

Searching, browsing, exporting and dashboards

There are a number of ways to find sets of records on KAR according to what you are looking for and how you want to use the information when you find it.

Advanced searching

Go to the advanced search in KAR: <https://kar.kent.ac.uk/cgi/search/advanced>.

Scroll down the form and add information to the relevant fields:

Advanced Search

Don't panic! Just leave the fields you don't want to search blank. [Click here for a simple search.](#)

DOI/Identification number:

Item ID:

Title:

Creator's name:

Item type

In the list with tick-boxes choose all the boxes next to items you want to see.

- Item Type:
- | | |
|--|--|
| <input checked="" type="checkbox"/> Article | <input type="checkbox"/> Audio |
| <input type="checkbox"/> Book section | <input type="checkbox"/> Datasets / databases |
| <input type="checkbox"/> Monograph | <input type="checkbox"/> Experiment |
| <input type="checkbox"/> Conference or workshop item | <input type="checkbox"/> Other |
| <input type="checkbox"/> Book | <input type="checkbox"/> Research report (external and confidential) |
| <input type="checkbox"/> Thesis | <input type="checkbox"/> Design |
| <input type="checkbox"/> Patent | <input type="checkbox"/> Device or product |
| <input type="checkbox"/> Artefact | <input type="checkbox"/> Edited book |
| <input type="checkbox"/> Show / exhibition | <input type="checkbox"/> Edited Journal |
| <input type="checkbox"/> Composition | <input type="checkbox"/> Internet publication |
| <input type="checkbox"/> Performance | <input type="checkbox"/> Research report (external) |
| <input type="checkbox"/> Image | <input type="checkbox"/> Review |
| <input type="checkbox"/> Visual media | <input type="checkbox"/> Scholarly edition |
| | <input type="checkbox"/> Software |

Date

Type in the date you want to find. Use a hyphen (-) between years, months and days and to denote ranges (ie 2014-01-01-2020-12-31 is everything with a publication date between 1 January 2014 and 31 December 2020), or denote everything before (-2014) or after (2014-) a date (including the date given).

Date:

If there is a list like this scroll down and select the entries you want. If you hold down the **Ctrl** key, you can select several divisions.

Divisions:

- French
- German
- Hispanic Studies
- Italian
- Philosophy
- Religious Studies
- School of History
- Centre for the History of Medicine, Ethics and Medical Humanities
- Centre for the History of the Sciences
- Centre for the Study of War, Propaganda and Society
- School of Music and Fine Art
- Sciences

Any of these ▾

Status:

- Published
- In press
- Submitted
- Unpublished

Once you have selected all your criteria press enter, or click **search**.

Date is 2014 or more **AND** Divisions matches any of "School of History", "School of Music and Fine Art" **AND** Status matches any of "Published"

Displaying results 1 to 20 of 467.
Refine search | New search | Save search | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | Next

Order the results: by year (most recent first) ▾ Reorder ▸

Export 467 results as: ASCII Citation ▾ Export ▸ Batch Edit RSS 1.0 Atom RSS 2.0

1. Lawrence, Mark (2019) *Nineteenth-century Spain: a New History*. Routledge (The full text of this publication is not currently available from this repository. You may be able to access a copy if URLs are provided)
2. Bennett, Jim, Higgitt, Rebekah F. (2019) *Introduction – London 1600-1800: Communities of Natural Knowledge and Artificial Practice*. *British Journal for the History of Science*, . ISSN 0007-0874. (doi:10.1017/S0007087419000189)
3. Rundle, David (2019) *La Renaissance de la littera antiqua: une entreprise cosmopolite*. In: Crouzet, D. and Crouzet-Pavan, E. and Revest, C., eds. *L'humanisme à l'épreuve de l'Europe (XVe-XVIe siècles)*. Champ Vallon, Seyssel, pp. 97-111. ISBN 979-1-02-670810-0.

Your results will look like this with a summary of your criteria at the top, and the results listed below. In the middle, you have some options.

1. **Refine search**. This will take you back to the search form and keep your selected criteria. You can add more, change or remove and search again.
2. **New search**. This will take you back to the search form and clear the form so you can start a search afresh.

3. **Save search.** Once you have settled on the search criteria that brings the results you need, you can save the search. If any new records are uploaded to KAR, and they meet your criteria, you will be alerted by email. (see below **Saving Searches**).
4. **Order the results.** You can also change the order the records appear in; choose from ascending or descending date, or alphabetically by title or author. This is by the first named author surname.

