![Crystallise logo]

Crystallise Evidence Mapper

Evidence Mapper Subscriber Guide

As a subscriber to the Evidence Mapper, you will be able to develop your own Evidence Maps for yourself, your organisation and your clients.

This guide will show you how to set up a client with their own Evidence Maps, and how to develop and publish your Maps.

The Evidence Map User Guide explains how you and your clients can view the completed Maps.
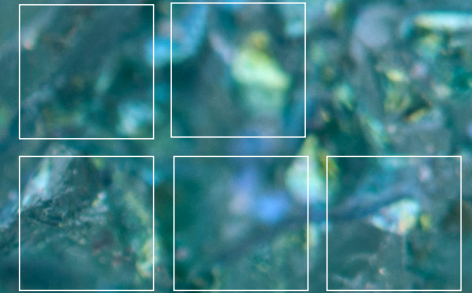
Terminology used within the Evidence Mapper

The Evidence Mapper is a platform for collating and summarising items of information on a particular topic so that the information can be filtered by category.

The terms used in the Evidence Mapper are explained below.

Term	Meaning
Abstract	An individual item of information, such as a citation and abstract of an article published in a professional journal, an on-line report from an organization, a web page, or any other item that can be summarised as having a title, who wrote the item, details of where the item can be found, and what the item is about.
Abstract text	The summary of a publication such as a professional journal article that explains what the publication is about and what results or conclusions the authors have found.
Citation	The authors, title and how to find a specific abstract, for example:
	Azoulay,E.,et al. (2018). "Management and outcomes of acute respiratory distress syndrome patients with and without comorbid conditions." Intensive Care Medicine 44(7): 1050-1060.
	National Institute for Health and Care Excellence (2023). Ixazomib with lenalidomide and dexamethasone for treating relapsed or refractory multiple myeloma [TA870]. Available from: https://www.nice.org.uk/guidance/ta870
	Department for Education (2022). Consolidated annual report and accounts 2021 to 2022. ISBN 978-1-5286-3650-6, E02776215, HC 918 2022-23. Available from: DfE consolidated annual report and accounts 2021 to 2022 (publishing.service.gov.uk)
Client	A person or organization who has requested the Map. Each client has their own domain in the Evidence Mapper, meaning that they can see their own Maps but not those that have been developed for any other client.
Client administrator	An individual who is a client or a member of the client's organization who can access all the Maps developed for that client and can add other users and client administrators to the client's domain.
Field (or Tag set)	A specific topic that can be broken down into individual tags to help classify the content in the Map, for example:
	Location (the country/countries in which the research was conducted or to which the report applies)
	Year (publication date of the abstract)
	Population (the age, gender, ethnicity or other characteristics of the participants in the research or to whom the report applies)
Map	A collection of content on a topic that has been indexed in the same way for the same client.
Tag	The specific feature or characteristic within a field that applies to that specific abstract, for example:
	United Kingdom (as Location)
	2020 (as Year)
	Child, Adolescent, Male (as Population)
User	An individual who has been given access to the content of one or more Maps but cannot add other users to the client's domain.

1. Logging into site

1.1 Setting up your password

Your main Evidence Map Administrator will have set you up as an administrator of the Mapper to allow you to create and/or index the contents of Maps for your organization or your clients. They will then send you a Welcome email with a link to set up your password to the site.

Your password **must** contain:

- At least 1 letter
- At least 1 number, and
- At least 1 special character (choose from @$!%*#?&)({}).
- The following special characters are **not** supported: *(check with Netready)*

1.2 Log into the site

Go to **www.evidencemapper.co.uk** and click on **Login** [Figure 1 **A**] at the top right of the screen.

Then enter your user name and password in the box that appears.

You will receive an email with a 5-digit number for 2-factor authentication. Entering this number into the next box will give you access to the site.
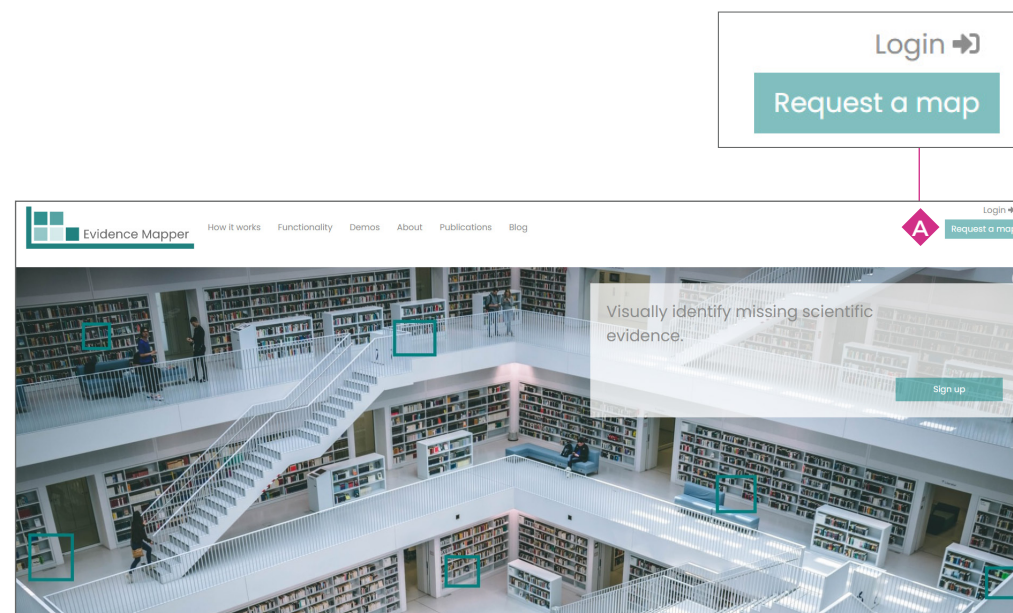

Figure 1 Login page

2. Setting up new clients

2.1 Setting up a new client domain

From the main Dashboard page, click on **Create a new Client** [Figure 2, **B**]

Add the details of the new client to the form [Figure 3, **C1**].

