

BUSINESS SOURCE ELITE/ APPLIED SCIENCE & TECHNOLOGY SOURCE

How to Create a Search Alert

Both of these databases use an identical search interface, so the steps below will apply to both.

To access the Business Source Elite database, go to www.library.viu.edu then choose the A-Z tab above the “Search Everything” box. When the new page opens, select “Business Source Elite” from the A-Z list.

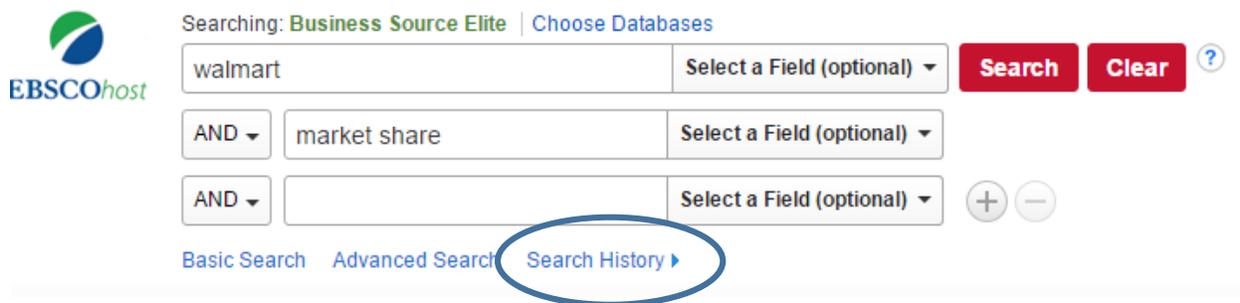
To access the Applied Science & Technology Source database, go to www.library.viu.edu then choose the A-Z tab above the “Search Everything” box. When the new page opens, select “Applied Science & Technology Source” from the A-Z list.

You can create Search Alerts in two ways:

- Set up a Search Alert about a company and/or topic
- Set up a Search Alert to know when a publication releases new content

Set up a search alert on a company and/or topic.

- 1) Type in your search terms in the search box, then click on the red “Search” button. See example below:



The screenshot shows the EBSCOhost search interface. At the top left is the EBSCOhost logo. The search bar contains the text 'walmart'. To the right of the search bar is a dropdown menu labeled 'Select a Field (optional)'. Below the search bar are two more search boxes, each preceded by an 'AND' dropdown menu. The second search box contains the text 'market share'. To the right of the second search box is another dropdown menu labeled 'Select a Field (optional)'. Below the search boxes are two buttons: a red 'Search' button and a red 'Clear' button. To the right of the 'Clear' button is a question mark icon. Below the search boxes are three links: 'Basic Search', 'Advanced Search', and 'Search History'. The 'Search History' link is circled in blue. To the right of the 'Search History' link are two circular buttons: a plus sign and a minus sign.

- 2) Click on the “Search History” link, shown circled above.

- 3) Click on the orange  RSS feed button.

- 4) A “Create Alert” box pops up (see below). You must sign into your MyEBSCO account in order to activate a search alert.

Create Alert 

Search Alert: "walmart AND market share on 2017-04-25 04:27 PM"

E-mail (You must sign in to send e-mail alerts. [Sign In](#))

General Settings

Frequency Articles published within the last

Results format

 **RSS Feed**
<http://rss.ebscohost.com/AlertSyndicationService/Syndication.aspx/GetFeed?guid=5188815>

- 5) As shown in the screenshot, use the drop-down menu to select the **frequency** of the alerts.

General Settings

Frequency

- Once a day
- Once a day**
- Once a week
- Biweekly
- Once a month

- 6) As shown in the screenshot, use the drop-down menu to select the **time frame of content** for the alerts.

Articles published within the last

- One Year
- One Year**
- Six months
- Two months
- One month
- No Limit

- 7) As shown in the screenshot, select the **format of search results** for your alert.

Results format

- Brief
- Brief**
- Detailed
- Bibliographic Manager

 **RSS Feed**

- 8) After you select the options you want, click the yellow "Save Alert" box.
- 9) Below is a screenshot of the next step in the Create Alert process. Note that you can add multiple email addresses, if you separate each one with a semicolon. Using the "Hide Addresses from Recipients" option (shown circled below) keeps email addresses private.

Create Alert ?

Search Alert: "walmart AND market share on 2017-04-25 04:27 PM"

E-mail

Subject

Hide addresses from recipients

E-mail from

E-mail format
 Plain Text HTML

E-mail to
 Separate each e-mail address with a semicolon. Leave E-mail to field blank if you do not wish to receive e-mail alerts.

General Settings

Frequency

Articles published within the last

Results format

 **RSS Feed**
<http://rss.ebscohost.com/AlertSyndicationService/Syndication.aspx/GetFeed?guid=5188815>

[Advanced Settings](#)

- 10) Click on the yellow "Save Alert" button to save your options.

