

USER GUIDE:

VOCEDplus search results





About this guide

The aim of this guide is to provide information about and guidance in working with VOCEDplus search results. It covers:

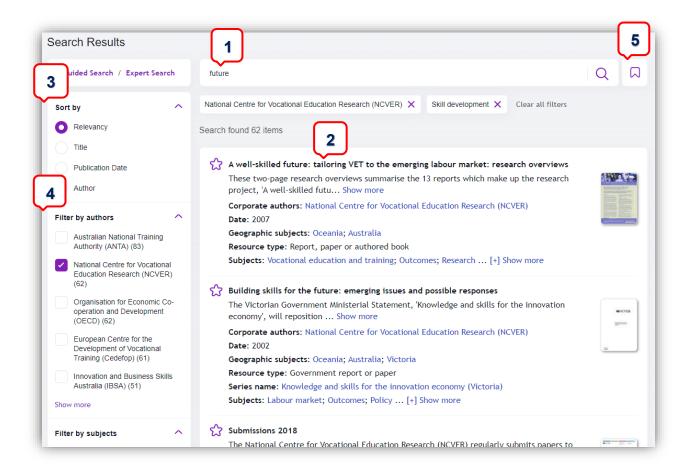
•	Search results	2
	Current search details	3
	Records in brief	3
	'Sort by' options	4
	'Filter by' options	4
	Save search option	7
•	Full record	. 11
	Accessing the full text	. 14
•	My Selection tool	. 18
•	Get Citation tool	. 20
	Citation only	. 22
	Full record	. 22
	EndNote	. 23
•	Create a user profile and login	. 24



Search results

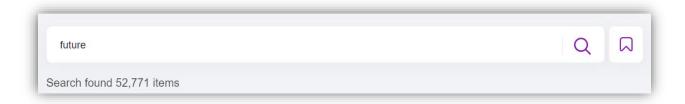
The search results page displays:

- 1. Details of your current search
- 2. Records in brief
- 3. 'Sort by' options
- 4. 'Filter by' options.
- 5. Save search option





1. Current search details



The current search bar displays:

- your current search term(s) used
- the number of items retrieved by the search.

2. Records in brief

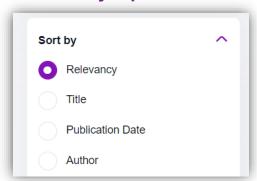
Each record displays:

- the title which is hyperlinked to the full record
- the beginning of the abstract with a 'Show more' link to see the complete abstract
- selected fields including the authors, date published and subjects
- the clickable 'My Selection' star icon to the left of the title which allows you to add selected items to the 'My selection' page.





3. 'Sort by' options



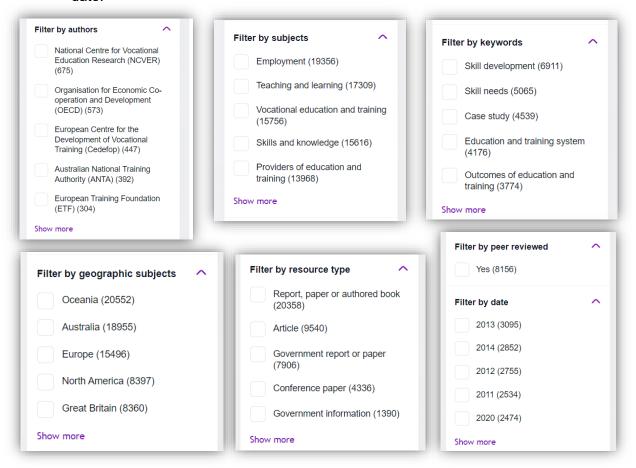
By default, items on the search results page are displayed in order of relevance. The 'Sort by' box also allows search results to be sorted by:

• title; publication date; and author (clicking on the == icon to the right of title, publication date, or author options sorts results in reverse order).

4. 'Filter by' options

The 'Filter by' boxes allow search results to be narrowed to retrieve very specific items. Search results can be filtered by:

 authors, subjects, keywords, geographic subjects, resource type, peer reviewed, and date





- Each filter type displays up to five terms. These are the top five terms within the search results. A maximum of 20 terms can be viewed by clicking on the 'Show more' link in each filter box.
- The number in brackets against each term indicates the number of items that will be retrieved if the search is filtered by that term.