You can brand the new client's site by adding an image file of their logo [Figure 3, **C4**], and by selecting a primary branding colour [Figure 3, **C5**]. This will be the colour of the menu bars and the Map itself when your client views their domain. If you leave this blank, the Crystallise branding colours will be used instead.

If the primary branding colour is pale, or if you wish to use a second brand colour, you can select a contrasting colour for the font [Figure 3, **C6**]. If you leave this blank, the font in the Map menu bars and column and row headings will remain white.

2.2 Adding individuals to a client domain

For each new client, you must have at least one named client administrator. This person will have access to all Maps you develop for that client, and will be able to add other users and administrators to their domain.

The client administrator is not able to make any changes to the content of their Maps.

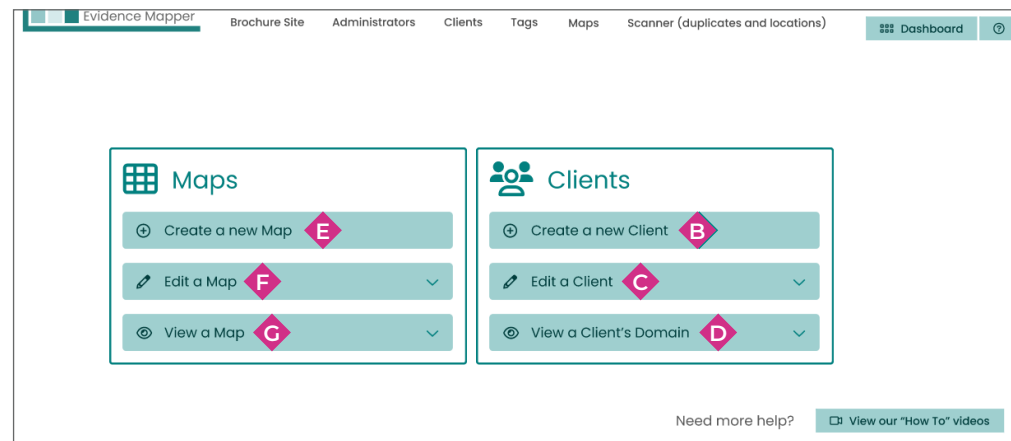You or the client administrator can add new users to their domain by clicking on **Add user** [Figure 3, **C2**].
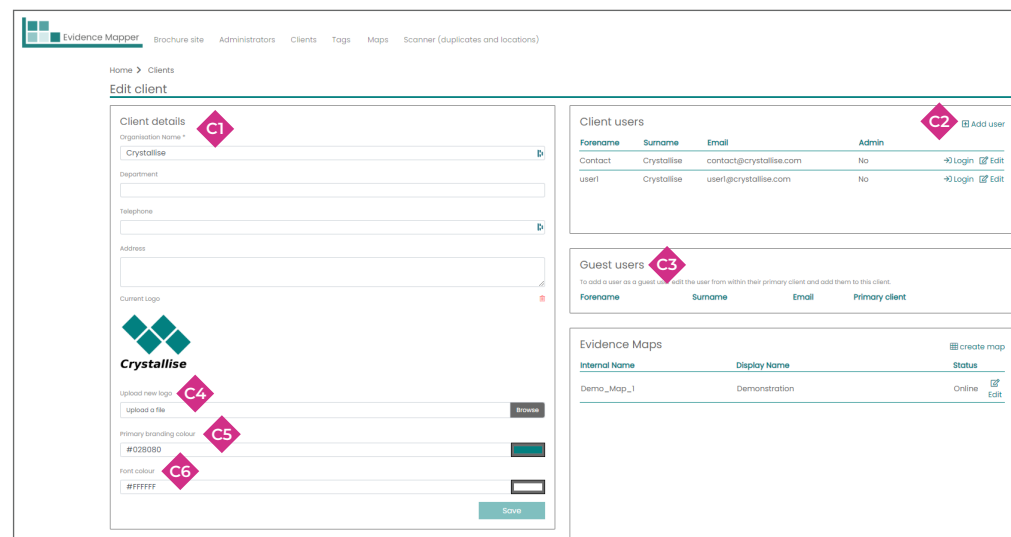

Figure 2 Main Dashboard

Figure 3 New Client

Add the new user's details [Figure 4, **C7**] and select their role as **Administrator** or **User** [Figure 4, **C9**]. Administrators are able to view all the Maps developed for that client, and can control who can see their Maps. Users can only view one or more Maps.

If you select **User** as their role [Figure 4, **C9**], you then can determine which Maps the user can view from the list of those available for that client.

Select **All** to allow the user to see all the Maps for that client, or pick **Selected maps**, then click on all those in the menu that you want to user to be able to access.

