Short Guide to follow

• Homepage
• Login
• Your Profile
• Search
• Advanced Search
• Browse
• Article page
• Marked Lists
• Checklist
• Finally…
The Homepage

Account Info will provide a list of subscribed content.

Resource in drop down box on right.

Taxonomy not changed, but is NOT equal to subject collections.

Login now top right.

Search function/Advanced Search available from every page.

Access to Corporate Site available in ad box.
Login box, top right.

If IP authenticated (or similar) it will recognise automatically. If not then use Username/Password provided and enter.

Once you have registered a profile you will enter your personal username/password here also. REMEMBER institution login first followed by personal login second.
Register for a Your Profile

Once logged in under institution access, register for a profile.

Once registered, open up login box again and enter personal Username/Password. The ‘Register’ should change to ‘Your Profile’.

Clicking on ‘Your Profile’ will take the user to their personal pages where they can set up alerts, favourites and subscribe to various newsletters.
**Your Profile**

Welcome to your Emerald profile.
You can manage or update your details on the Profile Edit page.

<table>
<thead>
<tr>
<th>Your Favourites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your selected journals &amp; books</td>
</tr>
<tr>
<td>Clicking on a title will take you to either the latest issue for journals, or to the volume list for books. You can edit your favourites list on the Favourites page.</td>
</tr>
<tr>
<td>No favourites available</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Your Marked lists</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manage your marked lists</td>
</tr>
<tr>
<td>You can view, create, &amp; manage your marked lists on the marked list edit page. You currently have 19 marked lists.</td>
</tr>
<tr>
<td>Thu</td>
</tr>
<tr>
<td>Tues</td>
</tr>
<tr>
<td>Wed</td>
</tr>
<tr>
<td>Austria</td>
</tr>
<tr>
<td>Monday blues</td>
</tr>
<tr>
<td>More marked lists...</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table of contents alerts</th>
</tr>
</thead>
<tbody>
<tr>
<td>For journals, book series and case studies</td>
</tr>
<tr>
<td>Subscribe to table of contents alerts for your chosen journals, book series and case studies to receive an e-mail as soon as the latest content becomes available online.</td>
</tr>
<tr>
<td>Manage your table of contents alerts.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Saved search alerts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receive targeted content updates</td>
</tr>
<tr>
<td>Review and modify your saved search alerts to receive an e-mail as soon as matching content becomes available online.</td>
</tr>
<tr>
<td>Manage your saved search alerts.</td>
</tr>
</tbody>
</table>

**Digests**

<table>
<thead>
<tr>
<th>Weekly Digest alerts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign up to this service to receive a weekly digest of all new journal issues and book volumes published, for all titles or only your subscribed content.</td>
</tr>
<tr>
<td>Manage your Digests.</td>
</tr>
</tbody>
</table>

**New Titles**

<table>
<thead>
<tr>
<th>For journal and book series</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign up to receive an e-mail notification of newly launched journal and book series titles as soon as these are available online.</td>
</tr>
<tr>
<td>Manage your New Titles.</td>
</tr>
</tbody>
</table>

**Newsletters**

<table>
<thead>
<tr>
<th>Newsletter and general information e-mails</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign up to our newsletters and general information e-mails. You can also select targeted updates relevant to your subject area(s), including calls for papers, free access and conference news.</td>
</tr>
<tr>
<td>Manage your Newsletters.</td>
</tr>
</tbody>
</table>

Please note that newsletters and alerts will be sent to the email address provided when registering their profile.

The user can set up the following:

- Add favourite journals/books to their account (provides hyperlink).
- Set up, export, add/delete to marked lists.
- Subscribe to digests/newsletters/info on new titles.
- Add TOC alerts for journals/books.
- Save commonly used search terms and be notified of new content.
Searching

The search bar is available from every page. Type in your search term and select from one of the options in the drop down box and click “Search”.

TIP: Use a search term you know will bring back lots of results. This shows the wide content Emerald has and also allows you to narrow the results down significantly when showcasing Advanced Search.