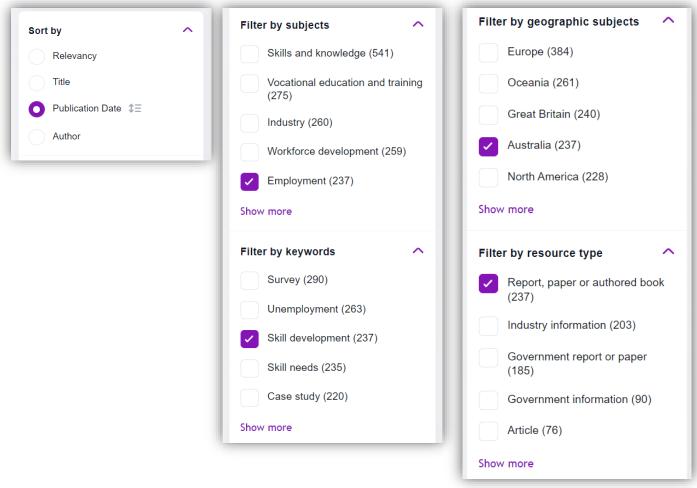
Filter by subjects
Employment (19356)
Teaching and learning (17309)
Vocational education and training (15756)
Skills and knowledge (15616)
Providers of education and training (13968)
Show more

Filter by subjects	^
Employment (19356)	- 1
Teaching and learning (17	309)
Vocational education and to (15756)	training
Skills and knowledge (156	16)
Providers of education and training (13968)	d
Outcomes (13652)	
Research (12918)	- 1
Policy (10368)	- 1
Workforce development (1	0366)
Industry (10206)	- 1
Participation (9325)	
Governance (8908)	
Higher education (8708)	
Students (7876)	
Labour market (7829)	
Equity (5935)	
Youth (5542)	
Management (5223)	
Technology (4988)	
Finance (4490)	
Show less	



Example

1. The initial search for "future" retrieved 52,771 items. To narrow the search to include only items on the **subject** of 'Employment'; **keyword** of 'Skill development'; **geographic subject** of 'Australia'; **resource type** of 'Report, paper or authored book'; with the latest publication first, select the relevant filters:



The search now retrieves 237 items:



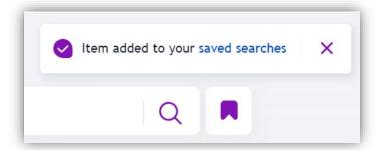
2. To remove a filter, simply click on the cross next to the filter or to clear them all, click on 'Clear all filters'.

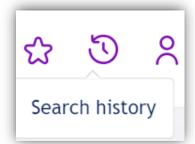


5. Save search option

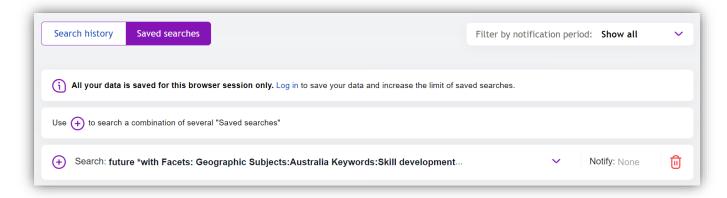
You have the option to save your search (and any applied filters), by clicking on the 'save search' button next to the search bar:

Once the saved search button has been applied, you can click on 'saved searches' to go to that page (you can also click on the 'Search history' button at the top of the page to view your search history and any saved searches).





Saved searches



From here, you can combine saved searches to further refine your search.

NOTE: To save multiple searches, you must be logged into VOCEDplus with your VOCEDplus 'My profile'. See the section below **Create a user profile and login** for instructions on how to do this.

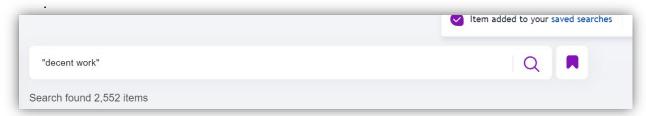
Combining a search example

 To create another saved search, click on the VOCEDplus logo at the top left of the screen to go back to the home page and type in another search term in the search bar.

