

# 2. Manage your profile

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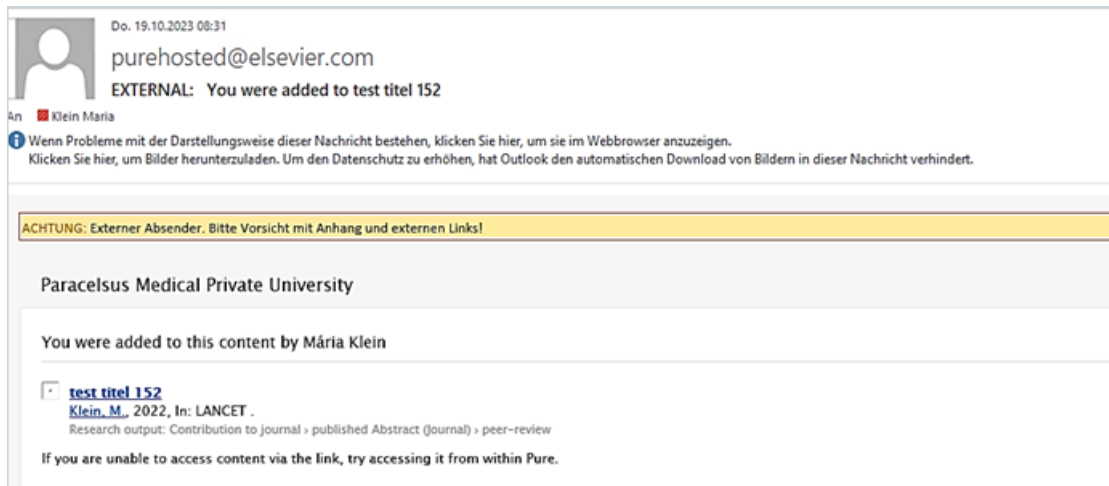
# Important for PURE-editors

Please do **not change** any notification settings for emails, notifications, and tasks connected to the workflows (*in the Editorial tasks category*) of research outputs, awards, and persons.

# 2.1. E-Mail Settings

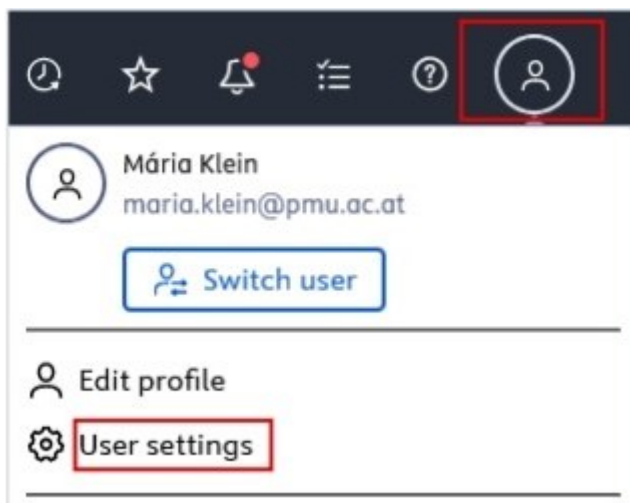
Pure email notifications will be sent to the email address you used to log in. For example, as a researcher, you got an **email** when a new publication is added to your profile.

Here is an example of an email:



To manage the email settings:

1. Click on *Profile menu* in the header and select *User settings*:



2. Navigate to *E-mail Settings* and select the event(s) you wish to modify.
3. Select the desired frequency.

## User settings

Profile

**Email settings**

Notification settings

Task settings

### Email settings

Select how often you want to receive emails for the following messages.

