Explorer for Institutions: Implementation Guide

1. Implementation Overview

1.1. Populating your instance of Explorer for Institutions
1.2. Information we need from you to populate your instance
1.3. Displaying your organisational structure
1.4. Support available during your implementation

2. How to populate Explorer for Institutions: Options

2.1. Connecting to your instance of Symplectic Elements
2.2. Sending your publications via spreadsheet
2.3. Enabling access to your publications system API
2.4. Connecting to your instance of PURE

3. Branding and customisations

3.1. Adding your institutional logo and colour schemes
1 Implementation Overview

1.1 Populating your instance of Explorer for Institutions

Altmetric collect attention data for outputs that have been mentioned online across a range of sources. As items in the Altmetric database are not organised by institution, you'll need to send us your publications data in order for us set up your institutional edition of Explorer for Institutions with articles produced by your own authors and departments.

We can link to your existing publications systems, including but not limited to:

a) Research Information Management System, e.g. Symplectic Elements or Pure
b) Institutional repository, e.g. EPrints, Dspace or Bepress
c) Harvard or VIVO Profiles
d) Homegrown database
e) Database export, e.g. Scopus or Web of Science

We will then populate Explorer for Institutions by linking your set of publications, authors and departments with the scholarly publications already tracked in the Altmetric database. This enables you to browse the altmetrics of your institutional outputs within your organisational structure.

1.2 Information we need from you to populate your instance

Altmetric requires the following publications information via any of the methods above to populate your instance of Explorer for Institutions:

f) Author names
g) Scholarly identifiers for publications produced by your authors
h) Departmental affiliations
i) Organisational group hierarchy

The following sections of this document outline the various methods to send us this data.

1.3 Displaying your organisational structure

In order to browse your data by department and display this in a hierarchical format, you can also provide us with the structure of your departments in a spreadsheet as detailed below. Level 1 is the highest group, and subsequent levels are sub-groups:
If we are populating your instance of Explorer for Institutions by linking automatically to your publications system, we will need details of where your organisational structure is defined in your system. You can also send us a spreadsheet outlining your organisational structure and how this metadata is expressed in your publications system or your data file.

### 1.4 Support available during your implementation

Our dedicated Implementations Manager is on hand to guide you through the implementation process and ensure your institutional instance is completed within an agreed timeframe.

A minimum of one video conference training session will also be offered as part of your Explorer for Institutions subscription on completion of your instance. Additional sessions will be available as detailed by your Account Manager, based on institution size.
2 How to populate Explorer for Institutions: Options

2.1 Connecting to your instance of Symplectic Elements

If your institution uses Symplectic Elements, Altmetric is able to easily provide a seamless link between Elements and Explorer for Institutions. Currently, Altmetric can connect to Symplectic Elements v4.6, or a more recent version. Instructions are detailed below on establishing the connection between Explorer for Institutions and your instance of Symplectic Elements.

2.1.1 What happens after my Elements data are imported into Explorer for Institutions?

After Altmetric connects with your version of Symplectic Elements for the first time, an initial mass import of all your authors, publications, departments, etc. will be carried out.

The authors, departments, and organisational hierarchy information will be used to populate the Authors and Departments tabs that can be found in "Explore my institution".

Using the publications data you have supplied (specifically, scholarly identifiers such as Digital Object Identifiers or DOIs), Altmetric will retrieve any attention data it has stored in association with these particular publications. Thus, attention data for all scholarly articles in your institution will be automatically supplied once the Elements connection is made. There is no further work required from you once you have provided Altmetric with access to your Elements API (see below).

2.1.2 Do lists of authors, publications, and groups Altmetric stay in sync with Elements?

Yes. All of the relevant data that Altmetric retrieves from Symplectic Elements are synced with Explorer for Institutions on a regular basis. Updates or deletions of authors, publications or groups, etc. in your institution’s Symplectic Elements will subsequently be reflected in Explorer for Institutions after its latest sync.
2.1.3 Providing access to your Elements

Implementation involves granting API access to Altmetric, so that Explorer for Institutions can be automatically populated with the relevant Elements data.

Your institution’s Symplectic Elements administrator must carry out the following steps:

1. Allow Altmetric access to your Elements API by opening a port in your firewall.
2. Create an API account for Altmetric.
3. Provide Altmetric with an Elements API endpoint and the login credentials you have set up. Send this information to: data@altmetric.com.

The following sections provide more detail on how to carry out these steps.

