Accept invitation

To register for an account, check your email for an invitation from *no-reply@wolterskluwer.com*. If you don't see an email, please reach out to your administrator or to <u>support@ovid.com</u>.

1. When an administrator in your organization sends you an invitation to Ovid Synthesis you will receive an email like the one below.



You've been invited to Ovid Synthesis!

James Mattson from Wolters Kluwer /Ovid Technologies has granted you access to <u>Ovid Synthesis</u>. Ovid Synthesis helps teams manage quality improvement, evidence-based practice, and research projects.

To get started with Ovid Synthesis, you need to create a Wolters Kluwer account.



Once your account is created, you will find an overview of your applications on your personal profile.

2. If you do not see the email, be sure to check spam and junk folders. The email will be sent to you from no-reply@wolterskluwer.com.

Getting started

Before Log in

- 1. To register for an account, click the *create account* button.
- 2. From there you will taken to the registration page where you will be able to enter your name and create a password. Click *Continue* when you're done and your account will be created.

Log in to Ovid Synthesis



- Log in by visiting: <u>https://synthesis.ovid.com/</u> <u>cem/</u>
- Enter email address
- Enter password
- Click on *Log in*
- Welcome guide displays
- Review and click on *Got it*

My projects page will display here and you will see any projects that you created or were invited to.

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Sign in to Ovid Synthesis

Welcome to Ovid Synthesis!

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Create a project

- 1. On the *My projects* tab, click the *Create Project* button
- Select the template by clicking on Use Template
- 3. Enter the *Title* (required)

4. Specify project visibility.

When creating a new project, users will be now able to specify how visible the project should be within their organization. The options are configurable per customer and per template.

① Create project

Use template

**Preview* is the recommended visibility option

- Full view: allows any user within the institution to view the entire project and download all documents associated with the project.
- **Preview:** anyone in your organization can view the project title, description, team, and stage status. Users you invite and institution administrators can see the entire project.
- Team & leadership: only restricts the project visibility to the project team, organizational admins, and support admins only.
- 5. Complete all fields or select from dropdowns.
- 6. Click on *Create and Continue*
- 7. The project has been created and work can begin.





Add team members

*Accessible to project admins or project reviewers

- 1. Click on the project
- 2. Project overview chevron displays

- 3. Click on Add new teammate
 - **Project Viewer** has read-only permissions within the project. Can export items from the project and can do a literature search (but not add search results to the project).
 - **Project Editor** has all permissions on all the items within the project, but no permissions on the project itself (i.e. changing project metadata, deleting the project, adding/ removing team members from the project).
 - **Project Admin** the user who created the project and has all permissions on the project and items within the project.
 - Project Reviewers can invite teammates, add comments, mark stages as complete, and add full text.
- 4. Select the new teammate's role:
- 5. Enter the user's name (users that have an Ovid Synthesis account will display. You can search for a user by either their name or email address.)
- 6. Enter a message for the user. (Optional)
- 7. Click *Send*
- 8. The user will receive an email with a link to the project

Invited to a project?

When you have been invited to a project you will receive an email.



- 1. Click on the *Get started* button to access the project in Ovid Synthesis
- 2. Your ability to edit a project is based on the role the Project Admin assigned to you when invited

Get started

Tips and tricks



- Remember you can share comments and tag team members within the interface
- Remember to mark stages as complete as you move along throughout the project



Hi team! What is the time frame for project

Comments

Jane Smith

implementation to results?

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For more information on getting started, email Ovid technical support: <u>support@ovid.com</u>



