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.

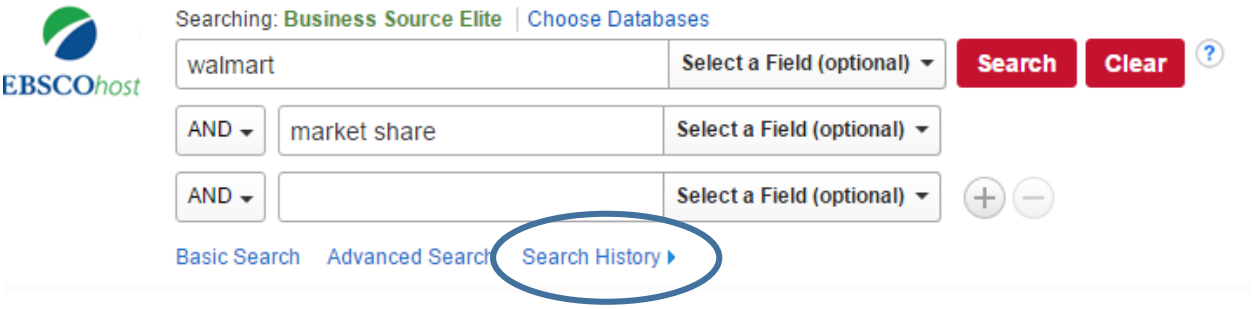
To access the Applied Science & Technology Source database, go to www.library.viu.edu then choose the A-Z tab above the "Search Everything" box. When the new page opens, select "Applied Science & Technology Source" from the A-Z list.

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.

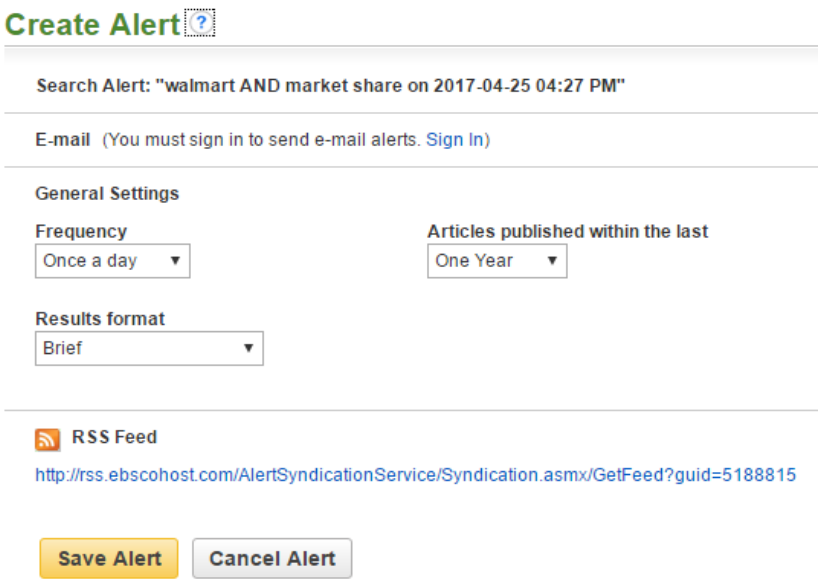
1) Type in your search terms in the search box, then click on the red "Search" button. See example below:



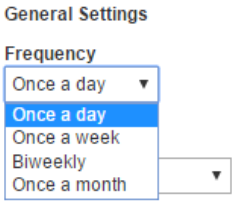
2) Click on the "Search History" link, shown circled above.

3) Click on the orange RSS feed button.

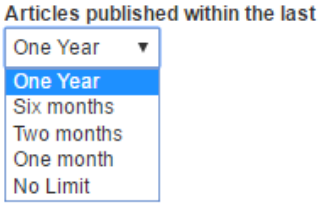
4) A “Create Alert” box pops up (see below). You must sign into your MyEBSCO account in order to activate a search alert.



