Search Alerts in Academic Search Premier

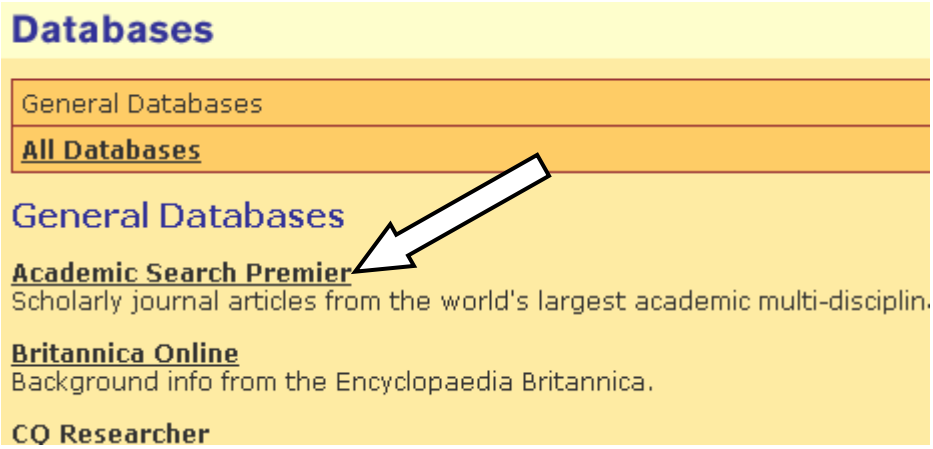
There are five steps to learn for setting up, modifying, or deleting a Search Alert in the Academic Search Premier (ASP) database:

1. Getting to the ASP database
2. Signing in to your account
3. Creating a search for an Alert
4. Creating an Alert record
5. Modifying or deleting an Alert

1. GETTING TO THE ASP DATABASE

You can find a link to ASP at the Library website http://www.landmark.edu/Library/. Click on the "DATABASES" link at the top of the page.

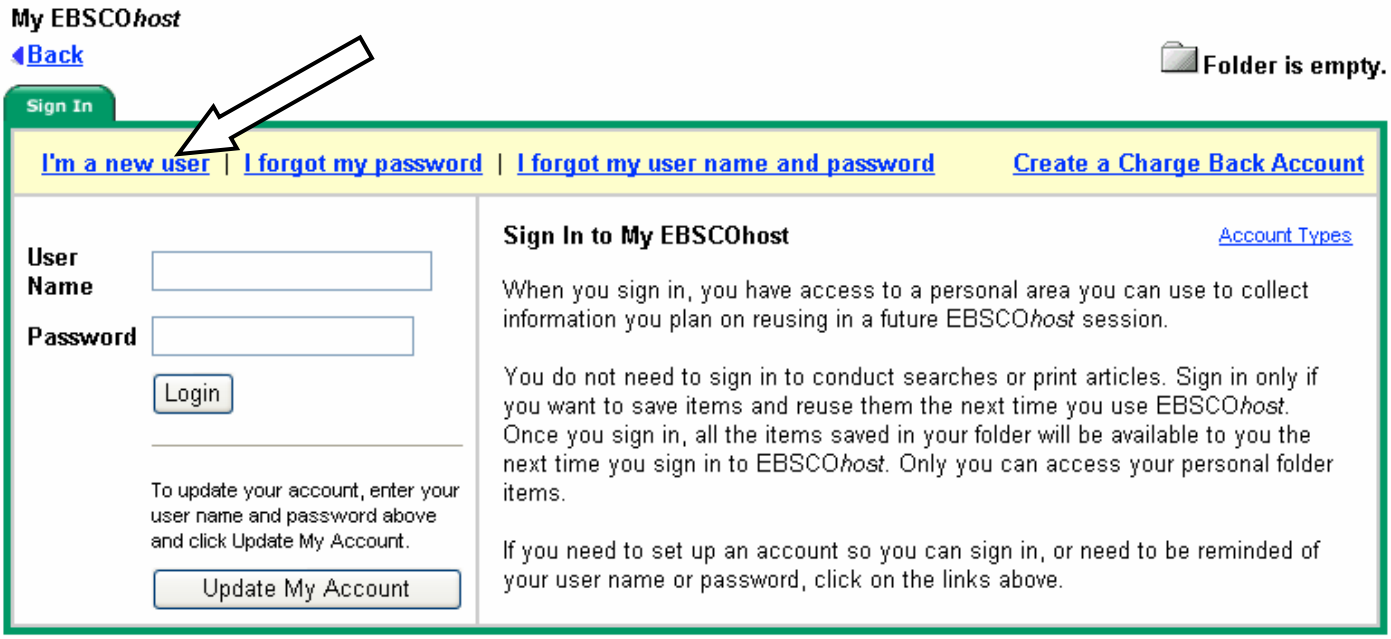
ASP is first in the list:



