

Quick Start Guide: Joining or Splitting Publication Records in Elements

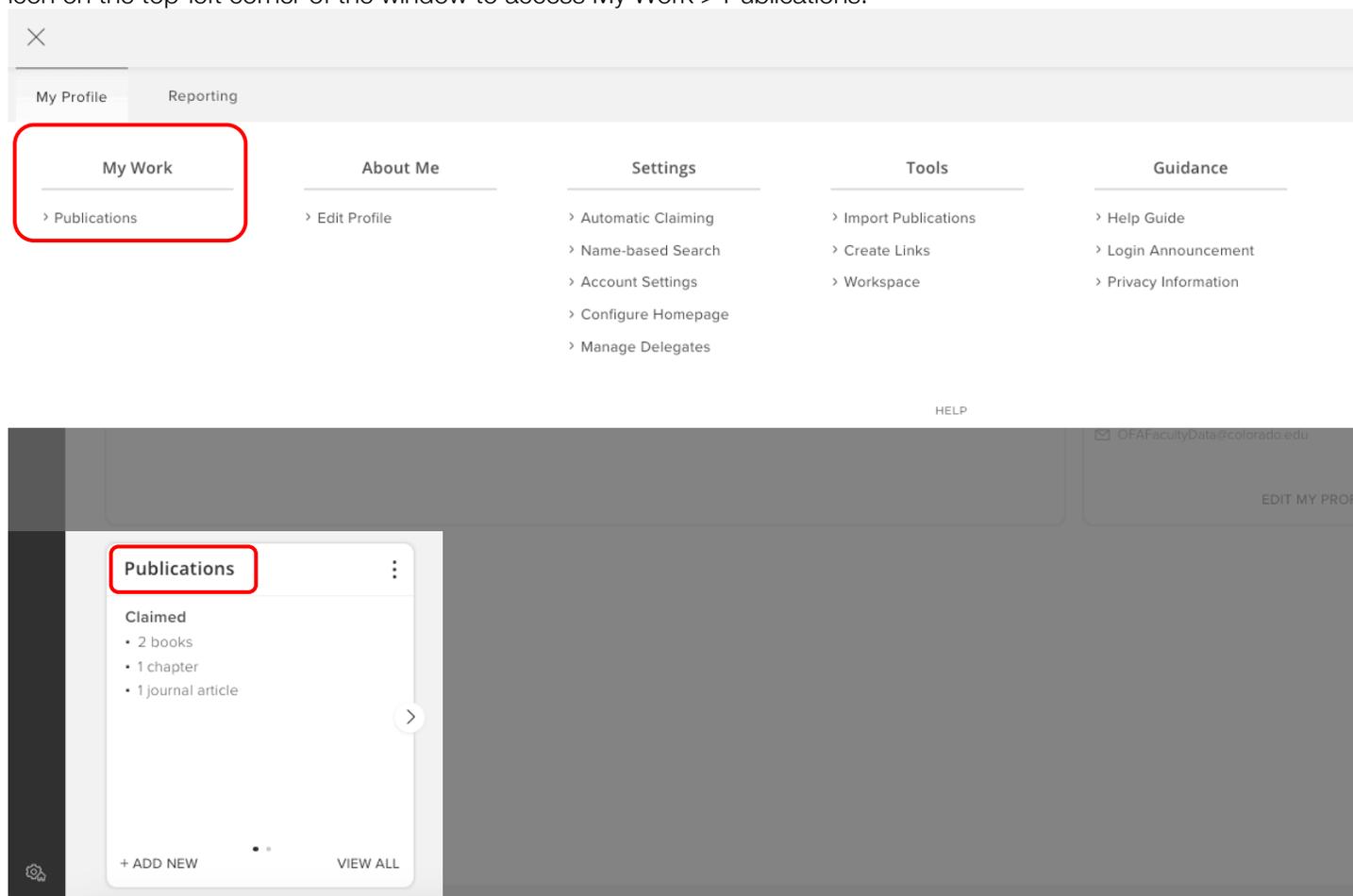
Occasionally records in CU Boulder Elements (CUBE) may be duplicated and need to be manually joined. Conversely, in rare instances, you might need to split two records that have been joined in error.

CUBE may at times not unify items from different data sources, usually because of a problem with an identifier such as a DOI or ISSN. More commonly, manually entered records do not automatically merge with records from automated data sources. In such instances, the publication records may be joined/merged.

Note: It is recommended that these split/merge requests be submitted to OFAFacultyData@colorado.edu.

