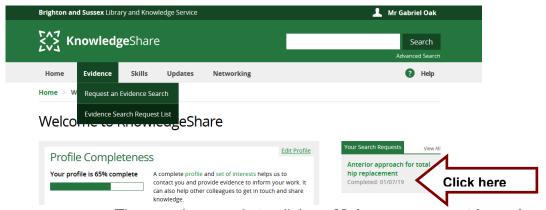
 The member needs to click on Completed Search tab and click Make new request based on this search

Evidence Searches Requested by Mr Gabriel Oak



OR

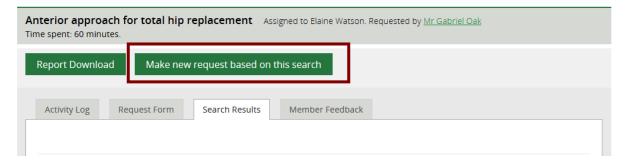
The member clicks on the appropriate search under Your Search Requests



 The member needs to click on Make new request based on this search

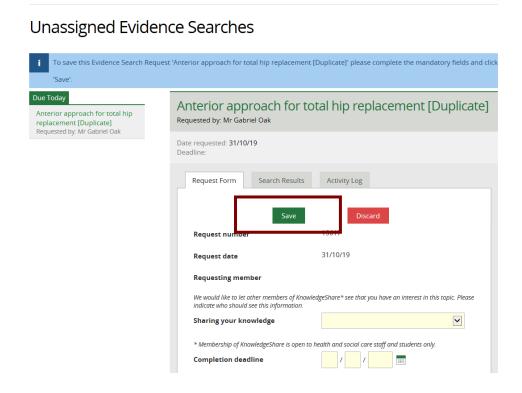
Home > Completed Searches > Anterior approach for total hip replacement

Anterior approach for total hip replacement



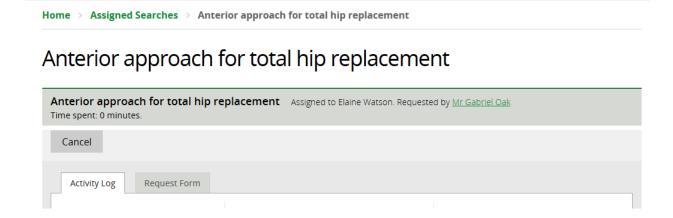
- A new search request is created with the text –[Duplicate] appended to the original search title
- Copied over from the completed search to the new request:

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



4.6.1.1 Members cannot duplicate an assigned incomplete Evidence Search

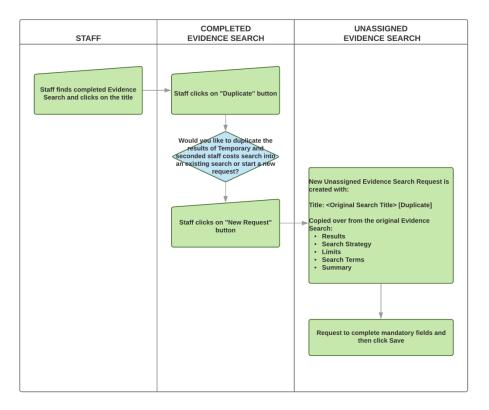
 Members do not have the option to duplicate an incomplete unassigned or assigned evidence search that they have requested



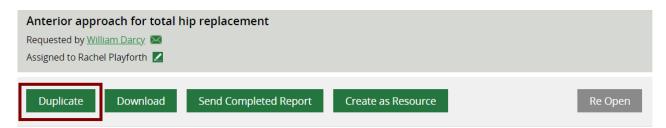
4.6.2 Staff duplicate a completed Evidence Search

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.



