



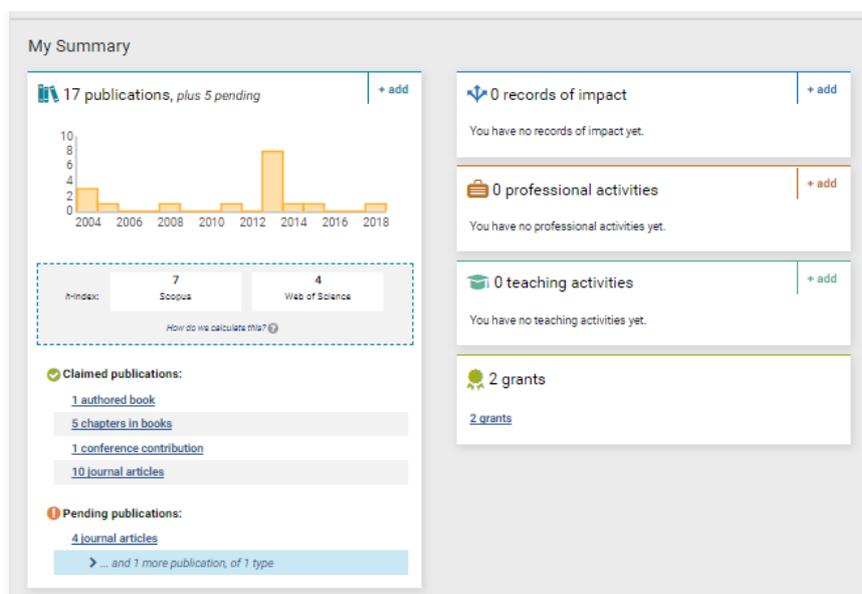
# Elements

## **SYMPLECTIC ELEMENTS**

**Publications Module Staff User Guide**

## Introduction to the Publication Module

The publication module can be found on your 'My Summary' page.



## Automatic Claiming

Elements will automatically search external data sources for your publications based on search settings, name variants, institution name, email addresses and author IDs. Over time Elements will learn what publications are most likely to be yours and will automatically claim them for you and add them to your profile.

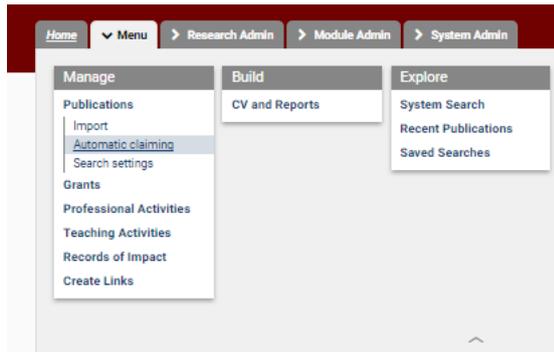
When Elements finds publications for you they are put into three columns; claimed, pending and not mine. Claimed publications are those publications that have a high chance of being matched to you (i.e. matches your name variants, author ID and email addresses). Pending publications are those that partially match your search settings therefore, Elements is not sure they are yours and wants you to confirm. The not mine list is populated by you when you reject publications. If you accidentally reject a publication but it is yours, you can go back to the 'not mine' list and reclaim the publication.

*Top tip: Review publications in all three lists; claimed, pending and not mine to ensure the records are placed in the correct column.*

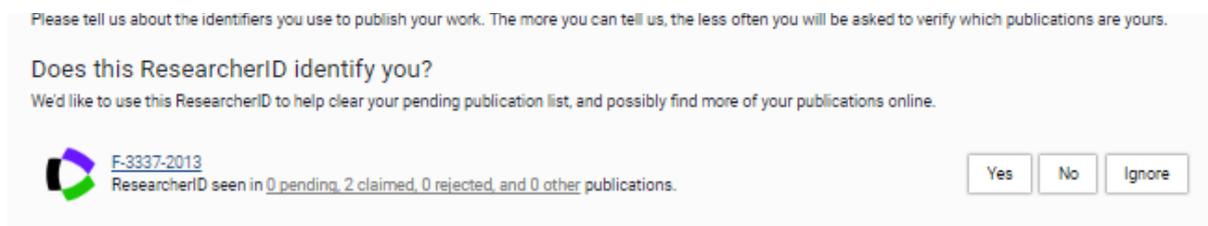
## Entering Author Identifiers

To ensure you retrieve all of your publications and to limit the amount of pending publications, it is important to enter your author IDs into Elements.