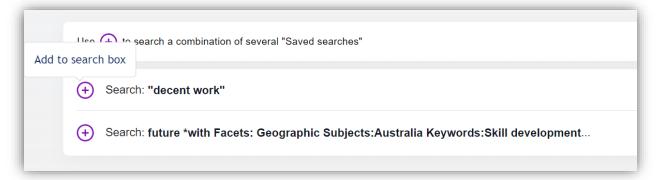




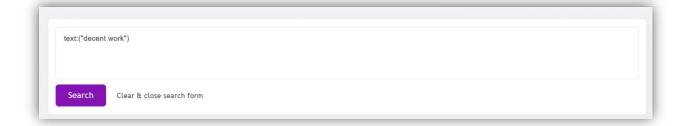
2. For example, type in "decent work" in double quotation marks to search for the whole phrase, and click on the Search button. 2,552 results are found. Click on the Save search button to the right of the search bar and click on the 'saved searches' link



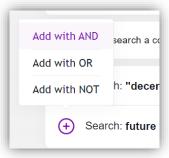
3. The saved searches will be listed on the Saved searches page. To combine the searches, click on the add (+) button to the left of the first saved search to add it to the search box:



The search box above the saved searches will appear with the first search added:



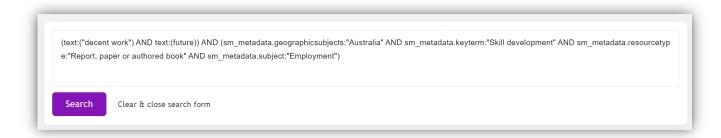
4. Next, hover the mouse curser over the plus (+) button to the left of the second saved search and you will see three BOOLEAN operator options appear:



Choose AND to include both saved search term in the results; choose OR to include either of the saved search terms; choose NOT to include the first search term but not the second.

Choose 'Add with AND' for this example. The search box will populate with the added search terms:

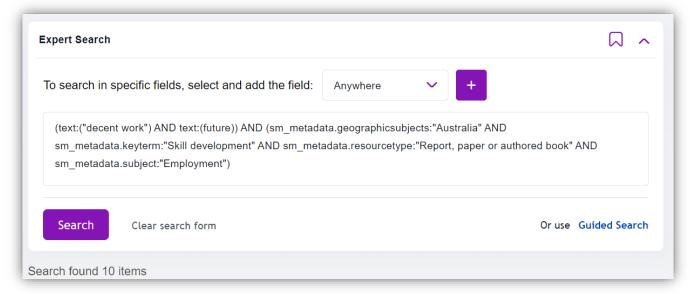




5. Click on the Search button. The combined searches have reduced the search results to 10 items.

TIP: If your search returns too few items, try broadening the search by removing any date limits, adding alternative search terms, or searching in 'all fields'.

The full query can be viewed by selecting the down arrow to the right of the Expert search box:



TIP: To discover more about Expert search, and for more searching tips, view the 'Searching VOCEDplus' user guide on the <u>Help page</u>.

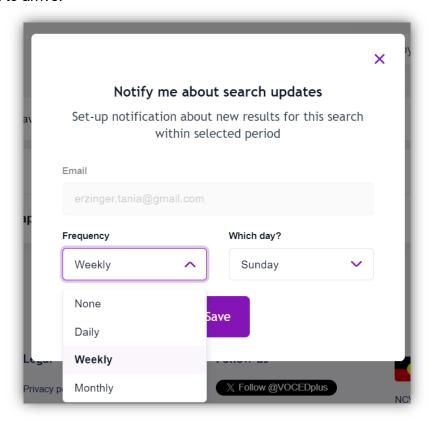
Notification for search updates

When you have created a VOCEDplus profile (see the **Create a user profile and login** section below for instructions) and you have saved searches, you can set up a notification for updates of these searches i.e. you will be emailed when new items are added to VOCEDplus that fit your search terms. To do this, click on the 'None' link to the right of your search and complete the pop-up form that appears.





