

ProQuest Alerts

Quick Start Guide



One of the most useful features of your ProQuest Metals (Platinum, Gold, Silver, or Bronze) solution is the built-in Alerts tool. Think of this tool as your robotic assistant, programmed to keep tabs on the latest information that flows into ProQuest related to your personal research interests. At set intervals, your robot will email you live links to new resources. Best of all, you can turn your robot on and off at will!

You can create alerts in three different ways:

- For a search you've just run, and receive an email notification of new search results
- For a recent search, and receive an email notification of new search results
- For a publication, and receive an email notification of new issues published

Viewing Articles in Alerts

In order to view an article via an alert, you must be able to log in to ProQuest. If you access ProQuest at school, and request to have the alerts sent to your home email account, you will be able to view the results list. You will not be able to view an article unless you are able to log in to ProQuest remotely. Your school or district may have a method for you to access ProQuest remotely. For information and directions, you will need to contact your local administrator.

Basic Search Alert

Once you've set up a search alert, you will receive an email that will include a results list similar in layout to the standard ProQuest search results page, including links to the pertinent information. This email can include up to 50 results.

At the bottom of the page, you will see a *view all search results* link. Click this link to rerun the search, showing both the newly published information and all previous information. Near the top of the email you will see a *Delete this Alert* link. Click this link to delete the alert, so you no longer receive updated results.

Note: If you want to receive notification only of full text documents, make sure you limit your search to full text documents.

Follow these steps to create a new search alert:

Run the desired search from either the Basic or the Advanced page.

ProQuest® [Information and](#)

Basic Advanced Topics Publications [My Research](#)
0 marked items

Databases selected: ProQuest Newspapers, Platinum Full Text Periodicals, Reference

Basic Search Tools: [Search Tips](#) [Browse Topics](#)

London and bombings [Search](#) [Clear](#)

Database: Multiple databases... [Select multiple databases](#)

Date range: All dates

Limit results to: Full text documents only [About](#)
 Scholarly journals, including peer-reviewed [About](#)

On the Results page, click *Set Up Alert*.

Results – powered by ProQuest® Smart Search

Suggested Topics [About](#) < Previous | Next >

[Bombings](#)
[Bombings AND Terrorism](#)
[Bombings AND Oklahoma City Oklahoma \(location\)](#)
[Bombings AND Fatalities](#)

Browse Suggested Publication
[The Economist, London](#)
[History Today, London](#)
[Business Week, New York](#)

8605 documents found for: *London and bombings* [Set up Alert](#) [About](#)

Have new results for this search sent via email.

You will see the Set up Your Search Alert page.

ProQuest® [Help](#) | [Privacy Policy](#) | [Close window](#)

Set up Your Search Alert

As new documents matching your search are added to our database, ProQuest will automatically send new results to the email address you provide below. Choose your alert options and click the Save button.

Search: London and bombings
 Database: ProQuest Newspapers, Platinum Full Text
 Periodicals, Reference
 Limit results to full text
 Look for terms in: Citation and abstract
 Publication type: All publication types

Schedule: send this alert : Send message when there are no new results.

Stop after: (alerts can be renewed.)

Email address:
 (Enter a single email address)

Subject:

Message:
 (optional - enter a note to be included with your results)

Select how frequently you want alerts sent. Your options are:

- Daily
- Weekly
- Monthly
- Every three months

Check the box next to *Send message when there are no new results* to receive an alert, even if no new results are available.

Select when to stop sending the alerts. Alerts can be renewed, if desired.

Enter the email address to which you'd like to send the alerts. You cannot send an alert to multiple addresses.

The remaining fields are optional and include: a subject header for the email, and a message you'd like to include in the body of your email.

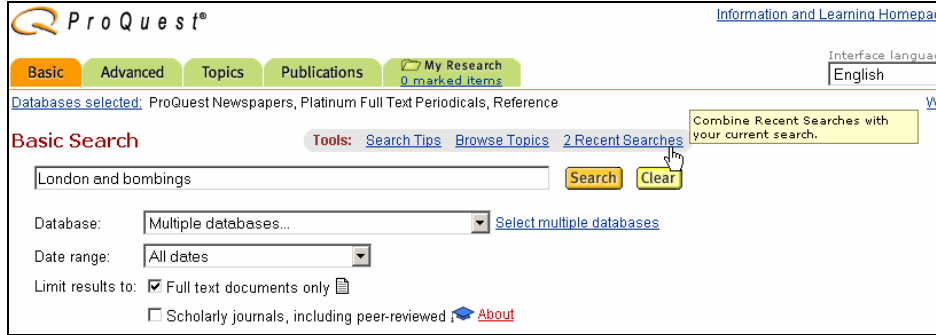
Click *Save*.

