



**Institute for the
Public Services**

Guide to Using IPS ProQuest Database

**Version: 1.1
Date: Mar 2024**

These instructions complement the *Binding Standards governing the use of the IPS ProQuest Database*. The Binding Standards can be accessed from [here](#).

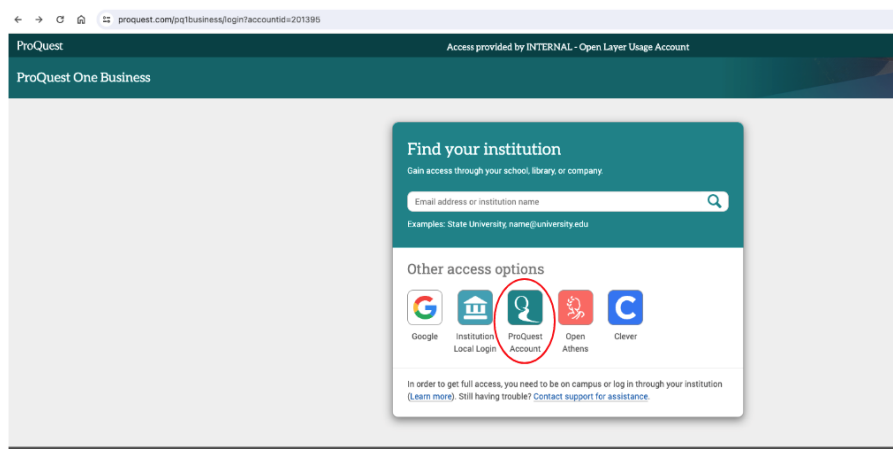
In this document, you can find guidelines on how to:

- [*Log in to your ProQuest account and access the ProQuest Databases*](#)
- [*How to conduct a Basic Search*](#)
- [*How to conduct an Advanced Search*](#)
- [*How to browse the ProQuest Database \(this is ideal if you do not have a particular topic in mind\)*](#)
- [*How to save the Content to personalise the database*](#)
- [*How to bookmark your Searches in the event you want to access them again at a later stage*](#)
- [*Additional Information*](#)

ProQuest Database Access Instructions

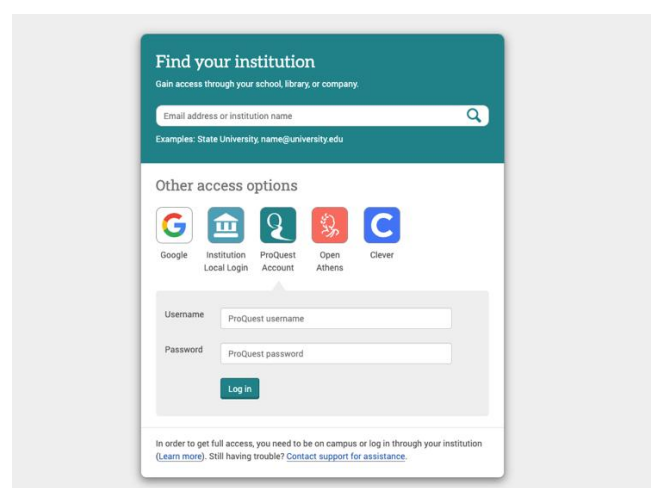
1. You need to sign in with the account and password the Institute for the Public Services (IPS) gave you to access the **Journals/eBooks** of ProQuest.
2. To sign in, open your internet browser, such as Google Chrome, and go to <https://www.proquest.com/login?accountid=215784>.
3. Click on the ProQuest Account avatar (circled in red – Figure A.1).

Figure A.1



4. Once you click on the avatar, a drop-down feature will show up, asking you to fill in your username and password, as shown in Figure A.2 below.

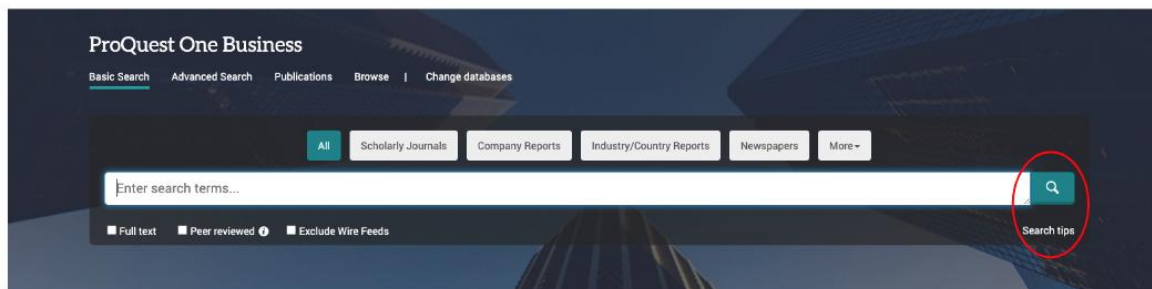
Figure A.2



ProQuest Database Navigation Instructions (BASIC SEARCH)