Add your email address and choose how often you want to be notified from the 'Frequency' drop-down menu. If you select weekly, you can also specify which day of the week you would like the email to arrive:



To remove a saved search, click on the red rubbish bin button to the right of the saved search:

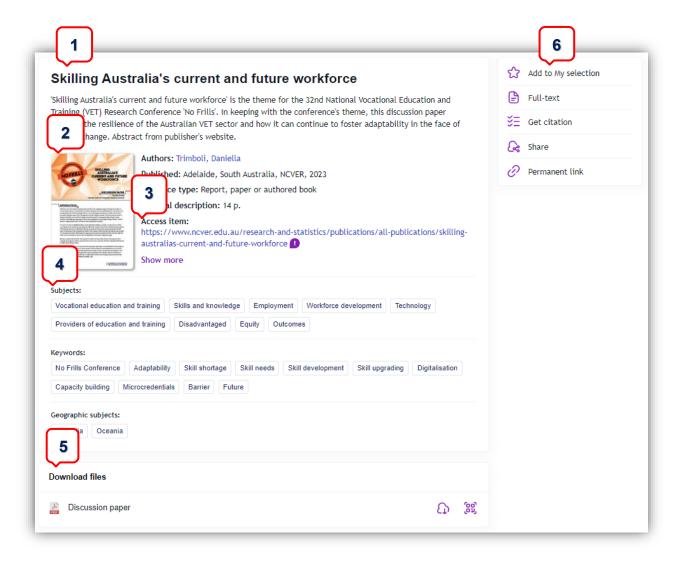




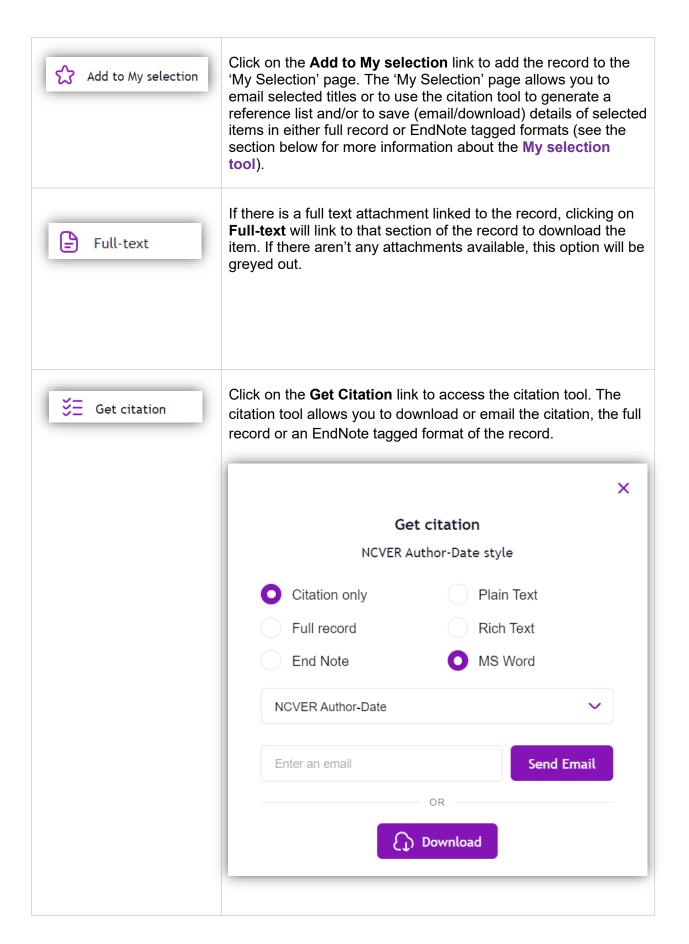
Full record

The full record provides detailed information about the item, including:

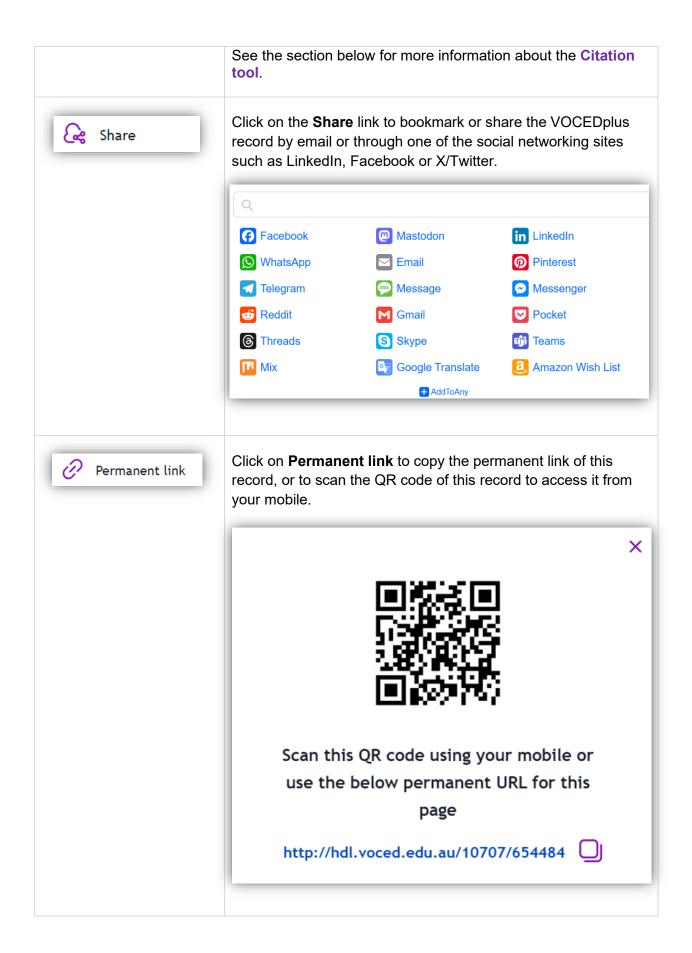
- 1. The title and abstract
- 2. A thumbnail of the item plus the author(s) (hyperlinked to view other items in VOCEDplus by the author(s)); publication and physical description details; and further details that can be viewed by clicking on 'Show more'
- 3. Links to the full text or information about accessing the full text
- 4. Subjects, keywords, and geographical subjects associated with the record
- 5. Full text files (if available) to download
- 6. Options on the right of the screen include allowing you to add the item to a selection list; get a citation of the item; share the item record over several platforms; and copy the permanent link to the record.













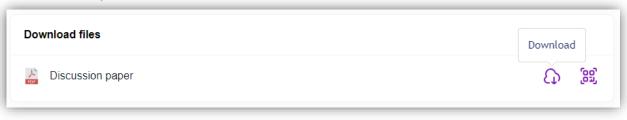
Accessing the full text

There are up to four options for accessing the full text of documents:

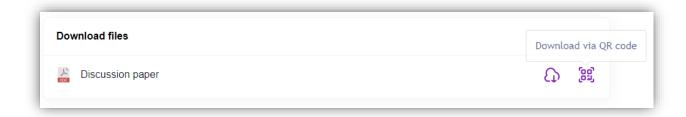
1. If the item is **freely available online**, a link to the document is provided. This may be to the direct download of the document or a link to the landing page from which the item can be downloaded:



2. At the bottom of the full record page, the **Download Files** section displays the item(s) that are available in the repository. Access to the item(s) is provided by two methods: downloading of the full text file:



and downloading it to a mobile device using a QR code:







Good to know: If you come across a broken link or have difficulties accessing the full text, click on the report a broken link button next to the link:

nesource types oournut

Access item:

https://www.dvv-international.de/en/adult-education-and-development/



Report a broken link

Or contact the VOCEDplus team at voced@ncver.edu.au. We may be able to provide you with a copy of the document.

3. The 'Request from NCVER' link on the full record opens the Document delivery form. Older items and articles from subscription-based journals are not available online. You can request a copy of the item using our document delivery service. We provide electronic copies of items where we are able to do so without breaching copyright. We also provide loans of items within Australia, but you may be asked to contact your local or institutional library to arrange an inter-library loan; exceptions may be negotiated if necessary.

