VU Elements Quick Guide

Login
Login to VU Elements (http://elements.vu.edu.au) with your email credentials

Your Home Page
1. My Summary
   A summary of your profile
2. My Publications
   Approved/pending publications by type and relationship
3. Co-Authorship at VU
   List of your publication collaborators at VU
4. Publication History
   A bar chart showing your outputs per year
5. My Data Sources
   The online data sources that are currently searched
6. My Search Setting
   Terms currently used to search the online data sources
   Experiment with the ‘search settings’ to get the best harvest. Start with name variants if you have published using different versions of your surname, first name and initials.

My Publications
Click on My Publications from your homepage
7. My Publications contains three tabs:
   Mine – a list of your claimed publications
   Pending – a list awaiting your call to claim or reject
   Not Mine – Not authored by you, the ones you’ve rejected
   In Pending tab, you may select any or all publications to be claimed or rejected
8. Bulk claim, reject or export
9. Single claim or reject
   ✅ Claim if it’s your publication
   ❌ Reject if it’s not your publication
Add Publications

Publications not captured by data sources can be added manually or imported.

10. Click on ‘Add a new publication’ on the My Publications page, then click [+ ] next to the category you want to add

Search

11. Search a book/chapter
Enter information in the searching field(s) then click ‘Go’

12. Search a journal article
Enter DOI then click ‘Go’

Search result will be displayed at the bottom of the page, click [+ ] next to the item to populate the data entry form

13. Import from other sources
Click on ‘+ ’ next to ‘Publications’ from the left Navigation menu and click on ‘Import’. On the Import page, you can upload an EndNote, Reference Manager or BibTeX file.

14. Manual entry
Fill in the details of the publication that are available. Fields with * are required. Click ‘skip’ for categories with search page for manual entry.

Summary View of Publications

15. View publication details
Click on the title of the publication

16. Action Icons

17. Quality and Impacts
Showcasing your journal rankings, citations and Altmetrics