

Saving searches & setting up email alerts: SPS 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 (rather than just enter your University password).

Saved searches are saved sets of search terms. By entering a database to retrieve a previously “saved search”, you can re-run the same search 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.

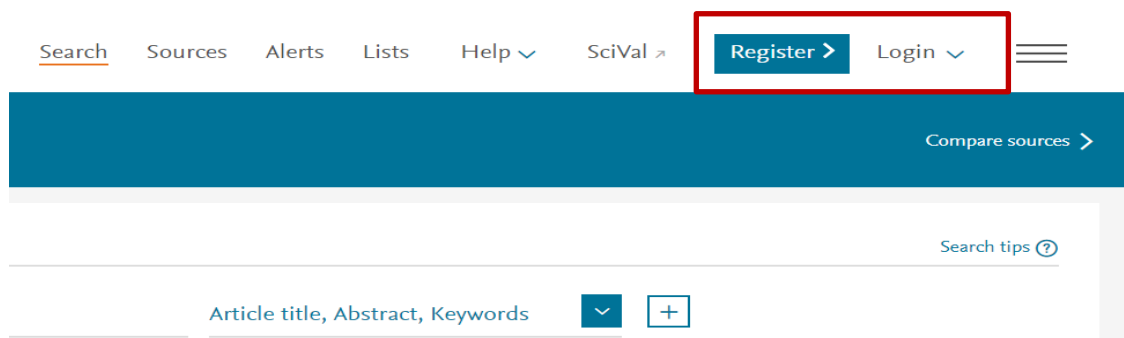
Email alerts inform you of any new articles on your topic that have been published since your last search (i.e. based on your search terms and the range of journals indexed by the database).

You can also set up email alerts for details of the latest papers by specified **authors** or the latest tables-of-content from specified **journals** (although it can be quicker to set journal alerts up directly via the relevant journal websites). **This guide focuses on topic-based alerts.**

Saving searches and setting up email alerts in individual databases

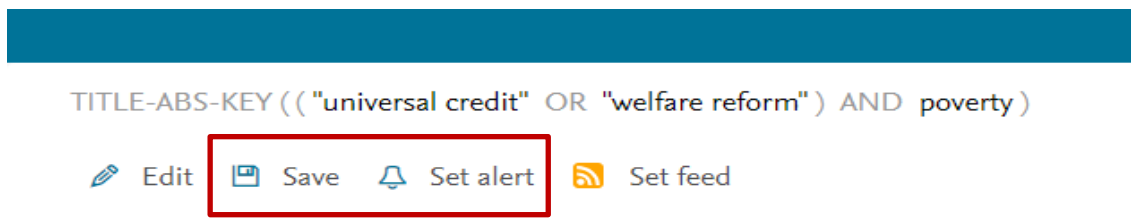
1. SCOPUS

- i. Register/ login using the options at the top of the screen.

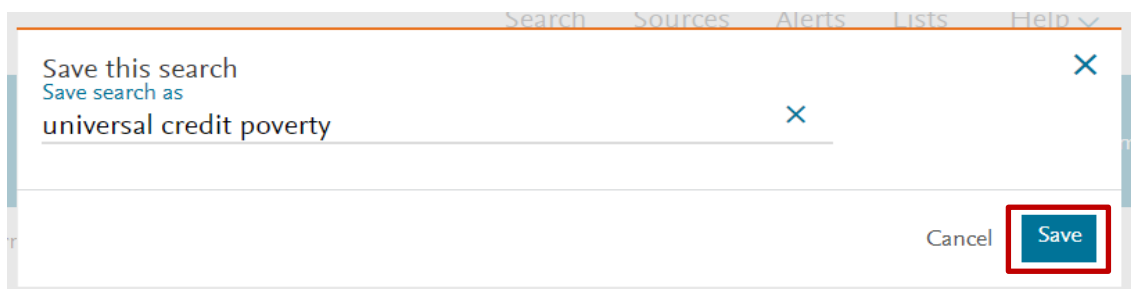


Note the ‘Save’ option (for saving searches rather than individual results) and the ‘Set Alert’ options below. You can also retrieve previous searches to re-run and modify alerts.

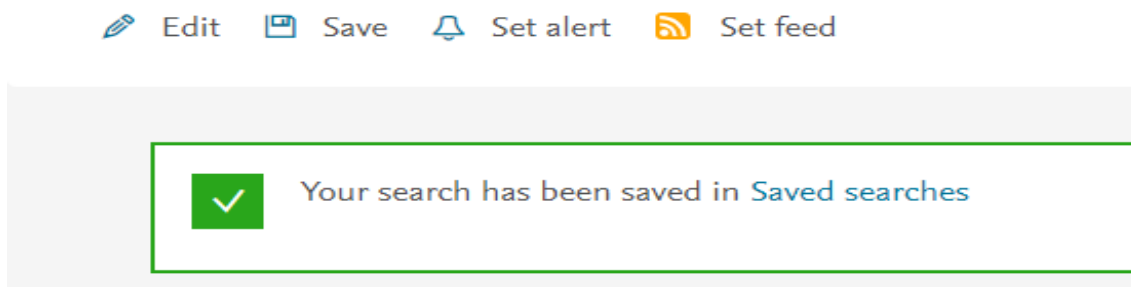
- ii. **Search on a topic of your choice and save your search.** Click the Save search/alert option just above the search box to the left. Then click the 'save' option.



