Elements

Quick start guide

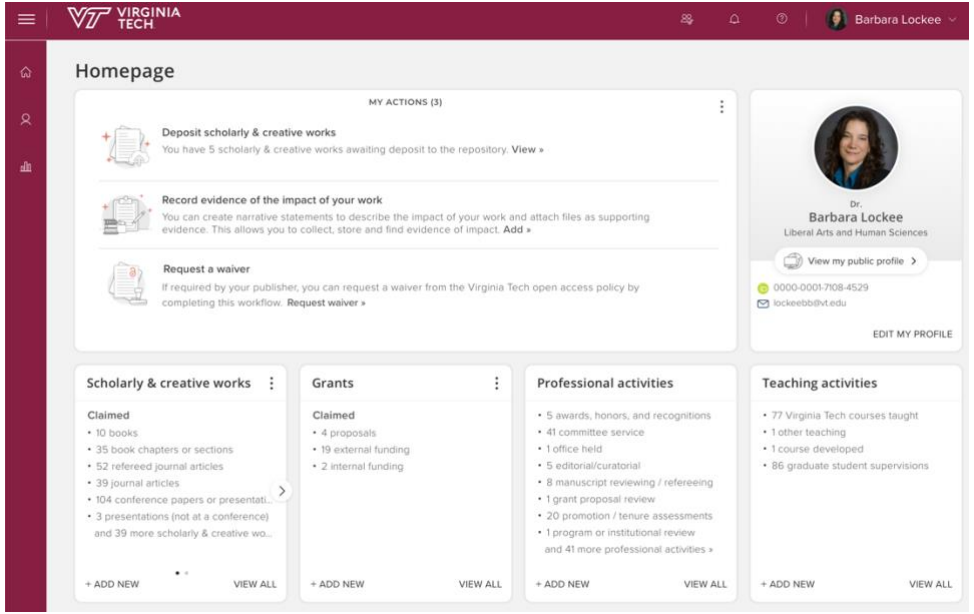
Home page

The Home page is where you land after logging into Elements.

Click on EDIT MY PROFILE to go to your Profile page. Scroll through the MY ACTIONS prompts. Every item has a link that takes you to the section in Elements where tasks can be completed, including:

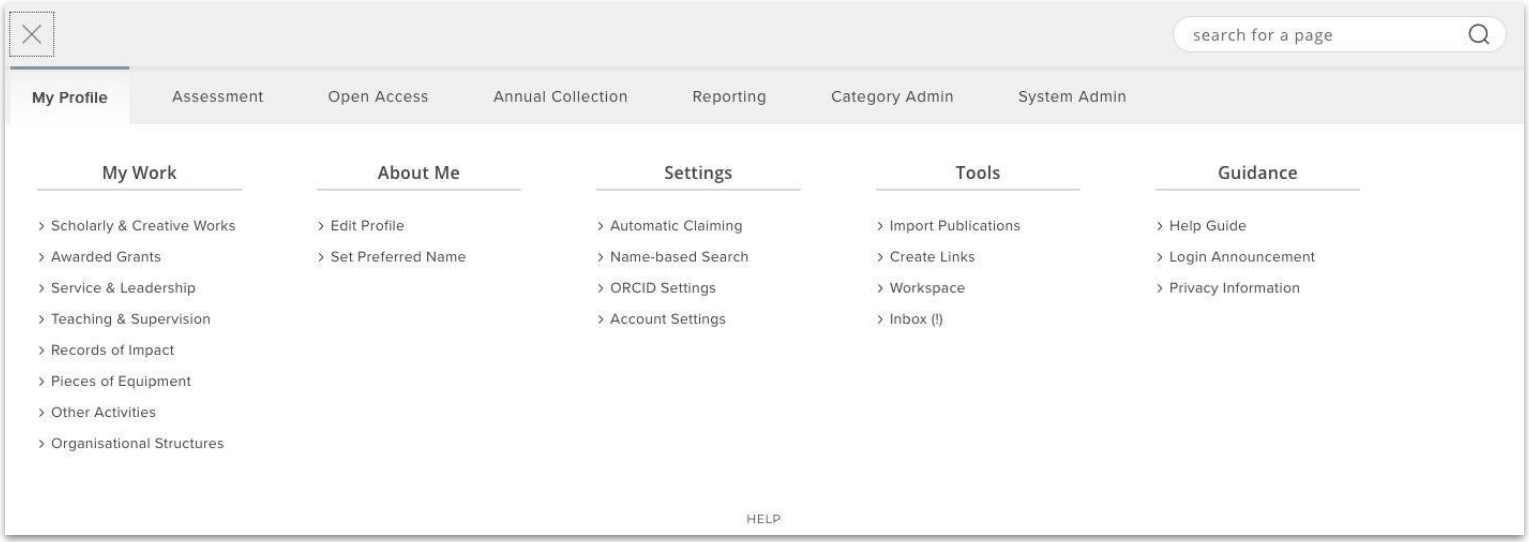
- Set up your search settings
- Add author identifiers
- Claim scholarly and creative works
- Deposit publications
- Add records of impact

Data types in each activity section are active links. Click on any one to go to that activity type or add manual records by selecting + ADD NEW.



