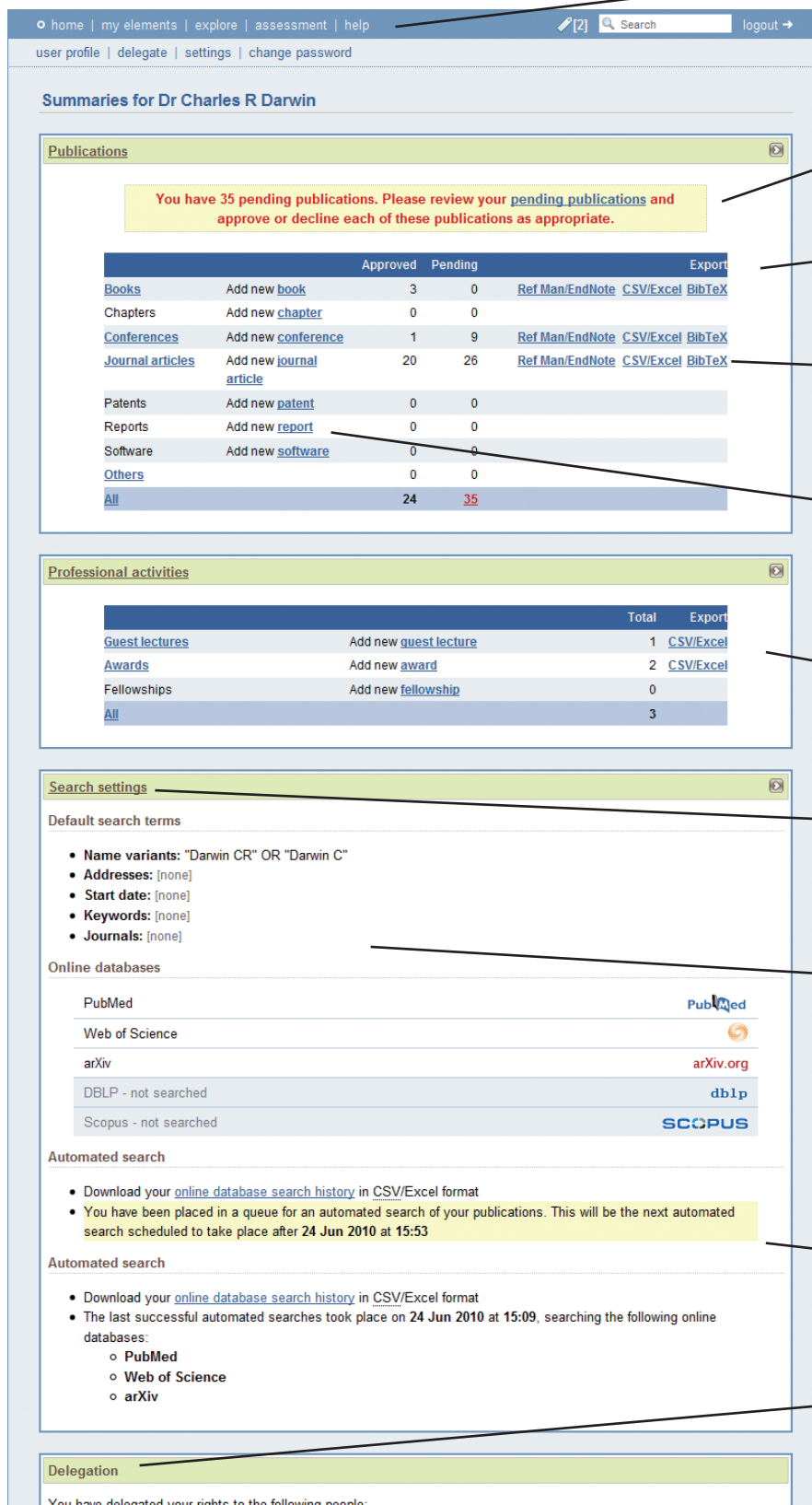


# Symplectic Elements Version 3.6

## Quick Start Guide

### 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 you may wish to carry out.



home | my elements | explore | assessment | help

user profile | delegate | settings | change password

#### Summaries for Dr Charles R Darwin

##### Publications

You have 35 pending publications. Please review your [pending publications](#) and approve or decline each of these publications as appropriate.

