CREATING ALERTS & SAVED SEARCHES

Edit an Alert

**TASK:** From time to time you may want to edit an Alert. You may tweak the strategy with additional keywords and criteria, or you may delete a concept that narrowed the focus more than expected. Perhaps you want to add email recipients and change the delivery format.

1. In **My Research** click the **Alerts** tab.

   **Note:** You must have and log into your **My Research** account to edit an Alert.

   Click the plus sign next to the Alert you wish to edit. Then click **Modify Alert**.

2. Alternatively, click **Actions** and **Modify Alert**.
3. The Alert opens. Add an email recipient.

4. To edit the search strategy click Edit search query.
5. The search strategy displays. You can make keyword changes directly on the query line. Perhaps you want to add or delete sets. To insert a set, use the drop-down lists in the Insert option. In this example, you will add a search set after S2. Click Insert.

6. The row for S3 opens and you can enter search terms.

7. You can delete sets. For example, you could delete S2 and S4. Click the Xs in the Delete column for the sets you wish to delete.
8. For each deletion ProQuest Dialog will send a confirmation message. Click Delete.

9. The edited strategy with renumbered search sets displays and when you have finished editing click Save.

10. Click Done in the pop-up box.
11. Now follow the path to completion by clicking **Continue**.

12. On the Preferences page click **Modify alert** to confirm the changes.
13. You have modified your Alert. Click Close.
ProQuest Dialog will send you an email message confirming that your Alert has been modified.

14. You can see your Alert by clicking the plus sign to the left of the Alert name, or you can select View results from the Actions drop-down to test the new strategy.

**NEED HELP?**

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