Creating Ovid AutoAlerts

Ovid's freely available Personal Accounts enable you to create and maintain saved search strategies and AutoAlerts. The AutoAlert feature will run your saved search periodically, then notify you if there are any new matching citations. Ovid offers two delivery options for AutoAlerts: email and RSS feeds.
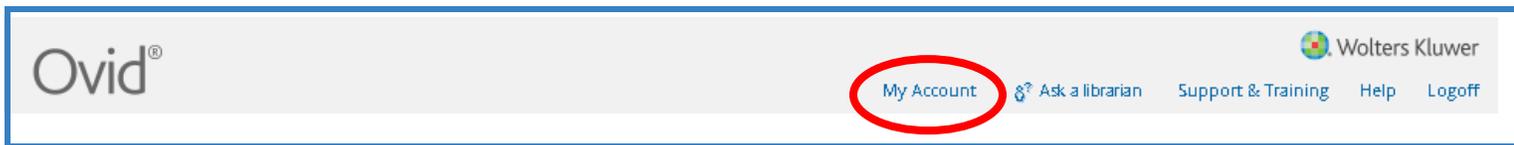
Access Ovid MEDLINE
1. From the library's homepage, select the Ovid MEDLINE link.
2. Select the most recent MEDLINE time period to search and click Continue.

Creating Personal Account
You need to be signed in to a Personal Account in order to create an AutoAlert.
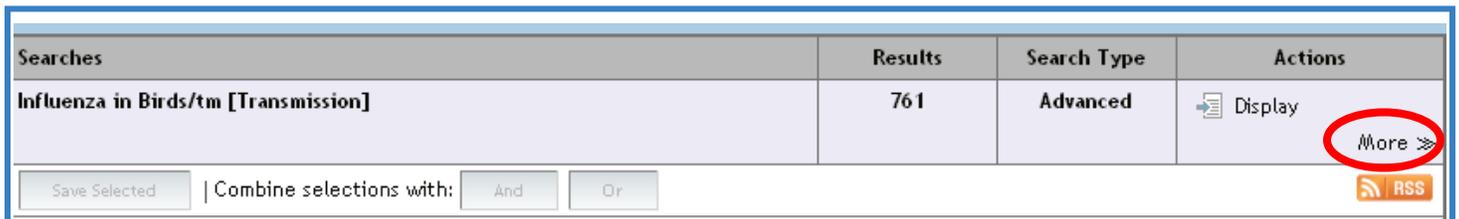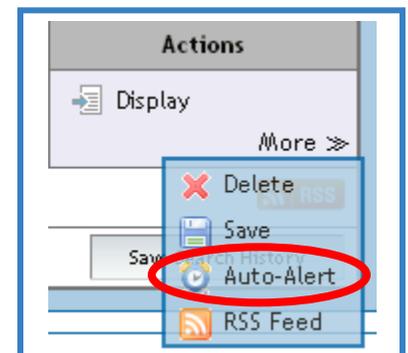1. Select **My Account** to sign in or to create a personal account.

2. Select the Create a new Personal Account link.
3. Fill in the textboxes and click Create to activate your personal account.
Now you can save a search.
4. Return to the Main Search page.

Creating an AutoAlert
1. After you are signed into your personal account, run a search you want to save. Include any limits you want to add before saving your search.
2. After you have completed your search, select the **More** link.

3. Using the **More** drop-down menu, select **AutoAlert** as the type of search to save.
To receive email results of your saved search, you need to select AutoAlert as the type.

4. Name your search and add any comments.

5. You can customize many aspects of the AutoAlert:

- ✓ Choose whether you want to receive the citation and the abstract.
- ✓ Specify how often you want Ovid to run your search (daily, monthly, etc.).
- ✓ Change the delivery option to an RSS feed.
- ✓ Add additional email addresses.

6. Click the Save button, and the AutoAlert is complete!

7. You may also want to save the same search in the **Ovid MEDLINE In-Process & Other Non-Indexed Citations** file in order to receive the most recent articles that have not yet been indexed. Remember to deselect the Map Term to Subject Heading box to run a keyword search.

After creating an AutoAlert, you can edit, delete, or suspend the AutoAlert when you are on vacation.