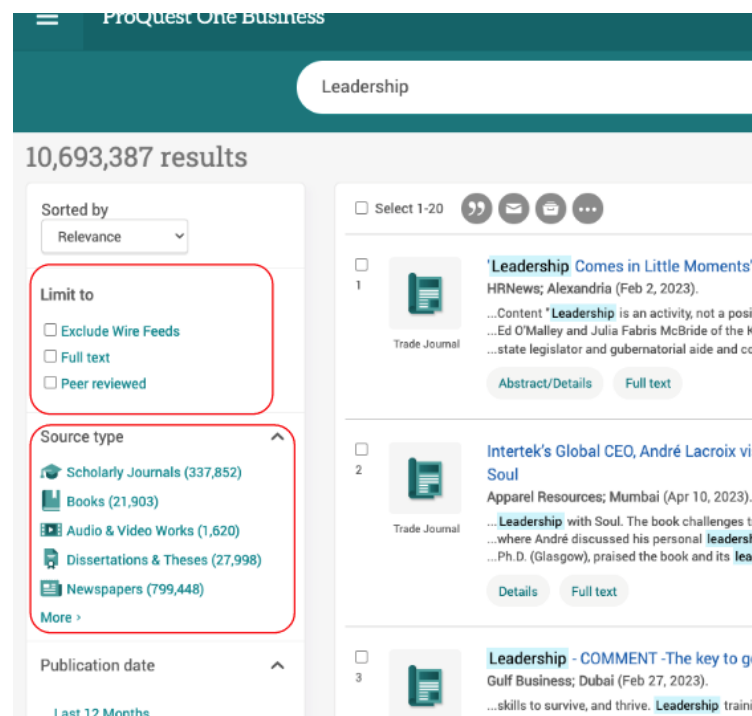
- Once you sign in, the easiest way to find a desired journal, book, or other type of content is to type a title or name in the “Enter search terms...” browser and then click on the magnifying glass (circled in red – Figure B.1) or click enter on your keyboard.

Figure B.1



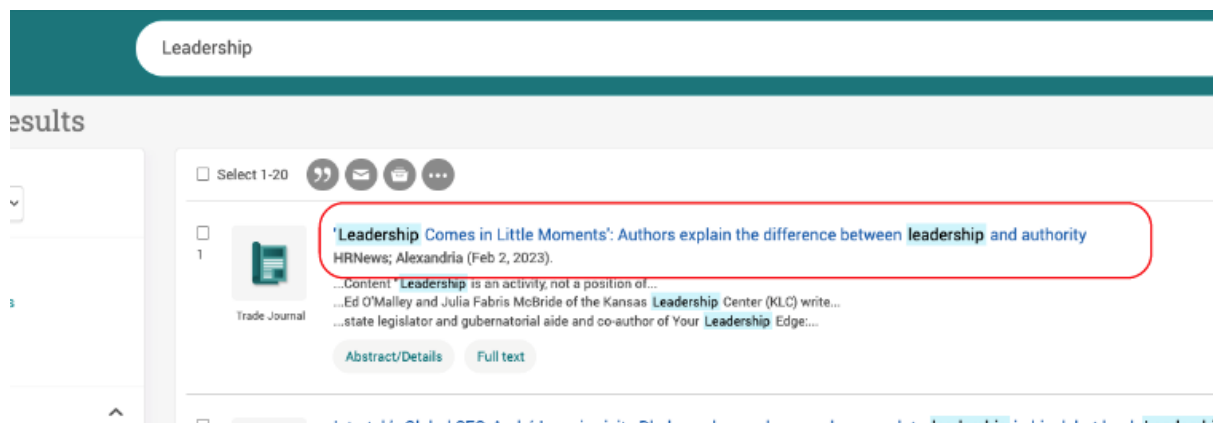
- Once you click on the magnifying glass or press enter on your keyboard, a list with the results of your search will appear. The left-side navigation bar lets you filter the search result according to limitations and source type (circled in red – Figure B.2).

