



SYMPLECTIC ELEMENTS

Quick Start Guide 2019 - Staff

Created by Melissa Thorneycroft

Logging into Elements

You can login to Elements by visiting <https://elements.wlv.ac.uk/>

Login using your University IT Account Username and Password.

If you are unable to login to Elements and receive an “incorrect password” error, please contact the IT Service Desk to reset your password by emailing itsupport@wlv.ac.uk or by calling 01902322000 or #2000 from an internal phone.



Sign in with your organizational account

Sign in

Enter your University email address (or UNV\username) and password.

Example: J.Smith@wlv.ac.uk or UNV\0000017

If you are experiencing problems signing in or have forgotten your password. You can reset your IT Account Password via your mobile phone. For more information please visit the [Password Reset](#) page. Alternatively contact the IT Service Desk during our core hours on 01902 32 2000.

Welcome to Symplectic Elements

After logging into Elements you will be presented with your 'My Summary' page.

Click on your photo to visit your profile. The edit profile button will also take you to your profile, but in edit mode.

Scroll through your My Actions prompts. Every item has a link that will take you to the section within Elements where tasks can be completed.

These tasks may include: claim publications, add author identifiers, deposit publications and add records of impact.

The screenshot shows the user interface for Miss Melissa Thorneycroft. At the top, there is a navigation bar with 'Home', 'Menu', 'Research Admin', 'Module Admin', and 'System Admin'. The user's name and email (melissa@wlv.ac.uk) are displayed, along with a profile picture and an 'Edit your profile' button. A notification banner indicates 'Accepted for Publication?' with a 'Deposit your work' button. Below this is a 'My Actions (4)' section with four prompts: 'Accepted for publication? Please deposit your work', 'Record evidence of the impact of your work', 'You have 4 publications awaiting a file upload or deposit', and 'You have 5 publications: do some of them need to be linked to funding?'. The 'My Summary' section is divided into two columns. The left column shows '5 publications' with a bar chart for the year 2010, and lists 'Claimed publications' (1 artefact, 2 conferences, 2 journal articles) and 'Pending publications' (0). The right column shows '2 records of impact', '0 professional activities', '1 teaching activity' (1 research-based degree supervision), and '0 grants'.

My Summary

The summary section can be found on your homepage, this is where you can start building your profile. To add an object just select the +add button next to the relevant area that you wish to populate.

Publications

This is where you can add, view, accept, reject and deposit publications into WIRE.

Teaching Activities

You can record details of PGR Supervision and Doctoral Examinations.

Impact

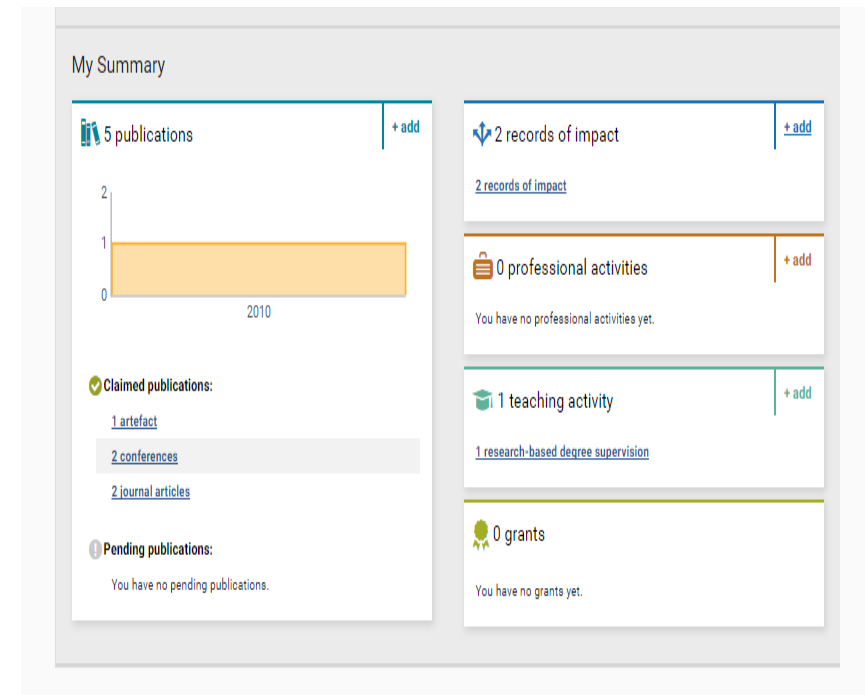
This section will allow you to record impact and upload supporting evidence.