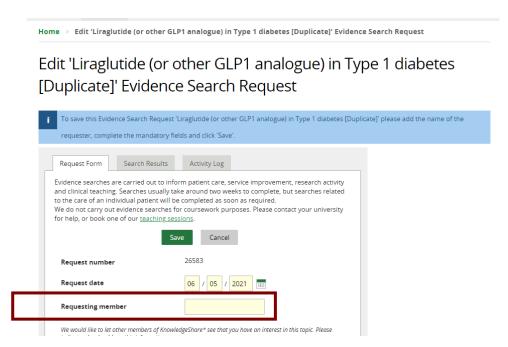
- Find the appropriate search and click on the title
- Click on **Duplicate**



• Click New Request

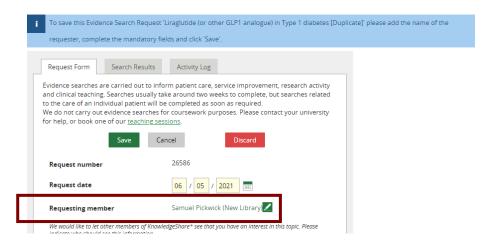


- A new search request is created with the text –[Duplicate] appended to the original search title
- Copied over from the completed search to the new request:
 - Results
 - Search Strategy
 - o Limits
 - Search Terms and Notes text
 - Summary text
- The mandatory fields on the search request form for 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. Home > Edit 'Liraglutide (or other GLP1 analogue) in Type 1 diabetes [Duplicate]' Evidence Search Request

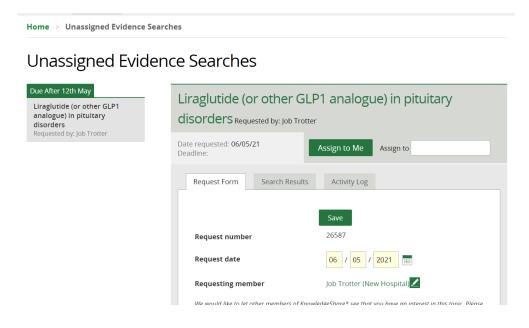
Edit 'Liraglutide (or other GLP1 analogue) in Type 1 diabetes [Duplicate]' Evidence Search Request



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

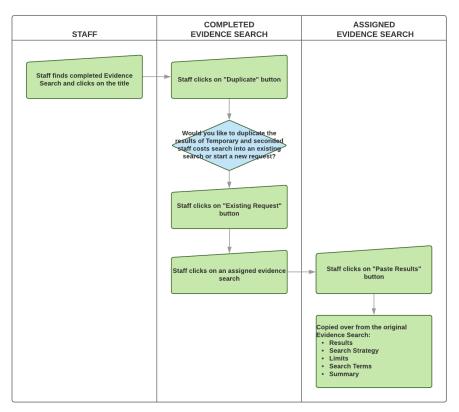


 When all relevant fields on the search request have been updated, click Save to create an unassigned search



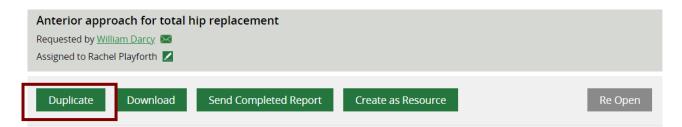
4.6.2.2 Staff duplicate a completed Evidence Search to copy the results into an existing search

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



Find the appropriate search and click on the title. Staff can duplicate any completed search.

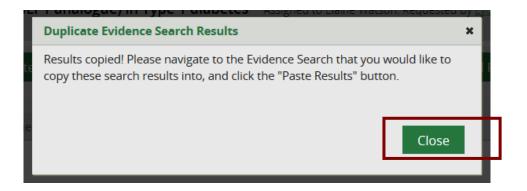
- Find the appropriate search and click on the title
- Click on **Duplicate**



• Click Existing Search



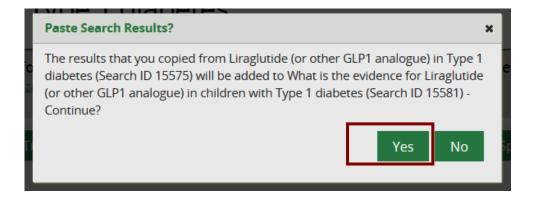
- A pop-up window will confirm that the search results have been copied and the searcher can now navigate to the existing Evidence Search they would like to copy the results into
- Click on Close



