

4. Select the **Results content** – indicate whether you want to include: Link to TOC page on EBSCOhost or Article links embedded within the results.
5. Select the Results **format (if including Article links)** to use: Brief or Detailed.
6. To limit **EBSCOhost access to only the articles in the alert** (rather than the entire site), mark the checkbox to the left of this field.
7. 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)
8. E-mail Address - to be notified by e-mail when a new issue is available, enter your email address. If you are entering multiple e-mail addresses, place a semicolon between each e-mail address.
9. Subject - enter a brief explanation that will appear in the subject line of the Journal Alert e-mail.
10. Title - you can optionally enter a title for the e-mail. The default value for the Title field is: EBSCOhost Alert *Notification*.
11. E-mail [From] **address** - defaults to EPAAlerts@EPNET.COM. You can enter a different "From" e-mail address if desired.
12. Select the E-mail **format to use: Plain Text or HTML**.
13. To have your search string included with your results, mark the Include query **string in results** checkbox.
14. When you have finished making changes, click Save. **You will be returned to the Publication Details Screen**. A message is displayed that indicates a journal alert has been set for the publication.

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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.

1. 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.)
2. To save the search as an Alert that can be automatically run, click the **Alert** radio button. The Save Alert Screen appears.
3. Enter a **Name** and **Description** for the Alert.
4. To run the Alert against a different database, select the **Database** from the drop-down list.

5. To select how often the search will be run, from the **Update Frequency** drop-down list, select one:

- ▶ Once a day
- ▶ Once a week
- ▶ Bi-weekly
- ▶ Once a month (the default).

6. 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)

7. In the **Run Alert for** field, select one:

- ▶ One month
- ▶ Two months
- ▶ Six months
- ▶ One year (the default)

8. Select the **Results format to use**: Brief or Detailed.

9. To **limit EBSCOhost access to only the articles in alert** (rather than the entire site), mark the checkbox to the left of this field.

10. 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)

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

12. In the **Subject** field, enter a brief explanation that will appear in the subject line of the Alert e-mail.

13. **Title** - you can optionally enter a title for the e-mail. The default value for the Title field is: *EBSCOhost Alert Notification*.

14. **E-mail [From] address** - Defaults to: *EPAAlerts@EPNET.COM*. You can enter a different "From" e-mail address if desired.

15. Select the **E-mail format** to use: Plain Text or HTML.

16. 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.

17. When you have finished making changes, click **Save**.

Setting Up a Journal Alert

You can set up an e-mail alert to automatically notify you each time a new issue for a selected journal title is available.

Journal Alert My Folder has items.

Enter information in the fields below. An RSS feed will be updated and an e-mail notification can be sent each time a new issue is made available on EBSCOhost for the following journal: *Information Today*.

Name	Information Today
Date Created	5/20/2005
Database:	Academic Search Premier
Interface	EBSCOhost
Run Alert for	One Year
Results content	<input type="radio"/> Link to TOC page on EBSCOhost <input checked="" type="radio"/> Article links embedded within the results
Results format (if including Article links)	<input checked="" type="radio"/> Brief <input type="radio"/> Detailed
	<input checked="" type="checkbox"/> limit EBSCOhost access to only the articles in alert
E-mail Options	<input checked="" type="radio"/> E-mail all alerts and notices <input type="radio"/> E-mail only creation notice <input type="radio"/> No e-mail (RSS only)
E-mail Address (please separate e-mail addresses with a semicolon)	<input type="text"/>
Subject	<input type="text"/>
Title	EBSCOhost Alert Notification
E-mail [From] address	EPAAlerts@EPNET.COM
E-mail format	<input checked="" type="radio"/> Plain Text <input type="radio"/> HTML
Include in results	<input checked="" type="checkbox"/> query string

Save Cancel

1. From the journal's Publication Details Screen, click the **Journal Alert** link. If you have not logged in to My EBSCOhost, you will be prompted to do so.
2. The Journal Alert Screen appears, on which the Journal Alert Name, Date Created and Database name have automatically been filled in.
3. In the **Run Alert for** field, select how long the journal alert should run:

- ▶ One month (the default)
- ▶ Two months
- ▶ Six months
- ▶ One year