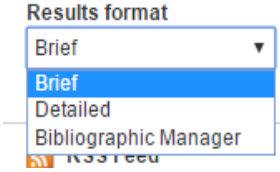
5) As shown in the screenshot, use the drop-down menu to select the **frequency** of the alerts.



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

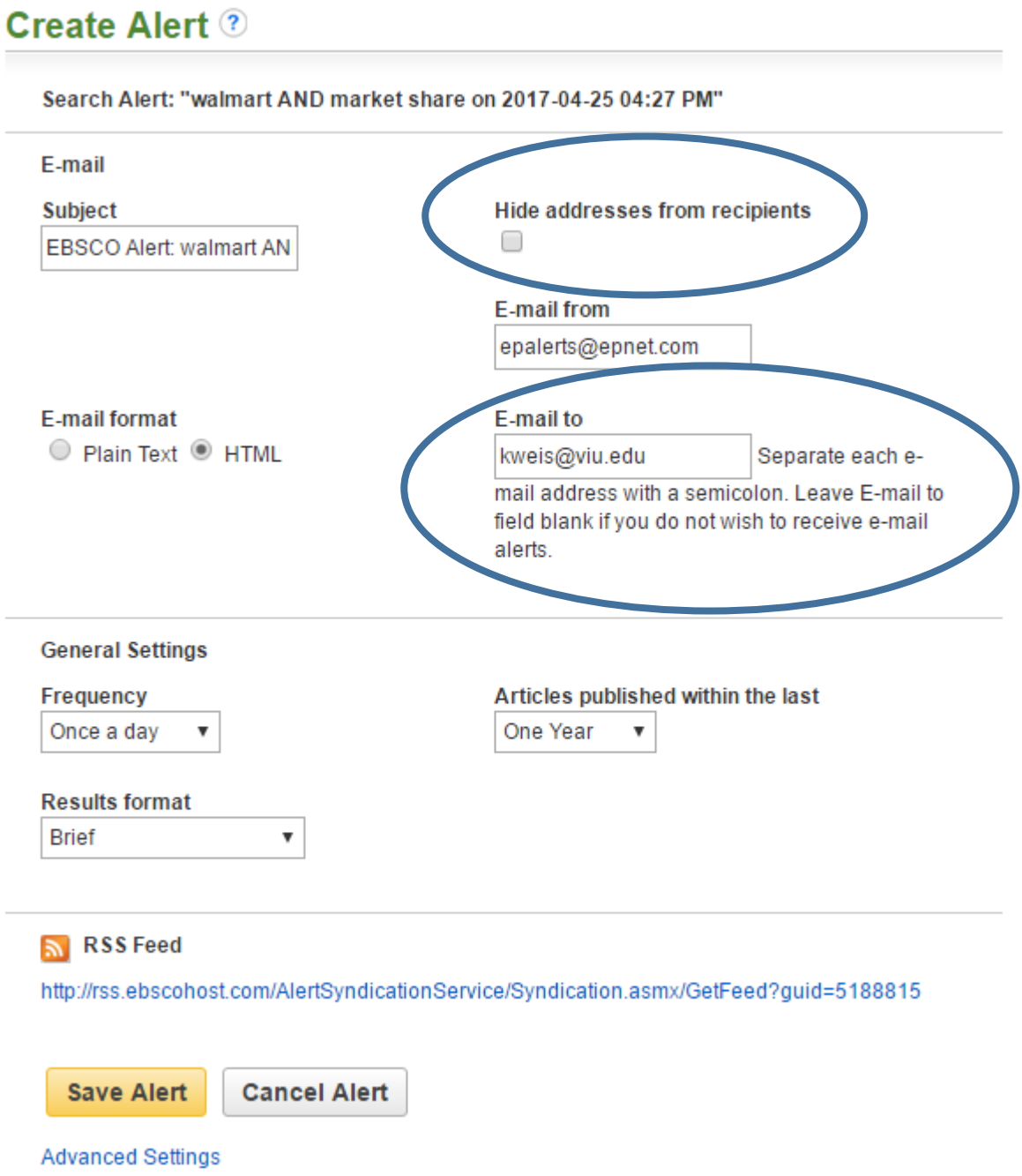


7) As shown in the screenshot, select the **format of search results** for your alert.