Some users, such as subcontractors, may need to access Maps for more than one client. Each user has to be linked to one primary client, but can be made a guest user [Figure 3, **C3**] of Maps from another client by selecting the second client from the menu options [Figure 4, **C10**]. You can select which Maps the guest user can view from the second client's domain from the drop-down menu.

Once you have entered all the details for the new user, click **Save** [Figure 4, C**C11**].

2.3 Editing client details

You can change the client users at any time. To make changes to the client's domain or individual client users, go to **Edit a Client** [Figure 2, **C**] from the main dashboard. To see what the client's domain looks like, click on **View a Client's Domain** [Figure 2, **D**].

To remove a client user, click on **Edit a Client** [Figure 2, **C**] from the main dashboard, click on **Edit** beside the client user's name, and then change their status to **Inactive** [Figure 4, **C8**]. To change the Maps they are able to view, remove or add to the list accessed via the **Role** menu [Figure 4, **C9**].

Figure 4 New client user

3. Creating a new Map

From the Dashboard, click on **Create a new Map** [Figure 2, **E**].

Figure 5 Main navigation menu

The navigation menu at the top of the screen [Figure 5] takes you through the tasks. When you first log on this will be expanded.

As you move to new pages on the Mapper site, a smaller version of the navigation menu will be present [Figure 6].

Figure 6 Brief navigation menu

3.1 Naming the new Map

Fill in the name of the new Map on the Home > Maps page.

- The internal name [Figure 7, **A1**] can be your project code or another name that makes it easy for you to find the Map you want to work on. This can be a single word, or a phrase with spaces between each word.

- The Display name [Figure 7, **A2**] is what your client will see. This can be a single word, or a phrase with spaces between each word.

- The Slug [Figure 7, **A4**] will provide the URL for that Map (for example: **https://maps.evidencemapper.co.uk/map/demonstration**). You can either pick a suitable word or phrase, with each word joined by a hyphen, or click to use the Map Display name [Figure 7, **A5**].

- If you wish, you can add a brief description of the Map [Figure 7, **A3**] to help your client know what it is about.

The **Abstracts visible to clients** toggle button [Figure 7, **A6**] lets you determine whether the text of each abstract in the Map will be visible to your client. If there are circumstances where the abstracts should not be visible, such as **if they were sourced from Embase under a commercial licence, then you should make sure the toggle is off** to stay within your licence terms. If only some of the content is from a non-shareable source, then set the toggle to be on. You can then toggle off the visibility for each abstract in turn as you index the content of the Map.

Finally, confirm the name of the client for the Map [Figure 7, **A7**].

When you have entered all the details for the new Map, click on **Save** [Figure 7, **A8**].

Figure 7 New Map

3. Creating a new Map cont'd...

3.2 Setting up fields for the new Map

Click on **Select fields** from the main navigation menu of the Map you are working on.

The **Fields** page lets you set up the fields you want to index in your new Map. Some default fields will already be added, which can be removed by clicking on **Edit** [Figure 8, F4] beside the field name, or by clicking on the red Remove a field from this **map** button [Figure 8 F10]. You can set up new fields with any name you wish using the **Create field and add to map** box [Figure 8, F1]. If you want to be able to use that tag set in other Maps, turn the **Shared field** [Figure 8, F2] toggle switch on. If you want to abbreviate the name of the field when it appears in the Map, add the shorter text to the **Abbreviation** box [Figure 8, F3]. You can also add existing shared fields to your new map by clicking on Add to map next to the **field name** [Figure 8 F8].

You can change the name by which the Field will appear in the Map by clicking on **Edit** [Figure 8, F4] next to the field name. This menu box will also allow you to specify whether the Field will be visible to your client, and will allow you to remove the field from the Map. Most fields will be visible, but there may be some fields you set up to assist you organize the content of the Map but don't want the client to be able to see.

You should create a field for every category of information you want to use to index the abstracts. For content that you are going to upload to the Map from another source, such as a CSV file, each column to be imported can be set up as a field for that Map before you upload the content. This does not apply to the fields that make up the full citation and the abstract text. However, you can add a new field at any time to each Map by going back to this main **Select fields** option from the main navigation bar.

3.2.1. Removing a field from a Map

Specific fields can be removed from a Map, if, for example, they are no longer thought to be relevant. This is done via the **Select Fields** function from the navigation bar. The list of all fields on the Map will be displayed. Click on **Edit** [Figure 8, F4] next to the field to be removed. Then click on **Remove from map**, and confirm that you do really want to remove the field from the Map. You can also remove a field by clicking on the red **Remove a field from this map** button [Figure 8 F10].
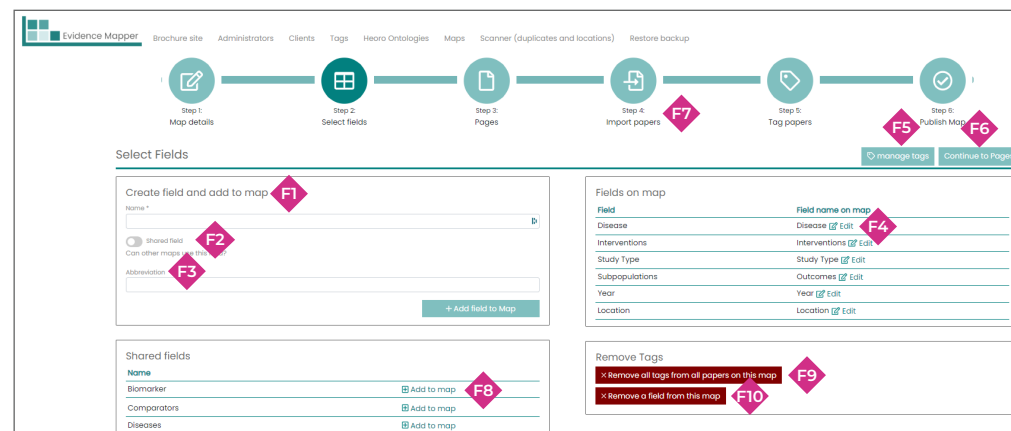

Figure 8 Fields

3. Creating a new Map cont'd...

3.3 Populating the pages of the new Map

Select **Pages** from the main navigation bar.

