

## ***Saving searches & setting up email alerts: Health databases***

In addition to selecting and saving/emailing individual search results (e.g. to email, memory sticks and devices), many databases enable you to save searches and set up email alerts. **To do this, you have to register with each database individually.** Connect to health databases via the Library website at <http://www.bath.ac.uk/library/subjects/health/>

**Saved searches:** these are saved set of search terms. By entering a database to retrieve a previously “saved search”, you can re-run it for an updated set of results. This removes the need to remember and re-enter all your search terms again. Of course, you may need to modify your search terms as you develop your knowledge of a topic and its terminology.

**Email alerts:** these inform you of any new articles on your topic that have been published since your last search (i.e. based on your search terms and the range of journals indexed by the database).

### **Saving searches and setting up email alerts in individual databases**

#### **1. Web of Science**

- i. **Search on a topic of your choice:** then click ‘Search History’ just above and to the right of your search results.

The screenshot displays the Web of Science search results page. At the top, the 'WEB OF SCIENCE™' logo is on the left, and the 'THOMSON REUTERS™' logo is on the right. Below the logos, there are tabs for 'Search', 'Search History', and 'Marked List'. A large red arrow points from the 'Search' tab to the 'Search History' tab. The main content area shows search results for the query: 'TOPIC: (carbohydrate) AND TOPIC: (endur\* OR fatigue\*) AND TOPIC: (\*marathon\*)'. The results are sorted by 'Publication Date - newest to oldest'. The first result is titled 'Carbohydrate Intake in Form of Gel Is Associated With Increased Gastrointestinal Distress but Not With Performance Differences Compared With Liquid Carbohydrate Ingestion During Simulated Long-Distance Triathlon'. The second result is titled 'Metabolic characteristics of keto-adapted ultra-endurance runners'. The interface includes various navigation and action buttons such as 'Select Page', 'Save to EndNote online', 'Add to Marked List', 'View Abstract', 'Full Text from Publisher', 'Analyze Results', and 'Create Citation Report'.

- ii. **Search history screen:** click Save Search.

The screenshot shows the 'Search History' interface. At the top, there are navigation tabs: 'Search', 'My Tools', 'Search History', and 'Marked List'. Below this, there's a dropdown menu for 'Search History: All Databases'. A table with columns 'Set' and 'Results' is visible. A red arrow points to a 'Save History' button located above the table. To the right of the table, there are buttons for 'Combine Sets' (AND/OR) and 'Delete Sets' (Select All/Delete).

- iii. You will need to either sign-in or register first with Web of Science (if you have not already done so previously). If you have an EndNote Online account, set up via Web of Science, you should already be registered. **When registering your password: ensure that you only use symbols** from the list provided. I would recommend entering your University email address rather than any other address – this will enable you to access a full EndNote Online account (rather than EndNote Basic) should you choose to use this.

The screenshot shows a 'Save Search History' dialog box. It has a title bar with a close button. The main content is divided into two sections. The top section is titled 'Sign In to Save in the Web of Science' and contains input fields for 'E-mail Address' and 'Password', along with 'Sign In', 'Cancel', 'Keep me signed in', 'Forgot Password', and a 'Register' button (highlighted with a red box). The bottom section is titled 'Save to a Local Drive' and contains a 'Save' button. To the right of the dialog box, the background interface is partially visible, showing the 'Combine Sets' and 'Delete Sets' buttons.

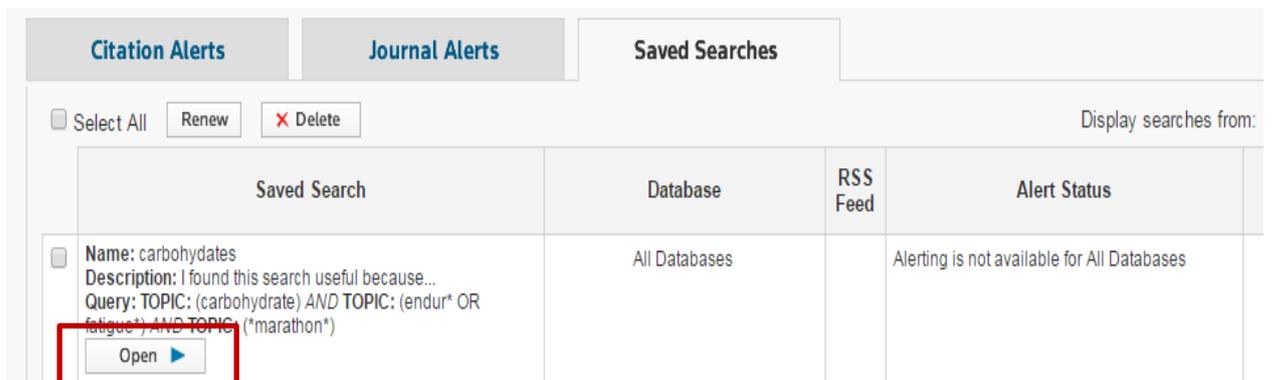
- iv. Then, complete the 'save search history form – note that you can annotate this. Click the first of the 'Save' buttons.

