



## Research Updates Using Porpoise (Web of Science), OVID, ScienceDirect, Cubby (PubMed)

Training Schedule: <http://nihlibrary.nih.gov/training.htm>

### Course Objectives:

1. Review of the pros and cons of the four Research Update Services
2. Set up searches in three services that are run automatically when the database is updated.

### Pros and Cons of the Four Research Update Services

The NIH Library offers a range of research update services for NIH staff. These services allow you to keep abreast of the latest information on a particular research topic. Services are compared below in order to assist you in your selection.

**PORPOISE** is a utility provided by the Center for Information Technology that allows you to define profiles of search terms to be automatically searched against the weekly update of the ISI Science Citation Index Expanded and Social Science Citation Index databases (i.e., Web of Science). Search results are returned via e-mail.

#### Pros:

- Search will be run automatically when the database is updated
- Search delivered via email
- Results are delivered electronically and can be downloaded to Reference Manager, EndNote or ProCite
- Search parameters include subjects, authors, journal titles and addresses
- Multiple profiles may be created
- Database comprised of bibliographic records from over 5,300 journals in all areas of science and social science
- Copies of documents can be requested electronically

#### Cons:

- Subject searches must use free text from title, abstract, or author-provided key word lists
- You must have a valid NIH email alias (i.e. an entry in the NIH Directory and Email Forwarding Service) to receive search results.

**OVID:** The Ovid web interface can be used to create automatic searches in the MEDLINE, preMEDLINE, PsycINFO, Biological Abstracts, CINAHL, Agricola databases.

**Pros:**

- Search will be run automatically whenever database is updated
- Search will be delivered to an e-mail box of your choice
- Multiple searches may be created
- Results are delivered electronically and can be downloaded to Reference Manager, EndNote or ProCite
- MEDLINE, PsycINFO, and CINAHL database indexed by professional indexers using controlled vocabulary
- Biological Abstracts indexed using a mixture of free text with concept codes and biosystematic codes

**Cons:**

- Cannot order documents electronically directly from interface

**Science Direct Alert** service provides web-based desktop access to over 4,000 scientific and medical journals, of which over 1,100 are full-text. The Alert function uses stored search strategies to run search updates. You will need to set up the profiles and define an ID/Password.

**Pros:**

- Links to full-text articles published by Elsevier Science
- Searches are run against the 4,000+ journals contained in the Embase database
- E-mail alert option: search will be run automatically on a weekly or daily basis with results link delivered via e-mail

**Cons:**

- Citations cannot be imported into bibliographic management software

**Cubby (PubMed)** The Cubby stores search strategies, that may be updated at any time, and LinkOut preferences to specify which LinkOut providers you want displayed in PubMed. In order for you to use this feature your web browser must be set to accept cookies.

**Pros:**

- Search parameters include subjects, authors, journal titles and addresses
- Multiple searches can be created and stored.
- Database comprised of bibliographic records from over 3,900 journals in medicine and bioclinical sciences
- Copies of documents can be requested electronically
- Links to full-text of selected journal articles.
- Citations can be imported into reference management software

**Cons:**

- Stored searches cannot be run automatically

## Setting up Searches for Research Updates

### Porpoise - Web of Science

Porpoise is a utility provided by CIT that allows NIH scientists to define profiles of search terms which will be automatically searched against the weekly update of the ISI Science Citation Index Expanded© database. Search results are returned via email. (Interactive searching of this database is also possible using the Web of Science.)

### Getting Started

1. Go to <http://publishorperish.nih.gov/auto.html>
2. Select Porpoise
3. Select one of the Porpoise options: Create a New Search Profile, Edit an Existing Search Profile, Process a Search Profile Now and Generate WOS Linked Output, Delete an Existing Profile or List Existing Profiles

### Create a New Search Profile

Below are basic steps for creating a PORPOISE profile. At this point, there are no limits on the number of PORPOISE Profiles that you can create.

