ELEMENTS: HOW-TO- GUIDE

Introduction

This guide helps you take the first step with Elements, the institutional Research Outputs Administration system that DUT uses to collect and manage research and creative outputs. Initial setup instructions are provided (noting the steps only need to be undertaken once). Full guides that contain detailed instructions covering all Elements functionality are located here.

Accessing Elements

URL: https://dut.element.symplectic.org/default.html
Via the Research & Postgraduate Support web page (a standalone tab/under Research Information Management tab). Using DUT email address and Password

Setting Up Auto-Claiming

Elements allows you to “Claim” your publications automatically, based on email address and/or matches in researcher identifier system (e.g. ORCID). Any publications that are claimed automatically appear in your publications list. The steps to set up “Auto-claiming need only be performed once. Elements will then automatically claim your publications from that point forward.

1. Navigate to Menu ➢ My Account ➢ Data Source Search ➢ Automatic Claiming
2. A list of data sources may appear under the “Do these identify you?” section. Click on the Yes, No or Ignore button beside each identifier. If you are unsure whether an identifier is yours, click on the identifier’s link to check the identifier’s profile at its data source.
3. If a known identifier is not listed in the suggestions, click the required database name under the Add external profiles section, and add your identifier.
3. Ensure you add your ORCID to the identifier list. If you do not have an ORCID, you can register by clicking on **Add ORCID**. If you see the following message, it means your ORCID record has been loaded as part of our data migration. Click **Connect** to complete the linking of your ORCID account to your Elements record.

![ORCID connection message](image)

4. You can also auto-claim publications via email addresses, by clicking the **Add email addresses** hyperlink, then entering your required email address. For further instruction refer to the **Set up Automatic Claiming guide**.

![Email addresses selection](image)
Changing Search Settings

Use **Name-based search** to find all the publications associated with you, particularly if you have many publications in **Pending** that are not yours or if you have published using a different name variation. Default search settings are your Surname First initial, but you can refine these settings by adding **Name variants** or **addresses**.

1. Navigate to **Menu > My Account > Data Source Search > Name-based search**
2. In the Name variants field, add all variations of your name that appear in your publications, e.g.:
   - Zuma, James Gabriel
   - Zuma, James G
   - Zuma, James
   - Zuma, JG
   - Zuma, J

**TIP:** Use **SURNAME, FIRST** (Initial or full name), as above. Do not use **FIRST NAME, SURNAME** as this has a high chance of yielding incorrect publications.

General staff who generate research outputs should refer to the [Set up Automatic Claiming guide](#).
The **My Summary** section summarises your publications. Click the **publications** hyperlink to display all your publications.

**NB.** If you know the name of the publication you wish to view, you can search for it via **Menu > Explore > System search**
Claiming or Rejecting Publications

You will be notified when Elements finds a new publication with your authorship in the online databases. The publication 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.

1. Navigate to Pending publications from the My Summary section on your Home page
2. Claim or reject individual publications using the Green tick or Red tick X buttons. Claimed publications will move to the Mine list and rejected publications to the Not mine list.

For further details see Claim/Reject Publication guide.
IF YOU ARE TOO BUSY TO MANAGE OWN PUBLICATIONS: You can grant editing rights to a delegate so that they can manage publications on your behalf:

1. Select **Manage delegates** under **Menu > My Account > Accounting Settings**
2. Type the delegate’s name and click **Add delegate**