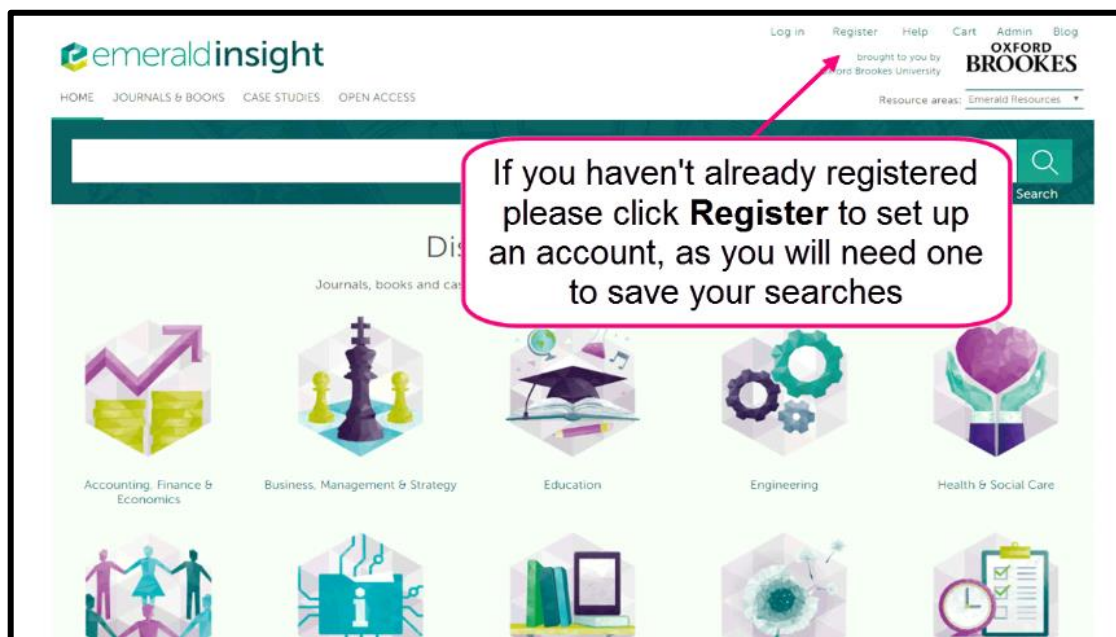


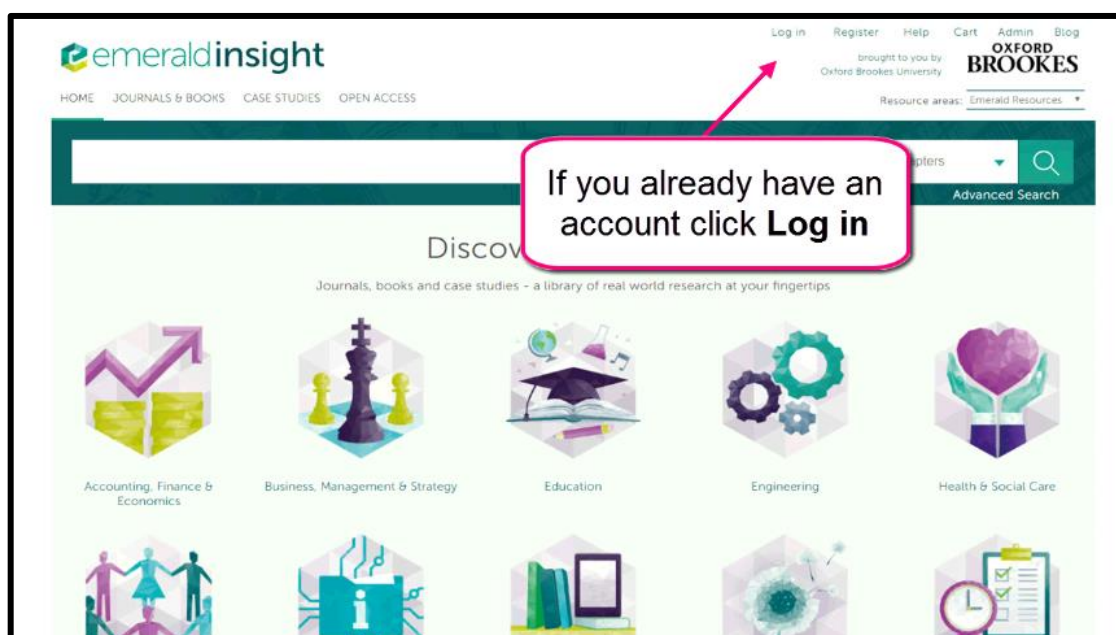
How to save searches and set up alerts in **Emerald**

Connect to **Emerald** through our moodle database course, [Library Information Sources for Business Students](#) or via our [Business, Marketing and Economics](#) library home page. If you are not already logged in, you will be asked to enter your Brookes username and password.

