BEACTN







Quick Start Guide

Log In

To log into Elements, go to:

prsciencetrust.elements.symplectic.org

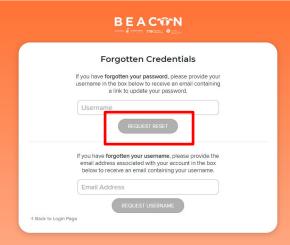
If this is your first-time accessing Elements, you can use the **Forgotten password or username?** button to create your password.

In the **Forgotten Credentials** section, enter the provided username and select **Request Reset**. You will then receive an email with instructions to create your password.

Please note: Your username will be your first name initial, followed by your last name (lowercase). For example, John Smith would be jsmith.









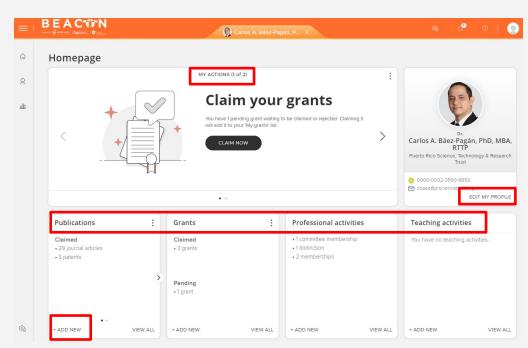
Homepage

The **Edit** your profile button will take you to your Profile, in edit mode.

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 **claim publications**, **claim grants**, **add identifiers** etc.

Labels such as **Publications**, **Grants**, **Professional Activities** and **Teaching activities** are active links.

Click on any one to go to that activity type or add manual records by selecting **+ADD NEW**.

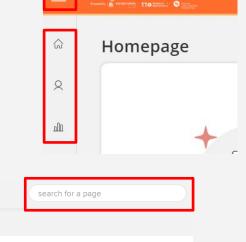


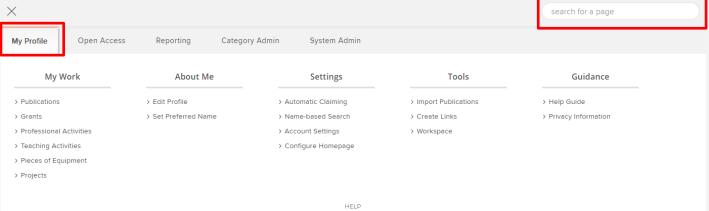
Menu

On the left side of the page, you will find links to **Home**, **Profile** and **Reporting Hub** (if available).

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

The menu tabs available will depend on your rights in the system.

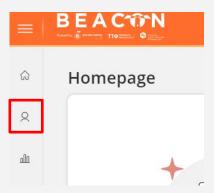


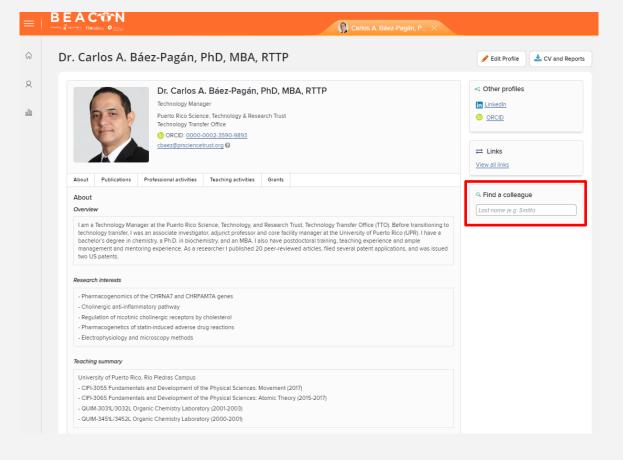


The **My Profile** section contains various areas specific to you. You can either browse through the tabs or use the Search box in the upper right-hand corner to find pages. *Please note: The menu items available will depend on your rights in the system.*

Profile

Your **Profile** can be accessed on the left side menu (second icon). It can be viewed by any other user in the system using the **Find a colleague** search box.

