

### 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**.

The screenshot displays the user interface for Jason Hicks. At the top, the LSU logo is on the left, and the user's name 'Jason Hicks' is on the right. Below the header, the 'Homepage' title is followed by a 'MY ACTIONS (6)' section containing three prompts: 'Add your ORCID ID', 'Link your publications to funding', and 'Add your Figshare.com account'. To the right is a profile card for Jason Hicks, including a photo, name, department, and email address, with an 'EDIT MY PROFILE' button. The main content area is divided into four activity sections: 'Publications' (1 book, 18 chapters, 13 conferences proceedings, 189 journal articles), 'Grants' (5 geauxgrants, 5 other grants or contracts), 'Professional activities' (5 professional memberships, 1 awards & honors, 3 collaborative research, 4 college/school services, 4 department service, 73 presentations, 66 professional services, 3 public service, 25 university services), and 'Teaching activities' (120 courses taught & student evaluation, 37 directed student learning). Each section includes '+ ADD NEW' and 'VIEW ALL' buttons.

## GETTING TO KNOW THE MENU

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

The menu is organized into several sections:

- My Profile**: Assessment, Open Access, Reporting, Category Admin, System Admin
- My Work**: Publications, Grants, Professional Activities, Teaching Activities
- About Me**: Edit Profile
- Settings**: Automatic Claiming, Name-based Search, Account Settings, Configure Homepage, Manage Delegates
- Tools**: Import Publications, Create Links, Workspace
- Guidance**: Help Guide, Login Announcement, Privacy Information

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 license at your organization and your roles within the system.

## MANAGING YOUR PROFILE

Your Profile can be viewed by any other user in the system. It contains your photo, email address, an overview statement, your co-authors at your institution, experience, and a list of your elements: Publications, Grants and Professional Activities are grouped into Recent, Favorites and All tabs. If your institution has configured the CV and Reports functionality, you will be able to export your Profile information in a variety of formats. If you have added any author identifiers under your Search Settings, they will be displayed as links under Other profiles.

**Jason Hicks** profile details:

- Primary group:** College of Humanities and Social Sciences
- Position:** Professor
- Department:** Department of Psychology
- Institutional email:** jhicks@lsu.edu

**Co-authors:**

- Melissa Beck (4)
- Katie Cherry (5)
- Alex Cohen (3)
- Emily Elliott (5)
- Juan Lorenzo (1)

**Links:** View all links

## 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 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.

### Automatic claiming



Please tell us about the identifiers that are used to identify you in external data sources.

The more you can tell us, the less often you will be asked to verify which items are yours.

#### Do these identify you?

We'd like to use these to help clear your pending list, and possibly find more of your items online.



Dimensions Researcher ID : ur.013231221657.51  
Seen in 110 pending, 0 claimed, 0 rejected, and 0 other publications >

YES NO IGNORE



Dimensions Researcher ID : ur.01321422765.91  
Seen in 78 pending, 0 claimed, 0 rejected, and 1 other publication >

YES NO IGNORE



ORCID : 0000-0001-5353-4338  
Seen in 10 pending, 0 claimed, 0 rejected, and 0 other publications >

YES NO IGNORE



Dimensions Researcher ID : ur.013421473051.42  
Seen in 6 pending, 0 claimed, 0 rejected, and 0 other publications >

YES NO IGNORE



Dimensions Researcher ID : ur.0753137430.01  
Seen in 6 pending, 0 claimed, 0 rejected, and 0 other publications >

YES NO IGNORE



Dimensions Researcher ID : ur.010744235615.23  
Seen in 5 pending, 0 claimed, 0 rejected, and 0 other publications >

YES NO IGNORE



SSRN Author ID : 1916781  
Seen in 5 pending, 0 claimed, 0 rejected, and 0 other publications >

YES NO IGNORE



Dimensions Researcher ID : ur.011432615263.18  
Seen in 4 pending, 0 claimed, 0 rejected, and 0 other publications >

YES NO IGNORE

Mine (3)


Not Mine (22)

Ignored (0)

## CLAIMING OR REJECTING PUBLICATIONS

Elements will email you when it finds new publications in the on-line databases that match your search terms. 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 tick or cross buttons. Or you can select a number of publications using the check boxes, 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, clear the Pending list, modify your search settings to improve the accuracy of the searches, and re-run your search.

## MY PUBLICATIONS

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



## 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.

### Name-based searches i

These settings let you influence how the system performs 'name-based searches' for you, both at online databases and within existing data in the system. This kind of search will result in items being placed in your Pending list(s), for you to claim or reject.

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

Jason Hicks's settings were last modified on 21 Sep 2021 at 10:18 by Lizzie Broussard.

#### Name-based search terms

**Name variants:** \*  
(last name first)

+

Hicks, Jason ✖

Hicks, J. L. ✖

Hicks, JL ✖

When adding name variants, please use the format "Lastname, Firstname/initials" — for example "Smith, A. G." or "Smith, Alex".

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. Please 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:**

"Louisiana State University" OR "Louisiana State Univ" OR "University of Georgia" OR "The University of Georgia"

## 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

### Account settings for Jason Hicks

#### Manage Delegates i

**Add delegate**

Type the surname of your delegate and a drop-down list will appear.  
Choose your delegate then click on the 'Add delegate' button to complete the process.

**Name (surname first):**

**Delegates**

Jason Hicks has no delegates.

#### Preferred Name i

Changes will not affect name-based search settings. A review of [search settings](#) is recommended after any change.

Adding a preferred first name and/or surname will override the name that was imported into Elements for you (e.g. from your HR systems). If a preferred name is added, this will be displayed throughout Elements.

**First name:**

**Surname:**

## MANUALLY ADDING A PUBLICATION

You can always add publications manually if they are not found in the online databases. Select + ADD NEW on the home page. 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, we hope this saves you time and improves the accuracy of the record. You can claim or skip to continue to the next step

### Add journal article

Let's get started

Tell us more

Link to funding

**i** Enter your journal article title or DOI

Your journal article may already exist in **Elements at LSU**, so to save time you can search for it here and claim it. Titles returned may contain **any** of your search words.

Title or DOI

10.3758/s13421-021-01199-6

[Skip](#)

Search

**In Elements at LSU** - Showing 1 result

[Explain these results](#)

Flexible attention allocation dynamically impacts incidental encoding in prospective memory • 28 Jun 2021

Guevara Pinto JD, Papesh MH, Hicks JL

Already claimed

**In External Database** - Showing 0 results

[Explain these results](#)

None of these? [Go to 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.

### Add journal article

Let's get started

Tell us more

Link to funding

Information entered on this form is discoverable by other users of the publication module.

\* What is your relationship with this journal article?

- Author of                       Editor of  
 Translator of                       Contributor to

#### Essential Information

\* Sub types

- Article  
 Letter  
 Review  
 Corrigendum  
 Addendum  
 Rapid Communication  
 Editorial Comment

\* Title

\* Authors

No Authors - please add...  
[Add a person](#)