

OVID User Guide

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A: Accessing OVID Databases and Creating a Personal Account

1. Accessing OVID Databases

To view all the available database provider platforms accessible with your NHS Athens go to [my.openathens](#) login and search your A-Z list of resources.

The **OVID** platform provides access to:

- **AMED**
- **EMBASE**
- **EMCARE**
- **HMIC**
- **MEDLINE**
- **Social Policy & Practice**

NB. The NHS Knowledge & Library Hub [nhs-knowledge-and-library-hub/](#) contains database links which are allocated to one provider platform only eg.

- **CINAHL & HBE – EBSCO**
- **MEDLINE, EMBASE, EMCARE, AMED, HMIC & Social Policy & Practice – OVID**
- **BNI & PsycInfo – ProQuest**

2. Login with your Athens user name/email and password and select the database you want to search, for instance **Medline**. Then click “**OK**”.

We recommend searching one database at a time

Select Resource(s) to search:

☒ **All Resources**

- ☐ Journals@Ovid Full Text January 20, 2022
- ☐ Your Journals@Ovid
- ☐ AMED (Allied and Complementary Medicine) 1985 to January 2022
- ☐ Embase 1974 to 2022 January 21
- ☐ Ovid Emcare 1995 to 2022 Week 3
- ☐ HMIC Health Management Information Consortium 1979 to November 2021
- ☐ Ovid MEDLINE(R) ALL 1946 to January 21, 2022
- ☐ Social Policy and Practice 202201

3. Once you have selected a database, you can begin searching. However, you will first need to **create a personal/research account to save your searches and results**. If you already have a personal account, login to it now.

Click on **“My Workspace”** or **“My Account”** – they will both take you to the login/registration screen.

[My Account](#)
[Support & Training](#)
[Help](#)

[Search](#)
[Journals](#)
[Multimedia](#)
[My Workspace](#)
[What's New](#)

► Search History (0)

Basic Search | [Find Citation](#) | [Search Tools](#) | [Search Fields](#) | [Advanced Search](#) | [Multi-Field Search](#)

1 Resource selected | [Hide](#) | [Change](#)

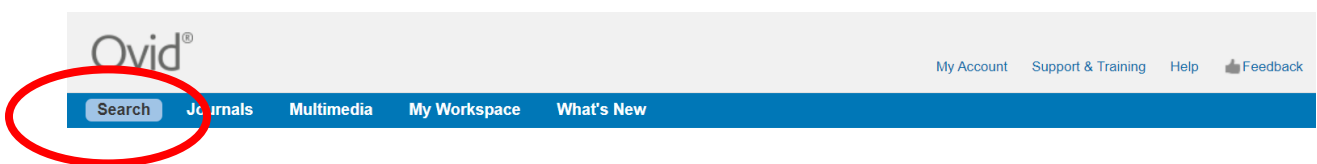
Ovid MEDLINE(R) ALL 1946 to January 21, 2022

► Limits (expand) ☐ Include Multimedia ☒ Include Related Terms

4. From here, either **sign into your existing Personal Account**, or select **“Create Account”**:

B: Searching for Terms

To get back to the Ovid search page, click on the **“Search”** icon on the top left:



5. To start a search, click on **“Search Fields”**

6. You can now start entering your search terms in the search box.

“**All fields**” is automatically selected. Alternatively, you can select specific fields to search e.g. **Abstract**, and **Title**.

Once you’ve entered your search term, select “**Search**”:

Basic Search | Find Citation | Search Tools | **Search Fields** | Advanced Search | Multi-Field Search

1 Resource selected | [Hide](#) | [Change](#)

Ovid MEDLINE(R) ALL 1946 to January 21, 2022

Search [Display Indexes >](#)

My Fields | **All Fields** | [Clear Selected](#)

