

INSTRUCTIONS – Setting up an alert in iSearch

Step 1 – Got to [iSearch](#)

Step 2 – Click on “Sign in”

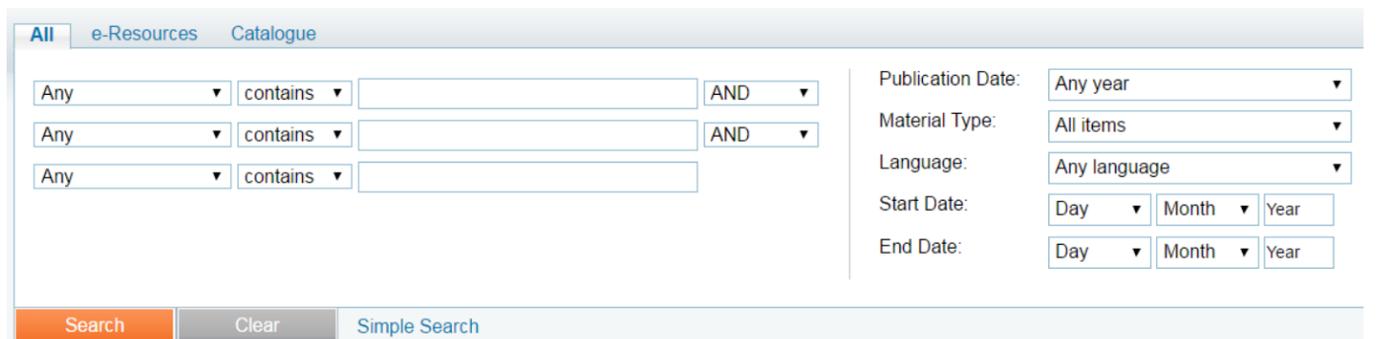


Step 3 – Sign in using your eDimension ID and PASSWORD

Step 4 – Click on “Advanced Search”.



Step 5 – Enter in search terms with desired criteria for your alert and click search

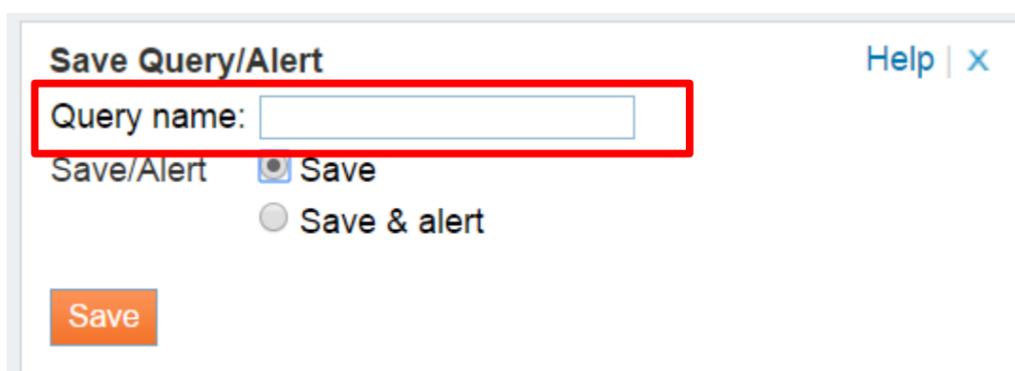


Step 6 (Optional) – Further refine your search in the results page via the left side menu if needed.

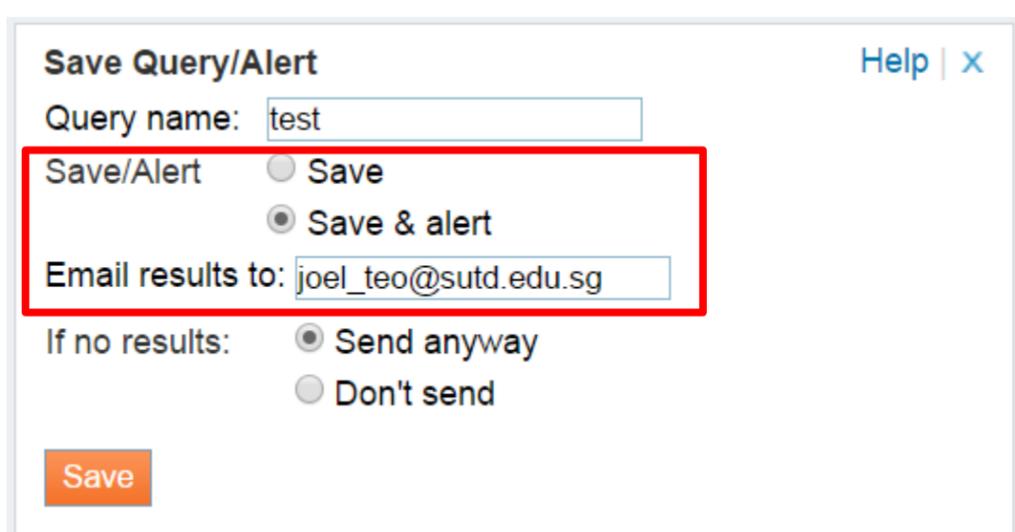
Step 7 – Set your alert by click on “Save query” on the left side of the page, a window will pop up.



Step 8 – Enter in a name for your alert



Step 9 – Select “Save & alert” and key in your “email address” and click save. Alerts are sent once a week.



Step 10 – To view and edit all alerts. Click on My Account located on the top left and then select the “Queries” Tab.

