

BestPractice

bestpractice.bmj.com

Institutional Administrator Guide

BMJ Evidence Centre

Contents

This guide is intended for institutional subscribers to *Best Practice*. It will provide you with the information you need to ensure your subscription is set up correctly, and to enable you to make the most of the features available to institutional subscribers.

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Best Practice administrative account

An administrative account will enable you to access and set up the institutional features of *Best Practice*. To set up an account please contact BMJ Group customer services providing the full name and email address of the institutional administrator.

An account will then be created using the provided email address and with a default password, which can be updated after first login.

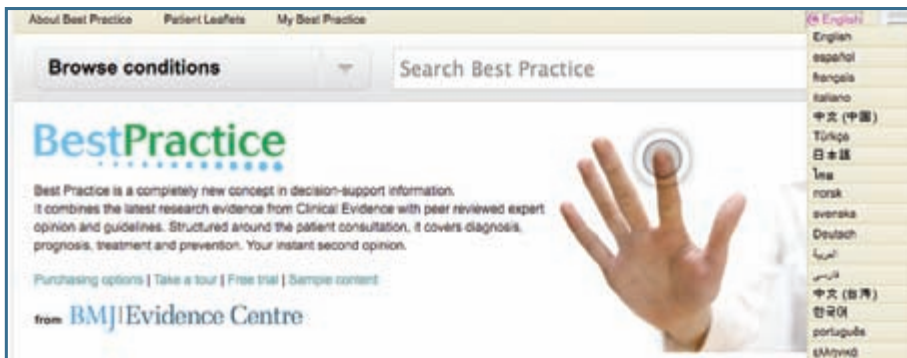
Signing in to 'My Best Practice' using this account will then allow access to customisation features via the 'My Institution' link.

The image displays two screenshots of the Best Practice website interface. The top screenshot shows the 'Sign in' form with a blue arrow pointing to the 'Sign in' button and the text "Sign in to administer your account". The bottom screenshot shows the 'My Institution' link highlighted in the top navigation bar with a blue arrow pointing to it and the text "Access customisation features".

Navigation language

The main navigation elements within *Best Practice* can be customised to any one of seventeen different languages. By default *Best Practice* will use the language setting of the user's browser. Alternatively users can simply select their preferred navigation language from the top right of any page.

Languages available are: Arabic, Chinese (Simplified), Chinese (Traditional), English, Farsi, French, German, Greek, Italian, Japanese, Korean, Norwegian, Portuguese, Spanish, Swedish, Thai, Turkish.



IP range access and OpenURL configuration

IP range access

IP range access is the preferred method of providing institutional access to *Best Practice*, and is required for additional functionality such as roaming access. IP access will be set up when you first subscribe.

Any changes to the required IP range should be communicated to BMJ Group customer services.

Athens authentication

Institutional subscribers are able to access *Best Practice* via Athens authentication.

Open URL configuration

Best Practice supports OpenURL linking in order that you can control the destination of reference links that your users may follow.

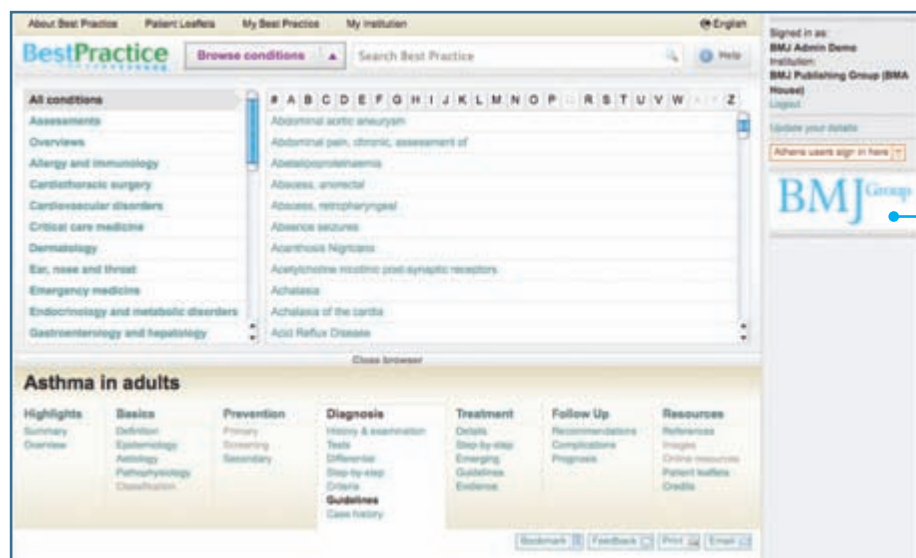
To configure OpenURL linking, the institution's administrator should contact customer services with the following information:

