Social Care Online
Advanced Search Guide

Last updated (sj) 2017 November
Welcome to Social Care Online (SCO)

SCO is free to search but to use all of its features you will need a Social Care Institute for Excellence (SCIE) account.
Advanced search guide

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Sign-in

Social Care Online

Sign in
Social Care Online is free to search but to use all of its features you will need a Social Care Institute for Excellence (SCIE) account.

If you already have a SCIE account, please enter your email address and password in the boxes on the right.

If you do not have a SCIE account, please use the 'Sign up today' link to go to the SCIE site. Once you have registered, you can return to Social Care Online and login using the details you gave us.

Email
sue.jardine@scie.org.uk

Password
**********

Can't access your account?

Don't have a SCIE account? Sign up today
Single field searching  For more relevant search results select a field from the drop down list (rather than use the default, which is All fields)

Example: Author search for Caroline Coomber

Example: Title search on dementia care

Note: “ ” (speech marks) searches dementia care as a phrase – rather than finding results where dementia and care occur in the title as individual words
Multiple field searching  Use for combining search fields and for creating complex searches

A search strategy is built up by using more than one field combined with one or more of the 'operators' AND OR and NOT

AND - produces results that include BOTH terms
OR - produces results that include EITHER term
NOT- produces results that have one term but EXCLUDES another term

NOTE: If more than one 'operator' is being used the sequence is OR, AND, NOT
NOTE: Add a new field for each search term you want to use (1) Do not add more than one search term to a single search box (2)

Use the Reset form button to start clear the search box(es) and begin a new search (3)

Example: Single operator (AND) search - Digital resources produced by the Social Care Institute for Excellence

Example: Mixed operator (OR then AND) search - Social care journals relating to children and/or young people
Subject term searching. The most powerful way of searching Social Care Online is to use Subject terms.

These are assigned to each resource and support effective searching by picking up variatations in terminology under one subject term (eg older people picks up references to elderly, elderly people & senior citizens).

Example: Search for elderly people – produces 0 results

Unfortunately no results can be found

Narrower terms and related terms can be included in a search query to rapidly build up complex search strategies. In the example below all the additional terms will be searched along with the subject term adoption.

Example: Adoption resources on Social Care Online published from 2015 to 2017
**Saving search queries**  Save searches allow you to re-run searches, build up a complex search query or subscribe to email alerts (p10)

Example: Saving and combining saved searches on adoption or foster care

1. Set up the search strategy
2. Run the search
3. Give the search query a name
4. Keep the current search group (searches can be saved into separate folders)
5. Save the search

Your search is recorded within the Saved searches tab

Click on the Advanced search tab to return to the search form

Reset the form and set up and save the search query for foster care
**Saved searches**

Example: Re-running a saved search

Go to the Save Searches tab

1. Select the Saved search
2. From the Action menu drop down list select Re-run search
3. Click on Go

Example: Combine saved searches using OR

Go to the Save Searches tab

1. Select the saved searches
2. From the Action menu drop down list select Combine with OR
3. Click on Go
4. Save the search results as ADF and FCare
Combine saved searches using **AND**

Example: Adoption and foster care resources published in 2017

1. Run a search on the year
2. Save the search

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**NOTE:** For a single publication year it is necessary to type in the year twice

Go to the Save searches tab

3. Select the Saved searches
4. Combine the 2 searches (ADF and Fcare) with PUB2017 using **AND**

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Saving individual search queries allows for more flexibility when building up complex searches
Export search results

Example: Search on arts and dementia

Records can be exported as the following files

<table>
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<tr>
<td>CSV</td>
<td>A tabular file format, which easily allows the data to be opened with MS Excel (and other spreadsheets).</td>
</tr>
<tr>
<td>RIS</td>
<td>A standard format that can be used by several common brands of reference management software such as EndNote, Reference Manager or RefWorks.</td>
</tr>
<tr>
<td>TXT</td>
<td>A purely text dump of the data, which can then easily be copied into an email / MS word doc, etc.</td>
</tr>
<tr>
<td>XML</td>
<td>A structured file format, which is best if you want to import the data into another data-based system.</td>
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Subscribe/unsubscribe to email alerts

Subscribe to an email alert to be notified when new records are added to Social Care Online that match your saved search(es).

To subscribe to an email alert you need to be registered/logged on to Social Care Online and have saved search(es).

Email alerts are published weekly.

1. Select the saved search for which you want to receive alerts using the ‘Select All/None’ checkbox (see page 6 for help on saving searches).

2. From the Action menu select ‘Subscribe to selected’

3. Click on Go

✔ A tick in the subscribed column (far right) shows you have subscribed successfully.

Unsubscribe to an email alert using the Action menu

Note: Deleting a saved search will also automatically delete any email update alert you have subscribed to.