



# New EBSCOhost transition

Prepare for transition: managing custom folders, saved searches and alerts.

## Saved searches in custom folders.

- Do you have saved searches in your custom folders?
- Do you require access to these before April?

Saved searches will sync from classic MyEBSCO folders (MyFolder only) to My dashboard on the new EBSCOhost in January.

If you answered yes to the above, you can move your saved searches in custom folders to saved searches in MyFolder on classic EBSCOhost to ensure your saved searches are synced in January.

It is recommended that you add the name of your custom folder to your saved search so it is easily identifiable on the new user interface.

[Refer here for step by step instructions.](#)

[Refer here for a guided video walk through.](#)

**Note:** if you have multiple queries in a saved search only the top saved query will be synced from classic to new EBSCOhost in January. You may wish to copy or screenshot your search strategies from your custom folders for future reference.

## Saved items (articles, eBooks) in custom folders.

- Do you have saved items (articles, eBooks, images, videos) in your custom folders?
- Do you require access to these before April?

Moving saved items (articles, eBooks, images, videos) can be done in two ways:

- Selecting your items in the custom folder and using the export tool to export via RIS (EndNote, Zotero, Mendeley etc.), CSV or other options.
- Moving your items from your custom folder/s to the general MyFolder for syncing.

[Refer here for step by step instructions.](#)

[Refer here for a guided video walkthrough.](#)

# Search alerts

- Do you have search alerts in your MyEBSCOhost folder?
- Do you wish to retain your search alert after migration?

Search alerts will not be migrated to the new EBSCOhost user interface. Search alerts must be created on the new EBSCOhost user interface. Alerts created in classic will continue to run until the legacy alert system is deprecated approximately July 2025.

Best practice is to create the search alert on the new user interface and delete alert on classic to avoid duplication.

Search alerts can be managed in the following ways:

1. Save your search alert as a saved search to the MyEBSCO (MyFolder) which will sync in January. Then in new UI (in January) run the saved search and create an alert. To avoid duplication you may wish to delete the old alert from the classic MyEBSCO folder.
2. Create your search alerts on the new user interface. Remember to delete your search alert on the classic user interface.

Refer here for step by step instructions: [Saving your search alert as a saved search.](#)

Refer here for a video walkthrough: [saving your search alert as a saved search \(video\).](#)

Refer here for a video walkthrough: [creating search alerts on the new EBSCOhost.](#)

# Journal/publication alerts

- Do you have journal/publication alerts in your MyEBSCO folder?
- Do you wish to retain/continue to receive journal/publication alerts?

Journal/publication alerts will not be migrated. These will need to be created on the new user interface. Alerts created in classic will continue to run until the legacy alert system is deprecated.

It is recommended to create the search alert on the new user interface and delete the alert on the classic user interface to avoid duplication.

[Refer here for step by step instructions.](#)

[Refer here for a video walkthrough.](#)