

Where to go for further information

Training sessions are available to all UHL and LPT staff free of charge for all our electronic resources. We offer several types of session; scheduled sessions and sessions for individuals and groups as and when requested. For more details on training please contact us or visit our website: www.uhl-library.nhs.uk/training

Information and guidance is available on other resources available from the library services. Please contact the libraries for details or check out the library web pages www.uhl-library.nhs.uk for more details.

LRI Odames Library

Level 1
Victoria Building,
Royal Infirmary
Infirmary Square
Leicester. LE1 5WW

Tel: 0116 258 7515

lri.library@uhl-tr.nhs.uk

LGH Library

Education Centre
General Hospital
Gwendolen Road
Leicester.
LE5 4PW

Tel: 0116 258 8124

Fax: 0116 258 8078

leicslib@uhl-tr.nhs.uk

Glenfield Library

Education Centre
Glenfield Hospital
Grobby Road
Leicester.
LE3 9QP

Tel: 0116 256 3672

Fax: 0116 256 3334

ggh.library@uhl-tr.nhs.uk

Staffed hours

GH & LRI 9.00am - 4.30pm Monday to Friday

LGH 9.00am - 1.00pm Monday

10.00am - 3.00pm Tuesday to Friday

24-hour access is available at all three sites

www.uhl-library.nhs.uk

RefWorks

What is RefWorks

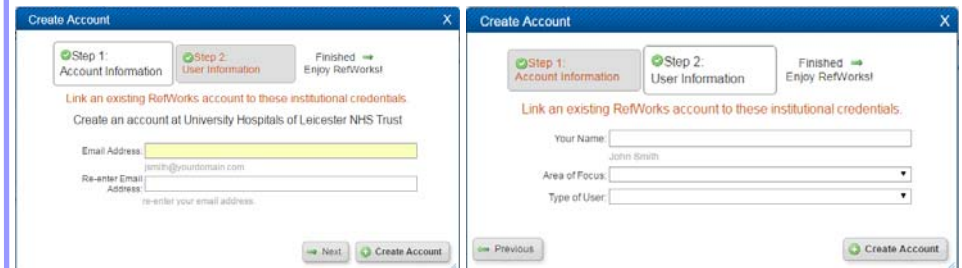
It is a reference management system that allows you to create or upload references for journals, books, website or any other information source. You can store your references, organise them to suit your needs and use RefWorks to cite them directly in your writing. It is available to UHL staff using an Athens account.

Accessing RefWorks

You can get to RefWorks on any computer with an internet connection. Simply go via the 'Statistics & research' page of our website: www.uhl-library.nhs.uk/resources or use this handy redirect www.uhl-library.nhs.uk/refworks

Then just enter your UHL Athens account username and password.

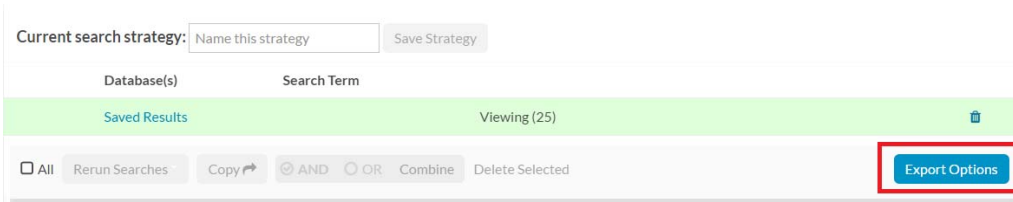
If this is your first time logging into RefWorks, you will be asked to give a couple of pieces of information. Firstly enter an email address in both boxes. Then click on 'Next'. Then enter your name. You'll also be asked to choose an 'area of focus' (e.g. medicine, nursing or management) and a 'user type' (e.g. AHP, doctor, nurse or non-clinical). Then click on 'Create Account' to finish.



