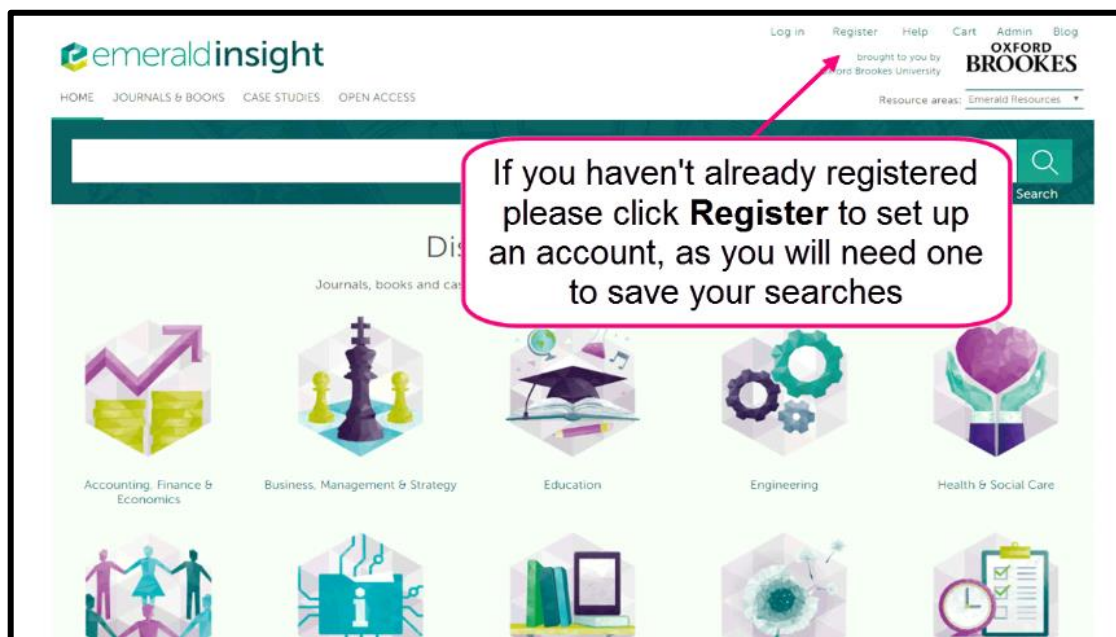


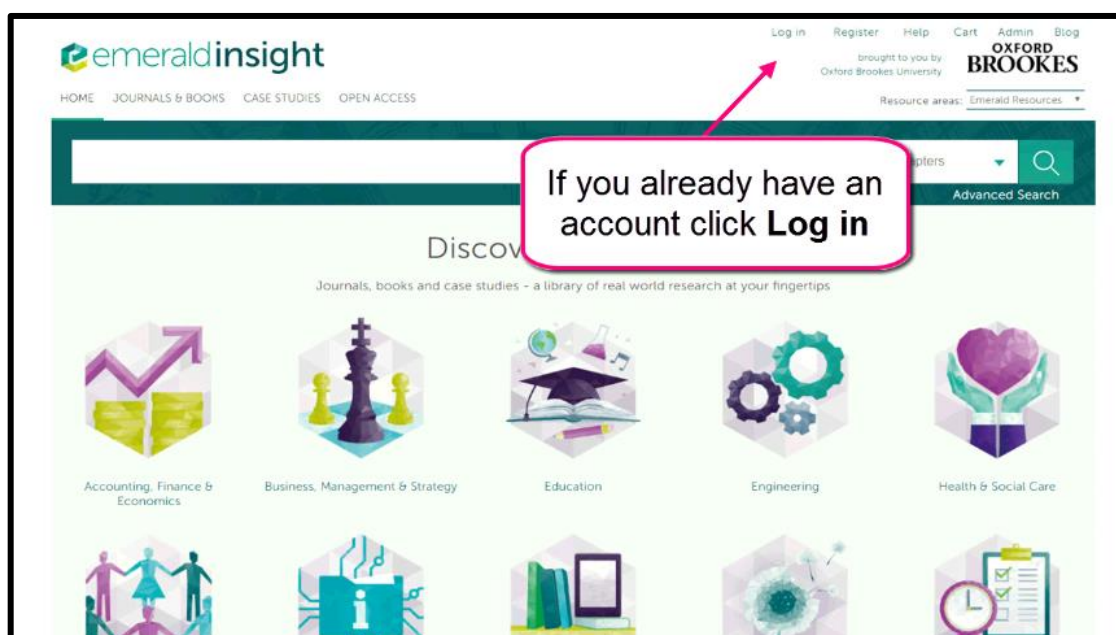
How to set up subject alerts in **Emerald**

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.

