

# Elements Quick Start Guide

# Home page

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

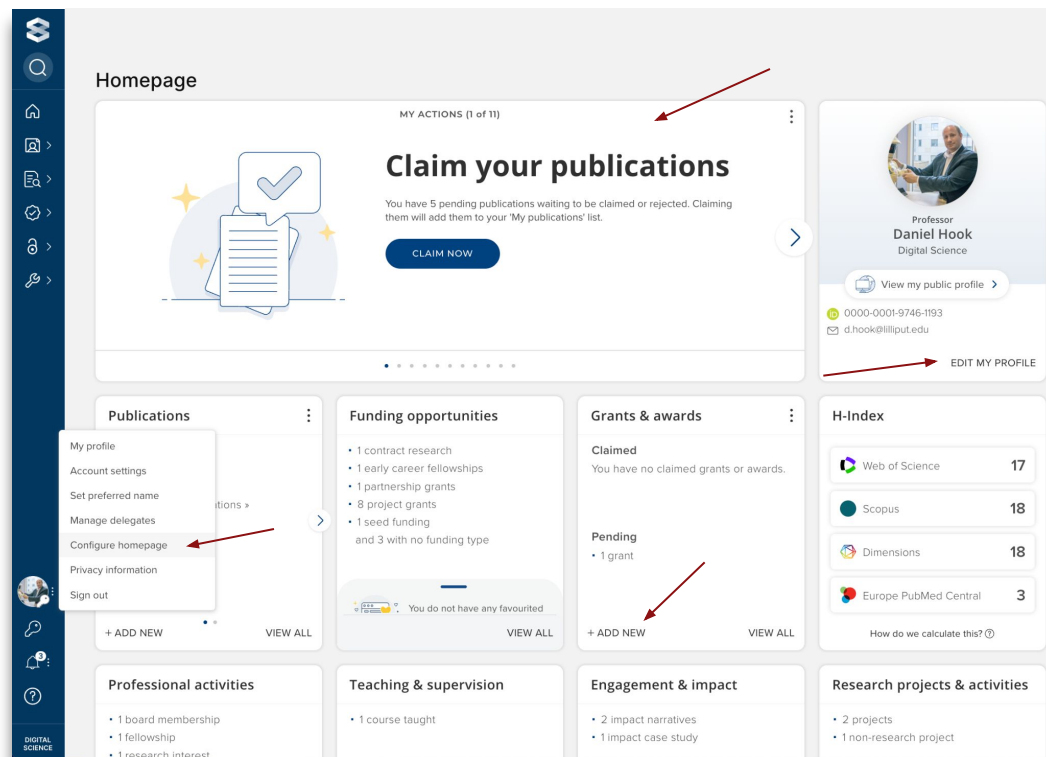
Select on **EDIT MY PROFILE** to go to your Profile page.

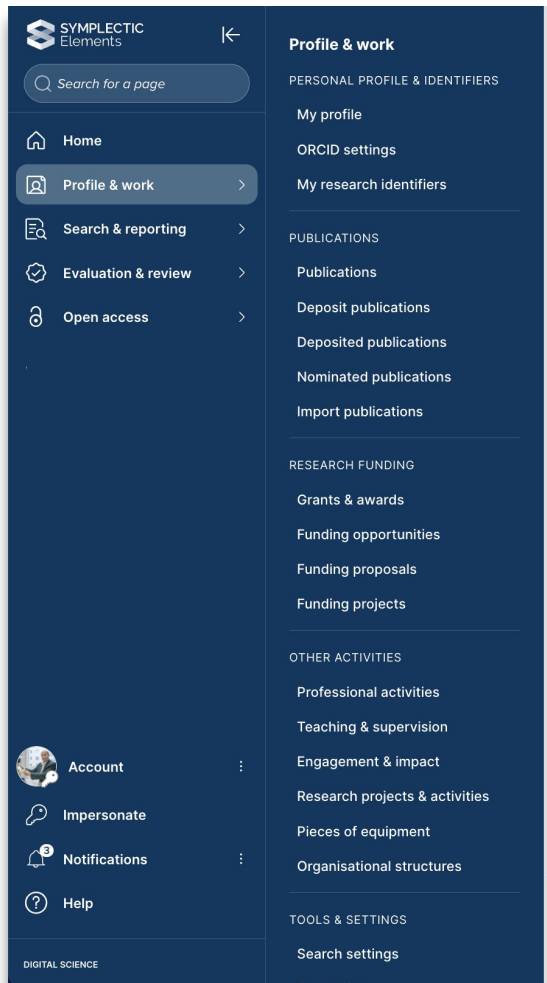
Scroll through the **MY ACTIONS** prompts. Every item has a link that takes you to the section in Elements where tasks can be completed, including:

- Set up your search settings
- Add author identifiers
- Claim scholarly and creative works
- Deposit publications
- Add records of impact

In each tile there are active links. Select any one to go to that type or add manual records by selecting **+ ADD NEW**.

You can also change the default view of the tiles by selecting Configure homepage from your account menu.





# Getting to know the Menu

Select the Menu icon in the top left-hand corner to navigate around Elements.

The **Profile & work** section contains various areas specific to you. You can either **browse** through the sections or use the **Search** box in the upper left-hand corner to find pages.

*Please note: The menu items available to you will depend on the configuration and licence at your organisation and your roles within the system.*

*Note also that your institution may have configured different content types in Elements with different names (e.g. Publications as Scholarly & creative works, Grants as Grants & contracts).*

Your **Profile** can be viewed by any other user in Elements.

If your institution has configured the **CV and Reports** functionality, you will be able to export your Profile information in a variety of formats.

MANAGE PHOTO

View public profile

Professor Daniel Hook

Preferred name and pronouns can be managed on the [account settings page](#).

Primary group

Digital Science

Institutional email

d.hook@lilliput.edu

Always internal

Email addresses

Work

d.hook@digital-science.com

Match profile: Public

+ ADD EMAIL ADDRESS

Phone numbers

Always private

Match profile: Public

+ ADD PHONE NUMBER

CANCEL

SAVE

VIEW MODE

EDIT MODE

CV AND REPORTS

Profile privacy

Public

Internal

You can learn more on the [privacy page](#).

Other profiles

Google Scholar

@daniellintheory

arXiv

ORCID

ResearcherID

Scopus ID

Co-authors

Carl Bender (28)

Dorje Brody (8)

Juergen Wastl (4)

Lane Hughston (4)

Christian Herzog (2)

Sam Gibbons-Frendo (ORCID) (2)

Simon Porter (2)

John Bell (1)

About

Overview

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I am an academic visitor at the Centre for Complexity Science at Imperial College London and a visiting professor at Washington University in St Louis.

# Claiming and adding research identifiers


Elements will suggest **research identifiers** based on your name-based search settings, including identifiers from ORCID, Dimensions, Scopus, ResearcherID, arXiv, figshare and SSRN.

Approve or reject the identifiers using the Yes / No / Ignore buttons. Elements will automatically retrieve publications in databases using these identifiers and place them in the 'Mine' or 'Not Mine' folders.

If the system does not find all of your identifiers, you can enter them by clicking on one of the "Add external profiles" links.

Email addresses can also be used to autoclaim publications. The system will automatically add the email address associated with your organisation. You can add additional email addresses you may have published with previously at the bottom of the page.




## My research identifiers

 Please tell us about the identifiers that are used to identify you in external data sources.

The more you can tell us, the less often you will be asked to verify which items are yours.

### Do these identify you?

We'd like to use these to help clear your pending list, and possibly find more of your items online.

