# Faculty Title Alerts

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Hello, in this session you will learn what faculty title alerts are and how to configure and manage them.

As you learned in the Title Alerts session, Title Alerts create lists of top-recommended titles based on a query. Faculty Title Alerts allow staff to share these lists with end users such as faculty. These users will receive a notification when lists are available and they can recommend titles for purchase.

For this example, you’ll use an existing title alert configured earlier. You’ll add the faculty to the alert and configure the cart defaults that allow you to streamline approval of the recommended purchases. Navigate to the Title Alert by going to Market > Title Alerts. Then click on the row action tool for your alert and select Edit.

When the page loads you can see the Purchasing Query and information about the alert. For more information about how to configure these settings please watch the Title Alerts session in the Knowledge Center.

To add a user to this alert, expand the panel on the right and click Add user in the “Shared with” section and enter in their name. They will now receive notifications whenever a new alert list is created. You can share with any Alma user, and the user does not need to have any special roles or privileges. You can also share with more than one user. When you’re done you can minimize the panel again.

To expedite approving orders from this alert list, you can set default cart fields for all recommendations originating from this list. To configure the cart defaults for items that are recommended from this list, click Cart defaults tab. Here you can set the ordering information that will be automatically populated for any items that a faculty member recommends.

In this example you’ll set the Ordering Library, Quantity, Fund, and Reporting codes. For more information about the what each of these fields means, please watch the Ordering session in the Knowledge Center. When you’re done click Save.

If you have any list that you no longer need faculty to be able to review, you can archive it. Lists can be archived from the list of alert lists, or when viewing the list itself. When you open the list of titles for the Alert, there is a button to Archive. This will archive the list and faculty members will no longer be able to view it.

When a new alert list is created, users that are on the Shared list for that alert will receive an email. A direct link is included allowing them to log in and view the new item.

Once in the list they can see basic information about an item by clicking on the title row. To recommend a title, they can click Recommend. When recommending a title they can also choose whether they would like to be notified when the title arrives. For print titles, they also have the option to automatically place a hold request when the title arrives. They can also add notes that will be viewable when approving this request.

To view past lists from this title alert or other title alerts, they have been added to, they can click the My Lists button. Here they can see a list history of all of the Title Alert notifications that they have received for Title Alert lists that they have been added to.

After a title has been recommended it will be sent to approval by a purchaser. To view these items you’ll go to Market > Review Faculty-Recommended Titles. These titles can also be incorporated into your existing Orders Awaiting Approval list so that purchasers can approve faculty and selector requests together. If you would like to use the orders awaiting approval list for faculty requests, please contact Rialto Support.

In the Faculty-Recommended Titles list there are unique facets to filter the results.

When you open an item you can see the cart details that were preconfigured for the alert in the Cart defaults, as well as any notes and/or notification options set by the recommending faculty member.

Selectors that review this list may request approval for any item and it will be routed to the orders awaiting approval list, just like any cart item. Purchasers may directly check out as though these titles were in a cart.

You now know what Faculty Title Alerts are, as well as how to configure and manage them. Thanks for watching!