To do this, click on Menu and Automatic Claiming.

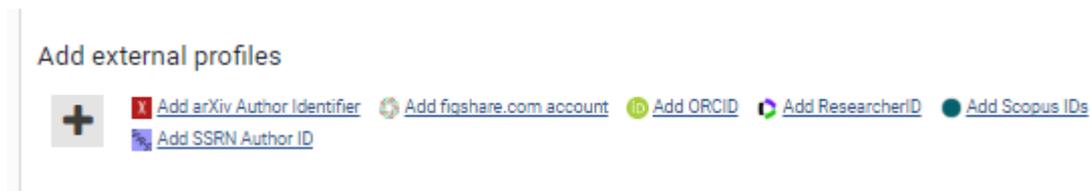


Elements may have found some author IDs which may be yours. You will need to check that they match your profiles before clicking yes. You can do this by clicking on the ID number, it will then load the author ID profile in a new window for you to check.

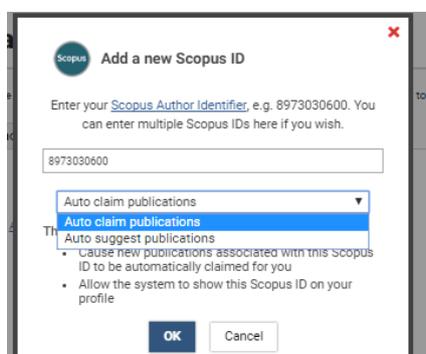


If you find they don't match your IDs, you click no. You will then see a prompt asking you to confirm what action you want Elements to take "Auto reject publications" or just ignore the ID. If you click on auto-reject, this will take out the pending publications from your lists that match the ID entered. After rejecting the ID, it will appear in the 'not me' tab.

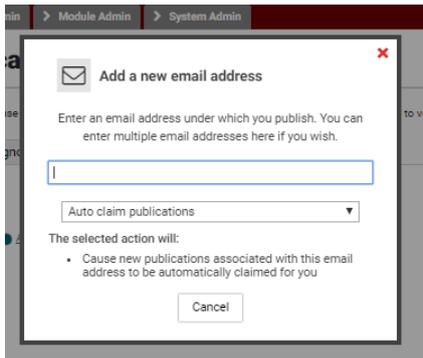
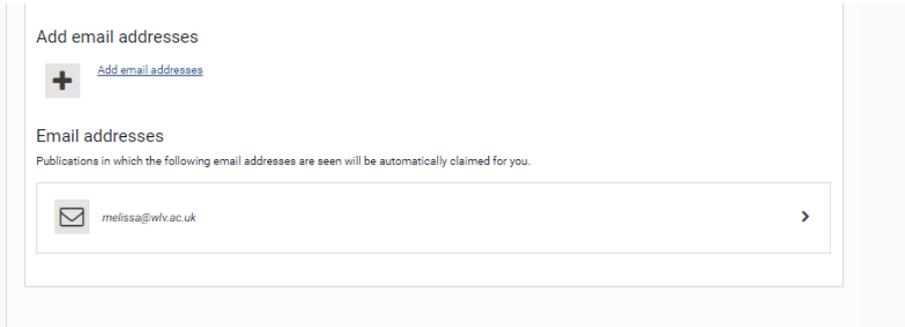
If your ID is not listed you can add it to the system by clicking on the link to the author ID you wish to add.



