ResearchConnect

Quick Start Guide

Idox. Do more.

idox

Table of Contents

1. How to search.

2. How to save a search.

3. How to save items.

4. How to access saved searches and items.

5. How to setup e-mail alerts.

6. How to know more about available features.

ResearchConnect

1. How to Search

Start by clicking on the option "Search" on the main horizontal menu.

On the Search Page, start by typing keywords on the Search Box or….

Click on the question mark icon (?) if you want to learn more about the syntax that can be used:

Apply the filters that are available on the left column to narrow the results.

- Results Type
- Status of Results
- New/Updated Funds
- Research Discipline
- Research Activities
- Who you are
- Funding Type
- Source
- Deadline
- Funding Amount
- Research Location
- Residency
- Name of Funder
- Country of Funder

2. How to Save a Search

Whenever you are happy with the results, click on the button [Save search] , then select the folder where you want to save it, give a name to your search and click on "Save".

After this, the criteria that you used will be stored and it can be run again at any time.
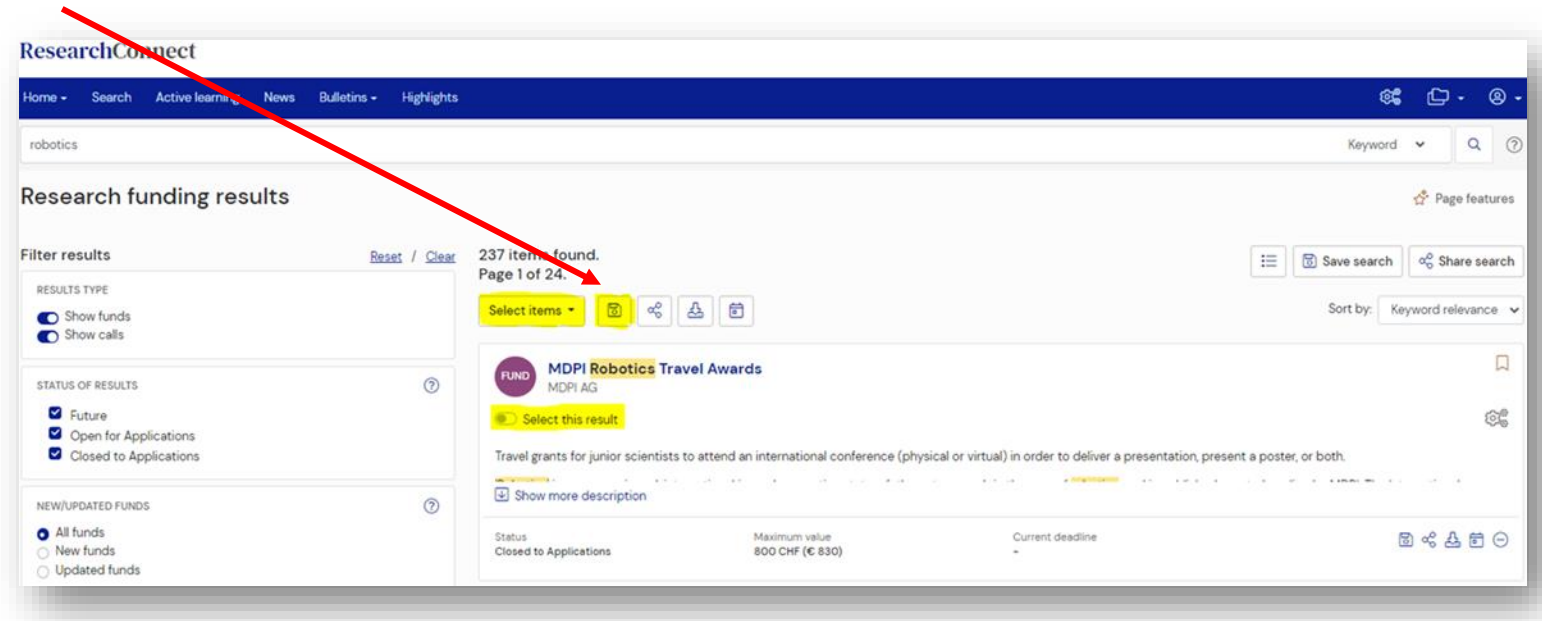
3. How to Save Items

