



Quick start guide

Symplectic Support

support.symplectic.co.uk



Home page

The Home page is where you land after logging into Elements.

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 navigation menu at the top includes Home, Menu, Research Admin, HERDC, Module Admin, and System Admin. A "Deposit your work" button is visible next to a "Accepted for Publication?" notification. The "My Actions (9)" 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 for publications from 2006 to 2014, showing 24 publications (plus 6 pending). Below the chart, a table shows 11 publications in Web of Science, 11 in Scopus, and 1 in Europe PMC. Other summary items include 0 records of impact, 0 professional activities, and 0 teaching activities, each with a "+ add" button.

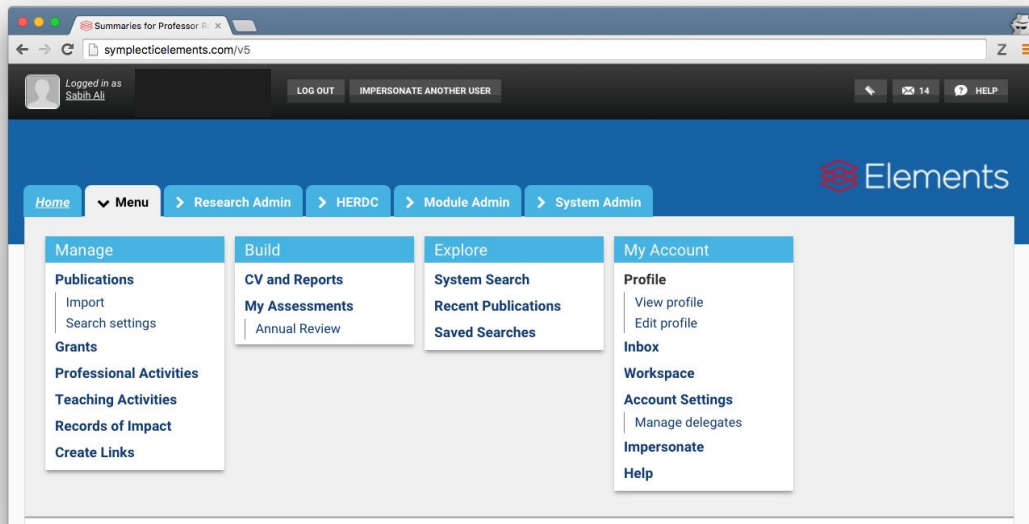
Year	Publications
2006	1
2007	1
2008	7
2009	3
2010	3
2011	3
2012	1
2013	3
2014	2

Index	Count	Source
Web of Science	11	
Scopus	11	
Europe PMC	1	

Menu

Researchers can use the 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 Symplectic 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 navigation menu includes 'Home', 'Menu', 'Research Admin', 'HERDC', 'Module Admin', and 'System Admin'. The profile header for 'Professor Daniel Hook' includes a placeholder image, his name, and contact information: 'Lilliput Department of Physics' and 'd.hook@lilliput.edu'. There are buttons for 'Edit profile' and 'CV and Reports'. The 'External profiles' section lists links for Google Scholar, arXiv, Scopus, and ResearcherID. The 'Co-authors' section features a pie chart showing collaborations with Carl Bender (15) and Lane Hughton (3). The 'Links' section has a 'View all links' button. The 'Find a colleague' section includes a search box with the placeholder text 'Last name (e.g. Smith)'. The main content area has tabs for 'About', 'Publications', 'Professional activities', 'Teaching activities', and 'Grants'. The 'Overview' section contains a bio: 'I am an academic visitor in the Theoretical Physics group at Imperial College London and a visiting professor at Washington University in St Louis. I work on complex extensions of quantum and classical mechanical systems. My main collaborators are Professor Carl Bender and Dr Dorje Brody. I'm interested in many aspects of quantum theory, especially non-standard approaches such as geometric or PT-Symmetric quantum theory. I have also done research in quantum statistical mechanics. I am the co-founder and Director of Symplectic Limited, a research management software company. In this context I'm interested in bibliometrics and work closely with Jonathan Adams, Tim Evans (Imperial) on complex network based models for citations and collaboration analysis. I recently wrote a "Global Research Report" with Jonathan Adams and Christopher King on the status of research in Africa (available from the Thomson Reuters website)'. The 'Experience' section lists 'Academic appointments' (Honorary Adjunct Assistant Professor, Louisiana State University System, Jan 2010 - present; Academic Visitor, Imperial College London, Jan 2007 - present; PhD Student, Imperial College London, 2000 - 2007) and 'Non-academic employment' (Managing Director, Digital Science, 2015 - present; Director, Research Metrics, Digital Science, 2013 - 2015; Director, Symplectic Ltd, 2003 - present). The 'Education' section is titled 'Degrees'.

