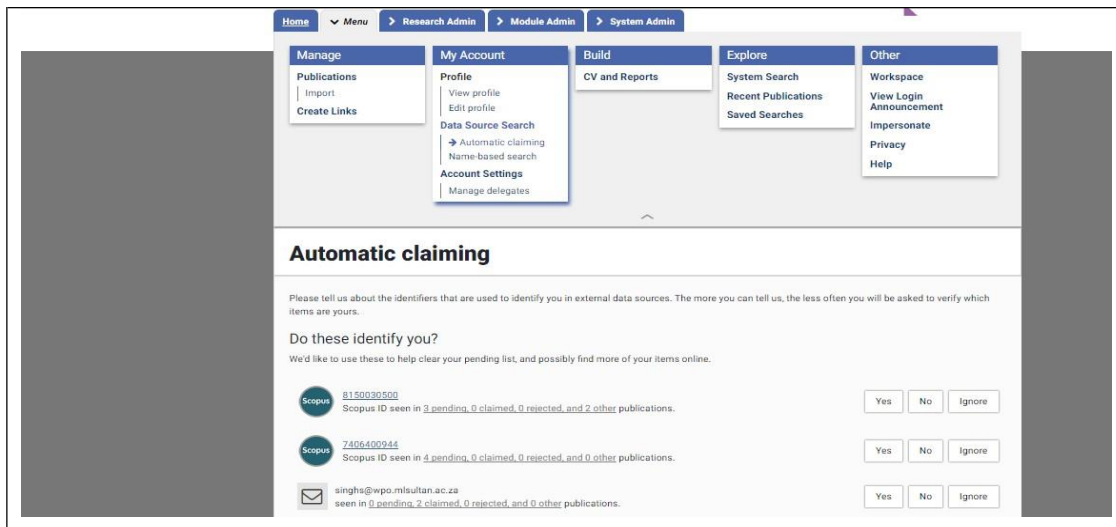




Setting Up Auto-Claiming

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.

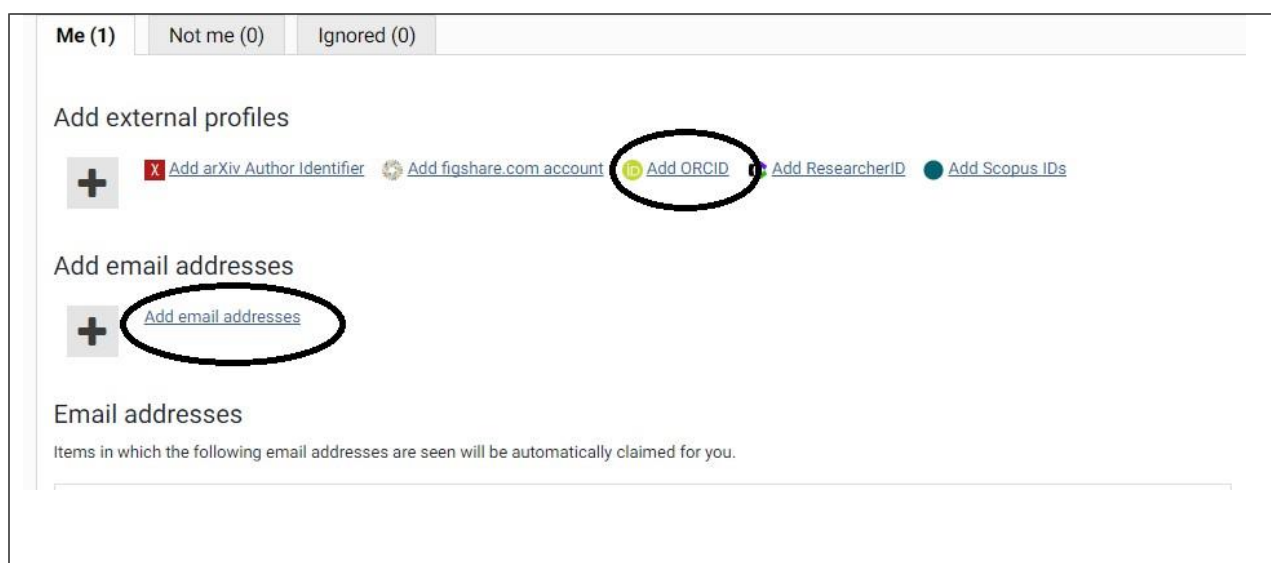
1. Navigate to **Menu > My Account > Data Source Search > Automatic Claiming**
2. A list of data sources may appear under the “***Do these identify you?***” section. Click on the **Yes**, **No** or **Ignore** button beside each identifier. If you are unsure whether an identifier is yours, click on the 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.



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](#).

