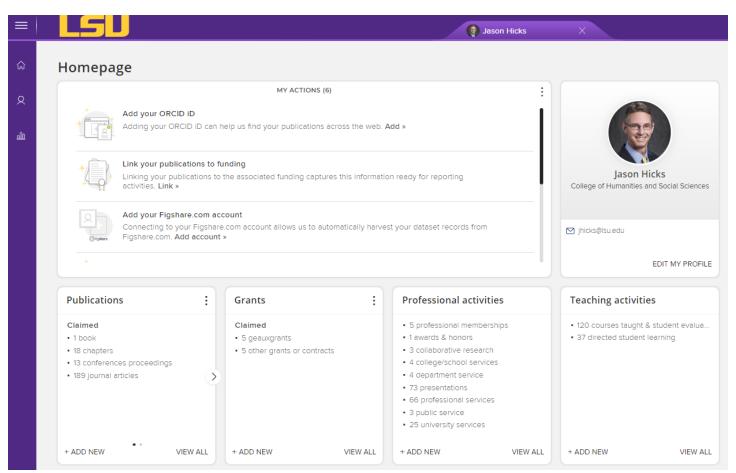


# **HOME PAGE**

The Home page is where you land after logging into Elements. Click on EDIT MY PROFILE to go to your Profile page. Scroll through the MY ACTIONS prompts. Every item has a link that takes you to the section in Elements where tasks can be completed, including:

- Set up your search settings
- Add author identifiers
- Claim scholarly and creative works
- Deposit publications
- Add records of impact

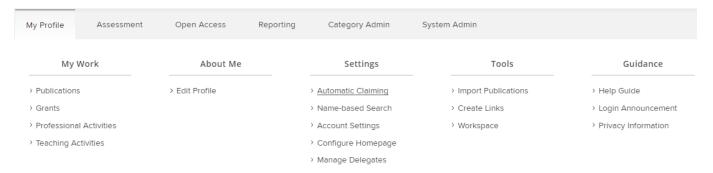
Data types in each activity section are active links. Click on any one to go to that activity type or add manual records by selecting **+ ADD NEW**.





# **GETTING TO KNOW THE MENU**

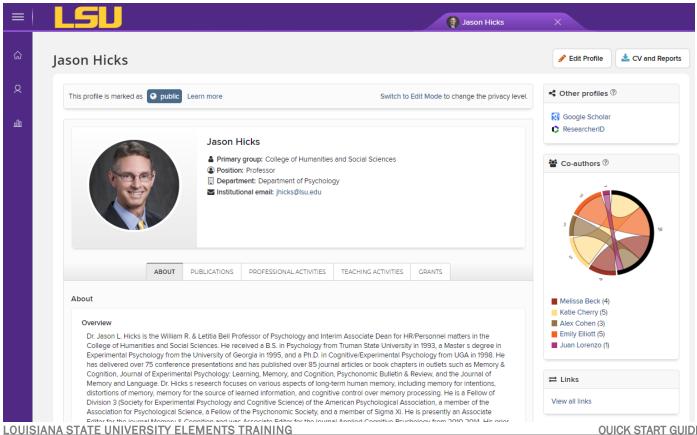
Click on the Menu icon in the top left-hand corner to navigate around Elements.



The **My Profile** section contains various areas specific to you. You can either browse through the tabs or use the Search box in the upper right-hand corner to find pages. Please note: The menu items available will depend on the configuration and license at your organization and your roles within the system.

# MANAGING YOUR PROFILE

Your Profile can be viewed by any other user in the system. It contains your photo, email address, an overview statement, your co-authors at your institution, experience, and a list of your elements: Publications, Grants and Professional Activities are grouped into Recent, Favorites and All tabs. If your institution has configured the CV and Reports functionality, you will be able to export your Profile information in a variety of formats. If you have added any author identifiers under your Search Settings, they will be displayed as links under Other profiles.





# **CLAIMING AUTHOR IDENTIFIERS**

Elements will suggest author identifiers based on your name-based search settings, including identifiers from ORCID, Dimensions, Scopus, ResearcherID, arXiv, Figshare and SSRN. Approve or reject the identifiers using the Yes and No buttons. Elements will automatically retrieve publications in databases using these identifiers and place them in the 'Mine' or 'Not Mine' folders. If the system does not find all of your identifiers, you can enter them by clicking on the "Add..." link. The system will automatically import the address associated with your organization, but you can add additional email addresses you may have published with previously.

# Automatic claiming



Please tell us about the identifiers that are used to identify you in external data sources.

The more you can tell us, the less often you will be asked to verify which items are yours.

