

## To save a search as an alert:

1. From the Advanced Search Window, with your Search History listed, click **Search History/Alert**. The Search History/Alert Window appears.
2. 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 **Cancel** and return to the Advanced Search Window.
3. In the Saved Searches/Alert Window, complete the Name, Description, date Created, etc. Be sure to save the Search as an Alert. Click on Save.
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 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 (the default)
  - No limit
7. To select the length of time EBSCO will run your search, select from the drop-down list:
  - One month
  - Two months
  - Six months
  - One year
8. In the E-mail Properties section, to be notified by e-mail when your alert runs, click the E-mail Notification field. Select if you want the e-mail in Plain Text or HTML.
9. To have your search string included in the e-mail, check **Include query string in e-mail**.
10. In the Subject for E-mail field, enter a brief explanation that will appear in the subject line of the Alert e-mail.
11. In the Address(es) field, enter your e-mail address. If you want to enter multiple e-mail addresses, place a semicolon in between each e-mail address.
12. When you have finished making changes, click **Save**.