

# **Quick Start Guide: Elements Home Page**

=	University of Colorado Boulder	Q 0	User Test KK 🗸	
Menu G	Homepage			
۵	MY ACTIONS (2)         Image: Claim your publications         You have 1 pending publication waiting to be claimed or rejected. Claiming it will add it to your 'My publications' list. Claim now >         Image: Claim Clai	User Test KK Organisation		
තිය	Publications     :       Claimed       You have no claimed publications.       Pending       • 1 journal article		EDIT MY PROFILE	

#### 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.

$\times$					search for a page
My Profile Reporting					
My Work	About Me	Settings	Tools	Guidance	
> Publications	> Edit Profile	<ul> <li>&gt; Automatic Claiming</li> <li>&gt; Name-based Search</li> <li>&gt; Account Settings</li> <li>&gt; Configure Homepage</li> <li>&gt; Manage Delegates</li> </ul>	> Import Publications > Create Links > Workspace	> Help Guide > Login Announcement > Privacy Information	
			HELP		

### **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".

<u>Ca</u> rousel view:				List view:		
ŵ	Homepage			۵	Homepage	
۵		MY ACTIONS	:	۹	MY ACTIONS	:
	+	Add your ORCID iD			Add your ORCID ID Adding your ORCID ID can help us find your publications across the web. Add »	
		Adding your ORCID iD can help us find your publications across the web.				
		ADD				

CU Boulder Elements (CUBE), part of the Faculty Information System (FIS) OFAFacultyData@colorado.edu • www.colorado.edu/FIS/CUBE





## **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 <u>once a publication has been cleared it will not be returned in subsequent searches</u>.

#### **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.

CU Boulder Elements (CUBE), part of the Faculty Information System (FIS) OFAFacultyData@colorado.edu • www.colorado.edu/FIS/CUBE

