

# MEDICOR QUICK-START GUIDE

A MEDICAL LIBRARY INFORMATION PORTAL

[HTTP://SPCMSGMEDICOR.ORG](http://spcmsgmedicor.org)

## BEFORE YOU BEGIN

Medicor works with most Web browsers (see the **Before You Begin** section for correct browser settings). To use Medicor you must be a member in good standing of the Spokane County Medical Society, and have active medical staff privileges at Empire Health Services, Holy Family Hospital or Sacred Heart Medical Center. You can easily apply for a user id and password at the Medicor website, or call George McAlister, Systems Librarian, at (509) 325-5010. You can also arrange with George for an on-site demonstration of Medicor's features and functionality.

## QUICKSEARCH

*QuickSearch is the easiest way to search for information in a pre-defined set of "QuickSet" databases configured by your librarian. To access, click **QuickSearch** in the main search menu.*

- Select one of the ready-made sets prepared by your librarian or you can create your own set using the **My Resources** function in **My Space**.
- Clicking on a set name will show you what databases it includes. Click the information icon for more details or click the database name to go directly to the database's Web site.
- Enter a term in the search box using either **Simple** or **Advanced** Search.
- Click "GO" to start the search.
- Once Medicor has finished searching, the **Search Results** list is displayed. You can browse through this results list in one of three views: **Table View**, **Brief View** or **Full View**.
- The results are displayed in order of relevance. You can also sort by author, title, year, and database name.
- Click the **Multi-Database Search** link to view your results by database, refine your search, or save your search query for future sessions.
- Click the title of the record for detailed information.
- Click the database name to go to the database's Web site.
- Click the shopping cart icon to save a record in your basket. Your basket is a temporary storage for records that you find interesting. You can later move records from the basket to another **eShelf** folder, save records to a disk or email them.
- Click the red **SFX** symbol to access full text of articles or your library's document delivery service.

## FIND RESOURCE

*Find Resource enables you to locate specific resources from the wide range of resources made available by your library. To access, click **Find Resource** in the main search menu.*

- Find a resource using **Title**, **Locate** or **Category**.
- **Title:** Enter a title that "starts with", "contains" or is an "exact" match of the desired resource. You can also click a letter in the alphabet to see a list of all resources starting with this letter.
- **Locate:** You can specify several criteria that identify the resource such as title, category and type, vendor, or any other word appearing in the description (metadata) of the resource.
- **Category:** You can browse categories and sub-categories to display a list of resources.
- To display detailed information about a resource, click the information icon.
- To search the resource using Medicor, click the magnifying glass (Medicor-searchable databases only).
- To add a resource to the **My Resources** clipboard, click the plus icon.
- Click the resource name to go to the resource's Web site.
- To search the databases in your clipboard, click **Go to Multi-Database Search**

## FIND E-JOURNAL

*Find e-Journal opens a new window containing instructions to access your library's A-Z list, enabling you to find and browse journals by title, subject, or ISSN. Please read the instructions carefully when using the SFX pop-up window for the first time. To access, click **Find e-Journal** in the main search menu.*

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## MULTI-DATABASE SEARCH

The term **Multi-Database Search**, also known as integrated searching, federated searching or cross-database searching, means to submit a query to numerous databases at once. **Multi-Database Search** provides complete control over which databases are searched and provides a variety of options for viewing the results in these databases. To access, click **Multi-Database Search** in the main search menu.

- Searchable resources have a checkbox next to each database name. Just check each database you wish to search (search up to 10 databases simultaneously).
- To display more information about the database, click the information icon.
- To add this database to the database clipboard, click the plus icon. You can later use **My Resources** to copy these databases from the clipboard into a set that you name. These folders can then be selected in **QuickSearch**.
- Enter a term in the **Simple** or **Advanced** search box.
- Click "GO" to search the selected databases.
- Note that some databases have been configured so that the results are displayed in their native interface.
- Narrow or broaden search results using **Refine** in the menu.
- View a list of **Previous Searches** that you performed during this session and save them in your **History** for future sessions.
- In **Combined Results**, the **Clusters** and **Facets** panel provides additional options for accessing and filtering results according to a variety of criteria. It enables an at-a-glance view of search results according to their Topic, Date, Author and Journal Title. Clustering is only performed on merged lists. When you click the **View** link in the **Combined Results** row, the results of clustering and facets are displayed in the right panel.
- Click the shopping cart icon to save a record in your basket. Your basket is a temporary storage for records that you find interesting. You can later move records from the basket to an eShelf folder, save records to disk or email.
- Click the red **SFX** icon for a full text article or your library's document delivery services.

## REFINE SEARCH

You can refine your search results by combining them with another search term. To narrow your search, select **And** or **Without**; to broaden your search select **Or**. Select the field type to search (subject, title, author or year) and enter the term. To access, click **Multi-Database Search** in the menu and then **Refine**.

## PREVIOUS SEARCHES

This option is available only from **Multi-Database Search**. It displays a list of the previous searches that you performed during this session. This list is erased when you log out or the session ends. To store queries for future use, add them to your **History**. To access, click **Multi-Database Search** in the menu and then **Previous Searches**.

## MY SPACE

Personalize your environment to create your own resource lists, save records and define your preferences for the display of results. To access, click **My Space** in the main search menu.

### ⇒ E-SHELF

Medicor allows authenticated users to keep selected records in their personal **e-Shelf** for future use. To access, click **My Space** in the main search menu and then **e-Shelf**.

- Records are added to your **e-Shelf** folder by clicking the shopping cart icon in a results list. You can also create new folders, name them and move records into them from your basket or from another folder.
- Using the e-Shelf **Advanced** function, you can move records from **My Basket** to a newly created **eShelf** folder by selecting the records and clicking the arrow icon located at the top of the pane.
- The basket is retained from session to session for authenticated users.

### ⇒ MY RESOURCES

Authenticated users can create lists of searchable databases (sets), assign them a name, and use them in **QuickSearch** and **Multi-Database Search**. Access to **My Space** is restricted to logged in users. To access, click **My Space** in the menu and then **My Resources**.

- Add searchable databases to your **My Resources** clipboard by clicking the plus icon next to a searchable database.
- To create a **Database Set** click the folder icon. Enter a name and description for the new folder. The database clipboard appears on the right pane and the folder that you just created appears on the left pane. You can now copy databases from the database clipboard into the new database set, by clicking the move arrow icon.

### ⇒ HISTORY

**History** enables you to store a search executed in a previous session, in order to run it in the future or to create an **Alert**. Access to **History** is restricted to logged in users. To access, click **My Space** in the menu and then **History**.

- Medicor stores all searches in the current session in **Multi-Database Search->Previous Searches**. However, these searches are not saved at the end of a session. You can click on the plus icon to copy a search query to **History**.