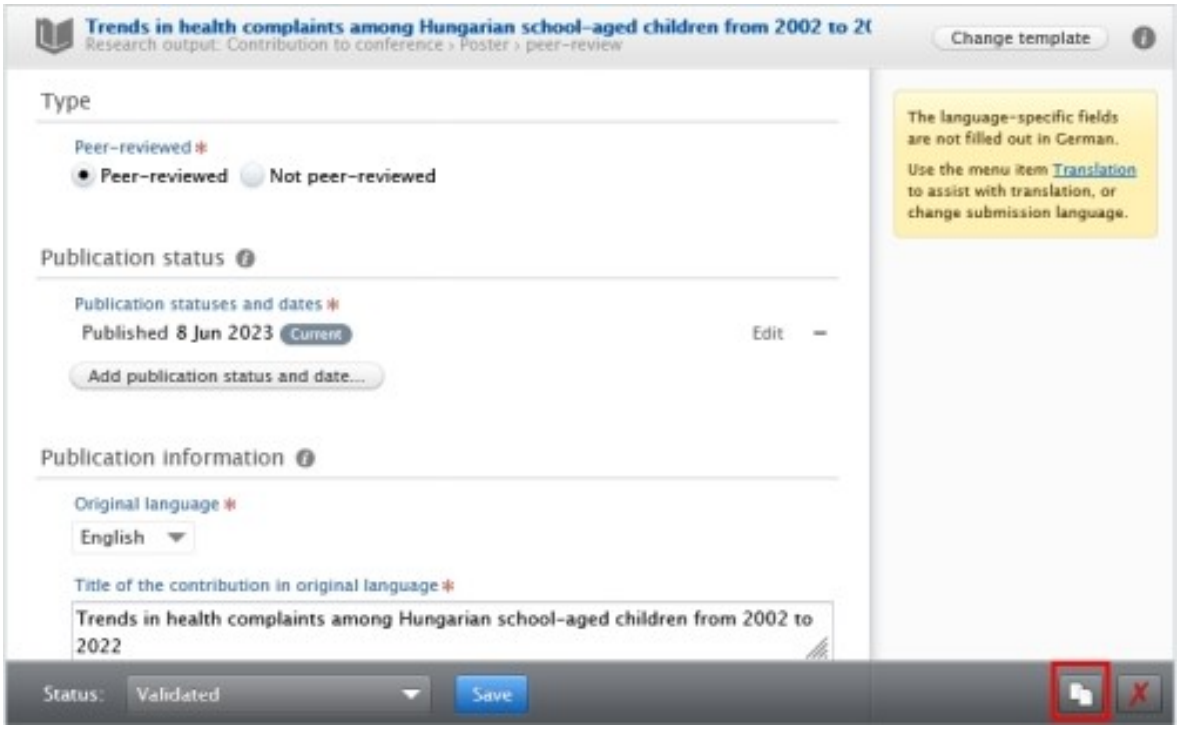
9. General Features of Content Types

- 9.1. Create a Copy
- 9.2. Delete an Item
- 9.3. Relations
- 9.4. Visibility
- 9.5. Comments and History
- 9.6. Information Icons

