



How to Save Searches, Create Alerts, and Share Reports

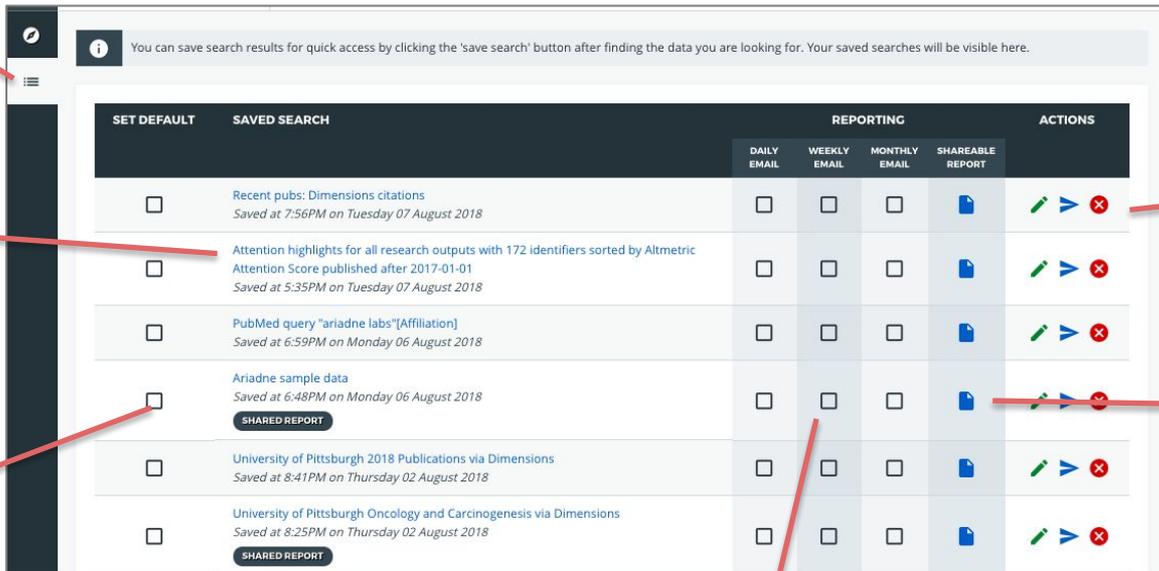
Altmetric.com | @altmetric
altmetricexplorer.com
support@altmetric.com

Saving Searches



Click the blue 'Save Search' button on any screen to add your query to the saved search dashboard.

Access saved searches via the side toolbar



Click on any saved search to return to the results in the Explorer

Edit your search name via the green pencil icon or delete your search with the red X button

Set any search as your default view when you login by checking the corresponding box to the left

The blue document icon opens the report builder for that search set and allows you to create a shareable URL

Select to receive daily, weekly, and/or monthly email reports based on your searches



Email Alerts

Email alerts provide you with regular 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.

The screenshot displays the Altmetric Explorer interface with three main sections: **SAVED SEARCH**, **REPORTING**, and **ACTIONS**.

- SAVED SEARCH:** Lists several saved searches with their respective save times.
- REPORTING:** A table with columns for **DAILY EMAIL**, **WEEKLY EMAIL**, **MONTHLY EMAIL**, and **SHAREABLE REPORT**. The **MONTHLY EMAIL** column is circled in red, and its checkbox is checked. A tooltip points to the **SHAREABLE REPORT** column, stating: "Send an example email report to cat@altmetric.com".
- ACTIONS:** Contains icons for editing, sending, and deleting.

An inset window shows a preview of a monthly email report for a search titled "Attention highlights for all research outputs sorted by Altmetric Attention Score mentioned in the past three days published by Taylor & Francis". The report includes a summary table and a list of recent activity.

Report summary		
Total mentions	Research outputs	With mentions
84,988	1,791	1,791

Recent activity

There have been 16,873 new mentions of your search results in the past month.

- 646 News mentions
- 136 Blog mentions
- 15,806 Twitter mentions
- 91 Facebook mentions
- 148 Wikipedia mentions
- 16 Google+ mentions
- 17 Reddit mentions
- 13 Video mentions

Outputs with the most mentions in the past month

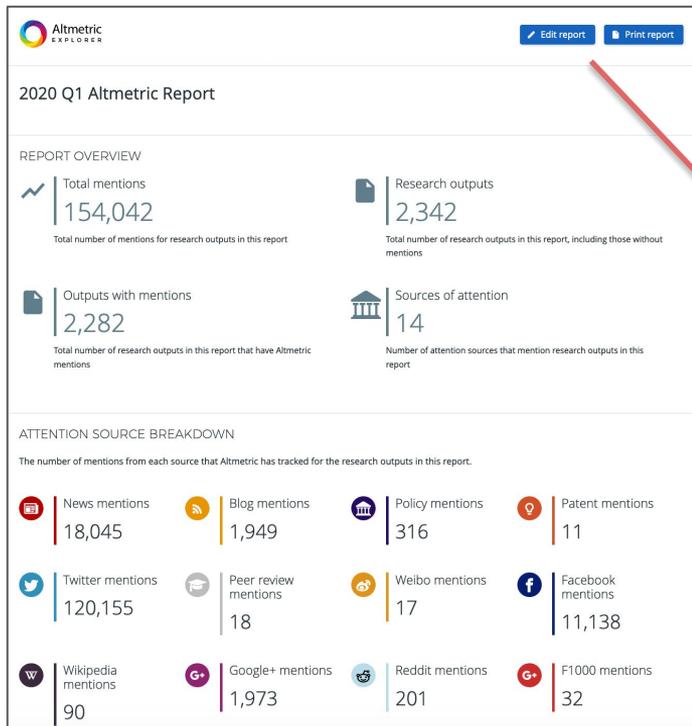
Click on the paper plane icon to send an example alert to yourself



Shareable Reports

Create a custom 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.

