

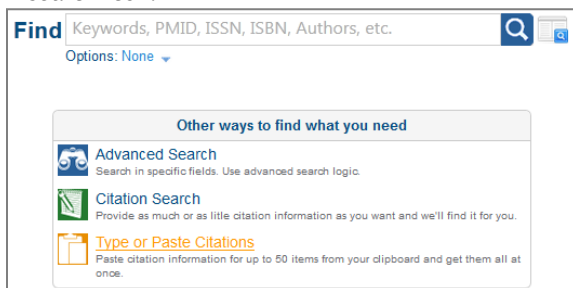
CCC's RightFind™ is a cloud-based content management and document delivery system that can be accessed anywhere, anytime and allows a single, easy-to-use gateway to corporate licensed and pay-per-view content. This guide will help you get acquainted with RightFind. If you need assistance, please contact JnJ Help customer service at JnJHelp@infotrieve.com.

Log on by visiting www.rightfind.com.

Content Finding Methods

Content Finder (Search) - The new comprehensive content finder allows you to search CCC's extensive bibliographic database of articles, book sections, journals, books, proceedings, and other publication content, including your company holdings!

- Search any of a variety of possible search terms including title, publication name, standard number, PubMed ID, author, volume/issue/pages, and/or DOI.
- From your search results, you can request to receive articles or copyright permissions, view the table of contents for publications, export citations, and view abstracts.
- View/run previous search queries by clicking the "Saved Searches" icon next to the magnifying glass search icon.



***TIP:** Use our Advanced Search feature to submit complex Boolean search queries to the content finder. Narrow the search by keyword, title, author, identifier, etc., and by using wildcards and operators.

Request Form - Use the Request Form when you know the citation. Fill in as much citation data as possible, but you do not need to complete every field to place an order. Click the "Continue" button to move to the ordering screens.


Request by Citation - RightFind supports a variety of citation formats. Copy and paste one or more citations for bulk ordering. Click the "Continue" button to move to the ordering screens.

QuickCheck Bookmarklets


Place orders from anywhere on the Internet by highlighting the title of interest and clicking on "Order from CCC" or "Permissions at CCC" buttons. You must first add the bookmarklet to your browser favorites by going to the "Cool Tools" link and following the installation instructions. This is a great way to quickly order items from [Google Scholar](http://www.google.com) or any other website.


Request Tips

1. Confirm that the citation information is correct. If your citation(s) isn't correct, you can use one of the following buttons:

- [see more possible matches](#) will provide additional search results for you to choose from
-  [Submit request using your citation](#) will send the citation information you've supplied to CCC's Referencing department and we will verify the citation.

2. Document Delivery and Copyright Permissions. CCC can provide either of these - just let us know what you need!

 [Get this journal article](#) - A copyright compliant document will be sent to you.

 [Get copyright permission](#) - If you already have the document and want permission to reuse it, CCC will procure permission only. No document will be sent to you.

3. Click [Put in Cart](#) or [View Now](#) next to the Content Usage Option. The usage list is customized by your administrators. Choose the option that best fits how you intend to use the item.

4. If you put the item into your cart, click [Submit Content Requests](#) to complete the purchase. If you clicked [View Now](#), click on the link to access your item immediately.

5. When your request is available, you will receive an email containing a link to your document. If you ordered more than one document during your ordering session, you will receive multiple emails.

Viewing Request History & Checking Status

To access your complete request history, go to “My Folder” and choose “My Requests.” Click on “My Request History” to view completed or cancelled requests ONLY. Click on “My Pending Requests” to view outstanding requests (not yet completed).

What does your request ‘Status’ mean?

- **Manual Clearance Pending** - Request is waiting for a person (i.e. publisher, author, etc.) to provide copyright clearance.
- **Manual Sourcing Pending** - CCC staff is in the process of locating a source for the request.
- **Fulfillment Pending** - Request is at a source awaiting fulfillment.
- **Completed** - Request has been filled successfully and delivered.
- **Suspended** - Request is in suspension mode. Action required by end user or administrator to reactivate (example: accept new price limit or more information needed).
- **Invoiced** - Bill has already been sent out to client or credit card payment has been successful.

* For additional questions regarding your request status, please contact our customer service team.

Export My Requests

Run a report of all your requests: Your historical request information is always available to you.

You can run a report of your requests by going to My Folder→ My Requests → Export My Requests. Establish the date range (start and end) of requests you would like to export and click the “View Report” button. Once your report is created, you can download it in multiple formats including Excel to make further edits or perform an analysis.

PubMed

If you use PubMed regularly, you can create a seamless integration with RightFind.

1. Use this URL to access PubMed (bookmark it or use the PubMed link under Resources):

<http://www.ncbi.nlm.nih.gov/pubmed/?otool=infotrietoool&tool=infotrieve>

2. Using this URL, PubMed will know to send citation(s) to RightFind.
3. Perform a search in PubMed.
4. From the list of results, select one or more checkboxes of items you wish to order.
5. Select **Send To > Order** and then click on the “Order Articles” button.
6. Login and proceed with ordering.

NOTE: You may use an NCBI account instead of the custom URL listed above. If you have an NCBI account, in your Preferences, set CCC as your Document Delivery Service.

Alerts and RSS Feeds

Alerts can be created to stay informed about table of contents updates, track keywords in favorite publications, and automatically run your choice of search queries or notify you of changes in your company holdings. Alerts can be delivered by email or via an RSS feed.






1. Alerts and RSS feeds can be setup wherever you see the RSS feed and alert icons, as well as anywhere you see an Alert link in the Browse Holdings module.
2. To create a new Alert, go to “My Folder” and choose My Alerts. Click the New button.

Personal Libraries

Your Personal Library is a repository where you can store, annotate, rate, review and tag documents.

NOTE: Content will automatically be added to your personal library as the requests you make within RightFind are filled.

Click on My Libraries to access

	Thumbnail - A full text PDF copy of the document is available.
	Green LinkOut Flag - Content is available on a website.
	Orange Item of Interest Flag - Citation information only. No associated document.
	Comments/Annotations Icon - Number of comments and annotations created.
	Rating

Document Explorer

Click the ‘Explore’ link to access.

Use the Document Explorer to view your content, to annotate full text documents, to leave comments, to rate documents and write reviews of content.

Tag Bar

Click on View > Tag Bar to open the tag bar and add tags to one or more documents in your library.

TIP: To create a new tag, drag ‘Create New Tag’ over the document and a box will appear. Type the new tag into the box and click ‘OK’.

Details

The Details dialog box allows a central place to make changes to the document record. It is available by clicking the icon and choosing ‘Details’ from the menu. Here you can edit citation information, upload a document, relate documents, add attachments and create tags.