

Creating an AutoAlert

From the Save Current Search Page, you can create an AutoAlert that emails a report of new data associated with your Saved Search strategy. Ovid's AutoAlerts enhance your research by allowing you to:

- Create a search and receive email notification any time that new records match your search criteria,
- Receive AutoAlerts whenever a new record is added to the database(s) from which your AutoAlert was created or on a schedule that you define,
- Remove duplicate records from results of both the current run and historical runs of your AutoAlert,
- Suspend AutoAlerts when you are on vacation or take a leave of absence, then unsuspend them upon your return.


To create an AutoAlert from the Save Current Search Page, select the AutoAlert option from the search type pull-down menu. The Save Search options change to panels of AutoAlert options.

AutoAlert Options	
<small>Separate multiple email addresses with commas. Do not use any spaces between the addresses.</small>	
Recipient's Email Address: <input type="text" value="yourname@yourite.com"/>	
Email Subject: <input type="text" value="Ovid Records"/>	
Email Options	Output Type
<input checked="" type="radio"/> Inline	<input checked="" type="radio"/> HTML (Ovid Result Format only)
<input type="radio"/> As an Attachment (Ovid Result Format only)	<input type="radio"/> ASCII
<input type="checkbox"/> Include Strategy	
Report Type	
<input type="radio"/> Email includes only a Titles Display Link	
<input type="radio"/> Email includes records, a Titles Display Link, and a link to each record's Fulltext or Complete Reference Display.	
<input type="radio"/> Email includes records only	
<input checked="" type="radio"/> Email includes records and a Titles Display Link	
Fields	Result Format
<input checked="" type="radio"/> Citation (Title, Author, Source)	<input checked="" type="radio"/> Ovid
<input type="radio"/> Citation + Abstract	<input type="radio"/> BRS/Tagged
<input type="radio"/> Citation + Abstract + Subject Headings	<input type="radio"/> Reprint/Medlars
<input type="radio"/> Complete Reference	
Sort	
Primary: <input type="text" value="-"/> <input type="text" value="Ascending"/>	
Secondary: <input type="text" value="-"/> <input type="text" value="Ascending"/>	
Scheduling Options	Deduping Options
<input checked="" type="radio"/> On Database Update [1]	<input type="checkbox"/> 90 Days
<input type="radio"/> Monthly - on day 1	
<input type="radio"/> Every other week - on Monday	
<input type="radio"/> Weekly - on Monday	

These panels contain all of your AutoAlert content, format, and schedule options. In the email section, select information about where and how you want the AutoAlert to be sent.

AutoAlert Options	
<small>Separate multiple email addresses with commas. Do not use any spaces between the addresses.</small>	
Recipient's Email Address: <input type="text" value="themname@theirsite.com"/>	
Email Subject: <input type="text" value="Ovid Records"/>	
Email Options	Output Type
<input checked="" type="radio"/> Inline	<input checked="" type="radio"/> HTML (Ovid Result Format only)
<input type="radio"/> As an Attachment (Ovid Result Format only)	<input type="radio"/> ASCII
<input type="checkbox"/> Include Strategy	

In this example, we have provided the name of a recipient, entered a subject, and selected to have results sent inline as an HTML. The following table explains more about your email options.

Recipients	Enter the email address or addresses of people you want to receive the AutoAlert. Separate multiple email addresses with commas and do not use spaces between addresses.
Subject	OPTIONAL: Customize the subject line for your AutoAlert.
Email Options	Select whether you want the search report to appear <i>inline</i> (within the email) or—for Ovid results format only—as an <i>attachment</i> that can be opened separately.
Output Type	Select a file format in which you want the AutoAlert report to be output. Note that only the Ovid data format (chosen from the Fields/Result Format panel) can be output as HTML.
Include Strategy	OPTIONAL: If you want the AutoAlert to include the search strategy from which results were derived, select this check box. If you do not select this check box, reports include results only.
	Search strategies that include the following statements cannot be saved as AutoAlerts. <ul style="list-style-type: none"> ▪ Dedup ▪ Use (the command, as in: use medf) ▪ Limit to update range ▪ Remove duplicates from x When you try to save a search that contains one of these statements as an AutoAlert, Ovid displays an error message.

Below the Email Options is a list of report types from which you can select elements to include in your AutoAlert reports.

<p>Report Type</p> <p><input type="radio"/> Email includes only a Results Display Link</p> <p><input type="radio"/> Email includes records, a Results Display Link, and a link to each record's Fulltext or Complete Reference Display</p> <p><input type="radio"/> Email includes records only</p> <p><input checked="" type="radio"/> Email includes records and a Results Display Link</p>
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In this example, we have selected to receive results records and a link to the Search Results Display. The following table further explains your report type options.