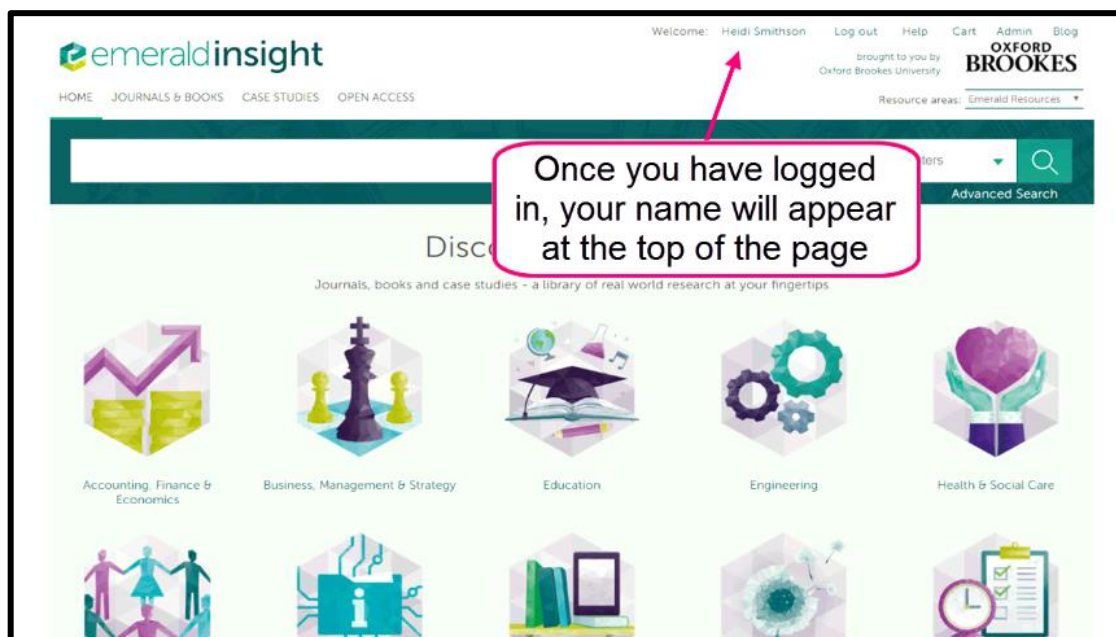
1. If you haven't already registered please click **Register** to set up an account, as you will need one to save your searches.



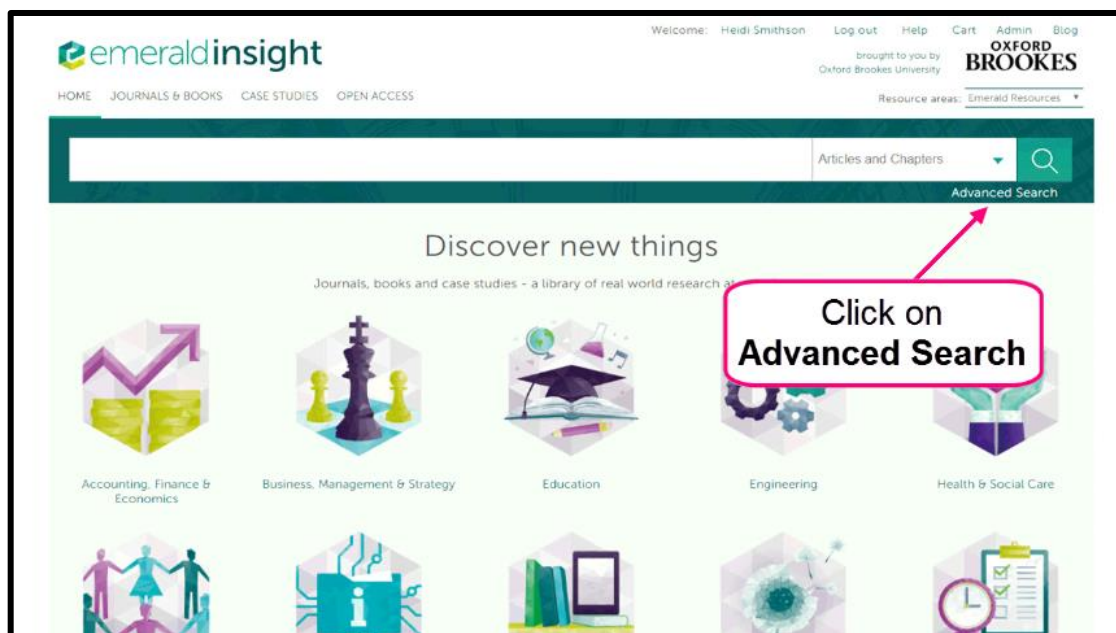
2. If you already have an account click **Log in**.