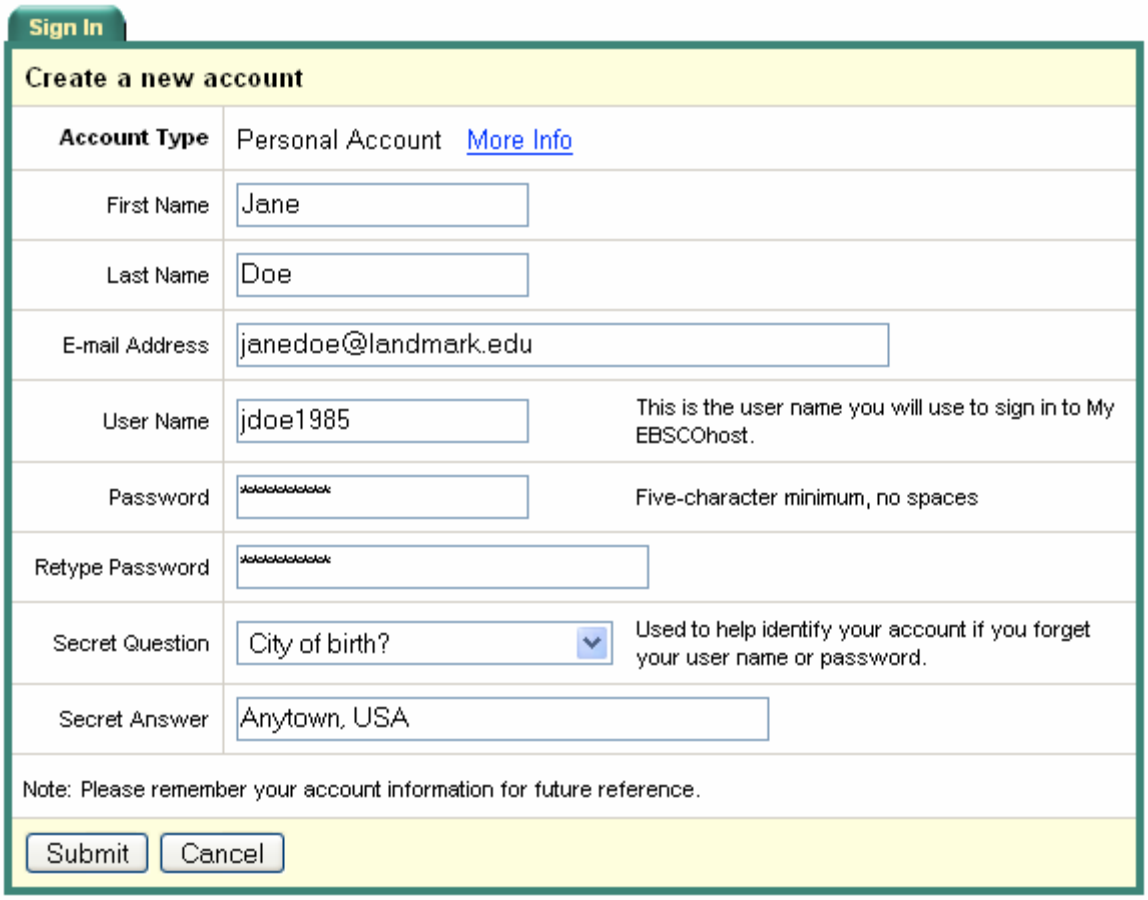
2. SIGNING IN TO YOUR ACCOUNT

Sign in to your Ebsco account. To do this, click on the "Sign In to My EBSCOhost" link at the top left hand side of the page.