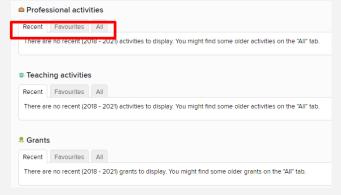


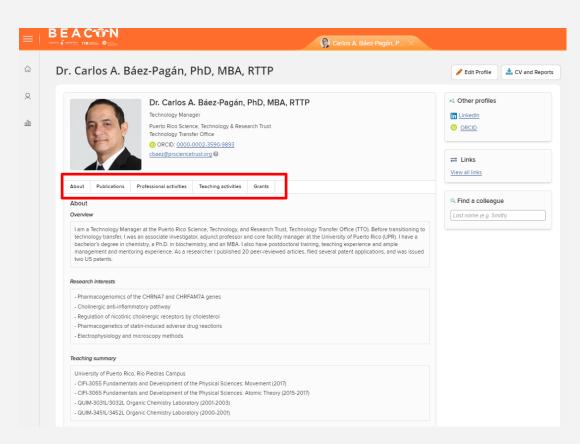


Profile

It contains your photo, email address, an overview statement, your co-authors, experience, and a list of your activities including Publications, Professional Activities, Teaching Activities and Grants.

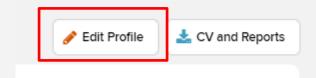
These activities are grouped into **Recent**, **Favourites** and **All** tabs.





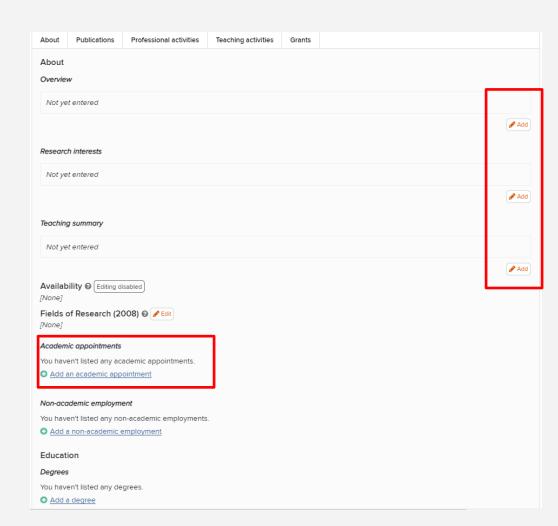
Profile

You can edit your profile by clicking the Edit Profile button on the top right side of the screen.



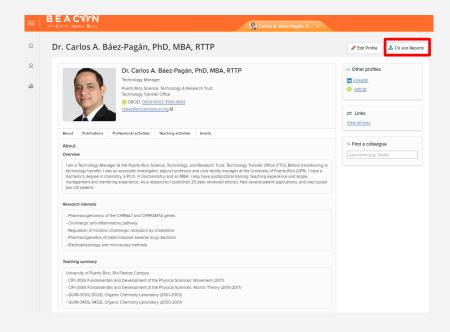
Then just click "Add" on each section and save your changes.

Note: It is important to add your current Academic Appointment since it will be displayed on your public profile.



CV and reports

Also, in your **Profile** you will find the **CV and Reports** functionality, which allows you to export your Profile information in a variety of formats.

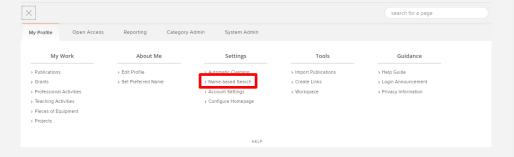


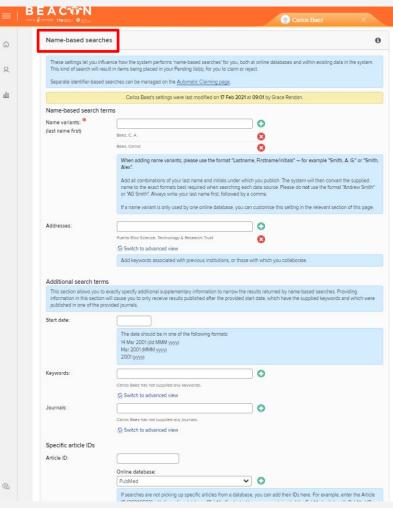


Default Search Terms

Elements periodically searches online databases you're subscribed to, to find your publications.

