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1. Online help

An online version of the manual can be found in Help and support area of Pure.

The online version is searchable and links to tutorial screencasts are active.

<table>
<thead>
<tr>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only available when logged into Pure.</td>
</tr>
</tbody>
</table>
## 2. Browser support

Pure is tested for compatibility with the browsers (and their successors) listed in the table below.

<table>
<thead>
<tr>
<th>Recommended browsers</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Explorer 11</td>
<td>From Pure 5.6.0 / 4.25.0 (released June 2016) <strong>Pure will no longer support Internet Explorer 9 and Internet Explorer 10.</strong> This does NOT mean that Pure is not working in IE 9 or IE 10, but we will no longer test against these browsers, and we will not fix bug specifically related to these two browsers. If you are using Internet Explorer, you should therefore upgrade your browser to the latest version (IE 11) in order to get the best experience with Pure. More information found here</td>
</tr>
<tr>
<td>Google Chrome</td>
<td>Updates to Chrome are released regularly and the browser is most often always up to date.</td>
</tr>
<tr>
<td>Mozilla Firefox</td>
<td>Updates to Firefox are released regularly and the browser is most often always up to date.</td>
</tr>
<tr>
<td>Safari 4</td>
<td></td>
</tr>
</tbody>
</table>

*Table 1. Officially supported browsers*

**Note**

As a general note it is highly recommend to keep all browsers up to date.
3. Introduction and concept definitions

This manual introduces Pure for the Personal user - a term used for an academic or researcher. In other words, a user of Pure with access and rights to submit own content.

The structure of the manual is as follows:

- A general introduction
- Layout description so you know where to find what
- Some recommended steps for what to do at first login combined with a description of basic functionality
- Information on your academic profile settings
- Information on your Pure user account settings
- Description of content and content list-functionality
- Detailed description of the template - the common carrier of data
- Additional functionality

In between examples and tutorials are found.

3.1. Being a Personal user in Pure

This manual describes features and functionality of Pure for the Personal user.

Pure is your authoritative single source to all your quality-assured research related affairs. You will get full access and edit rights to your researcher profile, your research related content as Research output, activities, datasets, project participations, funding applications, and more.

Researcher profile

All researchers in Pure has the option of adding information about your professional career, for example your research interests, teaching, curriculum and much more. This information can be available for use, for example at the institutions' website or in your personalised CVs, which you can create directly from Pure.

Research related content

Pure allows you to add information on all of your research related outputs, e.g. journal articles, books, dissertations, conference outputs, projects etc. This can be done simply by importing the content from a range of online sources or from a file/text format, for example from reference managing software. You can also add this information by hand. Or someone can be allowed to do it on your behalf, if you do not have the proper time for it.

Furthermore you can register all research related activities, as for example conference participation, media communication, editor activities, esteem, and more.

All content which have some relations can be related directly to each other and afterwards be visually and interactively displayed using the graph of relations.

Quality assurance

Content can be quality-assured using Pure's build-in workflow feature, which allows users with dedicated qualifications and roles to approve or validate the content. This ensures the highest possible degree of accurateness.

It may be your responsibility to forward content using the workflow.
3.2. Person-, User- and Personal user

Pure has three conceptual ways of being associated with the system: As a Person (Researcher profile only), a User (For staff with administrative tasks) and the Personal user (For researchers with a profile and tasks of adding own content).

A researcher in Pure is formally known as a "Personal user". A term comprised by the concepts of a "Person" and a "User". Each concept has an existence of its own in Pure, but put together a number of possibilities and advanced features for the active researcher emerges.

<table>
<thead>
<tr>
<th>Concept</th>
<th>Description</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person</td>
<td>A Person has a researcher profile with detailed information about the employee and, if available, research and research activities, related to the Person. A Person is related to one or more organisations. The profile is usually view- and searchable from a web portal.</td>
<td>All Persons are potentially available for being added to content in Pure, as e.g. co-author. This can not be done by the Person itself, but must be done by a (Personal) User with rights to create content.</td>
</tr>
<tr>
<td>User</td>
<td>A User is provided with a username and password, and is thereby able to log in to Pure. When a User is created, one or more roles can be assigned to this User, which allows the User to perform specific working tasks, e.g. to create, edit, delete or approve / validate content.</td>
<td>Users alone do not have a profile, and are not available for being added to content. Users with roles are mainly used for administrative staff.</td>
</tr>
<tr>
<td>Personal user</td>
<td>Combining the Person and User will result in a Personal User. Thereby a researcher can log in to Pure and access their personal profile and academic content. In other words, the Personal user would usually be all academic staff (researchers), that needs to register</td>
<td>Personal users can be given roles to allow them to perform certain tasks in Pure. The personal user is the most often occurring user of Pure.</td>
</tr>
</tbody>
</table>

Table 2. Overview of Person, User and Personal user

A more in-depth description of the concepts are found in the table below.

<table>
<thead>
<tr>
<th>Concept</th>
<th>Description</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person</td>
<td>A Person has a researcher profile with detailed information about the employee and, if available, research and research activities, related to the Person. A Person is related to one or more organisations. The profile is usually view- and searchable from a web portal.</td>
<td>All Persons are potentially available for being added to content in Pure, as e.g. co-author. This can not be done by the Person itself, but must be done by a (Personal) User with rights to create content.</td>
</tr>
<tr>
<td>User</td>
<td>A User is provided with a username and password, and is thereby able to log in to Pure. When a User is created, one or more roles can be assigned to this User, which allows the User to perform specific working tasks, e.g. to create, edit, delete or approve / validate content.</td>
<td>Users alone do not have a profile, and are not available for being added to content. Users with roles are mainly used for administrative staff.</td>
</tr>
<tr>
<td>Personal user</td>
<td>Combining the Person and User will result in a Personal User. Thereby a researcher can log in to Pure and access their personal profile and academic content. In other words, the Personal user would usually be all academic staff (researchers), that needs to register</td>
<td>Personal users can be given roles to allow them to perform certain tasks in Pure. The personal user is the most often occurring user of Pure.</td>
</tr>
</tbody>
</table>
Table 3. Concepts of Person, User and Personal user

<table>
<thead>
<tr>
<th>Concept</th>
<th>Description</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>personal research related content; publications, activities, projects etc.</td>
<td></td>
</tr>
</tbody>
</table>
4. Layout and overview

This section describes the layout of Pure as well as introduces the personal overview screen.

4.1. Personal overview

Your home in Pure. Gives access to your content, contact information, personal profile information, CV and setup of automated search for publications in online sources.

Personal user workspace and layout

In (1), your user profile can be edited. This relates to settings regarding your user account and contains language information, notification frequency and trusted users. In the center of the screen a handsome photo of yourself can be found, with contact- and organisational information. Parts of this information can be edited by clicking (2). This is also from there (4) that the automated search in online sources can be setup.

Below this area, a number of tabs holds various information.

![Personal overview](image)

Figure 1. Markings of where personal settings can be configured.

<table>
<thead>
<tr>
<th>Personal overview</th>
<th>Configure tasks, messages and e-mail-messages, and set trusted users. See Section 11. Edit user profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Edit user profile</td>
<td>Configure tasks, messages and e-mail-messages, and set trusted users. See Section 11. Edit user profile</td>
</tr>
<tr>
<td>2 - Edit personal profile (Edit profile)</td>
<td>Personal information, employment information and researcher profile. See Section 7.1. Metadata</td>
</tr>
<tr>
<td>3 - Curricula Vitae (CV)</td>
<td>Create or edit existing CVs (Requires CV module). See Section 9.5. Curricula Vitae</td>
</tr>
<tr>
<td>4 - Setup automated search (Edit profile)</td>
<td>Feature that lets you monitor selected online sources by your name. See Section 7.2. Automated search for publications in online sources</td>
</tr>
</tbody>
</table>
Table 4. Personal settings

4.2. Content view and functionalities

Description of layout and functionalities mainly related to your content.

Personal content

Personal user's content can be listed by using the left menu (1). This listing can be exported in various formats (8). For each item in the listing, a number of different information is available (2). By using different tools (3,6) content can be found. By using the task and message area (4,5), it is possible to see pending/upcoming working tasks. Each number can be explored further by pressing the headings in the table below.
<table>
<thead>
<tr>
<th>Content layout</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 - My Messages</td>
<td>Incoming messages</td>
</tr>
<tr>
<td>6 - My favourites</td>
<td>Content marked as favourite is reachable from here</td>
</tr>
<tr>
<td>7 - My history</td>
<td>Your latest viewed content</td>
</tr>
<tr>
<td>8 - Export (Download) in a specific format (PDF, HTML, Word etc.)</td>
<td>Allows you to export the current listing of content in various formats</td>
</tr>
</tbody>
</table>

*Table 5. Overview of layout*
5. Content lists

Each workspace menu gives access to a listing of the selected type of content. Content listed can be searched, sorted, filtered or exported in different formats - And for each item in the listing, a number of additional actions and iconography is available.

<table>
<thead>
<tr>
<th>Lists main features</th>
<th>Description</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Filter</td>
<td>Narrow down content to specific characteristics.</td>
<td>Filter settings can be combined and saved for later use. See Section 5.1. Filtering</td>
</tr>
<tr>
<td>2 - Sort</td>
<td>Re-arrange the list order according to different criteria.</td>
<td>Sorting options depends on content characteristics. See Section 5.3. Sorting</td>
</tr>
<tr>
<td>3 - Search</td>
<td>Use known terms, boolean operators, search codes, wild cards, truncations etc. for searching.</td>
<td>Can be combined for more powerful searches. See Section 5.2. Searching</td>
</tr>
<tr>
<td>4 - Views</td>
<td>List view, matrix view</td>
<td>For alternative overview. Differs from content types.</td>
</tr>
<tr>
<td>5 - Download</td>
<td>Download (Exports) currently listed content in a selected format and style.</td>
<td>See Section 5.5. Content-export options</td>
</tr>
</tbody>
</table>

Table 6. Main information on content lists in Pure.

Figure 3. Selected content list functionality: Search field, filter-, sort- and download options are shown.

Each item in the list has a number of options listed below:
Figure 4. Explanation of content list items. This example is for Research output.

Each item in the list has a number of options:

<table>
<thead>
<tr>
<th>List icons main features</th>
<th>Description</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visibility</td>
<td>See what visibility state the content has</td>
<td>Usually used on Portals, to determine what should be available. See Section 7.1.9. Visibility</td>
</tr>
<tr>
<td>Favourite</td>
<td>Allows you to select or de-select it as favourite</td>
<td>Sorting options depends on content characteristics. See Section 5.4. My favourites</td>
</tr>
<tr>
<td>Open access</td>
<td>Attached file is considered 'Open access'</td>
<td>If there are multiple files uploaded, this icon is displayed if at least one is considered ‘Open access’. See also Section 9.1.11. Access to electronic version of this Research output (full text)</td>
</tr>
<tr>
<td>Paper clip</td>
<td>The content has file(s) attached</td>
<td>See number of files by hovering the mouse above icon</td>
</tr>
</tbody>
</table>
| Labels (Comes with many types of text) | Labels can be:  
  - Publication state (Research output) only  
  - Workflow status (If workflow on type) | Click to highlight all with same label for quick overview. |
| Gear                     | Shortcuts to different actions, depending on content and role | Only visible when hovering mouse above each item |
| Graph of relations       | Visual display of relations to the specific piece of content | See Section 5.6. Graph of relations |

Table 7. Main information on content lists icons in Pure

If there are more than 20 authors in an item in the listing, only 20 will be listed and the remaining authors can be expanded for a full list:
5.1. Filtering

When content is listed a number of filters can be set to narrow down the content listing to certain characteristics, for example of a specific type of output or within a defined time period. Filter configurations can be saved and reused as needed.

As default, content in list view is filtered by the "My content" filter. For personal users, this means that listed content is filtered to content that the researcher is associated with, typically as an author.

The result of any search- and/or filtering operation can immediately be exported as a list in one of several formats: PDF, Word (.docx), HTML, RIS (Reference Manager), and BibTeX.

Once a filter is activated, the content list will be updated instantly.

The filter bar below the search field has a bread crumb layout that indicates which filters have been added. Filters can be added as needed, and easily removed individually from the filter bar. See below.

---

**Figure 6. Functionality of the filters. Add filters, edit their behaviour and save the configuration, if it is worth using again.**

**→ Save filter configuration**

Once a useful filter configuration is set it can be saved using the pin-icon next to added filters. Save by giving the filter configuration a fitting name. See below.

---

**Figure 7. A saved filter configuration.**

It can then be activated by clicking on name of it. The number is dynamically updated so every time some content fits into the filter configuration, the number will increase.
If the filter configuration is not needed anymore, delete it from the menu by clicking on the x next to the number.

**Tip**

A screencast showing how to use filters and save a filter configuration is available from the online manual.

### 5.2. Searching

There are two places to search for content in Pure: A general, global search within all content and a content specific search.

**Global search**

Search field is located in the top right corner next to user name and allows you to search among all content that you have access to. Access is defined by the role(s) you are assigned. Personal users can search among their own content.

A global search will often find results among several types of content. Note, that the search result may expand throughout the bottom of the screen and it therefore must be scrolled down to investigate in full. Results can instead be isolated to a specific type using the icons in top of the search result window for easier identification and better overview. Click on an element in the list to open the content.

![Figure 8. A global search. Filter search result by type using icons above.](image)

If the search result contains more results than can be listed within the screen resolution for a specific type of content, a full result list can be viewed by moving the search result into the content listing window, using the link in bottom of result list. This is equal to performing the search within that specific content type.
Figure 9. Search result with more hits than can be listed, for a specific type, can be transferred to the normal content listing.

Content specific search

To search among only one type of content is best done by entering the content type, in the left menu, and use the search field above the content listing. The search will always take place in the content listed, so if any filters are set, they will limit the content to be searched in.

A default filter "My content" limits users to only their own content, but this filter can be switched off by the researcher if he or she wishes to search among all content of the specific type. Search results found apart from their can not be edited, only read.

Figure 10. Default filter that limits content to be search in. Remove to search among all content of this type, in Pure.

5.2.1. Basic search methods

Search methods that will get you relevant results in the vast majority of times.

For both the global and content search fields the same rules applies. The table below lists the most common ways of searching:

Ways to search
### Table 9. Basic search strategies

<table>
<thead>
<tr>
<th>Search for...</th>
<th>Example</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>all words</td>
<td>computer science</td>
<td>To search for all content that must contain all of the defined words, you simply write the words that must be matched. The example will match all content that contains the words <em>computer</em> and <em>science</em></td>
</tr>
<tr>
<td>an exact word or phrase</td>
<td>&quot;computer science&quot;</td>
<td>Use quotes to search for an exact word or set of words in content. This is helpful when searching for titles or quotes in a text. But only use this if you're looking for an <em>exact</em> word or phrase, otherwise you'll exclude many helpful results by mistake.</td>
</tr>
<tr>
<td>something, but excluding a word</td>
<td>mining -data</td>
<td>Add a dash (-) before a word or phrase to exclude all results that include that word. This is especially useful for words within multiple meanings, like mining if you want to search for mining in general, but don't want to include &quot;data mining&quot; in the results</td>
</tr>
<tr>
<td>multiple variants of a word</td>
<td>compu*</td>
<td>Add an asterisk within a search as a placeholder for any unknown or wildcard terms. You cannot write an asterisk in front of a token - i.e. *ter is an invalid</td>
</tr>
<tr>
<td>either word</td>
<td>computer OR programming computer</td>
<td>OR (capitalized) or</td>
</tr>
</tbody>
</table>

### 5.2.2. Advanced searching

At times a more complex search is needed, when basic search methods does not fully get what you want.

**Advanced search form**

Instead of searching directly from the search fields a form can be used in which search words can be entered. This way you can avoid using special chars to form the query. Each field corresponds to the methods described in the section Section 5.2.1. Basic search methods.

The search can be performed in all metadata and full texts or limited to only the Title.
Once a search has been performed, the search query is available in the search field where it can be modified if needed.

**Tip**
As using this form actually shows you how the different search methods are entered in the search field, you may soon learn how to search using the search field only.

![Advanced search form](image)

*Figure 11. Advanced search form.*

Advanced query syntax (Expert users)

A search can also be limited by a specific field in Pure. The advanced query syntax enables users who are intimate with all the index fields in Pure to perform more advanced queries than possible with the basic query syntax. To write a query using this syntax, you must write ‘^’ as the first character in the query that you enter - for example "^abstract:science AND title:computer".

**Tip**
Notice the option for adding the ^ character using the advanced search form at “Additional options”.

### Advanced search strategies

<table>
<thead>
<tr>
<th>Search, limit to...</th>
<th>Example</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>title</td>
<td>^title:universe</td>
<td>Finds content with 'universe', only in the title</td>
</tr>
<tr>
<td>abstract</td>
<td>^abstract:universe</td>
<td>Finds content with 'universe', only in the abstract</td>
</tr>
<tr>
<td>keyword</td>
<td>^keyword:universe</td>
<td>Finds content where 'universe' has been added as keyword - or is part of a keyword.</td>
</tr>
</tbody>
</table>

*Table 10. Commonly used search fields*
Table 11. Boolean operators

<table>
<thead>
<tr>
<th>Operator</th>
<th>Example</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>AND or [blank space]</td>
<td>term1 AND term2</td>
<td>Finds content with BOTH term1 or term2</td>
</tr>
<tr>
<td>OR or</td>
<td>term1 OR term2</td>
<td>Finds content with EITHER term1 or term2</td>
</tr>
<tr>
<td>NOT or -</td>
<td>term1 NOT term2</td>
<td>Finds content where term1 is present BUT NOT term2</td>
</tr>
</tbody>
</table>

Note: Boolean operators must be ALL CAPS. And AND is the default operator, when using two or more search terms.

