

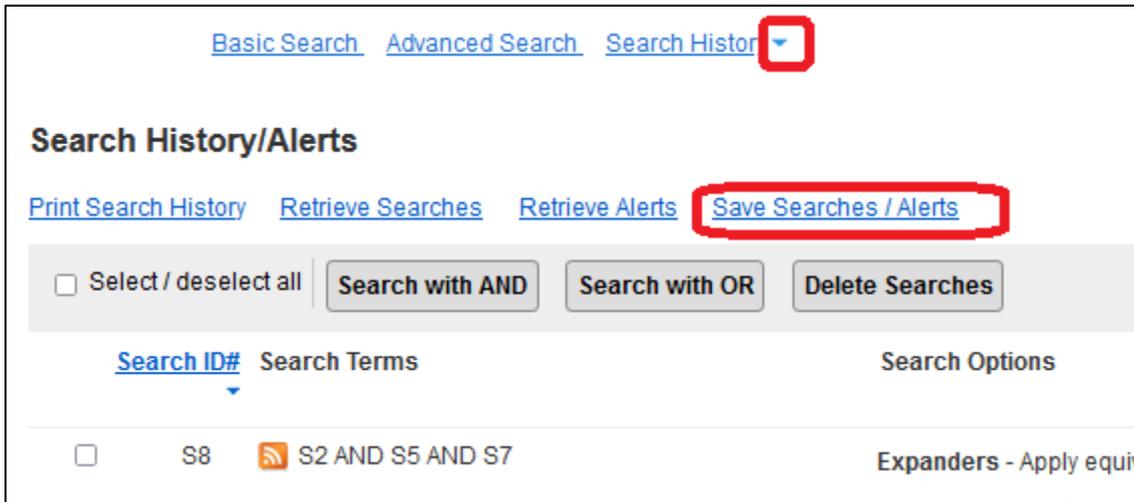
Saving your Search History steps to run in the future

[Recorded version](#)

When you leave a database/platform, the Search History disappears.

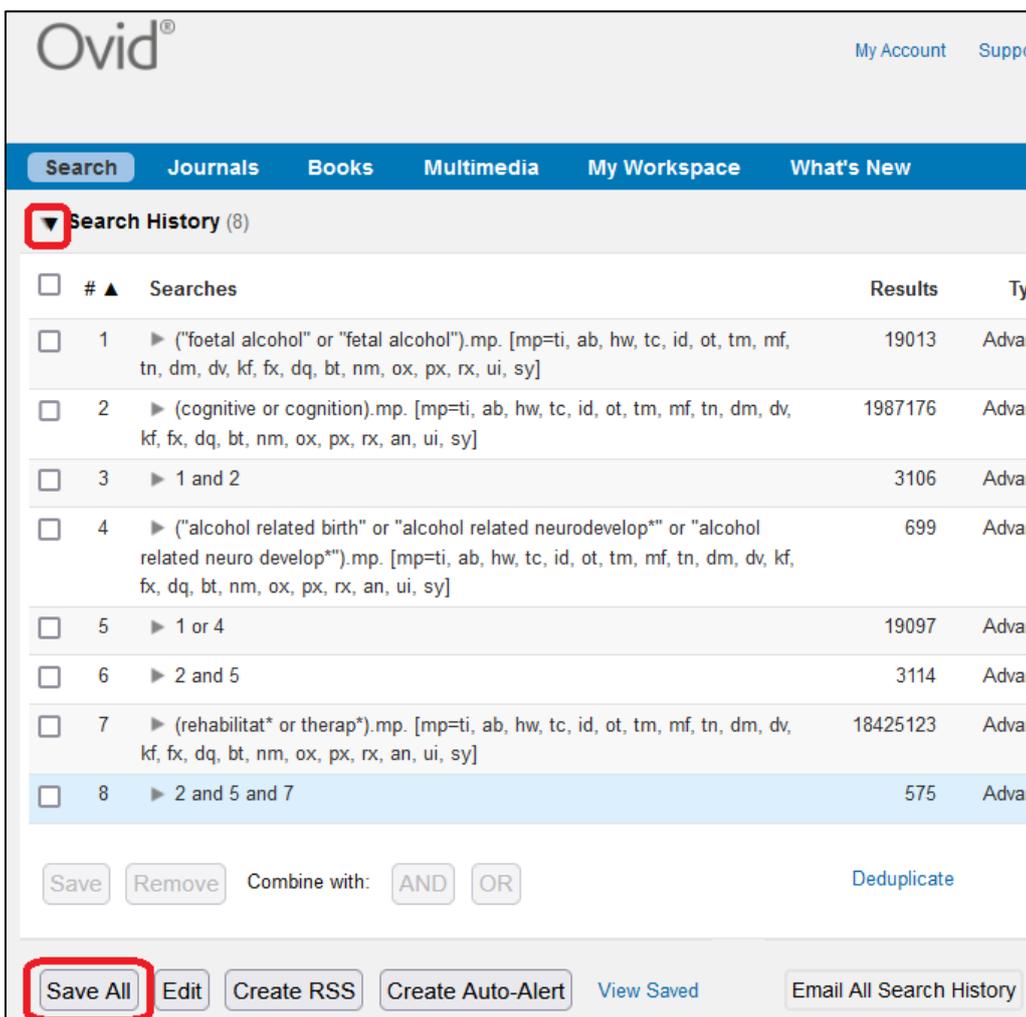
Therefore, an effective search strategy which you want to run regularly, or use to generate alerts to your email about records newly added to a database which match a search, or even which you want to keep hold of for future reference, can be saved on personal spaces registered for on Abstracting & Indexing (A&I) database platforms/interfaces.

