

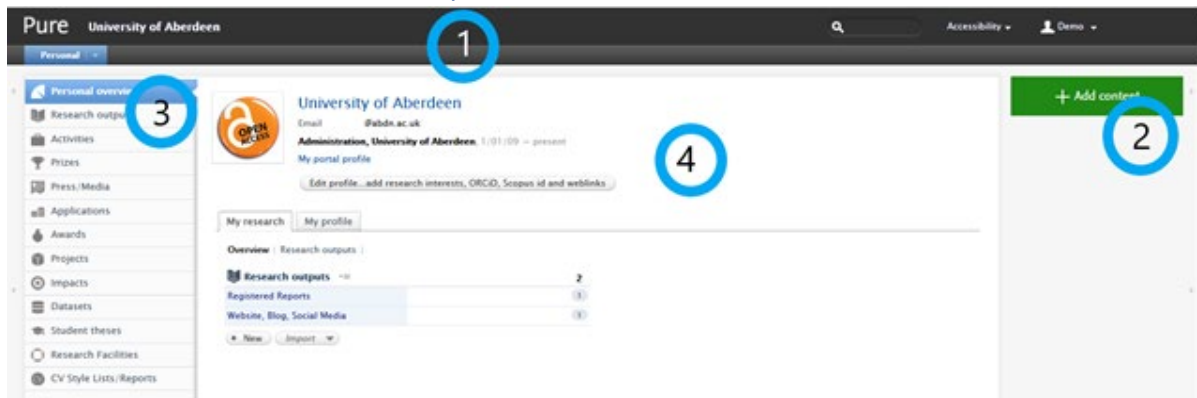
# Personalising and Accessing Pure Guide

## Pure Interface & Key Features

### First login to Pure

The first time you login to Pure, you will see a welcome message that prompts you to choose how often you wish to receive e-mail notifications from the system. Choose a frequency that suits you, then click on continue, you will not see the welcome message again; however, you can change this setting at any time by clicking on your username in the header area of the workspace.

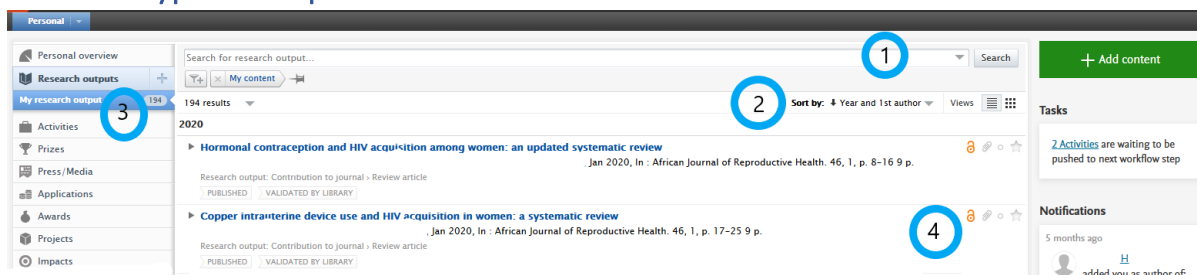
### The Personal Overview workspace



1. Header and top navigation: access modules in Pure, use the global search, and edit account settings
2. Task pane: Access tasks, messages, and support materials.
3. Navigation tabs: Switch between different content types, access favourites and recently viewed content
4. Workspace: View and edit records.

As a Personal User, the first thing you see in the Pure interface is the Personal overview. This overview screen provides access to many of the edit functions for your personal profile. The personal overview tab also contains information on publications proposed for the most recent Research Excellence Framework (REF) exercise.

