# JBI-COnNECT+ User Guide

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Introduction to JBI COnNECT+

JBI COnNECT+ is one program of the Institute. It is an online gateway to a collection of evidence-based resources and tools designed to assist in the clinical decision-making process and to support best practice.

Based on the JBI Model of Evidence Based Healthcare, JBI COnNECT+ focuses on the following five central steps in getting evidence into practice:

1. Searching for the best available international evidence and summarising this evidence where possible
2. Appraising the evidence
3. Embedding appraised and rated evidence in practice and organisational systems
4. Utilising the evidence
5. Evaluating the impact of evidence-based practices and policies on outcomes

JBI COnNECT+ is a portal to:

- The JBI Database of evidence summaries and evidence based recommended practices
- The JBI Manual Builder
- The JBI Database of Systematic Reviews
- The JBI Database of Best Practice Information Sheets
- The JBI online journal collection
- PACES
- POOL
- RAPId.

PLEASE NOTE: Where the symbol < > appears in this user guide, such as <log in>, this describes a screen button or tab that can be clicked on to make an action happen when using COnNECT+.
Accessing JBI-CONNECT+

JBI-CONNECT+ can be accessed directly at the website http://connect.jbiconnectplus.org or at www.jbiconnectplus.org. It can also be accessed through a link on the JBI homepage at www.joannabriggs.org.

Browser requirements:
JBI CONNECT+ is designed to run on the following web browsers:
- Microsoft Internet Explorer 7.0 or later
- Mozilla firefox 3.0 or later

Logging On

You can logon to CONNECT+ by using your designated username and password. The username and password is linked to a distinct set of roles and permissions. When becoming a member of JBI you will be given two usernames: one for your general CONNECT users, which will be for all staff, and one for advanced users in your organisation.

Roles and Permissions:

- CONNECT+ User
  - Able to view and search documents.
- Organisation Administrator
  - Able to edit organisation information, view organisation statistics, create and edit users, create and edit practice manuals, create and edit pamphlets, create and edit users in PACES.

Logging in:
Once accessing the CONNECT+ homepage, you have two options of logging in. If you do not log in, you will still be able to view many of the pages and search for documents, but your access to these documents and some sections of the site will be forbidden.

Click on the link in the top left corner that says <Login>: 
This will take you to a page where you can input your username and password.

The alternative way of logging in is straight on the home page.
Enter your details here and click <Log In> to proceed.

Once you have logged in, your login ID and your organisation’s name will be displayed in the top left hand corner of the page, along with your organisation’s logo if it has been uploaded. Your organisation practice manuals and consumer pamphlets will also appear. If you have not yet created these documents, the JBI practice manual and consumer pamphlets will pop up.

You are now able to access all the resources on the site.

Logging Out

To log out, either click on the <log out> tab, or on the log out at the top of the page.

Please Note: After a period of inactivity you will be automatically logged out of COnNECT+.

Navigating JBI-COnNECT+

JBI-COnNECT+ has been designed to provide easy and quick access to evidence based resources and tools.
Home Page – Tools and Resources

The homepage of COnNECT+ provides some background information regarding the resources and tools available, as well as links to these resources.

Along the top of the homepage you will see the various tabs that will allow you to travel to different sections of the site. The amount of tabs you see and your ability to access these depends on the level of permissions linked to your username. By clicking on the tab you will be taken to that page, or a drop down list will allow you to select where you want to go.

Searching

Home Page Nodes:
Towards the bottom of the home page is a list of the current JBI-COnNECT+ nodes. These nodes contain information specific to that area of care. If you click on the node, you will be taken to the search page, which presents all the resources in that node.
Home Page Searching:
To provide you with quick access to our resources, you can perform a simple search through our homepage. Simply type in the terms you are interested in, and click the search button. This will take you to a results page.
You can change the language setting on the homepage and every other page in JBI-COnNECT+ by selecting the appropriate language from a drop down list. If there is no current translation for the language selected, the closest language to the one selected that has been translated will appear.

Banner Links:
At any stage whilst using COnNECT+, you can click on the top right banner of the site to return to the homepage. If you click on the top left of the banner, you will be taken to the Joanna Briggs homepage (www.joannabriggs.edu.au)
Search Page – Basic and Advanced:
You can access the search page through the tools tab on the menu bar, by selecting <search>

There are two different types of searching – basic and advanced.

Basic:
In basic search, simply type your key terms into the blank space, and select which document you are interested in. If you do not select a document, the default option is to search all. You can also choose to search the title, abstract or the keywords, or other options. If you can’t find what you are looking for when searching the title, abstract and keywords, select <search all text> to broaden your search. Simply click on the search button to go to the results page.