Professional Activities

This is where you can add activities such as editorships and committee membership to your profile.

Grants

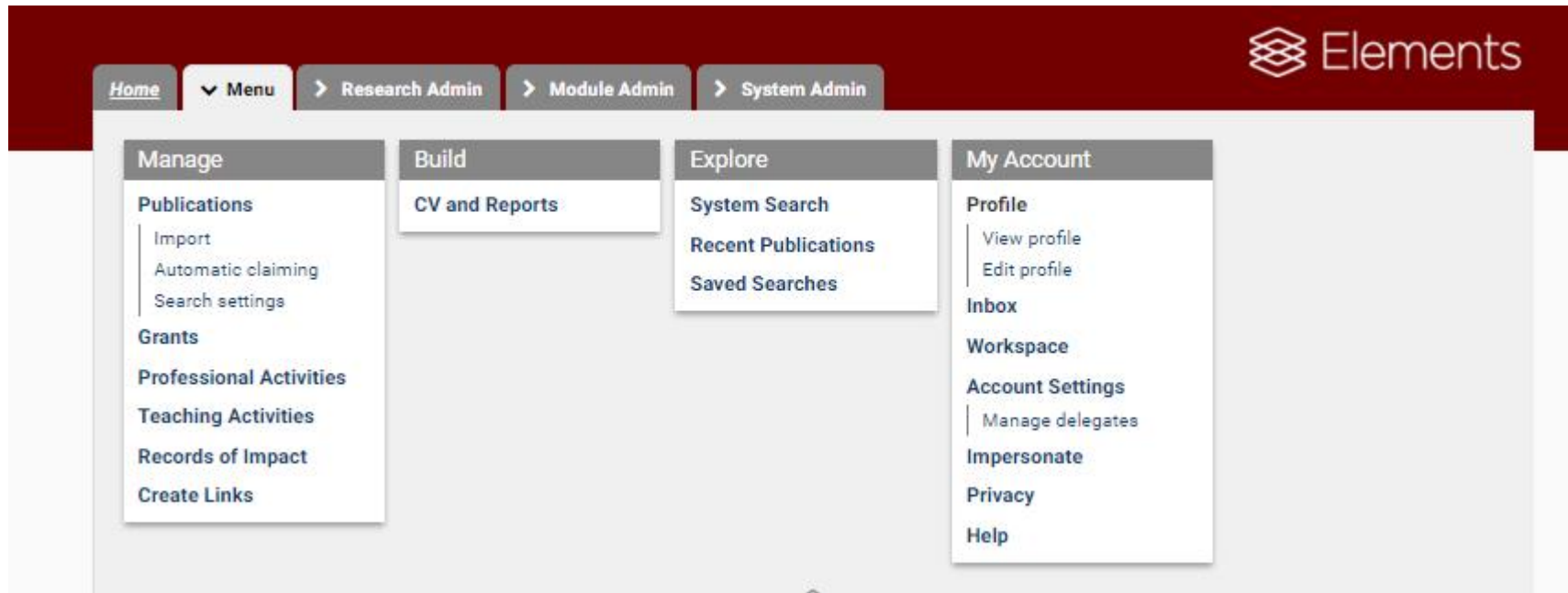
You are unable to add grant information manually as information on successfully won grants is imported directly from Agresso. Following changes to commercial and research income coding, grant information is only available from the 2017/18 session onwards.



Menu

You can use the top menu to navigate around Elements.

The menu tabs displayed on your profile will depend on your user permissions.



The sections in the main menu allow you to manage your elements, export your CV and search the system.

Profile

Your Profile can be viewed by any other Elements user.

It contains a place for you to upload a photo, email address, an overview statement, experience and other information.

Publications, Grants and Professional Activities will be displayed on your profile.

You will have the ability to export your profile information into a variety of formats for example, into a CV.

If you have entered author identifiers under your search settings, they will be displayed as links under External Profiles.

The screenshot shows the profile page for Miss Melissa Thorneycroft on the Elements platform. The page is titled "Miss Melissa Thorneycroft" and includes a navigation bar with links for Home, Menu, Research Admin, Module Admin, and System Admin. The profile information includes a placeholder for a photo, the name "Miss Melissa Thorneycroft", and her role as "Research Information System Officer". Her contact information includes "Administration", "RPU - General", and an email address "melissa@wlv.ac.uk". The page also features a "Find a colleague" search box and a "Links" section with a "View all links" button. The main content area is divided into sections: "About" (with an overview text field), "Research interests" (with a text field), "Publications" (with a bar chart showing one publication in 2010), "Professional Activities", "Teaching Activities" (with one activity listed for 2019), and "Grants". Each section has a "Manage" link and a "Recent" tab.