Search Results Link	This is the only report type option that does not include records within the email. However, the email contains a link that opens an Ovid session at the Search Results Display of records from the retrieved results of the AutoAlert.
Records, Search Results Display Link, and a link to each record's Full Text or Complete Reference Display	Email contains a list of records retrieved from results of the AutoAlert, a link that opens an Ovid session at the Search Results Display of those records, and links to either full text or the complete reference display of individual records.
Records Only	Email contains a list of records retrieved from results of the AutoAlert.
Records and Search Results Display Link	Email contains a list of records retrieved from results of the AutoAlert and a link that opens an Ovid session at the Search Results Display of those records.

Move down to the Fields/Result Format section. From the left-hand side of this panel, select a grouping of fields that you want displayed within each record.

<p>Fields</p> <p><input type="radio"/> Citation (Title, Author, Source)</p> <p><input checked="" type="radio"/> Citation + Abstract</p> <p><input type="radio"/> Citation + Abstract + Subject Headings</p> <p><input type="radio"/> Complete Reference</p> <p>SELECT FIELDS</p>	<p>Result Format</p> <p><input checked="" type="radio"/> Ovid</p> <p><input type="radio"/> BRS/Tagged</p> <p><input type="radio"/> Reprint/Medlars</p>
<p>Sort</p> <p>Primary: <input type="text" value="Journal Name"/> <input type="button" value="v"/> <input type="button" value="Ascending"/></p> <p>Secondary: <input type="text" value="Year of Publication"/> <input type="button" value="v"/> <input type="button" value="Descending"/></p>	

In this example, we have chosen to have our records display the citation (title, author, and source) only. But you can choose from these groupings of fields.

<i>Citation (Title, Author, Source)</i>	Records display the title, author, and source.
<i>Citation and Abstract</i>	Records display the citation (title, author, source) and the abstract.
<i>Citation, Abstract, Subject Headings</i>	Records display the citation (title, author, source), the abstract, and subject headings.
<i>Complete Reference</i>	Records display all available bibliographic information.




If you are not satisfied with these field selections, click the Select Fields button. Ovid opens the Select Fields Page.

From this page, you can customize a selection of database-specific fields to display with your records. Click the Continue button, and Ovid returns you to the Save Current Search Page to continue your AutoAlert selections.

After making field selections, move to the right-hand side of the fields/result format panel to select a data format for your records.

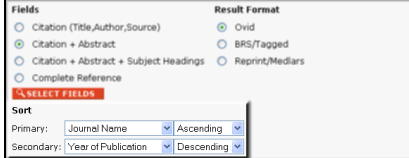
In this example, we have selected the Ovid results format. In the following table of sample format output, all examples are for the same record. Choose the format that best suits your output needs.

<i>Ovid</i>	Displays the record number followed by field information. The format resembles Ovid's Search Results Display. <div style="border: 1px solid black; padding: 5px; margin: 5px;"> Citation 1 Unique Identifier 15572534 Author Peterson R. Agertoft L. Pedersen S. Title Treatment of exercise-induced asthma with beclomethasone dipropionate in children with asthma. Source European Respiratory Journal. 24(6):932-7, 2004 Dec. </div>
<i>BRS/Tagged</i>	Displays the record number followed by field information. Field labels display as two-letter abbreviations. All fields with multiple items display

	<p>on the same line, one after another. Results can be imported manually into compatible reference management software such as EndNote®, ProCite®, and Reference Manager®.</p> <pre> <1> Full Text Link Available UI 15572534 AU Petersen R, Agertoft L, Pedersen S. TI Treatment of exercise-induced asthma with beclomethasone dipropionate in children with asthma. SO European Respiratory Journal. 24(6):932-7, 2004 Dec. </pre>
Reprint/Medlars	<p>Displays the record number followed by field information. Field labels display as two-letter abbreviations. All fields with multiple items display on separate lines.</p> <pre> <1> UI - 15572534 AU - Petersen R AU - Agertoft L AU - Pedersen S TI - Treatment of exercise-induced asthma with beclomethasone dipropionate in children with asthma. SO - European Respiratory Journal. 24(6):932-7, 2004 Dec. </pre>
	<p>In a multifile AutoAlert, results also display the database from which the record was retained. This database information displays after the citation/record number.</p>
	<p>If you try to select either the BRS/Tagged or Reprint/Medlars formats while having selected HTML as an output option earlier, Ovid displays an error message.</p> <p>To proceed with the format option change, click the OK button. Ovid automatically changes the output selection for you.</p>
	<p>When you elect to include the Search Results Display link with your BRS-tagged or Reprints/Medlar-formatted AutoAlerts, it arrives in a separate email from that which contains your AutoAlert results. Therefore, recipients receive two email notices for each run of a BRS/Tagged- or Reprint/Medlars-formatted AutoAlert. Ovid formatted AutoAlerts include the Search Results Display link either inline with results or with results attached. Therefore, recipients receive only one email notice for each run of an Ovid-formatted AutoAlert.</p>

Links within these examples are Ovid jumpstarts. To access jumpstart targets (Search Results Displays, full text or complete references that correspond to the records), you must log in to an Ovid session first. When the link is clicked from within an AutoAlert email, the Welcome to Ovid Page displays (unless the recipient is IP validated). Enter a valid user ID and password, and Ovid jumps directly to the Search Results Display or full text target within an active session. If the recipient is IP validated, Ovid bypasses the Welcome to Ovid Page and jumps directly into a live session.

