

Dialog Alerts

Alerts are saved searches that can be set up to run automatically and deliver the results to your desktop. Track your competition's activities, monitor industry trends, and review press coverage of your clients. Follow these easy steps to set up an Alert.

Step 1: Enter your search strategy, then **save alert**.

Step 2: Choose the scheduling of the Alert — based on the file's scheduled Alert updates (**u**) or on a customized schedule (**c**). You may also choose a different frequency for each database in the Alert, as shown here for three databases.

Step 3: Enter **Y** to remove duplicates across databases.

Specify whether to receive an notification if no documents are retrieved.

Step 4: Confirm the Alert information is correct. Edit as necessary by entering a line number.

Enter **s** to save the Alert settings.

Step 5: Enter a name for your Alert.

```
?b 696,275,647
```

```
?s (vpn or virtual(w)private(w)network?)/ti,lp
```

```
S1 3621 (VPN OR VIRTUAL(W)PRIVATE(W)NETWORK?)/TI,LP
```

```
?save alert
```

```
Do you want the Alert run based on a file's Alert Update
schedule or on a Custom schedule you set up?
```

```
U=Update C=Custom Q=Quit H=Help
```

```
?u
```

```
If a file has multiple update frequencies, do you want
to accept the default or choose file by file?
```

```
D=Default C=Choose Q=Quit H=Help
```

```
?c
```

```
File 696: DIALOG Telecom. Newsletters_1995-2009/
```

```
Please select: D=Daily W=Weekly
```

```
?d
```

```
File 275: Gale Group Computer DB(TM)_1983-2009/
```

```
Please select: D=Daily W=Weekly B=Biweekly
```

```
?w
```

```
File 647: CMP Computer Fulltext_1988-2009/
```

```
Please select: W=Weekly M=Monthly
```

```
?m
```

```
Do you want duplicates removed automatically? Y=Yes
```

```
N=No H=Help
```

```
?y
```

```
Do you want notification even if no documents are found?
```

```
Y=Yes N=No
```

```
?n
```

```
Your alert currently has these settings:
```

```
1. Databases: 696 275 647
```

```
2. Frequency: When database is updated 696(D) 275(W)
647(M)
```

```
3. Run at: When database is updated
```

```
4. Dedupe: Y
```

```
5. Notify: ONLY when new documents are found(Notify=OFF)
```

```
To make a change, enter a line number.
```

```
To save the Alert, enter S for Save. Q=Quit H=Help
```

```
?s
```

```
Enter up to 6 characters for a name. Include at least
one letter. Or press ENTER for system-assigned name.
```

```
Q=Quit H=Help
```

```
?vpn
```

Step 6: Enter a PRINT command. Be sure to include format (**/9**) and number of documents (**/all** or **/1-20**), the optional ERA* requirements (**redist 10**) and the specified delivery address (**addr myemail**).

Step 7: Enter **s** to save the Alert.

```
Enter a PRINT statement for your Alert. Q=Quit H=Help
?print/9/all redist 10 addr myemail
```

```
Enter the next PRINT command or enter S to SAVE.
Q=Quit H=Help
?s
```

```
Alert "VPN" saved
```

Use the EDIT ADDRESS command to set up an Alerts delivery address for e-mail, ftp or postal delivery.

You may choose to create a custom delivery schedule for your Alert. Follow the steps illustrated below in place of **Step 2**.

Step 2 (alt): Choose the frequency of the Alert—when the database is updated (**u**) or on a customized schedule (**c**).

To create a customized schedule, enter **c**. Follow the menu prompts to specify date, day and time (exact time must be specified to use this option). This example sets the Alert to run weekly, on Monday at 5:00 a.m.

```
Do you want the Alert run based on a file's Alert Update
schedule or on a Custom schedule you set up?
```

```
U=Update C=Custom Q=Quit H=Help
?c
```

```
Choose when you want the alert to run: Q=Quit H=Help
```

1. Monthly
2. Twice a month
3. Weekly
4. Daily

```
?3
```

```
Choose the day of week you want the Alert to run:
```

1. Monday
2. Tuesday
3. Wednesday
4. Thursday
5. Friday
6. Saturday
7. Sunday

```
Q=Quit H=Help
?1
```

```
Enter exact hour to run the Alert (e.g, 2pm or 14)
```

```
Q=Quit H=Help
?5a
```

Contact the Dialog Knowledge Center
 Within North America 1 800 3 DIALOG (334 2564)
 Outside North America 00 800 33 DIALOG (33 34 2564)
 Email: Customer@dialog.com