Portail bnu : The How-To Series

Episode 9: How do I save a search and create an alert?

Once you have performed a search, you may want to save it for future use - re-running it in the future to check for new results. Saving a search is also useful if you want to set up an alert.

Connect to Consortium Luxembourg's electronic documentation portal at <u>www.portail.bnu.lu</u> and perform a search from within the portal (see Episodes 6 & 7 for more details).

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Once you have a list of results from your search, click on "MetaSearch" in the menu.

Then click on "Previous Searches" in the sub-menu.

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The "Previous Searches" screen displays showing all the searches you have done during your current connection to the portal. To save your search, click on the plus sign ($^{\textcircled}$).

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Your search will be saved in your "My Space" area under "History".

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Here you can specify the name for your alert, the e-mail address to be notified, whether or not you want an e-mail even if there are no new results, and the frequency of the notification. When you have completed the information, click on the "Save" button.

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The system will notify you that the alert has been saved. Once saved, you can modify (S) or delete (S) the alert by using the appropriate icon in the Actions column. The saved search can be deleted with the X icon (S).

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Next time we will learn what information is required to find an article.