	<b>ResearcherID : DYL-0141-2022</b> Seen in 0 pending, 7 claimed, 1 rejected, and 0 other publications >	YES NO IGNORE
	<b>ResearcherID : FBB-2944-2022</b> Seen in 0 pending, 1 claimed, 21 rejected, and 0 other publications >	YES NO IGNORE
	<b>ResearcherID : IVX-3256-2023</b> Seen in 0 pending, 1 claimed, 0 rejected, and 0 other publications >	YES NO IGNORE
	<b>ResearcherID : JWB-2599-2024</b> Seen in 0 pending, 1 claimed, 0 rejected, and 0 other publications >	YES NO IGNORE
	<b>ResearcherID : KDG-2276-2024</b> Seen in 0 pending, 1 claimed, 0 rejected, and 0 other publications >	YES NO IGNORE








Mine (7) Not Mine (0) Ignored (0)

### Add external profiles

  Dimensions Researcher ID  figshare.com account  Scopus ID  SSRN Author ID

### External profiles

Items associated with the following profiles will be automatically claimed for you:

	arXiv Author Identifier : <a href="http://arxiv.org/a/hook_d_1">http://arxiv.org/a/hook_d_1</a>	
	Dimensions Researcher ID : <a href="#">ur.01123321343.51</a> Seen in 0 pending, 53 claimed, 0 rejected, and 0 other publications >	
	ORCID : 0000-0001-9746-1193  Account not connected. Manage settings for this account. Connecting to this ORCID account will allow the system to improve the accuracy of your search results and allow you to send publications to your ORCID account. Seen in 0 pending, 37 claimed, 1 rejected, and 0 other publications >	

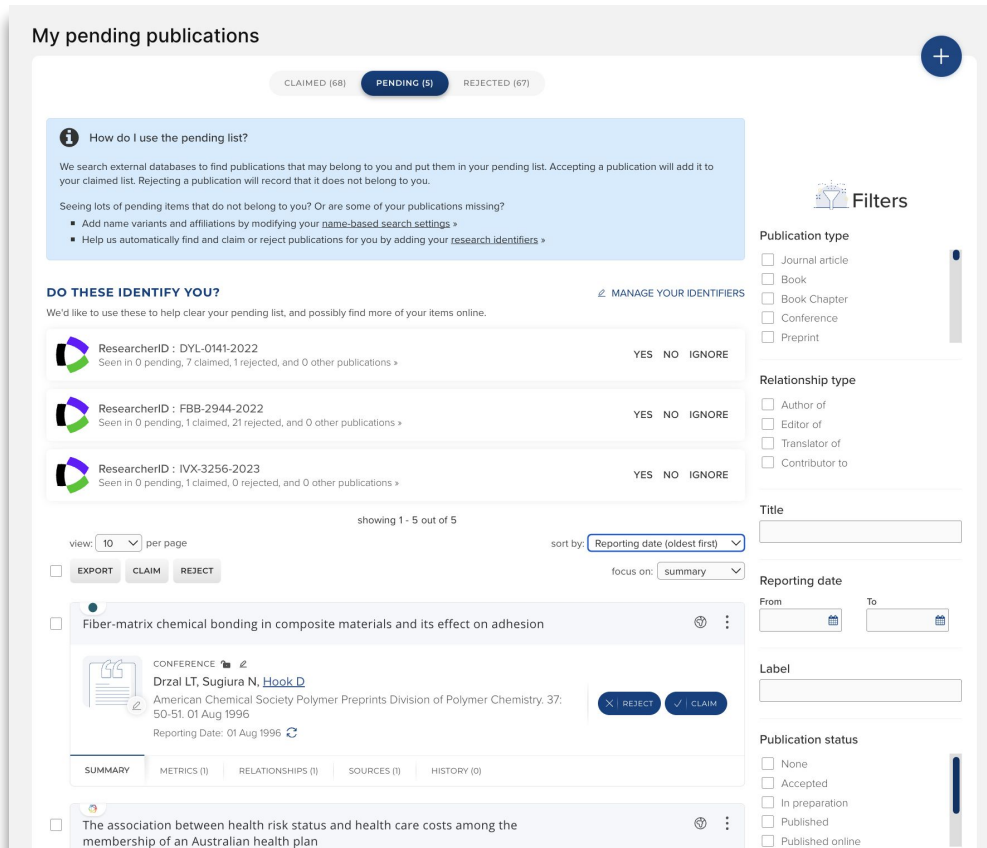
# Claiming or rejecting publications

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 homepage **My Actions** list will take you to the pending publications.

