



## Quick start guide

Symplectic Support

[support.symplectic.co.uk](https://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**.

The screenshot shows the Elements Home page for Professor Daniel Hook. The page is titled "Welcome, Professor Daniel Hook" and includes a profile picture, name, and affiliation (Lilliput Department of Physics, d.hook@lilliput.edu). A red badge indicates "Accepted for Publication?". The "My Actions" section lists tasks such as "There are 6 publications for you to claim or reject", "Start your Annual Exercise", "Add your ORCID to help us find your publications across the web", "21 arXiv files were found online for 21 of your publications", "Accepted for publication? Please deposit your work", and "Record evidence of the impact of your work". The "My Summary" section displays a bar chart of publications from 2006 to 2014, with a total of 24 publications (plus 6 pending). Below the chart are three boxes for "Web of Science" (11), "Scopus" (11), and "Europe PMC" (1). To the right, there are three boxes for "0 records of impact", "0 professional activities", and "0 teaching activities", each with a "+ add" button.

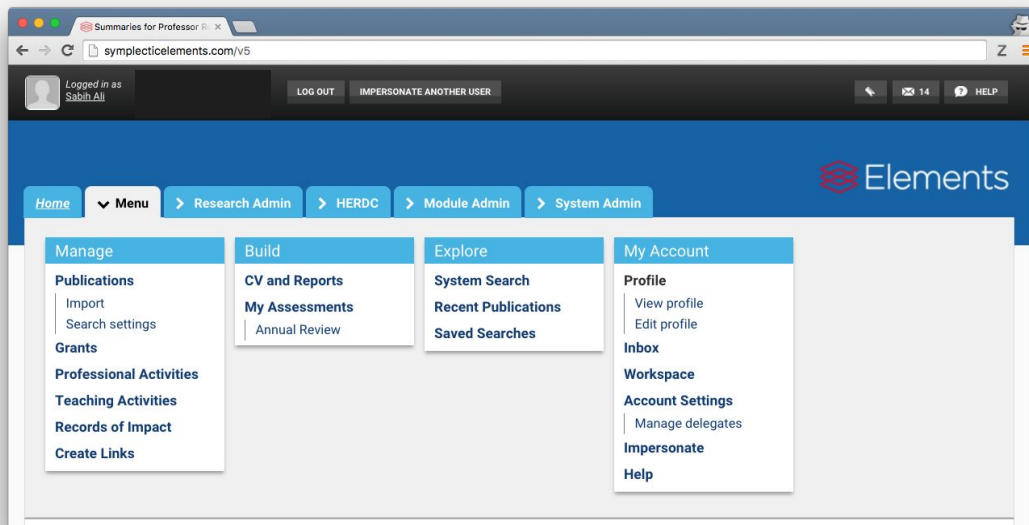
Year	Publications
2006	1
2007	1
2008	7
2009	3
2010	3
2011	3
2012	1
2013	3
2014	2

Index	Count
Web of Science	11
Scopus	11
Europe PMC	1

# 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**.

The screenshot shows a web browser displaying the user profile for Professor Daniel Hook on the Elements platform. The browser address bar shows 'symplecticelements.com/v5'. The user is logged in as 'Daniel Hook' and has options to 'LOG OUT' or 'IMPERSONATE ANOTHER USER'. The profile page features a navigation menu with 'Home', 'Menu', 'Research Admin', 'HERDC', 'Module Admin', and 'System Admin'. The main content area is titled 'Professor Daniel Hook' and includes a profile picture, name, and contact information (Lilliput Department of Physics, d.hook@lilliput.edu). There are buttons for 'Edit profile' and 'CV and Reports'. The profile is divided into sections: 'About', 'Publications', 'Professional activities', 'Teaching activities', and 'Grants'. The 'Overview' section contains a bio and a paragraph about the user's work. The 'Experience' section lists 'Academic appointments' and 'Non-academic employment'. The 'Education' section lists 'Degrees'. On the right side, there are 'External profiles' (Google Scholar, arXiv, Scopus, ResearcherID), 'Co-authors' (a pie chart showing 15 and 18 co-authors, with Carl Bender and Lane Hughton listed), 'Links', and a 'Find a colleague' search box.

