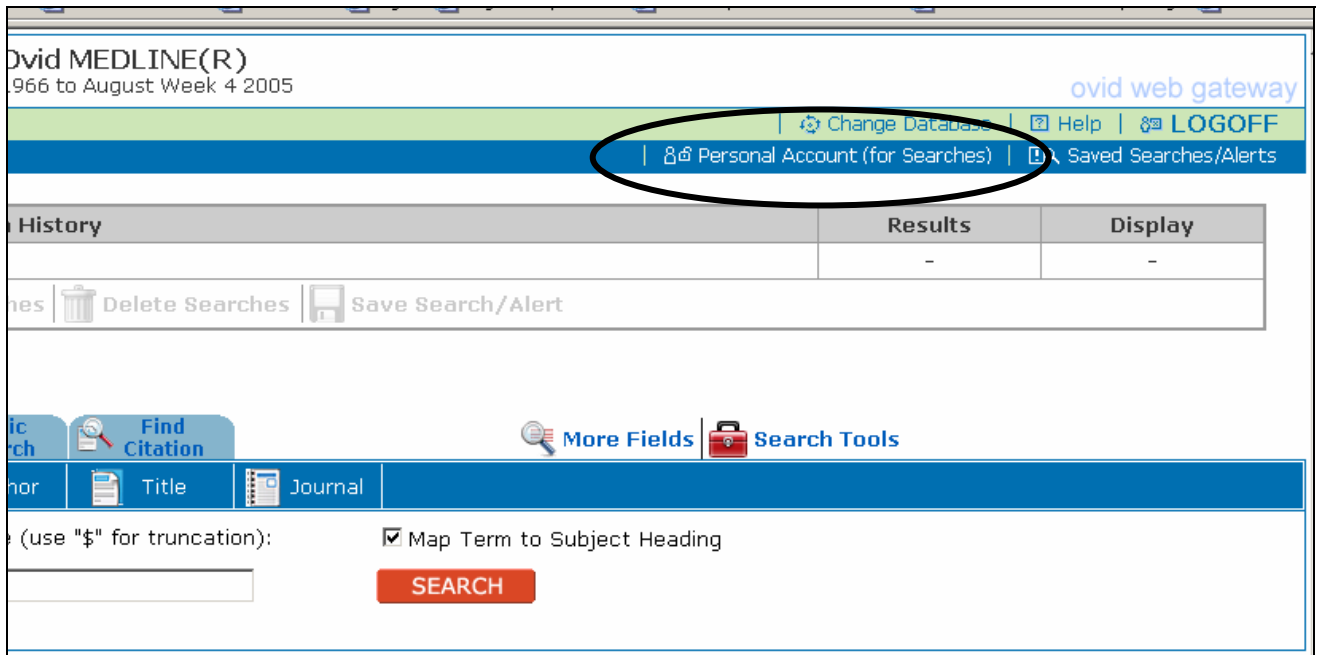


Creating Ovid Personal Accounts and Saving/Executing Search Histories

By creating a *Personal Account* on an Ovid database you will be able to save search histories and re-execute them as desired. This is useful if you are not able to finish a search and wish to return to it later, and/or if you wish to re-run the same search at a later date to retrieve updated information. The latter function can also be accomplished by creating an *AutoAlert*. (See the separate document **Ovid AutoAlerts** for more information about this feature.)

A. Creating A Personal Account

1. To create an Ovid Personal Account, at the main search page of an Ovid database session, click on **Personal Account**.