Combining search methods

Using ( ) search queries can be build by combining for example boolean operators with field searches. For example like this:

(evaluation OR usability) AND ^title:design

Search result ranking

By default when searching in Pure, search results are sorted by ranking. The highest ranking is given to results found in the title or name of content, next to this is results found in the remaining metadata and finally results found in in full texts (If they are allowed to be indexed).

5.3. Sorting

Content list order can be sorted according to different criteria depending on the type of content.

The content could e.g. be sorted after Created date, Modified date - or by Title or Type etc. In general the sorting will be by either descending or ascending order. To reverse the sorting select the same option again. The black arrows in the sort options also clarifies direction.
Figure 12. An example of sorting options. The arrows signal whether the content is sorted from low to high or reversed. E.g. from A-Z or Z-A or Most recent-oldest.

Default sorting after searching

When a search has been done the content will automatically be sorted by Ranking. This means that the most relevant search results are shown in descending order, i.e. from most to least relevant.

5.4. 🌟 My favourites

Content can be marked as a favourite by highlighting the star-symbol, which will organise the marked content in the right side menu.

Here, a short, graphical overview of all favourites and, divided by content type, offers single-click access to each item.

Using favourites allows you to save some content for later use, for example as some kind of sticky note. Or, use favourites to create a custom listing of content, which can then be downloaded. See also Section 5.5. Content-export options.
Note
The favourites heading is only available in the right side menu when content is marked as favourite.

5.5. Content-export options

The result of any search- and/or filtering operation will be shown as a list, and users can immediately export any list in one of several formats: PDF, Word (.docx), Excel (.xlsx), HTML, RIS (Reference Manager), and BibTeX.

Some formats (PDF, Word, HTML) can be downloaded in a specific citation style.

Figure 14. Download formats - The list has will be downloaded as PDF and a citation style should now be selected.

Other formats will be downloaded in their native format: RIS (For import in Reference Manager, EndNote, etc.) and BibTeX (BibTeX encoded).
5.6. Graph of relations

All relations between a specific piece of content to other content in Pure can be shown graphically.

This functionality is available from either the gear icon () in content listings, which will centre the selected piece of content - or from the personal overview screen, which will centre the author itself, as default.

![Graph of relations in Pure.](image)

*Figure 15. Graph of relations in Pure. The author is in focus, and relations to a number of types of content in Pure are shown.*

Each piece of content can be dragged around the screen and the layout can be re-arranged. Alternate preset layouts are available as well.

Content shown can also be double-clicked upon, which will focus on this content and reveal relations going from this. Thereby it will be possible to do a kind of subject search in Pure - simply by showing a journal article on a specific subject. By following relations to the authors of the article, their content can be displayed too. If it assumed that the co-authors of an article, at least to some degree, are writing about equal or closely related subjects, the relations can then be used to explore more. All displayed content can be opened in their template, which will show more details on the content.

The amount of content in the graph screen can increased or decreased by selecting or de-selecting the types of content. If the piece of content in focus is heavily related, the amount of relations will as default be limited, but they can gradually be added.

Note, that many relations are created automatically in Pure, but quite a range of relations can be added manually as well. The more relations created, the more rich a graph will be displayed.

**Related information**

- Section 9.1.17. Relations
6. First time login

Language settings must be set at first login to Pure.

When you log in for the first time, a prompt will ask you to select in which language you would prefer to use Pure. The language setting will affect the interface language as well as submission language. These settings can later be changed, at the user profile. More information is found in Section 6.2. Language settings.

**Note**

Language settings will only be possible, if Pure has more than one language implemented.

6.1. Recommended first steps

A few tasks which you are recommended to take a look at. These tasks will help to ensure that your content and personal information is as correct and up to date as possible.

The first time you log in to Pure, it may be pre-populated with your personal information and, Research output and projects related to you. All this data and information may be used in connection with a Pure portal (e.g. a university website), and therefore potentially be available to the public - or you could make use of the content for creating lists of research output, e.g. for a CV. Hence, it's important to get your data as correct and up to date as possible.

User profile

In your User profile it is possible to setup on which types of content and actions that you want to receive messages and e-mail notifications about. Furthermore which pending tasks you want to be able to see.

For example, you could select to receive messages on all types of content and actions, e.g. a comment has been added. But those related to your Research outputs you'd also want to receive e-mails about, as this may be more important to you. This type of message will typically be able to set as "Never" or "Instantly".

For more information about the setup, please refer to: Section 11. Edit user profile
Steps | Notes
---|---
**User profile**

In your User profile it is possible to setup on which types of content and actions that you want to receive messages and e-mail notifications about. Furthermore which pending tasks you want to be able to see.

For example, you could select to receive messages on all types of content and actions, e.g. a comment has been added. But those related to your Research outputs you'd also want to receive e-mails about, as this may be more important to you. This type of message will typically be able to set as "Never" or "Instantly".

For more information about the setup, please refer to: Section 11. Edit user profile

**Personal overview**

This includes a.o. information about your name, employment, contact and organisational affiliation.

Additional information includes your profile information, which could cover an extended description of your researcher profile. This information can usually be edited by yourself.

More information on person profile can be found here: Section 7.1.2. Curriculum and research description

**Synchronised data**

Synchronised data in templates has this icon next to it. This also means that if the data needs to be changed, it must be done in the external system from where the data is synchronised. For personal information, this will almost always be the local HR-system.

**Research related content**

Any Research output that you have written, or in other ways been involved with, will usually also be imported into Pure, if it previously has been available in other / former systems. This information is imported and converted to Pure and it may be a very good idea to go through your content to verify that it actually is related to you.

If it is found that:

1. content actually DO belong to you, then perfect!
### Steps

<table>
<thead>
<tr>
<th>Steps</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. content is missing, that SHOULD belong to you (if you e.g. know they existed in your legacy systems), then you must try to claim the content. See Section 6.5. Claim / disclaim a Research output</td>
<td></td>
</tr>
<tr>
<td>3. content DO NOT belong to you (could be content where authors have the same name as you), then you must disclaim the content. Section 6.5. Claim / disclaim a Research output</td>
<td></td>
</tr>
</tbody>
</table>

To check the content, go to the Research output-tab in the Personal workspace and check content in the content listing. The list can be filtered, sorted, search in - and exported in various citations styles and formats. See Section 5. Content lists

---

### 6.2. Language settings

Pure may support multiple languages, both in the user interface and as the preferred submission language.

**Language**

The language for the user interface can be changed, if your Pure supports multiple languages. The user interface covers all text available in menus, headers, templates etc.

**Default submission language**

For Research outputs the title, subtitle, and abstract should be submitted in the original language, the language the contribution is written in.

For example, you could select to use Pure in English, setting the language to English, but prefer to submit content in Danish language. So, the settings should be as follows:

![Figure 16. Settings for this user. Prefers English user interface but mostly submits content written in Danish.](image)

When submission language is set to Danish, optionally an English translation can be given clicking on the English flag icon next to the Danish - or by selecting the Translation menu point to the left.
Figure 17. The effect of default submission language setting, as it is shown in the templates.

Note, that the submission language setting has no influence on the interface language.

6.3. Tasks

Both researchers and administrative staff have different tasks to be completed. Using messages and Pure's task area, all users can easily get an overview of which tasks are pending.

Figure 18. An example of available tasks for a researcher.

For researchers a number of tasks can be available. Please refer to the table below to see which.
<table>
<thead>
<tr>
<th>&quot;My personal tasks&quot; main content</th>
<th>Description</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Research outputs</td>
<td>Content that currently is in the &quot;Entry in progress&quot; workflow state and awaits to be set &quot;For validation&quot; using the workflow, e.g. if it still need final details or awaits to be formally published.</td>
<td>This is also a task for other types of content where workflow is enabled.</td>
</tr>
<tr>
<td>Open access Research output without full text</td>
<td>Submitted content is allowed to be enriched with upload of a full text-version of the article.</td>
<td>This task is related to publishers' copyright policy. These policies are synchronised with SHERPA RoMEO.</td>
</tr>
<tr>
<td>Candidates in [Online source]</td>
<td>The Automated search-feature has found new search results in one or more selected online sources, which now can be imported.</td>
<td>Requires access to online sources as well as setup of the Automated search-feature.</td>
</tr>
<tr>
<td>Changes in manually maintained online CV</td>
<td>Task is available if one or more new Research output(s) can be added to your published, static CV.</td>
<td>Requires CV-module in Pure.</td>
</tr>
</tbody>
</table>

Table 12. Main information on "My personal tasks" in Pure

**Tip**

To customise which tasks to show, edit your user profile.

The following pages explains how to solve the tasks.

**Related information**

- Section 6.3.1. Task: Pending Research output
- Section 6.3.2. Task: Open access Research output without full text
- Section 6.3.3. Task: Candidates in [Online source]
- Section 6.3.4. Task: Changes in manually maintained online CV

**6.3.1. Task: Pending Research output**

Pending tasks where the workflow state need to be moved.

How to complete task

Pending content is simply the content still in the "Entry in progress"-state. This is typically due to the lack of details yet to be entered in the template. For example it may not yet have been formally published, so no page numbers are available yet.

Once the template has been completed and no further information can be entered, the workflow state must be set to "For validation". Thereby the task is completed.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Research outputs</td>
<td>Content that currently is in the &quot;Entry in progress&quot; workflow state and awaits to be set &quot;For validation&quot; using the workflow, e.g.</td>
<td>This is also a task for other types of content where workflow is enabled.</td>
</tr>
</tbody>
</table>
### Table 13. Main information on "My personal tasks" in Pure

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>if it still need final details or awaits to be formally published.</td>
<td></td>
</tr>
</tbody>
</table>

**Related information**

- Section 9.1.19. Workflow
- Section 6.3. Tasks

#### 6.3.2. Task: Open access Research output without full text

Pending actions on upload of full text document.

**How to complete task**

To get a list of all content which may have a full text version uploaded, press the task. The task is, for each item in the list, to open the template by clicking on the title and locate the "Documents" area down the template. Based on the SHERPA RoMEO colour, found here, the correct version of the full text can be uploaded.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open access Research output without full text</td>
<td>Submitted content is allowed to be enriched with upload of a full text-version of the article.</td>
<td>This task is related to publishers' copyright policy. These policies are synchronised with SHERPA RoMEO.</td>
</tr>
</tbody>
</table>

**Table 14. Main information on "My personal tasks" in Pure**

**Related information**

- Section 9.1.11. Access to electronic version of this Research output (full text)
- Section 6.3. Tasks

#### 6.3.3. Task: Candidates in [Online source]

When the Automated search-feature is activated and configured, new results from the search are presented here. Candidates are divided on each selected online source. Note, this task is only present if you have setup the Automated search feature.

**How to complete task**

Get access to the list of search results by clicking on the tasks. Start an import process or delete items from the from the list of search results to decrease the number of tasks.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidates in [Online source]</td>
<td>The Automated search-feature has found new search results in one or more selected online sources, which now can be imported.</td>
<td>Requires access to online sources as well as setup of the Automated search-feature.</td>
</tr>
</tbody>
</table>

**Table 15. Main information on "My personal tasks" in Pure**

**Related information**

- Section 7.2. Automated search for publications in online sources
6.3.4. Task: Changes in manually maintained online CV

When new content is created or imported and also fit into an existing public, published and static CV a task can be selected to be shown to pay attention to this.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changes in manually maintained online CV</td>
<td>Task is available if one or more new Research output(s) can be added to your published, static CV.</td>
<td>Requires CV-module in Pure.</td>
</tr>
</tbody>
</table>

Table 16. Task on “Changes in manually maintained online CV” in Pure

How to complete task

A manually maintained CV, also known as static CV, can be extended by actively selecting to add new content which matches the settings of the CV. A notification as a task will be available if that is the case. To check this make sure that it is a Public CV (1) and the content listing is static (2). Furthermore it must be published (3). In (4) you can then select to add or dismiss the new content. See illustration below.
Related information

- Section 6.3. Tasks
- Section 9.5. Curricula Vitae

6.4. Messages

Pure has an internal communication system, where messages are used to carry information between users.

Incoming messages are available from the user interface at "My messages". They can be viewed and deleted but not responded directly to. Messages can be selected to be received by e-mail as well.

<table>
<thead>
<tr>
<th>Message title</th>
<th>Description</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workflow changed: Returned to 'Entry in progress'</td>
<td>This message is send when content has been returned, by an editor, to the submitter or author of the content.</td>
<td>Note, that the submitter does not have to be the author of the content as content can be submitted on behalf of others.</td>
</tr>
<tr>
<td>Message title</td>
<td>Description</td>
<td>Comment</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>You were added as author on [Title]</td>
<td>When you have been added to Research output as author.</td>
<td>Returned content will appear as a new task.</td>
</tr>
<tr>
<td>You were removed as author from [Title]</td>
<td>When you have been removed from disclaimed Research output.</td>
<td>This can be the case if someone has created new content and added you as author. Or if a claimed piece of content have you added as author (By the Administrator of claims.) &quot;Author&quot; may be other roles in relation to the type of content. E.g. projects have an PI instead of.</td>
</tr>
<tr>
<td>[user] has added a comment</td>
<td>This message is send when a note has been added to a piece of content you are related to.</td>
<td>&quot;Author&quot; may be other roles in relation to the type of content. E.g. projects have an PI instead of.</td>
</tr>
</tbody>
</table>

Table 17. Messages.

Tip

To customise which messages you want to receive, edit your user profile.

6.5. Claim / disclaim a Research output

Shows how to either claim or disclaim Research outputs by sending a message to the Administrator of claims.

Before you begin

Personal users

About this task

In the personal Research output list, content ons can either be missing from - or be wrongly related to. This list, as described in Section 6.1. Recommended first steps

Procedure

1. Claim or disclaim publications?

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A publication is missing from my publication list</td>
<td>Claim - See steps 2-4 for information on how to claim this publication</td>
</tr>
<tr>
<td>A publication is listed in my publication list - but it is not mine</td>
<td>Disclaim - See step 5 for information on how to disclaim this publication</td>
</tr>
</tbody>
</table>

2. Claim publication

If you expect a publication to exist, but it is not listed in your publication list, you can search for it within Pure. To do this, remove the "My content" filter.
Figure 20. Remove "My content" filter. This will let you see all publications, available in Pure. Now search for the expected publication.

3. When it is found, either click on the content-action symbol and "Claim content".

Or open the template (Perhaps, just to make sure that the publication actually is what you have searched for), and press "Claim content".

Figure 21. Wrongly associated content can be disclaimed from this location.

Figure 22. Or alternatively - open the template and press "Claim this content".

5. Disclaim publication

If you find a publication this is not in any way related to your person, press the content-action symbol, and select "Disclaim content", as shown below.

![Disclaim content](image)

**Note**

Do not delete content that does not belong to you. It might belong to someone else within Pure.

![Wrongly associated content](image)

**Figure 23.** Wrongly associated content can be disclaimed from this location.

6. Notify Administrator of claims with message.

Describe to the Administrator of claims, the reason for this publication being either claimed or disclaimed. Remember to save afterwards.

![Claim content](image)

![Disclaim content](image)

**Figure 24.** A clarifying message should be send to the Administrator of claims. This shows both a claim and disclaim example.

7. Watch out for correction message
Figure 25. When the correction has been completed by the Administrator of claims, you will be notified with a message. In this case, the author has been added to the claimed content, and the content will now be visible at the personal user's publication list.
7. Person template

All personal users in Pure can edit (parts of) their personal profile. This information is stored in the Person template.

In this template a number of menu options are available. See table below for further details:

<table>
<thead>
<tr>
<th>Person template menu options</th>
<th>Description</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metadata</td>
<td>All information related to a Person in Pure: name, gender, organisational affiliation, researcher profile etc.</td>
<td>Some of this information may be synchronised and not be editable by the personal user.</td>
</tr>
<tr>
<td>Associated user</td>
<td>If the Person is associated with a User (=A Personal user), information on this user is found here: the username and roles (if any).</td>
<td></td>
</tr>
<tr>
<td>Automated search</td>
<td>By using this feature, Pure can keep an eye on one or more selected online sources for new content that is related to the person's name. Select sources and name(s) to use from here.</td>
<td>See Section 7.2. Automated search for publications in online sources on how to configure this.</td>
</tr>
<tr>
<td>Relations</td>
<td>Relations from the person to other content in Pure</td>
<td>These relations can be shown graphically from the person's overview screen.</td>
</tr>
<tr>
<td>Display</td>
<td>Shows the entered information in different formats.</td>
<td></td>
</tr>
<tr>
<td>History and comments</td>
<td>Contains log page of who has done what with the information in the template - and here can any comments, added to the template be seen and comments can be added and send from here as well.</td>
<td></td>
</tr>
</tbody>
</table>

Table 18. Person template

7.1. Metadata

Persons in Pure are academic staff members of different types; professors, PhDs, teaching personnel, research assistants and more.

Pure stores all information on a Person in a template. This template contains a number of fields (metadata) used to describe the person and the person's academic profile. Some of this information may be synchronised and not editable in Pure while some is meant to be edited by the person itself. In particular interest would be the Curriculum and research description which can be used to exhibit the Person's academic profile in details.

The table below shows what information the Person template metadata contains.
### Table 19. Information available on persons in Pure.

The following pages goes into more details on each of these.

#### 7.1.1. Personal identification

Section in the person metadata that describes the current researcher.