The option is in the Search History sections: "Save Searches/Alerts" in EBSCOhost platform/interface...



The screenshot shows the EBSCOhost Search History/Alerts interface. At the top, there are links for [Basic Search](#), [Advanced Search](#), and [Search History](#) (highlighted with a red box). Below these is the section title **Search History/Alerts**. Underneath, there are links for [Print Search History](#), [Retrieve Searches](#), [Retrieve Alerts](#), and [Save Searches / Alerts](#) (highlighted with a red box). A toolbar contains a checkbox for "Select / deselect all", and buttons for "Search with AND", "Search with OR", and "Delete Searches". Below the toolbar is a table with columns for "Search ID#", "Search Terms", and "Search Options". The first row shows "S8" with search terms "S2 AND S5 AND S7" and "Expanders - Apply equi".

..."Save All" in the Ovid platform/interface.



The screenshot shows the Ovid Search History interface. At the top left is the Ovid logo, and at the top right are links for "My Account" and "Support". Below the logo is a navigation bar with tabs for "Search", "Journals", "Books", "Multimedia", "My Workspace", and "What's New". The "Search History (8)" section is expanded (highlighted with a red box) and displays a table of search history items. The table has columns for "#", "Searches", "Results", and "Type". The items are numbered 1 through 8, with search terms and result counts. At the bottom of the table, there are buttons for "Save", "Remove", "Combine with: AND OR", and "Deduplicate". Below the table is a row of buttons: "Save All" (highlighted with a red box), "Edit", "Create RSS", "Create Auto-Alert", "View Saved", and "Email All Search History".

Register as prompted and then save the search with a meaningful name and choose from the options available.

EBSCOhost platform/interface...

The screenshot shows the EBSCOhost interface for saving a search. At the top, it says "MY Rowena's Folder" with a question mark icon and a "Back" link. The EBSCOhost logo is in the top left. Below is a "Folder List" section with the following fields:

- Name of Search/Alert: FASDCogDevRehabTherapy
- Description: Test search for foetal alcohol rehabilitation related to cognition
- Date Created: 9/2/2022
- Databases: A dropdown menu is open, showing options: British Education Index, Business Source Complete, Child Development & Adolescent Studies, and CINAHL Plus (which is highlighted in blue).
- Search Strategy: S2 AND S5 AND S7
- Interface: EBSCOhost
- Save Search As: Three radio button options: "Saved Search (Permanent)" (selected), "Saved Search (Temporary, 24 hours)", and "Alert".

At the bottom left are "Save" and "Cancel" buttons. A solid yellow arrow points from the "Alert" option to the text "Alert options" below. A dashed yellow arrow points from the "Description" field to the text "Extra information it may be helpful to record" below.

Alert options

Extra information it may be helpful to record

Ovid platform/interface...