To get to your search settings go to the 'Menu' tab and select 'Name-based Search'.



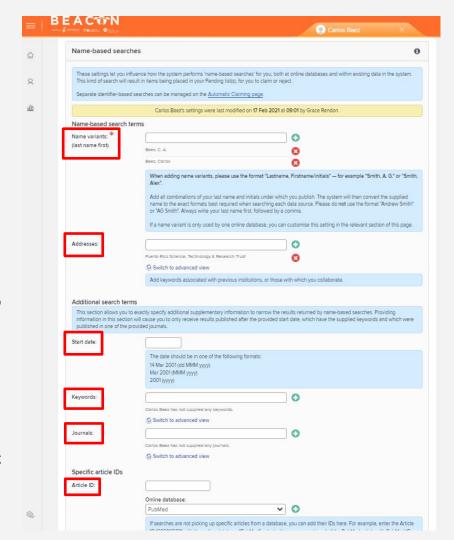


Default Search Terms

Getting your settings right is important. Too broad, you might end up wading through a pending list of publications that aren't yours. Too narrow, you risk your publications not being found at all.

Your search settings are preloaded with your name (usually in the form of LASTNAME, IN and LASTNAME, FIRSTNAME), but you can improve these settings. Here's what we recommend you do:

- Add any Name variants you have, for example Darwin, C. R., Darwin C or Darwin Charles.
- Addresses such as institutions or organizations can be added to eliminate researchers with a similar name to you.
- Start date is when you started publishing your research.
- Keywords and Journals we recommend <u>not</u> using as it is likely to limit your search. Elements will only retrieve articles that include those keywords or were published in those journals.
- Specific article IDs, you can add individual publications IDs here.
 This will enable Elements to find that publication from the relevant database. DO NOT add author ID here.



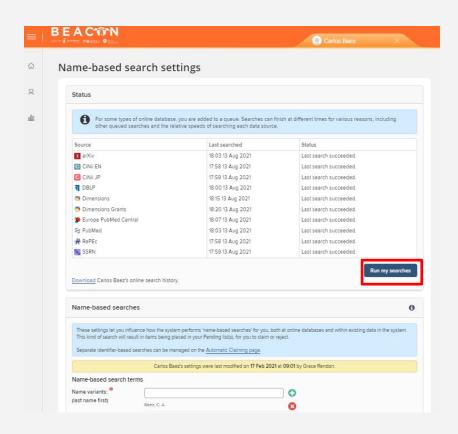
Default Search Terms

Once you configured your search terms, don't forget to save your changes. To do so, scroll to the end of the page and click the 'Save' button



Once you save, we recommend you scroll back to the top of the screen and click the 'Run my searches' button to apply your changes.

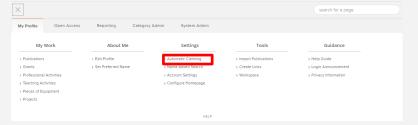
Please allow a few minutes for changes to take effect.



Setting up auto-claiming

Enabling auto-claiming will reduce the number of times you will be required to confirm whether a publication or grant is yours or not.

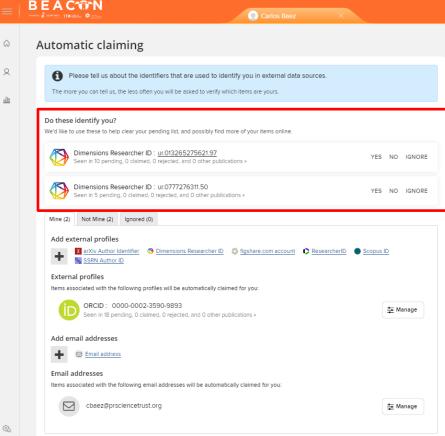
Select 'Automatic claiming' from the Menu tab on the landing page.



From here you can add, or manage, any 'external profiles' or 'emaili addresses' you are associated with.

