Request an Account

1. send an email requesting an account to *centerforprofessionaldevelopment@eisenhowerhealth.org*.

Accept Invitation

1. When an administrator in your organization sends an invitation to access Ovid Synthesis, you will receive an email.

2. Check your email for an invitation from *no-reply@wolterskluwer.com*.

3. If you don't see an email, please reach out to your administrator or to support@ovid.com.

Getting started

Register

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.
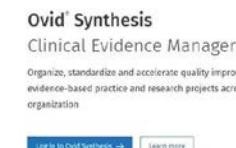
SSO

1. If your institution has Ovid Synthesis access via SSO, you will create your account by going to https://synthesis.ovid.com/cem

2. Log in with your institutional e-mail, and you will be prompted to log in with your institutional credentials to create your Ovid Synthesis account."
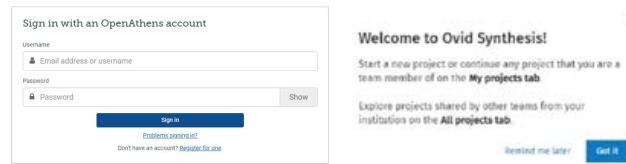

My projects page will display here and you will see any projects that you created or were invited to.
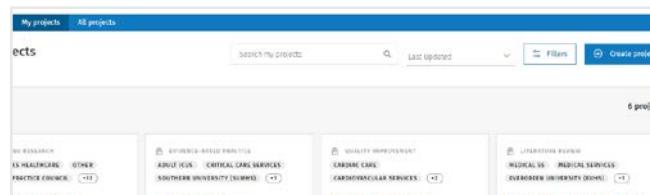
Create a project

1. On the *My projects* tab, click the *Create Project* button

2. 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.

   *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.

Ovid® Synthesis
Quick Reference Card

Add team members

Accessible to project admins or project reviewers

1. Click on the project

2. Project overview chevron displays

   Team   ⊕ Add new teammate

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.

Hello,

Jane Smith has invited as Project Admin for

Knowledge of Ventilator Associated Pneumonia Bundle In reducing VAP

Message:
Please join our team! We're meeting next week to discuss.
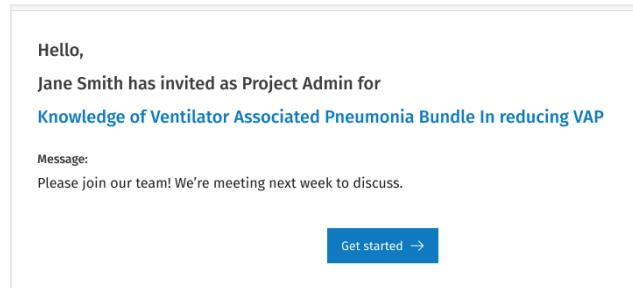
Get started →

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

Tips and tricks

- Remember to check expert guidance by clicking on the green lightbulb

- Remember you can share comments and tag team members within the interface

  💬 Comments

  JS Jane Smith
  Hi team! What is the time frame for project implementation to results?

- Remember to mark stages as complete as you move along throughout the project

  ☑ Stage complete
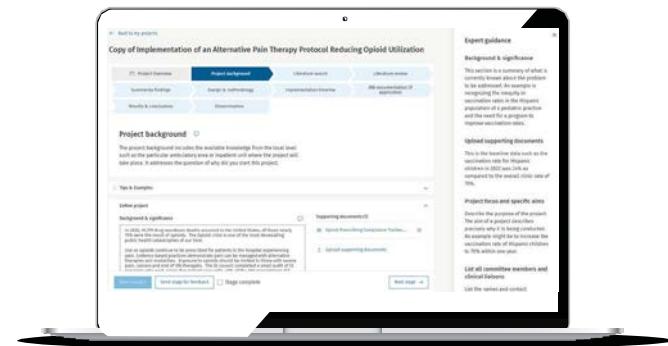
For more information on getting started, email Ovid technical support:
support@ovid.com

Wolters Kluwer

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