

Tutorial

Feeding of the Repository of Search Strategies VHL

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Feeding the BVS Search Strategies Repository (RefNet)

In this tutorial, we present the step-by-step process for accessing and populating the system that feeds the Search Strategies Repository on BVS.

System Access:

1. Access the system through the link <https://bvsalud.org/queries/wp-admin>. Enter your login credentials on the screen as shown below*.

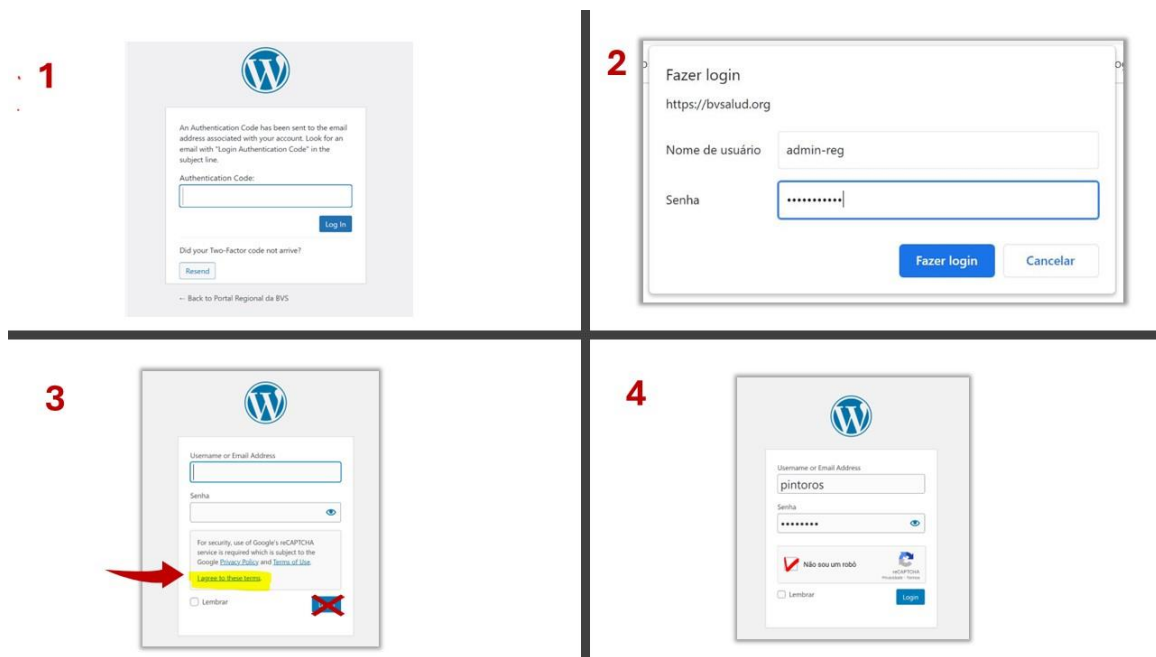


Image 1 – Access the repositor

- There are three levels of security. The Admin login (2), Agreeing to terms(click on this) & Personal login(3)
2. Enter your username and password, then click the [Login] button. You will see the following screen with your identification at the top right corner. On the left menu, click on the "Search Strategies" option.

