Informit Search

User Guide

Informit

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Welcome to Informit Core

Access the broadest range of multidisciplinary databases focused on Australia, New Zealand, and Southeast Asia through Informit Core, the region's most comprehensive research solution.

Informit Core is Informit's flagship academic research collection. This multidisciplinary resource provides access to journals, conference proceedings, books and reports across a broad range of subjects including family and society, media, arts and culture, education, First Nations' knowledges, business, allied health, technology and beyond.

Dedicated to content from and about Australia, New Zealand, the Pacific and SouthEast Asia, with articles by scholars worldwide, Informit Core is an essential resource for students, teachers and researchers seeking a critical resource for comparative regional studies.

We partner with hundreds of organisations to curate and host content through a single access point. This essential collection reflects Informit's dedication to promoting bibliodiversity by amplifying the voices of a diverse range of publishers, including commercial, societal, and open-access publishers.

User Guide Overview

This user guide provides a comprehensive introduction to the key features of Informit, including:

- ✓ **Administrative Access**: Explore the tools and permissions available for managing administrative tasks.
- ✓ **Usage Reports**: Gain insights into your account's activity and usage patterns.
- ✓ **Searching**: Learn the basics of conducting searches to quickly find the information you need.
- ✓ **Authentication Options**: Understand how to access and secure your account effectively.

To help you get started, we've included links to some of our most useful videos and advanced searching tips. This guide is designed to make your Informit journey as seamless and efficient as possible.

Padlocks | Labels

Padlocks

Different padlocks stand for different access levels:

You may notice padlock icons attached to search results. A green unlocked padlock means that the full text is available on Informit. An orange padlock means that it is available and an open access item. Meanwhile, a red padlock means that you don't have access to an item on Informit.

Labels

Different labels stand for different types of access:

1. **FULL TEXT**: record is associated with Informit hosted content (in PDF, HTML Format) or has links to full text via external links to full text (eg. DOI links etc.)

2. **VIDEO**: record is associated with Informit streaming video content

3. **ABSTRACT ONLY**: record provides metadata and may have external links

Green padlock

Green padlock indicates access to the full text or index record

Orange padlock

Orange padlock indicates open access content, full text is available

Red padlock

Red padlock indicates that you don't have access to the full text record

Administrator Access

Accessing Informit as a librarian or administrator

Administrator Account:

As an administrator, you can access expanded functionality and self-service options for a more seamless experience of the Informit platform. To be set up as an administrator, please contact our Customer Success team who will upgrade your profile to administrator access.

1. Access Informit
2. Select **Login | Register** in the top right hand corner of Informit
3. Select **Individual Login | Register**
4. Choose your preferred login method, using the email address you provided when establishing your subscription

Administrator access

Now that you are logged in, you can manage your Informit subscription:

1. Select your name in the top right hand corner of screen
2. Select **My Account**
3. From here, you can access expanded features such as usage analytics and customisation

Features Overview

In addition to the existing features of a User Account, such as Saved Searches and Alerts, your Administrator access allows greater control over your Informit experience.