Figure B.2



- Once you find the right content from the list, you may click on it (circled in red – Figure B.3).

Figure B.3



- When you choose your desired content, the right-side features enable you to take further action, such as downloading it in PDF format, checking citations, etc. (circled in red – Figure B.4).

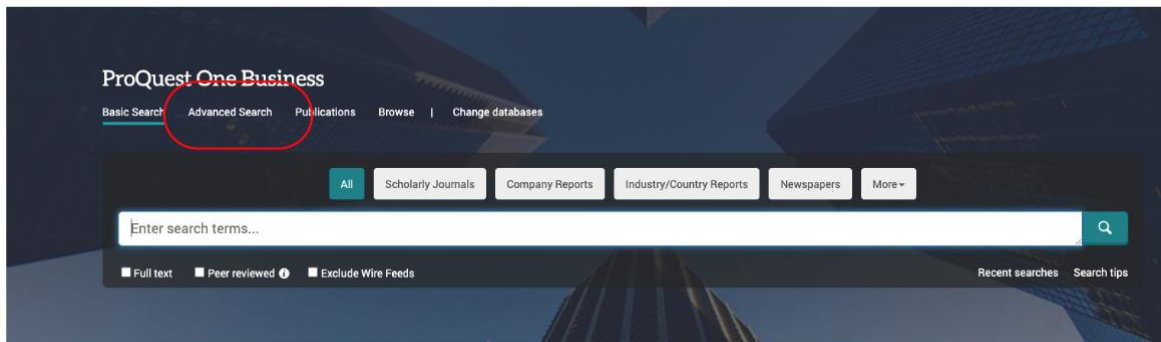
Figure B.4



ProQuest Database Navigation Instructions (ADVANCED SEARCH)

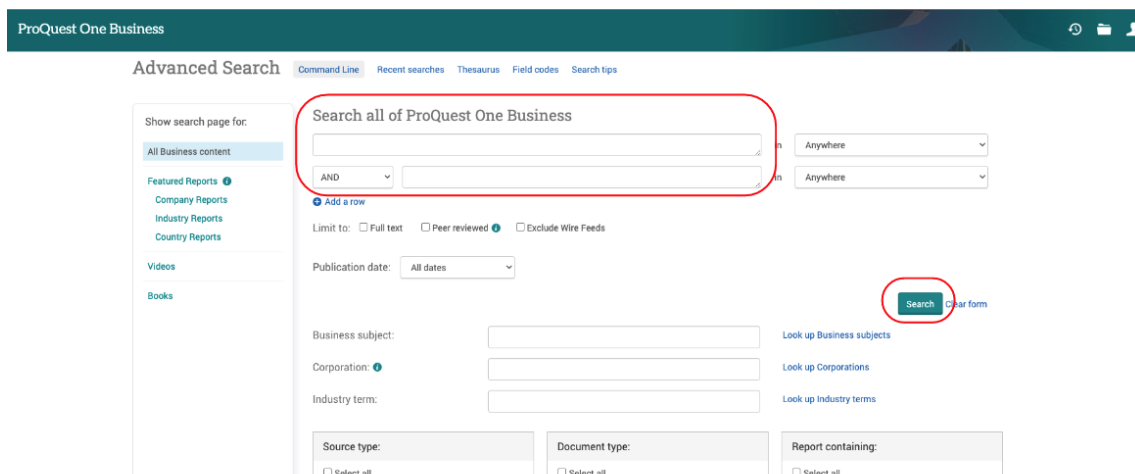
9. The advanced search enables you to search your desired content more accurately and specifically (circled in red – Figure C.1).

Figure C.1



10. The “Search all of ProQuest One Business” feature enables you to search for specific titles with exact wordings or exclude certain words (circled in red – Figure C.2). Once ready, click the “search” button to enable the filter.

Figure C.2



11. The filter features below enable you to filter the content according to types, formats, and industries (circled in red – Figure C.3). The filter features are similar to the basic search but limited to contexts.