<input checked="" type="checkbox"/> af: All Fields	<input type="checkbox"/> ab: Abstract	<input type="checkbox"/> al: Abstract Label	<input type="checkbox"/> id: Article Identifier
<input type="checkbox"/> ax: Author Last Name	<input type="checkbox"/> ai: Author NameID	<input type="checkbox"/> au: Authors	<input type="checkbox"/> fa: Authors Full Name
<input type="checkbox"/> bd: Beginning Date	<input type="checkbox"/> bk: Book Accession	<input type="checkbox"/> ba: Book Authors	<input type="checkbox"/> bf: Book Authors Full Name
<input type="checkbox"/> bn: Book Edition	<input type="checkbox"/> be: Book Editors	<input type="checkbox"/> pr: Book Part	<input type="checkbox"/> bt: Book Title
<input type="checkbox"/> bv: Book Volume	<input type="checkbox"/> cd: Cited Reference DOI	<input type="checkbox"/> cq: Cited Reference Date	<input type="checkbox"/> rp: Cited Reference Issue
<input type="checkbox"/> cz: Cited Reference PMCID	<input type="checkbox"/> cg: Cited Reference Page	<input type="checkbox"/> ry: Cited Reference Publisher Identifier	<input type="checkbox"/> cs: Cited Reference Source
<input type="checkbox"/> rz: Cited Reference UI	<input type="checkbox"/> ce: Cited Reference Volume	<input type="checkbox"/> cl: Collection Title	<input type="checkbox"/> cm: Comments
<input type="checkbox"/> ci: Conflict of Interest	<input type="checkbox"/> cb: Contribution Date	<input type="checkbox"/> cr: Copyright Index	<input type="checkbox"/> cp: Country of Publication

7. The results appear under the list of fields – you may find it easier to click on either “**Advanced Search**” or “**Multi-field Search**” as this will mean less scrolling down the screen.

8. This will show you your search strategy so far.

Only the 4 most recent search lines are displayed automatically. To see the full search, click “**Expand**” on the right of the screen:

The screenshot shows the Ovid search interface. On the left, the 'Search History' section is circled in red, showing a list of searches. The first search is selected. On the right, the 'Results' table is shown, with the 'Expand' button in the 'Annotations' column circled in red.

Results	Type	Actions	Annotations
2832	Advanced	Display Results More	Expand
1371	Advanced	Display Results More	
105	Advanced	Display Results More	
7	Advanced	Display Results More	

9. To save your search so far, click “Save All”.

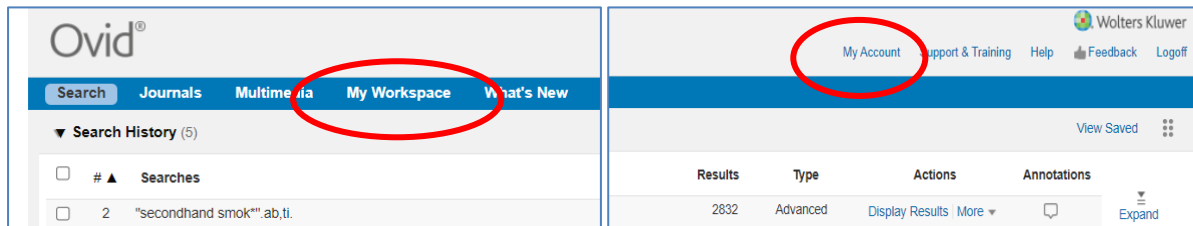
The screenshot shows the Ovid search interface. The 'Search History' section is highlighted with a blue box. At the bottom, the 'Save All' button is circled in red.

Enter a search name, Select Type as “**Permanent**”. If you are updating an existing search, ensure that “**Ignore Warning**” is ticked.

The screenshot shows the 'Save Your Search or Create an Alert' dialog box. A warning message is displayed: 'There is already a search named smoking cancer. To overwrite the current saved search, select "Ignore Warning" and press Save Search. Otherwise, you may edit the name and/or search type below, then press Save Search.' The 'Ignore Warning' checkbox is checked. The 'Search name' field contains 'smoking cancer' and the 'Type' dropdown is set to 'Permanent'. Red arrows point to the warning message and the 'Permanent' dropdown.

Ovid will automatically time out after about 90 minutes. If you do not save your search regularly, you will lose the most recent work.