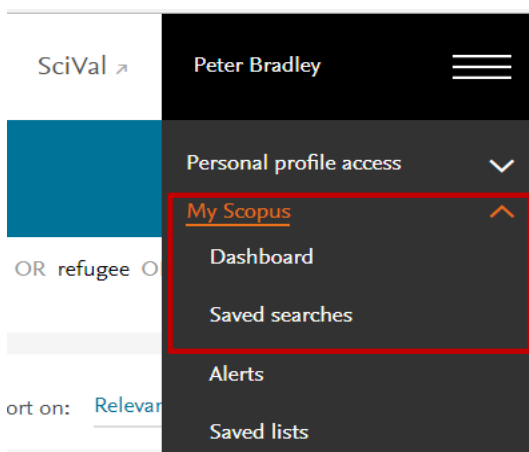
- iii. Name your search and click 'save'.



- iv. A confirmation message appears; this includes link to your saved search(es). You can link to the detail of your searches.



The next time you enter Scopus, you can retrieve your saved searches by clicking the icon in the right-hand corner of the screen, followed by 'My Scopus' and 'saved searches'.



You can either re-run the entire previous search again (click the relevant named search).

Saved searches

[Combine](#)

ID	Name	Query
#5	universal credit welfare reform	TITLE-ABS-KEY (("universal credit" OR "welfare reform") AND poverty)

- v. Alternatively, click the curved-arrow icon to retrieve only those results (based on your previous search terms) added to Scopus since you last ran the search.

Combine queries... e.g. #1 AND NOT #3

Documents	Date last run	Actions
AND poverty)	835 30 Apr 2018	

- vi. **Combining searches:** You can also use the saved searches screen to combine sets of results (using the number assigned to the relevant search). For example, you could enter #1 AND #2 to retrieve an overlapping set of results. Alternatively, you could enter #1 OR #2 to retrieve all results from across both sets (duplicated results will be excluded).

- vii. **Saving email alerts:** back to your search results: click 'set alert' (just above your results). A dialog box appears. Enter your email address. Select a name for the alert, and your preferred frequency for receiving the alert. Finally, click 'set alert'.

Name of alert *
"universal credit" "welfare reform" poverty

Email address(es) *
p.g.bradley@bath.ac.uk

E.g., j.smith@mail.com, p.smith@mail.com
Separate multiple email addresses by a semicolon, comma, space or enter.

Frequency
Every week v on Monday v

Status
 Active Inactive

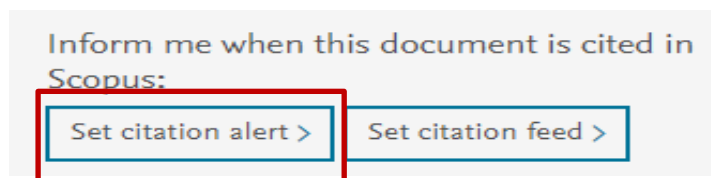
Set alert

You can edit or delete previous alerts (click 'Alerts' at the top of the screen):