Enter your ID and choose the action you wish Elements to take when it finds new publications. Auto claim publications will automatically move publications to your claimed list whereas auto suggest publications will add them into your pending list for you to confirm.



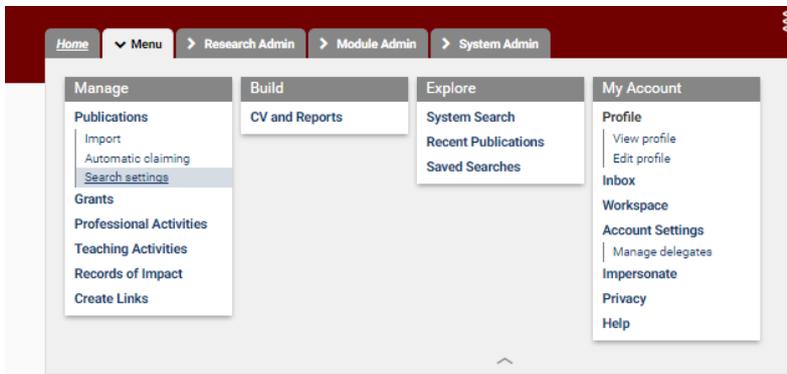
You can also add another email addresses by clicking on the add email addresses link.



## Reviewing your Search Settings

To ensure Elements is able to search accurately for your publications, it is important to check your search settings are correct.

To review your search settings, click on Menu and then Search Settings.



You can then add your name variants (always add surname first) and then click the green + after each one. You can remove also name variants by clicking the Red Cross next to them.

**Name-based search terms**

Name variants: \*  
(last name first)

Use the format "Smith, A. G.". This format clearly distinguishes your last name and each of your initials.  
Add all combinations of your last name and initials under which you publish. The system will then convert the supplied name to the exact formats best required when searching each data source. Do not use the format "Andrew Smith" or "AG Smith". Always write your last name first, followed by a comma.  
If a name variant is only used by one online database, you can customise this setting in the relevant section of this page.

Addresses:  

You have not supplied any addresses.  
[Switch to advanced view](#)  
Add keywords associated with previous institutions, or those with which you collaborate.

Start date:

The date should be in one of the following formats:  
14 Mar 2001 (dd MMM yyyy)  
Mar 2001 (MMM yyyy)  
2001 (yyyy)

Keywords:  

You have not supplied any keywords.  
[Switch to advanced view](#)

Journals:  

You have not supplied any journals.  
[Switch to advanced view](#)

Specific article IDs

Article ID:  

Online database:  
arXiv

If searches are not picking up specific articles from a database, you can add their IDs here. For example, enter the Article ID "28399583" with the online database "PubMed" selected to enqueue retrieval of the PubMed article with PubMed ID 28399583.

You have not supplied any article IDs.

You can add other addresses. This can be particularly useful in helping to pick up publications that have been published when in a different institution.

Enter the address (town) and then click the green plus.

Addresses:   

[Switch to advanced view](#)

Add keywords associated with previous institutions, or those with which you collaborate.

You can also enter keywords, journals and specific article IDs.

*Please note that you must be careful not to limit your search too much by adding too many search settings.*

## Running your searches

Once you have amended your search settings, you can then run your searches again.

At the top of the Search Settings page, you can see the data sources that Elements is currently searching.

## Publication search settings

### Status

 For some types of online database, you are added to a queue. Searches can finish at different times for various reasons, including other queued searches and the relative speeds of searching each data source.

Source	Last searched	Status
 PubMed	11:07 08 Apr 2019	Last search succeeded.
 Scopus	13:05 05 Apr 2019	Last search succeeded.
 Web of Science (Lite)	11:07 08 Apr 2019	Last search succeeded.

[Download](#) Silke Machold's online search history

[Run my searches](#)

If there is a data source that doesn't appear in your list, you can add them to the search by scrolling down the page to 'source-specific name-based search terms' and enabling the data source by checking the 'Search by name' box next to the data source you wish to enable and then click save.