## Automated Weekly Search of ISI Citation

Enter your unique NIH [email alias](#):

Enter a simple profile [identifier](#):  ( 4-10 alpha-numeric characters )

**Select the format in which you would like the results:**

Summary format with basic information (*author(s), article title and source*)

ISI Export format (structured) with the elements specified below

Plain text format with the elements specified below

HTML text format with the elements specified below

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### Profile

[TOPIC](#): Enter terms to find from the article title, keywords, or abstract [Examples](#)

Title only

[AUTHOR](#): Enter one or more author names as SMITH AB

[SOURCE TITLE](#): Enter words from journal title or the [FULL](#) title

[ADDRESS](#): Enter words from an author's affiliation ( [abbreviations list](#) )

1. Enter your email alias
  - Note:** To determine your email alias:
    - a. Click on the phrase '[Email alias](#)'
    - b. Type your last name and press 'Return'
    - c. Click on your name to select it from list

- d. Record your NIH email alias. (Note: Look at the address where your email will be sent. Is the address correct? If not, click on the *NIH Directory and Email Forwarding Service* to correct.)
  - e. Click on the 'Back to PORPOISE' button
2. Create a profile identifier  
**Note:** A Profile Identifier is a 4-10 alpha-numeric character name or label for your profile. Spaces are not allowed. Create a name to reflect your search topic (e.g. identifier for journal tables of contents: JAMATOC, topic search: hivdrugs6, author search: SmithH)
  3. Select the format of the references. The default format is Summary - author, title and source. To add abstracts to the Summary: Click in circle next to Plain Text format. Scroll to the bottom of the Profile Definition screen and select the additional fields.
  4. Enter a topic, author or source title (journal) in appropriate boxes. You can combine topic with author or source. See next page for more information and hints about creating searches.
  5. Click on 'Search' button to test profile parameters
  6. If you are not satisfied with search parameters click on 'Edit Profile', modify parameters and repeat step 7, otherwise click on 'PORPOISE Home'

### Topic searching:

**TOPIC:** Enter terms to find from the article title, keywords, or abstract [Examples](#)

testicular and (cancer or neoplasm\* or tumor\*)  Title only

1. Enter your search term in the TOPIC box.
2. Click on the SEARCH button at the top or bottom of the screen.

### Topic Search Hints

- You can type in one word or combine words with the operators, AND, OR, NOT –  
ex: schizophrenia **and** brain receptors.
- You may type in phrases – ex: cellular apoptosis
- To find a root word and any letters occurring after a root word use an asterisk –  
ex: embryo\* finds embryos, embryonic, etc...
- If your keywords do not find relevant papers, try using synonymous terms or alternate ways of expressing the same topic. Combine the synonyms with an "or".  
ex: testicular and (cancer or neoplasm\* or tumor\* or carcinom\* or malignan\*)

### Author Searching

**AUTHOR:** Enter one or more author names as SMITH AB

smith j\*

1. Enter the authors name in the AUTHOR box in one the following ways:  
smith j\* - if you do not know the middle initial  
smith jr - if you know the middle initial  
wieschus – if the last name is distinctive enough to be found without initials
2. After entering in search terms, click on the SEARCH button at the top or bottom of the screen.

### Author Search Hints

- To look for joint authors use "and" between their names

- Some authors use a first initial only, and others use all initials. The only way to find all variations is to always search using the asterisk (\*). If you do not know the middle initials, always truncate the name using the (\*).

## Journal Searching

**SOURCE TITLE:** Enter words from journal title or the **FULL** title

DEVELOPMENTAL BIOLOGY

Click on FULL to see list of journals and to find complete journal name

1. Enter the journal title in the SOURCE TITLE box
2. After entering in search terms, click on the SEARCH button at the top or bottom of the screen.

### Journal Title Search Hints

- Use either full journal title ex: developmental biology, or abbreviated journal title ex: proceedings of the national acad\* . **Note:** You must enter the full complete title or use truncation. You cannot enter just individual words from the title.
- Click on 'FULL' to choose a journal name from an alphabetical listing of journals covered in Web of Science. 'Copy' and 'Paste' (Edit functions) titles from this list to the SOURCE TITLE box on the General Search Screen.

## Ordering Porpoise References from NIH Library via Web of Science

You cannot order references directly from your weekly email message. You must rerun the search using the steps below:

1. On PORPOISE Home Page, go down to the "Process a Search profile NOW and Generate WOS linked Output" button.

NEW Process a Search Profile NOW and Generate WOS Linked Output NEW

for NIH [email alias](#):  with profile [identifier](#):

2. Enter your email alias and profile identifier. Click on the button "Process a Search profile NOW and Generate WOS linked Output". (Note: Profile is rerun in Web of Science)
3. Mark references you would like to order.
4. Click on 'Submit Marked' button
5. Click on 'Marked Item List' button
6. Click on 'Order from NIH' button and enter requested information (Note: Limit 10 requests/day from all sources: 232 Forms, Web of Science, Loansome Doc, Catalog. Must have a library barcode to make requests.)