<table>
<thead>
<tr>
<th>Personal identification field</th>
<th>Description</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name</td>
<td>May be synchronised</td>
<td></td>
</tr>
<tr>
<td>Last name</td>
<td>May be synchronised</td>
<td></td>
</tr>
<tr>
<td>Nationality</td>
<td>May be synchronised</td>
<td></td>
</tr>
<tr>
<td>Name variant</td>
<td>A researcher name may be used in different variations depending on use.</td>
<td>See Section 7.1.1.1. Names in Pure for description of uses in Pure.</td>
</tr>
<tr>
<td>Title</td>
<td>Add one or more titles, e.g. designation or academic degree.</td>
<td></td>
</tr>
<tr>
<td>ID</td>
<td>Add one or more IDs, e.g. employee ID, Scopus ID or Researcher ID.</td>
<td></td>
</tr>
</tbody>
</table>
**Table 20. Information available on persons in Pure.**

<table>
<thead>
<tr>
<th>Personal identification field</th>
<th>Description</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORCID</td>
<td>An ORCID id can be added to the profile. Or it can be created directly through the profile.</td>
<td>Institution must have an affiliation with ORCID, before it can be created. See Section 7.1.1.2. ORCID for more details.</td>
</tr>
<tr>
<td>Profile photos</td>
<td>Multiple files can be uploaded but as default only the first on the list is used on a Pure Portal. Use the arrows to re-arrange the order, for example to move another photo to top.</td>
<td>This may vary depending on the local setup.</td>
</tr>
<tr>
<td>Links</td>
<td>Add links to different personal pages, e.g. LinkedIn, Mendeley, Facebook and more.</td>
<td></td>
</tr>
<tr>
<td>Start date as independent researcher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retirement date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note**

Synchronised content can not be modified in Pure. It must take place in the source where data is synchronised from. Synchronised content has this symbol next to it: 🗝

### 7.1.1.1. Names in Pure

A person in Pure has usually a first name and last name, and at times one or more middle names. This name information is most often synchronised into Pure and is used to identify a specific person. Additional variations can be added.

#### Original First- and last name(s)

The name information is found in the Person template.

![Figure 26. The original name in Pure.](image)

#### Additional name variants

Further name variants can be added for different purposes:

| Name variant                   | Description                                                                                     |
|-------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Default publishing name       | Used as author name when creating new content. See more details below table.                    |
**Table 21. Name variants overview**

### Using 'Default publishing name' and 'Known as'

Some times the name synchronised into Pure differs from the name used when writing articles. It may be a variation where the middle name is left out, or a nickname is used, i.e. Bill instead of William. When that is the case an additional field can be filled: the default publishing name (first name and/or last name) can be used wherein the variation can be added using the [Add name variant]. Below a known as-name has also been added: Will.

![Figure 27. A 'Default publishing name' and 'Known as' in Person template.](image)

The 'Default publishing name' then overrules the original first and last name and is used instead of, when creating content and the 'Known as' overrules the original name in Pure, when the name is displayed in Pure, e.g. in lists.

![Figure 28. The effect of using both a 'Default publishing name - Bill - and the 'Known as' - Will. Bill Smith is the author name, whereas Will Smith is the name as displayed in Pure.](image)

### Usage of name

An author's name is used in connection with these features in Pure:
Citation formats

It will be displayed in the various citation formats, but remember it will be the version used at the time of content creation. The format will decide if the name is display in full or with last name and initials. If the 'Default publishing name is filled, this will be used. If only the 'Known as' then the original name is used.

Automated search

This feature searches in selected online sources for content that matches your name or any variations, used only in this context. Pure will suggest variations based on both your original name and Default publishing name. Additional variations can be added too. The variations are used to (try to) match content in the selected online sources.

![Automated search image](image)

Figure 29. Suggested name variations in Automated search, based on name and Default publishing name.

Online import matching

When content is imported manually from a selected online source, the name found in the source is attempted a match on existing names in Pure. This match will be done on both your original name and Default publishing name, but not limited to this. Additional information on addresses can be included in the match too.

![Online import matching image](image)

Figure 30. Match of 'Default publishing name' with name as found in imported content.

Change of name

If a person changes it name, which may happen to the last name when a person gets married, the new (last) name will be used in future additions of content. The 'old' name variation will continue to exist on already existing content. That is, there's a temporal relation between name and content creation. A "Former name" can be entered as a name variation.

7.1.1.2. ORCID

An ORCID (Open Researcher and Contributor ID) is a persistent digital identifier for researchers, used to distinguish them from one another and uniquely identify them in relation to their Research outputs.
In Pure an ORCID can be created via the ORCID website. A link is provided and the registration can be done following this. Only researchers themselves can sign up for this. Or someone else can do it if they are added as trusted user (see the user profile: Section 11. Edit user profile) by the researcher. That way it can be done on behalf of the researcher.

If the researcher already has signed up for an ORCID and is in possession of this it can be added to Pure directly in the person profile. See Section 12. Create or add existing ORCID ID for more on how to add or create an ORCID ID.

When the ORCID is added to Pure there is established a link between the researchers profile and the ORCID website. Researchers will then be able to authorize Pure as a ‘trusted organisation’ and export content to ORCID. Only Personal Users (or their trusted users in Pure) can authorize the export of content from Pure to ORCID. See more at Section 13. Export content to ORCID.

Note, the option for adding or creating an ORCID ID is only available if the institution have an agreement with ORCID.

**Related information**

- Section 12. Create or add existing ORCID ID
- Section 13. Export content to ORCID

**7.1.2. Curricular and research description**

Option for adding elaborative free text information on a number of subject heading types.

This information can typically be used in connection with a Pure Portal and thereby be publicly available. Where applicable, a translation can be given for multiple language portals.

The text area can be expanded to full window size using the icon for better navigation.

Text copied from Word can be pasted using the icon. This will keep the text formatted as in Word.

Tables can be added and text can typographically be modified as well.
Figure 31. Person curriculum editor window. Subject headings may differ.

If multiple curriculum types are added to the Person profile, their individual order can be modified using the arrows as shown below:
Organisational affiliations

Information on the researchers organisational affiliations. This also includes former affiliations.

There are four types available:

<table>
<thead>
<tr>
<th>Affiliation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>Select the organisational unit where person is employed. Staff type and employment function and more can be filled out.</td>
</tr>
<tr>
<td>Supervision</td>
<td>Select persons that is supervisor for this or persons this person is supervisor for.</td>
</tr>
<tr>
<td>Affiliation</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Student</td>
<td>Select the organisational unit where person is a student. A supervisor can be added.</td>
</tr>
<tr>
<td>Visiting scholar</td>
<td>A person can be a visiting scholar and purpose of stay, from where and period can be defined.</td>
</tr>
<tr>
<td>Honorary</td>
<td>Select the organisational unit where person is honorary employee.</td>
</tr>
</tbody>
</table>

Table 22. Affiliation types

**Note**

This is an optional setting and may not be present at the current version of Pure.

A period with leave of absence can be added, for example due to maternity leave.

A note field for additional description of the organisational affiliation can be filled as well.

7.1.4. Positions outside of the institution

Option for adding any positions that are acquired outside the current employment at this institution, for example as a Professor.

7.1.5. Education / Qualification

Option for adding educational and professional qualifications to profile.

**Note**

This is an optional setting and may not be present at the current version of Pure.

This allows the researcher to enter educational qualifications as field of study, qualifications, project title, related organisation and time period - and professional qualifications and it's time period.

7.1.6. Keywords

One or more terms used to describe the current content. Terms may be picked from a structured list, or entered as free text.

**Note**

Keywords may not be present or may be present in various shapes.

**Structured list**

May also be known as a taxonomy or thesaurus and be present as a searchable list or hierarchy, which can be unfolded, usually from very general terms into narrower defined terms. May be structured according to different domains.

**Free text keywords**

Where keywords from a structured list may not be sufficient to describe current content it may be an option to add free text keywords, keywords defined by the author self.
Imported content from online sources can populate these fields with keywords as they are found in the online source.

### 7.1.7. 🌐 Portal details

Mark a person as an expert.

**Note**

This is an optional setting and may not be present at the current version of Pure.

This can be used to notify visitors to the Pure Portal that this person is an Expert within the area of expertise.

### 7.1.8. 🏠 Home address

Fields for researcher's personal home address.

**Note**

This is an optional setting and may not be present at the current version of Pure.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road</td>
<td>Building</td>
</tr>
<tr>
<td>Room</td>
<td>Postal code</td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
</tr>
</tbody>
</table>

**Figure 32. Home address details.**

**Note**

This may be publicly available on a Pure Portal. Consult your local Pure administrators for details.

### 7.1.9. Visibility

Content in Pure can be marked as having limited visibility (there are several degrees of visibility available).

Visibility is used to limit access to content, most often in relation to a PurePortal (Institutional website). Visibility is available for all types of content in Pure and has as default three degrees available:
<table>
<thead>
<tr>
<th>Visibility degree</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publicly - No restrictions</td>
<td>Content can be seen by everyone. It may depend on the current publication or workflow state. Some customers allow all content to be seen independent of any state. Others prefers that only approved and published content is visible.</td>
</tr>
<tr>
<td>Campus - Restricted to a specific IP-range</td>
<td>Restricted to an IP-range, typically the Campus area.</td>
</tr>
<tr>
<td>Backend - Restricted to Pure users</td>
<td>Only visible from inside Pure. You need to login to Pure to see the content.</td>
</tr>
</tbody>
</table>

Table 23. Visibility degrees

A fourth degree is available on certain types of content:

| Confidential - Restricted to associated users and editors | Content is only visible to users directly related: authors and roles with access rights to the content. It will be stated exactly who they are. |

Note

Visibility can also be set for attached files documents (See Section 9.1.11. Access to electronic version of this Research output (full text)).

7.2. Automated search for publications in online sources

A functionality that searches for your added author name(s) against new occurrences of Research outputs with the alike name, in selected online sources, within a fixed time interval.

As a personal user, the task of keeping your publication list up to date can be time consuming. By setting up an Automated search for publications in online sources, this task can easily be facilitated.

The feature offers to automatically scan a number of selected online databases for Research outputs that might belong to you as researcher. The result is provided as a task under "My personal tasks" named "Candidates found in [source]", where [Source] equals the name of the selected database. Furthermore, the number of search results is listed. Optionally, an e-mail can also be send to you.

Scans are based on variations of your name which can be specified in the setup of the feature on the Person-profile, for each source.
When clicking at the menu point at My personal tasks, a list of the search result can be reached. For each of these results, you can either choose to import it to Pure - or remove it from the search result. When an item is removed from the search result, it will not show up at future searches.

If the content already does exist in Pure, a warning that this may be a potential duplicate will be shown.

**Tip**

The usefulness of the automated search may depend on your used author name. The more general and widespread your name is, e.g. "Smith", the higher risk of getting a search result that is overwhelming, and thus might require too much time to manage. In reverse, if your name is quite unique or distinctive, the higher chance that the search result will be more useful.

**Example**

If you know that your articles often are available from Scopus, you can mark Scopus as source. Add your used author name(s), either manually or use the suggestions that Pure automatically comes up with. Afterwards, it is possible to test the settings immediately by doing a preview of the search, and thereby making adjustments to the name, if the search results are not satisfactory.

**Related information**

- Section 6.3.3. Task: Candidates in [Online source]

**8. Faculty and Academic Activity Reporting**

Faculty and Academic Activity Reporting enables the capture of the total picture of an individual's professional activity, both in the lab and in the classroom, in support of academic / faculty development reviews.

Faculty and Academic Activity Reporting, supports the pre-population of Pure data into a pre-formatted report.

The Report includes the following key content types included:

- Research output
- Courses
- Projects
- Applications
- Supervision
- Awards
- Activities
- Impacts
- Personal Statement

<table>
<thead>
<tr>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currently only a pre-formatted report option is available.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty and Academic Activity reporting is delivered as part of the Reporting module and may not be present in this version of Pure.</td>
</tr>
</tbody>
</table>
# 9. Content types

A number of content types are available for researchers to add to Pure.

<table>
<thead>
<tr>
<th>Content type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research output</td>
<td>Content the researcher is responsible for. Most often written and published but can also be non-textual and not formally published.</td>
</tr>
<tr>
<td>Activities</td>
<td>Describes all activities a researcher may be involved in/with as a person.</td>
</tr>
<tr>
<td>Press clippings</td>
<td>Mentions of the researcher in media, e.g. interviews or broadcasts.</td>
</tr>
<tr>
<td>Impacts</td>
<td>Register impacts of research, and documentation hereof, in society or economics.</td>
</tr>
<tr>
<td>Curricula Vitae</td>
<td>For adding and maintaining CVs for either public or private use.</td>
</tr>
<tr>
<td>Applications</td>
<td>Applications are related to awards and projects in Pure and are used when academics need to apply for funding of research projects.</td>
</tr>
<tr>
<td>Awards</td>
<td>Awards hold some of the same information as applications; e.g. funder, programme, and application date. Moreover, awards hold financial details about the award, the project's budget, and any non-financial contributions such as borrowed equipment.</td>
</tr>
<tr>
<td>Project</td>
<td>The project is considered the main information type as it holds information about its applications and awards besides the project description itself.</td>
</tr>
<tr>
<td>Dataset</td>
<td>Large collections of data, e.g. databases, survey data, observations, measurements, and other results from experiments.</td>
</tr>
<tr>
<td>Courses</td>
<td>A list of courses created by the researcher, or those which the person has taught.</td>
</tr>
</tbody>
</table>

Table 24. Content types in Pure

<table>
<thead>
<tr>
<th>Note</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not all types may be available in your Pure.</td>
</tr>
</tbody>
</table>
9.1. Research output

Research outputs in Pure reflects a broad range of scientific productions a researcher can be responsible for, or in other ways be related to. This includes content published in journals, books and parts hereof, papers and outputs in connection with conferences, and more. Further, a number of non-textual outputs are available.

Each main category has a template where metadata about the specific type, e.g. an Article, can be added. Each template is designed to hold as relevant metadata as possible, which means that a Contribution to a journal (no matter which type) is different from what a Book/Report should hold of information. For example, an Article is published in a Journal, whereas a Book is published by a Publisher. All of these variations are taken into account in the templates.

<table>
<thead>
<tr>
<th>Template menu point</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metadata</td>
<td>Contains a range of input fields used to describe the specific piece of data.</td>
</tr>
<tr>
<td>Metrics</td>
<td>Displays citations for the content and impact factors for the related journal. Information available depends on the current category of Research output template.</td>
</tr>
<tr>
<td>Relations</td>
<td>Show relations to other content in Pure.</td>
</tr>
<tr>
<td>Display</td>
<td>Show the metadata in various citation and system formats.</td>
</tr>
<tr>
<td>History and comments</td>
<td>Comments can be added to the specific piece of content and a log of changes is found here.</td>
</tr>
</tbody>
</table>

Table 25. Menu points in templates.

Related information

- Section 10.1. Adding content to Pure

9.1.1. Metadata

A closer look of which features - and practical use - that often are available at templates.

Metadata input fields can contain information, used to describe the current piece of content, e.g. an article from a scientific journal. The information could typically be derived from the actual exemplar of the content, or from the publisher.

As the content that the templates describes differ slightly from each other, the actual structure and range of input fields can vary for each, though they are alike for the template types.

Required fields

When the appropriate template type has been chosen, a range of input fields must be filled out. Those marked with a red * (asterisk) are required fields, and must be filled out before it is possible to save the content - a warning will pop up and tell which fields that are missing, if you fails to do so. These fields will then be marked by a bright red colour.

However, depending on local submission policies, it can be very useful to fill out additional information to enhance the judgement of relevance and improve retrieval of the content.

9.1.2. Type

Define the intended target audience or level of the content - and if the content has been peer reviewed.
9.1.3. Publication state

A chronology of the state of the publishers' progress.

A piece of content undergoes a number of steps towards final publication. The chronological order of these steps can be registered here.

This can also be used to flag that content is currently on its way, for example "In press" at publisher. This value may be displayed at an attached Pure portal.

Note

If there's errors in the chronological order, e.g. if the published date is prior to the In preparation date, a warning will display so this can be revised.

Related information

• Section 9.1.11. Access to electronic version of this Research output (full text)

9.1.4. Publication information

Key information of content. Title, subtitle, abstract etc. This is typically used to describe, identify, and assess the relevance of the content.

Title and language

The title, subtitle and abstract of the contribution should be entered in the original language, that is, the language the content is written in. This can be selected from a dropdown-box:
Arrow keys up and down can be used to scroll for the wanted value, press "Enter" to select - and a press on a character will find the first value starting with that character, e.g. pressing "c" will mark Chinese in the above figure.

**Tip**

Of the available languages that Pure supports for the user interface, e.g. Danish or English, one can be set as default submission language. Thereby this is by default selected when a new submission is created. See Section 6.2. Language settings for more information.

**Translation**

Key fields in the template can be translated into the languages that Pure supports. If that is, for example English and Danish, either can be selected for translation if the original title is in Chinese. The default language to translate to when the Original language is selected is the one selected as Submission language.
Figure 37. A translation can be added in the preferred language, here English, presuming the title and more is written in Chinese.

In example above, the content is written in Chinese and an English translation can be given. Additionally, a Danish translation can be added too, by switching to the Danish flag in top of template. Translations can only be given in the languages that the current version of Pure supports.

9.1.5. Authors and organisations

All contributors of the content can be added and for each their exact role can be defined. A role may by an illustrator or translator, for example.

As a general rule authors should be added to content with their organisational affiliation at the time of writing and publishing. Therefore content can be created with authors which both have a current organisational affiliation (internal) and other authors have a current external organisation (external).

Note

Please note that in general internal persons and organisational units are marked with dark-coloured icons, whereas external ones are marked with white-coloured icons.

Adding internal persons

Add persons by clicking either on [Add persons] or use the quick add button: - The quick add area can be closed by clicking somewhere outside it.

