

QUOSA Information Manager and Virtual Library

Quosa is an article and pdf managing system characterized by rapid and automated article retrieval, available to the Hopkins community through the Welch Library.

1. **Download and install to a Hopkins computer** (Hopkins IP address) through the Welch Center library:

http://www.welch.jhu.edu/eresources/eresources_alpha.cfm?title=Q#databases

2. **Quosa information manager interface: 3 panels**

- A. **Browser panel:** searches in Pubmed and other databases (e.g. Google scholar). Main panel when opening Quosa. Works exactly the same as Pubmed. Searches can be as complicated as needed, including those for systematic reviews (note: only 500 articles per search can be retrieved, date limits may be needed).

To change the native interface (e.g. from Pubmed to Google scholar), go to "Channel" in the top grey menu bar.

To automatically download articles from the search (a) click selected articles or enter the number of articles you wish to retrieve from the search (maximum of 500) in the purple menu bar, (b) specify if you want to retrieve the articles in PDF format and (c) click Σ and wait until downloading is complete (from seconds to minutes depending on the number of articles).

- B. **Results panel:** retrieves and presents the articles selected, organized in a table format that can be ordered by type document (PDF, medline abstract, html format), authors, title, source, publication date, etc. Results of a search can be moved to the "Article organizer panel" (see below) and permanently stored in an organized and easy to access manner.
- C. **Article Organizer panel:** organizes search history, stored articles, and the virtual library.

My searches: automatically keeps tracks of the searches conducted by date. As time passes, searches are compiled. Save any valuable search to "My folders".

My folders: very useful way of organizing key searches and articles. Folders and subfolders can be added to store articles from the searches. The investigator names the folders and subfolders. Advantages include (a) automatic elimination of duplicates if additional articles are added to the folder; (b) articles are not copied in multiple copies even if saved in multiple folders in Quosa, but just a pointer to one copy in the Quosa archives, saving space; (c) export articles to any other folder in the computer in an organized manner with all the articles saved using a common format name. (d) Exports references automatically to Reference manager, Endnote and Refworks.

To export articles from a folder: select articles > right mouse bottom > click "Save selected articles to Windows folder" > add/browse pathway for destination folder >

select format for articles file naming (default is "first author_publication year_journal abbreviation.pdf")

To automatically export references into Reference Manager and Endnote: select articles > File > Export to Refman, Endnote, etc. > Follow steps to save in the Reference manager / Endnote database of interest. [To select your default reference manager system, go to Settings > Citation Manager > Select Citation Manager.]

3. Reading and editing articles in QUOSA

Click on any particular article in *My Searches* or *My Folders* on the *Results panel*. The PDF opens up in the *Browser panel*. It is possible to add comments and edits to the PDF by clicking the icon "Open shown article in editor" in the purple menu (IMPORTANT: Advance view must be on. Use the toggle button above the results pane on the right). If comments and edits are saved, they will be permanently saved in the PDF in Quosa.

4. QUOSA Virtual Library

A virtual library is available for Welch Center faculty, students and staff to share articles and searches. It can be accessed through the Quosa interface and through a web browser.

Anybody with a Hopkins IP address joining Quosa through the Welch Library can have access to the Welch Center Virtual Library. The library has different levels of permissions for individuals with access to the library:

- Administrators (Ana Navas-Acien and Josef Coresh, others can be added): Add and delete libraries and designate access rights to users.
- Members: post articles / pdfs in the Virtual library, and search, retrieve, delete, etc.
- Curators: members who can decide format of documents (pdf vs. html for copyright compliance)
- Reviewers: can retrieve and search but not post or delete.

The default user status to the Welch Center virtual library is "none". To be changed to "members / reviewers / curators", contact an administrator.

To access the virtual library through the web browser, go to:
<http://hostedvl104.quosavl.com/vlconsole/>

Enter email address and password used after downloading Quosa into your computer.

Any person who is not registered with Quosa can view the virtual library content through the web browser with "guest" as email address and leaving the password blank.

Articles in the virtual library can be saved to "My folders" in Quosa as well as to a "Windows folder" in the computer.

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