#### Activity

##### Notification

Comment added \*

Emails are sent instantly



Person association changes \*

Emails are sent instantly

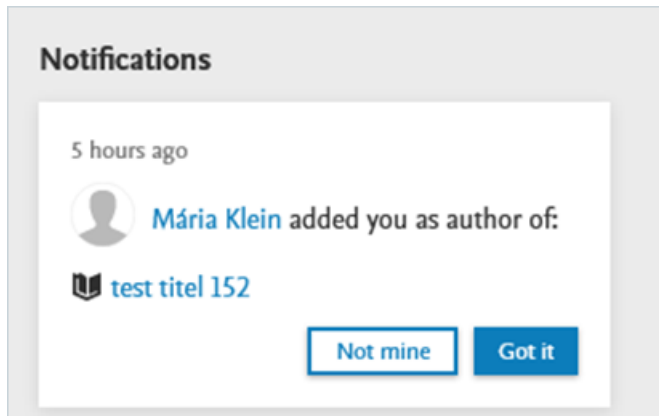


4. Click Save to apply the changes.

## 2.2. Notification Settings

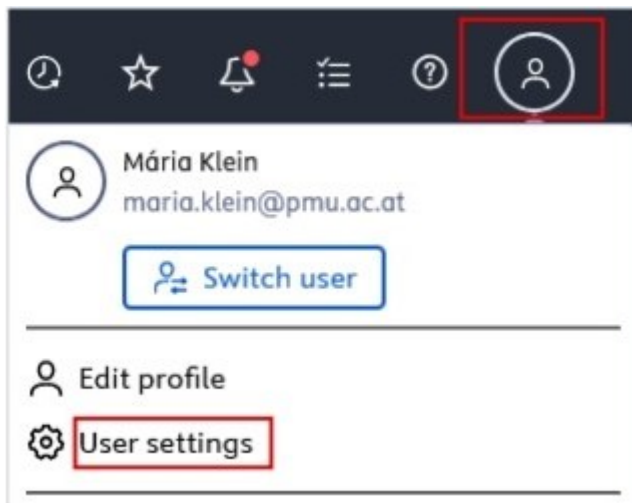
Similar to the email settings, you can manage the **notifications** that Pure automatically sends you when specific events occur.

Here is an example of a notification:



To manage the notification settings:

1. Click on *Profile menu* in the header and select *User settings*:



2. Navigate to *Notification settings* and select the event(s) you wish to modify.
3. Select the desired frequency.

## User settings

Profile

Email settings

**Notification settings**

Task settings

### Notification settings

Select which notifications you want to receive.

#### Activity

##### Notification

Comment added

Person association changes

4. Click Save to apply the changes.

## 2.3. Task Settings

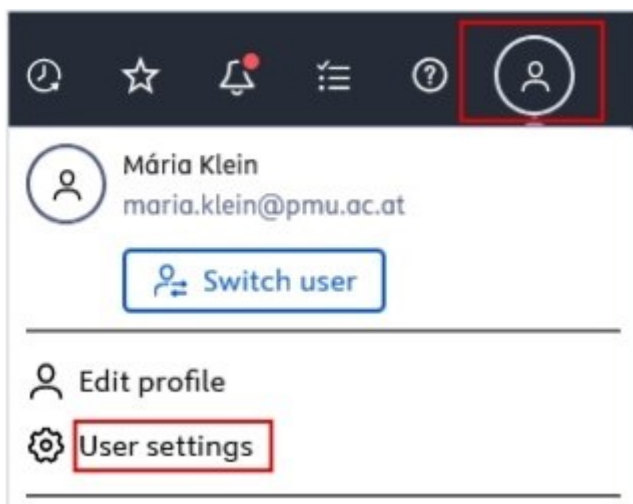
You can manage the notifications that Pure automatically sends you when a **specific task** occurs.

Here is an example of a task notification:

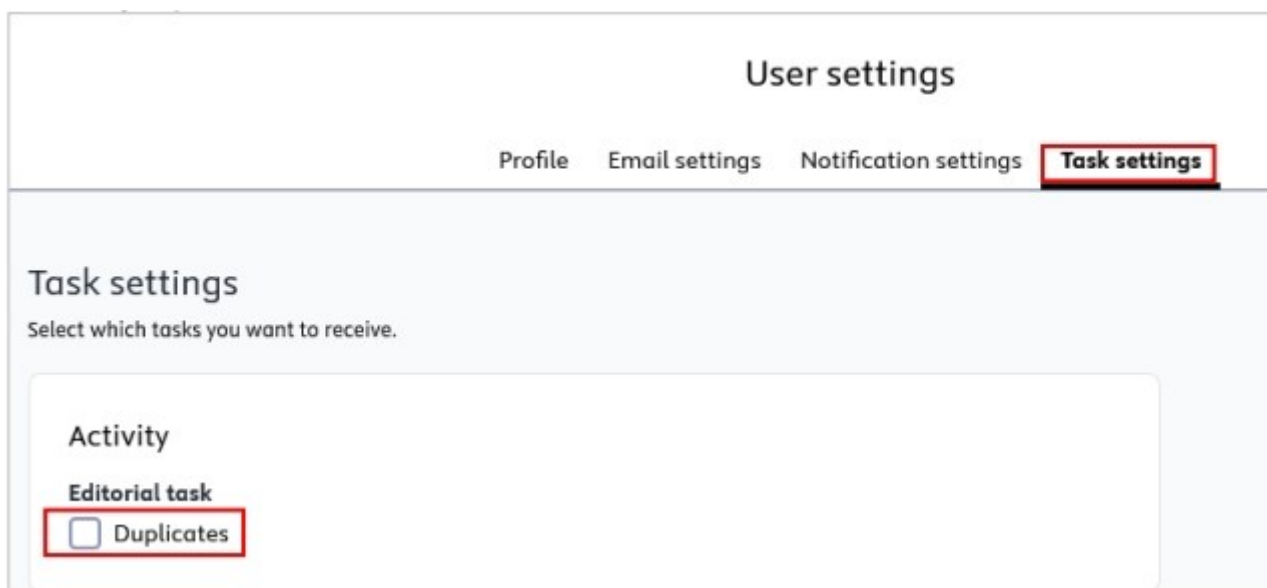
Ein Bild, das Text, Screenshot, Schrift, Zahl enthält.KI-generierte Inhalte können fehlerhaft sein.

To manage the task settings:

1. Click on *Profile menu* in the header and select *User settings*:



2. Navigate to *Task settings* and select the event(s) you wish to modify.
3. Select the desired frequency.



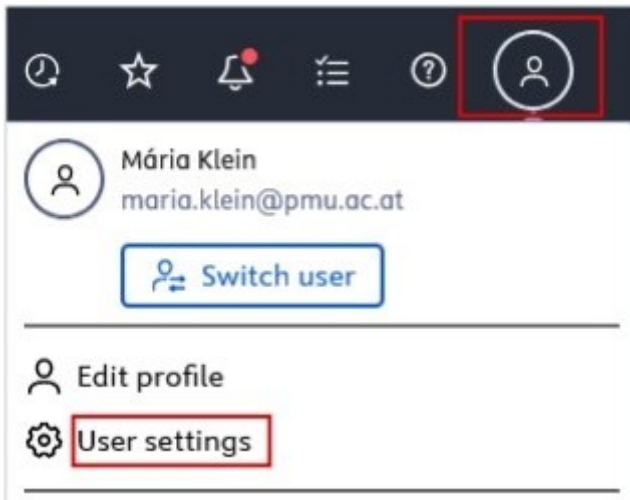
4. Click Save to apply the changes.

## 2.4. Trusted Users

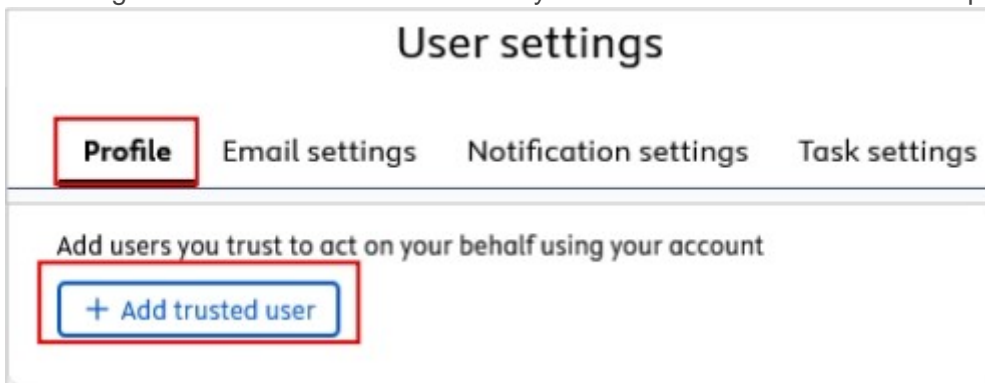
Trusted users have **full access** to the profile of the user who added them as a trusted user. A trusted user has the ability to assume control of your user account and perform all the tasks that you can within PURE, except for controlling other accounts with a trusted user status.