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



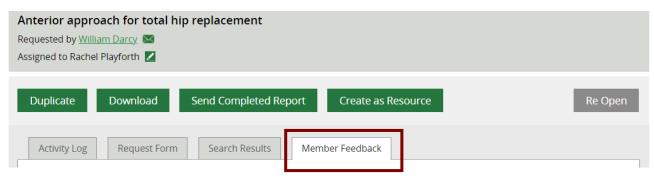
- A pop-up window will confirm that the results from the completed search will now be copied into the assigned search
- To copy the results click on Yes



- Copied over from the completed search into the existing search:
 - o Results
 - Search Strategy
 - o Limits
 - o Search Terms
 - o Summary

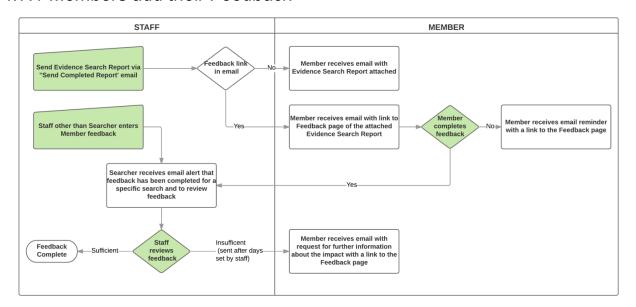
4.7 Member Feedback

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 search report 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 their Athens details.

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

Dear Dr Wildeve.

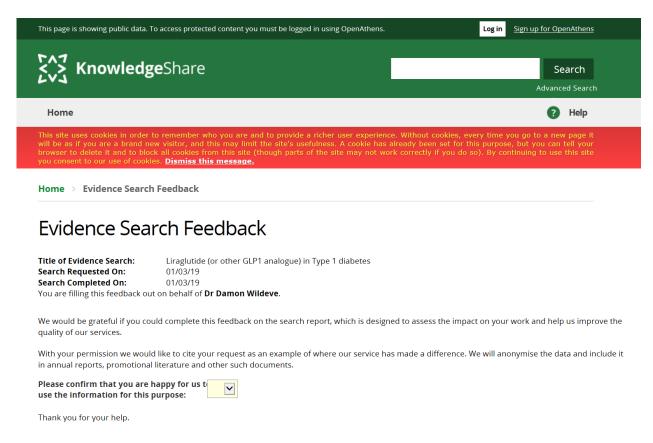
Please find attached your requested search on Liraglutide (or other GLP1 analogue) in Type 1 diabetes

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

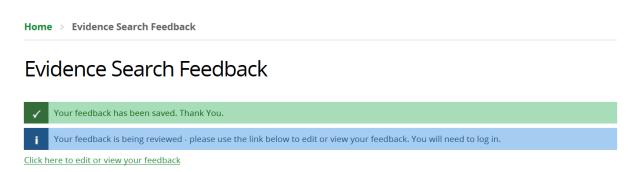
Please let us know what impact the results of this search have had using the <u>feedback form</u> on the KnowledgeShare website (no login required). Evidence of impact is vital for the continuation of this service.

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

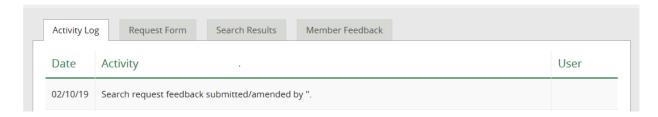
 After clicking on the feedback link the member is taken directly to the feedback form for their requested search.



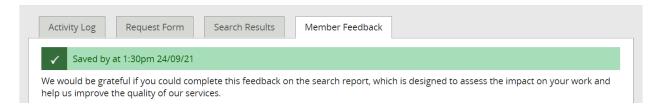
 After clicking Save the member is taken to a page which confirms their feedback has been saved. The page also gives the member a link to edit or view their feedback, but only if they log in with their Athens details.



 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 "."



