Elements' Eccentricities

1

UK Software
Cheers! Elements is a UK system that uses British English. Evidence of this is throughout the product. For example, "organisation" is coded into the system in many places.

2

Dates
Once again, British logic rules the date settings. If you enter a date, it is DD/MM/YYYY. You will get an invalid date error if you try to enter 10/31/2024. Also, if a date is not entered into a field for that record, it will use the date entered as the date used for reporting. You are HIGHLY encouraged to enter a date for each record.

3

Roles and Relationships
As you use the system, you will notice "interesting" options in roles and relationships. Rest assured, we have tried to modify them to make more sense for IU faculty but they are hard-coded into the system. So, choose the best option and hope they add that feature soon.

4

Privacy Language
At the top of each activity record is a rather large display for "work privacy." This is set at the system level according to university policy. However, you can set the relationship privacy to determine if the record can be seen publicly, seen by IU employees, or hidden.

5

Picking People and Organizations
When adding a record, you will often need to add other contributors or the organization. Elements does not make this task intuitive. First, you have to click "Add a person." Then you need to enter their last and first name. If you need to add a role, select it from the list and then click "Add selected role" just under your selection. Then you can click "Add." It will then ask to confirm if it is an IU person.

Adding organizations is similar. After you enter the information and click "Add," the organization appears above the address information.