The image shows two screenshots of the RefWorks 'Create Account' process. The left screenshot is titled 'Create Account' and shows 'Step 1: Account Information'. It includes a progress bar with 'Step 1: Account Information' selected, 'Step 2: User Information', and 'Finished: Enjoy RefWorks!'. Below the progress bar, it says 'Link an existing RefWorks account to these institutional credentials. Create an account at University Hospitals of Leicester NHS Trust'. There are two input fields for 'Email Address' and 'Re-enter Email Address'. The right screenshot is also titled 'Create Account' and shows 'Step 2: User Information'. It includes a progress bar with 'Step 1: Account Information', 'Step 2: User Information' selected, and 'Finished: Enjoy RefWorks!'. Below the progress bar, it says 'Link an existing RefWorks account to these institutional credentials'. There are three input fields: 'Your Name' (with 'John Smith' entered), 'Area of Focus' (a dropdown menu), and 'Type of User' (a dropdown menu). Both screenshots have 'Next' and 'Create Account' buttons at the bottom.

Importing references to RefWorks from HDAS

HDAS is the Healthcare Databases Advanced Search, from where we recommend that you search the main bibliographic databases like Medline, Embase and British Nursing Index. Click on the 'Export Options' button underneath your search strategy.



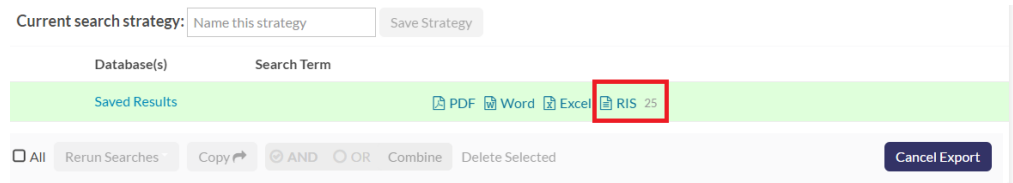
Current search strategy:

Database(s) Search Term

Saved Results Viewing (25)

All AND OR

Then click on the 'RIS' file option. The file should download automatically. You may want to move its location and/or rename the file.



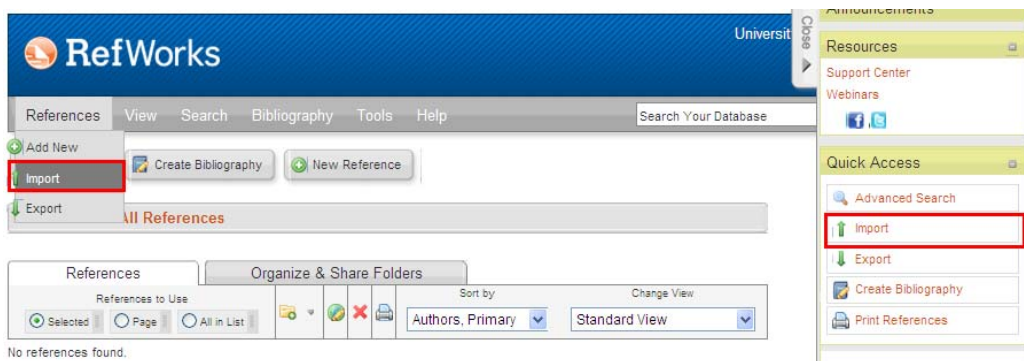
Current search strategy:

Database(s) Search Term

Saved Results

All AND OR

In RefWorks, go to the 'Import' option which can be found in the 'References' menu at the top or the 'Quick Access' menu on the left-hand side.



RefWorks

References View Search Bibliography Tools Help

References Organize & Share Folders

References to Use Selected Page All in List

Sort by

No references found.

Quick Access

-
-
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From the 'Import References' screen that opens, select 'RIS Format' as the 'Import Filter/Data Source' option. Also select either 'RIS Format' or 'NHS – National Library for Health' from the 'Database' drop down menu. Then click the 'Browse' button next to the 'Select Text File' box and find the RIS file that you saved earlier. Finally click on 'Import'. (You can also create or specify an existing folder to import these references to).

Import References

Import From

[Request a Filter](#) [List of Filters & Databases](#) [Help](#)

▼ From Text File

Import Filter/Data Source

Database

Select Text File:

Encoding

Specify only if you specifically set the encoding when saving the text file; otherwise leave it as is

After a short wait for processing, you should receive confirmation that the references have been imported.

Import References

Import completed - references imported

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