To add a trusted user:

1. Click on *Profile menu* in the header and select *User settings*:



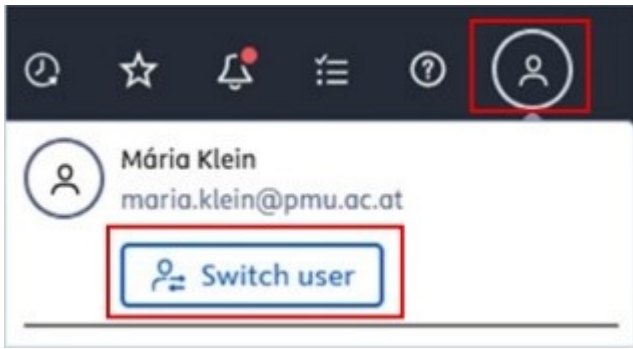
2. Select *Profile* and navigate to *Trusted Users*. Then click on the *Add trusted user* button. Begin searching for the name of the trusted user you wish to add. You can add multiple trusted users.



3. Click on *Save*.

Even if you add trusted user(s), you can still monitor any changes they make. These alterations are recorded in the *Comments and History* panel.

A trusted user can switch between their own profile and the profile of the user who added them as a trusted user by clicking on the *Switch user* button:



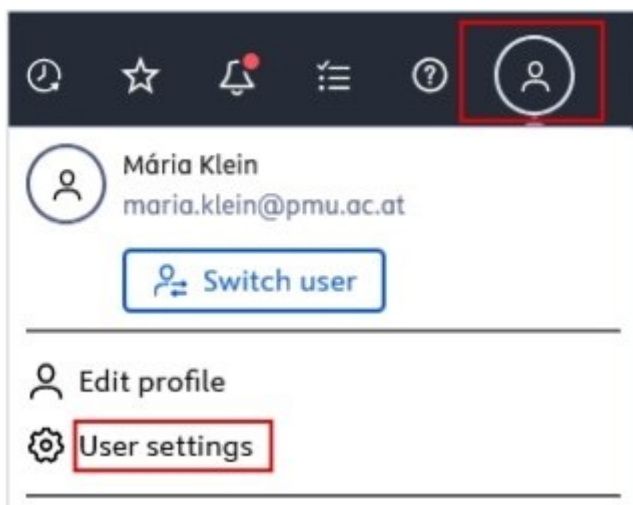
To remove a trusted user, click the x next to the trusted user's name.

## 2.5. Language Settings

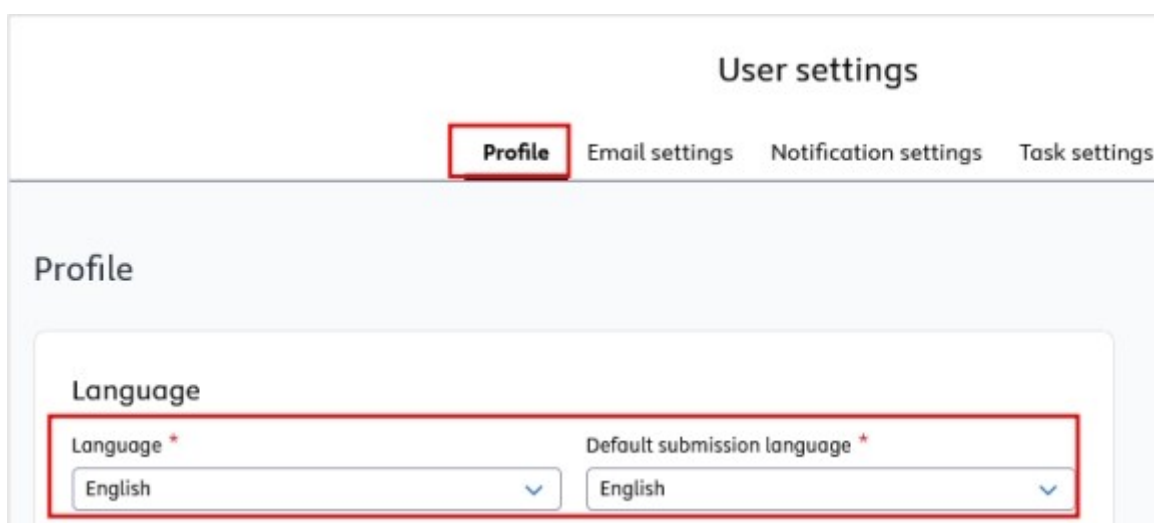
The language controls the language of the menu. The submission language controls the language of the data that will enter into Pure. It is your choice that the menu language and the submission language can be the same or different.

