CREATE AN ALERT IN ANY PROQUEST DATABASE
(e.g. PROQUEST BUSINESS COLLECTION, CANADIAN NEWSSTAND MAJOR DAILIES)

1. Select the Advanced Search option.

2. Enter your search term. Remember to put exact phrases in quotes, and use OR (in capital letters) if you want to search for both the acronym OR the full term, e.g. TPP OR “Trans Pacific Partnership”.

3. If you wish, you can select an option from the drop down box on the right, for example Abstract.

4. Select Publication Title from the drop down list on the second search row, then click on Look up Publications.

5. Type the name of the publication you want to search, e.g. New York Times, Wall Street Journal, Globe and Mail, Financial Times, etc.

6. Click on Find

7. Be careful to select the right publication, there may be more than one title listed with similar names. Some newspapers for example publish different editions in different regions of the world. Scroll through the list, and look at the article count number to the right of each title.

8. Click on Add to search. Repeat steps 5 to 8 until you have selected all the publications you wish to search.
9. After you have run your search, use the drop down box on the left side to sort your results by date, “Most recent first” (by default results are sorted by Relevance). Click on *Save search/alert*, on the top right.
10. Select *Create alert*.

11. If you do not have a ProQuest *My Research* account, click on the link to set one up.

12. Give your alert a name.

13. Enter your email address.

14. Select from the options offered. Click on *Create Alert*. You can delete or modify your alert at any time in your *My Research* account on ProQuest.
Create alert

Create and schedule alerts to deliver new documents matching your search as they become available in ProQuest. Create a My Research account to modify, delete, or view all of your alerts.

**STEP 1 - REVIEW SEARCH DETAILS**

Name this alert: EBRD

Searched for: ab(european bank for reconstruction and...)

Database: ProQuest Business Collection

**STEP 2 - DEFINE YOUR ALERT EMAIL**

Send to: claire.wollen@sheridancollege.ca

Subject: ab(european bank for reconstruction and development* OR EBRD) AND pub E

Message: Add message

Format: HTML or Plain text (no images or text formatting)

**STEP 3 - DEFINE YOUR ALERT CONTENT**

Include search details: Yes or No

Include highlighting: Yes or No

Include: Newly published documents only

**STEP 4 - SCHEDULE YOUR ALERT**

Send: Daily, Weekly, Monthly, Quarterly

Send on: Monday

Stop after: 4 months

You will be able to extend an alert past any date you specify here.