As default personal users will automatically be added to the templates.
Figure 38. Add persons to a template.

Difference is that the first (right) will add one person which must be completed and then the next can be sought after, where as the quick-add button (left) allows for a quick search and add of persons. Editing can then take place afterwards.

Once found it can be selected for further editing, for example for re-editing of the author name. That might be the case if the content has been written using another variation of the name.

The role can also be specified if needed. Default value is "Author".

Figure 39. Start typing author name and click on person to add. Afterwards, edit the selection.

Affiliation on the Research output

Figure 40. Current affiliations are shown. Additional affiliations may be given.

The current organisational affiliation is shown and if any former affiliations existed, they would be shown too. They will have an end date shown.

Additional affiliations can be added, for example of the content has been published while the affiliation was with another organisational unit. This may be either another internal or an external organisation.
Adding external persons

If the contributor has no relation to the current institution, it must be added as an external person. Doing this, also adds their external organisation if this information is available in Pure.

Figure 41. Start typing author name and click on external person to add. Afterwards, edit the selection.

When added their role, name variation, country, and, organisational unit can be edited.

Creating external persons

If the external person cannot be found it can be created on the spot and used immediately afterwards. Click on "Create external person" to do this.

Figure 42. Start typing author name and click on external person to add. Afterwards, edit the selection.

When added role, name variation, country, and organisational unit can be edited.

Add organisational unit
A contributor may not be limited to a person, but can also be an organisational unit. This unit can be added the same way as with a person. Simply start typing the name and select the unit from the search result list.

**Note**

For all selected persons and / or organisational units, the content will be available at their content listing, when it is saved.

**Add group author**

"Group author" involves a number of researchers working under a single group name. The name of such group can be added as author. In cases where a Group author has been added, personal authors can be flagged as hidden, using the Visibility-option aligned at each author.

The purpose is to make it possible to attach authors who are part of an author group but at the same time hide them in citation formats and listings. When hidden, only the name of the Group author will be displayed. When visible, their names and the Group author name will be displayed. Authors will be accredited in terms of the publication, for instance in reports no matter visible or hidden.

At least one internal author, of this group, must be added as author, to be able to save the submission. The order of the Group author in relation to the other authors can be specified using the arrows up and down.

**Scenarios**

Using the above it is possible to submit content with a number of different author constellations, for example content written in connection with a previous employment. This allows a personal user to keep a complete list of content regardless of when/which organisational relation it was written.

<table>
<thead>
<tr>
<th>Author constellation / Scenario</th>
<th>Comments</th>
<th>Graphical display</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal publication.</td>
<td>Chris Robertson and all authors are internal, that is, currently employed at the current institution (though it may be different organisational units).</td>
<td>Origin: With internal affiliation</td>
</tr>
<tr>
<td>Internal publication.</td>
<td>Chris Robertson as internal - others as external; co-authors are employed at external organisations.</td>
<td>Origin: With internal affiliation</td>
</tr>
<tr>
<td>External publication</td>
<td>At the time of writing Chris Robertson was employed at an external organisation (Boston University). But he wants this piece of content on his content list, e.g. for use with CVs and to keep his list complete.</td>
<td>Origin: Without internal affiliation</td>
</tr>
</tbody>
</table>

*Table 26. Author constellation / scenarios for template.*
Content will in general be available (related to) any internal persons/organisational units. For example, when listing content related to Chris Robertson, all three scenarios will be listed. When listing content related to Department of Statistics and Modelling Science, only scenario 1 and 2 will be listed.

**Related information**

- Section 9.1.19. Workflow

### 9.1.6. Publication managed by

This selection decides which organisational unit who will be in charge of managing the content. Managing means being in charge of the quality assurance of the metadata and handling the workflow (if present).

This organisational unit may be someone else besides any organisational units added as author relations, for example a superjacent unit who is in charge of validation of content for a number of units. It would usually be set for the Personal user automatically.

The roles associated with managing the content would typically be an Editor of research output, so it is very important that such a role has been assigned relevant organisational units.

In the illustration below, the managing organisational unit has been set for the The Faculty of Social Sciences, which means that the Editor of research output will get a new task of validating/ the content.

*Figure 43. An organisational unit is selected to handle the workflow and what else editing is needed.*

A managing organisational unit can also be set to any former organisational units, as the content might have been written when the Author had a previous employment relation to that. This would of course require that an Editor of research output is associated with this organisational unit, to receive the incoming task.

Only one managing organisation unit can be set.

**Related information**

- Section 9.1.19. Workflow

### 9.1.7. Journal

Journal in which the content has been published.

Add journal by searching for journal title or ISSN. As default the most frequently used journals for the academic are presented before searching.

Or create a new journal if needed and fill in information.

**Sherpa RoMEO**

<table>
<thead>
<tr>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>This feature is only available if a synchronisation with the Sherpa RoMEO database has been done by administrators of Pure.</td>
</tr>
</tbody>
</table>
If the selected journal is indexed in the Sherpa RoMEO database (And this information is synchronised into Pure), the matched colour along with the publishing policy, will be displayed at the Documents part of the template. This can be used to examine which version of a full text that may be allowed to upload.

<table>
<thead>
<tr>
<th>Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please take care in investigating this carefully as the Sherpa RoMEO information may be incomplete.</td>
</tr>
</tbody>
</table>

**Related information**

- Section 9.1.11. Access to electronic version of this Research output (full text)

### 9.1.8. Publisher

Publisher by which the content has been published.

Volume, edition and place of publishing is common information to add here. But also an ISBN, which can be either printed or electronic for e-publications.

### 9.1.9. Host publication

Publication in which the contribution has been published, typically as a part-of contribution like a chapter in a book.

A host publication carries more or less the same information as a publisher. Though, it includes the option of adding one or more editors of the work.

If both the part-of contribution and the host publication itself is submitted to Pure they can be related using the Relations found in the template.

### 9.1.10. Series information

Content may be part of a publication series, which may consist of multiple volumes.

Series name, publisher, ISSN (Print/electronic), volume and number can be registered about the publication series.

### 9.1.11. Access to electronic version of this Research output (full text)

Access to a file/full text can be defined in three ways: by upload of a file, by adding a DOI or by adding a URL that points to a this.

**Publishing policy issues**

Uploading a full text will typically save the file in a local repository (Pure), alternatively in an external repository.

In any case, it is important to take publishing policies into consideration. This can be done using the Sherpa RoMEO colour information, which is displayed when a journal is selected.

The colours are divided in 4 different definitions (See [http://www.sherpa.ac.uk/romeoinfo.html#colours](http://www.sherpa.ac.uk/romeoinfo.html#colours) for more information):

<table>
<thead>
<tr>
<th>RoMEO colour</th>
<th>Archiving policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green</td>
<td>can archive pre-print and post-print or publisher's version/PDF</td>
</tr>
<tr>
<td>Blue</td>
<td>can archive post-print (ie final draft post-refereeing) or publisher's version/PDF</td>
</tr>
</tbody>
</table>
Table 27. Definition of SHERPA RoMEO colours

Pure displays the official policy rights found at the SHERPA RoMEO website. Here can also the current publishing policy of the publisher of the journal be found. The information is initially displayed in a compact form, but can be expanded to provide the full details. If the current colour/publisher allows that an electronic version of the current publication can be attached, this will be displayed above the colour.

See example below to see how it is displayed.

Figure 44. A journal has been added to the template which is indexed as Green in the Sherpa RoMEO database.

To get more exact conditions and policies on when a full text may - and in which version - be uploaded, you should consult advice from your own organisation.

Content that is considered open access, but still have no electronic versions attached (Document uploaded), is presented as a Personal task in the right hand side of the workspace, at the "My personal tasks" for personal users. See Section 6.3.2. Task: Open access Research output without full text for more information on this.

Documents

When possible, the entire full text of the publication can be attached, to ensure it's future availableness. Documents are actually not limited to documents but can also be music files or data sheets etc.

In the illustration below the Sherpa RoMEO version can be used to identify which version that is allowed to be uploaded. For example, the Author's Pre-print version is allowed so this is then selected in the dropdown. Note, that it also states that the Post-print and Publisher's version is allowed. But in any case, the use of the dropdown is for selection the actual version uploaded.
Also note that there's a Creative Commons Attribution License mentioned in the Sherpa information. By using the 'License to document' dropdown an appropriate Create Commons license can be selected.

**Figure 45. Options for adding a document, selecting an appropriate Document version according to the Sherpa information.**

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>File title</td>
<td>The uploaded file can be given a significant file title more readable for the human eye, if the original title is non-descriptive.</td>
</tr>
<tr>
<td>Document version</td>
<td>Can be set to Submitted manuscript (Pre-print), Accepted author manuscript (Peer reviewed version), Proof, Final published version (Version of record) or Other version. This can depend on the publishing policy of the journal.</td>
</tr>
<tr>
<td><strong>Important</strong></td>
<td>For many journals, the final published version is not allowed to be uploaded unless an open access fee has been paid to the publisher (e.g. by the author or the funding body).</td>
</tr>
<tr>
<td>Public access to file</td>
<td>Four default values are selectable:</td>
</tr>
<tr>
<td>Feature</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>1. No value: Undefined.</td>
<td></td>
</tr>
<tr>
<td>2. Open: The uploaded file will be available for download at a public portal/backend Pure in long format.</td>
<td></td>
</tr>
<tr>
<td>3. Closed: The uploaded file can not be accessed by anyone else than the related person and editors on this content.</td>
<td></td>
</tr>
<tr>
<td>4. Embargoed: By adding an embargo start and end-date, the file is hidden and not accessible in between these dates, on a public portal. After the embargo end-date has been reached, the file will be available for download.</td>
<td></td>
</tr>
<tr>
<td>5. Restricted: Only access to the uploaded file from defined IP-range.</td>
<td></td>
</tr>
</tbody>
</table>

License to document

The content may be published according to a specific license, i.e. Creative Commons or other. A link will be showed leading to a more detailed description of the license.

**Other**

Selecting 'Other' allows for a custom description and/or link to a detailed description.

Rights statement

(Additional) rights statement for the content.

**Table 28. General document upload information**

**Tip**

Publisher PDFs (Proofs, Versions of record, and in some cases Accepted Author Manuscripts) are starting to be produced with metadata tags that platforms can use to automatically detect certain OA properties. Where a user is uploading a file with such tags, Pure will populate the Document version and License to document, and derive the Public access to file, as per the properties embedded in the document.
Figure 46. Example of automatically read 'Open Access' metadata tags on Publisher PDFs.

Certain access and document version combinations will result in an Open Access summary badge displayed above the document section. See illustration below:

Figure 47. Content is considered Open access here.

<table>
<thead>
<tr>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>This will show when there is public access to the file and may not necessarily reflect 'true' Open access.</td>
</tr>
</tbody>
</table>

Adding a DOI / URL

If a file upload is not an option, a DOI or URL can be given which should point to alternative locations of the file. In any case both Document version, Public access to file and License to document can be filled.
If there are conflicts between the DOI or file regarding access to the file (The DOI may be behind a paywall but the file is uploaded as Open) the template will flag the Open access icon as it favours the most open version.

**Publication state and file access**

If the publication state is set to only In preparation or Submitted the content is not marked as Open Access, if the file version is set to Published version, for example. This conflicts with the logic of the publication flow.

**Relation to visibility of the template itself**

If the file is set to Open and available to the public, BUT the visibility of the Research output itself, it will be notified as this: The visibility of this record indicates that this work is **NOT openly accessible**. in the Open access field.

**Related information**

- Section 9.1.7. Journal
- Section 6.3.2. Task: Open access Research output without full text
- Section 9.1.3. Publication state

### 9.1.12. Article Processing Charge (APC)

Funded research outputs can be published through different open access models, e.g. Green or Golden. These defines access to the work, meant as the content as a whole - the intellectual property, including links, attached files etc.

**Note**

This is an optional setting and must be enabled/disabled by Administrators of Pure.

If enabled a new metadata group "Article Processing Charge (APC)" will be available, though only for Editors and Administrators of Pure. Personal users can not see this information.

The metadata of this group include options for registering if any APC has been paid, and if so, what is the amount in either local or foreign currency.

![Figure 48. Select if APC has been paid.](image)

<table>
<thead>
<tr>
<th>Option</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not set</td>
<td>Default value.</td>
</tr>
<tr>
<td>No</td>
<td>If an APC has been paid, the amount can be entered in any foreign currency. Optionally this value can be converted to local currency (not done automatically in Pure).</td>
</tr>
<tr>
<td>Yes</td>
<td>If an APC has been paid, the amount can be entered in any foreign currency. Optionally this value can be converted to local currency (not done automatically in Pure).</td>
</tr>
</tbody>
</table>

**Table 29. APC Options**
NOTICE

APC information is strictly for administrative purposes and can be both filtered and reported on for this reason.

9.1.13. Links

For relations to online content.

Links

Used to add links to the full text of the content (or other relevant information).

DOI (Digital object identifier)

Unique identifier that points to a permanent online location.

9.1.14. Keywords

One or more terms used to describe the current content. Terms may be picked from a structured list. or entered as free text.

Note

Keywords may not be present or may be present in various shapes.

Structured list

May also be known as a taxonomy or thesaurus and be present as a searchable list or hierarchy, which can be unfolded, usually from very general terms into narrower defined terms. May be structured according to different domains.

Free text keywords

Where keywords from a structured list may not be sufficient to describe current content it may be an option to add free text keywords, keywords defined by the author self.

Imported content from online sources can populate these fields with keywords as they are found in the online source.

9.1.15. Bibliographical note

An optional field that can be used to enter notes about specific conditions or anything else that might be relevant to point out, regarding this submission.

9.1.16. Events

Content may have a relation to a event. This could be a conference or course, for example.

In any case, it is possible to add a relation to an event. If the event do not exist in Pure, it may be created and used.

9.1.17. Relations

Relations can be added to other relevant content in Pure.

This can be beneficial if content/subject has a cross-type connection. For example a piece of content can have a relation to other content, i.e. a follow-up article (Research output), or a relation to a conference (Activity) where
the article has been presented perhaps as a Paper (Another Research output- or it could cover the results of the use of a specific piece of scanner (Equipment), which also could be related (In some versions of Pure).

Relations can be visualised using the Graph of relations.

Related information

- Section 5.6. Graph of relations
9.1.17.1. Visualising relations

9.1.17.2. Graph of relations

All relations between a specific piece of content to other content in Pure can be shown graphically.

This functionality is available from either the gear icon (⚙️) in content listings, which will centre the selected piece of content - or from the personal overview screen, which will centre the author itself, as default.

![Graph of relations in Pure](image)

*Figure 49. Graph of relations in Pure. The author is in focus, and relations to a number of types of content in Pure are shown.*

Each piece of content can be dragged around the screen and the layout can be re-arranged. Alternate preset layouts are available as well.

Content shown can also be double-clicked upon, which will focus on this content and reveal relations going from this. Thereby it will be possible to do a kind of subject search in Pure - simply by showing a journal article on a specific subject. By following relations to the authors of the article, their content can be displayed too. If it assumed that the co-authors of an article, at least to some degree, are writing about equal or closely related subjects, the relations can then be used to explore more. All displayed content can be opened in their template, which will show more details on the content.

The amount of content in the graph screen can increased or decreased by selecting or de-selecting the types of content. If the piece of content in focus is heavily related, the amount of relations will as default be limited, but they can gradually be added.

Note, that many relations are created automatically in Pure, but quite a range of relations can be added manually as well. The more relations created, the more rich a graph will be displayed.
9.1.18. Visibility

Content in Pure can be marked as having limited visibility (there are several degrees of visibility available).

Visibility is used to limit access to content, most often in relation to a PurePortal (Institutional website).

Visibility is available for all types of content in Pure and has as default three degrees available:

<table>
<thead>
<tr>
<th>Visibility degree</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publicly - No restrictions</td>
<td>Content can be seen by everyone. It may depend on the current publication or workflow state. Some customers allow all content to be seen independent of any state. Others prefers that only approved and published content is visible.</td>
</tr>
<tr>
<td>Campus - Restricted to a specific IP-range</td>
<td>Restricted to an IP-range, typically the Campus area.</td>
</tr>
<tr>
<td>Backend - Restricted to Pure users</td>
<td>Only visible from inside Pure. You need to login to Pure to see the content.</td>
</tr>
</tbody>
</table>

Table 30. Visibility degrees

A fourth degree is available on certain types of content:

| Confidential - Restricted to associated users and editors | Content is only visible to users directly related: authors and roles with access rights to the content. It will be stated exactly who they are. |

Note

Visibility can also be set for attached files documents (See Section 9.1.11. Access to electronic version of this Research output (full text)).

9.1.18.1. Confidentiality

Support for making selected outputs, projects or funding confidential, making them accessible only to the authors or participating persons, editors and administrators of the content.

Research output, projects and funding can be marked as confidential using the visibility drop down in templates.

Figure 50. When visibility is set to confidential, a message informs which users that can access/see the content.
Content can only by accessed by users directly related, editors of the content at organisational level and administrators.

Confidential material will not be available during reports, unless the report is created by users with rights to access the confidential content.

Confidential material will not be available at portals/websites.

<table>
<thead>
<tr>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trusted users can, when they access a user with confidential content, also see the confidential content.</td>
</tr>
</tbody>
</table>

### 9.1.19. Workflow

The workflow determines the assignment of the responsibility for maintaining the content, thus it is used to move content from one user for editing and other users for validation.

The approval / validation of content, using workflows, can be seen as part of a quality assuring process which aims to get and keep submitted data verified and as correct and up to date as possible, but can also be used as a means for collaboration.

