

## Managing Resources at your Centre

Managing MiDatabank resources at your centre comprises two steps:

- 1. Keeping the master list up-to-date
- 2. Updating the resources available at your centre

## Step 1 - Keeping the master list up-to-date

The first step is explained in more detail in the document 'Keeping your Resources Master List up-to-date'. However, in essence it simply comprises of obtaining updates from the core listing by clicking the button 'Check for Resource Updates...' as shown below.

Note that the 'Sources Master List' is found in top-layer of tabs of the MiAdmin application, which indicates that this is global data pertinent to all centres in your database.

📗 MiDatabank Administration v3 (Super User)									۱×
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Centres Organisations Individuals Key	/words	ister List 🗸 MI Ca	ategories	Master Lis	st				
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Title	Author/Editor	Publisher	Edition	URL	Reference	Collective Title	Core	Active	
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Acute Pain Management: A practical guide	Macintyre PE an	Saunders	3rd e		ISBN-10:	Acute Pain	True	True	
ADIS Journals		ADIS	online	WWW		ADIS Journals	True	True	
ADIS R & D Insight		ADIS	online	http:/		ADIS R & D I	True	True	
Administering Medicines through Enteral		Belfast Roy	2nd,			Administerin	True	True	
Adverse Drug Reactions	Lee, A	Pharmaceu	2nd,			Adverse Dru	True	True	
AHFS Drug Information		American S	2009			American So	True	True	
AHFS Drug Information	McEvoy GK	American S	2008		ISBN: 15	American So	True	True	
AHFS Drug Information	McEvoy GK (ed)	American S	2004			American So	True	False	
AHFS Drug Information	McEvoy GK (ed)	American S	online	www		American So	True	True	
AHFS Drug Information	McEvoy GK (ed)	American S	2007			American So	True	False	
AHFS Drug Information	McEvoy GK (ed)	American S	online	www		American So	True	True	
All Wales Medicines Strategy Group				www		All Wales Me	True	True	
AltMedex		Micromedex	online	www		AltMedex	True	True	
Antibiotic & Chemotherapy	OGrady F et al	Churchill Liv	8th e			Antibiotic &	True	True	
Applied Therapeutics: the Clinical Use of	Koda-Kimble MA	Lippincott,	9th e		ISBN: 07	Applied Ther	True	True	
Applied Therapeutics: The Clinical Use of	Young, LY & Kim	Applied The	8th e			Applied Ther	True	False	
Aromatherapy for Health Professionals	Price S et al	Churchill Liv	3rd e		ISBN: 04	Aromathera	True	True	
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If the situation arises where you have a specialist source that is not listed, then you can simply add your own. If you believe the source might be useful for other centres, then please contact the helpdesk@coacs.com for possible inclusion on the core listing.

Otherwise, simply add the source to your master list by clicking on the 'New Source ...' button.



## **Step 2 - Updating the resources available at your centre**

Click on the 'Centres' top-layer tab and select your centre in the list on the left-hand side. In the 'Sources' tab, there are two radio-buttons:

- Individual Title
- Collective Title

Please select the 'Individual Tile' radio-button to display a list of the sources that are available at your centre:

Help												
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	ADIS R & D Insight		ADIS	online	http:/	e-So		ADIS				
	AHFS Drug Information	McEvoy GK	American S	2008		Pape	ISBN:	Amer				
	Applied Therapeutics: the Clinical Use of Drugs	Koda-Kimble MA	Lippincott,	9th e		Pape	ISBN:	Appli				
	Bandolier		Pain Relief	online	www	e-So		Band				
	Basic Clinical Pharmacokinetics	Winter, ME	Applied The	4th e		Pape		Basic				
	BMA New Guide to Medicines and Drugs	Henry, J (Ed)	Dorling Kin	2004		Pape		BMA (				
	BNF (British National Formulary)	Martin J et al	BMJ Group	Marc		Pape		BNF				
	BNF for Children		BMJ Group,	2008		Pape	ISBN:	BNF f				
	BNF for Children (British National Formulary)		BMA, RPSG	onlin	http:/	e-So		BNF f				
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	BP (British Pharmacopoeia)		Britpharm	online	www	e-So		BP (B				
	Chemist & Druggist Directory		CMP Inform	2005		Pape		Cherr				
	Clinical Evidence	Godlee, F et al	BMJ Publish	online	http:/	e-So		Clinic				
	Clinical Medicine	Kumar, P & Clark	WB Saunders	5th e		Pape		Clinic				
	Compendium of Data Sheets & SPCs		ABPI	not c		Pape		Comp				
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To update this list, click on the 'Choose from Master List...' button.



This displays all the items from the 'Sources Master List' that you configured in Step 1:

itle	Author/Editor	Publisher	Edition	URL	Reference	Collective Title	Core	
Colleague>						<colleague></colleague>	True	
Industry: Customer Service Dept>						Contact the Manu	True	
Industry: Medical Information Dept>						Contact the Manu	True	
Internet Search>						<internet search=""></internet>	True	
✓ <other book=""></other>						<other book=""></other>	True	
Other E-Source>						<other e-source=""></other>	True	
Other Paper Source>						<0ther Paper Sou	True	
Other Specialist Source>						<other specialist<="" td=""><td>True</td></other>	True	
🖌 <own knowledge=""></own>						<0wn Knowledge>	True	
🖌 <past enquiry=""></past>						<past enquiry=""></past>	True	
Standard Search Pattern>						<standard searc<="" td=""><td>True</td></standard>	True	
Acute Pain Management: A practical guide	Macintyre PE and S	Saunders	3rd ed,		ISBN-10: 070	Acute Pain Mana	True	
ADIS Journals		ADIS	online	www.in		ADIS Journals	True	
🖌 ADIS R & D Insight		ADIS	online	http://bi		ADIS R & D Insight	True	
Administering Medicines through Enteral Feeding T		Belfast	2nd, 2004			Administering Me	True	
Adverse Drug Reactions	Lee, A	Pharma	2nd, 2006			Adverse Drug Re	True	
AHFS Drug Information		America	2009			American Society	True	
AHFS Drug Information	McEvoy GK	America	2008		ISBN: 158528	American Society	True	
AHFS Drug Information	McEvoy GK (ed)	America	2004			American Society	True	
AHFS Drug Information	McEvoy GK (ed)	America	online	www.m		American Society	True	
AHFS Drug Information	McEvoy GK (ed)	America	2007			American Society	True	
AHFS Drug Information	McEvoy GK (ed)	America	online	www.m		American Society	True	
All Wales Medicines Strategy Group				www.w		All Wales Medicin	True	
AltMedex		Microm	online	www.th		AltMedex	True	

It is necessary to check all the items that you use at your centre. This is likely to take a little time since the list is long, but it is important to keep this list updated. For example, if you have purchased the latest BNF, once this book arrives at your centre, you should check the corresponding check-box in the list above.