Besides searches, ResearchConnect also allow users to create lists to save Funds and/or Calls.
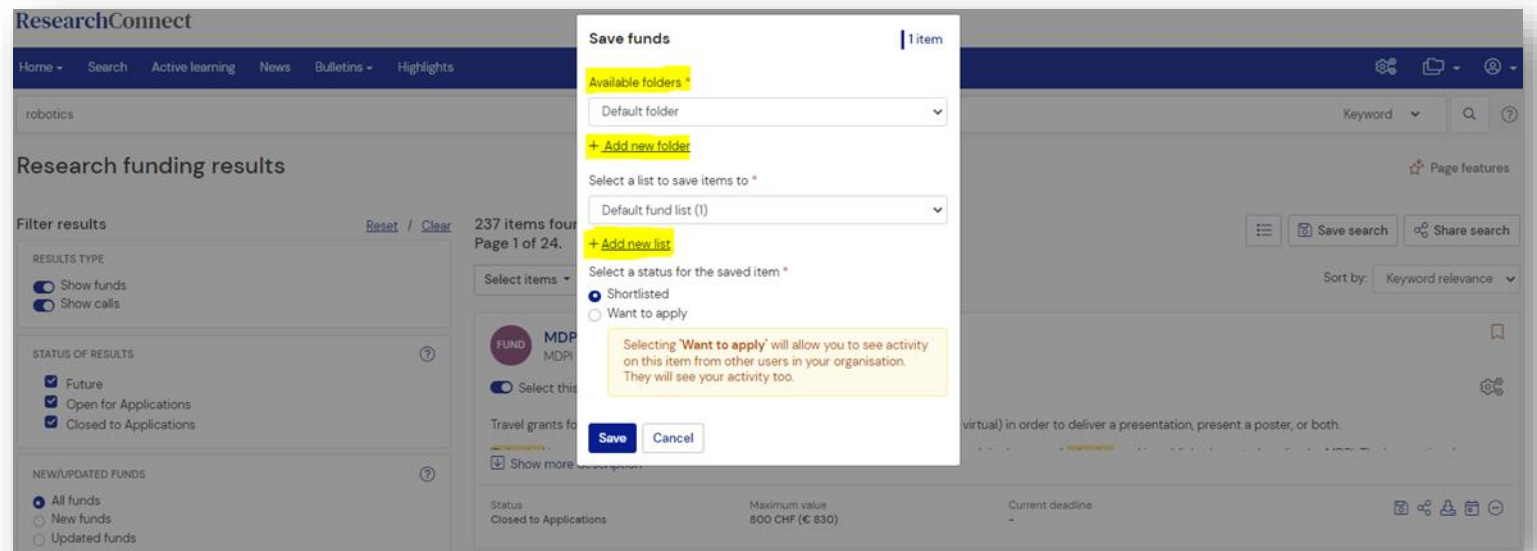
Select the items you want to save.

Click the button "Save Selected".

Select the folder or
create a new one.

Select an existing list or
create a new one.
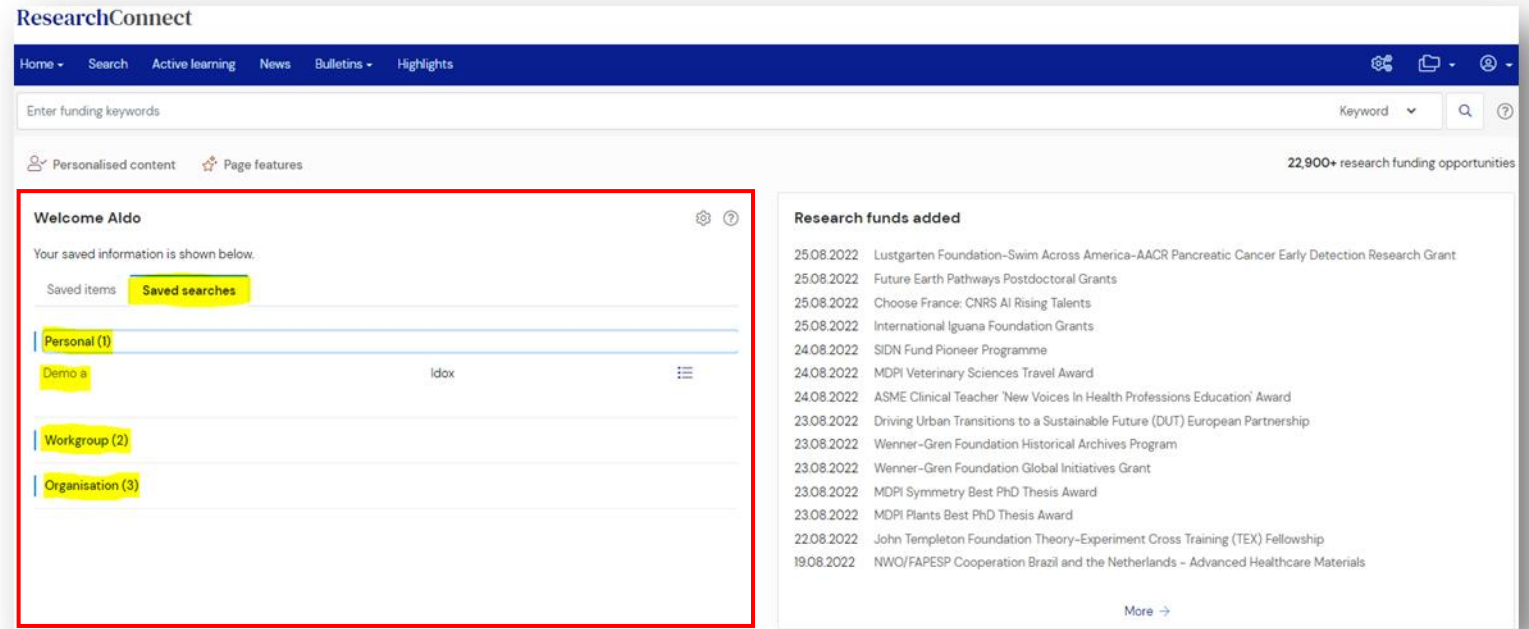
Click "Save".