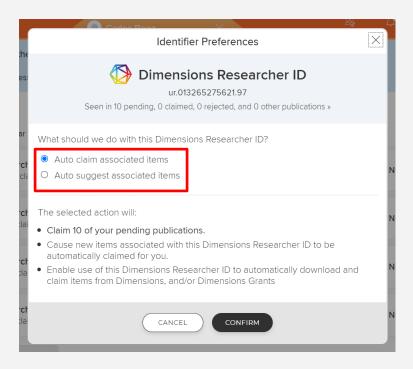
Elements will suggest **author identifiers**. Approve or reject the identifiers using **Yes** and **No**.

Selecting '**Ignore**' will ignore identifiers and will not offer them again, but neither will the identifier be used to exclude publications



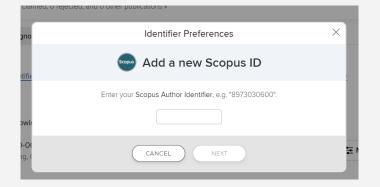
Setting up auto-claiming

Once an identifier has been added, you will be provided an option to either 'Auto claim associated items' meaning new publications will be automatically claimed on your behalf or 'auto suggest associated items' for new publications to be placed in your pending list for your confirmation.

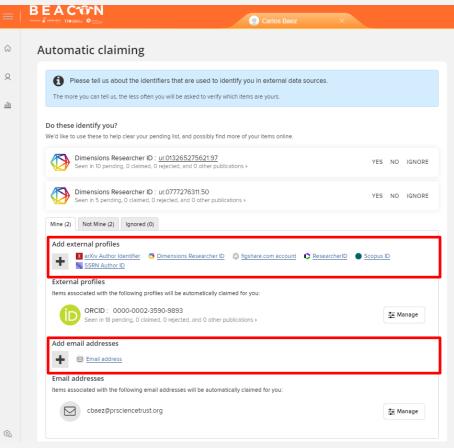


Setting up auto-claiming

If the system does not find all your identifiers, you can enter them manually by clicking on the corresponding link in the "**Add external profiles**" section. A pop up will prompt you to enter the ID.



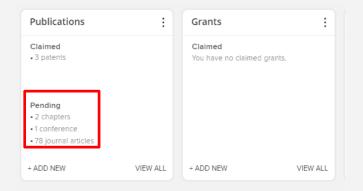
The system will automatically import the address associated with your organization, but you can add additional email addresses you may have published with previously by clicking on the "+ Email address" link.

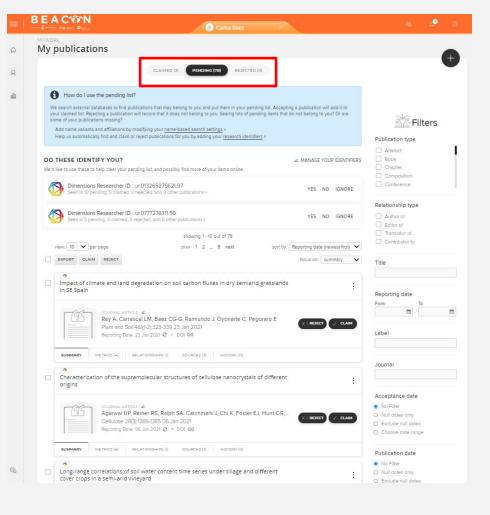


Claim or reject publications

Elements will email you when it finds new publications in the online databases that match your search terms or unique identifiers.

Back in your homepage, these will be placed in the **Pending** list of your records to await your approval, unless you've set up auto-claiming (see 'Setting up auto-claiming' section).



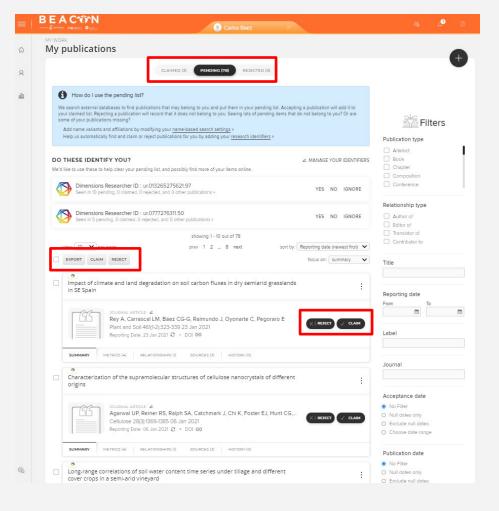


Claim or reject publications

Claim or reject individual publications using the corresponding buttons in each publication. Or you can select a number of publications using the checkboxes on the left side of the page, 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, modify your search settings to improve the accuracy of the searches, and re-run your search (see 'Default Search Terms' section).



