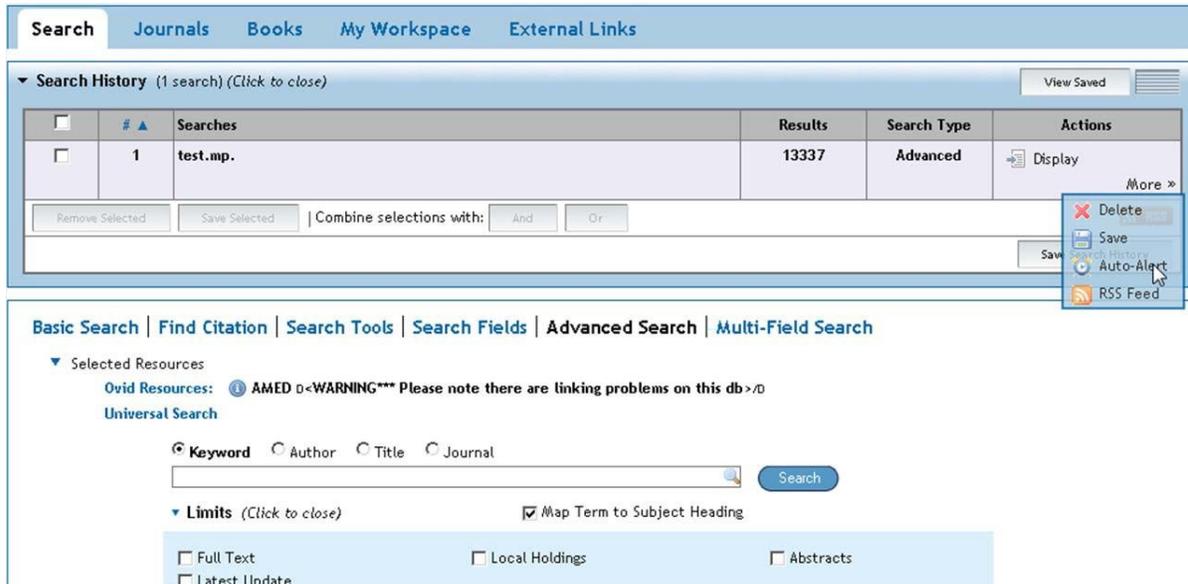


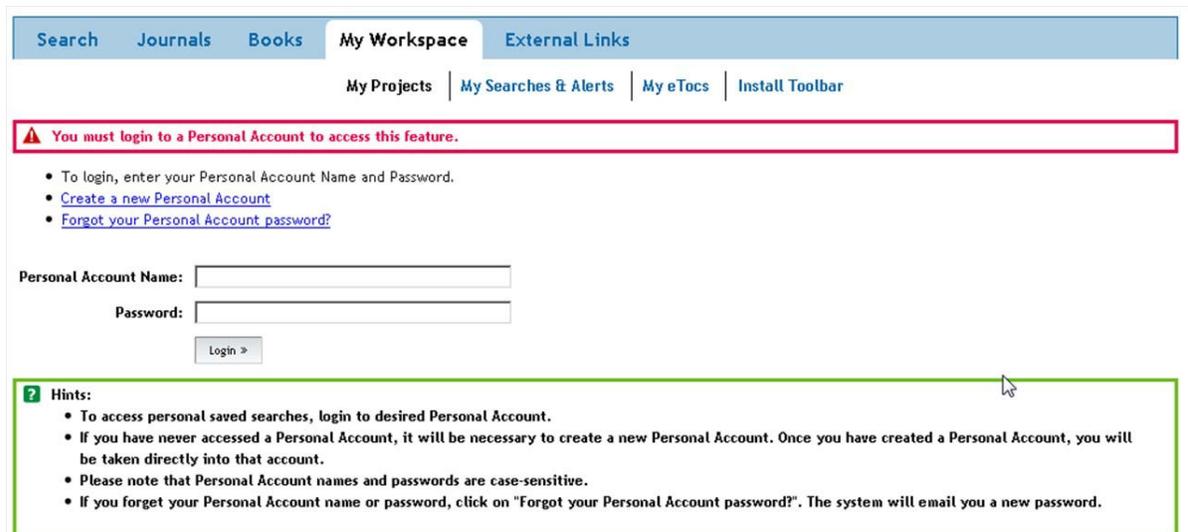
How to save a search as an AutoAlert or Permanent saved search in OvidSP

1. In the Search History, click More > Auto-Alert, as in the screenshot below:



The screenshot shows the OvidSP Search History interface. At the top, there are navigation tabs: Search, Journals, Books, My Workspace, and External Links. Below this, the Search History section is expanded, showing a table with one search entry: 'test.mp.' with 13337 results and an Advanced search type. The Actions column for this entry includes a 'More >' dropdown menu. A mouse cursor is pointing at the 'Auto-Alert' option in this menu. Other options visible are Delete, Save, and RSS Feed. Below the table, there are buttons for 'Remove Selected', 'Save Selected', and 'Combine selections with: And Or'. The bottom section of the screenshot shows the 'Basic Search' area with various search tools and filters.

