Elements

Quick start guide

SYMPLECTIC

Part of **DIGITAL**SCIENCE

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
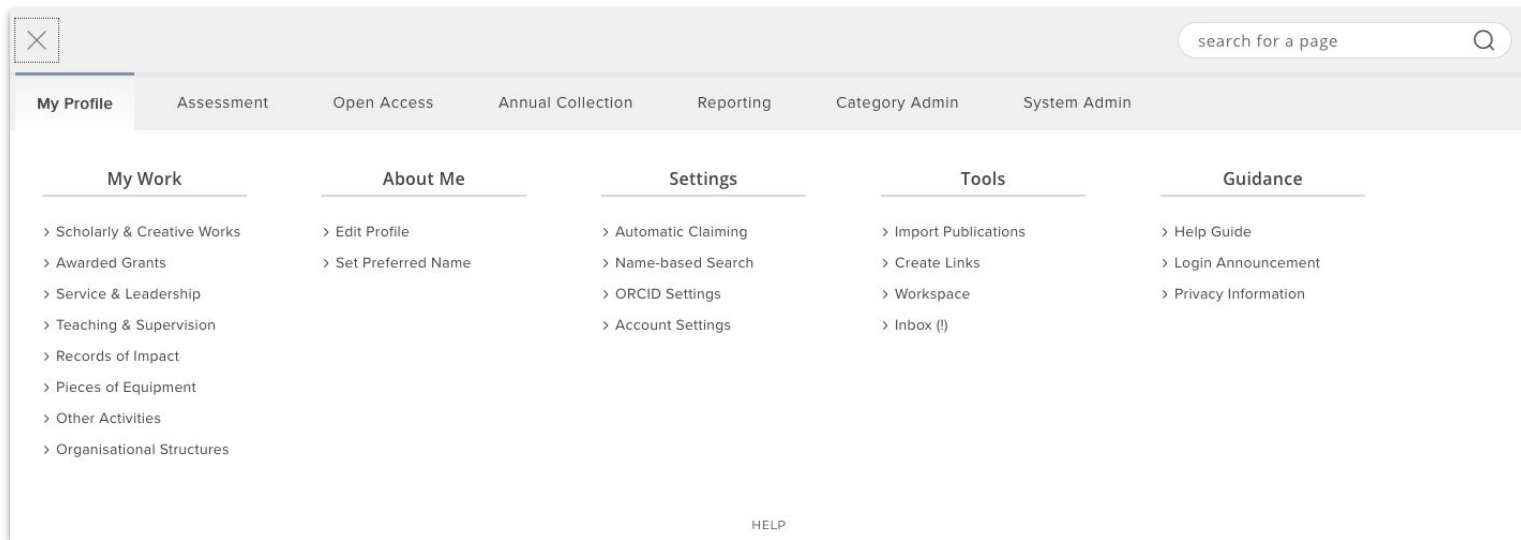- Add records of impact

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 licence at your organisation and your roles within the system.*

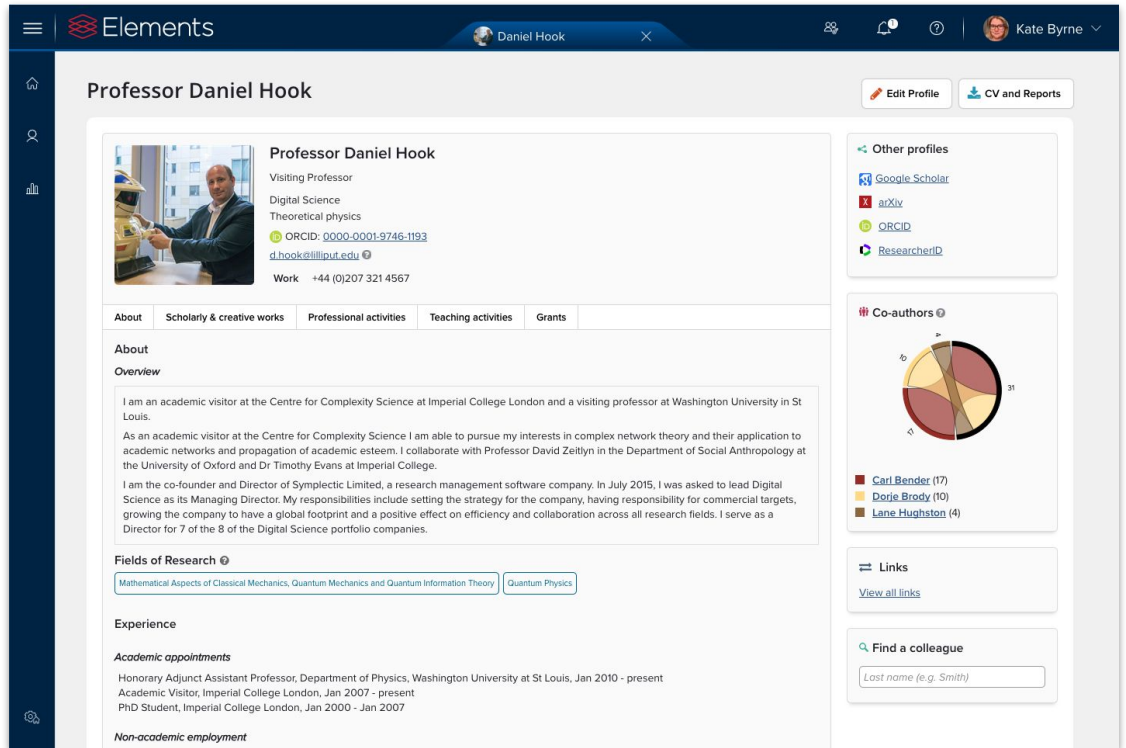SYMPLECTIC

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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, 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 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 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 organisation but you can add additional email addresses you may have published with previously.

