



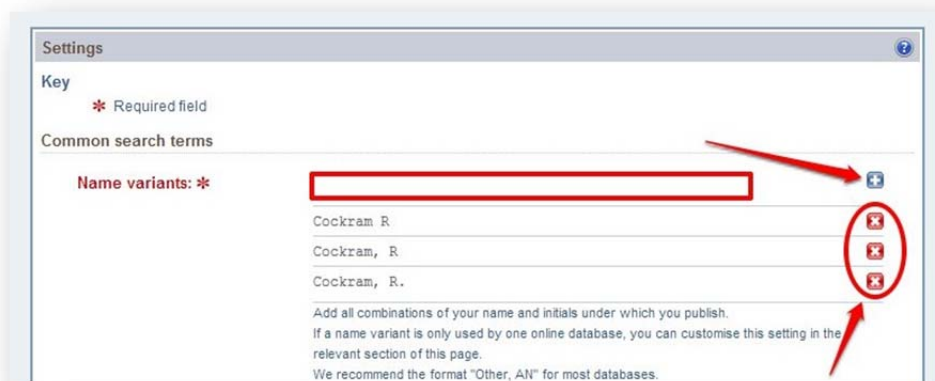
Configuring your search settings

Navigate to the search settings page in Symplectic by going to “my elements” and then “search settings” using the navigation menu at the top. You can also jump straight to the relevant section by clicking this link: <http://researchpubs.exeter.ac.uk/searchsettings.html>



The automatic search feeds in Symplectic look up your name and match it against the authors of publications in their databases. As this process involves searching on often free text sources the search criteria are very strict, Symplectic searches for names exactly as they are entered. For that reason it is possible to enter several variants of your name to search on.

To add a new variant type the name exactly as you wish it to appear in the text box then press the  button. It will appear in the list of variants below the box. If you wish to remove an existing variant press the  button.



The search settings screen also allows you to select the sources you wish to search by checking the tick boxes on the left hand side of the source list.

Once you have amended your search settings press save before leaving the page. Once the changes have been saved an automatic search will be scheduled. These normally run within two hours and the results can be found in your [pending list](#).

