

## Help Crib Sheet 8

### Saving searches and setting up email alerts

When you sign in as a user of FSTA Direct it is possible to save your own searches and to set up regular email alerts based on the results of these saved searches.

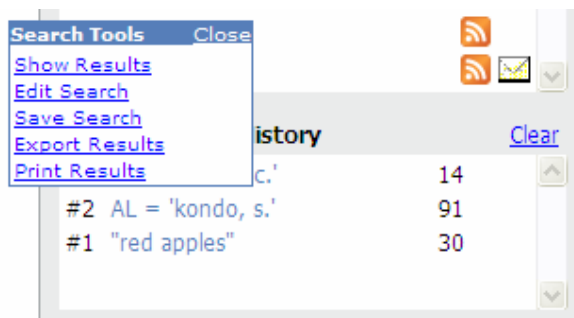
Email alerts can be set up to run weekly, fortnightly, or monthly; with a range of views of FSTA records (title, bibliographic, full); and in a range of formats (plain text, HTML, XML).

Alerts set with bibliographic or full views also include links to online full text resources when known - these are usually to publishers' web sites for the full text of articles (payment may be required for access) and esp@cenet for free full text of patents.

Prepay customers are advised to use title view alerts as these do not incur any account charges; if you wish to view records in more detail you can follow links to single-record views, switch to more detailed views and gain access to links to full-text resources.

#### Saving searches

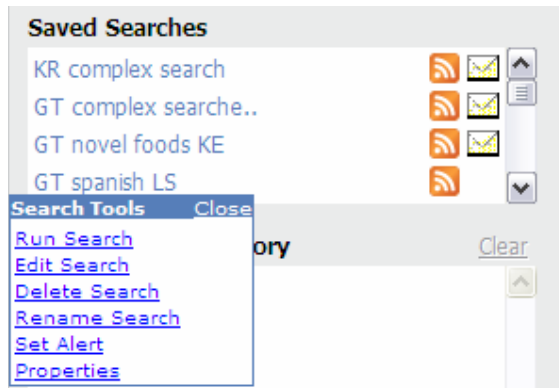
1. Navigate to the Home page of FSTA Direct
2. Sign in with your username and password
3. Create, run, and refine your search using the Easy, Guided, or Advanced Search interface
4. When you are ready, locate the 'My FSTA searches' panel on your search screen, or click on the 'My FSTA searches' button on the search results page
5. In the Session search history click on the search you wish to save; a 'Search Tools' window pops up



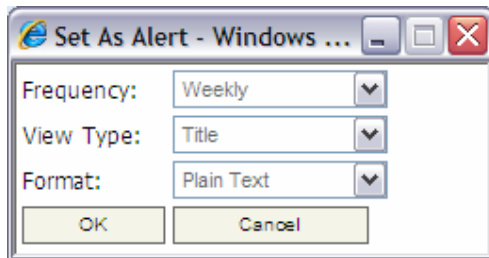
6. Click on Save Search, enter a name for the search and click Save
7. The named search now appears listed under Saved Searches

## Setting email alerts

1. If you are not already logged in, navigate to the Home page of FSTA Direct and sign in with your username and password
2. Locate the My FSTA searches panel on your search screen, or click on the 'My FSTA searches' button on the search results page
3. Under Saved Searches click on the search you wish to use for email alerts; a 'Search Tools' window pops up



4. Click on Set Alert
5. A pop-up Window appears where the properties (Frequency, View type, Format) of an email alert can be set; email alerts are sent to the email address registered with your FSTA Direct user account



6. Click OK to confirm your choices