

Saving a Search as an Alert

You can save advanced searches as alerts and have SRC 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, 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 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.

Note: You might not have additional databases listed.

3. Review your search terms in the **Search strategy** field. This field is 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)

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

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

*In the **E-mail Properties** 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 are hidden (they are not necessary for RSS).

2. Enter the **E-mail Address**. If you are entering multiple e-mail addresses, place a semicolon between each e-mail address.

Note: If you specify multiple e-mail addresses and do not want recipients to see all e-mail addresses, mark the **Hide Addresses from Recipients** checkbox.

3. In the **Subject** field, enter a brief explanation that will appear in the subject line of the Alert e-mail.
4. In the **Title** field, enter a title for the e-mail. This is an optional field. The default value for the Title field is: *SRC Alert Notification*.
5. In the **E-mail [From] address** field, enter a "from" address for the e-mail. This is an optional field. The default value for this field is EPAlerts@EPNET.COM.
6. Select the **E-mail Results format** to use: Plain Text or HTML.
7. In the **Include in e-mail** area, select the Query checkbox to have your search string included with your results. To include the alert frequency, select the **Frequency** checkbox.
8. When you have finished making changes, click the **Save** button.

Note: Due to the Children's Online Privacy Protection Act, the search alert feature is not available if you have indicated that you are younger than 13 years of age.