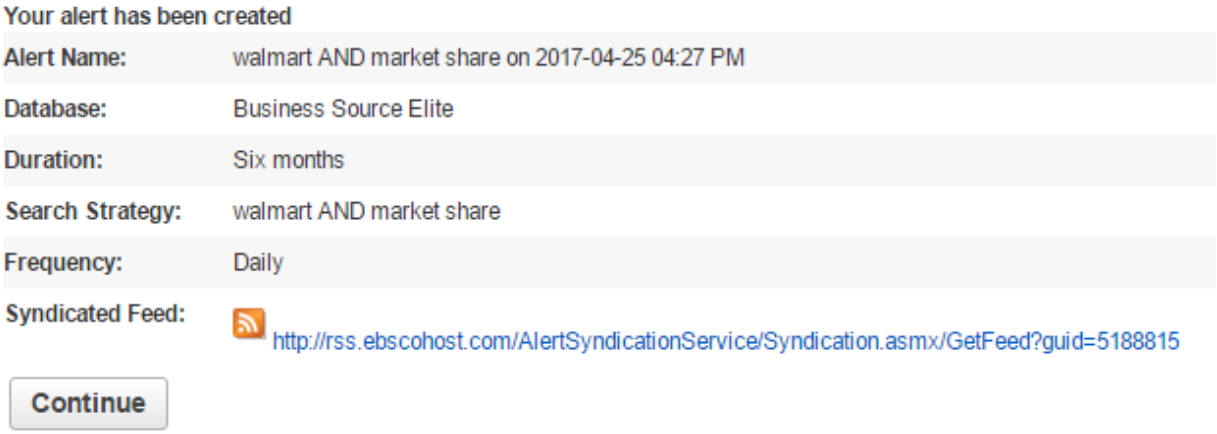
8) After you select the options you want, click the yellow “Save Alert” box.

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.



10) Click on the yellow “Save Alert” button to save your options.

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



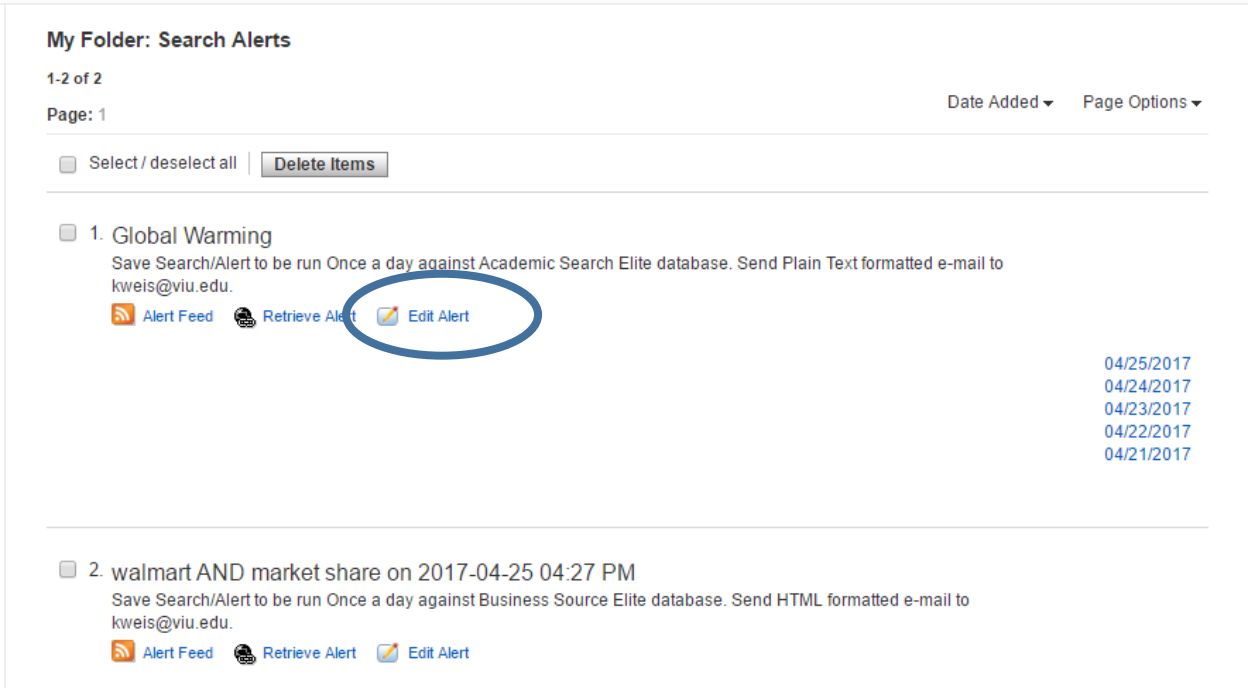
Click the "Continue" button. This takes you back to the main search page. ***If you want to set up a second Search Alert*, go back to step #1 of this guide on page 11 and repeat steps #1-10**.

