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.

**STEP 1**

Log in to [Symplectic Elements](https://example.com) using your Griffith University login details. The landing (Home page) page will display your name and basic profile information.

**STEP 2**

Select Automatic claiming under Menu > My Account > Data Source Search.
STEP 3

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.

Noted that Elements has harvested these identifiers from data sources based on search settings already in the system and an algorithm that looks for identifiers associated with your harvested publications.

STEP 4

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.

In the event you see the following message, it means your ORCID record has been loaded as part of the data migration for Elements. Click Connect to complete the linking of your ORCID account to your Elements record.
STEP 5
You can also auto-claim publications via email addresses, by clicking the **Add email addresses** hyperlink.

STEP 6
Enter your required email address. Click **OK** to save.

Elements will also review the metadata in your claimed publications and suggest other email addresses. As with publication identifiers, you have the option to have the publications pushed into your "Mine" or "Pending" folders.
STEP 7

Use **Name-based search** 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**.

Select **Name-based search** under **Menu > My Account > Data Source Search**.

![Menu and My Account sections](image)

STEP 8

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.

![Name-based search form](image)

Click the **+** button to add more Name variants as required.

Click **Save** when finished.
STEP 9

On the same **Name-based search settings** page, you can also add in the ‘**Addresses**’ section all variations of your institutional affiliation that might appear in your publications (including previous institutions, if you wish), e.g.

- GU
- Griffith University
- Griffith Uni
- Griffith Business School
- GBS

Click the **+** button to add more Addresses as required.

Click **Save** when finished.