

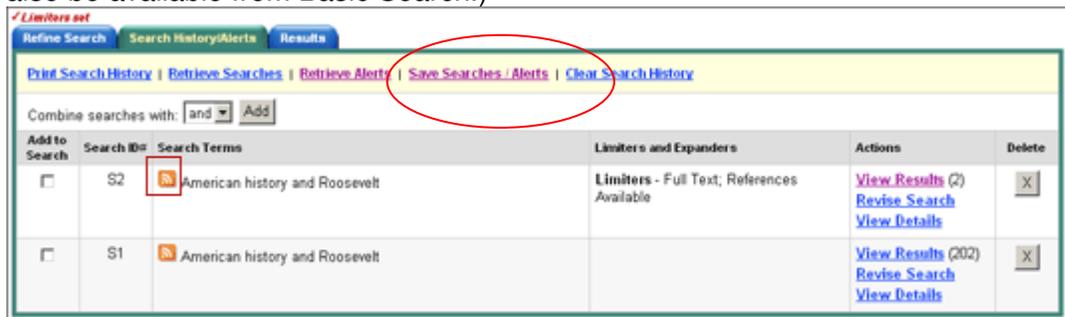
# EBSCOhost Alerting Services

## Saving a Search as an Alert

You can save advanced searches as alerts and have EBSCOhost e-mail you with any new results. You can also retrieve those alerts to perform the search immediately, instead of waiting for the alert to run.

### To save a search as an alert:

1. From the Advanced Search Screen or from the Result List, click the **Search History/Alerts** link. (If enabled by your library administrator, Search History may also be available from Basic Search.)



2. From the Search History/Alerts Screen, click **Save Searches/Alerts**. The Saved Search/Alert Screen appears. If you have not already signed in your personal account, you will be prompted to do so.

## Save Search Alert Screen

Save Search/Alert  <a href="#">Folder has items.</a>	
Name of Search/Alert	<input type="text" value="AmHistory"/>
Description	<input type="text" value="Research for Intro to US H"/>
Date Created	2/26/2007
Databases	<ul style="list-style-type: none"><li>Academic Search Premier</li><li>ATLA Religion Database</li><li>Business Source Premier</li><li>ECA Full Text Collection</li></ul>
Search Strategy	American history and Roosevelt
Interface	EBSCOhost
Save Search As	<p><input type="radio"/> Saved Search (Permanent) <input type="radio"/> Saved Search (Temporary, 24 hours) <input checked="" type="radio"/> Alert</p> <p>Frequency <input type="text" value="Once a day"/></p> <p>Articles published within the last <input type="text" value="No Limit"/></p> <p>Run Alert for <input type="text" value="One Year"/></p>
Alert Options	<p>Alert results format <input checked="" type="radio"/> Brief <input type="radio"/> Detailed <input type="radio"/> Bibliographic Manager</p> <p><input checked="" type="checkbox"/> limit EBSCOhost access to only the articles sent</p>
E-mail Properties	<p><input checked="" type="radio"/> Email all alerts and notices <input type="radio"/> Email only creation notice <input type="radio"/> No e-mail (RSS only)</p> <p>E-mail Address (please separate e-mail addresses with a semicolon) <input type="text" value="name1@address.net; name2@address.net"/></p> <p><input checked="" type="checkbox"/> Hide addresses from recipients</p> <p>Subject <input type="text" value="Intro to US History Search"/></p> <p>Title <input type="text" value="EBSCOhost Alert Notification"/></p> <p>E-mail [From] address <input type="text" value="EPAlerts@epnet.com"/></p> <p>E-mail Results format <input checked="" type="radio"/> Plain Text <input type="radio"/> HTML</p> <p>Include in e-mail <input checked="" type="checkbox"/> Query <input checked="" type="checkbox"/> Frequency</p>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

On the **Save Search/Alert** Screen:

1. Enter a **Name** and **Description** for the Alert.
2. To run the Alert against a different database, select the **Databases** from the drop-down list. (Hold down the control key and left-click your mouse to select multiple databases.)
3. **Search expression** – The search terms are displayed. (*not editable.*)

In the **Save Search As** area of the screen:

1. To save the search as an Alert that can be automatically run, click the **Alert** radio button. The Save Alert Screen appears.
2. To select how often the search will be run, from the **Frequency** drop-down list, select one:
  - Once a day (the default)
  - Once a week
  - Bi-weekly
  - Once a month
3. To limit which articles are searched, from the **Articles published within the last** drop-down list, select one:
  - One month
  - Two months
  - Six months
  - One year
  - No limit (the default)
4. In the **Run Alert for** field, select one:
  - One month
  - Two months
  - Six months
  - One year (the default)
  - Perpetuity – when this option appears, you can create a non-expiring alert.

In the **Alert Options** area of the screen:

1. Select the **Alert results format**: Brief, Detailed, or Bibliographic Manager.
2. To **limit EBSCOhost access to only the articles in alert** (rather than the entire site), mark the check box to the left of this field.

In the **E-mail Options** area of the screen:

1. Indicate how you would like to be notified. Select one:
  - E-mail all alerts and notices (the default)
  - E-mail only creation notice
  - No e-mail (RSS only) - if you select this option, the remaining E-mail Properties will be hidden (because they are not necessary for RSS).
2. Enter your **E-mail Address**. If you are entering multiple e-mail addresses, place a semicolon between each e-mail address.
3. **Hide addresses from recipients** - if you select this option, the e-mail addresses you enter will be placed into the BCC (Blind Copy) field of the e-mail, rather than the "To" field.
4. In the **Subject** field, enter a brief explanation that will appear in the subject line of the Alert e-mail.
5. **Title** - you can optionally enter a title for the e-mail. The default value for the Title field is: *EBSCOhost Alert Notification*.
6. **E-mail [From] address** - Defaults to: *EPAAlerts@EPNET.COM*. You can enter a different "From" e-mail address if desired.
7. Select the **E-mail format** to use: Plain Text or HTML.
8. To have your search string included with your results, mark the **Include query string in results** checkbox. To include the alert frequency, mark the **frequency** check box.
9. When you have finished making changes, click the **Save** button.