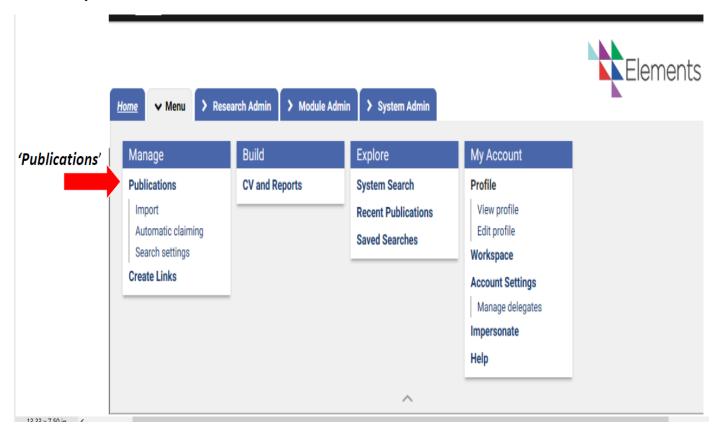
Claiming Publications

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

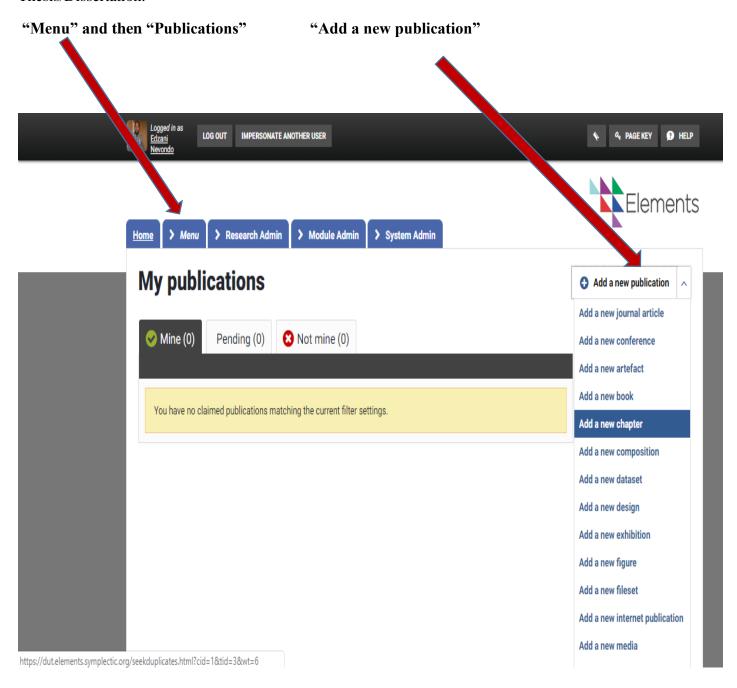


Click On "Pending"

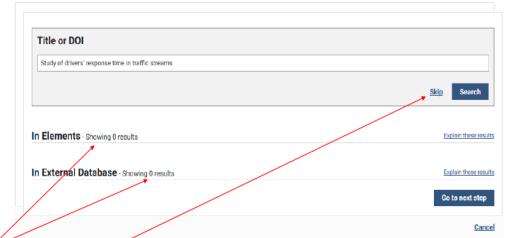


Adding New Publications

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.



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.



If you find 0 results, then click 'Skip'