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

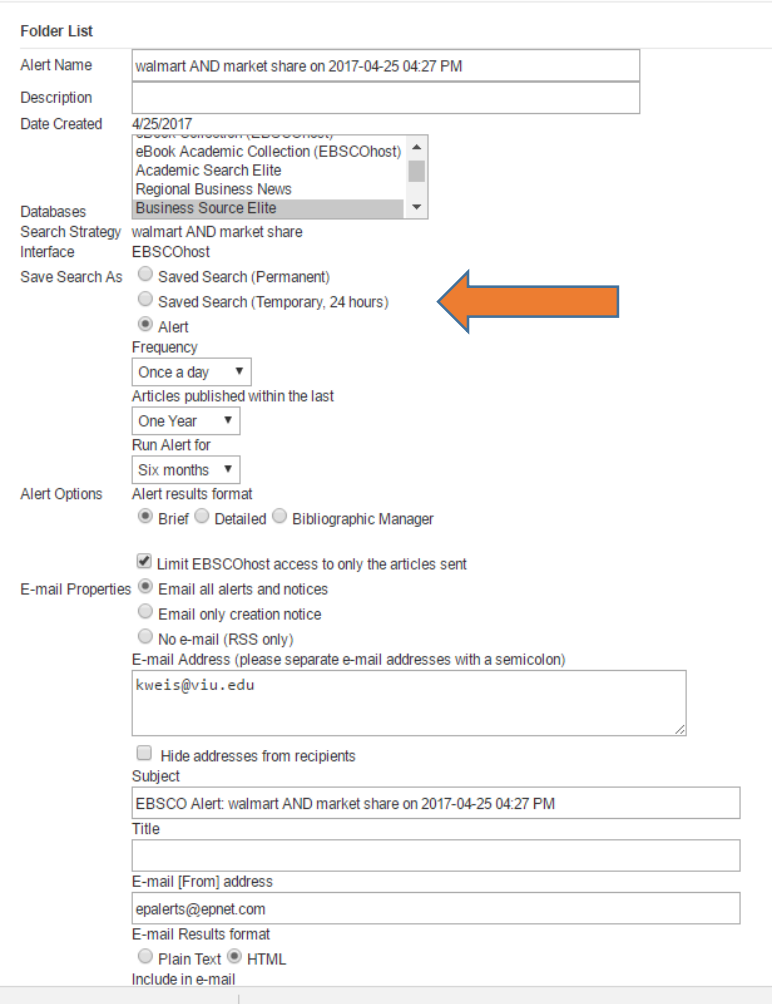
Once you are inside your account, go to the column on the left side of the page. Look for "Search Alerts".

