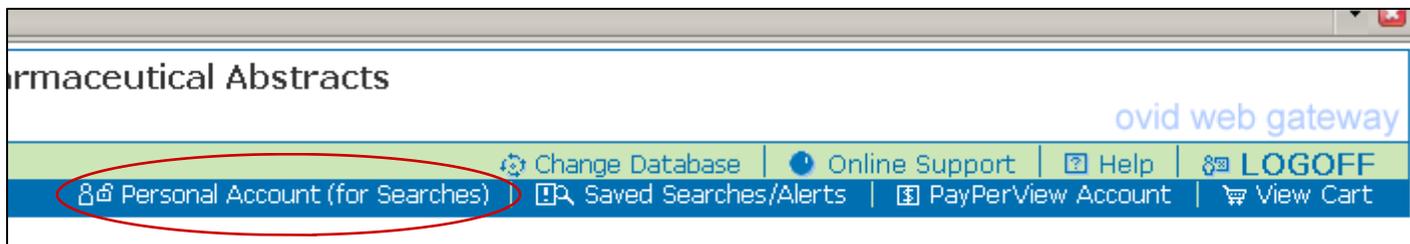


Using Personal Accounts in Ovid

Ovid's personal accounts allow you to save your searches and set up e-mail alerts. Saving your searches is an important feature because Ovid sessions timeout after 15 minutes of inactivity, causing you to lose all of your work if you happen to step away from your computer temporarily. E-mail alerts, on the other hand, are a useful way of staying up-to-date with the latest journal articles without you ever having to log in to Ovid (except when you create your alerts for the first time).

Step 1: Create a personal account in Ovid.

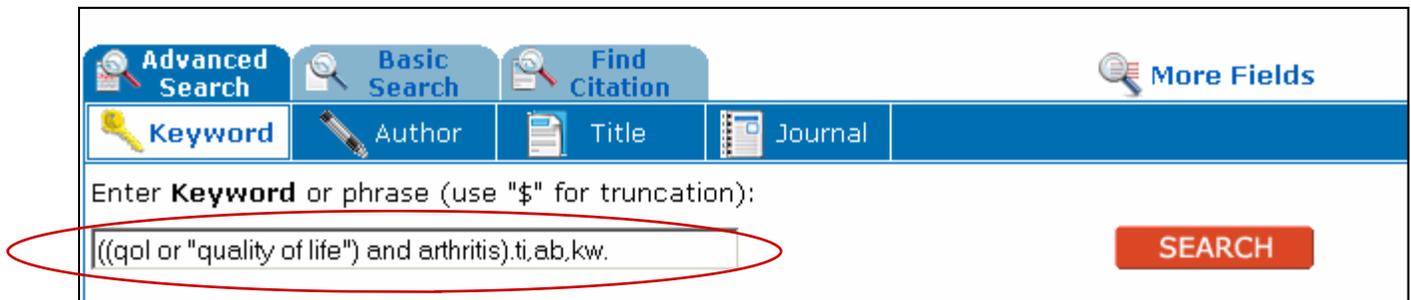
- Log in to any database in Ovid (IPA, MEDLINE, etc.)
- Click "Personal Account (for Searches)" in the top navigation bar
- Click "Create a new Personal Account", or log in if you have an existing account.



NOTE: Personal accounts are only accessible through UACP. You cannot access your personal account through another institution's Ovid subscription.

Step 2: Perform your search.

- Build your search as you normally would. Make use of techniques such as truncation, field limiting, and search histories to retrieve the most relevant results.



NOTE: Always feel free to contact the library for assistance in building searches. Ovid can be a powerful tool when you know how to use it.

Step 3: Save your search.

- Click on the "Save Search/Alert" link underneath your search history.



- Give your search a name (and add any comments if desired), and choose how you would like to save to (as a temporary search, a permanent search, or an e-mail alert).

Personal Account Name: **RachelMaderik**

Search Name	Comment	Type
Arthritis QoL	this is a test search	Permanent

SAVE

Existing Saved Searches

The "Type" dropdown menu is open, showing the following options: Permanent, Temporary (24 hours), Permanent, and AutoAlert (SDI). The "Temporary (24 hours)" option is highlighted in blue. The entire dropdown menu area is circled in red.