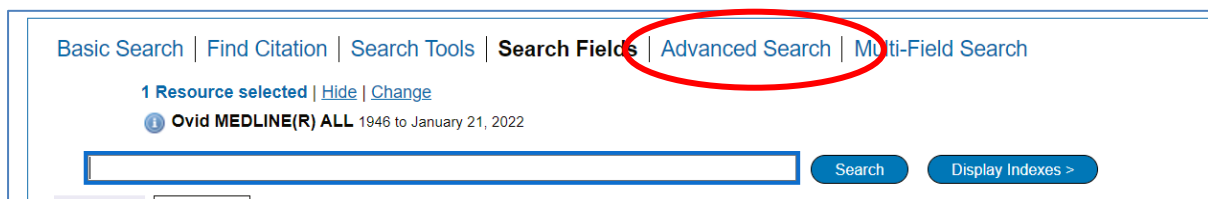
10. You can access your saved searches from either the “My Account” or “My Workspace” icons at the top of the screen.



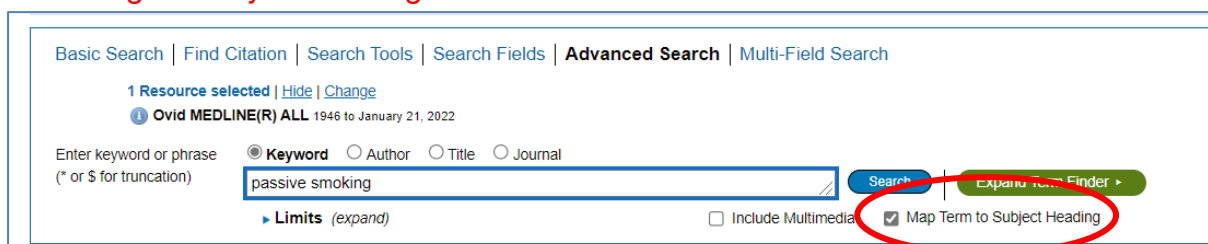
Repeat steps 5-10 for all keywords.

C: Searching for Subject Headings

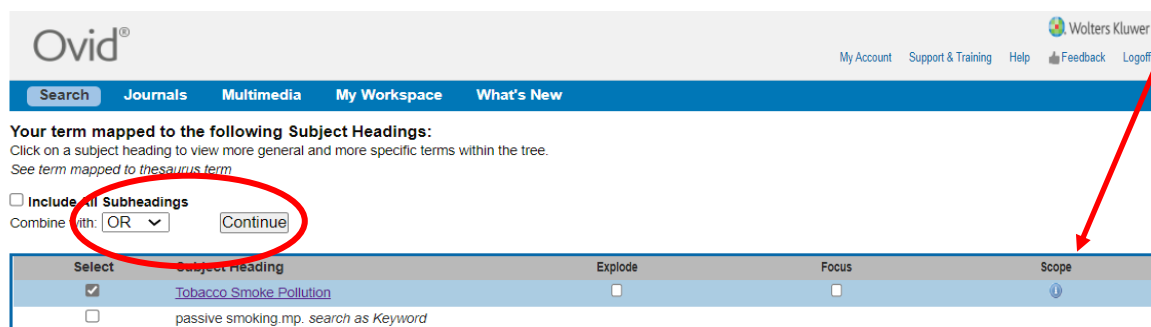
11. To search for Subject Headings, select “Advanced Search” from the menu bar.



12. Type in what subject headings you want to search for. Ensure that “Map to subject heading” is ticked and click “Search”. *Do not use truncation when searching for subject headings.*



13. You can **explode** or **focus** the subject heading to get wider or narrower results. **The scope note shows what is covered by the subject heading you have entered, including the alternative terms.** Searching as a keyword as well as a subject heading will give the widest range of results.



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Your term mapped to the following Subject Headings:
Click on a subject heading to view more general and more specific terms within the tree.
See term mapped to thesaurus term

☐ Include All Subheadings
Combine with: OR Continue

Select	Subject Heading	Explode	Focus	Scope
<input checked="" type="checkbox"/>	Tobacco Smoke Pollution	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	passive smoking.mp. search as Keyword			

Select to “**Combine with OR**” and click “**Continue**”.

Repeat steps 9-13 for all subject headings

Head back to your full search (by clicking the expand icon – see Step 8) to combine your search terms.

