

Keeping your Resources Master List up-to-date

Overview

Ever since the first release of MiDatbank version 1, the intention has been to provide a facility to enable the Sources Master List to be automatically updated from a core list maintained on the MiDatbank web-site (www.midatabank.info). This would enable new titles, editions and modifications to be made centrally, which then appear on every centre's copy of MiDatbank.

Originally, the intention was to implement this immediately following the release of the first version. Unfortunately, extended support for some Hospital IT Departments has reduced development time and significantly delayed the release. The implication of this delay is that most centres will have added new titles, modifications to URLs, and new editions on their local copy of MiDatbank. However, the new update facility will alleviate the need for centres to add their own resources, with the exception of highly-specialised titles which a few centres may need.

Although the new system will benefit all centres, there are some housekeeping chores which may be necessary for some centres to fully exploit the automatic updates. These are explained later in this document, but the housekeeping is mostly concerned with the new titles and editions that have been entered into each centres local copy of MiDatbank. These should now be regarded as duplicates of the corresponding titles which appear on the central listing maintained on the www.midatabank.info web-site. In order to provide uniformity, consistency, and improved quality-assurance, all centres are encouraged to replace their duplicates with the titles now available via the central listing. This will probably affect around 40 titles or less.

Please note that when replacing duplicates, there are **no** implications regarding the integrity of enquiries. This includes both archived enquiries and in-progress enquiries. When an enquiry is completed, the recorded data includes a copy of the actual resources used *at the time of completion*. For enquiries that are in-progress, any research currently being compiled using a duplicate title can simply be continued (there is no need to redo or re-enter this research).

Getting the Updates

Within MiDatabank Admin application, choose the ‘Sources Master List’ tab, and click on the ‘Check for Resource Updates’ button. Clicking this button causes the latest resource listing to be obtained from the central www.midatabank.info web-site. The listing is processed by the MiDatabank software and the following dialog box is displayed:

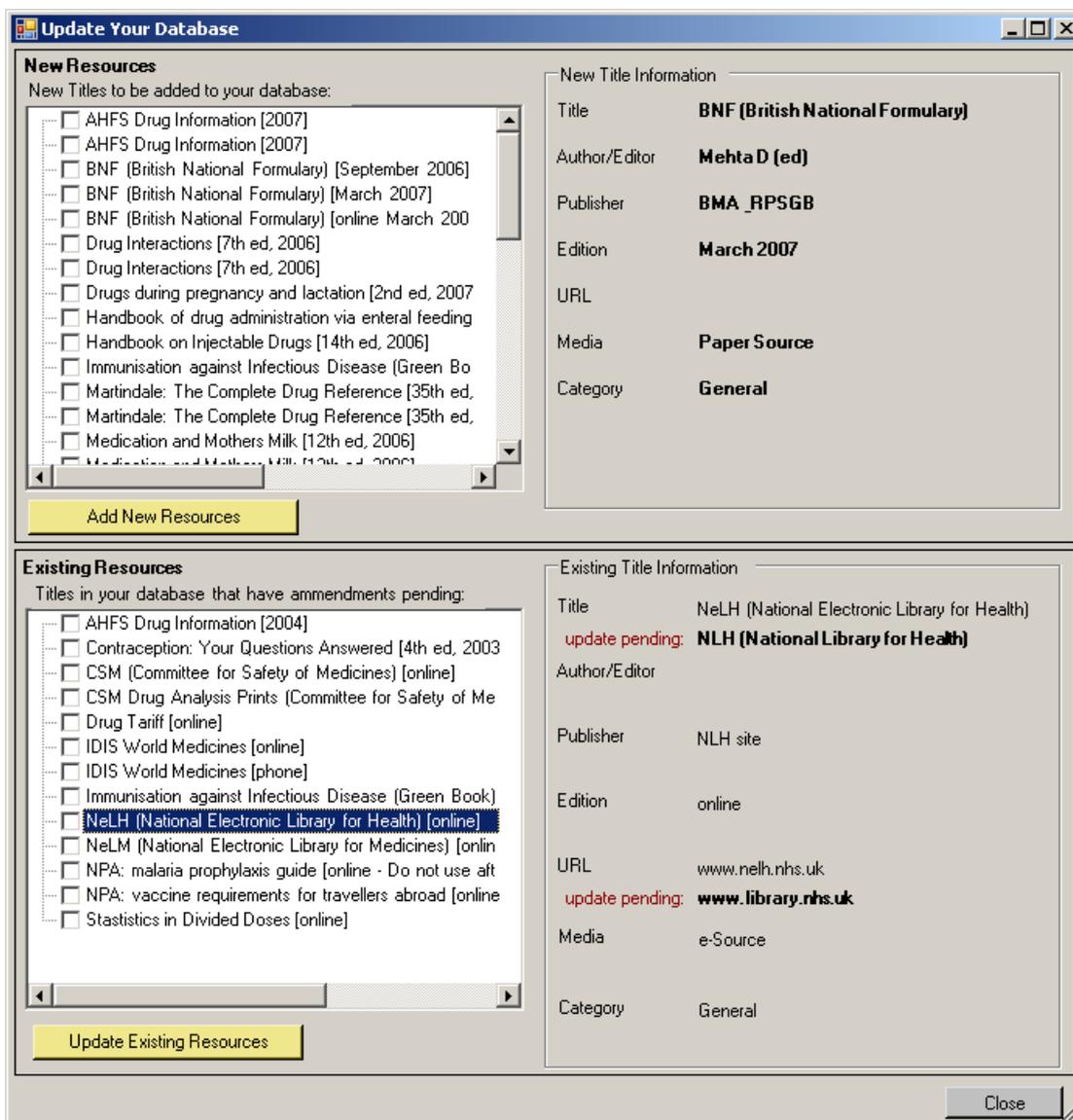


Fig 1.

This dialog box is divided into two sections:

- New Resources
- Existing Resources

New Resources

This section lists resources that have added to the centrally maintained list of core resources, and which are now available for you to update your system. In order to do

this, check the titles that you wish to include, and click the yellow button called ‘Add New Resources’.

Existing Resources

This section list resources that have minor modifications pending, such as a minor change to a title (e.g. NeLH is now called NLH), or a URL (www.nelh.nhs.uk is now www.library.nhs.uk). To implement the pending changes, check the required titles and click the yellow button called ‘Update Existing Resources’.

Prior to clicking either yellow button, you are able to preview the changes by selecting items in the list. You also have complete control over which updates are transferred – only those which you have checked will be transferred.

Once you have updated your system, any new or updated sources will be shown in the Sources Master List with an asterisk. In the example shown below, ‘BNF for Children Online *’ has been updated and so has an asterisk to indicate this.

