



## Configuring Name Based Searches

Elements@IU periodically searches a number of databases for scholarly works that may be yours. Via the Name Based Search settings page, you can adjust what names, addresses, and data sources are searched for your account as well as re-run the searches after making any adjustments.

### Accessing the Name Based Search Page

The Name Based Search settings page is available via the Main Menu. It can be found on My Profile tab, under Settings.

The screenshot shows a navigation bar with 'My Profile', 'Evaluation', 'Open Access', 'Reporting', 'Category Admin', and 'System Admin'. Below this are four columns: 'My Work', 'About Me', 'Settings', and 'Tools'. In the 'Settings' column, 'Name-based Search' is highlighted with a red circle.

You can also access the page directly at <https://elements.iu.edu/searchsettings.html>.

### Status

At the top of the page, the Status section displays information regarding the source, status, and timing of the data sources that have recently been searched for your affiliated names within the system. If you would like to re-run your name-based searches, you can do so by selecting the “Run My Searches” button on the bottom right.

**Name-based search**

**Status**

The system will periodically automatically search the following enabled databases to find works that may be yours. You can find information below about when each source was last searched and the status of that search. You can also choose to manually ask the system to run searches against the enabled data sources if required, such as after adjusting your search settings. In addition, for many of these sources, the search settings added below will be used to help examine new data added by other people as soon as possible after it arrives in the system, to see if it might belong to you.

SOURCE	LAST SEARCHED	STATUS
Web of Science	13 Nov 2024 13:12	Position in Web of Science queue: 1.
Scopus	13 Nov 2024 13:12	Position in Scopus queue: 1.
Dimensions	13 Nov 2024 13:13	Last search succeeded.
MLA	13 Nov 2024 13:13	Last search succeeded.

[↓ DOWNLOAD HISTORY](#)
[RUN MY SEARCHES](#)

## Settings

The rest of the page is occupied by the name-based search settings. In this section, you can add and edit name variants and addresses. If you have published under names other than your preferred name at IU, adding those variants in this section will allow for Elements@IU to search for and return related scholarly work results. If you have published at institutions other than Indiana University, you can add those institutions in the address section, allowing for Elements@IU to search for and return related scholarly work results.

### Settings

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#### Default search settings

Your default search terms are used to perform 'name-based searches' for you. The system will search online databases and existing data within the system.

This kind of search will result in items being placed in the 'Pending' list, for you to claim or reject. Separate identifier-based searches can be managed on the [automatic claiming](#) page.

##### Name variants \*

When adding name variants, please use the format "Lastname, Firstname/initials". [?](#)

ADD

Name, User	<a href="#">✎</a>	<a href="#">🗑️</a>
Name, U. N.	<a href="#">✎</a>	<a href="#">🗑️</a>

##### Addresses

Add keywords associated with previous institutions, or those with which you collaborate.

ADD

Indiana Univ	<a href="#">✎</a>	<a href="#">🗑️</a>
Indiana University	<a href="#">✎</a>	<a href="#">🗑️</a>

[↻ SWITCH TO ADVANCED VIEW](#)

**Advanced terms** [?](#)  
Start date, Keywords, Journals ▼












**Specific article IDs (0)** [?](#) ▼

The remainder of the page is occupied by the Source-specific settings and overrides. In this section, you can adjust which data sources are searched for you and how those sources are searched. If you know that you have publications present in a specific source, you can use these settings to adjust how you are searched.

## Source-specific settings and overrides

These settings can be used to override the default search settings configured above on a source-by-source basis.

Source-specific overrides will only be applied if 'Use default search terms' is unchecked.

	SEARCH BY NAME	ADVANCED MODE	USE DEFAULT SEARCH TERMS	
 <b>arXiv</b> <a href="#">Manage IDs</a> Subject categories, Name variants, Journals, Keywords and Addresses	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	▼
 <b>CiNii EN</b> Name variants, Journals, Keywords and Addresses	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	▼
 <b>CiNii JP</b> Name variants, Journals, Keywords and Addresses	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	▼
 <b>DBLP</b> Name variants and Addresses	<input type="checkbox"/>		<input checked="" type="checkbox"/>	▼
 <b>Dimensions</b> <a href="#">Manage IDs</a> Name variants and Addresses	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	▼
 <b>MLA</b> Name variants	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	▼
 <b>PubMed</b> Name variants, Journals, Keywords and Addresses	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	▼
 <b>RePEc</b> Restrict records, Name variants, Journals, Keywords and Addresses	<input type="checkbox"/>		<input checked="" type="checkbox"/>	▼
 <b>Scopus</b> <a href="#">Manage IDs</a> Name variants, Journals, Keywords and Addresses	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	▼
 <b>SSRN</b> <a href="#">Manage IDs</a> Name variants and Addresses	<input type="checkbox"/>		<input checked="" type="checkbox"/>	▼
 <b>Web of Science</b> <a href="#">Manage IDs</a> Name variants, Journals, Keywords and Addresses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	▼

SAVE

Updated: 11/13/2024