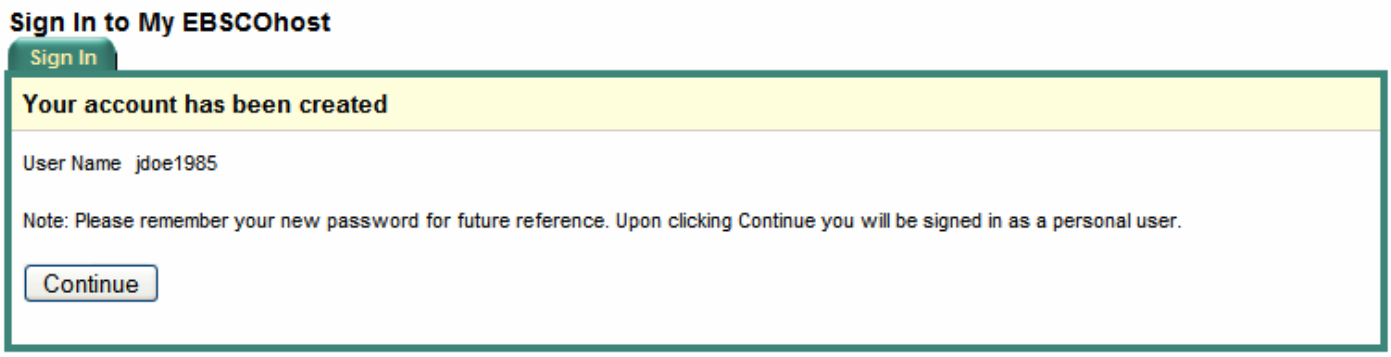
The following dialog box will appear. If you have never signed in before, you will need to create a new account. To do this, select "I'm a new user" and fill out the form.



Enter your user information onto the form, and then click "submit."
(The following form has information entered for demonstration purposes only.)



After submission the following box appears. Click “Continue.”

