

## Title Alerts

The following user roles are required to work with title alerts:

- All Rialto roles have rights to work with Title Alerts except **Selector Limited** and **Rialto Purchaser**.

Title Alerts enable staff to create lists of titles for review according to a user-defined query and ranking. Differing from recommendation feeds, title alerts create a finite set of titles drawn up at predefined intervals—weekly, biweekly, or monthly. Users can optionally be emailed when new alerts are created.

Rialto staff (typically selectors) define Title Alerts to be notified of new titles published in areas of their interest. Title Alerts are created per user, but staff selectors share them with other staff members. Only Rialto administrators have access to the entire list of university Title Alerts.

Each time a Title Alert runs, it gathers offers that match the query and sorts them by the configured ranking profile (choosing the best offer for each work). These offers are saved to a list named after the search date. The lists do not contain offers from works returned on past lists. Any staff attached to the list are notified via email and a system pop up that new results are available. All staff can see a Title Alert badge on an offer from an active Title Alert list.

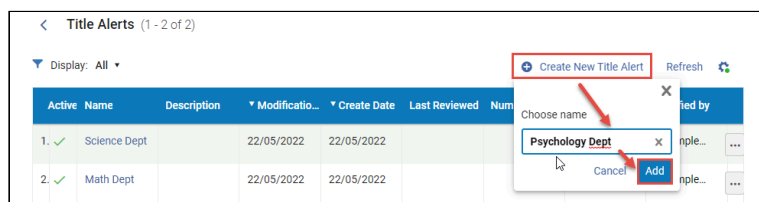
Selectors review the lists, performing standard actions on titles they are interested in. Lists can then be archived or deleted when the review is complete.

Watch the [Title Alerts video \(4:00 mins\)](#).

## Creating a Title Alert

Rialto users may define a new title alert, including the name query to build lists and all information associated with the list.

1. Navigate to **Collection Development > Automatic selection > Title Alerts**.
2. Click **Create New Title Alert**.
3. Enter a **Name** and click **Add**.



### Create New Title Alert

The newly added Title Alert page is displayed.

4. To the far right of the screen, in the Title Alerts widget, select the following fields to define them:

☰ TITLE ALERTS
↗

## Test2

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Description

List Description

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Active

Frequency: Weekly ▾

Cap: 100

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Creation Date: 5/22/22, 4:59 PM  
Modification Date: 5/22/22, 4:59 PM

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Private list

Share

Field	Description
Name	Select this field to edit the name of the Title Alert.
Description	A short description on the Title Alert.
Active/ Inactive	Select whether the alert will be active or inactive.
Frequency	Select the frequency that the alert will run: weekly, biweekly, or monthly.
Cap (capacity)	Select the capacity amount of alerts to be displayed.
Share	If you want to share this Title Alert with other users, select this option, and then select the users to share it with. For additional information, see <a href="#">Working with Lists</a> .

**Title Alerts widget**

5. In the **Purchasing Query** tab, set the desired attributes for the Title Alert.

For detailed descriptions on the query values, and how to use the query builder, see [Configuring the Recommendations Feed Profile](#).

For more information on Ranking, see [Managing Ranking Profiles](#).

< Law Dept

Purchasing Query
Cart defaults
Ranking: abcabc ▾
Cancel
Save

+
☰
▶

Published X years ago ▾
+

Equal to ▾
☰

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**Purchasing Query Tab**

6. In the **Cart defaults** tab, define the shopping Cart options.

For detailed descriptions of the Cart options, see [Adding to Shopping Cart and Submitting to Approval > Shopping Cart Options](#).

The screenshot shows a mobile application interface for 'Law Dept'. At the top, there are two tabs: 'Purchasing Query' and 'Cart defaults'. The 'Cart defaults' tab is active. Below the tabs are several sections, each with a dropdown menu for selection: 'Location and Fund' (with an upward arrow), 'Ordering Library: Choose Ordering Library' (with a downward arrow), 'Item policy' (with an upward arrow), 'Choose item policy' (with a downward arrow), 'Reporting codes' (with an upward arrow), 'Choose reporting code' (with a downward arrow), 'Shelf ready' (with an upward arrow), 'Notes' (with an upward arrow), and 'Interested users' (with an upward arrow). The 'Shelf ready' section contains five checkboxes: 'No physical processing', 'No MARC record', 'Override call number', 'Rush', and 'No spine label'. The 'Notes' section has a '+ Add note' button with a downward arrow. The 'Interested users' section has a '+ Add interested user' button.