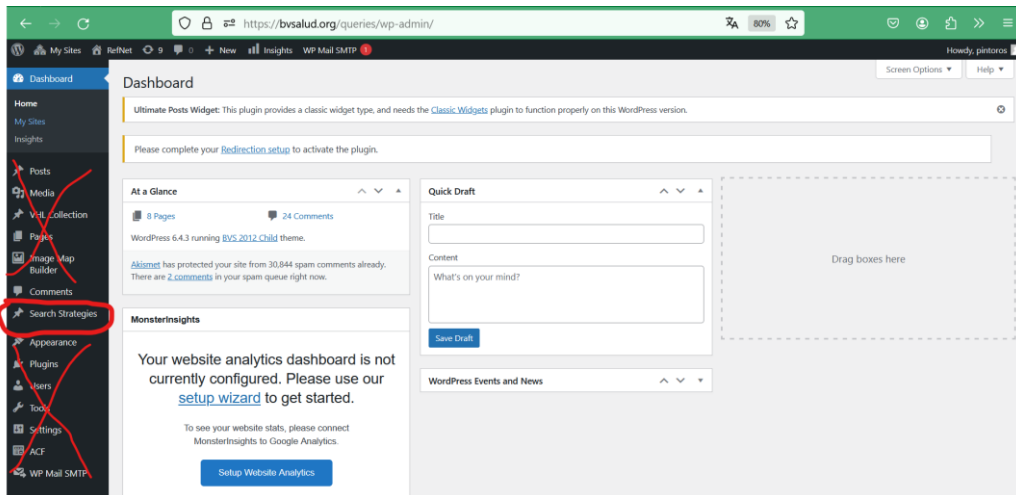


Image 2 – Search Strategies

- To add a new search strategy, click on the [Add new] button to open the spreadsheet where the search strategy information will be entered. Note: Before adding the new strategy, search if the topic is already in the Repository by entering a keyword about the topic in the field and clicking the [Search Search Strategies] button. If the topic already exists, it is ideal to update it. To do this, access the public interface and include your proposal in the topic comments. It will be evaluated for updating. Now, click on the [Add new] button to open the spreadsheet where information about a new search strategy will be entered.

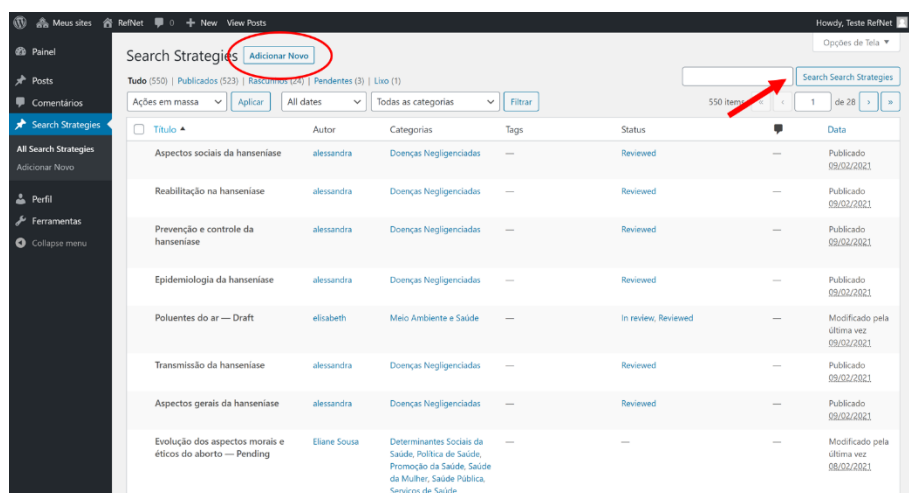


Image 3 – Add new

The form, whose screen is presented below, will be available. All areas can be collapsed using the arrows indicated in the red rectangle. The fields for filling can be accessed by clicking on the corresponding arrow in the area. You can customize which areas to keep open. On the right side, there is a box titled "Publish" that will be used to save/view the information entered in the spreadsheet. To do this, click on the [Save as draft] or [Preview].

