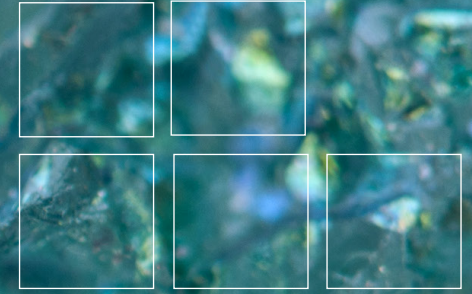# Crystallise Evidence Mapper

Client User Guide – How to access your Maps

1. Set up your password

Your Evidence Map provider will have set up your client domain, which can be branded with your corporate colours and logo. 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
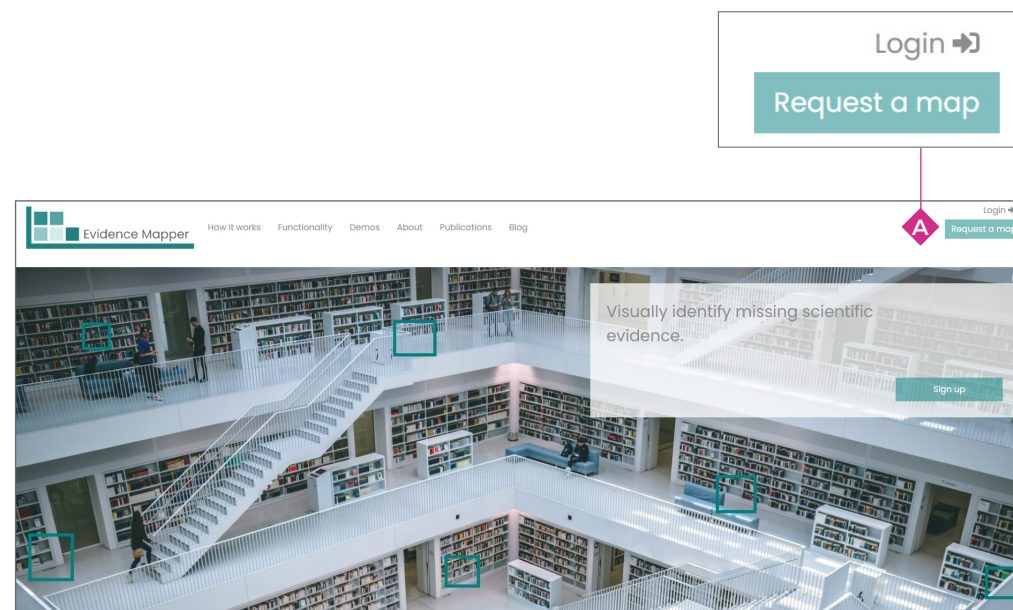- At least 1 special character (such as !, @, $).

2. Log into the site

Go to **www.evidencemapper.co.uk** and click on **Login** Ⓐ 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 your company domain on the site.

3. Pick the Map you want to view

Once you have accessed the site, the Maps that you are authorised to view will be listed at the left side of the **header bar** B.

Click on the Map title you want to view.

You can also access the list of Maps that you are authorised to see by clicking on the **menu** C at the top right of the Map.

4. Navigating the Map

Each Map comes with a number of pages.

- The **Home** D page is where you can see what the Map is about and how it was developed.

- The **Map** E page is where you can explore the contents of the Map.

- The **Abbreviations** F page lists the abbreviations used in the Map.

- The **Key** G page explains more about some of the tags used to index abstracts in the Map.

- The **Search** H page gives more details of how the content of the Map was identified, such as the search strategy if the Map was based on a systematic search of bibliographic databases, and inclusion criteria used to screen the abstracts for relevance.

- The **Resources** I page provides links to download associated files such as slide decks, posters, published articles or written reports.

5. Exploring the contents of the Map

On the **Map** page, see the list of fields to which the content of the Map has been indexed via the **First category** J drop-down menu.

Select the field you are interested in, and click **Search** Q

The list that appears shows the number of items in the Map that have been indexed to each tag, with a deeper colour for tags that have been applied to more abstracts.

If you wish to break down the subgroups of items further, select a second field from the **Secondary category** K drop-down menu, then click **Search** Q again.

The map now shows the number of items indexed to each tag combination.

To **narrow the selection down even further**, select a third field to filter the content by. Pick the field from the drop-down menu in the **third box** L, then select the tag or tags of interest from the **fourth box** M. Then click **Search** Q again.

The Map will re-adjust to show only those items also tagged to the term selected from the third field.

Alternatively, you can filter out abstracts that have a specific tag, by selecting the field from **box** O, then selecting the tag or tags of interest from **box** P. Then click **Search** Q again.

The Map will readjust to show only abstracts that do not have these tags.

To see the citations you are most interested in, click on the relevant cell or cells, then click on **Show citations for selected items** R below the Map.

The citations relevant to each of the shortlisted items will be shown.

You can change the order in which the tags appear in the list by selecting from the drop-down menu in **box** N.

To see all the citations in the Map, click on **Show citations** S.