SET DEFAULT	SAVED SEARCH	REPORTING				ACTIONS
		DAILY EMAIL	WEEKLY EMAIL	MONTHLY EMAIL	SHAREABLE REPORT	
<input type="checkbox"/>	2020 Q1 Saved at 6:03PM on Tuesday 17 December 2019	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	  



Altmetric EXPLORER

[Edit report](#) [Print report](#)

2020 Q1 Altmetric Report

REPORT OVERVIEW

- Total mentions**
154,042
Total number of mentions for research outputs in this report
- Research outputs**
2,342
Total number of research outputs in this report, including those without mentions
- Outputs with mentions**
2,282
Total number of research outputs in this report that have Altmetric mentions
- Sources of attention**
14
Number of attention sources that mention research outputs in this report

ATTENTION SOURCE BREAKDOWN

The number of mentions from each source that Altmetric has tracked for the research outputs in this report.

News mentions 18,045	Blog mentions 1,949	Policy mentions 316	Patent mentions 11
Twitter mentions 120,155	Peer review mentions 18	Weibo mentions 17	Facebook mentions 11,138
Wikipedia mentions 90	Google+ mentions 1,973	Reddit mentions 201	F1000 mentions 32

Click 'Edit report' to edit sections and to make the report shareable



Shareable Reports

A pencil icon means you can edit the module

Click the blue buttons on the side toolbar to add more modules

Delete modules

Check 'Make Public' to create a shareable URL, then click the 'Save Changes' button

Altmetric EXPLORER

SHAREABLE REPORT

Choose the information you would like to include in your shareable report. When you are done, click the **Save Changes** button below.

ADD TITLE
ADD OVERVIEW
ADD ATTENTION BREAKDOWN
ADD ATTENTION CHART
ADD TOP OUTPUTS LIST

Make public?
Tick this box to generate a publicly-accessible version of your report that you can share with users who don't have access to Altmetric Explorer.

SAVE CHANGES **CANCEL**

Altmetric EXPLORER

2020 Q1 Altmetric Report

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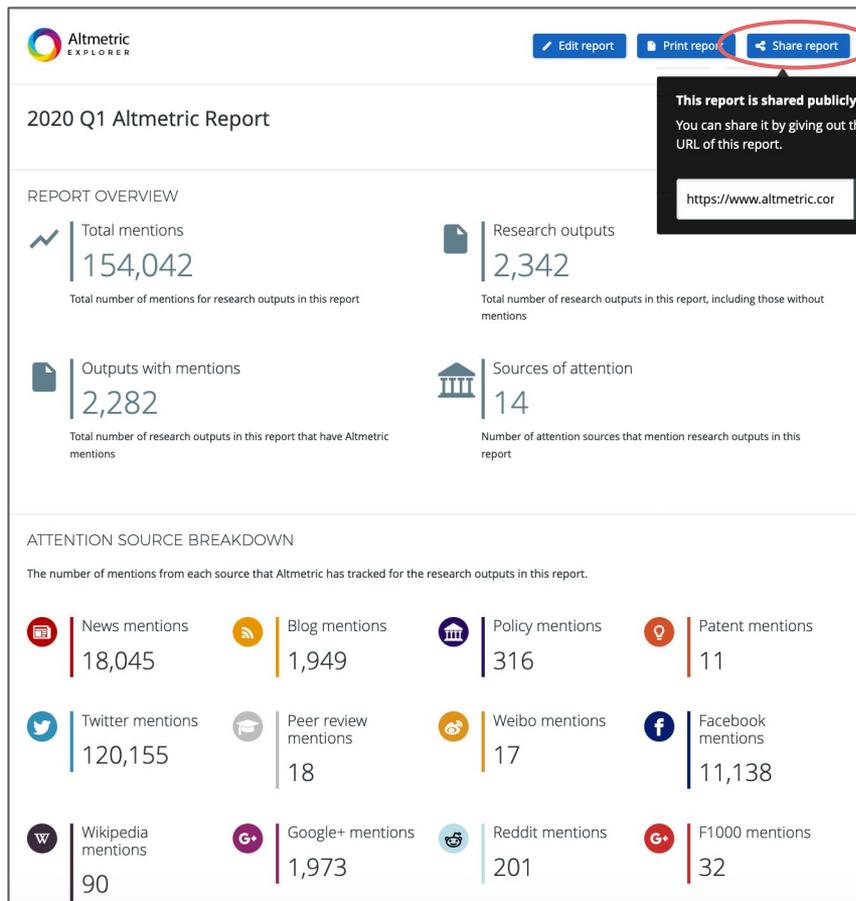
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Shareable Reports



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Edit report Print report **Share report**

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This report is shared publicly.
You can share it by giving out the URL of this report.

<https://www.altmetric.com>

After hitting the 'Save Changes' button, you will now see a 'Share report' button, which will allow you to share the URL with anyone, even people outside your organization

