Claiming and Rejecting Publications - Screenshots

Based on your search settings, CUBE automatically feeds data about your publications from external data sources, such as Web of Science, PubMed, and CrossRef. CUBE can be set to automatically claim publications, for more information on setting up the automatic claiming please see the Auto-Claiming Publications in CUBE document.

When you log in to CUBE, in the “My Actions” you may see a notice that you have publications to claim or reject.

The “My Actions” area has two views, List and Carousel. Both views contain links that when clicked will take you to your Pending Publications. Toggle between views by clicking the icons in the upper right corner.

List View

Carousel View
To Claim or Reject Pending Publications:

From the CUBE Click on the link in the My Action area.

List View

Review the list of pending publications
For each article, choose

- **Claim as mine**

  Or

- **Reject (Not mine)**

**More help for Claiming or Rejecting Publications**

1. For ease of viewing and selecting items, users can toggle between Compact and Detailed views using the button on the top right of the list.

   ![Compact view](image1)
   ![Detailed view](image2)

2. If the list of pending publications is long, users may use the filters on the right sidebar to limit results for easier claiming.

**Filters**

- **Relationship type:**
  
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- **Title:**

- **Publication type:**
  
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- **Reporting date from:**

- **Reporting date to:**

3. In the case of numerous results users may choose to use the check boxes in front of the citation (or the select all button at the top), and use the “Claim” or “Reject” buttons at the top of the page.
Reviewing your Previously Claimed Publications

Faculty Affairs curated historical information for all Boulder campus Faculty as best as we could. Please reviews the claimed publications to confirm they are correctly attributed.

1. Click on “scholarly and creative works” in the “My Summary” area, to go to your claimed publications

2. If any of the previously claimed publications are not yours, click “Reject

4. Or, click on the Menu and select “Scholarly and Creative Works from the drop down menu

1. Review publications on the “Mine” tab
3. If the previously claimed publications are yours, no further action is necessary for these items

**Too many or not enough publications?**

**Too many pending records?**

If you have a high number of publications waiting to be claimed, use the filters on the left side of the page to make the claiming process faster.

If you discover too many “Pending” articles that are not yours, there may be a problem with your search settings. Please see the “Optimizing Search Settings” document for solutions.

**Not seeing the right publications?**

If publications are missing, there may be a problem with your search settings. Please see the “Optimizing Search Settings” document, and broaden the search terms to solve this problem.

Users may also have to add some publications manually. Please refer to the documents on adding publications manually to assist in that process.

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](http://www.colorado.edu/FIS/CUBE)