

Information skills 3: Keeping up to date

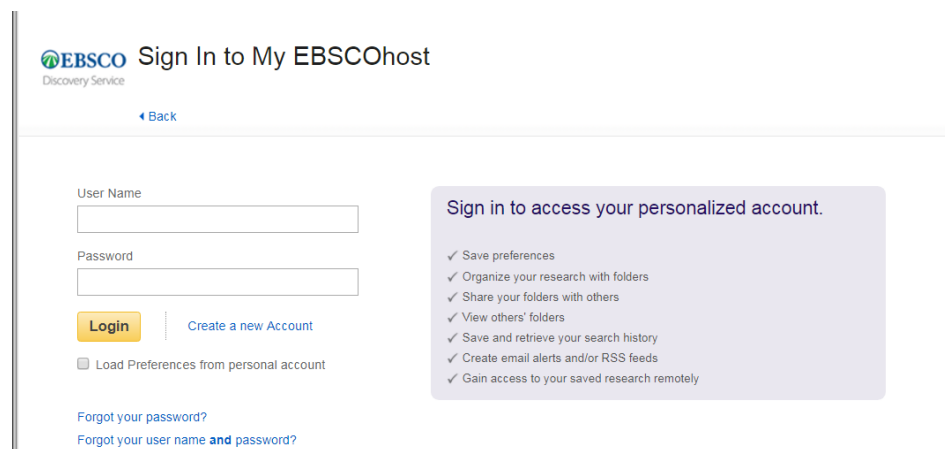
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Folder

To set up alerts you need to have a personal Folder within Discovery. To create a personal 'Folder' either, click Sign In on the tool bar or the link to ['Sign In to My Ebscohost'](#) at the top of the screen.



The screenshot shows the EBSCO Sign In to My EBSCOhost page. At the top left is the EBSCO Discovery Service logo. Below it is a 'Back' link. The main content area has two input fields for 'User Name' and 'Password'. Below these fields are two buttons: 'Login' (in a yellow box) and 'Create a new Account'. There is also a checkbox labeled 'Load Preferences from personal account'. At the bottom of the form area are two links: 'Forgot your password?' and 'Forgot your user name and password?'. To the right of the form is a grey box titled 'Sign in to access your personalized account.' containing a list of benefits: 'Save preferences', 'Organize your research with folders', 'Share your folders with others', 'View others' folders', 'Save and retrieve your search history', 'Create email alerts and/or RSS feeds', and 'Gain access to your saved research remotely'.

Next to the Login is the option to 'Create a new Account' – this is an account within Ebsco, it is not a CSP account. You will need to complete a short form and choose your user name and password.

Journal Alerts

Journal Alerts will notify you when a new issue of a particular journal is added to the database.

Find the journal you want to follow in Publication Finder.

Click on the 'Share' button on the right, this will give you the choice of an E-Mail alert or an RSS feed (Rich Site Summary or Really Simple Syndication).

The screenshot shows the Ebsco Publication Finder interface. At the top, there is a navigation bar with links for 'New Search', 'Online Catalogue', 'Library Databases', 'Library', 'CSP Website', and 'Publication Finder'. On the right side of the navigation bar, there are links for 'Sign In', 'Folder', 'Preferences', 'Language', and 'Help'. Below the navigation bar, the search results page is displayed. The search term 'Physiotherapy: Theory & Practice' is entered in the search box, and the 'Search' button is visible. The search results show 'Search Results: 1 - 1 of 1' and a list of CINAHL Headings: 'Physical Therapy Practice, Research-Based', 'Professional Practice, Theory-Based', 'Physical Therapy Practice, Evidence-Based', 'Theory-Practice Relationship', and 'Nursing Practice'. The first result is '1. Physiotherapy: Theory & Practice' with ISSN: 0959-3985, 1532-5040. Below the result, there is a search box for 'Search within Publication' and a 'Full Text Access' button. On the right side of the page, there is a 'Share' button that opens a dropdown menu with options for 'Create an alert' (E-mail Alert and RSS Feed), 'Use Permalink' (Persistent link to search (copy & paste) with URL: https://csplis.idm.oclc.org/login?url=http://se:), and social media sharing options (Twitter, Facebook, LinkedIn, YouTube, and More).

Click on your preferred alert method and complete the form to set Alert name, frequency, format, email addresses etc.