### Content Type workspace



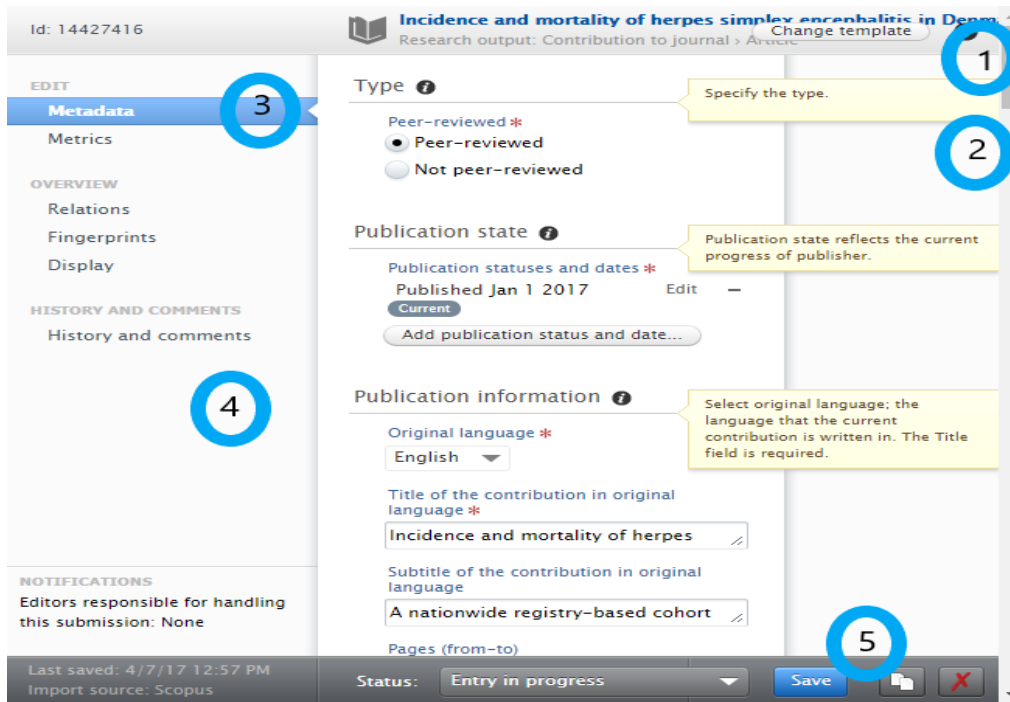
1. Search and filter area: Enter a search query, add, or save filters.
2. Results display controls: Control how the search results are sorted, displayed (list or matrix view), and the number of results per page
3. Pre-set and saved filters: Access saved filters that can be applied to searches on this content type.
4. Matching records: Expand to see details, add to favourites, and see confidentiality status of a record.

In each of the content types (Research Outputs, Activities, Datasets, etc.) there is a central workspace that allows you to search, filter, edit, and export data. The bottom of the content workspace allows you to select several export options (Word, PDF, RIS, etc.) these allow you to produce reports and lists of filtered or searched content.

Download list: [PDF](#) | [HTML](#) | [RIS](#) | [Word](#) | [BibTeX](#)

When you open a record in Pure an editing window will appear the editing window has several content sections, editable fields and help text options

## Editing Window



Title bar: See the title of the record in the title bar, or the type of the record if you haven't entered a title yet.

Help pane: View messages about how to use the section.

Navigation tabs: Switch between different content areas to see additional details of the content

Workflow and notification area: See who is responsible for the workflow state of the record and comment changes.

Footer: set the status of the record, and save, copy or delete the record.

Each time you access a record in Pure, (publications, activities, datasets etc.) you will see the editing window. Once a record has reached a validation stage you may not be able to edit the content in the editor window. If you want to change or delete a record that has been validated, please contact the Pure team for assistance.

We encourage all staff to check Pure regularly and keep their account up to date.

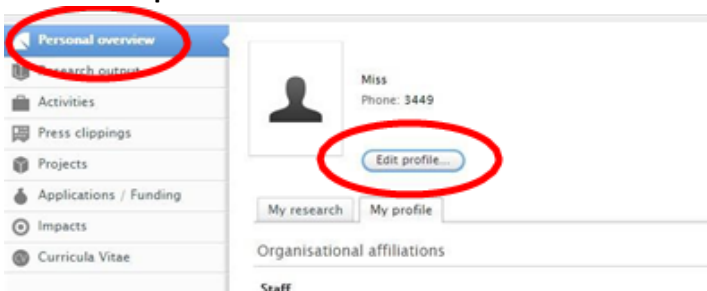
Visit our training and support pages for guides on personalising Pure, adding content and more.

## Updating your name in Pure



To update your name to match how you publish, or how you are known in your academic field, you can use **add name variant** to change how PURE uses name information in the system and the Public Portal.