A good example is “Library Management” or “Marketing”.
Results page

View results for All, Journals, Books or Case Studies by using the tabs along the top of the results.

As before Preview, Download (PDF or HTML) or view full abstract of the article/chapter.

Advanced Search available from results page now to narrow on screen results further.
Advanced Search

- View results for All, Journals, Books or Case Studies by using the tabs along the top.
- Change field via the drop down box to search across various such as authors, abstract, volume.
- Use Boolean logic to help narrow the results.
  e.g. Library Management NOT public.
- Matches:
  - All (all words in search term).
  - Any (one or more of the words).
  - Phrase (exactly as you typed it).
- Change the published years (1898 to current year).
- Exclude EarlyCite/Backfiles.
- Results can be returned for all content or just subscribed content.

Useful Wildcard searches:

“?” within a word returns results that fit.
  e.g. Te?q will search for test, text, tent etc.

“*” within a word searches for the elongated version
  e.g. Te*t will search for tested, tester, texted etc.

For further search hints/wildcards visit the HELP top right of the homepage.
The user can choose to browse Journals, Books or Case Studies from here.

Or go into the taxonomy and browse via subject area (REMEMBER, this is not the collections).
• Select Just Journals or Just Books or only highlight subscribed content.

• Select journal/book to go to the relevant homepage of that title.

• Browse further by title alphabetically.

• Change subject in the browse by subject.
The article abstract page will have the journal/book information along the top. From here the user can add this title to their Favourites and/or TOC Alerts.

The user can download the article/chapter direct from the results pages or from the article abstract page as highlighted here.

REMEMBER Document options will only appear if the user subscribes to this particular journal/book – if not this produces a turnaway.
Marked Lists

If logged in under a ‘Your Profile’ then you can either go into the Your Profile (top right) or ‘Marked Lists’ within the toolbar.

REMEMBER: By not registering for a Your Profile the user only has access to a session marked list that holds ONLY 10 articles/chapters. Once logged out this list will be lost.

Your Profile allows you unlimited number of marked lists that can hold unlimited number of articles/chapters.
You can set up a saved marked list before searching or add to the session marked list and duplicate that later.

The drop down box allows you to select a specific marked list and view the articles/chapters within that list.
Marked Lists cont...

At the results page the user checks the box of the article they want to add to a list...

Then add to the relevant marked list from the drop down box and click ‘Go’.
Marked Lists export...

Select the specific list wanted from the drop down box and click ‘Select’. A list of the articles/chapters added will be displayed that the user can choose to delete from the list.

The user can:

- **Print view:** Prints the list of article/chapter headings as seen in the list.
- **Copy List as:** Duplicate the list, useful for making session lists permanent.
- **Export options:** Open the options to export list into citation readers, download a text file of the list or email that text file (useful for providing students with reading lists).
Checklist

- Go to www.emeraldinsight.com
- IP Authenticated? Otherwise login.
- Register for Your Profile and highlight benefits.
- Login in a 2nd time using personal details.
- Perform a Search using a term that brings results back.
- Highlight the results page.
- Use Advanced Search to narrow the results down.
- Browse Journals and Books, go to a Journal homepage.
- Create a marked list for demo and add/delete from.
- Showcase the Emerald Resources and corporate website.
- Practice, practice, practice before demonstrating for real.
Finally...

- The user can log in from either of the following sites for full access:
  - www.emeraldinsight.com (content)
  - www.emeraldgrouppublishing.com (corporate)

- The user can access support resources from the drop down ‘Emerald Resources’ in the search toolbar. The user will be redirected to the corporate site and find robo-demo’s and user guides as well as other useful information.

- Remember the icon key!

- ‘Help’ on the content site also provides useful information, screenshots and hints on the search functionality.

- Practice the demonstrations before showcasing to a stakeholder, follow the roadmap and remember the tips. You can always advise them to look at the resources.
If there is any questions, please feel free to speak to

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