



## Creating Alerts in BIOSIS, INSPEC, Web of Science, and Zoological Record

The alerting capability in *ISI Web of Knowledge* enables you to store searches to be run automatically in the **BIOSIS Previews**, **INSPEC**, **Web of Science**, and **Zoological Record** databases. Alerts allow you to stay up to date on the latest publications in your field, or to see the impact of your published research. This powerful feature is accessible via the *ISI Web of Knowledge* website, where you can log on, create and access a personalized profile.

You can save a search history locally to your own computer, network, or the ISI server. A locally saved history can be opened and run against updates to the database. Saving to the ISI server allows you to store your searches as “alerts”, to receive weekly email messages with search results, and to easily open and manage these saved search histories.

**To save a search to the ISI server for automatic emailing of search results, follow these steps:**

1. Create an account by using the “**Sign in**” link at the top of the Web of Science, or BIOSIS, search screen. **Note:** If you have not signed in you will be prompted to do so when you attempt to save your search history. If this is your first time saving a search, you will need to register your email address and create a password by clicking on “**Register**” from the “**Customize Your Experience**” list.
2. Select the BIOSIS Previews, or Web of Science, database, and execute the search query or queries you would like to save.
3. Click on the **Search History** link at the top of the screen, use the Combine Sets (AND OR) to refine your search.
4. Click the **Save History/Create Alert** button.

Set	Results		Combine Sets	Delete Sets
#3	1,548	#2 AND #1 <small>Databases=PREVIEWS Timespan=All Years</small>	<input type="checkbox"/>	<input type="checkbox"/>
#2	>100,000	Topic=(climate or weather or warming) <small>Databases=PREVIEWS Timespan=All Years</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
#1	98,256	Topic=(fish population or fish distribut*) <small>Databases=PREVIEWS Timespan=All Years</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Your Alert will be based on the last search statement you enter. If you want your alert to include records from previously-entered sets, create a final search set using Combine Sets.

Click the **Save History/ Create Alert** button to save your search history or to create an alert.

5. Enter a **History Name** and **Description** (optional), then click **Save**. This is where you set an alert and specify the settings, e.g. selecting "Full Record" for references under **Alert type**, and "ISI ResearchSoft" as the **E-mail format** if you are using software such as *EndNote* to organize your alert emailed references.

**Save on the ISI Web of Knowledge Server:**  
Use this box to save your history to your private account.

1. Edit the fields you wish to change.  
2. Click "Save" below when done.

Product: BIOSIS Previews

History Name:  (Required) Enter a History Name.

Description:  (Optional)

Number of Search Queries: 3

Send Me E-mail Alerts:  (Results of the last query in your history will be e-mailed to you.) To receive an alert based on this search, click the **Send Me E-mail Alerts** check box and enter an e-mail address.

Send to e-mail address:

Alert type:

E-mail format:

Alert query: #2 AND #1

Alert editions: PREVIEWS

E-mail frequency:  Weekly  Monthly

Save your history to the server

Click **Save** to save your history to the server.

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**Save on Your Workstation:**  
Use this box to save your history to the local drive of your choice.

Save the history to a local drive. After saving the file, click the "<<Back" link a

**Alert types** include Notify Only, Biblio (title, source, author), Biblio + Abstract, and Full Record. **E-mail formats** include Plain Text, HTML (with links to full record) and ISI ResearchSoft (for import into EndNote, Reference Manager, and ProCite).

6. Click the **Save** button to save your search to the ISI server, or to your local drive.
7. If you save your search to the ISI server you will be given a chance to review your information and settings, after reviewing the **Server Save Confirmation** screen click the **Done** button.