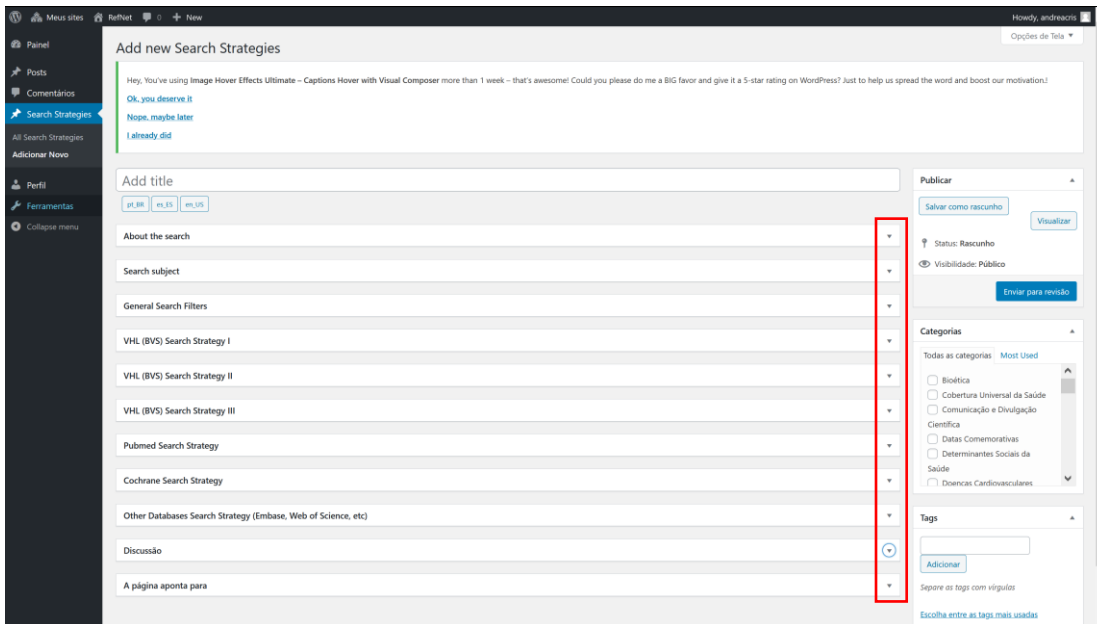


Image 4 – Form

Title of the search strategy

Initially, you can limit to using the fields marked with a red asterisk (*) to input the search strategy information. The first field, indicated above by an arrow, is used to input the title of the search strategy, required in three languages: Portuguese, Spanish, and English.

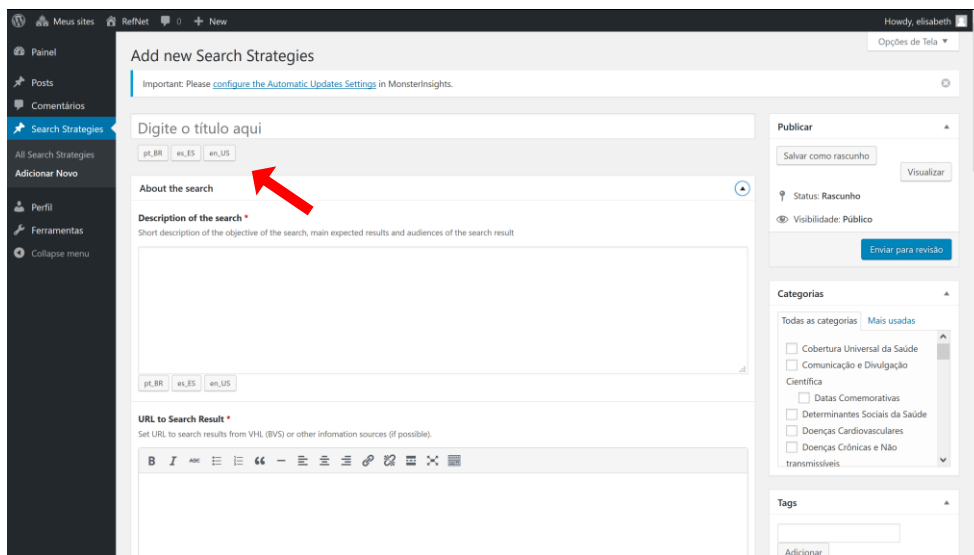


Image 5 – Title

Insert the title in each language, starting with Portuguese. To insert the tags for each language, select the typed title with the mouse and click on the corresponding language tag. The titles must be entered sequentially, without spaces or periods between each language. See the example below.

```
[pt_BR]Febre Amarela[/pt_BR][es_ES]Fiebre Amarilla[/es_ES][en_US]Yellow Fever[/en_US]
```

Image 5a – Translated title

About the search

Area for Information about the Search Strategy

1. The first field in this area is for the research description - [Description of the search]. Provide a brief and objective description of the research in the three languages and select the description and apply the corresponding language tag, as shown in the example below. The description should contain the context for which the search was developed, not the definition of the topic.