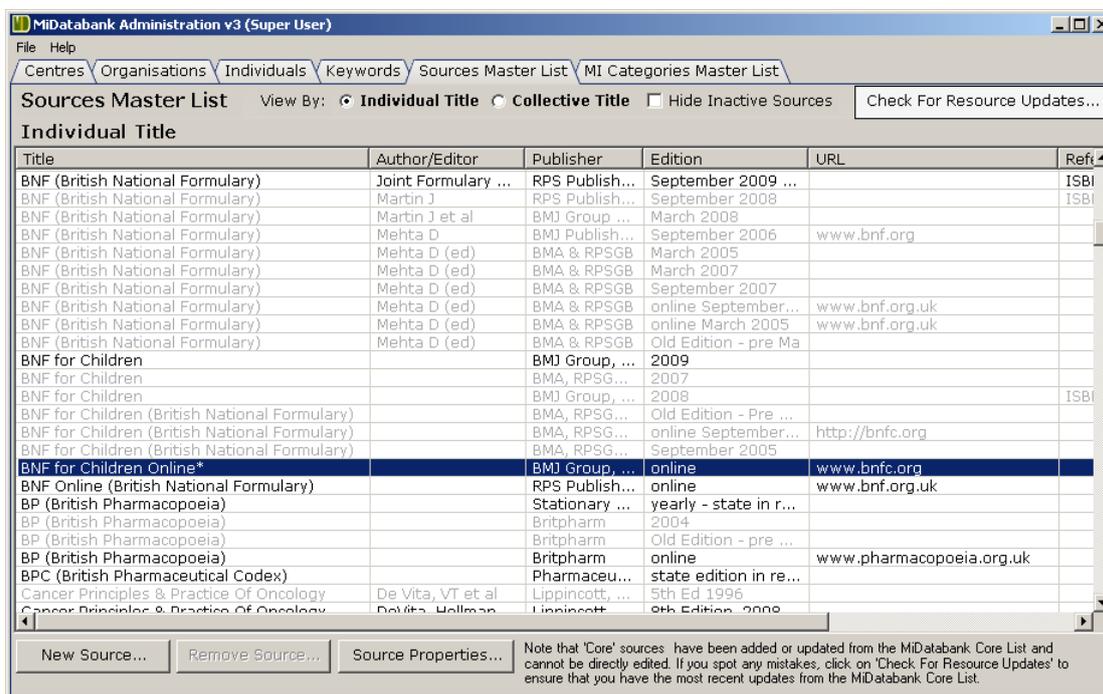


Fig 2.

Now that the new titles have been added to your master list, you can choose to add any of these new titles to the list of resources available at your centre:

Select MI Centres Resources tab, click on your centre and choose the Resources tab. Next click on the ‘Choose Sources from Master List’ button to display the dialog shown below:

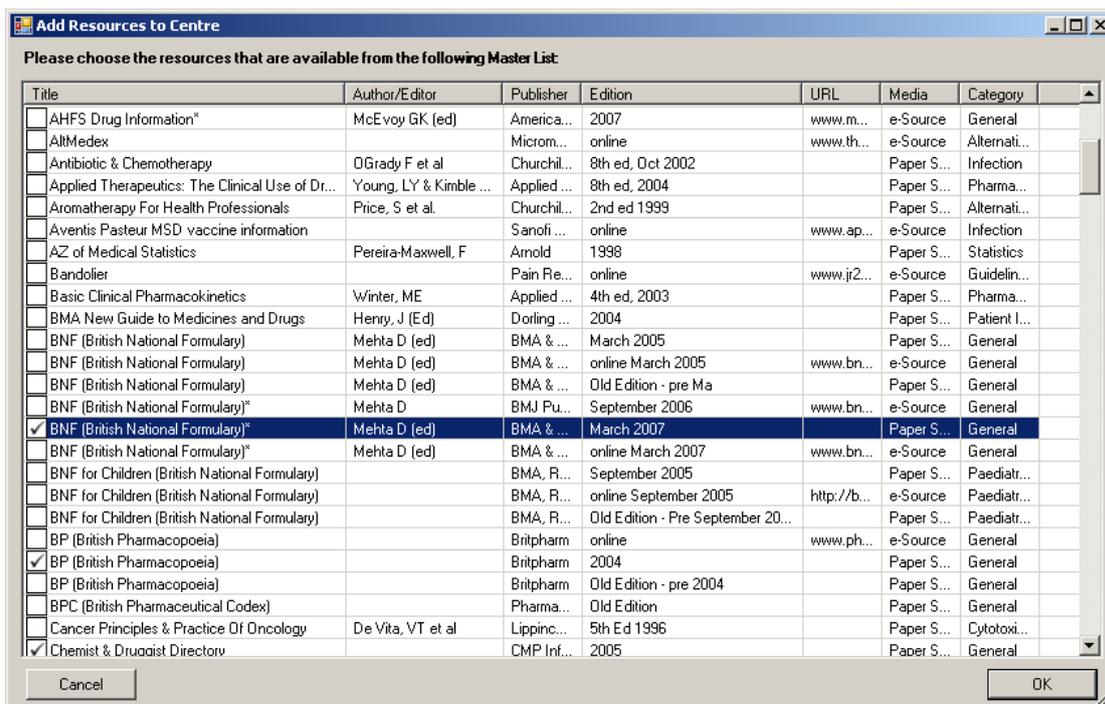


Fig 3.

