

CC Advisor Quick-start Guide

Welcome to *CC Advisor*! For this new product Choice, publishers of *Choice Reviews*, and The Charleston Company, publishers of *The Charleston Advisor*, have teamed up to produce an in-depth source of reviews of academic databases, websites, and tools for librarians, students, and faculty. This continuously updated, interactive service provides comprehensive, comparative, and authoritative information on a wide range of digital resources.

CC Advisor makes you more effective by helping you select the best and most appropriate resources for your research.

To jump-start your work in *CC Advisor*, we've provided brief instructions on the most commonly used functionalities below. Let's get started.

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Our URL

www.ccadvisor.org

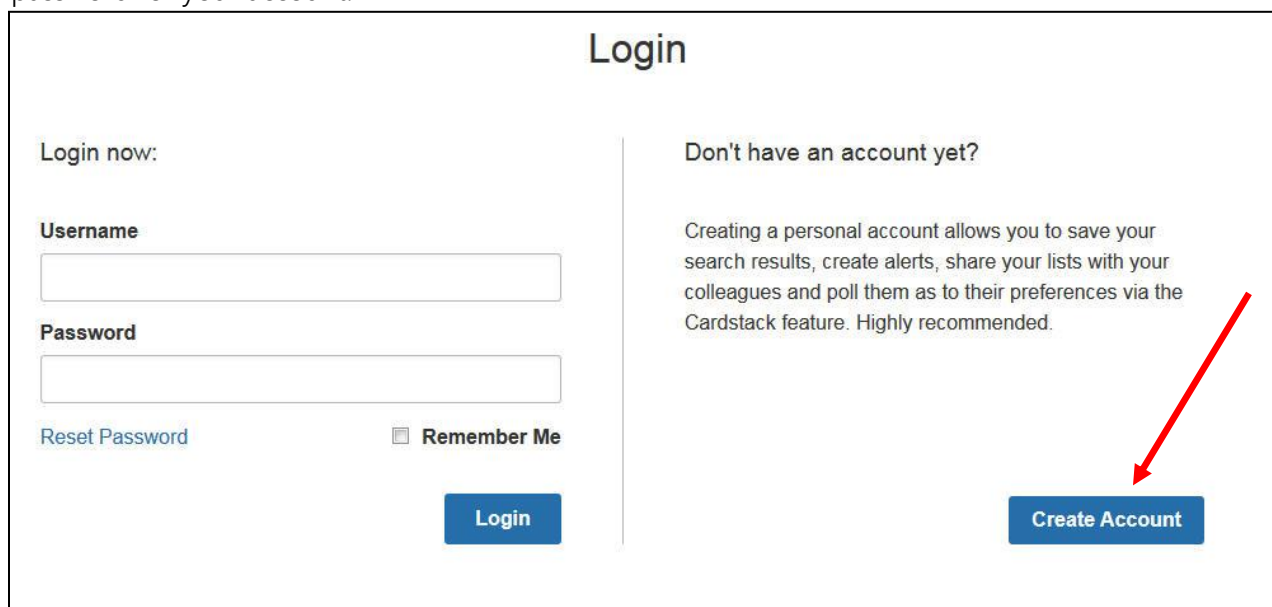
Create an Account and Log in

As a *CC Advisor* subscriber, your institution is already activated by means of its IP range. In order to take advantage of the many features of *CC Advisor*, however, you will want to create an individual account associated with that of your institution.

To create an individual account, you must be at a computer connected to the institutional network. If you are currently connected to your institution's network, from the Navigation bar simply click Log In.



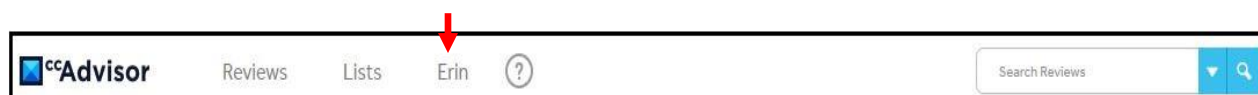
Click the Create Account screen and enter the requested information to create a username and password for your account.

