

## Saving searches and creating alerts in healthcare databases

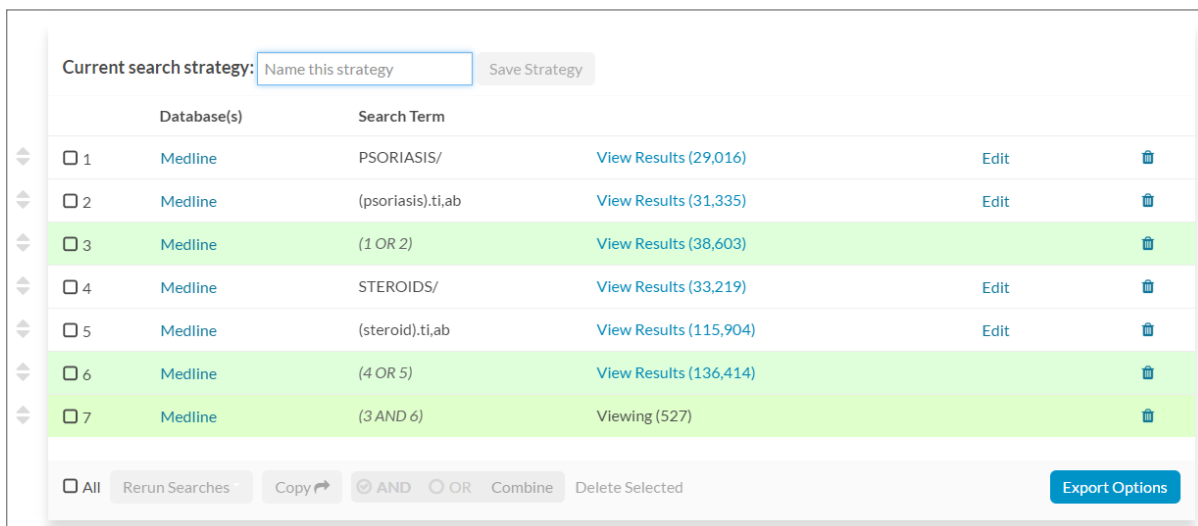
If you search the NICE Healthcare Databases whilst logged in to your NHS OpenAthens account you will be able to save searches to run on a future occasion, and create alerts to receive email notification of newly published articles on your search topic.

The databases can be accessed at: <https://hdas.nice.org.uk/>

If you do not have an NHS OpenAthens account you can register for one online at: <https://openathens.nice.org.uk/>

### Saving searches:

To save your search strategy, enter a name of your choosing into the “Name this strategy” box and click the ‘Save Strategy’ button.



Once saved the system will continue to automatically save any changes you make to your strategy.

*TIP: After saving your search if you want to start a new search make sure you scroll to the top of the page and select the “New Search Strategy” option or, because of the auto-save feature, your new search will override your previously saved search.*

To retrieve and re-run a saved search, scroll to the top of the page and select the “My Search Strategies” option. A list of your saved searches will then be displayed. Click the title of the search you wish to re-run. The saved search will then load.

### Creating Alerts:

If you set up an alert, references which match your saved search will be highlighted to you by email. You can set the alerts to arrive weekly, fortnightly or monthly. To create an Alert, first save your search as described above. After saving your search a bell icon will appear in your search strategy box. To set an alert for your complete strategy click on the bell in your last search line.

In the above example the bell in search line 7 would be clicked (circled). Once the bell icon has been selected some alert options become visible.