Home > Menu > Research Admin > Module Admin > System Admin

Elements

Miss Melissa Thorneycroft

Edit profile CV and Reports

Links
View all links

Find a colleague
Last name (e.g. Smith)

About Publications Professional activities Teaching activities Grants

About
Overview
This is a free text field where you can enter your bio.

Research interests
This is a free text field where you can enter your Research Interests

Publications [Manage Publications](#)

2
1
0
1990 1995 2000 2005 2010 2015

Recent Favourites All
There are no recent (2016 - 2019) publications to display. You might find some older publications on the 'All' tab.

Professional Activities [Manage Professional Activities](#)

Recent Favourites All
There are no recent (2016 - 2019) professional activities to display. You might find some older professional activities on the 'All' tab.

Teaching Activities [Manage Teaching Activities](#)

Recent Favourites All
1 - 1 of 1
2019
[test](#) (Research-based degree supervision)

Grants [Manage Grants](#)

Recent Favourites All
There are no recent (2016 - 2019) grants to display. You might find some older grants on the 'All' tab.

Author Identifiers

Elements will suggest author identifiers based on your name-based search settings.

You can approve or reject the identifiers using the Yes or No buttons. Elements will automatically retrieve publications for you and will place them in the 'Me', 'Not me' and 'Ignored' tabs.

If the system doesn't automatically pick up an author identifier for you, you can add them here.

It's important that you add your email addresses. The system will only automatically import the address associated with your affiliation, you can add others.

The screenshot shows the 'Automatic publication claiming' page in the Elements system. At the top right is the 'Elements' logo. Below it is a navigation bar with links for 'Home', 'Menu', 'Research Admin', 'Module Admin', and 'System Admin'. The main heading is 'Automatic publication claiming'. Below this is a message: 'Please tell us about the identifiers you use to publish your work. The more you can tell us, the less often you will be asked to verify which publications are yours.' There are three tabs: 'Me (3)', 'Not me (0)', and 'Ignored (0)'. Under 'Add external profiles', there are links to 'Add arXiv Author Identifier', 'Add figshare.com account', 'Add ORCID', 'Add Scopus IDs', and 'Add SSRN Author ID'. The 'External profiles' section shows two entries: 'F-3337-2013 ResearcherID' and '57203247381 Scopus ID'. The 'Add email addresses' section has a link to 'Add email addresses'. The 'Email addresses' section shows one entry: 'S.Machold@wlv.ac.uk'.

Claim or Reject Publications

When Elements finds new publications from external sources that match your search terms, you will receive a notification email.

The Publications will be placed in a pending list to await your approval. One of the actions in your My Actions list will take you to the pending publications.

You can claim and reject publications by using the green tick or red cross button. You can select multiple publications at once and claim or reject them all.

Once claimed, the publication will move to your mine list and any rejected publications will move to the not mine list.

If there are lots of publications that do not belong to you, please contact the System Administrator to clear your pending list and can assist you with modifying your search settings.

My publications

How do I use the Pending list?

Symplectic Elements searches external databases to find publications that may belong to you and puts them in your **Pending** list. Click 'Claim as mine' to add an item to your publications list (**Mine**). If the item does not belong to you, click 'Reject (Not mine)'.

If you have lots of items that do not belong to you, we suggest that you [modify your name-based search settings](#) and [provide more publishing identity details](#) to improve the quality of the searches, [and then clear and recalculate the Pending list](#).

Does this ResearcherID identify you?

We'd like to use this ResearcherID to help clear your pending publication list, and possibly find more of your publications online.



F-3337-2013

ResearcherID seen in [2 pending](#), [0 claimed](#), [0 rejected](#), and [0 other](#) publications.


[Manage all identities](#)

Sort by: Reporting date (newest to oldest) ▼


7 results

Select all on page

Accountability, governance and performance in UK charities

 Bellante G, Berardi L, Machold S, Nissi E, Rea MA


INTERNATIONAL JOURNAL OF BUSINESS PERFORMANCE MANAGEMENT 19(1):55-74 2018 [Author URL](#) [doi>](#)

Journal article 

Board Task Evolution: A Longitudinal Field Study in the UK

 Machold S, Farquhar S

CORPORATE GOVERNANCE-AN INTERNATIONAL REVIEW 21(2):147-164 Mar 2013 [Author URL](#) [doi>](#)

Journal article 

Search Settings

Your search settings have been preloaded with your name, but you may need to improve the quality of your search by adding in other name variants and addresses.