Getting to know the Menu

Click on the Menu icon in the top left-hand corner to navigate around Elements.



The My Profile section contains various areas specific to you. You can either browse through the tabs or use the Search box in the upper right-hand corner to find pages. *Please note: The menu items available will depend on the configuration and licence at your organisation and your roles within the system.*

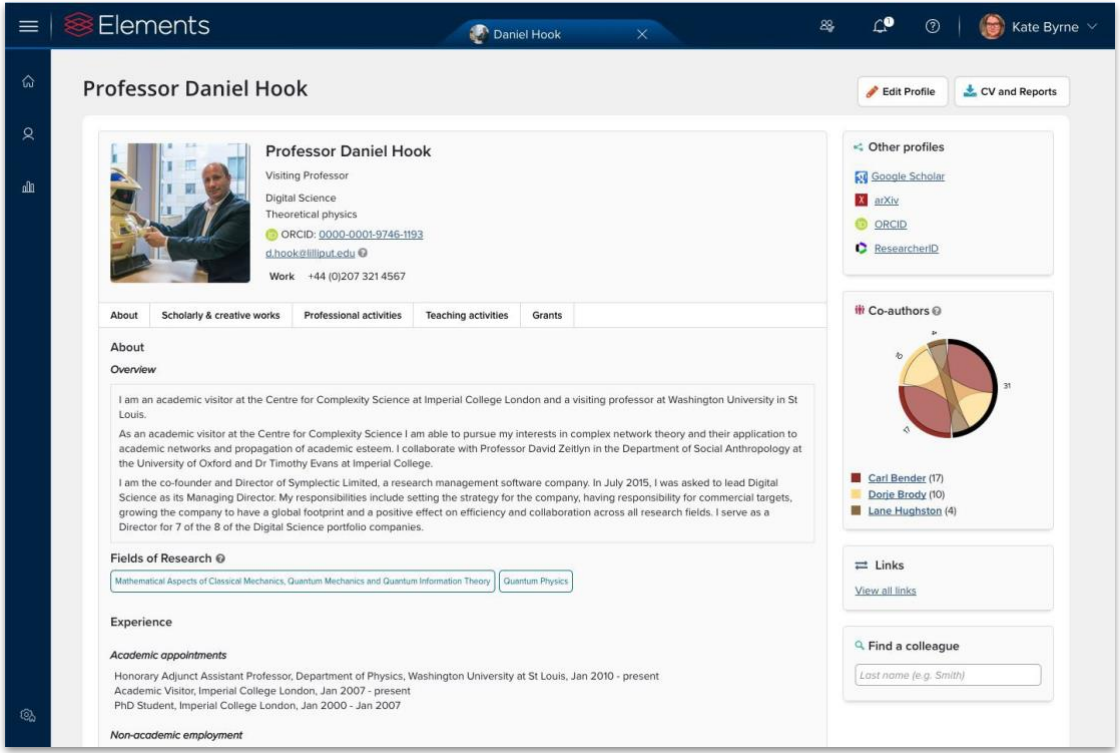
Managing your Profile

Your Profile can be viewed by any other user in the system.

Using Edit Profile, you can add additional items, such as your photo, an overview statement, your social media sites, and other categories included in the profile.

When you make your profile Public, information from it will be shared with Virginia Tech Experts, the university's public profile system. You can edit your profile and add new information as you prefer, then share it publicly by switching from Internal to Public. Once you have switched it to public access, you can hide any part of it that you do not wish to appear in the public profile system.

