Introduction

This quick start guide will help you take your first steps with Elements, the system Griffith University uses to collect and manage research outputs. Initial setup instructions are provided (noting the steps only need to be undertaken once). Full user guides that contain detailed instructions covering all Elements functionality are located here.

Accessing Elements

Navigate to https://griffith.elements.symplectic.org and log in with your “s” number and password.

Setting Up Auto-Claiming

Elements allows you to "claim" your publications automatically, based on email addresses and/or matches in researcher identifier systems (e.g. ORCID). Any publications that are claimed automatically appear in your publications list. The steps to set up “auto-claiming” only need to be performed once. Elements will then automatically claim your publications from that point forward.

1. Navigate to Menu > Publications > 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.

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.

![ORCID connection](image)

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 details, refer to the [Set up Automatic Claiming](#) guide.

**Changing Search Settings**

Use **Search settings** to find all the publications associated with you, particularly if you have a lot of publications in **Pending** that are not yours or if you have published using a different name variation. Default search settings are your Lastname, First initial, but you can refine these settings by adding **Name variants** or **Addresses**.

1. Navigate to **Menu > Publications > Search settings**
2. In the **Name variants** field, add all variations of your name that appear in your publications, e.g.
   - Smith, Jonathan Andrew
   - Smith, Jonathan A
   - Smith, Jonathan
   - Smith, Jon A
   - Smith, J. A
   - Smith, J.

Use LAST NAME, FIRST (Initial or full name), as above. Do not use FIRST NAME LAST NAME, as this may result in the wrong publications being retrieved.

![Search settings](image)

General Staff who generate research outputs please refer to the [General Staff - 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 > System search**

![Image of My Summary section]

**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

![Image of Pending publications]

2. Claim or reject individual publications using the **green tick** or **red cross** buttons. Claimed publications will move to the **Mine** list and rejected publications to the **Not mine** list.

![Image of Claim/Reject options]

For further details, refer to the **Claim/Reject Publication** guide.

**IF YOU ARE TOO BUSY:** 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 > Account Settings**
2. Type the delegate’s name and click **Add delegate**