

# Saving Searches and Creating Alerts in NICE Healthcare Databases

## About saving search strategies and creating search alerts

When you carry out a search for journal articles using a healthcare database through the *NICE Healthcare Databases Advanced Search* function, it is possible to save the search strategy to use again in future, or to create a search alert so that you are emailed with new references on your chosen topics on a regular basis.







Saving search strategies and creating search alerts can only be carried out if you use the **Healthcare Databases Advanced Search** option.

Searches and alerts are saved against your NHS Athens account, so you can access them from any PC.

## To save a search strategy or create a search alert

Carry out a search as normal, using the Healthcare Database Advanced Search option. You can use more than one database if required.







Current search strategy: MMR and autism Saved!

	Database(s)	Search Term			
<input type="checkbox"/>	4	CINAHL	exp "MEASLES-MUMPS-RUBELLA VACCINE"/	<a href="#">View Results (1,253)</a>	Edit  
<input type="checkbox"/>	5	CINAHL	exp "AUTISTIC DISORDER"/	<a href="#">View Results (12,325)</a>	Edit  
<input type="checkbox"/>	6	CINAHL	(4 AND 5)	Viewing (285)	 

All [Rerun Searches](#) [Refresh Search](#) [Copy](#)  AND  OR [Combine](#) [Delete Selected](#) [Export Options](#)

Give the strategy a name and click save. Bell icons will then appear. Click on the bell icon in the final line of the search strategy for which you want to create an alert. If you have used more than one database you will need to create an alert for each one.

Current search strategy: MMR and autism

	Database(s)	Search Term			
<input type="checkbox"/>	4	CINAHL	exp "MEASLES-MUMPS-RUBELLA VACCINE"/	<a href="#">View Results (1,253)</a>	Edit  
<input type="checkbox"/>	5	CINAHL	exp "AUTISTIC DISORDER"/	<a href="#">View Results (12,325)</a>	Edit  
<input type="checkbox"/>	6	CINAHL	(4 AND 5)	Viewing (285)	 

All [Rerun Searches](#) [Refresh Search](#) [Copy](#)  AND  OR [Combine](#) [Delete Selected](#) [Export Options](#) [Setup an email alert](#)

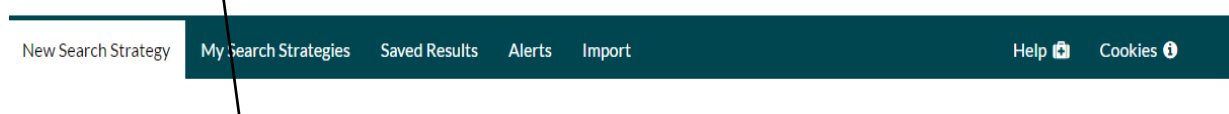
Frequency:  Weekly  Fortnightly  Monthly  
 Format:  PDF  Word  Excel  RIS  
 Type:  Short  Medium  Full  
 Include History

Alert email:   
 Alert name:  [Save](#)

Select options for frequency and format. Medium type is recommended to include any abstracts. Give the alert a name. You only need to fill in the email box if you want the results to go to a different address than the one associated with your Athens account (usually your NHS work email address). Click save to complete the process.

## Running a saved search or amending alerts

At the top of the Healthcare Databases Advanced Search screen you will find tabs to enable you to open any saved search strategies, saved results or alerts. If you haven't saved search results they will autosave and remain for up to a month.



You can rerun or delete saved searches and you can view information about or delete alerts by selecting the appropriate tab.

Saved Search Strategies		Search Strategy History			
<input type="checkbox"/> Last Used	Name	Searches	Saved Results	Alerts	Databases
<input type="checkbox"/> 29 Jun 17 - 15:44	MMR and autism	3		0	CINAHL

### Alerts

<input type="checkbox"/>	Modified	Alert Name	Search Strategy Name	Row	Last Run Date	Next Run Date	Frequency	Include History	Type	Format
<input type="checkbox"/>	29 Jun 17 - 15:57	MMR and autism	MMR and autism	#6	not run	29 Jul 2017	Monthly	Yes	Medium	Word

To rerun a saved search, click on the 'saved searches' tab and select the search you wish to use by clicking the title. Once open, click on 'Rerun Searches' below the search strategy.

Current search strategy: MMR and autism

	Database(s)	Search Term	
<input type="checkbox"/> 4	CINAHL	exp "MEASLES-MUMPS-RUBELLA VACCINE"/	<a href="#">View Results (1,253)</a> <a href="#">Edit</a>
<input type="checkbox"/> 5	CINAHL	exp "AUTISTIC DISORDER"/	<a href="#">View Results (12,325)</a> <a href="#">Edit</a>
<input type="checkbox"/> 6	CINAHL	(4 AND 5)	<a href="#">View Results (285)</a>

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