Advanced Search:
To select the advanced search, click on the <advanced search> located next to the <search> button.
In the advanced search, you have the ability to add MeSH concepts, and limit results by document type, nodes, year and specialties. You also have the ability to expand your search through the external sources, including the Cochrane Library, PubMed, and our online journal collection. Simply click on the tick boxes for the limits you want to apply. Please note that the default selection for all searches is for all content; however, if wishing to search external sources, you need to specifically select which sources you are interested in by ticking the box.

**Document type:**
External Sources:

MeSH searching:
MeSH stands for Medical Subject Headings, and is a controlled vocabulary that can be used for indexing. All documents in JBI-COnNECT+ have been linked to corresponding MeSH concepts. To add a MeSH concept to a search, you can either type in a search term in the MeSH keyword section, or you can browse MeSH categories, selecting from a drop down list.

After you have limited your MeSH concepts in the descriptors Box, you can click on the icon to view the descriptor.
Once you are viewing the descriptor, you can select to add the concept by clicking on the image.
You can view other concepts and their information by selecting the magnifying glass under concepts.
Once you have selected a concept, you can continue to add more. You can also remove a selected concept by clicking on the recycle bin.

Once you have finalised your concepts, click on the <search> button.

You can access search tips for more information on how the advanced search works, along with MeSH tips.

Results:
The results of the search appear in tabs by their different document types for JBI resources. You can browse through the results by selecting the tabs along the top of the page. You can also change the amount of results shown by typing in the results per page that you would like to see. You can also skip through the results by using the page numbers on the bottom left.
You can access the results in both HTML and PDF version for many of the documents.

External sources results:

The results for the external sources will also appear as tabs, and you can browse through these. You can choose to view the results through CONNNECT+, or you can choose to open the results in a new window.
To access our external sources, click on the external sources link on the left hand side menu. Clicking on the links will take you to the site. Here you can access some of the exclusive offers for our members, such as full text access to Evidence Matters, Psychevidence Matters, Diagnostic Imaging Pathways and the JBI Online Journal Collection.

Help:
There is also a help option which provides some general information about the different types of searching.
Appraising the evidence:
You can access resources to appraise the evidence either by the link on the homepage, or in `<appraise>` under the tools tabs.

FOR A DETAILED GUIDE ON STUDY TYPES AND COLLECTION TOOLS PLEASE REFER TO THE RAPID USER GUIDE.

What is RAPid?
RAPid is an online program that can be used to critically appraise evidence. It uses established data collection tools and offers the opportunity of publishing this appraisal in the form of a refereed report in the RAPid Library. RAPid is designed to organise, conduct and archive an evidence summary of a single study or of specific findings of a completed systematic review.

The RAPid Program
The RAPid program has two major components: RAP Maker and the RAP Library.

RAP Maker
RAP Maker is the software component of RAPid where the type of paper (systematic review, or single study) is selected. Once the type of paper is chosen, the RAPer (the person making the RAP) is prompted to choose the type of study or review the selected paper represents, and are then expected to use the program to appraise the paper, critiquing the study type, its methods, findings and applicability.
The RAP Library

The RAP library is a readily available resource, accessible by users 24 hours a day via the internet. RAP sheets are only uploaded in the library after undergoing external appraisal via the Institute. The RAP library is fully indexed and has advanced search features.

Logging on to RAPid

By clicking the RAPid logo on the Appraise the Evidence homepage, a new window will pop up and you will be taken to the RAPid introductory page.

RAP Access

To enter RAP Maker select <RAP Access>. This screen prompts you to enter your username and password. Once entered, click <Submit>. If this is your first time logging onto RAPid you will be required to enter your organisation’s username and password. You will then be required to create your own individual username and password (create a new RAP username). To create your individual username and password fill in the blank fields. Click <Add Me>. You will then be required to enter this new username and password at the logon screen.

Existing users will be directed to a similar screen to this after entering their username and password, except <Create RAP> will replace <Add Me>. This screen is also for verifying the users details. To commence the RAP process click <Create RAP>.

Constructing a RAP

After selecting <Create a RAP> a new window will open up. This screen requires you to enter details of the paper being critiqued. Click on the white text boxes to type in this information. Use the tab button to move between data entry boxes. Mistakes can be edited at this stage or everything entered can be deleted by clicking <Reset>.

When all information has been correctly entered click <Next> to move to the critical appraisal stage.

