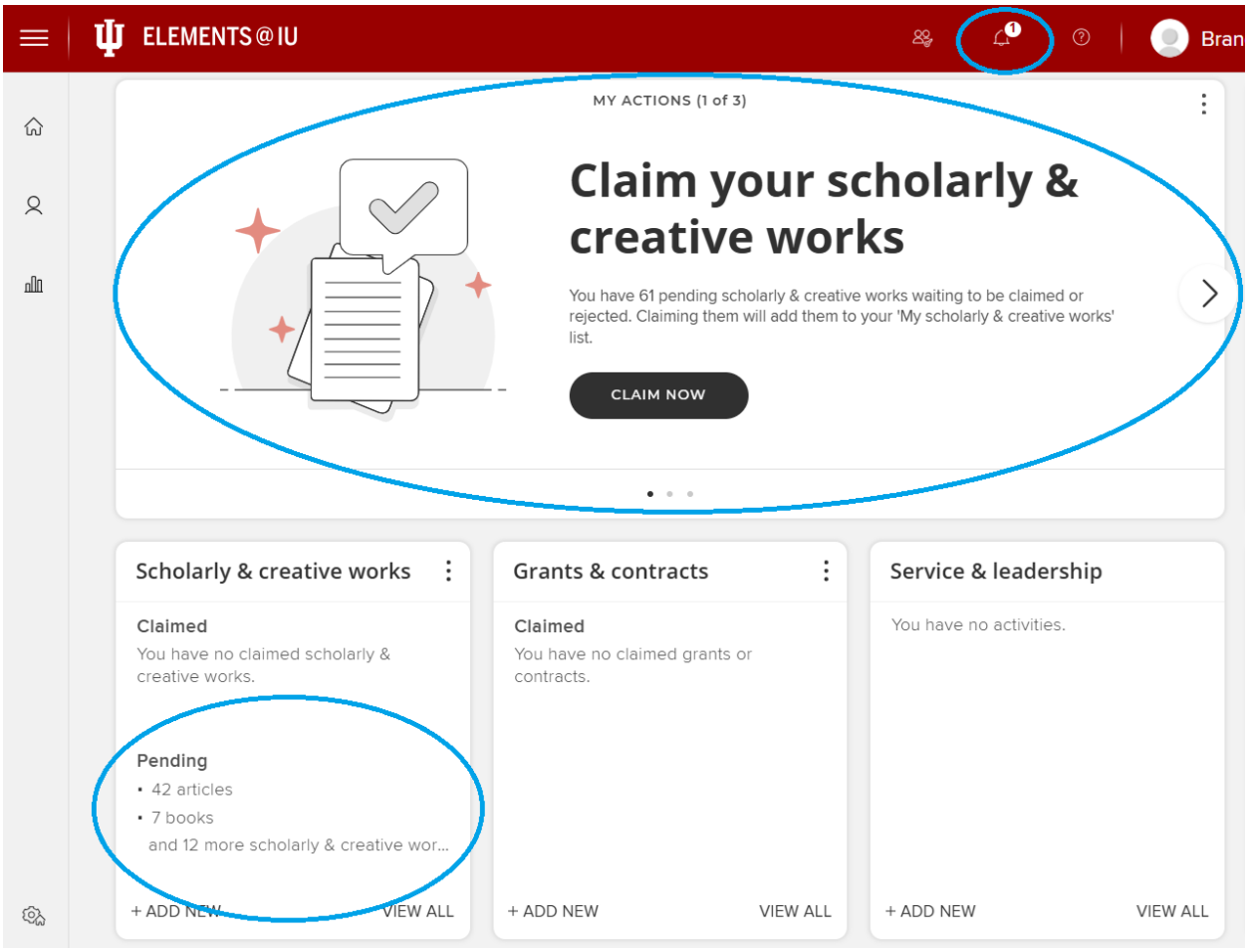
Claiming and Rejecting Pending Scholarly & Creative Works

As Elements@IU periodically searches for new Scholarly & Creative Works, new publications will be surfaced to your for review. You will be prompted to review new pending works in a variety of ways.

