

1. What is Altmetric for Institutions?

Altmetric for Institutions is a web-based platform that enables you to search, monitor and measure online conversations surrounding the research outputs of specific authors, research groups and departments at your institution. This data can support institutions in a number of key areas, including:

- **Funding (applications, reporting and alumni donations)**
Support your faculty in finding evidence of broader impact and engagement for use in funding applications, and to showcase the attention research from your institution generates in order to encourage further support.
- **Reputation management**
Monitor early engagement and be aware of who is talking about your research, and what they're saying. Ensure that the work of your institution and your researchers is accurately reported and communicated.
- **Benchmarking**
Access to the full Altmetric database means that you can compare the attention your research receives to that from peer institutions or research centres, and work to improve your comparative reach.
- **Inform strategic planning**
Understand who is talking about your research and where it is having most impact. Identify areas for improvement, collaboration and support research strategy decisions.
- **Drive marketing and communications activity**
Determine what effect your outreach activities are having, and monitor interest and dissemination of your research in markets around the world.

Learn more about how other institutions are already using Altmetric for Institutions in our online case studies: [Adopting Altmetric at our Institution](#).

2. How is it set up?

Altmetric have been tracking mentions of all published research outputs with a unique identifier (such as a DOI, PubMed ID, arXiv ID, or Handle etc.) in a number of non-traditional sources since January 2012. To set up Altmetric for Institutions, all we need to know is which outputs belong to your organization!

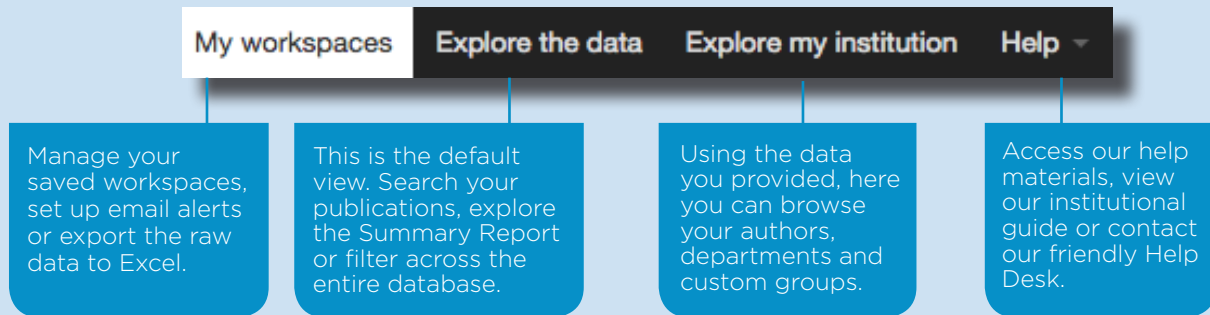
You can provide this information in a simple spreadsheet format from a database such as Scopus, or we may be able to pull it automatically from your Research Information Management System, institutional repository, or other homegrown system.



We can populate Altmetric for Institutions using your publications system or via a spreadsheet.

3. How is Altmetric for Institutions structured?

Altmetric for Institutions is organised into four main sections:



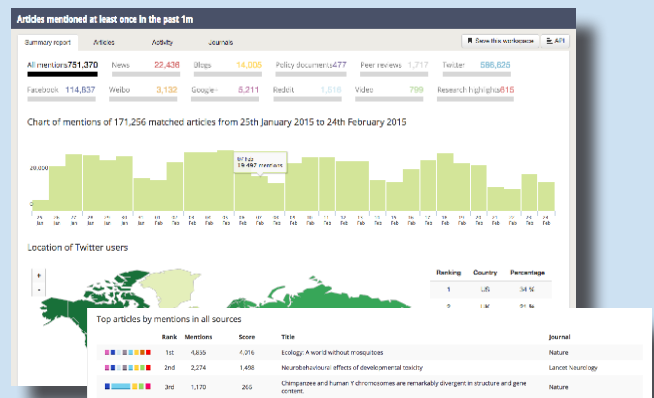
4. Explore the data

What is Explore the data?

When you login to Altmetric for Institutions, the default view is Explore the Data. Here you can see all of the publications with attention data from your institution. Browse and search using the filters on the left or select sources in the Summary Report, e.g. filter by items with mentions in News, Blogs or Policy Documents. You can also expand to search all items in the Altmetric database.

What is the Summary Report?

In the Summary Report, you'll see an overview of all the mentions for outputs published by researchers at your institution. Here you can see the total number of papers with mentions in the database, browse by source, see an overview of the geographical location of Twitter users and see a list of your top-mentioned Altmetric items.



How do I view attention data for a specific output in Altmetric for Institutions?

Click on the Articles tab to see a list of your institutional outputs. In this list, hover over the Altmetric donut for an output and you'll see a summary of its mentions. Click on the donut to see a pop-up of the Altmetric Details Page and selecting 'Open Report in New Tab' will do just that - here you can view all of the mentions for that item.

How do I search the entire Altmetric Explorer database?

On the right-hand side, expand your search in order to view all items in the database for which we have ever tracked attention. Simply select 'Look at all articles instead' and your search will expand to the entire database.

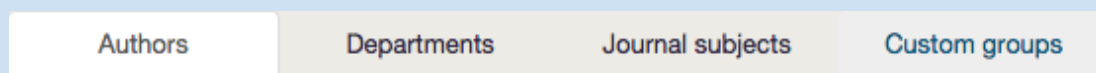
You've chosen to see articles from Lilliput University.