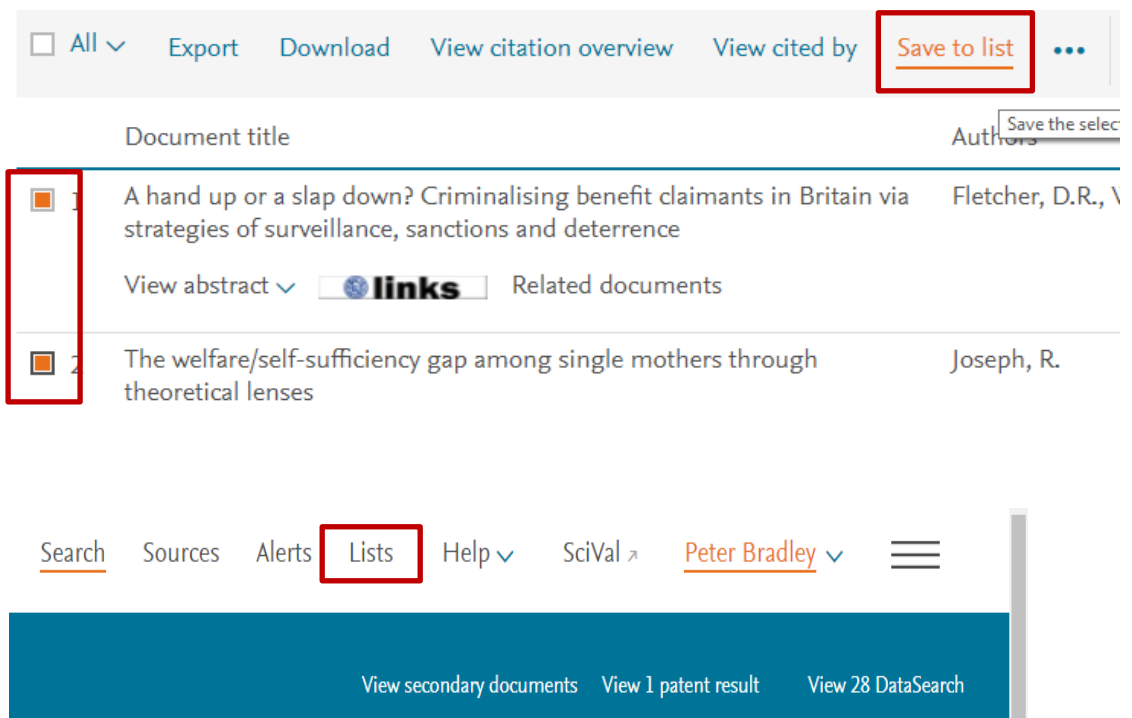
Frequency	View	Set feed	Edit	Delete
Every week	Check for new results since 30 Apr 2018			

- viii. You can also set up a **document citation alert** for a specific article. This will enable you to receive an email if the article is cited by another article in the future (and if the citing article is indexed by Scopus). This can help you maintain current awareness of your topic.

To do this, enter the full Scopus record for the article (click the article title in your list of search results). Click 'set citation alert' (in the right-hand column). Enter your email address. Select a name for the alert, and your preferred frequency for receiving the alert. Finally, click 'set alert'.

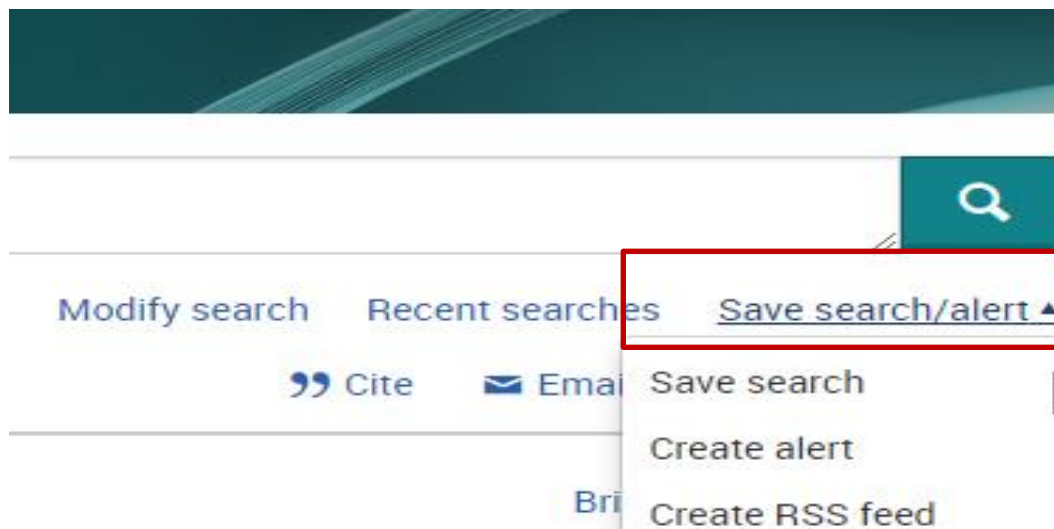


- ix. Registering with Scopus also enables you to select individual results and save details of them to a list. You can then retrieve the list (not the documents themselves) at a later date.

