User guide to navigating the upgraded Elements – January 2022

The upgraded Research Information Management System (RIMS) profile manager has all of the previous functionality. The main differences are a newer interface, better visibility of the impact statement for recording the societal impact of your work and a change in ORCiD integration in Elements. It is now possible to send publication details from your RIMS profile to ORCiD for better search accuracy (see below for more details).

Now is a good time to review your profile ensuring that:

1. Your relevant unique identifiers are added to your profile, primarily ORCiD, but also one Scopus ID, Researcher ID, etc,

2. ORCiD permissions checked,

3. All publications are claimed, deposited to the RCSI repository and linked to funding if possible,

4. Your impact statements are recorded,

5. Each section (overview, research interests, teaching, education, research areas etc) are completed,

6. Your photo is uploaded,

7. Make your profile Public by selecting 'public' (not internal) at the top right of your edit profile page (this will upload your profile to the RCSI website (here
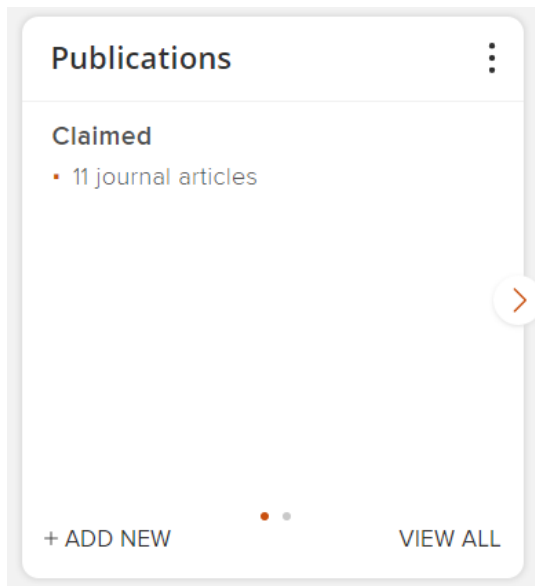

8. Check the user guides found on the top right of the home page, marked with '?'
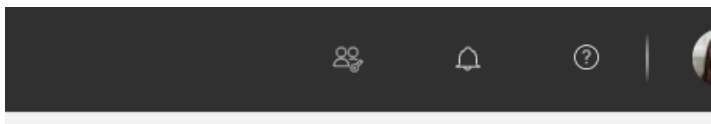
For more information on each of these points please see below

1) Link External Identifiers

Publications

⋮

Claimed

• 11 journal articles

+ ADD NEW   VIEW ALL

CLAIMED (11)   PENDING (0)   REJECTED (0)

•Click on the Publications box, then select 'Pending' at the top of the page.
•Click on the 'research identifiers' link (blue box below)
•This will bring you to the Automatic Claiming page where you will be able to add the different 'external profiles' to your profile.

How do I use the pending list?

We search external databases to find publications that may belong to you and put them in your pending list. Accepting a publication will add it to your claimed list. Rejecting a publication will record that it does not belong to you.

Seeing lots of pending items that do not belong to you? Or are some of your publications missing?

- Add name variants and affiliations by modifying your name-based search settings »
- Help us automatically find and claim or reject publications for you by adding your research identifiers »

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.

| Mine (3) | Not Mine (0) | Ignored (0) |

Add external profiles

➕   X arXiv Author Identifier   ⚙ figshare.com account   ♻ ResearcherID   ● Scopus ID   📚 SSRN Author ID

External profiles

Items associated with the following profiles will be automatically claimed for you:

Scopus Scopus ID : 55504888800
Seen in 0 pending, 11 claimed, 0 rejected, and 0 other publications »

⚙ Manage

Items associated with the following profiles will be placed in your pending list:

iD ORCID : 0000-0001-9167-2328 ⚠ **Connection broken**. Try to re-establish your connection.
Your connection to ORCID has stopped working. This may be because ORCID have expired your authentication token, or because they are awaiting verification of your email or some other form of account activation step from you.
Seen in 0 pending, 9 claimed, 0 rejected, and 0 other publications »

⚙ Manage

2) ORCiD Integration

- Most accounts are linked have been previously connected to your ORCiD account, in this case you will be prompted to Reauthorize ORCID. The connection will appear as a broken permissions:

- If you need to **add your ORCiD account**, this will be displayed on your homepage or you can follow the steps in 1 above to add your ORCID.

- If the ORCID is claimed, but the author does not complete the connection by signing into ORCID from Elements, then a new message -- **Connect your <ORCID number> to help us find your publications across the web** -- will be displayed instead:
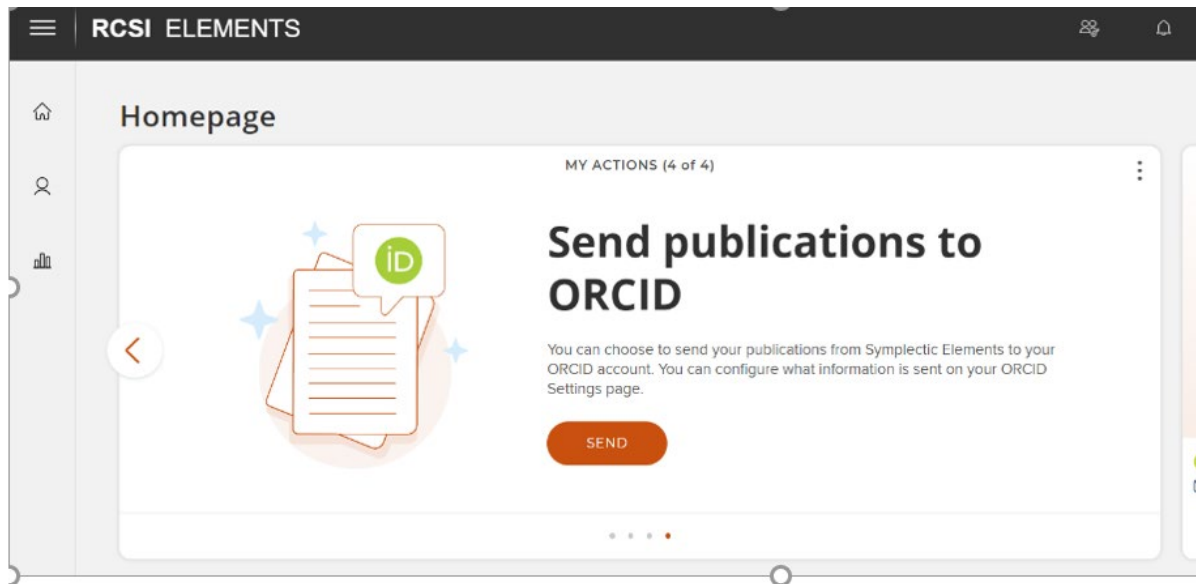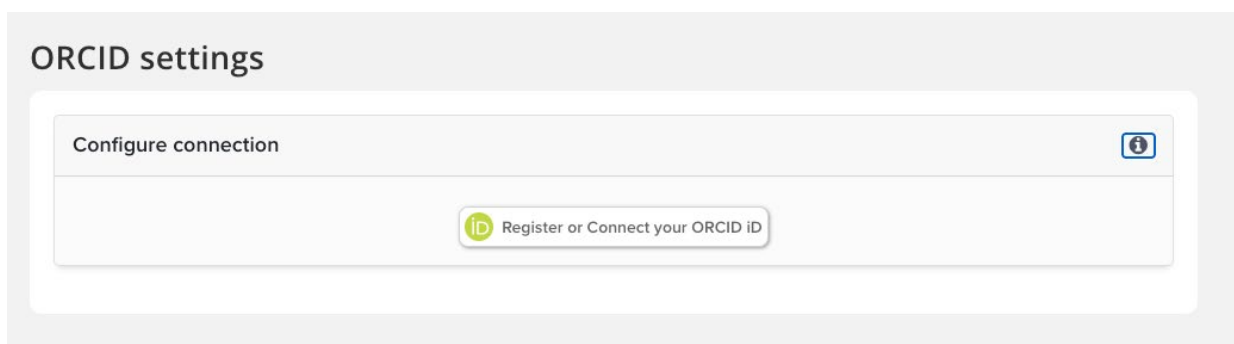