Informit Usage

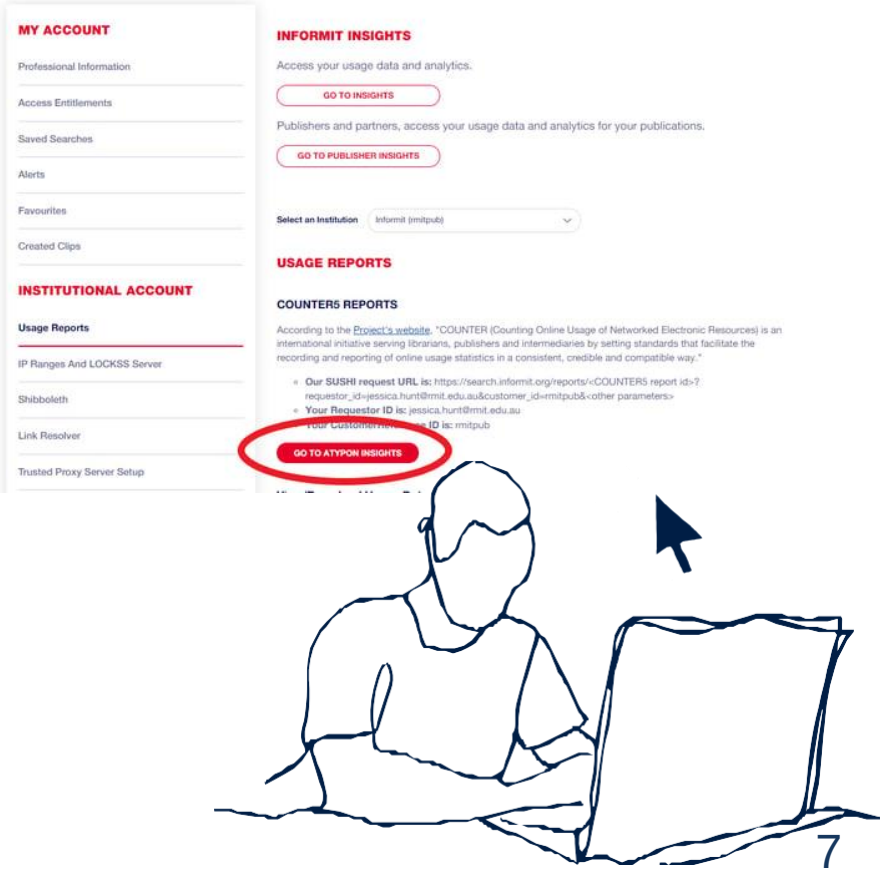
COUNTER5 Reports

As an administrator, you can access your COUNTER5 reports in the account area.

Step 1
Click on your username at the top right corner of your screen, then select **My Account** and click on **Usage Reports** in the left-hand menu.

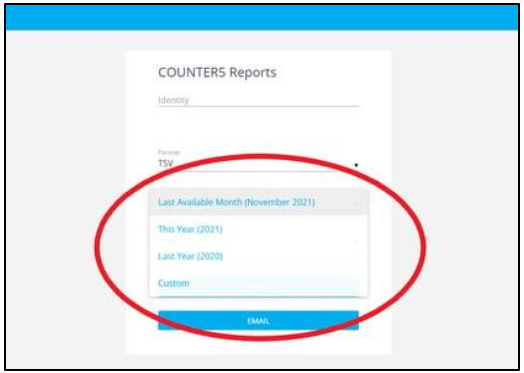
Step 2
You can either access your reports or schedule it to be sent to you via email. You can read more about scheduling reports here.

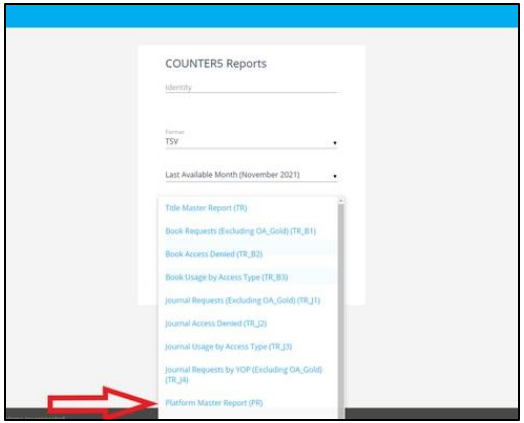
To access your reports, click on the **GO TO ATYPON INSIGHTS** button.

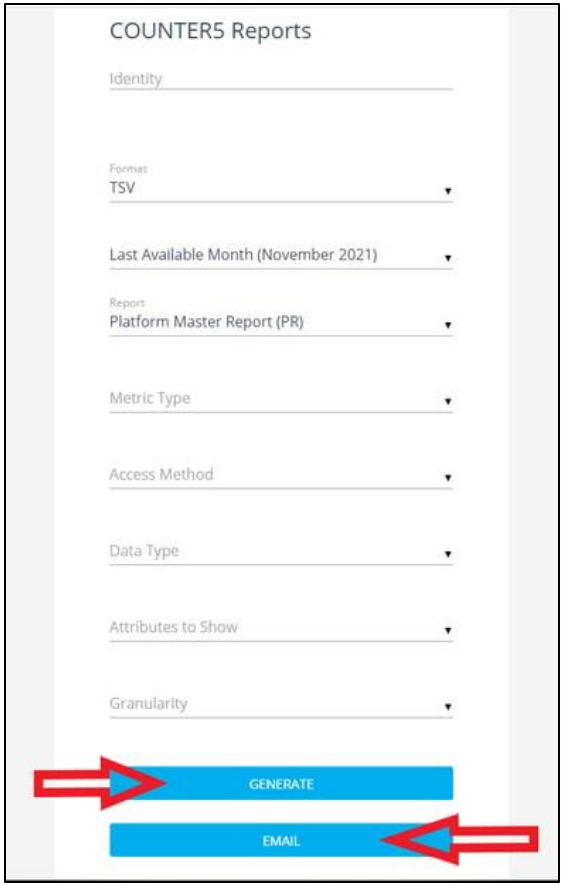


Informit Usage

Step 3
Select the date range and the type of report you would like to generate.







