

## Alerts

Alerts check regularly for new results on topics you monitor, and will notify you by e-mail if any new results have been added since the last time you were alerted.

Alerts are available for the following areas of FPinfomart.ca:

- Personal Profiles
- Video Profiles
- Managed Profiles
- Current Events
- Industry News
- Shared Folders
- Saved Folders

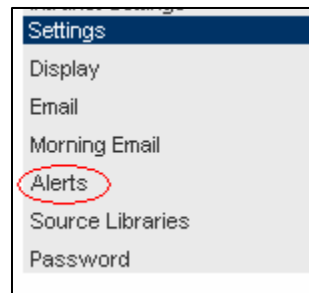
You will select on an individual basis exactly which Profiles you wish to subscribe to for Alerts.

### ***Managing Your Alerts***

You may subscribe or unsubscribe to an individual Alert by clicking the “Alert” text link next to the name of any Profile (in the same area as the links to “Edit,” “Delete,” and “RSS”). You may also manage all of your Alerts from one page by clicking the Alerts link in the (new) Settings menu at the bottom of the left-side FPinfomart.ca navigation menu.



The screenshot shows a news item titled "Avian Flu" with several action links: "EDIT", "DELETE", "RSS", "ALERTS", and "SEARCH VIDEO". The "ALERTS" link is circled in red. Below the title is a checkbox, the article title "Nigeria reports fresh bird flu outbreak", and a snippet of text starting with "LAGOS, July 29, 2008 (AFP) - Nigerian authorities have reported a fresh outbreak of bird flu virus in the northern states of Katsina and Kano, the official NAN news agency said Tuesday. It said the... (343 words)". There is also a "Tone:" label with a dropdown menu.



The screenshot shows a "Settings" menu with the following options: "Settings", "Display", "Email", "Morning Email", "Alerts", "Source Libraries", and "Password". The "Alerts" option is circled in red.

## The Alert Settings Page

The Alert Settings Page lists all the Profiles and Folders for which you may subscribe to Alerts, as well as the current subscription status of each (“None” – the default status; “Summary;” or “Full Articles.”) To change the status of an Alert, click its current status.

Alert Settings	
<b>Saved Folders</b>	
Avian Flu folder	<a href="#">None</a>
Beijing Olympics	<a href="#">None</a>
Interesting News	<a href="#">None</a>
nike	<a href="#">None</a>
testabc	<a href="#">None</a>
Vancouver Olympics	<a href="#">None</a>
<b>Shared Folders</b>	
Cellular Safety	<a href="#">None</a>
Coke vs. Pepsi	<a href="#">Full Articles</a>
Revenue Canada	<a href="#">None</a>
<b>Personal Profiles</b>	
Avian Flu	<a href="#">None</a>
Blackberry	<a href="#">Summary</a>
Canadian Banks - Financials	<a href="#">None</a>
Jargon & buzzwords	<a href="#">None</a>

## Changing Settings for an Alert

Alerts are not enabled for any Profile until you elect to do so. Once you’ve clicked the status of an Alert, you may enable an alert by changing the status from “None” to one of the two available Alert Types. Ensure that you click the grey “Save” button to save your new Alert Status. Each Alert is activated or disabled individually; the selection you make for one Alert does not affect any existing or future Alerts.

### Alerts Settings - Vancouver Olympics

Use this form to manage your alert settings for **Vancouver Olympics**

**Alert Type**  
When new results are available, I want to receive

Full articles, one article per email, maximum

Summary of results

No alerts

- 10 emails per day
- 10 emails per day
- 20 emails per day
- 50 emails per day
- 100 emails per day
- 200 emails per day