The workflow has a start and end point, divided into a number of steps. The start point (step 1) is when a piece of content is being created. The content will then be in the workflow state of Entry in progress in which it can remain (and be continuously re-edited) until no further editing is necessary. As long as it is in the state of Entry in progress, it is also shown as a Personal task. Once no more editing is necessary, it must be set in workflow state step 2: For validation. The responsibility of the content is now pushed to another user who can control the content and makes sure everything looks fine. At this point, the number of personal tasks, regarding your Research outputs will also decrease by 1.

Two steps are available for all personal users:

<table>
<thead>
<tr>
<th>Workflow step status</th>
<th>Description</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry in progress</td>
<td><strong>Step 1:</strong> The submission has been created, and is now in the state of &quot;Entry in progress&quot;. However further details can continually be added to the template, simply by reopening it.</td>
<td>The responsibility for the content of the template is at your hands. The content is still listed at &quot;My personal tasks&quot;.</td>
</tr>
<tr>
<td>For validation</td>
<td><strong>Step 2:</strong> When no further details can be added to the template, it must be send for For validation. An Editor of research output will now take charge of the content and verify the information.</td>
<td>The &quot;My personal tasks&quot; will now be empty / one item lower. The responsibility of handling the content is now pushed to the Editor of research output for further quality assurance.</td>
</tr>
</tbody>
</table>

Table 31. Workflow steps in Pure

**Workflow loop**

Editors can at any time within the workflow process return the content to the previous (or first) step. This can be useful if further information is needed from the submitter. A comment explaining the reason for the change of workflow state can be added as well. See section Communication in workflows below for more details on this.
Once action has been taken according to the message the process can be repeated. That is, the researcher must save the Research output in the workflow step of For validation again.

### Related information

- Section 6.3.1. Task: Pending Research output
- Section 9.1.19.1. Communication in workflows
- Section 9.1.6. Publication managed by
- Section 9.1.5. Authors and organisations

#### 9.1.19.1. Communication in workflows

At any step in the workflow comments can be added to the content.

Throughout the workflow process it is possible to communicate using the template's build-in Comments option. This is located both at the bottom of the metadata-tab window and in the designated History and comments-tab. At the latter, it can be marked exactly who should receive the comment. In the first, the comment will be send to all related editors.

#### Related information

- Section 9.1.19. Workflow

### 9.1.20. Metrics

Bibliometric values (Citations) can be imported from Web of Science when Research output is imported, using Pure's import functionality.

These values will then be available from the "Metrics" tab on the Research output template.

Impact factors and citations can also be imported into Pure by Administrators of the system, and thereby be available without import of Research output.

### Citations and impact factors
9.1.21. History and comments

All templates have an designated area with 3 purposes: 1) A comment area where comments can be added to all or specific contributors / editors of the content. 2) A log of all editing activities of the content. 3) An area for Long term preservation information.

Comments

A comment can be added and directed towards one or more related persons, both academics and editors, of the content. All related persons are present in the Comments area and it can be marked who should receive the comment as a message.

This can be very useful for example when returning / forwarding content, using the workflow.

All comments are send out as Messages to the affected users.

Figure 53. An example of citations and impact factors on a journal article
Figure 54. An example of history and comments on an Article.

History

A simple log of who has done what with the content with a time- and date stamp as well as user name.

Long-term preservation

If the content is synchronised into an LTP-system (Repository), this information will be present here.
9.2. 🎓 Activities

Activities in Pure cover a range of awards, esteem, participations, engagements, editorial work and media appearances a.o. that a researcher can organise, participate in or in other ways be involved in.

Activities are divided into a number of templates, each with a number of template types. An example is an Award, which could be a Prize or a national/international honour. A Conference participation can be

Relations to Events and Organisations

Figure 55. Select your person or your organisation as responsible for the activity.

Most Activities can be related to one or more Events, for example a specific conference. Or a Prize can be awarded at a specific Event - or by an Organisation.

All information about the Activity is gathered in a range of metadata fields in templates, each designed to carry exact information on the specific piece of content. Please refer to Section 9.1.1. Metadata for further information.
9.3. Projects

Projects in Pure comprises three types of content: projects, applications and awards, each with their own template carrying detailed information.

Pure does not necessarily contain all three types. Which to be included in your Pure is decided at the institutional level.

The project itself can therefore stand alone in Pure without relations to applications or awards. Otherwise it may be related to either an award - or both an application and an award.

The table below summarises the main information available on projects in Pure:

<table>
<thead>
<tr>
<th>Project information</th>
<th>Description</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classifications</td>
<td>The type of Project, its business nature and any keywords</td>
<td>Source system ID; the ID number from the source system if integrated with such as system; e.g. SAP, pFACT, Agresso, FP7 etc.</td>
</tr>
<tr>
<td>Identification</td>
<td>Allows for description of application as well as option for linking to source system ID</td>
<td></td>
</tr>
<tr>
<td>Participants</td>
<td>Primary investigator (sponsor), Co-investigators, other internal academic participants, participating research students, external collaborators (private sector, universities, etc.)</td>
<td>Their role, academic ownership and period involved can be defined. To that, their planned and actual commitment can be added.</td>
</tr>
<tr>
<td>Project managed by</td>
<td>Organisational unit in charge of the Project</td>
<td></td>
</tr>
<tr>
<td>Collaborative partners</td>
<td>As 'lead'-partner is the project-owning institution.</td>
<td>Additional collaborative partners can be added of which one can be marked as 'lead'-institution</td>
</tr>
<tr>
<td>Life cycle</td>
<td>Start and end dates of project</td>
<td></td>
</tr>
<tr>
<td>Files and links</td>
<td>Any files relevant to the project</td>
<td>Different versions can be stored individually</td>
</tr>
<tr>
<td>Related applications and awards</td>
<td>Any applications and awards that might be related to the project</td>
<td></td>
</tr>
<tr>
<td>Relations</td>
<td>The project's relations to other content in Pure; its outputs (e.g. a journal article, conference contributions, or similar), equipment, student theses, press clippings, impacts, prizes, awards, or other esteem, etc.</td>
<td>Manually added relations.</td>
</tr>
<tr>
<td>Budget &amp; expenditure (Financial overview)</td>
<td>The budget in the same spending categories as in the finance system and as money is spend, the related transactions recaptured from the finance system and brought into</td>
<td>Spending is usually aggregated into spending categories, but the level of granularity can be determined by the institution.</td>
</tr>
</tbody>
</table>
Pure

### Project information

<table>
<thead>
<tr>
<th>Description</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pure via the systems integration setup between Pure and the finance system</td>
<td></td>
</tr>
<tr>
<td>Keywords</td>
<td>Option for adding keywords to the Project</td>
</tr>
<tr>
<td>Visibility</td>
<td>Access settings</td>
</tr>
<tr>
<td>Controls external access outside of Pure</td>
<td></td>
</tr>
</tbody>
</table>

Table 32. Information on Projects in Pure

The project template contains information about the project itself: a.o. a brief description, related participants and any related collaborators. An application template, for funding of the project will a.o. hold information on the related applicants, any collaborators, amount applied for. And an award template holds information on a.o. on the actual granted funding.

The project (and award, application) are most often used as a "view model", simply meant to get an overview of data, e.g. participants or budget and expenditure, if available. And if so, the data is synchronised.

#### Note

Synchronised data in templates has this icon ☑ next to it. This also means that if the data needs to be changed, it must be done in the external system from where the data is synchronised.

However the templates may be enriched by manually adding relations to other content in Pure. For example, a project may result in a number of research outputs or activities related to the project.

![Figure 56. Adding relations from the current project to research outputs in Pure. Note, the look-up box contains, as default, content that is related to the participants on the project (if any available). The relations can also be made from the research output to the project.](image)

The project is considered the main information type as it aggregates all information from the application and awards, directly related to this.
The aggregated view is the default layout when a project is opened. This is called the reading layout, symbolised by this icon: 📝. The reading layout tries to show all relevant information in one page/place. Each value in this layout can be clicked upon which will lead to the field containing the value. This is called the editing layout (This icon: 📝). Depending on whether or not the value is synchronised into the template, it may be edited.

Note, that underlined information in the reading layout provides access to open the content directly in a new window.

Applications can be created manually from the Editor → Projects.

Overviews

There are two types of overviews:

- Listing

List can be sorted or filtered according to a number of different criteria. The list can be exported in various formats as well, based on the currently selected filters and sorting. The list can be searched and selected elements from the list can be marked as Favourites.

- Columns

A highly dynamic and detailed overview. Columns can be sorted by pressing the heading of each column. Their order can be rearranged by clicking and holding the mouse while dragging the column to its new placement. Columns can be removed or added using the 📝-icon, next to the view buttons.

The columns can be searched and selected elements from the list can be marked as Favourites.
## 9.4. Datasets

Large collections of data, e.g. databases, survey data, observations, measurements and other results from experiments etc. can be organised, uploaded and preserved using Pure and presented e.g for further reuse and collaboration on a PurePortal.

### Note

The Datasets content type is only available if enabled by Administrators of Pure.

<table>
<thead>
<tr>
<th>Dataset main content</th>
<th>Description</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification</td>
<td>Title, description, temporal coverage and/or date of data production</td>
<td>Temporal coverage is used when data is produced within a period opposed to a single day of data production.</td>
</tr>
<tr>
<td>Geo location</td>
<td>Option for adding point/polygon for geographic location</td>
<td>This can be used in relation with e.g. Google Maps in portal.</td>
</tr>
<tr>
<td>People</td>
<td>People or organisational units responsible for the dataset</td>
<td>Associated people can be given different roles, e.g. data collector, rights owner, sponsor and more. If a person is given the role of 'Data manager' it will automatically be added as contact person in the Access contact details-section. See this. This can be adjusted manually afterwards.</td>
</tr>
<tr>
<td>Dataset managed by</td>
<td>Organisational unit in charge of the dataset.</td>
<td></td>
</tr>
<tr>
<td>Data availability</td>
<td>Add publisher/DOI/link or upload file - or describe a physical location. And the date, the data was made available.</td>
<td>Multiple files can be uploaded simultaneously, simply select them when upload file. For each file it can be defined their visibility, license and type and any embargo date. The setting for one file can be applied to all uploaded files.</td>
</tr>
<tr>
<td>Access to the dataset</td>
<td>Determine any limitations or restrictions to the dataset.</td>
<td>Note, this is for access to the dataset record itself and does not affect any settings for uploaded file(s).</td>
</tr>
<tr>
<td>Access contact details</td>
<td>Persons to contact regarding the dataset</td>
<td>This contact person can be overruled by a generic email, when shown on a Portal. This email is defined in the Datasets configuration by Administrators of Pure.</td>
</tr>
<tr>
<td>Dataset main content</td>
<td>Description</td>
<td>Comment</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td>Legal/ethical</td>
<td>Define legal and ethical constraints for the datasets: Data protection, Ethical approval, Commercial constraints or Sensitive (Animal, tobacco, security sensitive, GMO, stem cell)</td>
<td>Optional. Can be turned on/off. Consider visibility/workflow of datasets when legal/ethical constraints are used!</td>
</tr>
<tr>
<td>Relations to other content</td>
<td>Descriptive terms.</td>
<td>Projects, equipments, outputs, activities or other datasets, where the dataset may have been used, e.g. as foundation for a research article.</td>
</tr>
<tr>
<td>Visibility</td>
<td>Define where visible</td>
<td></td>
</tr>
</tbody>
</table>

Table 33. Main information on datasets in Pure.

To that it can be configured to store datasets in DataCite Metadata Store. In that case a DOI will be issued during validation where appropriate, if it does not exist.

9.4.1. Dataset workflow

Workflow can be enabled for Datasets. This will make it possible to have Administrator of datasets or Editor of datasets inspect the content before being made available to public, for example.

The workflow for Datasets consists of the standard workflow steps found in Pure. Datasets can also be re-validated when this options is enabled.
9.5. Curricula Vitae

A Curricula Vitae (CV) can hold content from Pure as Research output, Activities, a person's profile information and custom text sections.

Types

CVs can either be private or public or specialised as a highlighted content CV.

<table>
<thead>
<tr>
<th>Type</th>
<th>Purpose</th>
<th>Limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public</td>
<td>The public CV is used for presentation on the public portal. Once the CV is published it is available on the public portal.</td>
<td>It is only possible to have one of these CVs as default, however Administrators of Pure can enable option for multiple public CVs.</td>
</tr>
<tr>
<td>Private</td>
<td>The private CV can be used to export your selected data from Pure to PDF and Word.</td>
<td>Multiple CVs can be created.</td>
</tr>
<tr>
<td>Highlighted content CV</td>
<td>Highlighted content will be available as part of your personal profile in the public web portal, if this is part of your Pure. Once it is published it is available on the portal.</td>
<td>It is only possible to have one of these CVs. Requires that the portal has this enabled and only available on the Advanced Pure Portal.</td>
</tr>
</tbody>
</table>

Tip

Create CVs for different purposes: One for different funding bodies, one for students, one for an external profile page, etc.

Canadian Common CV

The Canadian Common CV can be exported to a XML format that can be imported and processed on ccv-cvc.ca. The import is located in the utilities menu after you are logged in.

Europass

Create a Europass CV directly from Pure and export it to the Europass CV website where it can be enriched with additional information not found in Pure. Every time you create a new Europass CV a new will be created on the Europass website as this does not store any information about the CVs.

National Institute of Health

The NIH Biosketch CV can be printed on a NIH Biosketch template or the content can be transferred to your SciENCV profile. If you update your NIH

It is only possible to have one of these CVs.
Table 34. CV Types in Pure

<table>
<thead>
<tr>
<th>Type</th>
<th>Purpose</th>
<th>Limitations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biosketch remember to transfer the update to your SciENCV.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>This CV template can be used to export your selected data from Pure to Word, where additional content not held in Pure can be input. When exported to Word, the format will reflect that of the WCMC template.</td>
<td>Note that it is only possible to have one of these CVs.</td>
<td></td>
</tr>
</tbody>
</table>

Note

Private / Non-published CV's are confidential and only visible to the CV owner as well as related curriculum vitae roles Administrator of Curriculum Vitae and Editor of Curriculum Vitae.

Structure

A CV is build from a number of sections, each containing a specific type of content from Pure.

When a new CV is created a number of sections can be selected thus creating a basic CV. This may in some cases be enough for a complete CV.

Additionally you can add a new section, specify what content it should hold - e.g. Research outputs - and choose certain settings for that section. In addition to such content-sections, you can also add free text sections and headlines in order to form a complete CV including narratives.

Sections

When hovering the mouse on the CV the below icon will show between existing sections:

Add section

This icon shows that additional sections can be inserted. Select from the types below.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal information</td>
<td>Select from these options</td>
</tr>
<tr>
<td></td>
<td>• Your personal profile from Pure</td>
</tr>
<tr>
<td></td>
<td>Either your standard information (Name, picture, organisational affiliation etc. or a custom build one, where you can edit text from the profile.</td>
</tr>
<tr>
<td></td>
<td>• Profile information</td>
</tr>
<tr>
<td></td>
<td>One or more headings and content from the Profile information in your person template. Any changes that needs to made to this text must be made in the person template. Alternatively, a custom text block can be inserted instead.</td>
</tr>
<tr>
<td>Lists of your content from Pure</td>
<td>Add any type of content to the CV. Options will only show for the types where you actually have some</td>
</tr>
</tbody>
</table>
If you do not have any activities, then the option is not present. Create an Activity first and afterwards, this can be added to the CV.

In an existing CV it is stated if the type of content already has been selected. But even though that is the case the content can still be added. This is useful if you want two sections with Research outputs: one with Articles only and one with Books only. Use filters for each section to make this so.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text</td>
<td>Select any of these custom text options.</td>
</tr>
<tr>
<td></td>
<td>• Heading</td>
</tr>
<tr>
<td></td>
<td>Additional custom heading in the CV</td>
</tr>
<tr>
<td></td>
<td>• Text section</td>
</tr>
<tr>
<td></td>
<td>Additional text block for free text</td>
</tr>
<tr>
<td></td>
<td>• Periodic list</td>
</tr>
<tr>
<td></td>
<td>Option for adding a range of periods, e.g. a listing of years. For each</td>
</tr>
<tr>
<td></td>
<td>year a text can be entered. Useful for a list of previous employments,</td>
</tr>
<tr>
<td></td>
<td>for example.</td>
</tr>
</tbody>
</table>

Table 35. *Types of sections that can be added to the CV.*

Sections can be moved up and down in the list or removed completely using the icons illustrated below:
<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔸 🔸 🔸</td>
<td>Arrows will move the section above the overlying section or below the underlying section. Or use mouse to drag and drop a section to an arbitrary place in the CV.</td>
</tr>
<tr>
<td>✗</td>
<td>Remove section from CV.</td>
</tr>
</tbody>
</table>

Table 36. Move sections in CV.

They will become available next to each section, when hovering the mouse above it.

**Editing section settings**

All sections in the CV can be edited further using the **Edit** button, next to each. These settings are available:

<table>
<thead>
<tr>
<th>Header</th>
<th>The heading of the list of content.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filters</td>
<td>Limit to number, type, peer review (on Research output), and years.</td>
</tr>
<tr>
<td>Display</td>
<td>Show the CV in the selected format (e.g. APA, Short, Long, Harvard etc.) and select order of content (e.g. alphabetic on title or by type, year etc.). Content can also be listed as a numbered list and with or without the type of content printed. (The listing may be limited to a specific type of content and this information may then be redundant, for example).</td>
</tr>
</tbody>
</table>
| Dynamic / Static list | Two different types  
  - **Dynamic (Default)**  
    In a dynamic CV content listing is updated each time new content has been added to the type selected and if it matches any filters set.  
    This way your CV will always be up to date.  
  - **Static**  
    In a static CV each item in a list, e.g. for Research output is editable and can be re-arranged in order.  
    This order is maintained even if additional s is added. You will then be notified about this via a task and can select to add these to the CV as static items in the list. You can also search and add existing content.  
    This way you will have complete control of content in the CV. |

Table 37. Settings for content sections.
After completing the editing of these sections, simply press the Edit button again.