You can then either have the report emailed to your chosen address or download the report to your device.

Informit Usage

Master reports and Standard Views

In Release 5, there are three Master Reports accessible for Informit. These reports provide the complete set of usage data for their subject.

- **Title Master Report** (book and journal usage)
- **Platform Master Report**
- **Item Master Report** (articles and multimedia content)

Metrics

Investigations report a range of user actions related to a content item or title. The Investigations count all activity, including downloads of content.

Requests report where the user views or downloads full-content items. The Requests count only views or downloads of content itself.

Total and Unique Metrics

Investigations have several metrics:

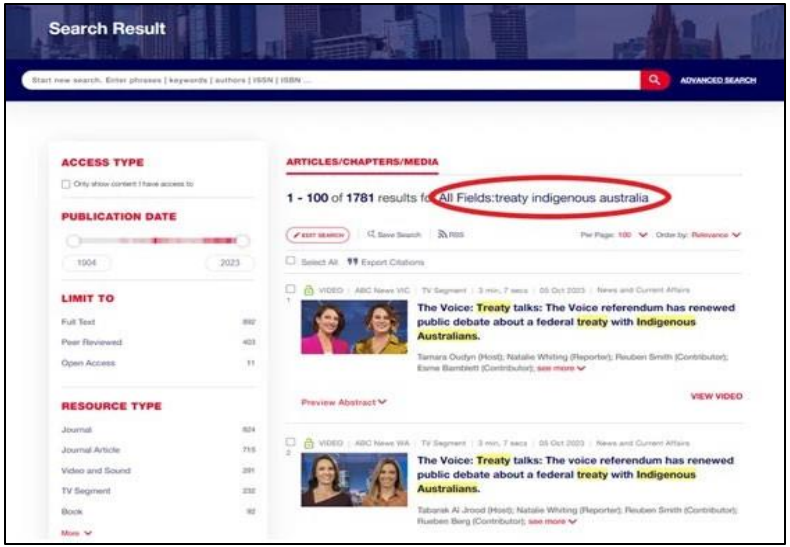
- **Total_Item_Investigations** counts the total number of times a content item or information related to a content item was accessed during a session.
- **Unique_Item_Investigations** counts the number of unique content items investigated by a user in a session. If a user repeatedly performs an action with the same content during a session, this is counted only once.
- **Unique Title_Investigations** is only used for books; it counts the number of unique times a book is investigated (as opposed to how often a chapter is investigated). If a user investigates several different chapters during a session, this is counted only once. Counting book usage independently from the delivery method is a new metric for Release 5.

Basic Search

The best way to find the content you need is by familiarising yourself with Informit's search capabilities and entering your own search query. It is best to start with a broader search query using key terms relevant to your enquiry, as opposed to writing out a full research question or limiting your search from the start with too many terms. From there, you can add more key terms to narrow your results.

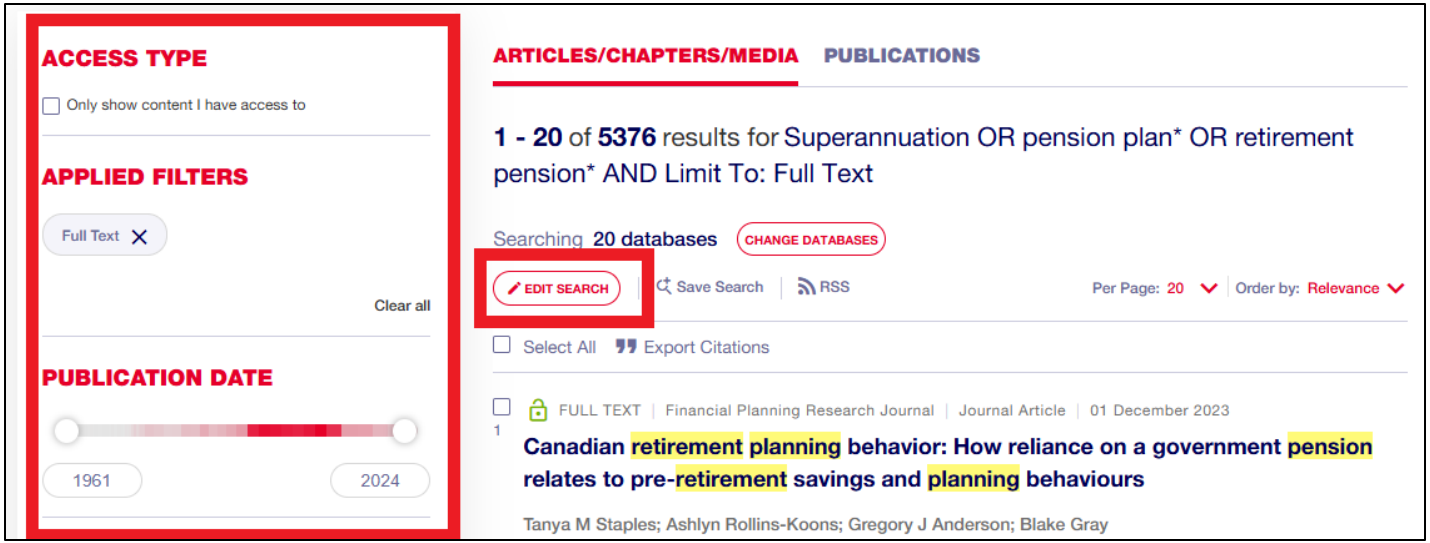
If no Boolean operators are used, the search engine automatically reads your query as an 'OR' and then ranks the results based on the frequency of the terms. It also favours more recently published content.