- Base URL of your link resolver, to act as the prefix for any OpenURLs we construct
- Text that you would like to be displayed to your users e.g. "Access at Hope College"
- URL for the logo that you would like to be displayed to your users



Institutional branding

You can link your institutional logo to *Best Practice* to be displayed to anyone accessing from within your institution. Simply provide customer services with a URL link to a hosted image, preferably in GIF format and no more than 160 pixels in width and no more than 25kb file size.



Institutional logo example

Usage statistics

Institutional subscribers can receive COUNTER compliant usage statistics. Included in the report is information on user sessions, page impressions, usage by section, frequently used search terms and most used monographs.

Usage statistics can be provided monthly on request. Please request these from consortiasales@bmjgroup.com. From September 2009 customers will have the ability to download usage statistics through a self service portal.

BMJ Group			
Customer BP			
Customer Data		Value	
Customer Name	Your Institution Name		
Customer ID	your customer ID		
Page Impressions			
Year and Month	February 2009	March 2009	
Page Impressions	2,309	1,313	
Sessions			
Year and Month	February 2009	March 2009	
Sessions	285	240	
Condition Sections			
Year and Month	2009 02	2009 03	
	Section	Section	Requests
	highlights		
	basics		
	prevention		
	diagnosis		
	treatment		
	follow-up		
	resources		
Assessment Sections			
Year and Month	2009 02		Requests
	Section		
	overview		
	emergencies		
	diagnosis		
	resources		
Evidence			
Year and Month	February 2009	March 2009	
Page Impressions		14	
Click-throughs to Drug database			
Year and Month	February 2009	March 2009	
Drug database click-throughs	3	1	

BMJ Group			
Search Terms - Top 20			
Year and Month	February 2009	March 2009	
	Searches	Searches	Searches
	Spms		
	gastric outlet obstruction	15	anticoagulation metallic valve
	status epilepticus in children	8	cryptosporidiosis meningitis
	agitated patient	7	facial palsy
	rotavirus clinical presentation	7	radiotherapy
	tuberculosis	7	epilepsy
	infertility	6	upper gastrointestinal bleeding
	monitor patient response to a new medication	6	physiotherapy
	disopyramide	6	treatment of hepatic syndrome
	amblyopia	5	adhesive intestinal obstruction
	osteophytes	5	critonia and physiotherapy
	hepatitis	5	ITP
	secondary pulmonary hypertension	5	oral traumatic lacerate
	Aulian	4	trauma acetate
	bloody diarrhoea	4	adhesive intestinal obstruction
	Gram negative bacilli	4	amyloidosis
	empyema	4	arica activity
	peritonsillar postmenopausal bleeding	4	Anticoagulation in metallic valve
	anaemia	3	critonia for physiotherapy
	anesthesia	2	diarrhea
	anesthet	2	epilepsy etiology

Roaming access

Institutional subscribers to *Best Practice* can choose to implement roaming to provide their users with easy off-site access. Roaming access is provided at no extra charge to existing institutional subscribers. To enable roaming access the institutional administrator should contact BMJ Group customer services and request roaming access be enabled for their account.