### Source-specific name-based search terms

Looking for your  ORCID or  figshare settings? They have been moved to the [Automatic Publication Claiming page](#). This page now only shows data sources whose data supports name-based searches.

	Search by name	Simple mode	Advanced mode	Use default search terms (simple mode only)
 arXiv <a href="#">Manage arXiv author ID</a>	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
 CINii EN	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
 CINii JP	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
 DBLP	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
 MLA	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
 PubMed	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
 RePEc	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
 Scopus <a href="#">Manage Scopus IDs</a>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
 SSRN <a href="#">Manage SSRN author ID</a>	<input type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
 Web of Science (Lite) <a href="#">Manage Researcher ID</a>	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
 WIRE	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

[Save](#)

If you scroll up to the status section again and click 'run my searches' you will see the data source added to your list. The searches will then start, when they have finished the status will say 'last search succeeded'.

### Status

 For some types of online database, you are added to a queue. Searches can finish at different times for various reasons, including other queued searches and the relative speeds of searching each data source.

Source	Last searched	Status
 PubMed	17:43 08 Apr 2019	Last search succeeded.
 Scopus	17:43 08 Apr 2019	Last search succeeded.
 SSRN	17:43 08 Apr 2019	Last search succeeded.
 Web of Science (Lite)	17:43 08 Apr 2019	Last search succeeded.

[Download](#) Silke Machold's online search history

[Run my searches](#)

You can then return to the publications module and check the claim and pending publication lists.

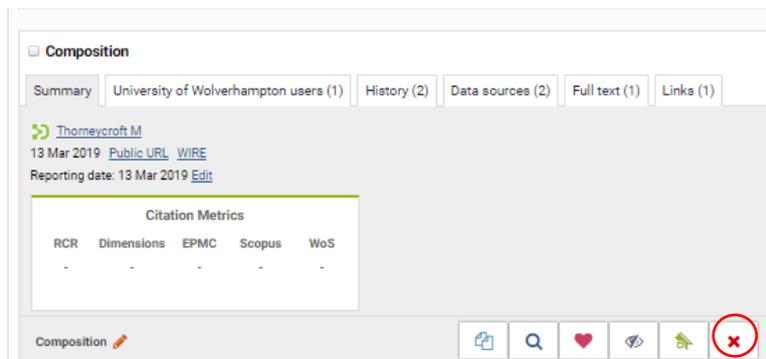
## Viewing your Publications

You can view your publications by clicking on the publications heading on the 'My Summary' page.

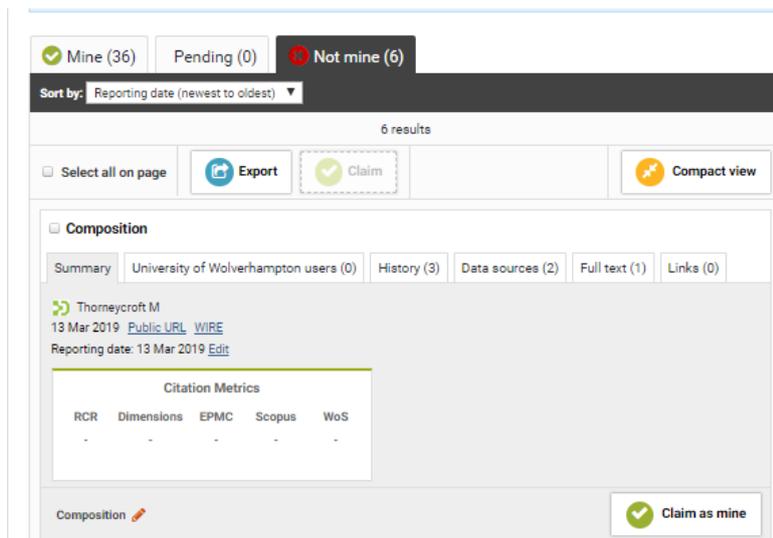


You will see the three tabs; mine, pending and not mine. You should review all three tabs to ensure Elements has put your publications in the right place.

