

Quick Start Guide: Auto-Claiming in Elements

CU Boulder Elements (CUBE) supports the automatic claiming of publications when certain author identifiers are found on publications. While CUBE will continue to use name-based searching for publications, the identifier-based automatic claiming will save users time in adding publications flowing through automated data sources. CUBE can auto-claim publications based on the following identifiers:

- ORCID ID (D)
- ResearcherID
- Email addresses

Including identifiers such as ORCID iDs on your manuscript submissions allow Automatic Claiming in Elements to work best.

Setting Up Automatic Claiming:

To begin, click on the tribar (≡) icon on the top-left corner of the window. Navigate to My Profile, then Settings, and Automatic Claiming.

<					search for a page
My Profile Open Access	s Reporting Category	Admin System Admin			
My Work	About Me	Settings	Tools	Guidance	
> Publications	> Edit Profile	> Automatic Claiming	> Import Publications	> Help Guide	
		> Name-based Search	> Create Links	> Login Announcement	
		> Account Settings	> Workspace	> Privacy Information	
		> Configure Homepage			
		> Manage Delegates			

HELP

On the "Automatic Claiming" page, you may see a list of data sources under the "Does this identify you?" section.

Automatic claiming	
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.	
Does this ORCID identify you? We'd like to use this ORCID to help clear your pending list, and possibly find more of your items online.	
ORCID : 0000-0002-0000-0000 Seen in 2 pending, 4 claimed, 0 rejected, and 0 other publications >	YES NO IGNORE
Mine (1) Not Mine (0) Ignored (0) Add external profiles	
Add email addresses	
	 Rease 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. Destination of the polarities of the polarity of the polari

CUBE has harvested the identifiers from publications that have flowed in through the automated data sources. Click the **Yes, No,** or **Ignore** buttons beside each identifier to tell CUBE what to do if it finds this identifier in a publication.

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





If you are not sure about the identifier, click the link to be taken to the identifier in question.

If you select Yes, a menu will pop up with two options and a description of outcomes:

- Auto claim associated items Select this option if this identifier always identifies you, and you want CUBE to claim all publications that contain it.
- Auto suggest associated items Selection this option if the identifier sometimes identifies you, or when you still want to manually claim or reject publications.

Identifier Preferences					
ORCID 0000-0002-0000-0000 Seen in 2 pending, 4 claimed, 0 rejected, and 0 other publications »					
 What should we do with this ORCID? Auto claim associated items Auto suggest associated items 					
The selected action will:					
 Claim 2 of your pending publications. Cause new items associated with this ORCID and a compatible name variant to 					
be automatically claimed for you.					
 Allow the system to show this ORCID on your profile. Enable use of this ORCID to automatically download and claim items from ORCID, and/or PubMed, and/or Web of Science. 					
CANCEL					

If you select No or Ignore, a menu will pop up with the two options and a description of outcomes:

- Auto reject associated items Select this option if the identifier never belongs to you; this option is useful if you are erroneously offered IDs belonging to other authors with similar names, or IDs belonging to frequent collaborators.
- **Ignore this identifier** Select this option if you want CUBE to take no action when it finds this identifier in a publication. You may still be offered publications containing this identifier through the name-based search.

Click "Confirm" to apply your selection.

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





If no identifiers are suggested, you may also add your own identifier or external profile by clicking on the add (+) icon under the "Add external profiles" section:

	Automatic claiming	
	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.	
la	Does this ORCID identify you?	
	We'd like to use this ORCID to help clear your pending list, and possibly find more of your items online. ORCID : 0000-0002-0000-0000 YES Seen in 2 pending, 4 claimed, 0 rejected, and 0 other publications > YES	NO IGNORE
	Mine (1) Not Mine (0) Ignored (0)	
	Add external profiles CRCID CRCID CRCID Scopus ID	
	Add email addresses	
	Email address	

Automatic Claiming via Email:

Email addresses can also be used to auto-claim publications. Click the link "Email address" or the add (+) icon under the "Add email addresses" section, and enter any other email addresses you use on publications.

	Identifier Preferences		
	Add a new email address		
Identifier Preferences	ofafacultydata@colorado.edu What should we do with this email address? Auto claim associated items		
Add a new email address	 Auto suggest associated items Auto reject associated items 		
Enter an email address under which you publish.	 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	BACK CANCEL CONFIRM		

CUBE will review the metadata in your other publications and suggest other email addresses. As with publication identifiers, you will have the option to automatically claim or automatically suggest publications that match the email addresses in CUBE. Click "Confirm" to save the email address.

Additional Note:

- ResearcherID is the unique identifier for the Clarivate Web of Science index. If you have a ResearcherID, you can add it and either Auto-Claim or Auto-Suggest publications coming through from the Web of Science.
- ScopusID and SSRN IDs may be added, but these are not currently enabled in CUBE and will not return any results at this time.

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