Ovid MEDLINE(R)
1966 to August Week 4 2005

ovid web gateway

Change Database | Help | LOGOFF

Personal Account (for Searches) | Saved Searches/Alerts

| History | Results | Display |
|---------|---------|---------|
| | - | - |

Delete Searches | Save Search/Alert

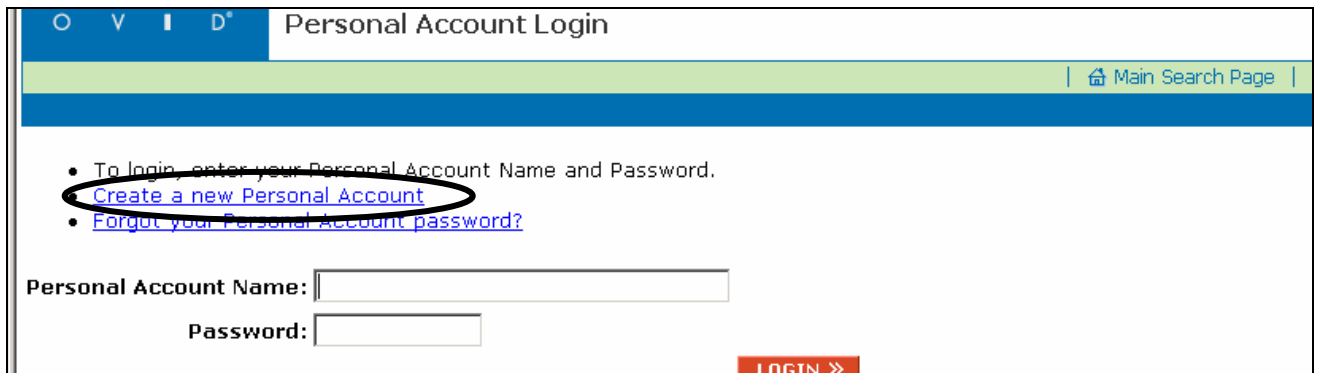
Find Citation | More Fields | Search Tools

Author | Title | Journal

(use "\$" for truncation): Map Term to Subject Heading

SEARCH

2. Click on **Create a new Personal Account**.



Personal Account Login

Main Search Page

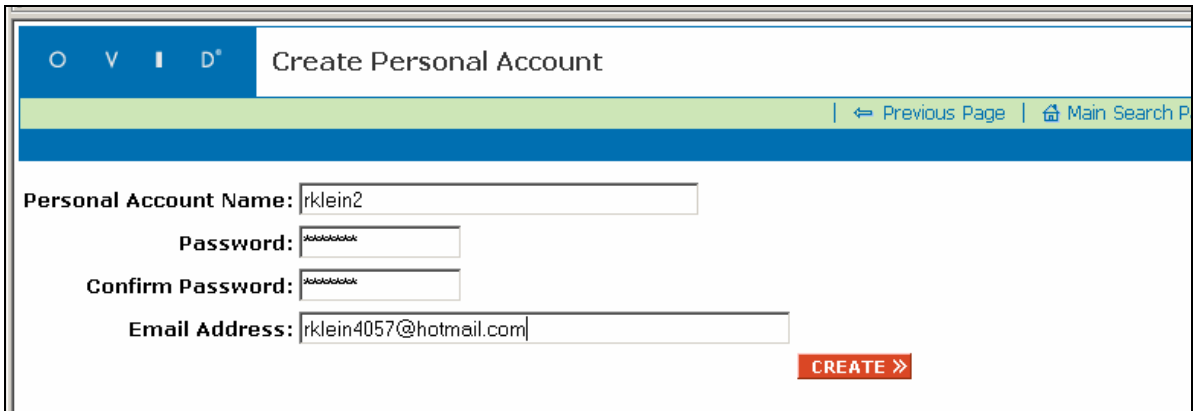
- To login, enter your Personal Account Name and Password.
- [Create a new Personal Account](#)
- [Forgot your Personal Account password?](#)

Personal Account Name:

Password:

LOGIN >>

3. Fill in the blanks as appropriate. NOTE: Password must be 6-8 characters long and password is case sensitive. Use numbers and letters only, no special characters. Click on **Create** when finished.

