

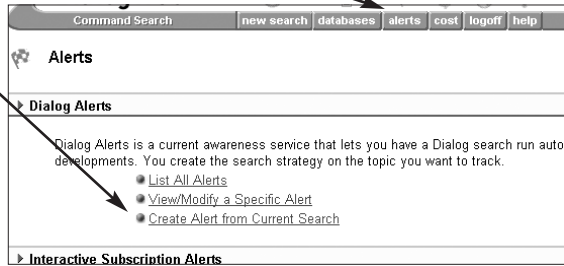
# Alerts

DialogWeb®

Alerts are saved searches that can be set to run automatically and deliver the results to your desktop. Track your competition's activities, monitor industry trends, and review press coverage of your clients. Follow these easy steps to set up an Alert using DialogWeb command searching.

Once you have created your search strategy, you are ready to set up your Alerts.

**Step 1:** Click the **alerts** button from the top menu, then click Create Alerts from Current Search.



**Step 2:** Name the Alert. Enter a description and subaccount, if desired. Databases, strategies and print commands are automatically entered for previously executed searches.

<b>Alert Name &amp; Description</b>	
Alert Name	One to 6 characters; include at least one letter. <input type="text" value="VPN"/>
Description	Optional. Up to 55 characters. <input type="text" value="Alert for R&amp;D on VPNs"/>
Subaccount	Optional. Up to 32 characters. <input type="text"/>
<b>Databases</b>	
Database List (For rates, click ⓘ)	<input checked="" type="checkbox"/> DIALOG Telecommunications Newsletters (File 696) ⓘ <input checked="" type="checkbox"/> Gale Group Computer Database(TM) (File 275) ⓘ <input checked="" type="checkbox"/> CMP Computer Fulltext (File 647) ⓘ
<b>Search Strategy</b>	
Search Commands	<input type="text" value="S (VPN OR VIRTUAL (W) PRIVATE (W) NETWORK?) / TI, LP"/>

**Step 3:** Fill in or verify the PRINT commands as needed.

Print Commands: PR/9/ALL REDIST 10 ADDR MYMAIL

Dedup  Remove duplicates across databases & against past deliveries

Notify  Notify me even if no new documents are found

Address Book

Click "Dedup" to remove duplicate documents.

Use the Address Book link to select or create an e-mail, print, ftp or alternate postal delivery address.

**Step 4:** Determine the Alert scheduling.

Update Frequency →

Custom Frequency →

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

DIALOG Telecommunications Newsletters (File 696)  
 Daily  Weekly  Default (Weekly)

Gale Group Computer Database(TM) (File 275)  
 Daily  Weekly  Biweekly  Default (Weekly)

CMP Computer Fulltext (File 647)  
 Weekly  Monthly  Default (Weekly)

or  **According to this schedule:**

Monthly: on day [ ] at [ ]

Twice a month: on [ ] at [ ]

Weekly: on [ ] at [ ]

Daily: at [ ]

The exact time must be specified to use this option.

Options

**Step 5:** Click the **save** button to save the Alert.

Help is available online, by e-mail, and by telephone.

Online help: [www.dialog.com/support](http://www.dialog.com/support)

U.S. and Canada: [customer@dialog.com](mailto:customer@dialog.com) / 800 334 2564

Europe, Middle East, Africa: [customer\\_europe@dialog.com](mailto:customer_europe@dialog.com) / 0800.690.000

Asia Pacific Region: [kc\\_australia@dialog.com](mailto:kc_australia@dialog.com) / 1800 65 45 25 (Australia); 0800 44 17 73 44 (outside)