For more guidance on Virginia Tech Experts, see https://guides.lib.vt.edu/VirginiaTechExperts



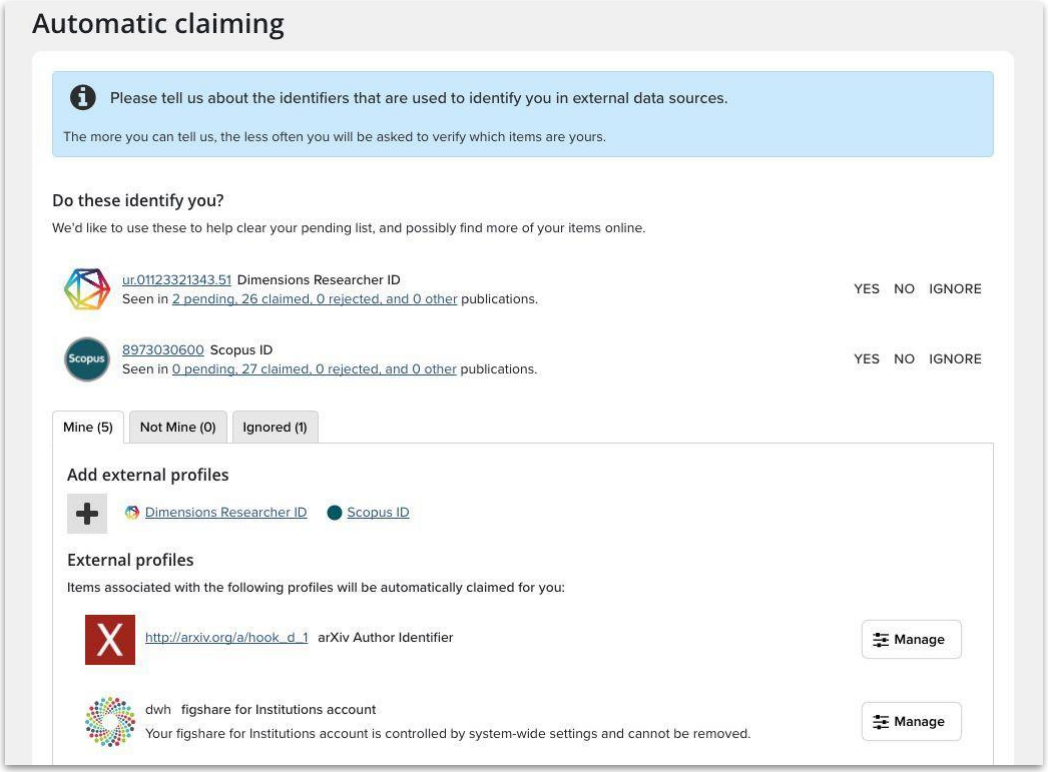
Claiming author identifiers

Elements will suggest author identifiers based on your name-based search settings, including identifiers from ORCID, Dimensions, Scopus, ResearcherID, arXiv, figshare and SSRN.

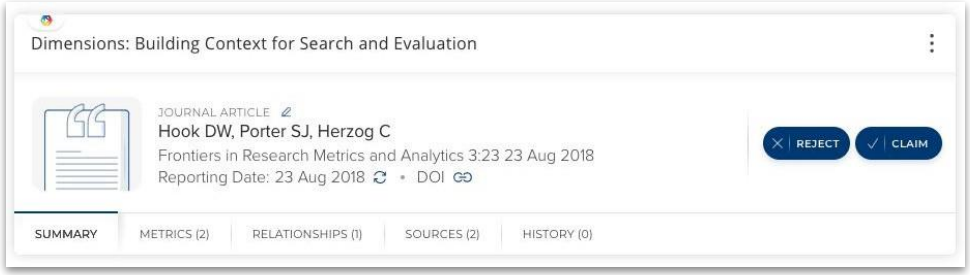
Approve or reject the identifiers using the Yes and No buttons. Elements will automatically retrieve publications in databases using these identifiers and place them in the ‘Mine’ or ‘Not Mine’ folders.

If the system does does not find all of your identifiers, you can enter them by clicking on the “Add…” link.

The system will automatically import the address associated with your organization but you can add additional email addresses you may have published with previously.



Claiming or rejecting publications



Elements will indicate when it finds new publications in the online databases that match your profile. These 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 check or “x” buttons. 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 Claimed list and rejected to the Rejected list.

If you have lots of items that do not belong to you, work with your System Administrator to clear the Pending list, modify your search settings to improve the accuracy of the searches, and re-run your search.

My Publications

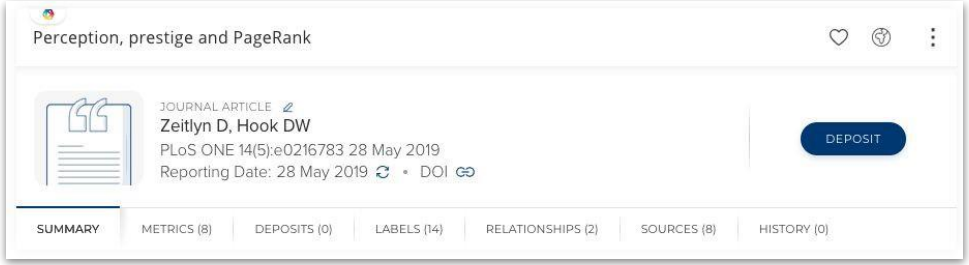
Your My Publications page, you can view various forms of data about your articles by clicking on the tabs at the bottom of the record.