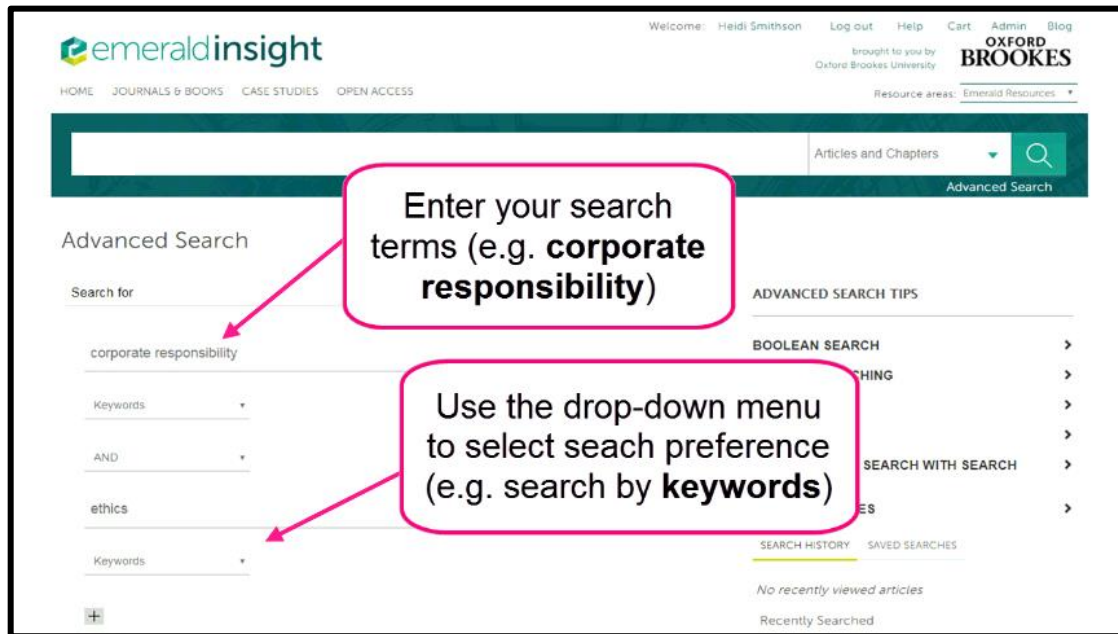
3. Once you have logged in, your name will appear at the top of the page.



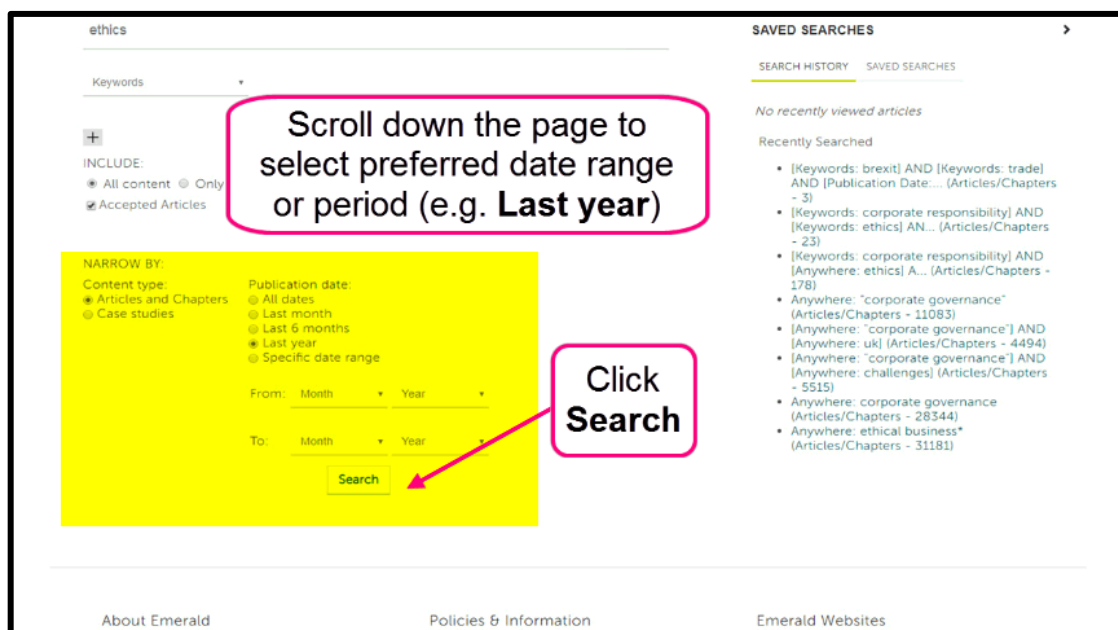
4. Click on **Advanced Search**.



