VIDEOS FOR USING SYMPLECTIC ARE ALSO AVAILABLE AT http://www.keele.ac.uk/researchsupport/publicationsdatabase/publicationsdatabasehelpvideos/

HOME SCREEN
Sign into the publications database at http://publications.keele.ac.uk using your Keele username and password. You will see the home screen, which contains a summary of your details and links to common tasks you may want to carry out.
Notice of pending publications

Edit your search settings

Terms currently used to search the online databases

Databases the system is searching

Details of when last search was completed
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.

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 claim and reject buttons at the top of the list.

Filter to show only ‘pending’ publications
Mark a publication using the check box
Use these buttons to claim or reject multiple publications

Click to approve a correct publication
Click to reject 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.

To view full details for the publication click on the title

The publication type – click the pencil to edit*

Set the visibility of the publication on public webpages, an open eye indicates it’s visible, a closed eye indicates it isn’t visible

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

Select the heart icon to make a publication a ‘favourite’

The publication type* - click to edit this, then choose the type from the drop down menu, and finally click on save
MISSING PUBLICATIONS
If you have any publications (from 2001 onwards) which don’t appear on the database, please add these yourself (see below) or email details to Hannah Reidy (h.reidy@keele.ac.uk)

ADD MANUAL PUBLICATIONS
In the home screen, click on the + button next to the relevant publication type to add a manual publication. Enter 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.
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 home screen, make changes and click on ‘save’. Search terms for each online database can be set individually. Initially, each database will use the ‘default’ search terms. 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.

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

When entering details click the + icon to ensure these details have been added to the record
These are the databases that Symplectic will search to find publications

<table>
<thead>
<tr>
<th>Source-specific search terms</th>
<th>Currently searched</th>
<th>Simple mode</th>
<th>Advanced mode</th>
<th>Use default search terms (simple mode only)</th>
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<td>Web of Science Lite</td>
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Ensure you click save when making any changes to the settings

Enter the ID numbers of any publications that cannot be found using the search terms (these are different for each online database)
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, and then select system search in the left hand menu. Enter a term in the textbox and select the advanced option, then click search. This will then bring up a screen allowing you to enter more information.

Enter keywords
Enter dates to restrict the search
Select to view the results by ‘item’ (a list of publications) 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

This is a view of the results when ‘item’ has been selected

To save a search to be viewed at a later date select ‘save this search’. For more information see page 10

Click on an author’s name to see their full profile, including a list of their collaborators in your institution
SAVED SEARCHES
You can browse your saved searches by clicking on ‘explore’ in the main menu, and then select system saved searches in the left hand menu. This will then bring up the searches you have previously saved.

Click on the search name to see the full list of items
This date indicates when the original search was made
Click this x button to delete a saved search
CHANGING AUTHOR NAMES FROM CAPITALS TO LOWER CASE

Find the relevant publication, and then click the ‘view full details for this publication’ button (appears as a magnifying glass).

To make alterations to the publication details select edit record.

To alter the details click on the pencil icon, and then make the necessary changes, remembering to click save here and also save changes at the bottom of the screen.

You will also be able to alter other publication details in this screen by following the same process.
UPLOADING FILES INTO THE REPOSITORY

To upload documents to the repository, firstly go to your list of publications and then find the relevant publication.

Select full text to bring up the information for uploading to the repository

For information on the publishers policy for uploading including which versions can be included click on publisher’s policy

To upload the publication click on ‘Upload new file for this publication’
FURTHER INFORMATION

If you require further help or assistance please contact your RI Administrator or Hannah Reidy in Research and Enterprise Services on h.reidy@keele.ac.uk or 01782 733588.