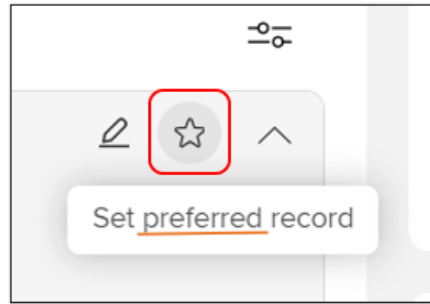
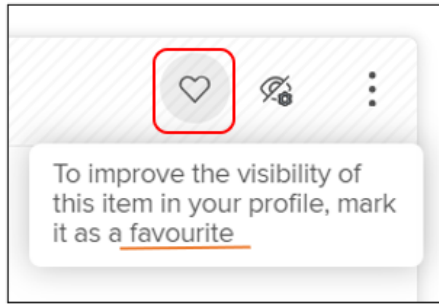


#10 - Purdue Elements: Prioritizing Records

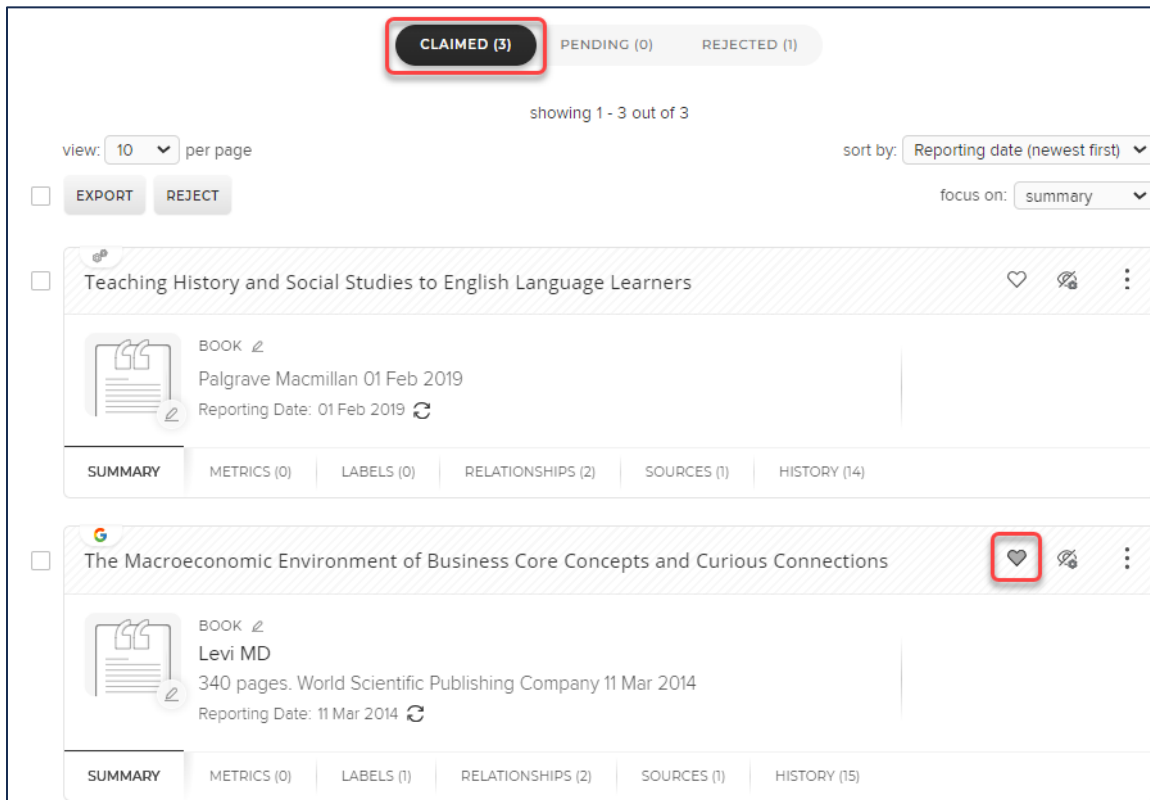
Elements offers a number of features that users can utilize to customize their records. Among these features are:

- “Favorite” icon to improve visibility of a record and to enhance record searching. In the Discovery module display, “Favorite” record will be floated to the top of a list of records
- “Preferred” icon to recognize the record is the version the user would like presented in the summary view or in reports.