The screenshot shows the 'Save Search History' form. It has a title 'Save Search History' and a horizontal line below it. The form contains three input fields: 'Search History Name: carbohydrates (required)', 'Description: I found this search useful because... (optional)', and 'E-mail Alerts: Alerting is not available for All Databases.'. Below these fields are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red box. Below the form, there is another section titled 'Save to a Local Drive' with a 'Save' button.

- v. **Retrieving & re-running searches at a later date:** return to the 'search history' screen. Then click 'open saved history'.



- vi. Click the 'open' button underneath the title of the search that you would like to re-run. You will then need to click 'run search' followed by 'continue'. Finally, click the hyperlinked **number of results** to retrieve an updated set.



- vii. **Creating email alerts:** you can only create email alerts if you search specifically within the 'core collection' version of Web of Science. This version indexes a smaller range of journals so if you do choose this option, I would strongly recommend continuing to search the broader 'all databases' version as well (the default version available via the Library's health webpages: <http://www.bath.ac.uk/library/subjects/health/> ).

**To change from 'all databases' to 'core collection',** change the option near the top:



Then, after running a search of the 'core collection', again go to the 'Search history' screen. This time click the 'search history / create alert' button and complete the following form. You can opt for either weekly or monthly alerts, and decide how much information you receive (e.g. you can opt to include the abstract). **Click the first of the 'Save' buttons.**

**Save Search History** [Close]

Search History Name:  (required)

Description:  (optional)

E-mail Alerts:

Email Address:

Type:  [v]

Format:  [v]

Frequency:  Weekly  Monthly

Alert Query:

The RSS feed will be available after creating the alert.

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**Save to a Local Drive**  
Save your history to a local drive. Once saved, close this window.

## 2. PubMed

- i. Run a search. Click 'Save Alert' located just underneath the search box (this will enable you to save your search as part of the same process).

NCBI Resources [v] How To [v]

PubMed.gov  
US National Library of Medicine  
National Institutes of Health

PubMed [v]

Sign-in or register first with NCBI if you haven't already.

**Sign in to NCBI**

Sign in with

[See more 3rd party sign in options](#)

OR

Sign in directly to NCBI

Keep me signed in

[Forgot NCBI username or password](#)

[Register for an NCBI account](#)

- ii. Complete the form and click Save. Note that you can annotate your alert, set the frequency and decide how much of the record you wish to receive.

NCBI Resources How To

My NCBI » Saved Searches

**Your PubMed search**

Name of saved search: motivation AND (marathon\* OR ultramarath\*)

Search terms: motivation AND (marathon\* OR ultramarathon\*)

Would you like e-mail updates of new search results?  
 No, thanks.  
 Yes, please.

E-mail: lispgb@bath.ac.uk (change)

Schedule:  
 Frequency: Monthly  
 Which day? the first Sunday

Formats:  
 Report format: Summary

Number of items:  
 Send at most: 5 items  Send even when there aren't any new results

Any text you want to be added at the top of your e-mail (optional):  
 I found this search useful because...

Save Cancel

- iii. **Retrieving & re-running searches at a later date:** Click MY NCBI at the top and to the right.

NCBI Resources How To Sign in to NCBI

PubMed.gov motivation (marathon\* OR ultramarathon\*) Search

US National Library of Medicine National Institutes of Health Create RSS Create alert Advanced Help

Sign in and then click My NCBI again. You will then enter you're 'My NCBI' area where you will find your saved searches – click on the search that you would like to re-run.

## My NCBI

Customize this page | NCBI Site Preferences | Video Overview | Help

**Search NCBI databases**

Search: PubMed

Search

Hint: clicking the "Search" button without any terms listed in the search box will transport you to that database's homepage.

**Saved Searches**

Search Name	What's New	Last Searched
<a href="#">motivation AND (marathon* OR ultramarathon*)</a>	0	today
<a href="#">biomechanics in tennis</a>	84	8 days ago
<a href="#">(biomechanics) AND agility</a>	0	8 days ago
<a href="#">(practice-based evidence OR practice-based rese...</a>	1	9 days ago
<a href="#">asthma control</a>	7302	4 years ago

[Manage Saved Searches »](#)

**My Bibliography**

Your bibliography contains no items.