Symplectic Elements version 5.5 summary

1. Home page

- Expected Actions are added to your Home Page. Actions are hyper-linked to ease navigation.

My Actions (6)

There are **9** publications for you to claim or reject
8 Europe PubMed Central files were found online for 8 of your publications
Accepted for publication? Please deposit your work
You have **15** publications awaiting a file upload or deposit
You have **428** publications: do some of them need to be linked to funding?
Date of acceptance missing for **11** journal articles in your institutional OA Policy

My Summary

428 publications, *plus 9 pending*   + add   14 professional activities   + add

- Use the 'add' buttons to create new Publications or Professional Activities

2. Menu tab

- Navigation is simplified through the 'Menu' tab

Home ∨ Menu

Manage	Explore	My Account
Publications	**System Search**	**Profile**
Import	**Recent Publications**	View profile
Automatic claiming	**Saved Searches**	Edit profile
Search settings		**Inbox**
Grants		**Workspace**
Professional Activities		**Account Settings**
Equipment		Manage delegates
Organisational Structures		**Help**
Create Links		

3. Upload article (Journal or Conference) on-acceptance for publication

Accepted for Publication?

Deposit your work

Quick link to **apply for APCs** (Article Processing Charges) is provided with this 'Deposit your Work' function. Selection will guide you through application, completion of requisite details, linking to grants and depositing the article in Spiral.

4. Manage your search settings and nominate delegates to assist your with Elements Administration. See the user guides

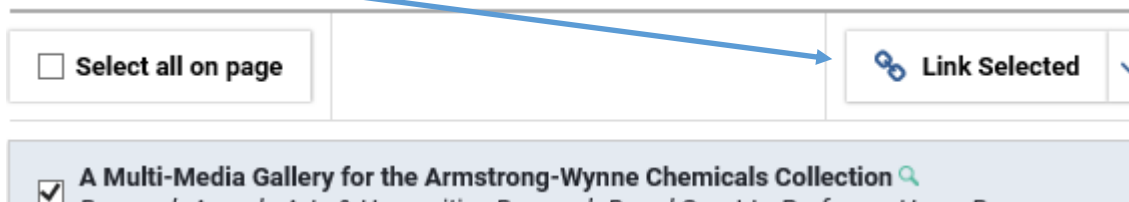# Symplectic Elements version 5.5 summary

5. Menu > Manage > Automatic claiming.

Users who have registered their ORCiD in Symplectic, can configure "Automatic Claiming" of Publications using the navigation above. Automatic Claiming will find your publication and Verify it, thereby dispensing with the verification process for each publication.
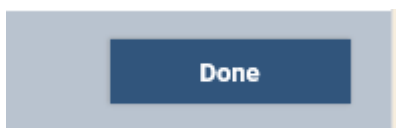
6. Linking Publications to Grants

Two steps:

1. 'Link Selected'

2. Done

Selecting Done, will move to the 'Deposit your publication in Spiral'