



DIRECTORATE FOR
RESEARCH AND
POSTGRADUATE
SUPPORT



Elements

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

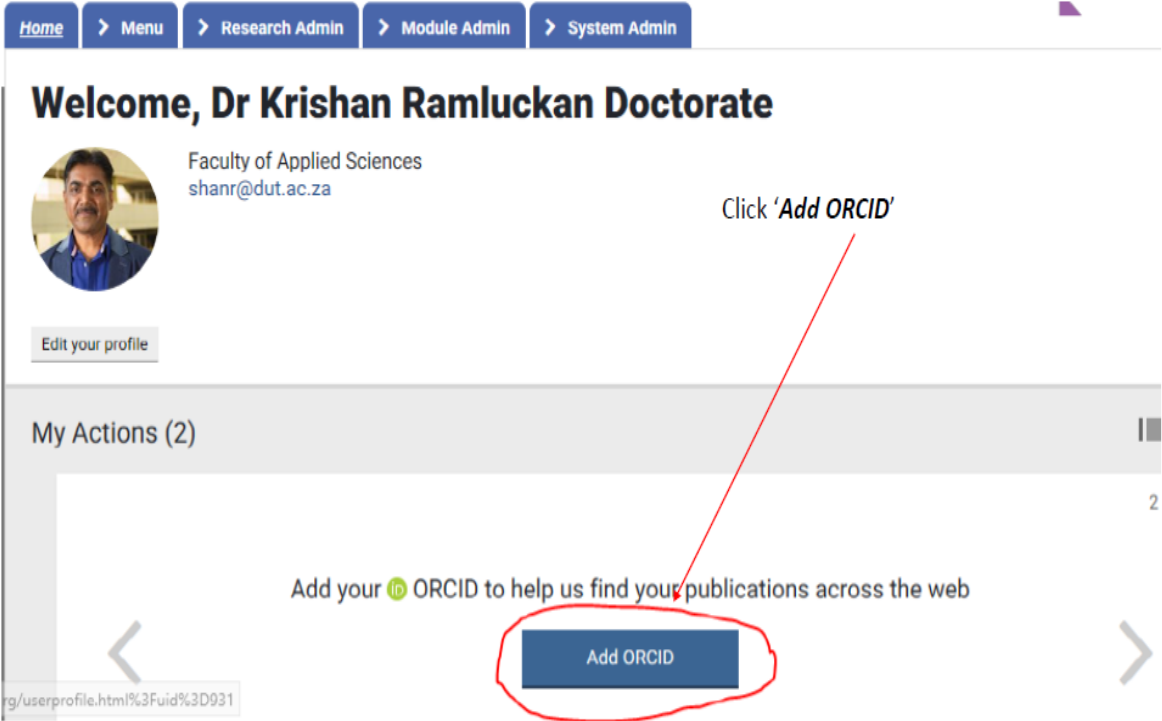
Philisiwe Charity Cele: Celepc@dut.ac.za


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.



The screenshot displays a user profile interface. At the top, a navigation bar includes links for Home, Menu, Research Admin, Module Admin, and System Admin. Below this, a welcome message reads "Welcome, Dr Krishan Ramluckan Doctorate". The user's profile picture is shown, along with their affiliation: "Faculty of Applied Sciences" and email "shanr@dut.ac.za". An "Edit your profile" button is located below the profile information. A section titled "My Actions (2)" contains a message: "Add your  ORCID to help us find your publications across the web". A blue button labeled "Add ORCID" is highlighted with a red circle. A red arrow points from the text "Click 'Add ORCID'" to this button. The URL "rg/userprofile.html%3Fuid%3D931" is visible at the bottom left.

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.

The screenshot shows the ORCID login page. At the top is the ORCID logo. Below it is a notice: "We are moving to a new support system and are temporarily unable to answer user tickets. If you need to reach us urgently, please email support@orcid.org. Otherwise, please wait to contact us until the transition is complete. Apologies for any inconvenience." Below the notice are two buttons: "Personal account" and "Institutional account". Under these is the text "Sign in with your ORCID account". There are two input fields: "Email or ORCID iD" and "ORCID password". Below the password field is a "Sign into ORCID" button. At the bottom is a link: "Forgotten your password? Reset it here".

