CREATING ALERTS & SAVED SEARCHES

Create an Alert

**TASK:** Create Alerts to receive or send email deliveries of search results when databases update or at specified times of your choice.

1. Create a search in Basic, Advanced or Command Line Search. This example shows Command Line Search where you can use the building-block approach to create and combine multiple search sets.

   **When you plan to create an Alert do NOT use date limiters, such as Publication date or Updated.**

   Click **Search**.

2. On the Results page click **Create alert**.
3. A dialog box opens. Fill in the blanks including **Name**, additional **Send to** email addresses if desired, and choose the alert **Frequency** from the drop-down list.

4. You can specify the optimum delivery time for your research needs.
   You can also choose when to end the **Alert** from the drop list for **Stop after**.
   Click **Continue**.

5. Define your **Alert preferences**. From the **Include** drop-down list choose either **Newly published documents only** or **Newly added documents including historical items**.
6. Choose the record **Display format** you prefer, from **Results listings only** to **Full text** (where available), or alternatively create a **Custom** format.

![Create alert form](image)

7. You can also choose whether to add a message to the alert recipient, whether or not to include duplicate documents, whether to include your search strategy, and whether to include keyword highlighting. 

Click **Create alert**.
8. Pricing details display next. Click Create alert to proceed.

9. Confirmation that your Alert has been saved appears. Click Close.

10. Click My Research to view and modify your Alerts on the Alerts tab. Click the plus sign next to an Alert to display Alert strategies and details. Click Show (which toggles with Hide) to see the full search strategy. Test the strategy by clicking View results. Check when your Alerts were last sent and click the Resend/History icon to resend results if desired.
11. Click the **Actions** drop-down to **Modify** or **Delete** the Alert, or to **View** or **Resend** the results.

![ProQuest Dialog interface](image)

**NEED HELP?**

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