

Email and RSS Notification of New Content in Research Online

Research Online provides two methods of notification about new research deposited in RO.

- Email notification: To be notified of new content tailored to your interests, you can save customized searches and receive email notification of new submissions that satisfy those search queries.
- RSS feeds: You can sign up for UST Research Online RSS feeds.

Setting Up Email Notifications

1. Log into Research Online.
2. Select the repository, collection, or series to which you wish to limit your search, using the drop-down menu beneath the search box.
 - a. To limit the search to a specific collection or series, first Browse to that collection or series.
 - b. In the drop-down menu
 - select **this repository** to search all of UST RO
 - select **across all repositories** to search repositories at [all institutions](#) that use Digital Commons from Berkeley Electronic Press
 - select **this series** or **this collection** to search only that selected portion of UST RO
3. Saving a simple search (one that searches only the full text of deposited content)
 - a. Method 1:
 - i. Click on **Notify me via email or RSS** in the left-hand column.
 - ii. Enter search terms in the **Notification criteria** box.
 - iii. Click the **Save notification** button.
 - iv. Note the “name” of the search described in the box at the top of the screen; it includes the field/s searched, the search term/s, and series/collection/repository being searched.
 - b. Method 2:
 - i. Actually perform the desired search first.
 - ii. On the results screen, click the **Notify me of future results** button above the search results.
 - iii. Note the “name” of the search described in the box at the top of the screen; it includes the field/s searched, the search term/s, and series/collection/repository being searched.
4. Saving an advanced search (to search a given metadata field such as author’s last name or to search all fields including both full text and metadata)
 - a. Click on **Advanced search** in the left-hand column beneath the search box.

- b. Formulate the desired search using pull-down menus and entering search terms into the search screen.
- c. Click the **Search** button to perform the search.
- d. On the results screen, click the **Notify me of future results** button above the search results.
- e. Note the “name” of the search described in the box at the top of the screen; it includes the field/s searched, the search term/s, and series/collection/repository being searched.

Managing Email Notifications

Saved searches can be accessed from the **Research alerts** link on your account page or from the **My saved searches** link on the results screen after you have performed any search.

- To change the notification frequency of a search, select a frequency from the pull-down menu under **Notify me** and click **Save Changes**.
- To temporarily turn off notification while still retaining the search query, select **Never** as the frequency. To resume notification, change the frequency back to the desired time interval.
- To delete a saved search click the check box in the **Delete** column. The search disappears from the list when you click **Save changes**.

RSS Feeds from Research Online

To sign up for RSS feeds about new content in Research Online

1. Click on **Notify me via email or RSS** in the left-hand column.
2. To enable the *UST Research Online* RSS feed, simply drag the RSS icon into your RSS reader.

When new research appears in *UST Research Online*, our corresponding RSS feeds are updated and your RSS reader alerts you of the new content.