If you have lots of pending publications and they are not yours you may need add additional search settings.

You can add in alternative addresses, but it is best to use the smallest meaningful word or term in an address. For example, enter “Wolverhampton” and not “University of Wolverhampton”.

You have to bear in mind that additional search terms can be restrictive. If you add in Keywords and Journals, then Elements will only retrieve publications that include those words or published in Journals.

You must remember to click save when you are finished editing your search settings.

Publication search settings

Status

For some types of online database, you are added to a queue. Searches can finish at different times for various reasons, including other queued searches and the relative speeds of searching each data source.

Source	Last searched	Status
PubMed	09:23 25 Feb 2019	Last search succeeded.
Scopus	09:23 25 Feb 2019	Next search scheduled for after 09:23 26 Feb 2019 (due to problems with the last attempt).
Web of Science (Lite)	09:23 25 Feb 2019	Last search succeeded.

[Download](#) Silke Machold's online search history

[Run my searches](#)

[Name-based searches](#)

These settings allow you to influence how the system performs 'name-based searches' for your publications, both at online publication databases and within existing publication data in the system. This kind of search will result in publications being placed in your [Pending Publications](#) list, for you to accept or reject. You can narrow the results returned by name-based searches by including additional information, such as addresses and a research career start date.

Separate identifier-based searches can be managed on the [Automatic Publication Claiming page](#).

Silke Machold's settings were last modified on 28 Jan 2019 at 14:44 by System.

Name-based search terms

Name variants: *
(last name first)

Machold, S.

Use the format "Smith, A. G.". This format clearly distinguishes your last name and each of your initials.

Add all combinations of your last name and initials under which you publish. The system will then convert the supplied name to the exact formats best required when searching each data source. Do not use the format 'Andrew Smith' or 'AG Smith'. Always write your last name first, followed by a comma.

If a name variant is only used by one online database, you can customise this setting in the relevant section of this page.

Addresses:

Silke Machold has not supplied any addresses.

[Switch to advanced view](#)

Add keywords associated with previous institutions, or those with which you collaborate.

Start date:

The date should be in one of the following formats:
14 Mar 2001 (dd MMM yyyy)
Mar 2001 (MMM yyyy)
2001 (yyyy)

Publication Summary

From the summary page, you can view details on publications such as; the publication title, other users who are associated with the publication, the history of the item, the list of data sources where the item was found and all the links associated with the item (grants, professional activities).

Clicking the icons at the bottom of the record will allow you to deposit the item, view full details, improve the visibility of the publication on your profile by marking it as a favourite, hide the publication from your profile and reject the publication.

Sometimes the publication may come across from an external source as a different type. You can change the type by selecting the pen icon, and then choosing the correct publication type from the drop down menu and then saving the type. This will be recorded in the history notes of the publication. If you change your mind, you can change this back.

My publications

The screenshot displays the 'My publications' interface. At the top, there are three filter tabs: 'Mine (26)' (active), 'Pending (0)', and 'Not mine (1)'. Below the filters, a 'Sort by:' dropdown menu is set to 'Reporting date (newest to oldest)'. The interface shows '10 results per page' and '1-10 of 26' items. On the right, the page number is 'Page: 1 2 3'. Below the filters, there are several action buttons: 'Select all on page' (checkbox), 'Export' (blue icon), 'Reject' (red icon), and 'Detailed view' (yellow icon). The main content area shows a list of publications. The first publication is 'The Effects of Directors' Exploratory, Transformative and Exploitative Learning on Boards' Strategic Involvement: An Absorptive Capacity Perspective'. It is authored by 'Schonning A, Walther A, Machold S, Huse M' and is published in 'European Management Review' (WIRE). The publication is marked as 'In Open Access policy'. At the bottom of the publication entry, there are several icons: a blue house icon, a magnifying glass icon, a red heart icon, a blue eye icon, a green leaf icon, and a red 'X' icon.

Depositing to WIRE

After claiming a publication, upload it into WIRE.

Deposit advice has been added to the system to guide you through the updated process of depositing using Elements.