NOTE: When creating an AutoAlert search, you will only be e-mailed results that match the LAST line of your search strategy.

AutoAlert Options
Separate multiple email addresses with commas. Do not use any spaces between the addresses.

Recipient's Email Address:

Email Subject:

Email Options

- Inline
- As an Attachment (Ovid Result Format)

Include Strategy

Output Type

- HTML (Ovid Result)
- ASCII

Report Type

- Email includes only a Results Display Link
- Email includes records, a Results Display Link, and a link to each record's Fulltext or Complete
- Email includes records only
- Email includes records and a Results Display Link

Fields

- Citation (Title, Author, Source)
- Citation + Abstract
- Citation + Abstract + Subject Headings
- Complete Reference

Result Format

- Ovid
- BRS/Tagged
- Reprint/Medlars

Sort

Primary:

Secondary:

Scheduling Options

- On Database Update [?](#)
- Monthly - on day
- Every other week - on
- Weekly - on

Deduping Options

Select "HTML" output so that your e-mailed results will be hyper-linked

It's helpful to have your strategy included in each email in case you forget what your search is.

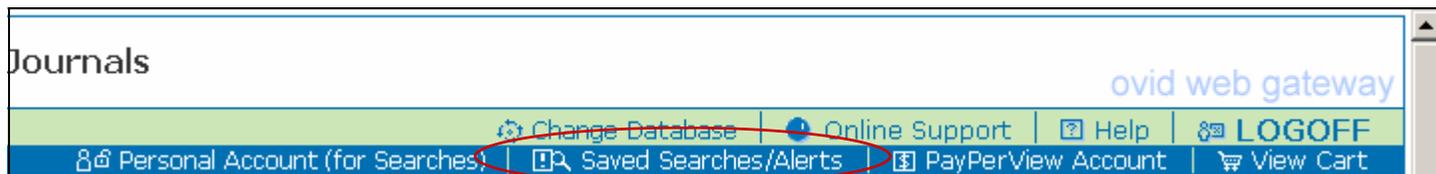
Choose the second option so that your results will contain full citations with direct links to full text, when available

Selecting this option will omit results that appear more than once during the time period you specify.

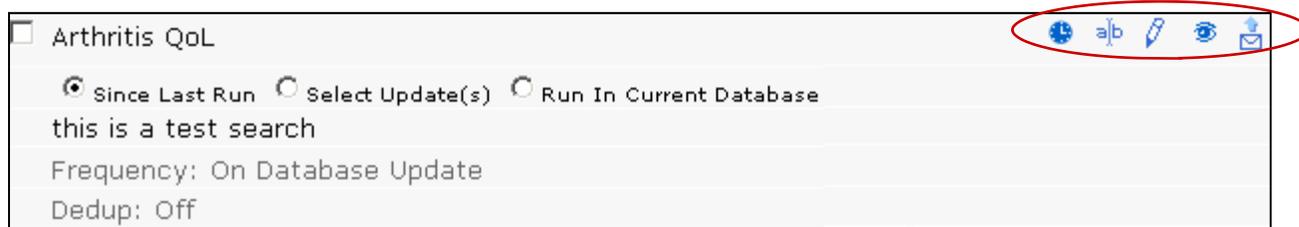
If you want to get your search results as often as possible, choose this option.

Step 4: Manage your searches.

- To view previously saved searches and alerts, click on “Saved Searches/Alerts” at the top of the page:



- To edit a previously saved search or alert, click on the pencil icon.
- To view past results from e-mail alerts, click on the clock icon.



Which alert system should I use? Ovid or PubMed?

Advantages of Ovid:

- Saves your search limits (date range, article type, etc.)
- Saves your entire search history
- Allows for more precise searches
- Covers a larger number of sources (IPA, Cochrane, etc.)
- Allows you to edit a search after it's been saved

Disadvantages of Ovid:

- Only accessible through UACP (PubMed alerts can be accessed from anywhere)
- Databases in Ovid are not necessarily updated as often as PubMed (e.g., IPA is updated monthly)