

Saving and Managing Searches

Created: December 13, 2010; Revised: April 4, 2023.

The Saved Searches feature facilitates saving search queries for NCBI databases, and provides automatic e-mail updates for saved searches, which can be set up on a daily, weekly, or monthly basis.

NCBI started the transition to use only federated account credentials for NCBI account login on June 1st, 2021. The deadline for transitioning all NCBI accounts to 3rd-party only login is June 2022. Please read the below FAQs and write to info@ncbi.nlm.nih.gov if you have any questions.

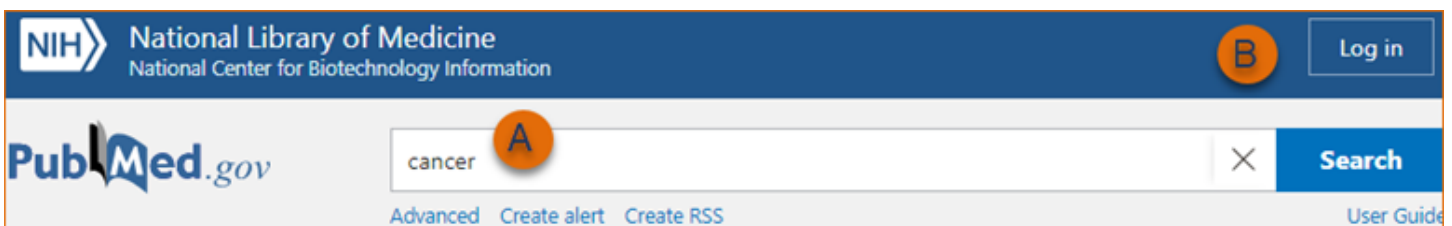
<https://ncbiinsights.ncbi.nlm.nih.gov/ncbi-login-retirement-faqs>

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Saving a Search in My NCBI

1. On any database page, run a search—make sure you are signed in to NCBI (B in image below).
2. In PubMed, click on **Create alert**, located below the search box. (A). If you are using other NCBI databases, click **Save search**.



3. You will be guided to your My NCBI Saved searches page where you may edit the name of the search; up to 100 characters are allowed. The name of the saved search will be included in the Subject line of the automatic e-mail update messages.

4. If the database you searched supports e-mail updates, you will be prompted to set up automated e-mail preferences at this time. Or, if you prefer, this can be set up at a later time. Click **Save**. (C in image below.)

Your saved search

Name of saved search:

Search terms:

[Test search terms](#)

Would you like email updates of new search results?

Yes
 No

Email: [scriptora@ncbi.nlm.nih.gov](#) (change)

Frequency: Monthly


Which day? The first Sunday

Report format: Summary

Send at most: 5 items

Send even when there aren't any new results

Optional text in email:



Note:

- Your saved searches will be listed in the “Saved Searches” section of My NCBI. Searches are grouped per database and listed by the date they were saved for the first time
- Dates and date ranges are not advisable for saved searches
- Links to Related Citations cannot be saved in My NCBI
- Accounts that do not have any activity in two years will be deleted

Setting up Automatic E-mail Updates

In most NCBI databases*, when you click on **Create alert** you are asked if you would like to receive e-mail updates of new search results automatically. Automatic e-mail updates of search results are then sent according to the frequency you selected when saving your search in My NCBI (monthly, weekly, or daily). You can also choose a format (Summary, Abstract, Summary text, Abstract text, PubMed), optional text (up to 200 characters), and change the number of items to be sent (1, 5, 10, 20, 50, 100 or 200 items).

The text, which appears in the body of your e-mail updates, can be used to create a title for your search or any specific information you want. You may enter up to 100 characters for the search title. The name of the saved alert will be included in the Subject of your automated e-mail update messages. If you have trouble remembering your original search word or phrase(s), hover over the search name with your mouse in My NCBI - Saved Searches. It will display the original search word or phrase(s).

Automatic e-mail updates can only be sent to e-mail addresses that have been confirmed.

In the rare case of technical problems, updates may miss some citations. Users receiving automatic updates should use the option to link to view complete results to minimize the risk.


