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
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
STEPC 3

Elements displays a summary of all your publications, across three tabs:

- 'Mine' are those publications you have claimed as your own.
- ‘Pending’ are those publications awaiting your action (i.e. awaiting you to either claim or reject).
- ‘Not mine’ are those publications you have rejected.

For instructions on how to claim or reject a publication, refer to the Claim-Reject Publication guide.
The icons at the bottom of a publication record perform the following actions:

1. View full details of a publication
2. Set the publication as a Favourite (to improve its visibility in your profile)
3. Hide this item in your profile
4. Remove duplicates, add multiple items to the workspace and join them
5. Reject this publication

Clicking the **Type** field displays a drop-down box where you can change the publication type by selecting another from the list.
STEP 5

If you would like to see more detail relating to a publication, click its publication title.

STEP 6

The publication details display. Note also that the icon indicates the record is unlocked (thus it can be edited). Note that the icon indicates a record is locked.