



Library Services

Simple Selective Dissemination of Information (SDI) **User Guide**

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Introduction

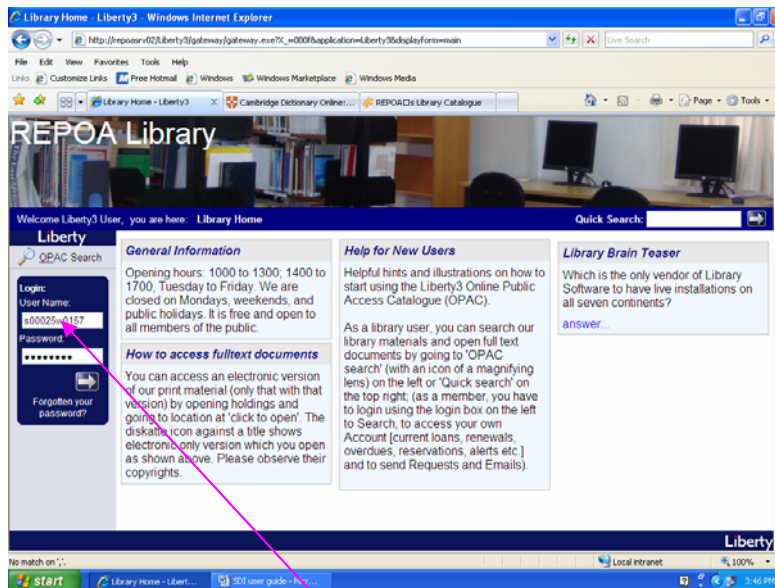
Selective Dissemination of Information (SDI) is a proactive way of informing or sending a resource centre user information about new information material s/he has specified based on what s/he is doing. With a help of REPOA resource centre software package (Liberty3), we now offer such a service using e-mail alerts.

Setting and Receiving E-mail Alerts

In order to enjoy this service, someone must be able to log in to our library home page. Login will be enabled when you are registered after completing a membership form for free membership particularly for receiving e-mail alerts only. Before receiving e-mail alerts you have to do the following:

1. LOGIN

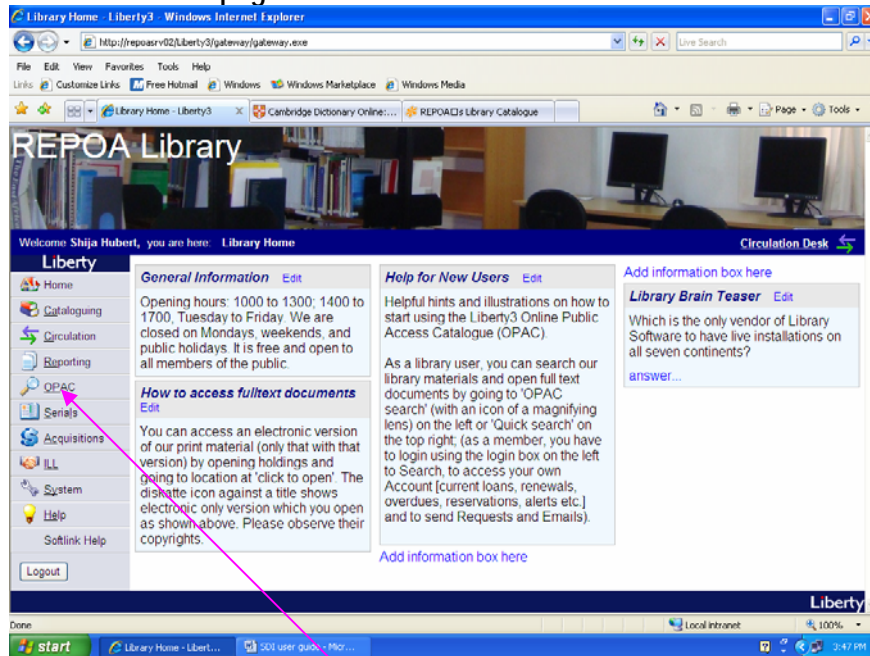
The login page / browser is <http://repoasrv02.repoa.or.tz/liberty3>



