Current Evidence: Setting up Email Alerts

Discovery

A collection of all the resources the Library provides for each Trust. You can search content with a keyword or topic, and specify relevance (e.g. by type of content or publication, date, language, geographical location).

The Email Alert Service sends you results that match your specific search (e.g. bibliographic references, links to full-text* articles and e-books).

What do I need?
- NHS OpenAthens* account (see Library Website), **then**
- EBSCO*host* personal account (see https://auth.ebsco.zone/api/oidcprovider/)

(1) To access Discovery, click the button 'Search our resources'.at the Library Website http://www.hantshealthcarelibrary.nhs.uk/

(2) Conduct your search and view your results.

There are TWO ways of setting up an alert:

(A) From the link 'Share' (**see steps 3-6**).
(B) From the link 'Search History' (**see steps 7-12**).

(A) From the link 'Share'

(3) Click the link 'Share'. (This pop-up box appears).

(4) Click 'E-mail Alert'.
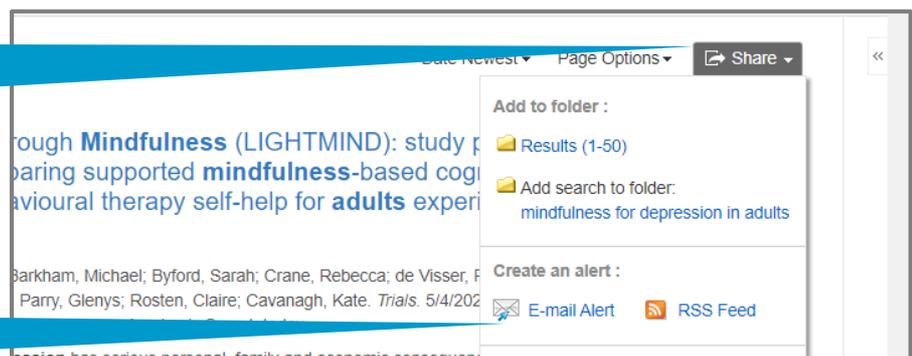
The pop-up box 'Create Alert' appears (see below). If you have not already signed into your 'My EBSCO*host* folder', you will need to set up and be signed into a personal account. Do this if you see the following text:

'Email (You must sign in to send email alerts. Sign In)'

(5) Make selections:

The text you type here appears in the subject line of your email with the alert results.

If required, type a different email address.

Type your email address to receive the alerts.

Frequency – how often you receive results.

Results format – how the alert results appear.

Articles published within the last - a limit keeps results current & manageable.

Create Alert ⑦

Search Alert: "mindfulness for depression in adults Full Text; Date Published: 20150101-20201231 AND Also search within the full text of the articles; Apply equivalent subjects on 2020-08-01 04:48 AM"

E-mail

Subject
EBSCO Alert: mindfulnes

Hide addresses from recipients
☐

E-mail from
epalerts@epnet.com

E-mail format

E-mail to
[ ] Separate each e-mail address with a semicolon. Leave E-mail to field blank if you do not wish to receive e-mail alerts.

General Settings

Frequency
Once a day ▾

Articles published within the last
One Year ▾

Results format
Brief ▾

🔶 **RSS Feed**
http://rss.ebscohost.com/AlertSyndicationService/Syndication.asmx/GetFeed?guid=6392737

Save Alert   **Cancel Alert**

Advanced Settings

(6) Click 'Save Alert'.

To view all available options, click 'Advanced Settings'.

(B) From the link 'Search History'

(7) Click 'Search History'.

| Keyword ⌄ | Enter any words ⌧ | Search | ? |

Basic Search   Advanced Search   Search History ▸

(8) Click 'Save Searches / Alerts'.

Search History/Alerts

Print Search History   **Retrieve Searches**   **Retrieve Alerts**   Save Searches / Alerts

'.

A new screen appears, called 'Folder List'.

(9) Make selections:

Type a name for the results of your email alert.

This is copy of your search strategy (cannot be changed here).