Note that new or modified sources that you transferred from the www.midatabank.info website appear with an asterisk.

Choose the sources that you have available at your centre, and click the OK button.

Housekeeping for users of MiDatabank Version 1

If you have only ever used MiDatabank Version 2 or 3 at your centre, this section does not apply to you.

If you have used version 1.0, 1.1, 1.2 or 1.3 of MiDatabank then it is inevitable that you will have added resources to your Master List. You may also have made minor modifications to existing resources, for example to change a URL for a web-based resource.

Many of the resources that you added in Version 1 of Midatabank (e.g. the 2007 edition of the BNF) are now replaced by the corresponding title obtained by the update mechanism (see Fig 1 above). As such they should be un-checked from the list of sources available at your centre (Fig 3 above), and replaced by the corresponding title with an asterisk. For most centres, there will be about a dozen or so of these duplicates to replace, so this will be a straightforward job to accomplish.

With regard to resources that you modified using version 1, this should also be a straightforward task: If you have been keeping up-to-date with resources, when you click the 'Check for Resource Updates' button to obtain the latest listing from www.midatabank.info (see Fig 1), then the list of Existing Resources with updates pending will be empty, or contain just a few items – each of which should consist of one or two minor modifications, such as for the NeLH example shown in Figure 1, which shows just a name change of the title and a

change in the URL. In other words, there should only be one or two of the red 'update pending' labels visible for each of the items listed under 'Existing Resources'. If you find that this is not the case, please click here for the Problem Solving Guide.

Problem Solving Guide

Scenario 1

One example of a problem is shown below in Figure A. In terms of potential problems this represents the worse case scenario. However, even if you find yourself in this position, the situation can be remedied.

In addition to this Problem Solving Guide, you also have access to the CoAcS Helpdesk on 01225 731329 for further advice.