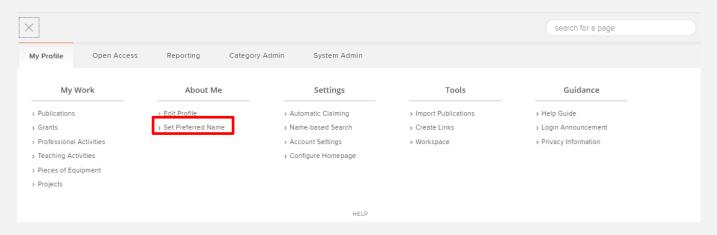
Manage delegates and Preferred Name

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.

Please note: Your delegate must also have an account in Elements. If you want to add a delegate that is not in the system, you can send us a request.

To get to this setting go to the 'Menu' tab and select Set Preferred Name.



Manage delegates and Preferred Name

You can add your delegate under 'Manage Delegates'. You can also add a preferred first and/or surname under 'Preferred Name'. 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.

Manage Delega	es					
Add delegate						
		drop-down list will appear. dd delegate' button to complet	e the process.			
Name (surname first)						
Delegates						
Carlos Baez has no o	elegates.					
Preferred Name	7					
	hanges will not affec	ct name-based search settings.	A review of search setti	ngs is recommended after	er any change.	
		ame will override the name that	was imported into Elem	ents for you (e.g. from yo	our HR systems). If a	preferred
Adding a preferred fi	vill be displayed throu					
Adding a preferred fi	vill be displayed throu					

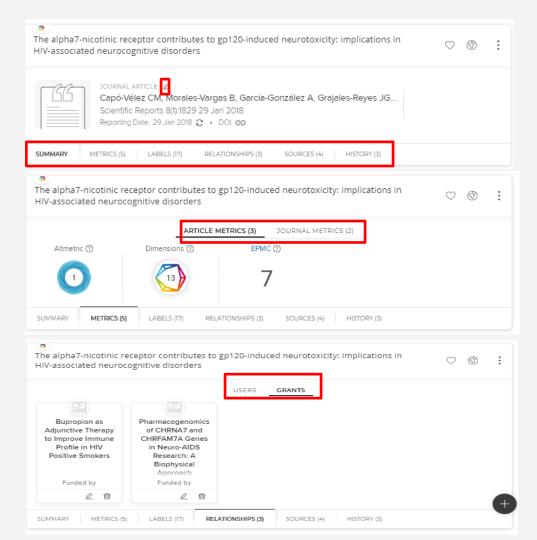
My publications

In 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.

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.

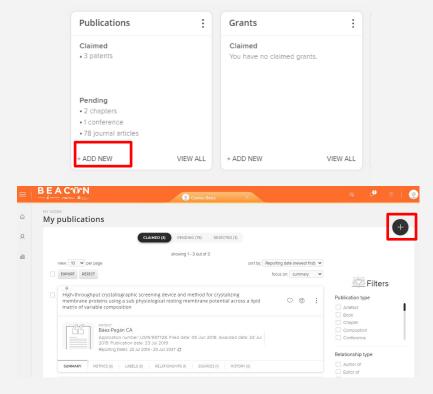
Finally, **Sources** shows a list of the data sources that comprise the publication object and **History** is the log of all activities performed against the record.

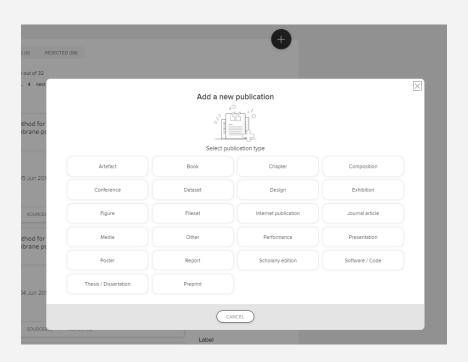
To **change** the publication type select the **pen icon**, once selected you have a drop down menu of available types, **save** the new type.



