How to Setup Alerts

My Alerts - Notifications when new information about a Topic is published. Users are notified via e-mail on a frequency chosen by the user.

1. What

Alerts are used to notify you via e-mail when articles matching your interests are published to Intelligence2day® Professional. Users set the format and frequency of the alerts, either an immediate alert or a daily, weekly or monthly alert. It is possible to select at which time of the day the alert should arrive.

Alerts can be:
- Topic Alerts - Created by individual user. For single topics or for a combination of topics (using AND, OR).
- Search Alerts - Created by individual user. For any search query.

This 'How to' guide will show you how to set up a Topic Alert. Setting up a Search Alert is done in the same way, only it is built from search queries as described above.

2. Why

Instant notification
With the Alerts function you can set up an Alert for the Topics that you find particularly important or interesting. That way, you will be instantly notified when new information about these Topics have come into the system.

Early detection of opportunities and threats
By instantly alerting you about new, important information, Alerts enable early detection of threats and opportunities, helping you to stay on top of your game and making sure you do not miss out on business critical information.

Time saving notifications
Save time by automating your most frequent searches and letting the information come to you, not the other way around. Alerts will notify you on updates via e-mails distributed on a frequency chosen by you – in an instant, every day, weekly or monthly; as well as on a set time of your choice.
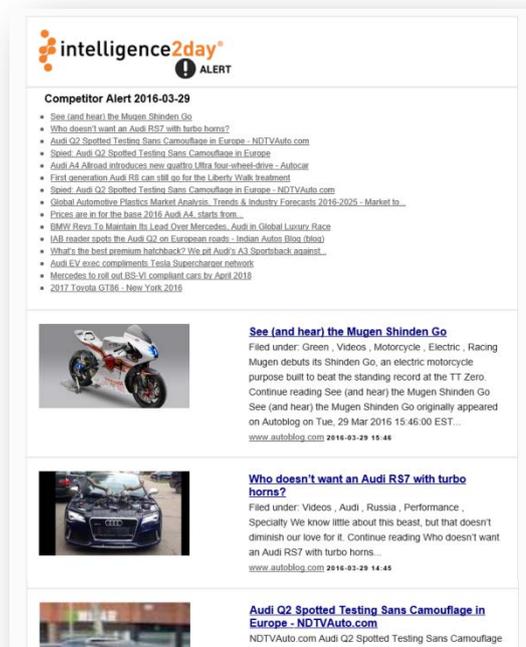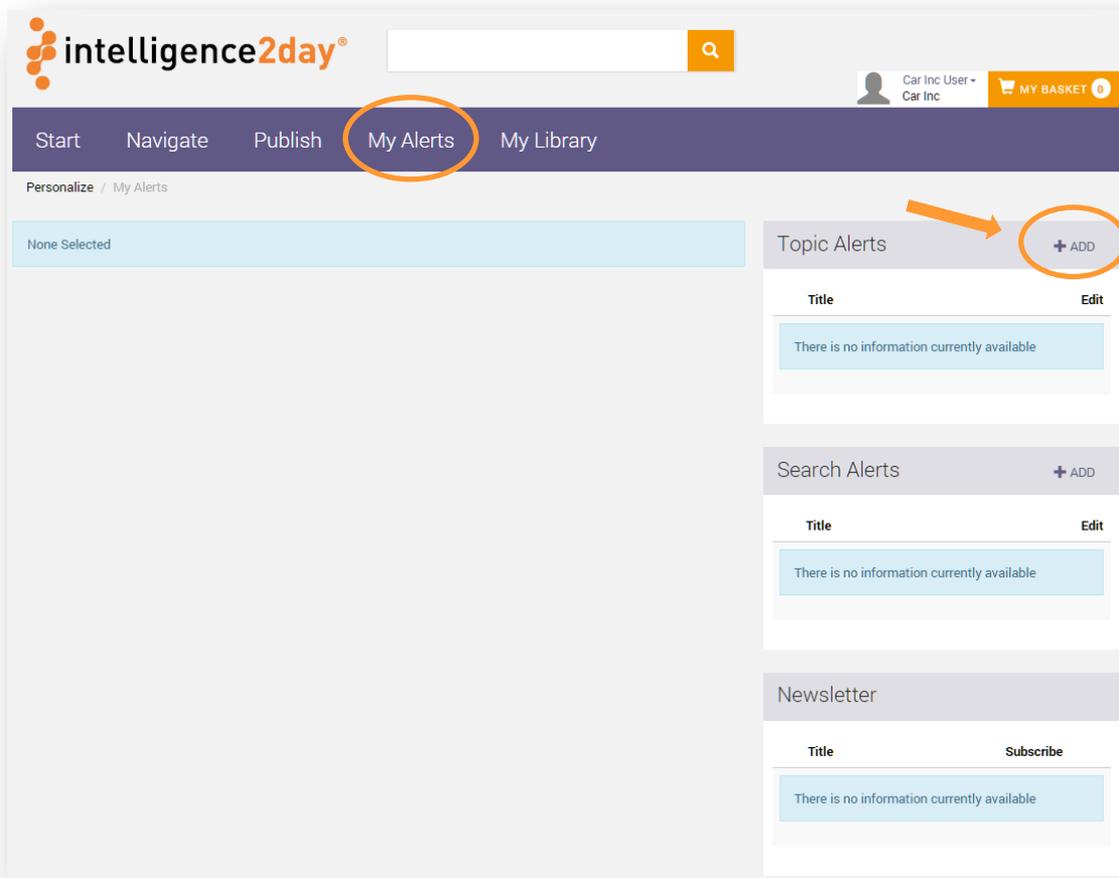
Example of e-mail template for Alerts