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



 When the Member completes the feedback a 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

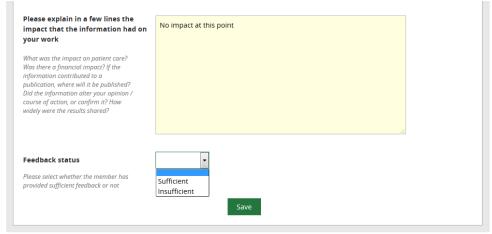
Member Mr Gabriel Oak has completed their feedback of the search "Does temperature determine the effectiveness of adenosine?" for your review. Access the search on the KnowledgeShare website

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

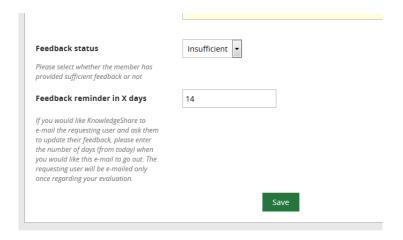
The staff member can review the feedback and mark it Sufficient or Insufficient



• 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 no further feedback will be sought for this search.



 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.



 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 a set number of days requesting feedback information.
- The number of days can be amended by LKS Administrators on their Edit LKS page.

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

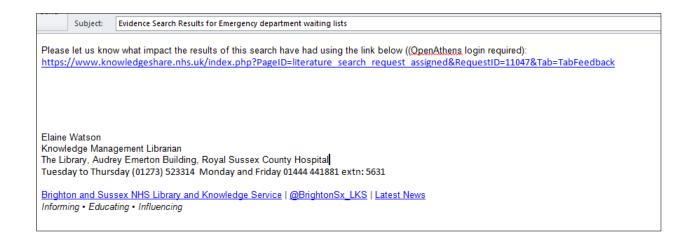
- To create a link to Member Feedback tab of a completed Evidence Search to use outside of KnowledgeShare
 - Copy the URL of the Evidence Search into your Outlook email



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

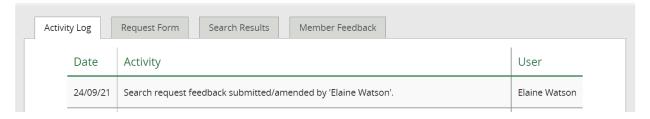


 Add text asking the member to fill in the feedback form and indicate they will need to log in with their Athens Username and Password

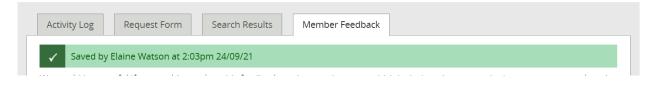


4.7.2 Staff input Member Feedback

- If a Member completes the feedback, not on KnowledgeShare, but via another format, then any 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".'



 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

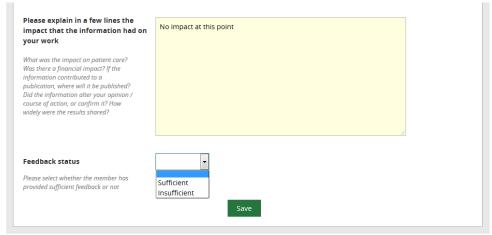
Librarian Elaine Watson has completed the feedback of the search: Diathermy versus scalpel in abdominal surgery on behalf of member Dr Bert Gallows

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

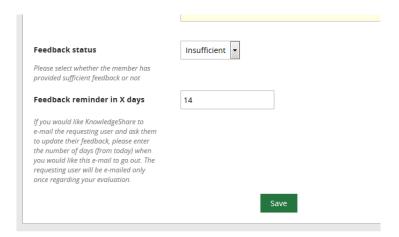
The staff member can review the feedback and mark it Sufficient or Insufficient



• 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 no further feedback will be sought for this search.



 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.