Figure C.3

ProQuest One Business

Advanced Search

Command Line Recent searches Thesaurus Field codes Search tips

Show search page for:

- All Business content
- Featured Reports
 - Company Reports
 - Industry Reports
 - Country Reports
- Videos
- Books

Search all of ProQuest One Business

Search in Anywhere in Anywhere

AND

Add a row

Limit to: ☐ Full text ☐ Peer reviewed ☐ Exclude Wire Feeds

Publication date: All dates

Search Clear form

Business subject: Look up Business subjects

Corporation: Look up Corporations

Industry term: Look up Industry terms

Source type: ☐ Select all

Document type: ☐ Select all

Report containing: ☐ Select all

ProQuest Database Navigation Instructions (BROWSE)

12. If you click “Browse” (circled in red – Figure D.1), you can search content across four primary categories: companies, industries, countries, subjects.

Figure D.1

ProQuest One Business

Basic Search Advanced Search Publications Browse | Change databases

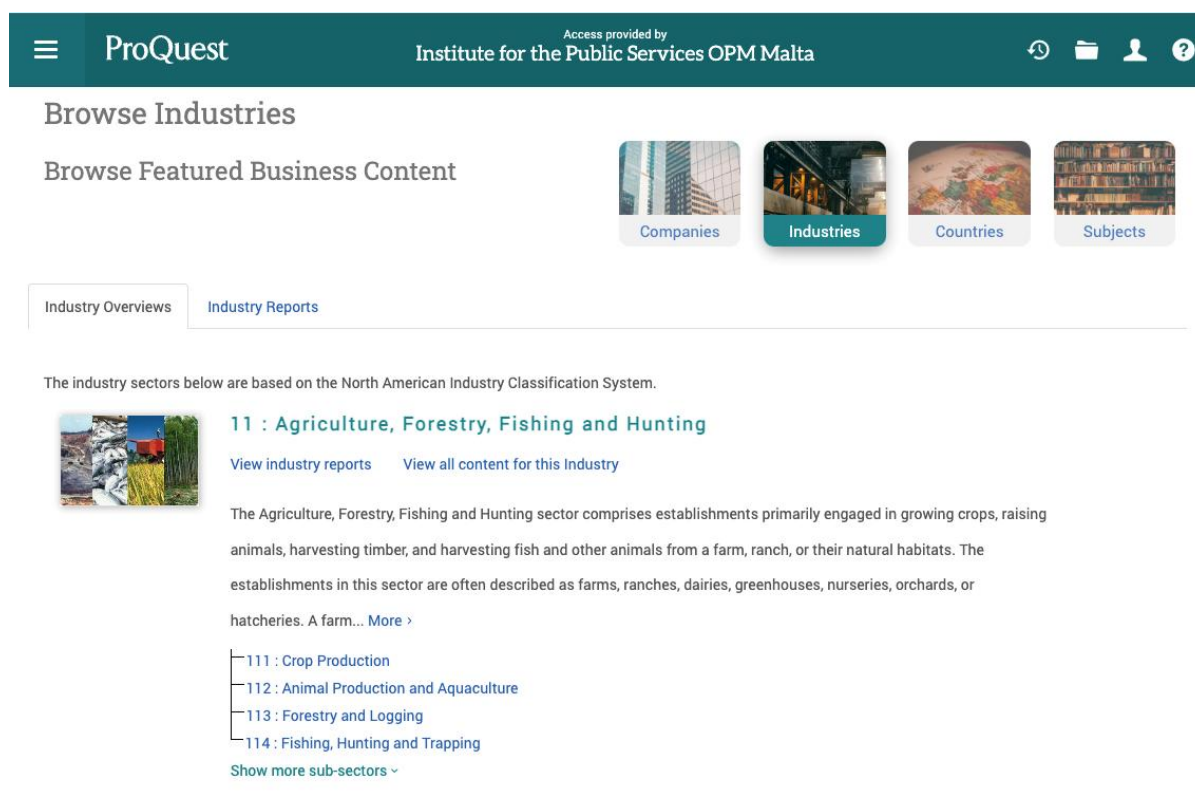
All Scholarly Journals Company Reports Industry/Coun

Enter search terms...

☐ Full text ☐ Peer reviewed ☐ Exclude Wire Feeds

13. The “Industries” category provides a list of industries and sectors of different nature. In each industry (as shown in Figure D.2), you will find sub-categories of the respective industry, along with industry reports and relevant content.