ResearchConnect

idox

4. How to access saved Searches

Go to the home page.

On the first panel on the left, select the tab "Saved Searches".

Expand the three options available (Personal, Workgroup, Organization) to visualize the available searches.

Click on the name of the saved search to run it.

Go to the home page.

On the first panel on the left, select the tab "Saved Items".

Explore the list of previously saved items.

Click on the name of each item to open it in a new tab.

5. How to setup e-mail alerts

On the main menu, click on the arrow beside the "folders" icon to expand its sub-menu.

Click on the "Saved items" option.

On the Saved items page, choose the Search you want to setup the alerts and click on the highlighted icon.
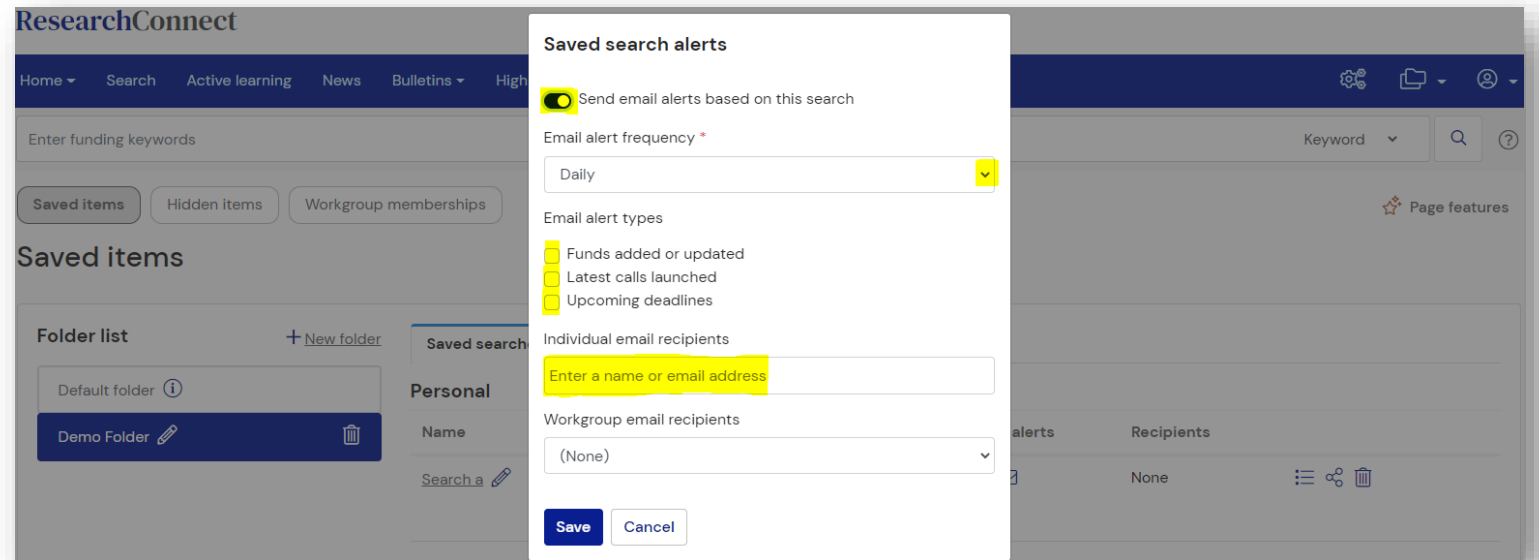

ResearchConnect

Turn on the "Send email alerts based on this search" option.

Select the ideal frequency.

Select the alert types

Enter the email addresses of the recipients.

Save.

6. How to know more about available features

In order to explore all the available features, access ResearchConnect's online guide by clicking on the "Page features" link that can be found on most of the pages

ResearchConnect

idox