#### Do these identify you?

We'd like to use these to help clear your pending list, and possibly find more of your items online.

|     | Seen in 11                  |
|-----|-----------------------------|
|     | <b>Dimensi</b><br>Seen in 7 |
| (D) | ORCID :<br>Seen in 10       |
| R   | Dimensi                     |

Dimensions Researcher ID: ur.013231221657.51

Seen in 110 pending, 0 claimed, 0 rejected, and 0 other publications »

imensions Researcher ID: ur.01321422765.91

Seen in 78 pending, O claimed, O rejected, and 1 other publication »

ORCID: 0000-0001-5353-4338

Seen in 10 pending, 0 claimed, 0 rejected, and 0 other publications »

Dimensions Researcher ID: ur.013421473051.42

Seen in 6 pending, 0 claimed, 0 rejected, and 0 other publications »

YES NO IGNORE

YES NO IGNORE

YES NO IGNORE

YES NO IGNORE

Dimensions Researcher ID: ur.0753137430.01

Seen in 6 pending, 0 claimed, 0 rejected, and 0 other publications »

YES NO IGNORE



Dimensions Researcher ID: ur.010744235615.23

Seen in 5 pending, 0 claimed, 0 rejected, and 0 other publications »

YES NO IGNORE

SSRN

SSRN Author ID: 1916781

Seen in 5 pending, 0 claimed, 0 rejected, and 0 other publications »

YES NO IGNORE



Dimensions Researcher ID: ur.011432615263.18

Seen in 4 pending, 0 claimed, 0 rejected, and 0 other publications »

YES NO IGNORE

Mine (3)

Not Mine (22)

Ignored (0)



# CLAIMING OR REJECTING PUBLICATIONS



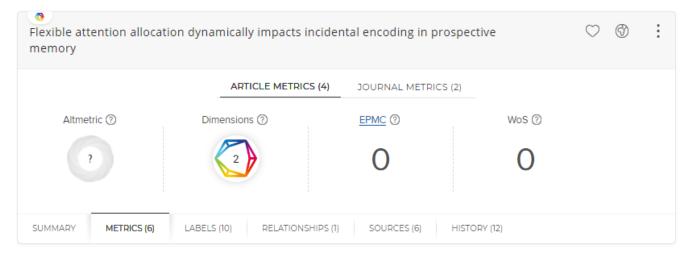
Elements will email you when it finds new publications in the on-line databases that match your search terms. These will be placed in the Pending list of your records to await your approval. One of the actions in your My Actions list will take you to the pending publications. Claim or reject individual publications using the tick or cross buttons. Or you can select a number of publications using the check boxes, then claim or reject the marked publications with the large buttons at the top of the list. Claimed publications will move to the Claimed list and rejected to the Rejected list. If you have lots of items that do not belong to you, clear the Pending list, modify your search settings to improve the accuracy of the searches, and re-run your search.

#### MY PUBLICATIONS

On your My Publications page, you can view various forms of data about your articles by clicking on the tabs at the bottom of the record. Summary shows the basic bibliographic data, while Metrics displays the Times Cited and Altmetric data. Labels presents all the ontologies available to be associated with the publication, while Relationships lists all of the other Elements users who are linked to the record. Finally, Sources shows a list of the data sources that comprise the publication object and History is the log of all activities performed against the record. To change the publication type select the pen icon —, once selected you have a drop down menu of available types, save the new type. This change will be recorded in history notes. If you change your mind, you can always change it back without any loss of data.

