

@ Email Alerts

- To set an Email update of your Personal Alert you need to click on **Manage Alerts by Email**.
- A list of all your saved Personal Alerts will be displayed. Use the drop down list to choose daily, weekly, or monthly Emails.

The Email will provide the titles of any relevant Alerts found. Simply click on a title to go directly to that particular story. Alternatively, you can use the View Alerts link at the bottom of the Email to view all the stories. If you are not currently logged in to IDdb you will be prompted to do so

i To Amend Personal Alerts

To edit any of your Personal Alerts, select the **Edit** option in the **Manage Alerts** box. On the Manage Alerts page you will be able to edit the alert by clicking on the relevant Alert number or change the frequency of your Email alerts. To delete any of your Personal Alerts check the box next to the alert under the **Delete** heading. It is important to remember to use the **Save All Changes** button after making any changes.

Email if Updated

For both Drug Reports and Company Reports you can choose to be sent an Email each time the report is updated. This can be useful in tracking the progression of a drug through the various clinical phases, or keeping in touch with a chosen company's pipeline.

Click on the **Email If Updated** link, and make sure the Email address is correct, this can be your own Email address or that of a colleague.

Then simply use the check boxes to select which changes to the report you wish to be notified of, and click **Confirm**.

In this guide you will find more information on Alerts, and the ways you can customise them. Topics covered in this mini guide are:

- **View alerts from a previous update**
- **Use Search Alerts to find a specific word or phrase**
- **Get Alerts by Email**
- **How to setup and manage Personal Alerts**
- **An Example of how to set up a Personal Alert**
- **Get Personal Alerts by Email**
- **Amending Personal Alerts**

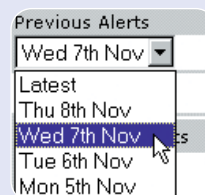
Alerts

Updated daily, the Alerts section brings you all the relevant Pharmaceutical Industry news. Alerts are arranged by category – Drugs, Companies, Meetings, and Patents. There is also a Personal Alerts section where the news filtered to your own requirements is posted. To browse through the different categories of latest alerts use the left-hand navigation bar.



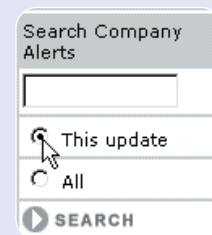
View alerts from a previous update

Use the drop-down list to select the date of the alert you wish to view.



Searching for a specific word or phrase

Use the **Search Alerts** text box to find news stories containing a single word or phrase. A radio button option allows the search to be restricted to the latest update.



The truncation % is supported, but not Boolean operators.

The truncation symbol is used to indicate that the word entered has been truncated. The search is then expanded to include any further characters or combination of characters that may be found after the root of the word. For example, cele% finds celebrex or celecoxib, etc.

Get Alerts by Email

For each category of alert – drugs, companies, meetings and patents – you can choose to **get alerts by Email**. Simply click on the link and choose the frequency you wish to be Emailed. Ensure that the Email address is correct in the **Send to** box and click **confirm** to activate. You will then receive an Email with links to all the alerts in that category at the frequency chosen.



Note: You can send Email alerts to friends or colleagues by inserting their Email address in the address box provided.

> Setting up your Personal Alerts

You can choose to personalise the Alerts service, thereby filtering the news to only receive Alerts on specific topics. The **Personal Alerts** option allows you to receive notice of new Alerts by Email. To set up Personal Alerts, click on the **create** button.

Personal Alerts

Create your own alert profile

CREATE

Personal Alert profiles can be formed from a **combination of topics**, index terms and/or free text.

Topics broadly categorize the content of Alerts. Each Alert is assigned one or more topics.

Use the list of topics to select terms to define your Alert profile.

The Actions, Indications and Technologies terms are chosen from the indexes that are presented in a hierarchy.

The Investigational Drugs database
ALERTS
Personal Alerts

Create Personal Alerts

To **create** an alert profile, start by selecting one of the following:

- ACTIONS**
- COMPANIES**
- ALERT TOPICS**
- INDICATIONS**
- DRUG NAMES**
- TECHNOLOGIES**
- WORD/PHRASE**

Alternatively write a Boolean query to create an alert profile, or use the appropriate option to edit or combine personal alerts.

- WRITE YOUR OWN**
- MANAGE PERSONAL ALERTS**

Need help? see our personal alerts tutorial **TUTORIAL**

When you choose a broad term, you will automatically retrieve stories classified by any narrower term; e.g. selecting the indication term 'respiratory diseases' will retrieve items about drugs indicated for asthma.

Clicking on next to the broad term will expand out the hierarchy to allow selection of more specific index terms. Alternatively you can search for index terms by entering a term in the **look up** box and pressing Enter. Clicking on the term you want will add it to the Personal Alert Profile Builder.

The Companies and Drug Names options can be used to look up company and drug names to add to the Personal Alert Profile Builder. Enter a name in the **look up** box and press Enter. This will bring up a list of companies or drugs containing the name entered, click on your chosen name to add it to the Alert profile.

The Alert Topics index can be used to choose which type of news story you are interested in.

Example – Set up a Personal Alert to find news stories discussing any clinical phase change for drugs indicated for respiratory diseases.

- Pain
- Pregnancy disorder
- Prophylaxis
- Respiratory disease**
- Sleep disorder
- Somatosensory disorder
- Temperature disorder

- Click on **Create**
- Then click on **Indications**
- Look down the list and click on **Respiratory disease** to add it to the Alert profile.
- Click on **Add More** to add further terms. This returns to the Create Personal Alerts menu.

PERSONAL ALERTS *Profile Builder*

Respiratory - phase change ▶ **ADD MORE** ▶ **CLEAR ALL** ▶ **SAVE**

Logic	Search Terms (click on a term to remove it)
	Indications
	Respiratory disease

- Drugs**
- Any drug topic
 - New drug candidate
 - Preclinical & research
 - Clinical phase change**
 - Clinical trial announcements

- Next click on **Alert Topics** and then click on **Clinical phase change** to add this to the Alert profile.
- To remove any term from the Alert profile simply click on it, to remove all the terms click on **Clear All**.

PERSONAL ALERTS *Profile Builder*

New Personal Alert 225 ▶ **ADD MORE** ▶ **CLEAR ALL** ▶ **SAVE**

Logic	Search Terms (click on a term to remove it)
	Indications
	Respiratory disease
and ▼	Topics
	Clinical phase change

- Clicking on **Save** will prompt you to enter a name for your profile. After this has been done, click on **Confirm**.
- You will go to your Personal Alerts page, and the results of the new Personal Alert will be displayed. To access the full story simply click on the title of the Alert.