Creating your personalized Alert Profile

Alerting lets you keep track of the latest developments in your area of interest. Create a Journal Profile, and you receive tables of contents to your choice of journals, as soon as they are available from the publisher. Saved Searches are personalized search strategies. Every time an article enters the IE Online database that matches one of your Saved Searches, you are notified.

There are two particular benefits to setting up your Alert Profile. If the full-text is available electronically, you will be able to link directly to an article from your Alert. If there is no full-text access, you can use your Alerts to order articles.

Go to http://www.ieonline.com and log in.

> **Tip**
>
> - To receive Alerts, you will need to become a registered user of IE Online. On the Login page, click on Account Setup at the top right, and enter your name and contact information.

Setting up your Journal Profile

1. Click on My Account in the left-hand menu.

2. Click on Journal Profile in the Alert Profile box. The following page displays the journals to which you are currently alerted.

3. Click on Starter Sets in the top tab menu. Starter Sets are clusters of prominent titles grouped by subject. Click View next to your area of interest. Choose all of the journals by clicking Add Selected Titles, or choose some of the journals by de-selecting unwanted titles and then clicking Add Selected Titles. Continue adding Starter Sets to your Profile. Be sure to click Done when you are finished, otherwise the journals won't be added to your Alert Profile.

4. To add further journal(s) to your profile, click Journals in the top tab menu. Type part or all of the title into the search field at the top of the screen, then click Search; or browse through the alphabetical journal list using the letter links.

5. Click the checkbox(es) next to the titles you want to add. To continue adding titles, click on Another Search at the bottom of the page. When you are done, click Done Adding Titles at the bottom. Your Journal Profile now includes the titles you just added.

> **Tip**
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> - When you search for journals by two or more terms, these are treated as an exact phrase. To find all titles containing your search terms, separate the words with AND. Separating the terms with OR gives you titles containing the individual words as well as all of the words.
>
> - To delete a title from your Journal Profile, click the checkbox(es) next to the title(s), and then click on Delete Selected Titles.

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Setting up your Saved Searches

1. Click on Saved Search in the top tab menu, or click on My Account in the left-hand menu, and then click on Saved Search in the Alert Profile box.

2. Click Add to create a new search strategy.

3. Enter one search term or author name per field. Use the pull-down menus to the right of each field to refine the terms you have entered with AND, OR, or NOT operators.

4. Test and evaluate your search strategy before saving it by clicking Preview. Any matches with the existing IE Online database are displayed. Click Back on your browser.

5. Click Save to save your search strategy, or modify your search terms and then click Save.

> **Tip**
>
> - You can add up to five different Saved Searches to your Alert Profile.
>
> - If you receive hundreds of hits previewing your Saved Search results, consider narrowing your search strategy. If you receive no hits, consider broadening your strategy.

Accessing Full-Text from your Alerts

Any matches between new journal tables of contents and your Journal Profile, and between new articles and your Saved Searches, are posted to your Web InBox and/or sent to your e-mail address.

Web InBox:

1. Log into IE Online, click on My Account in the left-hand menu, then click on Journal Title Alerts in the InBox.

2. Click on a journal issue to view its table of contents. To go to the electronic version of an article you wish to view or download, click on the Full-Text button next to it. This brings you directly to the publisher's website and a PDF version of the article.

3. If the library doesn't have an electronic subscription to the journal, no Full-Text button will appear. You can order article(s) by clicking the corresponding check box(es), and then clicking Add at the bottom of the page. On the following page, click Order.

4. To review your Saved Searches, click on Saved Search Results in the InBox. Select the search you want to view, and follow the above procedure for accessing or ordering article(s).

> **Tip**
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> - You can change the delivery method and frequency of your Alerts by going to My Account, and then selecting Alert Delivery Method in the Alert Profile box.
>
> - To remove journal alerts from your InBox, check the box(es) next to the issue(s), then click Discard Selected Issues at the bottom of the page.

E-Mail:

1. Your e-mailed alerts are sent from articles@ieonline.com, and have the journal title and issue in the subject line.

2. Open the e-mail and review the journal's table of contents. Click on the link under Full Text to go to the electronic version of an article.

3. If an article is not available electronically, you can order it. Send an e-mail back to articles@ieonline.com by selecting Reply in your e-mail browser, place X(s) between the brackets in front of the article(s), then send the email.

4. To access or order articles from your Saved Searches, follow the same procedure.

For questions about an order you have placed, call Information Express at 650-494-8787 or email service@ieonline.com.