	Approved	Pending	Export
<b>Books</b>	3	0	<a href="#">Ref Man/EndNote</a> <a href="#">CSV/Excel</a> <a href="#">BibTeX</a>
<b>Chapters</b>	0	0	
<b>Conferences</b>	1	9	<a href="#">Ref Man/EndNote</a> <a href="#">CSV/Excel</a> <a href="#">BibTeX</a>
<b>Journal articles</b>	20	26	<a href="#">Ref Man/EndNote</a> <a href="#">CSV/Excel</a> <a href="#">BibTeX</a>
<b>Patents</b>	0	0	
<b>Reports</b>	0	0	
<b>Software</b>	0	0	
<b>Others</b>	0	0	
<b>All</b>	24	35	

##### Professional activities

	Total	Export
<b>Guest lectures</b>	1	<a href="#">CSV/Excel</a>
<b>Awards</b>	2	<a href="#">CSV/Excel</a>
<b>Fellowships</b>	0	
<b>All</b>	3	

##### Search settings

Default search terms

- Name variants: "Darwin CR" OR "Darwin C"
- Addresses: [none]
- Start date: [none]
- Keywords: [none]
- Journals: [none]

Online databases

PubMed	<a href="#">PubMed</a>
Web of Science	<a href="#">Web of Science</a>
arXiv	<a href="#">arXiv.org</a>
DBLP - not searched	<a href="#">dblp</a>
Scopus - not searched	<a href="#">SCOPUS</a>

Automated search

- Download your [online database search history](#) in CSV/Excel format
- You have been placed in a queue for an automated search of your publications. This will be the next automated search scheduled to take place after 24 Jun 2010 at 15:53

Automated search

- Download your [online database search history](#) in CSV/Excel format
- The last successful automated searches took place on 24 Jun 2010 at 15:09, searching the following online databases:
  - PubMed
  - Web of Science
  - arXiv

##### Delegation

You have delegated your rights to the following people:

**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

Databases the system is searching

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 header bars

These tools will change various settings for each publication.

More details about each of these tools are in the full *User Guide*, via 'help' in the main menu.

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

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

The screenshot shows a publication record for 'The Elijah effect and the future of paleontology' by Cowen R, Darwin CR, Lazarus, St Cesaire I. The interface includes a header bar with a check-box, a dropdown menu for 'Journal article', and buttons for 'Edit manual record' and 'View details'. Below the header are tabs for 'Summary', 'Symplectic Institute users (1)', 'History (5)', 'Data sources (2)', 'Full text', and 'Relationships (1)'. The main content area displays the title, authors, journal information, reporting date, and impact factor.

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

This screenshot shows a dropdown menu for publication types, with 'Journal article' selected. The menu includes options like 'Book', 'Chapter', 'Conference', 'Journal article', 'Patent', 'Report', 'Software', 'Performance', and 'Composition'. The header bar includes a 'Save or Cancel' button and buttons for 'Add manual record' and 'View details'. The tabs below the header are 'Summary', 'Symplectic Institute users (1)', 'History (0)', 'Data sources (1)', 'Full text', and 'Relationships (1)'. A 'Decline' button is visible in the bottom right corner.

A check-box to mark a publication for a bulk action [carried out with the large buttons above the list]

Add a publication to your workspace (used to join two publications together)

Decline 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.

The screenshot shows the 'Import' page in Symplectic Elements. It features an 'Upload' section with instructions: 'Select a file and click on the upload button to begin the import process. You will be guided through steps which allow you to import the contents of the file into your publications record. Any entries in the file which match existing entries in your publications record within the system will be flagged to you during the import process and you will be asked to specify an action in each case.' The form includes a 'File:' field with a 'Browse...' button, a 'File type:' field with radio buttons for 'Reference Manager/Endnote' (selected) and 'BibTeX', and an 'upload' button.

## 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 publication not found in the online databases (such as books, chapters and reports).

Type in all the details of the publication that are available. It is not essential to fill in all the fields, but more details will make your records more informative and interesting.