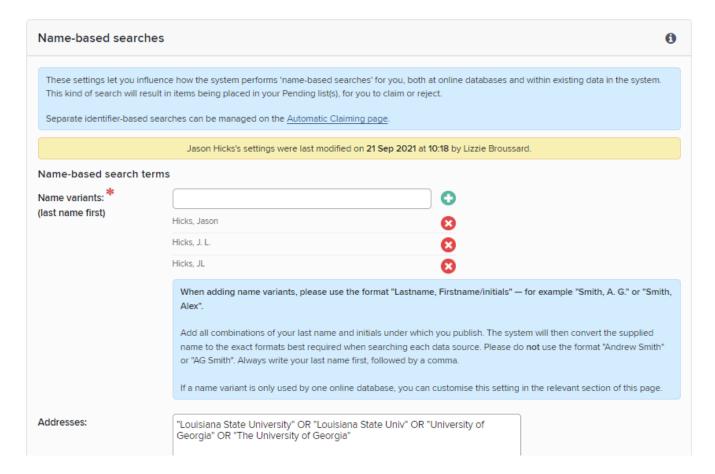






# ADJUSTING YOUR SEARCH SETTINGS

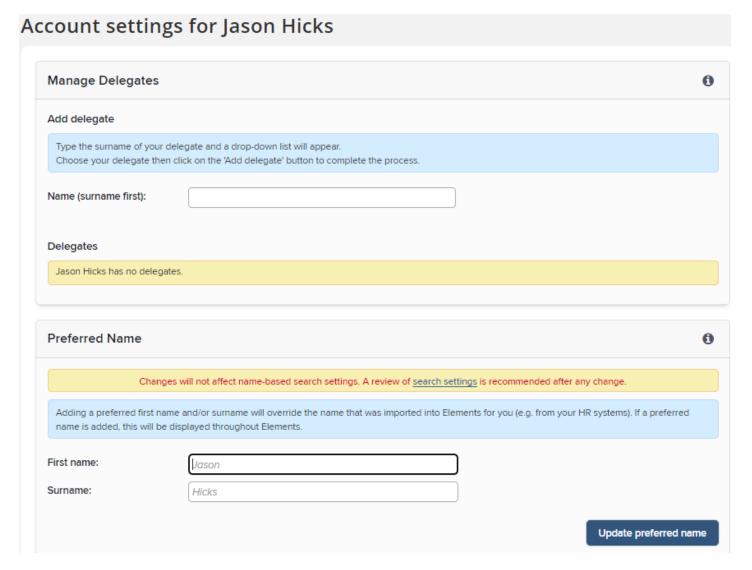
Your search settings are preloaded with your name (usually in the form of LASTNAME, IN and LASTNAME, FIRSTNAME), but you can improve these settings by adding Name variants or Address terms. Tip: Use the smallest meaningful word or term in an address. For example, enter "Oxford" and not "Oxford University." Tip: Additional search terms are restrictive. If you add Keywords or Journals, then Elements will only retrieve articles that include those keywords or published in those journals. Don't forget to click Save when you're finished editing your search settings.





# MANAGE DELEGATES AND PREFERRED NAME

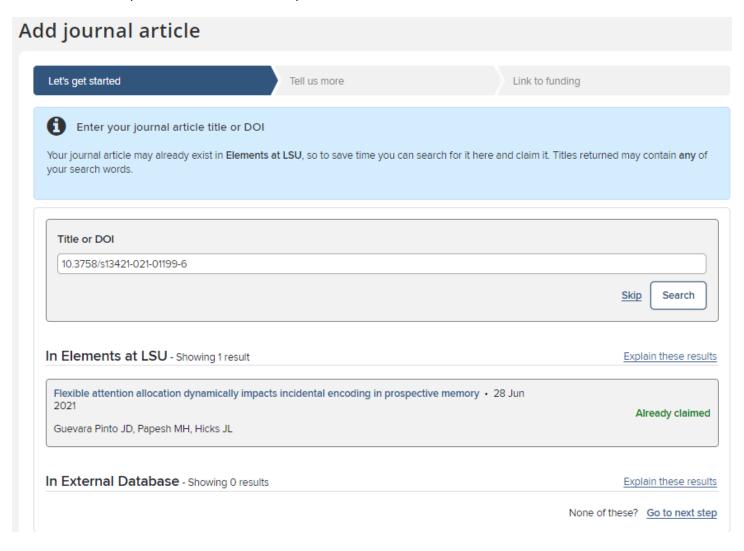
You can grant a delegate (or delegates) editing rights to your account under Set Preferred Name. Your delegate(s) will receive copies of your email alerts and will be able to log in (using their own credentials) and 'impersonate' you to manage and edit your records. You can also add a preferred first and/or surname here. These settings will override the name that was imported into Elements from your HR system and will be displayed throughout Elements. It will not, however, modify your Search settings





### MANUALLY ADDING A PUBLICATION

You can always add publications manually if they are not found in the online databases. Select + ADD NEW on the home page. There is automatic checking to confirm you do not create a duplicate. Just enter the title and search. For some Articles, and Books you can use "Assisted Entry" to retrieve details from CrossRef or Google Books. Enter a title, DOI or ISBN, this will pre-populate the manual entry form, we hope this saves you time and improves the accuracy of the record. You can claim or skip to continue to the next step





### MANUAL ENTRY FORM

For some types you have no option but to fill in all the details manually. Required fields are marked with an \* and essential fields displayed by default. All other fields are optional. Guidance is provided for types at the top of the page in the blue information box and for fields where you see a large ?. Don't forget to Save and continue and follow the prompts to view your publication.

