

Intota: Training Webinars

- **Product:** Intota

What training sessions do you offer on using and customizing Intota?

If you are getting started with Intota, welcome to Intota! See the recommended getting started training [here](#).

If you are an existing Intota user, we recommend utilizing the recorded sessions below. Click on a topic and a window will open; click the **Playback** button when you are ready to start the session. Follow along with the presentation slides available below.

NOTE: Although the training was recorded in the past, Intota has not changed significantly since then. Therefore, the contents of the training continue to be useful.

Your feedback is always appreciated so that we can continue to meet your training needs in the best way possible; please use the Feedback button in the bottom right corner of the screen. Thank you!

Topic	Description	Duration	Presentation Slides
Adding Costs to E-Resources in Intota	This session is for Intota (ERM) customers who want to learn or refresh their training on how to add costs manually to Intota. We will also discuss how to use the Cost Data Uploader to add costs in bulk to your e-resources.	36 minutes	PDF
Custom Reports Part 1 of 2: Build Your Own Custom Reports in Intota Assessment	Learn the very basic fundamentals of building a "Custom" report in Intota Assessment using the Build Your Own Reports tool. You'll leave with a simplified, foundational understanding of the workflows required to build and save a custom Counter report.	31 minutes	PDF
Custom Reports Part 2 of 2: Using an Agent to Schedule a Custom Report in Intota Assessment	Part 2 of 2. Learn basic navigation and workflows around the Schedule Agent in the Build Your Own Reports tool in Intota Assessment. An Agent allows you to schedule and distribute a custom report to designated recipients at specific intervals. Strongly recommended that participants attend Part 1 -Build Your Own Custom Reports in IA - before registering for this webinar.	21 minutes	PDF
Viewing 360 Counter Reports in Intota Assessment	Revisit the basics of administering your 360 Counter reports and how to generate your Counter usage reports in the Intota Assessment reporting interface.	42 minutes	Not Available
Data Optimization for Discovery Services (Intota)	ProQuest's discovery services (Summon, 360 Link, E-Journal Portal, and 360 MARC Updates) rely on accurate subscription information and library settings in Intota. This session will help you ensure the databases and settings in Intota are properly configured to provide a positive discovery and full-text linking experience for your users.	59	PDF
Interlibrary Shared	Check out the new Interlibrary Shared Resources functionality, enabling Manager	26	PDF

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Resources in Intota	(parent) libraries to share e-resources (Databases) and Licenses to it's Member libraries. Member libraries may inherit those databases and make them available for discovery.	minutes	
Introduction to Intota	Introductory overview of Intota as a shared vision of Management, Discovery and Assessment. Essential navigation and functionality in Intota is demonstrated, including Knowledgebase searching capability, e-Resource acquisition workflows and database subscription, and resource details pages.	1 hour 13 minutes	PDF

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