Make sure you click on 'save' when you have completed all the fields.

## Google Books

For books and chapters, you can also download information from Google Books to help complete the form. To search Google Books, type the ISBN into the first screen after choosing to add a book or chapter.

To enter book details by hand instead, click on 'skip this step'.

## Professional Activities

You can also add other records to Symplectic Elements in this way, including professional activities (such as awards and guest lectures). Click on 'professional activities' in the main 'my elements' menu to view and edit these records.

home | my elements | explore | help [?] Search logout →

publications | activities | organisational structures | grants | import | search settings

### Add publication data for report (Manual)

**Add data (Manual)**

**Key**  
\* Required field

**Title: \***  Ω

**Abstract:**  Ω

**Authors: \*** **Last name:**  **Initials:**  +  
[Darwin, CR](#) [Resolve](#) ×

Add names one by one by typing the surname in the first text box above, the initials in the second text box above and then pressing "Enter" or clicking on the add button. Please enter initials without any stops.

**Author URL:**

**Report title:**

**Report number:**

**Confidential report:**

**Pagination:** **Begin page:**   
**End page:**   
**Page count:**

**Commissioning body:**

**Publisher:**

**Publisher URL:**

**Place of publication:**

**Publication date:**

**ISBN-10:**

**ISBN-13:**

**ISSN:**

**DOI:**

**Medium:**

**Status:**

**Keywords:**  +  
No keywords specified  
Add keywords one by one by typing them in the text box above and then pressing "Enter" or clicking on the add button.

**Notes:**

Add authors one by one using this button

Enter the details of the new publication and click on 'save'

# 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 main 'my elements' menu at the top of the screen, make changes and click on 'save'.

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.

home | my elements | explore | assessment | help | Search | logout

publications | activities | organisational structures | grants | import | search settings

### Settings for automated publication gathering

save

#### Summary

- Download your [online database search history](#) in CSV/Excel format
- The last successful automated searches took place on **24 Jun 2010 at 15:09**, searching the following online databases:
  - PubMed
  - Web of Science
  - arXiv

#### Settings

Your settings were last modified on **24 Jun 2010 at 15:09** by Dr Charles R Darwin.

**Key**

- \* Required field
- Override default search terms: OFF
- Override default search terms: ON

#### Default search terms

Common search terms and online database IDs

**Common search terms**

**Name variants: \***

Darwin CR

Darwin C

Add all combinations of your name and initials under which you publish.  
If a name variant is only used by one online database, you can customise this setting in the relevant section of this page.  
We recommend the format "Other, AN" for most databases.

**Addresses:**

You have not supplied any addresses

**Start date:**

The date should be in one of the following formats:

- 14 Mar 2001 (dd MMM yyyy)
- Mar 2001 (MMM yyyy)
- 2001 (yyyy)

**Keywords:**

You have not supplied any keywords

**Journals:**

You have not supplied any journals

**Online database IDs**

**Online database IDs:** arXiv

You have not supplied any online database IDs

#### arXiv search terms

Search this source

Simple mode (specify search terms individually) | Advanced mode (specify entire search text)

#### PubMed search terms

Search this source

Simple mode (specify search terms individually) | Advanced mode (specify entire search text)

#### Web of Science search terms

Search this source

Simple mode (specify search terms individually) | Advanced mode (specify entire search text)

#### DBLP search terms

Search this source

#### Scopus search terms

Search this source

Click on 'search settings' in the 'my elements' menu

When you save new search terms, you will be placed in the queue for the next online search

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

Choose a start date

To restrict the search, add keywords

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

Alter settings for individual databases (see next page)

## Add database-specific search terms

Click on the plus sign to expand the view for an online source

Add subject categories (arXiv-specific)

Click on the padlock to separate search terms for a database from the default terms

With the database separated from the default terms, each search setting can be altered for this database.

Click on the padlock icons to unlock each term

## 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.

Type your delegate's name into this box and choose the correct person from the drop-down list

Click to add your delegate(s) and then save the changes

# Search other publications in your institution

You can browse and search publications 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.

