

Cornell University  
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## Moving Your Email Alerts and Saved Searches

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This handout will show you how to move your email alerts and saved searches from Silver Platter/Ovid WebSpirs to the new ISI Thomson databases.

- From the Library Gateway (<http://www.library.cornell.edu/>), select **Find Databases**
- Type in the name of the database where you have saved email alerts or searches (e.g. BIOSIS) and click **Go**
- Select BIOSIS Previews (Ovid/Webspirs)



### To get your email alerts:

- Select **SDI** (= email alert) in the top righthand corner 
- Type in your username (usually your email) and password and click OK
- Select the **title** of your email alert
- Copy the search strategy used in your email alert so you can redo it in the ISI Thomson version of BIOSIS
- Select **Search** to return to the BIOSIS search screen


### To get your saved searches:

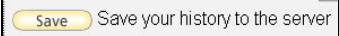
- Click on the Search History tab  and then click the folder icon 
- Choose the search you would like to run and then click **Load History** in the bottom righthand corner 
- Copy the last saved search

### To recreate the saved searches and email alerts in the ISI version of BIOSIS:

- Select Find Databases
- Type in BIOSIS and click **Go**
- This time, select BIOSIS Previews (ISI)
- In the database choose the **Access the new version** link at the top of the page. The **new version of ISI Web of Knowledge** will open. Choose the Web of Knowledge button.  **NOTE:** This will stay in effect until January 2008. Once you have entered the new version of Web of Knowledge you will automatically be searching all available databases. To create an email alert, you must choose Select a Database  (you can only save your search history in All Databases).
- Select BIOSIS Previews and recreate your search from the Ovid WebSpirs version of BIOSIS. (For tips on searching, see the database Help pages or the recorded

tutorials from ISI Thomson at <http://scientific.thomson.com/support/recorded-training/wok/>.

- Do your whole search either in the basic **Search** screen or, for more complex searches, use **Advanced Search**. (**Please note:** If you use basic search and then refine it on the results screen, only your original search but not the later refinements will be available for your saved searches and alerts).
- When you have completed the search you want to save, click on **Search History**
- Click **Save History/Create Alert**. The database will automatically create an alert for the last search you did 
- If you do not have a free account with ISI already, click the **Register** link and enter your name, password, email and other basic information
- If you already have an account with ISI, log in with your username and password and click **Sign In**
- Name your email alert or saved search.

**To create a saved search** but not email alerts, click **Save** beside Save your history to the server 

**To save it to your local computer**, click **Save** the history to a local drive.



#### **To create an email alert:**

- Check the box beside "Send me email alerts."
- Choose how much of the article record you would like emailed to you. (Full Record will give you the citation, abstract, article keywords and more.)
- Next choose what email format you would like to receive. If you are not sure that your email reads HTML or web page formatting well, choose plain text. For use in a citation management program, choose Field Tagged for RefWorks or ISI Research Soft format for EndNote.
- Choose your email frequency
- Click **Save** and then click **Done** to finish

#### **To see your saved searches and alerts:**

- Go to My Saved Searches or go back to Search History and choose Open Saved History
- Here you can renew or delete your searches and alerts, change your settings, subscribe to an RSS feed of your search results, or run searches saved on the server or your computer.

**Have questions? Need help? Contact [mann\\_ref@cornell.edu](mailto:mann_ref@cornell.edu).**