2.1.4 Open a port in your firewall to provide Altmetric with access to your Elements API

a) Firewall
Find an available port. To see the ports currently in use run this from a command line:

```
netstat -an | find /i "listening"
```

b) Assign a SSL certificate to the port
Using a valid SSL certificate, locate the thumbprint and use it to assign the certificate to the chosen port. Replace the `<port number>` and `<thumbprint>` before running this from a command line:

```
netsh http add sslcert ipport=0.0.0.0:<port number> certhash=<thumbprint>
appid={00112233-4455-6677-8899-AABBCCDDEEFF}
```

Run this to see if your port is now listed:

```
netsh http show sslcert
```

Note about SSL
Altmetric does not need access to Elements over SSL, but it is a good way to ensure your data is sent securely to our servers. Without SSL, we will pull your data across the network in plain text. Note that even without SSL, no sensitive employee information is sent to Altmetric.

2.1.5 Provide Altmetric with an Elements API endpoint

System administrators can configure the Elements API in the Manage API area under System Admin.

a) Add API Endpoint
Add a new API endpoint on the API Endpoints page with the following details:
• **Compatibility**: Standard 4.6
• **Scheme**: HTTPS (Secure)
• **Port**: as set up above
• **Path**: for example: elements-api-altmetric

This will create an endpoint with address like: https://<host>:<port number>/elements-api-altmetric. Now ensure that it is enabled and update the page.

### 2.1.6 Add Altmetric as external system with allowed access

Add Altmetric’s required systems on the API Configuration page:

- **Live**: 164.132.63.174, 37.187.134.24
- **Staging**: 51.254.16.223

### 2.1.7 Add API Account for Altmetric

Set up login credentials for Altmetric. Add a new API account for Altmetric to be able to connect to the API endpoint using credentials:

- **Username**: altmetric
- **Password**: [set to a secure password]
- **Account rights**: none

Make sure you try to set the password to something relatively secure. Restart API under Scheduled Jobs.

### 2.1.8 Final Steps

Once you have enabled access for Altmetric to your Symplectic Elements API endpoint (and provided access for both Altmetric’s live and staging servers), please add the following details to your basecamp project group:

a) The API endpoint you set up, e.g., in a format like:

https://<host>:<port number>/elements-api-altmetric

b) The login credentials for Altmetric:

- **Username**: altmetric
- **Password**: [ensure that this is set to something secure]

You will hear back from an Altmetric team member about whether or not the connection with your Symplectic Elements API endpoint, was successful. Once the connection has been confirmed to be successful, Altmetric will begin pulling in your publications data from Symplectic Elements.
2.2 Send your publications via spreadsheet

You can also populate Explorer for Institutions via a spreadsheet of your author, publications and department data. At minimum, we will need a spreadsheet with three columns, containing the information shown below.

Minimum required data:

<table>
<thead>
<tr>
<th>Author</th>
<th>Department</th>
<th>DOI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carberry, Josiah</td>
<td>School of Pottery</td>
<td>10.1234/psycer123</td>
</tr>
</tbody>
</table>

This information will help us populate the Authors, Departments, and Journal subjects tabs within Explorer for Institutions, as shown in the screenshot below.

![Screenshot of Lilliput University Explorer](image)

2.2.1 Authors, departments, and articles: list one article by row

You will need to provide us with a spreadsheet that contains a list of your institution’s published articles. Each row of this spreadsheet should always correspond to:

- one author name
- their departmental affiliation
- one article identifier

The author and departmental affiliation(s) should correspond with an individual article from the institution.

Each article must have its own unique identifier: Digital Object Identifiers (DOIs) or PubMed IDs (PMIDs) are best. Please list each type of identifier in its own column, and don’t mix and match the DOIs and PMIDs within a single column. You should include both types of identifier whenever possible (see Example 2 below).

Certain other types of unique identifiers are also supported by Explorer for Institutions: these include arXiv IDs, RePec IDs, and handles. If you intend to use any of these other identifiers, please ensure that each type is listed in its own column.
Example with DOIs and PMIDs listed:

<table>
<thead>
<tr>
<th>Author</th>
<th>Department</th>
<th>DOI</th>
<th>PMID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carberry, Josiah</td>
<td>School of Pottery</td>
<td>10.1234/psycer123</td>
<td>23467</td>
</tr>
<tr>
<td>Brush, Painter</td>
<td>School of Painting</td>
<td>10.1234/painter444</td>
<td>12345</td>
</tr>
<tr>
<td>Science, Simon</td>
<td>School of Biology</td>
<td>10.1234/biolo123</td>
<td></td>
</tr>
</tbody>
</table>

2.2.2 Special case: multiple co-authors from the same institution

If there are multiple co-authors of the same paper who all belong to the same institution, list each author in a separate row. The author must belong to your institution only; you should not include any co-authors who do not belong to your institution.