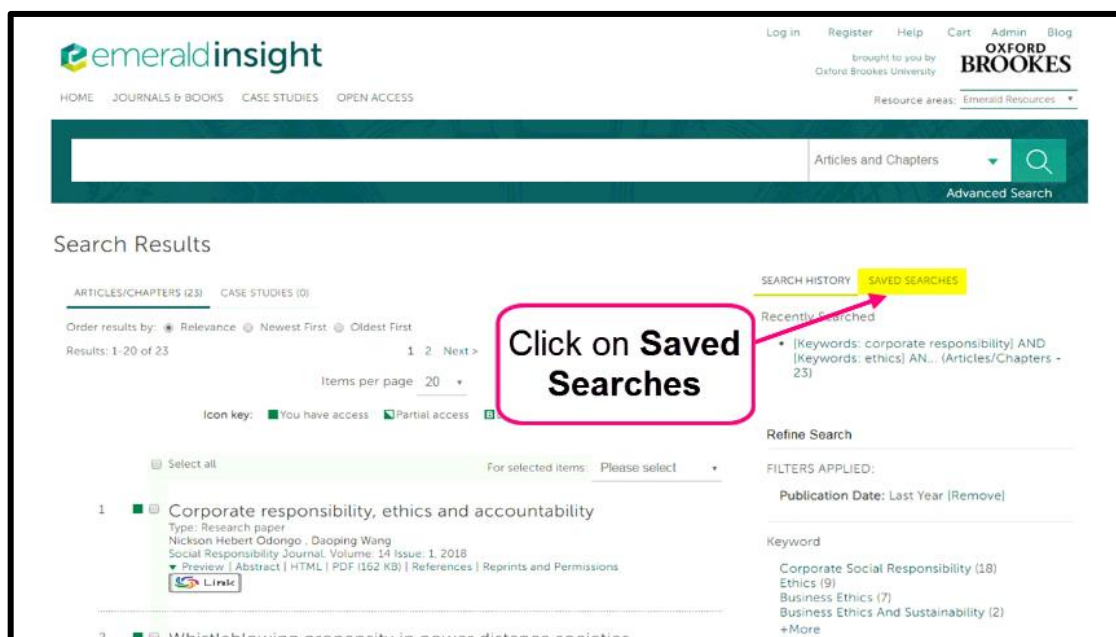
5. Enter your search terms (e.g. **corporate responsibility**). Use the drop-down menu to select search preference (e.g. search by **keywords**).