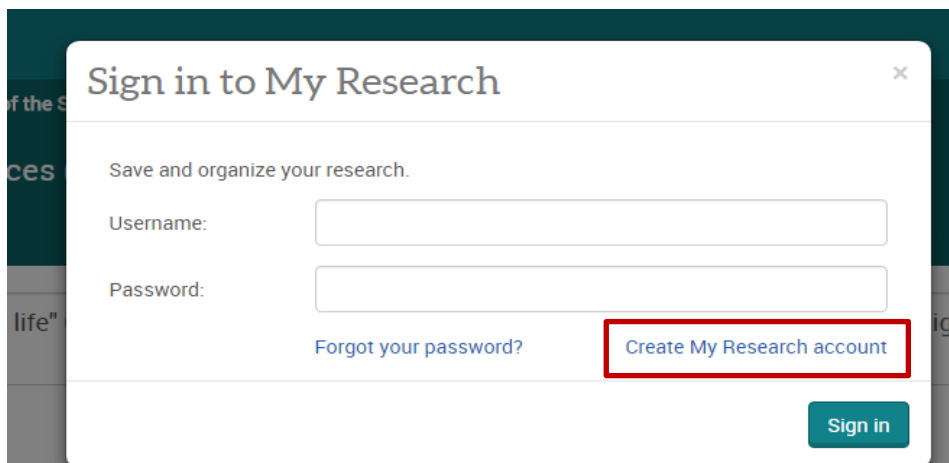


2. IBSS

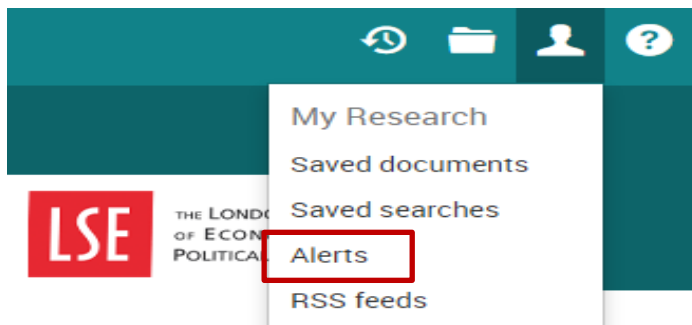
- i. **Search on a topic of your choice.** Click the Save search/alert option just beneath the search box to the right. Then click the 'save search' option followed by 'create alert'.



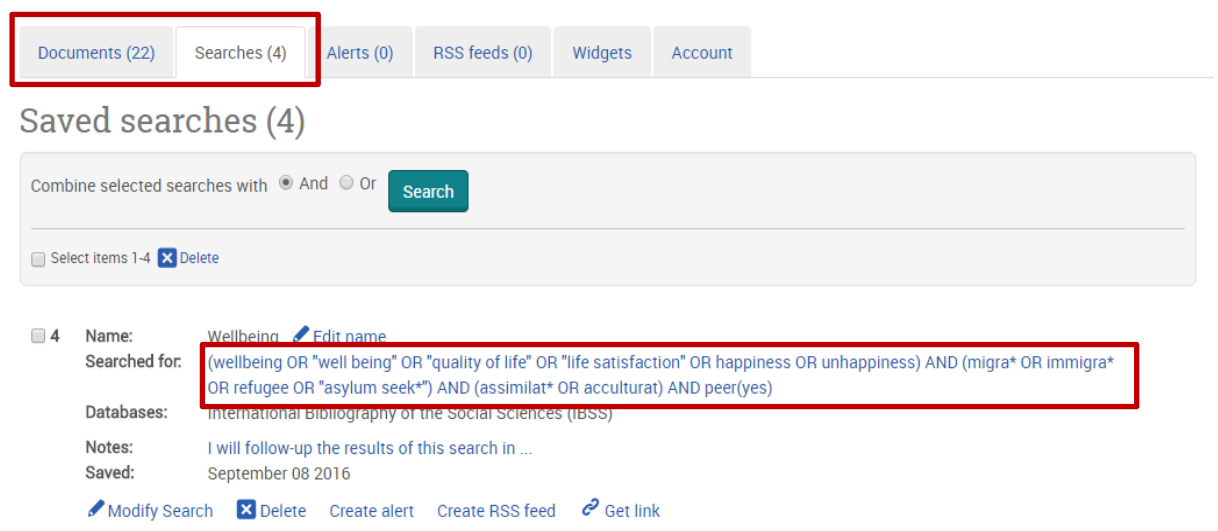
- ii. **Save search:** you will need to sign-into the 'My Research' area of IBSS. If you have not already registered, follow the 'Create My Research Account' link first. Then, name and save your search (note the option to annotate your search).



- iii. **Create alert:** you don't need to sign in to My Research to do this unless you want to save details of your alert for future reference/amendment. Complete the form – note that you can opt to receive emails either daily, weekly etc...) and click 'create alert'.
- iv. **Retrieve searches and alerts:** click the My Research icon at the top and then click either 'saved searches' or 'alerts; your options.



Then, click on the search terms for the relevant search enquiry to re-run it. Note the 'modify' and 'delete' options.



- v. Registering with IBSS also enables you to select individual results and save their details to a list. You can then retrieve the list (not the full text documents themselves) at a later date. To do this, click the 'save' disc icon above your search results (to the right) and then click 'save to 'My Research''. You can retrieve the list via 'My Research' and 'Saved Documents'.

The Library's databases for Social & Policy Sciences & related guides are available at:

<http://www.bath.ac.uk/library/subjects/soc-pol/>

Peter Bradley: P.G.Bradley@bath.ac.uk

Subject Librarian for Health & SPS: 8 May 2018