How roaming access works:

- An individual user who requires roaming access should create a new 'My Best Practice' account, or log into an existing account, whilst within the IP range of the institution (assuming IP authentication for *Best Practice* has been set up), or after being authenticated via a referral URL. This initial process must take place from within the IP range of the institution for the roaming account set up to be successful. For security reasons it is not possible to set up a roaming account from outside of the IP range of the institution.
- The individual 'My Best Practice' account will then automatically be linked to the institutional account, and they will be granted roaming access rights.
- If the user then logs into the 'My Best Practice' account when outside of the IP range of the institution (or not via the referral URL) they will be granted access to *Best Practice*.
- Roaming access rights are based on the institutional subscription - access will be granted for the remaining duration of the institutional subscription, or for six months (whichever is the shorter period). If after six months the user wishes to renew their access they can repeat the first step in this process.

Best Practice Mobile

Best Practice Mobile has been specially optimised for access via any internet-enabled mobile phone, PDA or handheld device. Access to *Best Practice Mobile* is included at no extra charge with a subscription.

Individuals wishing to access *Best Practice Mobile* via their institutional subscription should:

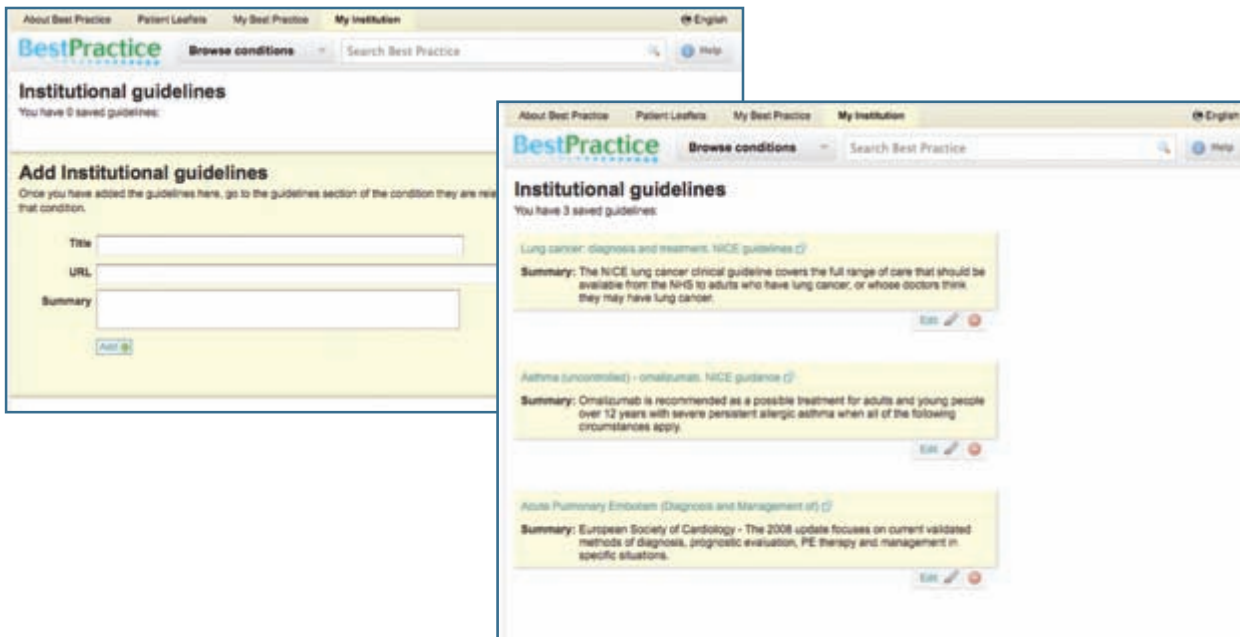
- Create a new 'My Best Practice' account, or log into an existing account, whilst within the IP range of the institution (assuming IP authentication for *Best Practice* has been set up), or after being authenticated via a referral URL. This initial process must take place from within the IP range of the institution for the account set up to be successful. For security reasons it is not possible to set up an account from outside of the IP range of the institution.
- The individual 'My Best Practice' account will then automatically be linked to the institutional account.
- *Best Practice Mobile* access set up in this way is based on the institutional subscription - access will be granted for the remaining duration of the institutional subscription, or for six months (whichever is the shorter period). If after six months the user wishes to renew their access they can repeat the first step in this process.
- The user should visit the *Best Practice Mobile* website at bp.bmjgroup.mobi and log in using their 'My Best Practice' username and password.