#### Cart defaults tab


7. Under **Ranking**, select the ranking profile to apply when generating the list of titles. For additional information about ranking profiles, see [Managing Ranking Profiles](#).
8. Select **Save**.

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## Editing a Title Alert's Configuration

Once a Title Alert has been created, it is displayed on the Title Alerts page. On this page, you can edit the alert.

### To edit a Title Alert

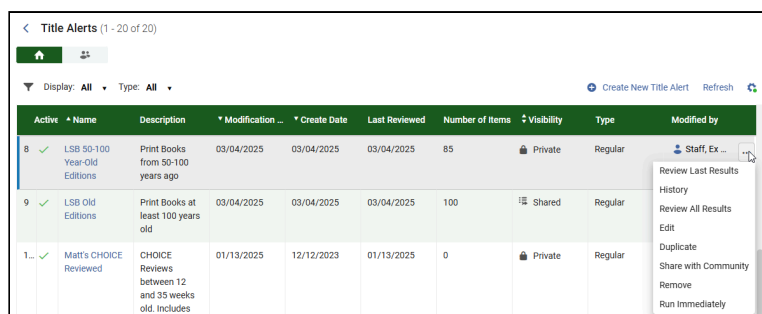
1. Access the Title Alerts page: **Collection Development > Automatic selection > Title Alerts**.
2. Select the row actions () button, and then select **Edit**.
3. Edit the Title Alert as required (see [Creating a Title Alert](#), above).
4. Select **Save**.

## Reviewing Title Alerts

In the Title Alerts page ([Collection Development > Automatic selection > Title Alerts](#)), you can see a list of all the Title Alerts to which you are subscribed.

From this list, you can open current and past results for each Title Alert, modify the settings of Title Alerts, run a Title Alert manually, and delete a Title Alert. For each Title Alert in the list, the name and description of the alert, modification and review data, and the following information are provided:

- **Number of Items** – The number of titles returned the last time the alert ran (not including titles that were manually deleted from the list)
- **Visibility** – Whether the item is only visible to the user who created it (**Private**) or was shared with additional users (**Shared**)
- **Type** – Whether the Title Alert is a regular Title Alert or was generated from a Selection Plan (see [Selection Plan Management](#))



The screenshot shows the 'Title Alerts' page with a table of alerts. The table has columns for Active, Name, Description, Modification, Create Date, Last Reviewed, Number of Items, Visibility, Type, and Modified by. Three alerts are listed. The first alert, 'LSB 50-100 Year-Old Editions', has its row actions menu open, showing options like 'Review Last Results', 'History', 'Review All Results', 'Edit', 'Duplicate', 'Share with Community', 'Remove', and 'Run Immediately'.

Active	Name	Description	Modification ...	Create Date	Last Reviewed	Number of Items	Visibility	Type	Modified by
8	LSB 50-100 Year-Old Editions	Print Books from 50-100 years ago	03/04/2025	03/04/2025	03/04/2025	85	Private	Regular	Staff, Ex...
9	LSB Old Editions	Print Books at least 100 years old	03/04/2025	03/04/2025	03/04/2025	100	Shared	Regular	
1...	Matt's CHOICE Reviewed	CHOICE Reviews between 12 and 35 weeks old. Includes	01/13/2025	12/12/2023	01/13/2025	0	Private	Regular	

Title Alerts Page with the Row Actions of One of the Title Alerts Open

## Viewing and Handling Results

When the Title Alert generates a list, all staff users who are marked as an owner are notified via email and in system pop up. (To configure per user default notifications, see [User Notifications in Rialto](#).)

### To view the latest results of a Title Alert:

- Select the name of the Title Alert or, in the row actions, select **Review Last Results**.