So, for example, if your search query contained the key terms 'treaty' and 'Indigenous Australia', our search engine would read it as 'treaty OR Indigenous Australia' unless Boolean operators are applied.



Constructing your own search

Some helpful tools to narrow down your search include the left-hand search facets side bar that accompanies all search results:

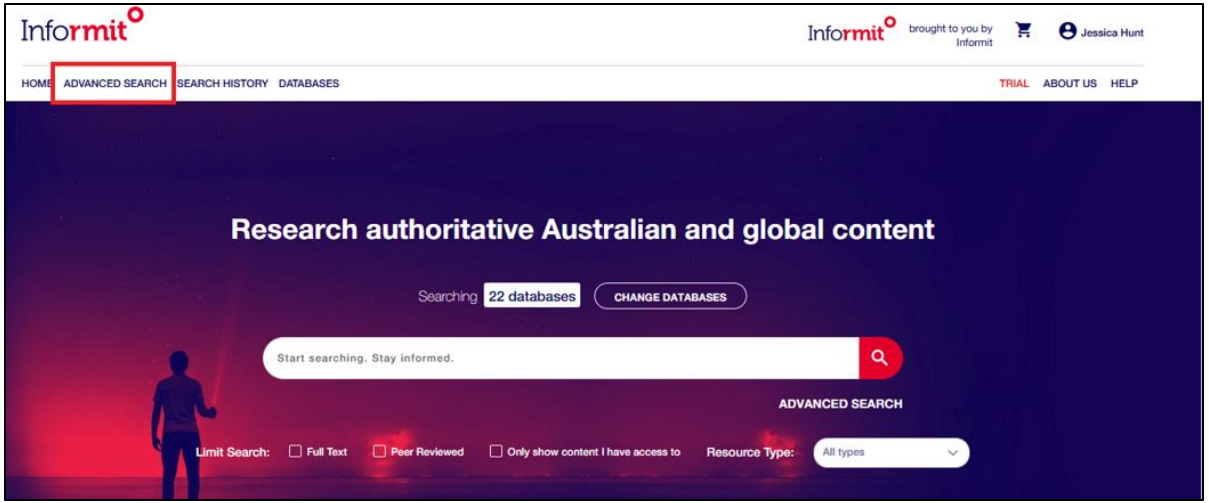


Advanced Search | Homepage

For a more focused search, use Advanced Search to refine your search query.

While simple searching permits you to search for an individual term or phrase within the Informit platform, an Advanced Search lets you string together a more complex query.

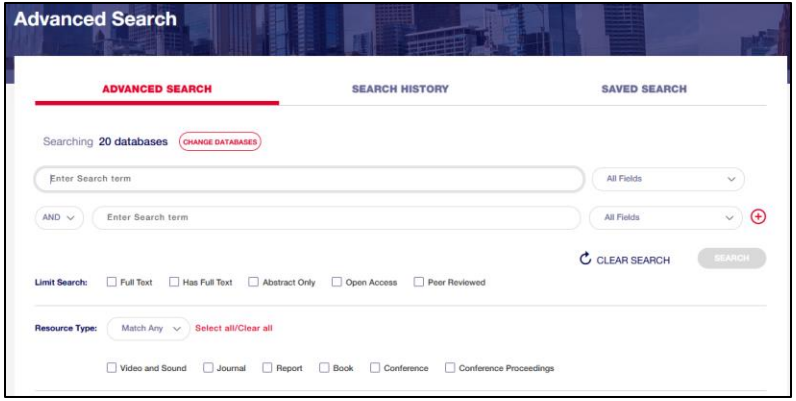
To get started, select **'Advanced Search'** from the top panel:



Highlight: Here's a short video that summarises more complex searching on Informit. You'll find more detailed information on this page and in our search strategies tutorial and guide.

