

Quick Start Guide: Optimizing Search Settings in Elements

Users may need to fine-tune the search settings so that CU Boulder Elements (CUBE) can deliver the best results from its automatic search.

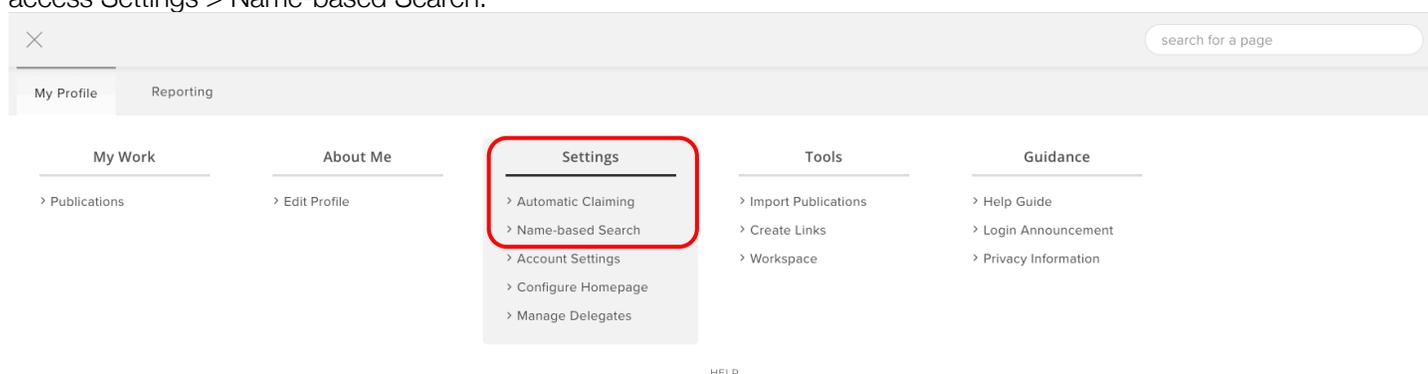
Default search settings for users were set as:

- Name: Last name, first 2 initials (e.g., Smith, J.C.)
- Address: Boulder
- Other identifiers were linked in available (ResearcherID, etc.)

If users are not seeing their publications or are seeing too many publications, the search terms may need to be modified.

Modifying Search Settings:

Navigate to the “Name-based Search” page by clicking on the tribar (≡) icon on the top-left corner of the window to access Settings > Name-based Search:



You will be automatically re-directed to the “Name-based search settings” page. Users can also modify the fields under the “Name-based search terms” section. The following outlines the variable categories:

- **Name variants:** Add separate name variants for all names you have published under. Make sure to add maiden names, other first names, or any other name variant you have published under. Click on the green add (+) icon to add:

Name-based search terms

Name variants: *
(last name first)



Kleiner, K. Y.



Kleiner, Ka Yong



Wolff, K. Y.



When adding name variants, please use the format "Lastname, Firstname/initials" — for example "Smith, A. G." or "Smith, Alex".

Add all combinations of your last name and initials under which you publish. The system will then convert the supplied name to the exact formats best required when searching each data source. Please do **not** use the format "Andrew Smith" or "AG Smith". Always write your last name first, followed by a comma.

If a name variant is only used by one online database, you can customise this setting in the relevant section of this page.

- **Addresses:** To find publications from before your time at CU Boulder, add the city of previous institutions at which you published. To avoid too many results, use only cities rather than the city and state. For example, if you were at the University of California-Berkeley, add “Berkeley” to the addresses search box. Click on the green add (+) icon to add:

Addresses: 

Boulder 

 [Switch to advanced view](#)

Add keywords associated with previous institutions, or those with which you collaborate.

- **Start date:** If you are getting too many results from before you began publishing, you can add the date you began publishing so earlier publications are not included in your automated search. **It is advised that users utilize this date function carefully and only in relevant cases:**

Start date:

The date should be in one of the following formats:

14 Mar 2001 (dd MMM yyyy)

Mar 2001 (MMM yyyy)

2001 (yyyy)

- **Keywords:** If you publish all of your articles in a specific field and use the same author-supplied keywords, you can limit your search to specific keywords. **It is advised that users utilize this field carefully, as the presence of a keyword search may exclude relevant results:**

Keywords: 

You have not supplied any keywords.

- **Journals:** If you publish in certain journals, it is possible to add them to your search settings. **It is advised to use the journal field with caution, so as not to exclude relevant results:**

Journals: 

You have not supplied any journals.