## Change, Delete, See a list of Profiles

For privacy reasons, you are not able to see a list of your profiles onscreen. Enter your email alias to have a list emailed to you. To change or delete a profile:

1. Go to the PORPOISE Home page at <http://publisherperish.nih.gov/auto.html>.

2. Select either Change or Delete a profile. Enter your email alias and profile identifier and follow the on-screen directions.

## E-Mail Alerts via OVID

The OVID web interface can be used to create automatic searches in the MEDLINE, preMEDLINE, PsycINFO, Biological Abstracts, CINAHL, and Agricola databases.

**NOTE:** You also can create an OVID Alert using the Windows OVID interface; however, these Alerts will not be run automatically.

The schedule for databases updates is as follows:

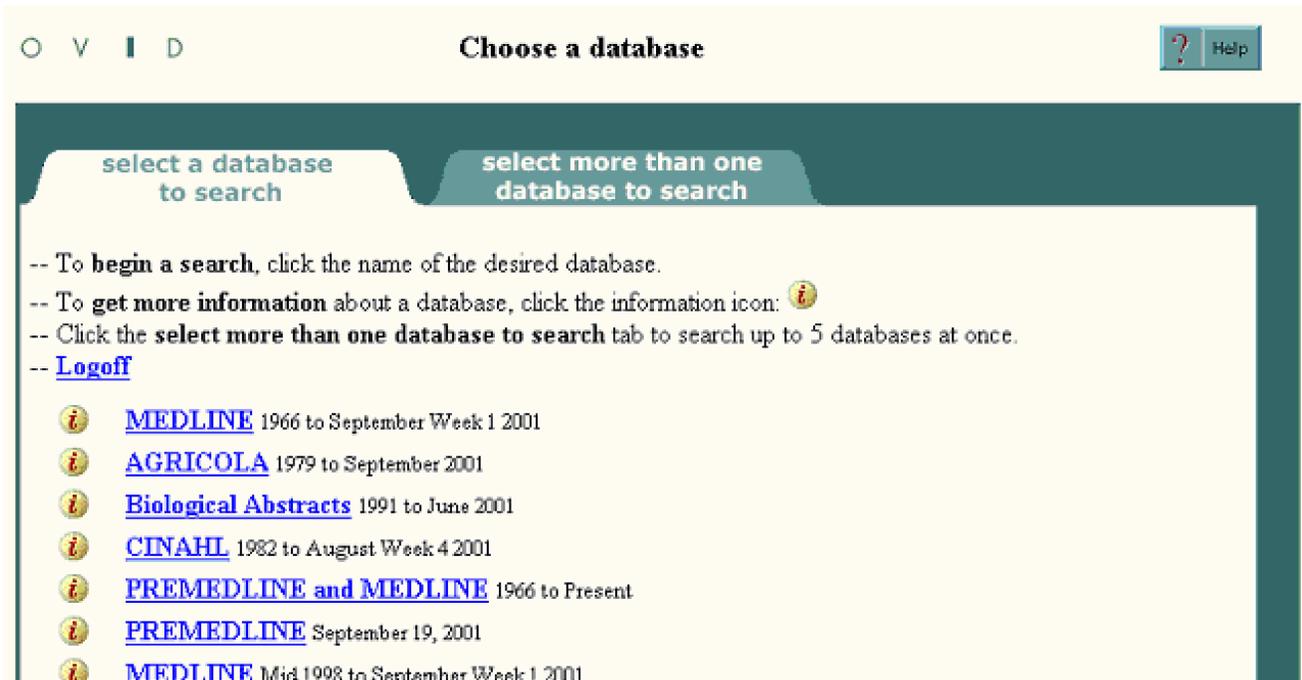
PsycINFO	Biological Abstracts	MEDLINE	CINAHL	Agricola
Data added monthly.	Data added monthly	Data added weekly	Data added weekly	Data added monthly

### Setting Up an OVID E-mail Alert Account

You must register for an OVID E-mail Alert account before you can store a search. To register, fill out the OVID E-Mail Alert registration form available at <http://nihlibrary.nih.gov/Forms/SDIaccount.html>. You will be asked to create a Userid and Password. You will receive confirmation by E-mail of this registration within one week.