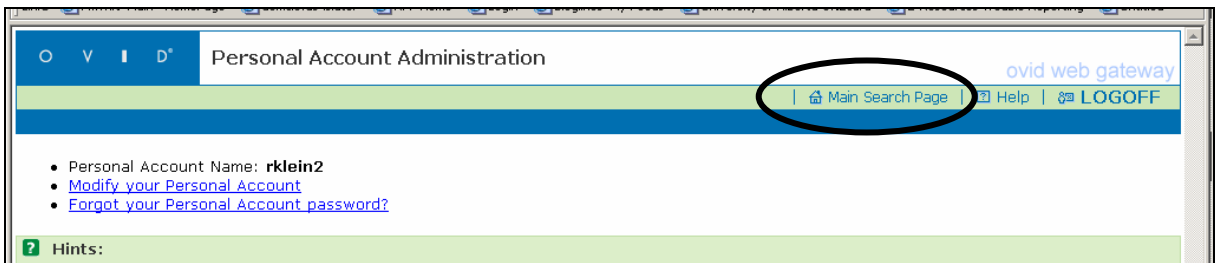


The screenshot shows a web browser window with the title "Create Personal Account". The browser's address bar contains "ovid web gateway" and navigation links for "Previous Page" and "Main Search P". The form fields are as follows:

- Personal Account Name:** rklein2
- Password:** [masked]
- Confirm Password:** [masked]
- Email Address:** rklein4057@hotmail.com

A red button labeled "CREATE >>" is located at the bottom right of the form.

4. When finished, return to **Main Search Page** to begin/continue searching.



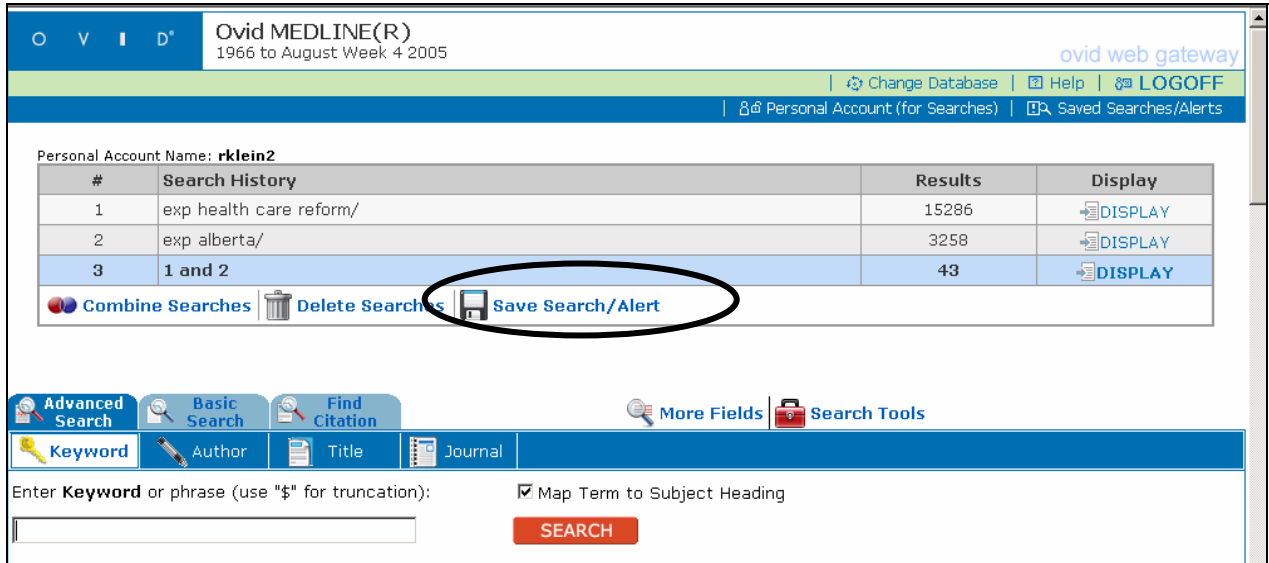
The screenshot shows a web browser window with the title "Personal Account Administration". The browser's address bar contains "ovid web gateway" and navigation links for "Main Search Page", "Help", and "LOGOFF". The "Main Search Page" link is circled in black. The page content includes:

- Personal Account Name: rklein2
- [Modify your Personal Account](#)
- [Forgot your Personal Account password?](#)

A green bar at the bottom left contains a question mark icon and the text "Hints:".

