

Consolidating multiple alerts into a newsletter

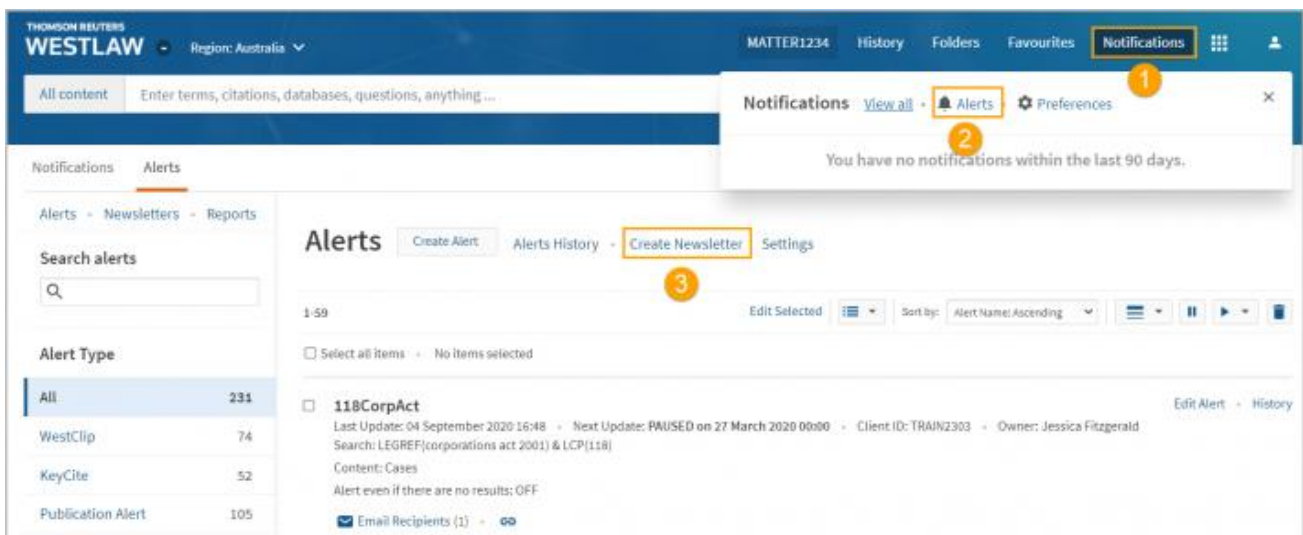
Create newsletters to combine multiple alerts into one email.

Administrator settings

If you are setting up alerts or newsletters as part of a current awareness service, we recommend that you set up all library/knowledge staff as Administrators, so that they all can amend or set up alerts created by another Administrator. Email the Tech Care team techcare.anz@tr.com with the names and email addresses of users to be set up as Administrators.

Creating a newsletter after you have created the component alerts

1. In the top menu, click on **Notifications**.
2. Select **Alerts**.
3. Click **Create Newsletter**.



4. If you have Administrator privileges, set the owner as Administrator.
 - a. Add a name for your newsletter and click **Continue**.

A screenshot of the 'Alert Newsletter' form. The form is titled 'Alert Newsletter' and has a section '1 Basics'. The 'Owner' dropdown menu is set to 'Administrator'. The 'Name of newsletter' field is highlighted with a red circle 4. Below it is the 'Description (optional)' field. At the bottom, there is a 'Continue' button.

5. Add the relevant alerts by clicking the plus symbol +, and then Continue.
 - a. If you have created an Alert Group, click this tab to add the group's alerts.
 - b. Your selections will display on the right-hand side.

2 Select Alerts **5**

All Alerts **Alert Groups** **a**

Enter text to narrow your alert list, then select ADD to include it in this Newsletter

Alert Name **b**

Clear

Your Alerts

- + corps act s127 (KeyCite) *Paused*
- + KimberlyClark (KeyCite) *Paused*
- + Kioa v West (KeyCite) *Paused*
- + Legislation-AntiMoneyLaunderingAct (KeyCite) *Paused*
- + Maloney v the Queen (KeyCite) *Paused*
- + UCPR alert (KeyCite) *Paused*
- + X v X (KeyCite) *Paused*
- ✓ a24-bankruptcy (Publication Alert)
- + alert24-corporations (Publication Alert) *Paused*
- + commentary (Publication Alert) *Paused*
- + DataPrivacy...ReutersWire (Publication Alert) *Paused*

Your Selections:

- a24-bankruptcy (Publication Al...
- publication alert (Publication A...

Continue

6. Add email addresses for the recipients and click **Continue**.

3 Customize Delivery

Email settings **6**

Recipients **Layout and Limits**

To

Subject

Newsletter: newsletter

Email Note

optional notes

Format

Inline HTML

Note: Newsletter results are delivered as a list of results, with links to full text when available.

Continue

7. Schedule the newsletter's frequency, time, and individual alert delivery.
 - a. Change the frequency to daily, weekdays, weekly, fortnightly or monthly. Choose whether to send the Newsletter and/or alerts if there are no results.
 - b. Select the time zone and time(s) you want the Newsletter to be sent.
 - c. Individual alerts included in the Newsletter are set to deliver via email, the delivery will cease when the alert is added to the Newsletter.
To continue receiving separate email delivery of alerts, tick the checkbox.

4 Schedule Newsletter 7

Frequency a

Daily ▼

☐ Send Newsletter if no results

☒ Include alerts with no results

Send Newsletter At These Times b

(GMT+10:00) Brisbane ▼

AM ☐ 12 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☒ 8 ☐ 9 ☐ 10 ☐ 11

PM ☐ 12 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11

c ☐ Continue separate email delivery of alerts included in Newsletter i

Save Newsletter

8. To modify or view your list of newsletters, select **Newsletters** from the left panel.
 - a. Use the options to pause, run, or delete your newsletter.
 - b. Click Edit Newsletter to add or remove alerts, email addresses, or change the time and frequency.

Notifications Alerts 8

Alerts **Newsletters** Reports

Narrow:

Undo Filters

☐ Select multiple

Newsletters Create Newsletter Settings

1-5 Edit Selected Sort by: Newsletter Name: Ascending a

☐ Select all items No items selected

☐ **newsletter** b Edit Newsletter

Last Update: none Next Update: 02 September 2021 08:00

Included Alerts(2)

☒ Email Recipients (1)

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