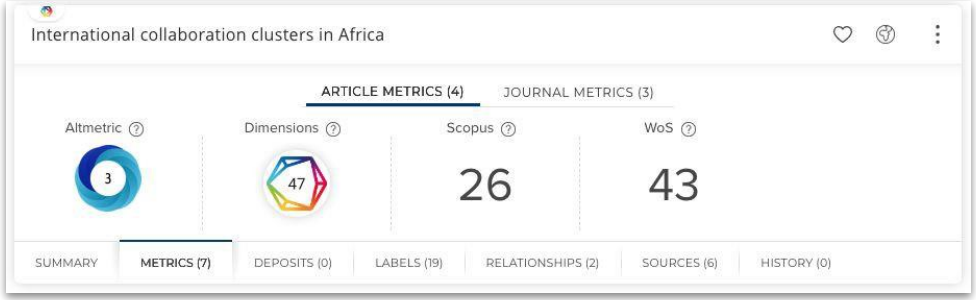
To change the publication type select the pen icon, once selected you have a drop down menu of available types, save the new type.

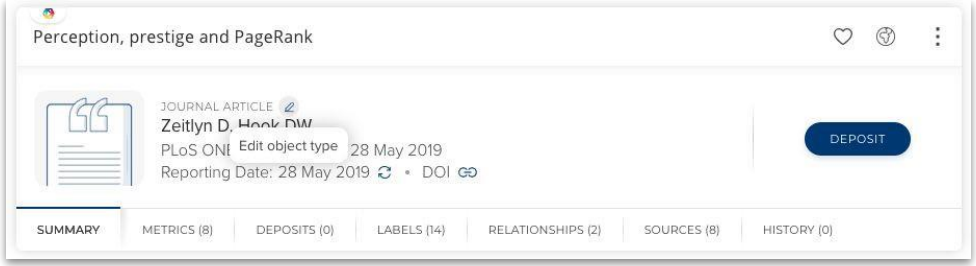
This change will be recorded in history notes. If you change your mind you can always change it back without any loss of data.

Summary shows the basic bibliographic data, while Metrics displays the Times Cited and Altmetric data. Labels presents all of the ontologies available to be associated with the publication, while Relationships lists all of the other Elements users who are linked to the record.

Finally, Sources shows a list of the data sources that comprise the publication object and History is the log of all activities performed against the record.



