

1. The Editor-Role

- [1.1. Check the Editor-Roles](#)
- [1.2. Important for PURE-Editors](#)

1.1. Check the Editor-Roles

Editors are provided with special roles. Check if all these **roles** are related to your PURE profile. If any role is missing, please contact the Research Management (RM) at pure@pmu.ac.at.

You can check your roles by clicking on your username and then selecting *User settings* option:

Role(s)

Editor of Activities, Reporter of Activities, Editor of Press/Media, Reporter of Press/Media, Editor of Curriculum Vitae, Editor of Facilities/Equipment, Reporter of Facilities/Equipment, Reporter of Ethical reviews, Editor of Organisations, Reporter of Organisations, Personal User, Editor of Persons, Reporter of Person, Editor of Prizes, Reporter of Prizes, Editor of Research Output, Reporter of Research Output, Editor of Research Performance Indicators, Editor of Applications, Reporter of Applications, Editor of Awards, Reporter of Awards, Editor of Projects, Reporter of Projects, Validator of Projects

1.2. Important for PURE-Editors

As an editor you have the authority the **view, create, edit, and delete** records for your organisational unit. As an editor you are also **responsible for the completeness of the data** (e.g., research outputs, applications, etc.) **for your organisational unit**.

To keep our workflow steps as simple as possible and maintain data quality, **RM is responsible for validating and approving research outputs, and awards**.

When creating a new research output, or award for your organisational unit in PURE, always set the **workflow** status to **Entry in Progress** or **For validation** or **For approval**, never select Validated or Approved. Once a record has undergone the validation process, don't make any changes to it. If you need modifications (e.g. because of incorrect data), you can write a comment on the record (under the History and comments tab). If you make any modifications to a record after the validation process, the RM will not take responsibility for the correctness of the data.