Zetoc Alert Reference Guide

NOTE: All links are available in full at the end of this guide.
All of the terms used on this page are in the Zetoc Glossary.

1. About Zetoc Alert

Zetoc Alert automatically sends you emails listing the table of contents from particular journals and articles that match searches for authors or keywords from article titles.

Email alerts are sent as soon as new data is loaded into the database that matches your search criteria. On average it takes 2-3 days for items to be processed from the time that they are received from the publisher, which can be just 72 hours after publication. If you experience any delays in receiving alerts for current journals, please contact Zetoc support – email help@jisc.ac.uk (please add 'Zetoc' to the subject line).

Logging In

Details on logging into Zetoc are available in the Zetoc FAQ.

Note: members of some institutions may be automatically signed in to Zetoc Alert when on-campus.
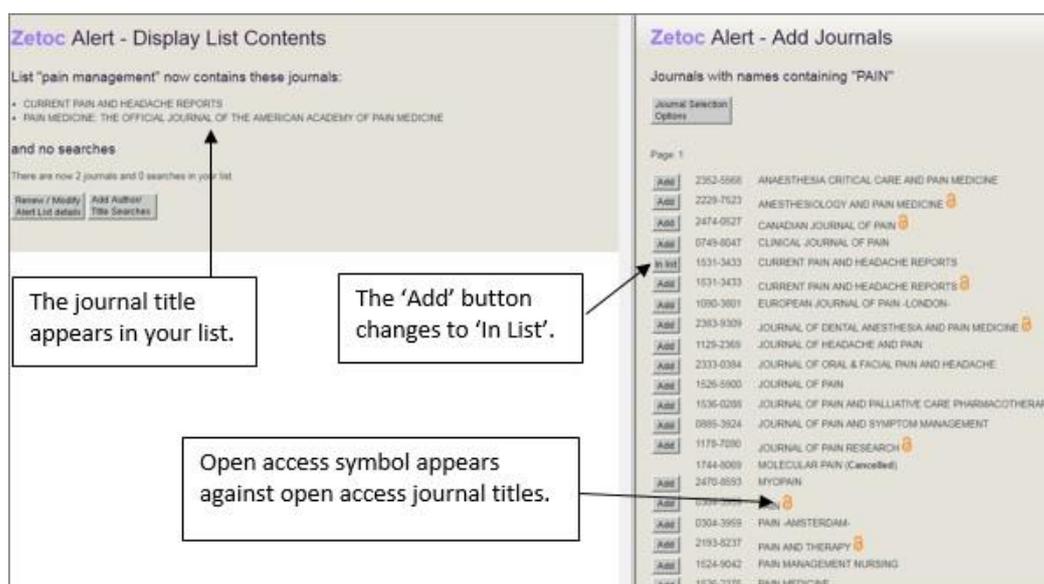
Creating an Alert List

1. Enter your email address in the box provided.
2. You can choose to name your list. Members of some organisations will be given an automatically generated name; you must remember this list name in order to modify the list in future.
3. Click on the **Create** button and you will get confirmation that the list has been created, as well as the expiry date, which is 12 months from the date of creation.
4. The list has now been created; you need to add journals and searches.

Adding Journals to an Alert List

1. Add journals to your Alert List by clicking on the **Add Journals** button. You will see a split screen with the contents of your list on the left and the search facility on the right.
2. Search for journals alphabetically, by search term or by subject:
   - Select a letter to view an alphabetical list of journals.
   - Select journal names containing a string - if you know part of the journal name type it in the box and select the **Search** button.
     Note: this is not a keyword search.
   - Select journals by subject category. Select one of the subjects and you will be given a list of journal titles in that category.
3. Add journals to your list by clicking the **Add** button. Open Access journals can be identified by the inclusion of the Open Access symbol ⭕ against the relevant titles. The Add button will change to **In list** and you will see that the journal is now shown in the left-hand frame as being in your Alert list.

Note: You may add up to 50 journals to each Alert List, and there is no limit on the number of lists you can create.

Adding Searches to an Alert List

1. Click on the **Alert Homepage** button at the top of the page.
2. Select **Add Searches.**
3. The left-hand side of the screen shows all the searches which are currently in the list. The right-hand side of the screen is where you enter your searches to add to the list. There are two options for adding searches to your list:

- **Keywords**: If you are looking for articles and papers about a particular topic, enter one or more keywords to appear in the article title:
  - o For articles where the words *patient* and *care* appear in the title enter *patient care* in the box and click on the **Add to list** button. This will retrieve any articles where the words *patient* and *care* appear in the title, not necessarily next to each other or in that order.
  - o To search for a phrase, *clinical governance,* for example then enter *"clinical governance"*, including the double quotes and click on the **Add to list** button. This will retrieve articles where *clinical* and *governance* appear next to each other and in that order.
- **Authors**: If you are looking for articles and papers by a particular author or authors enter one or more names in the box.
  - o Entering the name followed by the initial(s) in double quotes *"Robinson H" "Ashworth M E"* will find all articles where *H Robinson* and *M E Ashworth* are authors.
  - o If you wish to retrieve articles by either *H Robinson* or *M E Ashworth*, enter them as separate searches.
- You can combine keywords from the title and author(s) in the same search.