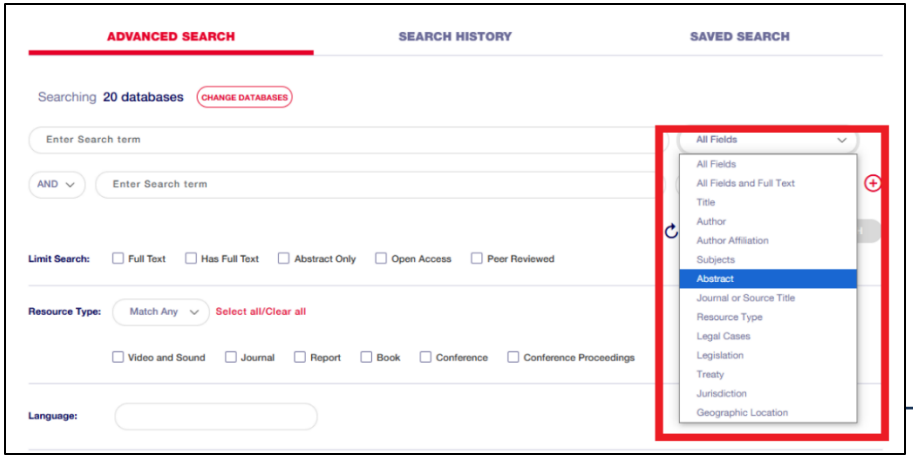
Advanced Search | Search Terms

You will be taken to the **Advanced Search** page:



Search box

The search box allows you to search for a term within a specific field. If you select **All Fields** from the drop- down menu next to the search bar, your search will be conducted across all metadata fields. If you want to narrow down your search, for example to 'Author', your search will produce results for authors that fit your search criteria.



Advanced Search | Search Terms

Add search terms

The Advanced Search lets you utilise a Boolean operator in a second search box to pair terms and create a more complex search query. Boolean operators are terms like 'AND', 'OR' and 'NOT, which can be used to group or exclude search terms.

AND pairs terms together and requires both terms to be included in each article returned in the search eg. Physiotherapy AND Chiropractic will show results containing both and will not deliver results of articles with just one of the terms included.

OR returns results from either search term or both terms eg. Physiotherapy OR Chiropractic will show results from both terms, separately and together.

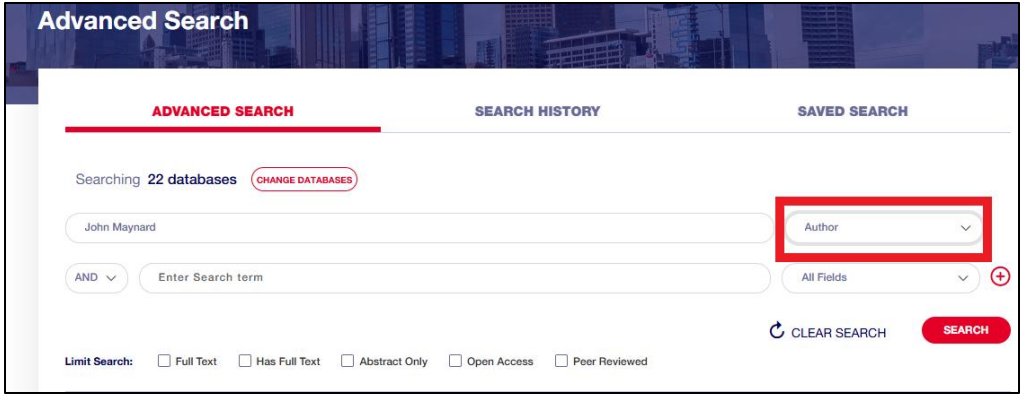
NOT excludes results of a specific term or resource type from the search eg. Physiotherapy NOT Chiropractic will exclude search results from Chiropractic.

In this example, a search for author John Maynard will result in records that also refers to John Maynard Keynes:

Advanced Search | Limit Search

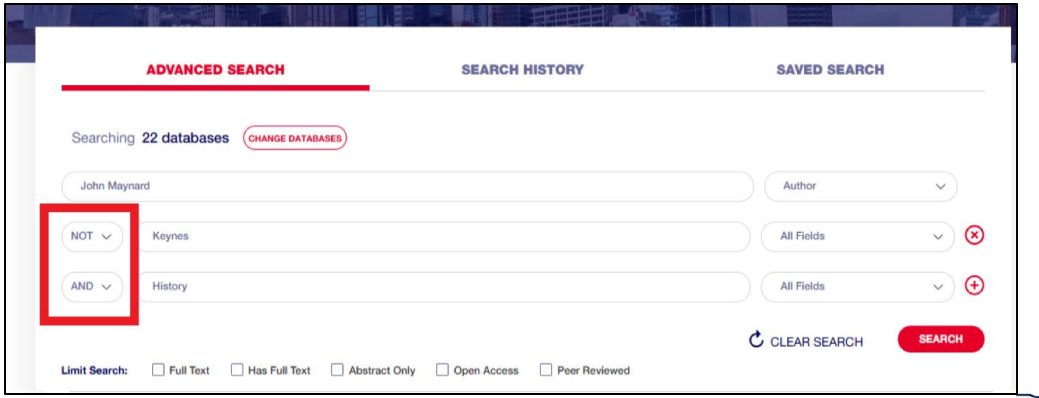
Exclude search terms

To limit the search to resources authored by John Maynard, limit search to 'author' field:



Add or Remove search terms

Search terms can be added or removed by using the 'X' and '+' buttons on the right side:



Advanced Search | Limit Search

The advanced search has many ways to limit your search.

You can choose to limit your search based on the type of resource you're searching for. For example, you might only want to search for peer reviewed resources. Some of the categories you can explore, include:

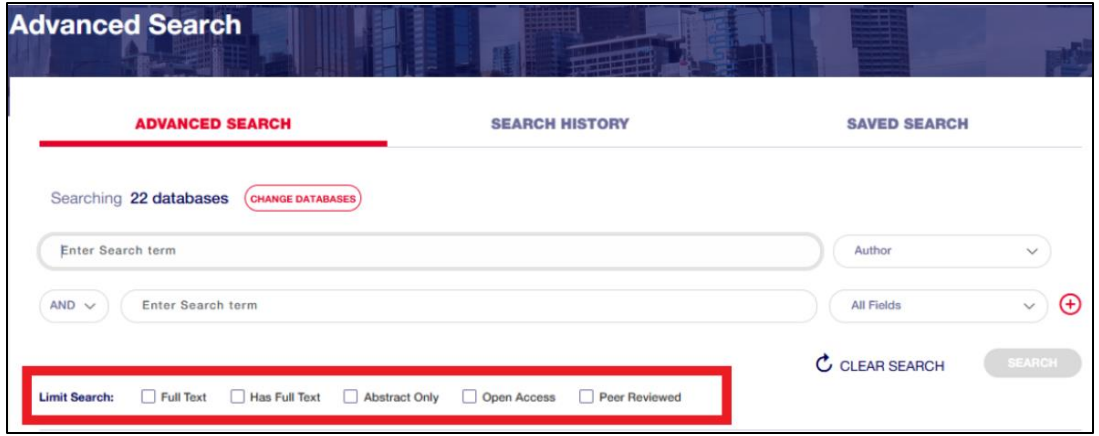
Full Text – Informit holds the full text version of this resource – that is to say, the item is directly embedded within the platform itself, inclusive of both written and media content

Has Full Text – The full text version exists but Informit does not hold the resource. It might be accessible elsewhere.

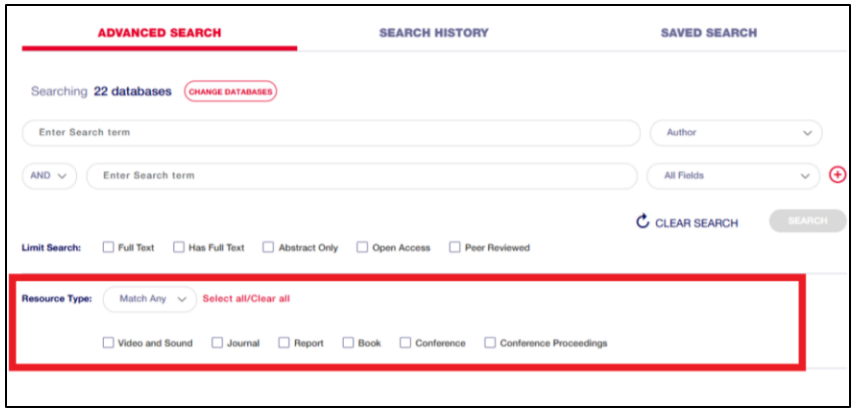
Abstract – This refers to a record or summary only, the full text version is held elsewhere and may not be accessible.

Open Access – Free access is available to all users

Peer Reviewed – Only returns results that have been reviewed by subject matter experts You can combine any of these different categories together to truly narrow your results down.