If you are registered on ORCID, then login (arrow points to the "Email or ORCID iD" field)

If you are not registered on ORCID id, then Register. (arrow points to the "Register now" link)

The screenshot shows the ORCID registration page. At the top is the ORCID logo. Below it is a notice: "We are moving to a new support system and are temporarily unable to answer user tickets. If you need to reach us urgently, please email support@orcid.org. Otherwise, please wait to contact us until the transition is complete. Apologies for any inconvenience." Below the notice is the text "Already have an ORCID id? [Sign In](#)". Under this is a paragraph: "Per ORCID's [terms and conditions](#), you may only register for an ORCID iD for yourself." There are four input fields: "First name" (with a red asterisk and a help icon), "Last name", "Primary email" (with a red asterisk), and "Additional email" (with a help icon). A red arrow points from the text "To register on ORCID" to the "First name" field.

To register on ORCID (arrow points to the "First name" field)

There are three Visibility settings, "***Everyone, Trusted Parties and Only Me***".

Everyone can be viewed by anyone who comes to the **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.

Create an ORCID password

Confirm ORCID password

Visibility settings

Your ORCID ID connects with your ORCID record that can contain links to your research activities, affiliations, awards, other versions of your name, and more. You control this content and who can see it.

By default, who should be able to see information added to your ORCID Record?

- ☒ **Everyone** (87% of users choose this)
- ☐ **Trusted parties** (5% of users choose this)
- ☐ **Only me** (8% of users choose this)

Notification settings

ORCID sends email notifications about items related to your account, security, and privacy, including requests from ORCID member organizations for permission to update your record, and changes made to your record by those organizations.

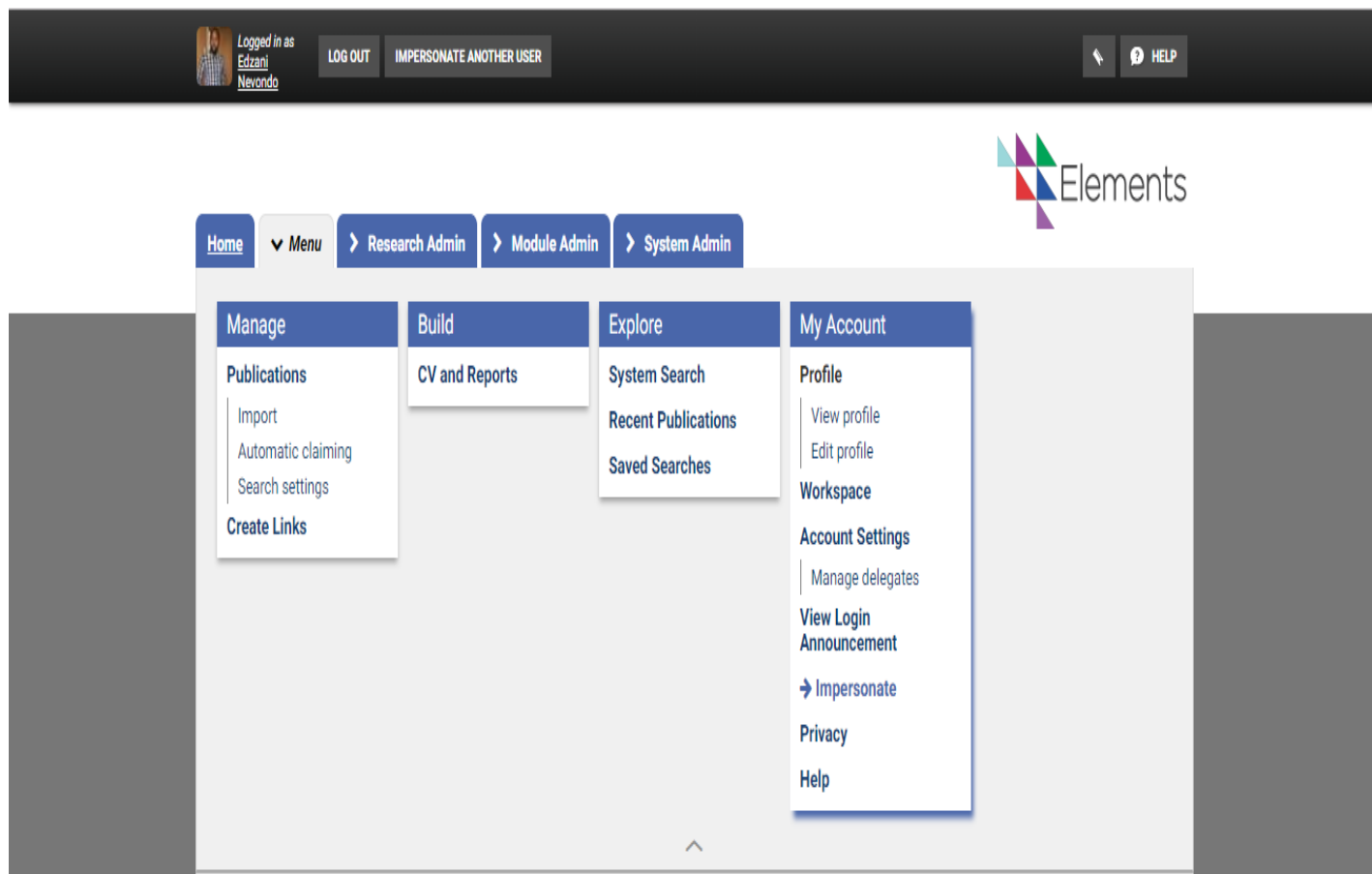
You can also choose to receive emails from us about new features and tips for making the most of your ORCID record.