B. Saving A Search History

1. After you have created a search strategy that you are happy with, you can save the search history in order to re-execute it at a later date. Click on **Save Search History** to begin this process.



Ovid MEDLINE(R)
1966 to August Week 4 2005

ovid web gateway

Change Database | Help | LOGOFF

Personal Account (for Searches) | Saved Searches/Alerts

Personal Account Name: rklein2

| # | Search History | Results | Display |
|---|-------------------------|---------|---------|
| 1 | exp health care reform/ | 15286 | DISPLAY |
| 2 | exp alberta/ | 3258 | DISPLAY |
| 3 | 1 and 2 | 43 | DISPLAY |

Combine Searches | Delete Searches | **Save Search/Alert**

Advanced Search | Basic Search | Find Citation | More Fields | Search Tools

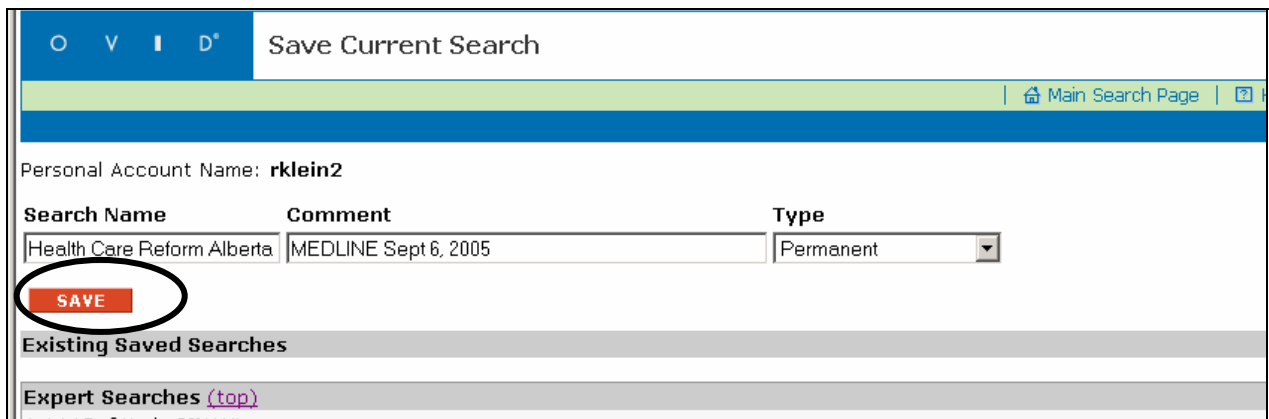
Keyword | Author | Title | Journal

Enter **Keyword** or phrase (use "\$" for truncation):

Map Term to Subject Heading

SEARCH

2. If you have not already logged onto your **Personal Account**, you will be prompted to do so. After you have logged on, you will be taken to the **Save Current Search** screen, where you should: a) give your search a **Search Name**; b) record a **Comment**, this is optional, but you might wish to record the name of the database the search was created in and/or the date it was created; and c) indicate the search **Type** (*Temporary*: search will be deleted after 24 hours; *Permanent*: search will remain available for re-running until you delete it; or *Auto Alert*: search will be run every time the database is updated and any new results will be emailed to you.) When you are finished making the settings for your saved search, click on the **Save** button.



Ovid MEDLINE(R) Save Current Search

Main Search Page

Personal Account Name: rklein2

| Search Name | Comment | Type |
|----------------------------|----------------------|-----------|
| Health Care Reform Alberta | MEDLINE Sept 6, 2005 | Permanent |

SAVE

Existing Saved Searches

Expert Searches (top)

3. If the search history has been saved successfully, you will be returned to the main search screen and a confirming message will indicate that the search has been saved.