# 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.

The screenshot shows the 'My publications' page in the Elements v5.0 interface. The page is titled 'My publications' and features a navigation bar with 'Home', 'Menu', 'Research Admin', 'HERDC', 'Module Admin', and 'System Admin'. A user is logged in as 'sahlu.ah'. The main content area displays a list of publications in a 'Pending' state. The first publication is 'Medical Adhesives: Biopinspired Nanoparticulate Medical Glues for Minimally Invasive Tissue Repair (Adv. Healthcare Mater. 16/2015)'. It includes a 'Summary' tab, 'Demo System users (0)', 'History (0)', 'Data sources (3)', 'Full text', and 'Links (0)'. The authors listed are Lee Y, Xu C, Sebastin M, Lee A, Hohwell N, Xu C, Miranda Nieves D, Mu L, Langer RS, Lin C et al. The reporting date is 01 Nov 2015. Below the summary, there are 'Journal Rankings' and 'Citations' sections. The 'Journal Rankings' table shows ISSN, SNIP, SJR, ERA2010, and Impact Factor for two entries. The 'Citations' section shows Scopus, WoS, and Europe PMC counts. At the bottom of the publication entry, there are 'Claim as mine' and 'Reject (Not mine)' buttons. The second publication is 'ResearchMaster Book Chapter with update option modified again', with 'Demo System users (1)', 'History (6)', 'Data sources (1)', 'Full text', and 'Links (1)'. The authors are Langer, Research Master. The reporting date is 01 Sep 2015. It also has 'Claim as mine' and 'Reject (Not mine)' buttons. The third publication is 'ResearchMaster Test Book Record 5 Created at 15:28 on Aug 21st Modified @ 17:05 on 26/08', with 'Demo System users (1)', 'History (9)', 'Data sources (1)', 'Full text', and 'Links (1)'. On the right side of the page, there are 'Filters' for 'Relationship type', 'Title', 'Publication type', 'Reporting date from', 'Reporting date to', 'Journal', 'SHERPA RoMEO colour', 'Repository status', and 'OA policy'. There is also a 'Reset filters' link.

# 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.

An implantable microdevice to perform high-throughput in vivo drug sensitivity testing in tumors

Summary LU System users (1) History (0) Data sources (6) Full text Links (1)

Jonas O, Landry HM, Fuller JE, Santini JT, Baselga J, Tepper RI, Cima MJ, [Langer R](#)  
Science Translational Medicine 7(284):284ps10 01 Jan 2015 [doi>](#)  
Reporting date: 22 Apr 2015 [Edit](#)

Journal Rankings				
ISSN	SNIP	SJR	ERA2010	Impact Factor
1946-6242	2.770	6.702	-	-
1946-6234	2.770	-	-	14.0000

Citations		
Scopus	WoS	Europe PMC
4	5	3

Altmetrics

129

Journal article

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.

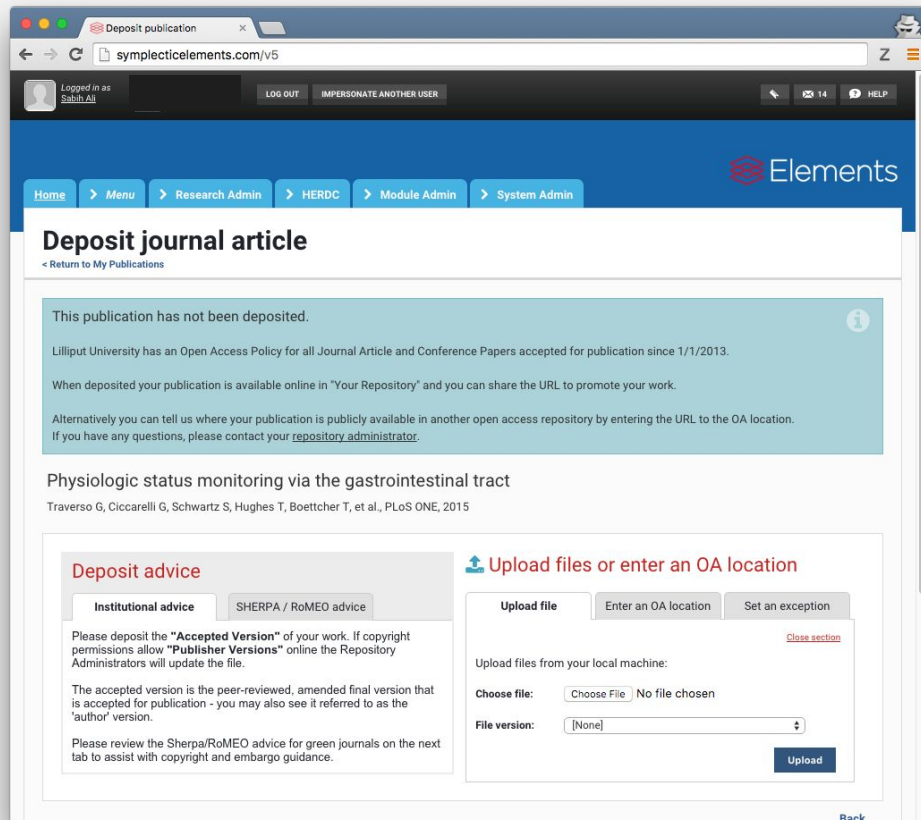
# Deposit

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.



