

Creating and Editing Search and Journal Alerts in EBSCO Databases



To create a Search Alert:

1. Conduct an Advanced Search. (You cannot create alerts from Basic searches.)
2. Click on the Search History/Alerts tab.
3. Click the **Save Searches/Alerts** link. The Saved Search Alert Screen appears.
4. If you have not already logged in to your personal account, you will be prompted to log in. Enter your user name and password, or create a new account by clicking on the **I'm A New User** link.
5. Click on the **Alert** radio button.
6. Select how often the search will run, how recent the included articles to should be, and the alert's duration.
7. Under "Alert Options", check the amount of information you want to receive (brief or detailed) or its format (bibliographic manager format can be brought into RefWorks).
8. Under "Email Properties", enter the email address(es) for delivery of your alert results, with a semicolon between multiple addresses.
9. Enter the subject line for the alert email notification.
10. Enter a title for the alert.
11. Enter an email address for the alert to come from, to alert the recipient.
12. Select your preferred email format
13. Choose the brief or detailed citation format for the alert.
14. Choose whether or not to limit EBSCOhost access to only those articles sent with the alert.
15. Choose whether to include the query string and/or frequency information in the alert email.
16. Click **Save**.

To set up a Journal Alert:

1. Click on the **Publications** button along the top toolbar.
2. In the **Browse for** field, enter the name of the publication you want to set up the alert for, then click **Browse**.
3. Click on the resulting publication name link, to go to the Publication Overview Screen.
4. Click on the **Journal Alert** link.
5. Log in to **My EBSCOhost**, or click on the **I'm a new user** link to create a personal account.
6. The Journal Alert Screen appears. The Journal Alert name, Date Created, and Database name are automatically filled in.
7. In the **Run Alert for** field, select how long the journal alert should run:
 - a. One month
 - b. Two months
 - c. Six months
 - d. One year (default)
8. In the E-mail Properties section, enter the e-mail address you want the alert notification(s) delivered to, the subject line for the e-mail, the format for the e-mail and whether you want the e-mail to include a link to the journal's table of contents, or links to individual articles.
9. Click **Save**.

To edit an alert that you created, follow these steps:

From the **Advanced Search Screen**:

1. Click on the Search History/Alerts Tab.
2. Click on the **Retrieve Alerts** link
3. Log in to My EBSCOhost
4. Click on the **Search Alerts** or **Journal Alerts** link
5. Locate the alert you want to edit.
6. Click on the **Edit Alert** link to access the Save Alert page.
7. Edit the alert.
8. Click **Save**.

Note: You can only edit the **Description, Frequency, and E-mail Properties** of an alert. If you would like to edit the text of a search alert (i.e., what the alert is searching for), you **must** delete and recreate the alert.

To delete a Search Alert or Journal Alert:

You can delete either type of Alert by logging in to your *My EBSCOhost* personal folder (once you are logged in to EBSCOhost):

1. Click on the *Sign in to My EBSCOhost* link in the upper left corner of the screen.
2. Click on the *My Folder has items* link on the right-hand side, under the **Find** field.
3. Your folder contents display, with a menu located on the left.
4. Click either *Search Alerts* or *Journal Alerts*.
5. Once you've located the Alert that you would like to delete, click the X on the right beside it.

If you do not remember your My EBSCOhost login values, click *Sign in to My EBSCOhost* and select either *I forgot my password* or *I forgot my user name and password* for assistance.