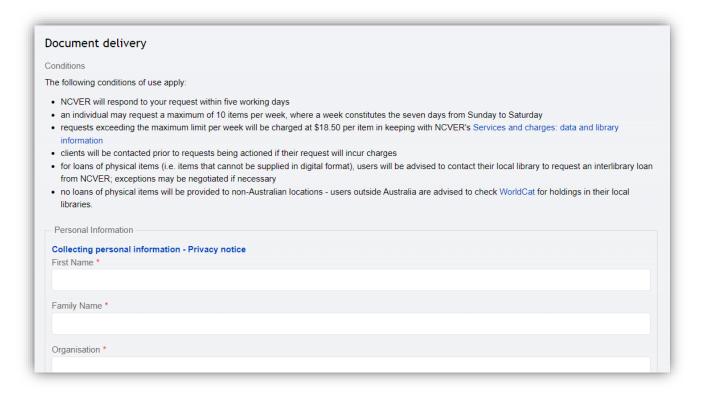
Click on the 'Request from NCVER' link to access the document delivery form requesting a copy of the item.

Access item:

Request Item from NCVER

You must enter your personal information in all fields marked with a red asterisk (*) on the **Document delivery** form:



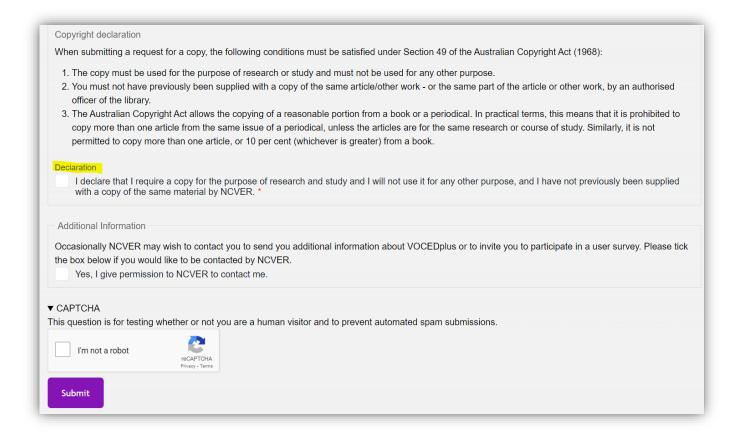


Good to know: If you are logged in, your personal details will automatically be added to the form.

The 'Details of item being requested' section will be pre-filled when the Document delivery form is accessed through the 'Request from NCVER' link on the full record:

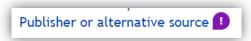


Before submitting a request, you must read and check the Declaration box regarding copyright conditions:



Good to know: The document delivery service is free for up to 10 items per week.

4. Access to the item is through a request to purchase from the **publisher or alternative source**. Clicking on this link will take you to the publisher's website where you can request to purchase a copy of the item from them.





My Selection tool

The **My Selection** tool allows you to add records from one or more searches and display them on one page where you can either email the list of hyperlinked titles or use the citation tool to email or download a formatted reference list, the full records of the selected items, or an EndNote tagged format.

To add an item from a search results list to My selection, click on the purple star next to the title.



When viewing a full record, you can add the item to your 'My selection' list by clicking on the 'Add to My selection' link to the right of the title:



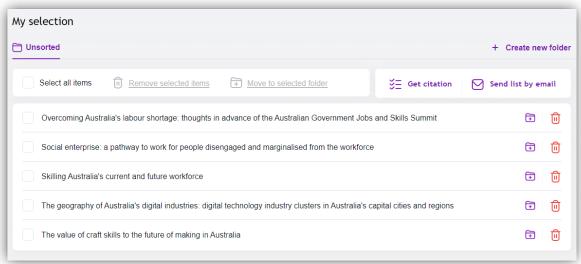
Once you have finished selecting the items, click on the 'My selection' star at the top right of the screen (you will notice that a number now appears next to the star indicating how many items have been added):





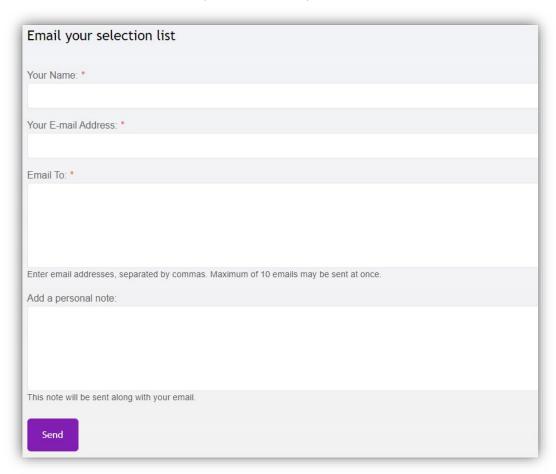
The My selection page will show the items selected with the option to **Send the list by email**; to **Get citation** of the items; and to remove items from the list by clicking on the red rubbish

bin:



Send the list by email

To send this to yourself or others via email, click on the **Send list by email** link, and fill out the 'Email your selection list' form. Fields with a red asterisk [*] next to them must be completed. To send the list to multiple emails (maximum of 10), separate the emails with commas.





The email will contain hyperlinks to the items in VOCEDplus:

Tania's selection from VOCEDplus ➤ Inbox ×				
VOCEDplus, the international tertiary education and research database <voced@ncver.edu.au> to me ▼</voced@ncver.edu.au>				
Hello,				
Tania< > thought you might be interested in this list of content from VOCEDplus.				
Message from Tania: .				
Here is the list:				
 The value of craft skills to the future of making in Australia The geography of Australia's digital industries: digital technology industry clusters in Australia's capital cities and regions Skilling Australia's current and future workforce Social enterprise: a pathway to work for people disengaged and marginalised from the workforce Overcoming Australia's labour shortage: thoughts in advance of the Australian Government Jobs and Skills Summit 				
Disclaimer				
The information contained in this email message and any attached files may be confidential information, and may also be the subject of legal professional privilege. If you by contacting NCVER on +61 8 8230 8400 during business hours (8:45am - 5pm Adelaide time) and delete all copies of this transmission together with any attachments.				

Get citation

The **Get citation** tool allows you to create citations in various formats and outputs of all the items in your list. See the **Get citation tool** section below for details.

Creating folders

To create folders for your lists, you must login to VOCEDplus with your user profile. Once you have logged in, the **Create new folder** and the **Move to folder** options will become available to use:

See the **Create a user profile and login** section below for instructions.

Good to know: Depending on how cookies are set on your browser, items added to 'My Selection' may be session based (therefore deleted once a session is finished) or retained until the cookies are deleted. It is best practice to create a VOCEDplus profile and login to save your selections for future use. See the Create a user profile and login section below for steps on how to do this.

+ Create new folder

⊕ 🗓

Send list by email Move to folder



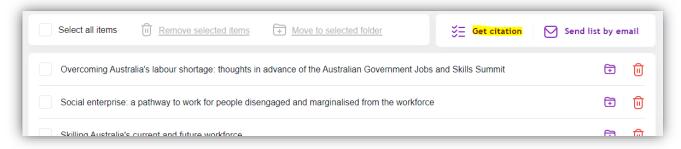
Get Citation tool

The 'Get Citation' tool is accessible from (1) the full record and (2) 'My Selection' pages:

1.

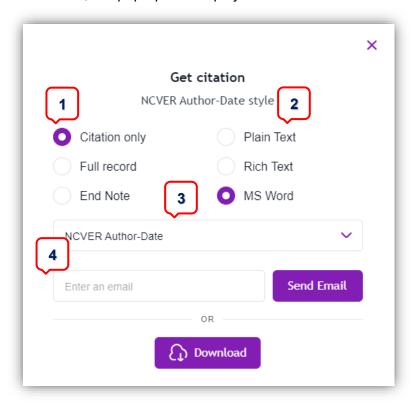


2.



You can create an individual reference from the full record page or a reference list from the 'My Selection' page. When you click on 'Get Citation', the pop-up box displays with:

- Citation format options: Citation only, Full record or EndNote
- 2. Document format options: Plain Text, Rich Text or MS Word
- Citation style options: NCVER
 Author-Date, Chicago or
 (Modern Language Association)
 MLA
- 4. Citation delivery options: email or download.





