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RSM Library Dialog DataStar Database Guides / 05

# DH-Data Help Sheet



## Getting Started

Dialog DataStar DH-Data can be accessed directly via the Library Intranet or remotely via the Member Login on the RSM website: <http://members.rsm.ac.uk/login.php>

DH-Data is provided in its entirety ('1983 to date'). Select this database by clicking on the button to its left:



## What is DH- Data?

DH-Data reflects the business of the Department of Health (DH) and its Agencies (including social care). Core subjects covered include health services management and administration, with an emphasis on the British National Health Service.

The database includes the details of over 200,000 publications and abstracted journal articles and book chapters either published by or of relevance to the work of the DH, many with web links. All DH publications including circulars and press releases are covered, and it is a good place to identify older publications which pre-date the DH website. Over 300 journals, books, reports and pamphlets are also indexed.

For further information, click  on the opening screen.

## Textword Searching



To search for a word or phrase appearing anywhere in the document, use the following search tips:

### Truncation

To search for all words beginning with a particular stem, you can use the wildcard \$. It is recommended that you specify a number of characters after the wildcard.

Examples: **diet\$** will retrieve "diet", "diets", "dietary", etc whilst **cat\$1** will retrieve "cat" or "cats", but not "category".

### Linking Search Terms (Using Boolean Operators)

It is possible to link terms in several ways to make your search broader or more focussed. Use one of the following:

#### A space between words

A space specifies that words must be next to each other and in the order specified. Use to find precise phrases.

In your search history, you will notice that the ADJ (adjacent) link is applied between words when you leave a space.

#### OR

OR specifies that at least one of the terms must be present in

documents retrieved. Use OR to group synonyms or alternative terms.

#### AND

AND specifies that all terms must be present in each of the documents retrieved. Use AND to connect concepts.

#### WITH

WITH specifies that terms must be present in the same sentence (in any order) in each of the documents retrieved.

#### NOT

NOT specifies that a term must not be present in documents retrieved. Use NOT to exclude information you have already viewed, or an unrelated topic (**otherwise use with caution**).

#### (...)

Terms in parentheses (brackets) are processed first. If you mix different links, you must use parentheses to ensure the correct search logic.

Example: **(hiv or aids) with testing**

## Field Searching

In order to add precision to a search, you are able to narrow your search to a specified field. The drop-down menu to the right of the search box allows you to select precise fields (e.g. Title, Author, Source, Abstract, etc) prior to running a search:

Enter your search term(s): [Search tips](#) / [Combine sets](#)

<input type="text"/>	whole document
	whole document
	Title and Abstract
	Title
	Conference information
	Source - journals
	Source - books, etc

Information added since:  or: none  
(YYYYMMDD)

## Author Search

Enter the surname first, followed by a hyphen, first initial and wildcard.

Example: **scott-j\$**


## Journal Search

Enter the journal title in full (including hyphens between the terms).

Example: **journal-of-integrated-care**

## Thesaurus Searching (Descriptors)

DH-Data citations are indexed using a controlled vocabulary, DH-Data Thesaurus. Searching using DH-Data Thesaurus terms (descriptors) can increase the precision of your search.

Click on  DH-Data Thesaurus - enter a term to enter a word and see all terms in the thesaurus that include your

word. Click on the yellow **'post-it'** icon to the left of a term to view additional notes for it.

When you have selected thesaurus terms (descriptors) from the list and before clicking on  , you may also limit the search in the following way:

### Explode

If you Explode a term, Dialog DataStar will automatically include any more specific terms that appear below your term in the hierarchy.

- To see what terms will be included if you Explode a term, click the **underlined term (link)** to see terms above and below your term in the thesaurus hierarchy.

Select one or more of the special search terms:

<p>Descriptors</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Care</li> <li><input type="checkbox"/> Health-Care</li> <li><input type="checkbox"/> Medical-Care</li> <li><input type="checkbox"/> Medical-Treatment</li> <li><input type="checkbox"/> Renal-Treatment</li> <li><input type="checkbox"/> Haemodialysis</li> </ul>	<p>Explode</p> <ul style="list-style-type: none"> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> <li><input type="checkbox"/></li> </ul>
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### Combining Sets

It is possible to combine multiple concepts together to perform a more specific search. Use one of the following operators to combine search sets:

#### AND

The Boolean operator AND narrows search queries. Retrieved records contain ALL terms.

Example: Asthma **AND** Eczema (see set 3 below)

#### OR

The Boolean operator OR widens search queries. Retrieved records can contain EITHER term.

Example: Asthma **OR** Eczema (see set 4 below)

#### NOT

The Boolean operator NOT excludes terms from search queries.

Example: Asthma **NOT** Eczema (see set 5 below)

No.	Database	Search term	Info added since	Results
CP		[Clipboard]		0
1	DHSS	Asthma.W..DE.	unrestricted	702
2	DHSS	Eczema.W..DE.	unrestricted	34
3	DHSS	1 AND 2	unrestricted	11
4	DHSS	1 OR 2	unrestricted	725
5	DHSS	1 NOT 2	unrestricted	691

### Limiting Sets

The **Limit** button at the top of the search page and the options at the bottom of the search page provide limit options for: publication year, publication types, languages and by departmental activity (e.g. Health, Social Services, Social Security, Pensions, Health Buildings).

### Selecting and Displaying References

- Click the [show titles](#) link beside the set you wish to view. The first group of titles will be displayed. The default title display is in groups of a maximum of 100. Click on  to view further titles, if results exceed 100.
- To display the citation and abstract of an individual reference, click on the [display abstract](#) link above the reference. Some references also offer free access to the full-text of an article by providing a [Full text available](#) link.
- To display a number of references, either click in the **Select All** tag box, or click in the tag boxes to the left of individual titles to select a number of references.
- Then, from the following form at the bottom of the page, select one of the **Display Formats** and click on the blue **Display** button:

Selection	Display Format	Output Format	Action
<input type="radio"/> from this page	<input checked="" type="radio"/> Full	<input checked="" type="radio"/> HTML	<input type="button" value="display"/>
<input checked="" type="radio"/> from all pages	<input type="radio"/> Free	<input type="radio"/> Tagged (for tables)	<input type="button" value="save"/>
	<input type="radio"/> Short	<input type="radio"/> PDF	<input type="button" value="print preview HTML/tagged"/>
	<input type="radio"/> Medium	<input type="radio"/> RTF	
	<input type="radio"/> Custom	<input type="radio"/> XML	
	<a href="#">Help with Formats</a>	<input type="radio"/> RefMgr, ProCite, EndNote	

### Printing and Saving References

Once you have displayed your selected items, you can either use the print function of your browser to print the results or save the results to disk by selecting a file format (e.g. Text, HTML, RTF) from a drop-down menu and then clicking on  at the top or bottom of the page.

### Ordering Reprints

Should you wish to order a full-text copy of any of the articles that you have displayed, select the relevant documents and click on the  button at the top or bottom of the page.

This will 'pull' the references through into a Document Delivery request form for you to complete with further request details.

### Help

For further details on using DH-Data, click on the **Help** text link on the black toolbar that appears at the top of each page.

### Exiting and Logging Off

When you have finished using the databases, **Logoff** using the text link on the black toolbar that appears at the top of each page.

*Please contact us if you require any further assistance using the databases or wish to book a tutorial. Contact details are provided in the banner of this help sheet.*