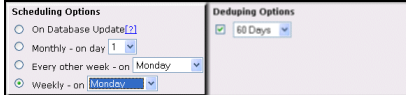
Once you have chosen a results format, move on to the sort panel of AutoAlert options.



The screenshot shows the 'Fields' section with radio buttons for: Citation (Title, Author, Source), Citation + Abstract, Citation + Abstract + Subject Headings, Complete Reference, Ovid, BRS/Tagged, and Reprint/Medlars. Below this is a 'Sort' section with two dropdown menus: 'Primary: Journal Name' set to 'Ascending' and 'Secondary: Year of Publication' set to 'Descending'.


From the drop-down menus, you can apply primary and secondary sorting orders in which your records will display. In this example, results are set to display alphabetically from A to Z by name of the journal in which they appear; in addition, within each group of records associated with a particular journal name, the article titles are set to display by year published in a descending order.

In the last active panel of AutoAlert options, you can select when you want to receive AutoAlerts and define your deduplication preference. From the left-hand side of the panel, choose a schedule option for your AutoAlert.



The screenshot shows two panels. The 'Scheduling Options' panel has radio buttons for: On Database Update (checked), Monthly - on day 1, Every other week - on Monday, and Weekly - on Monday. The 'Deduping Options' panel has a checked checkbox for '60 Days'.

In this example, we have selected to run our AutoAlert weekly on Mondays. Other execution frequency options include the following.

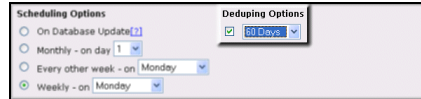
On Database Update	Sends the AutoAlert when any database(s) in the AutoAlert is updated. Output includes only those records added to the database(s) since the last time the AutoAlert was executed.
Monthly	Sends the AutoAlert once a month on the specific day of the month that you select from the numbered pull-down menu.
	When you schedule a monthly AutoAlert to run on the 29th, 30th, or 31st day of the month and the current month has fewer days, the AutoAlert will run automatically on the last day of the month. For example, if you have scheduled an AutoAlert to run on the 30th day of every month and the month in which the AutoAlert is due to run next is February, the alert will run on February 28th (or, if it is Leap Year, on February 29th).
Every other week	Sends the AutoAlert <i>bi-weekly</i> (once every other week) on the specific day of the week that you select from the Monday-Sunday pull-down menu.
Weekly	Sends the AutoAlert once a week on the specific day of the week that you select from the Monday-Sunday pull-down menu.

The AutoAlert week runs from Monday through Sunday (not Sunday through Monday). And all AutoAlerts run on *Greenwich Mean Time* (GMT). Depending upon when you create an AutoAlert, you may not receive results until the next scheduled period. The following table provides examples to help clarify when you can expect to receive your first results after creating an AutoAlert.

EXECUTION FREQUENCY	AA CREATION DATE	NEXT EXECUTION DATE
Weekly on Thursdays	Thursday January 6th	Thursday January 13th
Weekly on Thursdays	Monday November 8th	Thursday November 11th
Bi-weekly on Mondays	Tuesday June 1st	Monday June 14th
Bi-weekly on Mondays	Sunday May 30th	Monday June 7th
Bi-weekly on Wednesdays	Friday June 4th	Wednesday June 16th
Bi-weekly on Wednesdays	Wednesday May 19th and manually run on Tuesday June 1st	Wednesday June 2nd
Monthly on 1st	February 13th	March 1st
Monthly on 29th	January 31st of a non-Leap Year	February 28th
Monthly on 31st	January 31st of a Leap Year	February 29th
Monthly on 15th	August 14th	August 15th









Results are not available on the same day that you create an AutoAlert. Whether you set an AutoAlert to execute upon latest update or upon a customized schedule, results are not available until the first run date. When you try to execute an AutoAlert manually (like a saved search from the Saved Searches Page of your current session) before the first scheduled run, you receive zero results. Also, if an AutoAlert has just executed its scheduled run, then you request a manual run of the AutoAlert, you receive zero hits because no new results exist since the last scheduled run. To run an AutoAlert manually and receive results, you must select date ranges from the Saved Searches Page.

From the right-hand side of this pane, select a deduplication preference.