To change the language:


1. Click on *Profile menu* in the header and select *User settings*:



2. In the *Profile* tab select the language in the *Language* and or in the *Default submission language* field. German and English language options are made available by PMU:



3. Click on *Save* to apply the changes.

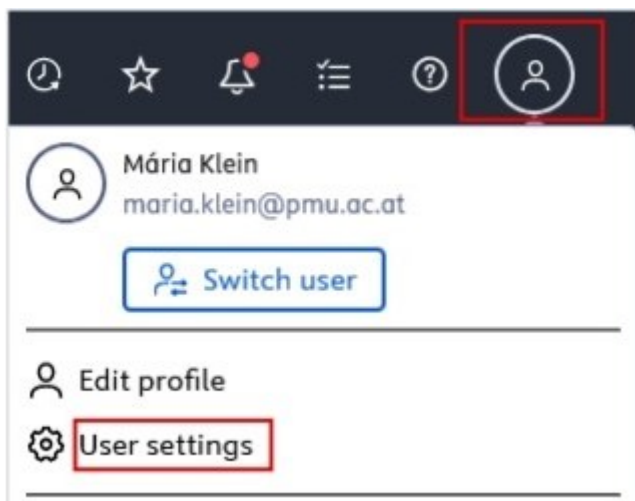
If you frequently enter content in both English and German, you can easily switch between the current submission languages by clicking on the flag  corresponding to your preferred language.

## 2.6. Roles

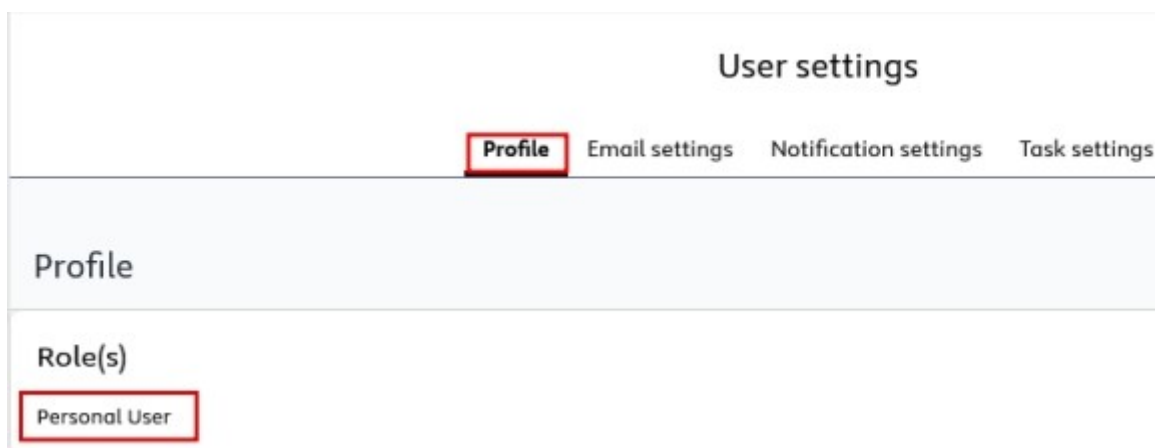
The researchers at PMU have been assigned a personal user role. The PURE-editors of organisational units of PMU receive additional roles. Please contact the Research Management ([pure@pmu.ac.at](mailto:pure@pmu.ac.at)) if you encounter a problem with your role.