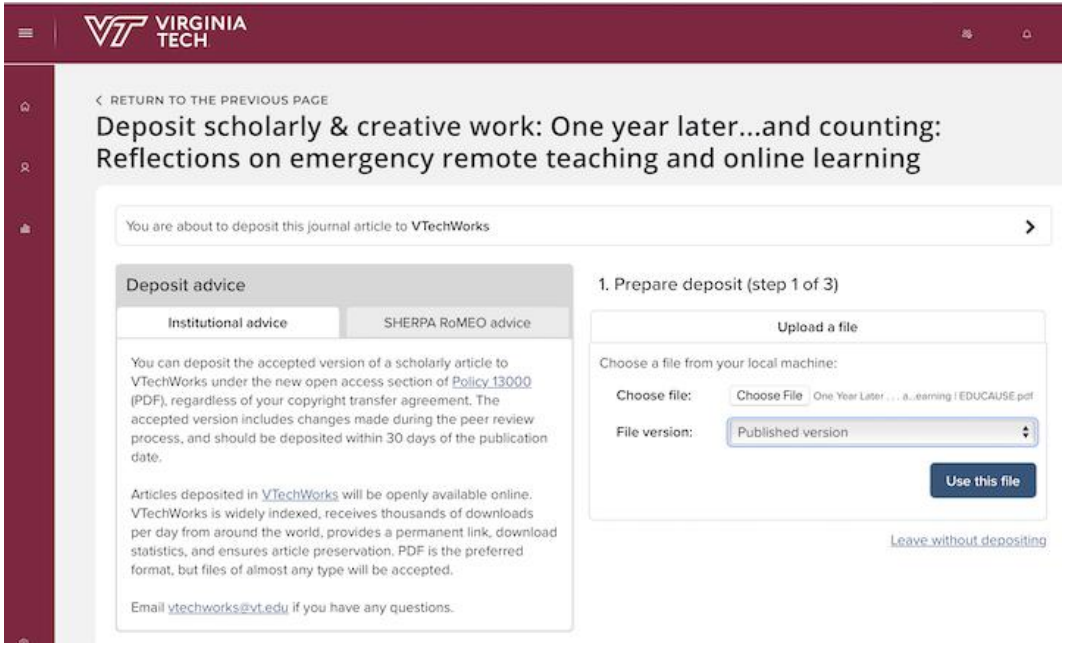




Depositing publications to VTechWorks

After claiming or adding a publication, you can choose to upload it into VTechWorks, Virginia Tech's open access repository housed in the University Library. If you need to set an exception for your article (embargo or other access restrictions), choose an item from the pre-configured exception list and add a comment.

If your article is already available somewhere in Open Access form, you can simply enter the OA location URL.



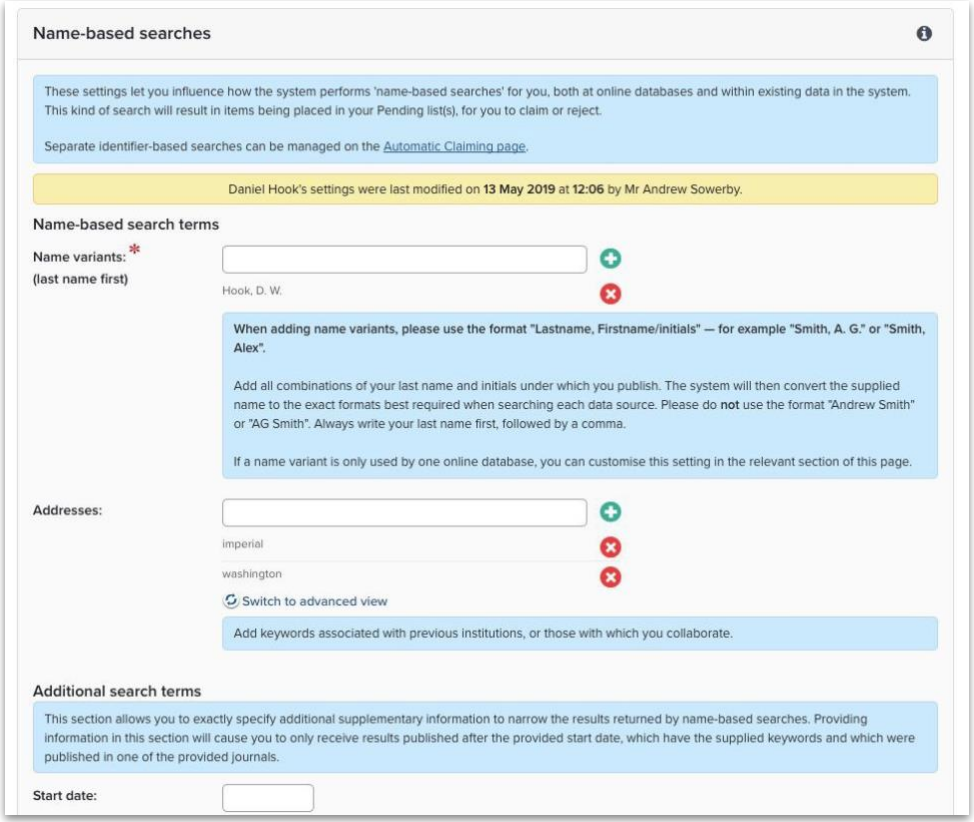
Adjusting your Search Settings

Your search settings are preloaded with your name (usually in the form of LASTNAME, IN and LASTNAME, FIRSTNAME), but you can improve these settings by adding Name variants or Address terms.

Tip: Use the smallest meaningful word or term in an address. For example, enter “Oxford” and not “Oxford University.”

Tip: Additional search terms are restrictive. If you add Keywords or Journals, then Elements will only retrieve articles that include those keywords or published in those journals.

Don’t forget to click Save when you’re finished editing your search settings!