Folder List

Name of Search/Alert	[ ]
Description	[ ]
Date Created	8/1/2020
	Search library catalogue; Search Journal articles ▲ ▼
Databases	
Search Strategy	mindfulness for anxiety in adults
Interface	EBSCOhost Discovery Service
Save Search As	● Saved Search (Permanent)
	○ Saved Search (Temporary, 24 hours)
	○ Alert

Save   **Cancel**

Search History

#	Query	Limiters/Expanders	Last Run Via	Results	Action
S6	mindfulness for anxiety in adults	Limiters - Full Text; Date Published: 20150101-20201231 Expanders - Also search within the full text of the articles; Apply equivalent subjects Narrow by SubjectGeographic: - england Narrow by Language: - english Search modes - Find all my search terms	Interface - EBSCO Discovery Service Search Screen - Basic Search Database - Search library catalogue; Search Journal articles	66	✎ Edit

**(10)** Click the button 'Alert'.

(11) The screen changes again. Make selections. Your search terms ('Query') and how often you receive results ('Frequency') are already set to appear in the results of your alert.

(12) Click 'Save'.

To VIEW, EDIT, RUN or DELETE a Search Alert:

(1) Click the 'Folder' icon.

Update My Account	Switch Accounts

🖨 Folder   Preferences   Language ▾   Help

(2) Go to the relevant section below.

Date Published: 20150101-

, CINAHL, Psychology and Behavioral
ence & Technology Abstracts, GreenFILE,
de Serials & Conference Proceedings,

08/03/2020
08/02/2020

To VIEW the results of a Search Alert

(1) Click the date of the alert you wish to see the results of.

My Folder: Search Alerts

1-1 of 1
Page: 1

☐ Select / deselect all   **Delete Items**

☐ 1. mindfulness for anxiety in adults Full Text; Da
20201231 AND Also search withi
Save Search/Alert to be run Once a day against GreenFILE
Index, CINAHL, MEDLINE, OpenDissertations, Complemen
Center Database, African-American History Online, databas

📶 Alert Feed   🌐 Retrieve Alert   📝 Edit Alert
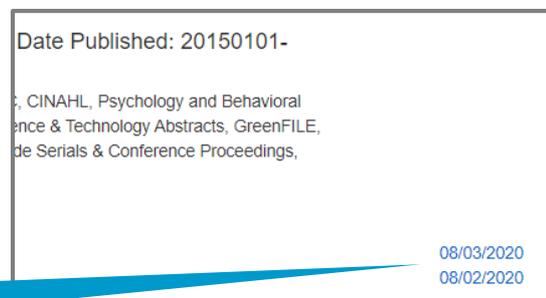
To EDIT a Search Alert

(1) Click 'Edit Alert'.

(2) After making changes, click 'Save'.

20201231 AND Also search withi
Save Search/Alert to be run Once a day against GreenFIL
Index, CINAHL, MEDLINE, OpenDissertations, Compleme
Center Database, African-American History Online, databa

📶 Alert Feed   🌐 Retrieve Alert   📝 Edit Alert
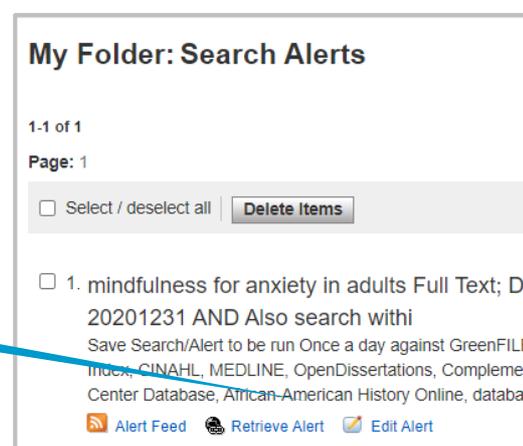
To RUN a Search Alert immediately

(1) Click 'Retrieve Alert'.

(2) Click 'Rerun'.

🔍 Rerun   ℹ️ View Details   📝 Revise Search
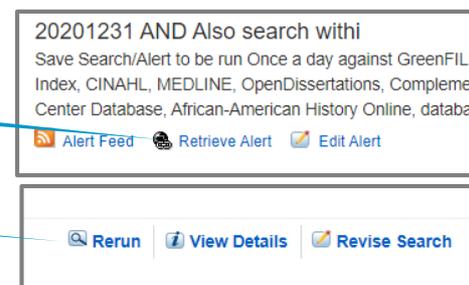
To DELETE a Search Alert

(1) Click on the box next to the alert to be deleted.

(2) Click the button 'Delete Items'.

- To set up an email alert, you must be logged in to both your NHS OpenAthens account, and your EBSCO*host* personal account.
- Results from your search alert appear in the way you sorted the selection in your original search (i.e. by 'relevance', 'date newest', or 'date oldest').
- Only the creator of the alert can stop the alert from being sent.
- To suspend receiving an email alert, leave the box 'Email to', blank.
- If an article or book is difficult to obtain, tell us – we can find it for you!