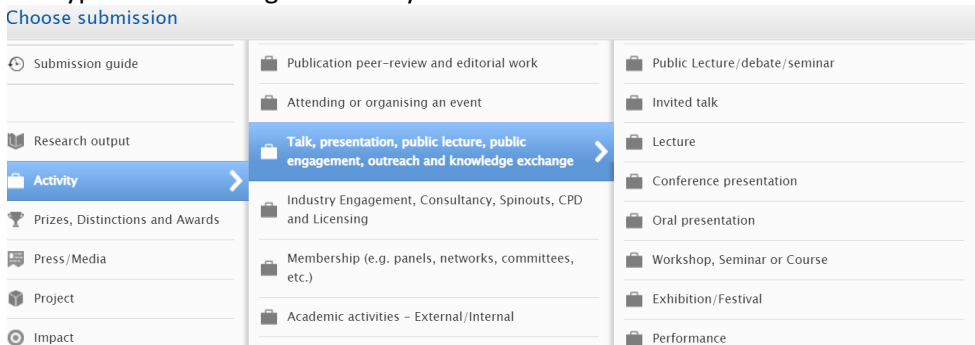


Adding activities – Talk, Presentation, Public Engagement etc.

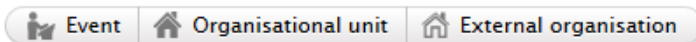
1. Log into Pure with your University of Aberdeen Login at <https://pure.abdn.ac.uk/admin/login.xhtml>
2. Click on the add content button and then select activities, talk or presentation. Then select the best sub-type for describing the activity.



3. Search for the related event, internal organisation unit, or external organisation, by clicking on the appropriate icon. If the relevant details are not returned in the search box, select 'create new' to add the required event or organisation.

Activity information

Talk, presentation, interview etc. held at *



4. Enter the associated title of the event.
5. Enter either a summary of the activity or describe your contribution to the activity – content added to these boxes will be displayed on the University’s Research Portal, if the record is set to public.

Activity information

Talk, presentation, interview etc. held at *

Event Organisational unit External organisation

Title *

Activity

Description

6. Enter a date or time period for the activity.
7. Select the degree of recognition that best fits the activity.

Period *

Specific date

Period of time

Degree of recognition

No value

No value

International

National



Regional

Local

8. Add the Internal or External people who also took part in the activity
9. Click on Edit to change or update your role and organisational Unit.


Persons/organisations

Persons *

- 
University of Aberdeen, Keynote speaker
 Edit -
- Internal person
- 
University of Aberdeen
 - Organisational unit: Discipline

Activity managed by


Managing organisational unit *

- 
University of Aberdeen
 - Organisational unit: Discipline

10. Attach documents or web links. You can add different file types such as PDF and PNG. Ensure that you are authorised to upload these files. Put the visibility as **backend – restricted to Pure users** if the files should not be seen by the public on the University’s Research Portal. Please note that the main record can be public even if added files are restricted. Ensure any web links added are archived and active.

Add document

Filename


 Drag file or **browse** your computer.

File title

Visibility

Backend – Restricted to Pure users ▼

Public – No restriction

N/A – Not Used

Backend – Restricted to Pure users

11. Relate the activity to other content types such as a journal article to showcase the different parts of your research and network.

Relations ⓘ

Activities <input type="button" value="+"/>	Projects <input type="button" value="+"/>
Research outputs <input type="button" value="+"/>	Impacts <input type="button" value="+"/>
Prizes <input type="button" value="+"/>	Datasets <input type="button" value="+"/>
Press/Media <input type="button" value="+"/>	Facilities/Equipment <input type="button" value="+"/>

12. Choose the option ‘**public – no restriction**’ for the visibility if you want the record to be displayed on the Research Portal.

Visibility ⓘ

Visibility

Public – No restriction ▼

13. Ensure you click on **Save** when you have added all the information to the record. Any changes or updates made will be lost if you do not use the save button.