Choose 'browse' instead of 'search' to see publications added to the database recently

Enter keywords

Restrict results by date

Choose to search only certain types of element

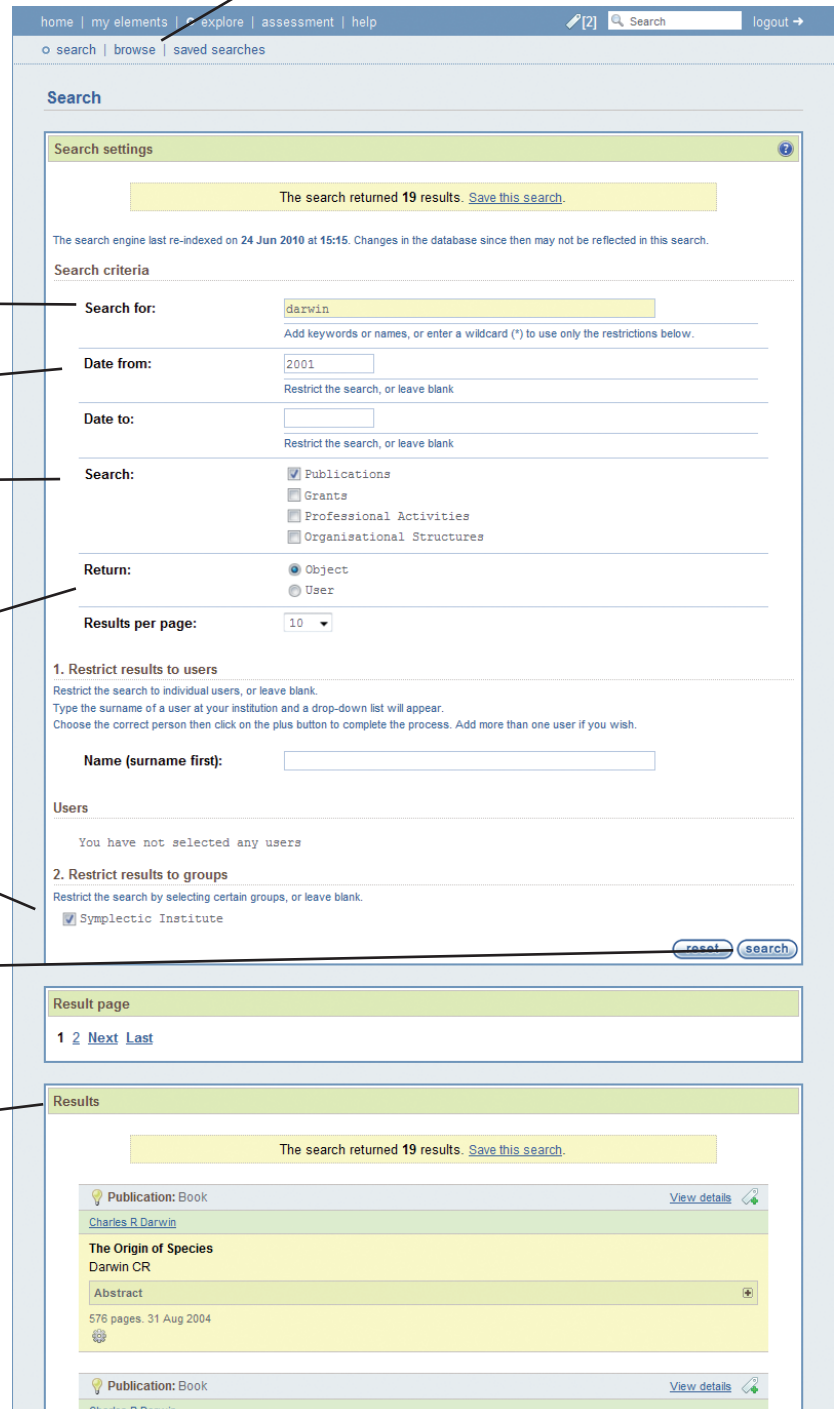
Choose to view results by 'object' (a list of publications or other elements) or by 'user' (a list of authors whose publications match your search)

Restrict the search to individuals or groups within your institution

Click on 'search' to see the results

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 6 +
- Firefox 1.5 +
- Mozilla 1.4 +
- Safari
- Chrome

### Please note:

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