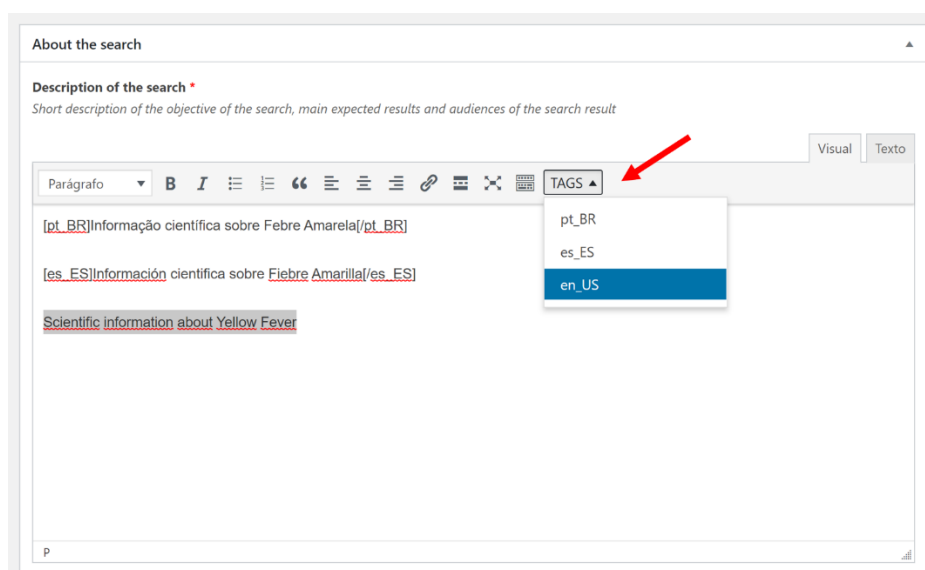


Image 6 – Description of the search

2. In the next field, [URL to Search Result], we have two situations:
 - If the search was done on the Regional Portal of BVS, simply include the name of the portal without the link, as it will be automatically generated in the field designated for the search strategy.
 - However, if the search was done on different BVS or portals. For example: BVS Brazil, BVS Colombia, BVS Nursing, etc., BIGG, COVID-DB. Include the name of this source, select it, and click on the insert link icon available in the toolbar to include the link to the strategy result on the original portal by clicking on the blue arrow.



Image 7 – URL to search result

3. In the following field, [Responsible], identify the institution responsible for the filling. It is recommended to standardize the name of the institution to facilitate retrieval in a search. E.g., National Cancer Institute - INCA or BIREME|PAHO|WHO if it has been included by a collaborator of BIREME. Including a link to the institution is optional.

Responsible *
Name, e-mail, code of VHL Cooperative Network (Centro Cooperante).

Visual Texto

Parágrafo B I [List Icons] [Quote Icon] [Link Icon] [Image Icon] TAGS

BIREME|OPS|OMS

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Image 8 – Responsible

4. In the [Deadlines] field, include the date the strategy was performed in the format day/month/year with 4 digits.

Deadlines
Deadlines for conclusion of the work

15/02/2019

Image 8a – Deadlines

Search Subject

The "Search subject" area is where you input the terms/descriptors/keywords that specify the subject of the research.

In the [Main subject of the search] field, indicate the research subjects in three or more languages, separated by semicolons. In this field, it is recommended to use DeCS|MeSH to indicate the main subject of the research, but free terms can also be used. Use as many terms as needed in the main languages related to the research topic. Language tags are not required in this field.

Search subject

Main subject of the search *
List of the terms/names that represent the major subject of the search (for instance: cardiovascular diseases)

Febre Amarela; Fiebre Amarilla; Yellow Fever

pt_BR es_ES en_US

Image 9 – Key word

The [Secondary subject of the search] field is not mandatory, but it can be used to indicate subjects associated with the main subject of the research, following the same format.

General Search Filters

The general filters area can be used to specify the search, only if this type of filter was applied in the search strategy. This area does not have mandatory fields but should be used when relevant.

General Search Filters

Use this set of search filters if you want to specify your search strategy.

Publication year
Range of years

Country of publication
Place of publication of the document.

Text language

English
 Spanish
 Portuguese
 Any language
 Other

Publication type

Journal Article
 Grey literature (non conventional literature)
 Thesis
 Book chapter
 Other

Limits (gender, age etc)

Infant, newborn (birth to 1 month)
 Infant (1 to 23 months)
 Child, pre-school (2 to 5 years)
 Child (6 to 12 years)
 Adolescent (13 to 18 years)
 Adult (19 to 44 years)
 Middle Age (45 to 64 years)

Image 10 – General filters

VHL (BVS) Search Strategy

This area is intended for search strategies developed for the BVS (iAHx system).

Filling in the [iAHx Search Expression] field is mandatory, as it allows a link to be generated for the search result on the Regional BVS Portal*.

Note 1: Test your strategy on the BVS before submitting for review, evaluate if the structure is correct and the result is appropriate.

Note 2: Link to results on another portal, when relevant, should be included in the [URL to Search Result] field.

Insert only one search strategy in this field. If there is more than one version of the strategy, create a new record in the available fields.

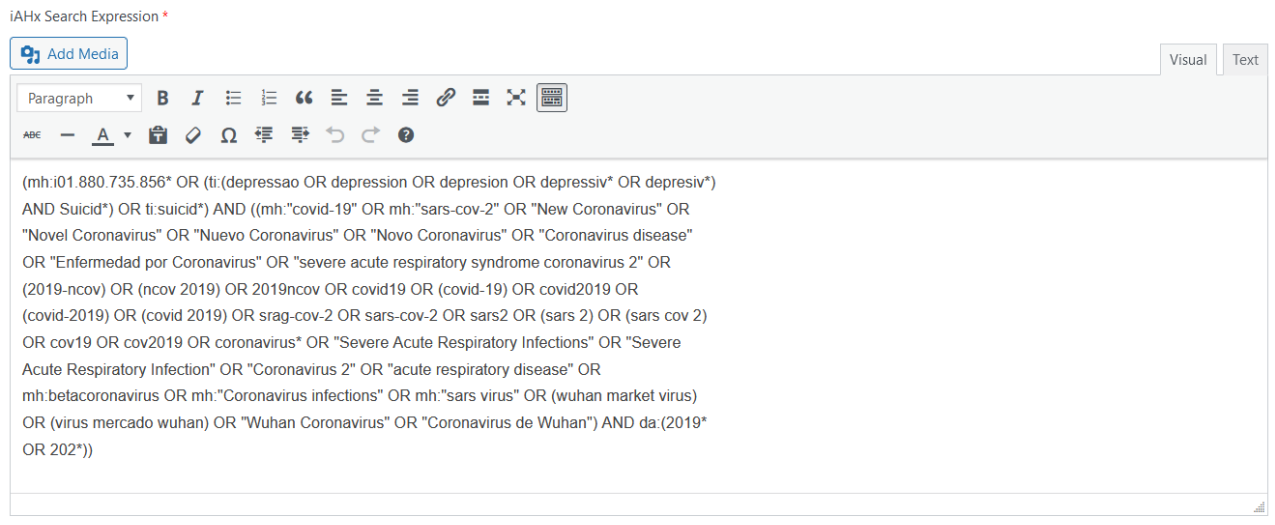


Image 11 – iAHx search strategy

Attention: Do not use language tags in the search strategy.

The [Observation] field, immediately before the search expression, is used to inform particularities of the search strategy. Please indicate any relevant information to explain the use of any feature, such as search categories represented by numbers, as these may be subject to change, or the explanation of any term or acronym, etc.

Parameters for Publishing Search Strategies on VHL

- a) Use boolean operators in uppercase: **AND, OR, AND NOT**;
- b) For search fields in the BVS, preferably type in lowercase letters followed by a colon (:), for example: **ti:, au:, da:**, etc.
- c) Double quotation marks, used for terms composed of two or more words, should NOT have formatting, they should be straight, like " ", as formatted quotes, such as " ", cause errors in the result. Therefore, we recommend using a text editor like Notepad to construct the search strategy.
- d) The preferred truncation symbol is the asterisk (*).

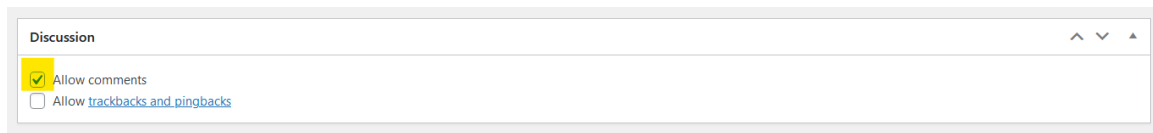
For more information on searching in the BVS, consult the "How to Search" section. [VHL Regional Portal](#).

Pubmed, Cochrane, Other databases Search Strategies

Please use the corresponding areas to indicate the search strategy in different sources of information. In these areas, the fields [Search Strategy Information] are available for information and observations regarding the strategy in the corresponding source of information, and [Search Strategy Expression] for inclusion of the search strategy.

Discussion

These areas do not need to be filled. Keep the "Allow Comments" option selected in the Discussion area.



Discussion

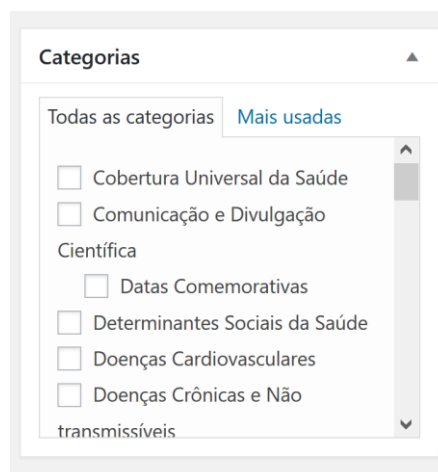
Allow comments

Allow [trackbacks and pingbacks](#)

Image 12 – Coments

Categories

After filling in the relevant fields, return to the beginning of the spreadsheet and select up to 3 most appropriate and specific categories for the research topic. These are general categories and can be changed by the system administrator. This is a mandatory field.



Categorias

Todas as categorias [Mais usadas](#)

Cobertura Universal da Saúde

Comunicação e Divulgação

Científica

Datas Comemorativas

Determinantes Sociais da Saúde

Doenças Cardiovasculares

Doenças Crônicas e Não transmissíveis

Image 13 – Categories (in Portuguese)

Publish

Review all filled fields and save the data by clicking on the [Save as Draft] button to edit later or [Submit for Review]. In this option, the system will no longer allow editing by the contributor, only by the editor who will review and publish the strategy in the Repository, which may request adjustments to the strategy.

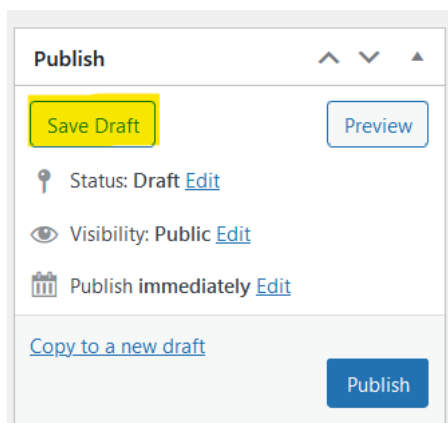


Image 14 – Publish

Viewing the publication in the Repository

Once reviewed, your search strategy will be published in the Search Strategy Repository. To view, enter your institution's name in the search area, as recorded in the [Responsible] field, or words from the title or subject of the topic.

