ELEMENTS: HOW-TO- GUIDE

Introduction

This guide helps you take the first step with Elements, the institutional Research Outputs Administration system that DUT uses to collect and manage research and creative outputs. Initial setup instructions are provided (noting the steps only need to be undertaken once). Full guides that contain detailed instructions covering all Elements functionality are located **here**.

Accessing Elements

**URL:https://dut.elements.symplectic.org/default.html**

Via the Research & Postgraduate Support web page (a standalone tab/under Research Information Management tab). **Using DUT email address and Password**

Setting Up ORCID Settings

Elements system gives you an option to send your publications to your ORCID account, and control which publications get sent. Ensure that you have your ORCID connected to your profile to have access to ORCID settings. If you do not have an ORCID, you can register by clicking on **Add ORCID**.

1. Navigate to **Menu** ➢**My Account** ➢**ORCID Settings**

2. The System will ask you **to reconnect your ORCID ID** to grant Elements permission to your ORCID account.

3. Once you done with Re-authorization, an option to permit Elements to read from & write to your ORCID account will be available.

1. Navigating to ORCID settings
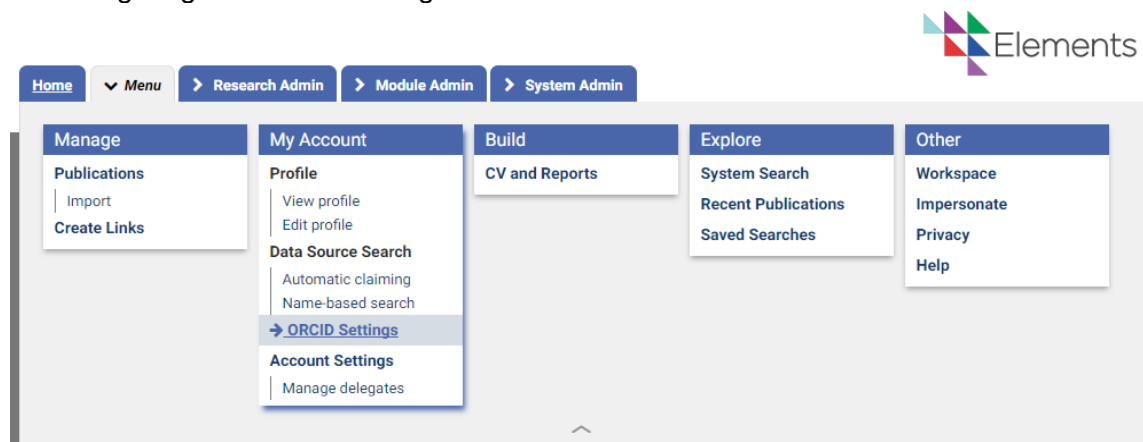
2. Reconnect your ORCID ID to have the read and write publication data to my ORCID account option

4. Choose the read and write option and confirm your option.

Managing publications to be sent to ORCID

Once the Elements system is permitted to read from and write to ORCID account, all publications will be sent to your ORCID automatically. You have option to choose which publications get to be sent, from Journal Articles which are published, Publications which you have marked as favourites or publications which have been marked as private. Once you are done you click **Save** and click **Run Sync** at the bottom of the page.

Manage which publications will be sent

All publication types will be sent to your ORCID account. When new publications are claimed by you or by Elements these will automatically be sent to your ORCID account. Updates are processed as part of queue and may take some time to appear in ORCID.

☑ For journal articles, send 'published' and 'published online' only

You can choose to send only journal articles with a publication status of 'published' or 'published online' to ORCID. If this option is not selected then all journal articles will be sent to ORCID.

☐ Send publications where you have marked your relationship as private Review these publications

By default, publications where you have marked your relationship as private will not be sent. You can choose to send publications where you have marked your relationship as private.

Marking your relationship as private will not prevent it from being sent to another user's ORCID account if they have a relationship with the publication.

☐ Only send favourite publications Review these publications

You can choose to send only your favourite publications. Any newly claimed publications will only be sent to ORCID once they have been favourited. If non-favourite publications have already been sent to ORCID by Elements, these will be removed.

Save

You have 1 publication

1 publication has been sent to your ORCID account Remove from ORCID