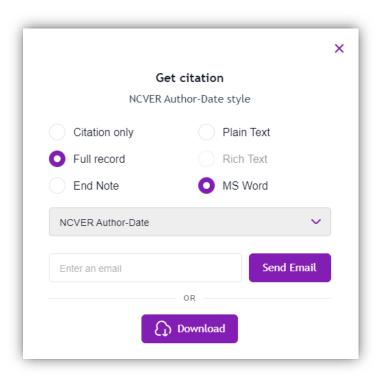
Citation only

Click on 'Get Citation' then select Citation only, select the citation style desired (NCVER Author-Date, Chicago or MLA), and then select the format option: Rich Text and MS Word will both default to open with Microsoft Word, while Plain text will default to open in Notepad or similar plain text software. Click on 'Download' to either open or save the file. Or if you wish to email the citation, select your preferred format and instead of downloading it, enter the email address and then click on 'Send Email':

Note: if you don't receive an email you may have entered your email address incorrectly.

Full record

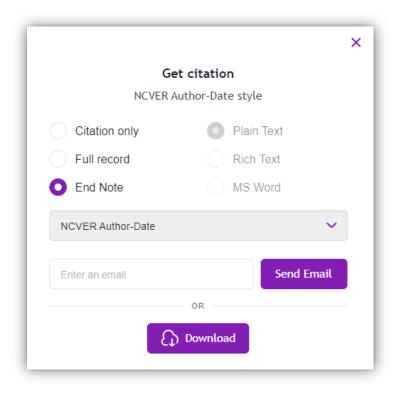
The Full record option allows you to download or email the full record either as Plain Text or MS Word:





EndNote

This option provides a tagged format of all selected records to enable them to be imported into EndNote. The EndNote citations can either be emailed or downloaded:



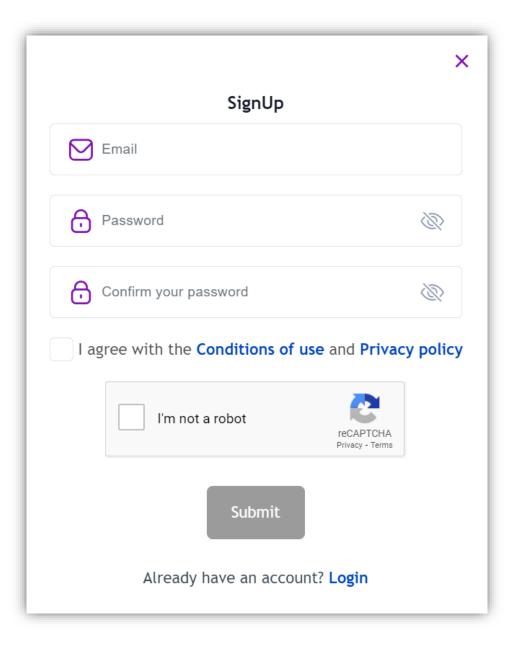


Create a user profile and login

With this feature you can create a VOCEDplus user profile. This allows you to save your search history, your saved searches, saved items and selection lists permanently until you no longer require them.

To create a user profile, click on the **My profile** button at the top right of the screen:

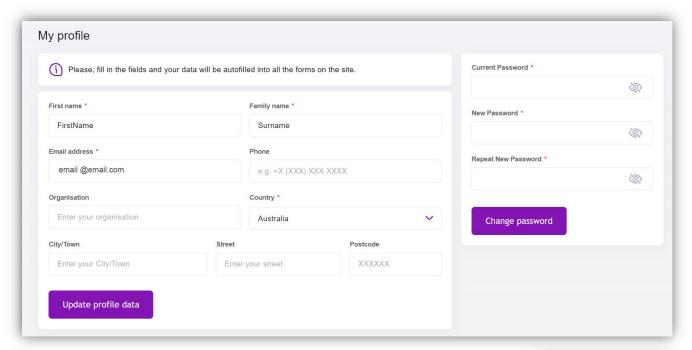
A 'SignUp' pop up box will appear. Type in your email address; create a password and confirm your password; read and agree to the VOCEDplus Conditions of Use and Privacy policy by selecting the checkbox; check the 'I'm not a robot' checkbox and click on the Submit button:



My profile



Update the My profile details if needed on the My profile page (fields with a red asterisk [*] next to them must be completed). You can also change your password here too.



You can log out anytime by clicking on the 'Log out' link underneath the 'My profile' button:

Next time you login, click on the 'My profile' button and fill out your login details when the login pop-up box appears:

