

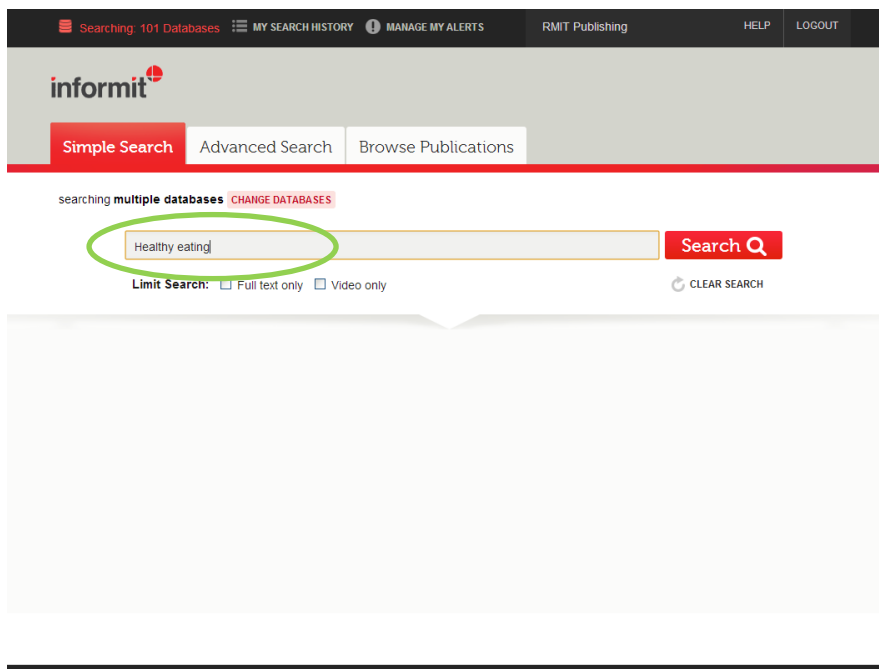


# Creating email alerts 'how to' guide

## Creating email alerts

This guide illustrates how to create email alerts, so that you can keep up-to-date with the latest content added to your favourite searches.

To begin, type a search term in the *Simple search* field, for example healthy eating, and select *Search*.



The screenshot shows the Informit search interface. At the top, there is a navigation bar with links for 'Searching 101 Databases', 'MY SEARCH HISTORY', 'MANAGE MY ALERTS', 'RMIT Publishing', 'HELP', and 'LOGOUT'. Below this is the Informit logo and three search options: 'Simple Search' (highlighted in red), 'Advanced Search', and 'Browse Publications'. The main search area features a search bar with the text 'Healthy eating' entered, which is circled in green. To the right of the search bar is a red 'Search' button with a magnifying glass icon. Below the search bar, there are options to 'Limit Search' with checkboxes for 'Full text only' and 'Video only', and a 'CLEAR SEARCH' button. The background of the search area is light gray.

Here are your results.

To be alerted to new results for this search, select *Set email alert for this search*.

The screenshot shows a search results page with five entries. At the top, there is a navigation bar with buttons: 'Citations:', 'SELECT ALL', 'SELECT NONE', 'VIEW SELECTED', 'SAVE', 'EMAIL', 'PRINT', and 'SET EMAIL ALERT FOR THIS SEARCH'. The 'SET EMAIL ALERT FOR THIS SEARCH' button is circled in green. Below the navigation bar, there are five search results, each with a checkbox, title, personal author, source, and database information. The first result is 'Evaluating a healthy eating, healthy action program in small Maori communities in Aotearoa, New Zealand' by Mercer, Christine, Riini, Denise, Hamerton, Heather, Morrison, Laurie, and McPherson, Brigid. The second result is 'Reflections on the use of a Maori conceptual framework to evaluate complex health policy: The case of New Zealand's healthy eating, healthy action strategy evaluation' by Boulton, Amohia and Kingi, Te Kani. The third result is identical to the second. The fourth result is 'Physical Activity, Healthy Eating and Obesity Prevention: Understanding and Promoting 'Resilience' Amongst Socioeconomically Disadvantaged Groups' by Ball, Kylie and Dollman, Jim. The fifth result is identical to the fourth.

The *Create alert* screen will prompt you to enter an email address which will act as your alert manager username.

A default description has been created to remind you of your search query—you may change this if you wish. This description will appear as the subject header of your email alerts.

The screenshot shows the 'Create Alert' screen on the Informit website. At the top, there is a navigation bar with buttons: 'Searching: 101 Databases', 'MY SEARCH HISTORY', 'MANAGE MY ALERTS', 'RMIT Publishing', 'HELP', and 'LOGOUT'. Below the navigation bar, there are three tabs: 'Simple Search', 'Advanced Search', and 'Browse Publications'. The 'Create Alert' section is highlighted with a red bar. Below the 'Create Alert' section, there are three main sections: 'Email', 'Description', and 'Expiry'. The 'Email' section has a text input field and a 'Create alert' button. The 'Description' section has a text input field with the default text 'Healthy eating from multiple databases'. The 'Expiry' section has a dropdown menu for 'Set new expiry date. Expire in:' with '3 months' selected. The 'Email' and 'Description' sections are circled in green.

You also need to set an expiry date for your email alerts.

Finally, select *Create alert*.

The screenshot shows the 'Create Alert' page on the Informit website. The page has a dark header with navigation links: 'Searching: 101 Databases', 'MY SEARCH HISTORY', 'MANAGE MY ALERTS', 'RMIT Publishing', 'HELP', and 'LOGOUT'. Below the header is the Informit logo and three search options: 'Simple Search', 'Advanced Search', and 'Browse Publications'. The main content area is titled 'Create Alert' and contains several sections:

- Email:** A text input field for an email address. Below it, a note states: 'To manage alerts, you must use an email address. Please type your email address in the box provided.'
- Database/s:** A list of databases including 'Literature & Culture Collection', 'Humanities & Social Sciences Collection', 'Indigenous Collection', 'Business Collection', 'Families & Society Collection', 'TVNews', 'TVNews+', 'AGIS Plus Text', 'FAMILY', 'Engineering Collection', 'APA-FT', 'A+ Education', and 'Health Collection'. A note below reads: 'Note: Alerts available for the currently open databases.'
- Description:** A text input field containing the text 'Healthy eating from multiple databases'.
- Expiry:** A section with the label 'Expiry' and the text 'Set new expiry date. Expire in:'. A dropdown menu is set to '3 months'. This section is circled in green.
- Buttons:** At the bottom, there are two buttons: a red 'Create alert' button with a checkmark icon, and a grey 'CANCEL' button with an 'X' icon.

You are now set up to receive email alerts for your most recent search. At any time, you can modify or delete these alerts via the *Manage alerts* link. Enter your email address to update alert preferences.

If you have any questions or feedback please contact the Customer Support Team at [support.informit@rmit.edu.au](mailto:support.informit@rmit.edu.au).