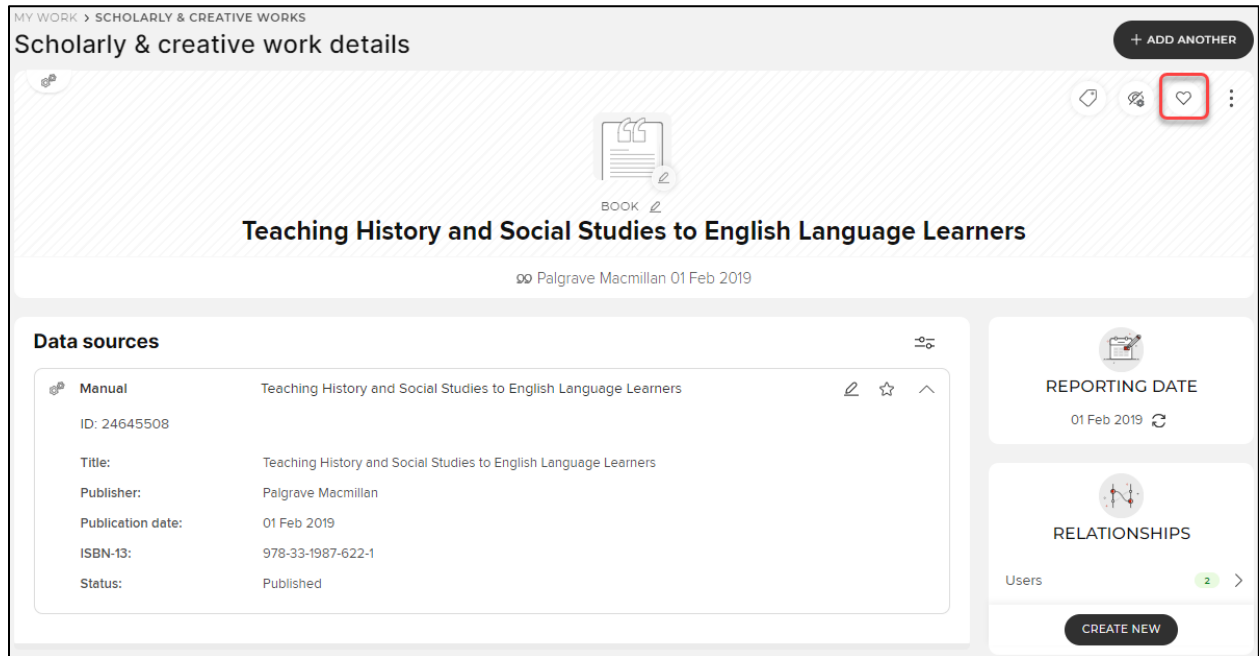
“Favorite” Feature

To improve visibility of a record on Claimed lists of Scholarly & Creative Works, Grants, Services, and/or Learning & Teaching records, the user should click on the “Favorite” icon (♥) in the top right corner of a Compact record view. The icon will be highlighted, improving the record’s visibility:



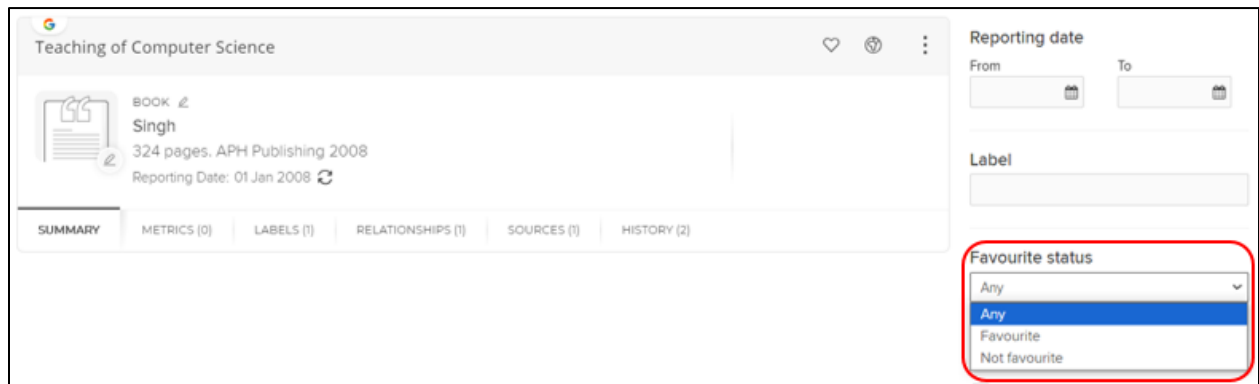
The action can be reversed by clicking on the icon again.

The “Favorite” feature can also be used when manually editing a record, in Detail view:



Favorite Status Filter

If there are records on the Claimed records list that have been designated as Favorite, the user can filter the records by the Favorite Status: the user should locate the filter on the left side of the Claimed records page and select “Favorite” or “Not favourite” setting. The list will be filtered accordingly.



“Preferred” Feature

When manually editing a record in your Scholarly & Creative Works, Grants, Services, or Learning & Teaching sections, the user can use the “Preferred” feature to recognize his/her favorite records.

In Detail record view, the user should click on the “Preferred” icon (☆) in the top right corner of a record. The icon will be highlighted and the “Preferred record set” message will be displayed, confirming the action. The action can be reversed by clicking on the icon again.