If you find a publication in the mine tab that isn't yours, you can dissociate yourself with it by clicking the red cross button.



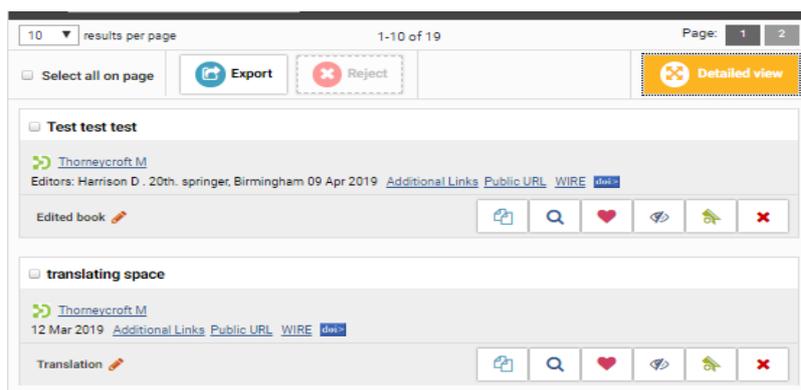
The publications will then move to the not mine tab. If this is done in error, you can go to the not mine tab and reclaim the publication by clicking 'claim as mine'.



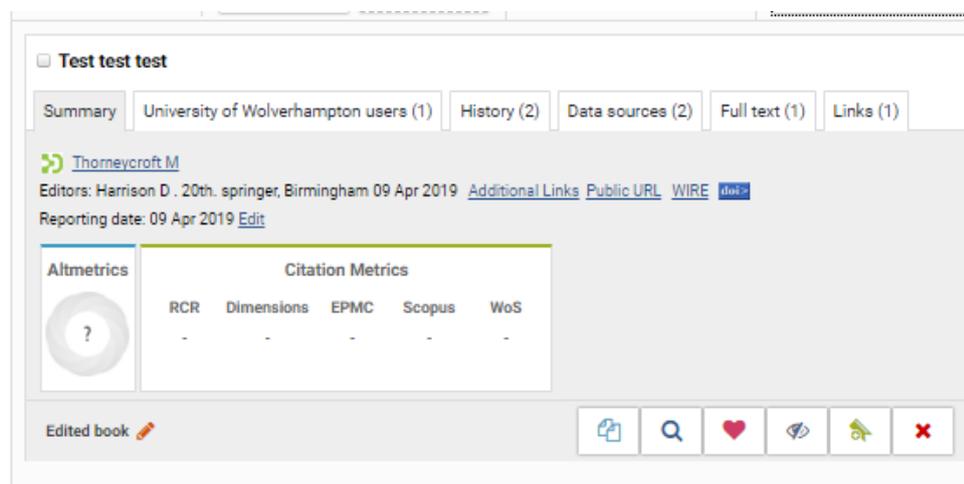
## Changing view

To help you decide if the publication is yours or not you may wish to look at the publication in more detail.

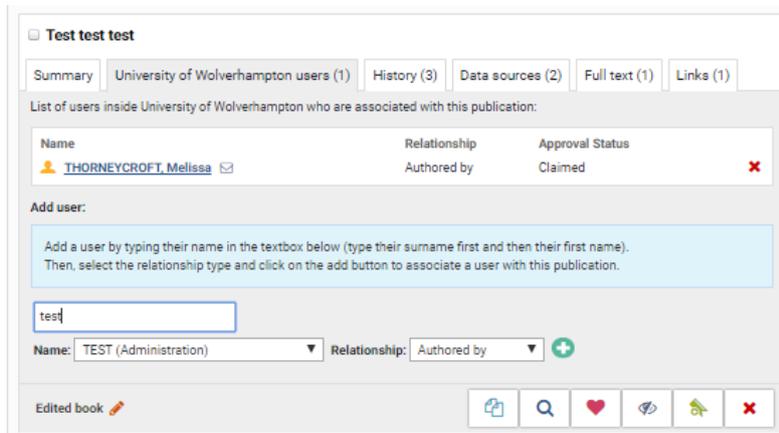
You can toggle the view between compact view (showing minimal information) and detailed view. To enter detailed view, click on the 'detailed view' button.