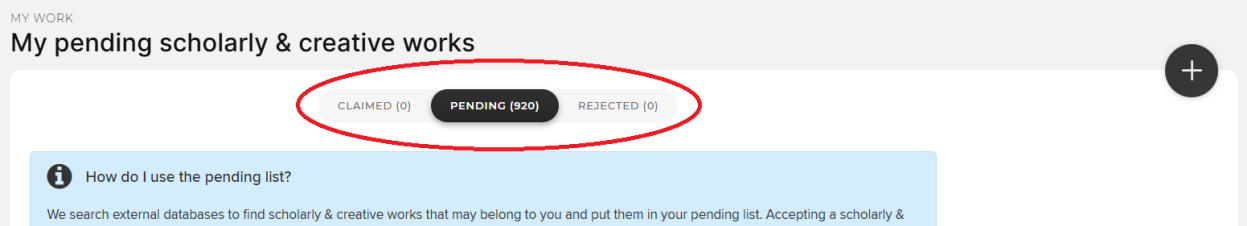
Notifications and Accessing Pending Works

New pending Scholarly & Creative Works notifications will be presented in three places on the Elements@IU homepage. There is a notification icon at the top right of your homepage, an action in the main action banner, and at the bottom of the Scholarly & Creative Works tile. By clicking into any of these items, Elements will take you to a page displaying your list of pending works.



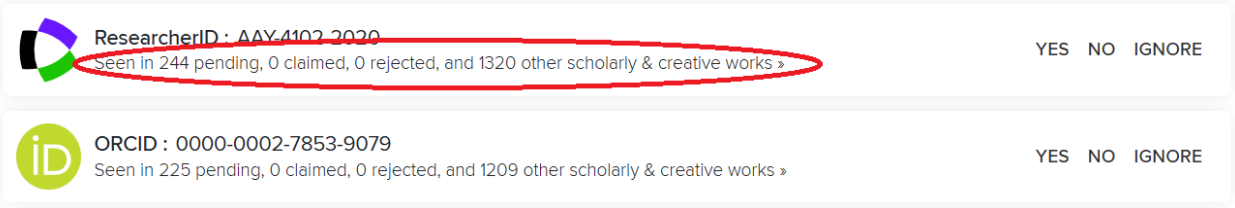
My Pending Scholarly & Creative Works

When you arrive at the “My Pending Scholarly & Creative Works” page, your Scholarly and Creative Works will already be sorted to the pending works. You can use this tool at the top of the page to navigate between your claimed, pending, or rejected Scholarly & Creative Works.