3.3.1. Populating the Cover page

The Cover page is where you can explain what the Map contains and how it was developed. Add content to the Cover page of the new Map using one or both of the text boxes on the top of the **Pages box** [Figure 9, P1 and P2]. Text and tables can be formatted using the standard tools.

When you have added the content to this page, click on **Save** [Figure 9, P3] at the bottom of the page.

3.3.2. Populating the Abbreviations page

From the Pages page, go to the **Abbreviations tab** [Figure 9, P4] and toggle on the **Show abbreviations page on map** button, then click on **Save** at the bottom of the page.

You cannot add content directly to the Abbreviations page. Instead, the Mapper will display any abbreviation that has been applied to an individual tag [see section 5.2].

3.3.3. Populating the Key page

From the Pages page, go to the **Key tab** [Figure 9, P5]. and toggle on the **Show key page on map** button. A text box will appear where you can add content. This page will also display any content that has been added as a description of a specific tag. In this case, the descriptions of tags will be displayed field by field. When you have added the content to this page, click on Save at the bottom of the page. .

3.3.4. Populating the Search page

From the Pages page, go to the Resources tab [Figure 9, P6] and toggle on the **Show search page on map** button. A text box will appear where you can add content. This is where you can state how the content of the Map was identified. When you have added the content to this page, click on **Save** at the bottom of the page.

Figure 9 Pages

3. Creating a new Map cont'd…

3.3.5. Populating the Resources page

From the Pages page, go to the **Resources tab** [Figure 9, P7] and toggle on the **Show resource page on map** button. A text box will appear where you can add content. You can upload files relevant to the Map by clicking on the **green plus sign** [Figure 9a, P8]. Add the file by clicking on Browse. The text you add to the Resource name box is what will appear on the Resources page, hyperlinked to the file you have uploaded. Remove any files by clicking on the green minus sign, or add more resources using the green plus sign. When you have added the content to this page, click on **Save** at the bottom of the page.

3.4 Adding new abstracts to a Map

Click on **Import papers** to add new abstracts to the Map, either from the **Select fields** icon on the main navigation menu bar, or from the **Fields** page [Figure 9, P6].

There are several options for adding new content.

- Add a list of citations from a **CSV** file [Figure 10, I1] – this is the most useful way of uploading a large number of citations shortlisted from a larger search.

- Add a list of citations as a **RIS** file [Figure 10, I2] – this is the most useful if you want to upload the results of a database search from sources such as Embase.

- Add a list of citations as a 'javascript object notation' (**JSON**) string [Figure 10, I3] from a search of the heoro.com database.

- **Import from other maps** [Figure 10, I4] – this is useful if you want to create a secondary Map from an existing one.

- **Add paper manually** [Figure 10, I5] – this is the most useful to add reports identified from the internet or a small number of citations.

- Add a list of citations as an **.nbib** file [Figure 10, I6] – this is most useful if you want to upload the results of a database search from **PubMed**.
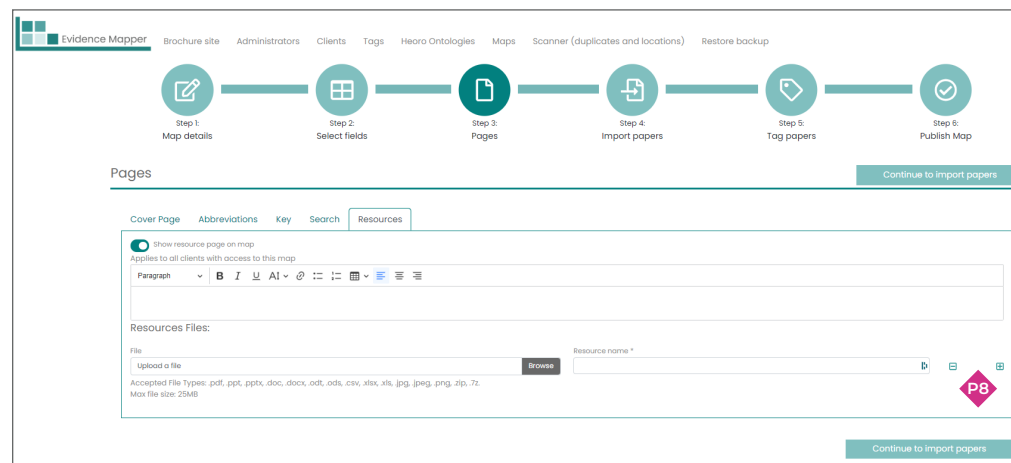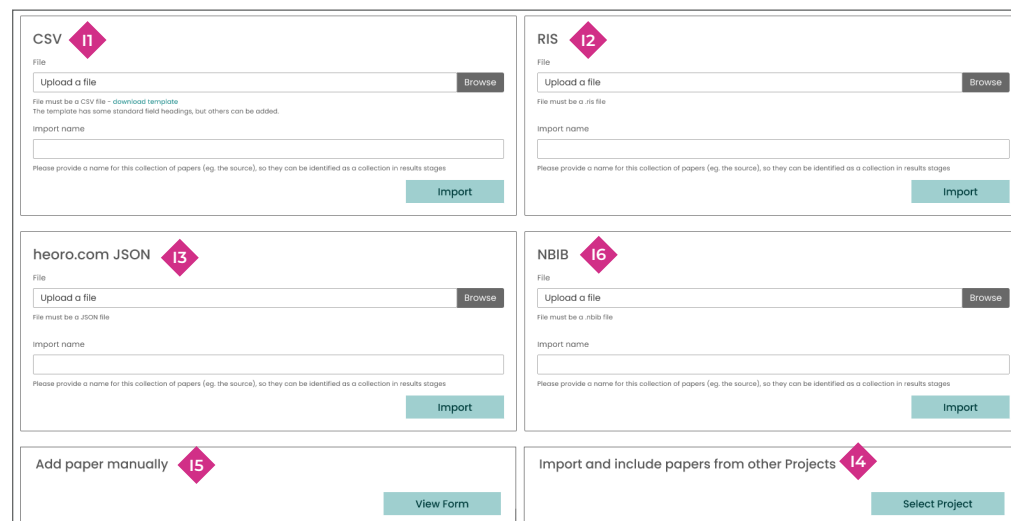
Figure 9a