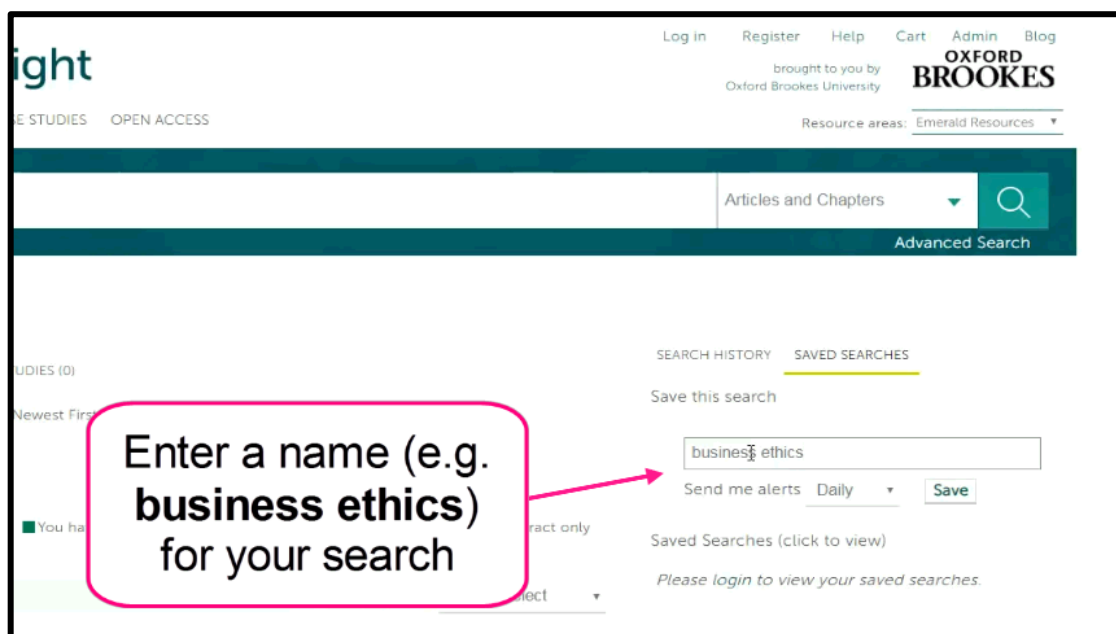
6. Scroll down the page to select preferred date range or period (e.g. **Last year**).



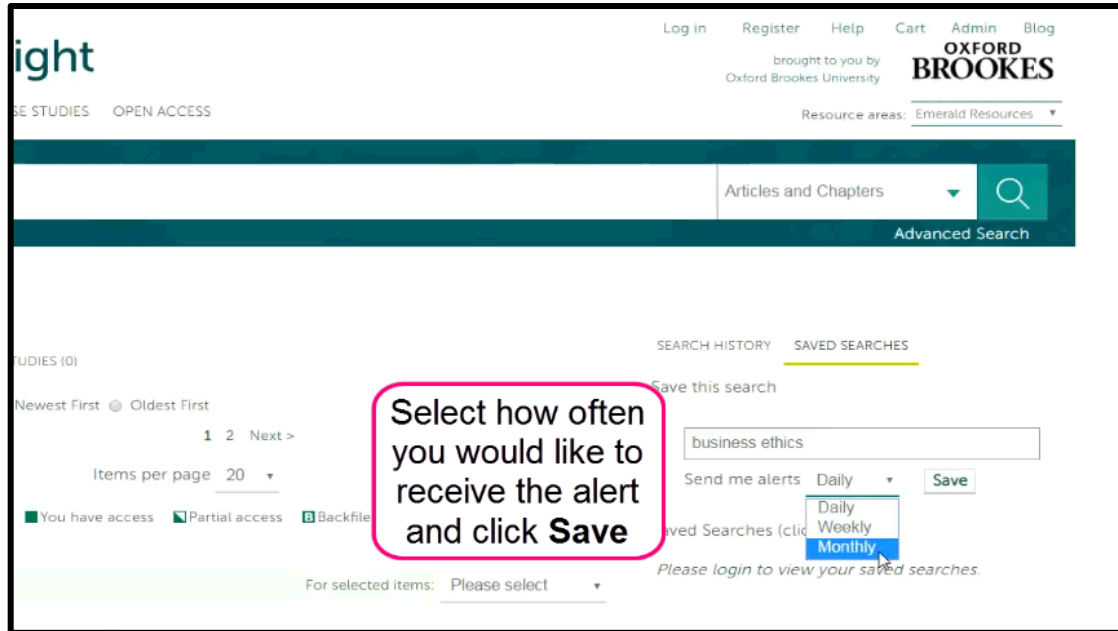
7. Click on **Saved Searches**.