Example of one article with co-authors from the same institution:

<table>
<thead>
<tr>
<th>Author</th>
<th>Department</th>
<th>DOI</th>
<th>PMID</th>
<th>arXiv</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carberry, Josiah</td>
<td>School of Pottery</td>
<td>10.1234/psycer123</td>
<td>23467</td>
<td>1000.1000</td>
</tr>
<tr>
<td>Brush, Painter</td>
<td>School of Painting</td>
<td>10.1234/psycer123</td>
<td>23467</td>
<td>1000.1000</td>
</tr>
<tr>
<td>Science, Simon</td>
<td>School of Biology</td>
<td>10.1234/psycer123</td>
<td>23467</td>
<td>1000.1000</td>
</tr>
</tbody>
</table>

2.2.3 Special case: multiple departmental affiliations for each author

If a single author belongs to multiple departments, please list the same author name again on a separate row and also duplicate the other columns.

Example with one author belonging to two different departments:

<table>
<thead>
<tr>
<th>Author</th>
<th>Department</th>
<th>DOI</th>
<th>PMID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carberry, Josiah</td>
<td>School of Pottery</td>
<td>10.1234/psycer123</td>
<td>23467</td>
</tr>
<tr>
<td>Carberry, Josiah</td>
<td>School of Painting</td>
<td>10.1234/psycer123</td>
<td>23467</td>
</tr>
</tbody>
</table>

Listing departmental affiliations in the same cell is also acceptable if you clearly separate the names using commas or semi-colons. In order to reduce the likelihood that the departmental name will be parsed incorrectly during data import into Altmetric, if you use commas to separate the departments, please ensure that no commas are used as part of the department names. Similarly, if you use semi-colons to separate the departments, no semi-colons should be part of the department names.
Example using commas to separate departments:

<table>
<thead>
<tr>
<th>Author</th>
<th>Department</th>
<th>DOI</th>
<th>PMID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carberry, Josiah</td>
<td>School of Pottery, School of Painting</td>
<td>10.1234/psycer123</td>
<td>23467</td>
</tr>
<tr>
<td>Science, Simon</td>
<td>School of Biology, School of Neuroscience, School of Biochemistry</td>
<td>10.1234/biolo123</td>
<td></td>
</tr>
</tbody>
</table>

Example using semi-colons to separate departments:

<table>
<thead>
<tr>
<th>Author</th>
<th>Department</th>
<th>DOI</th>
<th>PMID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carberry, Josiah</td>
<td>School of Pottery; School of Painting</td>
<td>10.1234/psycer123</td>
<td>23467</td>
</tr>
<tr>
<td>Science, Simon</td>
<td>School of Biology; School of Neuroscience, School of Biochemistry</td>
<td>10.1234/biolo123</td>
<td></td>
</tr>
</tbody>
</table>

2.2.4 Final steps

Please ensure that you send Altmetric the correct information in your publications spreadsheet, so that your integration can be implemented as quickly and smoothly as possible.

Check that you have included the following pieces of information

- Articles (by authors from your institution) listed with scholarly identifiers (DOIs, PMIDs, arXiv IDs, RePec IDs, handles)
- Author names (for your institution only)
- Any department, school, or faculty information you have for your authors

That’s it! As soon as your data file is complete – send it to data@altmetric.com.

2.2.5 Keeping your data up-to-date via spreadsheet

If you have provided your publications data via spreadsheet, we want to make sure your data in Explorer for Institutions remains up-to-date. Just send a spreadsheet with your new publications in the format outlined above on a monthly basis to data@altmetric.com.
2.3 Enabling access to your publications system API

If your publications system has an API, we can connect to the endpoint to retrieve your institution’s publications information. Basic instructions to enable us to connect to your API are included below, although some configurations may vary depending on your local instance.

2.3.1 What happens after our publications are imported into Explorer for Institutions?

After Altmetric connects with your publications system via the API for the first time, an initial mass import of all your authors, publications, departments, etc. will be carried out. We therefore require details of an endpoint that will provide a list of all your articles to enable us to do our initial import of the database.

The authors, departments, and organisational hierarchy information will be used to populate the Authors and Departments tabs that can be found in “Explore my institution”.