A screenshot of the CC Advisor login and create account screen. The page is titled 'Login'. On the left, under 'Login now:', there are input fields for 'Username' and 'Password', a 'Reset Password' link, and a 'Remember Me' checkbox. A blue 'Login' button is at the bottom. On the right, under 'Don't have an account yet?', there is a paragraph of text explaining the benefits of a personal account. A blue 'Create Account' button is at the bottom right. A red arrow points to the 'Create Account' button.

Using your login credentials (username and password) you may now access *CC Advisor* from any device connected to the Internet, either in or outside of your institution's network. CCA's responsive design makes it usable from tablets and phones as well as from your computer.

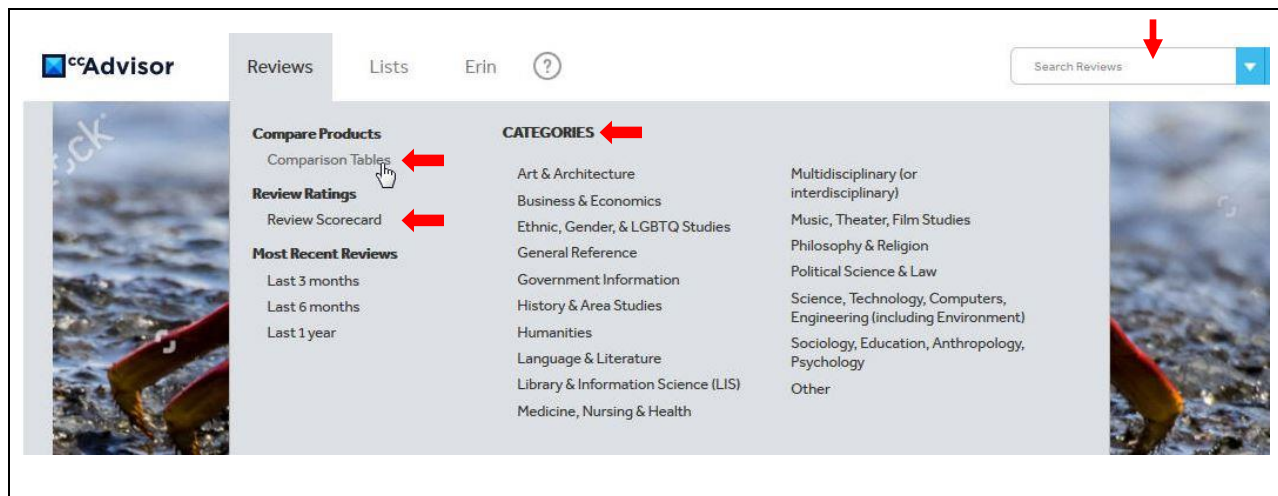
Alternatively, you may ask your systems administrator to create an account for you.

Once you are logged in, the Navigation bar will change to show your account username.



Manage your account using the links under [Username]>My Account Info.

Getting Started



SIMPLE SEARCH

To run a full-text search in CCA, simply type your search term(s) into the simple search box on the right-hand side of the Navigation bar. When you enter multiple words, the default operator is OR, so if you are searching for an exact phrase or multiword combination, use quotation marks around the search terms: "American history" "electrical engineering". See also [Advanced Searches](#).

FILTER REVIEWS BY SUBJECT

To filter the reviews by subject, on the Navigation bar click Reviews then choose a subject area under Categories.