Critical Appraisal

An appropriate critical appraisal tool will be used depending on the category selected in the previous stage. This tool is used to judge the quality of the study being examined. A three-point scale is used to appraise the paper. Click on <Yes>, <No> or <Unclear> for each critical appraisal statement for the study. To click <Yes> there needs to be a clear statement within the paper in response to that critical appraisal statement, affirming that it did occur. To click <No> there needs to be a clear statement within the paper affirming that it did not occur. To click <Unclear> there is no statement within the paper in relation to that critical appraisal statement and thus the appraiser is unable to make this judgment. Click <Submit> to move to the next stage.
Data Extraction
When critical appraisal has been performed, and the paper has been determined to be of good quality, or to be used with caution, the next stage is data extraction. An appropriate data extraction tool will be used depending on the study type selected. If the paper is appraised to be of poor quality, then the data extraction stage is not necessary, and the user will move to the conclusions page.
When you have completed your extraction click <Submit> to move to the conclusions page.

Concluding in a RAP
In <authors conclusions> the user should provide a concise summary of the conclusions documented in the study. In <your conclusions> give your overall assessment of what the evidence in the study indicates. If you chose <use with caution> after your appraisal, indicate why you made this decision. If you chose <of poor quality> after your appraisal, indicate why you made this decision.
Click <Take me to my RAP sheet> to move to the RAP Sheet.
Log out by clicking the <Log out> button or simply close the window.
Embedding the Evidence:

JBI-Online Manual builder

In the embed section of COnNECT+, you are able to access resources that allow you to implement evidence based practice in your setting. Currently in the embed section of COnNECT is the JBI Evidence Based Manual Builder and Consumer Pamphlet Builder.

To access manual builder, you can select the link from the homepage or you can select the `<embed>` option from the `<tools>` tab.

This will take you to the embed page.

When clicking on Manual Builder, you will be taken to the My Manuals page, where your organisation’s manuals will appear (if there are any). You can view your manual in html by clicking on the title of the manual, or in PDF by clicking on the PDF image.
You can also view official JBI practice manuals. These are available in html or PDF as well. You can copy these manuals as a basis for your new manual, by clicking on the copy icon.

Adding a New Manual:
If you are an organisation user, you can add a new manual for your organisation, by clicking on the 'add new manual' link. This manual will be accessible by all users in your organisation.
After clicking on add a new manual, a manual builder wizard will open. You first need to select the title of your manual, what nodes it will gain its content from, and whether this is for immediate approval (can be accessed by all users once completed), if it is at a draft stage (still in development), or if it requires review and approval. Depending on your level of access and permissions, you may not be able to add a new manual, or approve it straight away.

Once you have selected these parameters, click the <next> button.

Searching and Adding Content:

Searching for content follows the same logic as the searching page. Here you can type in a keyword of interest, and click the search button. You can limit this search by nodes, specialties or date, and you can also use MeSH to enhance your search.
Search results:
After clicking on the `<search>` button, you will be taken to the results page. To select a recommended practice to include, click on the tick box and then press add selected.
You can change the amount of search results you see by changing the page size.

To return to the search page, click on the `<search again>` button. To continue the manual building process, select `<next>`.

**Manage your content**
Once you have selected your content for inclusion, you are able to manage your content. Here you can decide if you wish to remove selected recommended practices by clicking on the tick box on the left and then hitting the `<remove selected>` button. You can also choose to include or exclude information from your manual, such as the evidence summary and the Occupational Health and Safety logos.
Individualising your manual:

If you click on `<edit>`, you have the option to further individualise your manual. You have the ability to select if fields such as author, equipment, recommended practice and references are to be included for that specific recommended practice.
You can also add individualised notes to the recommended practice as free text. These notes can be unique to your setting.

Once you have completed making additional changes, you can click the <save> button to return to managing your content. If you are finished, click on <finish>, and this will save your manual.

Copying a Manual
You are also able to copy one of your organisation manuals, or a JBI practice manual, by clicking on the copy icon. This will then take you through the same process as when adding a new manual, but your content will already be selected.
Approval

If you have set your manual as a draft entry, it will need approval. This can be done in the approve section of COnNECT. Once your manual is in draft stage, go to the approval page and select the tick box for your manual. Once selecting your manual, click on the < set selected to pending approval> button.