2. You are then taken to My Workspace, where you are prompted to enter your Personal Account details:



The screenshot shows the OvidSP My Workspace page. At the top, there are navigation tabs: Search, Journals, Books, My Workspace, and External Links. Below this, there are sub-tabs: My Projects, My Searches & Alerts, My eTocs, and Install Toolbar. A red-bordered warning box states: "You must login to a Personal Account to access this feature." Below this, there are instructions for logging in, including links for "Create a new Personal Account" and "Forgot your Personal Account password?". There are input fields for "Personal Account Name:" and "Password:", followed by a "Login >" button. At the bottom, there is a green-bordered "Hints:" section with the following text:

- To access personal saved searches, login to desired Personal Account.
- If you have never accessed a Personal Account, it will be necessary to create a new Personal Account. Once you have created a Personal Account, you will be taken directly into that account.
- Please note that Personal Account names and passwords are case-sensitive.
- If you forget your Personal Account name or password, click on "Forgot your Personal Account password?". The system will email you a new password.

3. Once you've signed into your personal account, you see the following screen:

Logged in as antonia nogales at ovid

Wolters Kluwer Health | OvidSP

Return to previous version | My Account | Admin Tools | Pergante a un biblioteca | Help | Logout

Search Journals Books **My Workspace** External Links

My Projects | My Searches & Alerts | My Tools | Install Toolbar

Search Name	Comment	Type	
		AutoAlert (SDI)	Save

AutoAlert Options

<p>Scheduling Options</p> <p><input checked="" type="radio"/> On Database Update(2)</p> <p><input type="radio"/> Quarterly</p> <p><input type="radio"/> Monthly - on day 1</p> <p><input type="radio"/> Every other week - on Monday</p> <p><input type="radio"/> Weekly - on Monday</p>	<p>Deduping Options</p> <p><input type="checkbox"/> 90 Days</p>
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Delivery Options

Email

RSS

My Projects

Email | RSS | My Projects

Email Address & Subject

Separate multiple email addresses with commas. Do not use any spaces between the addresses.

Recipient's Email Address:

Email Subject:

Save Recipient/Subject for all Ovid Email

<p>Email Options</p> <p><input checked="" type="radio"/> inline</p> <p><input type="checkbox"/> As an Attachment (Ovid Result Format only)</p>	<p>Output Type</p> <p><input type="checkbox"/> HTML (Ovid Result Format only)</p> <p><input checked="" type="radio"/> ASCII</p>
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Include Strategy

Report Type

Includes just a titles display link

Includes records, a titles display link, and a link to each records available full text or complete reference

Email includes records only

Includes records and a titles display link

<p>Fields</p> <p><input type="radio"/> Citation (Title,Author,Source)</p> <p><input checked="" type="radio"/> Citation + Abstract</p> <p><input type="radio"/> Citation + Abstract + Subject Headings</p> <p><input type="radio"/> Complete Reference</p> <p>Select Fields</p>	<p>Result Format</p> <p><input checked="" type="radio"/> Ovid Labeled Citation</p> <p><input type="radio"/> BRS/Tagged</p> <p><input type="radio"/> Reprint/Medias</p>
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Sort

Primary: - Ascending

Secondary: - Ascending

Save

Existing Saved Searches

Permanent Searches top			
1.			
Antonia			
AutoAlert (SDI) Searches top			
British Nursing Index <1994 to April 2010>			
1.			
RCN_Example	Antonia	Frequency: On Database Update	Dedup: Off
EMBASE <1996 to 2010 Week 18>			
Ovid MEDLINE(R) <1950 to April Week 4 2010>			
1.			
nifed alert customer	test for customer--Antonia	Frequency: On Database Update	Dedup: Off
Ovid MEDLINE(R) <1950 to April Week 4 2010>			
1.			
new alert	testing new features March 31	Frequency: On Database Update	Dedup: Off
Expert Searches top			
1.			
expert search			

4. The options listed under **Type** vary according to your institution, but in general you'll see the following options:

Search Name	Comment	Type	
		AutoAlert (SDI)	Save
AutoAlert Options		Permanent	
		AutoAlert (SDI)	
Scheduling Options		Expert Search	ng Options
<input checked="" type="radio"/>	On Database Update[?]	Temporary (24 hours)	0 Days
<input type="radio"/>	On Update	My Projects	

5. Choose whether to save your search as an AutoAlert, Permanent saved search or other type, and click **Save**.