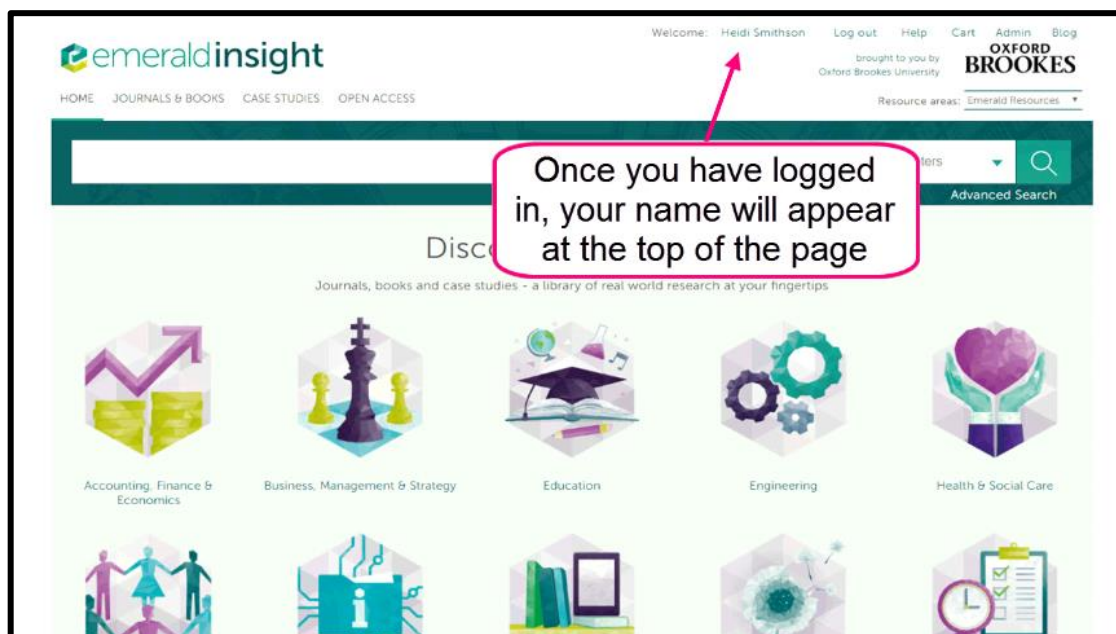
1. If you haven't already registered please click **Register** to set up an account, as you will need one to save your searches.