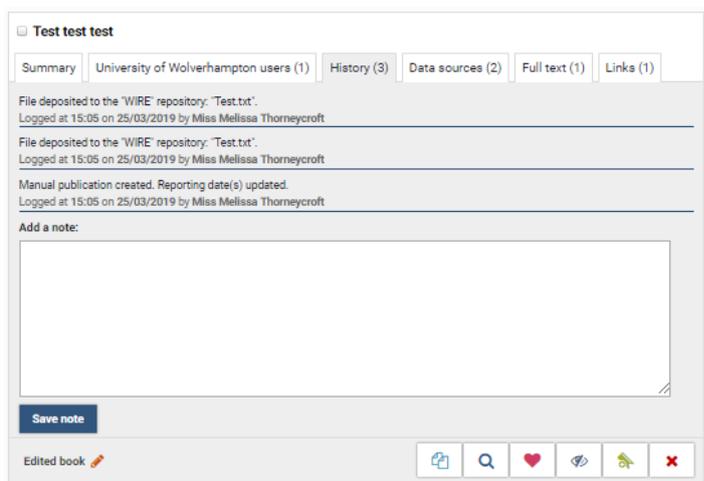
For each publication, there will now be six tabs of information to look at; Summary, UoW users, history, data sources, full text and links.



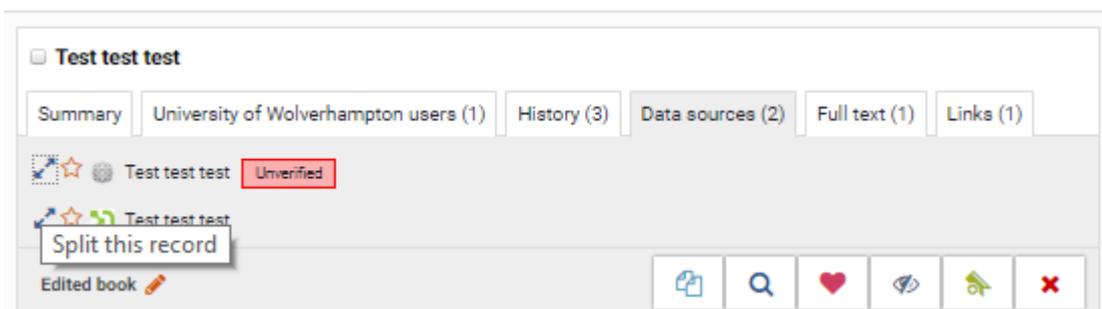
The summary tab provides you with a brief breakdown of information about the publication. UoW users is where you can view who else is linked to your publication, you can also add users to your publication here. To do this enter their name (surname first and click the green+). The publication will then be added to their profiles, within the pending section for them to approve.



