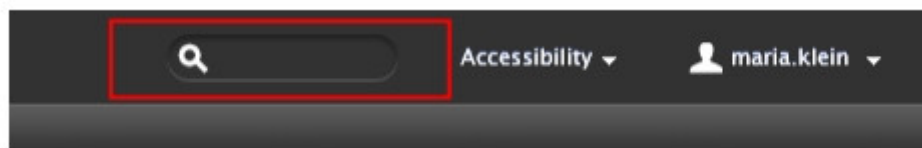


1. Check Your Content

- [1.1. Global Search](#)
- [1.2. Search Within a Content Type](#)
- [1.3. Filter Within a Content Type](#)
- [1.4. Sort by Within a Content Type](#)
- [1.5. View Types Within a Content Type](#)
- [1.6. Export a List Within a Content Type](#)

1.1. Global Search

This searches through **metadata** of all records and content types available in PURE:



1.2. Search Within a Content Type

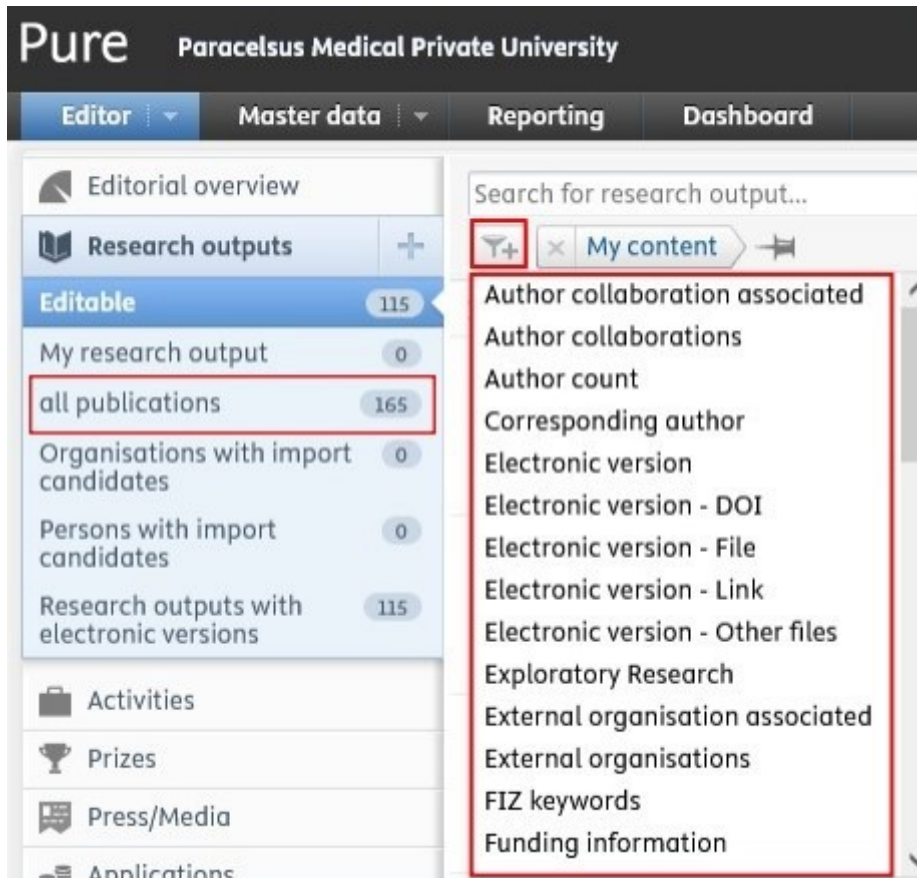
Click on, for example, *Research outputs* on the left navigation to open the content list view with search functionality:




The screenshot displays the Pure interface for Paracelsus Medical Private University. The top navigation bar includes 'Editor', 'Master data', 'Reporting', and 'Dashboard'. The left sidebar shows a navigation menu with 'Research outputs' selected, showing 165 publications. The main content area shows a search for 'somatic' with 3 results. The first result is 'Gender specific somatic symptom burden and mortality risk in the general population' by Atasoy, S., Hausteiner-Wiehle, C., Sattel, H., Johar, H., Roenneberg, C., Peters, A., Ladwig, K.-H. & Henningsen, P., 2022, in Scientific reports, 12, 1. The second result is 'Migraine in the context of chronic primary pain, chronic overlapping pain disorders, and functional somatic disorders: A narrative review' by Henningsen, P., Hausteiner-Wiehle, C. & Häuser, W., 2022, in HEADACHE, 62, 10, p. 127-1280. The search term 'somatic' is highlighted in red in the search bar.

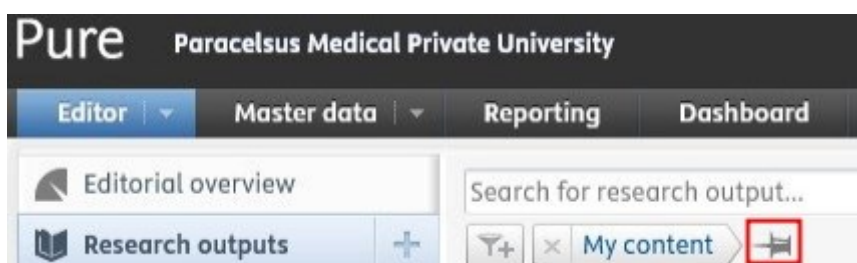
1.3. Filter Within a Content Type

After choosing, for example, *Research outputs*, navigate, for example to the category 'all publications', click on the *Add filter* icon and select from the available **filter options** (e.g. 'Author collaborations'):



You can add multiple filters if you need to.

If you wish to use specific filters regularly, you can click on the **pin icon**  to save the filter. By doing so, you can save time and easily filter content you need:



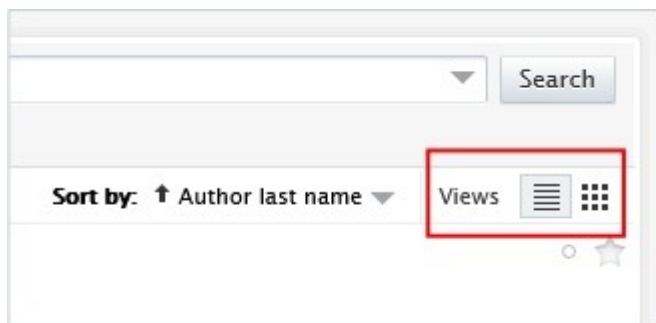
1.4. Sort by Within a Content Type

After obtaining a list of records within, for example, *Research outputs*, there is the possibility to **sort the records** by several options (e.g. title, type, etc.):



1.5. View Types Within a Content Type

For example, for *Research outputs*, you can choose from the list **view** or the matrix view to visualise your data:



1.6. Export a List Within a Content Type

For example, for Research outputs, on the bottom of the page, you can select your preferred file type for export:



If you need a habil list (in German: "Habitationsauszug") including impact factor and PMU score points, please refer to [FAQ 2](#).