2.3.2 Provide Altmetric with an API endpoint

a) Firewall
Open a port in your firewall to provide Altmetric with access to your API. Update the firewall rules to allow access from:

Live: 164.132.63.174, 37.187.134.24
Staging: 51.254.16.223

b) Assign a SSL certificate
Assign a SSL certificate to the port if you’d like to send us the data over a secure connection. Altmetric does not need access your API over SSL, but it is a good way to ensure your data is sent securely to our servers. Without SSL, we will pull your data across the network in plain text.

2.3.3 Accessing your organisational structure via your API

Altmetric need a description of your organisational structure or department hierarchy in order to structure the Departments browse list in Explorer for Institutions.

We require details of where this layout is defined in your system. We can code this in our database, but if you’d like us to automatically keep up with changes in your structure it’s best if you’re in control of editing it. This can be sent to us via an endpoint in your database, or simply send us a spreadsheet detailing your organisational structure and how this metadata is expressed in your publications system.
2.3.4 Keeping your data up-to-date

In order to keep your Explorer for Institutions dataset in sync with yours, we also need to know which outputs have been recently updated. We therefore need access to a list of recently modified or new publications via the API – ideally a log file detailing all changes made to publications, authors or departments. We will then reflect these updates in your Explorer for Institutions instance on a regular basis.

2.3.5 Final steps

Once you have enabled access by Altmetric into the API endpoint (and provided access for both Altmetric’s live and staging servers), please send an e-mail to data@altmetric.com, including the following details:

- The API endpoint/s you set up: e.g., in a format like: https://<host>:<port number>/api-altmetric
- Any login credentials for authentication we may need to access the endpoint
- Details of where we can find a list of all your articles in the system for an initial import of the database
- Your organisatioinal hierarchy and where this information is held in your system
- Details of the location or endpoint of the recent update log file in your database.

2.4 Connecting to your instance of PURE

Altmetric collect attention data for outputs that have been mentioned online across a range of sources. As items in the Altmetric database are not organised by institution, we can integrate with PURE in order to set up your institutional edition of Explorer for Institutions, with outputs produced by your own authors and departments.

We will then populate Explorer for Institutions by linking your set of publications, authors and departments with the scholarly publications already tracked in the Altmetric database. This enables you to browse the altmetrics of your institutional outputs by your institutional authors and departments.

2.4.1 Setting up access to your PURE API

Implementation involves granting read-only API access to Altmetric, so that Explorer for Institutions can be automatically populated with the relevant PURE data. We only require access to authors, author identifiers, departments, department identifiers, publications with identifiers and organisational hierarchy information from your PURE API.

Your institution’s PURE administrator should carry out the following steps:

- Allow Altmetric access to your PURE API, e.g. pure.university.ac.uk/ws/rest/
- Create API login details for Altmetric (optional, if your API is not already openly accessible)
• Provide Altmetric with access to your PURE API endpoint and any login credentials you may have set up. Add this information to your basecamp project board.

The following sections provide more detail on how to carry out these steps.

2.4.2 Allow Altmetric access to your PURE API

a) Provide details of your PURE API endpoint to the Altmetric team, e.g. https://pure.university.ac.uk/ws/rest/

b) If you have a firewall, ensure you have opened a port in your firewall that would allow our IP addresses to access as detailed below.

c) Add Altmetric’s required systems on the API configuration, if your API endpoint is not already publicly accessible:

   **Live**: 164.132.63.174, **2**: 37.187.134.24
   **Staging**: 51.254.16.223

2.4.3 Create API login details for Altmetric (optional, if your API is not already openly accessible)

If preferred, set up login credentials for Altmetric. Add a new API account for Altmetric to be able to connect to the API endpoint using credentials:

   Username: altmetric
   Password: [set to a secure password]
   Account rights: none

Make sure you try to set the password to something relatively secure.

2.4.4 Provide Altmetric with access to your PURE API endpoint

Once you have enabled access for Altmetric to your PURE API endpoint (and provided access for both Altmetric’s live and staging servers), please add the following details to your basecamp project group:

• Your PURE API endpoint, e.g., in a format like: https://pure.university.ac.uk/ws/rest/

• The login credentials for Altmetric, if required:
  Username: altmetric
  Password: [ensure that this is set to something secure]

That’s it! You will hear back from an Altmetric team member about whether or not the connection with your PURE API endpoint was successful.
3 Branding and customisation options

3.1 Adding your institutional logo and colour schemes

During the implementation of Explorer for Institutions, you will be able to customise various aspects of the app’s look and feel including adding your logo and colour codings. See example below:

Full details on how to set up your branding and customisation options will be collected during your implementation.

Questions?

Get in touch with the Altmetric team: support@altmetric.com