Claim or reject individual publications using the **tick** or **cross** buttons. Or you can select a number of publications using the checkboxes, then **reject** or **claim** the marked publications with the large buttons at the top of the list.

Claimed publications will move to the **Claimed** list and rejected to the **Rejected** 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 displays the 'My pending publications' page. At the top, there are three tabs: 'CLAIMED (68)', 'PENDING (5)', and 'REJECTED (67)'. A blue information box explains the purpose of the pending list and provides instructions on how to use it, including links to 'name-based search settings' and 'research identifiers'. Below this, a section titled 'DO THESE IDENTIFY YOU?' lists three publications with their ResearcherIDs and options to 'YES', 'NO', or 'IGNORE'. The main list of publications shows a table with one visible entry: 'Fiber-matrix chemical bonding in composite materials and its effect on adhesion' by Drzal LT, Sugiura N, and Hook D. This entry has a 'view' icon and a 'REPORTING DATE' of 01 Aug 1996. At the bottom of the entry, there are 'REJECT' and 'CLAIM' buttons. The right sidebar contains filters for 'Publication type' (Journal article, Book, Book Chapter, Conference, Preprint), 'Relationship type' (Author of, Editor of, Translator of, Contributor to), 'Title' (search field), 'Reporting date' (From/To date range), 'Label' (search field), and 'Publication status' (None, Accepted, In preparation, Published, Published online).

# My Publications

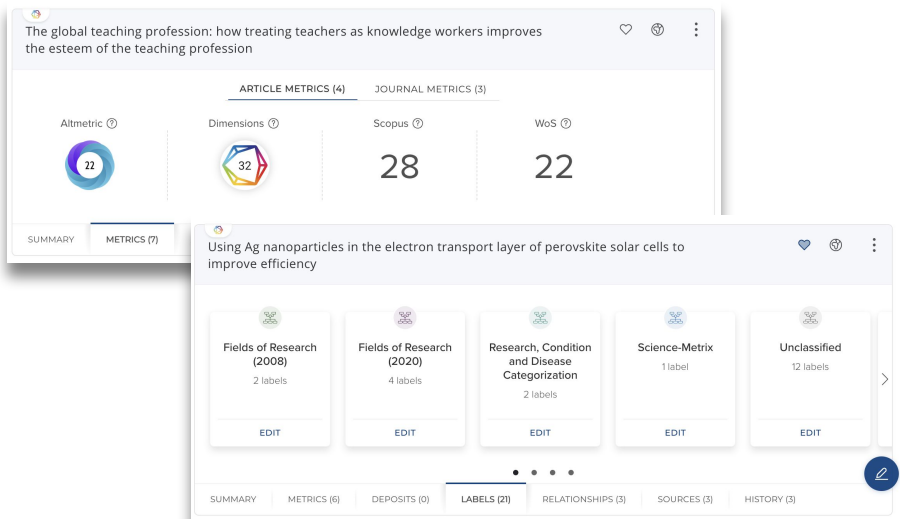
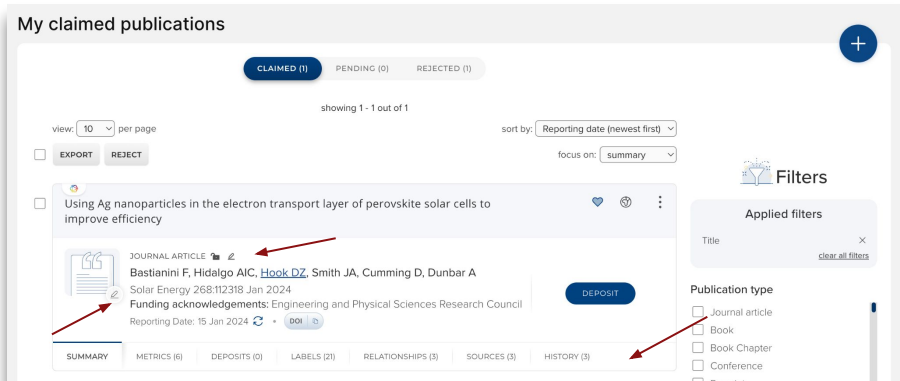
Your My claimed publications page displays data about your articles in different formats. Select the tabs at the bottom of the record to change the display.