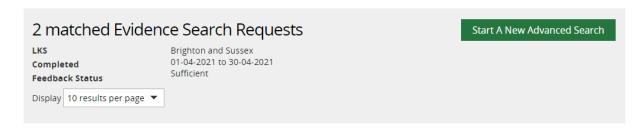


4.7.2.1 Advanced Search for Evidence Search Feedback Status

- Click on Advanced search
 - Select the Evidence Search tab
 - Completion between = *DD/MM/YYYY DD/MM/YYYY*

- o Feedback select Sufficient, Insufficient or Not fulfilled
- Library and Knowledge Service = Name of your Library Service on KnowledgeShare
- Scroll down page and click Search

Search Results



4.8 Create an Update Resource from an Evidence Search

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

NHS 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

Anterior approach for total hip replacement			
Requested by William Darcy 🔀			
Assigned to Rachel Playforth 🗾			
			_
Duplicate	Download Send Completed Report	Create as Resource	Re Open

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 Resource

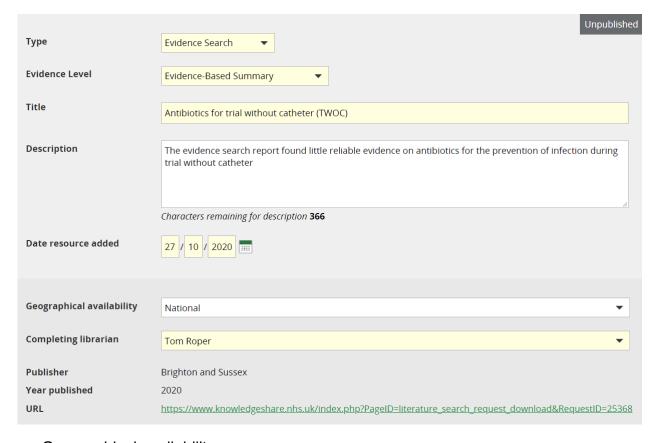
- When you refer to the search in the description, call it an "evidence search report" rather than just a search, i.e. "This evidence search report includes articles on ..." rather than "This search includes articles on..."
- Use the present tense rather than the past, i.e. "This evidence search report 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
 - o 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)
 - o Indicate a subtitle by starting with a colon i.e. :
 - Do not use & only "and"

Description

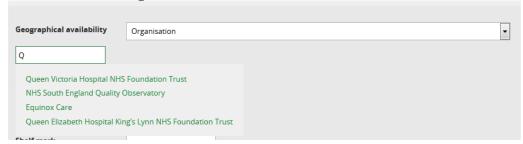
Summarise the search so that it is not specific to the requester, but is generic
enough to be relevant to anyone reading the document. Do not use this field to
describe what you did. Use it to describe what you found.



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 International
- 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

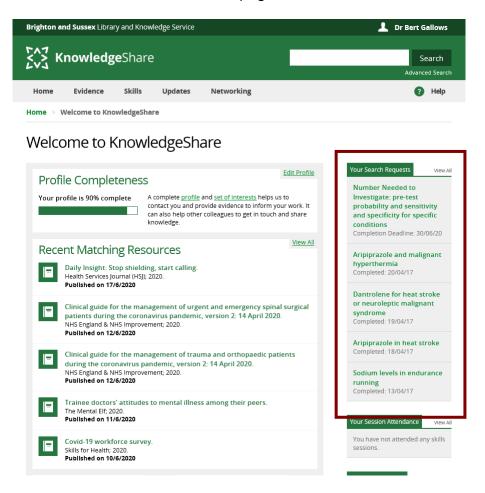
4.9.1 Member view of their Evidence Searches

There are two ways a member can Evidence Search

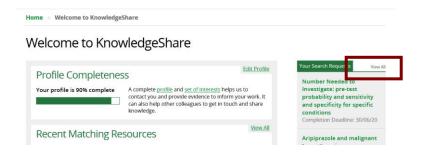
- Via the homepage
- Via the My Skills Session page

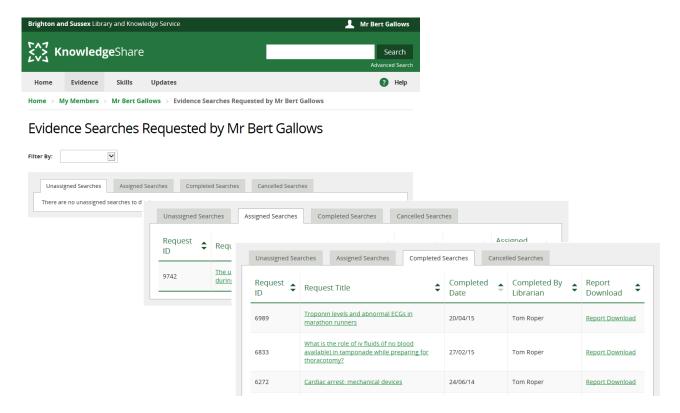
4.9.1.1 Members can view their Evidence Searches via their Home page

- 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.



