

Memorial University Libraries

Health Business Full Text Elite Search Guide

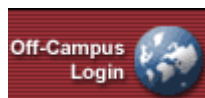
<http://www.library.mun.ca/hsl/guides/HBFTsearchguide.pdf>

About Health Business Full Text Elite

Health Business Fulltext Elite provides access to about 460 fulltext journals in the disciplines of health care administration and other non-clinical aspects of health care institution management. Coverage varies, but fulltext goes back as far as 1965 for some titles. Fulltext for some titles is delayed for 6 months to 1 year.

To Start: Go to www.library.mun.ca/hsl

On-Campus users: Click on the **Health Databases** link. Then click on the Health Business Full Text Elite link.



Off-Campus (MUN users only): Click on the **Off-Campus Login** button on the top right corner of the **Health Databases** page. Enter your ID and Pin, then click on the Health Business Full Text Elite link.


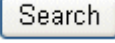
Tips

| | |
|------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Help | Click <i>Help</i> in top right corner. |
| Truncation | Use the * (asterisk) to search variant endings, e.g. teen* retrieves teen, teens, teenage, teenager etc. |
| Combining Terms | Use and , or , not and parentheses () to group concepts where necessary. More info |



Keyword Searching

1. Enter term(s) in search box(es).
2. Choose which fields to search from the drop down box. The default is to search everything.
3. You can combine terms by using two or more search boxes. Choose your combining terms ([More info](#)) from the drop down box on the left of the search boxes.
4. Click to run the search. Your search will appear below the search boxes.



Combining Searches

1. Click on  under the search box.
2. Note that each search string has been assigned a number (S1, S2 etc).
3. In the search box, enter the searches you wish to combine linked with **AND, OR, or NOT** e.g. S1 **and** S2.
4. Single click on  to run the combined search.









Limits

1. To place limits on a search before the search is run, see below the search boxes.
2. To limit a search from the results page, click .
3. Enter your limits and click  to rerun the search with the chosen limits.

How to Get the Documents

1. Click on the title of the article to see the citation and abstract, or click  [HTML Full Text](#) or  [PDF Full Text](#) to see the full text of the document.
2. To view another article, click on **Results List** at the top of the document and then click on the desired title.
3. Click **Check Library Catalog** to view our library's holdings.
4. If the library does not have access to the desired item, place a **document delivery** request.

Printing/Saving/Emailing

1. From the document, click  [Print](#) ,  [E-mail](#) , or  [Save](#) . This will print, email or save the citation and abstract.
2. If you are saving a number of documents, click  [Add to folder](#). This will add all of your chosen records to the folder so you can print, email, or save them all at once.
3. Click  to see the list of documents you have in the folder.
4. Click  [Print](#) ,  [E-mail](#) , or  [Save](#) to print, email, or save all the records at once.
5. To print, email or save the full text of a record, you must go to the full text of the article.

Exit

To exit, close browser.

For more information, or to book a training session, contact the **information desk**. (777-6672)