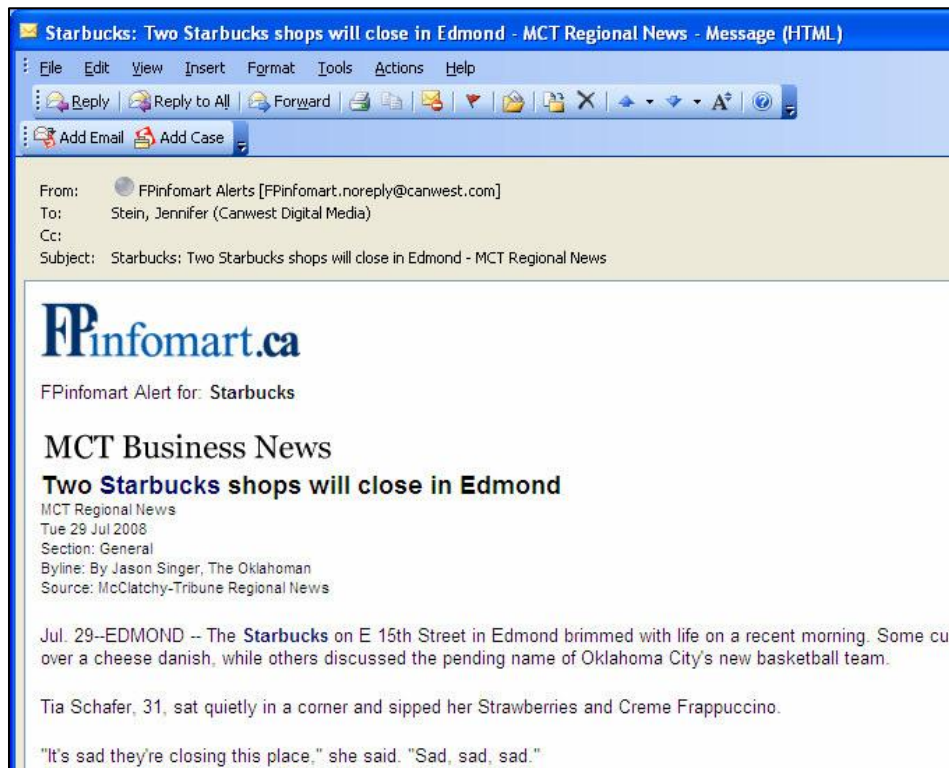
## Alert Types

For each Alert to which you subscribe, you may choose either the **Full Articles** or **Summary** format.

### Full Article Format

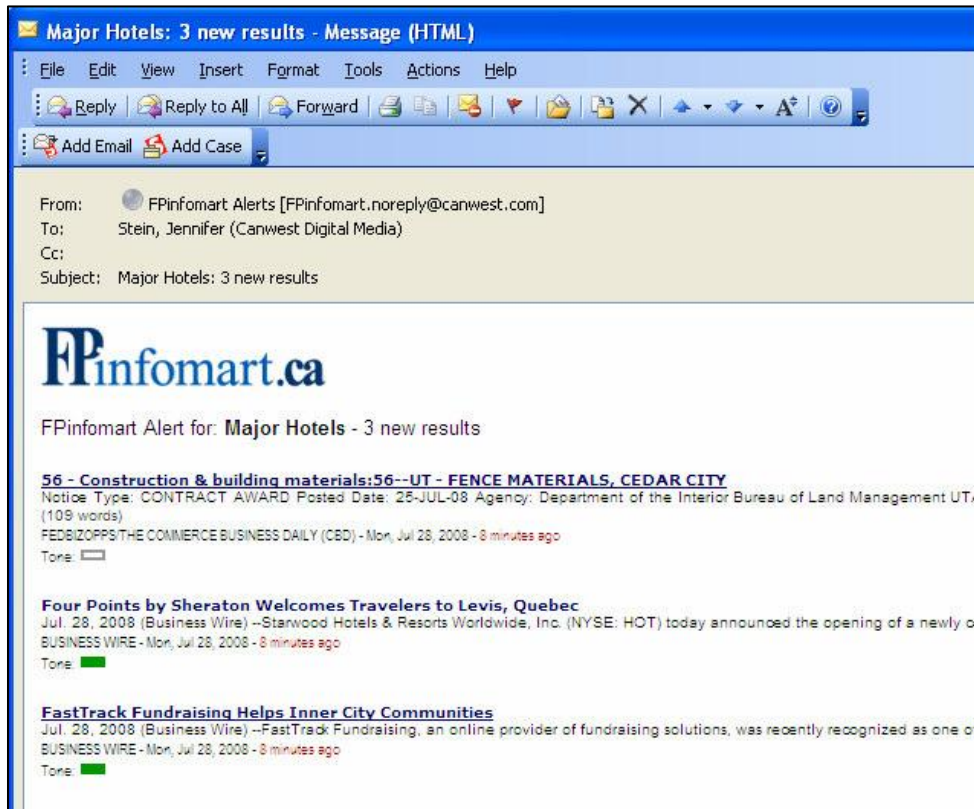
If you elect to receive the **Full Article** format Alerts, you will receive a separate e-mail for each article, containing the full text of the article. For example, if 7 new articles are found to match your Profile since the last Alert, you will receive 7 emails in the next Alert cycle. **Note for Transactional “Infomart Web” users:** *Selecting Full Articles will result in a full text article charge for each item you receive from your Alerts.*

When you select Full Articles, you will need to decide on a maximum number of full articles to receive by e-mail; your choices (from 10 to a maximum of 200) are listed in the drop-down menu to the right of the Full Article choice. This will help you avoid “e-mail overload;” once your maximum number of Full Text articles has been reached, you will receive any further results for that day in Summary format (see below). Note that this maximum is only for the individual Alert; you will set the maximum for each Alert to which you subscribe.



## Summary Format

The **Summary** format will send you one e-mail for each Alert cycle containing the citation for each article found to match your Profile since the last Alert. The Summary format is very similar in look to the Morning E-mail you may already receive. The headlines of the articles are hyperlinks, allowing you to click through to the full text of the article on FPinfomart.ca .



## Vacation Stop

If you will be away from the office and/or don't wish to receive any Alerts for a specified period of time, you may set a Vacation Stop. To set a Vacation Stop, click "E-mail" in the Settings menu at the bottom of the left-side FPinfomart.ca navigation menu. Click the radio button for Vacation Stop, and enter the date and time at which you'd like your Alert service to resume. You will not receive any e-mails from FPinfomart.ca from the time you click the grey Save button until the time you specify on this page.

You may also indefinitely pause your Alert subscriptions by selecting the option to "Stop my email alerts until further notice."