Figure D.2



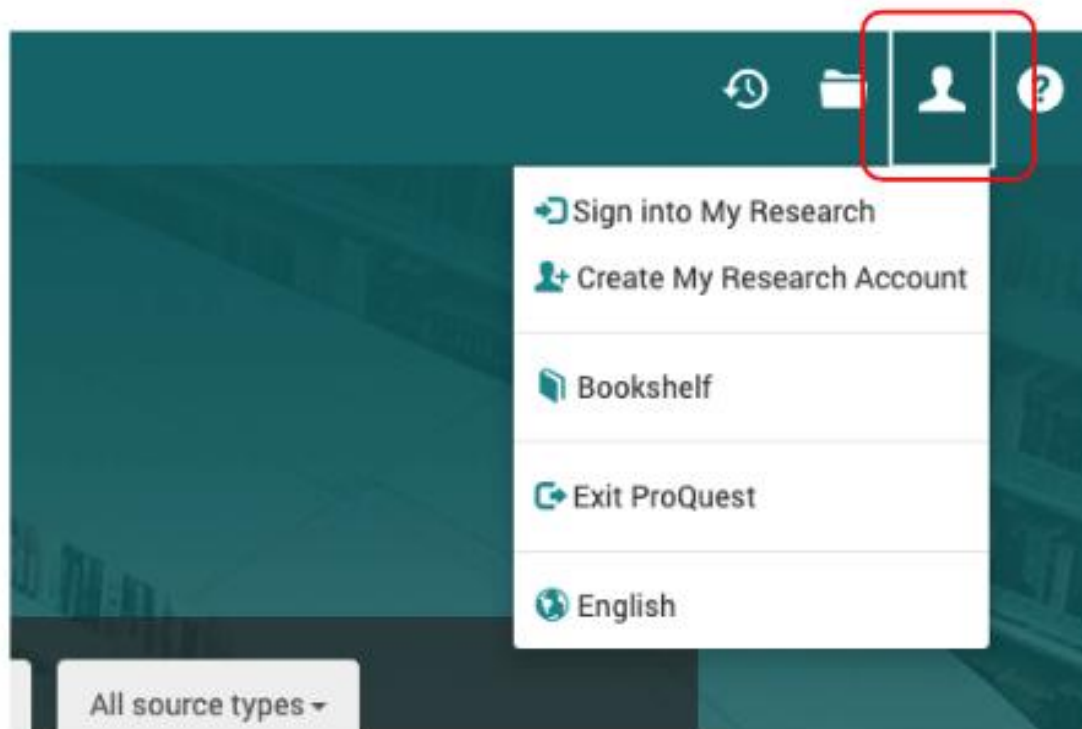
14. If you click “Show more sub-sectors,” the website opens a broader list of the secondary industries that fall within the primary one.

15. For any sub-sector you select, you will find a list of journals and eBooks you can download.

ProQuest Database Navigation Instructions (PERSONALISED CONTENT)

16. With ProQuest, you can extend your account for a more personalised experience.
17. Once you are logged in, and for one-time only, click on the avatar (as circled in red – **Figure D.3**) and then click on “Create My Research Account.”