D: Combining Search Terms and Subject Headings

14. Combine your terms and subject headings by selecting the search lines you want to combine.

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▼ Search History (6)

<input type="checkbox"/>	# ▲	Searches
<input checked="" type="checkbox"/>	1	"passive smok*".ab,ti.
<input checked="" type="checkbox"/>	2	"secondhand smok*".ab,ti.
<input checked="" type="checkbox"/>	3	"second hand smok*".ab,ti.
<input checked="" type="checkbox"/>	4	"involuntary smok*".ab,ti.
<input checked="" type="checkbox"/>	5	tobacco pollution.ab,ti.
<input checked="" type="checkbox"/>	6	passive smoking.mp. or Tobacco Smoke Pollution/

Save Remove Combine with: AND OR

Repeat steps 5-14 to search for the rest of your concepts.

15. Once you have searched all your concepts, combine them using “AND”. In the example below, line 7 combines the results for one concept (passive smoking) and line 10 for the second concept (cancer):

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Search Journals Multimedia My Workspace What's New

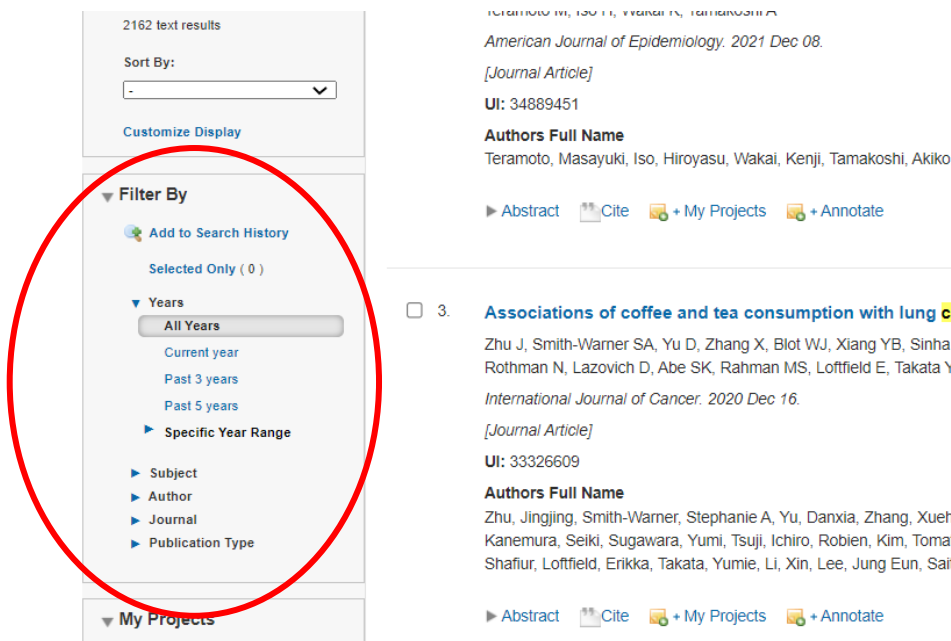
▼ Search History (10)

<input type="checkbox"/>	# ▲	Searches
<input type="checkbox"/>	1	"passive smok*".ab,ti.
<input type="checkbox"/>	2	"secondhand smok*".ab,ti.
<input type="checkbox"/>	3	"second hand smok*".ab,ti.
<input type="checkbox"/>	4	"involuntary smok*".ab,ti.
<input type="checkbox"/>	5	tobacco pollution.ab,ti.
<input type="checkbox"/>	6	passive smoking.mp. or Tobacco Smoke Pollution/
<input checked="" type="checkbox"/>	7	1 or 2 or 3 or 4 or 5 or 6
<input type="checkbox"/>	8	cancer.ab,ti.
<input type="checkbox"/>	9	cancer.mp. or Neoplasms/
<input checked="" type="checkbox"/>	10	8 or 9