REVIEW SCORECARD

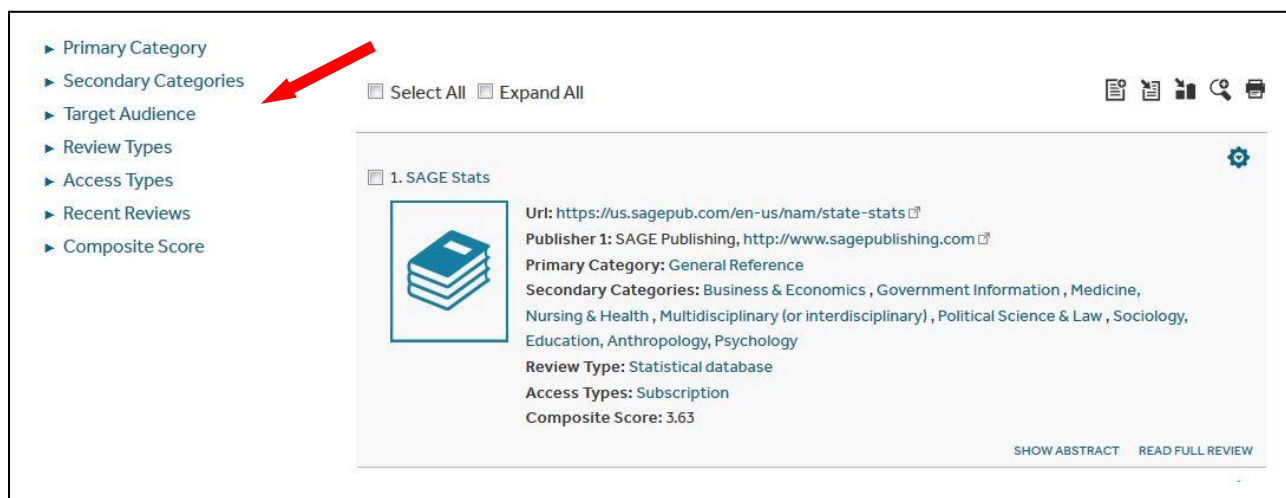
To see a list of all reviews in CCA, on the Navigation bar click Reviews>Review Ratings>Review Scorecard. You can order the list by title, by publisher, or by composite score.

COMPARE RESOURCES

To compare similar resources, on the Navigation bar click Reviews>Compare Products>Comparison Tables. For full instructions on how to generate a comparison table, see [Create a Comparison Table](#).

The Search Results Page

The Search Results page allows you to filter the reviews by subject category and other parameters using the facets along the left-hand side of the page.



The screenshot shows a search results interface. On the left, there is a list of facets: Primary Category, Secondary Categories, Target Audience, Review Types, Access Types, Recent Reviews, and Composite Score. A red arrow points to the 'Secondary Categories' facet. Above the facets are checkboxes for 'Select All' and 'Expand All'. On the right, a search result card is displayed for '1. SAGE Stats'. The card includes a book icon, the URL 'https://us.sagepub.com/en-us/nam/state-stats', the publisher 'SAGE Publishing', and a list of secondary categories: Business & Economics, Government Information, Medicine, Nursing & Health, Multidisciplinary (or interdisciplinary), Political Science & Law, Sociology, Education, Anthropology, and Psychology. It also lists the review type as 'Statistical database', access types as 'Subscription', and a composite score of 3.63. At the bottom right of the card are links for 'SHOW ABSTRACT' and 'READ FULL REVIEW'.

See [Faceted Searches](#) below. Search results are displayed to the right of the facets. See [Reading the Reviews](#).

WHAT DO THE ICONS MEAN?

For rapid identification, the main subject of each reviewed resource is indicated by a graphical symbol:



Art & Architecture



General Reference



Humanities



Business &
Economics



Government
Information



Language &
Literature



Ethnic, Gender, and
LGBTQ Studies



History and Area
Studies



Library &
Information Science



Medicine, Nursing,
& Health



Other



Science,
Technology, Computers,
Engineering



Multidisciplinary



Philosophy &
Religion



Sociology,
Education, Anthropology,
Psychology



Music, Theater, &
Film Studies



Political Science &
Law

ORDERING SEARCH RESULTS

Search results may be ordered using the drop-down menus at the head of the search results list. Available options are Most Relevant, Title, Publisher, and Highest Rating. Reverse the sort order by clicking on the A-Z arrow next to the Sort Results box. You can also specify the number of results displayed on each page (10, 25, 50, or 75) using the box to the right of Sort Results.