The screenshot shows the Ovid MEDLINE(R) interface. At the top, it displays 'Ovid MEDLINE(R) 1966 to August Week 4 2005' and 'ovid web gateway'. Below this, there are navigation links: 'Change Database', 'Help', and 'LOGOFF'. A user account section shows 'Personal Account Name: rklein2' and links for 'Personal Account (for Searches)' and 'Saved Searches/Alerts'. The main content area features a table with columns for '#', 'Search History', 'Results', and 'Display'. The table lists three search history items: 1. 'exp health care reform/' with a 'LAY' link; 2. 'exp alberta/' with a 'LAY' link; 3. '1 and 2' with a 'LAY' link. Below the table, a red message box with a warning icon states 'Search History saved as "Health Care Reform Alberta"'. At the bottom, there are buttons for 'Combine Searches', 'Delete Searches', and 'Save Search/Alert'. A callout box with an arrow pointing to the message box contains the text 'Confirms that search has been saved.'

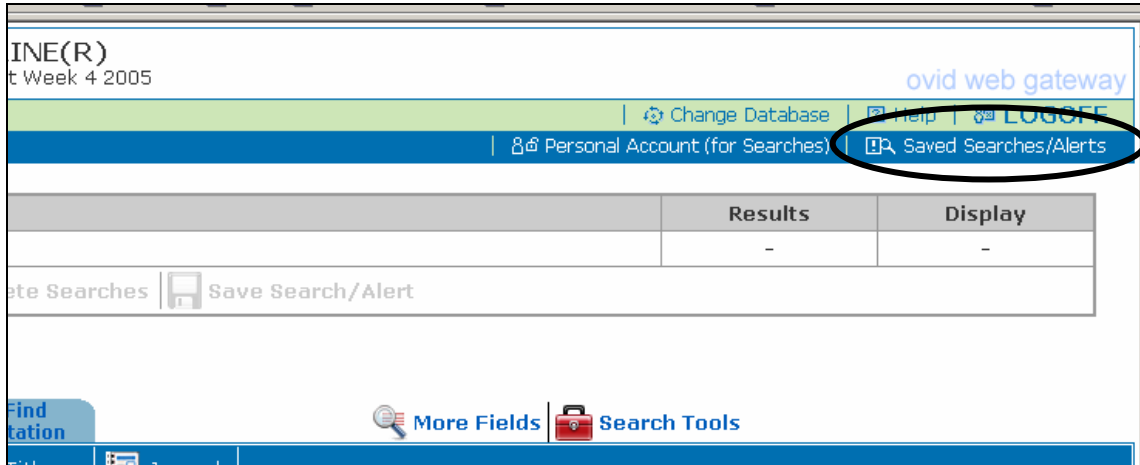
| # | Search History | Results | Display |
|---|-------------------------|---------|---------|
| 1 | exp health care reform/ | | LAY |
| 2 | exp alberta/ | | LAY |
| 3 | 1 and 2 | | LAY |

⚠ Search History saved as "Health Care Reform Alberta"

