

OVID databases	
Registering / Creating a personal account	<p>You can create a personal account as a private workspace for:</p> <ul style="list-style-type: none"> • Saved search strategies • AutoAlerts • Recording annotations <ol style="list-style-type: none"> 1. Click on the “My Account” link (blue link at the top-right of the screen). 2. Click on the “Create Account” link underneath the section “Don't have an Account?” 3. Fill in the details in the boxes on the screen. <p><i>Note:</i> The password should be 6 to 8 characters long and contain only letters and numbers.</p> <p><i>Note:</i> The Personal Account names and passwords are case-sensitive.</p> <ol style="list-style-type: none"> 4. Click the “Create” button 5. Click on the “Search” link (in blue bar at top-left of the screen) to return to searching. <p><i>Note:</i> You can create as many personal accounts as you need but you will need to remember all account names and passwords you set up.</p> <p><i>Note:</i> If you have forgotten your account password, the password can be reset by clicking on the link “Forgot Account Name or Password?”</p>
Managing your searches	<p>Saving a search:</p> <p>You need to be logged into your personal account to use this function.</p> <ol style="list-style-type: none"> 1. Click on the “Save All” box underneath the search history area. <p><i>Note:</i> You can choose to delete parts of the search before you save. Check the box next to the search term(s) you wish to remove and click on the “Remove” button.</p>



	<ol style="list-style-type: none"> 2. Give the search a name in the box under “Search Name” and type in a comment if necessary. 3. You have the choice to save the search as permanent (this can be deleted later), temporary (for 24 hours), as an AutoAlert, or in My Projects. <i>Note:</i> An AutoAlert is a search that runs automatically on a regular basis and e-mails the results to a designated list of recipients. For more information about this see the later section on AutoAlerts. <i>Note:</i> My Projects is a folder management system that allows you to organise and store your research. It is accessed through My Workspace (the ‘My Workspace’ link is at the top of the page, in the blue bar). 4. Then click on Save. <p>Viewing saved searches:</p> <p>From the main search screen, click on the “View Saved” link (underneath the Search History area).</p> <ol style="list-style-type: none"> 1. A list of the searches you have saved are shown. 2. You can rename, edit, display or send an e-mail for each saved search by clicking on the appropriate icon:  - Rename  - Edit  - Display  - Email Jumpstart 3. You can also select searches to run again, to delete or to copy. Click on the check box next to the search and select ‘Run’, ‘Delete’ or ‘Copy from the boxes listed at the top of the list of saved searches.
<p>Setting up Alerts</p>	<p>AutoAlerts:</p> <p>AutoAlerts let you:</p> <ul style="list-style-type: none"> • Receive notification of new records which match your search strategy on a schedule that you define. • Remove duplicate records from results of current and historical runs of an AutoAlert. • Suspend and unsuspend AutoAlerts.



	<ol style="list-style-type: none"> 1. Save the search as before but on the Save Search page select “AutoAlert (SDI)” as the “Type”. 2. Make the selections from the AutoAlert options section: <ul style="list-style-type: none"> • <i>Scheduling Options</i>: these set when the alert will run. • <i>Deduping Options</i>: this sets when redundant or duplicate records will be removed. • <i>Delivery options</i>: this can be e-mail, as a RSS feed or to My Projects. There are tabs to make further choices depending on which of these you have chosen – below are the options for e-mailing: • <i>Report Types</i>: allows you to decide how much information to include in the output • <i>Field options</i>: allows you to specify the citation information. • <i>Result Format</i>: is the format for the records. <ul style="list-style-type: none"> ○ ‘Ovid Labeled Citation’: resembles Ovid's record titles display. It displays the record number followed by field information. ○ ‘BRS/Tagged’: displays record numbers followed by two-letter field labels and information. ○ ‘Reprint/Medlars’: displays record numbers followed by two-letter field labels and information. • <i>Sort Options</i>: lets you specify Primary and Secondary fields to order the results. 3. Once you have selected all preferences, click the “Save” button <p><i>Note:</i> You can view and manage your alerts via the “My Searches & Alerts” section in “My Workspace” (Link at the top of the screen, in the blue bar)</p>
<p>RSS feeds</p>	<p>Create in the same way as AutoAlerts above, but select RSS feeds as the delivery option.</p> <p>Alternatively there is a ‘Create RSS’ box underneath the Search History area. If you click on this, a ‘Create RSS’ box will open where you can fill in the name and comment for the feed.</p> <ul style="list-style-type: none"> • If you uncheck the box ‘Use default options’, you will be prompted to fill in your RSS preferences. • If you leave the ‘Use default options’ box checked, this will remember your previous preferences.



	<p><i>Note:</i> you can edit RSS feeds in the “My Searches & Alerts” section in the “My Workspace” area using the following options:</p> <p>🔍 - Rename ✎ - Edit 👁 - Display 📧 - Email Jumpstart 🕒 - History</p>
<p>Personalisation</p>	<p>My Workspace</p> <p>You can see links to your saved searches and alerts and also the My Projects section. My Projects is a folder management system that allows you to organise and store your research. You can add items directly into this section from the results list.</p> <p>To modify your account details click on “My Account” in the top right corner.</p>
<p>Other features</p>	<p>Annotations:</p> <p>To add an annotation (You will need to be logged in):</p> <ul style="list-style-type: none"> • Click on the yellow icon (📌+) by the record. • An annotation window will open. • Enter the information into the text-box. • Click on the “Save Annotation” button. <p>Annotations will stay with the record until you delete them.</p> <p>Once you annotate a record the yellow icon will have a pencil icon (📌✎). By clicking on the icon you can go in and edit or delete the note.</p> <p>Citing Articles:</p> <p>When you find a record of interest, click on the link “Find Citing Articles” to find out if it has been cited in later articles. The Citing Articles page will display any articles that have cited the original article.</p> <p><i>Note:</i> Recently published articles have not yet had the chance to be cited. Therefore this function will produce better results with older articles.</p>

