



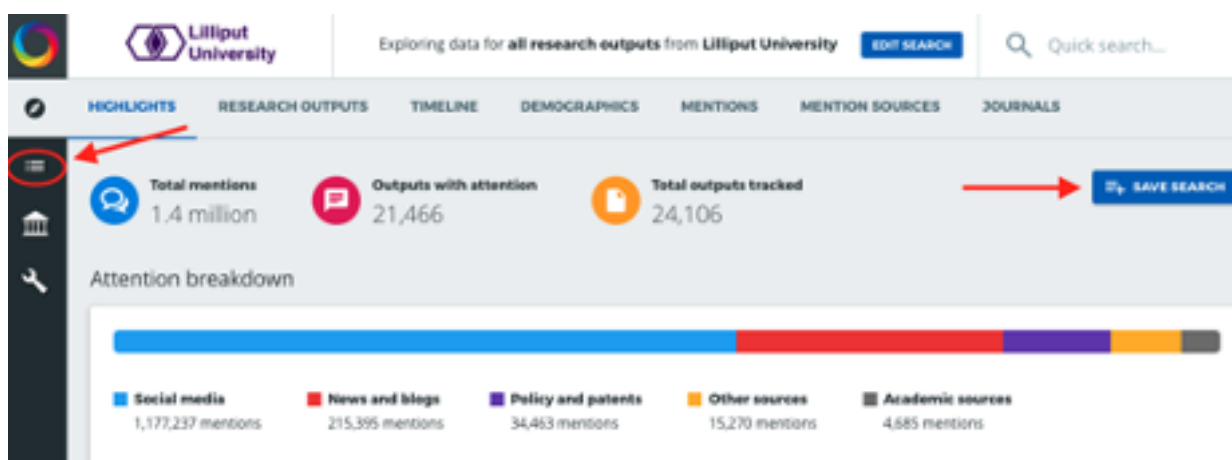
how to: save searches and share reports

This blog post will cover how you can easily save searches in Altmetric Explorer and use these saved searches to create alerts and shareable reports. These features will save you time by alerting you to the attention that is most meaningful to you, bringing recent and relevant attention to the forefront.

Save Searches

With the click of a button, you can easily save any search you run in Altmetric Explorer. Consider limiting your search to a particular journal, department at your institution, or even by publication date.

In the upper right corner of any tab in the database, you'll see a blue 'Save Search' button. You can click this button at any time to save your search. To view your saved searches, click the icon with 3 lines on the toolbar on the left side of your screen.

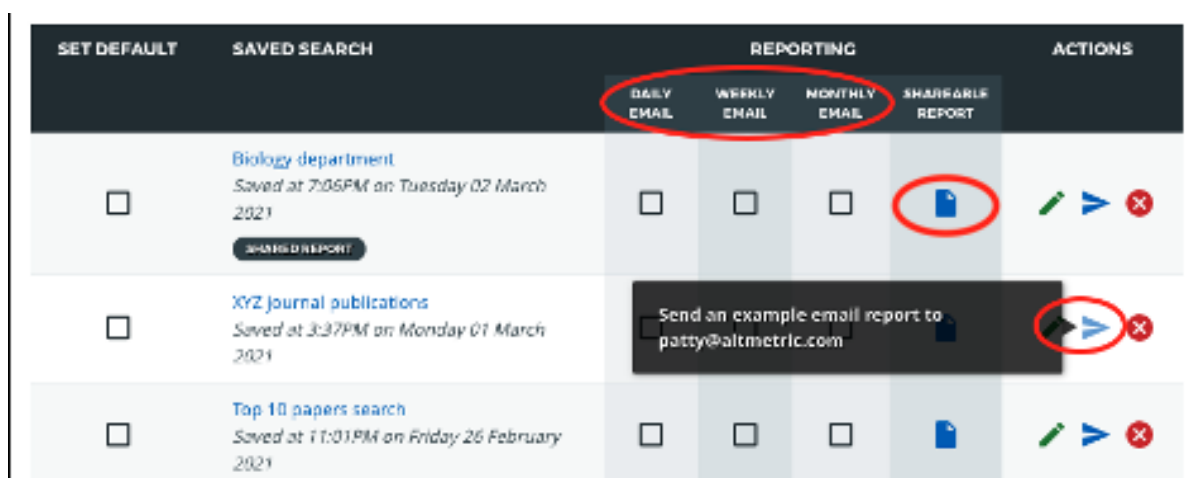




Creating Shareable Reports

Create an easily shareable report for any saved search to highlight data of most value to your organization. Reports can be shared as a live-updating URL or a PDF. Create a report by clicking on the blue document icon on a saved search.

Then click the blue 'Edit report' button to edit sections and to make the report shareable. Consider sending the URL to colleagues, co-authors, or other stakeholders. You can share the URL with anyone-- they do not have to have an Altmetric Explorer account to view the report.



Creating Email Alerts

Once you've opened up your saved searches, you can create alerts and reports. Email alerts provide you with regularly scheduled updates for any search you create. For example, you could set up a weekly alert on attention received by outputs published in the last 3 months.

The daily, weekly, and/or monthly updates arrive in your inbox and include links back to the mentions in Altmetric Explorer allowing you to easily dig deeper into the attention. These email alerts are convenient to view and quickly summarize outputs receiving the most attention recently. Click on the paper airplane icon to send yourself an example of what this report will look like.

Create Alerts for a Single Output

If you'd like to set up an email alert for a single output, i.e. you'd like Altmetric to email you whenever somebody mentions that output online, you can set up an individual alert for that output. This can be done on an output's Altmetric Details Page.

Click on any donut badge in the database to view the Details Page. On the right side, you'll see a button labeled 'Alert me about new mentions.' Simply click on this button and enter your email address to receive alerts. Don't worry, we won't send you more than one email a day!



To view a step-by-step walkthrough of these features, watch this [video](#) or view this [guide](#).