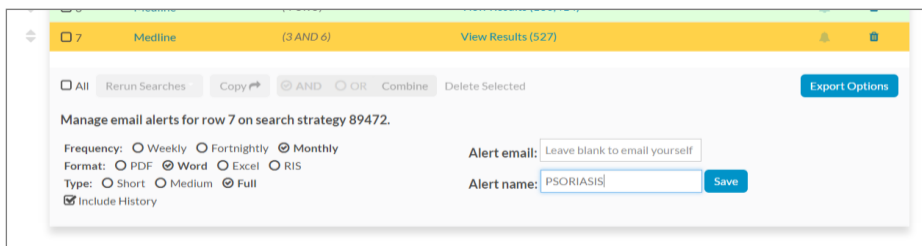
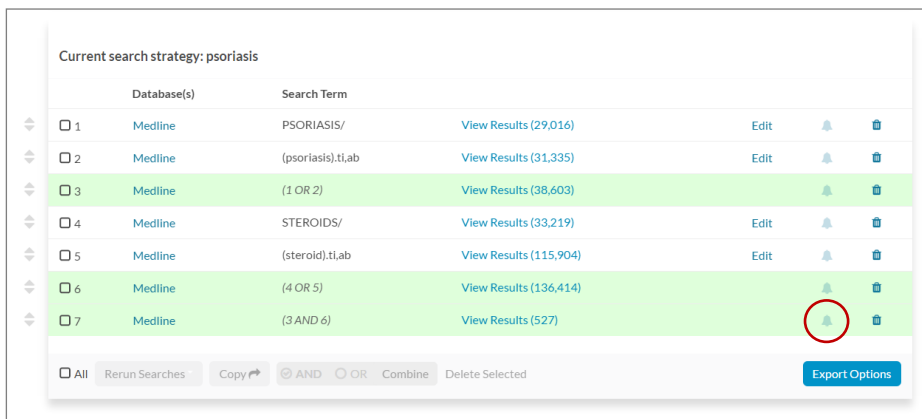
**Frequency** = how frequently alerts will be emailed to you.

**Format** = in which format the information will be available to you.

*TIP: PDF files cannot be easily edited whereas word files can be.*

**Type** = the amount of detail that will be included in your alert

*TIP: we recommend selecting full.*



**Include history** = tick this box to receive a reminder of your entered search terms.

**Alert email** = the alert will automatically be sent to the email address associated with your NHS OpenAthens account. If you wish to send the alert to an alternative email address e.g. a colleague's email, add these into the box separated by a comma.

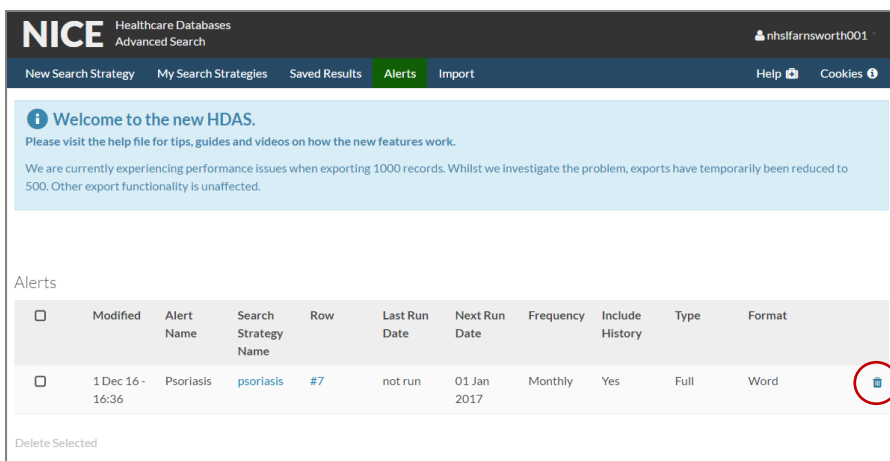
*TIP: if you wish to send the alert to an alternative email address and the email address associated with your NHS OpenAthens account then all email addresses must be typed into the box even the email address associated with your account.*

**Alert name** = enter a name of your choosing for your alert.

Once you have made your selection click the blue save button. Your alert will then be active.

If you want to view or delete your created alerts you can do so by logging in to the databases with your NHS OpenAthens account and selecting 'Alerts' from the menu at the top of the page.

Your alerts will then be listed. To delete an alert select the appropriate dustbin symbol to the right of the page (circled).



For further information on searching the NICE Healthcare Databases ask a member of the Library team or see the following handouts:

- 1) Using Healthcare Databases
- 2) Thesaurus Mapping in Healthcare Databases