

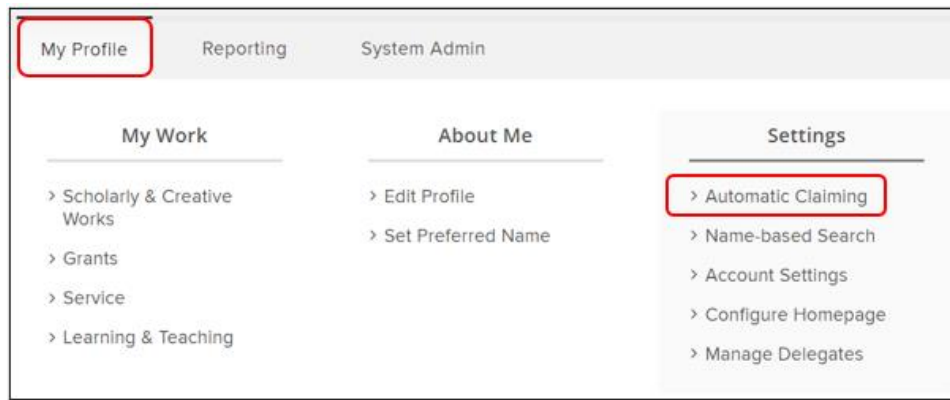
#3 - Purdue Elements: Automatic Claiming User Guide

Elements automatically harvests information about faculty’s scholarly works and grants from an extensive range of academic and scientific data sources.

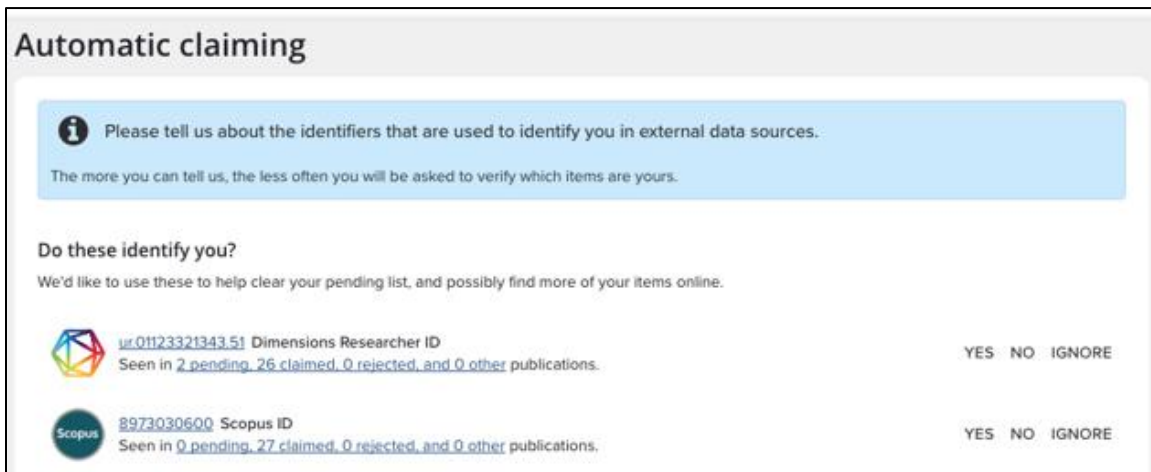
To set up your automatic claiming, click on the three bars at the top left of the home page:



Select the “My Profile” tab, then under “Settings,” select “Automatic Claiming.”



Clicking on “Automatic Claiming” will take you to the following page:






Claiming Author Identifiers

Elements will suggest author identifiers based on your name-based search settings, including identifiers from ORCID, Dimensions, Web of Science, Scopus, arXiv, figshare, SSRN and others.

Approve or reject the identifiers using the Yes and No buttons (you can also choose the Ignore option).








Do these identify you?
We'd like to use these to help clear your pending list, and possibly find more of your items online.

 Dimensions Researcher ID : [redacted] Seen in 12 pending, 198 claimed, 0 rejected, and 0 other scholarly & creative works > Also seen in 0 pending, 3 claimed, 0 rejected, and 10 other grants >	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IGNORE
 Scopus ID : [redacted] Seen in 12 pending, 184 claimed, 0 rejected, and 0 other scholarly & creative works >	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> IGNORE
 ORCID : [redacted] Seen in 2 pending, 60 claimed, 0 rejected, and 0 other scholarly & creative works >	YES <input type="checkbox"/> NO <input type="checkbox"/> IGNORE

Elements will automatically retrieve publications in databases using these identifiers and place them in the “Mine”, “Not Mine” or “Ignored” folders based on “Yes”, “No” or “Ignore” being selected.

Mine (1) Not Mine (0) Ignored (0)

Add external profiles

	 arXiv Author Identifier	 Dimensions Researcher ID	 figshare.com account	 ResearcherID	 Scopus ID
	 SSRN Author ID				

If you select “Yes”, a menu with the following two choices will pop up:


- 1) **Auto claim associated items** – Select this option if this identifier always identifies you, and you want to claim all publications that contain it.
- 2) **Auto suggest associated items** – Select this option if the identifier sometimes identifies you, or when you prefer to manually claim or reject publications.