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

If your publication has not been uploaded within the three months of exception. You will need to complete an exception form. The exception forms can be found; <https://www.wlv.ac.uk/lib/research/ref/request-an-exception-to-the-ref-open-access-policy/>

The screenshot shows the 'Elements' system interface. At the top, there is a navigation bar with links for 'Home', 'Menu', 'Research Admin', 'Module Admin', and 'System Admin'. The main heading is 'Deposit publication: Accountability, governance and performance in UK charities'. Below this, there is a link to 'Return to the previous page'. A light blue information box contains the following text: 'Please upload your author's accepted manuscript (AAM). This is the final version of your manuscript which has been accepted by the publisher following changes made during peer review. If the document has been typeset or copy-edited by the publisher, then it is not an AAM. To your upload AAM file, use the Upload file tab. Select Choose file, click Browse and navigate to your file's location. Next select the appropriate option from the File version drop-down menu and click Upload. If your publication has been published gold open access, please provide the publisher pdf, if available. Alternatively, enter the URL of the publication via the OA location tab - please provide the precise location of the file. The Library will check if the publisher requires an embargo period. The file will not become publically available in WIRE until the relevant period has expired. [If your publication does not meet the REF open access requirements e.g. if you are depositing your publication more than three months after acceptance by the publisher, please request an exception to the open access requirements here.]' Below the information box, it says 'You are about to deposit this journal article to WIRE.' and '1. Prepare deposit (step 1 of 2)'. There is a 'Select a file' button, followed by a text input field with the placeholder 'Choose a file from your local machine:'. Below this, there is a 'Choose file:' label, a 'Choose file' button, and the text 'No file chosen'. To the right of the 'Choose file' button is a dashed box containing the text 'Use this file'. At the bottom right, there is a link 'Leave without depositing'.

Manual Entry

If your publication is not found in the online databases, you can manually add it by selecting the +add button next to Publications on your homepage.

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

Enter a title, DOI or ISBN, this will pre-populate the manual entry form. This will save you time and improve the accuracy of the record. You can then claim or skip to continue to the next step.

For some publication types you will have to fill in all the details manually. Required fields are marked with *

Guidance is provided for each of the publication types at the top of the page and for fields where you see a large ?

Please ensure that you save and continue, and follow the prompts to view your publication.

The screenshot shows the 'Add journal article' form. At the top, there are three steps: 'Let's get started' (active), 'Tell us more', and 'Link to funding'. Below this is a light blue box with an information icon and the text: 'Enter your journal article title or DOI'. A note below says: 'Your journal article may already exist in **Symplectic Elements**, so to save time you can search for it here and claim it. Titles returned may contain any of your search words.' The main form area has a 'Title or DOI' input field containing 'Accountability, governance and performance in UK charities'. There are 'Skip' and 'Search' buttons. Below the search results, there are two sections: 'In Symplectic Elements - Showing 2 results' and 'In External Database - Showing 0 results'. The first result in Symplectic Elements is 'Accountability, governance and performance in UK charities - 2018' by Rea MA, Niasi E, Machold S, Bellante G, Berardi L, with a 'Claim' button. The second result is 'Accountability, governance and performance in UK charities - 01 Jan 2018' by Bellante G, Berardi L, Machold S, Niasi E, Rea MA, with an 'Already claimed' status. The External Database section shows 'None of these? Go to next step'.

The screenshot shows the 'Essential Information' form. At the top, there is a question: '*What is your relationship with this journal article?' with four radio button options: 'Author of', 'Editor of', 'Translator of', and 'Contributor to'. Below this is the 'Essential Information' section. It starts with '* Authors:' and a dashed box containing 'No Authors - please add...'. There is an 'Add a person:' section with 'Last name (required)' and 'First name(s)' input fields, and an 'Add' button. Below this is '* Sub type:' with two radio button options: 'Article' and 'Working paper'. Then there is '* Title:' with a large text input field and a search icon. Finally, there are '* Journal:' and '* Publisher:' input fields.

Support

If you need assistance with Elements, please contact the IT Service Desk (#2000) to log a call.

If you have any training requirements or wish to book a 1-1 session please contact elementssupport@wlv.ac.uk

Feedback on Training Materials

Many thanks for taking the time to review the training materials for Elements. If you have any comments on what you would like to see in the future or any feedback on the materials or system please email elementssupport@wlv.ac.uk.

You can view other self-help guides for Elements by visiting; www.wlv.ac.uk/elements