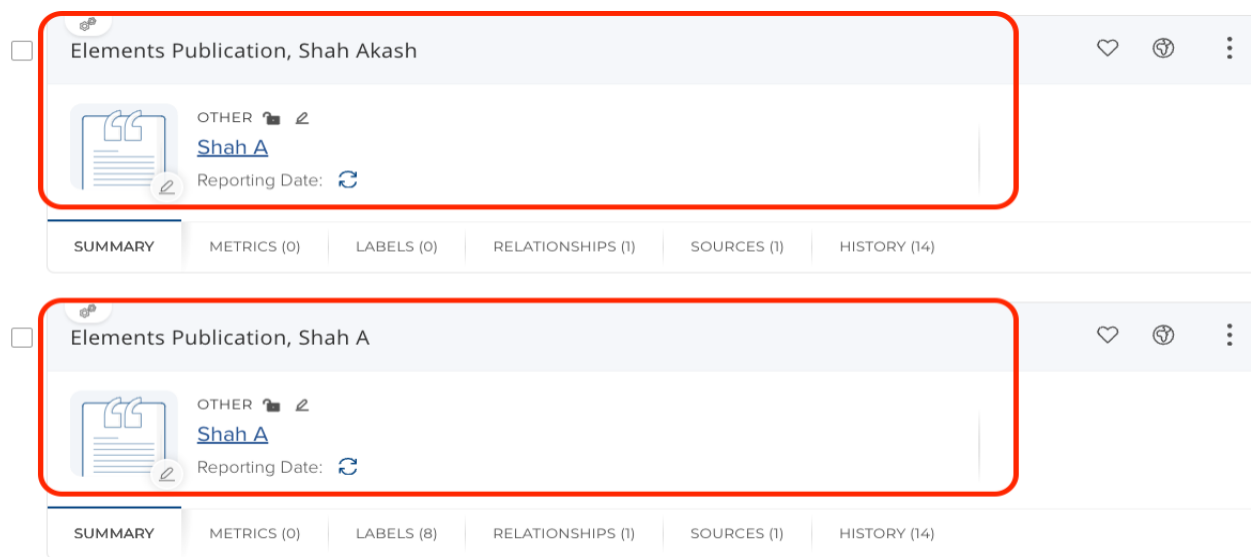# ELEMENTS @ IU

Elements: Joining or Splitting Records

Sometimes records in Elements may be duplicated and, therefore, need to be manually joined. On the other hand, some records may have been mistakenly joined and need to be split.
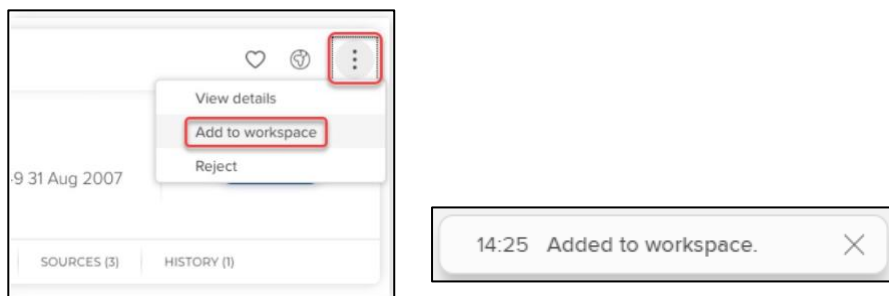
A. Joining Records

Duplication of records may occur due to them being harvested from multiple data sources without definitive identifiers, or when manually entered records fail to merge with harvested records. In such cases, records may be joined.