### Setting Up and Saving an OVID E-mail Alert Search Strategy

1. Go to OVID. Login using the Userid and Password you created.
2. Select which database you would like to search



Choose a database

select a database to search    select more than one database to search

-- To **begin a search**, click the name of the desired database.

-- To **get more information** about a database, click the information icon: 

-- Click the **select more than one database to search** tab to search up to 5 databases at once.

-- [Logoff](#)

-  [MEDLINE](#) 1966 to September Week 1 2001
-  [AGRICOLA](#) 1979 to September 2001
-  [Biological Abstracts](#) 1991 to June 2001
-  [CINAHL](#) 1982 to August Week 4 2001
-  [PREMEDLINE and MEDLINE](#) 1966 to Present
-  [PREMEDLINE](#) September 19, 2001
-  [MEDLINE](#) Mid 1998 to September Week 1 2001

3. Create your desired search strategy.

- To search for a **word or phrase**: type word or phrase in the box under "Enter Keyword or phrase: Click on the "Perform Search" button or press <Enter>.
- To search by **Author or Journal Title**: click on the appropriate icon at the top of the screen. Type in the author name or journal title that you want to find. Click on "Perform Search." You will be taken to an alphabetic list of available author names or journal titles. Select the appropriate name or title from the list.
- To **limit** searches by such criteria as year, language, or publication type: each database has different limits available. Please click on the "Limit" icon at the top of the Main Search Page, or choose from the limits listed under the search box by clicking the box beside the term before running your search.

The screenshot shows the PsycINFO search interface. At the top, it says "PsycINFO 1984 to April 2000" and has a "Help" button. Below this is a navigation bar with icons for Author, Title, Journal, Search Fields, Tools, Combine, Limit, Basic, Change Database, and Logoff. The main content area features a table with search history:

#	Search History	Results	Display
1	exp pain/ or exp pain perception/	10821	<a href="#">Display</a>
2	limit 1 to (human and english language)	7559	<a href="#">Display</a>
3	exp human sex differences/	27668	<a href="#">Display</a>
4	(1 or 2) and 3	184	<a href="#">Display</a>

Below the table are three radio buttons: "Run Saved Search", "Save Search History", and "Delete All Searches". The "Save Search History" option is selected. There is also a checkbox for "Map Term to Subject Heading" which is checked. At the bottom, there is a search input field and a "Perform Search" button. An arrow labeled "Search Strategy Example" points to the first three rows of the search history table.

4. Click on the button labeled "Save Search History".
5. Mark the circle under "Save Search" for "as an AutoAlert (SDI) Service."

The screenshot shows the "Save Current Search" interface. At the top, it says "Save Current Search" and has a "Help" button. Below this is a "Save Search" button and a "Main Search Page" button. The main content area is titled "Save Search..." and contains the following text:

Save your search in one of the following ways:

- temporarily (24 hours)  
Temporary searches will be deleted automatically when they expire.
- permanently  
Permanent searches exist indefinitely.
- as an AutoAlert (SDI) Service. (AutoAlert (SDI) output format below)  
Autoalerts are executed automatically, see below for more information.

Below this are two input fields: "Search Name" and "Comment". At the bottom, there is a section titled "Ovid AutoAlerts" with the following text:

AutoAlerts (SDIs) are searches which are saved permanently for a particular database and are executed whenever the specified database is updated. When they are executed, newly-added documents which match search criteria are emailed to a designated recipient. See "help" for more details.

6. Fill in the rest of the blanks as desired.
7. Give the search strategy a name. The space for "Recipient" should be filled in with your E-mail address.

8. Click on the "Save Search" button. You can save separate searches under different names.
9. You will receive E-mail notification of the results whenever a database is updated.
10. You must use the Userid and Password that you created so that your search strategies are saved in files accessible only by you. If you save SDI strategies created using the general Userid and Password, the strategies can be accessed and edited by other users.

## ScienceDirect Alerts

ScienceDirect Alerts notify you by e-mail when new articles of interest are added to ScienceDirect. Your Search Alerts can be scheduled to run daily or weekly to locate new articles that match your search query. The Alert function uses stored search strategies to run search updates against the 4,000 journals (full-text as well as non-full-text) in the Embase database.

Two Alert options are automatic e-mail alerts and interactive saved queries. You can define up to 10 Alerts.