You will see a saved notification (see example below):

Your alert has been created

Alert Name:	walmart AND market share on 2017-04-25 04:27 PM
Database:	Business Source Elite
Duration:	Six months
Search Strategy:	walmart AND market share
Frequency:	Daily
Syndicated Feed:	 http://rss.ebscohost.com/AlertSyndicationService/Syndication.aspx/GetFeed?guid=5188815

[Continue](#)

Click the “Continue” button. This takes you back to the main search page. ***If you want to set up a second Search Alert, go back to step #1 of this guide on page 11 and repeat steps #1-10.***

Want to make sure your Search Alert saved? Click on the Folder link at the top of the screen:



Once you are inside your account, go to the column on the left side of the page. Look for “Search Alerts”.



Want to delete or edit a search alert? You can do both from inside your MyEBSCO account.

Click on the Search Alert link on the left side of the page. You will see all of your saved search alerts, as shown in the screenshot on page 15. Click on the “Edit Alert” link (circled below) to make any changes.

My Folder: Search Alerts

1-2 of 2

Date Added ▾ Page Options ▾

Page: 1

Select / deselect all | [Delete Items](#)

1. Global Warming

Save Search/Alert to be run Once a day against Academic Search Elite database. Send Plain Text formatted e-mail to kweis@viu.edu.

 [Alert Feed](#)  [Retrieve Alert](#)  [Edit Alert](#)

04/25/2017
04/24/2017
04/23/2017
04/22/2017
04/21/2017

2. walmart AND market share on 2017-04-25 04:27 PM

Save Search/Alert to be run Once a day against Business Source Elite database. Send HTML formatted e-mail to kweis@viu.edu.

 [Alert Feed](#)  [Retrieve Alert](#)  [Edit Alert](#)

This screenshot shows the editing options available to you. Make any desired adjustments. Note that in addition to creating a permanent search alert, you can also create a temporary, 24-hour search alert.

Folder List

Alert Name: walmart AND market share on 2017-04-25 04:27 PM

Description:

Date Created: 4/25/2017

Databases: eBook Academic Collection (EBSCOhost), Academic Search Elite, Regional Business News, Business Source Elite

Search Strategy: walmart AND market share

Interface: EBSCOhost

Save Search As: Saved Search (Permanent) Saved Search (Temporary, 24 hours) Alert

Frequency: Once a day

Articles published within the last: One Year

Run Alert for: Six months

Alert Options: Alert results format: Brief Detailed Bibliographic Manager

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): kweis@viu.edu

Hide addresses from recipients

Subject: EBSCO Alert: walmart AND market share on 2017-04-25 04:27 PM

Title:

E-mail [From] address: epalerts@epnet.com

E-mail Results format: Plain Text HTML

Include in e-mail:



An alert notification from Business Source Elite looks like this when it arrives in your email in-box:

EBSCOhost Alert Notification

To: kweis@viu.edu
Subject: EBSCO Alert: walmart AND market share on 2017-04-25 04:27 PM

The Alert "walmart AND market share on 2017-04-25 04:27 PM" created on 04/25/2017 04:27:17 PM, was modified by Karen Weis.

Alert Name: walmart AND market share on 2017-04-25 04:27 PM
Database: Business Source Elite
Run Alert For: Six Months

RSS Feed: <http://rss.ebscohost.com/AlertSyndicationService/Syndication.aspx/GetFeed?guid=5188815>

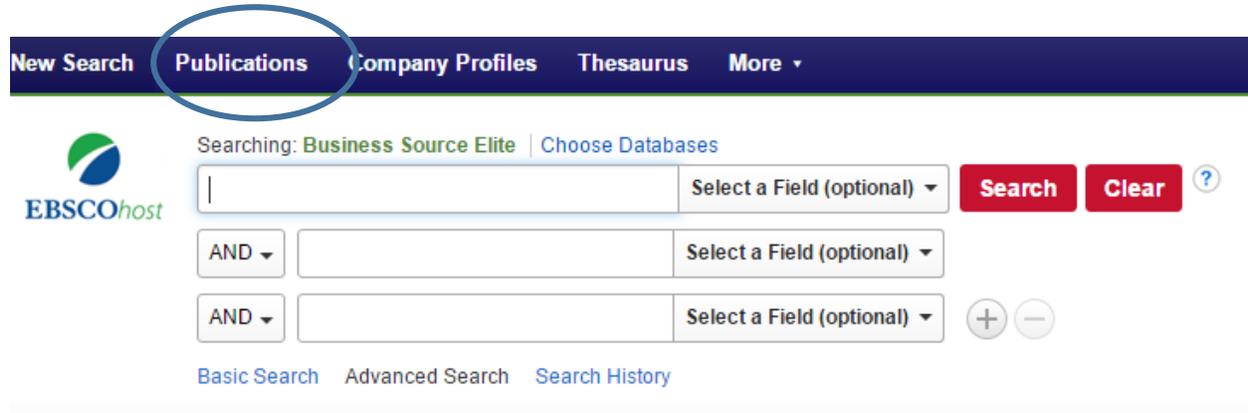
E-mail Disclaimer: This e-mail was generated by EBSCOhost Research Databases for Karen Weis. Neither EBSCO nor the institution from which Karen Weis created this e-mail are responsible for the content of this e-mail.