Manually adding a publication

You can always add publications manually if they are not found in the online databases. Select **+ ADD NEW** on the homepage or the **+** icon in the My publication page. The system will prompt you to select a publication type.



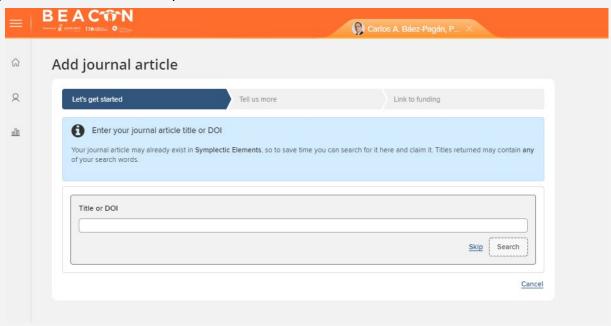


Manually adding a publication

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

For some Articles, and Books you can use "Assisted Entry" to retrieve details from CrossRef or Google Books. Enter a title, DOI or ISBN, this will pre-populate the manual entry form. This can save you time and improves the accuracy of the record.

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

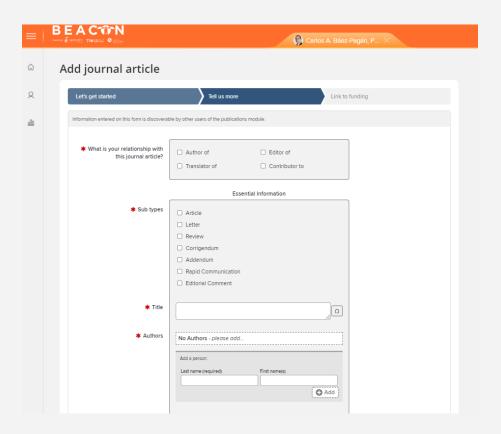


Manual Entry Form

For some types you have no option but to fill in all the details manually. 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.



My grants

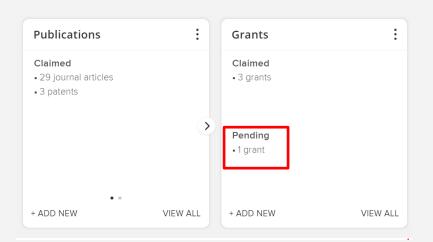
Similar to publications, Elements will search external databases to find grants that may belong to you and put them in your pending list (back in your homepage), unless you've set up autoclaiming (see 'Setting up auto-claiming' section).

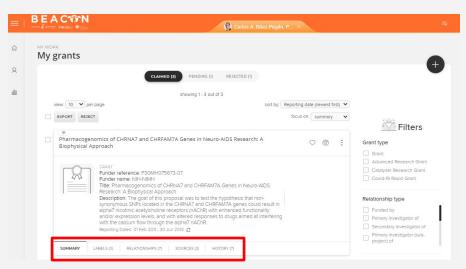
Accepting a grant will add it to your claimed list. Rejecting a grant will record that it does not belong to you.

In your **My grants** page, you can view various forms of data about your grants by clicking on the tabs at the bottom of the record:

- Summary
- Labels
- Relationships
- Sources
- History

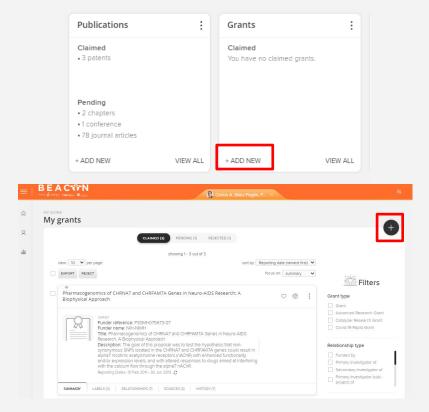
Please note: If you have received a grant from the PRSTRT – Research Grants Program, they have been automatically migrated for you.