### Passwords

You will need to create a personal login to use the Alert service. Click on the "personal login" button to create your profile and User Name & Password.



After you've created your password, you may type it into the window and click "submit".

<p><input type="text"/> If you have a <b>User Name &amp; Password...</b></p> <p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="text"/></p> <p><a href="#">Forgotten your User Name or Password?</a></p>	<p><b>If you're new...</b></p> <ul style="list-style-type: none"> <li>You can <a href="#">create a free personal profile</a>. Creating a personal profile enables additional features within ScienceDirect.</li> </ul>
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### Creating E-mail Alerts

← Click here to use your personal login id and password

E-mail alerts automatically execute searches according to a user-specified schedule. Each time the database is updated, you will receive an e-mail message with a link into ScienceDirect to access new articles on your topic. The email message may be similar to this:

ScienceDirect now has 3 new article(s) matching your Alert!

Name of Alert: vitiligoSD  
Alert Frequency: Weekly

You have been notified of 244 articles for this Alert.

You can access your results from this Alert for the next 30 days at:  
<http://www.sciencedirect.com/science/alert/115318/0x0001c276-0x000082ea%2f0x0001c276%2f20000811%2f08%3a35%3a08>

We hope this information is useful to you. If you have questions about this Alert or other features of ScienceDirect, please locate your nearest Help Desk at  
[http://www.sciencedirect.com/science/page/static/splash\\_aboutcontact.html](http://www.sciencedirect.com/science/page/static/splash_aboutcontact.html).

ScienceDirect  
Science at the Speed of the 21st Century  
<http://www.sciencedirect.com>

Email message includes name of Alert and Frequency

Double click on hyperlink. Enter your Userid and password

To set-up an e-mail alert, you must create and save a search strategy:

1. Choose the 'Search' option to construct and run a search.



2. Create and run a search from the Basic or Advanced Screen.

**Basic Search mode:** Search for one or two search concepts by entering terms or phrases into the Term(s) query box. Use "within" pull-down menu to restrict terms to specific fields in the DocumentPlus record: Abstract, Title, Keywords, Authors, Reference, Journal Name, Full Text.

The screenshot shows a search interface with two tabs: 'Basic' and 'Enhanced'. A link for 'search tips' is visible. The search query is 'telemedicine and imag!' with 'and' as the Boolean operator. The search is limited to 'Abstract Title, Keywords' within the 'All journals and abstracts database' source. The subject field is set to 'All Subjects' from a list including 'Agricultural and Biological Sciences', 'Chemistry and Chemical Engineering', and 'Clinical Medicine'. The dates are set to '1999 - present' with a radio button selected, and 'Year only: 2000' is also visible. Buttons for 'search', 'clear', and 'recall search' are at the bottom.

**Boolean operators:** use **AND**, **OR**, and **AND NOT** to connect two or more search terms

- AND** Narrows your search. Retrieves records containing **all** search terms.
- OR** Broadens your search. Retrieve records containing **any** of the search terms.
- AND NOT** Excludes the terms after the operator from your search and retrieval.

**Proximity connectors:**

- Use **W/n** to specify the proximity between the terms without specifying order, where n is the number of terms within which the connected search terms must appear.  
For example, pain W/15 morphine.
- Use **PRE/n** to find two words when the first must precede the second by a specified number of words.
- Use **W/SEG** to find two search words in the same field of the article, such as Title or Abstract.

**Wildcard characters**

- Use **!** for unlimited right truncation: to find a root word plus all variations with any number of additional characters. In the example above, imag! would find *image*, *images*, *imaging*
- Use an asterisk (**\***) to replace characters anywhere in a word, except the first character. Use one asterisk for each character you want to replace. For example, wom\*n would find *woman*, *women*

**Author searching**

- Use the Authors field from the "within" pull-down menu to search for an author. To account for the variety of formats in which author names appear in the source document, ScienceDirect recommends using the following syntax to search for author names: last name W/3 first initial! For example, smith W/3 r!

**Enhanced Screen Mode:** combine more than two entry terms or phrases. You must enter the search query using the appropriate syntax for Boolean operators, proximity operators, and truncation.

