

EMBASE 106

CREATING
EMAIL
ALERTSFASTER AND MORE EFFECTIVE LITERATURE
MONITORING

This is the sixth in our series of guides to Embase. It shows you how to create automated email alerts and RSS feeds. These will help you greatly to monitor particular topics in the biomedical literature: adverse events for drugs and medical devices, mentions of your own or competitor products, reports on particular diseases and more.

Creating email alerts

When you create an email alert, you define how often Embase will retrieve and send you information about new records corresponding to particular search parameters.

You must be logged in to create an email alert. You can set up email alerts from your search results or from your saved searches.

The screenshot shows the Embase search interface. At the top, there is a search bar containing the text "#1 AND #2". Below the search bar is a navigation menu with options: Mapping, Date, Sources, Fields, Quick limits, EBM, Pub. types, Languages, Gender, Age, Animal. Below the navigation menu is a table with the following columns: History, Save, Delete, Print view, Export, Email, Combine, using, And (selected), Or, Collapse. The table contains three rows of search history:

History	Save	Delete	Print view	Export	Email	Combine	using	And	Or	Collapse
#3										383
#2										272,323
#1										39,092

At the bottom right of the table, there are three icons: a pencil for 'Edit', an envelope for 'Email alert' (circled in red), and a RSS icon for 'RSS feed'.

Figure 1. Creating email alerts from searches in your History

Creating email alerts from your search history

On the Results page under History, you can see the search terms for all the searches from your current session. Mouse over the search of interest. The option to create an email alert will appear at the right of the screen.

When you click "Email alert", a pop up window will appear allowing the setup of the alert. You must type a name for the alert. There is also the option to enter some comments. Your registered email address is entered as the default but it is possible to enter multiple addresses separated by semi-colons (;) so that several people can receive and review the regular reports.

Choose whether you would like the email to be in HTML or Text format. You can also choose the content options: Citations only, Citations and index terms, Citations and abstracts, Citations, abstracts and index terms, or Full record.

Figure 2. The form for setting up email alerts

If you choose "Citations only", the email you receive will contain up to 500 records. If the search produces more than 500 records, you will be able to follow a link to see the rest of the results in Embase.

If you choose any of the other options, the email will contain a maximum of 25 records with a link to view the rest of the records in Embase.

You can set the frequency of the alert, choosing:

- Every day at a particular time
- Every week or once every two weeks on a particular day
- Every month or once every two, three or six months on a particular day of the month
- Every year on a particular date

You can also choose to only send the alert if the search returns records. For example, if you set up an alert for adverse events, you might check this option. Then, you will only receive an email if an adverse event is found by a search.

Finally, you can choose to include Articles in Press (accepted for publication but not formally published; indexed using titles and abstracts only) and In Process (citation and abstract available from the publisher but not yet fully indexed).

Creating email alerts from saved searches

This functions in the same way as with email alerts from your History. Go to the Tools dropdown menu, select "Saved searches", find the search(es) of interest in your folders, and mouse over them to reveal the "Set email alert" option.

Where can I find my email alerts?

You can access your email alerts through the Tools dropdown menu in the navigation bar on any Embase page.

The email alerts are listed from the most recently created to the oldest. You have a number of options for working with them. The basic operations are outlined below. For more details, see Embase Help.

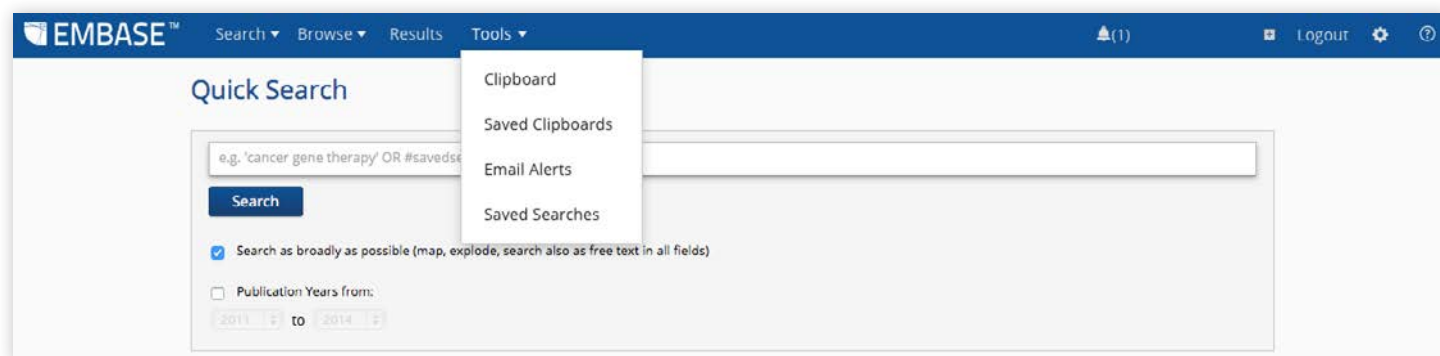


Figure 3. The Tools dropdown menu

To delete an email alert, check the box for it and click “Delete”.

