

## Setting Alerts in EBSCO

### Navigation

**Step One:** Access the Benner Library homepage at [library.olivet.edu](http://library.olivet.edu).

**Step Two:** Click on “Subject Guides” on the home page.

**Step Three:** Click on the “Nursing” subject guide under the “Most Frequently Used Guides” heading.

**Step Four:** Navigate to the CINAHL Complete database.

Subject Guides	All Subject Guides	eResources A-Z	Most Frequently Used Guides
Books & Media			6,978 Nursing
Journals & Articles	Where to Start	Selected Gen Ed Classes	362 Education: Professional
Services	Good Places to Start	Speech	282 Theology
Help	Explore Topics	College Writing II	232 Business & Marketing
	Biography	Exegesis	223 Psychology
	Book Reviews		213 Biblical Literature

*Number reflects page views for April 2014*

## Nursing

### Selected Databases

- ☐ Academic Search Premier ▾
- ☒ ATLA Religion Database with ATLASerials ▾
- ☒ CINAHL Complete
- ☒ Cochrane Central Register of Controlled Trials ▾
- ☒ Cochrane Database of Systematic Reviews ▾
- ☒ Cochrane Health Technology Assessments ▾
- ☐ Cochrane Methodology Register ▾



Subject Guides

Books & Media

Journals & Articles

Services

Help

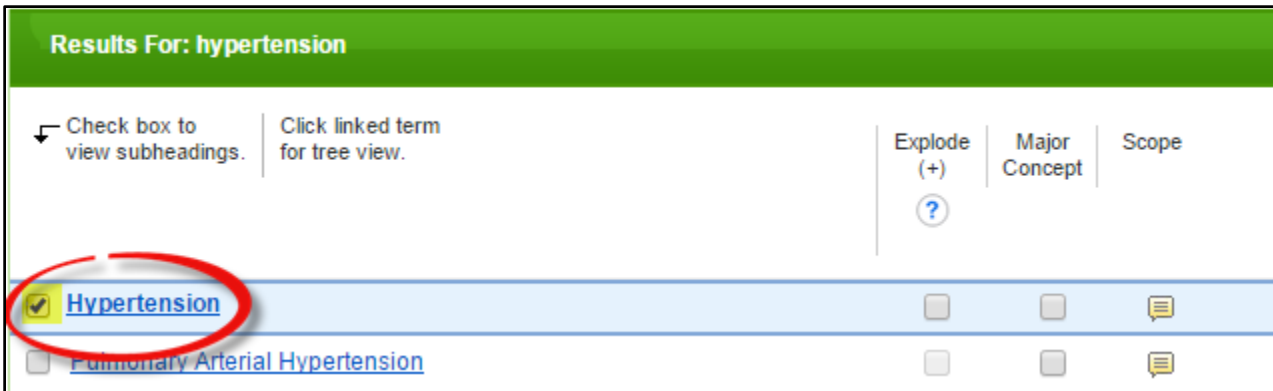
## Creating a Search

**Step One:** Sign-in to your EBSCO account or create a new EBSCO account if you do not already have one.

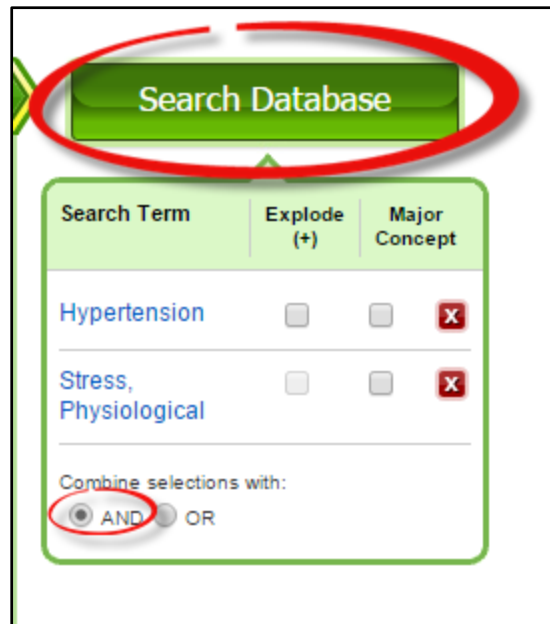
**Note:** For help creating an EBSCO account, watch or read the “Creating an Account in EBSCO databases” at <http://library.olivet.edu/help/use-databases/ebSCO/accounts.php>

