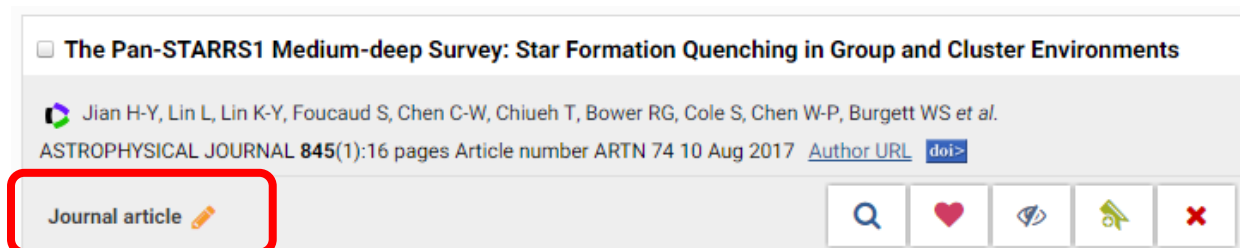


Changing the Elements “Type” of a Record

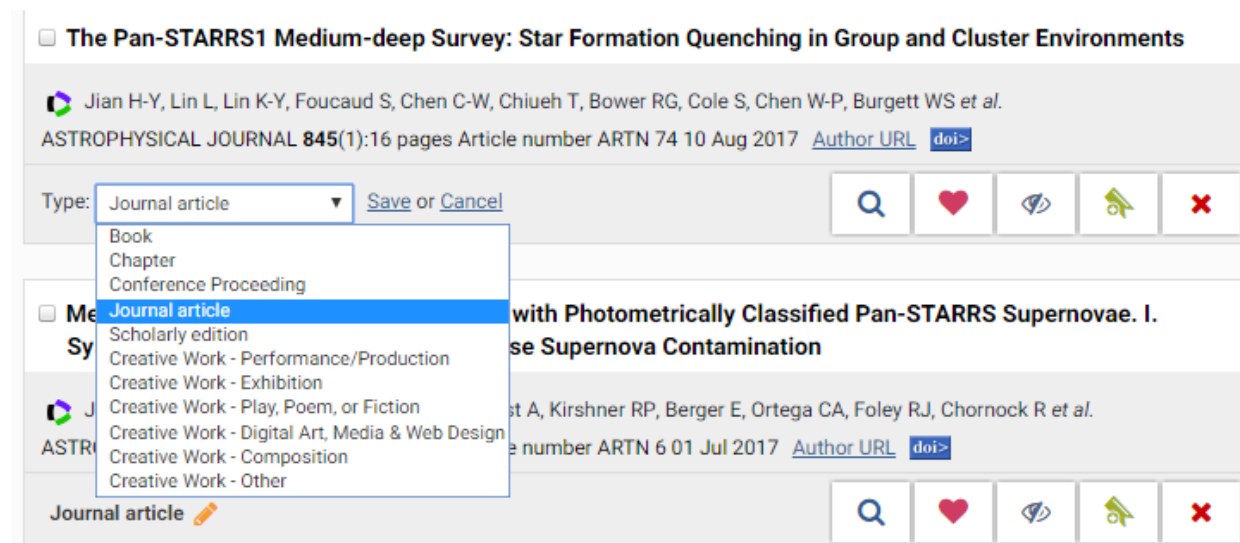
Some records that come through the automated data feed may be assigned to the wrong Elements “Type.” This is most common for Conference Proceedings that come through as Journal Articles. If you need to change the “Type” of a CUBE record follow the instructions below. Caution is recommended when changing the type as there may be effects on data in downstream systems.

To change the “Type” of a record:

- Navigate to “My Scholarly and Creative Works”
- Click on the pencil icon below the record for a drop down menu



- Select the appropriate type from the drop down menu and click “Save”



Once the page is refreshed the work will be listed under the correct type. There may be a slight delay for the publication numbers to update, but they will update within approximately one day.

For more assistance, contact Faculty Affairs by emailing pubsdata@colorado.edu, or call Matt Ramey at 303-735-7827.

<http://www.colorado.edu/FIS/CUBE>