3. How

Adding an Alert is done in tree simple steps:

1. Create an alert and name it

2. Choose what Topics to monitor

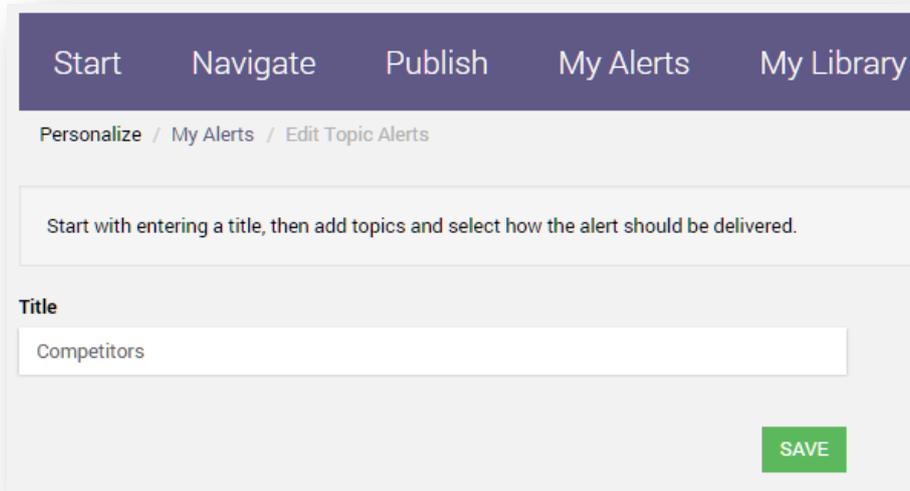3. Choose distribution frequency

A more detailed description of all the steps above follows. Alerts are set up under My Alerts.

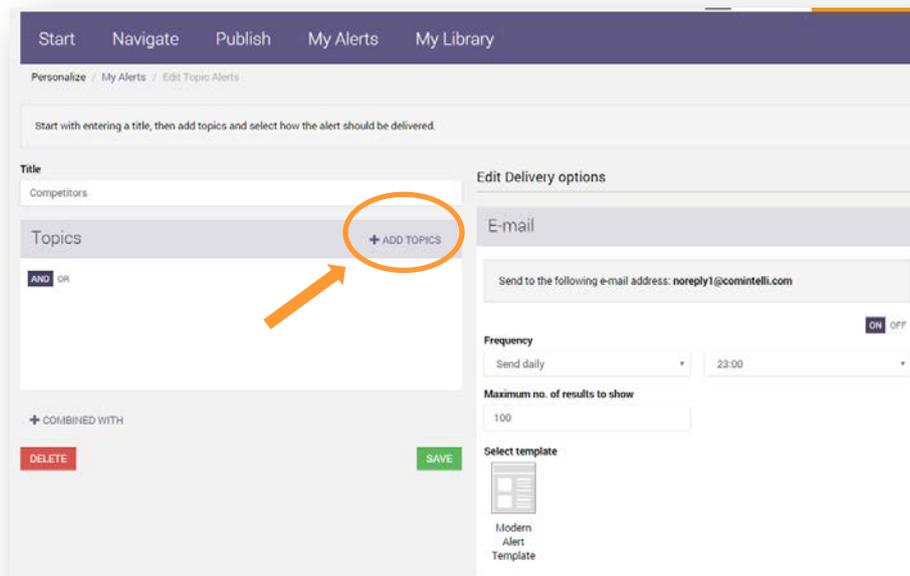Here is also where you can find all your saved Topic and Search alerts.

3.1 Create an Alert

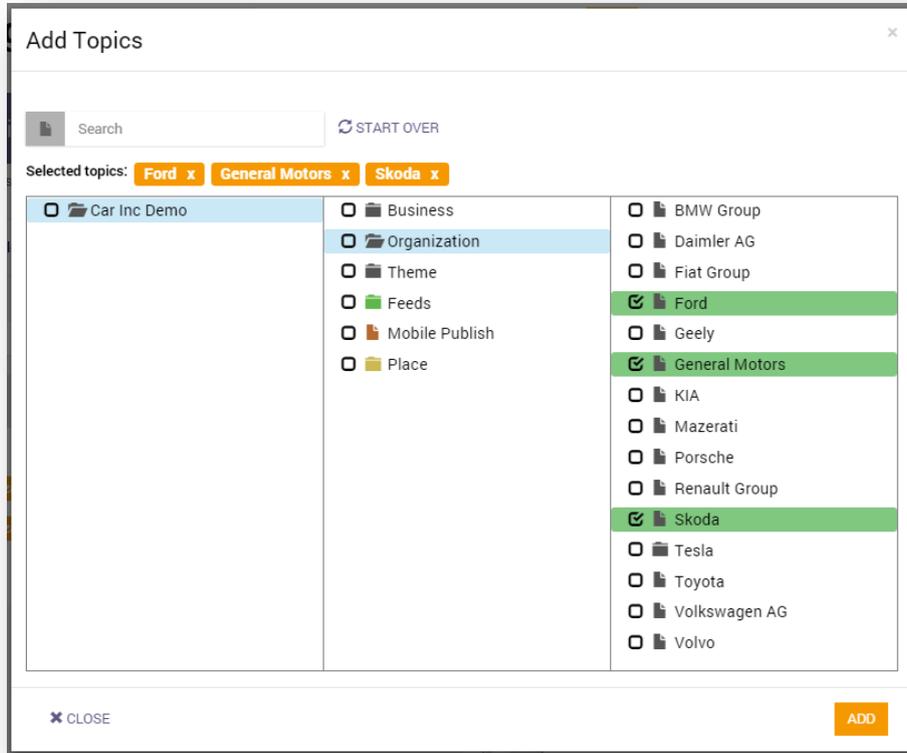Click Add, chose a title (name) for your Alert and click Save.


3.2 Add Topics

Add Topics to your Alert by clicking Add Topics.

Choose your Topics and click Add.