**Step Two:** Go to CINAHL headings and type in your search term. Hit the “Browse” button.

**Step Three:** Checkmark your term.



**Step Four:** To add additional terms to your search, hit the “Browse Additional Term” button. Repeat steps two and three, remembering to select the “AND” option on the right side bar. When you’ve added all your terms, hit “Search Database”.



## Refine Your Search

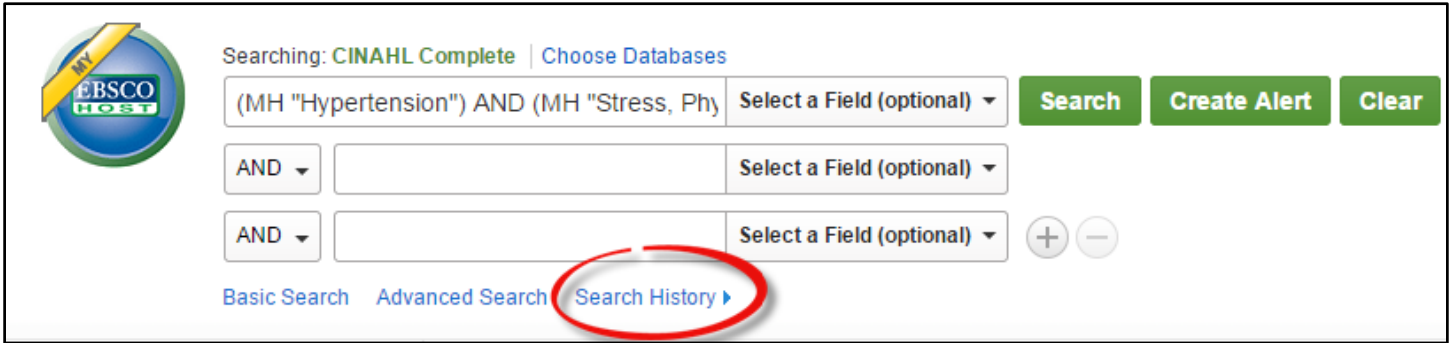
**Step One:** Select the “Peer Reviewed Journals” option under the Refine Results tab.

**Step Two:** Move the publication dates so they match the range of your assignment.



## Set up an Email Alert

**Step One:** To make an alert for these terms, open the “Search History” field.



Searching: [CINAHL Complete](#) | [Choose Databases](#)

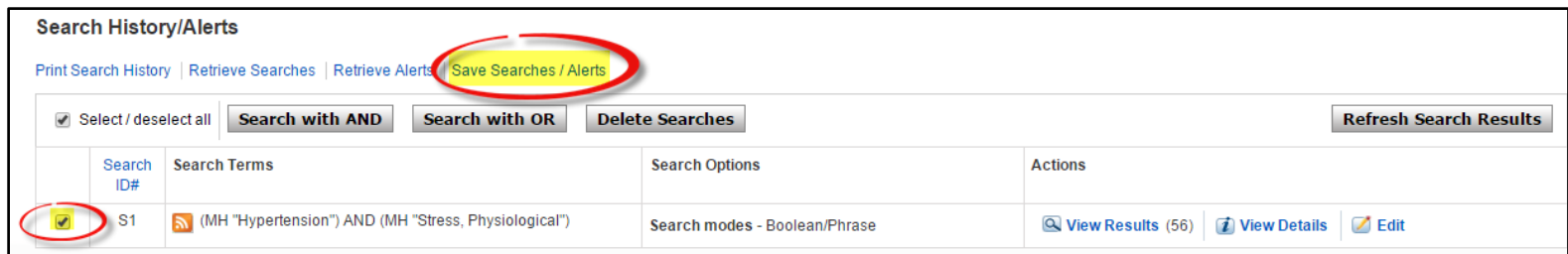
(MH "Hypertension") AND (MH "Stress, Phy" [Select a Field \(optional\)](#) [Search](#) [Create Alert](#) [Clear](#)

