

OVERVIEW

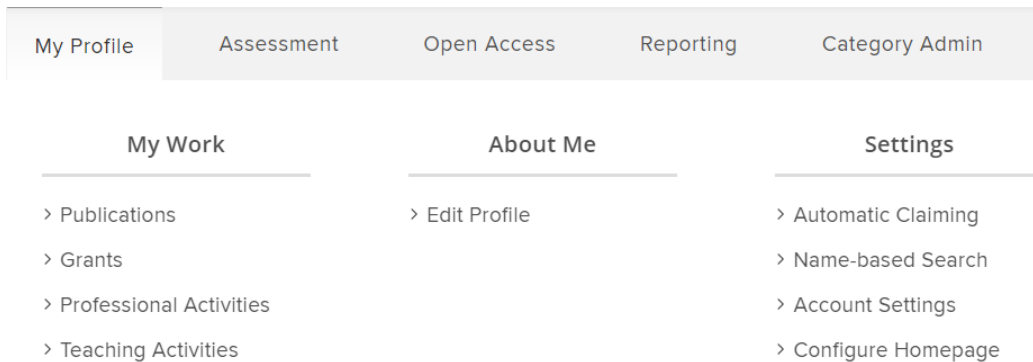
LSU Elements collects information about a faculty member’s published work by searching names in online databases. If you have too many or too few publications, you may want to update your name-based search settings. Your search settings are preloaded with your name (usually in the form of LASTNAME, IN and LASTNAME, FIRSTNAME), but you can improve these settings by adding name variants or address terms.

UPDATE YOUR NAME-BASED SEARCH SETTINGS

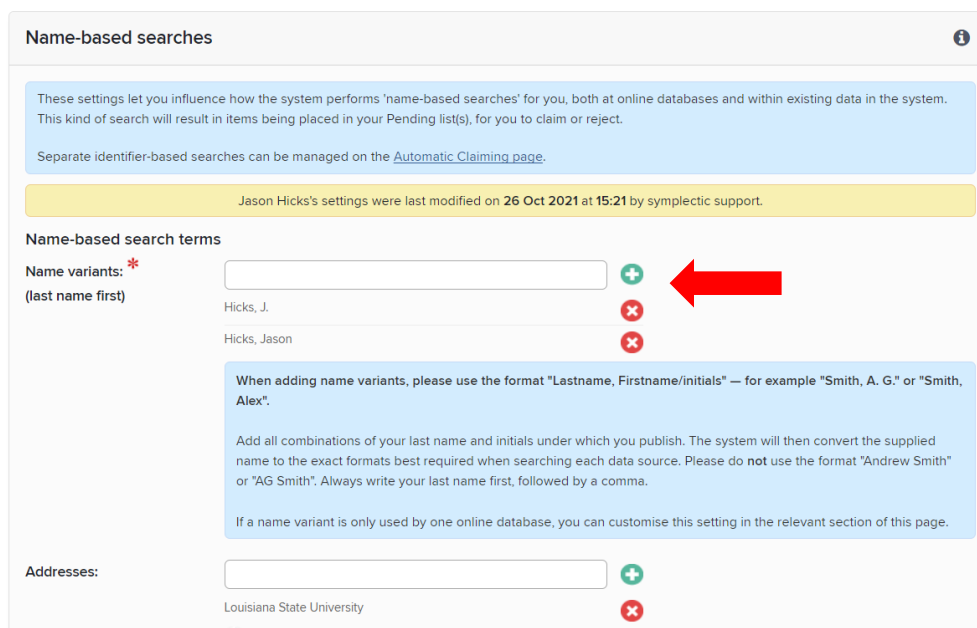
- While logged into your LSU Elements account, click on the **menu** button.



- Click on **Name-based Search** in the Settings menu under the My Profile tab.



- Scroll down to the Name-based search terms box. In this box, you can add name variations or universities where you previously published.






- In this example, the name variants do not include a middle initial. To add a name with a middle initial, type the last name, middle initial and the first name.

Name-based search terms

Name variants: *
(last name first)

Hicks, A. Jason	+
Hicks, J.	x
Hicks, Jason	x

- Click the  button to add the name variant. The name now appears in the list of name variants with an  next to it. Note: to remove a name variant, click the .
- Click **Save** at the bottom of your screen.