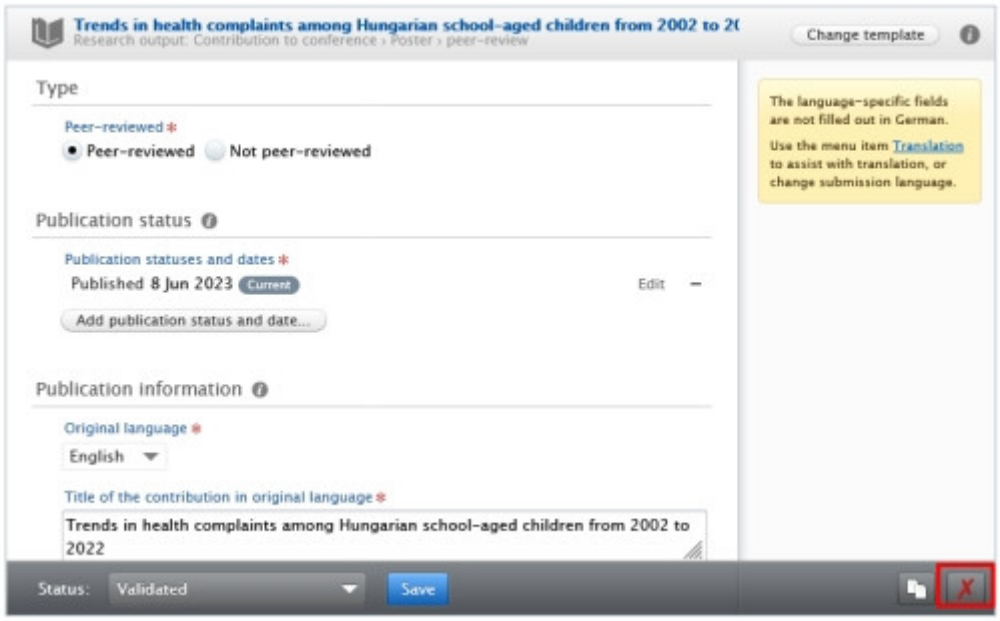
9.1. Create a Copy

This function is useful when you need to use the same or similar data multiple times. For example, if you want to enter multiple chapters of the same book:



9.2. Delete an Item

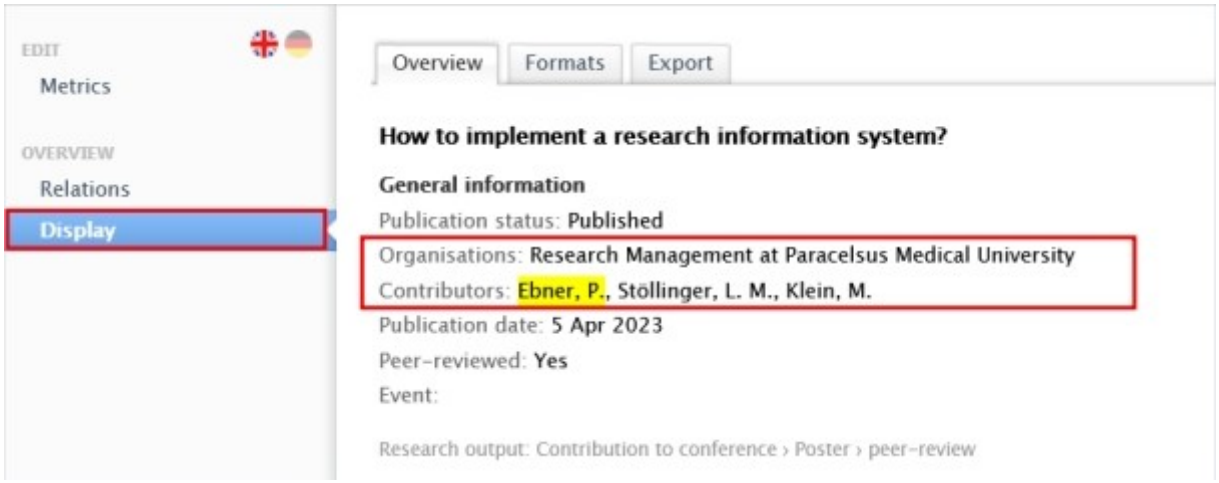
You can **completely delete** an item by clicking on the red 'x' icon. By doing so, you will receive an automated message from Pure, which you can either confirm or cancel, with the message: '*Are you sure you want to delete this content? The content will be deleted immediately, and this action cannot be undone´.*



Be careful deleting a record in Pure. It is **not possible to restore** the deleted record.