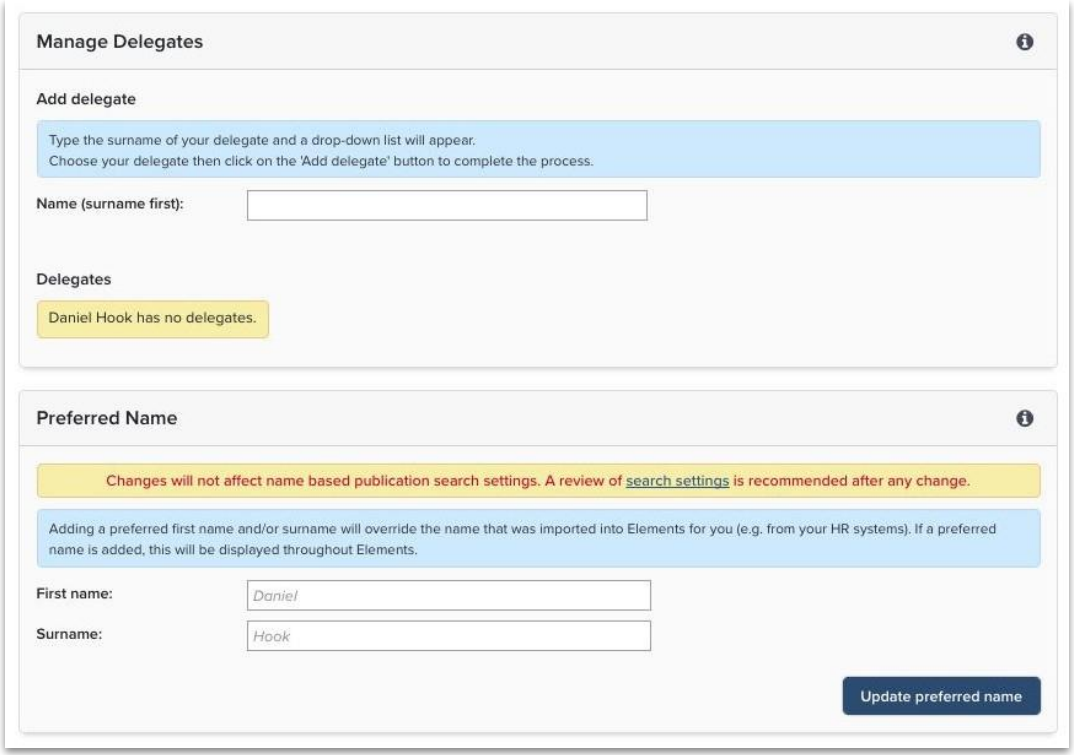


Manage delegates and Preferred Name

You can grant a delegate (or delegates) editing rights to your account under Set Preferred Name.

Your delegate(s) will receive copies of your email alerts and will be able to log in (using their own credentials) and ‘impersonate’ you to manage and edit your records.

You can also add a preferred first and/or surname here. These settings will override the name that was imported into Elements from your HR system and will be displayed throughout Elements. It will not, however, modify your Search settings.



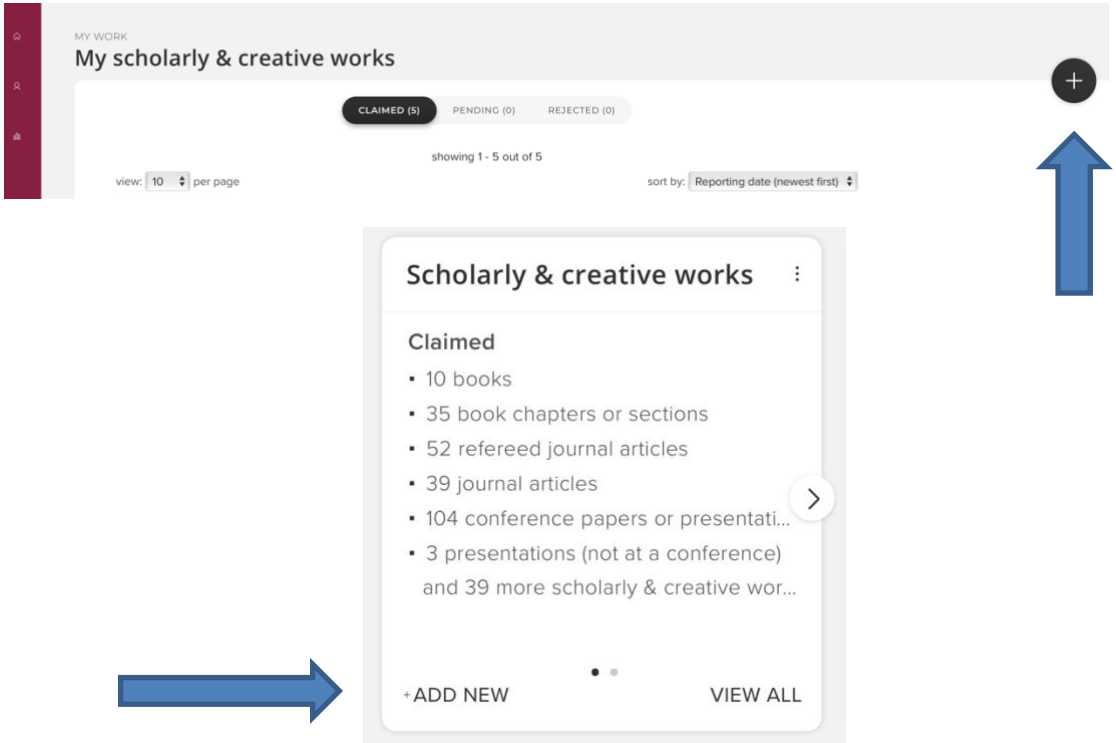
Manually adding a publication

You can always add publications manually if they are not found in the online databases. New items can be added from within your listing of records for a given section. Just select + ADD NEW on the home page.