*NCBI databases that support e-mail updates are:

CDD, GEO DataSets, Genome, NLM Catalog, Nucleotide, PopSet, PubChem BioAssay, PubChem Compound, PubChem Substance, PubMed, PubMed Central, Protein, SNP, SRA, Structure, Taxonomy.

Note:

- If an e-mail update cannot be delivered three times, the e-mail address will be changed to invalid
- Each My NCBI account can only have one e-mail address
- In the event an update is not sent out on schedule or is incomplete, the next scheduled update will include the omitted items, if any
- E-mail updates may be affected by e-mail filtering SPAM software. Consider adding nih.gov domain to your e-mail "safe list." If your settings do not allow you to add e-mail addresses to a safe list, consult the help section of your e-mail program, or contact your e-mail/Internet provider's customer support to research your configuration options.


Changing the E-mail Schedule of Your Updates

To change or create a schedule for a saved alert, go to the **Saved Searches** portlet, click the gear icon  next to the search you wish to edit, it will lead you to the same page where you initially saved a search and set up an e-mail schedule. You can then change the e-mail schedule or any other settings you would like.

To see the e-mail schedule for all your saved searches at once, click "Manage Saved Searches."

Saved Searches ▲ X

Search Name		What's New	Last Searched
Genome Searches			
cancer	⚙	<u>0</u>	5 days ago
Nucleotide Searches			
bird flu	⚙	<u>0</u>	5 days ago
OMIA Searches			
welsh corgi	⚙	N/A	5 days ago
Protein Searches			
soy	⚙	<u>6</u>	5 days ago
oncogenes	⚙	<u>209</u>	5 days ago
PubMed Searches			
swimmers ear	⚙	<u>0</u>	5 days ago
lyme disease AND dogs	⚙	<u>0</u>	5 days ago
lyme disease	⚙	<u>17</u>	10 days ago
dogs AND allergies	⚙	<u>227</u>	3 years ago

 [Manage Saved Searches »](#)

If you have set up an e-mail schedule to receive search updates, this information is displayed in the **Schedule** column. For searches that you have not set up a schedule or which were run in databases that do not offer this feature, you will see **none** displayed in the **Schedule** column.

My NCBI — Saved Searches

Select: [All](#), [None](#) 0 items selected [Delete selected item\(s\)](#) [What's new](#)

<input type="checkbox"/>	Name		Database	Last Searched	Schedule
<input type="checkbox"/>	cancer	⚙️	Genome	5 days ago	none
<input type="checkbox"/>	swimmers ear	⚙️	PubMed	5 days ago	daily
<input type="checkbox"/>	welsh corgi	⚙️	OMIA	5 days ago	none
<input type="checkbox"/>	soy	⚙️	Protein	5 days ago	none
<input type="checkbox"/>	oncogenes	⚙️	Protein	5 days ago	none
<input type="checkbox"/>	bird flu	⚙️	Nucleotide	5 days ago	monthly
<input type="checkbox"/>	lyme disease AND dogs	⚙️	PubMed	5 days ago	weekly
<input type="checkbox"/>	lyme disease	⚙️	PubMed	10 days ago	monthly
<input type="checkbox"/>	dogs AND allergies	⚙️	PubMed	3 years ago	none

Running Saved Searches and Checking for New Results

Sign in to My NCBI. Go to the **Saved Searches** portlet, where all searches are listed by database. Click on the search name to run the saved search in its respective database. This will not change the date displayed in the Last Searched column (A in the image below). To see the exact date when a search was last run on a database, place your mouse over the date shown under “Last Searched.”

To check for new results, click on the hyperlinked number next to your saved search and under the **What's New** column (B). The hyperlinked number indicates how many new items were found since the last time the search was run. This action will change the date in the **Last Searched** column.

Saved Searches

Search Name		What's New	Last Searched
Protein Searches			
soy	⚙️	10	10 days ago
oncogenes	⚙️	292	10 days ago
PubMed Searches			
swimmers ear	⚙️	0	10 days ago
lyme disease AND dogs	⚙️	0	10 days ago
lyme disease	⚙️	22	15 days ago
dogs AND allergies	⚙️	227	3 years ago

Not all NCBI databases support automatic updates. In those cases, the option **What's New** will not be available.