**Export / publish CV**

When the private CV is done it can be exported in either PDF or Word format. A public CV can be marked as Published, which will make it available on the institutional portal.

The Europass CV can be exported directly into the Europass CV website, using the Europass icon in the bottom of the CV template for this type.

**Copy / delete CV**

A private CV can be duplicated in order to avoid starting over if a nearly identical CV is needed. All types of CVs can be deleted. Both actions are found in the bottom right corner of the CV window.

<table>
<thead>
<tr>
<th>Tip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screencasts, that will teach you about CVs, are available when logged into Pure.</td>
</tr>
</tbody>
</table>

**Related information**

- Section 6.3.4. Task: Changes in manually maintained online CV
9.6. Impacts

This content type is used to describe the impact that research has on society. Impacts can be described with qualitative/quantitative and narrative information but should also be provided with evidence.

The following metadata fields are available in an Impact template in Pure:

<table>
<thead>
<tr>
<th>Impacts main content</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impact status</td>
<td>Current state can be one of the following:</td>
</tr>
<tr>
<td></td>
<td>• In preparation - in the sense that impact is expected, but not recorded yet.</td>
</tr>
<tr>
<td></td>
<td>• Open - in the sense that additional impact details will still occur for the impact record.</td>
</tr>
<tr>
<td></td>
<td>• Closed - in the sense that no more impact details will occur for that impact record.</td>
</tr>
<tr>
<td>Impact information</td>
<td>This included a title, detailed description, who is affected and a narrative description.</td>
</tr>
<tr>
<td></td>
<td>Besides the Impact can be categorised, e.g. Cultural or Economic - and the level of impact*) can be specified, e.g. Climate change or Education.</td>
</tr>
<tr>
<td>Evidence *)</td>
<td><strong>Evidence information</strong></td>
</tr>
<tr>
<td></td>
<td>Add title and indicate if the evidence is qualitative/quantitative and from a specific date/time period. Further, an evidence summary must be given.</td>
</tr>
<tr>
<td></td>
<td><strong>Evidence contact information</strong></td>
</tr>
<tr>
<td></td>
<td>Contact name, details and corroborate information.</td>
</tr>
<tr>
<td></td>
<td>It is possible to indicate whether a person related to Impact evidence have consented for future contact.</td>
</tr>
<tr>
<td></td>
<td><strong>Evidence documents and links</strong></td>
</tr>
<tr>
<td></td>
<td>For upload or referring to relevant evidence.</td>
</tr>
<tr>
<td>Participants and affiliations</td>
<td>Persons involved with the impact, e.g. researchers and their affiliation.</td>
</tr>
<tr>
<td>Keywords</td>
<td>Optional settings. Can be used to classify the content further.</td>
</tr>
<tr>
<td>Files</td>
<td>Upload relevant documents (Do not confuse this with Evidence as described above) or point to relevant places on the Net.</td>
</tr>
<tr>
<td>Relations</td>
<td>The impact can often be related to research/projects registrations which also exist in Pure and can be used as part of evidence.</td>
</tr>
<tr>
<td>IDs</td>
<td>If the Impact is synchronised into Pure, this will carry the source ID.</td>
</tr>
</tbody>
</table>
Visibility

Who and where can the contents of this Impacts template be accessed.

Table 38. Main information on Impacts in Pure

*) Optional settings, known as Extended Impact model. Must be enabled by Administrators of Pure.
9.7. Courses

This content type is used to describe courses that have been developed and taught to students.

The following metadata fields are available in a Course template in Pure:

<table>
<thead>
<tr>
<th>Impacts main content</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>The title which the course is known by.</td>
</tr>
<tr>
<td>Description</td>
<td>A detailed description of the course. This may consist of multiple fields.</td>
</tr>
<tr>
<td>Start and end date</td>
<td>The date range where the course can used.</td>
</tr>
<tr>
<td>Course level</td>
<td>Select which level the course is on.</td>
</tr>
<tr>
<td>Format</td>
<td>Select the format of the course.</td>
</tr>
<tr>
<td>Source IDs</td>
<td>A reference to an ID in an external system where course information also may exist.</td>
</tr>
<tr>
<td>Developed by</td>
<td>Person in Pure who has developed the course.</td>
</tr>
<tr>
<td>Managed by</td>
<td>The organisational unit to which the content belongs. Note, that this is not related to the course itself but the record itself.</td>
</tr>
<tr>
<td>Occurrences</td>
<td>Add when the course was taught (Spring/fall) and year. Also add those persons (Lecturers) who has taught the course. For each person it can be added if the person was the primary teacher or assistant.</td>
</tr>
<tr>
<td>Review</td>
<td>The number of students and grade of the course can be added. Note, this field is optional and may not be present in your Pure.</td>
</tr>
<tr>
<td>Visibility</td>
<td>Set visibility of the course.</td>
</tr>
</tbody>
</table>

Table 39. Main information on Courses in Pure

Courses are by default disabled so Administrators of Pure need to enable this before it is visible. Further, courses may be enabled but the ability to create them from within Pure is disabled. This is typically the case when the content is synchronised into Pure from an external source. Hence, the information is only readable and any changes to content should be targeted the source of the synchronisation.

10. Tutorials
10.1. Adding content to Pure

Content can be added in three ways to Pure:

<table>
<thead>
<tr>
<th>Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manually, using the submission guide</td>
<td>Content can be added manually into a template, through a number of input fields. See Section 10.1.2. Create from template using the Submission guide.</td>
</tr>
<tr>
<td>Import from online source</td>
<td>Your Research outputs might be available from an online source, that Pure has access to. If this is the case, an import of this could save a lot of time. See Section 10.1.4. Import from online source.</td>
</tr>
<tr>
<td>Import from file</td>
<td>If Research outputs are available from an online source or other database that Pure do not have access to, content from these sources can often be downloaded in either RIS or BibTeX formats and can then afterwards be imported into Pure, either by uploading the text or pasting it directly into a text field. See Section 10.1.3. Import from file: RIS- and BibTeX-formats.</td>
</tr>
</tbody>
</table>

**Remember**

Remember to check if the content already exist! See Section 10.1.1. Before you add content.

**Related information**

- Section 9.1. Research output

10.1.1. Before you add content

It may be a good idea to check if the content already exist in order to avoid duplicates - and wasting own time.

1: Check your messages.

This might be the case if one of your co-author(s) has submitted the content prior to you. A message and potentially an email-notification (from Pure) will be sent to all added co-authors of the publication, when being added to content by another person.(1)

---

(1) This person may also be a user in Pure with rights to add content on your or your co-authors behalf.
An example: John Smith adds a journal article to Pure and adds his co-authors James Murphy and Jim Jones as authors to the template. Both will, upon saving the content, receive a message in Pure (and an e-mail notification as well, if this option is enabled) providing them with information about:

1. that they have been added to a piece of content in Pure. This way they don't have to add the content themselves, as the content automatically will be visible on their personal list of outputs.

2. a link to the content. This will allow them to open the template and take a look at the submitted content. This way, they can inspect the content for any errors or missing information. They can now collaborate about getting the best possible data quality.

   - It is possible for you to exchange comments as well, by using the History and comments-tab. A comment can be send to one or more authors, simply by clicking on the names in the list.

2: Search for the content in question.

By removing or editing the filter "My content", you will get access to all content in Pure and can now search after the content you intend to submit.

If it is found this way, it can be claimed which will make sure it will rightfully be related to your profile. See Section 6.5. Claim / disclaim a Research output for more information on how to claim content.

3: Monitor title duplicate check in template
Another option is that when a title is entered in a template, Pure checks for title duplicates dynamically while you type. But even though a duplicate title is found, this does not necessarily mean that it is the same content. You can therefore inspect it by pressing the title to open it. If it is the same content just close the template you are working on.

Figure 60. If Pure detects a title similar to the one you are working with, it will tell you and you can inspect this to check if you are about to add existing content.
10.1.2. Create from template using the Submission guide

This tutorial guides you through the process of selecting the right template.

Before you begin

It is required that you are logged in as Personal User in order to complete this tutorial. (Though, some Editor-roles and Administrators can also create content, on behalf of other users)

About this task

To create content press the [Add new item]-button. This opens the Submission guide in a new window.

Procedure

1. Submission guide. This lets you choose from the latest used templates/types. The first time you see this, you will not yet have used any templates, so the list is based on the most common used types for the organisation. When you start using templates, these will automatically be available as the most recently used and available for selecting at once. If more templates are selected, than can be showed on the screen, it is possible to browse through the list, using the circle icons.

2. If you can't find the template you are looking for, you can either start browsing through a hierarchical category system - or simply try and search for it, using the search field.

Tip

All templates and types contains a description. This description can be helpful, when doubting which template is correct to choose and use. Hold the mouse pointer above each template or type for about a second to reveal a description of these.
10.1.3. Import from file: RIS- and BibTeX-formats

Reference managing software such as Reference Manager and RefWorks a.o. as well as online sources which Pure still can not access, can often export records in either RIS or BibTeX-formats (BibTeX is native format of references in LaTeX). This export can either be saved to a file or simply copied. Afterwards, it can be added to Pure either by uploading or dragging the file with the exported content or by pasting the information directly into a text-field.

Before you begin

To import publications from file, you must be Personal user (Also Administrator, Administrator of- and Editor of research outputs and Submitter of Research output can do this on behalf of others).

About this task

To import content from a file, press the big [Add new item]-button. This opens a template chooser in a new window. Select Research output and afterwards "Import from file". Select the desired source.

Procedure

1. To upload a file, select the "Browse"-button and select the wanted file.
2. To paste text, copy the text from the source and paste it into the "Paste text"-field.
3. Or a file can simply be dragged and dropped into the import template.
4. Click "Import" next.
5. Browse through the results (if more records have been imported) to locate the wanted publications.
6. To import the publication, click on the Import-button.
7. Authors - A list of the authors of the publication and a list of possible matches of internal authors from Pure are now setup against each other. This makes it possible to match the right Pure-authors to the current publication.
   a. It can be necessary to use the dropdown-box to select the right author, in case that authors are matched nearly identical.
   b. The same with either Journal or Publisher.
8. To edit/save the publication, click the Import-button
   The information should now be imported into the right template. Alternatively, you must use the template chooser to select the right template.
9. To proceed and finish the import, select the next workflow step, and press Save

10.1.3.1. Import BibTeX file

This page shows which BibTex codes that Pure can import and how the mapping is done.

A BibTeX file is composed from a text format that consist of an entry, which corresponds to a content type in Pure. For each entry a number of tags contains the actual metadata or information about the content type. Each tag corresponds to a field in the selected content type template in Pure.

