

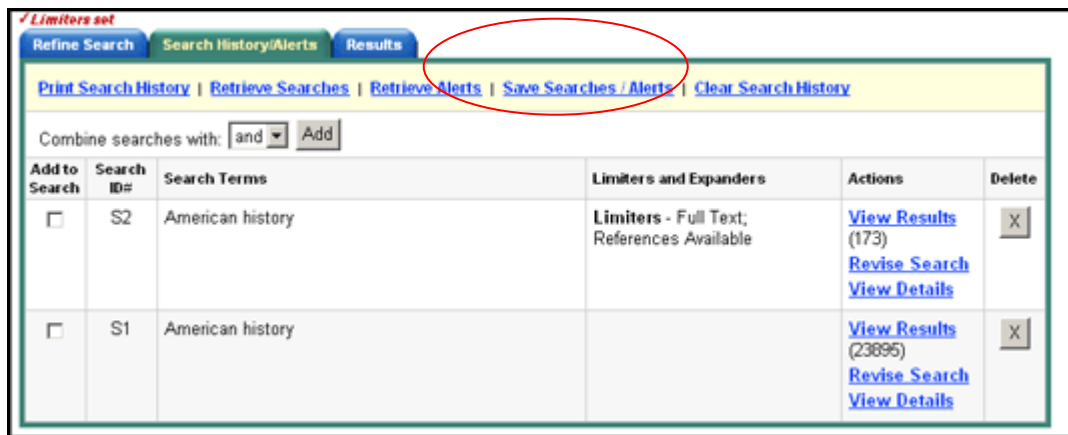
# EBSCOhost Alerting Services

## Setting Up a Search 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 set up a search alert:

1. From the Advanced Search Screen or from the Result List, click the **Search History/Alerts** link.
2. From the Search History/Alerts Screen, click **Save Searches/Alerts**. The Saved Search/Alert Screen appears. (If you have not already logged into your personal account, you will be prompted to log in. Enter your user name and password; or click the **Back** link and return to the Search History/Alerts Screen.)



Limiters set


Refine Search Search History/Alerts Results

[Print Search History](#) | [Retrieve Searches](#) | [Retrieve Alerts](#) | [Save Searches / Alerts](#) | [Clear Search History](#)

Combine searches with: and Add

Add to Search	Search ID#	Search Terms	Limiters and Expanders	Actions	Delete
<input type="checkbox"/>	S2	American history	Limiters - Full Text; References Available	<a href="#">View Results (173)</a> <a href="#">Revise Search</a> <a href="#">View Details</a>	X
<input type="checkbox"/>	S1	American history		<a href="#">View Results (23895)</a> <a href="#">Revise Search</a> <a href="#">View Details</a>	X

### Saved Search/Alert Screen

Saved Search/Alert <span style="float: right;"> <a href="#">Folder has items.</a></span>	
Name	<input type="text"/>
Description	<input type="text"/>
Date Created	2/14/2007
Database	Academic Search Premier ▾
Interface	EBSCOhost
Save Search As	<p><input type="radio"/> <b>Saved Search (Permanent)</b></p> <p><input type="radio"/> <b>Saved Search (Temporary, 24 hours)</b></p> <p><input checked="" type="radio"/> <b>Alert</b></p> <p>Frequency <input type="text" value="Once a month"/> ▾</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</p> <p><input checked="" type="radio"/> <b>Brief</b> <input type="radio"/> <b>Detailed</b></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</p> <p><input type="radio"/> Email only creation notice</p> <p><input type="radio"/> No e-mail (RSS only)</p> <p>E-mail Address (please separate e-mail addresses with a semicolon)</p> <p><input type="text" value=""/> ▾</p> <p>Subject <input type="text"/></p> <p>Title <input type="text" value="EBSCOhost Alert Notification"/></p> <p>E-mail [From] address <input type="text" value="jqaalerts@EPNET.COM"/></p> <p>E-mail Results format</p> <p><input checked="" type="radio"/> <b>Plain Text</b> <input type="radio"/> <b>HTML</b></p> <p>Include in e-mail</p> <p><input checked="" type="checkbox"/> Query</p> <p><input checked="" type="checkbox"/> Frequency</p>
<p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>	

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

3. Enter a **Name** and **Description** for the Alert.
4. To save the search as an Alert that can be automatically run, click the **Alert** radio button. The Save Alert Screen appears.
5. To run the Alert against a different database, select the **Database** from the drop-down list.
6. To select how often the search will be run, from the **Frequency** drop-down list, select one:
  - Once a day
  - Once a week
  - Bi-weekly
  - Once a month (the default).
7. 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)
8. In the **Run Alert for** field, select one:
  - One month
  - Two months
  - Six months
  - One year (the default)

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

9. Select the **Results format to use**: Brief or Detailed.
10. To **limit EBSCOhost access to only the articles in alert** (rather than the entire site), mark the checkbox to the left of this field.

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

11. In the **E-mail Options** section, 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)
12. Enter your **E-mail Address**. If you are entering multiple e-mail addresses, place a semicolon between each e-mail address.
13. In the **Subject** field, enter a brief explanation that will appear in the subject line of the Alert e-mail.
14. **Title** - you can optionally enter a title for the e-mail. The default value for the Title field is: *EBSCOhost Alert Notification*.
15. **E-mail [From] address** - Defaults to: *EPAAlerts@EPNET.COM*. You can enter a different "From" e-mail address if desired.
16. Select the **E-mail format** to use: Plain Text or HTML.
17. 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** checkbox.
18. When you have finished making changes, click the **Save** button.

### **19. When receiving your email alerts from home (off-campus)**

You will be prompted for a user name and password to access your alerts. Call the reference desk to learn the North Park Username and password set.