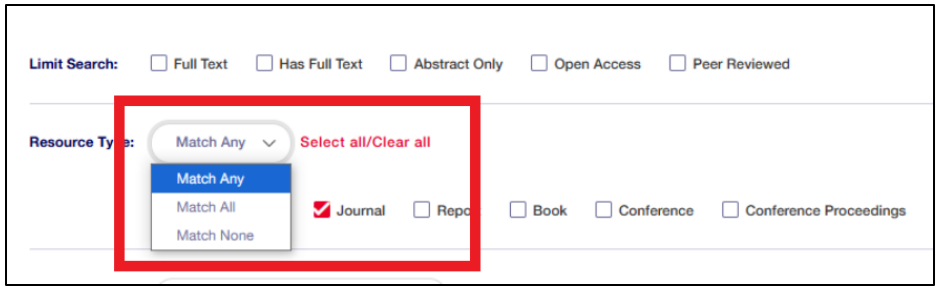


Advanced Search | Resource Type



Like the Boolean operators used earlier, **Resource Type** can be used to include, combine, or exclude specific resource types

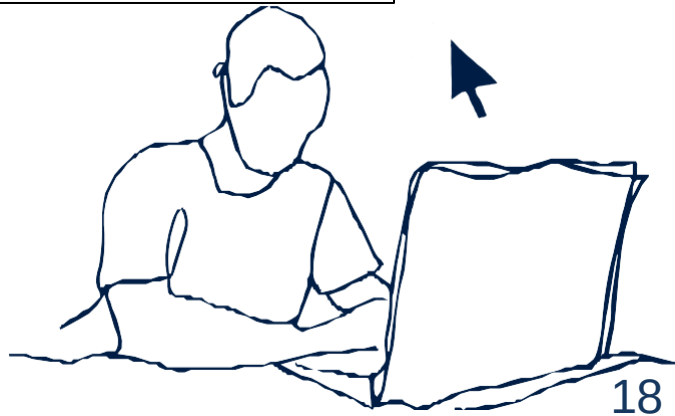
For example, if you only wanted your results to show journal articles and not video and sound, you could select Match Any from the drop-down box and select Journal



Advanced Search | Resource Type

If you want to exclude resource categories, you can select ‘Match None’ and then select the category you don’t want to see in your search results.

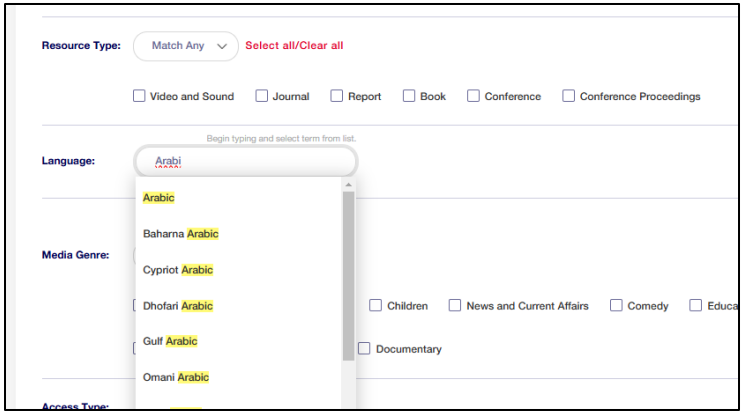
To conduct the same search described above, we could select ‘Match None’ and then ‘Video and Sound’. This specifically excludes Video and Sound would be excluded from your results:



Advanced Search | Publication Date

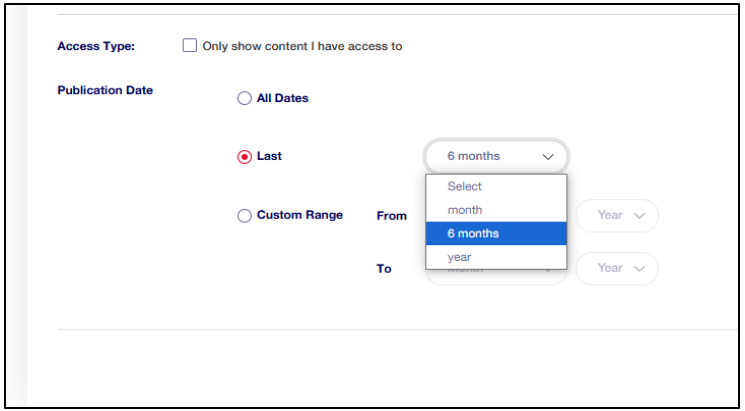
Language

If you want to limit results to a specific language, you can select a language from the drop-down. Only available languages will appear:



Publication Date

As discussed in our [basic search article], publication dates can be defined to limit to a specific date range or by the pre-selected time blocks i.e. last 6 months:



Advanced Search | Tips

Combining search terms

- You can use Boolean operators AND, OR and NOT (always typed out in capitals) to combine search terms within any search box.
- Use AND, OR or NOT selector in additional search boxes to combine searches across multiple fields.
- Use parentheses to group terms and Boolean operators: care AND (cat OR dog) finds content containing care and containing either cat or dog; care AND cat OR dog (no parentheses) finds content containing both care and cat, or containing dog.
- AND relationship between search terms is default: civil war finds content containing civil AND war.