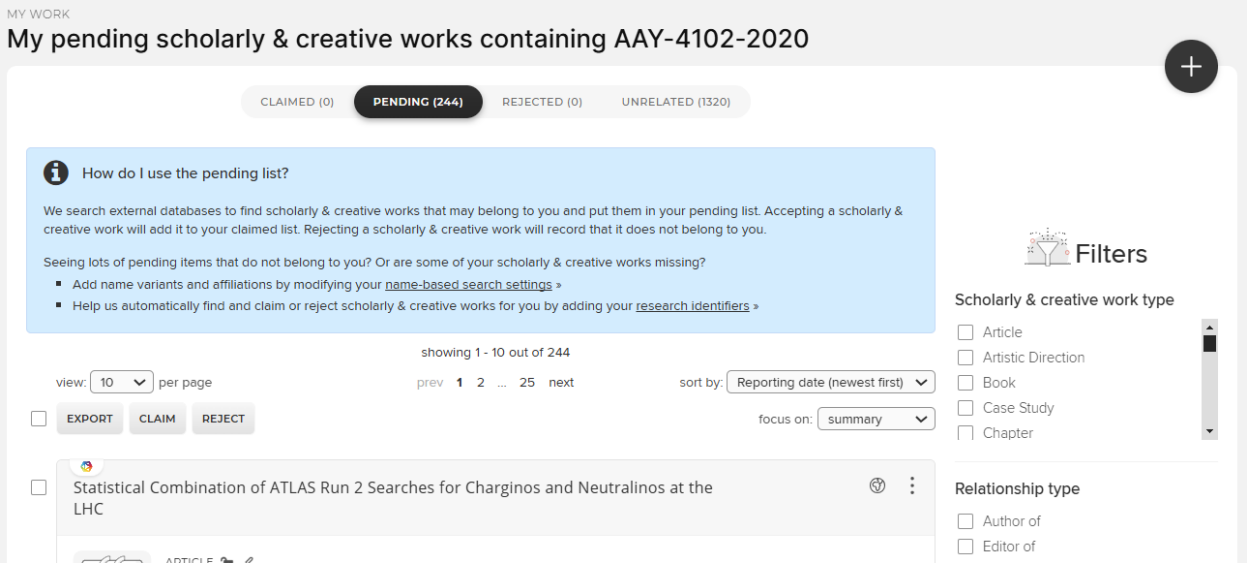


Do these identify you?: Researcher IDs

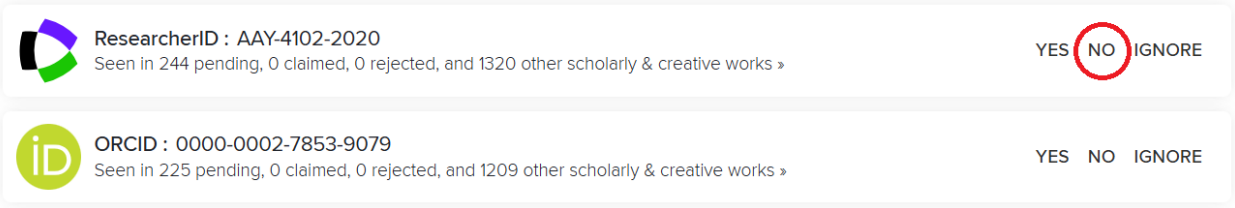
At the top of the page, you will be presented with up to three researcher IDs. There are two main ways to review suggested IDs. The easiest way to review IDs within the Elements@IU system is to click the “Seen in ## pending, # claimed, # rejected, and #### other scholarly & creative works >>” link.



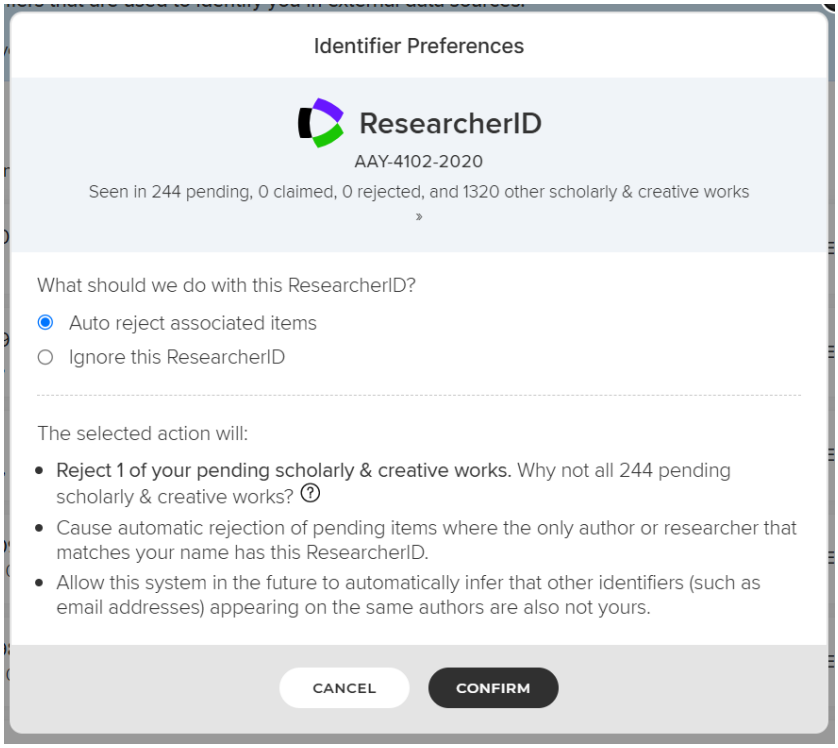
This will open a new tab of Elements, showing only the Scholarly & Creative Works associated with that suggested ID for your review.



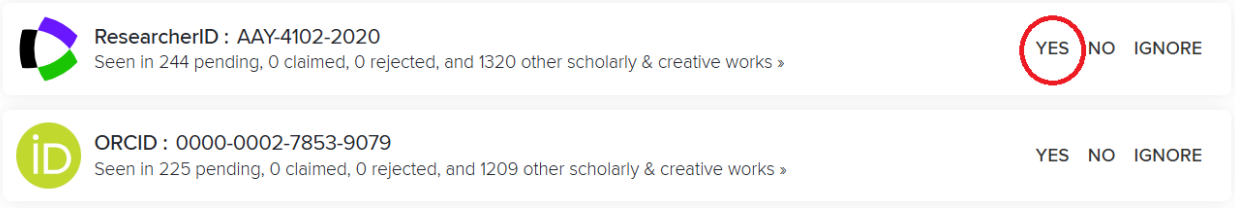
After reviewing the associated Scholarly & Creative Works, if you determine this ID does not belong to you, return to the original tab and click “No” to indicate that this ID does not belong to you.