Figure 10 Importing abstracts

3. Creating a new Map cont'd...

To add a CSV file:

You can download a csv file template from the CSV upload box [I1] and copy the details of the abstracts you want to upload under the relevant columns. Additional content can be added as extra columns in that csv file. **You will need to add each additional column name as a field in your Map before uploading the file** – [see section 3.2] on how to do this. Upload the new csv file to the Map using the Browse button, then Import.

After uploading the csv file you will see a list of column headers from your uploaded file [Figure 10a, I8], and a list of pre-set fields in the Evidence Mapper [Figure 10a, I9]. If the column headings match the Map fields, you don't need to do anything. If the fields do not match, pick the Map field that corresponds to your data from the drop-down options when you click on the **menu** bar [Figure 10a, I10]. If there is no relevant option in the list, then go back to Select fields and add that field name to the list.
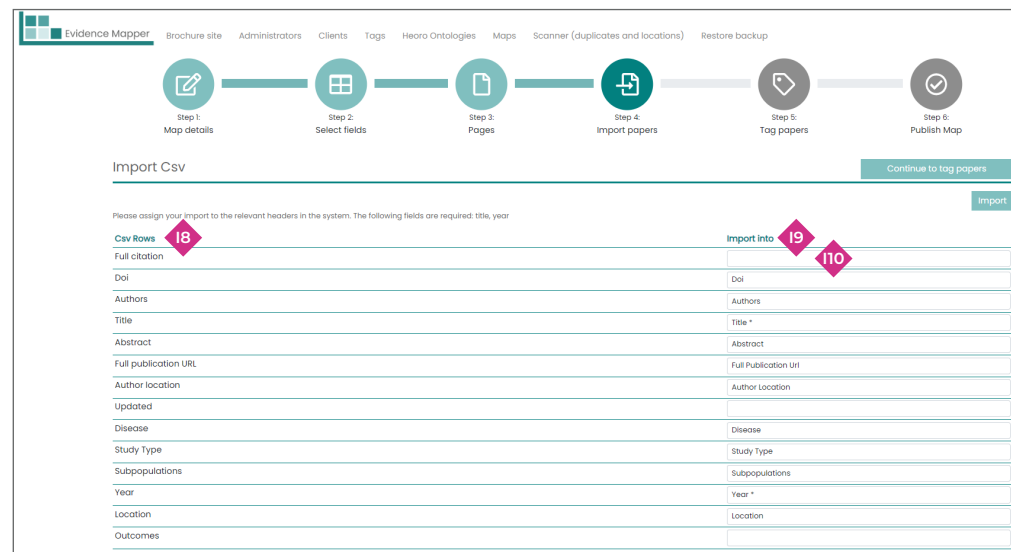
Figure 10a

4. Indexing the content

4.1 Navigating the Indexing page

Click on **Tag papers** from the main navigation menu to see the indexing page.

The indexing page [Figure 11] is where you add tags to the abstracts in each Map. The details of each abstract are shown on the left of the screen. The fields applied to the Map are shown on the right of the screen. Switching to **Fullscreen mode** [Figure 11 M8] makes it easier to see all the abstract for indexing.