To edit an email alert, mouse over it and select “Edit”. You can then edit the parameters of the alert but not the parameters of the search.

To temporarily deactivate an email alert, mouse over it and select “Turn off”. You’ll see that the green dot under “Status” goes white. To re-activate it, mouse over it and select “Turn on” or click it and select “Turn on” at the bottom of the screen.

To send an email alert immediately, mouse over it and select “Send now”. This does not affect scheduled alerts, which will still be sent as planned.

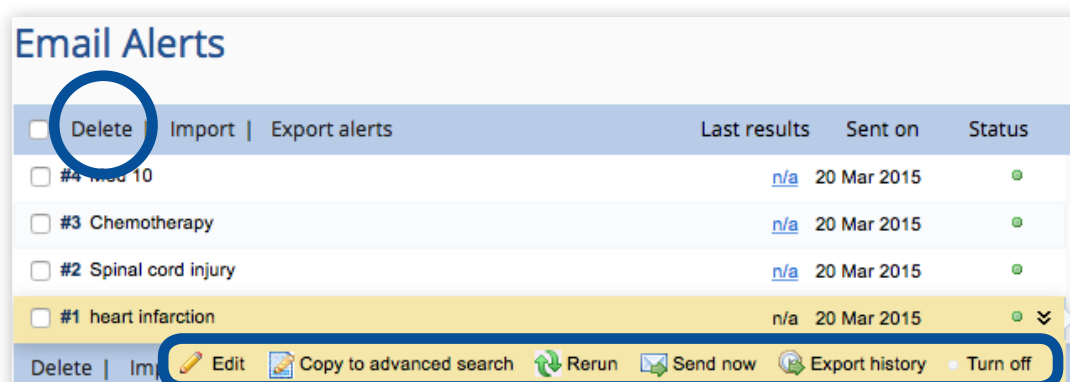


Figure 4. The Email Alerts screen with options

Creating RSS feeds with Embase

An RSS feed is another option for automated monitoring of the biomedical literature. You receive the latest records matching your query in your RSS reader. Embase will update your RSS reader with the top 20 records matching your query after each Embase upload (up to 3 times per day). The top 20 results sent after each Embase upload are sorted by relevance of records uploaded that day. Therefore, records from an earlier upload may be in the top 20 (if they are more relevant) but your RSS reader will recognize these records and not send them again.

Choosing email alerts or your RSS feed is a question of preference. You can receive your email alerts on a daily basis or get new information via your RSS reader on a daily basis.

An RSS feed can be set up from a specific query in your History on the Results page or from a saved search. Mouse over a search query to display the options. At the far right, you will see 'RSS feed'.

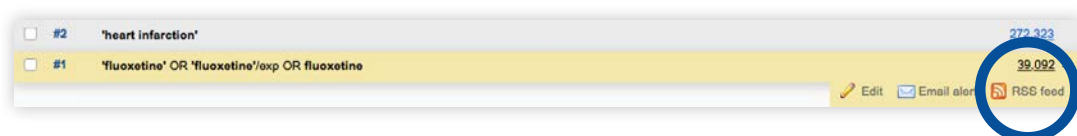


Figure 5. Creating RSS feeds from searches in your History

Click on the icon to get the window where you can name your RSS feed, and then click 'Continue'. You may now choose to:

- Open the feed with your desktop reader by selecting 'Open feed with your default RSS reader'
- Open the feed in your web browser (if using a web-based reader) by selecting 'Add feed to Google Reader (web-based)'

In the case of Internet Explorer 6, you will be shown the subscribe link when you click on 'Show feed and subscribe link'. From here you may copy and paste the link in your RSS reader.

Note: RSS feeds cannot be managed from Embase. You need to use your RSS feed reader. Please refer to your RSS feed reader manual or Help for further information.

Go to Embase Help for more information on email alerts and RSS feeds

You'll find it by clicking on the question mark icon at the top right of any Embase page. Embase Help also has information about our Embase webinar series. These webinars will give you more detailed tips on email alerts.

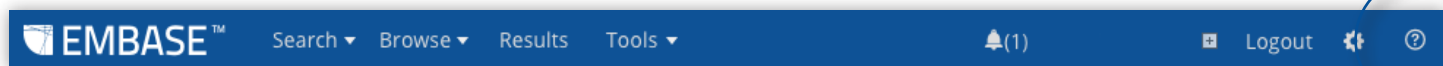


Figure 6. Click the question mark icon to open Embase Help.