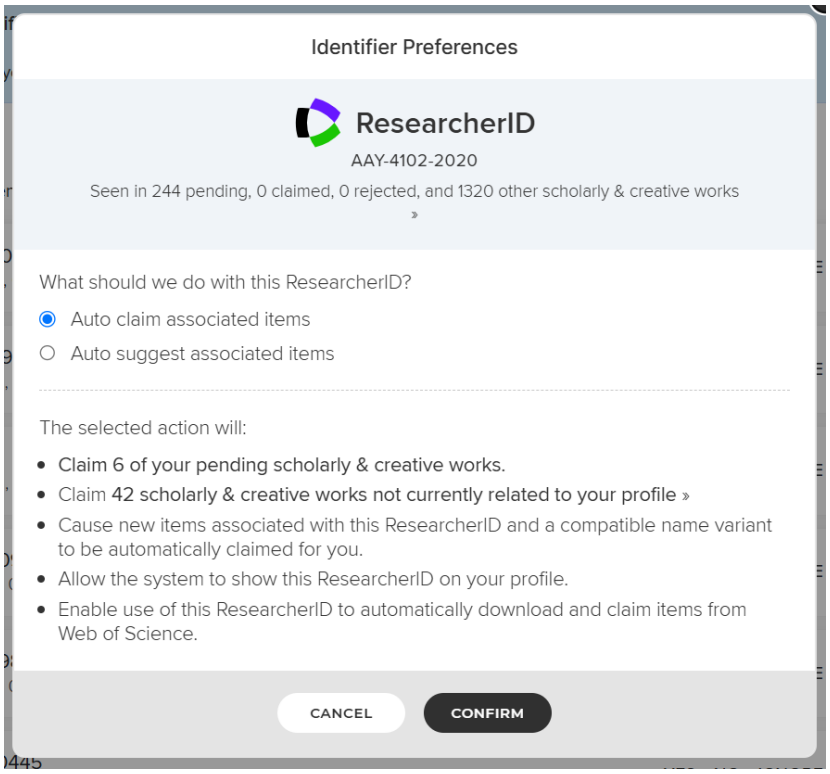
Once you select "No," a pop-up window will appear asking you how you would like Elements to treat future publications associated with that ID. We recommend selecting "Auto reject associated items" so that the system does not prompt you to review items related to IDs which have already been identified as not belonging to you in the future.



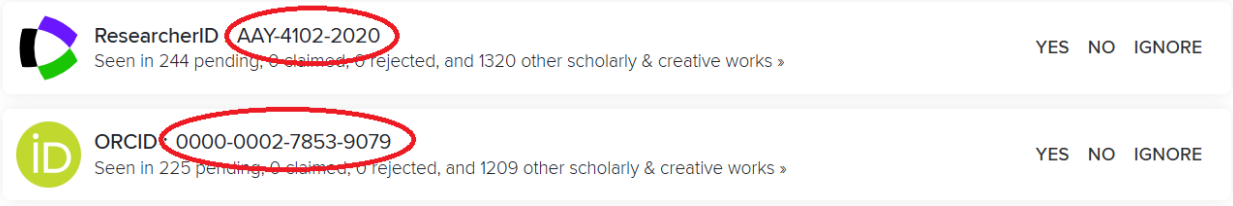
After reviewing the associated Scholarly & Creative Works, if you determine this ID does belong to you, return to the original tab and click "Yes" to indicate that this ID does belong to you.



Once you select "Yes," a pop-up window will appear asking you how you would like Elements to treat future publications associated with that ID. We recommend selecting "Auto claim associated items" so that the system does not prompt you to review items related to IDs which have already been identified as belonging to you in the future.



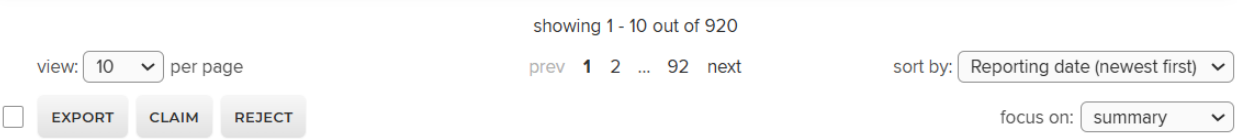
To review the ID outside of the Elements@IU system, you can click on ID number or code. Doing this will take you out of Elements@IU and may require creating separate accounts with various data sources.