**Summary** shows the basic bibliographic data, while **Metrics** displays the Times Cited and Altmetric data. **Labels** presents all of the ontologies available to be associated with the publication, while **Relationships** lists all of the other Elements users and content (e.g. Grants) that are linked to the publication.

Finally, **Sources** shows a list of the data sources that comprise the publication object and **History** is the log of all activities performed against the item.

To **change** the publication type select the edit type **pen icon**, and choose from the available types, and then **save** the new type. This change will be recorded in history notes. If you **change your mind** you can always change it back without any loss of data.

To add a thumbnail, select the edit thumbnail **pen icon** and upload your .jpg or .png file.



# Depositing publications to your repository

After claiming a publication, **upload** it into your repository or **enter an OA location** (where relevant for that publication type).

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), and your institution has enabled the application of exceptions, choose the most relevant exception from the pre-configured exception list and add a comment.

The image shows two overlapping screenshots of the Figshare for Institutions interface. The top screenshot shows a publication page for 'Understanding the importance of SHAPE to the UK research ecosystem' with a 'DEPOSIT' button and a 'Deposit full text' link. The bottom screenshot shows the 'Deposit publication' form, which includes a 'Deposit advice' section with institutional advice from Lilliput University and a '1. Prepare deposit (step 1 of 3)' section with 'Upload a file' and 'Add OA location' options.

Understanding the importance of SHAPE to the UK research ecosystem

FIGSHARE FOR INSTITUTIONS

This publication does not exist in the Figshare for Institutions repository.

DEPOSIT

Deposit full text

Return to the previous page

Deposit publication: Understanding the importance of SHAPE to the UK research ecosystem

You are about to deposit this preprint to Figshare for Institutions

Deposit advice

Institutional advice

Lilliput University encourages you to deposit copies of your Scholarly Outputs.

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.

By completing a deposit you agree to your work being made available via a [CC-BY licence](#) unless you specify a different reuse licence during the deposit process.

1. Prepare deposit (step 1 of 3)

Upload a file

Add OA location

Choose a file from your local machine:

Choose file:  No file chosen

[Deposit Without Files](#)

[Leave without depositing](#)



# Adjusting your Search Settings

Profile & work > TOOLS & SETTINGS > Search Settings

Your search settings are preloaded with your name (usually in the form of Familyname, I. N. and Familyname, Fullfirstname), 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:** Advance 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!

### Search settings

#### Status

The system will periodically automatically search the following enabled databases to find works that may be yours. You can find information below about when each source was last searched and the status of that search. You can also choose to manually ask the system to run searches against the enabled data sources if required, such as after adjusting your search settings. In addition, for many of these sources, the search settings added below will be used to help examine new data added by other people as soon as possible after it arrives in the system, to see if it might belong to you.

SOURCE	LAST SEARCHED	STATUS
 Web of Science	10 Jul 2025 12:56	Last search succeeded.
 arXiv	02 Jul 2025 07:00	Last search succeeded.
 Scopus	03 Jul 2025 10:03	Last search succeeded.
 Dimensions	04 Jul 2025 06:35	Last search succeeded.
 Europe PubMed Central	03 Jul 2025 04:12	Last search succeeded.
 ORCID	03 Jul 2025 05:59	Last search succeeded.
 Dimensions Grants	03 Jul 2025 00:10	Last search succeeded.

#### Guidance

Control how the system carries out 'name-based searches' for you, both at online databases and within the system.

You can view the status of searches against different online databases.

It is also possible to make adjustments to the default search terms used for these searches and to provide source-specific overrides for these defaults.

#### Settings

Last modified: 20 Dec 2023 21:03 by Jeff Lang

##### Default search settings

Your default search terms are used to perform 'name-based searches' for you. This kind of search will result in items being placed in the 'Pending' list, for you to the [My Research Identifiers](#) page.

Name variants \*

When adding name variants, please use the format "Lastname, Firstname/initials". ⓘ


Hook, D. W.