Institutional guidelines

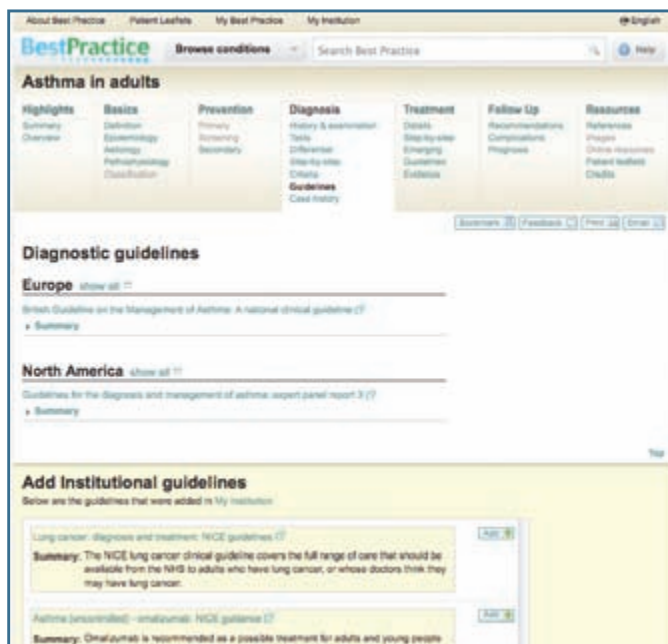
Institutional customers of *Best Practice* have the ability to upload links to additional guidelines and make them available to users from within their institution. These could be relevant national, regional, or preferred institutional guidelines on diagnosis or treatment protocols.

- Log in to the institutional administrator account and click on the 'My Institution' link
- Under 'Add Institutional guidelines' you can input:
 - The title of the guideline to be linked to
 - The URL of the guideline (this could be a link to a website, a document hosted online, or on an intranet for example)
 - Summary text describing the guideline
- Click 'Add' - the 'My Institution' page will list all guideline links that have been uploaded



You can then link individual guidelines to the Diagnosis or Treatment Guidelines sections of specific articles within *Best Practice*:

- Whilst logged in with an administrative account navigate to the Diagnosis or Treatment Guidelines section of the relevant article
- The full list of uploaded guideline links will be listed underneath the guidelines included by the *Best Practice* editorial team
- Click 'Add' to link an institutional guideline to the Guideline page of the *Best Practice* article (or  to remove any previously linked guidelines from that page)
- Any authenticated institutional user accessing the Guidelines page will see the institutional guidelines alongside international guidelines included by default in *Best Practice*
- Note that there is a limit of three additional institutional guideline links per article



The screenshot displays the 'Best Practice' website interface for the article 'Asthma in adults'. The page features a navigation menu at the top with options like 'About Best Practice', 'Patient Leaflets', 'My Best Practice', and 'My Institution'. The main content area is organized into several columns: 'Highlights', 'Basics', 'Prevention', 'Diagnosis', 'Treatment', 'Follow Up', and 'Resources'. Below this, there are sections for 'Diagnostic guidelines' for 'Europe' and 'North America', each with a 'Summary' link. At the bottom, the 'Add Institutional guidelines' section lists two additional guidelines: 'Lung cancer: diagnosis and treatment: NICE guidelines' and 'Asthma (noncorticosteroid)-inhalation: NICE guideline', each with a 'Add' button.

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