

Quick Start Guide: Joining or Splitting Publication Records in Elements

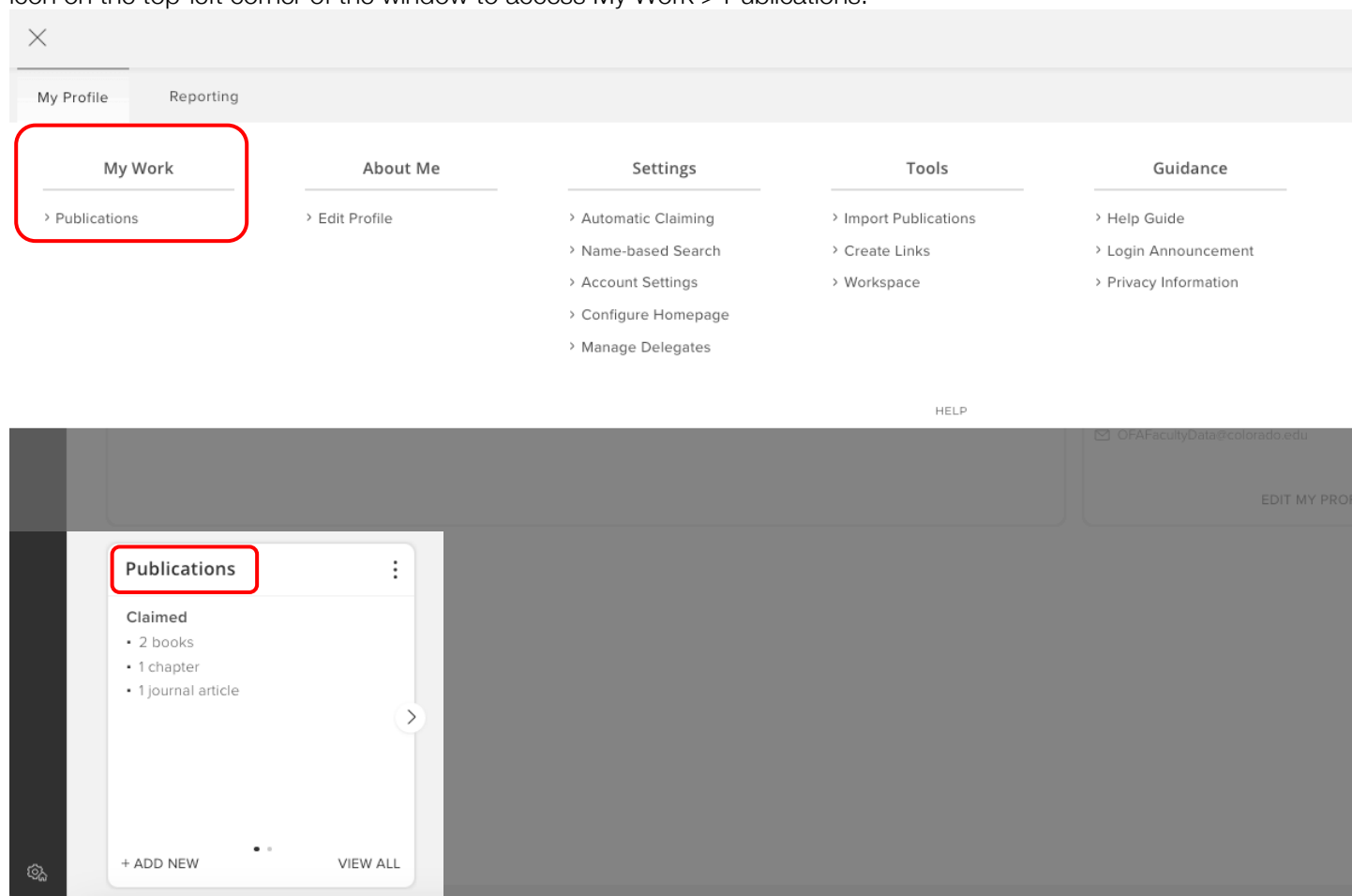
Occasionally records in CU Boulder Elements (CUBE) may be duplicated and need to be manually joined. Conversely, in rare instances, you might need to split two records that have been joined in error.

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 CUBE Workspace interface. At the top, there is a 'Sort by' dropdown 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'. The workspace contains two publication records, 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 CUBE Workspace after the join action. A red box highlights a notification message in the top right corner: '16:24 Publications joined.' with a close button (X). The 'Join' button is now disabled. The workspace contains one merged publication record: 'Sophie's World (Manual)' by Ka Yong Kleiner and User Test KK, published by Simon & Schuster in 2007. A red box highlights the magnifying glass icon at the bottom right of this record, which is used to view details.

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:

[RETURN TO THE WORKSPACE PAGE](#)

Publication details

+ ADD ANOTHER

BOOK

Sophie's World (Manual)

[Test KK U](#) [see details \(f\)](#)

Simon & Schuster 2007

Data sources

| | | |
|--------------|--|--|
| Manual | Sophie's World (Manual) | Edit Share Star More |
| Google Books | Sophie's World A Novel About the History of Philosophy | Share Star More |

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](#)

REPORTING DATE

20 Mar 2007 [Refresh](#)

RELATIONSHIPS

Users 2 [View](#)

[CREATE NEW](#)

HISTORY

- 25 Sep 2023 • Publication joined. Sources added to this publication:
Manual
User Test KK
- 25 Sep 2023 • Manual publication created.
User Test KK

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:

MY WORK
My claimed publications

CLAIMED (3) PENDING (0) REJECTED (1)

showing 1 - 3 out of 3

view: 10 per page sort by: Reporting date (newest first) focus on: summary

EXPORT REJECT

Sophie's World (Manual)

Manual Sophie's World (Manual)

Google Books Sophie's World A Novel About the History of Philosophy

SUMMARY METRICS (0) LABELS (1) RELATIONSHIPS (2) **SOURCES (2)** HISTORY (2)

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

Are you sure you wish to split this record?

CANCEL OK

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

MY WORK
My claimed publications

16:43 Record split.

CLAIMED (3) PENDING (0) REJECTED (1)

showing 1 - 3 out of 3

view: 10 per page sort by: Reporting date (newest first) focus on: summary

EXPORT REJECT

Sophie's World (Manual)

Manual Sophie's World (Manual)

SUMMARY METRICS (0) LABELS (1) RELATIONSHIPS (2) **SOURCES (1)** HISTORY (3)

Filters

Applied filters

Publication type

Publication type

Book

Charger