Basic **Enhanced** [additional database search](#) | [search tips](#)

enter query using Boolean expressions (use AND, OR, and AND NOT as connectors)

Query: vitiligo AND (therap! or treat!or drug)

To restrict a search to specific DocumentPlus fields, use the syntax: **field name (search term)**  
 For example, **title (imag!)** To see a list of field names: click on "Search tips" and link to section "Limit your search by field searching"

3. From results screen, choose **Save as an e-mail alert**. The system will return an online form.

**search results**

**241 Articles Found**

vitiligo AND (therap! or treat!or drug)

[Edit Query](#) | [Save Query](#) | [Save as an E-mail Alert](#)

View articles by clicking on the links below or make a smaller list by checking the box for each article. Clicking **select items** will select all articles.

**select items**

4. Name the alert. Enter your e-mail address. Choose the frequency with which you want ScienceDirect to update the search. Use the **save alert** button to save search.

**save search as an alert**

An Alert is a saved search that you can schedule to run daily or weekly. You will receive an e-mail message with a link into ScienceDirect to access these new articles.

Your query: *vitiligo AND (therap! or treat!or drug)*

Name of Alert:

E-mail address:

Frequency:

**save alert** **cancel**

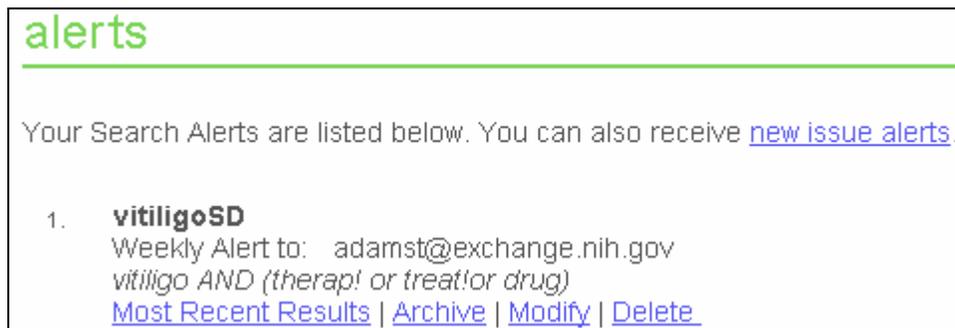
**NOTE:** Access to the Alert search results is limited to the person who created the e-mail Alert. Sending the alert to another party via e-mail is not a supported function of ScienceDirect.

To edit or cancel your alert:

1. Click on the Alerts button from anyplace in ScienceDirect.



- Choose the Modify link to edit the strategy, e-mail address, or update frequency. **Note** that you can render a search "Inactive" without deleting it. Use the Delete link to remove the strategy entirely.

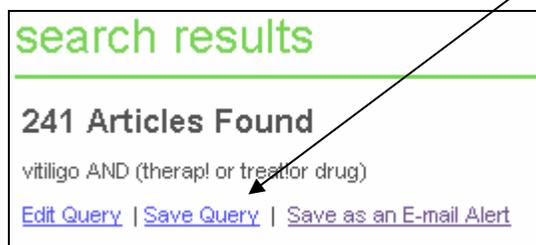


**To re-run the search** in the current session:

- Use the Most Recent Results link.

**Creating Interactive Saved Queries:** To create a saved query, you must construct and store a search strategy.

- Construct and run a search. (See instructions in section on creating email alerts.)
- From the results display screen, click on save query.



**To run your saved queries** from the ScienceDirect search page.

- Click on the Search button from anyplace in ScienceDirect.



- Click on the recall search button at the bottom of the search tab.



- From the recall search page, highlight a saved search strategy from a scrollable box of saved searches.

## recall search

Select a saved query and then click an option below.

13 Jan 1999 - (alternat! or complementary or unconventional) w/2 medicin! and immun  
 10 Mar 2000 - vitiligo AND (therap! or treat!)  
 10 Mar 2000 - vitiligo AND (therap! or treat! or drug)

Saved Search Strategies. Select one.

[Retrieve New Articles Only](#) | [Retrieve All Articles](#) | [Modify Search](#) | [Delete](#)

You can create an e-mail alert from a saved query by first retrieving articles for your query and then click "Save as an E-mail Alert".

- Under search options, choose the 'Retrieve New Articles Only' option to restrict the search to those articles that have been added since your most recent search of the topic.

### POINTS TO REMEMBER:

- Citations cannot be imported into bibliographic management software...yet. Saving or downloading citations can be done by saving one page of citations at a time as a text file. Keep in mind that you will need to edit the file to delete extraneous text, since all text on the page will be downloaded.
- Individual citations cannot be marked and saved or downloaded.
- Updates will contain links to the full text of those articles in journals published by Elsevier Science. Journals not published by Elsevier will contain links to abstracts only.