After locating, click on the title to open the publication with the link to the search result. If there is any discrepancy, please contact your reviewer or BIREME via the Contact area, including [RefNet] in the subject.

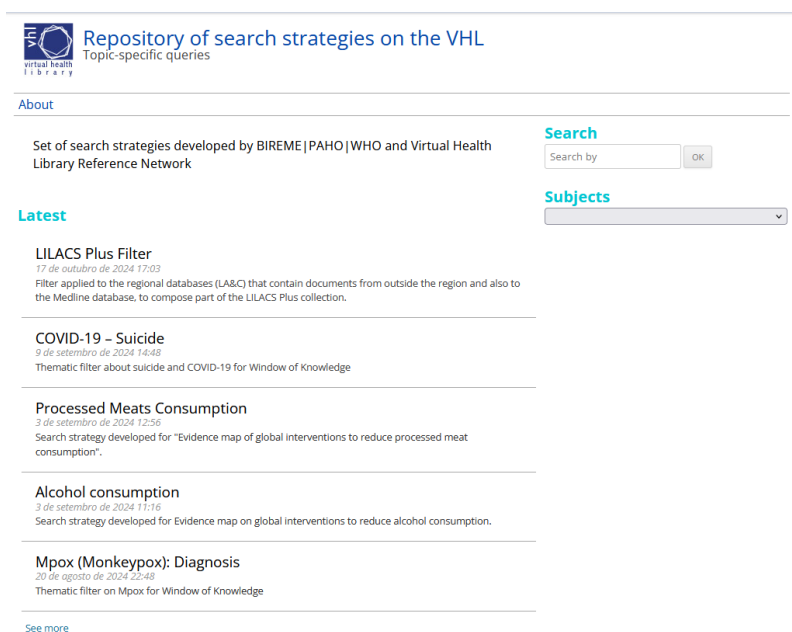


Image 15 – Repository



About

[Home](#) > COVID-19 – Suicide

COVID-19 – Suicide

Reviewed

Search



About the search

Responsible:

BIREME

Description:

Thematic filter about suicide and COVID-19 for Window of Knowledge

Main subjects:

COVID-19, Suicidio, Suicide

Search result:

Portal Regional da BVS



Search strategy

Observation:

i01.880.735.856 = Suicide

iAHx search strategy:

```
(mh:i01.880.735.856* OR (ti:(depressao OR depression OR
depression OR depressiv* OR depresiv*) AND Suicid*) OR
ti:suicid*) AND ((mh:"covid-19" OR mh:"sars-cov-2" OR "New
Coronavirus" OR "Novel Coronavirus" OR "Nuevo Coronavirus"
OR "Novo Coronavirus" OR "Coronavirus disease" OR
"Enfermedad por Coronavirus" OR "severe acute respiratory
syndrome coronavirus 2" OR (2019-ncov) OR (ncov 2019) OR
2019ncov OR covid19 OR (covid-19) OR covid2019 OR
(covid-2019) OR (covid 2019) OR srag-cov-2 OR sars-cov-2 OR
sars2 OR (sars 2) OR (sars cov 2) OR cov19 OR cov2019 OR
coronavirus* OR "Severe Acute Respiratory Infections" OR
"Severe Acute Respiratory Infection" OR "Coronavirus 2" OR
"acute respiratory disease" OR mh:betacoronavirus OR
mh:"Coronavirus infections" OR mh:"sars virus" OR (wuhan
market virus) OR (virus mercado wuhan) OR "Wuhan
Coronavirus" OR "Coronavirus de Wuhan") AND da:(2019* OR
202*))
```



Image 16 – Published content