Joining/Merging Publication Records:

Navigate to the Publications page by clicking on the “Publications” tile on the home page, or by clicking on the tribar (≡) icon on the top-left corner of the window to access My Work > Publications:



You will be automatically re-directed to the “Claimed” publications page that lists all your claimed publications.

On the publication records you wish to join/merge, add these to your workspace by clicking the vertical ellipsis (⋮) icon and selecting “Add to Workspace”:

Once all the desired publication records are added to the workspace, navigate to the workspace by clicking on the tribar (≡) icon on the top-left corner of the window to access Tools > Workspace:

On the "Workspace" page, review and select the publication records you would like to join by selecting the check boxes on the left of each publication record. Then click the "Join" button:

The screenshot shows the "Workspace" page with a sidebar on the left containing a home icon and a magnifying glass icon. The main content area has a "Sort by" dropdown menu set to "Reporting date (newest to oldest)". Below this are four buttons: "Select all", "Join" (highlighted with a red box), "Export", and "Clear the workspace". Two publication records are listed, each with a checked checkbox on the left (also highlighted with red boxes):

- Sophie's World A Novel About the History of Philosophy**
Ka Yong Kleiner, User Test KK
Gaarder J
Abstract
544 pages. Farrar, Straus and Giroux 20 Mar 2007
Publication: Book
- Sophie's World (Manual)**
User Test KK
Test KK U
Simon & Schuster 2007
Publication: Book

The resulting merged item will be displayed, along with the message "Publications joined." To view details of the newly merged publication record, click on the magnifying glass icon at the bottom of the record:

This screenshot shows the "Workspace" page after the join action. A notification box in the top right corner, highlighted with a red box, displays "16:24 Publications joined." with a close button (X). The "Join" button is now disabled. The first publication record, "Sophie's World (Manual)", is now the only record in the list. The magnifying glass icon at the bottom right of this record is highlighted with a red box.

You will automatically be re-directed to the detailed view of the publication. The joined/merged data sources will be listed, and the action is recorded in the "History" section:

Publication details + ADD ANOTHER

Sophie's World (Manual)
[Test KK U](#) [see details \(1\)](#)

Simon & Schuster 2007

Data sources

Manual	Sophie's World (Manual)	edit share star dropdown
Google Books	Sophie's World A Novel About the History of Philosophy	share star dropdown

Labels

- Unclassified (1 label) [EDIT](#)
- CU Industry Sectors (0 labels) [EDIT](#)
- Fields of Research (2008) (0 labels) [EDIT](#)
- Fields of Research (2020) (0 labels) [VIEW](#)
- FIS VIVO Research Areas (0 labels) [EDIT](#)

HISTORY

25 Sep 2023 16:24 [User Test KK](#) Publication joined. Sources added to this publication: Manual

25 Sep 2023 16:23 [User Test KK](#) Manual publication created.

REPORTING DATE
20 Mar 2007 [refresh](#)

RELATIONSHIPS
Users 2 [>](#)
[CREATE NEW](#)

Splitting Publication Records:

On the “Claimed” publications page, locate the publication you wish to split and navigate to the “Sources” tab on the publication record. Click on the split arrow icon on the right side of the data source:

The screenshot shows the 'My claimed publications' interface. At the top, there are tabs for 'CLAIMED (3)', 'PENDING (0)', and 'REJECTED (1)'. Below this, it says 'showing 1 - 3 out of 3'. There are controls for 'view: 10 per page', 'sort by: Reporting date (newest first)', and 'focus on: summary'. A list of publications is shown, with the first one being 'Sophie's World (Manual)'. Underneath this, there are two source entries: 'Manual' and 'Google Books'. The 'Google Books' source has a split arrow icon highlighted with a red box. At the bottom of the record view, there are tabs for 'SUMMARY', 'METRICS (0)', 'LABELS (1)', 'RELATIONSHIPS (2)', 'SOURCES (2)', and 'HISTORY (2)'. The 'SOURCES (2)' tab is highlighted with a red box.

You will then be prompted to verify this action in a pop-up window:

The screenshot shows a confirmation pop-up window with a question mark icon and the text 'Are you sure you wish to split this record?'. There are two buttons: 'CANCEL' and 'OK'.

Click “OK” to confirm. You will receive the confirmation message "Record split", and the number of sources will reflect the split as well.

The screenshot shows the 'My claimed publications' interface after the split action. A notification banner at the top right says '16:43 Record split.' with a close button. The 'SOURCES (1)' tab is now highlighted with a red box, indicating that only one source remains. The 'Google Books' source has been removed from the list. The 'HISTORY (3)' tab is also visible.