

How to set up and schedule Saved Searches using the online catalog

To set up and save a search follow these steps:

1. Set up and run a keyword, phrase, exact phrase, advanced, or Boolean search. The search results are displayed.
2. Note: This set of results, even if it contains no titles, is the base set for the first automatic search, which looks for titles that are new since this search was run. Each subsequent automatic search looks for titles new since the last time the search was run.
3. Click Save Search in the search bar.
4. Type your library card barcode number and password in the appropriate boxes, and click [LOG_IN] to submit the information.
5. Note: If this is the first time you have saved a search, a consent message may be displayed. Read the message, and if you want to continue, click Yes.
6. The Save Search form is displayed.

Fill out the fields on the Save Search form as follows:

- Search name - Type a name to identify the search in your list of saved searches.
- Note - Type a brief phrase to help you remember details about the search (optional).
- Email results to - Type any e-mail address to receive the results.
- Email format - HTML or plain text. Select the format you prefer for e-mail. Your selection applies to all of your saved searches.
- Email if no results - Check the box if you want to receive an e-mail when an automatic search returns no new results.
- Search frequency - Specifies how often the saved search is automatically run (Weekly, Monthly, or Suspend).
- Select Suspend if you want to save the search to use later, but do not want regular results at this time. You can edit the setting to a different frequency later, or run the search manually when you choose.
- Number of times to run - Type the number of times that the saved search should be run automatically. The library sets a maximum number for this setting at 50.
- Note: The Search command field displays your search as a search command. You cannot edit this field.
- Click [SAVE_SEARCH]. The search is saved.

Important: Protect your privacy. If you see in the menu bar, you are logged in. Be sure to click to log out before you leave the computer.

To run a saved search manually, instead of waiting for the next automatic run:

Note: When you run a saved search manually, the run counts toward the total number of times the search is to be run, which you specified when you saved the search.

Access your saved searches by one of the following methods:

1. Log in to your personal account.
2. A brief list of your most recent saved searches is displayed in the left pane of the window.
3. As long as you remain logged in, the list is displayed.
4. Note: You can display the Saved Searches page at any time by clicking Show All in the Saved Searches list in the left pane of the window.
5. Or display the Saved Searches in the Patron Account submenu.

Run a search manually by one of these methods:

1. In the left pane, click the triangle by the search you want to run.
2. Or on the Saved Searches page of your patron account, click the name of the search you want to run, and click [SEARCH] on the search form.
3. The search results are displayed.

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To view and edit saved searches:**Display the complete list of your saved searches by one of these methods:**

1. Click Show All beneath the Saved Searches list in the left pane. This list displays only if you are logged in.
2. Or select Saved Searches in the Patron Account submenu. You must log in to access the Patron Account submenu.
3. The Saved Searches page in your patron account includes the settings you specified when you saved each search, and the current status of the search.

To edit your saved searches:

1. Display your saved searches as explained above.
2. Edit the fields on the Save Search form.
3. Note: The Search command field displays your search as a search command. You cannot edit this field.
4. To change the search command, set up and run a new search, then save the search.
5. Click [SAVE_SEARCH] to save your changes to the search.

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To delete a saved search:

You may want to delete a saved search when it is no longer useful to you, or when you have reached the maximum number of searches (10) the library allows you to save.

Tip: When a search has been run the number of times you specified when setting up your saved searches, it is not automatically deleted from your saved search list. The search becomes inactive, but it remains available for editing and therefore launching again. If you have many inactive searches, consider deleting some to make room for new searches.

Delete searches by one of these methods:

1. In the Saved Searches list in the left pane, click by the name of the search.
2. Or in the Saved Searches page of your patron account, select the check boxes for the searches you want to delete, and click Delete Selected Search.
3. To delete all searches at once, in the Saved Searches page of your patron account, select Delete All Searches.
4. A message asks you to confirm the deletion.
5. Click Yes to delete the search,
6. Or click No to cancel the deletion.

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