Move to the pending approval tab, select your manual for approval, and click the <approve selected> button.
Once you have done this, your manual will be accessible to all of your organisation’s members through the My Manuals page.
JBI Consumer Pamphlet Builder

When clicking on Pamphlet Builder at the embed page, you will be taken to the My Pamphlets page, where your organisation’s pamphlets will appear (if there are any). You can view your pamphlet in PDF by clicking on the link. If you have the correct permissions, you can edit, delete or audit the pamphlet.

Adding a New Pamphlet:
If you are an organisation user, you can add a new pamphlet for your organisation, by clicking on the ‘add new consumer pamphlet’ link. This pamphlet will be accessible by all users in your organisation.

After clicking on ‘add new consumer pamphlet’, a pamphlet builder wizard will open.
You first need to select the title of your pamphlet, what node/s it will gain its content from, and whether this is for immediate approval (can be accessed by all users once completed), if it is at a draft stage (still in development), or if it requires review and approval. Depending on your level of access and permissions, you may not be able to add a new pamphlet, or approve it straight away.

Once you have selected these parameters, click the <next> button.

Searching and Adding a Consumer Sheet:

Searching for a consumer sheet follows the same logic as the searching page. Here you can type in a keyword of interest, and click the search button. You can limit this search by nodes or date, and you can also use MeSH to enhance your search.
Search results:
After clicking on the `<search>` button, you will be taken to the results page. To select a consumer sheet to include, click on the tick box and select `<add selected>`.

You can change the amount of search results you see by changing the page size.
To continue the pamphlet building process, select <next>.

Content Settings
Once you have selected your content for inclusion, you are able to design your pamphlet. Here you can decide what template you would like for your pamphlet, what image you would like, and what colours you want.

Selecting a template
You first need to select a template for your pamphlet. There are three to choose from; A4, DL and A5. Each has a different layout. All images in the library are tailored for each template.
Colour
You can also choose a colour scheme for your pamphlet; please be aware that some colour schemes will limit readability.
Images
After selecting a colour scheme, an image needs to be selected. You can either choose to use an image from the image library, or upload your own. Please note that images uploaded need to be sized appropriately for the template, to avoid stretching.

Upload your own image:
You can upload your own image by selecting the button for uploading your own image. Press select to browse your files. Once a file is selected, you can either browse your files again or keep that picture.

**Individualising your pamphlet:**

Once you click on `<next>`, you have the option to further individualise your pamphlet. You have the ability to type in any information you deem relevant in the contact details field. Your organisation's details will automatically appear, but this content can be modified to include any information you wish.
Preview
You can preview your pamphlet by clicking on the `<preview consumer pamphlet>` button.
If you are finished, click on <finish>, and this will save your pamphlet.

Approval

If you have set your pamphlet as a draft entry, it will need approval. This can be done in the approve section of COnNECT. Once your pamphlet is in draft stage, go to the approval page and select the tick box for your manual. Once selecting your pamphlet, click on the <set selected to pending approval> button.
Move to the pending approval tab, select your pamphlet for approval, and click the `<approve selected>` button.

Once you have done this, your pamphlet will be accessible to all of your organisation’s members through the My Pamphlets page.
Utilising and Evaluating the Evidence:
In the utilise and evaluate options under the tools tab, you will find links to resources that allow you to utilise evidence and evaluate its impact in your setting.

JBI PACES

FOR A DETAILED STEP-BY-STEP GUIDE ON PACES PLEASE REFER TO THE PACES USER GUIDE.

What is PACES?
The Joanna Briggs Institute - Practical Application of Clinical Evidence System (JBI PACES) is a user-friendly online tool that makes it easy for health professionals to conduct efficient, timesaving audits in small or large health care facilities. PACES also offers support to facilitate a process of change in relation to the use of evidence in practice on a given activity or process of care.
How does PACES work?
To conduct a PACES cycle, users select from a range of topics with predetermined, evidence-based audit criteria, and collect the data, either using a mobile phone or web enabled device (palm pilot or PDA) or from a printed data collection tool downloadable online. When users logon to PACES they are presented with a list of active PACES cycles for that user name. PACES also includes an action research process, Getting Research Into Practice (GRIP), to help improve on audit results in the event that they are less than desired.

There are two options available to PACES program users:
1. The clinician option is designed for smaller scale practice-based users. To conduct a PACES cycle, select an audit topic with predetermined audit criteria and collect the data. Clinician option instructions also apply to single data collection teams participating in an organisational audit. These teams only have access to the parts of the PACES cycle relating to them.
2. The organisational or quality improvement option is designed for larger scale use. This differs from the clinician based audit as prior to data collection, you and the PACES audit team are required to estimate the current level of compliance for each audit criteria, the predicted level of compliance after the GRIP process and the size of the population to be audited. PACES then automatically calculates the required sample size for the audit.

