OvidSP My Projects FAQ

Created: April 2010

Q: *What is My Projects?*

My Projects is OvidSP's resource management and organization tool. Users can use **My Projects** to set up projects and folders and use them to organize citations, images, **Text Snippets**, uploaded files, and more.

Q: *How do I access My Projects?*

Your **My Account** ID and password provide access to **My Workspace** which contains **My Projects**, **My Searches & Alerts**, **My eTOCs**, and the option to install the **OvidToolbar**. Your account also stores your **Annotations** and any interface settings. If you wish to add to, or access any of these areas, you must login with your **My Account** ID and password. My Workspace is shared across the OvidSP and Nursing@Ovid platforms.

Q: *What types of items can be placed in My Projects?*

Items from within OvidSP that can be placed in a project include:

- Search results
- Images from Journals@Ovid
- Text Snippets (using the Snippet Tool from Journals@Ovid)
- Book chapter from Books@Ovid
- Journal articles
- AutoAlert results
- Saved searches

External items that can be added to a project include:
- Ovid Universal Search™ results
- User-created citations
- Links to external resources via the Ovid Toolbar
- User-uploaded files

Q: *How do I add items to a project when reviewing my Ovid search results?*

Items can be added to a project or a project folder using 3 different methods:

1 – Select the items using the checkboxes and then clicking on the **Add to My Projects** button at the top of the page

2 – Click the **Add to My Projects** button within each item

3 – Drag and drop the results onto the **My Projects** section of the **Results Tools** widget

Q: *How long are items retained in My Projects?*

Projects are retained for one year from the date of creation. Users will be notified that a project is about to expire 11 months after the creation date. A project can be renewed each year simply by choosing the **Renew** button. If the user does not renew the project, it will be moved to the trash 12 months from its creation date.

Q: *Can I delete items from a project or folder?*

Yes. Individual items may be deleted from a project or folder simply by selecting the item and clicking the **Remove** button. Items may also be dragged and dropped to the **Trash**.

Items in the **Trash** will stay in the **Trash** for 30 days, and then permanently deleted; items can be permanently deleted by selecting the **Empty Trash Now** link.

Q: *How much storage space is available?*

Each individual account has 50MB of storage space. Storage is only used when items are uploaded; citations added from OvidSP do not consume storage space. Users are limited to 50MB of storage at this time.

Q: *Is there a storage limit per institution? Are there alerts that indicate a user is nearing their storage limit?*

Storage limits are at the individual user account, and not at the institutional level. There is no institutional storage limit.

Q: *What is the Ovid Toolbar?*

The **Ovid Toolbar** is designed to allow the user to collect resources from external sites and save them to **My Projects**. Installation of the toolbar is available from the link within **My Workspace**.

Q: *Can I manually create a citation and place it in a project and/or folder?*

Yes, a citation can be manually created and placed in a project or folder by choosing the **Actions** button and then **Create Citation**.

Q: *Can I search for individual items in My Projects?*

Yes. Individual items can be search for across all projects and folders or in a selected project and/or folder. Searching within **My Projects** searches the metadata for all items in **My Projects**, including **Annotations**.

Q: *What are the output options*?

Items from **My Projects** can be printed, emailed, or exported. Various citation formats are available for printing, email and/or exporting.

Q. *What if my company/institution has security concerns with these new features?*

Ovid adheres to strict industry standards and auditing controls for its systems and platform enhancements. In addition, the OvidSP session control software uses advanced system facilities to ensure that the status and memory of any given session cannot be read or written by any other session, anywhere in the system. All of the outputs of a session (e.g., usage logs, data in **My Projects**) are protected by these mechanisms.

###