JBI Instructions

OvidSP EBP Tools

How do I access JBI Tools on OvidSP for the first time?

JBI Admin

How do I access JBI Administration Site?

How to setup/change permission for tools

"new user" functionality via JBI Admin
**How do I access JBI Tools on OvidSP for the first time?**

To access the JBI tools via OvidSP, hover over the EBP Tools tab:

1. Log into OvidSP
2. Then click on the name of the tool or the EBP Tools tab:

3. Then enter Ovid personal account details, or create an Ovid personal account:

4. Select ‘I am new to JBI Tools. Link me automatically’. ONLY use ‘I have a JBI Tools username and password’ if your existing JBI login is not a shared account.

You will receive a confirmation email titled “JBI EBP Tools Account Confirmation”. *JBI Username and Password can only be used on JBI CReMS.*
5. The tool or tools page will open in a new tab or window.

When creating a new account, you will automatically get general user access. However, if you opt to link to an existing JBI account, the same level of access will be granted as you have on the connect+ platform.
How do I access JBI Administration Site?

**Function:** OvidSP’s JBI Admin feature is the central administrative interface to manage JBI users, permissions and profiles. JBI Admin can be used by customer admins, tool admins and general users. The view of the user will depend on the permissions.

**Option A:**

2. To log in:
   - If you are new to JBI, log in with your Ovid Admin ID
   - If you are new to Ovid, log in with your JBI Admin ID

![Welcome to the JBI Administration Site](image)

**Option B:**

1. Log in as an Ovid Administrator: [http://ovidsp.ovid.com](http://ovidsp.ovid.com)
2. From the top Ovid menu, select the link for JBI Admin:

![Ovid Menu](image)

3. Re-enter Ovid Admin credentials
Next: On the next screen, select the link “JBI Administration” and you will be taken to the admin site:
How to setup permission for tools

Summary: As a JBI administrator, you are able to authorise the level of access a user has to each tool. To do this, you will need to log into JBI Administration and follow the steps below.

Steps to follow:

1. Log into JBI Administration: http://jbi-admin.ovid.com/user/
2. Find the User and highlight the name

Note: Please make sure that the user is mapped to an Ovid Account (Ovid Personal Account) for changes to be made on OvidSP.

3. When you have selected the desired user, “JBI Tools Access” on the right will list the tools available to your institute and the level of access the user has to each tool. Click on the radio button to authorise the desired level of access to each tool for the User - either General, Admin or None.
   - General – User is allowed to view/browse but not create
   - Admin – Depending on the tool, admin allows users to control, create and modify
   - None – No access at all. Error message appears when the user clicks on the tool
4. Click “Save Changes”

5. Then OK

Changes have been saved.

OK
"new user" functionality via JBI Admin

Summary: “New User” creates a JBI users account. The “New User” needs to be mapped with an Ovid Personal Account. For more information on mapping JBI user and Ovid Personal Account please see email “How do I map a JBI user to an Ovid Account”.

Credentials created via this functionality is not valid in any login page from Ovid. However, if they have dual access, the credentials will be useable via JBI platform.

Steps to follow:

1. Log into JBI Administration Site (for more information please to section “How do I access JBI Administration Site” on page 4)
2. When you are in the Admin Site, click “New User”.

![Image of JBI Administration Site with New User option highlighted]
3. A new window “New User” will open, fill in the fields and then click “Add User”

4. The new user will immediately appear in the list