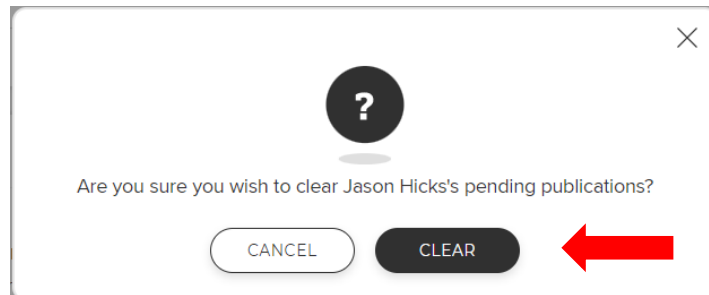
RE-RUN YOUR NAME-BASED SEARCH

If you update your name-based search settings, you need to perform new searches on the databases Elements uses to harvest your publication and grant data.

- On the home screen, click on the **more** button in the Publications and/or Grants bucket (you'll need to follow these steps for each activity type that has pending activities).

- Select **Clear pending** from the drop-down menu.

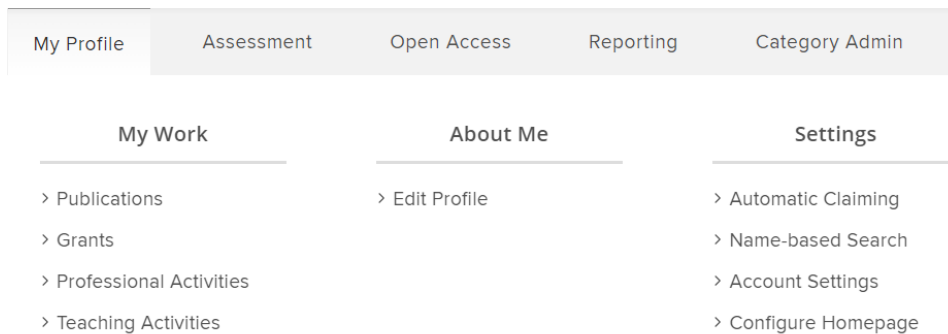
- A pop-up window will appear asking you if you are sure you wish to clear your pending publications or grants. Click **CLEAR**.



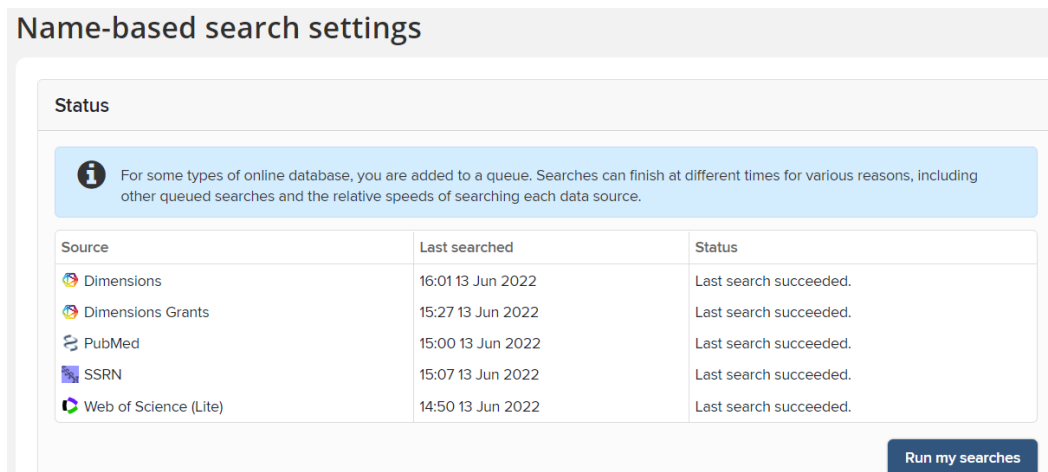
- After clearing your pending publications and/or grants, you'll need to **rerun your name-based search**. Click on the menu button.



- Click on **Name-based Search** in the Settings menu under the My Profile tab.



- Click the **Run my searches** button. Once the search has completed, the **Last searched column** will update with today's date.



- Return to your pending activities list to see if updating your name-based search settings affected the number of pending items.