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
Page: 1
Date Added
Page Options
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.



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

EBSCO*host* 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.asmx/GetFeed?guid=5188815

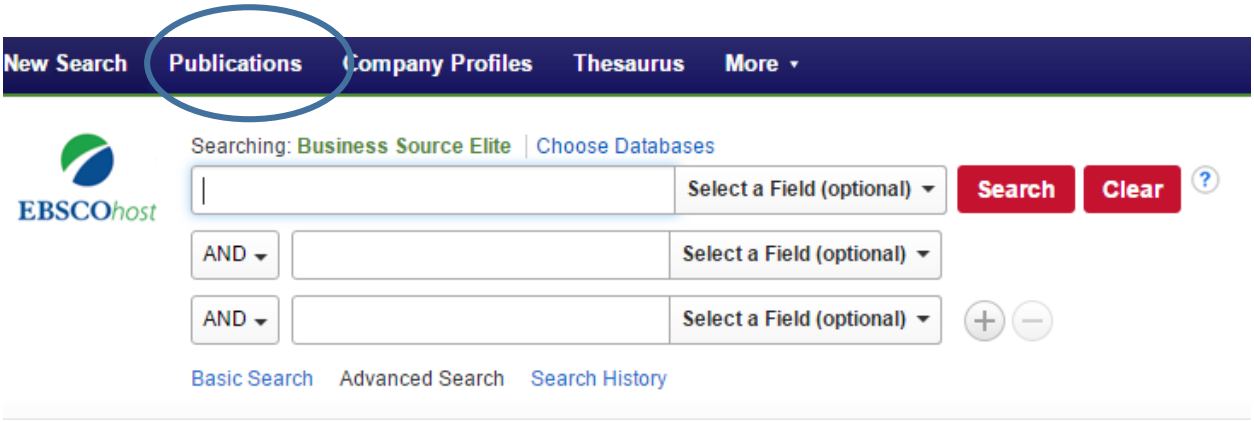
E-mail Disclaimer: This e-mail was generated by EBSCOhost Research Databases for Karen Weis. Neither EBSCO nor the institution from which Karen Weis created this e-mail are responsible for the content of this e-mail.

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.

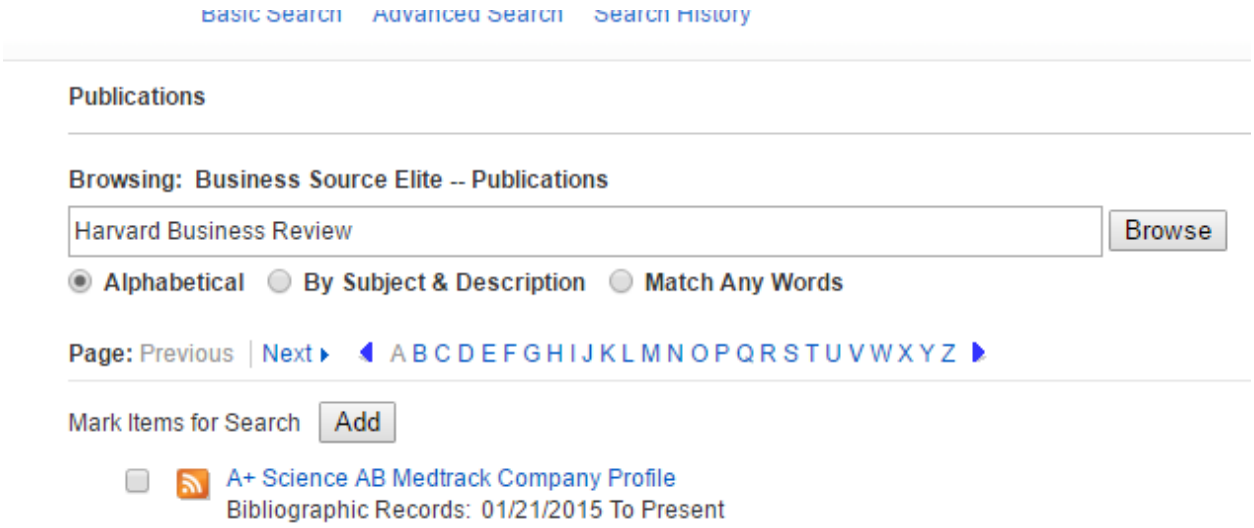
Please do not reply to this message. For questions regarding your alert please visit http://support.ebscohost.com/contact/askus.php.