Write your **username** and **password** in the login panel

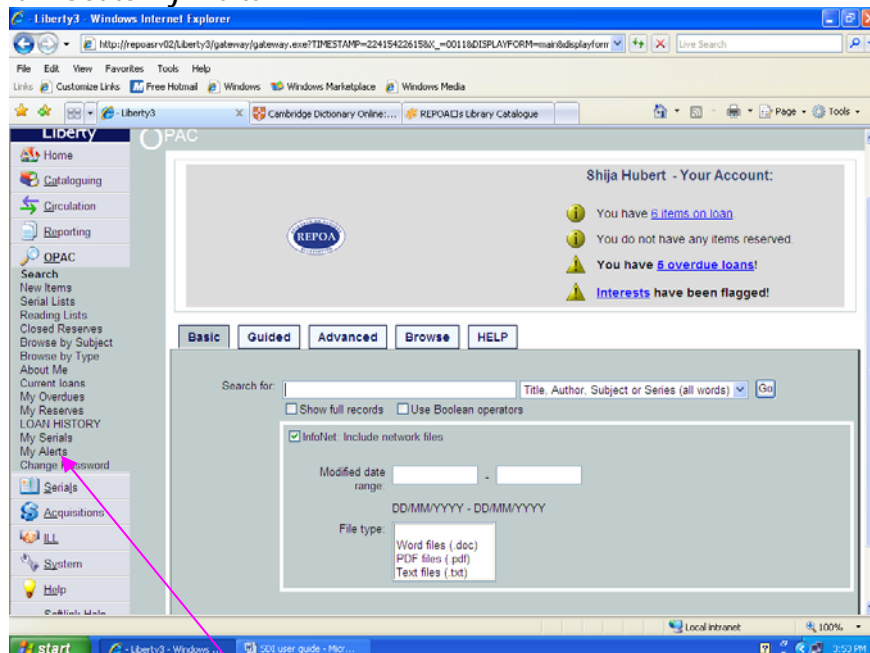
2. SETTING E-MAIL ALERTS

a. Go to OPAC page



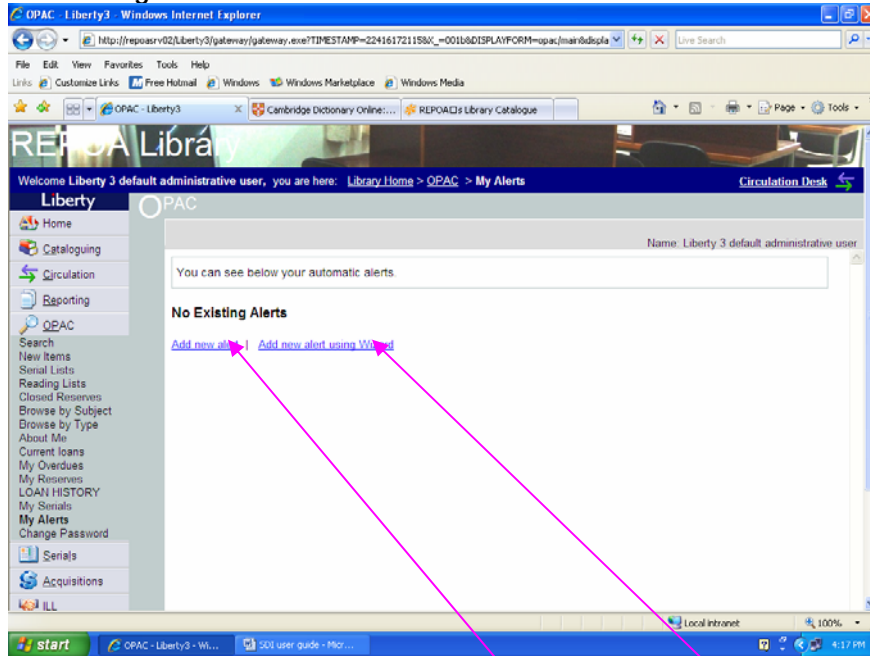
Open OPAC page on the left menu

b. Got to My Alerts



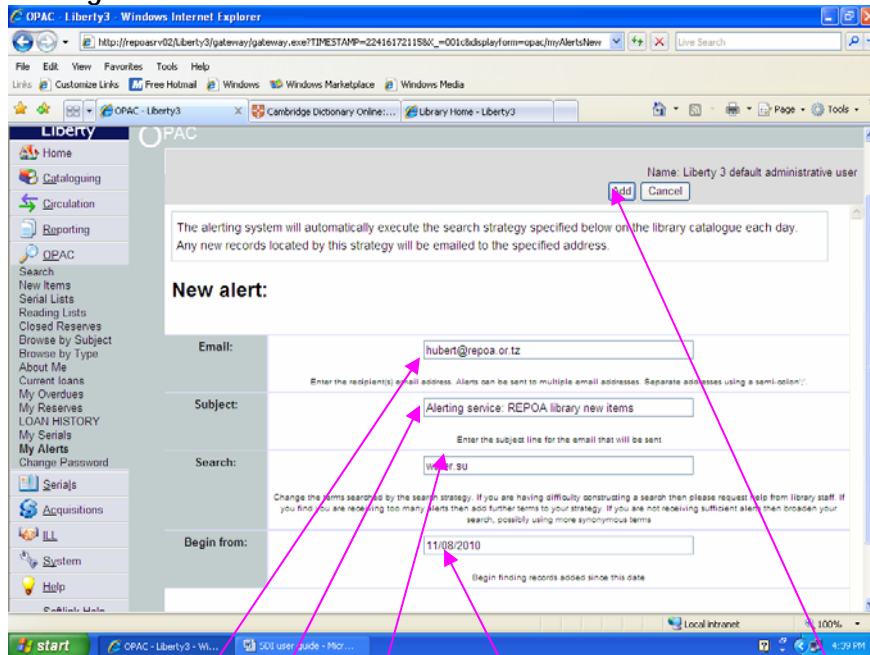
Click on My Alerts on the left menu after collapsing OPAC

c. Adding alerts



