


How to...

Save and re-run your searches

It is possible to save a search so you can re-run it at a later date or create an “Alert” so it runs automatically at a specified time period and alerts you to new articles that match the criteria.


To save a search:

- From the front page of the Library website select Advanced Search and the appropriate subject area
- From the Advanced Search window, enter the search terms you wish to use and select the databases you wish to search. Then click “Go”.
- Once the search has finished (Advanced Search Results displayed), select “Previous Searches” from the left-hand menu. This lists all searches you have run during this session (they will be deleted once you log out).
- Click on the  icon against the search you wish to save – this saves a copy of the search criteria in “My Digital Library” for future use.


To re-run a saved search

- Locate the search via: My Digital Library / My Resources / My searches.
- Click on the Query to re-run the search.



To delete a saved search

- Locate the search via: My Digital Library / My Resources / My searches.
- Click on the  icon against the search/query you wish to permanently remove.

To set up an Alert

- Locate the search via: My Digital Library / My Resources / My searches.
- Click on the  icon against the search/query to wish to make into a regular alert. You will be prompted to provide further information (a name for the alert, the email address where you wish to be notified, and the frequency with which the search should be run).

To modify or delete an Alert

- Locate the search via: My Digital Library / My Resources / My searches.
- To Modify: click on the  icon against the appropriate query
- To delete: click on the  icon against the appropriate query