Choose a combination of Topics to make your Alert narrower (using AND) or wider (using OR). In the example below the Alert will notify you on any Articles that contain either of the selected Topics (as OR is used). If AND would be used, the Articles would need to contain all of the selected Topics.
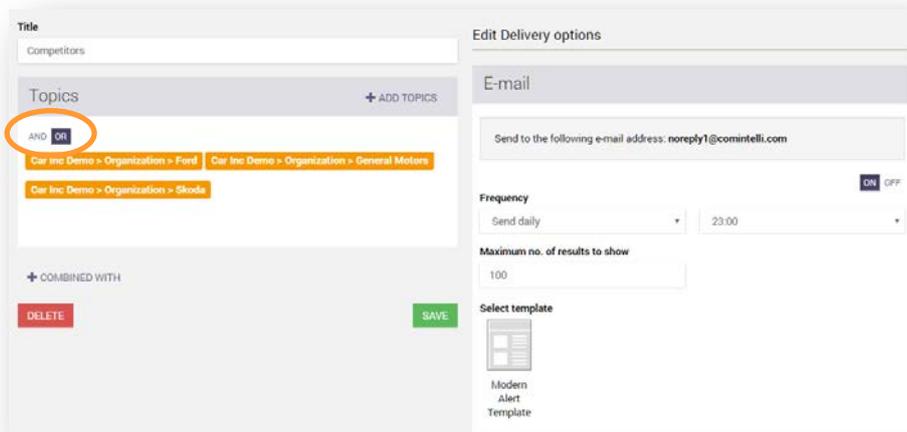
3.3 Edit Delivery options

Set delivery frequency to your Alert. It will be sent to you via e-mail using the default alert template.
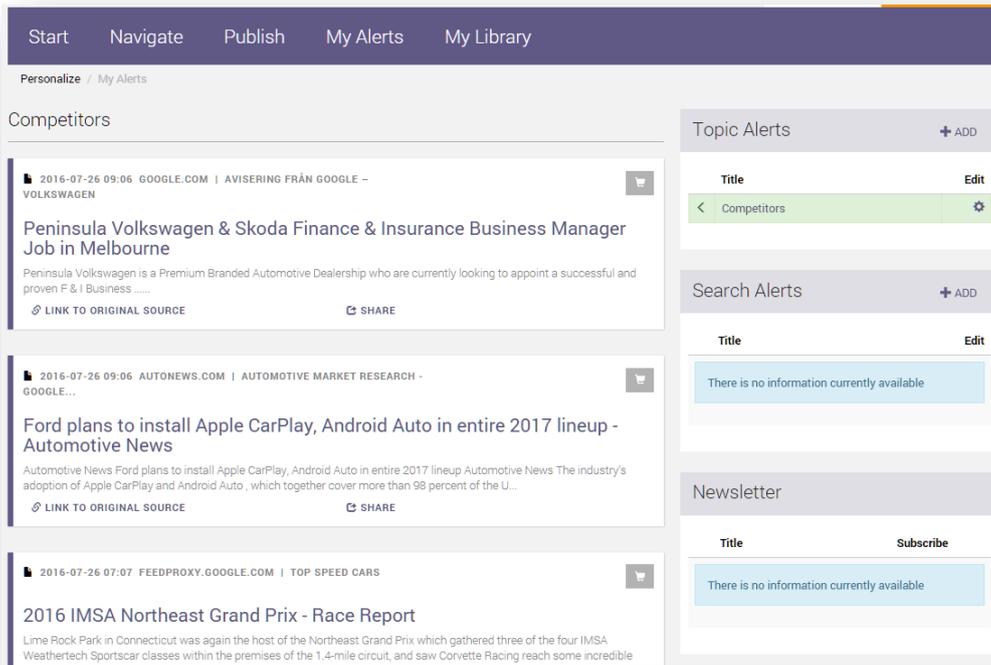
Click Save.

Your saved alerts are found in the list to the right and a list of articles matching the Alerts is shown under My Alerts.