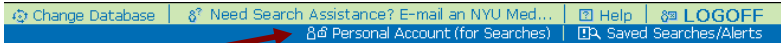


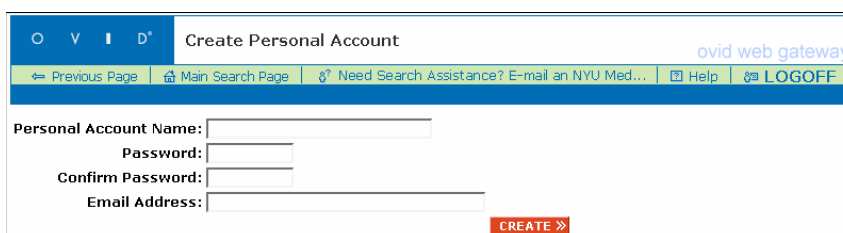
## Setting Up Automatic E-Mail Alerts via Ovid

Do you find it difficult to update your literature searches in order to keep up with a topic? *Then, automatic e-mail alerts are for you!*

### Getting Started

You must first set up a personal account.

1. Open any of the Ovid bibliographic databases.
2. Click on “Personal Account (for Searches).” 
3. Click on the link to “[Create a new Personal Account.](#)” You will be taken to a page to enter a personal account and password that will be easy to remember.



*Note: It is recommended that you use your kerberos ID as your “personal account name.”*

4. Once completed, click on the tab to go to the “Main Search Page.” You will see your Personal Account Name directly above the search history box.

### Setting up Auto-Alert(s)

1. Create your complete search strategy.
2. Below the search history box and click on the “Save Search/Alert” icon.
3. Name search and select “permanent” as the type.  
*Note: If you need to change the autoalert in the future, you must edit the permanent strategy.*
4. Click on “**SAVE**”
5. Go to the “Main Search Page” and click on the “Save Search/Alert” icon again.
6. From the pull-down menu under “Type”, this time select “AutoAlert (SDI).”



Search Name	Comment	Type
		Permanent

*TIP: Use a meaningful name. In the comments field, include the date created and any useful information that will help you to identify the contents of the search.*

*TIP: You may want to use the same name as above adding the word “alert”.*

### Tailoring Auto-Alert Options

1. In the “AutoAlert Options” frame, insert an appropriate subject in the “Email Subject:” box.
2. In the “Email Options” frame, use the default values unless the other options are preferred.
3. Check the “Include Strategy” box if you wish to see the search strategy when the e-mail is delivered.
4. **Optional:** In the “Report Type” frame, select one of the options suited to your needs.
5. **Optional:** In the “Fields” section, select one of the options suited to your needs.
6. **Optional:** In the “Results Format” section, select one of the options suited to your needs. If you are going to import the results into EndNote, RefWorks or another bibliographic management package, select the “BRS/Tagged” or “Reprint/Medlars” format. Either will allow importing.
7. **Optional:** In the “Sort” section, select one of the options suited to your needs.
8. In the “Scheduling Options” frame, select the timeframe in which you would like to receive e-mail.
9. Click on “**SAVE**”.

**Note:** In the future, if you wish to change the strategy edit the permanent strategy, and then re-save the auto-alert.  
*The most current citations will arrive to you via e-mail!*