The screenshot shows a web browser window with the URL `symplecticelements.com/v5`. The user is logged in as `Subir Ais`. The page title is **Deposit journal article**. A blue banner indicates that the publication has not been deposited. Below this, there is a section for **Deposit advice** with tabs for **Institutional advice** and **SHERPA / RoMEO advice**. The **Institutional advice** tab is active, showing text about depositing the "Accepted Version" and the "Publisher Versions". To the right, there is a section for **Upload files or enter an OA location** with three tabs: **Upload file**, **Enter an OA location**, and **Set an exception**. The **Upload file** tab is active, showing a file upload interface with a **Choose file** button, a **No file chosen** message, a **File version** dropdown menu set to **[None]**, and an **Upload** button. A **Back** link is visible at the bottom right of the page.

# 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!

The screenshot shows the 'Settings for automated publication gathering' page in the Elements application. The page is divided into several sections:

- Status:** A table showing search progress for various sources. A 'Run my searches' button is located at the bottom right of this section.
- Settings:** A section for configuring search terms and database IDs.

Source	Last searched	Status
arXiv	14:45 14 Mar 2016	Last search succeeded.
DBLP	14:46 14 Mar 2016	Last search succeeded.
PubMed	14:45 14 Mar 2016	Last search succeeded.
Scopus	21:50 14 Mar 2016	Last search succeeded.
Web of Science	13:53 15 Mar 2016	Last search succeeded.

**My default search terms**

Name variants: \*  +  -

Addresses:  +  - [Switch to advanced view](#)

**Online database IDs**

Online database IDs:  +  -

**Source-specific search terms**

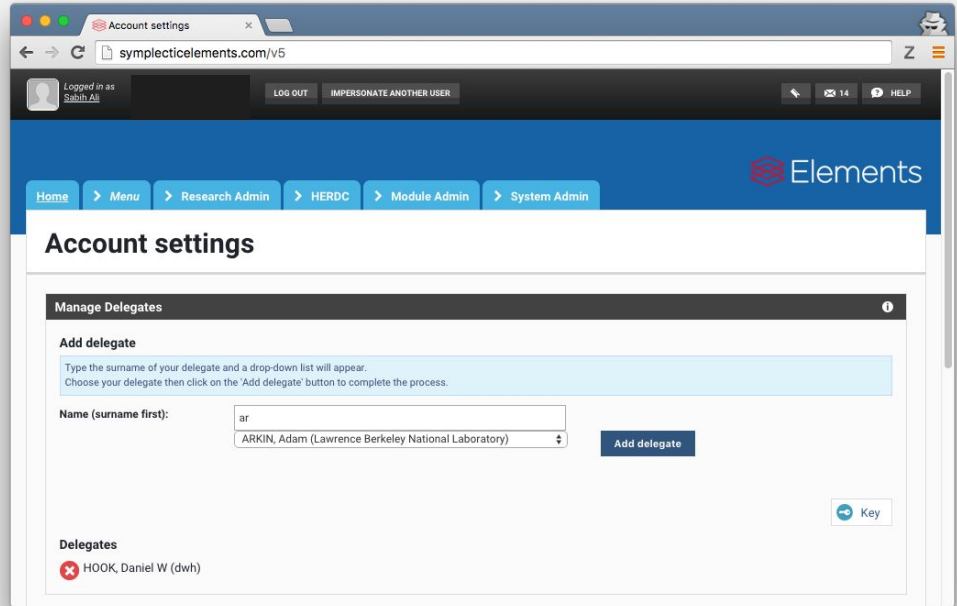
	Currently searched	Simple mode	Advanced mode	Use default search terms (simple mode only)
arXiv	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
DBLP	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
figshare for Institutions	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
ORCID (not configured)	<a href="#">Configure</a>			
PubMed	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>



# 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.



The screenshot shows a web browser window with the URL `symplecticelements.com/v5`. The user is logged in as `Sabih Ali`. The page title is `Account settings`. The navigation menu includes `Home`, `Menu`, `Research Admin`, `HERDC`, `Module Admin`, and `System Admin`. The `Account settings` page has a sub-section titled `Manage Delegates`. Under `Manage Delegates`, there is an `Add delegate` section with instructions: "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." The `Name (surname first):` field contains `ar`, and the dropdown menu shows `ARKIN, Adam (Lawrence Berkeley National Laboratory)`. There is an `Add delegate` button. Below this, there is a `Delegates` section with a list of delegates: `HOOK, Daniel W (dwh)`. A `Key` button is also visible.