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 v5.4 system. The page is titled 'My publications' and includes a navigation menu with options like Home, Menu, Research Admin, Annual Collection, Module Admin, and System Admin. A user is logged in as 'Sabih Ali'. The page displays a list of publications in a 'Pending' state, with options to 'Claim' or 'Reject' them. The first publication is 'Sugary beverage and food consumption, and leukocyte telomere length maintenance in pregnant women' by Leung CW, Lارا BA, Coleman-Phox K, Bush NR, Lin J, Blackburn EH, Adler NE, Epel ES, published in the European Journal of Clinical Nutrition. The second publication is 'Association of dimensional psychological health measures with telomere length in male war veterans' by Bersani FS, Lindqvist D, Mellon SH, Epel ES, Yehuda R, Flory J, Henn-Hasse C, Bierer LM, Makotkine I, Abu-Amara D et al., published in the Journal of Affective Disorders. The interface includes navigation menus, filters, and detailed metrics for each publication.

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.

The screenshot shows a summary page for a research article. At the top, the article title is displayed with a checkbox. Below the title are several tabs: 'Summary', 'Demo System users (1)', 'History (0)', 'Data sources (4)', 'Full text', and 'Links (1)'. The article is by Blackburn EH, Epel ES, Lin J, published in Science 350(6265):1193-1198 on 04 Dec 2015. It includes reporting date information and a DOI link. The main content area is divided into three sections: 'Altmetrics' showing a score of 34, 'Citation Metrics' with a table of RCR, Dimensions, EPMC, Scopus, and WoS, and 'Journal Rankings' for Science, SNIP, SJR, and Impact Factor. At the bottom, there are icons for 'Journal article', 'In Open Access policy', and a set of workflow icons (deposit, search, favorite, hide, workspace, reject).

Human telomere biology: A contributory and interactive factor in aging, disease risks, and protection

Summary Demo System users (1) History (0) Data sources (4) Full text Links (1)

Blackburn EH, Epel ES, Lin J
Science 350(6265):1193-1198 04 Dec 2015

Reporting date: 04 Dec 2015 [Edit](#)

Altmetrics	Citation Metrics					Journal Rankings			
	RCR	Dimensions	EPMC	Scopus	WoS	Science	SNIP	SJR	Impact Factor
	-	-	22	9	-	Science	7.84	10.11	3.19

Journal article In Open Access policy

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 page is titled "Deposit journal article" and includes a navigation menu with "Home", "Menu", "Research Admin", "HERDC", "Module Admin", and "System Admin". The main content area features a blue header with the "Elements" logo and a navigation bar. Below the header, there is a section titled "Deposit journal article" with a link to "Return to My Publications". A light blue box contains the following text: "This publication has not been deposited. Lilliput University has an Open Access Policy for all Journal Article and Conference Papers accepted for publication since 1/1/2013. When deposited your publication is available online in 'Your Repository' and you can share the URL to promote your work. Alternatively you can tell us where your publication is publicly available in another open access repository by entering the URL to the OA location. If you have any questions, please contact your repository administrator." Below this, the article title "Physiologic status monitoring via the gastrointestinal tract" and authors "Traverso G, Ciccarelli G, Schwartz S, Hughes T, Boettcher T, et al., PLoS ONE, 2015" are displayed. The page is divided into two main sections: "Deposit advice" and "Upload files or enter an OA location". The "Deposit advice" section has two tabs: "Institutional advice" and "SHERPA / RoMEO advice". The "Institutional advice" tab is active, showing text about depositing the "Accepted Version" and "Publisher Versions". The "SHERPA / RoMEO advice" tab is also visible. The "Upload files or enter an OA location" section has three tabs: "Upload file", "Enter an OA location", and "Set an exception". The "Upload file" tab is active, showing a form with "Choose file" (No file chosen) and "File version" ([None]). There is an "Upload" button at the bottom right of the form. A "Back" link is visible at the bottom right of the page.

