# Title Alerts

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Hello, in this session you will learn what Title Alerts are and how to create them.

Title Alerts create lists of top-recommended titles based on a query. Lists contain matching titles up to the maximum you define, and are created at the frequency you define. They can be private or shared with other named users.

Most users with Rialto roles can create and review the results of Title Alerts. The exceptions are as follows: Selector Limited and Purchasers roles may not create Title Alerts. This privilege may be added to Purchasing Operators. If you would like to add the Title Alert management rights to your Purchasing Operator roles, please contact support. Finally, Rialto Administrators can view and manage all Title Alerts, regardless of whether they are added to them. Please watch the Rialto Roles session in the Knowledge Center for more information about roles in Rialto.

To access Title Alerts you’ll go to Market > Title Alerts. The Title Alerts page shows you a list of all current alerts that have been configured at your institution.

To create a new alert click Create New Title Alert, and give it a name, then click Add. This opens the Title Alert configuration page. In the panel on the right you can change the title, add a description, toggle whether this alert is active, as well as change the Frequency at which this Title Alert should be run, and the maximum number of items to include when creating a list.

Right now this list is private, meaning only you can see it. To share it with others you can either click the Title Alerts banner at the top or click Share. Here you can change the Frequency and Review Day, and turn on Share list.

Once toggled on, you can search for the users you want to share this list with. You can add as many users as you would like. Close the popover when you're done.

The Purchasing Query is built as you would any other query. Add your desired criteria for the list. In this case you’re looking for Anthropology items that were published within the last 2 weeks. For more information about building queries please watch the Query Builder session in the Knowledge Center.

At the top of the page you can change the Ranking profile. The ranking profile will determine which matching results are added to the list first, as well as which offer is chosen when multiple versions exist. For more information about Ranking Profiles please watch the corresponding session in the Knowledge Center.

Cart defaults are used to expedite faculty requested titles. When a faculty member requests a purchase from this title alert these fields will automatically populate the cart.

When you’re done click Save. Your new alert has now been created and will run at the interval you set.

When you click on the row action tool for a list, you can Review Last Results, see the History of this alert, Review All Results – which is a combined list of all previous results, Edit, Remove, or Run Immediately – if you would like to run this list now instead of waiting for the next interval.

When a new list is created, all users added to the Title Alert will receive a notification. By default, Title Alert notifications are also sent by email.

You can click on the list title to see the latest results. In the panel on the right, you can see basic information about this alert including the Name, Description, and the Run Details. Facets can be used to narrow the results. Click the back arrow when you’re done.

You now know what Title Alerts are, how to create a new alert, and how to view the list of titles created by the alert. Thanks for watching!