Example

```plaintext
@article{
title = "Statistical methods for the prospective detection of infectious disease outbreaks: a review",
author = "Chris Robertson and Steffen Unkel and Farrington, {C. Paddy} and Garthwaite, {Paul H.} and Nick Andrew",
year = "2012",
}```
This is an entry: article, with the tags: title, author, year, doi, volume, pages, journal and issn.
This will be added to Pure as an Article, with the above fields filled out. The result is displayed here in the long format:

![Statistical methods for the prospective detection of infectious disease outbreaks: a review](image)

**Research output**: Contribution to journal - Article

**Publication information**
Volume: 175
Issn: 0004-1998
DOI: 10.1111/j.1467-985X.2011.00714.x
Source: Bibtex

**Research output**: Contribution to journal - Article

**Publication information**
Volume: 175
Issn: 0004-1998
DOI: 10.1111/j.1467-985X.2011.00714.x
Source: Bibtex

**Summary**: This is an entry: article, with the tags: title, author, year, doi, volume, pages, journal and issn.
This will be added to Pure as an Article, with the above fields filled out. The result is displayed here in the long format:

**Figure 62. Result of BibTeX import in long format.**

In the table below all entries (in bold) are listed with their associated tags and their matched content types and fields:

<table>
<thead>
<tr>
<th>BibTeX - Entries (In bold) with tags</th>
<th>Types and related fields in Pure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Common to all types</strong></td>
<td><strong>Research output</strong></td>
</tr>
<tr>
<td>title</td>
<td>Title</td>
</tr>
<tr>
<td>note</td>
<td>Bibliographical note</td>
</tr>
<tr>
<td>howpublished</td>
<td>Bibliographical note (only if “note” is not present)</td>
</tr>
<tr>
<td>abstract</td>
<td>Abstract</td>
</tr>
<tr>
<td>doi</td>
<td>DOI</td>
</tr>
<tr>
<td>keywords</td>
<td>Keywords</td>
</tr>
<tr>
<td>url</td>
<td>Link</td>
</tr>
<tr>
<td>year</td>
<td>Publication year</td>
</tr>
<tr>
<td>BibTeX - Entries (In bold) with tags</td>
<td>Types and related fields in Pure</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>year</td>
<td>Published year</td>
</tr>
<tr>
<td>month</td>
<td>Published month</td>
</tr>
<tr>
<td>author</td>
<td>Persons (when author)</td>
</tr>
<tr>
<td>editor</td>
<td>Persons (when editor role)</td>
</tr>
<tr>
<td><strong>techreport</strong></td>
<td><strong>Working paper</strong> (alternative: Other)</td>
</tr>
<tr>
<td><strong>book, booklet, manual</strong></td>
<td><strong>Book</strong></td>
</tr>
<tr>
<td><strong>phdthesis, masterthesis</strong></td>
<td><strong>Thesis or Dissertation</strong> (Book)</td>
</tr>
<tr>
<td>volume</td>
<td>Volume</td>
</tr>
<tr>
<td>edition</td>
<td>Edition</td>
</tr>
<tr>
<td>series</td>
<td>Series title</td>
</tr>
<tr>
<td>series</td>
<td>Series publisher</td>
</tr>
<tr>
<td>publisher</td>
<td>Publisher name</td>
</tr>
<tr>
<td>address</td>
<td>Place of publication</td>
</tr>
<tr>
<td>isbn</td>
<td>Print ISBN</td>
</tr>
<tr>
<td><strong>patent</strong></td>
<td><strong>Patent</strong> (alternative: Other)</td>
</tr>
<tr>
<td>number</td>
<td>Patent number (only if it contains 1+ valid patent numbers)</td>
</tr>
<tr>
<td>note</td>
<td>Patent number (only if it contains 1+ valid patent numbers)</td>
</tr>
<tr>
<td>howpublished</td>
<td>Patent number (only if it contains 1+ valid patent numbers)</td>
</tr>
<tr>
<td>keywords</td>
<td>Patent number (only if it contains 1+ valid patent numbers)</td>
</tr>
<tr>
<td>month</td>
<td>Publication year</td>
</tr>
<tr>
<td><strong>inbook, incollection, inproceedings</strong></td>
<td><strong>BookChapter</strong> (Contribution), Contribution in proceeding (Contribution)</td>
</tr>
<tr>
<td>pages</td>
<td>Pages (from - to)</td>
</tr>
<tr>
<td>pages</td>
<td>Number of pages (calculated)</td>
</tr>
<tr>
<td>volume</td>
<td>Volume</td>
</tr>
<tr>
<td>series</td>
<td>Series title</td>
</tr>
<tr>
<td>series</td>
<td>Series publisher</td>
</tr>
<tr>
<td>publisher</td>
<td>Publisher name</td>
</tr>
<tr>
<td>address</td>
<td>Place of publication</td>
</tr>
<tr>
<td>edition</td>
<td>Edition</td>
</tr>
<tr>
<td>booktitle</td>
<td>Title of host publication</td>
</tr>
<tr>
<td>editor</td>
<td></td>
</tr>
<tr>
<td>BibTeX - Entries (In bold) with tags</td>
<td>Types and related fields in Pure</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>author</td>
<td>Editor of host publication</td>
</tr>
<tr>
<td></td>
<td>Persons</td>
</tr>
<tr>
<td><strong>proceedings, conference</strong></td>
<td><strong>Proceeding (Conference), ConferencePaper (Conference)</strong></td>
</tr>
<tr>
<td>pages</td>
<td>Pages</td>
</tr>
<tr>
<td>publisher</td>
<td>Publisher</td>
</tr>
<tr>
<td>address</td>
<td>Place of publication</td>
</tr>
<tr>
<td>isbn</td>
<td>Print ISBN</td>
</tr>
<tr>
<td><strong>article, unpublished</strong></td>
<td><strong>Article, Article</strong></td>
</tr>
<tr>
<td>volume</td>
<td>Volume</td>
</tr>
<tr>
<td>number</td>
<td>Issue number</td>
</tr>
<tr>
<td>pages</td>
<td>Pages (from - to)</td>
</tr>
<tr>
<td>pages</td>
<td>Number of pages (calculated)</td>
</tr>
<tr>
<td>journal</td>
<td>Journal title</td>
</tr>
<tr>
<td>issn</td>
<td>Print ISSN</td>
</tr>
<tr>
<td>publisher</td>
<td>Publisher name</td>
</tr>
<tr>
<td>address</td>
<td>Place of publication</td>
</tr>
<tr>
<td><strong>misc, manual</strong></td>
<td><strong>Other (alt: Patent)</strong></td>
</tr>
<tr>
<td>(no special fields)</td>
<td>(no special fields)</td>
</tr>
</tbody>
</table>

Table 40. Correspondence of BibTeX-tags and fields in Pure.

**Note**

If a tag is used for an entry where the tag is not allowed it will be ignored. For example, if the tag 'series' is used and the entry is a @book, the value of the 'series' is discarded.
10.1.4. Import from online source

Research output can be imported directly from an online source into a template which fills out the metadata fields automatically as fetched from the source.

Before you begin

To import publications from online source, you must be Personal user (Also Administrator, Administrator of-and Editor of research outputs and Submitter of Research output can do this on behalf of others).

About this task

To import Research output from online source, press the [big green button]. (Editors can also select "New", from the editorial "big menu" overview). This opens a template chooser, in a new window.

Tip

Also available as screencast: How to import content from online sources

Procedure

1. Select source - Select Research output and afterwards "Import from online source". Select the desired source.

Figure 63. Select the online source to import from. Note that more sources might be available here.

2. Search - Select appropriate search terms to enter in the fields. Below the search fields, for every source, a few hints on how to search is displayed. For more elaborated examples, please refer to the pages following this tutorial.
Figure 64. An example of search fields filled with an author's name. Enter search terms in this field and press "Search".

**Tip**
Instead of searching in online sources manually, you can set up an automated search for Research output based on your name.

3. **Browse search results and import** - Research outputs that already has been imported from Scopus are highlighted and can not be imported. Search results of no relevance for the current search can be removed from the list by pressing the [Remove], for example for results already imported. The removed search results will become visible again on a new search.

**Simulation, monitoring, and the design assistance professional**

There are two options for import (Step 1) both described in the table below. Pressing just [Import] equals "Import & match".
**Step 1** | **Result**
---|---
Import & save | Imports the content and saves it directly in "For validation". Thereby there is no option for reviewing/modifying details in this process, however such tasks can be performed later on. Step 2 is not needed.

Import & match | Transfer imported content to matching screen where source content authors and affiliations are being matched to existing content in Pure. See step 2.

*Table 41. Import selections, step 1.*

**Matching authors and affiliations (Step 2)**

<table>
<thead>
<tr>
<th>Scopus</th>
</tr>
</thead>
</table>
| **Simulation, monitoring, and the design assistance professional**  

<table>
<thead>
<tr>
<th>Article</th>
</tr>
</thead>
</table>
| **Wolpert, Jack S.**  
E-Cube, Inc |
| **Stein, Jay**  
E-Cube, Inc |
| **Robertson, Chris**  
E-Cube, Inc |

*Figure 66. Author matching screen.*

The author match screen shows in (1) the imported content in short and the type in (2). If this is wrong, this can be changed in the Research output template using the [Change template]-button.

Listed is the authors and their affiliations as found in the source (3) matched against what content is found in Pure (4).
When no author match is found, as in (5) the content, here an external person and an associated external organisation, will be created in Pure. Their relation is maintained.

When an author match is found, it should be checked if this is the correct match. In (6) there is a dropdown-list available which contains potential other matches (if any) or the option for creating this person as an external person.

The correctly matched author's organisational affiliation is listed below the author name. This is also matched against what is known from the source. If this match is wrong, an additional organisational unit can be added using the button in (7) and/or the matched one can be removed using the (-) button.

As the imported content can be saved directly from the matching screen, it may be relevant to get these details correct from this screen. Otherwise it can be modified when importing the content into the template for review. See table below:

<table>
<thead>
<tr>
<th>Step 2</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Import &amp; save</td>
<td>Saves the content with the matched settings, in workflow step &quot;For validation&quot;.</td>
</tr>
<tr>
<td>Import &amp; review</td>
<td>Transfer matched authors and organisational affiliations to the Research output template where more details can be reviewed and an appropriate workflow step can be selected.</td>
</tr>
</tbody>
</table>

Table 42. Import selections, step 2

Tip

By import of content with more than 25 authors, they are shown as summarised in the presentation of the publication being imported. It can be toggled to show all of them or only those matched. See illustration below:
4. **Peer reviewed?** - When importing Research output from online sources the default setting for "peer review" follows this pattern:

- When importing from Scopus, WoS and WoS lite: the default setting is set to peer reviewed (for all publication types where the peer review is present)

- When importing from all other sources: the "peer review" setting is left empty

5. The author matching procedure is also performed with the journal name. If the Journal does not exist in Pure, it will be imported into the journal master data. The Administrator of journals can then have to approve the new journal, though it can immediately also be attached to content by other users.

**Related information**

- Section 6.3.3. Task: Candidates in [Online source]

**10.1.4.1. Search in arXiv.org**

Guide to search in arXiv.org
arXiv is an open access database with full-text access and contains more than 820,000 e-prints. It covers the domains of physics, mathematics, computer science, quantitative biology, quantitative economy and statistics.

How to search

There are two approaches to searching in arXiv.org:

1. Search by Article-id
2. Search by author name, words from title/abstract

Both approaches are described in table below:

<table>
<thead>
<tr>
<th>Examples</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search by Article-id</td>
<td>All arXiv submissions are assigned a unique identifier of the form yyymm.nnnn (or arch-ive/yyymmnnn for older submissions). yyymm.nnnn; yy=year, mm=month, nnnn=unique ID e.g. 0706.0001, means 2007, July, article 1</td>
</tr>
<tr>
<td>Search by author name, words</td>
<td>Enter a number of keywords. This will find articles, if it is found in the title, abstract or author name. Multiple keywords can be added. In general try to use as specific keywords as possible to search with. Using to wide or general keywords may give a search result with (too) many hits.</td>
</tr>
<tr>
<td>from title/abstract</td>
<td></td>
</tr>
</tbody>
</table>

Table 43. Description of search options for arXiv.org

10.1.4.2. Search in CAB Abstracts

Guide to search in CAB Abstracts

CAB Abstracts gives researchers instant access to over 7.1 million records from 1973 onwards, with over 350,000 abstracts added each year. Its coverage of the applied life sciences includes agriculture, environment, veterinary sciences, applied economics, food science and nutrition.
How to search

There are dedicated fields for title, author and organisation. They can be combined for more precise results.

<table>
<thead>
<tr>
<th>Examples</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search by title and author</td>
<td>Enter a number of keywords. This will find articles, if it is found in the title, abstract or author name. Multiple keywords can be added.</td>
</tr>
<tr>
<td></td>
<td>In general try to use as specific keywords as possible to search with. Using too wide or general keywords may give a search result with (too) many hits.</td>
</tr>
<tr>
<td>Search by organisation name</td>
<td>If the organisation name is known it can be an option to search using this. However, it is required that the searcher is aware of how the organisation name is indexed. The same organisation name may exist in various forms.</td>
</tr>
</tbody>
</table>

Table 44. Description of search options for CAB Abstracts

10.1.4.3. Search in CiNii

Guide to search in CiNii.

CiNii is a bibliographic database service for material in Japanese academic libraries, especially focusing on Japanese works and English works published in Japan.
How to search

Select to search for either articles or books.

<table>
<thead>
<tr>
<th>Examples</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search by publication title</td>
<td>In general try to use as specific terms from the title to search with. Using to wide or general search terms may give a search result with many hits.</td>
</tr>
<tr>
<td>Using Author’s name</td>
<td>Add author name(s). Multiple names are possible as new search fields becomes available for each new name added.</td>
</tr>
<tr>
<td>Year interval of publication time</td>
<td>If the search results provides too many hits, it can be necessary to limit the search to a publication year - or publication year range.</td>
</tr>
<tr>
<td></td>
<td>If the publication year is known, then it can be added, e.g. (from) 2010 - (to) 2010.</td>
</tr>
<tr>
<td></td>
<td>If no to-year is entered, the search will search from from-year and onwards. Equally, if no from-year is entered, the search will search up to to-year.</td>
</tr>
<tr>
<td>Organisational unit (Articles only)</td>
<td>Add an organisational unit name to limit search to include this.</td>
</tr>
</tbody>
</table>

Table 45. Description of search options for CINII.

10.1.4.4. Search in CrossRef

Guide to search in CrossRef

A system developed by publishers in 2000, to ease linking between references in full text documents in online scholarly literature, on the publishers’ websites. CrossRef uses DOI to transmit link information.
Figure 71. Search interface for CrossRef

How to search

Search for content by using a DOI (Digital Object Identifier).

<table>
<thead>
<tr>
<th>Examples</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.1000/182</td>
<td>Searches in DOI</td>
</tr>
<tr>
<td>10.1186/1741-7015-7-28</td>
<td></td>
</tr>
</tbody>
</table>

Table 46. Description of search options for CrossRef

10.1.4.5. Search in Embase

Guide to search in Embase.

Embase is a biomedical database with over 25 million indexed records and covers relevant and up-to-date biomedical research, from drugs and diseases from pre-clinical studies to critical toxicological information, in more than 7600 peer-reviewed journals, 2500 conferences and 300.000 conference abstracts.

Figure 72. Search interface for Embase

How to search

Search for articles by using one or more keywords.

<table>
<thead>
<tr>
<th>Examples</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title in Embase</td>
<td>In general try to use as specific terms from the title to search with. Using to wide or general search terms may give a search result with many hits.</td>
</tr>
</tbody>
</table>
### Examples

<table>
<thead>
<tr>
<th>Examples</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author names</td>
<td>Author names should be in the format E. Johnson or Eric Johnson. Multiple authors should be separated by commas.</td>
</tr>
<tr>
<td>Organisational unit affiliations</td>
<td>Add one or more organisational affiliation names. One name for each field.</td>
</tr>
<tr>
<td>Setting Publication year</td>
<td>If the search results provides too many hits, it can be necessary to limit the search to a publication year - or publication year range.</td>
</tr>
<tr>
<td></td>
<td>If the publication year is known, then it can be added, e.g. (from) 2010 - (to) 2010.</td>
</tr>
<tr>
<td></td>
<td>If no to-year is entered, the search will search from from-year and onwards. Equally, if no from-year is entered, the search will search up to to-year.</td>
</tr>
</tbody>
</table>

Table 47. Description of search options for Embase.

### 10.1.4.6. Search in Espacenet

Guide to search in Espacenet

Espacenet offers free access to more than 90 million patent documents worldwide, containing information about inventions and technical developments from 1836 to today.

![Figure 73. Search interface for Espacenet](image)

How to search

Search for articles by using one or more keywords.

<table>
<thead>
<tr>
<th>Examples</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search by patent number</td>
<td>This is also known as the Publication number. Publication numbers are generally made up of a country code (two letters) and a serial number.</td>
</tr>
</tbody>
</table>
### Examples

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(variable, 1-12 digits). You can enter a maximum of ten numbers per field. Country codes are optional. Example: EP0332322</td>
</tr>
</tbody>
</table>

**Search by inventor(s)**

Person in patent application described as inventor. May also be an applicant. Name is searched using surname and firstname, e.g:

Robertson Chris

Note, searching for Chris Robertson will not have the same result.

**Search by applicant(s)**

Person or organisation filing the patent application. May also be the inventor. Person names are searched using surname and firstname, e.g:

Robertson Chris

Note, searching for Chris Robertson will not have the same result.

An applicant can also be an organisation, e.g:

Elsevier

**Search by year interval**

Can be used to limit the search result to a specific date interval, or just to results after 'From' or before 'To'.

**Search by free text**

Searches for terms found in title or abstract of patent applications.

### Table 48. Description of search options for Espacenet.

### 10.1.4.7. Search in GVK

Guide to search in GVK (Gemeinsamer Verbundkatalog / German Common Library Network)

GVK is the Union Catalogue of seven German federal states and the Foundation of Prussian Cultural Heritage participating in the Common Library Network.

![Figure 74. Search interface for GVK](image-url)
How to search

Search for articles by using one or more keywords.

<table>
<thead>
<tr>
<th>Examples</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>In general try to use as specific terms from the title to search with. Using to wide or general search terms may give a search result with many hits.</td>
</tr>
<tr>
<td>Author name(s)</td>
<td>Author names should be in the format E. Johnson or Eric Johnson. Multiple authors can be found using multiple search fields, which automatically is added upon entering data in them.</td>
</tr>
</tbody>
</table>

Table 49. Description of search options for GVK.

10.1.4.8. Search in Mendeley

Guide to search in Mendeley.

Mendeley is a free reference manager and academic social network that helps scientist organise their research, collaborate with others online, and discover the latest research. It holds more than 20 million records.

![Mendeley Interface](image)

Figure 75. Search interface for Mendeley

How to search

Search for articles by using one or more keywords.

<table>
<thead>
<tr>
<th>Examples</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search by publication title</td>
<td>In general try to use as specific terms from the title to search with. Using to wide or general search terms may give a search result with many hits.</td>
</tr>
</tbody>
</table>
| Search by publication id (UUID)       | A Mendeley publication id has a unique identifier (UUID). This number points to a specific record in Mendeley and is therefor an excellent way of searching for content. An example: 67810  


Examples | Description
--- | ---
Using Author's name | Add author name. Multiple names are possible, separate them by , (comma)
Year interval of publication time | If the search results provides too many hits, it can be necessary to limit the search to a publication year - or publication year range.
| If the publication year is known, then it can be added, e.g. (from) 2010 -> (to) 2010.
| If no to-year is entered, the search will search from from-year and onwards. Equally, if no from-year is entered, the search will search up to to-year.

Table 50. Description of search options for Mendeley.

10.1.4.9. Search in PubMed

Guide to search in PubMed.

PubMed contains more than 19 million records from MEDLINE and from medical scientific journals, dating back from 1948. PubMed contains links to full-texts, either from other databases or the journals’ publishers.

**Note**
Content must be 'E-pub ahead of print', before imported into Pure.

![PubMed](image)

Figure 76. Search interface for PubMed

How to search

Search with words from title, author or organisation - or use PubMedID (PMID). Several PMIDs can be used, separate by blank space or comma, e.g. PMID1 PMID2 or PMID1, PMID2.

A search string can also be used exactly as it would be used directly in PubMed. You can search on individual fields, which can be combined. For example: poulsen c[Author] AND rna[Title], which searches for a specific author name combined with a title containing 'rna'.

**Note**
Please consult the PubMed official documentation for more information on building search strings:
General search introduction

Examples | Description
--- | ---
Search by publication title | In general try to use as specific terms from the title to search with. Using too wide or general search terms
Examples | Description
---|---
| may give a search result with many hits. Use the [Title] after search terms to restrict to Title-field.
Search by author name(s) | Add a number of author names. PubMed accepts both first name and last name. Use [Author] after name to restrict to Name-field.
PMID (PubMed reference number) | A unique identifier for content in PubMed. This is the most secure way to ensure a 1-hit search result.

Table 51. Description of search options for PubMed.

10.1.4.10. Search in SAO/NASA Astrophysics Data System

Guide to search in SAO/NASA Astrophysics Data System

The SAO/NASA Astrophysics Data System (ADS) is a Digital Library portal for researchers in Astronomy and Physics, operated by the Smithsonian Astrophysical Observatory (SAO) under a NASA grant. The ADS maintains three bibliographic databases containing more than 9.1 million records: Astronomy and Astrophysics, Physics, and arXiv e-prints

Figure 77. Search interface for SAO/NASA ADS

How to search

Search using a BibCode. An identifier used by astronomical systems for literature reference. It has a fixed length of 19 characters which has the form (See table below for details):

YYYYJJJJJVVVVMPPPPA

<table>
<thead>
<tr>
<th>Bibcode</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>YYYY</td>
<td>Year of publication</td>
</tr>
<tr>
<td>VVVV</td>
<td>The volume number (for a serial) or an abbreviation that specifies what type of publication it is, e.g.:</td>
</tr>
<tr>
<td></td>
<td>• conf for conference proceedings</td>
</tr>
<tr>
<td></td>
<td>• meet for Meeting proceedings</td>
</tr>
<tr>
<td></td>
<td>• book for a book</td>
</tr>
<tr>
<td></td>
<td>• coll for colloquium proceedings</td>
</tr>
<tr>
<td></td>
