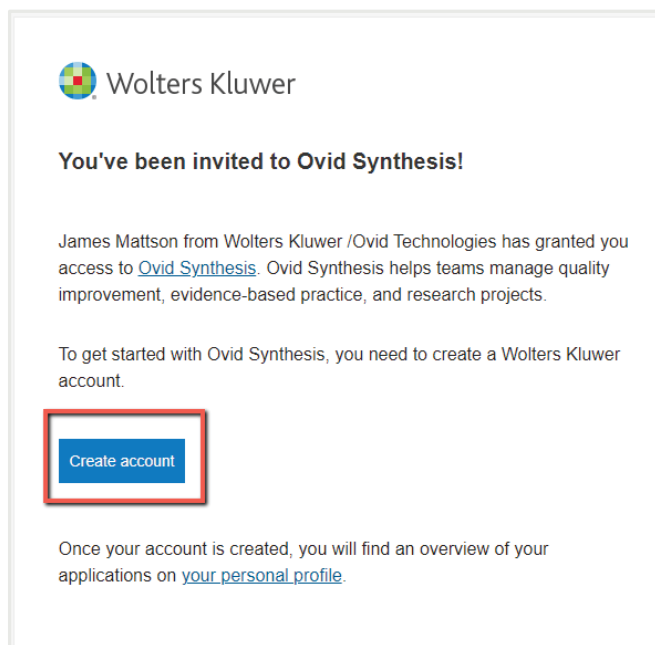


Accept invitation

To register for an account, check your email for an invitation from no-reply@wolterskluwer.com. If you don't see an email, please reach out to your administrator or to support@ovid.com.

1. When an administrator in your organization sends you an invitation to Ovid Synthesis you will receive an email like the one below.



2. If you do not see the email, be sure to check spam and junk folders. The email will be sent to you from no-reply@wolterskluwer.com.

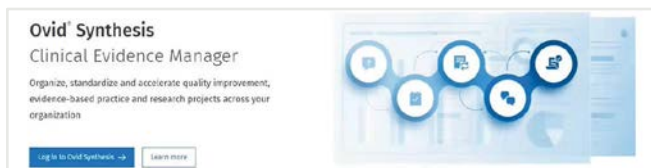
Getting started

Before Log in

1. To register for an account, click the **create account** button.
2. From there you will be taken to the registration page where you will be able to enter your name and create a password. Click **Continue** when you're done and your account will be created.

A screenshot of the "Create your Wolters Kluwer account" page. It includes fields for "First name", "Last name", "Email address", "Password", and "Repeat password". There are checkboxes for "I accept the Terms of Use and Privacy Policy" and "I'm not a robot". A blue "Continue" button is at the bottom.

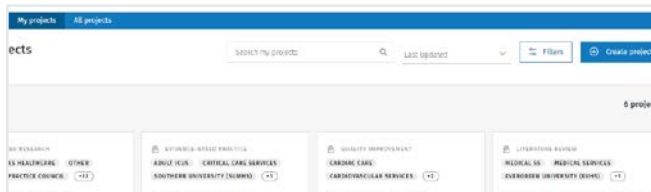
Log in to Ovid Synthesis



- Log in by visiting: <https://synthesis.ovid.com/cem/>
- Enter **email address**
- Enter **password**
- Click on **Log in**
- Welcome guide displays
- Review and click on **Got it**

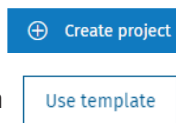
A screenshot of the "Sign in to Ovid Synthesis" page. It has fields for "Email address" and "Password", a "Show" button for the password, a "Keep me logged in" checkbox, and a blue "Log in" button. A "Forgot password?" link is at the bottom.

My projects page will display here and you will see any projects that you created or were invited to.



Create a project


1. On the **My projects** tab, click the **Create Project** button
2. Select the template by clicking on **Use Template**
3. Enter the **Title**(required)
4. **Specify project visibility.**
When creating a new project, users will be now able to specify how visible the project should be within their organization. The options are configurable per customer and per template.
**Preview is the recommended visibility option*
 - **Full view:** allows any user within the institution to view the entire project and download all documents associated with the project.
 - **Preview:** anyone in your organization can view the project title, description, team, and stage status. Users you invite and institution administrators can see the entire project.
 - **Team & leadership:** only restricts the project visibility to the project team, organizational admins, and support admins only.
5. Complete all fields or select from dropdowns.
6. Click on **Create and Continue**
7. The project has been created and work can begin.



Add team members

*Accessible to project admins or project reviewers

1. Click on the project
2. Project overview chevron displays

Team  [Add new teammate](#)

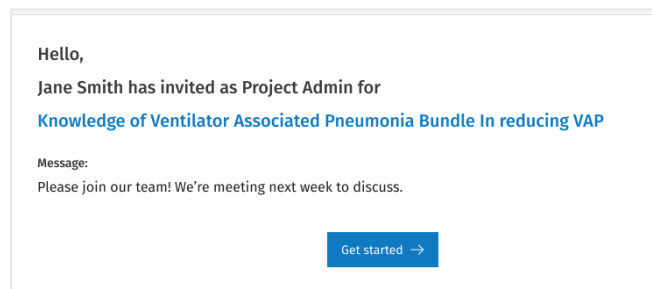
3. Click on **Add new teammate**

- **Project Viewer** - has read-only permissions within the project. Can export items from the project and can do a literature search (but not add search results to the project).
- **Project Editor** - has all permissions on all the items within the project, but no permissions on the project itself (i.e. changing project metadata, deleting the project, adding/removing team members from the project).
- **Project Admin** - the user who created the project and has all permissions on the project and items within the project.
- **Project Reviewers** - can invite teammates, add comments, mark stages as complete, and add full text.

4. Select the new teammate's role:
5. Enter the user's name (users that have an Ovid Synthesis account will display. You can search for a user by either their name or email address.)
6. Enter a message for the user. (Optional)
7. Click **Send**
8. The user will receive an email with a link to the project

Invited to a project?

When you have been invited to a project you will receive an email.



1. Click on the **Get started** button to access the project in Ovid Synthesis
2. Your ability to edit a project is based on the role the Project Admin assigned to you when invited

Troubleshooting

If you are attempting to access Ovid Synthesis remotely using the Sentara VPN and are having issues, please follow these steps *in order*.

1. Log out of the Sentara VPN
2. Go to Ovid Synthesis
3. Log out of Ovid Synthesis
4. Log back into the Sentara VPN
5. Log back into Ovid Synthesis

Tips and tricks

- Remember to check expert guidance by clicking on the green lightbulb 
- Remember you can share comments and tag team members within the interface
- Remember to mark stages as complete as you move along throughout the project