[Look at all articles instead](#)

5. Explore my institution

How do I view my institution's publications in Altmetric for Institutions?

Your publications and their corresponding altmetrics data can be browsed at the institutional, department, author and group level in Explore my institution. You can also create custom groups to track the outputs of specific projects. This section is organised across the following tabs:



How do I browse by author?

In the Authors tab, you can search for researchers from your institution. Clicking on an author's name will take you to the author's Summary Report in the Altmetric Explorer. Click on the Article Tab to see a list of that author's publications.

Can I view attention data by Department?

In the Departments tab, you can find specific departments or research centres from your institution. Scroll down and you'll see that each group includes a number of authors. You can also see how many of the group's articles appear in Altmetric for Institutions, and how many have been mentioned online.

All departments
Department of Humanities
School of Social Sciences
Department of Life Sciences
School of Medicine & Medical Science

85 authors	17,792 items	11,716 mentioned
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What is the Journal subjects tab?

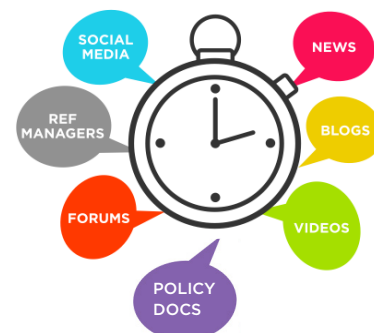
Here you can filter your institution's outputs by subject. Categories are based on an Australian journal classification scheme called ANZSRC FoR (Australian and New Zealand Standard Research Classification Field of Research Code).

How can I use Custom Groups?

In the Custom Groups tab, you can enter your own custom sets of articles. For each group you create, you can enter up to 10,000 scholarly identifiers, including DOIs, PubMed IDs, and arXiv IDs. You might want to save the IDs of all articles that stem from a particular research project.

Altmetric data sources

Altmetric track a range of sources for mentions of research outputs. This includes policy documents, mainstream media, blogs, online reference managers, post-publication peer-review forums, social media and other online sources including Wikipedia and YouTube. This list is growing all the time!



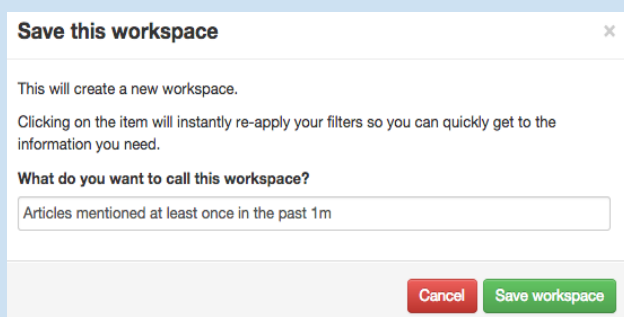
6. My workspaces

What is My Workspaces?

In My Workspaces, you can manage your saved workspaces and searches, set up email alerts and export the raw Altmetric data to Excel. You'll need to be logged in order to use My Workspaces - just do this via your institutional invite link or the option in the top right of the tool.

How do I save my searches and workspaces?

You'll see the option to Save this workspace after running a search in the Altmetric Explorer.



Save this workspace ×

This will create a new workspace.

Clicking on the item will instantly re-apply your filters so you can quickly get to the information you need.

What do you want to call this workspace?

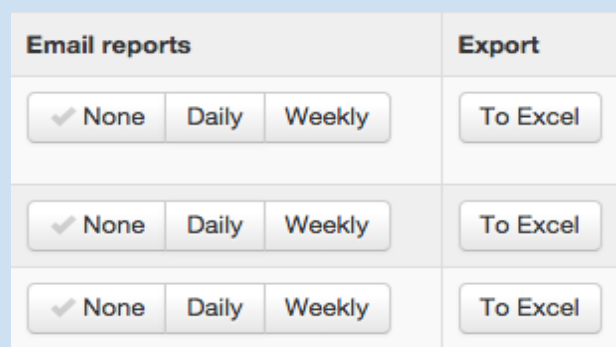
Articles mentioned at least once in the past 1m

Cancel **Save workspace**

Choose Save this workspace, and you'll have the option to rename the workspace, e.g. 'Articles mentioned at least once in the past 1m'. You can save workspaces at all levels of granularity across Altmetric for Institutions, such as mentions for a specific author, department, or a search with multiple filters.

How can I export the data from Altmetric for Institutions?

You can export the raw attention data from Altmetric for Institutions in My Workspaces. Find the list of items you'd like to export, choose 'Save this workspace' as outlined above. You'll then see the option to export the raw data to Excel where you'll be able to see all of the raw counts and mentions by article, and dig deeper to the underlying data. You can also set up email reports and access our API.



Email reports			Export
<input checked="" type="checkbox"/> None	Daily	Weekly	To Excel
<input checked="" type="checkbox"/> None	Daily	Weekly	To Excel
<input checked="" type="checkbox"/> None	Daily	Weekly	To Excel

7. How can we find out more?

There are lots of ways you can find out more about adopting Altmetric for Institutions at your organisation:

- Sign up for an upcoming webinar
- Register for free access to our demo platform
- Find out more about our institutional pricing
- Get in touch to discuss with one of our team: support@altmetric.com



Visit us at altmetric.com