To retrieve or edit this alert, sign in to My EBSCOhost Research Databases and view your folder. If you were not the creator of this alert, contact Karen Weis with any requested changes.

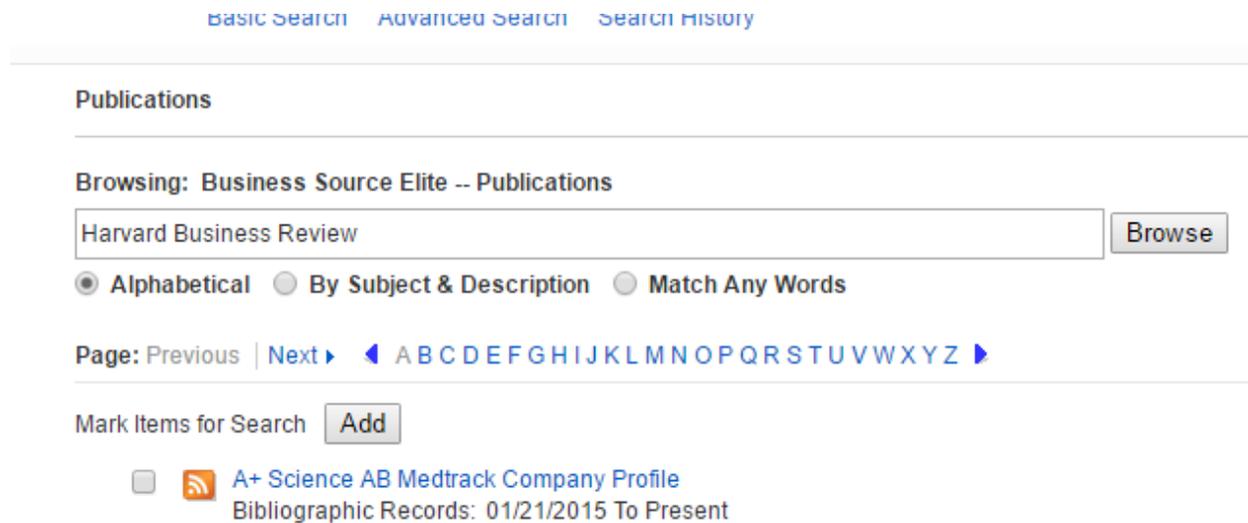
Please do not reply to this message. For questions regarding your alert please visit <http://support.ebscohost.com/contact/askus.php>.

Get notified when a favorite journal adds new content.

Click on Publications link.



Type in the name of the journal you want, then click the “Browse” button.



Click on the orange button  next to the desired publication title to set up an Alert.



You must sign in to your MyEBSCO account in order to create an email alert.

Create Alert ?

Journal Alert: ""Harvard Business Review" on 2017-04-24 08:56 PM"

E-mail (You must sign in to send e-mail alerts. [Sign In](#))

General Settings

Results format

Brief
Brief
Detailed
Bibliographic Manager

Alert on full text only

<http://rss.ebscohost.com/AlertSyndicationService/Syndication.aspx/GetFeed?guid=5187743>

Save Alert

Cancel Alert

Choose the type of results format (Brief, Detailed, Bibliographic Manager).

Select "Alert on full text only" if you do not want citations to appear in your search alert.

Click the yellow "Save Alert" button when finished with your selections.

The screen now looks like this:

Create Alert

Journal Alert: ""Harvard Business Review" on 2017-04-24 08:56 PM"

E-mail

Subject

Hide addresses from recipients

E-mail from

E-mail format

Plain Text HTML

E-mail to

 Separate each e-mail address with a semicolon. Leave E-mail to field blank if you do not wish to receive e-mail alerts.

E-mail contents

Link to table of contents Link to individual articles

General Settings

Results format

Alert on full text only

RSS Feed

<http://rss.ebscohost.com/AlertSyndicationService/Syndication.aspx/GetFeed?guid=5187743>

Save Alert

Cancel Alert

[Advanced Settings](#)

You can include multiple email addresses on the alert if you want to share the alert with colleagues or students. You MUST separate each email address with a semicolon.

Choosing "Hide addresses from recipients" option anonymizes any email addresses on your list in order to protect the privacy of everyone on your list.