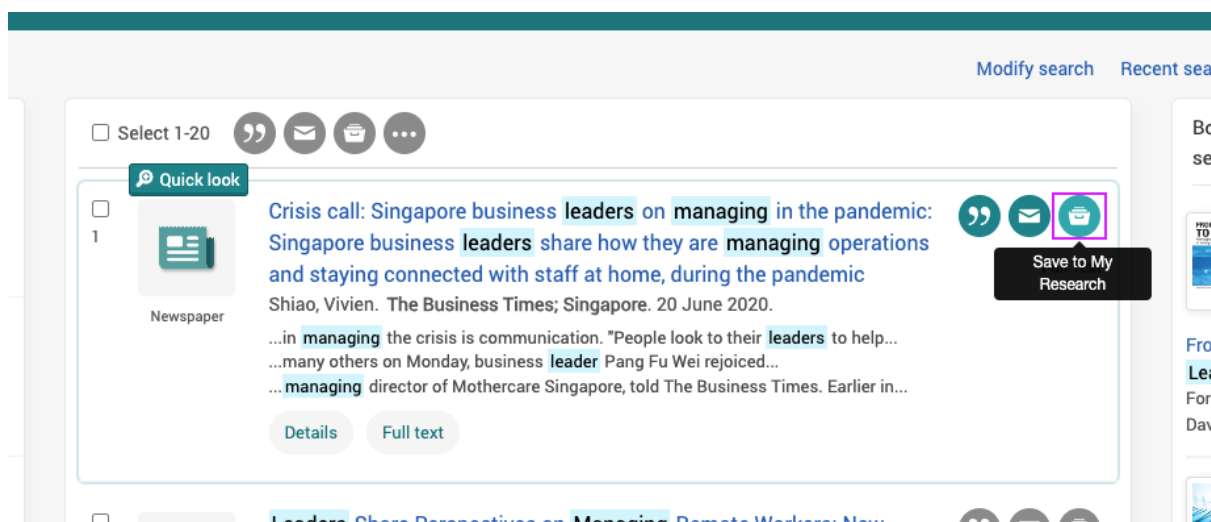
Figure D.3



18. The next step is to fill in your email address and type a password of your choice. Although it is not mandatory, we recommend using your work email and the password provided by the IPS Research Section to access the ProQuest account.
19. Once submitted, you will receive an email to verify your application and return to ProQuest database.

20. With the “My Research Account” logged in, you may carry on with your activities with a new functional feature “Save to My Research” for customisation purposes (as circled in violet – Figure D.4)

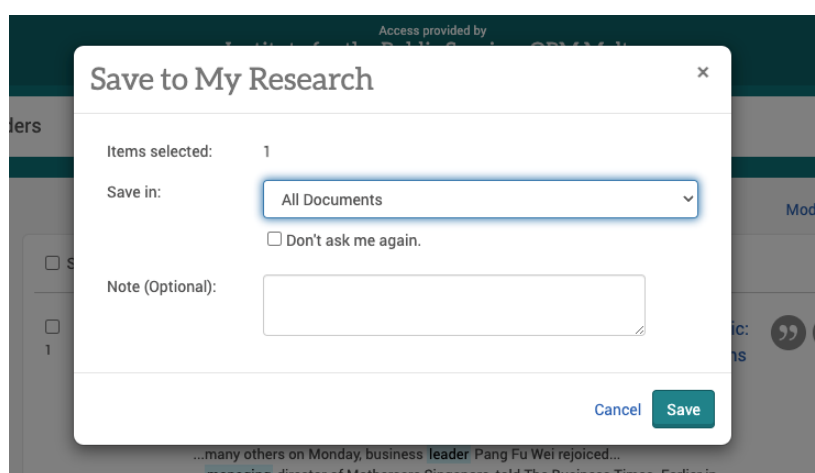
Figure D.4



21. To save your journal or other content, you may choose “All Documents” as the generic folder or create a specific one to categorise your content into different groups.

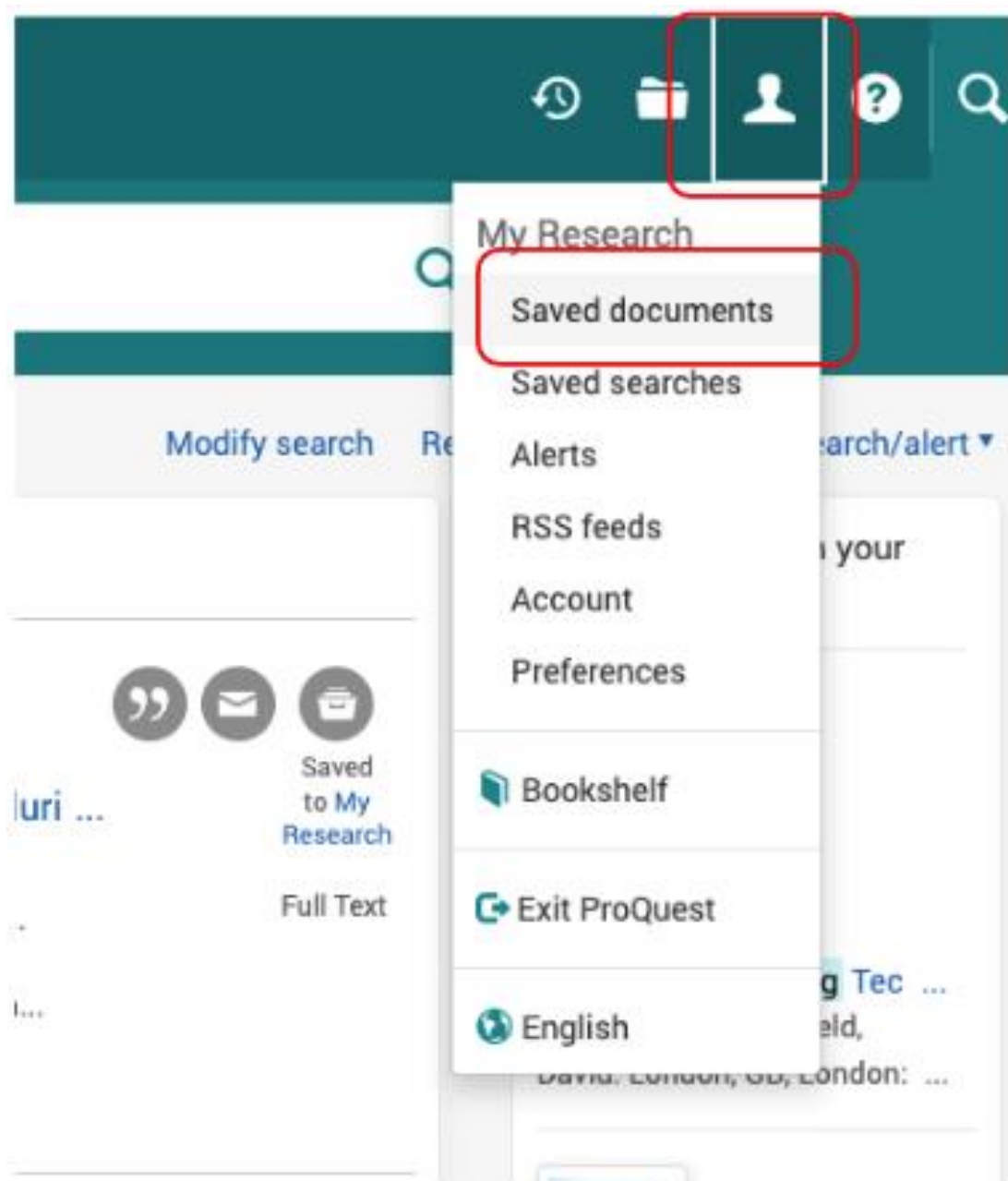
22. Once ready, click on the “save” button, as shown below.