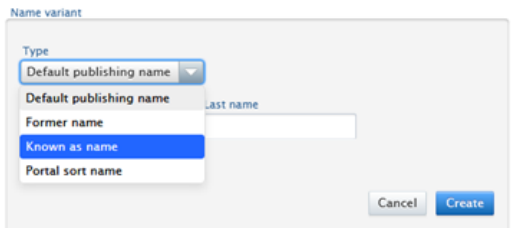
1. In Pure (<https://Pure.abdn.ac.uk/>) Click on the tab **“Personal overview”** and choose the **“Edit profile”** button:



2. Scroll down and click on **“add name variant”**.

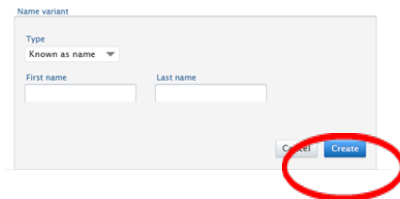


3. Several options will be displayed:



- **Default publishing name:** Is the name that will be used against all publications you add to PURE; this will not update publications already added; existing publications should be updated manually.
- **Former Name:** If you have published under a different name in the past adding this option will allow the system to find additional publications during automated searches or imports of publications.
- **Known as name:** If the HR system synchronisations show additional middle names that you do not use or unusual capitalisations in your surname you can use this option to correct the display of your name in Pure.
- **Portal Sort name:** This option can be used to make sure that your name displays correctly in the Public Portal.

4. Select the option(s) that are relevant to you, enter your name in the boxes and click on **create**:



5. Click on **SAVE** at the bottom of the screen to confirm the changes.

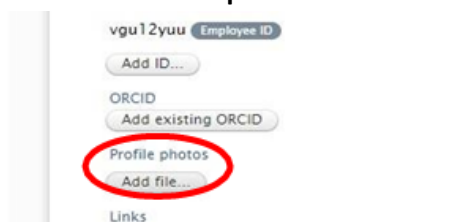


## Add or edit your profile image



Adding a photograph to your profile helps new colleagues, potential collaborators, and students identify you, it can also visually link your university profile with other online resources. It is important to pick the right image, while it doesn't need to be too formal, it should allow people to recognise you.

1. In **Pure** (<https://Pure.abdn.ac.uk/>) click on the tab **“Personal Overview”** and choose the **“Edit profile”** button:
2. Scroll down to **“Profile photos”** and click on **“Add file...”**:



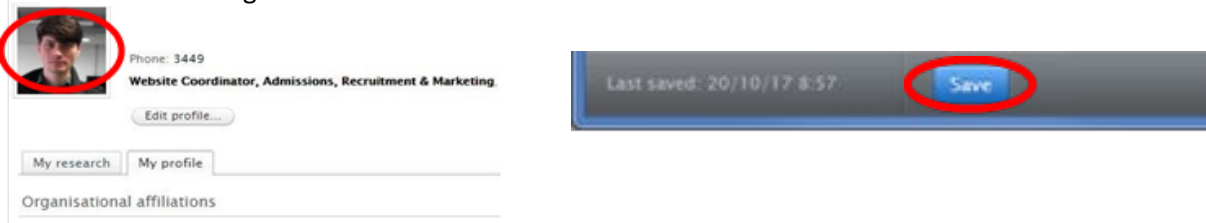
3. Upload your photo and click on **“Create”**:



4. If present, remove the old image using the **minus button**:



5. Your new profile photo will now be uploaded to your profile. Click on **“Save”** at the bottom of the screen to confirm the changes.



Note: If the visibility of your profile is set to **“Public – No restriction”**, your profile photo will also be uploaded to the Public research portal <https://abdn.Pure.elsevier.com/en/persons/>.

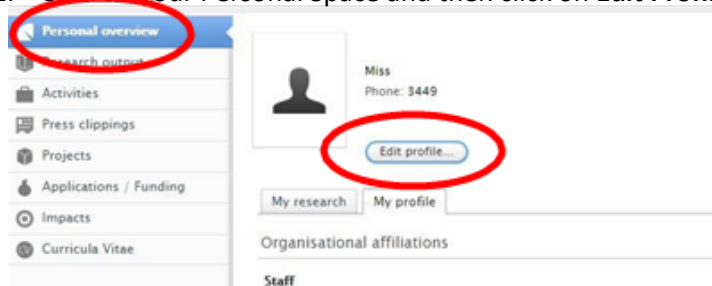
 <p><b>Patrick Joseph Crotty</b>                  p.j.crotty@abdn.ac.uk                  CASS College Office, RIISS                  Language, Literature, Music &amp; Visual Culture,                  English - Professor                  2002 ... 2016</p>	 <p><b>Mohamed Abdel-Fattah</b>                  m.abdefattah@abdn.ac.uk                  Medicine, Medical Sciences &amp; Nutrition, Other                  Applied Health Sciences                  Institute of Applied Health Sciences                  2003 ... 2017</p>
 <p><b>Maggie Cruickshank</b>                  m.e.cruickshank@abdn.ac.uk                  Medicine, Medical Sciences &amp; Nutrition, Medical                  Education - Professor                  1997 ... 2017</p>	 <p><b>Ramses Hani Abul Naga</b>                  r.abulnaga@abdn.ac.uk                  Economics - Reader                  Medicine, Medical Sciences &amp; Nutrition, HERU -                  Reader                  2000 ... 2016</p>