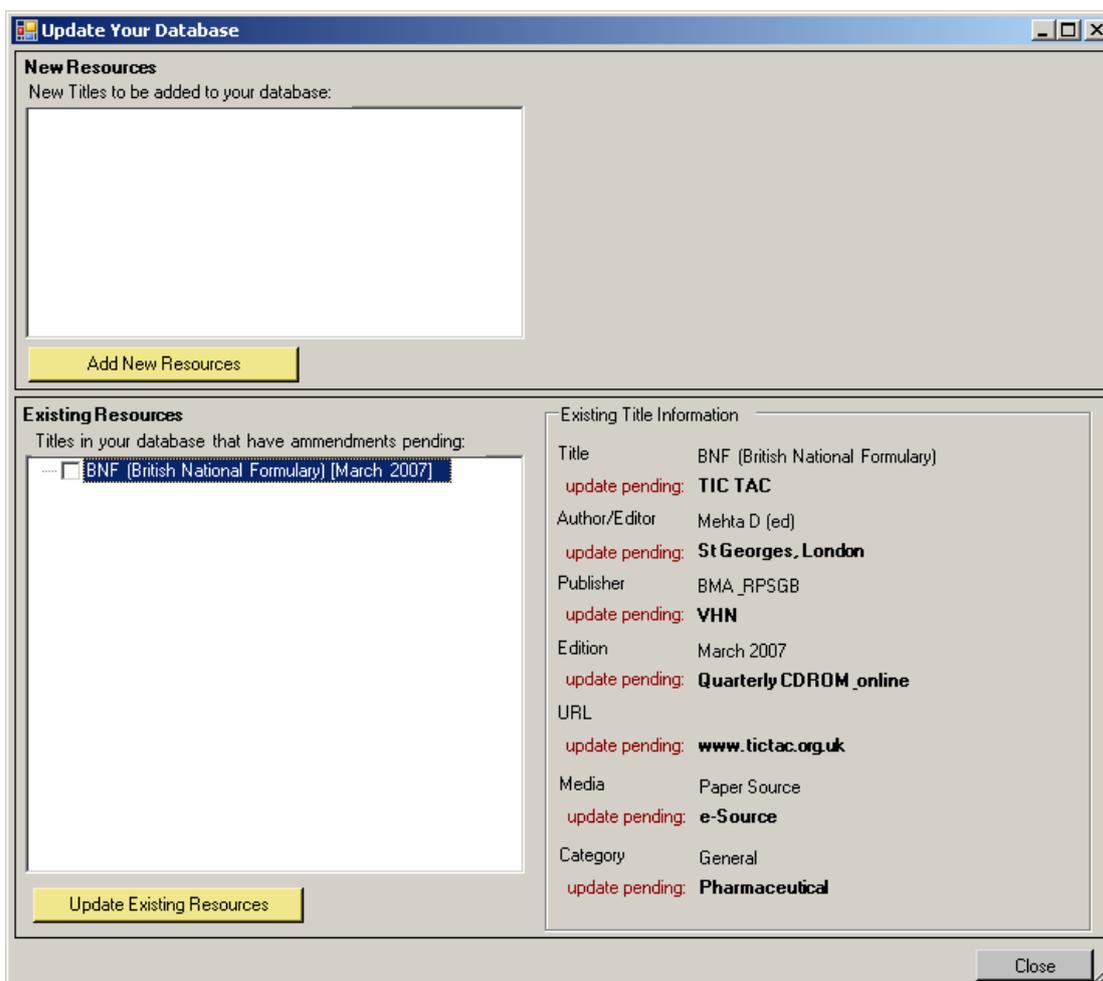


Fig A.

In this example, every field of the existing resource has an update pending. What has happened here is that previously the entry for TIC TAC was edited to represent the latest edition of BNF. The update service is now trying to restore the original TIC TAC entry. Obviously, on the previous occasion the user should have created a new entry for the new

edition of the BNF rather than modifying an existing resource. As it stands, BNF is impersonating TIC TAC.

In this particular scenario, if you choose to update this particular resource, then any in-progress enquiries that use the BNF will show as TIC TAC. Archived enquiries will not be affected no matter what you do.

There are a couple of ways to resolve this scenario:

Solution 1

1. Click the Close button without updating existing resources
2. In the Enquiry Manager, finish any in-progress enquiries for which you have used the bogus edition of the BNF.
3. Return to the Update dialog (Fig A), and choose to update the bogus edition of the BNF to TIC TAC

Solution 2

1. Check the box next to BNF in Fig A, and click the yellow button to 'Update Existing Resources'
2. In the Enquiry Manager, for each enquiry that uses the bogus BNF (TIC TAC):
 - a) copy any research that uses the bogus BNF (ie TIC TAC) to Microsoft Word
 - b) Add a new research item using the actual edition of BNF.
 - c) Paste from Microsoft Word to the new research item

Scenario 2

The scenario shown in Figure B below, shows a situation where the BNF from March 2005 was previously modified so that it became the March 2007 edition. The correct course of action should have been to create a new resource for the March 2007 edition of the BNF, completely separate from the March 2005 edition.

