

## Elements System Terminology

### Delegate

A delegate is an individual who is authorized to access and edit data on behalf of a faculty member. In the context of Elements, a delegate is granted access to a faculty member's account to assist with tasks such as profile management and data entry, under the faculty member's supervision.

### Discover Research

DiscoverResearch is the public and searchable database of UofT faculty. Records in Elements with a privacy setting of "Public" will appear publicly on the Discover Research website.

### Elements

Elements is the backend environment that populates DiscoverResearch. You need to have an Elements profile to have a Discover Research profile.

### Field

A Field is the smallest unit of data entry within an infotype. It captures a single piece of information.

Examples (within the 'Journal Article' infotype):

- Title
- Author(s)
- Publication Date

### Infotype

An Infotype is a specific type of information or record within a module. It defines a structured set of data related to a particular activity or entity.

Examples (under 'Scholarly and Creative Works'):

- Conference
- Books
- Journal Articles

Each infotype may be mapped (included in reports) or not mapped (excluded from reports).

## Internal Privacy Setting

Data marked as internal will be visible to other users of DiscoverResearch (Symplectic Elements) but should not be displayed publicly. You may review the full privacy statement in the privacy section of your Elements profile.

## Mapped Info Types

These are infotypes whose data is included in custom reports or exports. Mapping ensures that the data is visible and usable in reporting tools such as the TFoM CV.

## Module

A Module is a high-level category or functional area within a system that groups related types of information. Each module represents a major domain of activity or data.

Examples:

- Scholarly and Creative Works
- Professional Activities
- Grants & Contracts
- Teaching & Supervision

## Not Mapped Info Types

These are infotypes that are currently not included in custom reports. Their data is stored in the system but not extracted for reporting purposes.

## Private Privacy Setting

Data marked as private will be hidden from most users of DiscoverResearch (Symplectic Elements), but will still be available to certain privileged users, which may include your co-authors and other collaborators, your delegates and various types of research administrator.

These three privacy levels are used in a number of different combinations across DiscoverResearch to allow you to configure how your data should be used. You may review the full privacy statement in the privacy section of your Elements profile.

## Public Privacy Setting

Data marked as public may be shared publicly by University of Toronto. The public privacy setting ensures that your data will appear and is searchable on the Discover Research website. This setting can be applied on your Elements profile and at the infotype level. You may review the full privacy statement in the privacy section of your Elements profile.