You can re-order the abstracts as they appear in the indexing screen by selecting either Title, Author or Paper ID from the **Order by** box [Figure 11 M18], and click to select the abstracts to appear in **ascending or descending** order [Figure 11 M19].
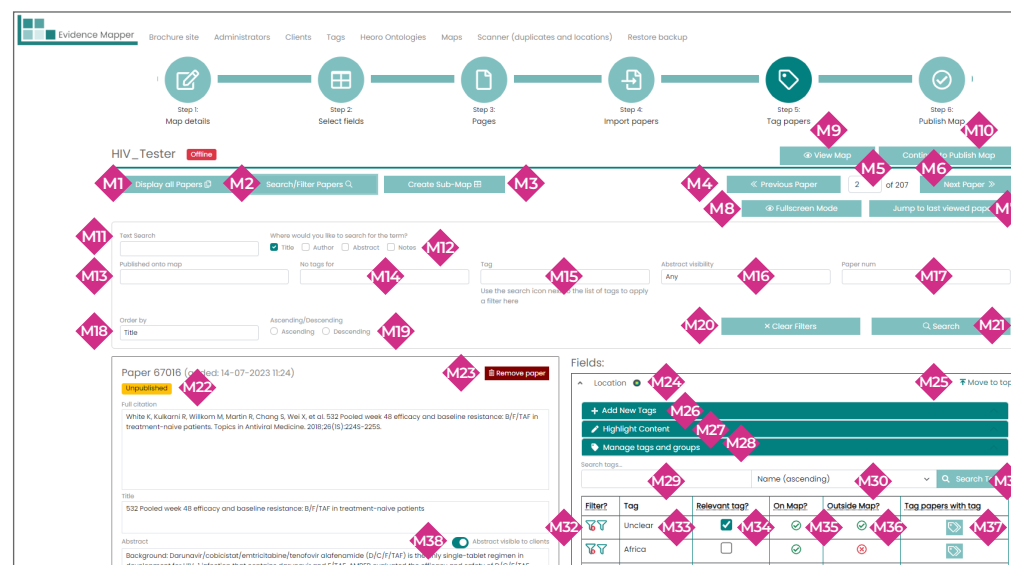
Figure 11 Main indexing page

4. Indexing the content cont'd...

4.2 Finding the right abstract

You can move to the next abstract either by clicking on the **Previous paper** [Figure 11, M4] and **Next paper** [Figure 9, M6] buttons or by using the left and right arrow buttons on your keyboard. If you have indexed abstracts for this Map previously and want to carry on from where you were, click on **Jump to last viewed paper** [Figure 11, M7].

To find a specific abstract:

- If you know the abstract number within your Map (e.g. abstract 45 of 207), **click on box** [Figure 11, M5] and enter the paper number.

- If you know the abstract unique **ID number** [Figure 11, M22] click on **Search/ Filter papers** [Figure 11, M2], add the abstract number to the **Paper num box** [Figure 11, M17] and click on the **search button** [Figure 11, M21].

- To search for abstracts containing specific text, add the characters you want to find in the **Text search box** [Figure 11, M11], and click to specify if these are in the title, the author name, the abstract text or the notes field [Figure 11, M12], then click on the **search button** [Figure 11, M21]. To search in any part of the abstract, leave these blank.

- To find all abstracts that have not yet been tagged for a specific field, choose that field from the **No tags for box** [Figure 11, M14] and then select the tag from the **Tag box** [Figure 11, M15], then click on the **search button** [Figure 11, M21].

- To find all abstracts that have been tagged to a specific tag, click on the search icon next to that tag from **relevant field menu** [Figure 11, M32], then click on the **search button** [Figure 11, M21].

- To filter to see only those abstracts that have, or have not, been published, select this option from the Published onto **map box** [Figure 11, M13], then click on the **search button** [Figure 11, M21].

- To filter to just see abstracts that are visible to clients, select this option from the Abstract **visibility box** [Figure 11, M16], then click on the **search button** [Figure 11, M21].

- To go back to the full list of abstracts, either click on **Clear Filters** [Figure 11, M20], or on **Display all papers** [Figure 11, M1].

Figure 11 Main indexing page

4. Indexing the content cont'd...

4.3 Selecting a field for indexing

Click on the field name to expand the box [Figure 11, M24]. Click on Move to top [Figure 11, M25] to move this field to the top of the list, for easier indexing.

4.4 Colouring specific words or character strings in the text

Click on the **Highlight Content** button [Figure 12, M27] then click on **Configure custom strings** [Figure 12, M45]. Click on the black box that appears or enter the required colour ID to select a colour for text highlighting.

To highlight text strings that are whole words, add the string to the first box. This is useful if you want to highlight an abbreviation but not any other words that also contain that string of characters, for example "MI" will only be highlighted if it exists as an abbreviation but "might" will not be coloured. Enter each text string on a separate row.

To highlight text within a word where there could be several variants, add the characters to the second box. For example, adding "diabet" will mean that "diabetes", "diabetic" and "diabetologist" will all be partly coloured. Enter each text string on a separate row. You can colour different sets of words with different colours, by clicking on the + that appears at the top of the Text highlighting window. Then click on **Save**.

To highlight the selected words, toggle on the **Highlight all specific words and text strings** button [Figure 12, M44].

4.5 Colouring all text that matches active tags for that field

Click on the **Highlight Content** button [Figure 12, M27] and then click on the **black box** [Figure 12, M42] or enter the required colour ID to select a colour for text highlighting.

Toggling on the button to **Highlight all tags in the list** [Figure 12, M43] will colour all text that matches the list of tags applied to abstracts for that field. This is a good way to check the indexing of a field as it makes it easier to spot relevant tags that have not been added to an abstract.

Figure 12 Main indexing page, tag management

4. Indexing the content cont'd...

4.6 Adding an existing tag to the abstract

The Mapper lists all tags that have been applied to one or more abstract within the current Map at the top of the list of tags for that field [Figure 12, M33]. Clicking on the tick box next to an existing tag [Figure 12, M34] will add it to that abstract. A field can be left blank, or have one or more tags.

