Elements

Quick start guide

Symplectic Support

support.symplectic.co.uk

Home page

Log into Elements to see the clean, new Home page.

Click on your photo to go to your Profile page. The Edit profile button will also take you to your Profile, but in edit mode.

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:

- Claim publications
- Add your ORCID identifier
- Deposit publications
- Add records of impact

Labels in the My Summary section are active links. Click on any one to go to that activity type or add manual records by selecting + add.

New menu

Researchers can use the new top menu to navigate around Elements.

The menu tabs available will depend on your rights in the system.
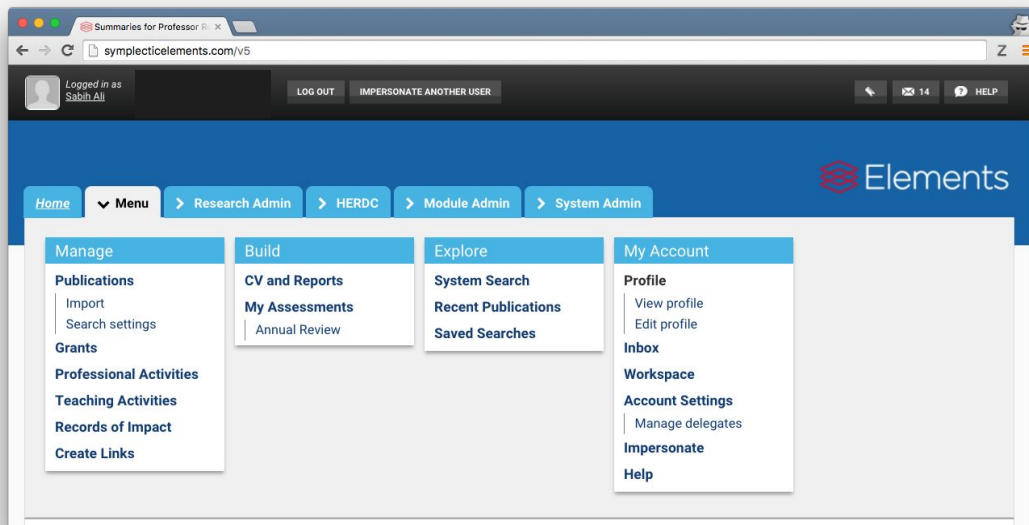
The sections in the main menu from left to right allow you to: Manage your elements, Build your CV and Assessment, Explore data in the system. The My account section contains various areas specific to you.

The menu items available will depend on the configuration and licence at your institution.

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, Favourites 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 External profiles.

Claim or reject publications

Elements will email you when it finds new publications in the online 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 green tick or red cross buttons. Or you can select a number of publications using the checkboxes, then claim or reject the marked publications with the large buttons at the top of the list.

Claimed publications will move to the Mine list and rejected to the Not mine list.

If you have lots of items that do not belong to you, work with your System Administrator or Research Manager to clear the Pending list, modify your search settings to improve the accuracy of the searches, and re-run your search.

Summary view

On the summary page, you have the option to view either the slim Compact view or the more robust Detailed view, which includes Journal Rankings and Citation metrics.

The tabs below the article title allow you to view other users in your institution who are associated with the article (co-authors, editors, translators), the history of the item (claimed, merged, split, edited), the list of data sources where the item was found (including manual), and all the links associated with the item (grants, professional activities, etc.).

Clicking the icons at the bottom of the record will take you into a workflow that will (left to right) deposit the item in your repository, view full details, set the item as a favorite, hide the item, add the item to the workspace, or reject the item.
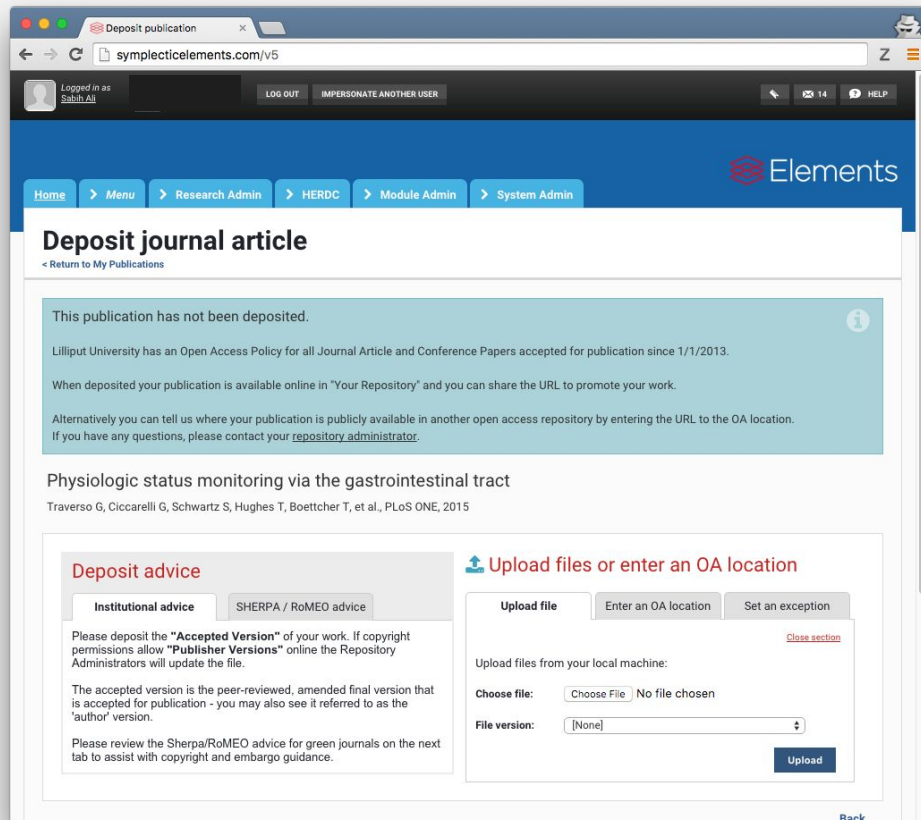
Deposit

After claiming a publication, upload it into your repository or enter an OA location.

Your institution can add customized deposit advice, as well as provide detailed SHERPA/RoMEO advice.

If your article is already available somewhere in Open Access form, you can simply enter the OA location URL.

If you need to set an exception for your article (embargo or other access restrictions), choose an item from the pre-configured exception list and add a comment.

Search Settings

Your search settings are preloaded with your name (usually in the form of LASTNAME, IN), 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.

Tip: If you have a Scopus Author Identifier, ResearcherID identifier, or SSRN Author identifier, enter them by clicking on the plus (+) symbol beside the database name.

Don't forget to click Save when you're finished editing your search settings!

Manage delegates

You can grant a delegate (or delegates) editing rights to your account under Account settings.

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.