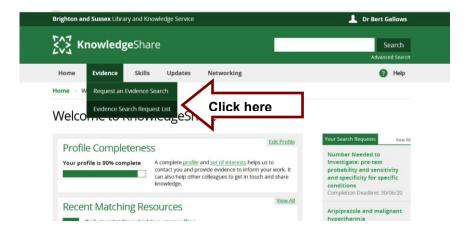
 From the Home page the Member can view all their searches and the search workflow- unassigned, assigned, completed and cancelled by clicking View all in the top right of the 'Your Search Requests' box





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

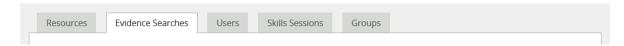
4.9.2.1 Searching for Evidence Searches

Click on Advanced Search



Select the Evidence Search tab

Advanced Search Facility

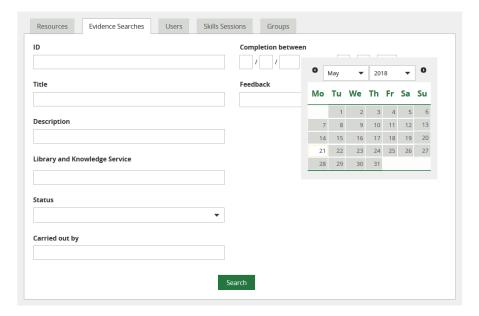


- Select terms in the appropriate filter fields
 - ID
- Request ID of the Evidence Search 0
- Title
 - Will search for words in the title
- Description
 - Will search for words in the Summary of Results
- Library and Knowledge Service
 - Select Library and Knowledge Service of Member
- Status
 - Select 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



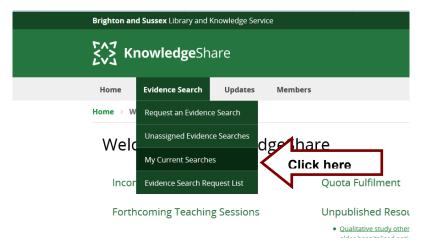
- Feedback
 - Select one of the options from the pull-down list:
 - Insufficient
 - Sufficient
 - Not Fulfilled

Advanced Search Facility

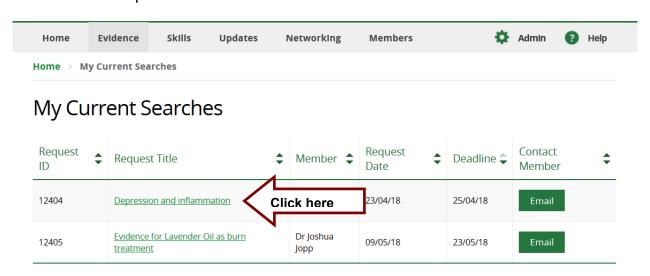


4.9.2.2 Staff view of their Current Searches

Hold the cursor over Evidence and then click My Current Searches

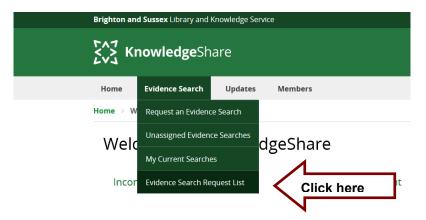


Click on the request title to access it to add search results



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

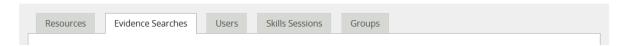
4.10.1.1 Staff view of their Evidence Searches completed in the last month

Click on Advanced 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

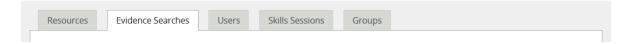
4.10.1.2 Staff views of assigned Evidence Searches

• 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

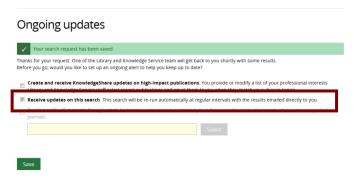
4.11 Ongoing Database Alerts

How does KnowledgeShare manage database alerts?