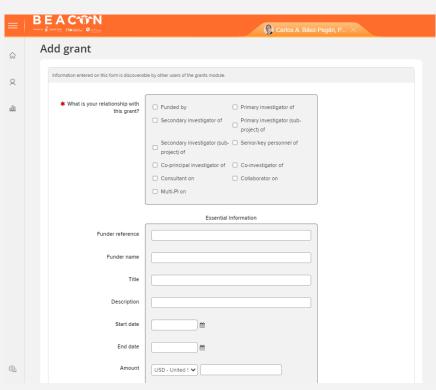




Manually adding a grant

You can always add a grant manually if they are not found in the online databases. Select **+ ADD NEW** on the homepage or the **+** icon in the My grants page.

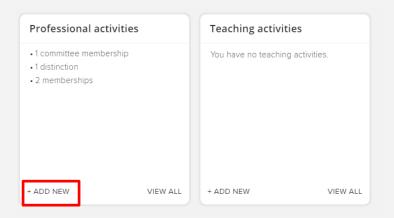


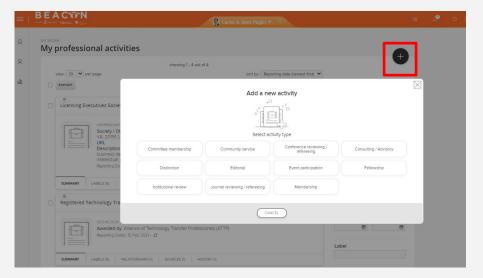


Professional activities

You can add a range of your **Professional Activities** by selecting **+ ADD NEW** on the homepage or the **+** icon in the My professional activities page. The types of activities that can be added include:

- Committee membership
- Community service
- · Conference reviewing / refereeing
- Consulting / Advisory
- Distinction
- Editorial
- Event participation
- Fellowship
- · Institutional review
- Journal reviewing / refereeing
- Membership

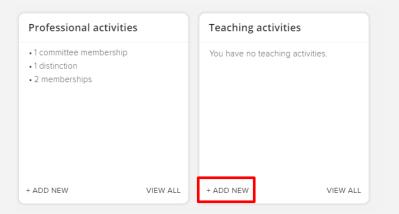


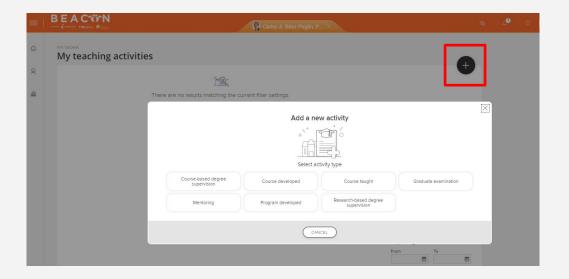


Teaching activities

You can also add your **Teaching Activities** by selecting **+ ADD NEW** on the homepage or the **+** icon in the My teaching activities page. The types of activities that can be added include:

- Course-based degree supervision
- Course developed
- Course taught
- Graduate examination
- Mentoring
- Program developed
- Research-based degree supervision





H-indexes

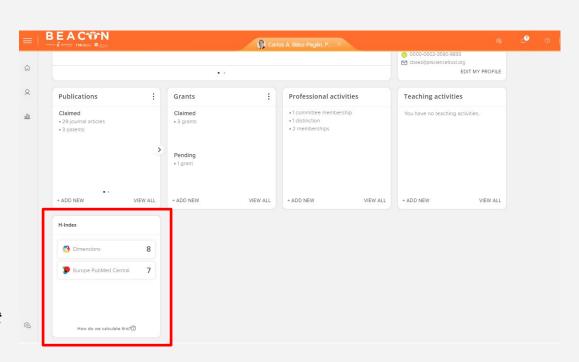
Your *h*-indexes* are displayed in your homepage.

How is the h-index calculated in Elements?

Elements does not download pre-calculated h-index information from any data source provider. Elements calculates the h-index from citation information that it explicitly holds against publications for a user in the system.