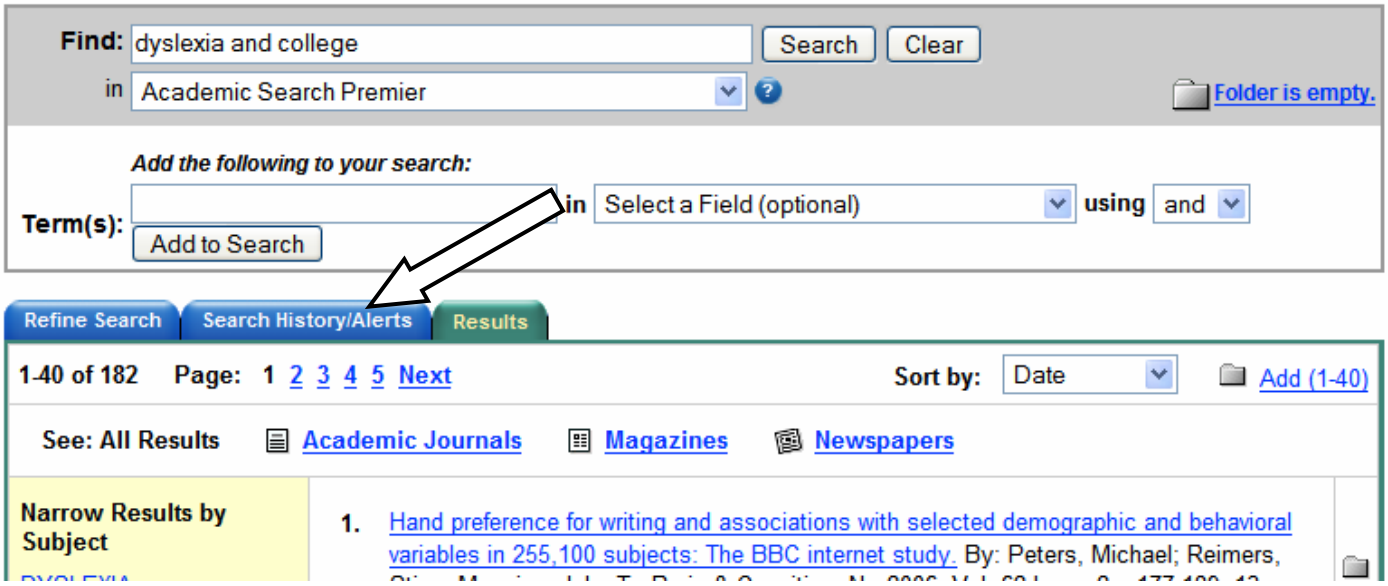


You will know if you are signed in because a small “my” will show up on the Ebsco icon.

3. CREATING A SEARCH FOR AN ALERT

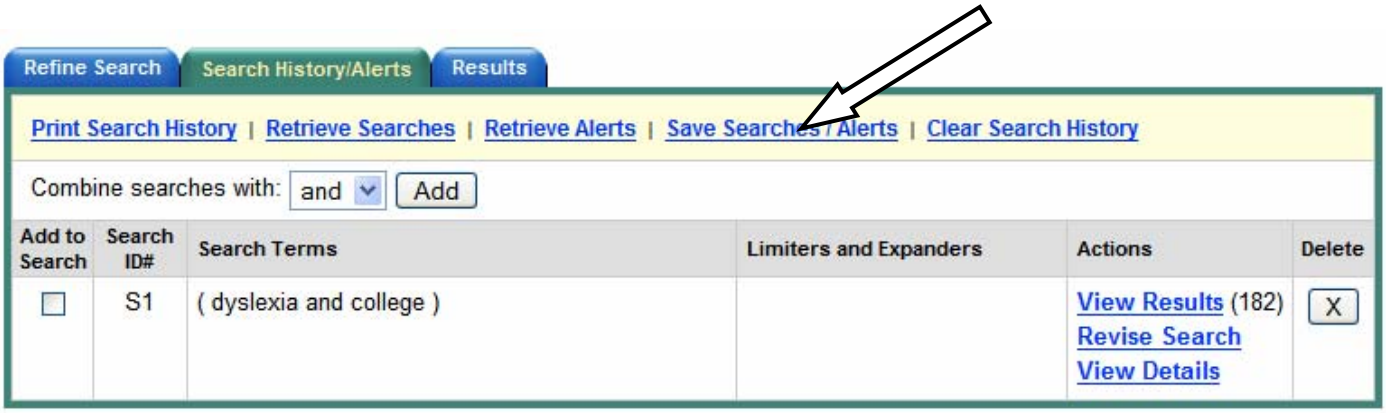
You can only set up a Search Alert if you are in the Advanced Search section of ASP.

After you have the search you want, click on the “Search History/Alerts” tab.