☐ Please send me quarterly emails about new ORCID features and tips
To receive these emails, you will also need to verify your primary email address.

After you've registered, you can change your notification settings at any time in the account settings section of your ORCID record.

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.

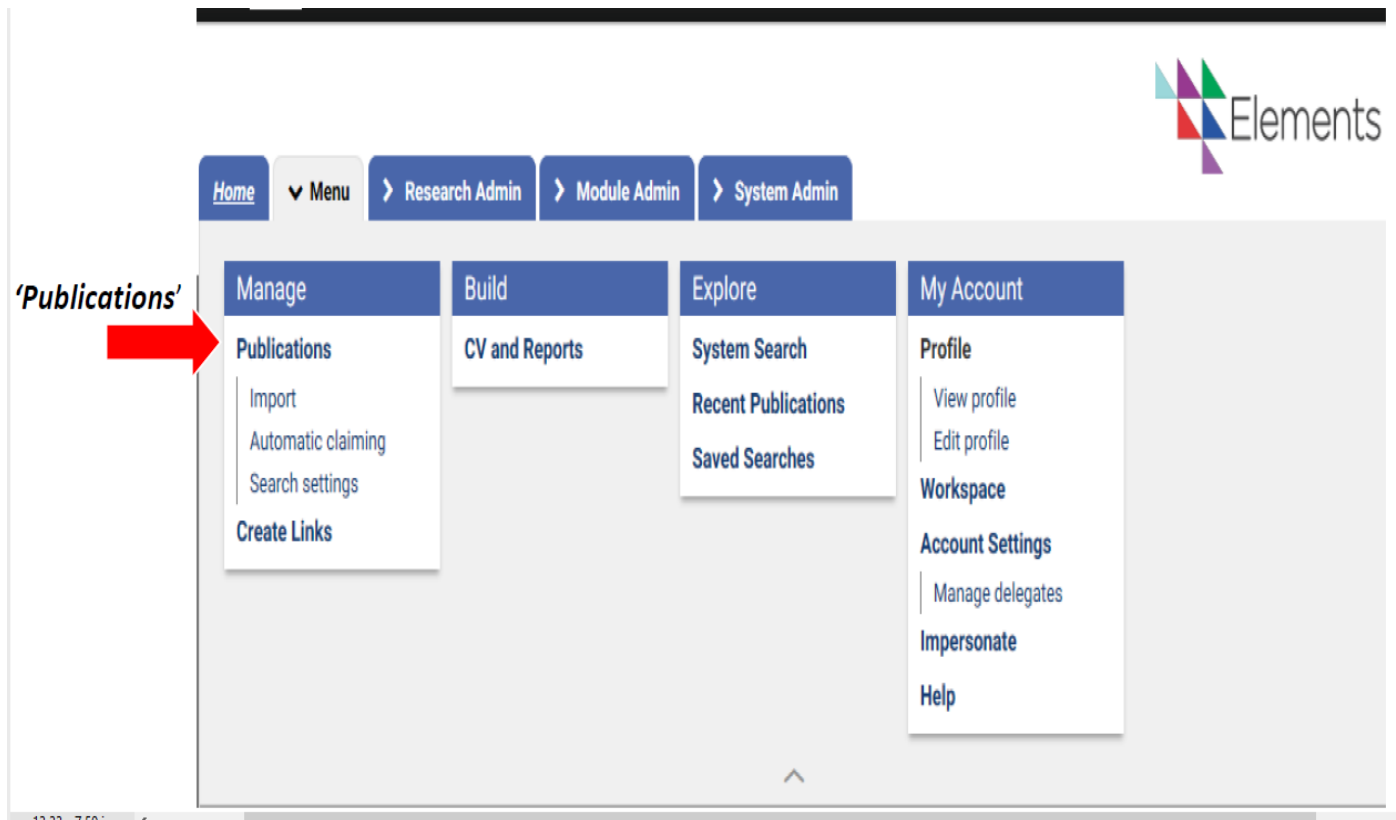


Claiming Publications

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"

The interface displays a list of publications under the 'Pending (41)' tab. The selected publication is:

- Title:** Elucidating the role of nutrients in C-phycoerythrin production by the halophilic cyanobacterium *Eubacterium* sp.
- Authors:** Mogany T, Swalaha FM, Kumar S, Bux F
- Journal:** JOURNAL OF APPLIED PHYCOLOGY 30(4):2259-2271 Aug 2018
- Reporting date:** 01 Aug 2018
- Journal Rankings:**
 - Journal: *Journal of Applied Phycology*
 - SNIP: 0.95
 - SJR: 0.85

At the bottom of the publication entry, there are two buttons: 'Claim as mine' (with a green checkmark icon) and 'Reject (Not mine)' (with a red X icon). A red arrow points to the 'Claim as mine' button.

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 dropdownlist written "[Add a new publication](#)". You can add from Journal, Books, Chapters to Thesis/Dissertation.

"Menu" and then "Publications"

"Add a new publication"

The screenshot displays the Elements web application interface. At the top, a dark navigation bar contains a user profile (Logged in as Edzani Nevondo), a LOG OUT button, an IMPERSONATE ANOTHER USER button, and a search bar with PAGE KEY and HELP options. Below this, a breadcrumb trail shows Home > Menu > Research Admin > Module Admin > System Admin. The main content area is titled "My publications" and includes filters for Mine (0), Pending (0), and Not mine (0). A yellow message box states: "You have no claimed publications matching the current filter settings." On the right side, a dropdown menu is open, showing the "Add a new publication" button and a list of options: Add a new journal article, Add a new conference, Add a new artefact, Add a new book, Add a new chapter (highlighted in blue), Add a new composition, Add a new dataset, Add a new design, Add a new exhibition, Add a new figure, Add a new fileset, Add a new internet publication, and Add a new media. Two red arrows indicate the navigation path: one from the "Menu" breadcrumb to the "Add a new publication" button, and another from the "Add a new publication" button to the "Add a new chapter" option in the dropdown menu.

https://dut.elements.symplectic.org/seekduplicates.html?cid=1&tid=3&wt=6

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.

