

# 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. Run a search on EBSCOhost and view your search results.
2. Click the **Search History/Alerts** link, and then click the **Save Searches/Alerts link**. The [Save Search Alert Screen](#) appears. If you have not already signed in your personal account, you will be prompted to do so.

## *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 strategy** – 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 Search 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)

*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 checkbox 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: *EPAlerts@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** checkbox.
9. When you have finished making changes, click the **Save** button.