DUT ELEMENTS SYSTEM

Quick Start Guide

Symplectic Support: support.symplectic.co.uk.
Research & Postgrad Support: www.dut.ac.za/research/
Symplectic Elements  
(Research Outputs Management System)

Symplectic Elements is a leading research information management system used by universities around the world. For DUT, ELEMENTS is the new institutional research outputs administration system that replaces RIMS which phased out in 2016. The project commenced earnestly in August 2017, launched in April 2018 and is being further expanded in phases to ensure successful implementation. The second phase has begun which involves the integration of Elements with DSpace to enable a comprehensive system that allows for captured publication to be automatically transmitted to the Institutional Repository.

The 2017 and 2018 publications reporting cycle are operating on a dual system (manual and online) simultaneously so that we can fully test the abilities of the system. For the 2019 publications reporting cycle we envisage that only DUT ELEMENTS will be used to collate the publications so that researchers in the institution are encouraged to keep track of their own research outputs. DUT Elements is designed to be straightforward and effortless for researchers to use. Training is provided for those who need to be assisted as they venture into the new system.

For any Enquiries or assistance:

Email: researchoutputs@dut.ac.za

Philisiwe Charity Cele: Celepc@dut.ac.za

Edzani Nevondo: edzanin@dut.ac.za
Adding ORCID ID To Elements

ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized. Some publisher and NRF requires ORCID registered users.

You will find a button that says “Add ORCID” on the first page of your elements under “My Actions”, you click on it.
If you already have registered on ORCID or have an ORCID ID, you can straight forward go to signing in, and if not then you have to register.
There are three Visibility settings, "Everyone, Trusted Parties and Only Me".

**Everyone** can be viewed by anyone who comes to the [orcid.org](https://orcid.org) website or consumed by anyone using the ORCID public API. This information is also included in the public data posted manually by ORCID.

**Trusted parties** means limited-access information that can be seen by any trusted parties whom you have granted access to your ORCID record. These connections require explicit action on your part.

**Only me** means private information can only be seen by you and trusted individuals you have granted access to help administer your ORCID record on your behalf. It is also used by ORCID algorithms to help distinguish your identity from another person who may have a similar name, be in a similar field, or may be confused with you for other reasons. This information is not shared with others.
Menu

Researchers can use the top menu to navigate around Elements. The menu tabs availability will differ depending on your rights in the system. A normal user will have only Home and Menu Tabs. 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.
Claiming 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.

Claim or reject individual publications using the green tick or Red Cross buttons. 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.
Click On “Pending”

Look at Title and Authors etc. please claim or Reject publications
Adding New Publications

To add new publications you go to Menu then Publications. On the far right on top there’s a dropdown list written “Add a new publication”. You can add from Journal, Books, Chapters to Thesis/Dissertation.

“Menu” and then “Publications”  “Add a new publication”
Elements allow you to search for the publication first before you proceed with manual capturing just in case you are trying to add a publication which is already on elements. You can search for it using the title or DOI. If the results are empty or return zero findings you can then click on “Skip” and proceed with capturing the details of your Journal. Make sure that all mandatory fields are filled then click “Save” at the end of the page on the right.
Automatic claiming

Automatic claiming settings are found under Menu tab. It allows you to manage your author identifiers within elements. Once that it is done, Elements will be able to claim all the publications that belong to you using all the identifiers (Email addresses, ORCID ID) you have given. If you declare that a specific identifier does not represent you or it is not yours, all the publications which feature that identifier will be automatically rejected and not even go to Pending publication.
Importing and Exporting

Exporting from Google Scholar

- Go to google scholar
- Select your profile
- Tick on Title to Select all articles
- Click Export, and select which format you want the articles to be exported, preferably “Reference manager (RefMan)”
- Choose the location you want the file to be saved and click Save.
You can import items from Google Scholar, Bibliographic Indexing services and Reference Management databases in different formats (BibTex, RefMan, EndNote). These items are first checked against existing records in Elements, and will become manual records in your claimed (Mine) publications.

To Import Items:

1. Have the RefMan file containing that you saved from google scholar ready on your computer in a location that you can access.
2. Log in to Elements and navigate to Menu-> Manage-> Import
3. Browse for the file you have saved or want to upload then click on Upload.
The system will compare the new publications with your current publications list (including any declined publications) and look for it in other users’ records as well. It will generate a list showing the new publications and any matches found with existing publications. For each publication that matches an existing record, you will be given a range of options.

For records that match an existing publication of yours, which has only online database records, you have three choices:

- **Import as new**: create a new record based on this data, separate to the existing record.
- **Supplement Existing**: add a manual source to the existing publication record and make this the preferred source.
- **Do not import**: skip this record in the import file.

For records that match an existing publication of yours, which does have a manual source, you have three choices:

- **Import as new**: create a new record based on this data, in addition to the existing manual publication.
- **Overwrite existing**: overwrite the existing manual record with the new data.
- **Do not import**: skip this record in the import file.

![Records to import](image)
Exporting

To export data you go to Menu-> publication and click on Export, choose the type of format you want your publications to be downloaded and the file will start to download.

Data within Elements can be exported in the following formats:

- BibTeX format (for MathSciNet and other reference management services)
- RIS (Research Information Systems) format, for Reference Manager, EndNote and other reference management programs.
- PDF, suitable for print
- RTF, suitable for MS Word and other text-based programs
- CSV, for Excel and databases.