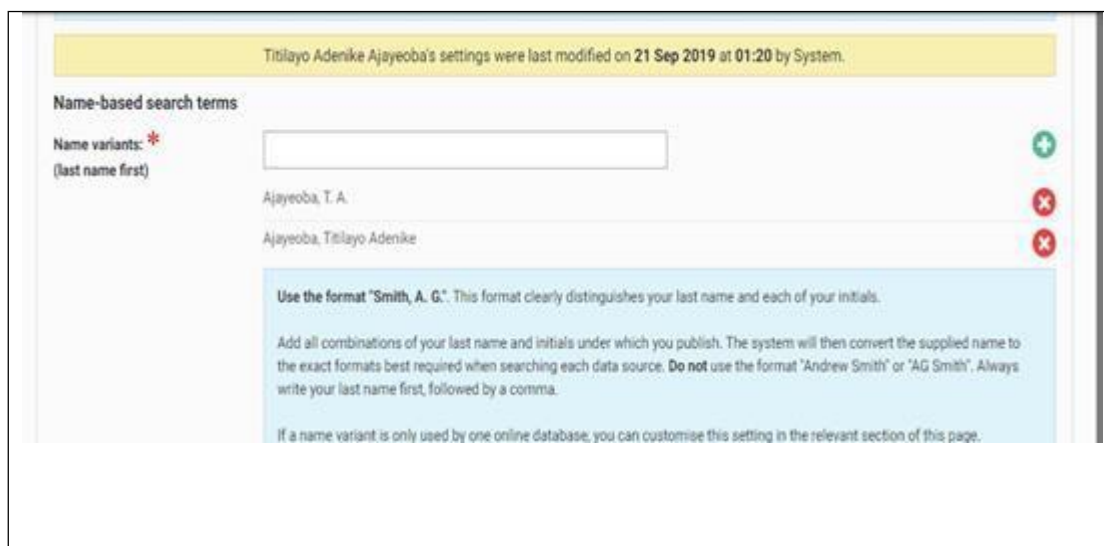


Changing Search Settings

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.



The screenshot shows a web interface for managing search settings. At the top, a yellow banner states: "Titilayo Adenike Ajayeoba's settings were last modified on 21 Sep 2019 at 01:20 by System." Below this, the section is titled "Name-based search terms". Under "Name variants:" (with a red asterisk icon) and "(last name first)", there is a text input field and a list of existing variants. The list contains "Ajayeoba, T. A." and "Ajayeoba, Titilayo Adenike", each with a red 'X' icon to its right. A green '+' icon is also present. A blue information box contains the following text: "Use the format 'Smith, A. G.'. This format clearly distinguishes your last name and each of your initials. Add all combinations of your last name and initials under which you publish. The system will then convert the supplied name to the exact formats best required when searching each data source. **Do not** use the format 'Andrew Smith' or 'AG Smith'. Always write your last name first, followed by a comma. If a name variant is only used by one online database, you can customise this setting in the relevant section of this page."

General staff who generate research outputs should refer to the [Set up Automatic Claiming guide](#).

Viewing Publications

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.

The screenshot displays the 'Pending publications' section of the Elements interface. At the top, there are three tabs: 'Mine (8)' with a green checkmark, 'Pending (24)' with an orange exclamation mark, and 'Not mine (0)' with a red X. Below these is a 'Sort by:' dropdown menu set to 'Reporting date (newest to oldest)'. A '10 results per page' selector and a 'Page: 1 2 3' indicator are also present. A toolbar includes a 'Select all on page' checkbox, an 'Export' button, 'Claim' (green checkmark) and 'Reject' (red X) buttons, and a 'Detailed view' button. The main list shows two publications. The first, 'Tribological Properties of Nanoclay-Infused Banana Fiber Reinforced Epoxy Composites' by Mohan TP and Kenny K, is from the Journal of Tribology (141(5):01 May 2019). The second, 'Comparative Analysis of Processing Techniques' Effect on the Strength of Carbon Black (N220)-Filled Poly (Lactic Acid) Composites' by Rane AV, Kenny K, Mathew A, Mohan TP, and Thomas S, is from STRENGTH OF MATERIALS (51(3):476-489 May 2019). Each entry includes a 'Journal article' icon and 'Claim as mine' (green checkmark) and 'Reject (Not mine)' (red X) buttons. On the right side, there are several filter dropdowns: 'Label', 'Journal', 'SHERPA RoMEO colour' (set to 'No filter'), 'Acceptance date' (set to 'Any'), 'Publication date' (set to 'Any'), and 'Author count' (set to 'No filter').

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**

The screenshot displays the 'Manage Delegates' section of a web application. At the top, there is a navigation menu with five categories: 'Manage', 'My Account', 'Build', 'Explore', and 'Other'. The 'My Account' category is expanded, showing sub-options: 'Profile' (with 'View profile' and 'Edit profile'), 'Data Source Search' (with 'Automatic claiming' and 'Name-based search'), and 'Account Settings' (with 'Manage delegates' highlighted). Below the navigation menu, the main heading reads 'Account settings for Philisiwe Charity Cele'. The 'Manage Delegates' section is active, featuring a title bar with an information icon. Under the 'Add delegate' heading, a light blue box contains 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.' Below this, the 'Name (surname first):' label is followed by a text input field containing 'Nevondo'. A dropdown menu below the input field shows the selected option: 'NEVONDO, Edzani C (Academic Support)'. To the right of the dropdown is a blue 'Add delegate' button.

Manage	My Account	Build	Explore	Other
Publications Import Create Links	Profile View profile Edit profile Data Source Search Automatic claiming Name-based search → Account Settings → Manage delegates	CV and Reports	System Search Recent Publications Saved Searches	Workspace View Login Announcement Impersonate Privacy Help

Account settings for Philisiwe Charity Cele

Manage Delegates

Add delegate

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.

Name (surname first):

Add delegate