Troubleshooting Search Settings:

- **Not enough results:** If you are not seeing as many results as you expect to see, you may need to add search terms, or broaden your search terms. To improve the search results, make sure that you have added the following:
 - All names you have published under, including other last name, first initial combinations.
 - All cities for institutions where you have published.
- **Seeing erroneous results:** You may see publications coming in through the automatic search that are not yours. The simplest way to clear the erroneous publications is to reject them on the “My Pending Publications” page. If you are not seeing any relevant results, you will need to change your search settings.

Users with common last name, first initial combinations (e.g., J Smith) will encounter this problem more frequently than users with uncommon last names. Follow these instructions to prevent too many erroneous results from being returned:

- Use Journal or Keyword Search terms to limit results (this may result in missing articles)
- Sign up for a unique identifier such as [ResearcherID](#) or [ORCID ID](#).
- **Too many publications on High Energy Physics (CERN):** If you are seeing hundreds of pending publications having to do with particle physics, your name may be similar to a scientist’s working on the CERN project

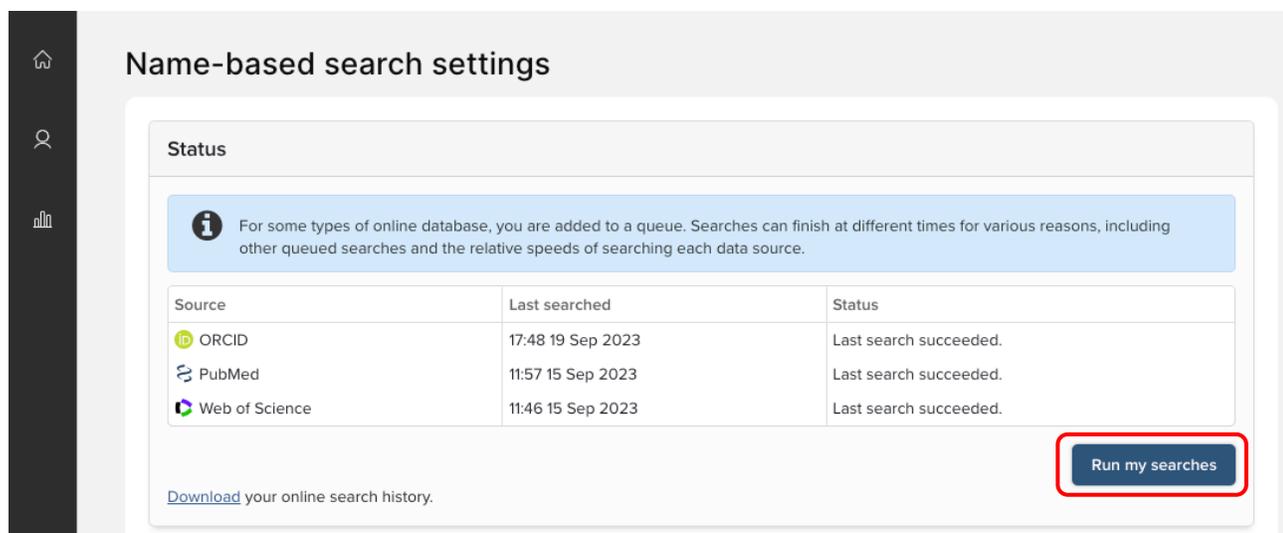
studying particle physics. Publications from the CERN supercollider may have as many as 5,000 authors which can result in false positives in CUBE. If your name matches with a CERN author, you can do the following to correct the problem:

1. Clear the list of pending publications from the home page by clicking on the vertical ellipsis (:) icon on the Publications tile, and selecting “Clear pending”. **Use caution when clearing all pending publications, as once a publication has been cleared it will not be returned in subsequent searches.**
2. Use the “Filters” in the right sidebar to search for publications you have written, using journal and title searches to narrow results.
3. Rejecting all of the publications from the “My Pending Publications” page. If users mistakenly reject an article, they should view their rejected publications by navigating to the “Rejected” tab. CUBE holds the rejected publication in a queue in which users can go back and re-claim it.
4. Use keywords to limit the search. Keywords should be used with caution, as the search will only return articles with the Keywords present in the metadata.

Re-running the Automated Search:

After the search results have been changed, the search will be re-run. CUBE has a one-hour delay built in to the system to make sure that users are not still working on search setting changes. After changing search settings, the search will re-run after one hour.

Users can review the status of the last searches made to the online databases such as Web of Science, PubMed, and ORCID. You can re-run these searches by clicking on the “Run my searches” button:



Name-based search settings

Status

i For some types of online database, you are added to a queue. Searches can finish at different times for various reasons, including other queued searches and the relative speeds of searching each data source.

Source	Last searched	Status
ORCID	17:48 19 Sep 2023	Last search succeeded.
PubMed	11:57 15 Sep 2023	Last search succeeded.
Web of Science	11:46 15 Sep 2023	Last search succeeded.

[Download](#) your online search history.

Run my searches