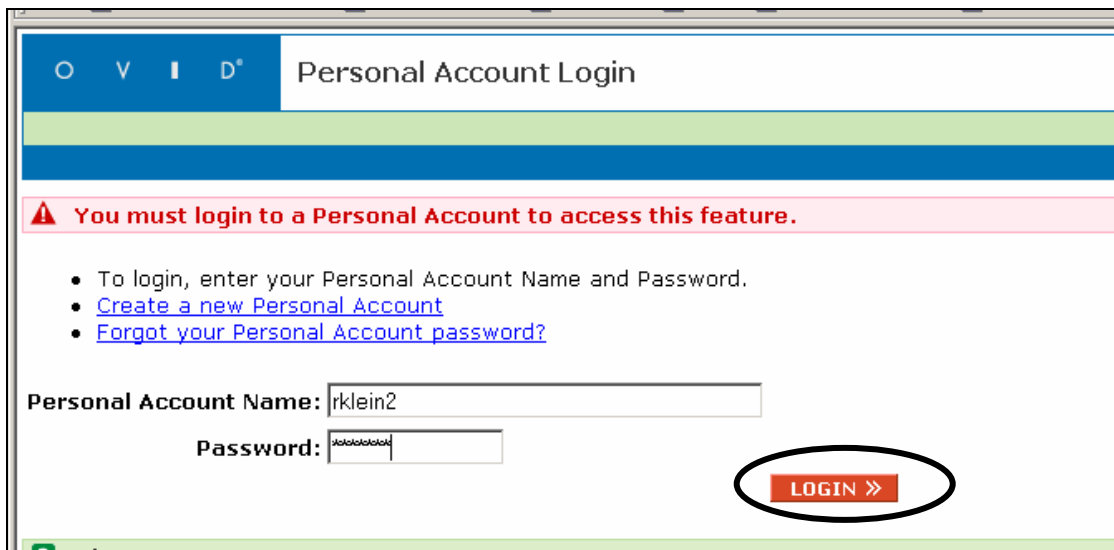
Combine Searches Delete Searches Save Search/Alert

C. Executing Saved Search Histories

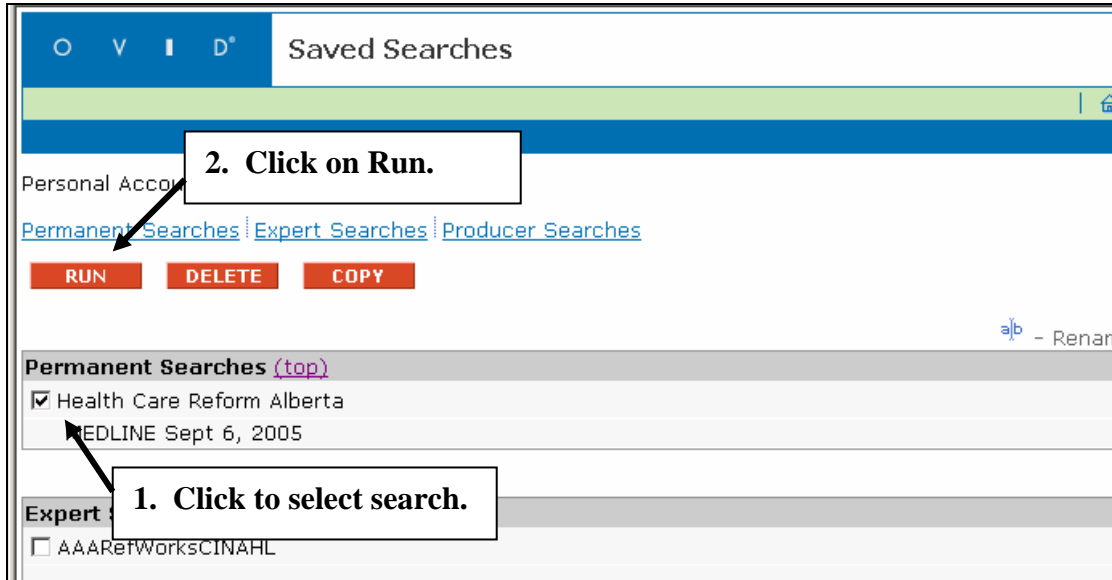
1. To re-execute a saved search, open the appropriate Ovid database and click on **Saved Searches/Alerts**.



2. Unless you have already logged onto your **Personal Account**, you will be prompted to login.



3. You will then be taken to a list of your **Saved Searches**. The searches you have saved will be listed in the section labeled **Permanent Searches**. Select the search you wish to run by clicking on the selection box to the left of the **Search Name**. Then click on **Run**.



4. When the search is complete, you will see the following screen. Click on **Main Search Page** to view results.