The below strategy is applied to searches with untagged terms and searches that do not use filters.

```
(search AND T1:T2[MHDA]) NOT (search[TIAB] AND 0001:T1[EDAT])
```

Where:

Search=saved search

T1=the date and time the search was last updated

T2=today's date and time

0001=the date that will include all citations

[MHDA]=the search tag for the MeSH date. This field reflects the date MeSH terms were added to the citation. Note: until MeSH terms are added, the MHDA value is the same as the EDAT

[EDAT]=the search tag for the date the citation was added to PubMed

[TIAB]=the search tag for words in the Title and Abstract fields

Example: The saved search is **heart attack**. The search was last updated on May 7, 2022 at 11:00 a.m. and today's update date and time is May 13, 2022 at 9:59 a.m.

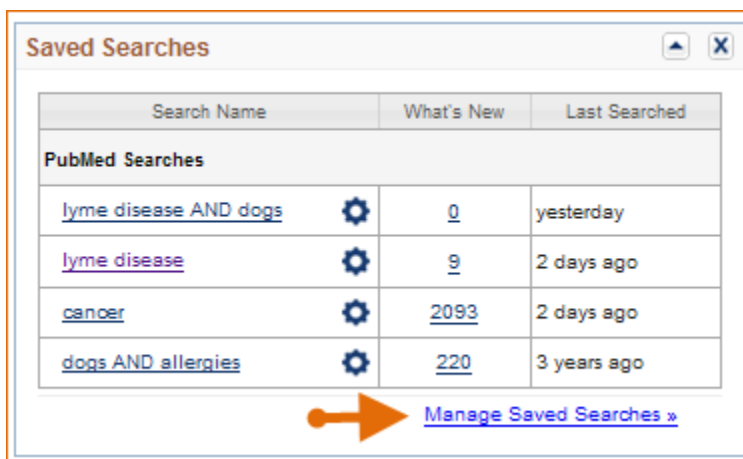
```
("myocardial infarction"[MeSH Terms] OR ("myocardial"[All Fields] AND "infarction"[All Fields]) OR "myocardial infarction"[All Fields] OR ("heart"[All Fields] AND "attack"[All Fields]) OR "heart attack"[All Fields] AND "2022/05/07 11:00"[MHDA]: "2022/05/13 09:59"[MHDA]) NOT (heart attack[TIAB] OR ("myocardial"[TIAB] AND "infarction"[TIAB]) OR "myocardial infarction"[TIAB] OR ("heart"[TIAB] AND "attack"[TIAB]) AND "0001"[EDAT]: "2022/05/07 11:00"[EDAT])
```

Note (for PubMed):

- My NCBI "remembers" the date and time new items were last retrieved for your Saved Searches. For strategies without search tags, it also considers whether citations that were in-process (not yet indexed) the last time you updated have since had MeSH terms applied, and are now retrieved by your strategy
- My NCBI saved searches that include search field tags or selections from the filters sidebar use an abbreviated "**What's New**" search to ensure that all citations are retrieved
- Searches that include PubMed search field tags FAU, IR, 1AU, LASTAU, CN, AU, PS, IP, TA, LA, PG, TI, TIAB, LID, JID, TT or VI, use the strategy: Search AND T1 : T2 [EDAT]
- Searches that include search field tags other than the ones listed above, use the strategy: Search AND T1:T2 [MHDA]
- The My NCBI "**What's New**" feature will not retrieve citations for articles that were published more than one year ago
- To retrieve all new citations regardless of publication date, do not use either the "e-mail updates" or "**What's New**" options for My NCBI Saved Searches. Rather, run the saved search and combine it with a Create Date range. Use the format yyyy/mm/dd: yyyy/mm/dd [crdt]. For example: "lyme disease"[MeSH Terms] 2020/01/01:2020/06/18[crdt]. For further information on searching by date see [Searching by Date](#).

Sorting Searches

To sort Saved Searches, click the "Manage Saved Searches" link.



The screenshot shows a window titled "Saved Searches" with a table of search results. The table has three columns: "Search Name", "What's New", and "Last Searched". Below the table is a link "Manage Saved Searches »" with an orange arrow pointing to it.

