Publications that have been manually entered may be edited, provided the record is not locked by the Publications Team. If a publication has been imported from RIMS or an online database (i.e. Scopus, PubMed or Web of Science), only limited information can be edited, i.e. Labels (Field of Research) and User Links. Note that while the Publications Team is verifying a publication, they will “lock” a publication record. This is to ensure no further changes can be made to the record during the verification process. When a record is locked, the researcher cannot update it. A grey padlock icon in a publication’s Data sources section indicates it is a locked record.

Wherever you see a pencil icon, you can click the icon to edit the record.

**STEP 1**

Log in to Symplectic Elements using your Griffith University login details. The landing (Home page) page will display your name and basic profile information.

**STEP 2**

Click the publications hyperlink on your Home page to locate the required publication, or search via Menu > System search.
STEP 3

Select the publication by clicking the relevant publication title from the publication list.

STEP 4

The publication details display. To make edits to the record click Edit record.
STEP 5

Use the manual entry form to edit the details of the research output, noting that mandatory fields are marked with an *.

In addition to the guidance text at the top of the page (in the blue section, under the heading “What do I need to do?”), you can also obtain field-specific help by hovering your mouse over the ? symbol.

FOR code is mandatory, and you can add up to three FOR codes for an output.

Importantly, if you are adding an eligible major research output (e.g. A1, B1, C1, Q1 etc), check the Eligible research output? checkbox just before the end of the page. When finished, click the Save button.