Hosting an external visitor

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, hosting a visitor and then the best sub-type for describing the activity.
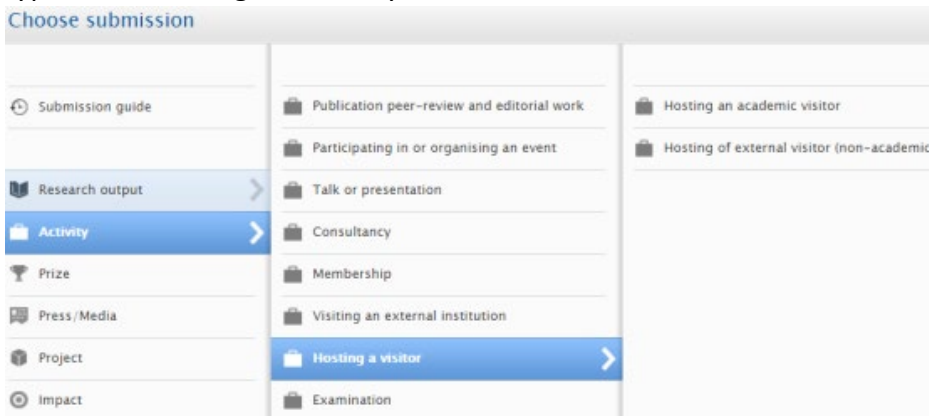
3. Add the visitor by searching for them. If they are not listed, create a new external person.
4. Use the activity box to provide a title or short summary of the activity, then use the description box to describe your contribution to the activity – if the record is public this information will be displayed on the University's Research Portal.

5. Enter the date or time period for the activity.
6. Select the degree of recognition for the activity.

7. Add internal or external individuals who acted as hosts or participated in the hosting activity.
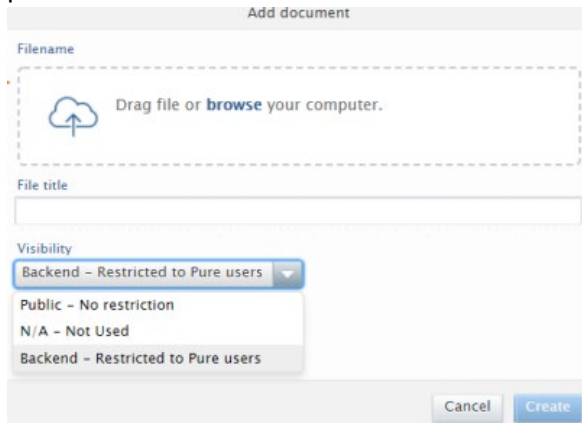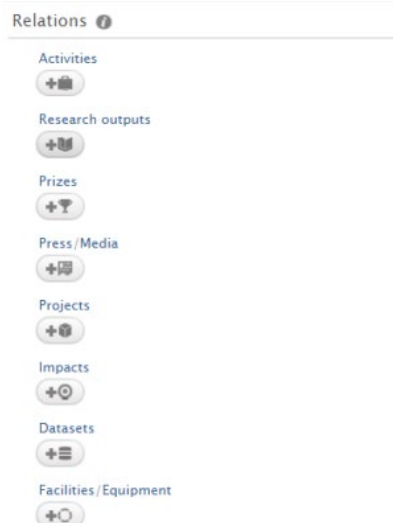8. Click on Edit, next to the person's name, and choose the appropriate Role and organisational unit.

9. Add an event if the visit co-occurred with an event by searching and if the event is not listed, create a new one.

Event

Event

Add event...

10. Attach any relevant 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 are not 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 web links added are active and archived.

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

Cancel   Create

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
+

Research outputs
+

Prizes
+

Press/Media
+

Projects
+

Impacts
+

Datasets
+

Facilities/Equipment
+

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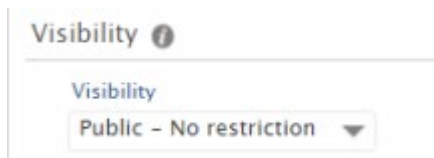
13. Ensure you click on **Save** when you have added all the information to the record. Any changes or updates made will be lost if you do not use the save button.

Save