Logging into Elements

You can login to Elements by visiting www.elements.wlv.ac.uk and login using your IT Account Username and Password.

If you are unable to login to your account, please make sure you have completed your enrolment. Please note that you will not be able to access to Elements during a leave of absence and after you have withdrawn or completed your course.

If you receive an incorrect password error and you need to reset your password, please contact the IT Service Desk on 01902 322000 or email itsupport@wlv.ac.uk
Welcome to Symplectic Elements

After logging into Elements you will be presented with your homepage.

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; settings up search settings, adding professional activities or Impact.
My Summary

The summary section 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 and reject publications.

Teaching Activities
You can record details of any courses you have taught.

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

Professional Activities
This is where you can add activities such as broadcast interview, event participation, office held and event administration.
Menu

You can use the top menu to navigate around Elements.

The menu tabs available will depend on your permissions set in 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, and experience.

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

You will have the ability to export your profile information as a CV, which is available in a variety of formats.

From this page you can also search for other users in the system by using the ‘Find a Colleague’ box.
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, keywords and addresses.

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”.

By default, the system will look to see if you have any publications within WIRE (the Institutional Repository), you can expand this search to include other data sources (Scopus, Pub Med). You can do this by ticking search by name box for each of the data sources.

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

If you have an Author ID (Scopus ID, Researcher ID) you can enter the ID into the system and automatically claim publications to your profile.

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 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.
Claiming/Rejecting 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. They can also assist you with modifying your search settings.
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.
**Manual Entry**

If your publication is not found in the online databases, you can manually add them 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 ?
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 Melissa Thornycroft, Research Information Systems Officer and Systems Administrator of Elements (melissa@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 elementsupport@wlv.ac.uk.

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