

DialogWeb 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, or review press coverage of your clients. Follow these easy steps to set up an Alert in DialogWeb Command Mode.

Step 1: Run a search in the desired database(s) as you normally would.

Step 2: Click the Alerts button on the toolbar.

Step 3: Click the Alerts link for Assisted Mode or Using Print. In this example we'll use the **Assisted Mode**.

Step 4: Fill in the **Save Alert** form with an Alert name and/or description. Verify the databases and search strategy.

Step 5: Enter **Output Options** including Set number, Range, Format, Output Type and for email whether you want to have attachment capability.

Enter an address from the Address Book or create a new address.

Specify whether to receive notification if no documents are retrieved.

Check Dedup to remove duplicate records and Strategy if you want it included with your search results.

To share results, fill in the appropriate ERA box.

DialogWeb
Command Search | new search | databases | **alerts** | order | cost | logoff | help

Alerts

Dialog Alerts

Dialog Alerts is a current awareness service that lets you have a Dialog search run automatically and regularly, keeping you informed of the latest developments. You create the search strategy on the topic you want to track.

- List All Alerts
- View/Modify a Specific Alert
- Create Alert from Current Search - Assisted Mode**
(select output choices from drop-down lists)
- Create Alert from Current Search - Using PRINT
(use PRINT commands to specify output format)

Save Alert

Options [cancel] [save]

Alert Profile

Alert Name: Podcasts (One to 30 characters; include at least one letter.)

Description: (Optional. Up to 55 characters.)

Subaccount: (Optional. Up to 32 characters.)

Databases

Database List (For rates, click ⓘ) Gale Group Trade & Industry Database(TM) (File 148) ⓘ

Search Strategy

Search Commands: S PODCAST?

Output Options

Example: Set Number: S3 Range: all or 1-50

Print: Set Number: S1 Range: 1-20 Format: Full record

Output Type: Text (ASCII) For Email: No Attachment Support

For XSLT: (empty)

Send to Address: BAJABEV (created 28-Feb-08) E-Mail (Internet) [Address Book]

Dedup: Remove duplicates across databases & against past deliveries

Notify: Notify me even if no new documents are found

Strategy: Include search strategy in output

Share Results (ERA) (optional)

- Archiving - number of people with access to archived documents
- Redistribution - number of copies to be redistributed
- Paper Copies - number of copies to be mailed to you from Dialog

Step 6: Select the update frequency either when the database(s) are updated or customize your own schedule.

When you have completed the form, click **Save** to save the Alert. You will see a confirmation that your Alert has been saved.

Scheduling — Choose to run the Alert based on the file's Alert update frequency *or* a custom schedule.

Alert Run Time **Based on the Alert update frequency:**
 If any databases have multiple Alert frequencies, make a selection below.

Gale Group Trade & Industry Database(TM) (File 148)
 Daily Weekly Monthly Default (Weekly)

or **According to this schedule:**

Monthly: on day [] at []
 Twice a month: on [] at []
 Weekly: on [] at []
 Daily: at []

Options cancel save

NOTE: If you select the PRINT mode from the main menu, your Output Options will ask you to enter a PRINT command (e.g., PR S#/format/range)

Output Options

Print Commands `pr s1/9/1-20`

[Address Book](#)

Your search, now saved as an Alert, will run when new information is added to the database in which you set up the Alert. The Alert results will be sent via your chosen delivery method automatically!

Modifying an Alert

It's easy to modify, list, and delete Alerts in DialogWeb Command Search. Click the Alerts button on the DialogWeb navigation bar; then click **List/Modify a specific Alert**.

Step 1: Review the Alert Profile for the Alert you want to change.

Step 2: Make any changes to the Alerts form. In this example, we have added an email address (addr bajabev) and customized the schedule so the Alert runs each week on Monday at 8:00 a.m.

Then click **Save**.

Note: In **Guided Search** click **Favorites > Dialog Alerts > Modify**.

Favorites

Dialog Alerts modify

Output Options

Print Commands `PRINT S1/FULL/1-20 ADDR BAJABEV`

[Address Book](#)

Dedup Remove duplicates across databases & against past deliveries
 Notify Notify me even if no new documents are found

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or **According to this schedule:**

Monthly: on day [] at []
 Twice a month: on [] at []
 Weekly: on Monday at 8:00 a.m.
 Daily: at []

Options cancel save

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