Joining or Splitting Records in CUBE

Occasionally records in CUBE may be duplicated and need to be manually joined and more rarely you might need to split two records that have been joined in error. The CUBE system at times will not will 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 those instances, you can merge the items. In many instances, it is more desirable for a to contact Pubsdata@colorado.edu to undertake the merging activities as staff in Faculty Affairs has more experience with identifying variants of records as they appear in different data sources.

To Join records:

- Navigate to the “My Scholarly and Creative Works” page, via the Menu.
- Note that you can only see the tabs (Summary, History, Data Sources, etc.) if the "My publications" page is displaying Detailed view. If you aren’t seeing the tabs, you are probably in Compact view. You can toggle back and forth between the views using the button in the upper right-hand corner of the page, beside the Export and Reject buttons.
- When you have located the items, you wish to merge, claim them both. Then, add them to the Workspace by clicking the green "ticket" icon in the toolbar.

- Navigate to your Workspace on the top right hand side of CUBE.

- Click on the Workspace icon and you'll see the two versions of the article. Click the checkbox beside the article titles and the click the "Join" button.

- The resulting merged item will be displayed, along with the message "Publication joined." Note that the name of the person who joined the items is recorded in the History tab.
When you return to your profile, the newly merged item will be there. Note that the items now has five record sources:

To Split records:
In the rare instances where the system wrongly matches records they can be easily split.

In the 'My Scholarly or Creative Works” page, activate ‘Detailed view' and locate the publication that you wish you split.

Click on the Data Sources tab.

Find the record you wish to split from the publication and click the blue double-arrow icon immediately to the left of it.

The split record will create a new publication in CUBE. This new publication will have the same claimed, pending & rejected links as the original; you will need to edit these links if they are incorrect.
For assistance with merging or splitting records, please contact Matt Ramey by emailing pubsdata@colorado.edu.

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