



EBSCO databases: Saving a Search as an Alert (Email or RSS)



UBC Library subscribes to a number of databases (e.g. Academic Search Complete, CINAHL, Business Source Complete, PsycINFO, ERIC, MLA) from the vendor EBSCO. These databases allow you to save searches as email alerts or RSS feeds. Email alerts require that you set up an account. RSS Feeds do not require an account.

Creating a Search Alert

1. Run a search and review your search results.
2. Click the **Alert/Save/Share** link at the top of the results list.
3. A small drop-down tab will appear. Click the **E-mail Alert** or **RSS Feed** link in that tab.

The screenshot shows the EBSCO Academic Search Complete interface. At the top, there is a search bar with the text 'water rights' and a filter for 'china'. Below the search bar, there are buttons for 'Search' and 'Clear'. On the right side of the search bar, there is a red box with the number '2' next to the 'Alert / Save / Share' link. The search results are displayed in a list format. The first result is titled 'Water shortages and countermeasures for sustainable change in the Yellow River Delta region, China'. Below the title, there is a red box with the number '3' next to the 'E-mail Alert' and 'RSS Feed' links. The second result is titled 'From toilets to tap'.

4. Another pop-up window will appear. To create an **email** alert, sign in to your account. If you do not have an account, you can quickly create one.

To create an **RSS alert**, copy the feed URL next to the orange RSS icon. Paste the feed into your favorite RSS feed reader.

Create Alert ?

Search Alert: "water rights AND china on 2011-10-05 12:24 PM"

E-mail (You must sign in to send e-mail alert **Sign In**)

General Settings

Frequency: Once a day | Articles published within the last: One Year

Results format: Brief

RSS Feed: <http://rss.ebscohost.com/AlertSyndicationService/Syndication.aspx/GetFeed?guid=3006234>

Save Alert **Cancel Alert**

To create an email alert:

- Once you've logged in, you'll be prompted for more information about your preferred settings for your email alert:

Email Settings

- *Subject:* Subject of the email
- *E-mail from:* email address of sender (leave as default epalerts@epnet.com)
- *E-mail to:* your address
- *Hide addresses from recipients:* (Check the box to hide)
- *E-mail format:* (Plain Text or HTML)

General Settings

- *Frequency:* (once a day, once a week, bi-weekly, or once a month)
- *Results Format:* (brief, detailed, or bibliographic manager)
- *Articles published within the last:* (One, two, or six months, one year, or no limit)

Create Alert ?

Search Alert: "water rights AND china on 2011-10-05 12:36 PM"

E-mail

Subject: EBSCO Alert: water rig | Hide addresses from recipients:

E-mail from: epalerts@epnet.com | E-mail format: Plain Text HTML

E-mail to: Separate each e-mail address with a semicolon. Leave E-mail to field blank if you do not wish to receive e-mail alerts.

General Settings

Frequency: Once a day | Articles published within the last: One Year

Results format: Brief

RSS Feed: <http://rss.ebscohost.com/AlertSyndicationService/Syndication.aspx/GetFeed?guid=3006260>

Save Alert **Cancel Alert**

[Advanced Settings](#)

6. When you have finished making changes, click the **Save Alert** button.

Edit or Delete Searches

To edit or delete your alerts, log into your personal MyEBSCO account.

1. Click on **Folder** in the top right menu bar.
2. Click the **Search Alerts** link in the left hand column.
3. You can check the box next to the search alert and then click on **Delete Items** or click on **Edit Alert** to change your preferences.

The screenshot displays the MyEBSCO account interface. At the top, a navigation bar includes links for 'New Search', 'Publications', 'Subject Terms', 'Cited References', and 'More'. On the right side of this bar, 'Sign Out', 'Folder' (highlighted with a red box and a red '1'), 'Preferences', 'Languages', and 'New Features!' are visible. Below the navigation bar, the user's name 'Jonathan's Folder' and a 'Back' link are shown. The left sidebar contains a 'My Folder' section with various content categories, including 'Search Alerts (1)' which is highlighted with a red box and a red '2'. The main content area, titled 'My Folder: Search Alerts', shows a list of alerts. The first alert is '1. water rights AND china on 2011-10-05 12:34 PM'. Below the alert title are three icons: 'Alert Feed', 'Retrieve Alert', and 'Edit Alert' (highlighted with a red box and a red '3'). A 'Delete Items' button is located above the alert list. The page footer indicates '1-1 of 1 Page: 1'.