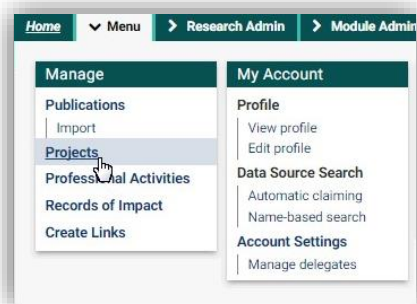


Elements: Linking Users and their Publications to Centres

Affiliating your profile with centre/s

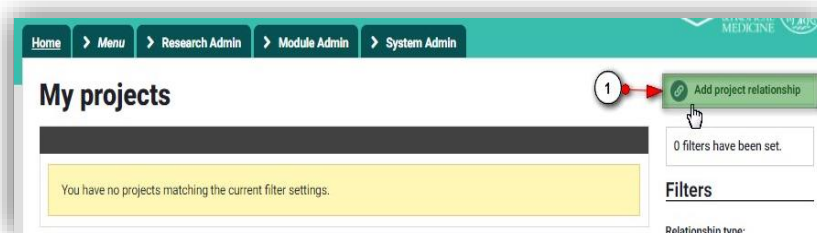
Centre Support have been working with the Web Development and Elements Teams to ensure that Researchers can link their Element's profile to their affiliated centres. Below is the 3 step process to link your Publications Profile to your centre/s.

Step One:



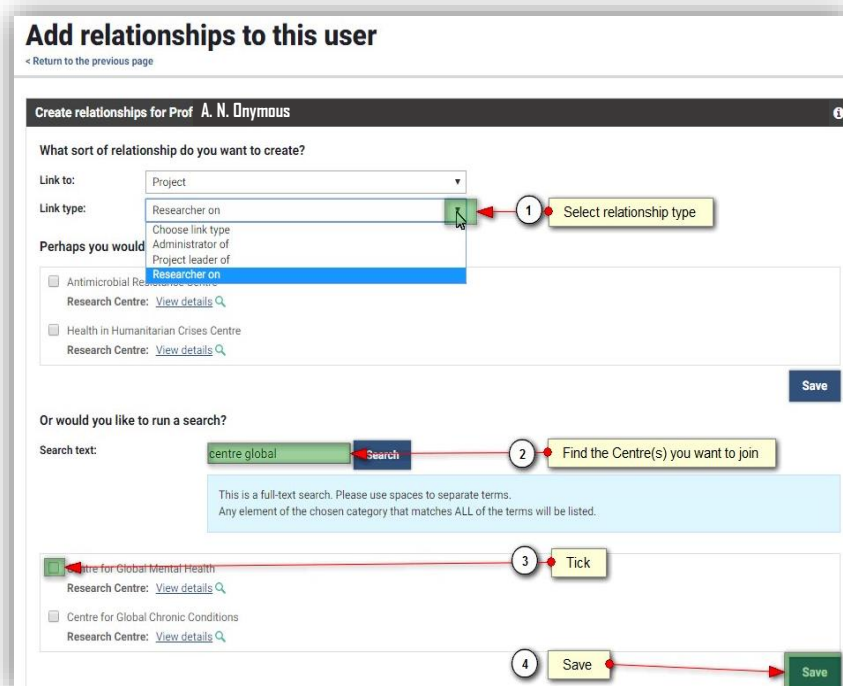
In your Elements Profile, click on 'Menu'.
Under Manage, select 'Projects'.
Each Centre is classed as a project in Elements.

Step Two:



In 'My Projects', click on 'Add Project Relationship' from the right hand menu

Step Three:



Under link type, choose your relationship to the centre.

Under search text, type your centre's name.

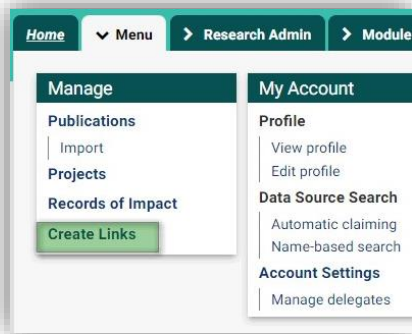
Tick any/all centres you wish to be affiliated with.

Click save.

Affiliating your publications with your centre/s

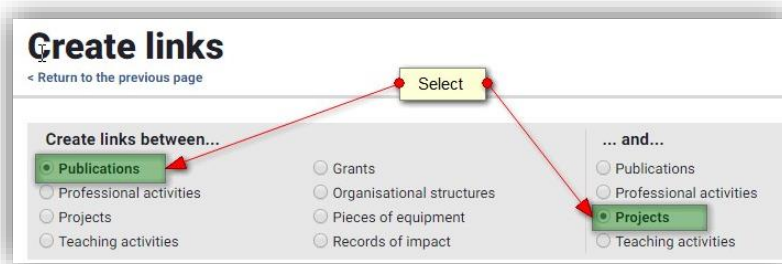
Once you have linked your user profile to a centre/s, you can link any publications you upload to your centre too. Below is the process.

Step One:



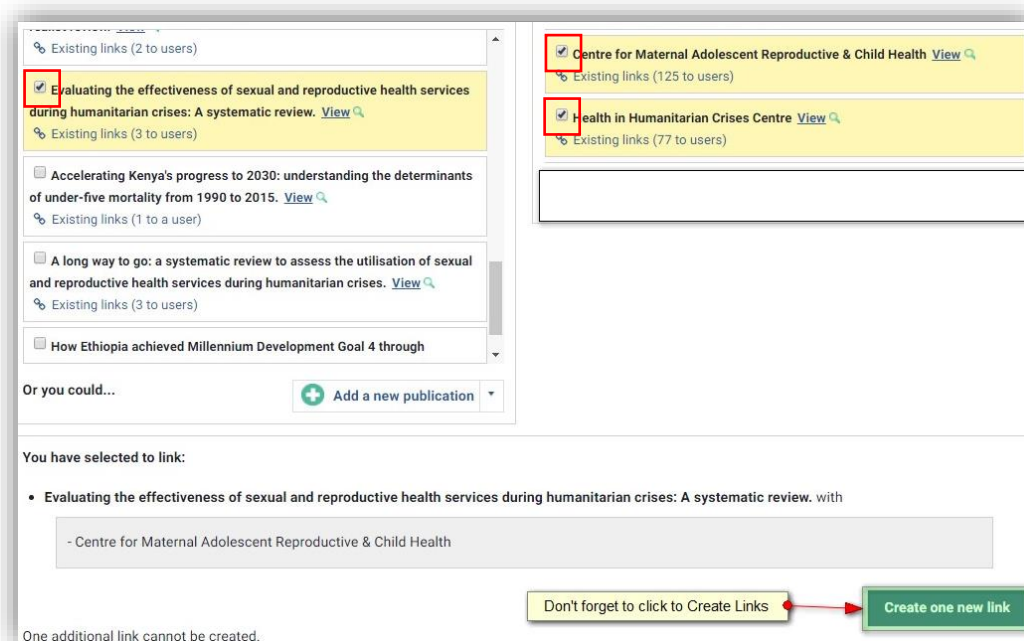
In your welcome page, go to Menu and select the 'Create Links'.

Step Two:



Select 'Create Links between 'Publications' and 'Projects'.

Step Three:



Select the publication/s you would like to link from the left hand menu, and the centre/s you would like to link them to from the left hand menu. Once selected, click 'Create one new link'.

Publications linked to centres are synchronised to centre websites twice a day.