



# Ingenta*Connect*

## IngentaConnect InTouch Alerting

---

**Learn to:**

- Set up and delete search alerts
- Set up and delete new issue alerts
- Administer your institution’s alerts and access user reports

---

What are Alerts? .....	2
Setting up InTouch Alerting .....	3
Administering InTouch Alerting .....	4
OpenURL configuration .....	5

## What are Alerts?

IngentaConnect's InTouch Alerting is a current awareness service that delivers citations of publications directly to your in-box. Users may choose to receive alerts from Ingenta's 29,500 journal titles. Alerts arrive via email with links to the article citations on IngentaConnect. Those links allow you to immediately click through to the abstract of the journal where it is available (basic title and author information will be given if not). If you or your institution subscribes to the publication and has registered the title with IngentaConnect, you may continue to link through to the full text for free. For non-subscribers, the full text is available on a document delivery basis.

There are two types of alerts:

### Search Alerts

If you, or your institution has a license to our InTouch service, we can alert you to an unlimited number of new articles using keyword and/or author searches. Your search will be run against new citations in IngentaConnect as they are added to the service. This will include all new content, including archival content as it is loaded. A list of matching citations will be sent to you via email.

### New Issue Alerts


All registered IngentaConnect users may choose to receive current table of contents information for up to 5 electronic titles indexed in IngentaConnect. If you or your institution has a license to our InTouch service, you may elect to receive new issue alerts from an unlimited number of journals. You may select your titles from the full list of publications in IngentaConnect. Email alerts with links to the article citations in Ingenta will be sent to you as titles are made available on the service.

## Setting up InTouch Alerting

To set up InTouch alerts, you will need to have a **personal** registration for IngentaConnect. If you do not have your own username and password for using the service, then you are not currently registered as a personal user and you will need to complete the registration process before continuing – visit <http://www.ingentaconnect.com/register/personal>

If you plan to set up more than your 5 free new issue alerts, you will also need a license to InTouch, which can be purchased via the IngentaConnect website (see below).

### To set up new issue alerts

1. Having logged in to IngentaConnect with your username and password, choose “New Issue alerts” from *Manage My Ingenta* in the right-hand navigation.
2. Click on the *Add* tab and browse or search to choose a title for which you would like to be alerted when new issue or archival content are made available.
3. Check the box next to your chosen journal(s) and when you’re done for that page, click on **add**  at the top of the column.

If you exceed your limit of 5 free new issue alerts, you will be offered the chance to purchase an **InTouch** license.

To view your chosen *New Issue alert* click on the *Current* tab within the *New Issue alerts* section of *Manage My Ingenta* in the right-hand navigation.


### To set up saved search alerts

Remember you or your institution will need a license to our InTouch service to be able to set up saved searches.

1. Having logged in to IngentaConnect with your personal username and password, run the search for which you would like us to alert you to new content.
2. Save it by visiting your *Search History* (top right), clicking in the box next to your search term(s), select your SAVE OPTION from the dropdown and hit *GO*.
  - o You can opt to save the search as an individual item, or into a folder.
3. Create an alert for the search by switching to the *Saved Searches* tab, clicking in the box next to the search and choosing *Create Alert* from the drop down menu.
  - o If you haven’t got a license to InTouch, you can purchase one at this point.

You can create an alert for a saved search, or review your current alerts, at any time by picking the appropriate option from the *Manage My Ingenta* menu in the right-hand navigation.

### Deleting InTouch alerts

1. Click on the appropriate link in the *Manage My Ingenta* menu – either “New Issue alerts” or “Search alerts”.
2. Check the box next to the alert you wish to terminate.
3. Click on  **delete** or *remove*.

## Administering InTouch Alerting

If your institution has an InTouch license, there are a number of alerting usage reports that you are able to access and monitor online.

To access the administrator's area for InTouch alerts:

1. Log in to IngentaConnect with your administrator username and password – this will take you to the administrator homepage.
2. The alerting section within the homepage includes a list of the administrative functions available to you. Choose from:

### User report

View a list of users currently using your institution's sponsored alerting services. If your patrons are making use of both new issue and search alerts, you will see a separate column for each service. Simply click on the number links to view the contents of the alerts your users have selected. From this page, you can also delete users from your institution's service. Simply click on *Delete user's alerts*. You will be prompted to confirm the deletion.

### New issue alert report

View a complete list of all of the subscribed-to new issue TOC (table of contents) alerts at your institution, including the total number of users subscribing to each title. Click on a journal title to view the journal, or click on the numbers in "No. TOCS" column to view the names of the individuals subscribing to each title.

### Email text

IngentaConnect InTouch allows you to add customized text to all of the alerts sent to your patrons. This gives you the opportunity to reinforce your institution, the library services it offers to its patrons, where users should seek assistance, specific instructions regarding access policies to IngentaConnect-hosted journals and/or other notes about your own library collection. You may add up to 500 characters of text to appear at the top or the bottom (or both, if you choose) of every email alert. This text will appear in the body of the email, above and/or below the content of the alert itself.

### Email domains

Register the email domains that your institution will allow as valid subscribers to your alerting services. Only users with email addresses ending in these domains will be eligible to sign up for your institution's alerting services. You can also remove domains via this screen.

### Proxy server settings

If your patrons are authenticated via a proxy server you can amend all your patrons' new issue and search alert emails to contain links to full text that include your proxy prefix. The URL should follow the pattern 'http://www.institution.com?param=' where 'www.institution.com' is the name of your proxy server and 'param' is the name of the parameter that your server will recognize as the URL to connect to.

## OpenURL configuration

IngentaConnect InTouch is an OpenURL-compliant current awareness, which means that you can configure your link server so that we include OpenURL links to your institution's holdings in our alerting emails to your patrons. To set this up:

1. Log in to IngentaConnect with your administrator username and password – this will take you to the administrator homepage.
2. Choose "Link server management" from the *Collection* menu and enter your link server's base URL.
  - o Since this will also configure your link server to display in links from references within IngentaConnect-hosted articles, you may also wish to configure a logo, a title and some accompanying text to display to your users when they view reference links.
3. Contact [libraryinfo@ingenta.com](mailto:libraryinfo@ingenta.com) to get your openURL alerts activated.

# IngentaConnect

**We're here to help! Be sure to contact  
our customer service representatives  
with any questions, suggestions or  
concerns at:**

**[help@ingentaconnect.com](mailto:help@ingentaconnect.com)**