findit.lu: The How-To Series

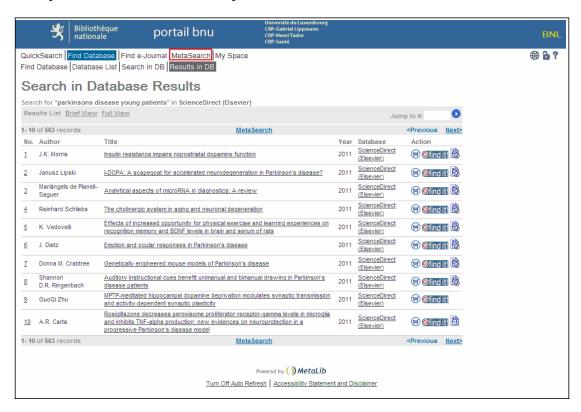
Please ignore the old name « portail bnu » in the screenshots!

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

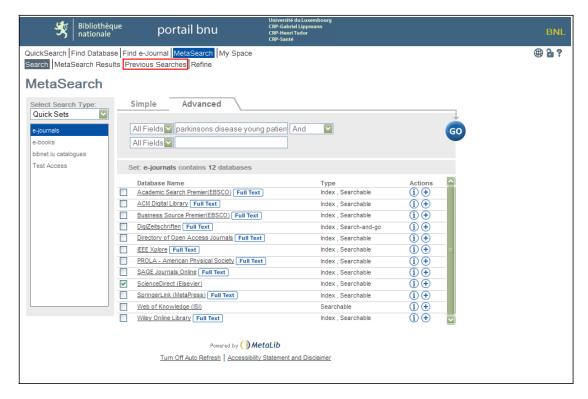
Once you have performed a search, you may want to save it for future use - re-running it in the future to check for new results. Saving a search is also useful if you want to set up an alert.

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

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.



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 $(\stackrel{\bullet}{•})$.

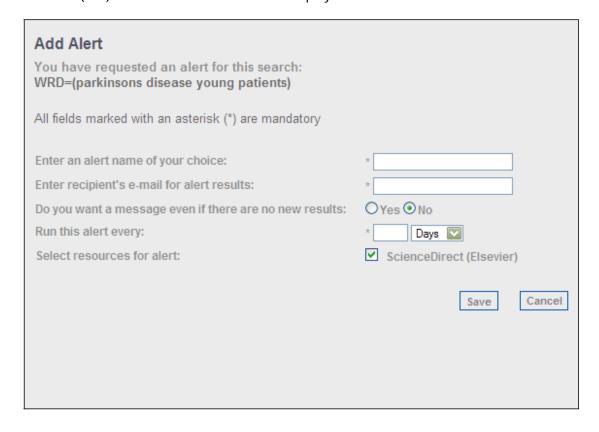


The plus sign will turn grey and it will have a small blue arrow on it (4).

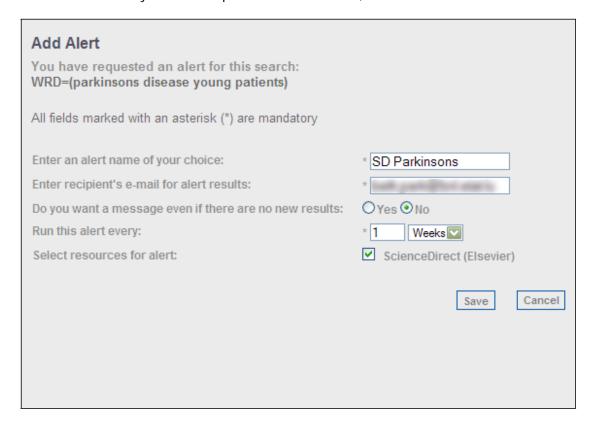
Your search will be saved in your "My Space" area under "History".



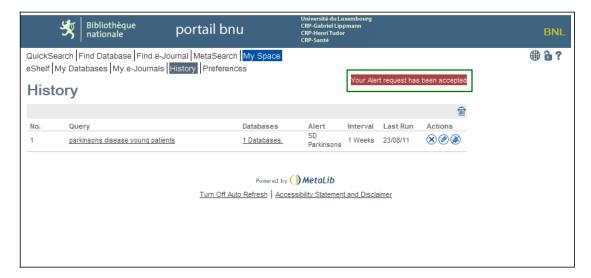
From here, it is possible to create an alert using these search terms that can be run at a specified interval and will notify you, via e-mail, of any new results. To do so, click on the bell icon (). The "Add Alert" screen will display:



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.



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).



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