4. Click the **Add to list** button to confirm and you will see the author and keyword searches displayed as part of your alert, on the left-hand side of the screen.
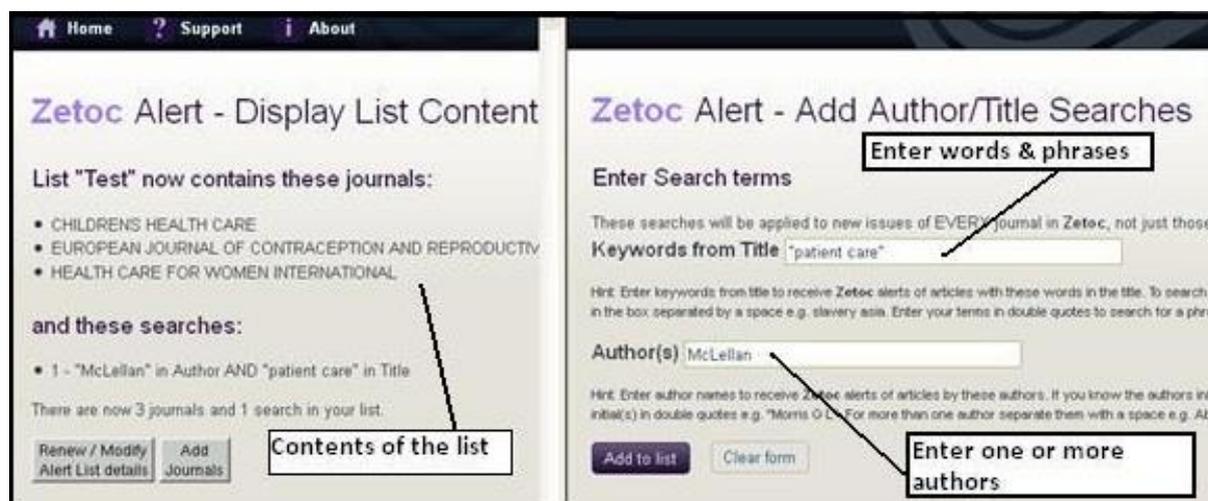
2. Managing Zetoc Alert

Note: members of some institutions may be automatically signed in to Zetoc Alert when on-campus.

Transferring an Alert List to a New Login

When you create an alert list it is associated with the username that was used when it was created. If the username that you use to login changes and you still wish to access the list, you will need to transfer it to your new username.

Every Alert email and every email warning of list expiry includes a hyperlink that can be used to transfer the list to a new username:

1. Click on the hyperlink provided at the bottom of the email.
2. At the login prompt, enter your new login details to transfer the list to that login.
3. Entering your new username and password will automatically transfer the list to the new login for you.

Changing the Email Address for an Alert List

1. Log into Zetoc Alert using your username and password (you must use the one used to create the list as lists are effectively 'owned' by usernames).
2. You can select the Zetoc Alert from the drop-down list or enter the name of the list you wish to change.
3. Click the **Renew/Modify** button.
4. Enter a new email address and select the **Change Email Options** button.
5. You will be given confirmation that your email address has been changed and the new address will be displayed.
6. You may also choose to include or exclude hypertext links to full records in Zetoc from your alerts by selecting the appropriate button.

Renaming an Alert List

Note: members of some organisations will be given an automatically generated name; you will not be able to rename these lists.
1. Log into Zetoc Alert using your username and password (you must use the one used to create the list as lists are effectively 'owned' by usernames).
2. Use the drop down menu to select the name of the alert list you would like to rename and click the **Rename** option.
3. When prompted enter the new name for alert and select **OK.**
4. Confirmation that the alert has been renamed will be displayed, along with a link to take you back to the Alert Homepage.

Renewing an Alert List

1. Log into Zetoc Alert using your username and password (you must use the one used to create the list as lists are effectively 'owned' by usernames).
2. You can select the Zetoc Alert from the drop-down list or enter the name of the list you wish to renew.
3. Click the **Renew/Modify** button.
4. Select the link to renew the list for another 12 months.
5. You will be given confirmation that the list has been renewed, and the new expiry date.

Modifying Zetoc Alert

1. Log into Zetoc Alert using your username and password (you must use the one used to create the list as lists are effectively 'owned' by usernames).
2. You can select the Zetoc Alert from the drop-down list or enter the name of the list you wish to modify.
3. You may add journals to an Alert List or add searches to a List by clicking the **Add Journals** button or the **Add Searches** button.
4. To remove journals or searches remove the tick in the check box and then click on **Remove Journals/Searches**.

Deleting an Alert List

1. Log into Zetoc Alert using your username and password (you must use the one used to create the list as lists are effectively 'owned' by usernames).
2. You can select the Zetoc Alert from the drop-down list or enter the name of the list you wish to delete.
3. If your list name was automatically generated you will be prompted to enter the name of the list.
4. Click the **Delete** button and select **Yes** to confirm the deletion of the Alert List.

Further Help

- Zetoc FAQ also provides answers to some of the more common queries.
- Detailed workbooks are available.

Links in Full

- [Glossary](https://zetoc.jisc.ac.uk/glossary.html) (https://zetoc.jisc.ac.uk/glossary.html)
- [Homepage](https://zetoc.jisc.ac.uk/) (https://zetoc.jisc.ac.uk/)
- [Online](https://zetoc.jisc.ac.uk/alertguide.html) version (https://zetoc.jisc.ac.uk/alertguide.html)
- [Workbooks](https://zetoc.jisc.ac.uk/support.html#materials) (https://zetoc.jisc.ac.uk/support.html#materials)
- [Zetoc Alert](https://zetoc.jisc.ac.uk/login/alerts) (https://zetoc.jisc.ac.uk/login/alerts)
- [Zetoc FAQ](https://zetoc.jisc.ac.uk/faq.html) (https://zetoc.jisc.ac.uk/faq.html)

If you have any queries, comments or suggestions please forward them to help@jisc.ac.uk.

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