Writing search queries

- Enclose a phrase within quotation marks for an exact match: "civil war" finds content containing that exact phrase.
- You can add an asterisk (*) to a keyword to search for the word in multiple forms (for example, searching for gene* will bring up word results for gene, and for genetics, and so on).
- To find all records in a field, enter a*

Advanced Search | Tips

Using Wildcards

- Use a question mark (?) wildcard to represent one character: ta?k finds content containing talk, task, tank…

- Wildcards do not work at the start of a search term; wildcards do not work within quotation marks.

For further information on searching, please refer to:

Search Tips

Advanced Search article

Advanced Search Guide

Authentication Options

Informit supports multiple authentication methods. You can reach out to our friendly Customer Success Team at any time to discuss your preferred authentication method.

Single Sign On (SSO)

An institutional account is created which your users can access through your Single Sign On credentials. This is done by adding Informit as a 'Service Provider' to your SSO setup which will be recognised by your SSO identity manager.
It's worth noting that this option does not create individual accounts for your users. Our SSO setup will validate your institution's credentials against your institution's identity management service and Informit will allow them access under your institutions license.

We support the following SSO federations:

- AAF - Australian Access Federation (Shibboleth)
- Open Athens
- Microsoft Azure AD SSO
- Okta
- Ping Federate

Authentication Options

Library Login and Passcode

An institutional account is established and a passcode set against it, which can be utilised by your users to access to your Informit Search subscription. This passcode can be:

- **Generic** - A single, generic passcode that can be used by all users to access the subscription
- **Range** - A passcode range established by your institution that allows for the provisioning of individualised passwords to a larger user group (i.e. student numbers, library barcodes)

Email Domain

- Your institutions email domain is recorded against your account. Any user who establishes a personalised account with Informit using an email address under this domain will automatically be associated with your institutional subscription and will be given access under that personal account.
- **Note:** This step requires the manual creation of personalised accounts by users to gain access to your subscription.

Authentication Options

IP Range

IP Range authentication is a method that restricts access to electronic resources based on the user's IP address. Institutions typically have specific IP addresses assigned to their network. This method is simple to use but does require users to be on campus or connected to the institution's network.

An institution provides it's known IP Range to Informit (i.e. 192.1.168.32 -192.1.168.64) and any user accessing Informit Explore from one of these registered IPs within the range is authenticated against your subscription.

EZProxy Range

EZProxy serves as a valuable intermediary server, facilitating users' access to library resources even when they are off-campus or outside the institution's network. When a user seeks to access a resource, EZProxy verifies their credentials (typically through a library login or institutional credentials) and then redirects the user's request through the library's network. This creates the impression that the user is accessing the resource from within the institution.

EZProxy enables users to conveniently access library resources from any location by logging in through a proxy server, simplifying off-campus access. On the other hand, IP Range limits access based on the user's IP address, usually permitting access only when users are on campus or connected to the institution's network.

Informit supports EZProxy. Informit's current EZProxy stanza can be found here.

Accessing Informit

Once you have established access to Informit through your chosen authentication method, there are various ways you can log in.

Logging into Informit via SSO

1. Access the homepage from this link
2. Navigate to the **Institutional Login** button, in the top right corner
3. Search for your Institution in the **'Find your Institution'** box
4. You will then be redirected to your Institution's SSO login page where you will need to enter your credentials.
5. Alternatively, once your SSO has been tested and configured – our Customer Success Team will send you a URL that will take users directly to their homepage without needing to sign in. We would recommend putting this URL behind a password protected intranet server for streamlining purposes.

Logging into Informit via Passcode

1. Access the homepage from this link
2. Navigate to **'Your Library / School'** and search for your Institution's name
3. Enter your passcode
4. Alternatively, once your barcode/passcode has been set up – the Customer Success Team will send you a URL that will pre-fill your institution, so all your users will need to do it type in the password and they will have access.

Informit Video Library

To access further information on research skills and platform features, visit the Informit Video Library via our Knowledge Base:

- Basic Search Video
- Advanced Search Video
- Admin access and how to add/ remove admins video
- Database Selection video
- Citation video

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