### To view all the results that have been returned for a Title Alert:

- In the row actions of the Title Alert, select **Review All Results**. All the titles that were included in the results in the past are displayed in a single list (except for titles that have already been deleted).

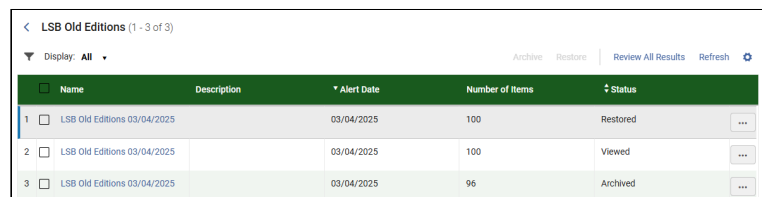
The results are presented as standard offer lists (including facets, sort options, search options, bulk actions, and Details panels). As with other offer lists, the row actions of each title in the results lists include the following options:

- **Add to Cart**
- **Remove from List**
- **Add to DDA**
- **Add to List**
- **Move to List**
- **Move to Cart**

For more information about these options and about working with offer lists in general, see [Working with Lists](#).

## Viewing the History of a Title Alert

The History page of a Title Alert presents a list of the times the Title Alert was run, and indicates how many titles were returned for each run (not including titles that have since been removed from the results) and the current status of the run (**New**, **Viewed**, **Archived**, **Restored**).



<input type="checkbox"/>	Name	Description	Alert Date	Number of Items	Status	...
<input type="checkbox"/>	LSB Old Editions 03/04/2025		03/04/2025	100	Restored	...
<input type="checkbox"/>	LSB Old Editions 03/04/2025		03/04/2025	100	Viewed	...
<input type="checkbox"/>	LSB Old Editions 03/04/2025		03/04/2025	96	Archived	...

### History Page of a Title Alert

#### To open the History page:

- In the row actions of the Title Alert, select **History**.

#### To open the results of a run that is listed in the History page:

- Select the name of the run or, in the row actions of the run, select **Review**.

#### To delete a run from the database:

- In the row actions of the run, select **Remove**.

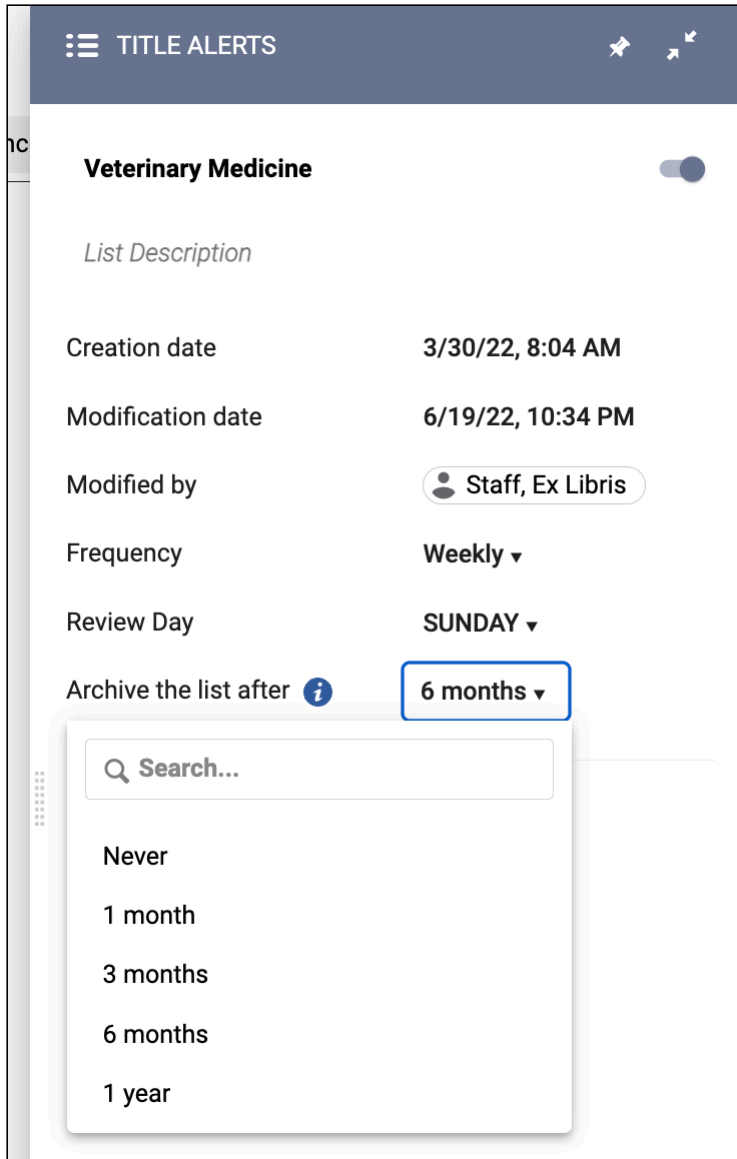
You can archive and restore runs individually from their row actions, or in bulk by selecting them and then selecting **Archive** or **Restore** above the list.

