Home Screen

Sign into Symplectic Elements and you will see the home screen, which contains a summary of your details and links to common tasks.

- **Main menu**
  - Find guidance documents via ‘help’

- **Notice of pending publications**

- **Summary of your publications**

- **Export your publications for other programs**

- **Add new publications via these links**

- **Details of Professional Activities, along with editing and export links**

- **Edit your search settings**

- **Terms currently used to search the online databases**

- **Details of recent and future searches**

- **Anyone to whom you have delegated rights to help with your records**
APPROVE PUBLICATIONS FOUND IN THE ONLINE DATABASES

The system will email you when it finds new publications in the online databases that match your search terms. These will be placed in the ‘pending’ section of your records to await your approval.

To view and approve or decline these publications, click on the link in the alert message at the top of your home screen.

Alternatively, you can click on ‘publications’ in the main ‘my elements’ menu, then click on the ‘pending’ filter button at the top of the list.

Approve or decline publications using the green ‘tick’ or red ‘cross’ buttons in their header bars.

Or you can select a number of publications using the check-boxes in their header bars, then approve or decline the marked publications with the large buttons at the top of the list.

Filter to show only ‘pending’ publications

To approve or decline all marked publications, use these buttons

Sort the pending publications by date or title

Mark a publication using the check-box

Click to approve a correct publication

Click to decline an incorrect publication
TOOLS IN THE PUBLICATION SUMMARY BOXES

These tools will change various settings for each publication.

- Move a publication up or down the list
- The publication type - click to edit
- Add a manual record for a publication
- View full details of a publication

IMPORTING RECORDS FROM OTHER SOURCES

If you hold records in a reference management application (such as EndNote, Reference Manager or BibTeX) you can import them into Symplectic Elements via the link in the ‘my elements’ sub-menu. The ‘help’ page contains a downloadable guide to the process of importing and exporting records.

Set the visibility of a publication. (a function that may have different effects on the view in other systems, depending on your institution)

Set a publication as a favourite (use of this function also depends on your institution)
ADD MANUAL PUBLICATIONS

Click on the links at the top of the home screen, or expand the ‘Summary’ section at the top of the main publications screen, to add other types of publications not found in the online databases.

Type in all the details of the publication that are available. It is not essential to fill in all the fields.

Make sure you click on ‘save’ when finished.

Add authors one by one using this button

Add addresses one by one – type the details then click on the plus button

Type keywords and journal names will appear automatically to choose from (sourced from the Australian Research Council database)

Google Books

For books and chapters, you can also download information from Google Books to help complete the form. To search Google Books, type search terms into the first screen after choosing to add a book or chapter, then choose the correct publication from the list that appears.

The manual entry form will then be populated with the details received from Google Books and can be amended if necessary.

To enter all the book details by hand instead, click on ‘skip this step’ on the first ‘add new book’ screen.
REFINE YOUR SEARCH TERMS

New searches take place periodically during the day. Symplectic Elements will send an email when it finds new publications for you to approve.

To improve the accuracy of the search, click on ‘search settings’ in the ‘my elements’ menu.

Search terms for each online database can be set individually.

To add database-specific search terms (e.g. a subject category for arXiv), expand the view by clicking on the plus sign next to the database name.

Initially, each database will use the ‘default’ search terms. To change these for a database, see the next page.

Add all combinations of your name and initials under which you publish

You may need to add previous institutions or those with which you collaborate

Adding a start date or keywords will restrict the search further (only use if your name alone finds too many publications)

Enter the ID numbers of any publications that cannot be found using the search terms (these are different for each online database)

Expand these areas to alter settings for individual databases (see next page)
ADD DATABASE-SPECIFIC SEARCH TERMS

ACTIVITIES AND OTHER RECORDS

You can also add other records to Symplectic Elements in this way, including professional activities (such as awards and guest lectures), grants and other items (depending on the use of the system by your institution).

Click on these headings in the main ‘my elements’ menu to view and edit these records.

CHOOSE A DELEGATE TO EDIT PUBLICATIONS FOR YOU

If you are too busy, you can delegate editing rights to another member of staff, in order for them to help you.

Set a delegate by clicking on ‘home’ and then choosing ‘delegate’ from the sub-menu.

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 edit your records.
SEARCH OTHER PUBLICATIONS IN YOUR INSTITUTION

You can browse and search publications and activities by other academics in your institution by clicking on ‘explore’ in the main menu.

Choose ‘search’ from the sub-menu to search the database by keyword. You can save your searches and refer back to them regularly to see when new items appear.

Enter keywords
Restrict results by date
Choose to search only certain types of element
Choose to view results by ‘object’ (a list of publications or other elements) or by ‘user’ (a list of authors whose elements match your search)
Restrict the search to individuals or groups within your institution
List of results by ‘object’:
Click on an author’s name to see their full profile, including a list of their collaborators in your institution

Browsers:
The Symplectic Elements system is compatible with the following browsers:

- Internet Explorer 9: ensure you have the latest update for IE9 if you are using this browser – early editions had some problems, which have now been corrected.
- Internet Explorer 6+
- Firefox 1.5 +
- Mozilla 1.4 +
- Safari 4+
- Chrome