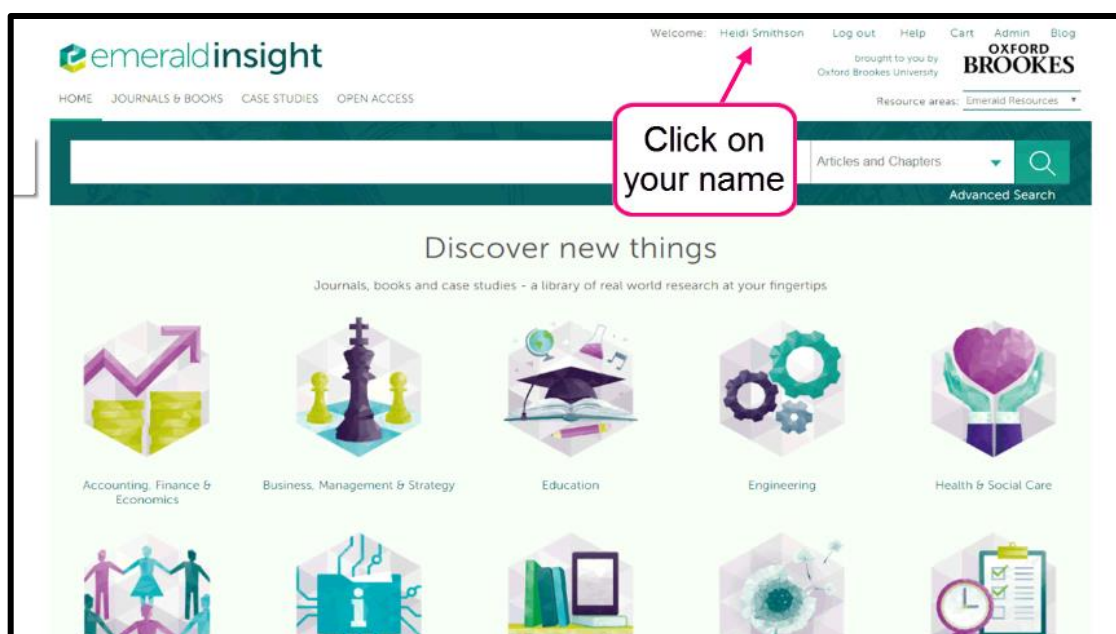
2. If you already have an account click **Log in**.



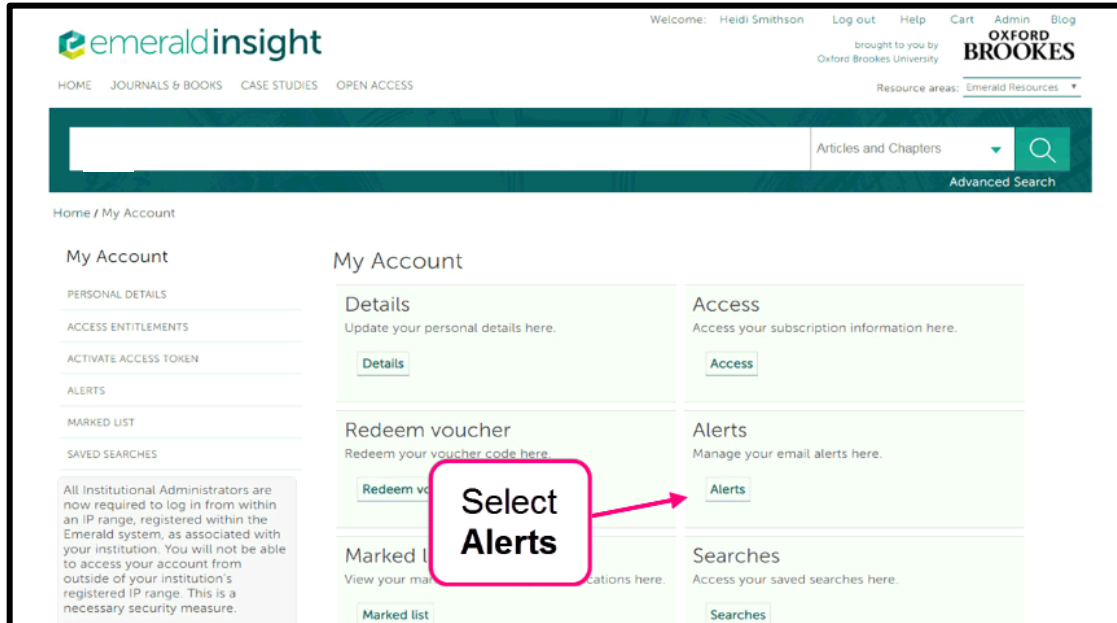
3. Once you have logged in, your name will appear at the top of the page.