Hook, Daniel

#### Source-specific settings and overrides

These settings can be used to override the default search settings configured above on a source-by-source basis. Source-specific overrides will only be applied if 'Use default search terms' is unchecked.

SEARCH BY NAME ADVANCED

 arXiv [Manage IDs](#) **Has overrides**

Subject categories, Name variants, Journals, Keywords and Addresses ☒

##### How does this source work?

You are periodically placed in a queue. When you reach the front of the queue, an online search added by other people is examined as soon as possible after it arrives in the system, to see if it might belong to you.

##### arXiv specific search terms

Subject categories

[Select subject category]

##### Common search terms

Name variants \*

When adding name variants, please use the format "Lastname, Firstname/initials". ⓘ

Hook, D. W.

Hook, Daniel

##### Journals

##### Keywords

[SWITCH TO ADVANCED VIEW](#)

# Manually adding a publication

You can always add publications manually if they are not found in the online databases. Select **+ ADD NEW** on the Publications home page tile, or the **+** symbol on your Publications list page (top right-hand corner).

There is automatic checking to confirm you do not create a duplicate. Just **enter** the title or DOI 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 and 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.

## Add journal article

Let's get started

Tell us more

Link to funding



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

10.1088/1751-8113/40/32/102

[Skip](#)

[Search](#)

In Elements - Showing 1 result

[Explain these results](#)

[Complexified dynamical systems](#) · 10 Aug 2007

Bender CM, Holm DD, Hook DW

Already claimed

In External Database - Showing 0 results

[Explain these results](#)

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

[Cancel](#)

# Manual Entry Form

For some publication types you have no option but to fill in 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 follow the additional prompts to deposit the full-text file (where relevant) and link to other content in Elements (e.g. Grants).

## Add journal article

[Let's get started](#)[Tell us more](#)[Link to funding](#)[Deposit](#)

### What do I need to do?

When filling out this form, please provide clear and accurate details such as the full article title, all author names in the correct order, journal name, volume, issue, page range, publication date, and DOI if available. Ensure all information matches the published version and is formatted consistently for indexing and citation purposes.

#### Publication privacy



PRIVATE



INTERNAL



PUBLIC

Lock for linked users ☐

This publication may be displayed publicly by Lilliput Demo Organisation sort name.

#### \* What is your relationship with this journal article?

☐ Author of

☐ Editor of

☐ Translator of

☐ Contributor to

#### Relationship privacy



PRIVATE



INTERNAL



PUBLIC

This publication and its relationship to you may be displayed publicly by Lilliput Demo Organisation sort name.

#### Essential Information

\* Title



?

\* Status

[Select an option] ▾

Date of acceptance

# Account settings

In your Account settings you can:

- **Grant a delegate (or delegates) editing rights to your account**
  - 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.
- **Hide your title**
- **Set your preferred names**
  - These setting will override the name that was imported into Elements from your HR system and will be displayed throughout Elements.
- **Set your pronouns**
- **Configure whether to make AI-generated summaries available on public Discovery profiles for supported publications**
  - If your institution licences the Discovery module and your institution has enabled AI-generated summaries functionality.

## Account settings for Daniel Hook

### Delegates

#### Add delegates

Start typing a name to get a list of suggestions. Choose your delegate from the list. Don't forget to add a delegate for yourself.

You have no delegates.

### Hide title

#### Hide title

If enabled, your title will be hidden and will not be displayed throughout Elements. If you have a public profile, your title may also be hidden there.



### Preferred names

Changes will not affect name-based search settings. A review of [search settings](#) is recommended after any change.

Adding a preferred first name and/or surname will override the name that was imported into Elements for you (e.g. from your HR systems). If a preferred name is added, this will be displayed throughout Elements and could be displayed on your public profile.

#### First Name

Limited to 50 characters

Daniel

#### Last Name

Limited to 50 characters

Hook

UPDATE PREFERRED NAMES

My profile

Account settings

Set preferred name

Manage delegates

Configure homepage

Privacy information

Sign out

This guide was last updated on 15 July 2025.

Please note, functionality may vary depending on your organisation's configurations within Elements. For more information please contact your system administrator.



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