Reading the Reviews

Reviews are displayed on three levels:

- Synoptic view: bibliographic data only
- Abstract view: bibliographic data, brief précis, and reviewer name and affiliation
- Full Text view

When you run a search, search results are first displayed in Synoptic view. To view the Abstract, click "Show Abstract" at the bottom of the bibliographic data. To open the full text of the review, click "Read Full Review" or click on the title of the work at the top of the review. The full text of the review opens on a page all its own.

2. ACM Digital Library

Association for Computing Machinery

Url: <http://dl.acm.org/>

Publisher 1

Association for Computing Machinery

<http://www.acm.org/>

Primary Category: Science, Technology, Computers, Engineering (including Environment)

Review Type : Bibliographic tool , Ejournal collection

Access Types: Subscription

Composite Score: 3.75

SHOW ABSTRACT READ FULL REVIEW

To show all search results on a page in Abstract view, click the Expand All button at the top of the search results list.

Faceted Searches

Use facets (left-hand side of search results page) to quickly filter CCA by primary subject, secondary subjects, target audience, type of work, access types (i.e., subscription, open access, etc.), recent reviews, and composite score range.

Example: To find the most highly rated LIS resources available on an open-access basis, click "Library and Information Science" in Primary Category, then click "Open Access" in Access Type and choose Composite Score range "4-5."

When you apply a facet, the facet name (filter) is shown in a box at the top of the Search Results page. To clear the facet, click the X on the facet name or click Clear Results.

x Library and Information Science (LIS)

Sort Results: Most Relevant Secondary Sort 25 Clear Results

It's a Database!

In a review, click on any text in blue to run a new search on the value shown in that field. For instance, clicking on a primary category label will find all resources classified under that subject.

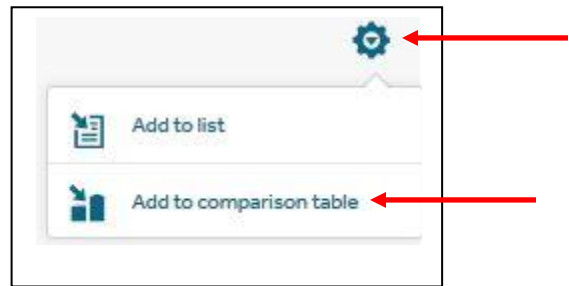
Create a Comparison Table

The ability to create a Comparison Table is one of the most powerful tools in CCA. By doing so, you can compare the essential features of any three digital products we have reviewed. Here's how:

METHOD ONE: FROM THE NAVIGATION BAR

1. Click Reviews>Compare Products>Comparison Tables.
2. From the Comparison Tables page, click the "Create New Comparison Table" button. Name the table and click Save.

3. Run a search. From the Search Results page select the two or three e-resources you wish to compare by checking the boxes at the upper left of each review, then select "Add to Comparison Table" from the gear menu at the upper right of the review.



4. Open the table from the Navigation bar by selecting *either* Reviews>Compare Products>Comparison Tables *or* Lists>My Lists>Comparison Tables.

METHOD TWO: FROM THE SEARCH RESULTS PAGE

1. Run a search. From the Search Results page select the two or three e-resources you wish to compare by checking the boxes at the upper left of each review.

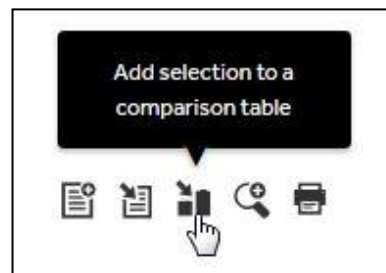
2. At the top of the search results list, click the Create a New List icon. Name the table and select "Comparison Table" from the List Type box.