Create Alert [?](#)

Search Alert: "Physiotherapy: Theory & Practice on 2017-07-19 06:43 AM"

E-mail

Subject

Hide addresses from recipients

E-mail format
 Plain Text HTML

E-mail from


E-mail to
 Separate each e-mail address with a semicolon. Leave E-mail to field blank if you do not wish to receive e-mail alerts.

General Settings

Frequency

Articles published within the last

Results format

 **RSS Feed**
<http://rss.ebscohost.com/AlertSyndicationService/Syndication.aspx/GetFeed?guid=5253722>

[Advanced Settings](#)

You will be notified when your Alert is due to expire, at which point you can renew it. To see all alert parameters, click on [Advanced Setting](#).

You can set up Alerts for as many journals as you wish.

Topic Alerts

Creating a topic alert is similar to a Journal Alert but first you need to run a search in Discovery. A topic alert will notice you when new records are added that meet the criteria of you saved search.

The screenshot shows the Discovery search interface. At the top, there is a navigation bar with the Chartered Society of Physiotherapy logo and the text "DISCOVERY evidence and knowledge search". Below this, there are links for "New Search", "CSP Website", "LIS Services", "Catalogue", "Copying Costs", "ePortfolio", and "Publication Finder". On the right side of the navigation bar, there are links for "Sign In", "Folder", "Preferences", "Language", and "Help".

The main search area contains a search bar with the text "Searching: The CSP Library Resources". Below the search bar, there are three search criteria: "tennis elbow or lateral epicondylitis", "physiotherapy or physical therapy", and an empty field. There are "Search" and "Clear" buttons. Below the search criteria, there are links for "Basic Search", "Advanced Search", and "Search History".

The "Search History/Alerts" section is visible, showing a table with search results. The table has columns for "Search ID#", "Search Terms", "Search Options", and "Actions". The first search result is "S1" with the search terms "(tennis elbow or lateral epicondylitis) AND (physiotherapy or physical therapy or rehabilitation)". The search options include "Expanders" and "Search modes". The actions include "View Results (3,269)", "View Details", and "Revise Search".

Below the search results, there is a "Refine Results" section with a "Current Search" dropdown and a "Find all my search" button. The search results are displayed as "Search Results: 1 - 20 of 3,269".

When you are satisfied with your search strategy, click on [Search History](#) above the **Search Results** - the heading is now [Search History/Alerts](#).

The screenshot shows the "Search History/Alerts" section. At the top, there are links for "Print Search History", "Retrieve Searches", "Retrieve Alerts", and "Save Searches / Alerts". Below these links, there are buttons for "Search with AND", "Search with OR", and "Delete Searches". On the right side, there is a "Refresh Search Results" button.

The main table has columns for "Search ID#", "Search Terms", "Search Options", and "Actions". The first search result is "S1" with the search terms "(tennis elbow or lateral epicondylitis) AND (physiotherapy or physical therapy or rehabilitation)". The search options include "Expanders" and "Search modes". The actions include "View Results (3,269)", "View Details", and "Revise Search".

Select [Save Searches / Alerts](#).

If you have not signed into your personal folder, you are asked to do so, or to create one if you do not already have one.

Folder List

Name of Search/Alert

Description

Date Created 7/21/2017


Databases

Search Strategy (tennis elbow or lateral epicondylitis) AND (physiotherapy or physical therapy or rehabilitation)

Interface EBSCOhost Discovery Service

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

Search History

#	Query	Limiters/Expanders	Last Run Via	Results	Action
S1	(tennis elbow or lateral epicondylitis) AND (physiotherapy or physical therapy or rehabilitation)	Expanders - Also search within the full text of the articles; Apply equivalent subjects Search modes - Find all my search terms	Interface - EBSCO Discovery Service Search Screen - Advanced Search Database - The CSP Library Resources	3,269	 Edit

Save the search as an Alert, then complete the form to set name, frequency, format, email addresses etc. You will receive a notification when your alert is due to expire, at which point you can renew it.

To see all alert parameters, click on 'Advanced Setting'. You can set up as many Topic Alerts as you wish.

Topic Alerts are delivered by RSS (Really Simple Syndication or Rich Site Summary). Some newer Browsers have moved away from RSS, if you have problems try another browser.