9.3. Relations

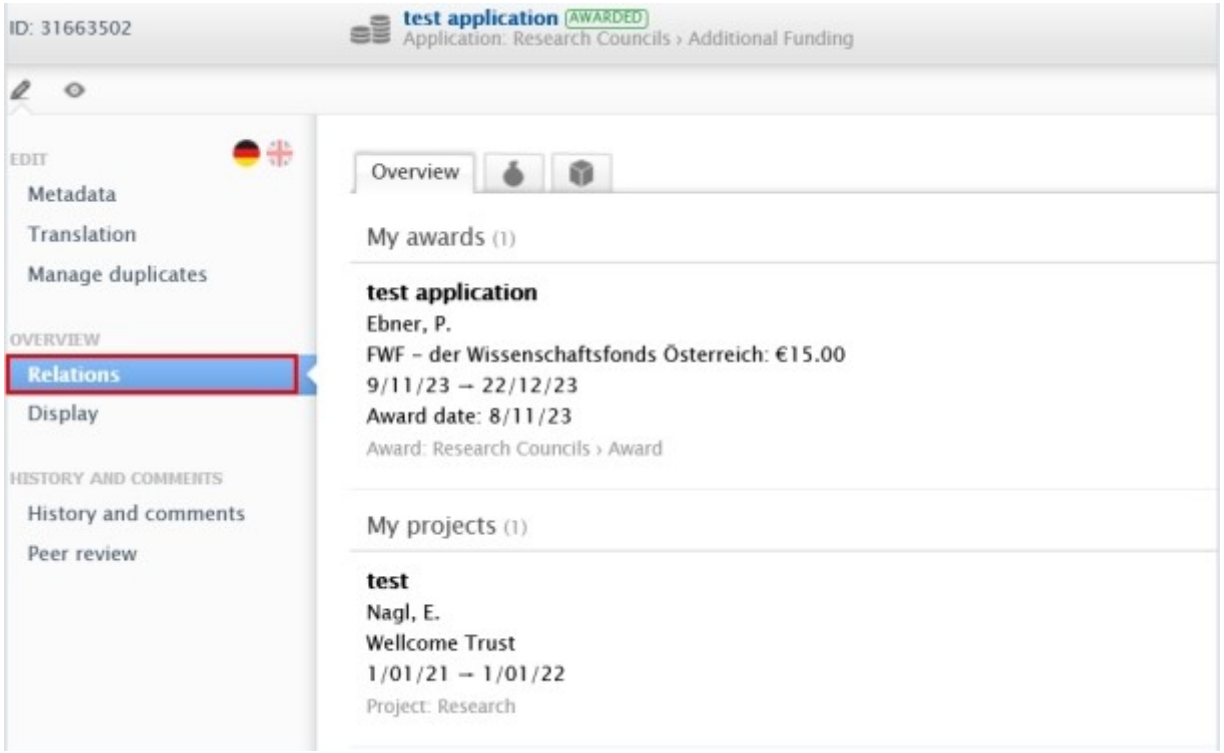
One of the most important advantages of Pure is, that it **connects** content types with each other. Using relations can help to improve our data quality. For example, a Research output is always related to a person and the person's organisation. These connections are shown under *Display* tab.



To manually add relations to a record:

1. Search for the exact record, you want to link with another (in Pure already existing) record.
2. Go the *Relations* or *Related* …. section, and choose the type of the content. Begin to search for the record you want to add to this record.
3. Click on *Save*.

These relations are shown in the *Relations* tab of the record:

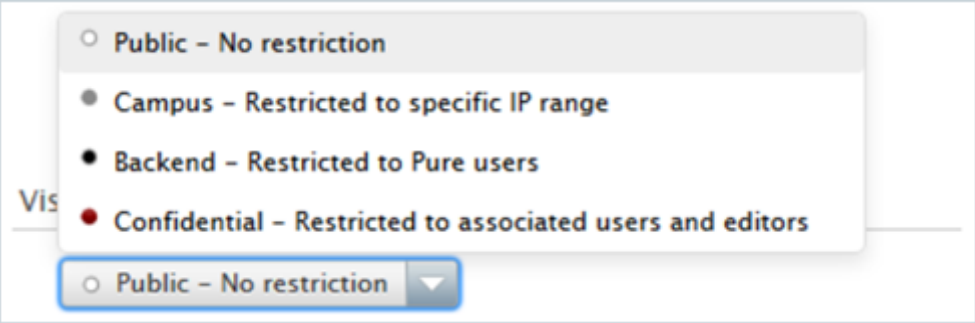


To manually add relations to a record **depends on the workflow state**. For example, if a Research output has gone through the validation process, adding a relation is no longer possible for Researchers.

9.4. Visibility

Visibility controls the **internal and the external access** of the records in Pure. You can control the visibility of your records by setting the visibility state from the dropdown list.

The following 4 visibility types are available in Pure:



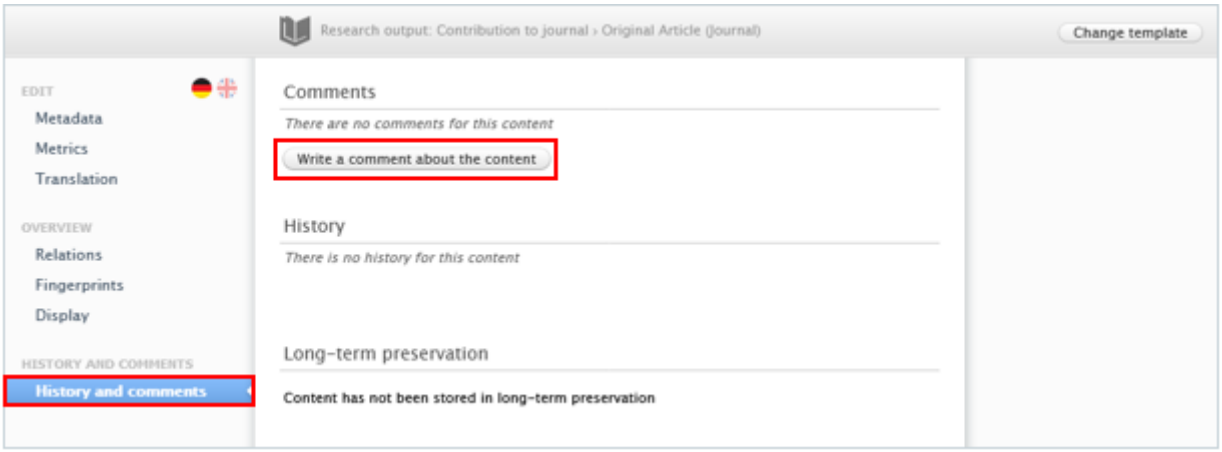
Visibility state	Description
Public	No restriction on visibility. All users of Pure can see t content and it is displayed on Pure Portal.
Campus	When viewed on the Pure Portal, visibility is restricted viewers with a specific IP range set to reflect being c campus at your institution. All users of Pure at yc institution can see this content from within Pure.
Backend	Restricted to Pure users. This content is only visible witl Pure.
Confidential	Highly-restricted visibility. Only visible from within Pure general administrators and (those acting on behalf users that have been explicitly added to the record or ha a role approving/validating the record.