Get notified when a favorite journal adds new content.

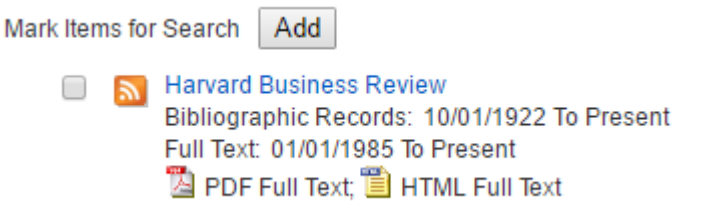
Click on Publications link.



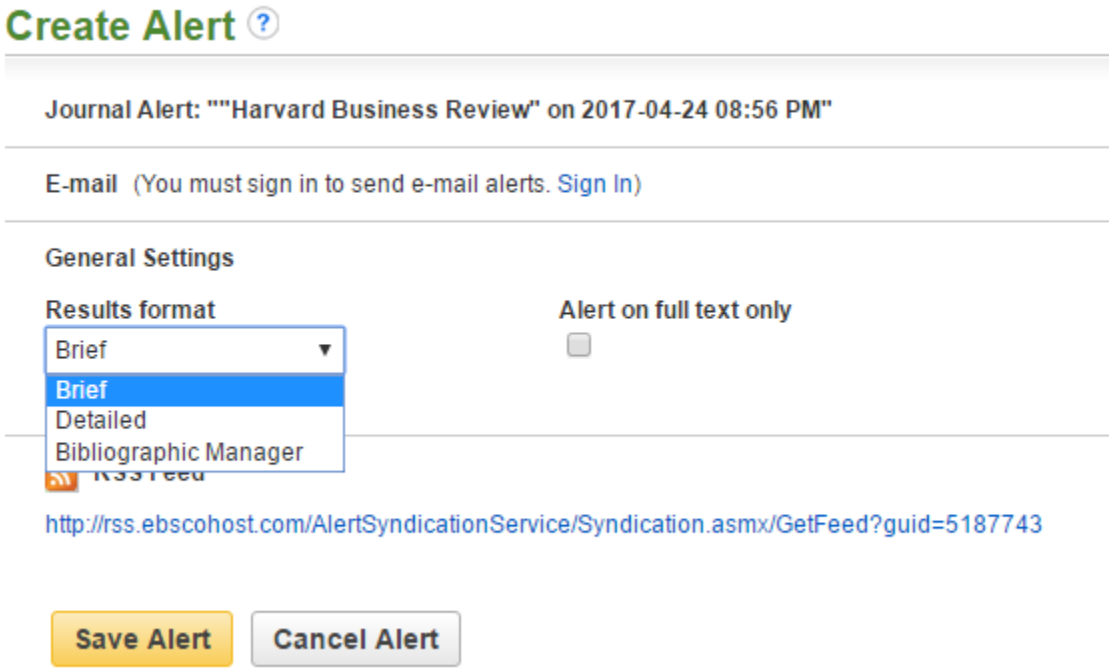
Type in the name of the journal you want, then click the "Browse" button.



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.

