

OVERVIEW

LSU Elements collects information about a faculty member's published work by searching names in online databases. If you have too many or too few publications, you may want to update your name-based 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.

UPDATE YOUR NAME-BASED SEARCH SETTINGS

• While logged into your LSU Elements account, click on the **menu** button.



• Click on Name-based Search in the Settings menu under the My Profile tab.

My Profile	Assessment	Open Access	Reporting	Category Admin
My V	Work	About Me		Settings
> Publications	5	> Edit Profile		> Automatic Claiming
> Grants				> Name-based Search
> Professional	I Activities			> Account Settings
> Teaching Ac	tivities			> Configure Homepage

Scroll down to the Name-based search terms box. In this box, you can add name variations or universities where
you previously published.

Name-based searc	thes C
These settings let you ir This kind of search will r	fluence how the system performs 'name-based searches' for you, both at online databases and within existing data in the system. esult in items being placed in your Pending list(s), for you to claim or reject.
Separate identifier-base	d searches can be managed on the <u>Automatic Claiming page</u> .
	Jason Hicks's settings were last modified on 26 Oct 2021 at 15:21 by symplectic support.
Name-based search	terms
Name variants: *	
last name first)	Hicks, J.
	Hicks, Jason
	When adding name variants, please use the format "Lastname, Firstname/initials" — for example "Smith, A. G." or "Smith Alex".
	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. Please 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:	
	Louisiana State University

• In this example, the name variants do not include a middle initial. To add a name with a middle initial, type the last name, middle initial and the first name.

Name-based search to	erms	
Name variants: *	Hicks, A. Jason	0
(last name first)	Hicks, J.	8
	Hicks, Jason	8

• Click the button to add the name variant. The name now appears in the list of name variants with an variants

to it. Note: to remove a name variant, click the $^{oldsymbol{\otimes}}$.

Elements

• Click **Save** at the bottom of your screen.

RE-RUN YOUR NAME-BASED SEARCH

If you update your name-based search settings, you need to perform new searches on the databases Elements uses to harvest your publication and grant data.

• On the home screen, click on the **more** button in the Publications and/or Grants bucket (you'll need to follow these steps for each activity type that has pending activities).

Publications	(\cdot)	Grants	(:
Claimed • 2 books • 11 chapters • 12 conference proceedings • 101 journal articles	>	Claimed • 5 geauxgrants • 7 other grants or contracts	
+ ADD NEW	VIEW ALL	+ ADD NEW	VIEW ALL

• Select **Clear pending** from the drop-down menu.



FACULTY ACTIVITY REPORTING Name-Based Search Settings

 A pop-up window will appear asking you if you are sure you wish to clear your pending publications or grants. Click CLEAR.



• After clearing your pending publications and/or grants, you'll need to **rerun your name-based search**. Click on the menu button.



• Click on Name-based Search in the Settings menu under the My Profile tab.

Elements

My Profile	Assessment	Open Access	Reporting	Category Admin
Му	Work	About Me		Settings
> Publication	ıs	> Edit Profile		> Automatic Claiming
> Grants				> Name-based Search
> Profession	al Activities			> Account Settings
> Teaching A	Activities			> Configure Homepage

 Click the Run my searches button. Once the search has completed, the Last searched column will update with today's date.

tatus			
For some types of online data other queued searches and the	base, you are added to a queue. Searches ca	an finish at different times for various reasons, including	
outor que de de de l'ener and a			
Source	Last searched	Status	
Dimensions	16:01 13 Jun 2022	Last search succeeded.	
🦻 Dimensions Grants	15:27 13 Jun 2022	Last search succeeded.	
S PubMed	15:00 13 Jun 2022	Last search succeeded.	
SSRN	15:07 13 Jun 2022	Last search succeeded.	

 Return to your pending activities list to see if updating your name-based search settings affected the number of pending items.