New items can also be added directly from the Home Page. Click the ADD NEW text in the bottom left corner of the section in which you would like to add the new activity.

There is automatic checking to confirm you do not create a duplicate. Just enter the title and search.

You can claim or skip to continue to the next step.

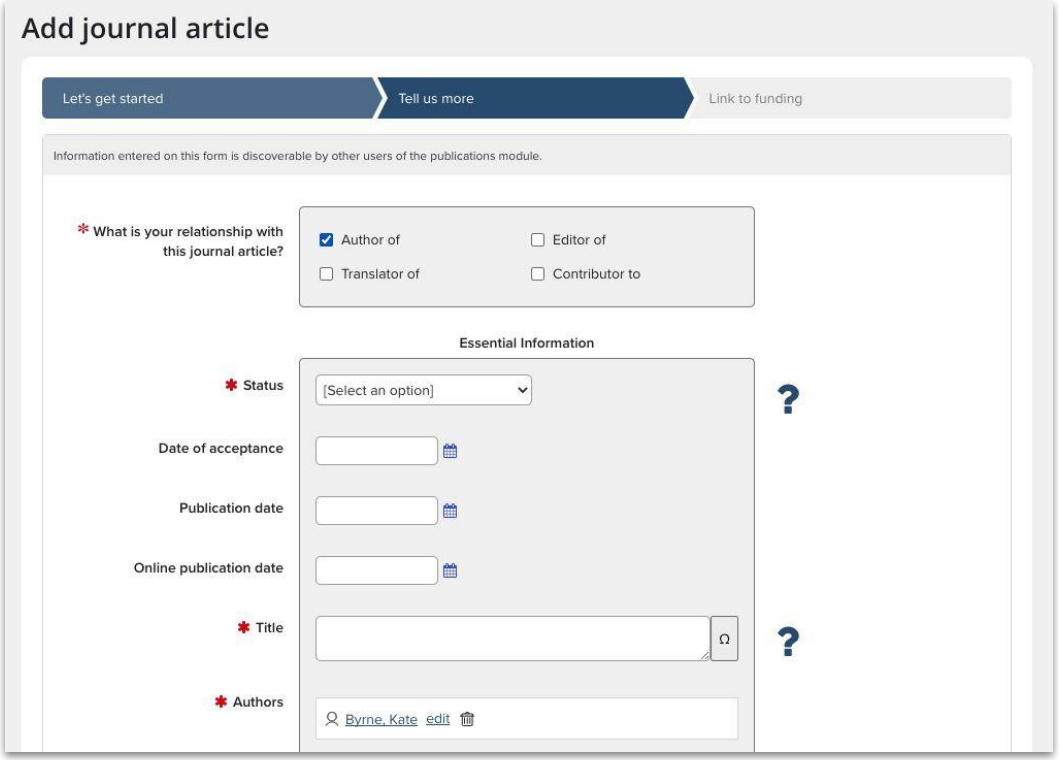


Manual Entry Form

A new record can be generated for any activity in the system by adding information into the manual entry form. Required fields are marked with an * and essential fields displayed by default. All other fields are optional.

Guidance is provided for types at the top of the page in the blue information box and for fields where you see a large **?**