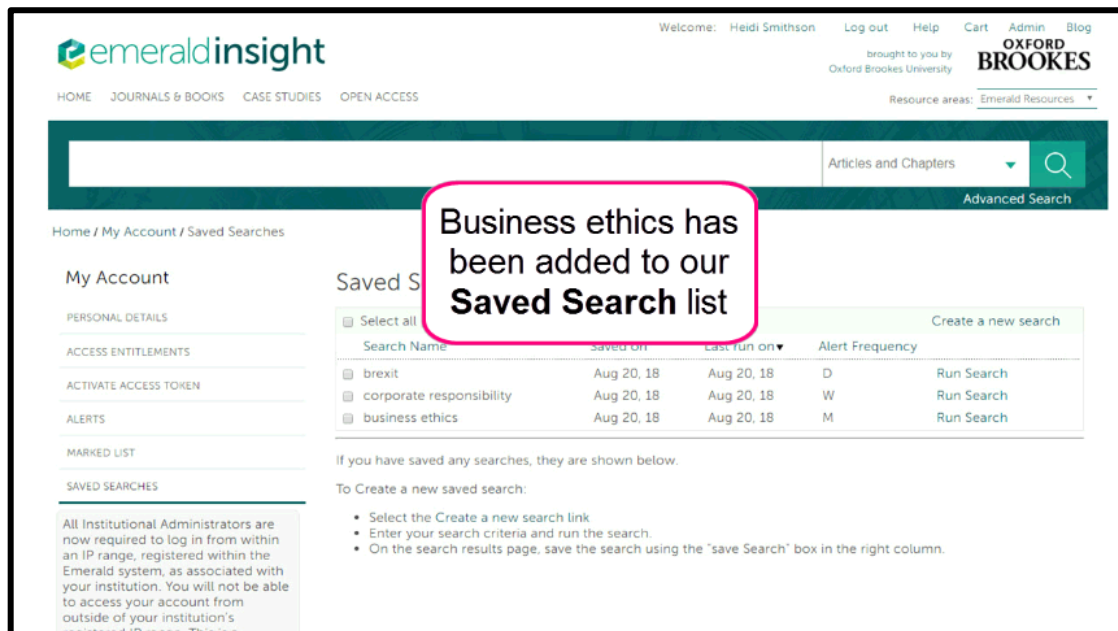
8. Enter a name (e.g. **business ethics**) for your search.



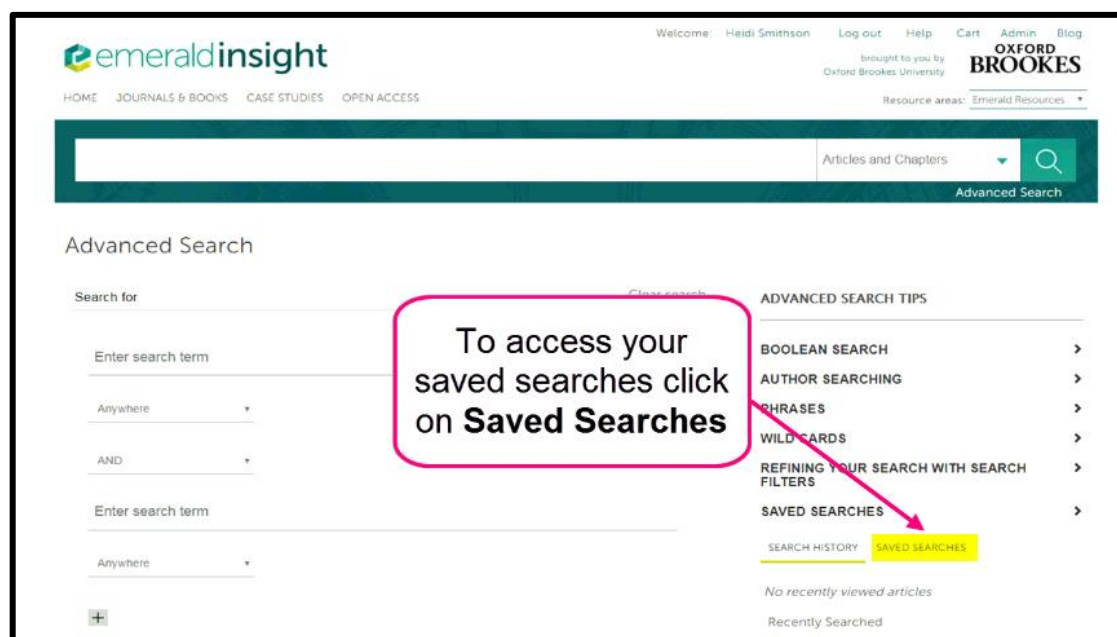
9. Select how often you would like to receive the alert and click **Save**.



10. **Business ethics** has been added to our **Saved Search** list.



11. To access your saved searches click on **Saved Searches**.



If you need further help using **Emerald** please contact the business librarians at businesslibrarians@brookes.ac.uk or on 01865 485851. Alternatively, please feel free to drop in and speak to us.