AND [Select a Field \(optional\)](#)

AND [Select a Field \(optional\)](#) [+](#) [-](#)

[Basic Search](#) [Advanced Search](#) [Search History ▶](#)

**Step Two:** Check mark the search you want to create an alert for, then click “Save Searches/ Alerts”



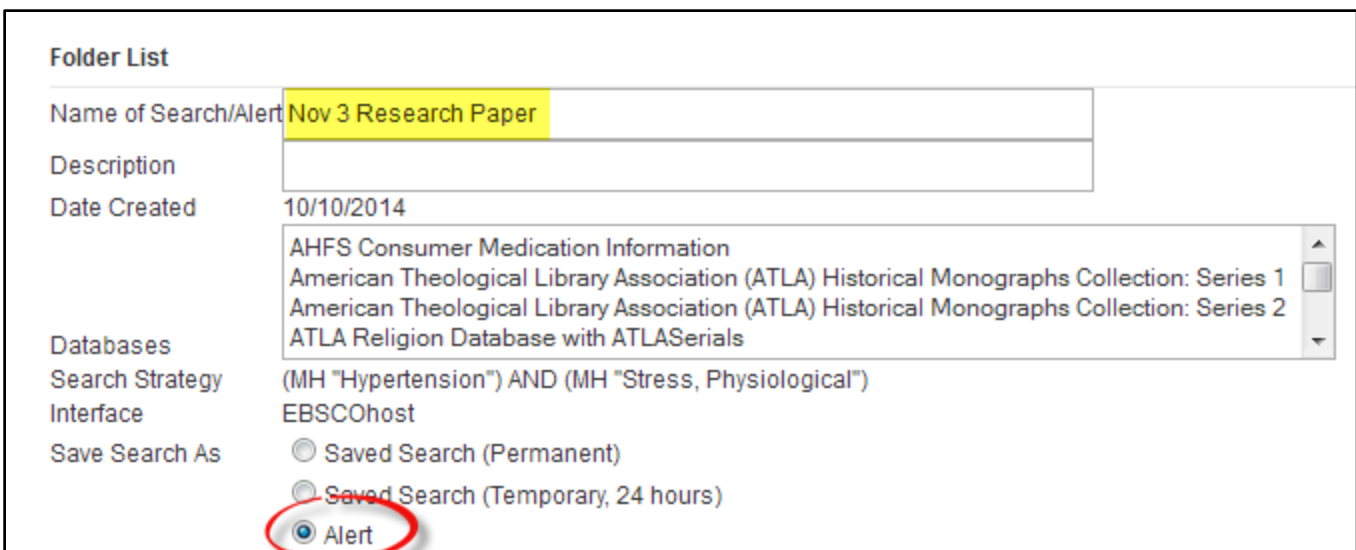
**Search History/Alerts**

[Print Search History](#) | [Retrieve Searches](#) | [Retrieve Alerts](#) | [Save Searches / Alerts](#)

☒ Select / deselect all [Search with AND](#) [Search with OR](#) [Delete Searches](#) [Refresh Search Results](#)

Search ID#	Search Terms	Search Options	Actions
<input checked="" type="checkbox"/> S1	(MH "Hypertension") AND (MH "Stress, Physiological")	Search modes - Boolean/Phrase	<a href="#">View Results (56)</a> <a href="#">View Details</a> <a href="#">Edit</a>

**Step Three:** Name your alert. Make sure “Alert” is selected under Save Search As.



**Folder List**

Name of Search/Alert

Description

Date Created 10/10/2014

Databases

Search Strategy (MH "Hypertension") AND (MH "Stress, Physiological")

Interface EBSCOhost

Save Search As ☐ Saved Search (Permanent) ☐ Saved Search (Temporary, 24 hours) ☒ Alert

**Step Four:** Adjust all the alert time properties to suit your needs and add your email address. Click the “Save” button at the bottom of the page.

The screenshot shows a web form for configuring search alerts. It is divided into two main sections: 'Alert Options' and 'E-mail Properties'.