Exporting your results

You can use the results from your search in reports, emails and other documents and export them in several formats. Choose the format that is appropriate to your end use. The most used from the drop-down list of available formats are:

- **Bib TeX** – creates a file of the records that can be uploaded to most other repositories and reference management software.
- **HTML Citation** – the best looking output. Copy and paste into documents or emails and the records will include a link back to the KAR record to access full text of see more details.
- **Multiline CSV(Staff)** – Puts all the details of the records into a spreadsheet format. This is a little awkward as it gives multiple lines for records with more than one author school etc. It is useful where you have large sets to interrogate. If you edit the data, save the document as an Excel Spreadsheet.

Saving searches

If you need to run similar searches on a regular basis, you can save your searches for later and create alerts. For instance, if you want to know about new records, tagged for a particular School, or research group, as soon as they are deposited, KAR will be able to email you to let you know about any new results.

Edit

Cancel Save for Later

Date is 2014 or more AND Divisions matches any of "School of History", "School of Music and Fine Art" AND Status matches any of "Published". Results ordered -Date, Creator's name, Title.

Name of search ?

Date is 2014 or more AND Divisions matches any of "School of History", "School of Music a

+ Email alert ?

Frequency of saved search email: ?

Never
Once per Day
Once per Week
Once per Month

Mail empty results: ?

Yes, mail me empty alerts.
 No. Only mail me alerts with content.
 UNSPECIFIED

Make search public? ?

Yes, make this search available to anyone.
 No. Only I will have access to this search.
 UNSPECIFIED

Make sure you are logged into KAR with your Kent IT Account username and password. Once you have successfully created your search criteria, choose **Save search**. You can:

- change the name to something useful to you by typing over the text in the field.
- set how you want to be alerted about new records that match your search criteria.
- choose if you want KAR to email you even if no new matching records have been added.
- choose if you want to share your search with others so they can see the results.

Choosing **Once per day** and **No, only mail me alerts with content** will send an email within 24 hours of a new record being uploaded that meets your criteria. The email will arrive at the same time of day and week that you set the saved search up.

Choose **Save for Later**. If want to change the settings or edit the search you can do this by Logging into KAR and then selecting **Saved searches** from the top menu. Find your search and click on the document and pencil icon to edit it. **Save for later** once you are finished.

Browsing

An alternative way to find records is to use the Browse functions. You can find records sorted by:

- Creator/Author
- Year of publication/distribution
- School
- Journal title
- Publisher

Choose the category and navigate to the option you want to see. This view can be sorted and exported in the same way as the advanced search results.

Latest additions is another browse view which shows the latest records to be created on KAR. Records take 24 hours to appear in this or any of the other browse views.

Dashboards

Statistics are available for KAR to see how many records have been deposited and how many downloads have been made from KAR of uploaded files. Graphs and tables can be viewed and exported without the need to log in.

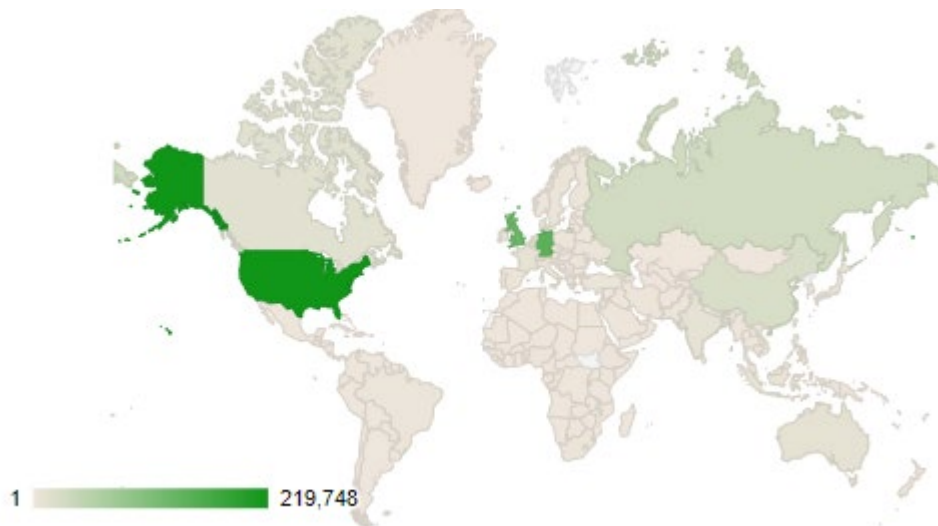
Choose **Dashboards** in the top right corner of the screen and use the **Filter items**, **Dates**, and **Available Reports** tabs to choose the statistics you need.

You can filter by:

- Creator/Author
- Subject

- School
- Item type
- or by individual item.

Origin of downloads



Download from KAR statistics for individual records also show on each record page, alongside **Altmetric** counts for works that have a DOI.

Altmetric



- Tweeted by 148
- Blogged by 4
- Mentioned in 2 Google+ posts
- Picked up by 36 news outlets
- On 4 Facebook pages
- 84 readers on Mendeley
- 0 readers on Connotea
- 0 readers on CiteULike