Automatic claiming

ℹ 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.

ur.01123321343.51 Dimensions Researcher ID
Seen in 2 pending, 26 claimed, 0 rejected, and 0 other publications.   YES   NO   IGNORE

8973030600 Scopus ID
Seen in 0 pending, 27 claimed, 0 rejected, and 0 other publications.   YES   NO   IGNORE

| Mine (5) | Not Mine (0) | Ignored (1) |

Add external profiles

➕   🌐 Dimensions Researcher ID   ⬤ Scopus ID

External profiles

Items associated with the following profiles will be automatically claimed for you:

X   http://arxiv.org/a/hook_d_1 arXiv Author Identifier   ⚙ Manage

dwh figshare for Institutions account   ⚙ Manage
Your figshare for Institutions account is controlled by system-wide settings and cannot be removed.

Claiming or rejecting publications
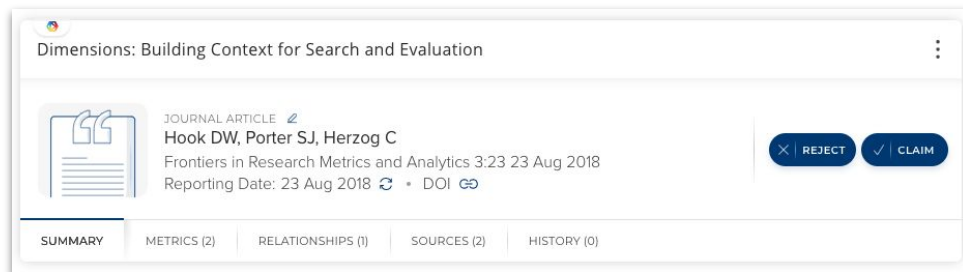
Elements will email you when it finds new publications in the online databases that match your search terms. These will be placed in the Pending list of your records to await your approval. One of the actions in your My Actions list will take you to the pending publications.

Claim or reject individual publications using the tick or 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 Claimed list and rejected to the Rejected 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.

My Publications

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 of 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.

Perception, prestige and PageRank

JOURNAL ARTICLE
Zeitlyn D, Hook DW
PLoS ONE 14(5):e0216783 28 May 2019
Reporting Date: 28 May 2019 • DOI

DEPOSIT

SUMMARY   METRICS (8)   DEPOSITS (0)   LABELS (14)   RELATIONSHIPS (2)   SOURCES (8)   HISTORY (0)

International collaboration clusters in Africa

ARTICLE METRICS (4)   JOURNAL METRICS (3)

Altmetric   Dimensions   Scopus   WoS
3   47   26   43

SUMMARY   METRICS (7)   DEPOSITS (0)   LABELS (19)   RELATIONSHIPS (2)   SOURCES (6)   HISTORY (0)

Perception, prestige and PageRank

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SUMMARY   METRICS (8)   DEPOSITS (0)   LABELS (14)   RELATIONSHIPS (2)   SOURCES (8)   HISTORY (0)

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Depositing publications to your repository

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.

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!

Name-based searches

These settings let you influence how the system performs 'name-based searches' for you, both at online databases and within existing data in the system. This kind of search will result in items being placed in your Pending list(s), for you to claim or reject.

Separate identifier-based searches can be managed on the Automatic Claiming page.

Daniel Hook's settings were last modified on **13 May 2019** at **12:06** by Mr Andrew Sowerby.

Name-based search terms

Name variants: *
(last name first)

Hook, D. W.

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:

imperial

washington

Switch to advanced view

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

Additional search terms

This section allows you to exactly specify additional supplementary information to narrow the results returned by name-based searches. Providing information in this section will cause you to only receive results published after the provided start date, which have the supplied keywords and which were published in one of the provided journals.

Start date:

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.

Manage Delegates

Add delegate

Type the surname of your delegate and a drop-down list will appear.
Choose your delegate then click on the 'Add delegate' button to complete the process.

Name (surname first): [   ]

Delegates

Daniel Hook has no delegates.

Preferred Name

Changes will not affect name based publication search settings. A review of search settings is recommended after any change.

Adding a preferred first name and/or surname will override the name that was imported into Elements for you (e.g. from your HR systems). If a preferred name is added, this will be displayed throughout Elements.

First name: Daniel

Surname: Hook

[Update preferred name]

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.

Add journal article

| Let's get started | Tell us more | Link to funding |

ℹ **Enter your journal article title or DOI**

Your journal article may already exist in **Elements**, so to save time you can search for it here and claim it. Titles returned may contain **any** of your search words.

Title or DOI

10.1088/1751-8113/40/32/f02

Skip   Search

In Elements - Showing 1 result   Explain these results

Complexified dynamical systems · 10 Aug 2007   **Already claimed**
Bender CM, Holm DD, Hook DW

In External Database - Showing 0 results   Explain these results

None of these? Go to next step

Cancel

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.

This guide was last updated on 13 Oct 2020.

Please note, functionality may vary depending on your organisation's configurations within Elements. For more information please contact your system administrator.