When Elements finds a potential publication in the online databases for you, it 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.

Claim or reject individual publications using the green tick or red cross buttons (detailed instructions below). Or you can select a number of publications using the checkboxes, then claim or reject the marked publications with the large buttons at the top of the list.

Claimed publications will move to the Mine list and rejected publications to the Not mine list.

**Claim Publication**

**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 on your Home page displays your Claimed publications as well as those publications requiring your review (Pending publications). You are required to either claim or reject the Pending publications. Pending publications will remain pending until you action them.

To claim a publication, click the link under the Pending publications heading.
STEP 3

Your Pending publications display. The Pending tab indicates the number of publications requiring action (the number is shown in brackets). Click on a publication title to view more details.

STEP 4

More detail relating to the publication is displayed.
STEP 5
Review the detail, and when satisfied click **Return to the publications page**.

![Image 1](image1)

STEP 6
Claim the publication by clicking the **Claim as mine** button.

![Image 2](image2)

STEP 7
The screen displays a ‘**Claimed**’ message.

![Image 3](image3)

STEP 8
Note that the claimed publication has now moved from the “**Pending**” list into the “**Mine**” list, (and the number in brackets after the “**Mine**” tab heading increases by 1).

![Image 4](image4)
Reject Publication

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 on your Home page displays your Claimed publications as well as those publications requiring your review (Pending publications). You are required to either claim or reject the Pending publications. Pending publications will remain pending until you action them.

To reject a publication, click the link under the Pending publications heading.
STEP 3

Your Pending publications display. The Pending tab indicates the number of publications requiring action (the number is shown in brackets). Click on a publication title to view more details.

STEP 4

More detail relating to the publication is displayed.
STEP 5
Review the detail, and when satisfied click **Return to the publications page**.

STEP 6
Reject the publication by clicking the **Reject (Not mine)** button.

STEP 7
Confirm if you wish to proceed with rejecting the publication. If you are certain, click the **OK** button.

STEP 8
The screen displays a ‘**Rejected**’ message.
STEP 9

You can also see that you successfully rejected the publication because the rejected publication has moved from your “Pending” list into your “Not Mine” list, (and the number in brackets after the “Not mine” tab heading increases by 1).