Guide 3
Keeping up to date using The Knowledge Network
There are a number of ways in which you can keep up to date with advances in your field through the use of The Knowledge Network.

The Keep up to Date section within The Knowledge Network details links and additional information to help you keep up to date with advances in your field:

http://www.knowledge.scot.nhs.uk/home/keep-up-to-date.aspx

Here, resources include:

1. News & Updates – default resources
2. My News & Updates – this widget allows you to customise the widget immediately below it (My News and Updates).
3. My News and Updates – once populated, this is your customised news feeds (RSS) that have been obtained from The Feeds Library: http://www.feedslibrary.scot.nhs.uk
4. Saved Searches
5. Journal Table of Contents
6. Current Awareness Bulletins
7. Communities and Networks
8. Mobile Applications
9. Citation Management
This guide will focus on four resources to help you keep up to date:

1. **MY RESOURCE SPACE**
2. **RSS FEEDS LIBRARY (MY NEWS & UPDATES)**
3. **CUSTOMISED EMAIL ALERTS (VIA ZETOC)**
4. **SAVED SEARCHES.**

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1. **ADDING FREQUENTLY ACCESSED JOURNALS TO MY RESOURCE SPACE AND MY QUICK LINKS**

   ![Image of My Resource Space and My Quick Links](image)

   1. With the **Library** tab, search or browse for journals.
   2. From the search results, click **Add to Save & Share** (this adds the item to your save and share box on the right hand side).
   3. Click **Add to My Resource Space**.
   4. Within **My Resource Space**, tags can be created, thus creating **folders** for different areas of your interest.

5. There is also an option to add the selected titles your **My Quick Links** for easy access.
PERSONALISING FEEDS ON YOUR MY NEWS & UPDATES WIDGET

Ensure that you are logged in to The Knowledge Network. Navigate to the Keeping up to Date tab and click My Feeds – this will take you to the Feeds Library and here you can search for your professional interests by keyword search, subject, or by type.

Upon searching for a topic of your interest, you can add the resource by clicking ADD TO MY RESOURCES and upon returning to the Keeping up to Date window of The Knowledge Network, you should find your selected entry there. Simply continue the same procedure for other areas of interest.

Should a news feed not be available within the library, you can add them by submitting the title and the URL of the RSS Feed into the form. This will add the feed into the Feeds library and into your My Resource Space and your my News and Updates widget.

To remove news feeds, click All My News & Updates from the My News and Updates widget, and this will take you directly to the Feeds Library. Here you have the option to remove any of your Feeds by clicking on the Remove button.
You can also add the My News and Updates widget (and other widgets that you are interested in) onto the customised section on The Knowledge Network homepage.

1. On The Knowledge Network homepage, click **Customise this panel**

2. Navigate to the **All Widgets** tab, and add the **My News and Updates** widget.

3. You will then find this widget on the customised panel on the homepage (it may be empty should you have not set your feeds before).

Thus, every time you log into The Knowledge Network, you will receive the latest version of your chosen feeds in the homepage.
KEEPING UP-TO-DATE VIA EMAIL ALERTS

This section details how you can set up customised email alerts for new articles published in key journals – all within an integrated system.

Ensure that you are logged into The Knowledge Network.

Registered users with The Knowledge Network can access the Zetoc service in order to receive customised email alerts about new articles as they are published. The Zetoc link is found within the Journal Table of Contents widget http://www.knowledge.scot.nhs.uk/home/keep-up-to-date.aspx - and clicking on this directly, it will take you to the Zetoc interface.

Click on Zetoc alert and you will be taken to the authorisation page – in order to select your Home Institution. On the drop down menu, click NHS Education for Scotland or National Health Service (Scotland). Having already logged into The Knowledge Network earlier, you will be automatically authorised to use the Zetoc service via Athens.

To create a new Zetoc alert:
1. Enter your email address and your Journal List Name (e.g. Health Education Journals).
2. Keep the default option of Include hypertext links to full records in zetoc? to yes.
3. Thereafter, click Create.
4. You will be taken to the confirmation page, noting that your list has been created. The page will also specify the terms and conditions of the service.
5. Thereafter, you will be able to add your specified journals and searches of interest. These customised alerts for new issues of journals are valid for one year from the date of creation (and can be renewed).

To add journals, click on Add Journals and you will be taken to the following interface: a split screen with the contents of your list on the left (will be empty for a new list) and the search facility on the right.

1. Search for journals alphabetically, by search term or by subject.
2. Add journals to your list by clicking Add. The Add button will change to In list and you will see that the journal is now shown in the left hand frame as being in your Alert list.

You can add up to 50 journals in each alert list and there is no limit to the number of named lists that you can create.

Zetoc alerts are based on data provided by the British Library. When a new journal issue is published (and logged by Zetoc), you will receive a table of contents alert direct to your chosen email address. Clicking on the html link will take you to the availability page, where you should be able to link onto The Knowledge Network to obtain the text (Athens login is required for this).
You can then progress to obtain the article through The Knowledge Network by clicking the link at the Full text options box. Should the article not be readily available in electronic format from The Knowledge Network, you can use the SHELCAT document delivery service to obtain the full text (as described in the previous guide).

3b CUSTOMISED SEARCHES – EMAIL ALERTS

The Zetoc interface also allows you to integrate a customised journal search email service in your area(s) of interest.

Create a new Zetoc alert list as noted in the previous section. Click on Zetoc alert, then click on Add Searches and you will be taken to the following split screen interface. Here you can add searches via two parameters: by keywords from the title and via author.

Keywords from Title – this will search every new article title within the Zetoc service and not solely those journal titles named in your own customised journal list. For instance, by entering clinical education you will retrieve articles where both words appear in the title (and not necessarily in the order you typed them).

To search for the exact phrase clinical education, simply enter the same phrase with quotation marks, i.e. “clinical education”. This will retrieve articles where the words clinical and education appear next to each other and in that order. Click Add to List and your chosen search(es) will be shown on the left hand side of the interface.

A similar search facility is available to obtain articles from your key authors in your subject areas.

4 SAVED SEARCHES ON THE KNOWLEDGE NETWORK

When you search The Knowledge Network, there is an option for you to save the search so that you can retrieve (the latest) results again another time (note: in order to save your search you need to be logged in The Knowledge Network).

The Knowledge Network search facility also offers users with the ability to narrow results using the filters present on the left hand side of the window.

There are other options to save searches via the links at EBSCO and Ovid.
FURTHER INFORMATION AND TRAINING

Further information regarding The Knowledge Network and related services noted in this guide can be obtained from knowledge@nes.scot.nhs.uk.

The Health Management Library can be contacted directly via nss.hmlibrary@nhs.net.

Further information regarding training and CPD can be found at end of this series of guides.