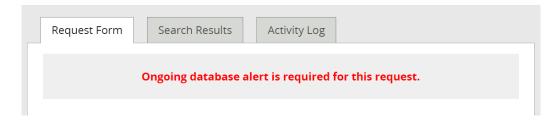
As an ongoing database alert is associated with an Evidence Search, KnowledgeShare records the ongoing database alert on the Members profile record on the Communications tab of the User Settings page

4.11.1 Add an ongoing 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.

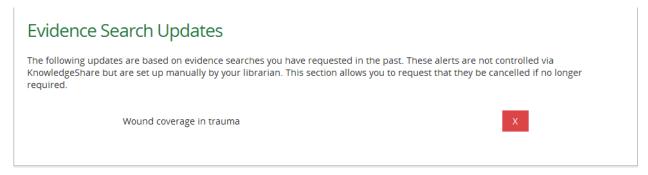


- Receive updates on this search. This search will be re-run automatically at regular intervals with the results emailed directly to you.
 - Select this if Member has requested an ongoing database alert.
 - A message at the top of the Request Form will show an ongoing database alert has been requested



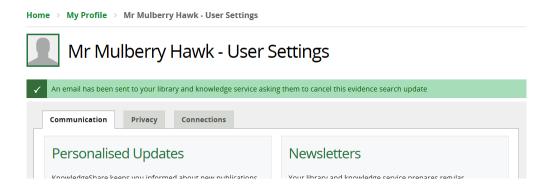
Note that the Search Results tab will also indicate that a database alert has been requested, but the wording uses 'HDAS' instead of 'database'. This has been reported to our developers and will be corrected.

 Native database alerts are shown on the Member's User Settings page Communications tab

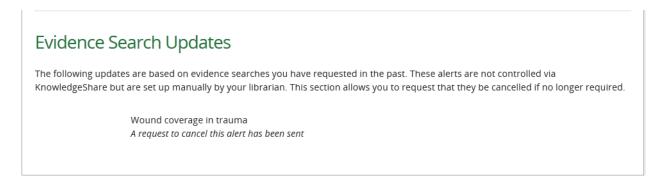


4.11.2 Delete an ongoing Database Alert

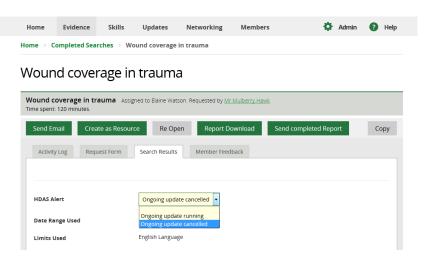
- On a Members User Settings>Communication tab, there is a red 'X' next to the title of the search associated with the database alert
- Click the 'X' to cancel a database alert
- A message at the top of the page confirms
 - 'An email has been sent to your library and knowledge service asking them to cancel this evidence search update'.



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



- Three emails are then sent stating the request to cancel the database alert:
 - o To the member
 - To the members assigned librarian
 - o To the name administrator of the members library service
- The 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.

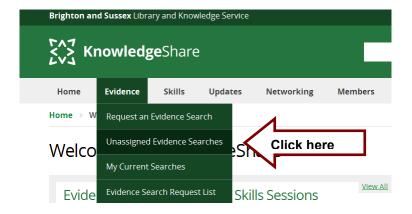
Library services will need to explicitly agree to share evidence searches from members of a selected organisation or organisations.