3. Open the table from the Navigation bar by selecting *either* Reviews>Compare Products>Comparison Tables *or* Lists>My Lists>Comparison Tables.

ADD TO AN EXISTING COMPARISON TABLE

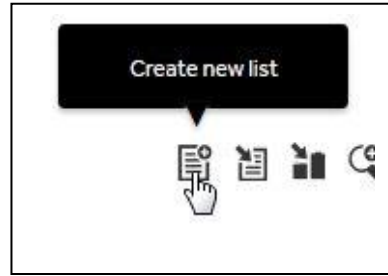
To add a review to an existing Comparison Table, click the checkbox at the upper left of the review, then select "Add to Comparison Table" from the gear menu. Reviews may also be added to lists using the Add Selection to a Comparison Table icon at the top of the search results list.



Lists

CREATE A LIST

If you wish to create a list of search results, indicate the titles you wish to include in your list by clicking the checkboxes at the upper left of each review, then click the "Create a New List" icon at the top of the search results list and select "List" from the List Type box. You will be asked to name your list.



Open the list by selecting Lists>Review Lists from the Navigation bar.

See also [Create a Comparison Table](#) and [Create a Card Stack](#).

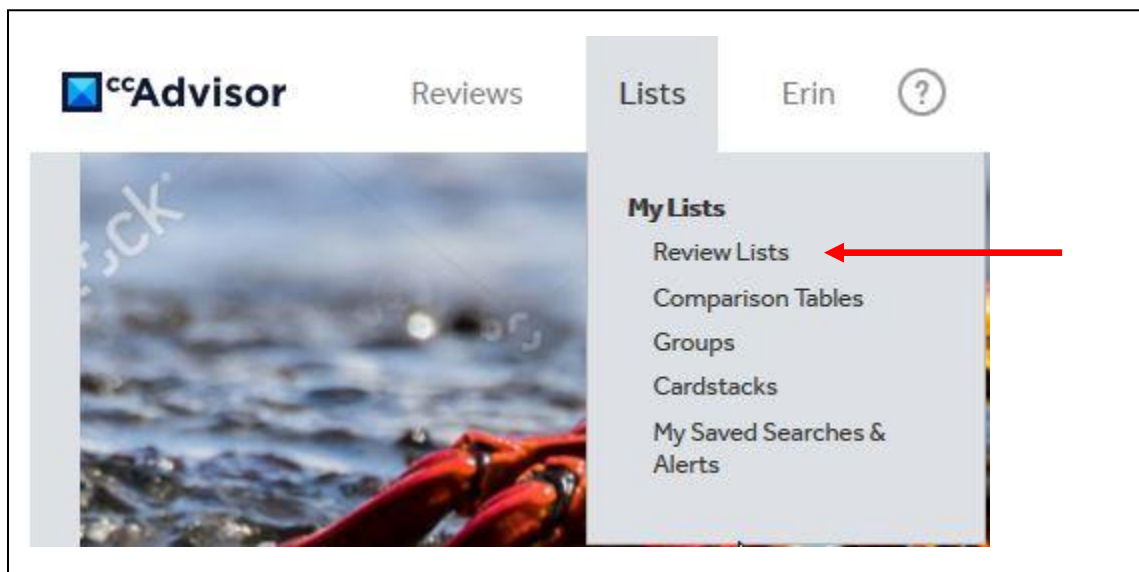
ADD TO AN EXISTING LIST

To add a review to an existing list, click the checkbox at the upper left of the review, then select "Add to List" from the gear menu. Reviews may also be added to lists using the Add Selection to an Existing List icon at the top of the search results list.



VIEW AND EDIT A LIST

To view a list you have saved, click on the Lists drop-down on the Navigation bar and select My Lists>Review lists.