- After Connecting the following will be displayed on the HomePage

- Users have previously connected and provided connection to ORCID need to Reauthorize ORCID. The connection will appear as broken
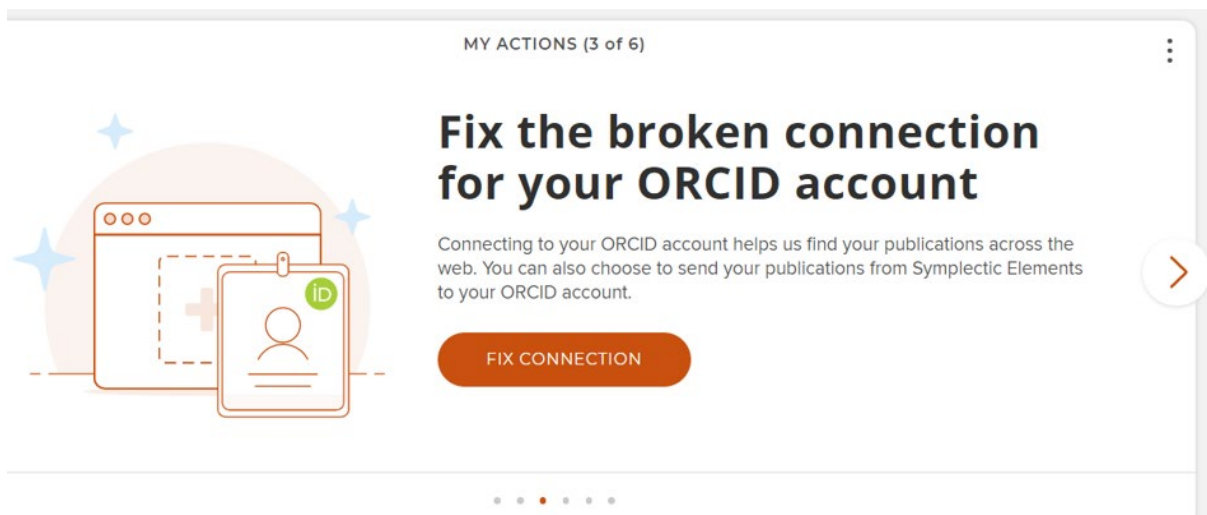
- **Please note:** Clicking on the 'Register or Connect your ORCID ID' link will open the ORCID sign-in page.

- Once the ORCID credentials are entered, the user will return to Elements.

Sign in

Email or 16-digit ORCID iD

example@email.com or 0000-0001-2345-6789

Password

SIGN IN

Forgot your password or ORCID ID?

Don't have an ORCID iD yet? **Register now**

or

Access through your institution

Sign in with Google

Sign in with Facebook

- The 'Account not connected' message should disappear after sign-in.

Users have three choices when defining how Elements should treat their connected ORCID iD;

- read from and write publication data to my ORCID account
- read data from my ORCID account
- only use my ORCID to support automatic claiming

ORCID settings

Configure connection ⓘ

🆔 ORCID: [0000-0002-6034-0213](#)   Connection status: **configured (read only)**   [Revoke authorisation](#)   🆔 Reconnect your ORCID iD

I permit Elements to: ○ read from and write publication data to my ORCID account

🔘 read data from my ORCID account

○ only use my ORCID iD to support automatic claiming

3) Claim publications and link to funding

Select pending publications here:

Select relevant article(s), scroll down to 'Links' and select the relevant dropdown:

4) Adding Impact Statements

This functionality allows you to record evidence of the societal impact of your work,

- You may be prompted to complete this by the main action box:

Homepage

MY ACTIONS (2 of 4)

⋮

Record evidence of the impact of your work

You can create narrative statements to describe the impact of your work and attach files as supporting evidence. This allows you to collect, store and find evidence of impact.

ADD

RCSI ELEMENTS

- then click the 'Impact & engagement' box:

Impact & engagement

- 2 impact narratives

+ ADD NEW   VIEW ALL

- You can then enter the impact details and save it is a favourite or not.

test impact

IMPACT NARRATIVE
Lead contributors: Moriarty R
Reporting Dates: 01 Dec 2021 - 31 Jan 2022

SUMMARY | LABELS (0) | RELATIONSHIPS (2) | SOURCES (1) | HISTORY (1)

5) Complete each profile section

- Go to 'Edit my Profile' (under your photo on the homepage)
- Click Add or Edit as appropriate:

About

Overview:

Not yet entered

✏ Add

Research interests:

Not yet entered

✏ Add

Teaching summary:

Not yet entered

✏ Add

Labels

Research Area ⑦ ✏ Add labels
[None]

Research Area Sub-Category ⑦ ✏ Add labels
[None]

6) Upload your photo

- Go to 'Edit my Profile' (under your photo on the homepage)
- Select 'manage photo' under the photo icon,
- Select an appropriate professional photo of yourself (only)