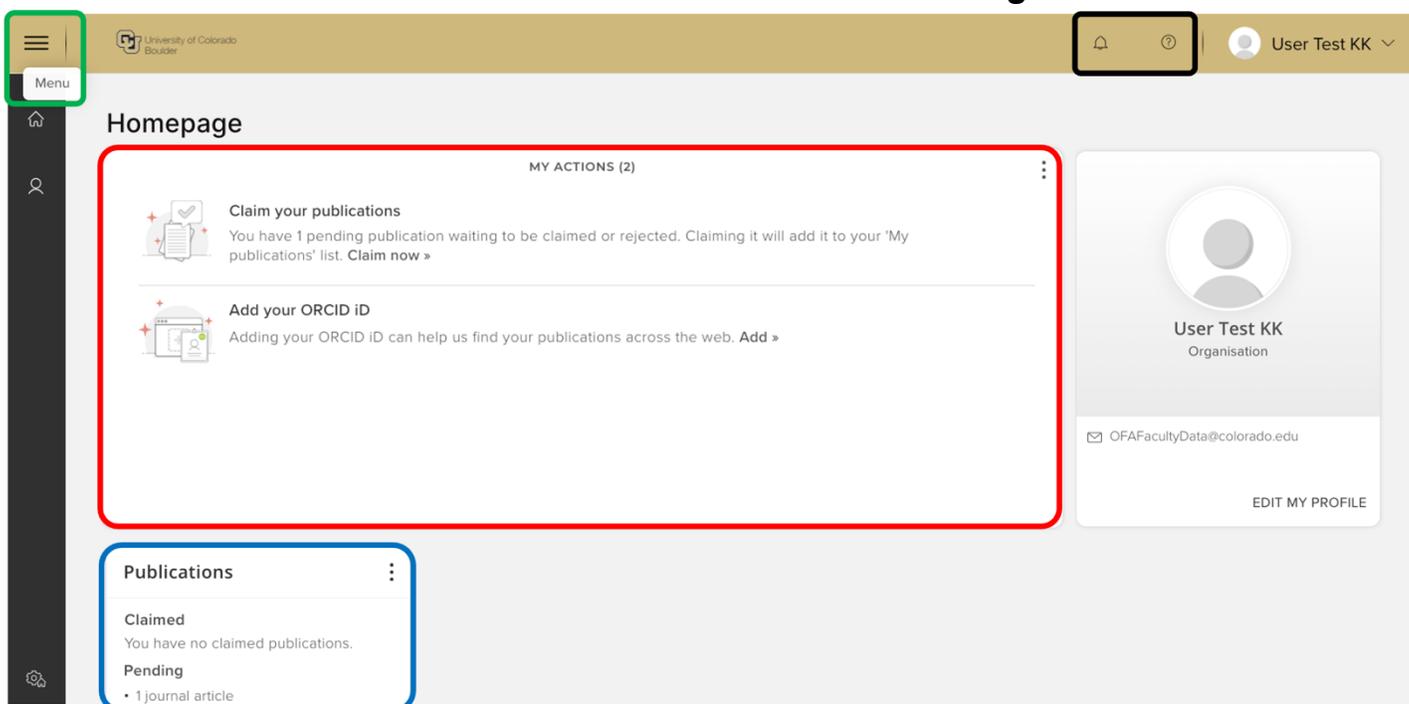
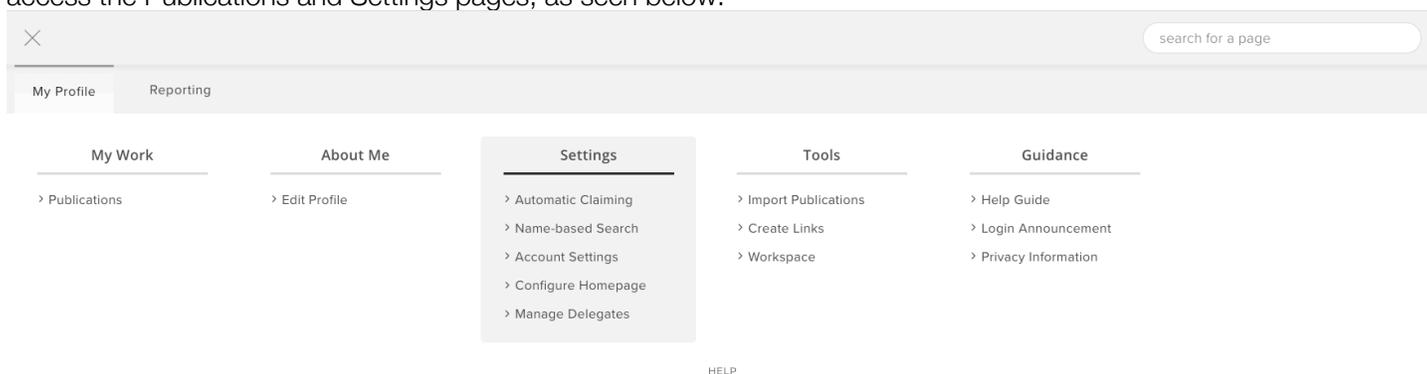


## Quick Start Guide: Elements Home Page



### Menu:

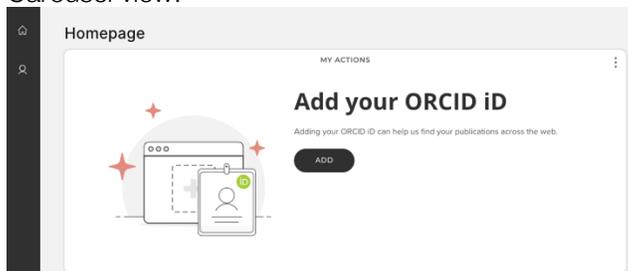
Navigation in CUBE is done through the menu option on the top-left corner of the window. Click on the tribar (≡) icon to access the Publications and Settings pages, as seen below.



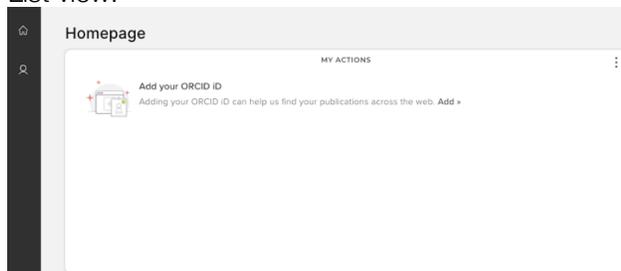
### My Actions:

Authors with publications that need to be claimed will be alerted in this section, and can access Publications by clicking “Claim Now”. Other outstanding action items, such as adding your ORCID iD, will be prompted in the “My Actions” tile. You may also change the view of this tile by clicking on the vertical ellipsis (: ) icon and selecting “Switch to list view”.

Carousel view:



List view:



## Publications:

A summary of claimed and unclaimed publications will be listed in the Publications tile. You may also “Add New” or “View All” of your publications. Click on the vertical ellipsis (:) icon on the Publications tile to clear pending or rejected publications. **Use caution when clearing publications, as once a publication has been cleared it will not be returned in subsequent searches.**

## Notifications/Help:

To view your notifications or to seek additional assistance, click on Notifications or the question mark (?) icon on the top-right corner of the window.