JBI POOL
FOR A DETAILED STEP-BY-STEP GUIDE ON POOL PLEASE REFER TO THE POOL USER GUIDE
What is POOL?
The Joanna Briggs Institute – Patient Outcomes On Line (JBI POOL) is an online prevalence database, which can be used as a stand-alone database, or in conjunction with JBI PACES (Practical Application of Clinical Evidence System). POOL has been designed for clinicians and health care organisations as an easy to use tool in the collection and storage of prevalence data. Data is collected at the patient care level, and can then be examined at higher levels. Administrators are established for each institution, and in-turn establish structural levels under them.

Logging on
Access to JBI POOL is via the Utilise the Evidence Homepage or the Evaluate the Evidence Homepage in JBI COnNECT+. By clicking on the POOL logo, a new window will pop up containing the POOL login page. You will be required to enter your username and password.
Logging off
Once you have entered POOL you can log out at any time by clicking <Logout> at the top right of the screen or by simply closing the window.

Users
There are two types of users in POOL, the administrative user and the data entry user. The administrative user is responsible for setting up the structural levels within POOL while the data entry user is responsible for entering the outcome data.
**Organisation Administration**

Users, who have the level of organisation administrator, are able to edit and create new users for their organisation. To access your organisation page, select the administration tab, and then select organisation.

Add a New user:
Add a new user to your organisation by clicking on `<users>` and `<add a new user>`.

This will take you through a process of entering the user details, their address, and assigning them a role.
Organisation Details:
Organisation administrators are also able to upload their logo, view subscription details, IP address access, invoices and manage their own unique user’s roles and permissions through the admin pages.

Updates:
You can also view the newly added or updated content on COnNECT+, be selecting Updates.
Tips for dissemination:

It is important that all potential users of COnNECT+ can access it easily. This can be achieved in a variety of ways. Some suggestions include:

- Centrally locate information and resources and ensure staff know where they are
- Ensure staff have user names and passwords for easy access to information and resources, and making sure staff are aware of their usernames.
- Providing staff training in utilising information and resources
- Including information in staff newsletters
- Including information on staff notice boards
- Provide links to COnNECT+ on all of your organisations computer desktops
Glossary:

**Best Practice Information Sheet**
Best Practice Information Sheets (BPIS) are summaries based on the results and recommendations of systematic reviews. BPIS are easily disseminated and provide busy health professionals access to key issues and recommendations that have been collected from a large volume of material.

**Evidence-Based Recommended Practice**
Evidence-Based Recommended Practice are interventions or procedures of care that describe and/or recommended certain practices on selected clinical topics. Recommended Practice are based on the best available evidence and consist of an equipment list, a recommended practice, occupational health and safety provisions and an adjoining evidence summary.

**Evidence-Based Manual Builder**
The JBI Evidence-Based Manual Builder allows users to search through hundreds of evidence-based recommended practice and to select collections of related recommended practices to form a practice manual for their facility/organisation.

**Evidence Summary**
Evidence summaries are short abstracts that summarise existing international evidence on common health care interventions and activities. Evidence summaries are based on structured searches of the literature and selected evidence-based health care databases. **JBI POOL**
JBI Patient Outcomes On Line (JBI POOL) is an online prevalence database that can be used as a stand-alone database, or in conjunction with JBI PACES.

**JBI POOL**
JBI Patient Outcomes On Line (JBI POOL) is an online prevalence database that can be used as a stand-alone database, or in conjunction with JBI PACES. POOL was designed for clinicians and health care facilities/organisations as an easy to use tool in the collection and storage of prevalence data.

**JBI PACES**
JBI Practical Application of Evidence System (JBI PACES) is a user-friendly online auditing tool. PACES provides the basis for the user to perform an evidence based audit in a simple and easy to follow way. All audit criteria in PACES are based on the best available evidence.

**JBI RAPid**
The JBI RAPid Assessment Protocol internet database (JBI RAPid) is an online training resource that teaches critical appraisal of research evidence using established data collection tools, as well as offering the possibility of publishing the appraisal in the form of a referred report in the RAP Library.

**Systematic Review**
The systematic review is essentially an analysis of all of the available literature (that is, evidence) and involves developing a question; establishing inclusion criteria; developing a strategy to comprehensively search for the evidence; appraising the quality of each paper; excluding papers of poor quality; extracting the findings of included papers; and synthesising the findings of included paper.