Figure D.5



23. When you finish saving your chosen content, you may then click on the avatar and select “Save Documents” (as circled in violet – Figure D.6) to access a list of all the contents you have saved so far.

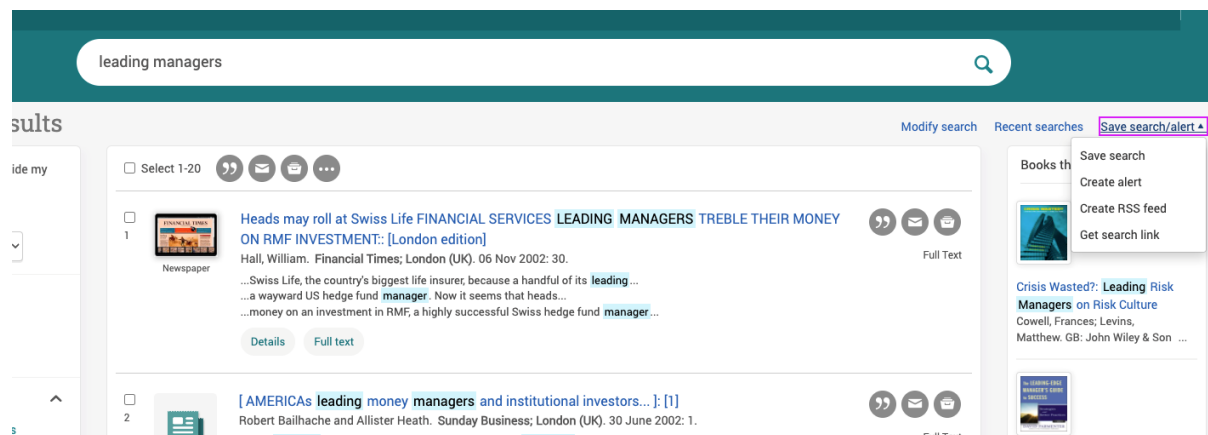
Figure D.6



ProQuest Database Navigation Instructions (PERSONALISED SEARCH)

24. Besides saving content, you can also save your searched list by clicking on “save search/alert” and then select “save search” (as circled in violet – Figure E.1).