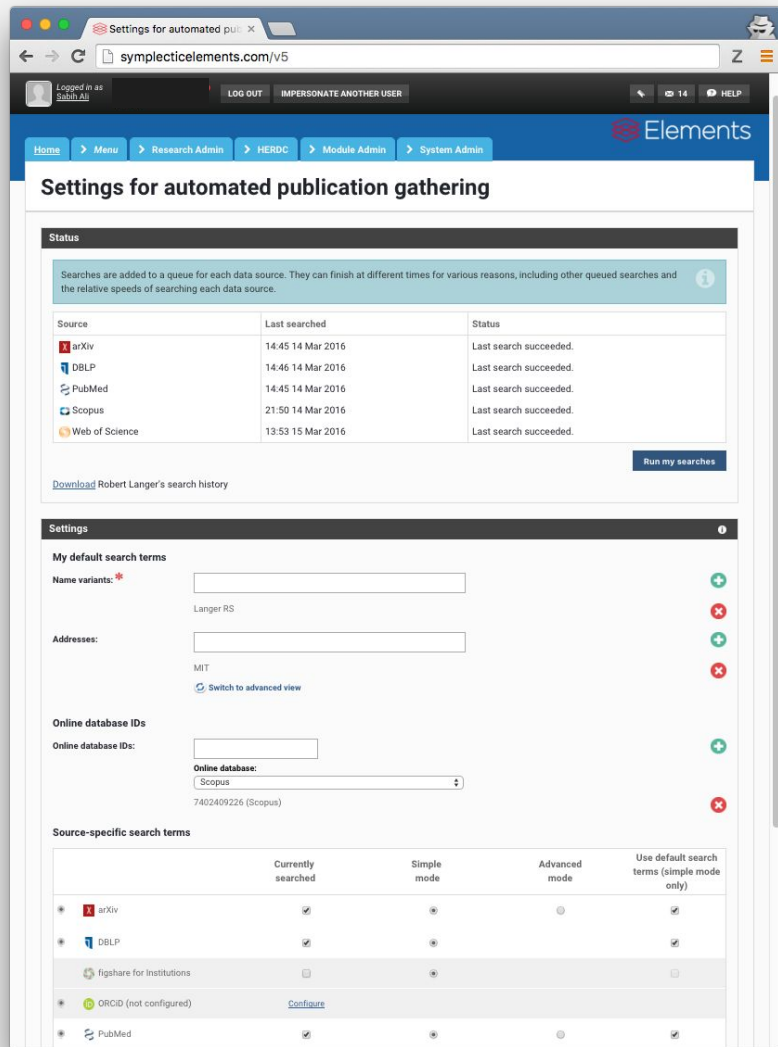
Search Settings

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.

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 two main sections: 'Status' and 'Settings'.

Status Section:

Searches are added to a queue for each data source. They can finish at different times for various reasons, including other queued searches and the relative speeds of searching each data source.

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.

[Download](#) Robert Langer's search history

[Run my searches](#)

Settings Section:

My default search terms

Name variants: *

Langer RS

Addresses:

MIT

[Switch to advanced view](#)

Online database IDs

Online database IDs:

Online database: Scopus

7402409226 (Scopus)

Source-specific search terms

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

Automatic claiming

The Automatic Claiming page allows you to manage your author identifiers within Elements.

Elements will attempt to guess which identifiers is yours, based on the data in the system.

All you have to do is to confirm whether the identifiers are yours or not, by clicking on **Yes**, **No** or **Ignore**.

Once confirmed, Elements will then automatically claim all publications which features your identifiers and continue to do so in the future.

Conversely, by declaring that an identifier is not yours, all publications which feature that identifier will be automatically rejected and no longer be offered to you as a pending publication.

The screenshot shows the 'Automatic publication claiming' interface. At the top, there is a navigation bar with links for Home, Menu, Research Admin, Annual Collection, Module Admin, and System Admin. The main title is 'Automatic publication claiming'. Below the title, a message states: '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. Do these identify you? We'd like to use these to help clear your pending publication list, and possibly find more of your publications online.'

Two identifiers are listed for confirmation:

- Scopus** ID: 8973030600. Scopus ID seen in 2 pending, 21 claimed, 0 rejected, and 0 other publications. Buttons: Yes, No, Ignore.
- iD** ORCID: 0000-0001-9746-1193. ORCID seen in 1 pending, 16 claimed, 0 rejected, and 0 other publications. Buttons: Yes, No, Ignore.

