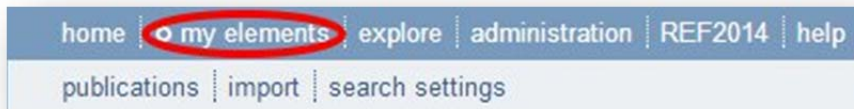# Accepting and Declining pending publications in Symplectic
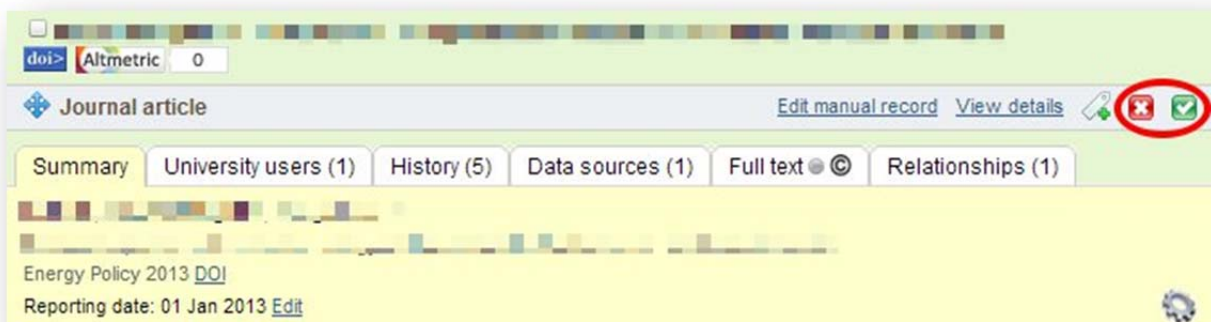
If searching is enabled for you on Symplectic, the system will conduct a full search every two weeks and may return new publications. You will need to check and either approve or decline newly found items. To do this, click on 'My elements' in the top bar, then click on the Publications link,

then click on the Pending icon, shown below.

Any pending publications awaiting your approval will be listed. If the publication shown has been authored by you, it needs approving by clicking on the green square with the white tick. If it is not yours, you should decline it by clicking on the red square with the white cross. See below.

Once a publication has been approved it will move to your approved list and subsequent updates will not require further approval. A declined publication will move to the declined list and not be returned in subsequent searches.