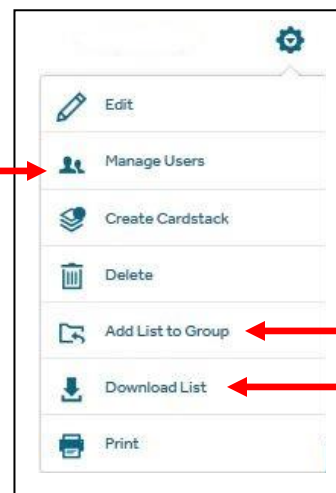


To edit, share, download, or print your list, click the gear icon associated with that list

SHARE YOUR LIST WITH OTHERS

From the Lists menu, you can choose who sees your list by using the “Manage Users” option on the gear icon. Only individuals shown on the users list can be invited to receive your list stack. If you are an account administrator and you wish to share your list with someone who is not yet a user, you first need to create an account for that person. Click [here](#) to find out how. After your colleague has created a password on that account, he or she can view your list.

If you are not an account administrator, please ask someone who is to create the account for you.



GROUP YOUR LISTS

As your lists proliferate, you may want to group them by topic, users, date, and so forth for ease of discovery. To create a group, from the Lists>My Lists>Groups menu, click “Create a New Group.” After you have created a group, navigate to Lists>My Lists>Lists, select the list(s) you wish to include in a group, and click “Add List to Group” on the gear icon.

EXPORT A LIST TO EXCEL

From the Lists menu, click on the gear icon for the list you wish to download, then choose “Download List.” Exported fields are Title, Subtitle, Publisher, Primary Category, Composite Score, URL, and Review DOI.

Printing

PRINT SEARCH RESULTS PAGE

Clicking the Print icon at the head of the search results list will print all titles on that page in Synoptic view. Check the Expand All click box if you wish to include the Abstract review text of all items.

PRINT A SINGLE REVIEW

Clicking on the title of any work listed on a search results page will display that review on a page of its own. Click the Print icon on the gear menu to print the review.

PRINT A LIST

To print a list, click on its title to open it and then click the Print icon on the gear menu.

Saved Searches and Alerts

SAVE A SEARCH

After you've run a search, click the "Save Your Search Criteria" icon at the top of the search results list.

You will be asked to name your search.



RUN A SAVED SEARCH

You can run the searches you have saved by clicking on Lists>My Lists>My Saved Searches & Alerts. When your saved searches are displayed, simply click on a search name to run the search again.

CREATE AN ALERT

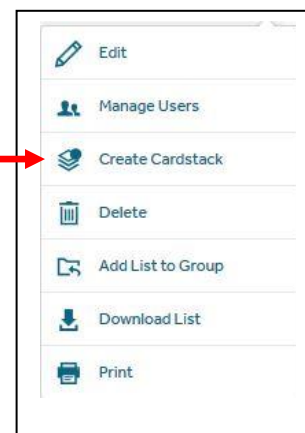
Saved searches can be programmed to run at regular intervals and to alert you to new additions to the search results. Click on Lists>My Lists>My Saved Searches & Alerts; choose the saved search for which you wish to create an alert; then select an interval (once a week, once a month) from the drop-down menu. An email will be sent to you when new items appear in your search results..

Card Stacks

Card stacks allow you to share your search results lists with others (faculty, library colleagues), poll them on their preferences, and share comments about titles reviewed in CCA.

CREATE A CARD STACK

After you have created a list, access it from the Lists>My Lists>Lists menu and click Create a Card Stack on the gear menu. Name the Card Stack, then choose the users you wish to poll from the list below the titles. Finally, click Transition to Cardstack at the bottom of the user list.



Only individuals shown on the users list can be invited to receive your card stack. If you are an account administrator and you wish to share your list with someone who is not yet a user, you first need to create an account for that person. Click [here](#) to find out how. After your colleague has created a password on that account, you may invite him or her to participate in the poll.

If you are not an account administrator, please ask someone who is to create the account for you.