Now you can add a **new alert** either **direct** or using a **wizard** (the system walks you through the setting - thus the wizard is recommended)

Adding new alert without a wizard

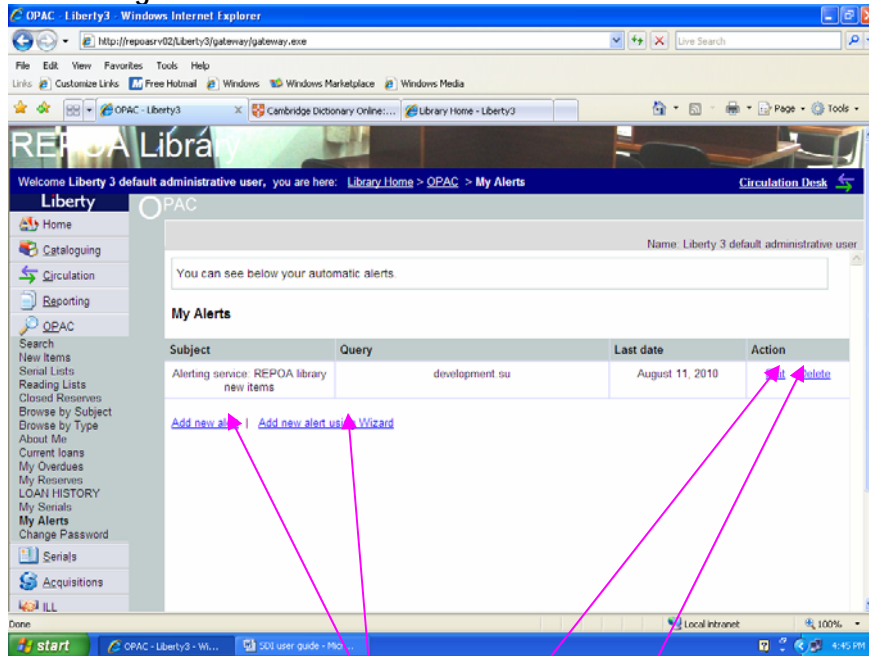


Complete **e-mail**, **subject**, **search** and **begin date** field then click on **Add** button on top left of the window, then wait for the e-mail with alerts