In the following example, we have two manual Scholarly & creative works records that are identical and need to be joined into one single record:
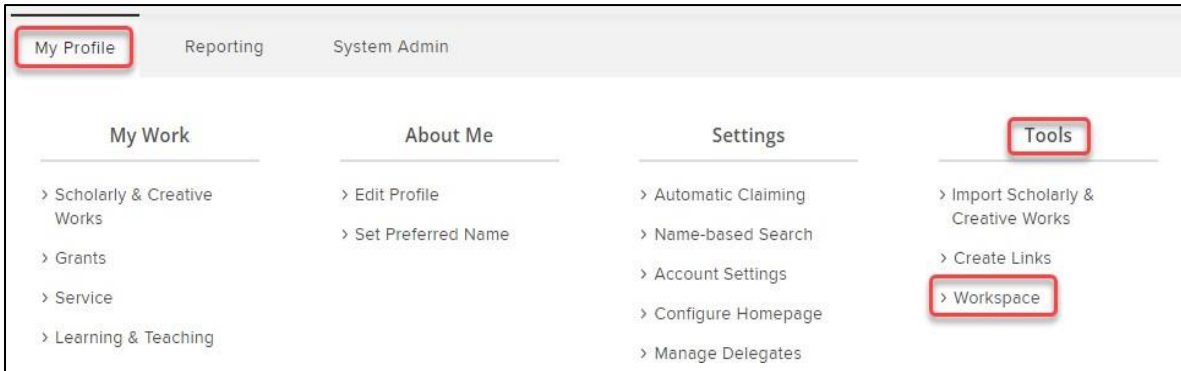

The process of joining the records is done in Workspace.
- Add each record to Workspace by clicking the "**More**" menu (⋮) on the right and selecting "**Add to workspace.**"
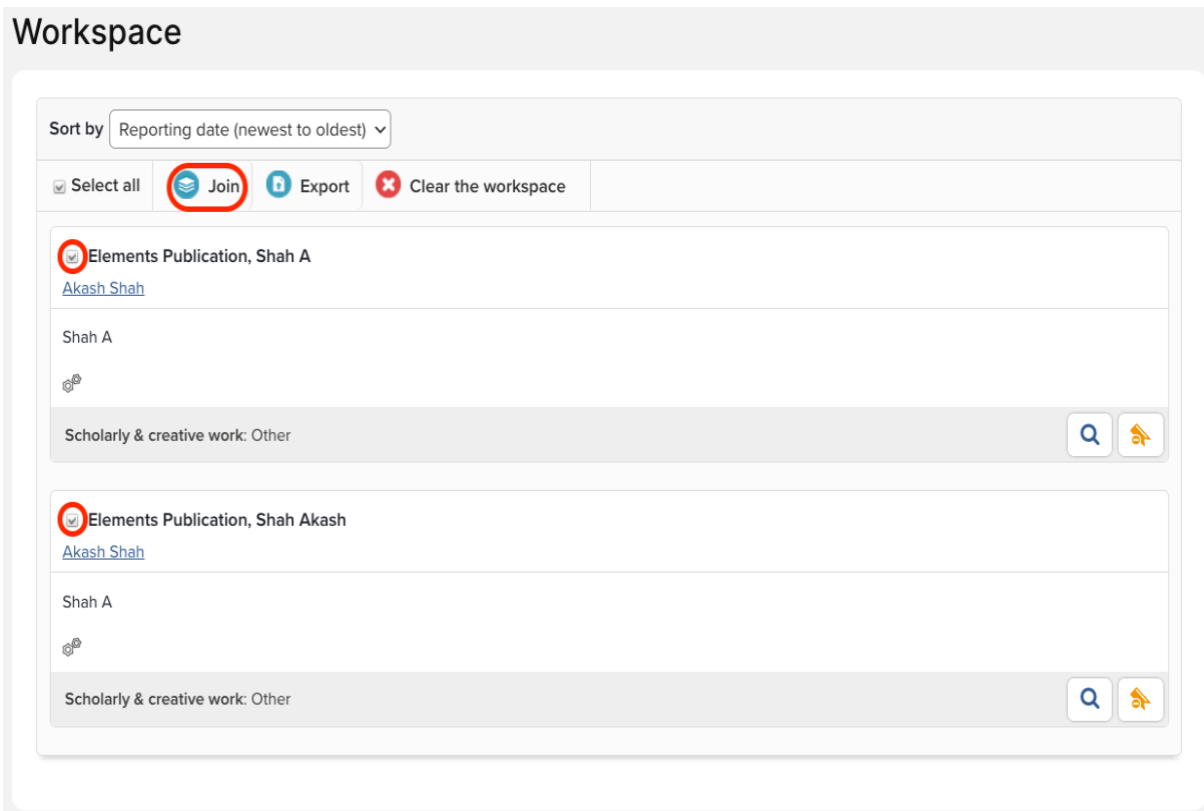- There is a pop-up notification each time a record is added to Workspace.