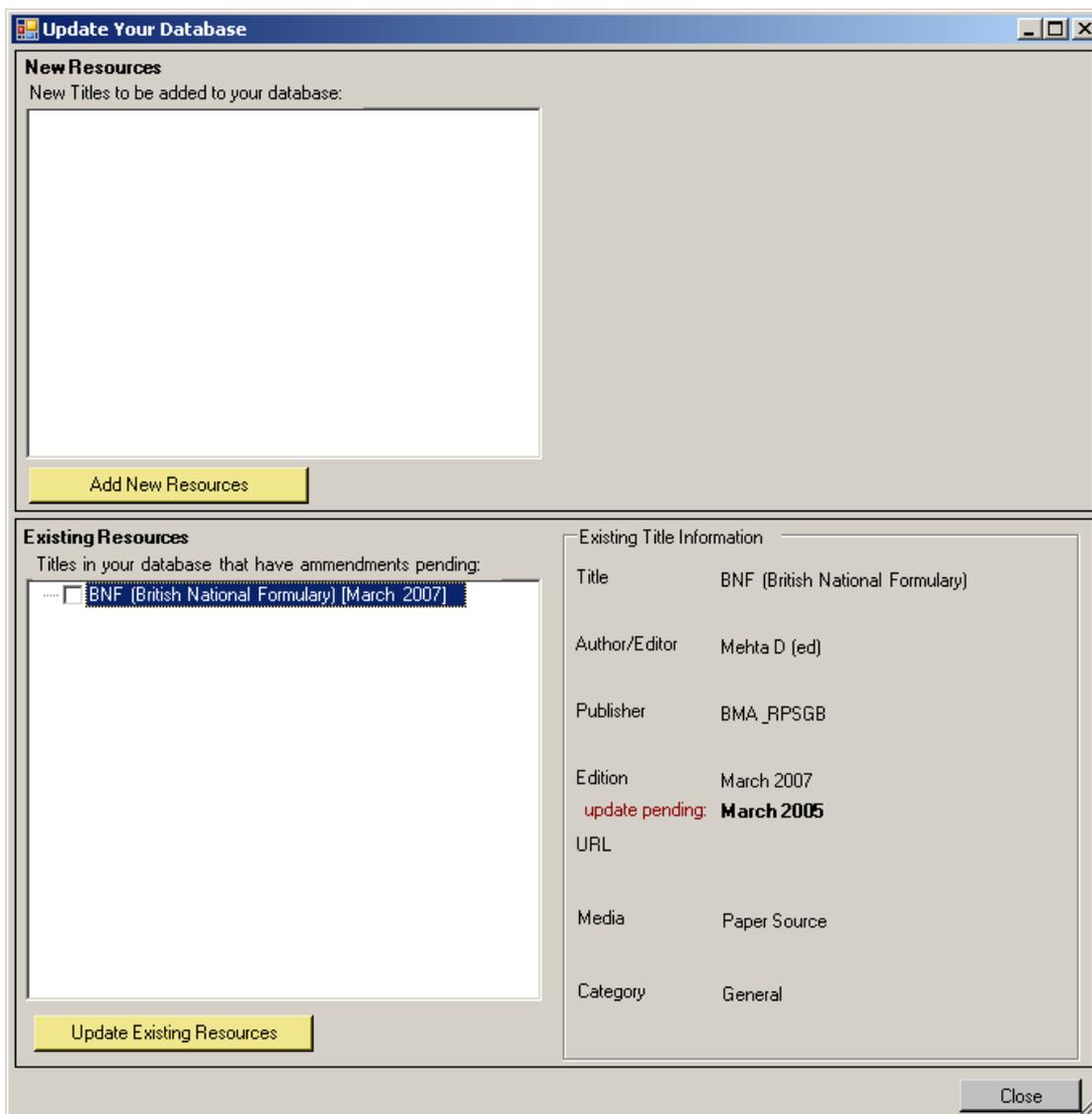


Fig B.

It is accepted that this type of scenario will be more common than Scenario 1 above. However, the solutions are the same:

Solution 1

1. Click the ‘Close’ button without updating existing resources
2. In the Enquiry Manager, finish any in-progress enquiries for which you have used the bogus edition of March 2007 BNF.
3. Return to the Update dialog (Fig B), and choose ‘Update Existing Resources’ to update the bogus edition of the March 2007 BNF to March 2005 BNF

Solution 2

1. Check the box next to BNF March 2007 in Fig B, and click the yellow button to ‘Update Existing Resources’
2. In the Enquiry Manager, for each enquiry that uses the bogus BNF March 2007 (which will now be showing as BNF March 2005):

- a) copy any research that uses the BNF March 2005 to Microsoft Word
- b) Add a new research item using BNF March 2007
- c) Paste from Microsoft Word to the new research item