Symplectic Elements version 5.5 summary

1. Home page
   - Expected Actions are added to your Home Page. Actions are hyper-linked to ease navigation.

   ![My Actions screenshot]

   - Use the ‘add’ buttons to create new Publications or Professional Activities

2. Menu tab
   - Navigation is simplified through the ‘Menu’ tab

   ![Menu tab screenshot]

3. Upload article (Journal or Conference) on-acceptance for publication
   - Quick link to apply for APCs (Article Processing Charges) is provided with this ‘Deposit your Work’ function. Selection will guide you through application, completion of requisite details, linking to grants and depositing the article in Spiral.

4. Manage your search settings and nominate delegates to assist your with Elements Administration. See the user guides
Symplectic Elements version 5.5 summary

5. Menu > Manage > Automatic claiming.
   Users who have registered their ORCID in Symplectic, can configure “Automatic Claiming” of Publications using the navigation above. Automatic Claiming will find your publication and Verify it, thereby dispensing with the verification process for each publication.

6. Linking Publications to Grants
   Two steps:
   1. ‘Link Selected’
   2. Done

   Selecting Done, will move to the ‘Deposit your publication in Spiral’