Go to Workspace by clicking on the Menu (≡) icon on the top-left corner, then clicking on "**My Profile**," "**Tools**" and "**Workspace**".
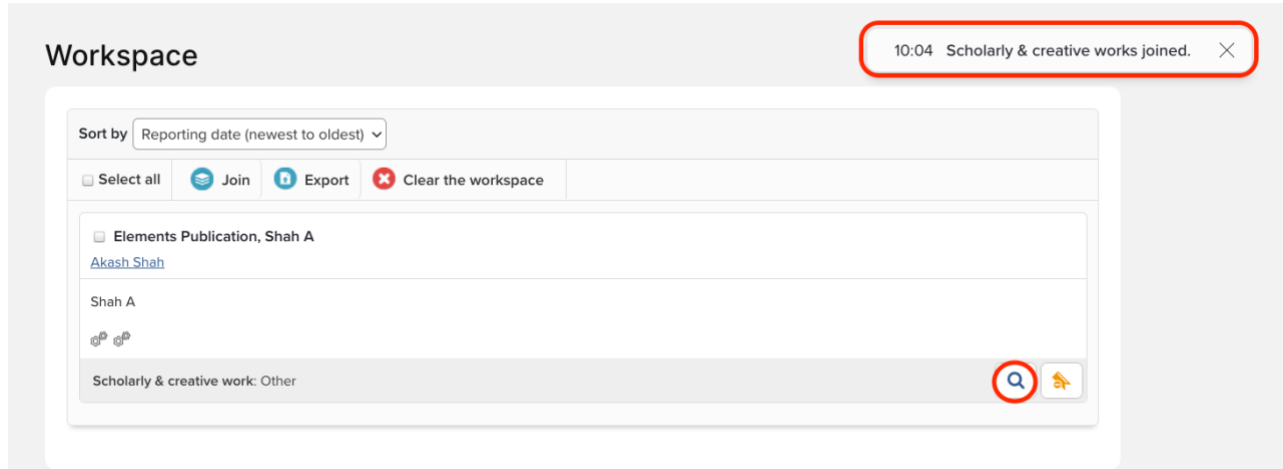

On the "**Workspace**" page, select the Scholarly & creative works records to join by clicking the checkmark boxes on the left of them; then click the "**Join**" button:
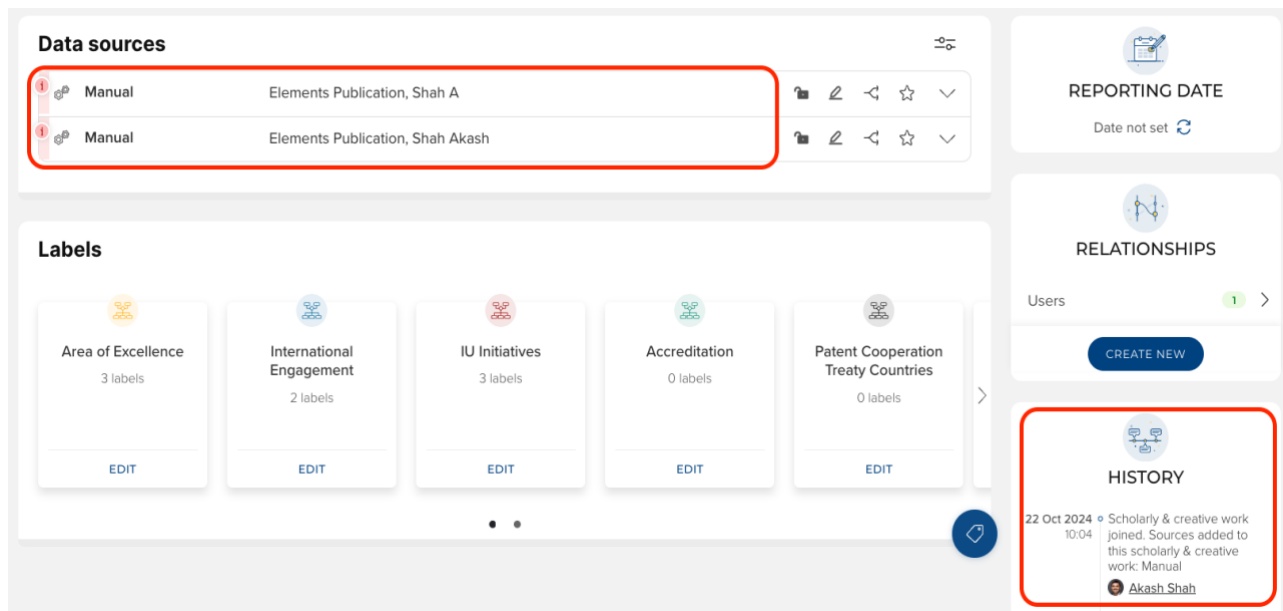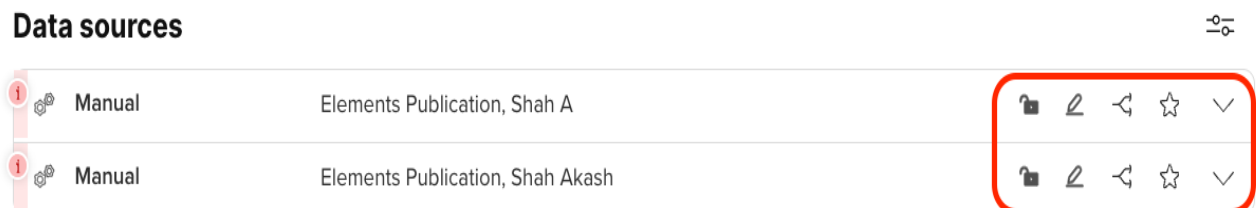
The resulting joined item will be displayed, along with the message "**Scholarly & creative works joined**". To <u>view details</u> of the newly merged record, click on the magnifying glass icon at the bottom of the record.