To check on your role(s):

1. Click on *Profile menu* in the header and select *User settings*:



2. In the *Profile* tab under *Roles*, you can see all your roles:



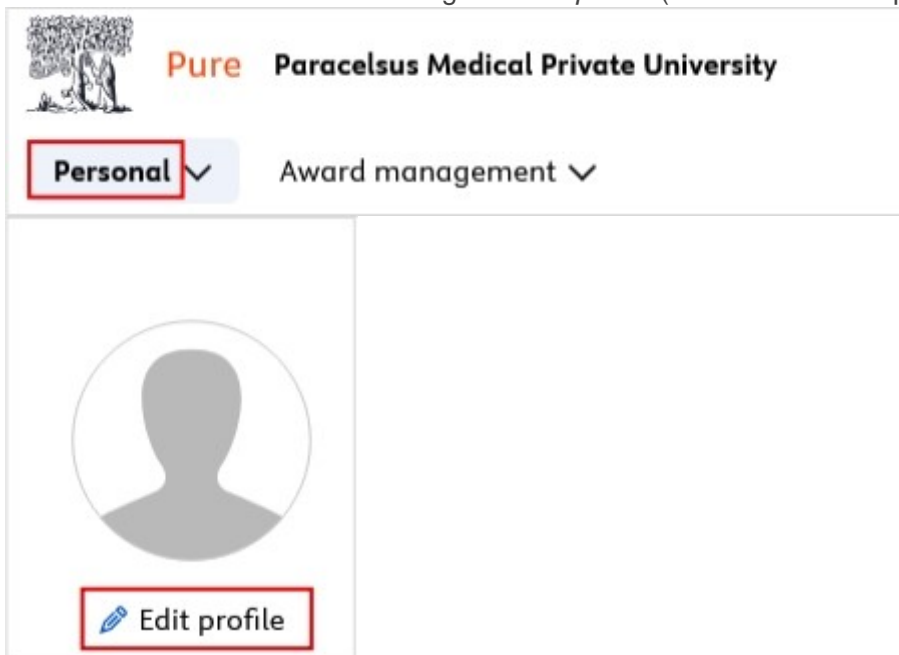
## 2.7. Personal profile

Under the Personal tab, you can manage a wide range of information associated with your researcher profile. For example, you can add name variants, profile photo, ORCID, research description, and positions held outside of the PMU. **You are responsible for all the information included in your personal profile.** We recommend providing as much information as possible in your Personal profile.

Here is an *example* how to manage your name variants, for example, names before marriage or multiple middle names. This field also serves to improve accuracy in automated publication search.

To manage your *name variants*:

1. Click *Personal* in the header and go on *Edit profile* (located under the picture):



2. Click on the *Metadata* tab in the left navigation.
3. In the *Personal Identification* tab click on the *Add name variants* button to expand the *Name variant* area:

ID: 11254903 Mária Klein  
Person

EDIT 🇩🇪 🇪🇺

**Metadata**

Associated user

Translation

Automated search

OVERVIEW

Relations

Fingerprints

Display

HISTORY AND COMMENTS

History and comments

### Personal identification ?

First name(s)  Last name

Nationality Select nationality...

**Name variants**

Add name variant...

Title

Add title...

ID

302128 Former SQUID-ID Edit -

Add ID...

ORCID

Add existing ORCID...

Profile photos

Add image...

Links

Add link...

4. Enter the First Name and the Last Name you want to add, then click on *Create*. Click on the minus icon to remove the names. Click on *Edit* to update the names.
5. Click on *Save*.

## Your scientific work in numbers and graphs

Under your personal profile, your scientific work is visualized through numbers and graphs, including your research outputs, projects, research network, top co-authorships, and top organizational affiliations on research outputs.