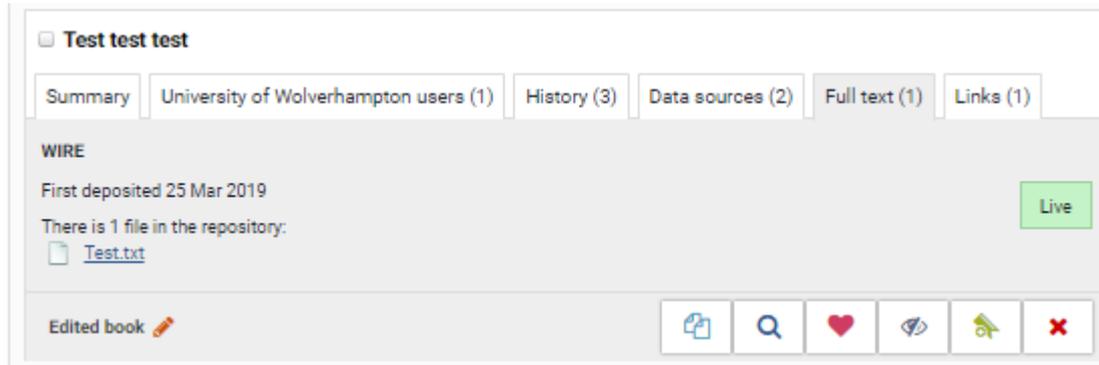
The history tab shows what has happened with the publication since it was entered into the system.



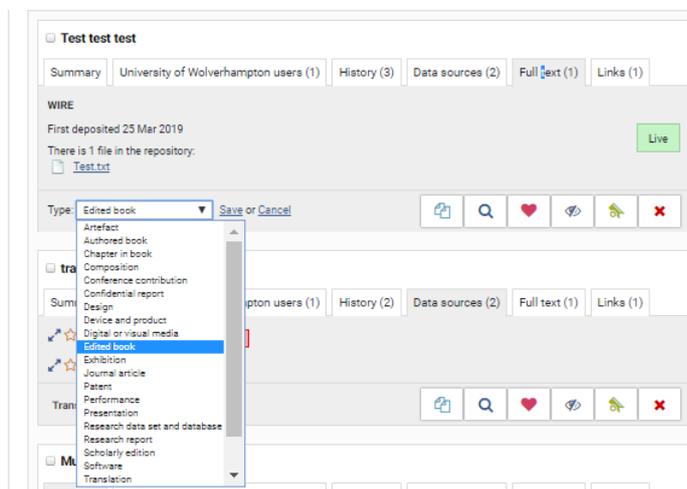
Data sources tab shows where the publication has come from i.e. WIRE, Pub Med, Scopus etc. It is important to check this as occasionally we have seen a book be linked with a chapter in the same book. This would then require the user to split the record by clicking the arrow symbol next to the data source. The publication will then be listed separately in your list.



Full text tab shows where you can access the full text to your file. You can see the green “live” label – this means that the file has been processed by the WIRE team and is now live in WIRE (Institutional Repository).



The type of publication is also showed above, if this is wrong you can change this by clicking the orange pencil, selecting the correct type from the list and then click save.