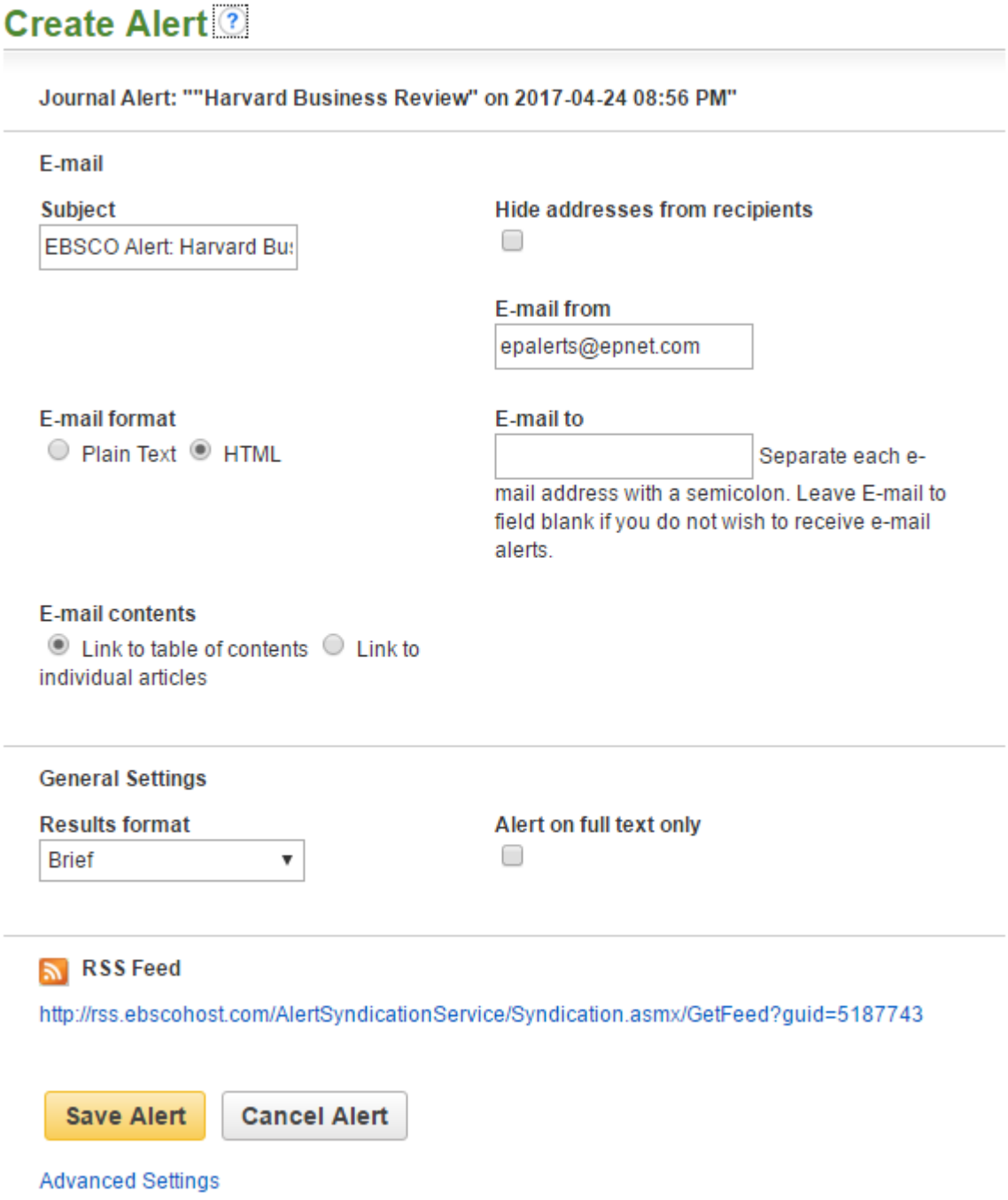


Choose the type of results format (Brief, Detailed, Bibliographic Manager).

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:



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.