The screenshot shows the Ovid platform interface for saving a search. At the top, it says "Save Your Search or Create an Alert" with "Cancel" and "Save" buttons on the right. Below are the following fields:

- Search name: FASDCogDevRehabTherapy
- Type: A dropdown menu is open, showing options: "Permanent" (selected), "Temporary (24 hours)", "Permanent", "AutoAlert (SDI)", and "My Projects". A solid yellow arrow points from the "Alert options" text above to the "Alert" option in this dropdown.
- Comment: Test search for foetal alcohol rehabilitation related to cognition. A dashed yellow arrow points from the "Extra information it may be helpful to record" text above to this field.

Below the "Type" dropdown, there is a section titled "Permanent Searches" with a count of 3. Two search entries are listed:

- ClinPsychMScManagingRefs Permanent
- Experience Clients short vs long term therapy Permanent

At the later date, log in to your personal account on the relevant platform/interface to be able to have your saved Search History automatically run against the A&I database(s) you have chosen from the platform/interface options this time round.

Opening the Search History you get an option to go to your saved search area, eg EBSCOhost “Retrieve Searches” and in Ovid “View Saved”. In the personal space, select the search you want to re-run.

MY  Searching: **CINAHL Plus** | [Choose Databases](#)
 Suggest Subject Terms

Select a Field (optional) ▾ **Search**
AND ▾ **Select a Field (optional)** ▾ [Create Alert](#)
AND ▾ **Select a Field (optional)** ▾ [Clear](#) [?](#)

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

Search History/Alerts
[Retrieve Searches](#) [Retrieve Alerts](#)

Search	Search Terms	Search Options	Actions
ID# ▾			

My Folder: Saved Searches

1-5 of 5
Page: 1

Select / deselect all | **Delete Items** | **Move To** ▾

- 1. collaboration AND policy ones AND dementia
Properties: Saved Search (Permanent)
 [Retrieve Saved Search](#)  [Edit Saved Search](#)
- 2. FASDCogDevRehabTherapy
Properties: Saved Search (Permanent)
 [Retrieve Saved Search](#)  [Edit Saved Search](#)

Ovid®

Search Journals Books Multimedia My Workspace

▼ Search History (0)

▲ Searches

- - -

Save Remove Combine with: AND OR

Save All Edit Create Auto-Alert View Saved

Search Journals Books Multimedia My Workspace What's New

My Projects My Searches & Alerts My eTocs

PERMANENT SEARCHES 4

Favorites Only

Run Copy Delete

Permanent Searches 4

Search	Status	Actions
<input type="checkbox"/> ClinPsychMScManagingRefs	Permanent	☆ ✉ ✎ 👁
<input type="checkbox"/> Experience Clients short vs long term therapy	Permanent	☆ ✉ ✎ 👁
<input checked="" type="checkbox"/> FASDCogDevRehabTherapy Test search for foetal alcohol rehabilitation related to cognition Sep2022	Permanent	☆ ✉ ✎ 👁
<input type="checkbox"/> vitamin A Sheila F version for WHO initial project	Permanent	☆ ✉ ✎ 👁

Choose the options which will run the search again, eg Refresh... Rerun, Run etc.

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"/> S8	S2 AND S5 AND S7	Expanders - Apply equivalent subjects Search modes - Find all my search terms	🔍 Rerun View Details Edit
<input checked="" type="checkbox"/> S7	rehabilitat* OR therap*	Expanders - Apply equivalent subjects	🔍 Rerun View Details Edit

Ovid will run the search without prompt.

8 2 and 5 and 7 575 Advanced Display Results More

Save Remove Combine with: AND OR Deduplicate

Save All Edit Create RSS Create Auto-Alert View Saved Email All Search History Copy Search History Link Copy Search History Details

You can also get a record of a Search History exported.

Search History/Alerts

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

Select / deselect all

Search ID#	Search Terms	Search Options	Actions
<input type="checkbox"/> S8	S2 AND S5 AND S7	Expanders - Apply equivalent subjects Search modes - Find all my search terms	View Results (73) View
<input type="checkbox"/> S7	rehabilitat* OR therap*	Expanders - Apply equivalent subjects	View Results (2,034,818)