

## How to Use Journal Alerts

Journal Alerts save valuable research time, and can be set up to provide automatic e-mail notification whenever a new issue of a particular journal becomes available in the EBSCO interface you are using.

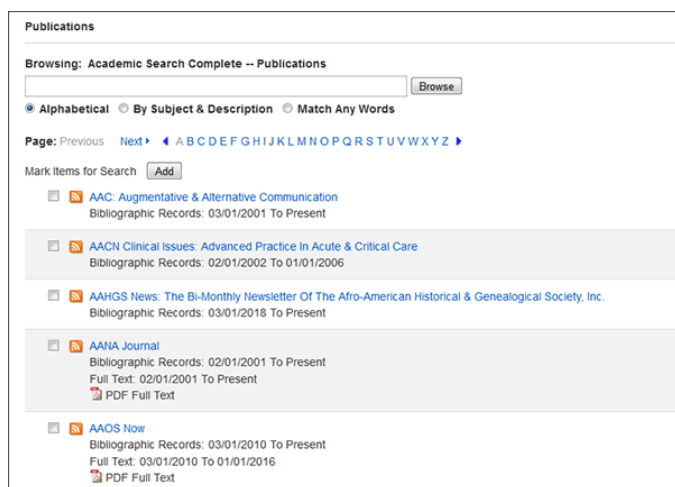
**Note:** To create an alert, you must log in to My EBSCOhost to create a search alert.

If you do not log in prior to setting up a Journal Alert you will be prompted to do so. If you do not have a free My EBSCOhost personal folder, signing up is quick and easy. To learn more, see: [How to Create a My EBSCOhost Account](#)

## Creating a Journal Alert

To create a journal alert:

1. Click the **Publications** link at the top of the screen. The Publications Screen displays.



2. To locate the publication, enter the title in the **Browse Publications** field and click **Browse**, or use the **A - Z** links and left/right arrows to browse through the list of titles.
3. From the journal's Publication Details Screen, click the **Share** link, and then click the **E-mail Alert** link.



- The Journal Alert window appears, with the *Subject* and *E-mail from* address automatically filled in. If you have not already signed into your My EBSCOhost account, do so by clicking the **Sign in** link.

- Set your alert parameters and click **Save Alert**.

**Notes:**

- Before your alert expires, you will be e-mailed and given the opportunity to renew it.
- To view all available alert parameters, click the **Advanced Settings** link.



In the E-Mail area

1. **Subject** – enter a brief explanation that will appear in the subject line of the Journal Alert e-mail.
2. **E-mail from** - defaults to [EPAlerts@EPNET.COM](mailto:EPAlerts@EPNET.COM). You can enter a different "From" e-mail address if desired.
3. **E-mail to** - to be notified by e-mail when a new issue is available, enter your e-mail address. If you are entering multiple e-mail addresses, place a semicolon between each e-mail address.
4. **Hide Addresses from recipients** – if you select this option, the e-mail addresses you enter will be placed into the BCC (Blind Copy) field of the e-mail, rather than the "To" field.
5. **Select the E-mail format to use** - Plain Text or HTML.
6. **E-mail contents** - Indicate whether you want to include: Link to table of contents or Link to individual articles.

In the General Settings area

1. **Select the Results format to use** - Brief, Detailed, or Bibliographic Manager formats.
2. **Alert on full text only** – Mark the check box to indicate that you want to be alerted only when the full text is available.
  - One month (the default)
  - Two months
  - Six months
  - One year

## Using the Advanced Alert Settings

Click the **Advanced Settings** link to view the **Journal Alert screen**, featuring all available parameters.

In the **Run Alert for** field, select how long the journal alert should run:

*In the Alert Options area*

1. Select the **Alert results format** to use: Brief, Detailed, or Bibliographic Manager formats.
2. To **limit EBSCO access to only the articles in alert** (rather than the entire site), mark the checkbox to the left of this field.

**Note:** When this box is marked, the folder feature will not be available to users accessing articles from the alert.

3. **Alert on full text only** - Mark the check box to indicate that you want to set up an alert for only the full text

*In the E-Mail Options area*



1. Indicate how you would like to be notified. Select one:
  - E-mail all alerts and notices (the default)
  - E-mail only creation notice
  - No e-mail (RSS only) - if you select this option, the remaining E-mail Properties will be hidden (because they are not necessary for RSS).
2. **E-mail Address** - to be notified by e-mail when a new issue is available, enter your e-mail address. If you are entering multiple e-mail addresses, place a semicolon between each e-mail address.
3. **Hide Addresses from recipients** - if you select this option, the e-mail addresses you enter will be placed into the BCC (Blind Copy) field of the e-mail, rather than the "To" field.
4. **Subject** - enter a brief explanation that will appear in the subject line of the Journal Alert e-mail.
5. **Title** - you can optionally enter a title for the e-mail. The default value for the Title field is: *EBSCOhost Alert Notification*.
6. **E-mail [From] address** - defaults to [EPAlerts@EPNET.COM](mailto:EPAlerts@EPNET.COM). You can enter a different "From" e-mail address if desired.
7. Select the **E-mail format to use**: Plain Text or HTML.
8. Indicate whether you want to include: **Link to TOC page on EBSCOhost** or **Article links embedded within the results**.

If you select the **Link to TOC page on EBSCOhost** option when setting up a journal alert, the link created will direct you to the Publication Details screen, from which you can select the desired volume and issue of the journal from the menu on the right.
9. **Include in e-mail** - To have your search string included with your results, mark the **Query** check box. To include the frequency (how often the alert will run), mark the **Frequency** check box.
10. When you have finished making changes, click **Save**. You will be returned to the Publication Details Screen. A message is displayed that indicates a journal alert has been set for the publication.

## Editing a Journal Alert

To edit a journal alert:

1. From the Advanced Search Screen, click on the **Search History** link below the **Find** field.
2. Click the **Retrieve Alerts** link.
3. Sign in to My EBSCOhost.



4. Click the **Journal Alerts** link.
5. Locate the alert you want to edit.
6. Click on the **Edit Alert** link to access the Save Alert page.
7. Edit the alert.
8. Click **Save**.

**Note:** You can only edit the **Description**, **Frequency**, and **Email Properties** of an alert.

## Deleting a Journal Alert

You can delete your Alert by logging in to your *My EBSCOhost* personal folder (once you are logged in to *EBSCOhost*).

### To delete an alert:

1. Click the **Sign in** link in the upper right corner of the screen.
2. Click the **Folder** link.
3. Your folder contents display, with a menu located on the left-hand column.
4. Click **Journal Alerts**.
5. Mark the check box for each alert you would like to delete.
6. Click the **Delete Items** button. The selected items are removed from the folder.

## Viewing a Journal Alert

*EBSCOhost* alerts are set to display the first 100 results. If your alert produces more than 100 results, and you want to view the remaining results, there are two ways to view all results from your alerts.

Click on the persistent link in the alert email to view all available results.

### Notes:

- If you do not remember your *My EBSCOhost* login values, click **Sign in** and select either **I forgot my password** or **I forgot my user name and password** for assistance.



- If you are receiving a search alert that someone else has set up for you, only the creator of an alert can stop the alert from being sent.
- For additional assistance, [Contact EBSCO's Technical Support Department](#).