You will see a confirmation page, summarizing your information. If the information is correct, click *Done*. Otherwise, you can click *Delete this Alert*.

Search Alerts on Recent Searches

Follow these steps to create an alert on a recent search:

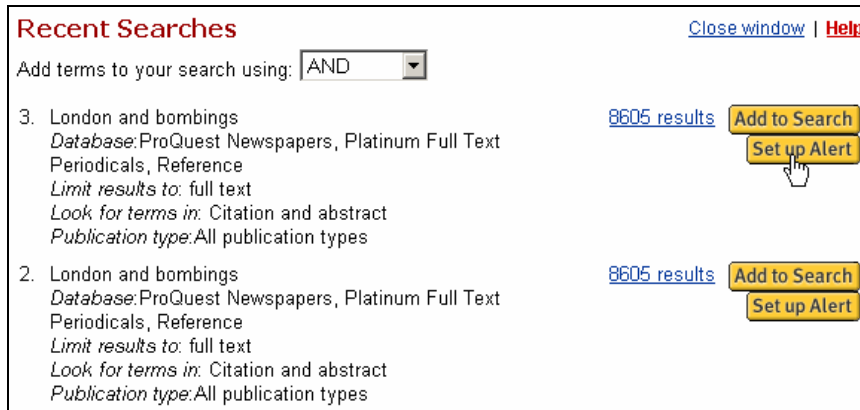
From the Basic or Advanced page, click the *# Recent Searches* link.



Or, from the Results page, click the *# Recent Searches* link located near the bottom of the page in the grey Tools bar.

You will see the Recent Searches page.

Locate the desired search, and click the *Set up Alert* button next to the search.



You will see the Set up Your Search Alert page.

Complete the required information and click *Save*.

You will see a confirmation page, summarizing your information. If the information is correct, click *Done*. Otherwise, you can click *Delete this Alert*.

Publication Alerts

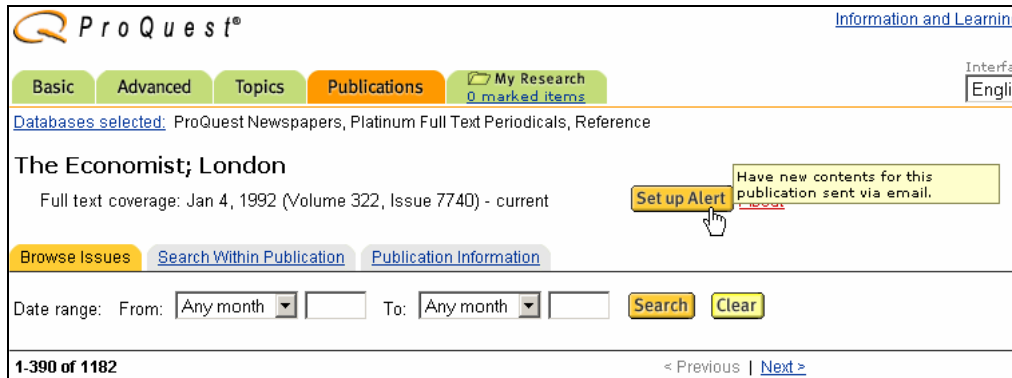
Once you've set up a publication alert, you will receive an email that will include a results list similar in layout to the standard ProQuest search results page, including links to the pertinent information. At the bottom of the page you may see a *View more results for this alert at ProQuest* link. Click this link to view the next page of search results.

At the bottom of the page you may see navigation links. Click these links to view additional pages of search results.

Near the top of the email you will see a *Delete this Alert* link. Click this link to delete the alert, so you no longer receive updated results.

Follow these steps to create a new publication alert:

Locate the desired publication using Publication search.



From the Publication page, click the *Set up Alert* button.

You will see the Set up Your Publication Alert page.

Complete the required information and click *Save*.

You will see a confirmation page, summarizing your information. If the information is correct, click *Done*. Otherwise, you can click *Delete this Alert*.