Optimizing Search Settings

NOTE: Your search settings have likely already been optimized by a librarian. However, you may find that you need additional adjustments. Please exercise caution when changing search settings or consult your liaison librarian.

Most search settings will be set as follows:
- Name= Last, First 2 initials (Ex. Smith JC)
- Address= Carnegie Mellon
- Other Identifiers were linked if available (Examples include: Researcher Id and Scopus Author Id)

If users are not seeing their publications, or are seeing too many publications, the search terms may need to be modified. Follow the steps to modify the search settings.

Steps to modify search settings:
1. Log in to Elements
2. Under the Menu tab, click the “Search Settings” link (in the Manage box)
3. Scroll down to “Name Variants”
4. Add any other names the user has published under, and click the green plus to save search terms
5. Scroll down to “Addresses”
6. Add any other institutions or cities that the user may have worked in
   a. Exclude the words “College” and “University” to reduce false positives
7. Click the green plus to save search terms
8. Click “Save” to update the search terms

Hints to Improve Search Settings:

Names: Add separate name variants for all names you have published under. Make sure to add maiden names, or other first names, or any other name variant you have published under.

Address: To find publications from before you were at CMU, add the city of the previous institutions at which you published. Use only cities rather than the city and state to avoid too many results. Example: If you were at the University of California-Berkeley, add Berkeley to the addresses search box.

Start date: If you are getting too many results from before you began publishing, you can add the date you began publishing so earlier publications are not included in your automated search. It is advised to use this carefully and only in relevant cases.

For assistance: CMU University Libraries • Email: UL-elements@andrew.cmu.edu

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**Keywords:** If you publish all of your articles in a specific field and use the same author-supplied keywords, you can limit your search to specific keywords. *It is advised to use this field very carefully, as the presence of a keyword search may exclude relevant results.*

**Journals:** If you publish in certain journals, it is possible to add them to your search settings. *It is advised to use the journal field with caution, so as not to exclude relevant results. This will limit your search to only those journals.*

**Still seeing erroneous results?**
You may see publications coming in through the automatic search that are not yours. The simplest way to clear the erroneous publications is to reject them on the “Claim or Reject” page. If you are not seeing any relevant results, you will need to change your search settings. Users with common last name, first initial combinations (Ex. J Smith) will encounter this problem more frequently than users with uncommon last names. Follow these instructions to prevent too many erroneous results from being returned:

- Work with Elsevier to clean up your Scopus Author IDs. Contact your [liaison librarian](mailto:liaison@andrew.cmu.edu) if you have questions about how to do this.
- Sign up for a unique identifier such as a ResearcherID. Users who sign up for a ResearcherID will have to claim their publications through Web of Science. Contact your [liaison librarian](mailto:liaison@andrew.cmu.edu) if you have questions about how to do this.

**Rejecting Publications**
If authors reject publications they will not be returned in future searches. If users mistakenly reject an article, they should view their rejected publications. Elements holds the rejected publication in a queue in which users can go back and claim the publications.

**Clearing Pending Publications**
If you are faced with far too many pending publications, it may be easier to clear all of the Pending Publications without rejecting them, as rejected publications will not be returned as subsequent search results. This is recommended if you plan on changing your search settings, and rerunning the automated search.

**Steps to clear Pending Publications:**
1. Go to the Elements home page.
2. Under the Menu tab, click on “Publications”.
3. Click on the Pending tab.
4. In the blue information box, click on the “Clear the pending list” link.

**Re-running the automated search:**
After the search results have been changed, the search will be re-run. After changing search settings, the search will rerun after one hour. It is possible to force the system to run the search. Once in ‘search settings’, click “Run my Searches.” This will place your search first in the automated search queue, and your search will run shortly thereafter.

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