

Ingenta's Reveal Current Awareness & S.U.M.O. services

Reveal is an e-mail current awareness alerting service. SUMO (Subsidized UnMediated Ordering) is a faxed document delivery service of journal articles. These services are paid for by the Virginia Tech University Libraries.

CAVEAT

This product was developed primarily as a current awareness and document delivery service, therefore you will not find the careful and detailed subject indexing that you would find in an index such as CABDirect, Biological Abstracts, PubMed (Medline), or Compendex. The SUMO service will fax journal articles to you if Virginia Tech does not own the journal and the copyright owner has given permission for faxed delivery.

To establish a REVEAL or SUMO account and profile:

Go to the Libraries Homepage (<http://www.lib.vt.edu>)

Go the bottom of the **Find** section to the *Find a Database by Title* link

Type **Ingenta** in the search bar under *Find a database by title*

Click the go icon

Click on the hotlinked **Ingenta**

If you have already established a Profile enter your User ID and Password in the displayed bars. Then click on the **ENTER** button

If you do not have a Profile, click on the **SIGN-UP** button

Complete the displayed form.

Be **certain** to include your **fax number**.

Your mailing address is not necessary.

Choose a User ID and Password that you can **remember**, write them down, and **save them**

Click on the **SUBMIT** button when the form is completed

It is better not to check the "keep up-to-date" box, but you must check the "terms and conditions" box

Read the screen that displays after you click "continue" for information on services available to you

You can use Ingenta to identify and retrieve relevant articles – most of which will be refereed. However the primary use of Ingenta is for its current awareness and document delivery services.

Reveal Current Awareness subject alert profiles:

To establish (or revise) a keyword or author alerting profile, click on **SEARCH OPTIONS** button on left side of screen

Note that you have a choice of searching online articles or fax/ariel articles. You have to look in both sections to obtain the most useful results – Ingenta displays whichever type you select first

Enter search terms in the *Search for* or *Author name* search bars and click on the **SEARCH** button.

Generally all you will need to complete is the *Search for* bar and the dates to be searched.

When your search results display, check them for relevance and usefulness. If they meet your needs, click on the **SAVED SEARCHES** button on the left side of the screen. If they do not meet your needs, click on the **SEARCH OPTIONS** button and try a different set of search terms.

On the **SAVED SEARCHES** screen, click on the square box at the left of each search you want to establish as an Alert.

Change the pull-down menu at the top or bottom of the list of searches to **My Search Alerts**.

Click on the hotlinked **go**.

On the screen displaying your Search Alerts, click on the **Search Alert ON** radio button for each search you want to establish as a current awareness alert.

Click on the **Update Alerts** button to add this search statement to your alerts folder.

To turn off an alert while traveling, click the **Search Alert Off** radio button, and then click **Update Alerts**.

To delete a search statement from your alerts folder, click on the square box to the left of the search statement for each item you wish to remove. Then click on the **delete** button adjacent to Selected Items at both the top and the bottom of the page.

A maximum of 25 keyword or author searches may be established

To view the list of search statements that you have set up as Search Alerts, click on the **Manage Profile** button on the left side of the screen.

Click on the hotlinked **>Search Alerts**.

The **Saved Searches and Alerts** folder will display a list of your currently active search alerts. From this screen you can delete any alerts that are no longer useful or turn off those for which you do not have a current need, but might need in the future.

Reveal Tables of Contents alert profiles:

To establish (or revise) your journal Tables of Contents alerts, Click on **Manage Profile** button on left side of the screen.

Click on **>TOC Alerts** hotlink.

To Add new titles for TOC Alerts, click on the **Add** folder tab near the top of the screen.

Enter the title of the desired journal in the search bar, enter the most important keyword from the title, or click on the first letter of the first word of the title. Then click the hotlinked **go**

Click the box to the right of the desired title, then click the **Add to Alerts** button. Repeat this until all desired titles have been added.

Click on the **Current TOC Alerts** folder tab to view the list of titles in your TOC Alerts profile.

To delete Tables of Contents, click on the **Current TOC Alerts** folder,

Click the box to the right of the unwanted titles.

Click the **Remove** button at the top and bottom of the list to delete the marked items.

A maximum of 50 titles may be selected for your TOC alerts.

SUMO Document Delivery Service and full-text service

The SUMO document delivery service is available to you once you have obtained the results of a search or have received an alerts notice in your email.

First select the needed items from your search results. They are displayed in two folders – Online articles and Fax/Ariel articles. You need to look in both folders. They contain different sets of search results. Within these folders you have several options:

Mark – allows you to mark the items you wish to save

Summary – provides full bibliographic citation and abstract (if available)

Red Book icon – indicates that the article is owned by Virginia Tech University Libraries

White Book icon – indicates that the article is **not** owned by the Virginia Tech University Libraries

Full Text – displays prices and delivery methods, if available through Ingenta. If not available through Ingenta, the system will display a note to that effect. (The University Libraries will pay for articles that are faxed to you.)

Once you have marked the items you want, click on the **marked list** button on the left side of the screen

The method for obtaining the articles in this Marked List will vary:

Red Book icon – Virginia Tech owns, obtain from the VT University Libraries—you may be able to download directly via a link to the University Libraries electronic journals database

White Book Icon – Virginia Tech does not own the journal and Ingenta may be able to fax it to you

Holdings Full Text button – links directly to Virginia Tech's online subscription to that journal

Full Text button – Displays price for faxing the article in question and adds it to your checkout list or it tells you that Virginia Tech owns the journal and the article is available via the University Libraries.

Click on **Full Text** button for all desired items that are not owned by Virginia Tech. This will add them to your "checkout list."

When you have list of items that are available from Ingenta, be sure that they are the ones you want.

Then click on the **Proceed to Checkout** button. Click on **Proceed** buttons until the system tells you your request is completed.

If Virginia Tech owns the journal (but there is no link to the electronic format) or Ingenta cannot fax the article, then click on the **Addison** or **ILLIAD** links on the left side of the screen as appropriate.

To return to the Marked List, click the **back to gateway** button

Once you have retrieved the items in your marked list, you need to delete them from the Marked List. To do this click the **delete** button for individual items or the **delete all** button to remove the entire list.

Exit from the Ingenta Gateway by clicking the **SIGN OUT** button upper right corner of the screen.