**Alert Options:**

- Frequency:** A dropdown menu set to 'Once a day'.
- Articles published within the last:** A dropdown menu set to 'One Year'.
- Run Alert for:** A dropdown menu set to 'One month'.
- Alert results format:** Three radio buttons: 'Brief' (selected), 'Detailed', and 'Bibliographic Manager'.

**E-mail Properties:**

- Limit EBSCOhost access to only the articles sent:** A checked checkbox.
- Email all alerts and notices:** A selected radio button.
- Email only creation notice:** An unselected radio button.
- No e-mail (RSS only):** An unselected radio button.
- E-mail Address (please separate e-mail addresses with a semicolon):** A text input field containing 'example@olivet.edu'.

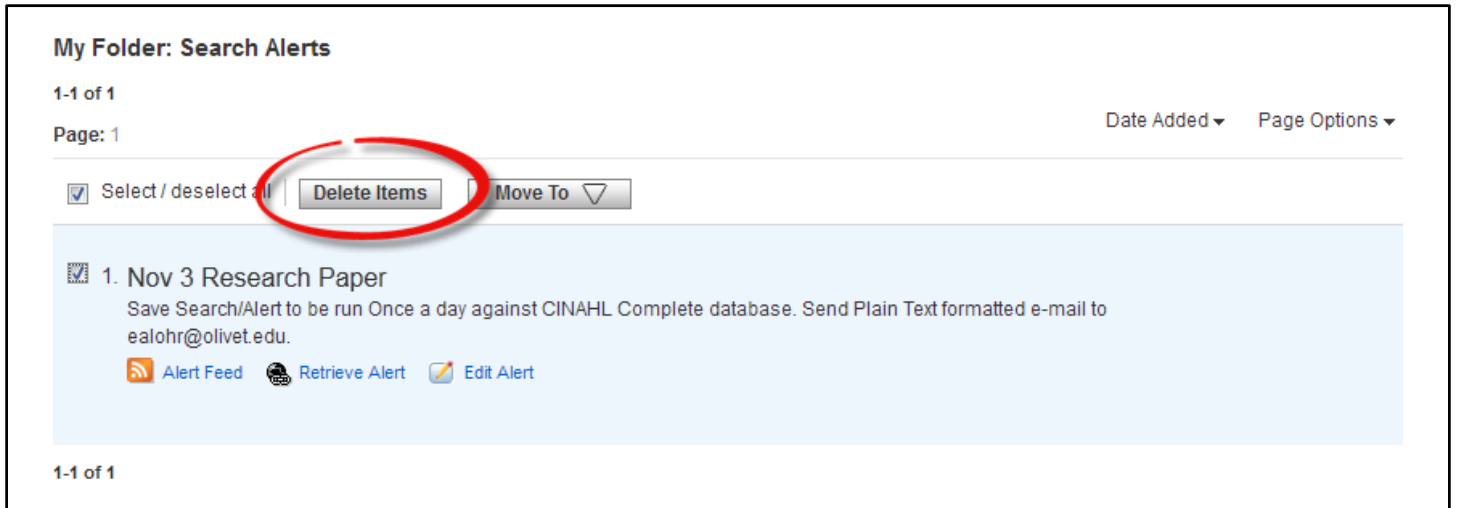
**Step Five:** Click continue. This will save your search alert under the search alerts section under the folder tab.

## Editing and Deleting Search Alerts

**Step One:** To edit any of the search alert properties, select “Edit Alert”

The screenshot shows a web interface titled 'My Folder: Search Alerts'. It displays a list of search alerts. The first alert is titled '1. Nov 3 Research Paper' and has a description: 'Save Search/Alert to be run Once a day against CINAHL Complete database. Send Plain Text formatted e-mail to ealohr@olivet.edu.' Below the description are three icons: 'Alert Feed', 'Retrieve Alert', and 'Edit Alert'. The 'Edit Alert' button is highlighted with a red circle.

**Step Two:** To delete this search alert, checkmark your alert and select “Delete Items”



## Questions?

Contact Pam Greenlee through the SGCS Librarians link under the “Help” tab on the Benner Library Homepage