VOTE ON TITLES AND ADD COMMENTS

When someone wishes to solicit your opinion on a potential title to acquire, he or she will invite you to view a Card Stack ([see above](#)). Click on the link in the invitation to open the Card Stack,

view the titles, and cast your votes. Add any comments you wish to make in the Comments box at the bottom of the review.

VIEW THE RESULTS OF YOUR POLL

The owner of the Card Stack can view the votes and comments for each title on the list. Go to Lists>My Lists>Card Stacks and open the appropriate list. The number of votes received for each title appears at the bottom left of the Synoptic contents. To see how each user voted and/or to read all comments, open the review and scroll to the bottom.

User Votes:

Erin Kraemer: Yes

Comments:

- Erin Kraemer (Erin) 03/15/2017
Though its highly specialized textual tools will be of primary interest to Greek scholars or specialists in the humanities, including classicists, philologists, and linguists, advanced students in these areas may be interested in the resource as well.

Add New Comment:

Advanced Searches

Advanced searches allow you to search the title and/or publisher fields exclusively or to easily run Boolean searches. Open Advanced Search by clicking the drop-down arrow next to the Search box.

Erin ? ▼ 🔍

Title

Producer / Publisher / Vendor

SEARCH ALL FIELDS
Boolean operators are auto-generated

with all of the words (AND)

with the exact phrase

with at least one of the words (OR)

without the words (NOT)

When you enter multiple words, the default operator is OR, so if you are searching for an exact phrase, title, etc., use quotation marks around the search terms: "American history."

To run Boolean searches, use the four Search All Fields boxes. Boolean operators are automatically inserted in the search, so enter search terms only. Do not enter the Boolean operator.

When you run an Advanced Search, the search parameters (and any filters you have applied) are shown in boxes at the top of the Search Results page. To clear all parameters, click Clear Results.

Known Issues

Printing in Firefox: The Firefox browser has a known bug that renders it incompatible with the style sheet used in *CC Advisor* to display review text. As a result, Firefox prints only blank pages when a user attempts to print review text. Until Firefox addresses this bug, we recommend that you print from the Chrome or Safari browsers.

Need Help?

Contact *CC Advisor* customer support at support@acrlchoice.freshdesk.com

For Administrators

CREATE AN ADMINISTRATIVE ACCOUNT

During account activation, an administrative login will be created for you by Choice Customer Service. Account administrators can view usage statistics, create "child" (individual user) accounts for members of the university community (see below), and view account information (account name, expiration date, and IP ranges).

As "child" (individual) accounts are created in your institution, you may wish to grant administrative rights to some of your colleagues. To do so, please contact Choice customer service at support@acrlchoice.freshdesk.com.

VIEW ACCOUNT INFORMATION

From the [Username] drop-down menu on the navigation bar, click on Institution Info under My Institution Management.



CREATE AN ACCOUNT FOR A COLLEAGUE AT YOUR INSTITUTION

Members of your institution's community can create "child" (individual user) accounts from within your institution's network (See [Create an Account and Log In](#), above). Using the credentials (user name and password) they have created, these users can then access *CC Advisor* from any device, anywhere in the world.

Alternatively, you can create a child account for your colleagues. To do so:

1. From the [Username] drop-down menu on the navigation bar, click on Create User under My Institution Management (see illustration above).
2. Enter your colleague's email address, username (created by you), and name.
3. Click Save.

An email will be sent to your colleague containing a link to a password-creation screen at *CC Advisor*. After he or she creates a password as indicated on that screen, the account creation process is complete, and the user can use his or her credentials to access *CC Advisor* from any device, anywhere in the world.

Administrators cannot see or change user passwords.

VIEW USAGE STATISTICS

Usage statistics are available from the Admin menu. Click Admin>My Institution Statistics>Page View Data. Parameters reported include registered and anonymous (i.e., institutional level with no login) user sessions, total page views, total searches, unique reviews read, all reviews read (list), and number of times each reviews was read.