Below the list, there are tabs for 'Me (5)', 'Not me (0)', and 'Ignored (0)'. A section titled 'Add external profiles' includes links for 'Add freshshare.com account', 'Add Scopus IDs', and 'Add SSRN Author ID'. An 'External profiles' section lists profiles that will be automatically claimed:

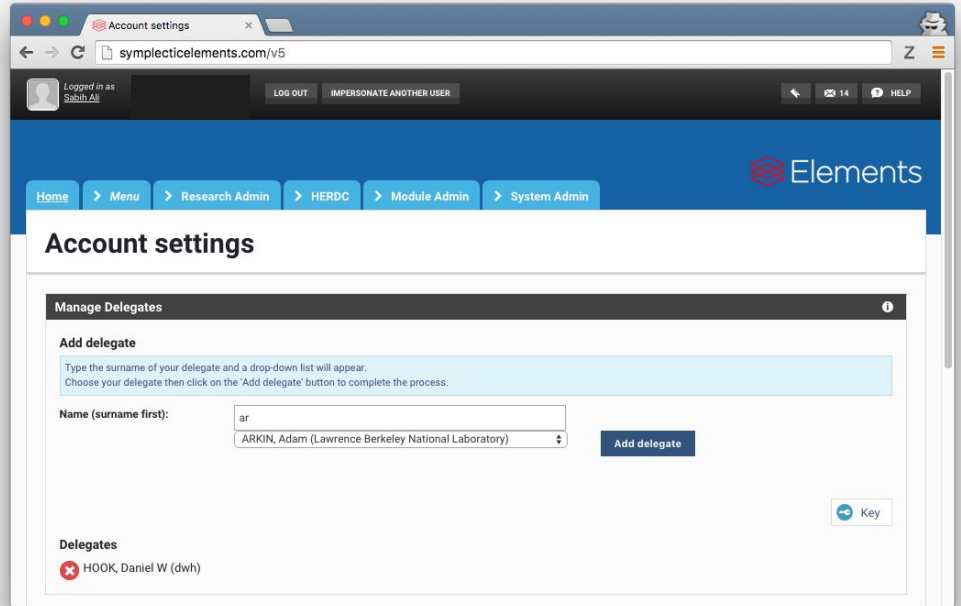
- arXiv Author Identifier: http://arxiv.org/a/hook_d_1
- figshare for institutions account: dwh
- ORCID: [0000-0002-2173-229X](https://orcid.org/0000-0002-2173-229X)
- ResearcherID: [C-4764-2008](https://www.researcherid.com/profile/C-4764-2008)

There are also sections for 'Add email addresses' and 'Email addresses', with a list of email addresses that will be automatically claimed, including d.hook@illput.edu.

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.

Manual Entry


You can always add publications manually if they are not found in the online databases. Select **+ add** on the home page.

There is automatic checking to confirm you do not create a duplicate, just **enter** the title and search.

For some Articles, and Books you can use “Assisted Entry” to retrieve details from CrossRef or Google Books. Enter a title, DOI or ISBN, this will pre-populate the manual entry form, we hope this saves you time and improves the accuracy of the record!

You can **claim or skip** to continue to the next step.

Let's get started | Tell us more | Link to funding | Deposit

Enter your journal article title or DOI 

Your journal article may already exist in **Elements**, so to save time you can search for it here and claim it. Titles returned may contain **any** of your search words.

Title or DOI

[Skip](#) [Search](#)

In Elements - Showing 1 result [Explain these results](#)

[Complex correspondence principle](#) • 12 Feb 2010

Bender CM, Hook DW, Meisinger PN, Wang QH

Already claimed

In External Database - Showing 0 results [Explain these results](#)

None of these? [Go to next step](#)

[Cancel](#)

Manual Entry Form

For some types you have no option but to fill in all the details manually. Required fields are marked with an * and essential fields displayed by default. All other fields are optional.

Guidance is provided for types at the top of the page in the blue information box and for fields where you see a large ?

Don't forget to **Save and continue**, and follow the prompts to view your publication.

What do I need to do?
Guidance Text about the Publication Type

*What is your relationship with this journal article?

Author of Editor of
 Translator of Contributor to

Essential Information

* Status: Published

Date of acceptance: 07 Oct 2015 ✓

* Publication date: 07 Oct 2016 ✓

Online publication date: 01 Jan 2016 ✓

* Title: Manual Entry

? Please enter the title of this article as it will appear in publication.