You can alter the order in which the tags appear by selecting the desired option from the menu in the box [Figure 12, M30]: name of tag in ascending or descending order, or by the most or least commonly-used tags on the Map.

For shared fields, the specific tags will show whether or not they have been attached to any abstract within the current Map (The circle in the **On Map?** Column [Figure 12, M35] will have a green tick), or to any other Map that you have developed (the circle on the **Outside map?** Column [Figure 12, M36] will have a green tick).

To add another tag that is already in the list, use the **search** box [Figure 12, M29]. Enter the full tag name, or part of the tag name and click **Search tags** [Figure 12, M31].

The tag you have searched for should appear, possibly in a list with other matching options, and you can click on the box next to it to add it to the abstract.

4.7 Adding a new tag to the abstract

To add a new tag to the list for that field, click on **Add New Tags** [Figure 12, M26]. Type the tag name into the box [Figure 12, M39] and click **Add Tag** [Figure 12, M41].

4.8 Changing the visibility of the abstract

If a specific abstract text should not be made public, such as abstracts sourced via Embase under a commercial licence, turn off the **Abstract visible to clients** button [Figure 11, M38] to make that abstract text invisible. The abstract text will remain accessible to the Mapper administrators, but the client administrator and users of their domain will not be able to see the abstract text. The citation details and the tags you have applied to the abstract will be accessible to clients.

4. **Indexing the content** cont'd…

4.9 Removing an abstract from a Map

Specific abstracts may need to be removed from a Map, for example if they are duplicates or found on closer examination not to be relevant to the Map topic. Click on the red **Remove paper** button [Figure 11, M23] at the top of the abstract to remove it from the Map. A warning box will appear asking you to confirm that you really do want to remove the abstract.

If you want to add the abstract back to the Map, you will have to use the Import papers function.

4.10 Removing all tags from all abstracts in a Map

It is possible to remove all tags that have been applied to all abstracts in a Map at once, to make a completely new start. Once the tags have all been removed they have to be added back manually again, so be certain that you want to do this before you start.

Go to Select Fields from the main navigation menu [Figure 5]. Click on the red Remove all tags from all papers on this map button [Figure 8, F9] and confirm that you do want to do this.

5. Checking and tidying up the content

Before publishing a new Map, it is advisable to go through a checking process to tidy up any inconsistencies and correct any errors. This is particularly important if more than one person has been indexing the content for each field.

5.1 Checking the tags in a field

It is advisable to check the indexing for each field as individuals can easily miss relevant text in each abstract.

Once all abstracts have been tagged for a field, the easiest way to check the indexing is to highlight all the tags used for that field using the **Highlight all tags in the list** [Figure 12, M43] function. This will help the checker to spot text that matches existing tags that might have been missed by the first indexer.

5.2 Checking the overall indexing

It is advisable for the project leader and/or project manager to review the indexing of the abstracts before publishing the Map. Click on **View Map** [Figure 11, M9] and then select each field in turn to review the tags that have been applied.

Things to look for are typos in the tag names, tags that mean the same thing or that could be grouped together for simplicity, tags that are not relevant to the project and tags that might be in the wrong field. It may be helpful to make a list of tags that need to be amended as you view the Map, as the Mapper allows users to see all the tags for a field on one screen.

Tags can be edited, explained or abbreviated by clicking on the **Manage tags and groups** button [Figure 11, M28] for that field in the main indexing page.

Click on **Configure tags/ groups** and select the tag you want to amend.

5. Checking and tidying up the content cont'd...

Click on **Browse papers** [Figure 13, G9] to see all the papers indexed to a specific tag and change their indexing as appropriate.

Click on **Edit** [Figure 13, G10] to add a description of the tag (which will then appear on the **Key** page) or to add an abbreviation of the tag name (which will then appear on the **Abbreviations** page).

If an abbreviation is added, this is what will appear on the Map, but the full name will appear in a box if the user hovers over the tag name. Descriptions of the tag will also appear in a box when the user hovers over the tag name.

5.3 Grouping tags

Users can adjust the granularity of the indexing most easily by using the Group function. It is often easiest to index abstracts to the specific tag used in the publication, but then to group together those tags that do not need to be specified in such detail. For example, publication year should be indexed to the specific year, but can then be grouped into 5-year bands.

Tag groups can be created and edited by clicking on the **Manage tags and groups** button [Figure 11, M28] for that field in the main indexing page.

Click on **Configure tags/ groups** then check that the correct field is displaying in the new page that appears [Figure 13, G1]. The tags for that field will automatically display. If you wish to change the field, pick the new field from the menu box [Figure 13, G2] and click **View** [Figure 13, G3].

Existing groups will be displayed in the menu bar under the **Field name** [Figure 13, G1]. Add the name of each new group to the **New tag group** box [Figure 13, G4]. Add an abbreviation for the tag if appropriate [Figure 13, G5] and a description of the tag, which will appear in the **Key** page [Figure 13, G6], then click **Save** [Figure 13, G7].

Figure 13 Grouping tags

5.   Checking and tidying up the content cont'd...

Then go through the list of individual tags and select the appropriate group from the **drop-down menu** box [Figure 13, **G8**].

Any tag that has not been added to a group will appear as itself. Tags that have been added to a group will appear under the group name. The group a tag has been added to can be changed at any time to change the granularity of the indexing.

5.4 Correcting typos in the field names or tags

The tag names, field names and group names can be easily edited by clicking on the **Edit** link beside their names.

