

HOW TO CREATE AN ALERT PROFILE

- Go to the Clarence Regional Library Home Page www.crl.nsw.gov.au
- Enter your library card number & PIN into Account Login. **My Account** will open.
- You will need to have registered a current email address with your library. You can do this online in the **Personal Details** tab of your account, or at your library.
- Click on **New Alert Profile** tab, then follow the steps on the form (example below).

My Account

Summary	Personal Details	New Alert Profile																																	
<p>Step 1 - Create a search profile</p> <table><tr><td>Author</td><td>m c beaton</td><td>OR</td></tr><tr><td>Author</td><td>virginia andrews</td><td>AND</td></tr><tr><td>All Fields</td><td></td><td>AND</td></tr><tr><td>All Fields</td><td></td><td>AND</td></tr><tr><td>All Fields</td><td></td><td>AND</td></tr><tr><td>All Fields</td><td></td><td>AND</td></tr><tr><td>Dewey Class</td><td></td><td>AND</td></tr><tr><td>Year:</td><td><input type="text"/> e.g. 2007, > 2000, 1990-2005</td><td></td></tr><tr><td>Material:</td><td>active card art original art reproduction</td><td></td></tr><tr><td>*Collection:</td><td>Adult fiction Adult fiction MP3 Adult fiction kit</td><td></td></tr><tr><td>Location:</td><td>Bellingen Library Dorrigo Library Grafton Library</td><td></td></tr></table> <p>Year: <input type="text"/> e.g. 2007, > 2000, 1990-2005</p> <p>Material: active card art original art reproduction</p> <p>*Collection: Adult fiction Adult fiction MP3 Adult fiction kit</p> <p>Location: Bellingen Library Dorrigo Library Grafton Library</p> <p><small>Select a search option from the drop-down list and enter the search term (you can use an asterisk * to truncate your search term eg. Smi*). Use the AND, OR and NOT operators for a combined search.</small></p> <p><small>A blue asterisk * indicates options have been saved in this multi-choice list. You may need to scroll down to see the options selected.</small></p> <p><small>Hold down the ctrl key while selecting or deselecting more than one option within a multi-choice list.</small></p>			Author	m c beaton	OR	Author	virginia andrews	AND	All Fields		AND	All Fields		AND	All Fields		AND	All Fields		AND	Dewey Class		AND	Year:	<input type="text"/> e.g. 2007, > 2000, 1990-2005		Material:	active card art original art reproduction		*Collection:	Adult fiction Adult fiction MP3 Adult fiction kit		Location:	Bellingen Library Dorrigo Library Grafton Library	
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<p>Step 2 - Test your search</p> <p><input type="button" value="Search"/></p> <p><small>As you build your search profile click on the 'Search' button to test the number and the type of the entries found.</small></p>																																			
<p>Step 3 - Set an alert frequency</p> <p>Alert Frequency: <input type="text" value="Daily"/></p> <p><small>How often you would like the library server to scan the database looking for any new works matching your search profile?</small></p>																																			
<p>Step 4 - Assign an expiry date</p> <p>Expiry Date: <input type="text"/> ..</p> <p><small>Optionally enter an expiry date if you do not want alerts to be sent after a specific date.</small></p>																																			
<p>Step 5 - Add a description</p> <p>*Description: <input type="text" value="My authors"/></p> <p><small>Provide a short description of your profile so that you can recognise it in your profile list.</small></p>																																			
<p>Step 6 - Save your profile</p> <p><input type="button" value="Save"/></p> <p><small>Now click the save button to create your new profile.</small></p>																																			

To return to your profile after testing your search, click the **breadcrumb link** at the top of the search results page

Where you are: [Home](#) » [My Library](#) » [My Account](#) » [New Alert Profile](#)

- **Your profile has been created!**
- Alerts will be sent to the email address specified at the top of the screen. You can then **reserve** the item online, or at your library.
- To edit your profile, go to the **Summary** tab of your account, click the Alert Profiles link, then choose the profile to edit.