The joined data sources will be listed, and the action is recorded in the record's "**History**" section.
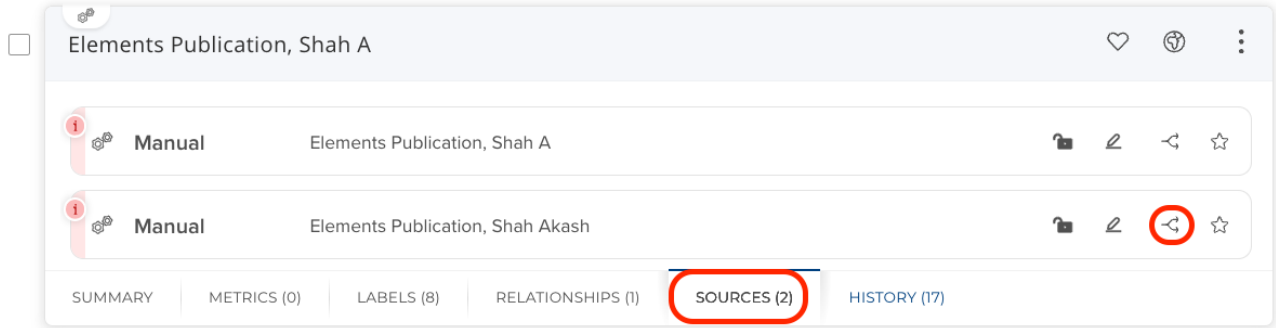

Use icons on the right side of sources to open for more detail, edit, or split record, or to make it a preferred record.
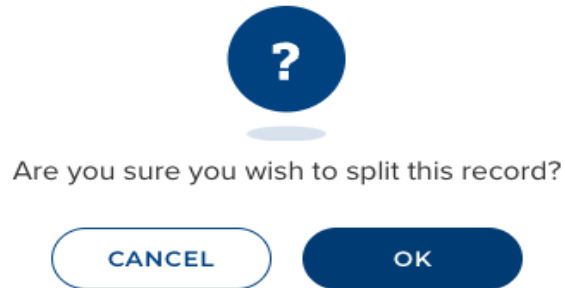
B. Splitting Records

On the "**Claimed**" Scholarly & creative works page, locate the record that needs to be split, then:
- Click on the "**Sources**" tab.
- Click on the split arrow icon on the right side of the data source.

- A prompt to verify this action in a pop-up window. Click "**OK**" to confirm.

- A confirmation message "**Record split**" will show at the top of the screen.