Only publication records from data sources that offer citation information can be considered for the calculation of an h-index. For Elements, currently, this means that they calculate the h-index based on Dimensions, Scopus, Web of Science (Premium or Lite) and Europe PubMed Central information.

*The h-index is a measure used to indicate the impact and productivity of a researcher based on how often his/her publications have been cited.

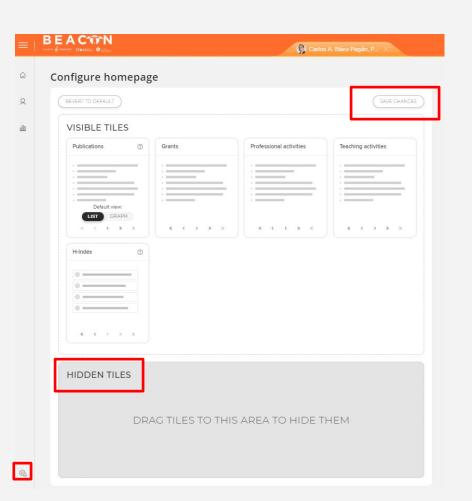


Customize homepage

Users can configure their account to display or not display the different tiles in their homepage by clicking on the gear-shaped icon in the lower left-hand side of the screen.

Drag the tiles that you want to hide into the **Hidden Tiles** section.

Don't forget to save your changes.



Altmetric data

Altmetrics collects the relevant discussions around each article from Twitter, Facebook, science blogs, mainstream news outlets, YouTube and many more sources. The Altmetrics icon shows the details of online attention your publication has received.

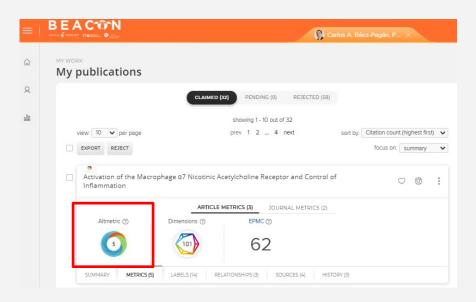
The donut shaped icon provides a quick visual to convey information about each publication.

The colours surrounding the donut reflect the mix of sources mentioning that score – light blue for Twitter, yellow for blogs, red for mainstream media sources etc.

The number in the centre of the icon is the **Altmetric score**. The score is a quantitative measure of the attention that a publication has received.

It is derived from the following three factors:

- The volume of people mentioning the publication
- The source of the mention
- The author of the mention



For more information on how the score is measured visit http://www.altmetric.com/

Observation of Gravitational Waves from a Binary Black Hole Merger

Twitter

Facebook

Wikipedia

Google+

Video

Overview of attention for article published in Physical Review Letters, February 2016

SUMMARY



② About this Attention Score

In the top 5% of all research outputs scored by Altmetric

MORE...

Mentioned by

92 news outlets 46 blogs

4233 tweeters

105 Facebook pages 38 Wikipedia pages

210 Google+ users

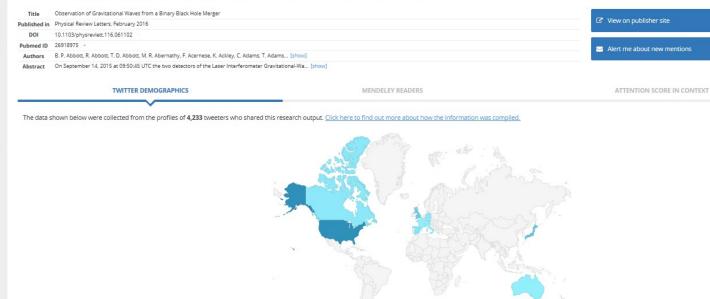
2 Redditors 8 Q&A threads

1 video uploader

Readers on

2084 Mendeley

What is this page?



Geographical breakdown

Country	Count	As %	
United States	462	1196	
Japan	227	596	
United Kingdom	193	596	
Spain	96	296	
Germany	81	296	

Demographic breakdown

	Type	Count	As %
	Members of the public	3294	78%
	Scientists	765	18%
	Science communicators (journalists, bloggers, editors)	141	3%
1	Practitioners (doctors, other healthcare professionals)	32	<196
		1	<1%