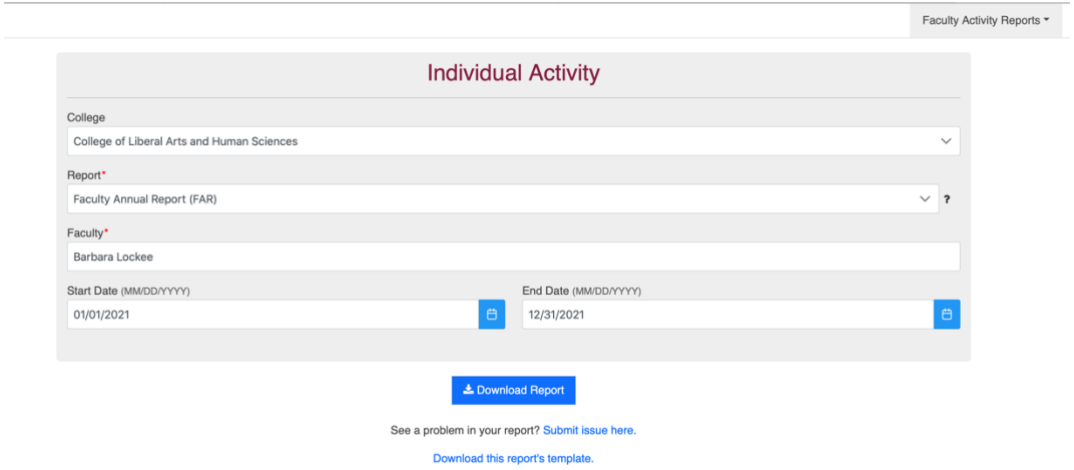
Don’t forget to Save and continue, and follow the prompts to view your publication.



Editing A Record

Reporting requirements and processes vary by college. Some colleges utilize custom reports available through the University Data Commons. These reports can be accessed directly at https://udc.vt.edu or via the Help page within Elements (customized by college).

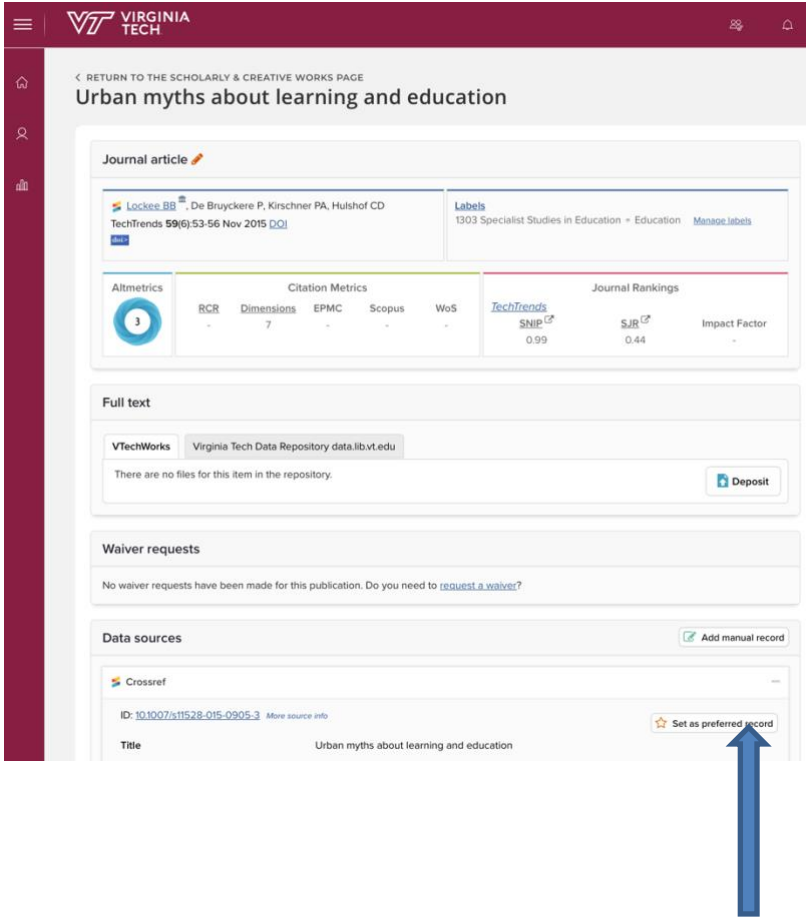
To run your report in the UDC, go to the "Faculty Activity Reports" menu tab in the upper right corner of the screen. When you click on that, you'll have the option to choose an "Individual" or "Group" report. (Most individual users will only see “Individual” as an option). After selecting which report type you'd like to run, you'll see fields requesting the following information:



1. In the **College** field, select your college
2. In the **Report** field, select the report you'd like to generate.
3. In the **Faculty** field, your name should appear, given that you are logged into the system. (Two-factor authentication is required).
4. Select the **Start Date** (Month/Day/Year) and **End Date** (Month/Day/Year)
5. Click "**Download Report**"

A mapping for each report template can be accessed at the bottom of the UDC interface once a specific report is selected.

Editing A Record

You may wish to update or change records within the Elements system. Records that are manually created can be edited by going to the record, making any desired changes, and saving the record to update it in the system.

Records that are automatically imported cannot be edited. However, if such a record contains information that needs to be changed, you can create a manual version of that record and make any necessary adjustments, and save the changes. That record will become the preferred record and will be referenced in reports, reflecting a corrected version.