Save Remove Combine with: AND OR

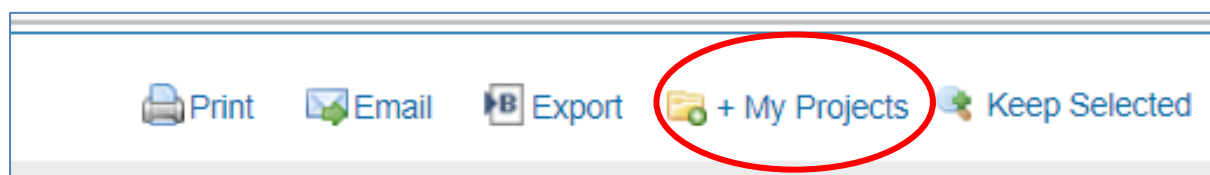
E: Filtering and Saving Results

16. On the results screen, **you can filter down your results** by publication date, subject, journal, author and publication type (e.g. review) on the left-hand side options bar:



The screenshot shows a search results page. On the left, a sidebar contains filtering options. The 'Filter By' section is circled in red and includes: 'Add to Search History', 'Selected Only (0)', 'Years' (with sub-options: 'All Years', 'Current year', 'Past 3 years', 'Past 5 years', and 'Specific Year Range'), 'Subject', 'Author', 'Journal', and 'Publication Type'. Below this is a 'My Projects' section. The main area displays search results. The first result is from the 'American Journal of Epidemiology' (2021 Dec 08), UI: 34889451, by Teramoto, Masayuki, Iso, Hiroyasu, Wakai, Kenji, Tamakoshi, Akiko. The second result is 'Associations of coffee and tea consumption with lung' (2020 Dec 16), UI: 33326609, by Zhu, Jingjing, Smith-Warner, Stephanie A, Yu, Danxia, Zhang, Xueh, Kanemura, Seiki, Sugawara, Yumi, Tsuji, Ichiro, Robien, Kim, Tomai, Shafiur, Loftfield, Erikka, Takata, Yumie, Li, Xin, Lee, Jung Eun, Sail. Each result has links for 'Abstract', 'Cite', '+ My Projects', and '+ Annotate'.

17. You can save individual results by ticking their selection box and clicking the “+ My projects” icon at the top of the page:

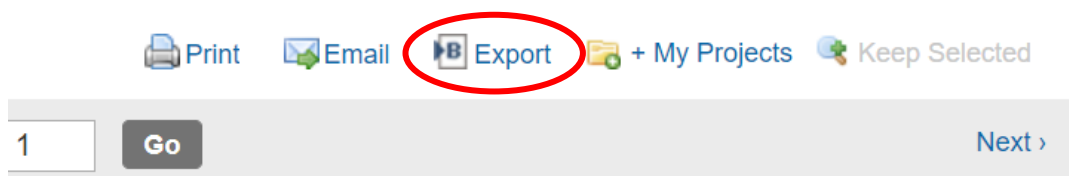


The screenshot shows the top of the search results page with a row of action buttons: 'Print', 'Email', 'Export', '+ My Projects', and 'Keep Selected'. The '+ My Projects' button, which includes a folder icon, is circled in red.

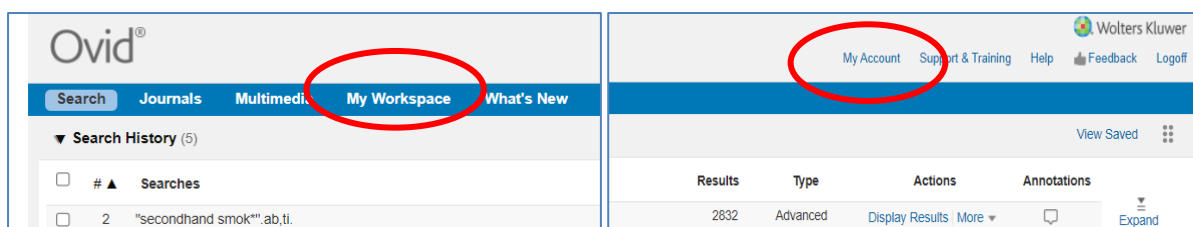
18. Within your personal folder, you can create subfolders (projects) for specific searches.

Results can be added to an existing project, or you can create a new one.

19. To export results, select the results you would like to export and click on the “Export icon to see all available formats.



20. You can access your saved searches from either the “My Account” or “My Workspace” icons at the top of the screen.



More questions?

Book a training session with one of our experts:

contact us at library.esh@nhs.net