## CUBBY on PubMed

**Registering for the Cubby:** Click Cubby from the PubMed sidebar. Then click "I Want to Register for Cubby."

The Cubby requires that your system accepts [cookies](#).

<p><b>Cubby Resources</b>          Stored Searches          All LinkOut Providers          Provider Categories          My LinkOut          Preferences          Change Password          Log Out</p>	<p><b>Login for Registered Cubby Users:</b></p> <p><b>User Name:</b> <input type="text"/></p> <p><b>Password:</b> <input type="password"/></p> <p><input type="button" value="Login"/></p>	<p>I Want to <a href="#">Register</a> for Cubby</p> <p>Help! <a href="#">I Forgot My Password</a></p>
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**Logging In:** You must login to access the Cubby. This login will remain active for 12 hours. If you've already registered, type your User Name and Password and click Login.

**Cubby Stored Searches:** Click on Cubby on the sidebar to store a search, see a list of your stored searches, update, or delete a stored search.

## How to Store a Cubby Stored Search

1. Run or Preview your search. You can store a search using terms and limits necessary for your topic.
2. Click Cubby on the sidebar. Enter your user name and password, if window pops up. Last Search displays the last search query, including limits, if used. [If your last search is not displayed, your system may not be set to accept cookies.]

The screenshot shows the Cubby interface. At the top is the 'Last Search' section, which includes instructions: 'Edit the Cubby Search Name below to change the name of the search, click Store In Cubby.' and 'History numbers (e.g., #3) cannot be used in Stored Searches.' Below this is the current search: 'Search **viagra AND platelets**'. There is a text input field for the 'Cubby Search Name' containing 'viagra AND platelets' and a 'Store In Cubby' button. Below that is the 'Cubby Stored Searches' section, which includes instructions: 'To see new items, select searches and click What's New for Selected.' and 'Click the Cubby Search Name to display information about the stored search.' It contains a table with columns 'Search', 'Cubby Search Name', and 'Date and Time'. The table lists two searches: search #2 with name 'hiv infections AND drug therapy' and date '17-Oct-2000 10:39:20', and search #1 with name '"protein trafficking"[tiab] AND blakely r[auth]' and date '17-Oct-2000 10:37:23'. Below the table are buttons for 'What's New for Selected', 'Delete Selected Searches', and 'Select/Deselect All'. Annotations with arrows point to the search name input field and the search list.

Last search - edit the search terms to change name of search

Names of previous stored searches and date search run

3. Edit the name of the search. Above the Store in Cubby button, there is a box where you can edit the name of the search to something manageable yet meaningful. Examples, Headaches in Preschool Children, Dr. Murphy's Arthritis Update.
4. Click on Store in Cubby.

### Note:

1. Links to "Related Articles" cannot be stored as a Cubby Stored Search.
2. History numbers (e.g., #3) cannot be used in Cubby Stored Searches.
3. Dates and date ranges are not recommended for Stored Searches.
4. Stored searches are numbered and listed in descending order according to the date and time they were originally stored.
5. The maximum number of stored searches is 100.
6. Any term from a field other than title or abstract, on a PreMEDLINE or publisher supplied record, may cause the retrieval of a citation a second time. For example when a term appears only in the [ad] field.

**Stored Search Information:** To review information about a stored search, click on the search name. Stored Search Information includes the search name, date and time last updated, database searched, search terms, and field limits, when applicable. Click Search to run the search without update limits. This will not change the latest date and time for this Stored Search.

## Updating Cubby Stored Searches

It is easy to check for new items since your last update.

1. Select the stored search(es) you want to update by clicking the check box(es) next to the Cubby Search Name. To select all searches click the Select/Deselect All check box.
2. Click "What's New for Selected." The Cubby displays the list of searches you selected along with an additional column indicating the number of new items retrieved since the last time you checked. If there are no new items, the Cubby displays "0 new."
3. Click # new to link to the new items. Clicking on this link displays the new items, and updates the stored search in the Cubby with the new Date and Time. If you do not click # new, the search date and time are not updated.

**Deleting Stored Searches:** Select the stored search(es) you want to delete by clicking the check box next to the Cubby Search Name. Next, click "Delete Selected Searches." You can select and delete multiple searches at a time.