5. Exploring the contents of the Map cont'd…

To export the citations you have selected, click on **Export** V. You can select to export the selected citations as a .ris file, which you can then import into reference management software, or as a .csv file, which will allow you to see and manipulate the existing tags, or add additional information about each abstract.

To see how the items selected break down by all items in a third field, click on **Tag count** W once you have the list of selected citations. To see all the citations in the Map, click on **Export all citations** T.

You can also access this function from the **Map itself** U.

This doesn't filter the Map by the third field tag(s), but shows the distribution of tags for the third field that have been added to the selected items.

Click on the boxes next to each tag to export selected subcategories of items, then click **Export** V and select **.csv file** or **.ris file** as before.

The **menu** C at the top right of the Map will allow you to change your password or, if you have administrator rights for your domain, to see and add users who also have access to your Maps. You can also log out of the Mapper from this menu.
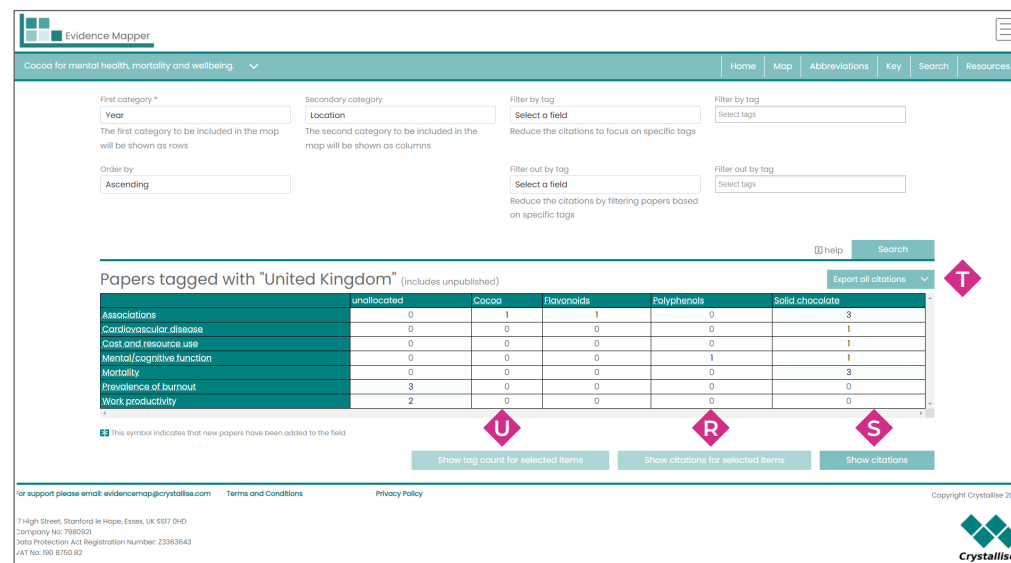
The selected citations can be re-ordered by sorting them by **field** Y.

This will show the citations indexed to each tag in the field in turn when you click on **Sort** A2.

You can sort the abstracts by **second field** Z – for example, sort each abstract by topic, then by location within each specific topic.
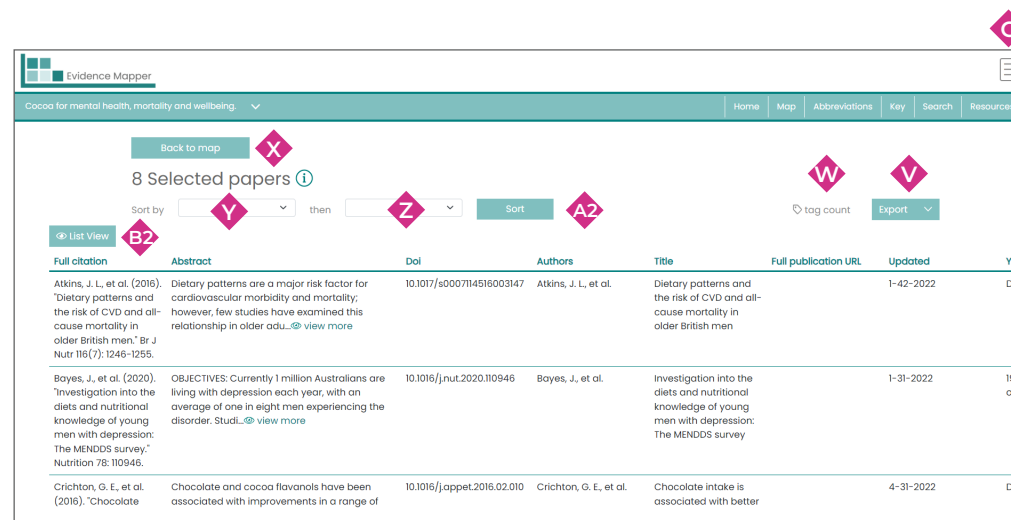
You can view the selected papers either as a list of the full citations or as a table with the citation , abstract and other details by changing the view via **box** B2.

You can go back to the Map at any time by clicking on **Back to map** X.