Deduplication removes redundant records from the results set of the current run and from past results sets as well. Ovid archives and tracks records for the duration of the threshold (length of time) that you set for deduplication. Each time the AutoAlert runs, Ovid reviews results from previous runs and removes duplicate records from within the range of time specified. This process leaves you with a unique set of results that span a desired range of

time. Deduplication options are defined in terms of days previous to the scheduled runs of the AutoAlert and include the following options.

 30 days	Removes duplicate records from results gathered over the 30 days previous to each scheduled run of the AutoAlert.
 30 days	Selecting a 30-day deduplication threshold in combination with a monthly execution frequency yields results that are not very useful as in most cases, no results will have been received over that prior 30 days.
 60 days	Removes duplicate records from results gathered over the 60 days previous to each scheduled run of the AutoAlert.
 90 days	Removes duplicate records from results gathered over the 90 days previous to each scheduled run the AutoAlert.
 120 days	Removes duplicate records from results gathered over the 120 days previous to each scheduled run of the AutoAlert.
 180 days	Removes duplicate records from results gathered over 180 days previous to each scheduled run of the AutoAlert. Note that this is the maximum time span for which deduplication against previously delivered results is available.
 30 days	Deduplication is performed only on current results sets of 6000 or fewer records. If the results from an AutoAlert execution exceed this number, a deduplication message displays in the opening content of the emailed alert: "No deduping because max size exceeded."
 30 days	Database preference is not determined upon creation of an AutoAlert. Database preferences are derived from a system set default. To change this preference, contact Ovid Customer Support.

Ovid archives *historical records* (those retrieved from previous runs) of the AutoAlert during the threshold set for deduplication. For example, when you select a deduplication threshold of 90 days, Ovid keeps track of a rolling 90-days worth of historical results. When AutoAlert results in the archive outdate the deduplication threshold, Ovid deletes all archived results that are older than the 90 days, then removes from the current results set any records that are duplicates of records remaining in the archive. This process filters out from the current results set any duplicates of records received during the previous 90 days, leaving you with 90 days worth of unique records.

Once you have selected all preferences for your AutoAlert, click the Save button located under the options table. Back in the search history of the Main Search Page, Ovid displays a message indicating that your search was saved.


#	Search History	Results	Display
1	exp Hypersensitivity, Immediate/ or exp Child/ or exp Asthma/ or exp Adolescent/ or exp Child, Preschool/	507498	<input type="button" value="DISPLAY"/>
2	limit 1 to (ovid full text available and yr="2001 - 2005")	69906	<input type="button" value="DISPLAY"/>
3	*ASTHMA, EXERCISE-INDUCED/	332	<input type="button" value="DISPLAY"/>
 Search History saved as "childhood asthma"			
<input type="button" value="Combine Searches"/> <input type="button" value="Delete Searches"/> <input type="button" value="Save Search/Alert"/>			

Search Saved Message in Search History

On the first scheduled run, Ovid issues the AutoAlert to the recipients you indicated when you created (or edited) the saved AutoAlert. The email content opens with a summary of the AutoAlert transaction.

If you chose to send the AutoAlert records in Ovid format and as an attachment, a cites.htm file is attached to the email. Click the file and you can save the file to your desktop or open it into a separate display of the records.

- Number of documents (records) retrieved from the run of the AutoAlert
- Database(s) of origin of results; in our example, each database of the multifile AutoAlert that yielded results is listed here
- Deduplication status
- Link to Search Results Display (if selected as part of your output)
- Display of the search results in a search history window (if selected as part of your output)

 30 days	<p>Deduplication of your AutoAlert results does not occur under the following circumstances.</p> <ul style="list-style-type: none"> • When you request a run of the AutoAlert outside of the schedule set for it (also referred to as a date range override of that AutoAlert) • Deduplication is blocked • Maximum deduplication size (6000 records) has been exceeded
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When you have selected to include a link to the Results Display, recipients can click the Search Results link which automatically opens a browser on the Welcome to Ovid Page (unless the recipient is IP validated). Enter a valid user name and password, and Ovid jumps directly into a live search session, at the Results Display of records.

If you chose to send AutoAlert records in Ovid format and as an attachment (as in our example), Ovid attaches a cites.htm file to the email. Click the file and you can either save the file to your desktop or open it into a separate display of the records.

When you choose to send AutoAlert records inline, they display after the search history at the bottom of the email. Note that inline and ASCII-text formatted are the only record options for both BRS/Tagged and Reprint/Medlars output. When you select these options, recipients receive a separate email containing AutoAlert records.

Clicking the link at the bottom of any individual record opens a browser on the Welcome to Ovid Page (unless the recipient is IP validated). Enter a valid user name and password, and Ovid jumps directly into a live search session, displaying the full text (or complete reference) of the record.