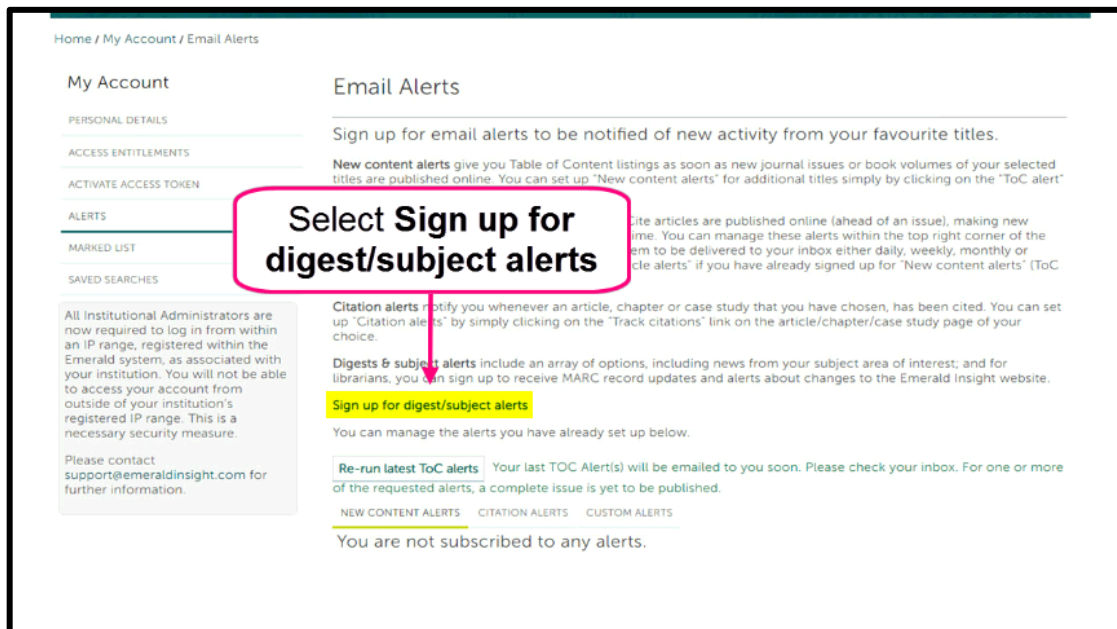
4. Click on your name.



5. Select Alerts.



6. Select Sign up for digest/subject alerts.



7. Select the tick boxes to add to your subject alert/s.

The screenshot shows a web page titled "Available Newsletters". It lists various newsletters and interest area updates with checkboxes for selection. A pink callout box with the text "Select the tick boxes to add to your subject alert/s" is overlaid on the page, pointing to the checkboxes. The list includes:

- Emerald MARC Record E-mail Update
- Interest Area Updates
- Accounting and Finance
- Built Environment
- Business Ethics and Law
- Civil Engineering
- Computer Security
- Computing
- Economics
- Education
- Electrical and Electronic Engineering
- Enterprise & Innovation
- Environmental Management

8. Scroll down the page and select **submit**.

The screenshot shows the bottom portion of the newsletter selection page. It lists various subjects with checkboxes for selection. A pink callout box with the text "Scroll down the page and select submit" is overlaid on the page. The list includes:

- Knowledge Management
- Library & Information Services
- Logistics & Supply Chain Management
- Management Science
- Marketing
- Mechanical and Materials Engineering
- Operations & Production Management
- Organization Studies
- Politics
- Public Policy
- Quality Management
- Sociology
- Strategy
- Tourism, Hospitality and Service Management
- Training
- Transport

A "Submit" button is visible at the bottom right of the page.

9. The subject/s you have selected will appear on the alerts page.

The screenshot shows the Emerald alerts management interface. On the left, there are navigation links for 'ACCESS ENTITLEMENTS', 'ACTIVATE ACCESS TOKEN', 'ALERTS', 'MARKED LIST', and 'SAVED SEARCHES'. A grey box contains a message about institutional administrators. The main area is titled 'Sign up for email alerts to be notified of new activity from your favourite titles.' It includes sections for 'New content alerts', 'Latest article alerts', and 'Citation alerts'. Below these, there is a 'Re-run latest ToC alerts' button and a list of alert categories: 'NEW CONTENT ALERTS', 'CITATION ALERTS', and 'CUSTOM ALERTS'. The 'CUSTOM ALERTS' section is active, showing a list of selected subjects: 'Accounting and Finance', 'Economics', and 'Business Ethics and Law'. A pink callout box with the text 'The subject/s you have selected will appear on the alerts page' has an arrow pointing to this list.

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.