

Get notifications about new publications at Duke




Duke's Tableau site at <http://tableau.oit.duke.edu> provides users with dashboards to download Scholars@Duke data. You can subscribe to notifications when new publications are available. This requires two steps:

Creating a custom notification

Subscribing to the notification

Create a notification


You can skip this section if someone else has already created this notification.

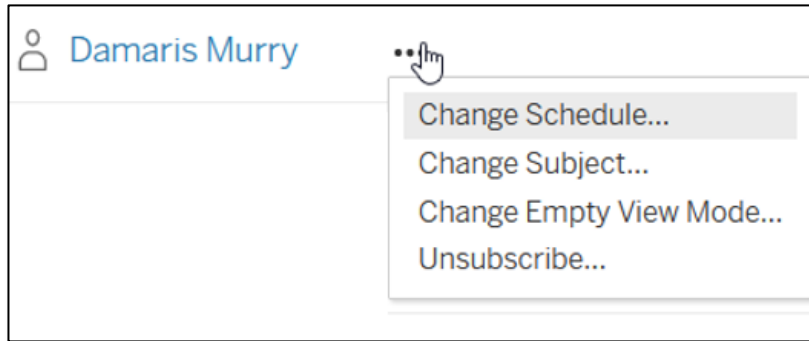
1. In Duke's Tableau site, select the Scholars@Duke workbook.
Selecting the Scholar@Duke workbook takes you to the Publications dashboard by default.
2. In the Scholars@Duke workbook, enter a topic into the "Search by" field to be notified about publications of a certain topic. Or leave this field blank.
3. Customize the additional drop-down filters within the gray space. You can also leave these as is. You can change:
 - Which schools at Duke to include
 - Which departments at Duke to include
 - Which affiliations to include (faculty, staff, students, etc.)
 - Which publication types to include (academic articles, books, book reviews, etc).
 - Which journals or ISSNs to include
 - Date range of the publication date. Note that notifications can be sent either weekly or daily.
4. To save your filters, click View  from the top toolbar and create a name for the filter set. Saving filters makes it possible to update the contents of an existing notification.
5. Click Subscribe  to customize the email. You can:
 - Name – create a subject line for the email
 - Subscribe users – defines which individuals will receive the notification
 - Schedule – send notifications weekly or daily
 - Add a custom message to the email
 - Select the check box "Don't send if view is empty" so that blank notifications are not sent.
6. Select the "Subscribe me" check box if you have not already added yourself under "Subscribe users."
7. Save by clicking Subscribe 

Subscribe to a notification

Once a notification has been created, you need to subscribe to it.

1. In Duke's Tableau site, select the Scholars@Duke workbook.
Selecting the Scholars@Duke workbook takes you to the Publications dashboard by default.

2. In the Publications dashboard, click Subscribe  then Manage.
Alternatively, from the footer of a notification email, select Manage my subscriptions
3. Click the ellipses to view edit options. You can:
 - Change schedule
 - Change the email subject line
 - Change the setting “Don’t send if view is empty”
 - Unsubscribe a user from the emails



4. Whenever new publications are available that match the notification criteria, a new email will be sent on the schedule that you specified.