How to link your publications to your Research Groups in Symplectic

1. Log in to Symplectic Elements.

2. Click on Create Links within the Elements section of the Navigation Bar (left side of screen).

3. This will take you to a screen where you can choose the objects you want to link. Select the radio buttons to “Create links between… Publications …and… Organisational structures”

4. Symplectic Elements will automatically filter both sections to only show your recent Publications and Research Groups, although you can modify the filters by clicking on the Change button. To create a link between items, click the checkboxes next to the Publication(s) you want to link from, and the Research Group(s) you want to link to, then click the Click to create button.

5. Once you’ve created a link the details will be confirmed on screen. At this stage you have the option to remove the link if you’ve created it in error.