<td>• proc for any other type of proceedings</td>
</tr>
</tbody>
</table>
| M | Qualifier for publication:
Table 52. Description of search options for SAO/NASA Astrophysics Data System.

Examples


Note

Periods (.) are used to fill unused fields and to pad fields out to their fixed length if too short; padding is done on the right for the publication code and on the left for the volume number and page number.

10.1.4.11. Search in SciELO

Guide to search in SciELO online source

SciELO (Scientific Electronic Library Online) is a bibliographic database, digital library, and cooperative electronic publishing model of open access journals. SciELO was created to meet the scientific communication needs of developing countries and provides an efficient way to increase visibility and access to scientific literature.

Figure 78. Search interface for SciELO

How to search

Search using search terms as terms from the title and/or author names and year range.
### Examples

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>In general try to use as specific terms from the title to search with. Using to wide or general search terms may give a search result with many hits.</td>
</tr>
<tr>
<td>Author names should be in the format E. Johnson or Eric Johnson.</td>
</tr>
<tr>
<td>If the search results provides too many hits, it can be necessary to limit the search to a publication year - or publication year range.</td>
</tr>
<tr>
<td>If the publication year is known, then it can be added, e.g. (from) 2010 -&gt; (to) 2010.</td>
</tr>
<tr>
<td>If no to-year is entered, the search will search from from-year and onwards. Equally, if no from-year is entered, the search will search up to to-year.</td>
</tr>
</tbody>
</table>

Table 53. Description of search options for SciELO.

### 10.1.4.12. Search in Scopus

Guide to search in Scopus

Scopus, an abstract and citation database, covers 22,000 titles from more than 5,000 international publishers. It contains over 56 million records from peer-reviewed research literature in the scientific, technical, medical, social sciences, and arts and humanities fields.

![Scopus search interface](image)

**Figure 79. Search interface for Scopus**

How to search

There are dedicated fields for title, author and organisation. They can be combined for more precise results.

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>In general try to use as specific terms from the title to search with. Using to wide or general search terms may give a search result with many hits.</td>
</tr>
<tr>
<td>A Scopus publication ID is a unique identifier. This number points to a specific record in Scopus and is</td>
</tr>
<tr>
<td>Examples</td>
</tr>
<tr>
<td>----------</td>
</tr>
<tr>
<td>therefor an excellent way of searching for content. An example: 0–67649846501</td>
</tr>
<tr>
<td>Using Author’s last name and initials</td>
</tr>
<tr>
<td>Search by ORCID</td>
</tr>
<tr>
<td>Setting Publication year</td>
</tr>
<tr>
<td>Setting Organisation name in Scopus</td>
</tr>
</tbody>
</table>

Table 54. Description of search options for Scopus.

**10.1.4.13. Search in Web of Science**

Guide to search in Web of Science

Web of Science cover a wide range of databases, which together holds more than 40 million records. The subject areas are primarily within the scope of natural sciences, though social sciences and arts and humanities also are covered, in a lesser scale.

<table>
<thead>
<tr>
<th>Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>The version of Web of Science import requires Premium license. The number of fields fetched from WoS is greater, compared to the lite version.</td>
</tr>
</tbody>
</table>
How to search

Enter publication title, id, last name and initials of first name, limit to year range, enter organisation name as it is indexed in WoS. These options can be combined in order to narrow down the search result. The table below provides more details on the different search options.

<table>
<thead>
<tr>
<th>Examples</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search by publication title</td>
<td>In general try to use as specific terms from the title to search with. Using too wide or general search terms may give a search result with many hits.</td>
</tr>
<tr>
<td>Search by publication id</td>
<td>A Web of science publication id is a unique identifier (UT in Web of science records) and is usually a 16-digit id-number. This number points to a specific record in Web of Science and is therefore an excellent way of searching for content. An example: 000267810100001. Multiple ids can be searched by separating them with a space or semicolon ;</td>
</tr>
<tr>
<td>Using Author's last name and initials</td>
<td>Much content in Web of Science do not have a full author name attached to the record, but only the last name and initial(s) of the first name(s). Therefore the only option here is to add an author name this way, e.g. Smith J. Multiple author names can be given, as a new author field becomes available for name added.</td>
</tr>
<tr>
<td>Setting Publication year</td>
<td>If the search results provides too many hits, it can be necessary to limit the search to a publication year - or publication year range. If the publication year is known, then it can be added, e.g. (from) 2010 -&gt; (to) 2010. If no to-year is entered, the search will search from from-year and onwards. Equally, if no from-year is entered, the search will search up to to-year.</td>
</tr>
</tbody>
</table>
Examples | Description
--- | ---
Setting Organisation name in Web of Science | **Note**

Requires expert knowledge

If the organisation name is known it can be an option to search using this. However, it is required that the searcher is aware of how the organisation name is indexed in Web of Science. The same organisation name may exist in various forms, due to inconsistent indexing during the years.

For example can a Department of Physics be indexed as DEPT PHYS or DPT PHYS and other forms. A University name can equally be indexed in various forms, e.g. Aalborg University can be indexed as UNIV AALBORG or AALBORG UNIV or ALBORG UNIV or AALBORG UNIV AAU and more.

Table 55. Description of search options for Web of Science.

### 10.1.4.14. Search in Web of Science (lite)

Guide to search in Web of Science (lite)

Web of Science cover a wide range of databases, which together holds more than 40 million records. The subject areas are primarily within the scope of natural sciences, though social sciences and arts and humanities also are covered, in a lesser scale.

**Important**
The is the lite version of Web of Science import, and it contains only a limited number of fields and imported publications may not include these fields and may end up in the wrong PURE category!

![WEB OF KNOWLEDGE](image)

*Figure 81. Search interface for Web of Science (lite)*

How to search
Enter publication title, id, last name and initials of first name, limit to year range, enter organisation name as it is indexed in WoS. These options can be combined in order to narrow down the search result. The table below provides more details on the different search options.

<table>
<thead>
<tr>
<th>Examples</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search by publication title</td>
<td>In general try to use as specific terms from the title to search with. Using to wide or general search terms may give a search result with many hits.</td>
</tr>
<tr>
<td>Search by publication id</td>
<td>A Web of science publication id is a unique identifier (UT in Web of science records) and is usually a 16-digit id-number. This number points to a specific record in Web of Science and is therefore an excellent way of searching for content. An example: 000267810100001. Multiple ids can be searched by separating them with a space or semicolon ;</td>
</tr>
<tr>
<td>Using Author's last name and initials</td>
<td>Much content in Web of Science do not have a full author name attached to the record, but only the last name and initial(s) of the first name(s). Therefore the only option here is to add an author name this way, e.g. Smith J. Multiple author names can be given, as a new author field becomes available for name added.</td>
</tr>
<tr>
<td>Setting Publication year</td>
<td>If the search results provides too many hits, it can be necessary to limit the search to a publication year - or publication year range. If the publication year is known, then it can be added, e.g. (from) 2010 -&gt; (to) 2010. If no to-year is entered, the search will search from from-year and onwards. Equally, if no from-year is entered, the search will search up to to-year.</td>
</tr>
<tr>
<td>Setting Organisation name in Web of Science</td>
<td><strong>Note</strong> Requires expert knowledge</td>
</tr>
<tr>
<td></td>
<td>If the organisation name is known it can be an option to search using this. However, it is required that the searcher is aware of how the organisation name is indexed in Web of Science. The same organisation name may exist in various forms, due to inconsistent indexing during the years. For example can a Department of Physics be indexed as DEPT PHYS or DPT PHYS and other forms. A University name can equally be indexed in various forms, e.g. Aalborg University can be indexed as UNIV AALBORG or AALBORG UNIV or ALBORG UNIV or AALBORG UNIV AAU and more.</td>
</tr>
</tbody>
</table>

Table 56. Description of search options for Web of Science.
10.1.4.15. Search in WorldCat

Guide to search in WorldCat

Search within many libraries at once, in 1.5 billion records for a.o. books, music CDs, videos, article citations with links to full text. Also includes authoritative research materials and digital versions of rare items that aren't available to the public.

![WorldCat Search Interface](image)

**Figure 82. Search interface for WorldCat**

How to search

Search for articles by using keywords from the title or author name. Or a combination of these.

<table>
<thead>
<tr>
<th>Examples</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search by title</td>
<td>In general try to use as specific keywords as possible to search with. Using to wide or general keywords may give a search result with (too) many hits.</td>
</tr>
<tr>
<td>Search by author name</td>
<td>Add first name and last name of the author. Multiple authors can be added.</td>
</tr>
</tbody>
</table>

**Table 57. Description of search options for WorldCat.**

10.1.4.15.1. Task: Candidates in [Online source]

When the Automated search-feature is activated and configured, new results from the search are presented here. Candidates are divided on each selected online source. Note, this task is only present if you have setup the Automated search feature.

How to complete task

Get access to the list of search results by clicking on the tasks. Start an import process or delete items from the from the list of search results to decrease the number of tasks.

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidates in [Online source]</td>
<td>The Automated search-feature has found new search results in one or more selected online sources, which now can be imported.</td>
<td>Requires access to online sources as well as setup of the Automated search-feature.</td>
</tr>
</tbody>
</table>

**Table 58. Main information on “My personal tasks” in Pure**
11. Edit user profile

You can edit the user profile, which contains language settings and setup of notifications for e-mail, messages and tasks - and selection of trusted users and link to associated person profile.

Before you begin

<table>
<thead>
<tr>
<th>Roles that can complete this task</th>
<th>Where to go to complete this task</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Personal users</td>
<td>• Click on [ My user name ]</td>
</tr>
<tr>
<td>• Any user with at least one role</td>
<td></td>
</tr>
</tbody>
</table>

About this task

On your first login, you might have selected preferred language and e-mail settings. These settings can be changed from the user profile. Furthermore you can specify which messages you want to receive, at which frequency and which tasks you want to have displayed - and one or more users that you trust to take over your account if you, for example are away for a period of time. Finally, the user profile holds a shortcut to the associated person profile.

Procedure

1. Profile

   All users can adjust language settings for the user interface and set the default submission language.
Figure 83. Window with user profile settings

Language settings

<table>
<thead>
<tr>
<th>Language settings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language</td>
<td>The language for the user interface can be changed, if your Pure supports multiple languages. The user interface covers all text available in menus, headers, templates etc.</td>
</tr>
<tr>
<td>Default submission language</td>
<td>Content can be submitted in a specific language, if multiple languages are supported. The preferred language can be selected here. Note, that the submission language setting not has any influence on the interface language.</td>
</tr>
</tbody>
</table>

Table 59. Language settings for all users.

More information on language in Section 6.2. Language settings.

Roles

A list of all roles you are assigned.

Associated person

Direct access to the person profile, where editing of your person profile (Personal details) can be done (if you are a personal user).

2. E-mail settings
Select which - and how often - you want to receive e-mails from Pure. Depending on which (if any) roles you are assigned, the number of types and different settings can vary.

![E-mail settings](image)

**Figure 84. E-mail settings. Select which e-mails you want to receive.**

If you select "Mails are never sent" you must log in to Pure to check new messages.

3. **Message settings**

Select which messages you want to receive.

![Message settings](image)

**Figure 85. Message settings. Select which messages you want to receive.**

<table>
<thead>
<tr>
<th>Message settings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Message - System messages</td>
<td>Messages sent from the administrators of Pure. These may also be seen at login to Pure.</td>
</tr>
<tr>
<td>Person - Comment added</td>
<td>When someone adds a comment to content you are related to.</td>
</tr>
<tr>
<td>Publication - Author association changes</td>
<td>Messages sent out if your relation to a Research output is changed, for example if you have claimed/disclaimed a Research output</td>
</tr>
</tbody>
</table>

**Table 60. Message settings**

If you de-select any of the messages, you will not receive them. This can be useful if you receive a type of message that does not concern you and/or your tasks.

4. **Task settings**
Select which tasks you want to show in the right hand side of the workspace. This means you can hide tasks that you not are directly responsible for, even though you have a role that normally would display these tasks.

![Figure 86. Task settings. Select which tasks you want to have present at "My personal tasks".](image)

<table>
<thead>
<tr>
<th>Task settings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person - Curriculum Vitae with new content</td>
<td>Task is available if new Research output can be added your your static CV. Open CVs and accept or reject content.</td>
</tr>
<tr>
<td>Publication - Import Candidate messages</td>
<td>When new candidates has been found, using the automated search feature, a new task emerges and allows you to explore and import the candidates. <strong>Note</strong>, requires that the automated search has been configured in your person profile.</td>
</tr>
</tbody>
</table>

Table 61. Task settings

If you de-select any of the tasks, you will not be able to see them at "My personal tasks". This can be useful if you receive a type of message that does not concern you and your tasks.

**Note**

Tasks that are dimmed, cannot be removed. Example is: Import Candidate messages.

5. **Trusted users**

Users, you trust, can act on your behalf by using your profile.

![Figure 87. Trusted users. Any user that is allowed to take over your account while you are away. Remove user, using the "Remove"-icon.](image)

This might be helpful, if you are away from work for a period of time. When this is the case, another user can be marked as Trusted user, and can take over the identity you, and perform your working tasks. Just remember that these users will get access and editing rights equally to yours, so they can see and edit all
the content that you can. Any new tasks will automatically be redirected to the trusted users. **Remember,** when you return you should remove these users again.

Press [Add user] - Search for the user, by start entering the name. This can be repeated. Press [Close] afterwards. The user's name should now be visible below the heading. If the user should be removed again, press the (-) button, to delete it.

---

**Tip**

You can easily reconfigure these settings by using the gear icon next to either your messages or tasks. The icon will be visible when hovering the mouse above the number of messages/tasks.

---

**Figure 88. Shortcut to message settings.**

---

12. Create or add existing ORCID ID

Researcher's ORCID ID can be created directly from Pure, or an existing can be added and thereby link their person profile with their ORCID ID website.

**Before you begin**

Researchers, *Editor of persons* and *Administrator of persons* can create or add an ORCID ID. As an alternative a trusted user can be selected which can do this on behalf of the researcher.

**About this task**

Go to ‘Edit profile’ from the Personal overview screen to open the Person editor screen. From there, select ‘Create or connect your ORCID ID’

**Procedure**

1. Select ‘Create or connect your ORCID ID’:
2. The user is then directed to an information screen advising them that they will be directed to the ORCID site

Upon selecting ‘Proceed’, the user is directed to the ORCID authorization screen.

3. a. If the User already has an ORCID ID, s/he can input their login details and authorize Pure’s access to obtain the ORCID ID.

b. If the User does not yet have an ORCID ID, they should select Register, and follow the instructions on screen:
4. Following the authorization, the user will be re-directed to their Person editor screen, where it will be confirmed that the authorization was successful and the ORCID ID was linked. **Remember to save the record!**
Results
The user will also receive a verification email from ORCID that must be actioned in order to complete the registration process.

Related information
- Section 7.1.1.2. ORCID

13. Export content to ORCID

Personal Users will be able to authorize Pure as a ‘trusted organisation’ and export content to ORCID, if they have an ORCID ID.

Before you begin
Only Personal Users (or their trusted users in Pure) can authorize the export of content from Pure to ORCID.

About this task
Content exported includes:

- Other identifiers (Scopus Author ID, Researcher ID, Digital Author ID)
- Limited organisational affiliation information
  - Institutional affiliation (along with the City and Country of the organisation)
  - End date of affiliation (if a former member of staff)
- Pure Portal URL (if enabled in the configuration)
- Research outputs
  - Publication state = ePub ahead of print + Published
  - Visibility = Public
  - Workflow status = configurable
Procedure

1. To set up the export of content to ORCID, go to ‘Edit profile’ from the Personal overview screen. From there, select ‘Create or connect your ORCID ID’:

   ![Image of Edit profile screen]

   The user is then directed to an information screen advising what content will be exported:

   ![Image of information screen]

   **Note**
   Note that whether the Pure portal URL is exported depends on the local configuration, and the effective workflow status of outputs to be exported is as per the local configuration.

2. Upon selecting ‘Proceed’, the user is directed to the ORCID authorization screen.
   a. If the User already has an ORCID ID, s/he can input their login details and authorize Pure’s access.
b. If the User does not yet have an ORCID ID, they should select Register, and follow the instructions on screen:
Attention

- Selecting ‘Allow this permission until I revoke it’ will export content from Pure to ORCID this one time only. The next time an export is attempted (either ‘on-demand’ or via the Job), Pure will attempt the export but will be informed by ORCID that the authorization has been revoked. Pure will not attempt again (unless the User re-authorises the export of content from Pure to ORCID).

- The export from Pure respects the default privacy settings selected.

- ORCID recommend that the email frequency is set to Quarterly summary:
  - (note that every export of content from Pure to ORCID generates 3 ‘messages’ within ORCID)

Following the authorization, the user will be re-directed to their Person editor screen, where it will be confirmed that the authorization was successful and the content was exported. Remember to save the record!
The user will also receive a verification email from ORCID that must be actioned in order to complete the registration process.

3. Users with ORCID ID already registered in Pure

To set up the export of content to ORCID, select ‘Authorise export of content to ORCID’ from the Personal overview screen or within the Person editor screen:
The user is then directed to an information screen advising what content will be exported:

**Note**

Note that whether the Pure portal URL is exported depends on the local configuration, and the effective workflow status of outputs to be exported is as per the local configuration.

Upon selecting 'Proceed', the user is directed to the ORCID authorization screen.
Following the authorization, the user will be re-directed to their Person editor screen, where it will be confirmed that the authorization was successful and the content was exported. Remember to save the record!

4. Export to ORCID following initial set-up

Following the initial set-up of the authorization to export content from Pure to ORCID, the user can initiate a manual export of content to ORCID from the Person editor screen.
Exports to ORCID will also run automatically, as per the frequency defined by the Pure Administrator via the settings for the “Update ORCID With Pure Data Job”.

5. Editing content in ORCID

Users can add and edit content directly in ORCID, with the following items to note:

- The user can edit the privacy settings of individual items within ORCID. If these are changed directly in ORCID, these are respected and maintained with subsequent exports from Pure.

- Where duplicates exist (e.g. an output record already exists in ORCID and an output with the same identifier (e.g. DOI) is subsequently included in an export from Pure), ORCID deals with these by grouping them together, so the visual interface of the ORCID record does not display a duplicate. Works from the same source with the same identifier can not be added to a record (so duplicates within Pure won’t be exported).

- The export to ORCID includes only outputs where Visibility = Public. However, where a user has restricted the visibility of the output record directly in ORCID and subsequently changes the visibility of the record in Pure to ≠ Public, the output will continue to appear in ORCID (with restricted visibility) as we cannot remove content in ORCID that the user has restricted access to.

- If a user deletes an output record directly in ORCID, the next time the individual's content is exported to ORCID the output will re-appear. The only way a user can 'remove' content from ORCID that is exported from Pure is to restrict its visibility directly in ORCID.

- A user can delete an ‘Other ID’ (e.g. Scopus author ID) exported from Pure directly in ORCID. However, the next time the individual’s content is exported from Pure, the deleted ID will re-appear.

6. Revoking authorization for Pure to export content to ORCID

If a user no longer wants to export their content from Pure to ORCID, they can revoke the authorization from within their ORCID account, under Account Settings.
Following access being revoked, the next time an export is attempted (either ‘on-demand’ or via the Job), Pure will attempt the export but will be informed by ORCID that the authorization has been revoked. Pure will not attempt again (unless the User re-authorises the export of content from Pure to ORCID).

Results

Once this initial authorization is set up, Administrators and Editors of persons can action the manual, ‘on-demand’ export of content from the Person editor

Related information

• Section 7.1.1.2. ORCID
Index

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