The screenshot shows a search interface with the following components:

- Title or DOI** section with a text input field containing "Study of drivers' response time in traffic streams".
- Search** button.
- Skip** button.
- In Elements** - Showing 0 results. [Explain these results](#)
- In External Database** - Showing 0 results. [Explain these results](#)
- Go to next step** button.
- Cancel** link.

Red arrows point from the text "If you find 0 results, then click 'Skip'" to the **Skip** button and the **Go to next step** button.

The screenshot shows a journal article submission form with the following components:

- Header:** Logged in as Edzani Nevondo. [LOG OUT](#) [IMPERSONATE ANOTHER USER](#) [HELP](#)
- Relationship:** *What is your relationship with this journal article?
 - ☐ Author of
 - ☐ Editor of
 - ☐ Translator of
 - ☐ Contributor to
- Essential Information:**
 - * Sub types:
 - ☐ Article
 - ☐ Letter
 - ☐ Review
 - ☐ Corrigendum
 - ☐ Addendum
 - ☐ Rapid Communication
 - ☐ Editorial Comment
 - * Title:
 - * Authors:

Automatic claiming

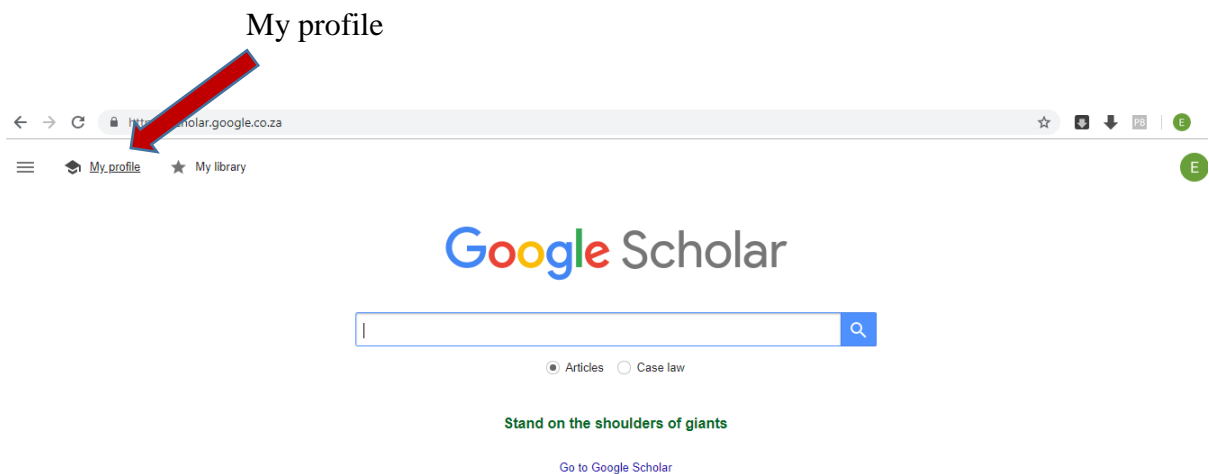
Automatic claiming settings are found under **Menu** tab. It allows you to manage your author identifiers within elements. Once that it is done, Elements will be able to claim all the publications that belong to you using all the identifiers (**Email addresses**, **ORCID ID**) you have given. If you 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**.

The screenshot shows a web application interface for 'Automatic publication claiming'. At the top, a dark header bar contains a user profile (Logged in as Edna Nwando), 'LOG OUT', and 'IMPERSONATE ANOTHER USER' buttons. On the right, there are icons for a phone and a speech bubble labeled 'HELP'. The main content area has a title 'Automatic publication claiming' and a sub-header 'Please tell us about the identifiers you use to publish your work. The more you can tell us, the less often you will be asked to verify which publications are yours.' Below this, there are three tabs: 'Me (2)', 'Not me (0)', and 'Ignored (1)'. The 'Me (2)' tab is active. The interface is divided into two main sections: 'Add external profiles' and 'Add email addresses'. The 'Add external profiles' section includes a plus icon and links to 'Add arXiv Author Identifier', 'Add figshare.com account', 'Add ResearcherID', and 'Add Scopus IDs'. Below this, the 'External profiles' section shows a list of profiles with the ORCID ID '0000-0002-6693-0863' and a right arrow. The 'Add email addresses' section includes a plus icon and a link to 'Add email addresses'. Below this, the 'Email addresses' section shows a list of email addresses with 'edzanin@dut.ac.za' and a right arrow.