NB: your search should have either a subject (.su.), author (.au.) or

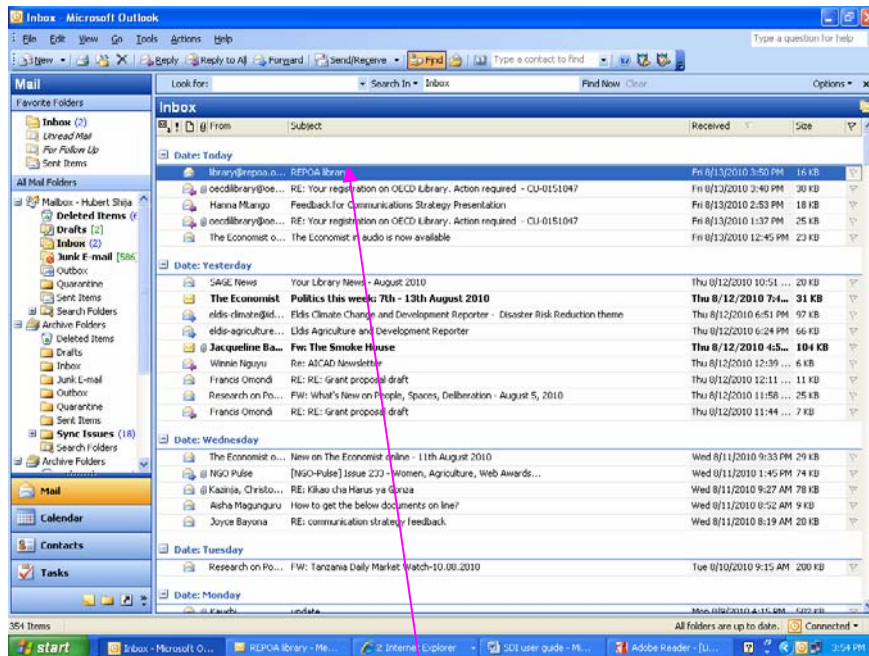
series/ title (.ti.) e.g. governance.su. for subject; Shija.au. for author

d. Adding more alerts



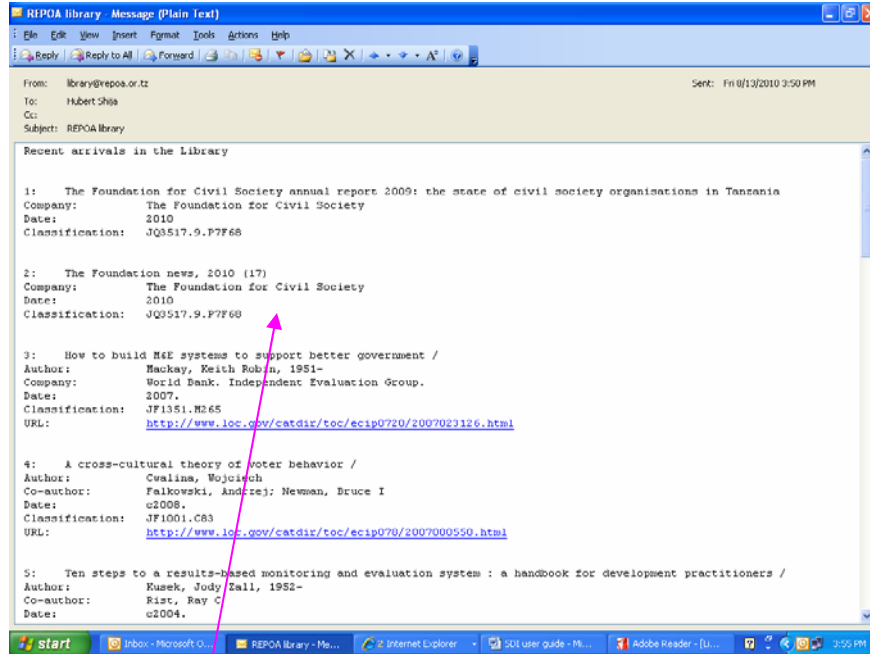
You can add more alerts, edit or delete them

e. Wow! Alert received in my inbox



New e-mail

f. Listing of latest additions



Information material received based on subject (.SU.), author (.AU.) or title (.TI.) set in e-mail alert

For more support e-mail us at library@repa.or.tz or repa@repa.or.tz