For Field names, go to the **Select Fields** page from the main navigation menu. Click on Edit beside the name of the field you want to change [Figure 8, **F4**]. Type the replacement text in the box with the field name and click **Save**.

For tag names and group names, go to the **Manage tags and groups** [Figure 11, **M28**] function for that field in the main indexing page and click on **Configure tags/groups**. Then click on **Edit** [Figure 13, **G10**] beside the tag or group name to be amended. Change the text in the **Name**, **Abbreviation** or **Description** boxes as necessary, and click **Save**.

5.5 Correcting typos in the imported content

Depending on how the source content was derived, some special characters in a citation or abstract may not copy across into the Evidence Mapper content correctly. This can be corrected by replacing the incorrect character with the correct one when that abstract is visible in the main indexing page. An alert will appear to show that the change has been saved.

6. Publishing the Map

6.1 Publishing the abstracts

Once the Map has been indexed and checked, it is ready to be published. Go to **Publish Map** on the main navigation bar.

Click on **Publish** [Figure 14, **L1**] to make all the abstracts in the Map ready to be viewed. The abstracts will now have **Published** beside them in the main indexing page.

6.2 Setting the Map to appear online

Select, or confirm, the client [Figure 14, **L2**] for whom the Map has been developed, toggle the button to make the **Map visible** [Figure 14, **L3**] online, then click **Save** [Figure 14, **L5**].

The title of the Map will now say **Online** beside it on the main indexing page.

6.3 Taking a Map offline

A published and visible Map can be made inactive and removed from view by clicking on **Map archived** [Figure 14, **L4**], then clicking **Save** [Figure 14, **L5**].

7. Updating a Map

Any Map can be updated with new content at any time.

7.1 Uploading new content

The new abstracts can be added in the same way that the original content was uploaded to the Map via the **Import Papers** function from the main navigation menu [see section 3.4].
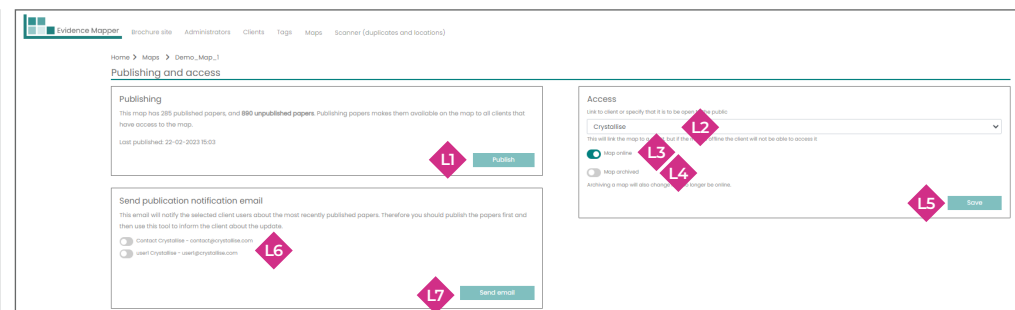
Figure 14 Publishing the Map

7.   Updating a Map cont'd...

7.2 Indexing and checking new content

The new abstracts will be added to the Map, with paper numbers that follow on from those allocated to the original abstracts.

To index the new abstracts, either click on **Search/ Filter Papers** [Figure 11, M2], select the first new **Paper number** [Figure 11, M5] then click **Search** [Figure 11, M21].

Alternatively, for fields where each abstract should have one or more tags, filter to show only abstracts with no tags for that field [Figure 11, M14, M15].

Index the new abstracts in the same way as the original abstracts for internal consistency within the Map [see section 4]. New fields can be added [see section 3.2] and all abstracts indexed to the new field tags as appropriate.

7.3 Publishing the updated Map

Go to **Publish Map** on the main navigation menu [Figure 5].

Publish the new papers by clicking on **Publish** [Figure 14, L1]. An alert bar will show that the publication was successful.

Check that the client is still correct [Figure 14, L2] and that the Map is online [Figure 14, L3].

You can then notify the client administrator and users associated with that client that the Map has been updated using the **Publication notification email** box. Toggle on the button next to the users [Figure 14, L6] you wish to receive the notification email, then click **Send email** [Figure 14, L7].

When users view the updated Map, tags that have had new papers added will be shown with an asterisk.

8. Cloning a Map

You can create a new Map with some or all of the tagged abstracts from an existing one.

From the Tag papers page of the existing Map, click on **Create sub-Map** [Figure 11, M3].

In the new page that appears, select the papers you wish to clone into the new Map:

- Search for abstracts with the same text word in the title, author name, abstract or notes fields [Figure 15, S1] and click Search [Figure 15, S10]
- Include abstracts that are already published on the original Map or not [Figure 15, S2] and click Search [Figure 15, S10]
- Search for abstracts that have no tags for a particular field [Figure 15, S3 and S4] and click Search [Figure 15, S10]
- Search for abstracts that are visible to clients or not [Figure 15, S5] and click Search [Figure 15, S10]

You can also identify abstracts one at a time form the citation list of the original map. You can change the order in which the citations are listed from the menu box [Figure 15, S6] and then either pick all the abstracts from the toggle button [Figure 15, S7] or select the abstracts to be cloned [Figure 15, S8].

Then click on the Clone Map and Papers button [Figure 15, S9].

Fill in the name of the new Map in the new window and click **Save**.

Figure 15 Cloning a Map