

## 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



Open OPAC page on the left menu



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

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From: library@repoa.or.	.tz	D PM
To: Hubert Shija Cc:		
Subject: REPOA library		
Recent arrivals i	in the Library	^
1: The Foundat	ion for Civil Society annual report 2009: the state of civil society organisations in Tanzania	
Company: Date:	The Foundation for Civil Society 2010	
Classification:	JQ3517.9.P7F68	
2: The Foundat	tion news, 2010 (17)	
Company:	The Foundation for Civil Society	
Date: Classification:	2010 J03517.9.P7F68	
1: How to built	A MCE sustaws to support better coverment /	
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Author:	Cwalina, Wojciech	
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Information material received based on subject (.SU.), author (.AU.) or title (.TI.) set in e-mail alert

For more support e-mail us at <u>library@repoa.or.tz</u> or <u>repoa@repoa.or.tz</u>