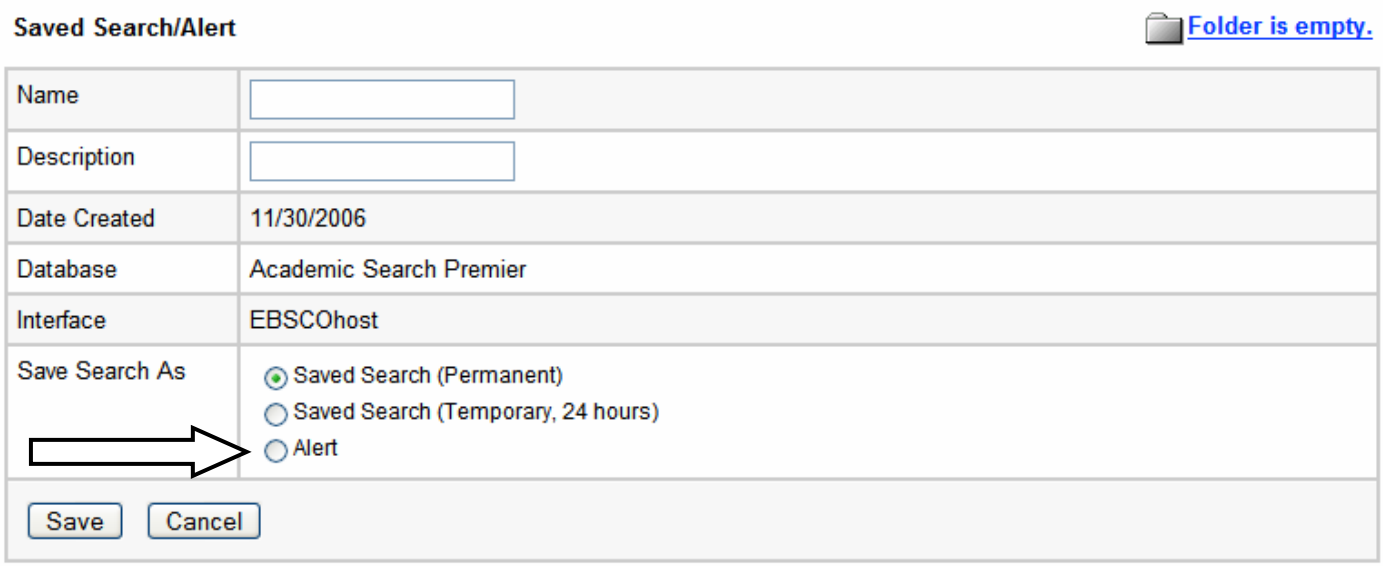


4. CREATING AN ALERT RECORD

Click on the "Save Searches/Alerts" link



The following form will appear. You need to click the radial button next to "Alert," next to "Save Search As," and wait for a moment, in order to get the form you need.



Once you the form shown below, fill in the information as requested, then click save.

Name	Lit Review Updates
Description	monthly update for litera
Date Created	11/30/2006
Database	Academic Search Premier
Interface	EBSCOhost
Save Search As	◯ Saved Search (Permanent) ◯ Saved Search (Temporary, 24 hours) ◉ Alert Frequency Once a month Articles published within the last No Limit Run Alert for One Year
Alert Options	Alert results format ◉ Brief ◯ Detailed ☑ limit EBSCOhost access to only the articles sent
E-mail Properties	◉ Email all alerts and notices ◯ Email only creation notice ◯ No e-mail (RSS only) E-mail Address (please separate e-mail addresses with a semicolon) janedoe@landmark.edu Subject Dylexia & College Title EBSCOhost Alert Notification E-mail [From] address EPAlerts@EPNET.COM E-mail Results format ◉ Plain Text ◯ HTML Include in e-mail ☑ Query ☑ Frequency
Save Cancel	

#	Query	Limiters/Expanders	Last Run Via	Results
S1	(dyslex d college)		**Interface** - EBSCOhost **Search Screen** - Advanced Search **Database** - Academic Search Premier	182

Save Cancel

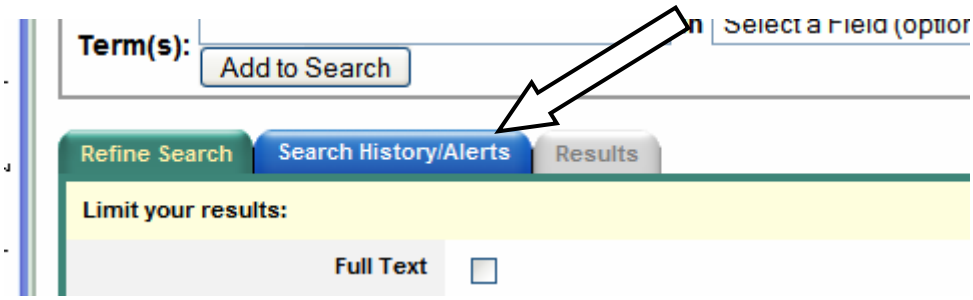
You should see something like this next:

Your alert has been created	
Alert Name:	Lit Review Updates
Database	Academic Search Premier
Duration:	Year
Search Strategy:	((dyslexia and college))
Frequency	Monthly
Syndicated Feed:	http://rss.epnet.com/AlertSyndicationService/Syndication.asmx/GetFeed?guid=864679
Continue	

5. MODIFYING OR DELETING AN ALERT

To modify or delete an existing Alert you need to be logged in and in the Advanced Search section of the database. (See above for directions.)

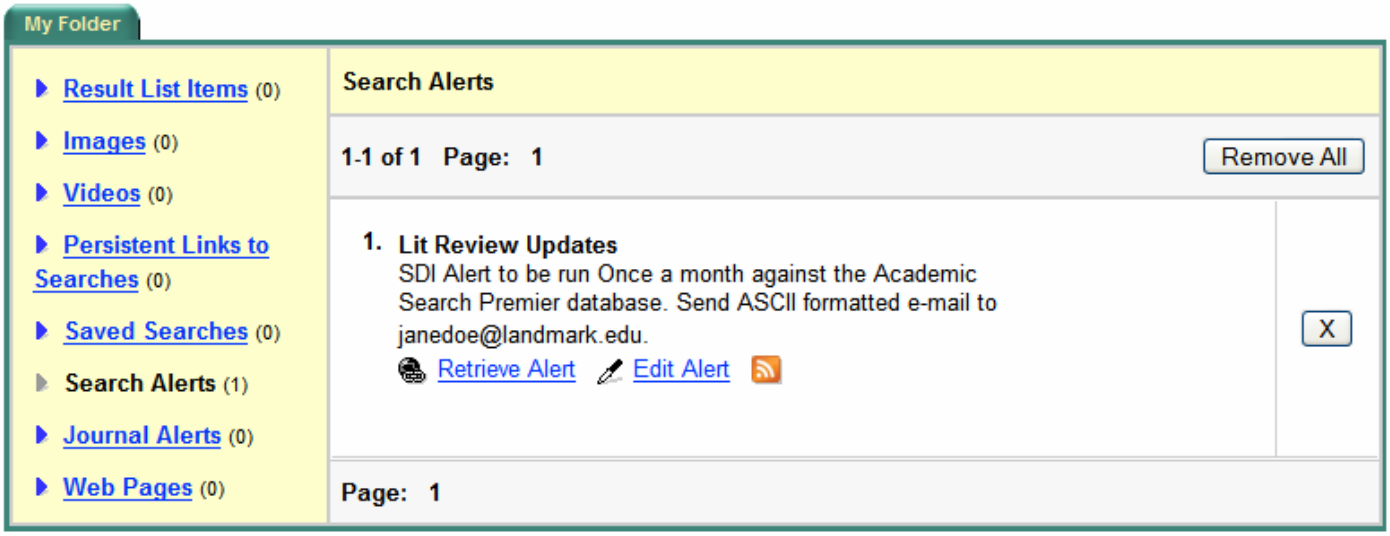
First, click on the "Search History/Alerts" tab.



Next, click on the "Retrieve Alerts" link.

(If your Search Alerts do not appear, then click on the "Search Alerts" link on the left-hand side.)

All saved Search Alerts will appear here. You can leave an Alert as is, edit it, or delete it. If you select "edit Alert" you will see the same web form as you did when you created the Alert. Remember to click on the "save" button when you have finished modifying the record.



If you are accessing this database from off campus, you will need the current ID (**s8446157**) and Password (**password**).