## Archiving Title Alert Runs

To reduce clutter without losing information, Title Alert runs can be archived. Archiving a run has the following results:

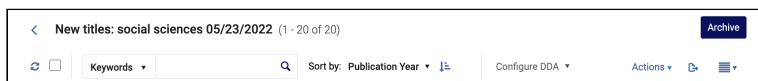
- The run and its contents are not displayed in the all-titles list (opened by selecting **Review All Results**).
- In the Title Alert's **History**, the run is not visible when the default **Display** filter, "Active," is selected.
- Faculty cannot see it.
- The Title Alerts badge is removed from all offers throughout Rialto (see [Badges on Offers](#), below).

Archiving can be performed manually, and can also take place automatically. By default, all runs are set to be archived six months from their creation date. This value can be modified per Title Alert in its configuration screen, under **Archive the list after**.



### Setting the Archive Period in a Title Alert's Settings

Lists can be manually archived from the list itself, or from the History page (see [Viewing the History of a Title Alert](#), above).

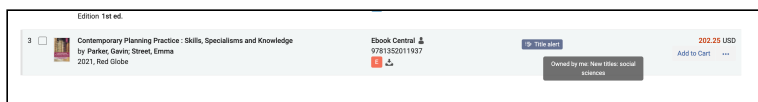


An archived list can be restored if needed from the History page or from the list itself, when it is opened from the History page (see [Viewing the History of a Title Alert](#), above).

All archived lists are **deleted** one year after their archive date.

### Badges on Offers

A Title Alert Badge is displayed throughout Rialto on offers that are found on an active Title Alert list. On hover, information about the Title Alert displays.



## Title Alert Badge on an Offer

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## Reviewing Selection Plan Slips

In the Title Alerts page ([Collection Development > Automatic selection > Title Alerts](#)), you can easily identify the list of title alerts produced from the Selection Plan Slip, which is marked **Selection Plans** in the **Types** column. You can also filter the list of Title Alerts to only show those with **Selection Plans** as their **Type**. The review process for the slips is the same as it is for regular [title alerts](#).

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### Note

- Selection Plan Slips can be accessed from the Title Alert page, allowing selectors who don't have access to selection plans to view the results.
- A single selection plan may contain multiple Selection Plan Slip rules, along with a combination of purchase and add-to-DDA rules.
- Multiple selection plans can be added to a single Selection Plan Slip.

The screenshot shows the 'Title Alerts' interface with a table of alerts. The table has the following columns: Active, Name, Modification Date, Last Reviewed, Number of Items, Visibility, and Type. There are three rows of data. The third row, for 'Biography', has a green badge with a checkmark and the text 'Selection Plans' in the Type column, which is highlighted with a red box.

Active	Name	Modification Date	Last Reviewed	Number of Items	Visibility	Type
7	Banking	23/03/2025	23/03/2025	4	Shared	Regular
8	Bioethics	23/03/2025	25/02/2025	5	Private	Regular
9	Biography	26/02/2025	25/03/2025	20	Private	Selection Plans

### Title Alert from a Selection Plan Slip