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.



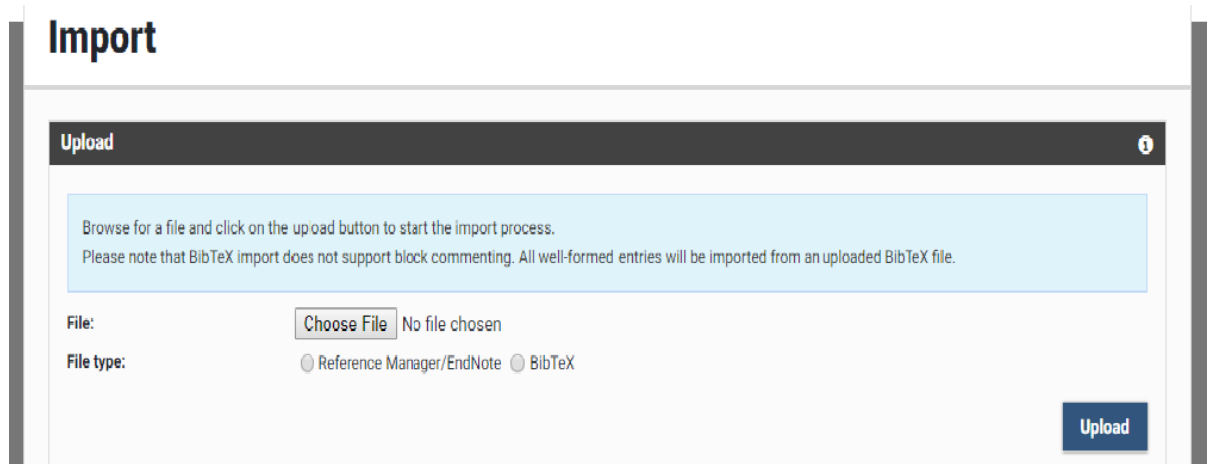


Importing to Elements System.

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.

The screenshot shows a web interface titled "Records to import". At the top right is a "Key" button. Below the title bar, there are three sections:

- New records [0]**: This section is currently empty.
- Records matched to an existing publication [1]**: This section contains one record:
 - 1.** JOURNAL ARTICLE **Universal spectral behavior of $x^2(ix)^t$ potentials**
Bender, C. M.; Hook, D. W.
This record has been matched with an existing publication

☐ Import as new

☒ Supplement existing

☐ Do not import

Relationships:

☒ AUTHOR
- Records matched to an existing publication with an editable record [0]**: This section is currently empty.

At the bottom right of the interface are two buttons: "Clear" and "Import".

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.

Click Export

The screenshot displays the 'My publications' interface. At the top, there are tabs for 'Mine (132)', 'Pending (0)', and 'Not mine (8)'. Below these, a 'Sort by' dropdown is set to 'Reporting date (newest to oldest)'. A 'results per page' selector shows '10' and '1-10 of 132'. A 'Page' selector shows '1', '2', and '14'. A row of buttons includes 'Select all on page', 'Export' (highlighted with an arrow), 'Reject', and 'Compact view'. Below this, a publication entry is visible: 'A novel organic dye-based approach to increase photon flux density for enhanced microalgal pigment production'. A modal window titled 'Export publications' is open, showing options: 'Export to BibTex', 'Export to ReferenceManager/EndNote', 'Export to PDF (APA6)', 'Export to Word (APA6)', and 'Export to Excel (CSV)'. The background interface also shows a 'Filters' section on the right and a 'Journal Rankings' section at the bottom.