How to… Create and Manage Alerts

Automatic notifications keep you up to date on the latest developments in your field. After you create a substance or reference answer set, you can be notified automatically when new records on your search topic become available. Track competition, monitor patents or conduct business analysis with this convenient feature. Additional information about Keep Me Posted alerts is available in the online help or in additional training materials at www.cas.org/training/scifinder.

Create a Keep Me Posted (KMP) Alert

When the Create Keep Me Posted Alert button is present, you can create an automated alert (called a KMP in SciFinder) based on your search.

SciFinder® searches content that is updated daily. You can create an alert so that you never miss important, new information. To begin, conduct a reference or substance search on your topic of interest.

Tip
The KMP button will not be active if your search strategy includes steps that cannot be included in a KMP. Such steps include Analyze and Categorize. Consult the online help (? for details.)
Enter a **Title** for your KMP profile.

(optional) Enter a **Description**.

The **Duration** of the profile is automatically set to one year from the date it is created.

To change the duration, click **Change** and select the desired timeframe.

Specify how often you would like notifications to be sent: weekly or monthly.

If you select weekly, you will be notified when the bibliographic information for the record is first entered into the database and again when the indexing (substances and scientific vocabulary) is added.

- Do not click the checkbox to “Exclude previously retrieved references” so that when the indexing is added, you will get the updated record.

Click **Create**. You are then returned to your active session.

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**Tips**

- If you are interested in timely patent information, then a SciFinder KMP can help to keep you updated. Bibliographic information from nine major patenting authorities is added to the content within two days of issuance. CAS scientists have up to 27 days to add the keyword and substance indexing to the record.
- Substance alerts do not include stereo, precision or similarity candidates.
Follow Citings Using a KMP Alert

You can create a KMP alert to automatically receive a notification whenever a specified document is cited.

1. Find a document of interest.
2. Click the Citings icon located to the right of the title.
3. After the citing references appear, click Create Keep Me Posted Alert.
4. Complete the Create the Keep Me Posted Profile.
   - Whenever the original document is cited, then you will get an alert.
   - After you complete the profile, you are returned to your active session.

Tip
The yellow status message about excluding a step in the profile indicates that the KMP does not provide a candidate list of references. See How to… Create a Reference Answer Set for more information.
Set KMP Preferences

You can set your Preferences to receive an e-mail whenever a new KMP result is available or an existing alert is about to expire.

1. Click Preferences in the upper right corner of the SciFinder window.
2. Check the box to receive e-mail notifications.
   - Make sure your e-mail address is correct by clicking the Add or update e-mail address link.
3. Click OK to save your Preferences.
4. The KMP results e-mail will contain hyperlinks for up to the first ten new titles or substances. Click a hyperlink to sign into SciFinder and open the record.

Tip
If your alert finds more than ten results, sign in to SciFinder to see all of them.
Access KMP Results

You can access KMP results two ways.

1. On the right side of any Explore window:
   - Click a date to open the answers received on that date.
   - The number of records found on that date is shown in parentheses.

2. Or, on the Saved Searches tab, click Keep Me Posted.

3. In the Keep Me Posted window, click a date to open the answers received on that date.

4. To simultaneously review answers found on multiple dates, you can merge them into a single answer set.
   - Click the boxes next to the answer sets you want to merge. A checkmark appears in those boxes.
   - Click Combine.
   - The combined answer set will open in SciFinder so that you can review the answers.
Edit KMP Alerts

1. To review your current awareness profiles and results, go to the Saved Searches drop-down menu and select Keep Me Posted.

2. In the Keep Me Posted window, you can see the status of all your alerts.

3. To change a profile, click Edit beside the profile title.

4. Change the title, description, status, duration and/or frequency of your alert.

5. Click Save at the bottom of the dialog window to save the changes.

Tip about Expiring KMPs

On the Keep Me Posted page, SciFinder sends you a yellow status message when an alert is about to expire. To change the expiration date of an alert that is about to expire, use Edit. If you have email notification set up, you will receive and email about KMPs that are due to expire. This email includes a link that allows you to Extend (it) 12 Months.”

CAS Customer Center
E-mail: help@cas.org
Phone numbers: http://www.cas.org/contact-us/cas-customer-center