If you select “No” or “Ignore,” a menu with the following two choices will pop up:

- 1) **Auto reject associated items** – Select this option if this identifier never identifies you. This is especially useful if you are incorrectly offered identifiers belonging to others with similar names or identifiers belonging to frequent collaborators.
- 2) **Ignore this identifier** – Select this option if you do not want this identifier to factor into what publications are harvested. You may still be offered publications through the name-based search that contain this identifier.

Select “CONFIRM” to save your updates.

Identifier Preferences

**Dimensions Researcher ID**
ur. [redacted]
Seen in 12 pending, 198 claimed, 0 rejected, and 0 other scholarly & creative works >
Also seen in 0 pending, 3 claimed, 0 rejected, and 10 other grants >

What should we do with this Dimensions Researcher ID?

Auto claim associated items
 Auto suggest associated items

The selected action will:

- Claim 12 of your pending scholarly & creative works.
- Cause new items associated with this Dimensions Researcher ID and a compatible name variant to be automatically claimed for you.
- Enable use of this Dimensions Researcher ID to automatically download and claim items from Dimensions, and/or Dimensions Grants.

Adding External Profiles

If the system does not find all your identifiers, you can enter them via the “Add external profiles” option.

- Each of the identifiers will need to be updated separately.
- If no identifiers are shown for you, additional identifiers can be added by clicking on the + icon.

Automatic claiming

i 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 (1) Not Mine (0) Ignored (0)

Add external profiles

+ arXiv Author Identifier Dimensions Researcher ID figshare.com account ResearcherID Scopus ID
 SSRN Author ID

Add email addresses

+ Email address

Email addresses

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

kkostami@purdue.edu

All external profiles that you have accepted or entered will be listed under “Mine.” You have the option to update your preference for a profile by selecting “Manage.”

Add external profiles

arXiv Author Identifier Dimensions Researcher ID figshare.com account ResearcherID Scopus ID SSRN Author ID

External profiles

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

Scopus ID : [redacted]
Seen in 0 pending, 196 claimed, 0 rejected, and 0 other scholarly & creative works » Manage

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

Dimensions Researcher ID : [redacted]
Seen in 12 pending, 198 claimed, 0 rejected, and 0 other scholarly & creative works »
Also seen in 0 pending, 3 claimed, 0 rejected, and 10 other grants » Manage

A new screen will pop up and you will be given several options to choose from as to how that specific identifier will be handled.

Identifier Preferences

Scopus ID
[redacted]
Seen in 0 pending, 196 claimed, 0 rejected, and 0 other scholarly & creative works »

What should we do with this Scopus ID?

Auto claim associated items
 Auto suggest associated items
 Auto reject associated items
 Ignore this Scopus ID

The selected action will:

- Cause new items associated with this Scopus ID and a compatible name variant to be placed in your pending list(s).
- Allow the system to show this Scopus ID on your profile.
- Enable use of this Scopus ID to automatically download pending items from Scopus.

CANCEL CONFIRM

Adding Email Addresses

Email addresses can also be used to auto-claim publications.

- The system will automatically import the address associated with your organization.
- Additional email addresses you may have published with previously can be added via the “Add email addresses” option.
- Once you add the email address a new screen will pop up with selection options as to how the identifier will be used, like those shown for external profile IDs.
 - Auto claim associated item
 - Auto suggest associated items
 - Ignore this email address.
- Once an email has been added as an identifier, it cannot be deleted – you can edit the email address, or you change how the identifier will be used.

Automatic claiming

i 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 (1) Not Mine (0) Ignored (0)

Add external profiles

[+](#) [arXiv Author Identifier](#) [Dimensions Researcher ID](#) [figshare.com account](#) [ResearcherID](#) [Scopus ID](#)
[SSRN Author ID](#)

Add email addresses

[+](#) [Email address](#)

Email addresses

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

[✉](#) [kkostami@purdue.edu](#) **Manage**

Identifier Preferences

Add a new email address

Enter an email address under which you publish.

CANCEL NEXT

Identifier Preferences

Email address
i@purdue.edu

What should we do with this email address?

- Auto claim associated items
- Auto suggest associated items
- Ignore this email address

Keeping the current action will:

- Cause new items associated with this email address and a compatible name variant to be automatically claimed for you.

CANCEL CONFIRM

Managing Email Addresses

Identifier preferences associated with each email address can be managed via the “Manage” button located in the lower right corner (or during the process of adding a new e-mail address).

- A new screen will pop up and you can select one of four options to auto claim, auto suggest, auto reject, or ignore.
 - Auto suggest setting will result in associated items to be placed in your pending list.
- As a default setting, your institutional email address is set up to be used for auto claiming of associated items.







Automatic claiming

i 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

  arXiv Author Identifier  Dimensions Researcher ID  figshare.com account  ResearcherID  Scopus ID

 SSRN Author ID

Add email addresses

  Email address


Email addresses

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

 [Redacted email address]

 Manage

Identifier Preferences

 **Email address**
ptest@purdue.edu

What should we do with this email address?

- Auto claim associated items
- Auto suggest associated items
- Auto reject associated items
- Ignore this email address

The selected action will:

- Cause new items associated with this email address and a compatible name variant to be automatically claimed for you.

CANCEL

CONFIRM