## Making your profile public

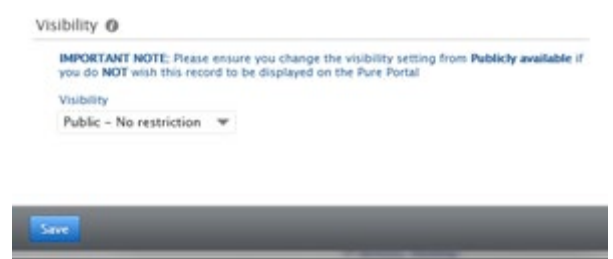
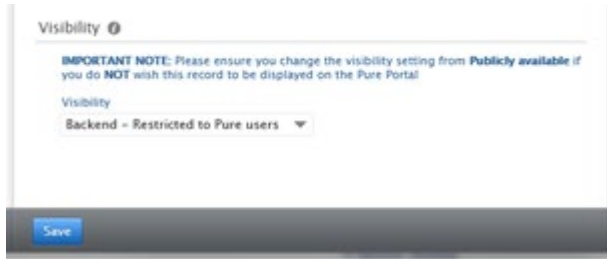


The public research portal <https://abdn.Pure.elsevier.com/en/> displays your work and your profile to the wider academic community and to the public visiting our pages. To make sure that your profile is visible, Log into Pure and follow a few quick steps:

1. Click on your Personal Space and then click on **Edit Profile**:

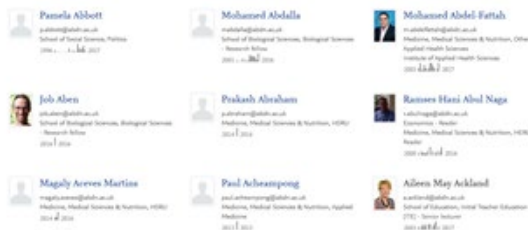


- In the window that opens, scroll down to the bottom of the page until you see the **Visibility** Section. If the visibility is **Backend – Restricted to Pure users**, this means that your profile is not public and cannot be seen on the Research Portal. Change the setting to **Public – No restriction** and your profile will become visible on the Research portal. If your profile is **Public** and you want to restrict visibility, change the setting to **Backend** and your profile will no longer be visible:



- Click **Save** to confirm the changes, the system will then update the Research Portal. As there is a lot of information in Pure this can take a few hours to complete.

Once complete, your profile will be displayed along with other academic and research staff at the university.



To enhance your profile, the system automatically generates a series of keywords, based on publication abstracts, and a network map, based on the country location of publication co-authors.

- EDIT
  - Metadata
  - Portal profile
  - Highlighted content
  - Associated user
  - Manage duplicates
  - Automated search
- OVERVIEW
  - Relations
  - Fingerprints
  - Display
- HISTORY AND COMMENTS
  - History and comments

Fingerprints are a series of keywords that are automatically generated by the system based on the titles and abstract of your publications. They can be edited and updated in the Edit Profile area of your personal workspace, within Pure. The editing area for fingerprints can be found in the left-hand list. Click a fingerprint keyword to switch it off or on.



The network map is populated by the co-author countries identified in your publications. If your research is focused in just one country the map can be switched off in the Edit profile section of your personal workspace. The map can be switched on or off as you require. We encourage all staff to check Pure regularly and keep their account up to date. Visit our training and support pages for guides on personalising Pure, adding content and more.



#### Collaboration Map

If Off, the Collaboration Map is hidden from both the Overview and Network sections of your profile on the Pure Portal. Note: Only the map is hidden, not the Network section.

[Show Collaboration Map on profile](#)