Search Name	What's New	Last Searched
PubMed Searches		
lyme disease AND dogs ⚙️	<u>0</u>	yesterday
lyme disease ⚙️	<u>9</u>	2 days ago
cancer ⚙️	<u>2093</u>	2 days ago
dogs AND allergies ⚙️	<u>220</u>	3 years ago

[Manage Saved Searches »](#)

Click on a column name, and then on the small black arrow to change the ascending or descending order. Searches can be sorted:

- alphabetically by name
- by database
- by date last searched
- by schedule

Modifying a Search Query

To modify a saved search query:

1. Sign in to My NCBI.
2. In the Saved Searches module; click the gear icon ⚙️ next to the search you wish to edit; it will lead you to the same page where you initially saved a search.

Your saved search

Name of saved search:

Search terms:

[Test search terms](#)

Would you like email updates of new search results?

Yes
 No

Email: (change)

Frequency: Monthly

Which day? The first Sunday

Report format: Summary

Send at most: 5 items

Send even when there aren't any new results

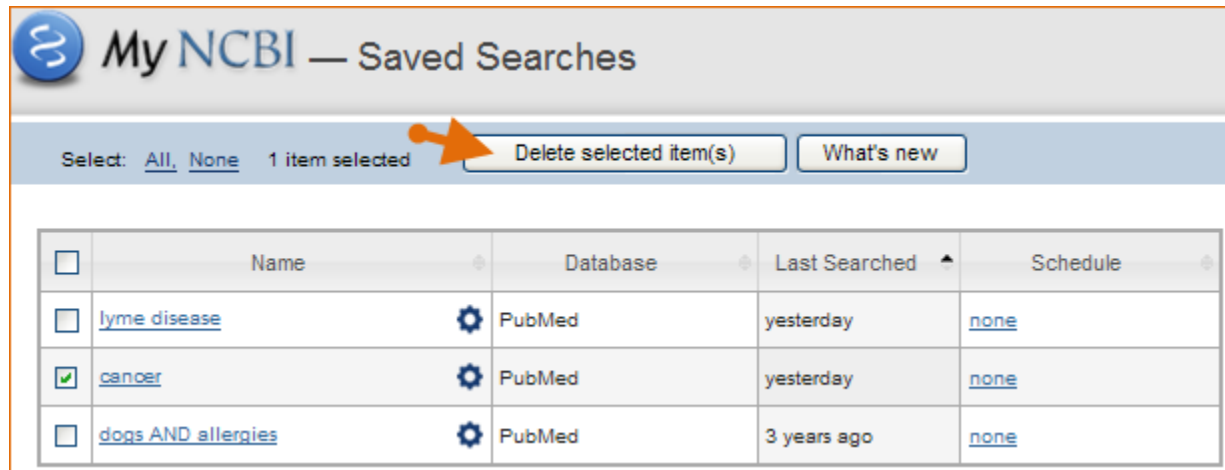
Optional text in email:

3. You can then edit the search terms or any other settings available in this page.




4. Be sure to click **Save** to keep the amended search query.

Deleting a Search

1. Go to the Saved Searches page, click the “Manage Saved Searches” link.
2. Check the box next to the name of the search you want to delete.
3. Click the button **Delete selected item(s)**. A confirmation window will appear, click OK.



The screenshot shows the MyNCBI Saved Searches interface. At the top, there is a header with the MyNCBI logo and the text "MyNCBI — Saved Searches". Below the header, there is a control bar with the text "Select: [All](#), [None](#) 1 item selected" and two buttons: "Delete selected item(s)" and "What's new". An orange arrow points to the "Delete selected item(s)" button. Below the control bar is a table with the following columns: Name, Database, Last Searched, and Schedule. The table contains three rows of saved searches.

<input type="checkbox"/>	Name	Database	Last Searched	Schedule
<input type="checkbox"/>	lyme disease	 PubMed	yesterday	none
<input checked="" type="checkbox"/>	cancer	 PubMed	yesterday	none
<input type="checkbox"/>	dogs AND allergies	 PubMed	3 years ago	none