

Creating alerts in Business Source Complete

You can set up alerts using Business Source Complete, the alert will email you when a new resource that fits your criteria is available. This can be useful when you are doing a piece of research over a long period of time, for example your dissertation. You can set up an alert to email you if a new article is published on the same topic as your research, so that you don't miss anything important after you've done your literature review.

Among the best journals for your subject are the Academy of Management Review and the Harvard Business Review, you should become familiar with these journals during your time on the course.

To stay up to date with your reading, you can have an alert emailed to you when a new article from the journal is put into the Business Source Complete. This is free of charge while you are a student at Brookes, but very expensive for anyone else.

Connect to **Business Source Complete** through the [moodle database course](#) or the [library website](#) and follow the instructions below. You can choose to try it for any journal which is in Business Source Complete.

The screenshot shows the EBSCOhost login page. At the top right, there is a 'Sign In' button. A callout box points to this button with the text: "To start creating alerts, you will need an account for Business Source Complete." Below the login fields, there is a 'Create a new Account' button. A callout box points to this button with the text: "2. Click Create a new Account." To the right of the login fields, there is a list of benefits for signing in, such as 'Save preferences' and 'Organize your research with folders'. A callout box points to the 'Sign In' button area with the text: "1. Click Sign In from any page in Business Source Complete."

The screenshot shows the account creation form. It includes fields for 'Last Name' (Smith), 'E-mail Address' (jsmith@brookes.ac.uk), 'User Name' (JSmith), 'Password', 'Retype Password', 'Secret Question' (Mother's maiden name?), and 'Secret Answer' (Smith). A callout box points to the 'Save Changes' button with the text: "3. Fill in your own details and click Save Changes." The form also shows a password strength indicator and a note: "Please remember your account information for future reference."

The account you create for Business Source Complete is separate from your Brookes account. Your new account can be used in any EBSCOhost database to create alerts, save searches and create folders.

This screenshot shows the EBSCOhost Publications page. A search for "Academy of management review" has been performed. The results list several journals, with "Academy Of Management Review" at the top. Callouts are placed over the interface to guide the user: 4. Go to Publications. (points to the 'Publications' tab), 5. Enter the title of the journal here. (points to the search box), 6. Click Browse (points to the 'Browse' button), and 7. Click on the journal title. (points to the journal title in the results list).

This screenshot shows the "Academy of Management Review" journal details page. It includes fields for Title, ISSN, Publisher Information, Bibliographic Records, Full Text, and Publication Type. On the right side, there is a "Create an alert" section with options for "E-mail Alert" and "RSS Feed". Callout 8. On the journal page, click Share, then E-mail Alert. (points to the "Share" button and the "E-mail Alert" option).

This screenshot shows the "Create Alert" form. The alert is titled "Journal Alert: 'Academy of Management Review' on 2016-08-23 05:05 AM". The form includes fields for E-mail (Subject, E-mail from, E-mail to), E-mail format (Plain Text or HTML), E-mail contents (Link to table of contents or Link to individual articles), and General Settings (Results format). There are "Save Alert" and "Cancel Alert" buttons at the bottom. Callout 9. You can adjust the settings here if you like, then click Save Alert. (points to the "Save Alert" button).

You will now be emailed when a new issue of this journal is added to Business Source Complete.

Harvard Business Review

Harvard Business Review is a very well known and prestigious journal in the business world. We recommend that you set up an alert for this journal now, so that you can stay up to date with developments in the business world as they happen.

Follow the instructions above to access the journal and create an alert, you can also browse the journal articles from the journal page. By creating the alert now, you will save yourself time when you come to research for assignments later in the term.