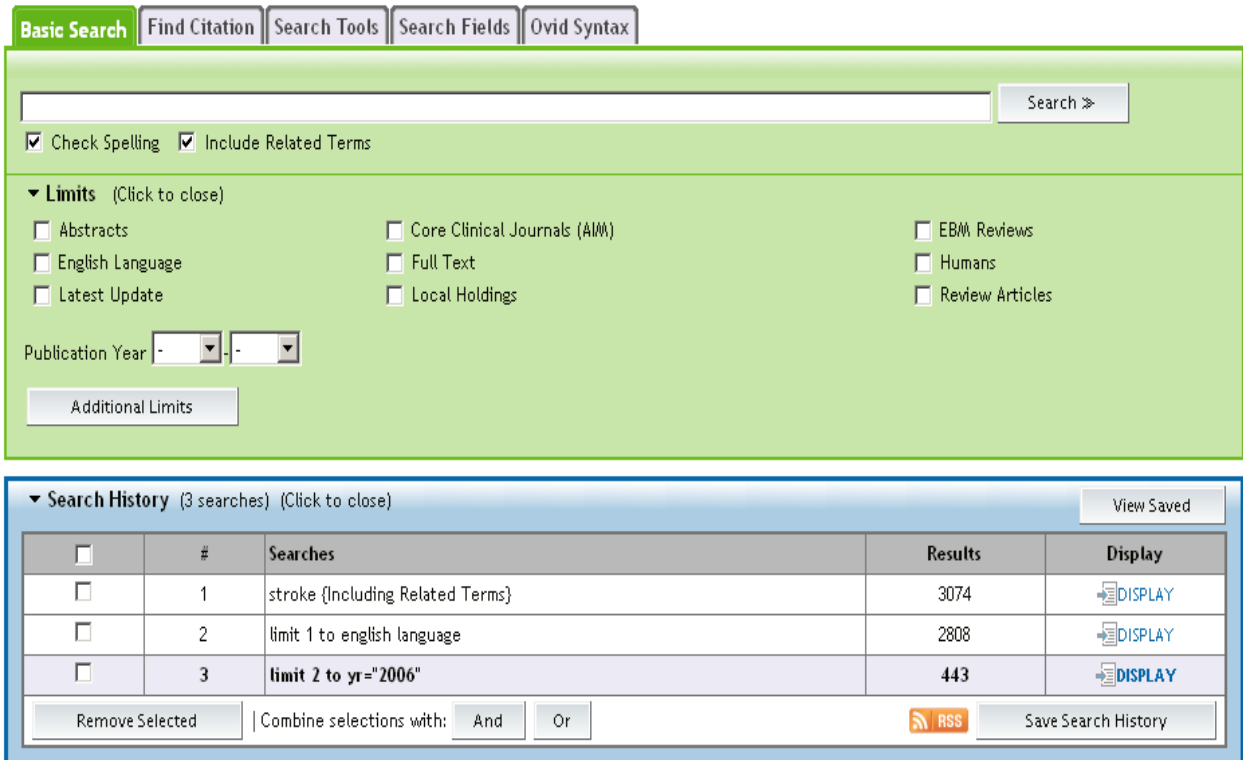


## Ovid User Guide: Saving, Running and Deleting Searches in Ovid Databases (Medline, CINAHL, Embase, PsycINFO, Journals & Books)

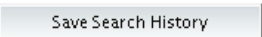
### Saving Searches & Setting up AutoAlerts

As you develop and refine a search you may want to save it for later use or further development. Once your initial search results appear in your search history, you can save them using the following steps:



The screenshot shows the Ovid search interface. At the top, there are tabs for 'Basic Search', 'Find Citation', 'Search Tools', 'Search Fields', and 'Ovid Syntax'. Below the search bar, there are checkboxes for 'Check Spelling' and 'Include Related Terms'. A 'Limits' section is expanded, showing various filters like 'Abstracts', 'English Language', 'Latest Update', 'Core Clinical Journals (AJW)', 'Full Text', 'Local Holdings', 'EBM Reviews', 'Humans', and 'Review Articles'. There are also dropdown menus for 'Publication Year' and an 'Additional Limits' button. Below this is the 'Search History' section, which contains a table with 3 searches. At the bottom right of the search history, there is an 'RSS' icon and a 'Save Search History' button.

<input type="checkbox"/>	#	Searches	Results	Display
<input type="checkbox"/>	1	stroke (Including Related Terms)	3074	DISPLAY
<input type="checkbox"/>	2	limit 1 to english language	2808	DISPLAY
<input type="checkbox"/>	3	limit 2 to yr="2006"	443	DISPLAY

- Click  beneath the Search History table (you may be prompted to log into or create a personal account to save your search to (see Personal Accounts below))
- If you do not see an option regarding a personal account, your search will be saved with other searches that are grouped according to the username under which you have logged in.
- Use the drop-down menu under Type to select either Temporary (24 hours), Permanent to save permanently or until you delete it OR AutoAlert (SDI) a function that automatically emails you updates of the subjects in your saved search.
- Enter a name for your strategy that makes it easily identifiable, the following naming syntax is recommended for the saved search file name:
  - a unique prefix that identifies who you are, e.g. Allison Hunter or AH
  - words to identify what the search is about, e.g. pain and NSAIDS
  - where the results were found, e.g. Medline
  - the type of search that produced these results, e.g. MeSH
  - an example might be 'AH-pain and NSAIDS Medline mesh'. This process groups all your searches under their numerically or alphabetically sorted prefix (AH)

- Click  NB: If you chose **AutoAlert (SDI)**, an AutoAlert options table will appear
  - enter your email address in the appropriate box
  - select any other appropriate options in the table and click

### How to Retrieve a Saved Search

To access a search or searches you have saved previously enter an OvidSP database (i.e. Medline, CINAHL, Embase, PsycINFO, Journals@OVID, EBMR or Books) from the left-hand menu anywhere on CIAP or from the Go Direct menu in USE.

Click on in the  in the Search History area. The saved searches appear sorted numerically, then alphabetically—first uppercase and then lower case.

To select a saved search:

- Place a  tick alongside the search you want to copy
- Scroll to either the top or bottom of page and click on , the search will run
- Click on **Main Search Page** to view the results.

### How to Copy a Saved Search

Follow the steps above to view the list of saved searches:

- Place a  tick alongside the search you want to copy
- Scroll to either the top or bottom of page and click on
- The copied search will appear in the list with ‘ - copy’ after the name
- You can now edit the copied search without altering the original.

### How to Delete a Saved Search

Follow the steps above to view the list of saved searches:

- Place a  alongside the search you want to copy
- Scroll to either the top or bottom of page and click on
- A message will appear asking you to confirm the delete action
- Click on  to confirm

### Personal Accounts

When saving a search you may be prompted to log in to or create a personal account. The personal account feature is currently being implemented across the state so may not be activated in your area yet. Personal Accounts allow you create and maintain a private workspace for your saved search strategies and AutoAlerts. You still login to Ovid using a shared user name or IP validation; however, within your Ovid session, you can also maintain a personal account secured by a name and password that you determine. If this function is available in your Area, an icon for

Personal Account (for Searches) will be visible in the general options menu on the Main Search Page. You can create or access a personal account by clicking the icon.

**Please contact the CIAP support team for further information:**

**Phone: 1800 8-CIAP-9 (1800 824 279)**

**Email: [ciap@htech.health.nsw.gov.au](mailto:ciap@htech.health.nsw.gov.au)**

Last updated 31 January 2008 – CIAP Support Team

Developed by the CIAP team and Health Communication Network October 2005; revised by the CIAP Support Team January 2008