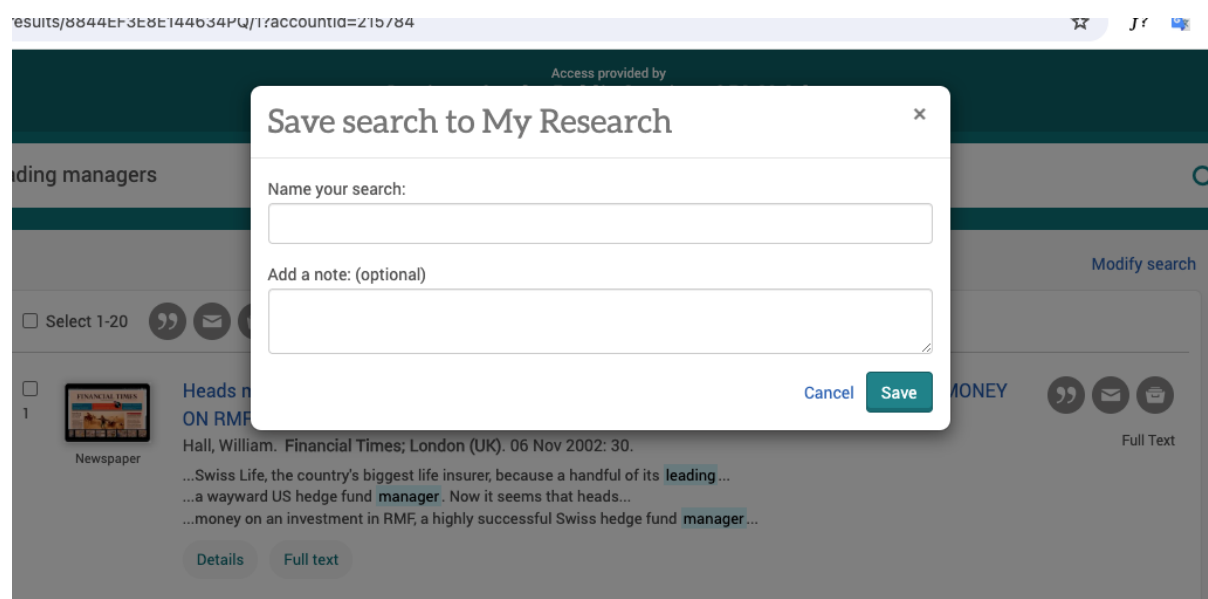
Figure E.1



25. Once you click the “save search,” you will find a popup as shown below.

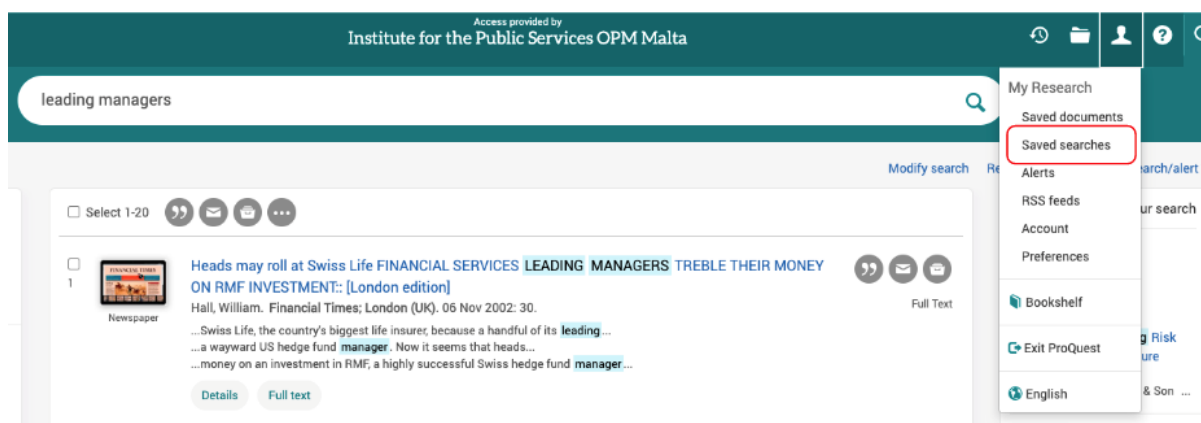
26. Fill in the “Name your search” with any text of your choice. The name serves like a bookmark to indicate your saved search list.

Figure E.2



27. Once you save a searched list, you can access it by clicking on the avatar and then select “saved searches” (as circled in red – Figure E.3).

Figure E.3



ADDITIONAL INFORMATION

28. If you need any further instructions and guidelines related to ProQuest One Business Database, you may visit the following link:

<https://proquest.libguides.com/pq1business>