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

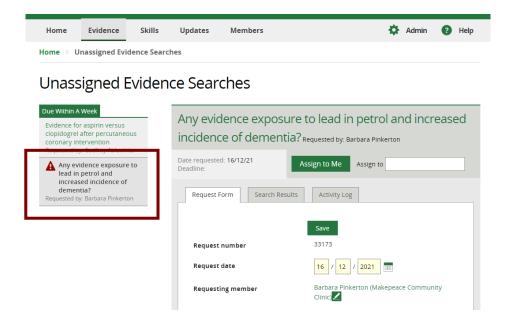
Hold the cursor over Evidence and then click Request an Evidence Search



- 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

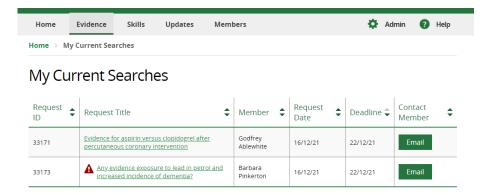
4.12.2 Unassigned Evidence Searches from a shared organisation

- 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

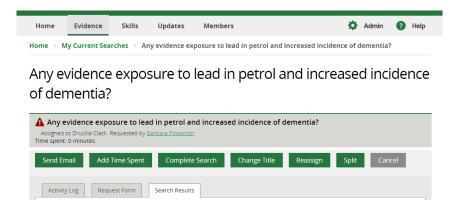


4.12.3 Assigned Evidence Searches from a shared organisation

- 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



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



4.13 Evidence Search Templates

Two text sections of the evidence search report can be customised using LKS level templates.

4.13.1 Template for section B. How to access full text

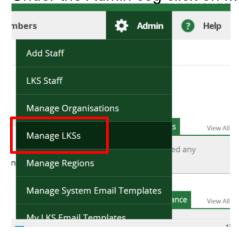
The default system template uses the following wording in this section:

Links are given to full text resources where available. For some of the papers, you will need an **NHS OpenAthens Account**. If you do not have an account you <u>can register</u> <u>online</u>.

You can then access the papers by simply entering your username and password. If you do not have easy access to the internet to gain access, please let us know and we can download the papers for you.

To use different wording for your LKS, LKS Administrators can set a template from the Edit LKS page.

Under the Admin cog click on Manage LKSs



- Click on your LKS in the list
- Scroll down to LKS Links
- Click on Evidence Search Templates

LKS Links

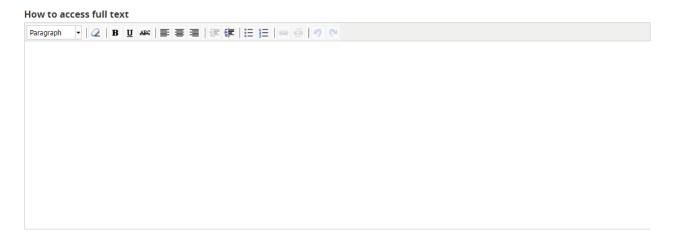
View Email Templates

Manage Member Sets

Evidence Search Templates

Enter desired text.

Evidence Search Templates - Sussex Health



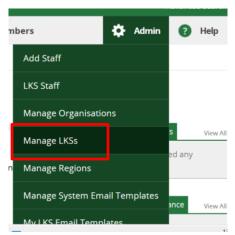
4.13.2 Template for section E: Disclaimer

The default system template uses the following wording in this section:

We hope that you find the evidence search service useful. Whilst care has been taken in the selection of the materials included in this evidence search, the Library and Knowledge Service is not responsible for the content or the accuracy of the enclosed research information. Accordingly, whilst every endeavour has been undertaken to execute a comprehensive search of the literature, the Library and Knowledge Service is not and will not be held responsible or liable for any omissions to pertinent research information not included as part of the results of the enclosed evidence search. Users are welcome to discuss the evidence search findings with the librarian responsible for executing the search. We welcome suggestions on additional search strategies / use of other information resources for further exploration. You must not use the results of this search for commercial purposes. Any usage or reproduction of the search output should acknowledge the Library and Knowledge Service that produced it.

To use different wording for your LKS, LKS Administrators can set a template from the Edit LKS page.

Under the Admin cog click on Manage LKSs



- Click on your LKS in the list
- Scroll down to LKS Links
- Click on Evidence Search Templates

LKS Links

View Email Templates
Manage Member Sets

Evidence Search Templates

Enter desired text.