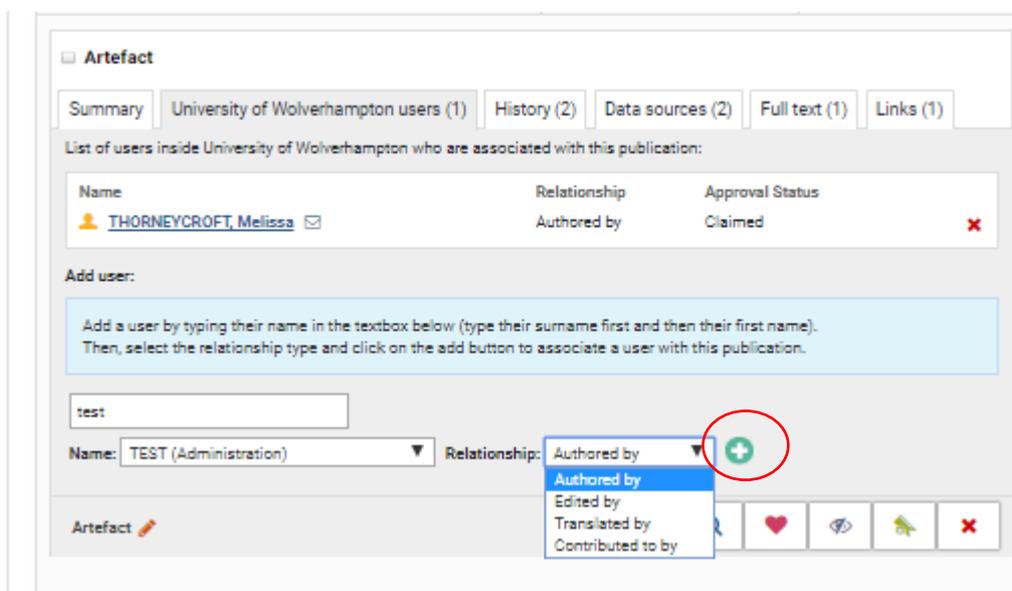


The last tab is the Links tab, again this shows the user relationships with the publications but can also be used to create links with other objects in Elements.

## Linking Users

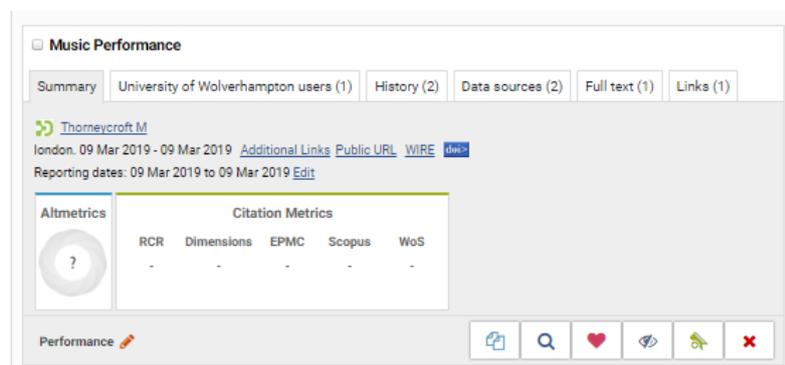
You can add other users to your publications within Elements. To do this, click on the University of Wolverhampton users tab and then enter the users name (surname first) in the box provided. Then you need to choose the relationship that the user has with your publication from the drop down list provided and click the green plus button.

The publication will then appear in the pending list of the other user's profile for their approval.



## Action Bar

For each publication record, you will see an action bar underneath. This action bar is consistently used across the other modules within Elements.



The blue file icon will display in two ways – the above indicates that a file has been deposited in WIRE. If the icon is dark blue (as below), this means there is no file in WIRE and clicking it will take you to the WIRE deposit work flow. A separate how to guide is available on depositing to WIRE using Elements at [www.wlv.ac.uk/elements/self-help-materials/](http://www.wlv.ac.uk/elements/self-help-materials/)

THIS IS A TEST

Summary University of Wolverhampton users (1) History (2) Data sources (1) Full text Links (1)

Thornycroft M

Test 

Reporting date: - [Edit](#)

Citation Metrics					Journal Rankings	
RCR	Dimensions	EPMC	Scopus	WoS	<a href="#">Test</a>	
-	-	-	-	-	SNIP <sup>↗</sup>	SJR <sup>↗</sup>
					1.60	1.51

Journal article 

The magnified glass will provide you with the full details of the record.

The heart icon will favourite the publication so it appears at the top of the publications list on your profile.

The grey eye icon will mark the publication as invisible from your profile. The publication will still be displayed on your 'my summary' page but will not be visible on your profile.

The green icon is to add a publication to your workspace. You would do this if you have two records for one publication and you wanted to join them together.

The red-cross is to dissociate yourself with the publication (remove it from your profile).

### Feedback on Training Materials

Many thanks for taking the time to review the training materials for Elements. If you have any comments on what you would like to see in the future or any feedback on the materials or system please email [elementsupport@wlv.ac.uk](mailto:elementsupport@wlv.ac.uk).

You can view other self-help guides for Elements by visiting; [www.wlv.ac.uk/elements](http://www.wlv.ac.uk/elements)