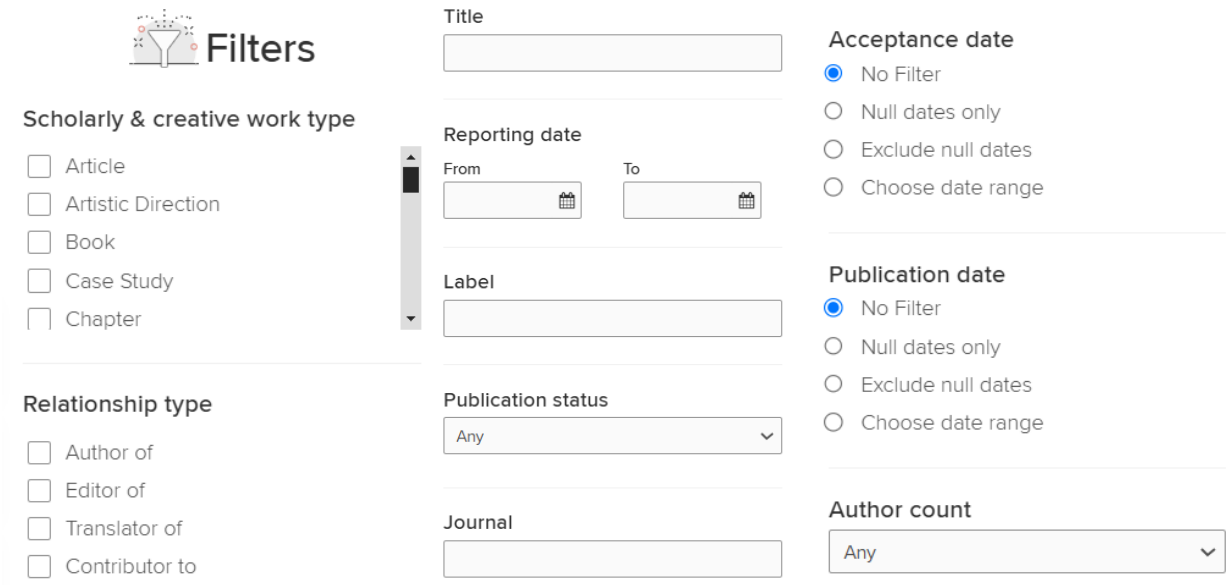
Item by Item Review

Below the researcher IDs, you will find a complete list of your pending Scholarly & Creative Works. You can filter and sort the pending publications in various ways using the set of tool bars.

The horizontal tool bar running along the top of this section allows you to sort your pending items and view up to 100 items at one time.

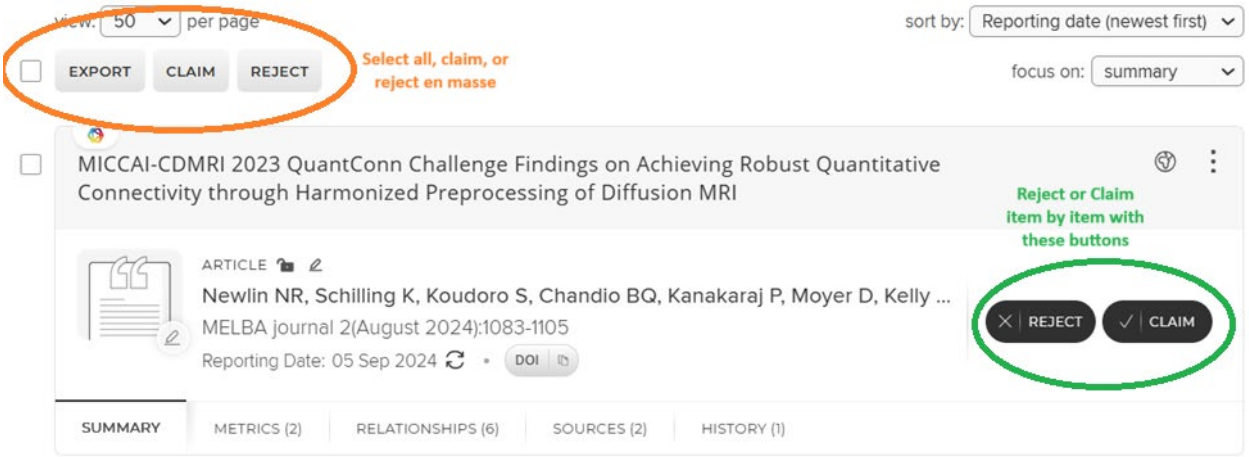


The tool bar running down the length of the right-side of the page allows you to filter the pending works by activity type, title, reporting date, labels, number of authors, and more.



Rejecting or Claiming Items

Using the tool bars, you can view different selects of your pending works. You can go item by item, rejecting or claiming one at a time using the buttons on the right side of the entry. Alternatively, you can screen up to 100 items at a time by going through the pending list, checking all of the items that belong to you, and then claiming them at once. Once you have claimed all of the items that belong to you, you can then check all and reject the remaining en masse.



Updated: 11/15/2024