9.5. Comments and History

If you want to contact someone about a record in Pure, you can send them a message from that record. This method helps to avoid of the use of print screens, and long correspondence. Writing a comment on a record **depends on the workflow state**. For example, if a publication has gone through the validation process, writing a comment is no longer possible. In this case, please feel free to contact the RM at pure@pmu.ac.at.

To write a comment about a record:

1. Search for the record.
2. Go on *Comments and History.*
3. Click on *Write a comment about the content:*



4. Write a comment in the text box and select the names/roles of the Pure users who you want to see the comment.

> Make sure, that you select the checkboxes next to the names, otherwise no message is sent. If **admins** are also affected, please only select **Mária Klein** and **Konstantin Thiel**:

Ein Bild, das Text, Schrift, Screenshot, weiß enthält.KI-generierte Inhalte können fehlerhaft sei

5. Click on *Save.*

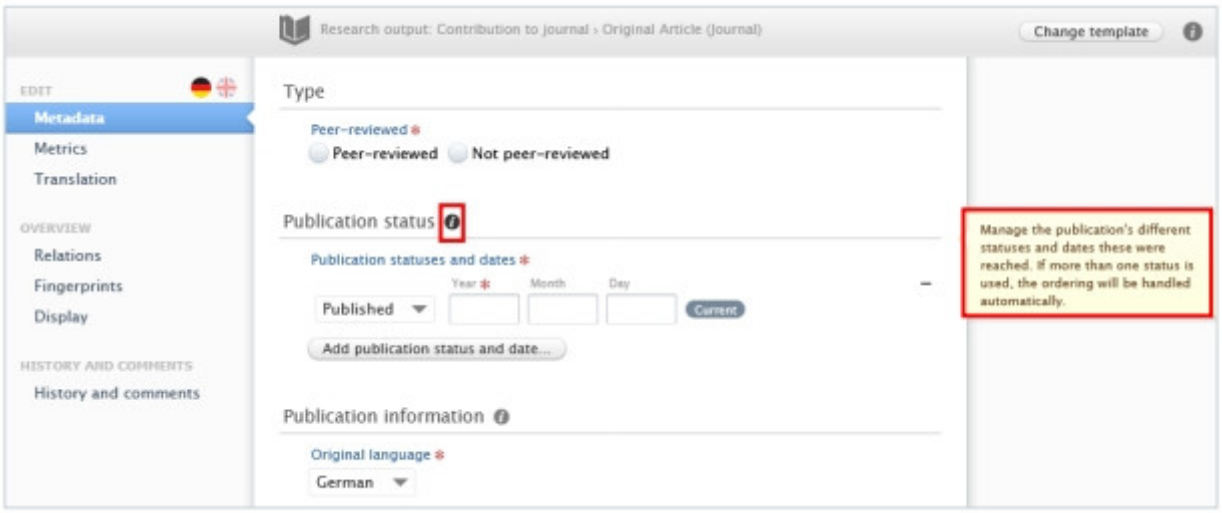
In the next step, users are alerted, and they will see your comment alongside a link to the content.

9.6. Information Icons

Information icons are valuable tools that assist in correctly filling out fields. We highly **recommend** using them, especially if you are new to Pure.

To check in one information icon:

- Navigate your mouse to the information icon next to the fields. Now, you can see the information belongs to the submission on the right panel:



To check in all the information icons:

- Click on the information icon in the upper right corner. Now, you can see all the information boxes that belong to the content:

