Manual for Researchers

This handbook is intended for researcher and PURE-editors of the organisational units of the PMU, SALK and Klinikum Nuremberg. This handbook covers essential PURE knowledge, including how to search in PURE, import research outputs, and enter information about applications, among other core functionalities.

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1. Check Your Content

1.1. Global Search

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



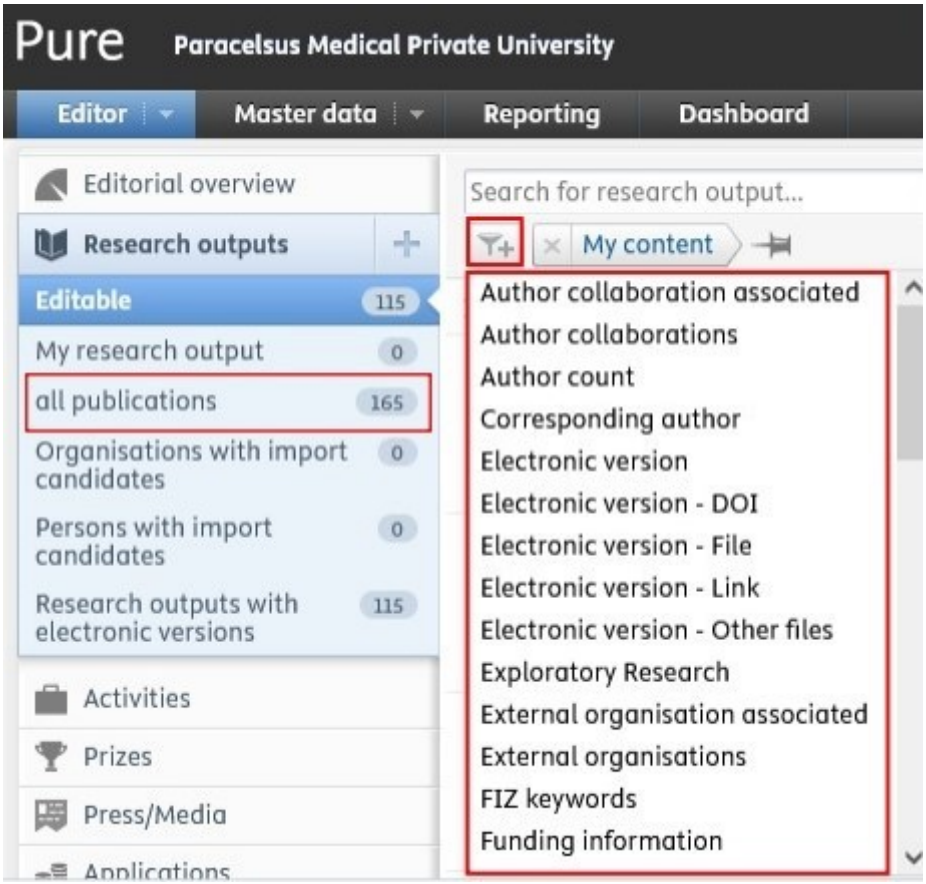
1.2. Search Within a Content Type

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



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:



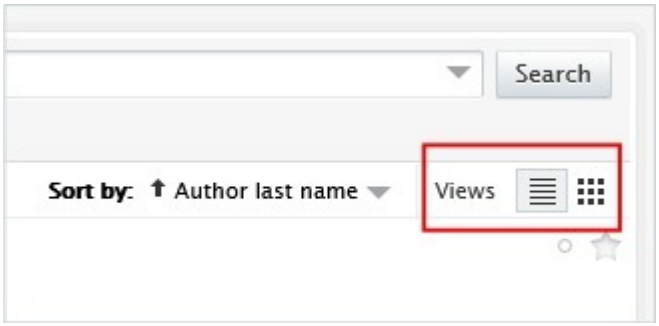
1.4. Sort by Within a Content Type

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 exampe, 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 Geman: "Habilationsauszug") including impact factor and PMU score points, please refer to FAQ 2.

2. Create Your Content - Research Outputs (Publications)

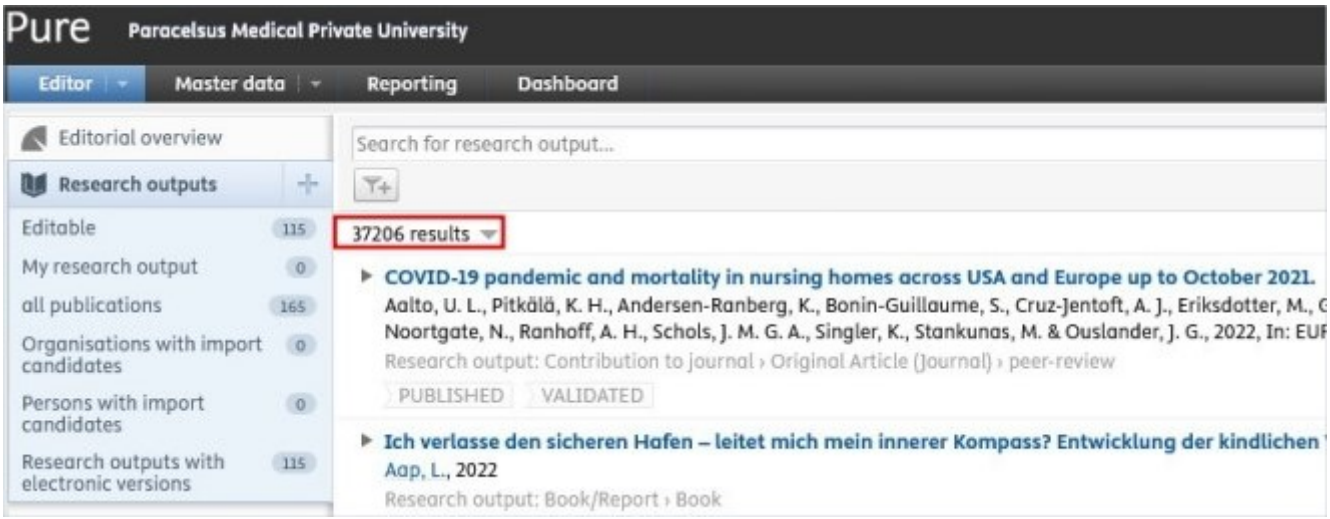
2.1. Before Creating a Research Output

First, you always need to **check if the content already exists in PURE**:

1. Remove the my content filter by on the “x”



2. Now you have access to *every* publication not just those related to your profile:



3. Search for the publication by title, PubMed ID, or other identifiers.

- If the publication you wish to import into PURE **appears in the list** but is not linked to your profile, please use the Claim a publication method.
- If the publication you wish to import **does not appear in the list**, you can import the publication without creating duplicates. For the details please refer to chapter Ways Importing and Creating Research Outputs.

2.2. Ways Importing and Creating Research Outputs

After checking your Research output and ensuring that the publication does not exist in Pure, you have **three options** to import a publication **immediately:**

1. **Import from online source**

Publications published in PubMed, Web of Science or ORCID.

2. **Import from file**

Import from RIS, BibTex, and CERIF files.

3. **Create from template**

For publications that have not been published in PubMed or Web of Science, as well as for books and book chapters.

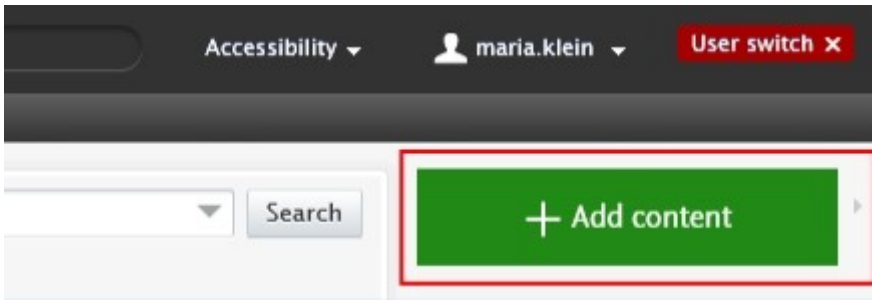
Please **refrain from uploading original publications** in PURE, as our system is designed to store information about publications. Uploading original content may potentially violate Open Access guidelines; therefore, it is not recommended. Alternatively, you can **register a DOI or other link** to your publication in the editor window.

2.3. Import From Online Source

> This option **is most preferable** because this method can save you time, minimize effort, and reduce data-entry errors. It can be used for any kind of research output that is **published in PubMed, Web of Science or ORCID.**

To import a research output from online source:

1. Click on the Add content button:



Or click on the triangle next to *Personal* in the header, select *Research outputs*, and then click on the button:

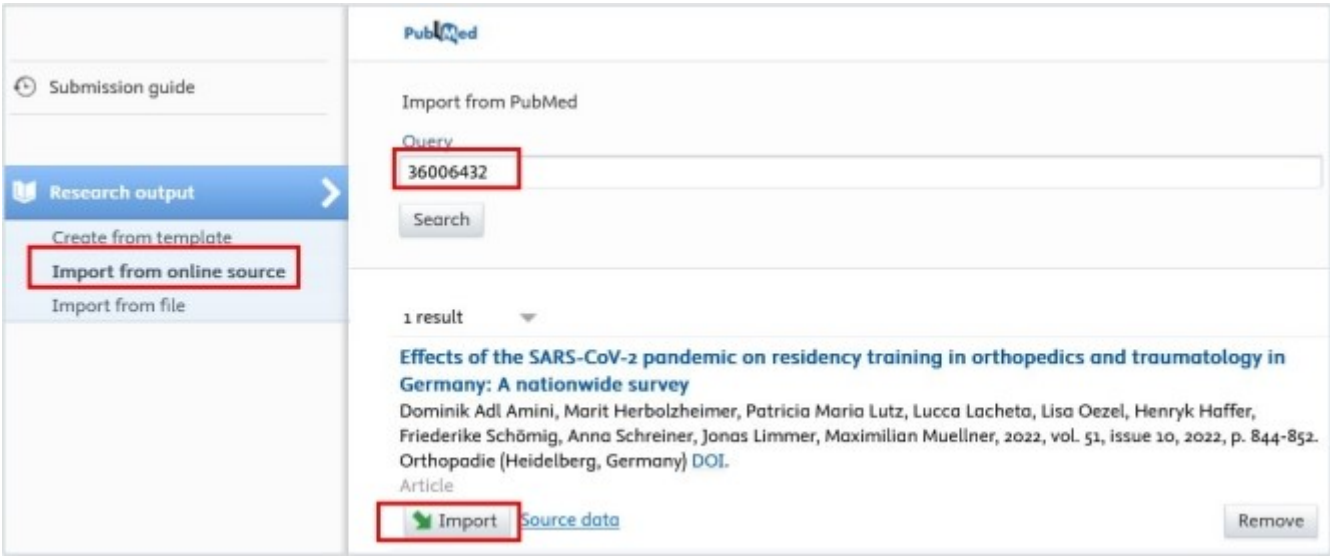


2. Select *Import from online source*. At PMU you can import your data from PubMed, Web of Science and ORCID.

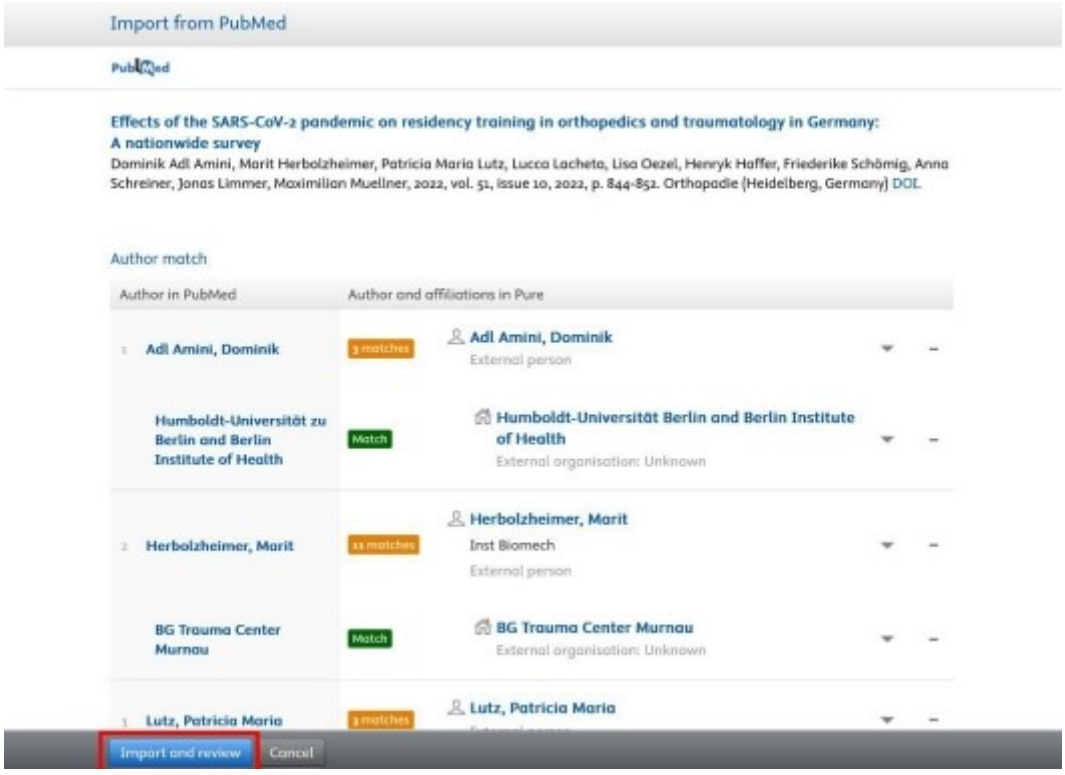
3. Select the online source you want to import from. In this example, we selected PubMed.

4. Enter the information you want to search for, such as PubMed ID or your name. Please ensure you always review the guidelines for the correct format of the information you intend to look for.

5. Click on the *Import* button located at the bottom of the article you wish to import into Pure.

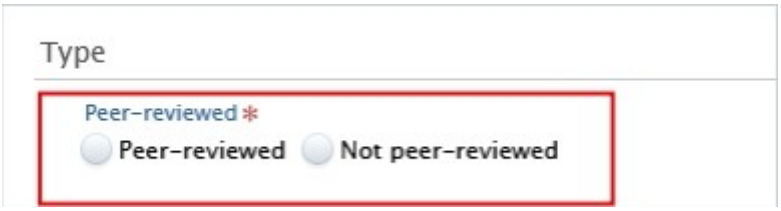


6. Now, you can view the publication details. Do not modify the information displayed here; simply click on Import and review at the bottom of the window:



7. In the Research output editor window, you need to manage these fields:

   1. **Peer-reviewed**:
      Whether the publication underwent a **peer-reviewed process** or not (peer-reviewed or not peer-reviewed):



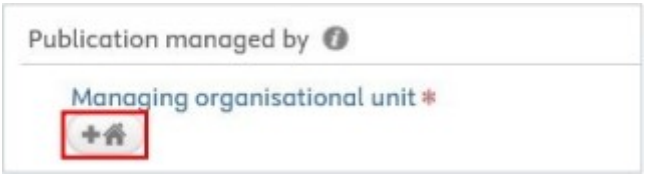
Click on *Change template* if you realise that the **subtype** of the Research output is **incorrect** . For example, if you have selected *Original article* but need to add a *Review article*, you can easily switch between template types without losing any of the data you have already filled in:



2. **Contributors and affiliations**:
   Pure automatically adds every contributor with their affiliations to these fields.
   Here, you only need to manage **your author role and affiliation(s)**.
   Click on *Edit* on the right side to select the role (type of authorship) you contributed to the publication. In the affiliations field, include only those affiliations associated with the publication. You can delete them by clicking on the minus button, and you can add internal and external organizations by clicking on the *Add organizational unit* button:



3. **Managing organisational unit**:
   Select *your internal organisational unit* to this field by clicking on the "house with a plus" button. External organisations cannot be added in this field. (In some cases, RM may assign a different internal organisation during the validation process).



4. **Research topic:**
   Assign on or more research topics for the following publication from publication year **2025 onwards: Original article, review article, case report, letter to the editor, editorial, short comment/notes, book, book chapter**. For **other categories**, such as abstracts, corrections or publications in which **only PMU teaching hospitals** are involved as internal organizations, **no** topic **assignment** is required.

8. Set the workflow status *For validation* and then click on *Save*.



In the next step, the imported research output undergoes **validation** by the RM.

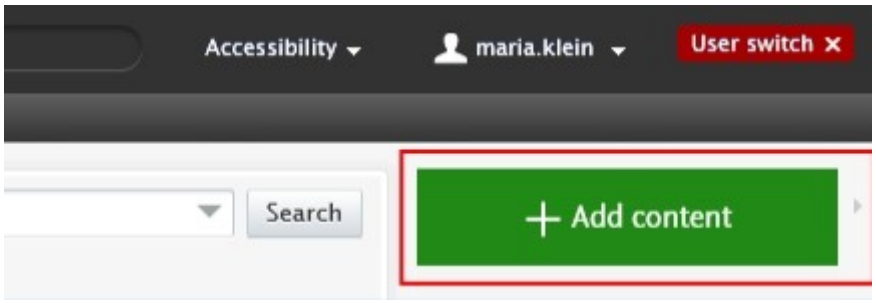
> Are you interested in an automated publication search from online sources? See section Automated search (without immediate effect).

2.4. Import From File

This option is to be chosen **if importing from online sources is not possible**. Here, you can add any kind of research outputs from BibTex, RIS and CERIF files.

To import a research output from file:

1. Click on the Add content button:



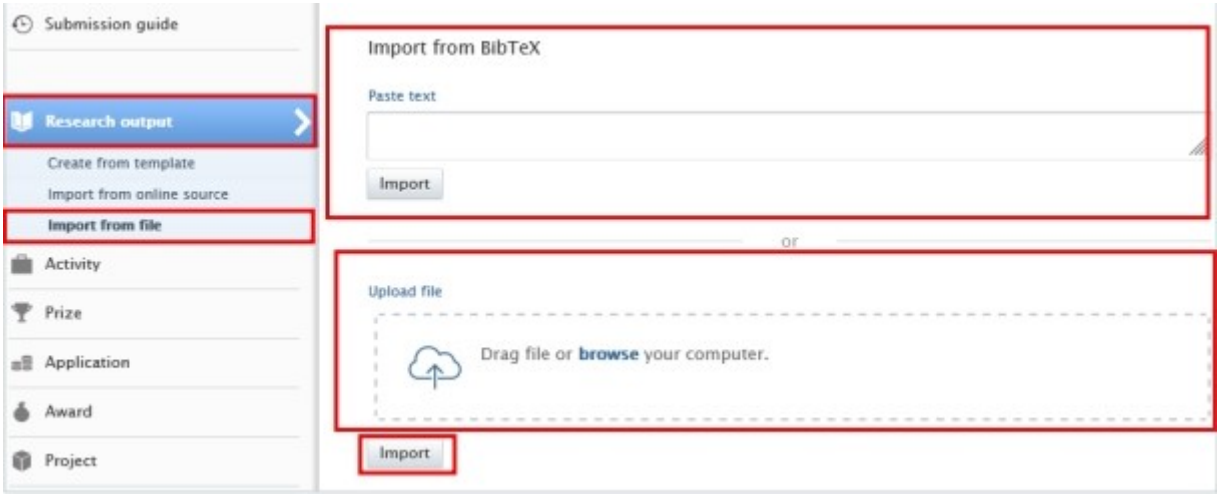
Or click on the *triangle* next to Personal in the header, select *Research outputs*, and then click on the button:



2. Select *Import from file*.

3. Click on the file type you want to import from. BibTex, RIS and CERIF file types are available.

4. You can directly paste your data into to *Paste text* field if you have already copied it to the clipboard or you can upload a file by clicking on the field *Drag file and browse your computer:*



5. Click on the *Import* button located at the bottom of the article you wish to import into Pure.

6. The next steps are the same as those outlined in the previous chapter.

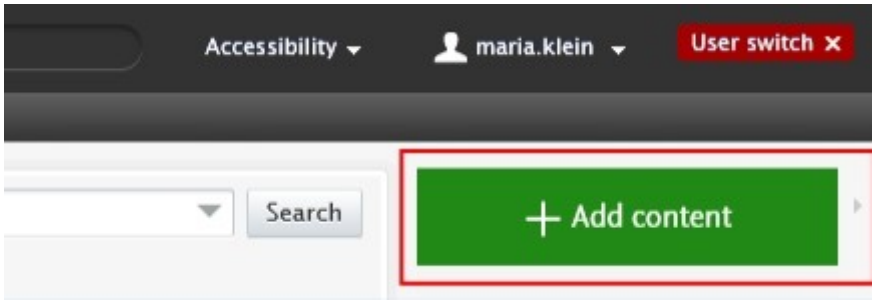
> Are you interested in an **automated publication search** from online sources? See section Automated search (without immediate effect).

2.5. Create From Template

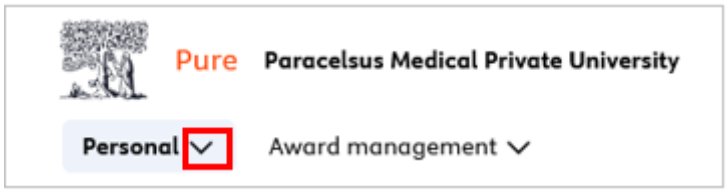
Please use this method only **if the two other methods** mentioned above are **not possible**. For instance, if you wish to add a book(chapter), or import a publication that is published in a scientific journal, but the journal is not listed in Web of Science or PubMed.

To create a new research output from template:

1. Click on the Add content button:



Or click on the *triangle* next to Personal in the header, select *Research outputs*, and then click on the button:

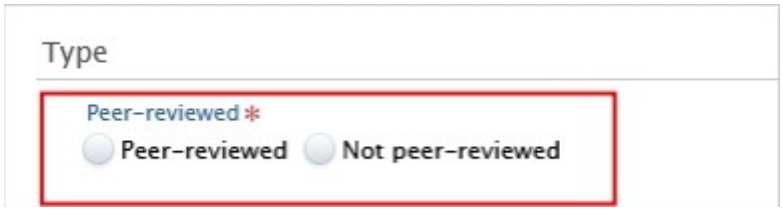


2. Select *Create from template*.

3. Scroll down until you locate the precise type of the item you want to add. In most cases it is a *Contribution to a journal/Original article*.

4. In the Research output editor window, you need to manage these fields:

    1. **Peer-reviewed**:
    Whether the publication underwent a **peer-reviewed process** or not (peer-reviewed or not peer-reviewed):



Click on *Change template* if you realise that the **subtype** of the Research output is **incorrect**. For example, if you have selected *Original article* but need to add a *Review article*, you can

easily switch between template types without losing any of the data you have already filled in:

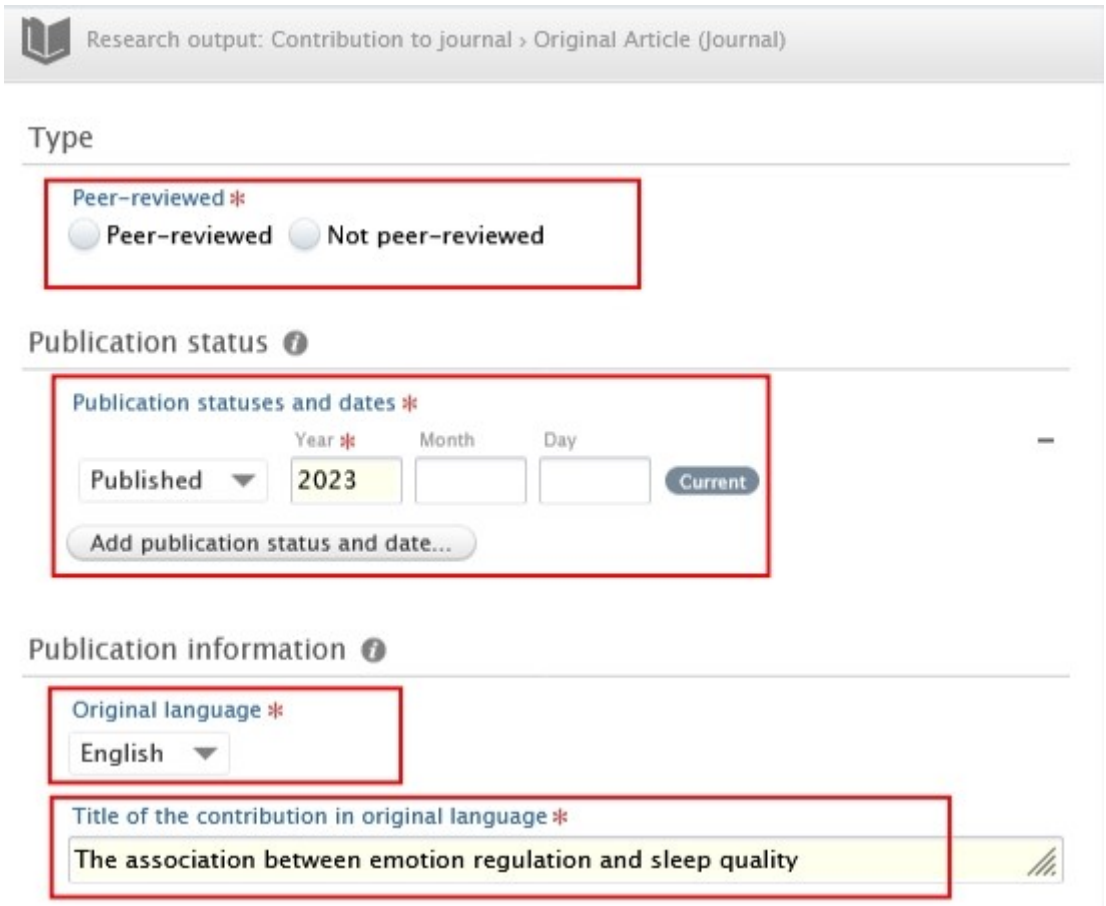


2. **Publication statuses and dates:**
   Fill in the information of the publication status and dates.

3. **Original language**:
   Choose the original language of the publication.

4. **Title of the contribution in original language**:

   Fill in the title of the contribution in the original language.



5. **Contributors and affiliations**:

   You need to add **every contributor with their affiliations** to these fields. The **order** of the **authors** in Pure should **match** the order in the publication. You can change the order by clicking on the arrows. You can add additional contributors by clicking on the *Add person* button, and you can add internal and external organisations by clicking on the *Add Organization Unit* button. Don't forget to add your teaching hospital to the organisations units.



6. **Managing organisational unit**:
   Select **your internal organisational unit** by clicking on the Managing organisational unit button. External organisations cannot be added in this field. (In some cases, RM may assign a different internal organisation during the validation process).

7. **Journal**:
   Click on *Add journal* then search for the name or the ISSN number of the journal.
   If you do not find the journal in the list, click on *Create new* and fill in the required information.

8. **Electronic versions of this work:**
   You can register a DOI or other links to your publication, but please **refrain from uploading the original publication** into Pure.



9. **Research topic:**
   Assign on or more research topics for the following publication from publication year **2025 onwards: Original article, review article, case report, letter to the editor, editorial, short comment/notes, book, book chapter**. For **other categories**, such as abstracts, corrections or publications in which **only PMU teaching hospitals** are involved as internal organizations, **no** topic **assignment** is required.

5. Set the workflow status *For validation* and then click on *Save*.



In the next step, the imported research output undergoes **validation** by the RM.

> Are you interested in an **automated publication search** from online sources? See section Automated search (without immediate effect).

2.6. Assignment of Research Topics to a Publication – NEW!

For details on assigning research topics to a publication, please refer to FAQ6.

2.7. Assignment of a RIC (FIZ) to a recorded publication – NEW!

For details on assigning a RIC (FIZ) to a publication, please refer to FAQ7.

2.8. Chapter(s) in a Book

To register a *Chapter* in a book, you will need to fill in some extra fields additionally to the 'traditional' fields.

- To fill in the **title of the chapter** please use the *Title of the contribution in original language* field:



- To fill in the **title of the book** please use the *Title of the host publication in original language* field, and to add the Publisher, click on the *Add publisher* button:



- You can register the **Editors** of the book (if it has any) by clicking on the *Add editor* button:

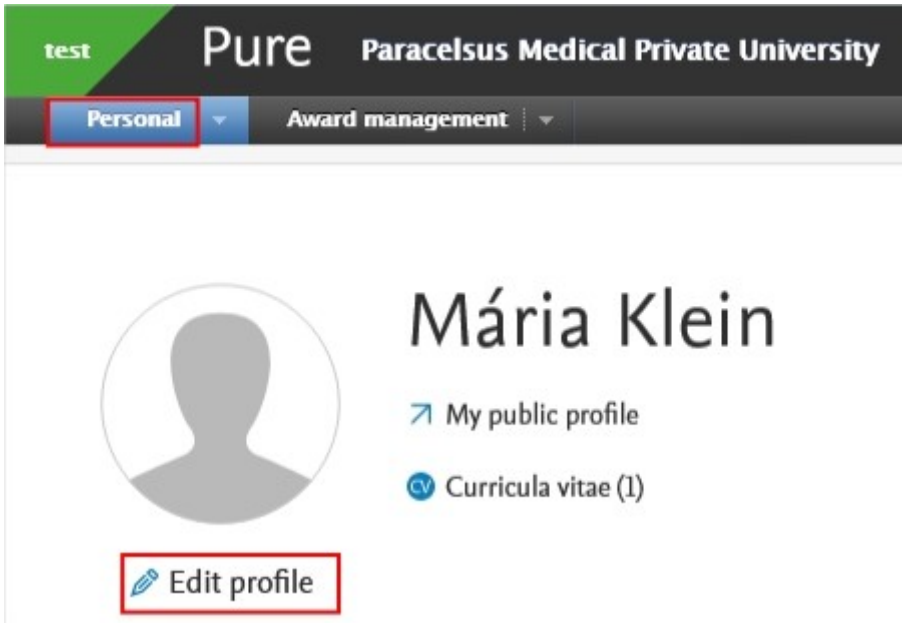


2.9. Automated Search (Without Immediate Effect)

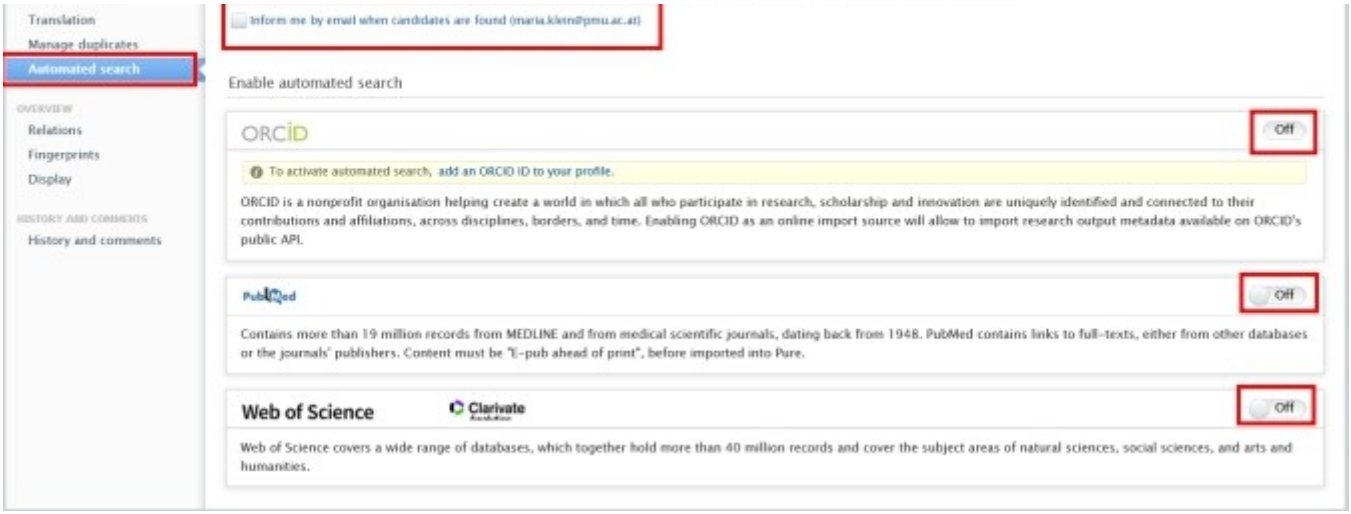
You can set up automated search for your publications in **PubMed**, **Web of Science**, and **ORCID**. When choosing this option, new searches are performed every 7 days. When PURE finds a candidate, you will get a message in Pure, and you can choose to turn on email notifications as well.

To set up an automated search:

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

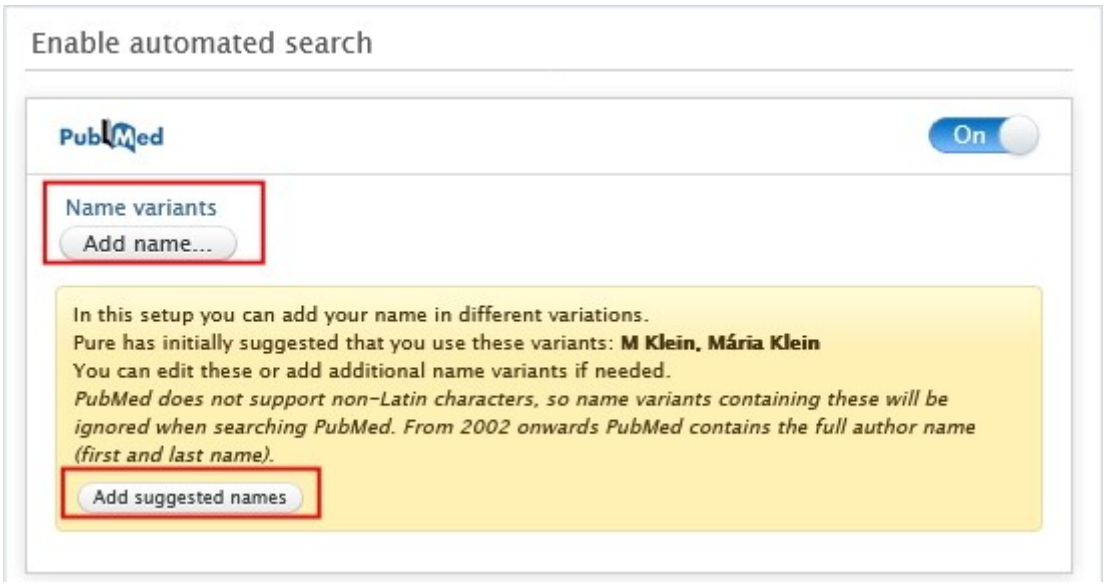


3. Click on the *Automated search* tab on the left navigation:



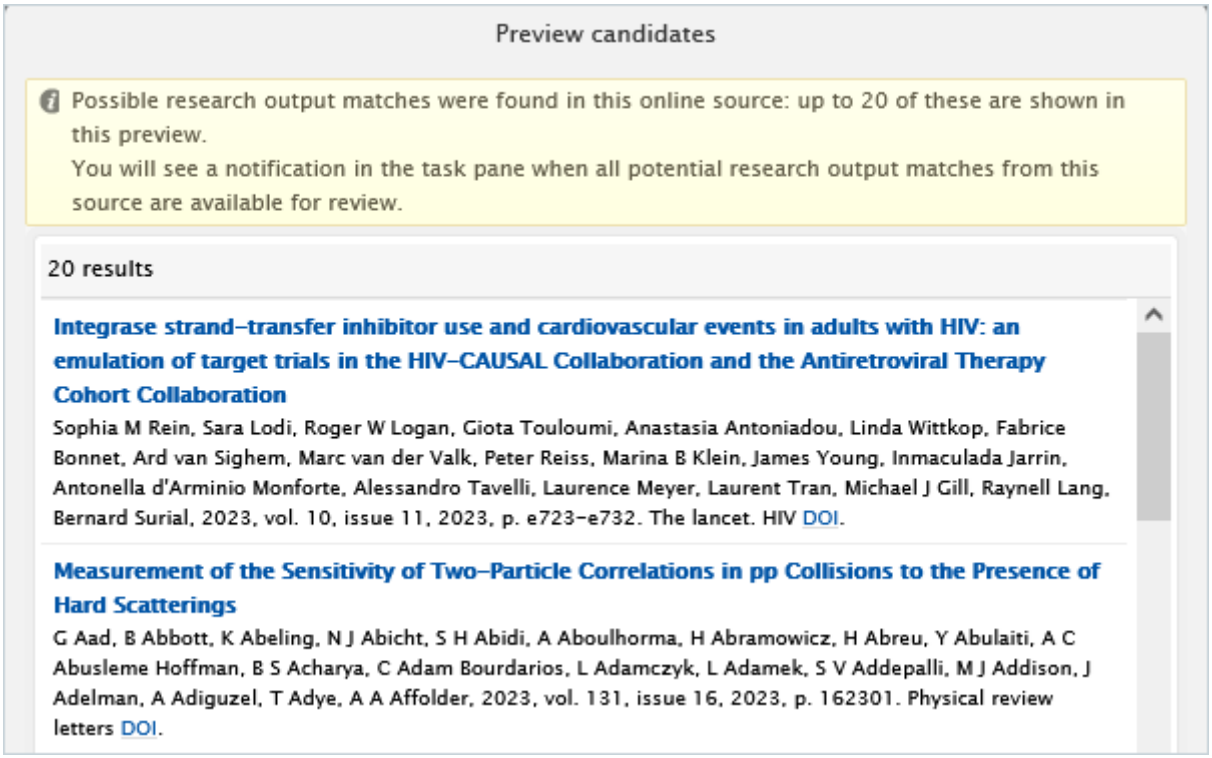
4. Toggle the switch to *On* for each online source for which you want to enable the automated search.

5. Automated search is based on the authors' names on publications or ORCIDs. To add standard name suggestions provided by Pure, click on *Add suggested names*. If you want to manually add an additional name variant to search for, click on the *Add name* button and enter the additional name variant.



Important: If you add name variants manually, please do not use commas as, they cause PubMed to ignore the name in the search. Name variants should therefore be entered without commas, e.g., M Klein or M Guetler.

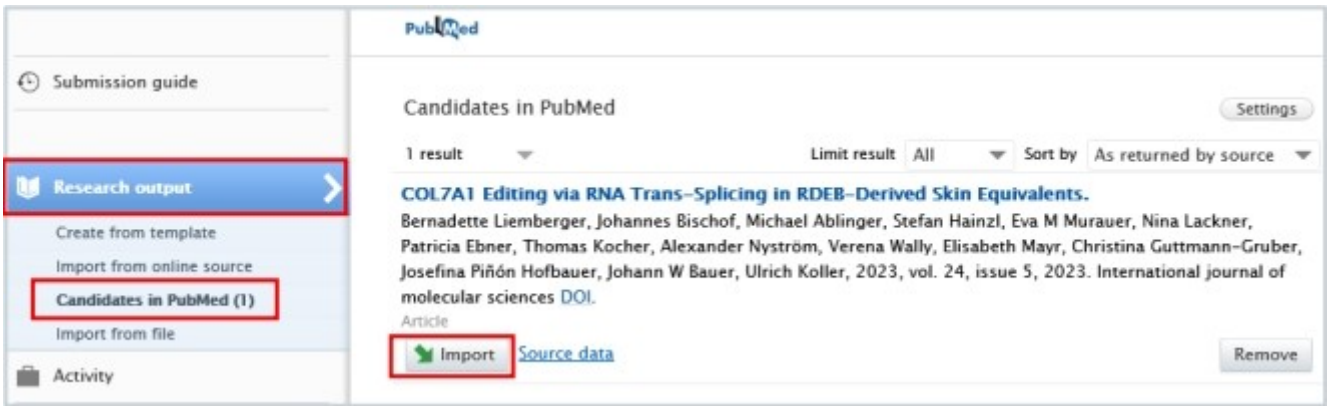
6. Once you have at least one name variant, you can click on *Preview candidates* to check that the search criteria are able to locate some results:



> The number of previewed candidates is not indicative of the actual number of publications related to you, but rather **how well** your **search criteria** will work. It is not possible to import publications from the *Preview candidates* dialog. If you want to import publications from online sources, please visit the Import from online source chapter.

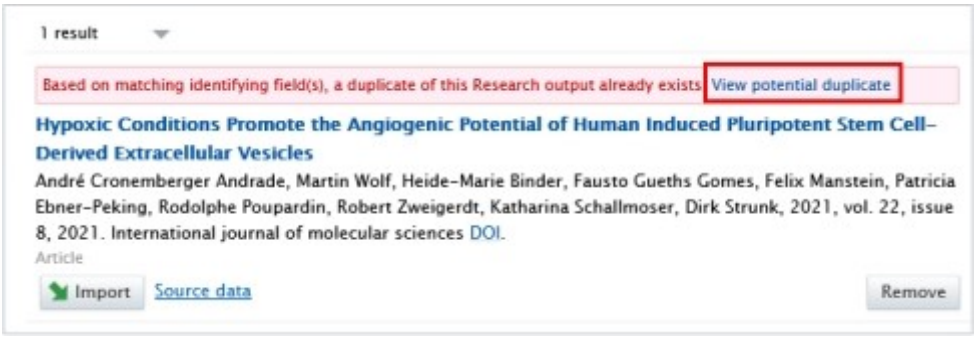
7. Click on *Save*. When the automated search has finished you will be **informed** about any publication candidates.

Once the search is completed you can easily import your publication(s) by clicking on the *Import* button and following the steps described in the Import from online source chapter.



2.10. Potential Duplicates

Please, always pay attention to duplicate warnings (here is an example of it):



When clicking on the option **“View potential duplicate”**, you can check the details of the publication that already exists in Pure.

If you realise that the publication you want to import/create already exists in Pure, please **refrain** from importing/creating it again.

If the types of the publications are **different**, for example, if you want to import/create a journal publication and a book up as potential duplicate, then it is not a real duplicate, and you can import/create your journal publication without creating a duplicate.

2.11. Claim a Publication

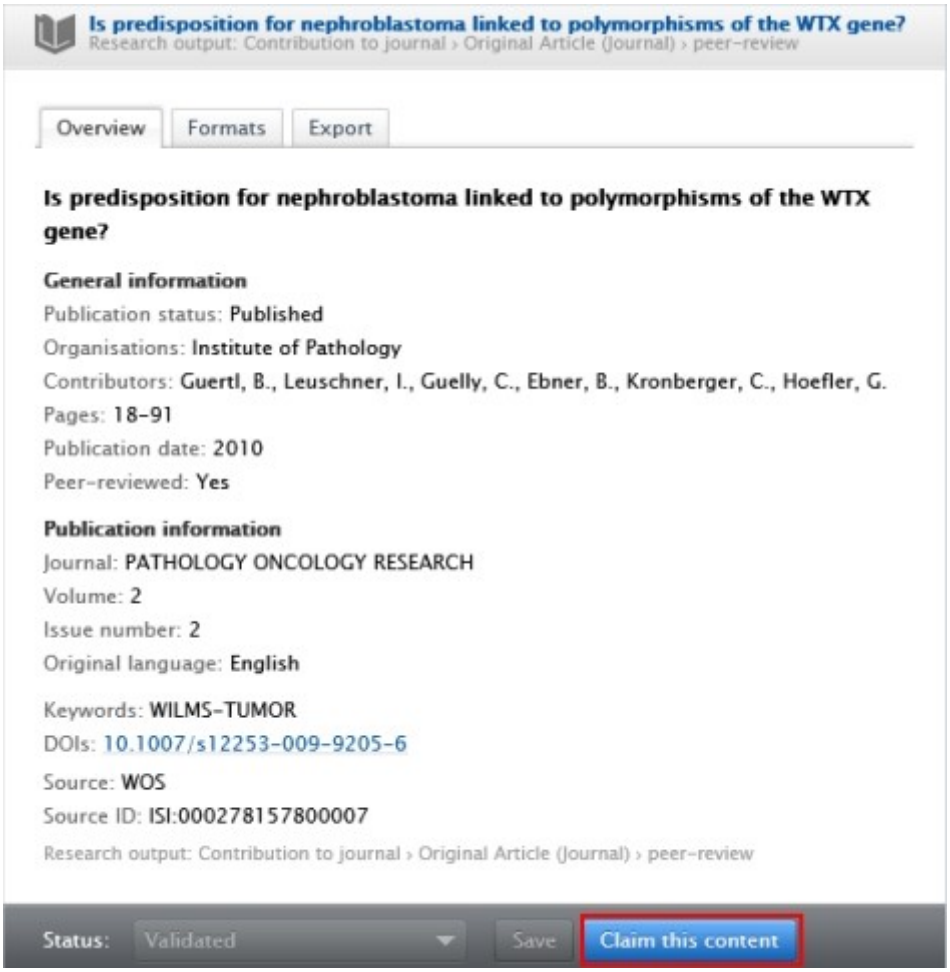
If you find a Research output in Pure where **you are not listed as an author**, you can request to be included as a contributor to the content.

To claim a publication:

1. Click on the triangle icon next to *Personal* in the header:



2. Navigate to *Research outputs,* remove the *My content* filter, and search for the publication that is not (yet) associated to you.
3. After finding the research output you want to claim, click on it and the click on *Claim this content* in the footer of the editor window:



4. Write a brief message about your claim, and then click on *Claim this content*.

In the next step, your request will be processed by the RM

2.12. Disclaim a Publication

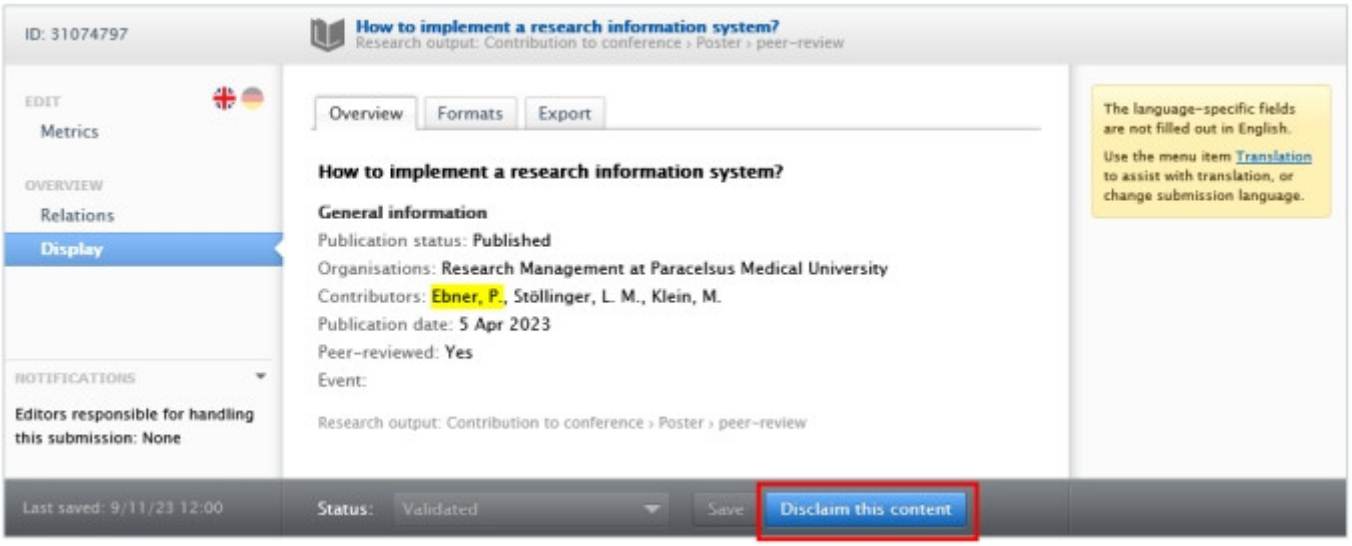
If you find a Research output in your publication list that **does not belong to you**, you can disclaim it.

To disclaim a publication:

1. Click on the triangle icon next to *Personal* in the header:



2. Navigate to *Research outputs*, and search for a publication you want to disclaim.
3. After finding the research output you want to claim, click on it and the click on *Disclaim this content* in the footer of the editor window:



4. Write a brief message about your request, and then click on *Claim this content*.

In the next step, your request will be processed by the RM.

2.13. Habil-List (in German: Habilauszug)

If you need a habil-list, please refer to FAQ 2.

3. Create Your Content - Applications, Awards, and Projects

3.1. Introduction

Award Management module utilizes the following content types:

- Applications
- Awards
- Projects

At PMU, we distinguish between two types of Projects:

- competitive Projects
- non-competitive Projects

For a **competitive Project**, such as FWF Project, you need to **create** three datatypes: an **Application, an Award, and a Project**. This is necessary so that you can register **the start and end dates of the Project** in the **Project** content type. To enter the **applied and awarded amounts,** you need to create an **Application and an Award**. For the exact steps in PURE, please refer to the section on Competitive Projects.

For a **non-competitive Project**, such as a clinical project, you need to **create** two datatypes: an **Award, and a Project**. This is necessary so that you can register the **start and end dates of the Project** in the **Project** content type. To enter the **awarded amount**, you need to create an **Award**. For the exact steps in PURE, please refer to the section on Non-competitive Projects.

3.2. Competitive Projects, such as PMU-RIF, FWF or EU Projects (Awarded Applications)

> If your Application is awarded, you need to create both an Award and a Project as well. This method can be used for **competitive Projects**, **such as PMU-RIF, FWF or EU Projects**, etc.

To create a competitive Project:

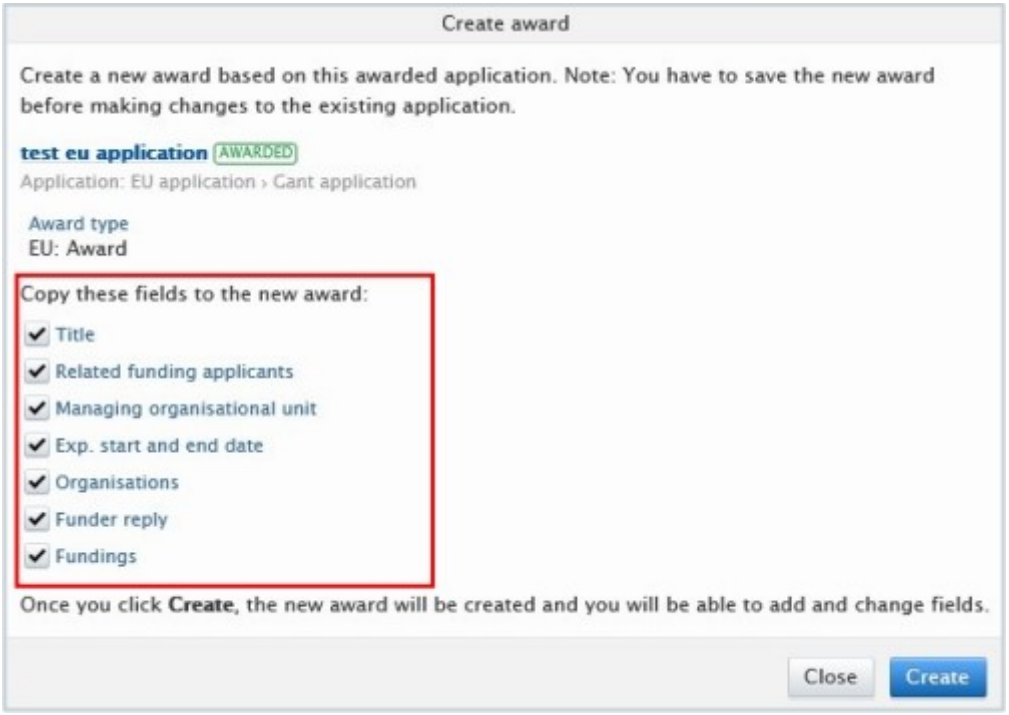
1. **Create** an **Application**. For the details, please refer to the section Applications - Details.

2. **Inform the Editor** of your organisational unit **or RM** (pure@pmu.ac.at) about the **date of submission** and later the **reply of the funder**. They need to carry out certain work-flow steps in PURE.

3. Now you can **create an award based on the awarded application** by clicking on the button “Save and create award”:



4. The data of the Application is copied, click on *Create*:



Popup blockers can block this new editor window; therefore, it is recommended to (temporarily) **disable** your pop-up blocker.

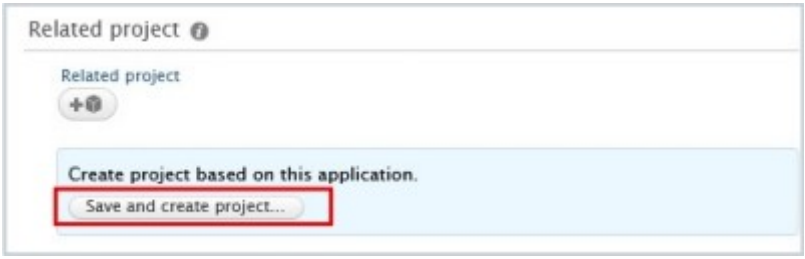
5. Modify the data, such as Award holders, etc., in the editor window if necessary.

   Fundings: Click on Edit next to the financial information if you need to update to **awarded amount**:



6. Click on *Save*.

7. **Create** a **Project based on the awarded application** by opening the Application and clicking on the "*Save and create project*" button. For the details of Projects, refer to the section Projects - Details).



8. Click on *Save*.

In summary, in case of a **competitive project**, you need to create three data types: an **Application**, an **Award,** and a **Project**. These data types need to be linked to each other:



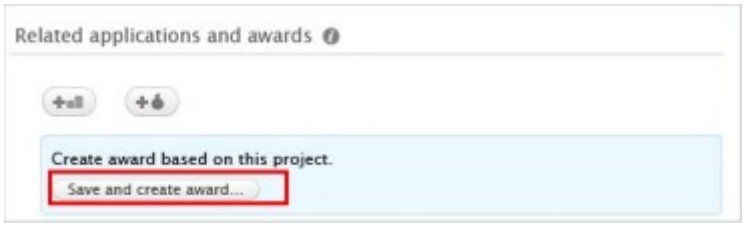
> In case of **rejection from the funder**, the **process ends**, and you don’t need to create either an Award or a Project.

3.3. Non-competitive Projects, Such as Clinical or Privately Funded Projects (Awards with Projects)

> In case of a **not competitive project**, **such as privately funded projects (corporate funding)** etc., you don't need to create an Application, but an **Award and a Project**.

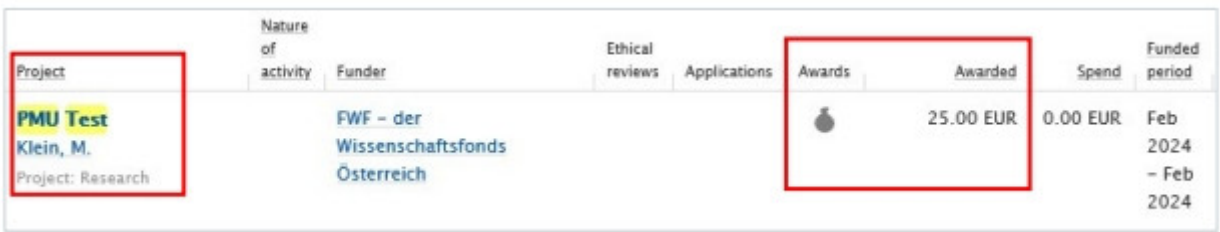
To create a non-competitive project in Pure:

1. **Create** a **Project**. For the details of Projects, refer to the section Projects - Details.
2. **Create an Award based on the Project** by opening the Project and clicking on the "*Save and create award*" button. For the details of Award, refer to the section Awards - Details.



3. Click on "*Save*".

In summary, in case of a **non-competitive project**, you need to create two data types: an **Award,** and a **Project**. These data types need to be linked to each other:

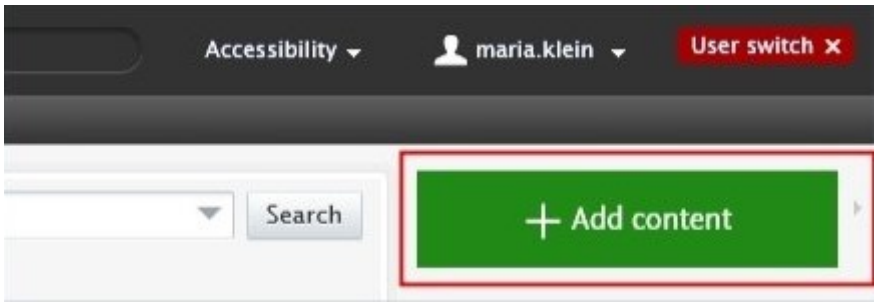


3.4. Applications - Details

> An application in Pure is a record with **information about** a Researchers' Application for funding. The application process should be carried out according to the current rules and guidelines. Pure doesn't replace any parts of the application process, including the approval of your superior. The entry should be in Pure **before** the planned submission.

To create a new Application:

1. Click on *Add content* button:



Or click on the triangle next to *Personal* in the header, select *Applications*, and click on the + New button:



2. Scroll down until you locate the precise type of the item you want to add.

3. In the *Application* editor window, you need to enter all available information about the item. The required fields are marked with a red star, and filling them in is mandatory. To maintain data quality, we recommend providing information for some of the optional fields as well. The following steps include all the fields you suggested to fill in:

   1. **Application type**:
      The default type is *Research Councils – Additional funding*. Use the dropdown menu if you want to select another type.

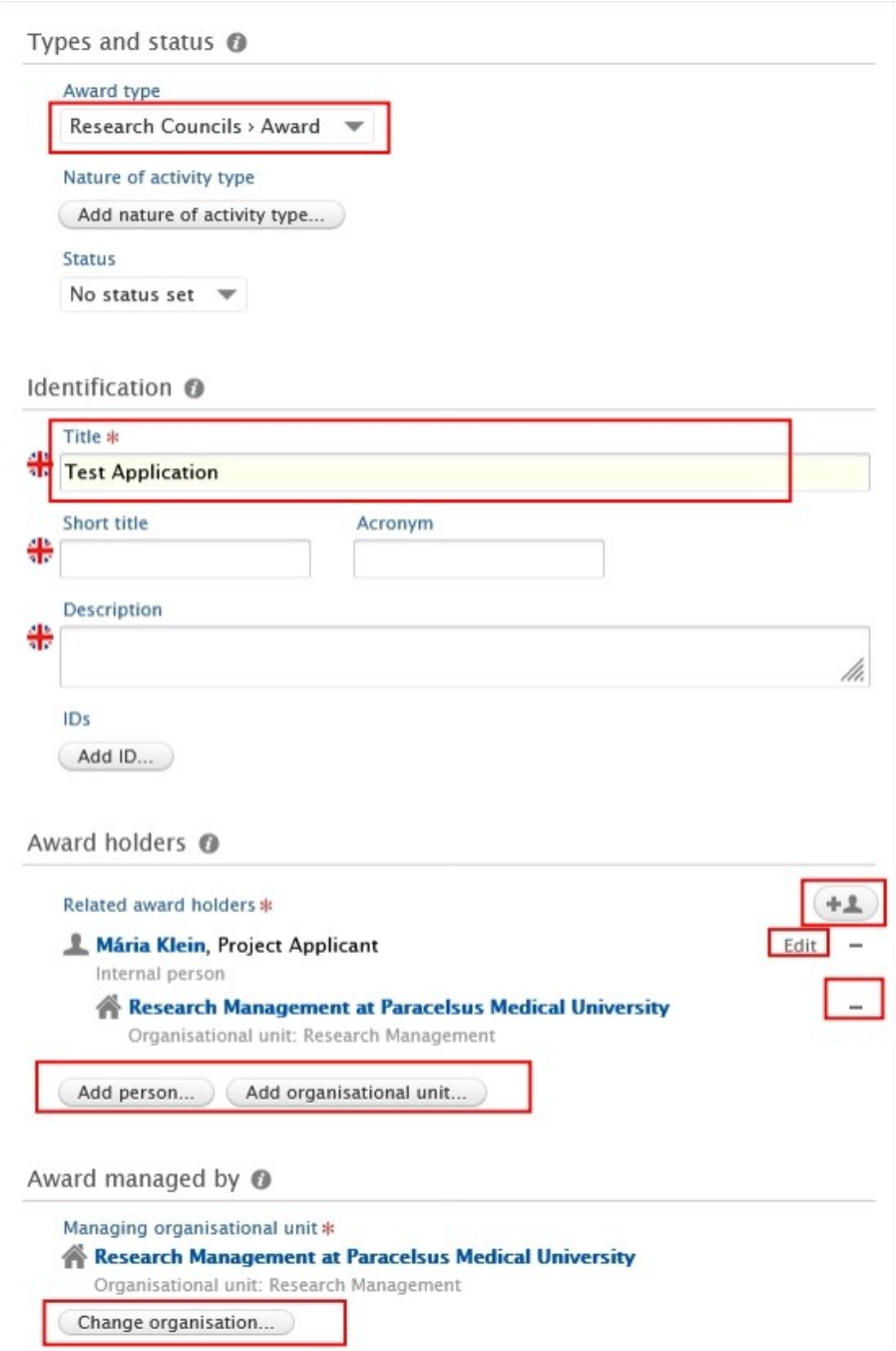
   2. **Title**:
      Fill in the title of the application.

   3. **Related funding applicants**:

Pure automatically adds the content creator with the *Project Applicant* role, along with their organisational unit, to this field.
Click on *Edit* on the right side if you wish to change your role or your organisational unit. By clicking on the *Add person* button (left corner) or the add person icon (right corner) you can add other persons who are related to this application. Click on *Add organisational unit* if you wish to register additional organisations.

4. Managing organisational unit:

Pure automatically adds the internal organisational unit of the content creator to this field. Change the organisational if you need to by clicking on the *Change organisation* button.



5. Collaborative application:

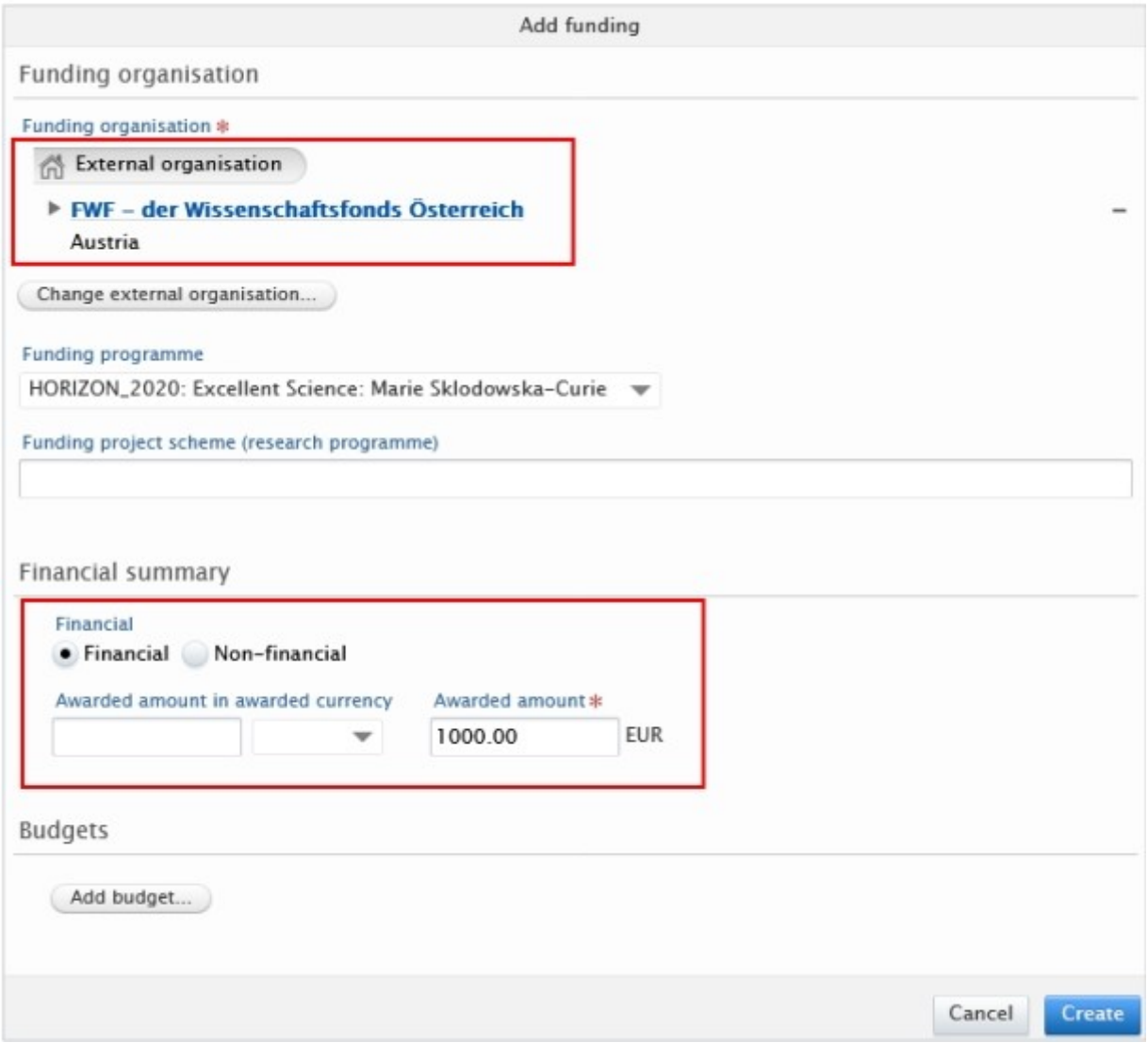
- Select ***No*** if the application is not a collaboration between partners (= only involves internal partners).
- Select ***Yes*** if the application **involves internal and external** partners. By clicking on *Add collaborator* you can add further collaborators. Choosing *Yes* allows you to register the **split** between collaborative partners, which can be done in the *Fundings`* field (see the next point).

6. **Fundings**:

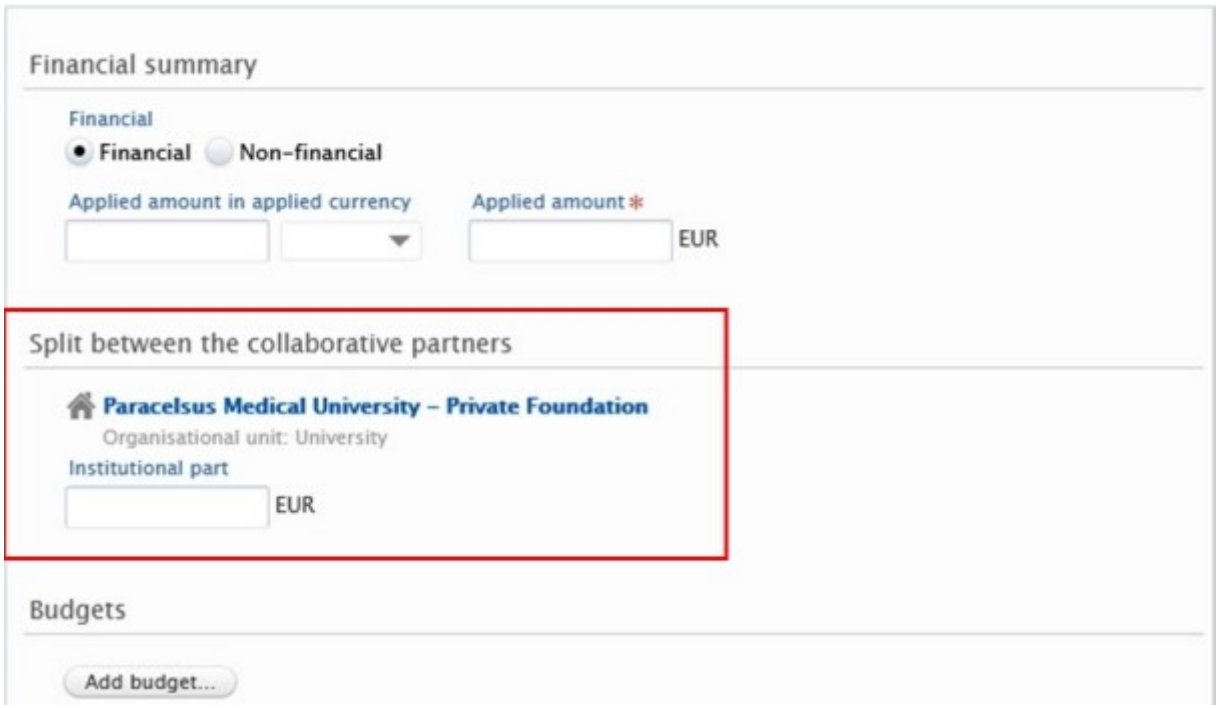
Here you can provide your content with information about the funding organisation, financial summary (applied or estimated amount), etc:



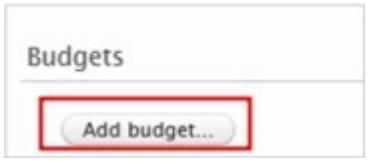
- If you selected ***No*** in the *Collaborative partners* field (see point 5), you can manage the funding organisation, funding program, financial summary and add budgets as needed.

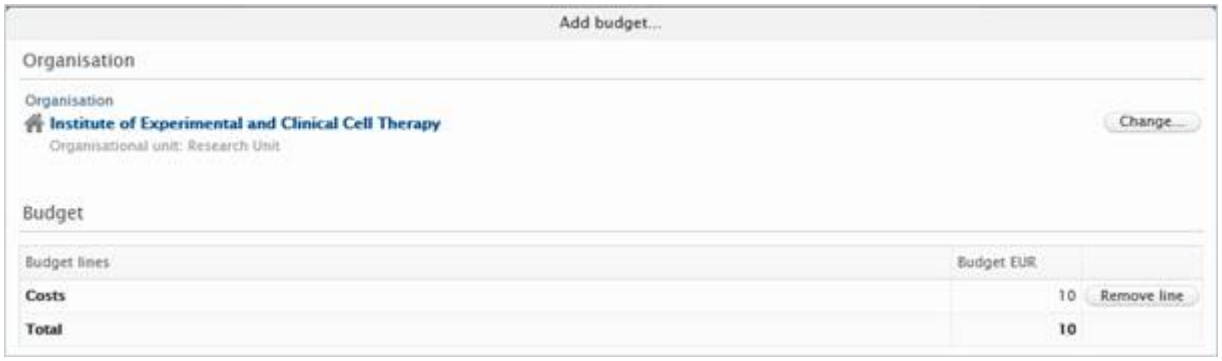


- If you selected ***Yes*** in the *Collaborative partners* field (see point 5), you can also manage **split** funding among project partners in addition to the fields mentioned above.



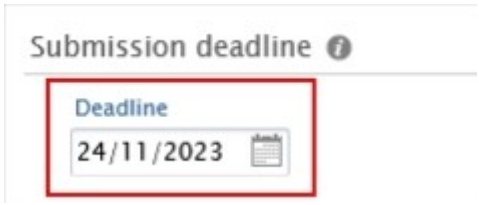
Optional: Click on "*Add budget*" in the dialog window if you need to register a **split between internal organisational units**:





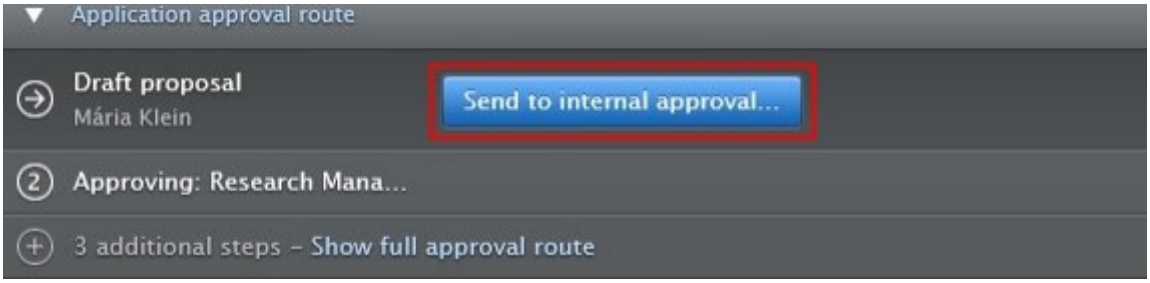
7. Submission deadline:

The entry should be in Pure **before** the planned submission.



8. ***Optional*: Relations:**
   You can link your Applications with other Pure content, such as Projects.

4. Click on *Send to internal approval*.



By default, the **visibility type** of applications is *Confidential*:



In the next step, the Application undergoes scrutiny by the RM. This involves a thorough review of the content to ensure accuracy and completeness. It's important to note that while the RM verifies the **overall correctness and adequacy** of the information, they don't delve into the specifics, such as scrutinizing funding details.

Please **get in touch** immediately with the **Editor of your organisational unit or** with **RM** at pure@pmu.ac.at once you have: **1. submitted the application to the funder**, and **2. received a reply from the funder** regarding the result of your Application. For the next step, please refer to the section Competitive Projects.

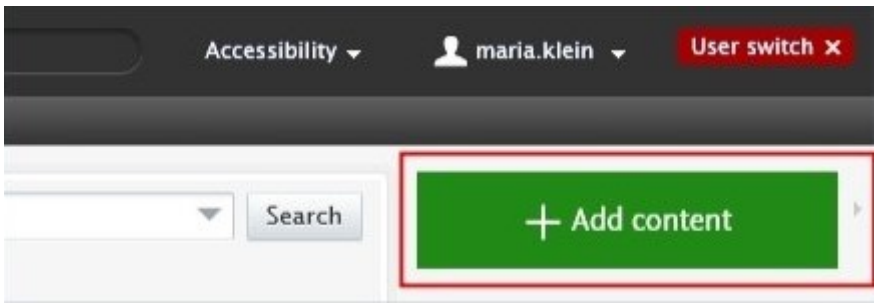
3.5. Awards - Details

> An award in Pure is a record with **information** about research funding **granted by a funder**. **If you would like the enter information about an Awarded application, please refer to the section** Competitive Projects.

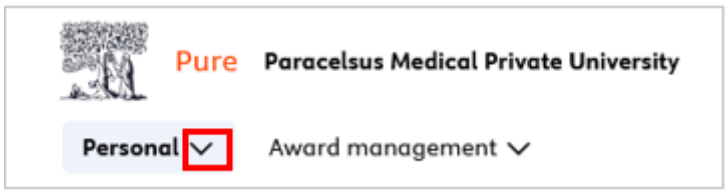
However, in certain cases, it may be necessary to create **an Award without an Application.**

To create a new Award:

1. Click on *Add content* button:



Or click on the triangle next to *Personal* in the header, select *Awards*, and click on the + New button:



2. Scroll down until you locate the precise type of the item you want to add.

3. In the *Application* editor window, you need to enter all available information about the item. The required fields are marked with a red star and filling them in is mandatory. To maintain data quality, we recommend providing information for some of the optional fields as well. The following steps include all the fields you suggested filling in.

    1. **Award type**:
    The default type is *Research Councils – Award*. Use the dropdown menu if you want to select another type.

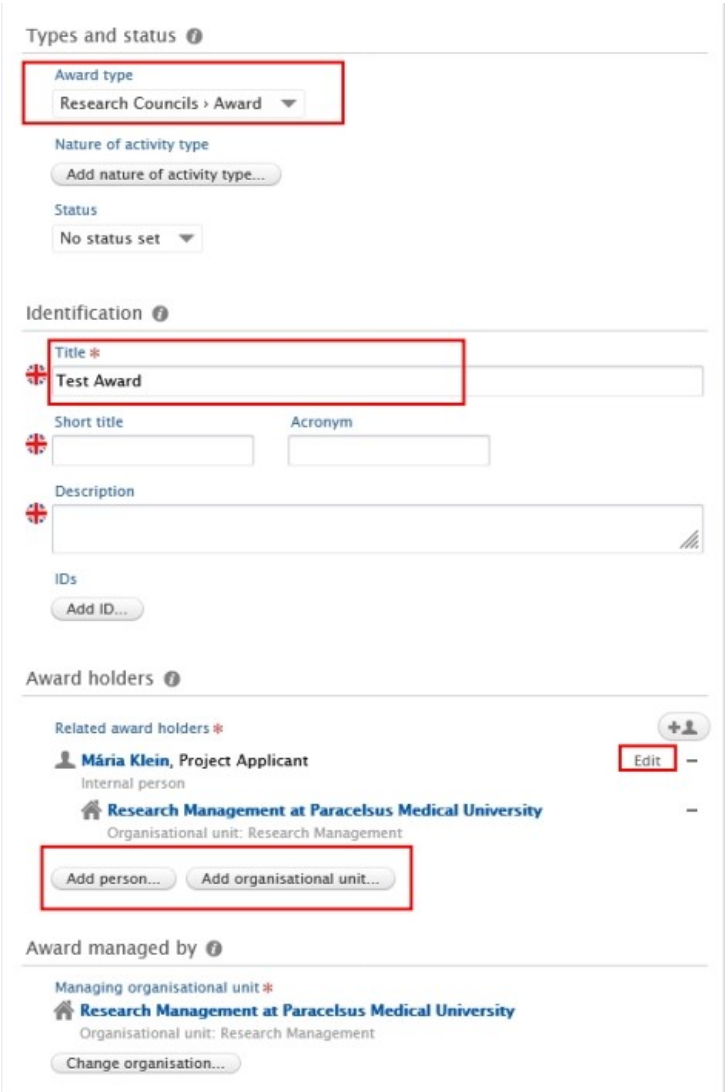
    2. **Title:**
    Fill in the title of the award.

    3. **Related award holders:**

Pure automatically adds the content creator with the *PI* role, along with their organisational unit, to this field. Click on *Edit* on the right side if you wish to change your role or your organisational unit. By clicking on the *Add person* button (left corner) or the add person icon  (right corner) you can add other persons who are related to this application. Click on *Add organisational unit* if you wish to register additional organisations.

4. Managing organisational unit:

Pure automatically adds the internal organisational unit of the content creator to this field. Change the organisational if you need to by clicking on the *Change organisation* button.



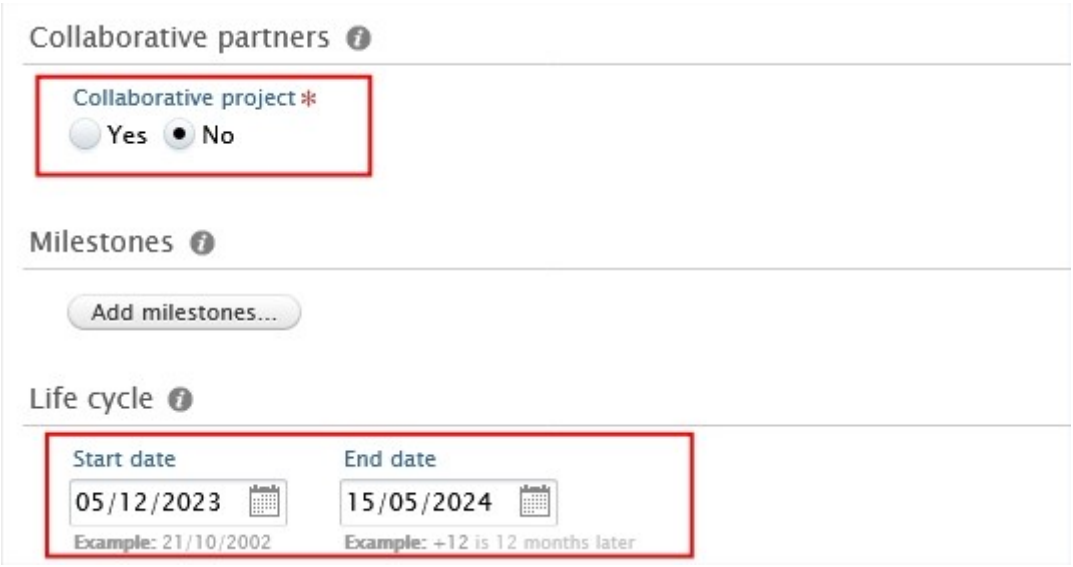
5. Collaborative award:

- Select ***No*** if the award is not a collaboration between partners.
- Select ***Yes*** if the application involves collaboration **involving internal and external** partners. By clicking on *Add collaborator* you can add further collaborators. Choosing *Yes* allows you to register the **split** between collaborative partners, which can be done in the *Fundings* field (see the next

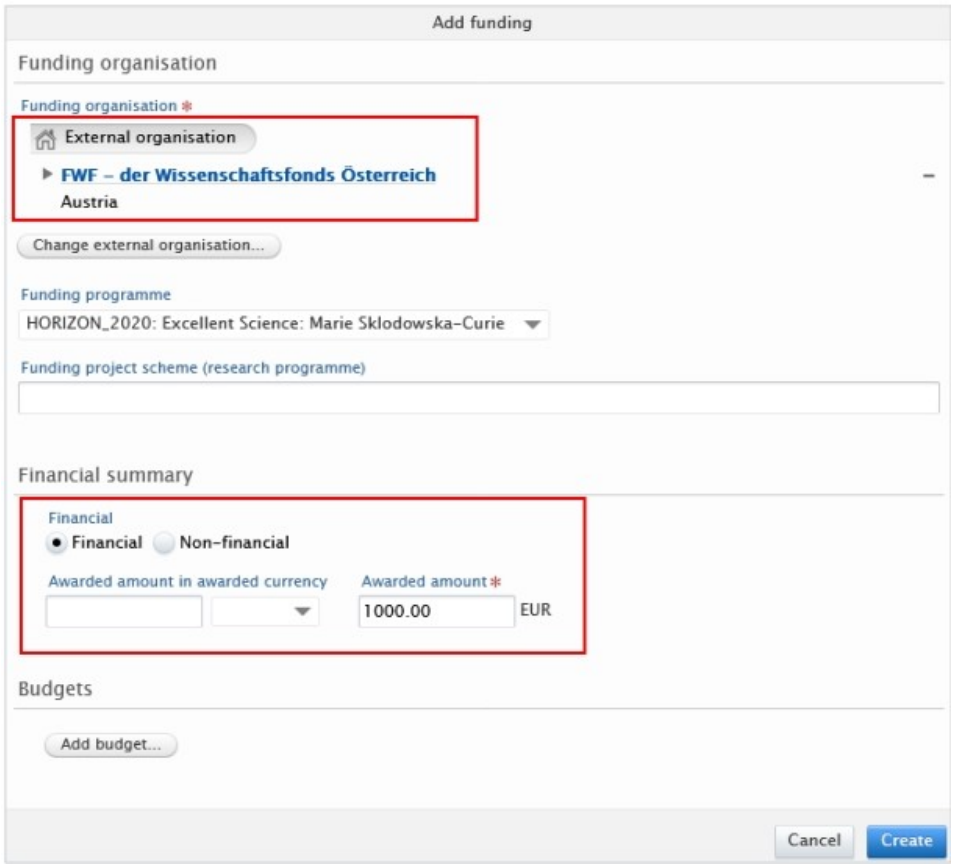
point).

6. Fundings:

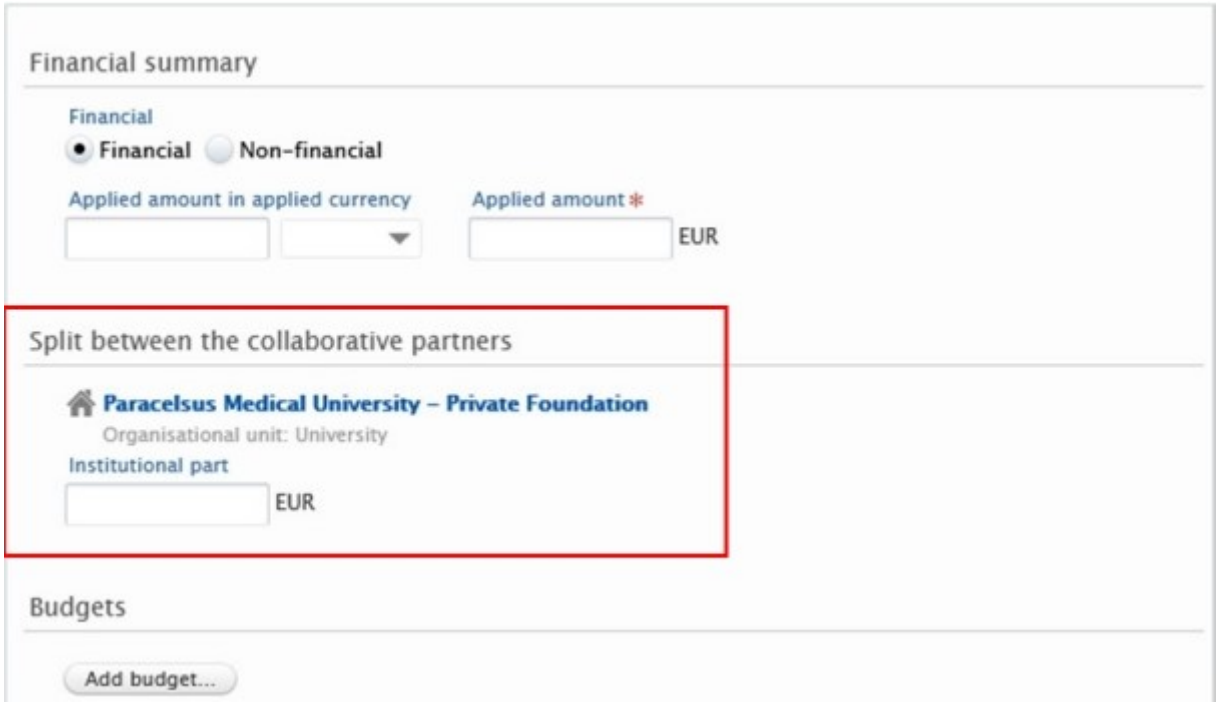
Here you can provide your content with information about funding organisation, financial summary (applied or estimated amount), etc.



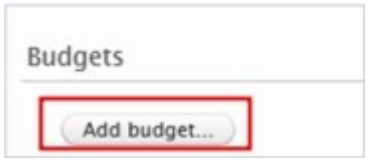
- If you selected ***No*** in the *Collaborative partners* field (see point 5), you can manage the funding organisation, funding program, financial summary and add budgets as needed:

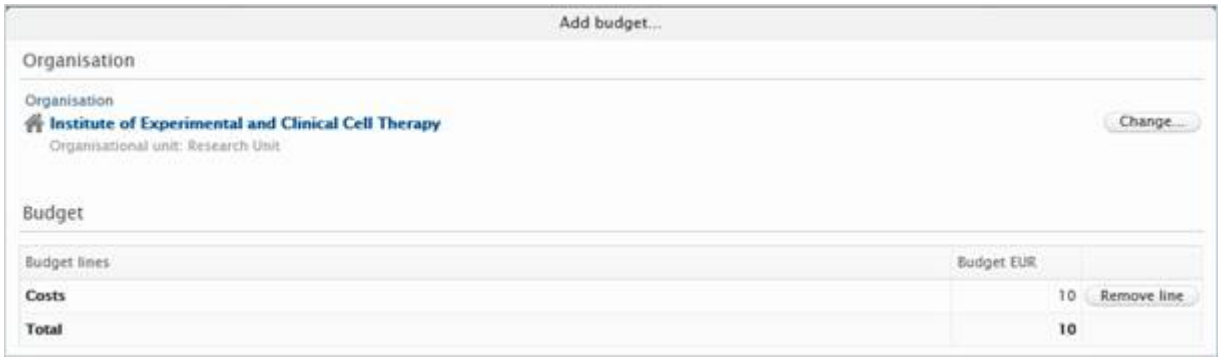


- If you selected ***Yes*** in the *Collaborative partners* field (see point 5), you can also manage **split** funding among project partners in addition to the fields mentioned above:



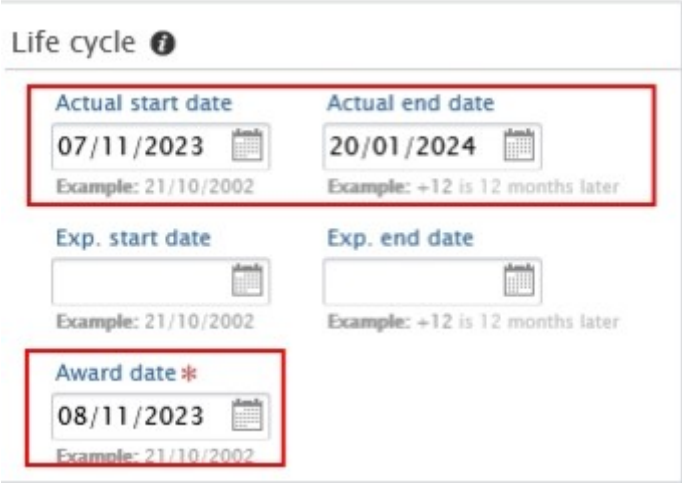
Optional: Click on "*Add budget*" in the dialog window if you need to register a **split between internal organisational units**:





7. Actual start and end date and Award date:

Fill in the information about dates:



8. ***Optional*: Relations:**
   You can link your applications with other Pure content, such as Projects.

4. Set the workflow status *For Approval* and click on *Save*:



> In the next step, the application undergoes scrutiny by the RM. This involves a thorough review of the content to ensure accuracy and completeness. It's important to note that while we verify the **overall correctness and adequacy** of the information, **we don't delve into the specifics**, such as scrutinizing funding details.

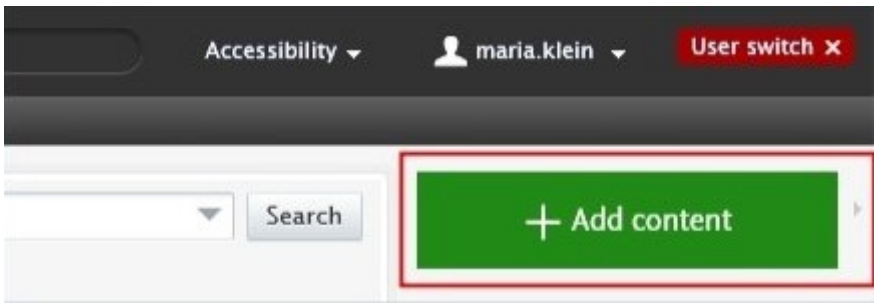
3.6. Projects - Details

A project in Pure is a record of **information** about a research Project, such as the participants and collaborators.

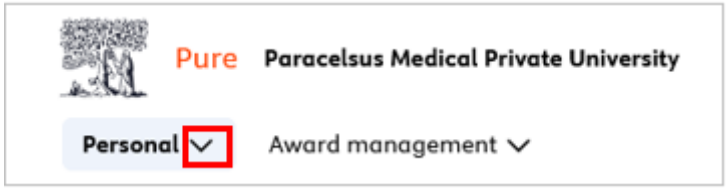
> **If you would like the enter information about a competitive Project, such as a FFF, FWF, etc., Project, please refer to the section** Awarded application (competitive Project)

> **If you would like the enter information about a non-competitive Project, as privately funded projects (corporate funding) etc., please refer to the section** Awards with projects (non-competitive Projects

To create a new Project:

1. 

   Or click on the triangle next to *Personal* in the header, select *Projects*, and click on the + New button:



2. Scroll down until you locate the precise type of the item you want to add.

3. In the Project editor window, you need to enter all available information about the item. The required fields are marked with a red star, and filling them in is mandatory. To maintain data quality, we recommend providing information for some of the optional fields as well. The following steps include all the fields you suggested filling in:

   1. **Project type:**

The default type is *Research* project. Use the dropdown menu if you want to select another type.

2. Identification:

Fill in the title of the project.

3. Related project participants:

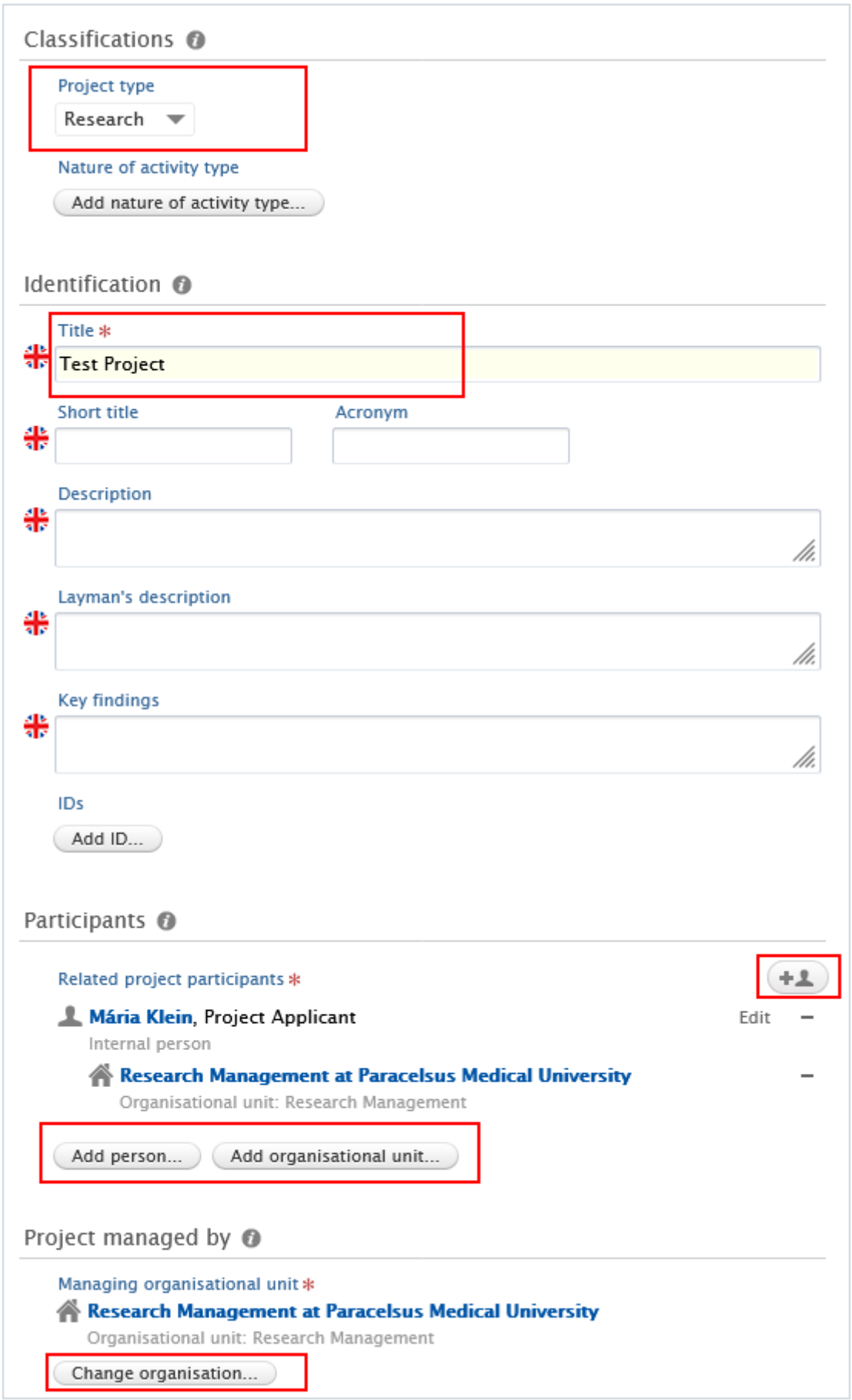
Pure automatically adds the content creator with the *Project Applicant* role, along with their organisational unit, to this field. Click on *Edit* on the right side if you wish to change your role or your organisational unit. By clicking on the *Add person* button (left corner) or the add person icon  (right corner) you can add other persons who are related to this application. Click *on Add organisational unit* if you wish to register additional organisations.

The key participants of the project should be listed **by role in the following order**:

1. PI
2. Co-PI(s) (in alphabetical order)
3. Further contributor(s) (in alphabetical order)

4. Managing organisational unit:

Pure automatically adds the **internal** organisational unit of the content creator to this field. Change the organisational if you need to by clicking on the *Change organisation* button.

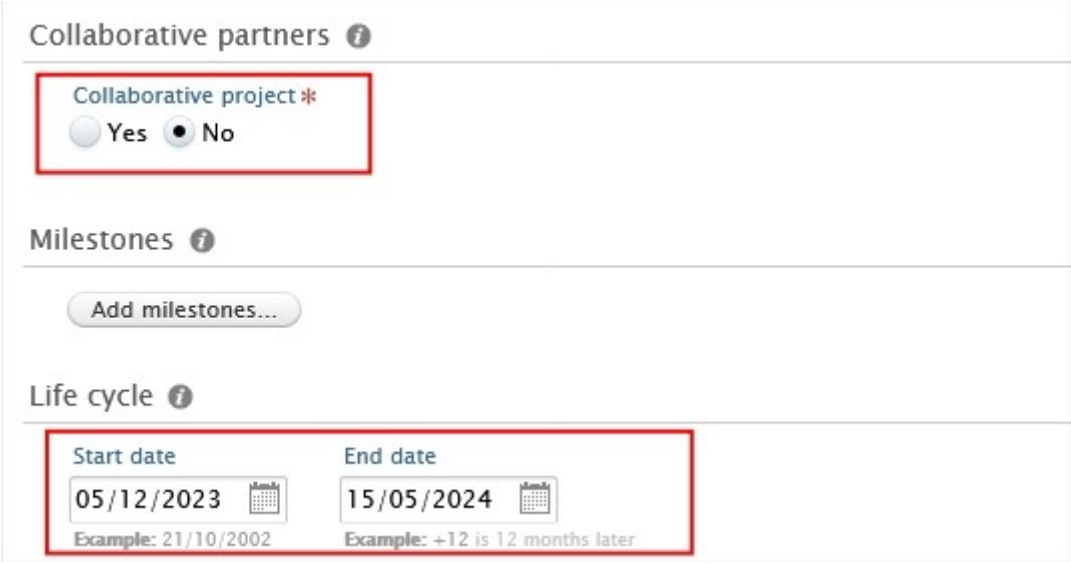


5. Collaborative project:

- Select ***No*** if the project is not a collaboration between partners.

- Select ***Yes*** if the project involves collaboration with two or more partners. By clicking on *Add collaborator* you can add add further collaborators. One collaborator must be marked as lead.

6. **Start and End date:**
   Fill in the start and the end date of the project.



7. ***Optional*: Relations:**
   You can link your project with other Pure content, such as research outputs.

8. **Visibility:**

   If you wish to display the project on the PURE Portal, please set the visibility to public:
Ein Bild, das Text, Screenshot, Schrift enthält.KI-generierte Inhalte können fehlerhaft sein.

4. Set the workflow status *For Approval* and click on *Save*.



In the next step, the project will be validated by the responsible PURE-editor.

> Only projects that are both **publicly visible and validated** appear on the PURE Portal. For the details, please refer to FAQ3.

Changes from 1.1.2026 - No Shortcuts Anymore

Due to technical changes, the recording of applications, awards, and projects in PURE will need to be carried out differently from 2026 onward.

> The existing **shortcuts** (e.g., "*Create an award based on this awarded application*") will **no longer** be available from 2026 onward.

> This means, for example, that in the case of an approved funding application, the corresponding award and project must be entered entirely **manually**. All relevant fields have to be completed by hand, as no automatic transfer of data from the application will occur.

The exact steps, including screenshots, are displayed in the Chapter 3.1-3.6.

> Do you still have questions? Don't hesitate to contact us at pure@pmu.ac.at.

4. Create Your Content - Activities

Creating an Acitivity

In this section you can add following activities connected to your scientific work:

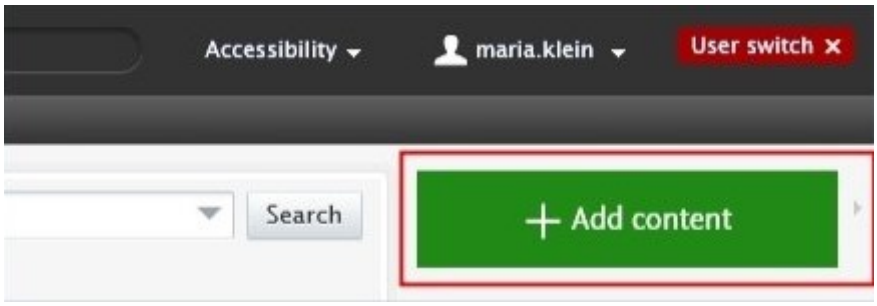
- hosting an academic visitor
- membership
- consultancy
- visiting an external academic institution
- participating in an academic event, e.g. conference, workshop
- organising an academic event, e.g. conference, workshop
- publication peer-review and editorial work
- examination, supervision or reviewing of graduation work
- talk or presentation
- other scientific activities such as teaching activity

> Here is an example how to add record about *Participating in an academic event*.

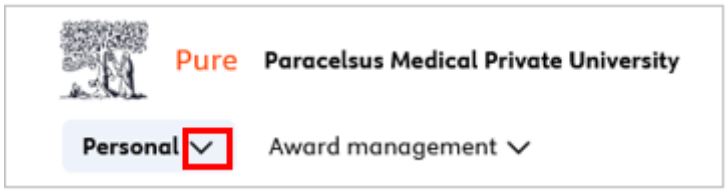
If you wish to add other types of activities, you can easily do so by following the same process used for adding participating in or organising an academic event.

To add an academic event that you participated in:

1. Click on *Add content* button:



Or click on the triangle next to *Personal* in the header, select *Activities,* and then click on the + New button:



2. Select *Participating in or organising an event*, then select *Participating in a conference, workshop*.

3. In the *Activities* editor window, you need to enter all available information about the item. The required fields (listed above) are marked with a red star and filling them in is mandatory. Filling in the other fields is optional.

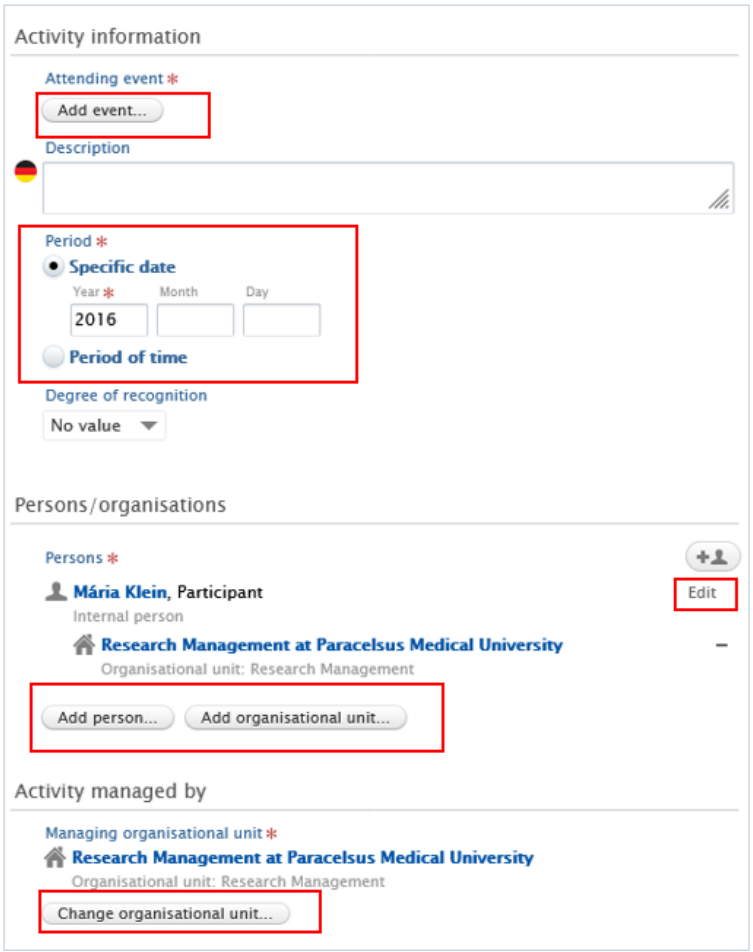
   1. **Attending event:**
      Search for/or add the title of the event.

   2. **Period:**
      Select if the event will take place on a specific date (for example 2024/03/15) or a period of time (for example 2024/03/15-2024/04/10). Fill the information about the exact date(s) in.

   3. **Persons:**

      Pure automatically adds the content creator with the *Organiser* role, along with their organisational unit, to this field. Click on *Edit* on the right side if you wish to change your role or your organisational unit. By clicking on the *Add person* button (left corner) or the add person icon  (right corner) you can add other persons who are related to this activity. Click on *Add organisational unit* if you wish to register additional organisations.

   4. **Managing organisational unit:**
      Pure automatically adds the **internal organisational unit** of the content creator to this field. Click on *Change organisational unit* if you want to change the current organisational unit for another intern organisation.



4. Click on *Save*.

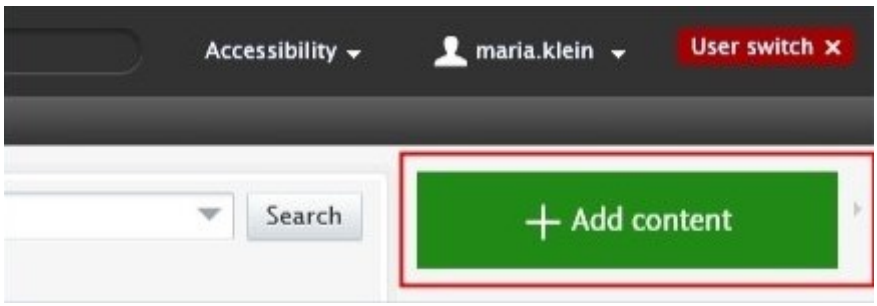
5. Create Your Content - Prizes

Creating Prizes

You can add a prize (honour) to your Pure profile.

To add a new prize, you will be provided with:

1. Click on *Add content* button:



Or click on the triangle next to *Personal* in the header, select *Activities,* and then click on the + New button:



2. Click on *Prizes* in the left pane, then select the type of Prize.
3. In the Prize *editor* window, you need to enter all available information about the item. The required fields (listed above) are marked with a red star and filling them in is mandatory. Filling in the other fields is optional.

    1. **Type:**
    The default type is prize, use to dropdown menu if you need to choose another type.

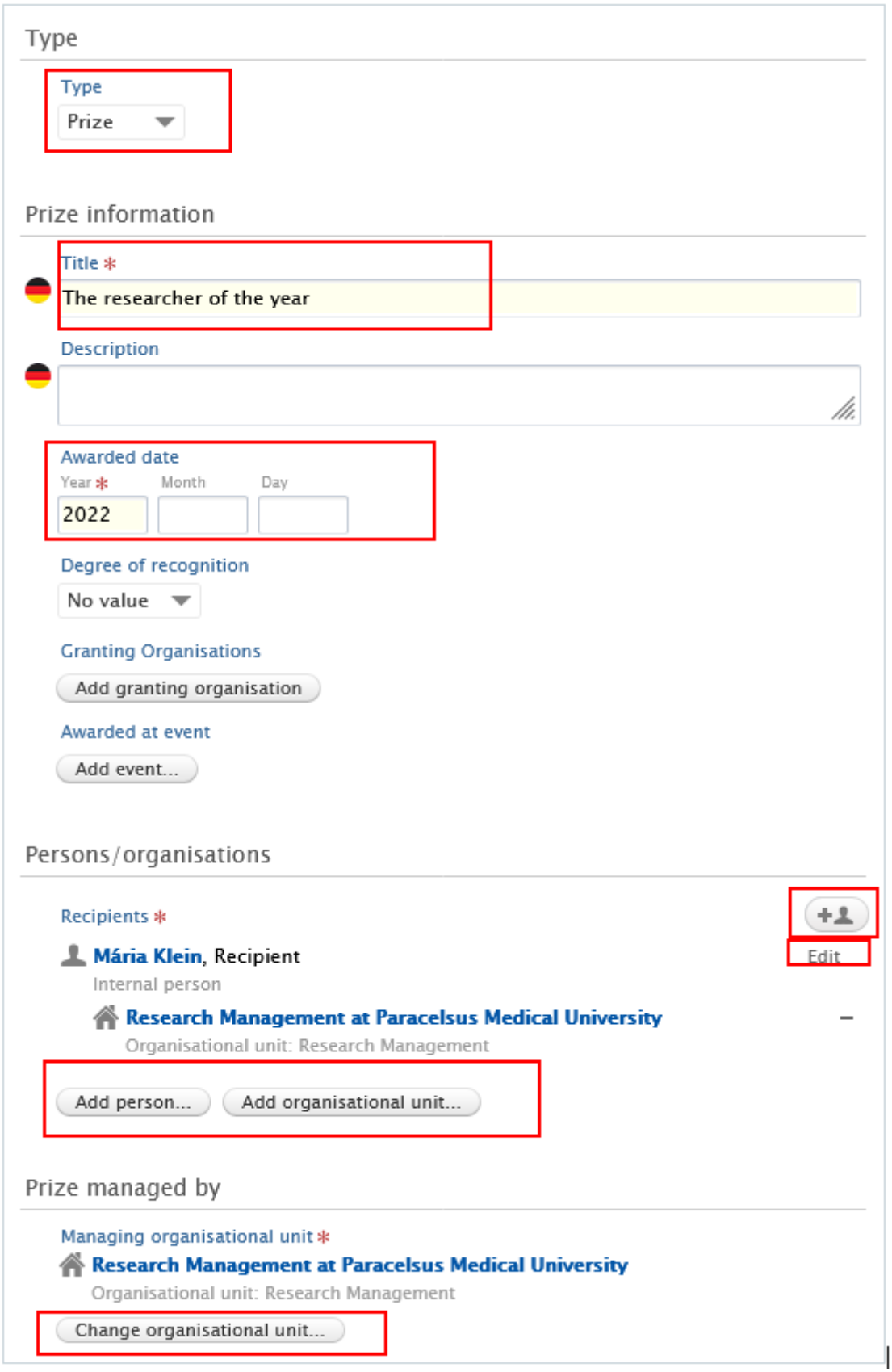
    2. **Title:**
    Fill in the title of the prize.

    3. **Awarded date:**
    Fill in the title and awarded date of the prize.

    4. **Recipients:**
    Pure automatically adds the content creator with the *Recipient* role, along with their organisational unit, to this field. Click on Edit on the right side if you wish to change your role or your organisational unit. By clicking on the *Add person* button (left corner) or the add person icon (right corner) you can add other persons who are related to this

activity. Click on *Add organisational unit* if you wish to register additional organisations.

5. **Managing organisational unit:**
   Pure automatically adds the internal organisational unit of the content creator to this field. Click on *Change organisational unit* if you want to change the current organisational unit for another intern organisation.



6. ***Optional*: Relations:**
   Other content from Pure can be linked to the content you want to submit. Add relations, for example Research outputs to content that is relevant here.

4. Click on *Save*.

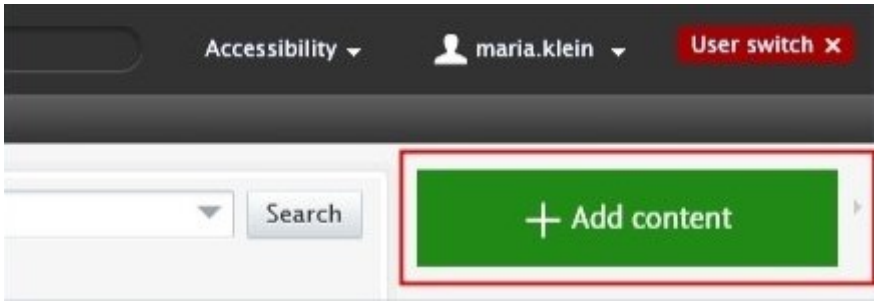
6. Create Your Content - Press/Media

Creating Press/Media

> Press/Media contents include articles in daily newspapers, tv-reports, radio-talks, etc.

To create a Press/Media content:

1. Click on *Add content* button:



Or click on the triangle next to *Personal* in the header, select *Press/Media,* and then click on the + New button:



2. In the Press/Media editor window, you need to enter the relevant information about the content. The required fields are marked with a red star and filling them in is mandatory. Filling in the other fields is optional.

   1. **Title of theme/story:**
      Fill in the title of the record.

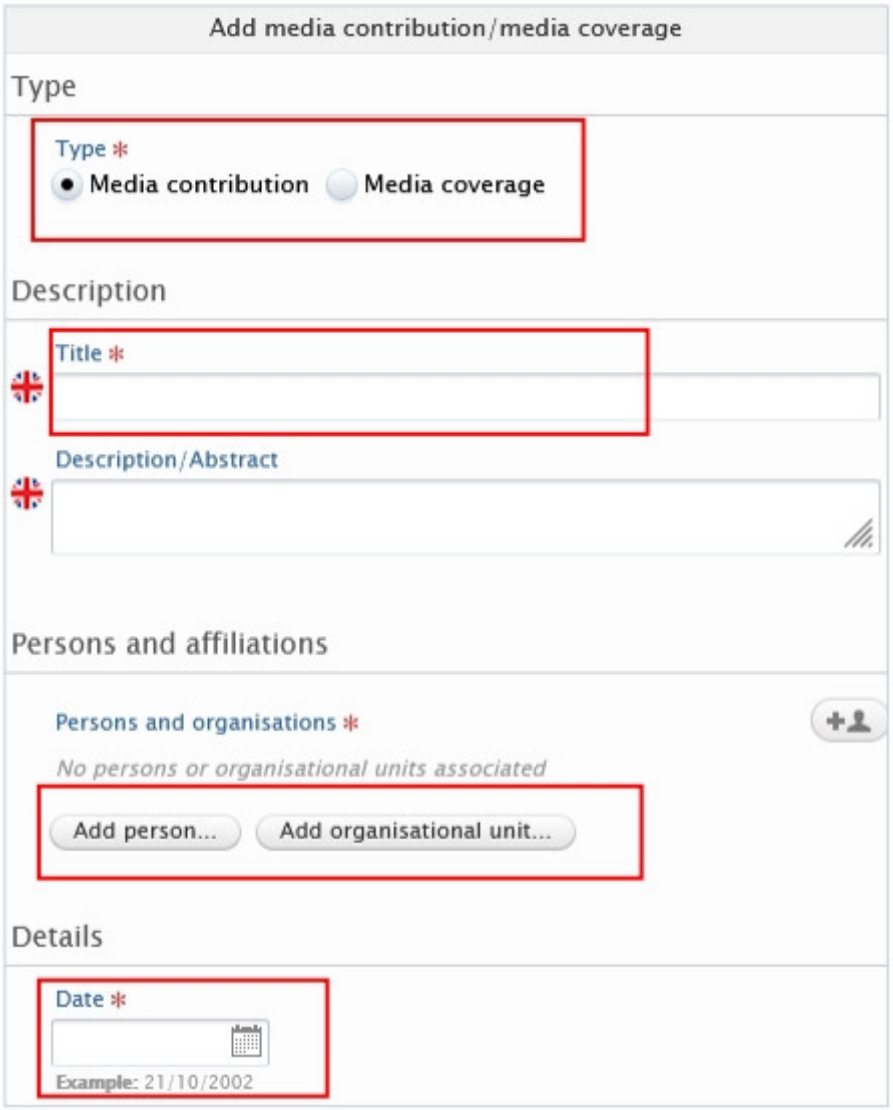


   2. **Media contribution/media coverage:**



By clicking on the *Add media contribution or media coverage* button, an editor window will appear. In this window, you need to fill in information regarding:

1. **Type:** Select the record type.
2. **Title:** Fill in the title.
3. **Persons and organisations:** Add associated persons and organisations.
4. **Date:** Enter the record date.



3. **Managing organisational unit:**
   Select the internal organisational unit, which is responsible for managing the Press/Media record:



4. Click on *Save*.

7. Create Your Content - CV

Creating CV

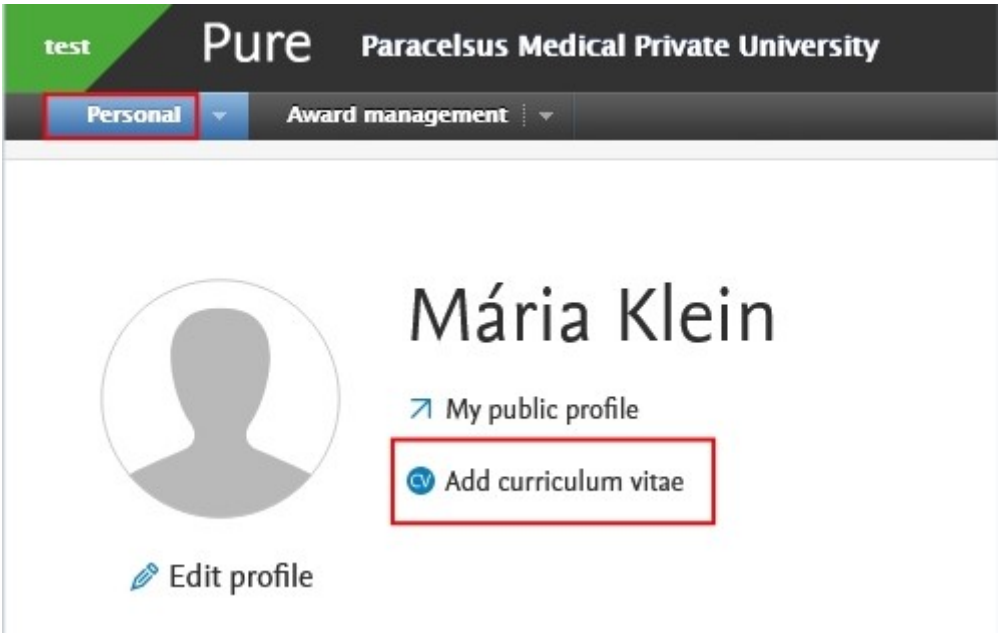
A Researcher can create a CV directly in Pure.

Two types of CV-s are available:

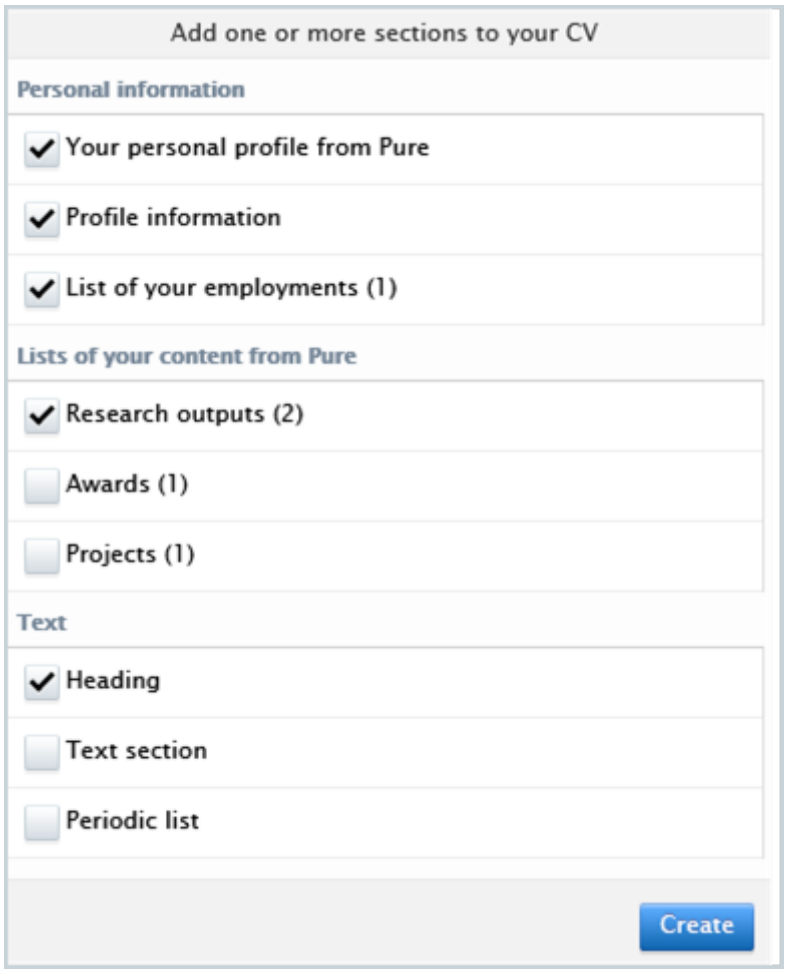
- Public CV: visible on the Pure Portal
- Private CV: only visible for you

To create a CV:

1. Click on *Personal* in the header.
2. Click on *Add curriculum vitae:*



3. Select either Public or Private CV.
4. Select the information you want to show in your CV by checking the boxes with a tick. Click on *Create*.



5. Click on *Save* to finish the changes.

You can export your CV in either PDF or Word document format by clicking on the icon at the bottom of the right side.

> If you have chosen a Public CV, you can manage the publishing of your CV by checking the box with the tick next to *Publish.*



8. Create Your Content - Dataset

Creating Datasets

As a Researcher, you can import or create *metadata* about datasets in PURE. Having and sharing datasets increases transparency, supports reproducibility, boosts the visibility of your research, and enables collaboration with other Researchers.

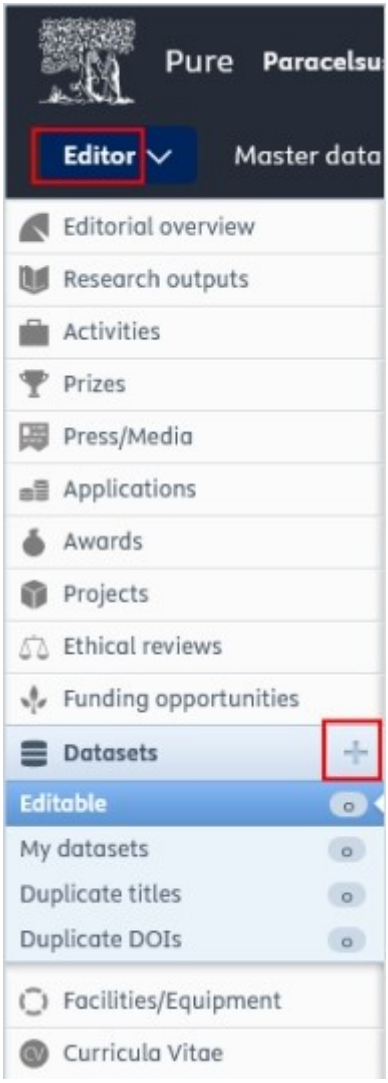
> It is not possible to store your data in PURE, as PURE is a **not a data repository system**. However, you can add a DOI or a link to your database in your entry.

You have two options to import or create metadate about datasets in PURE:

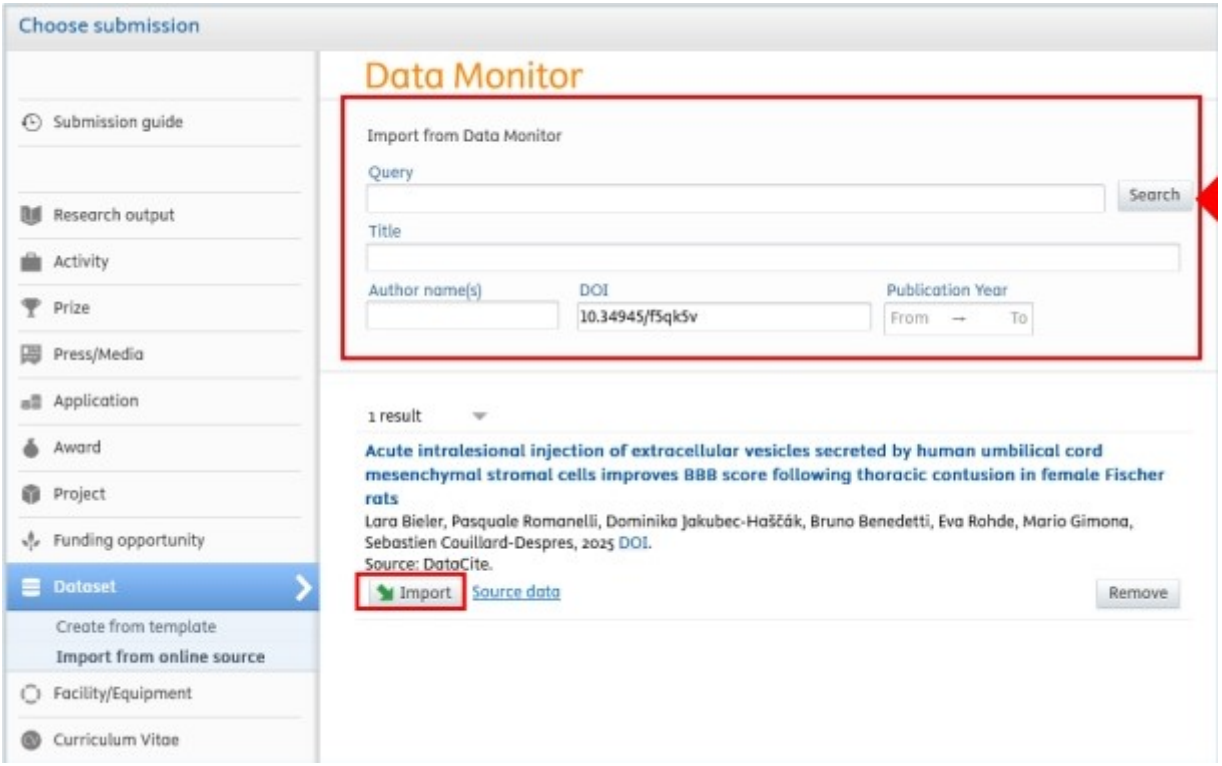
1. **Import from online source** – preferred
2. Create from template

To import datasets from online source:

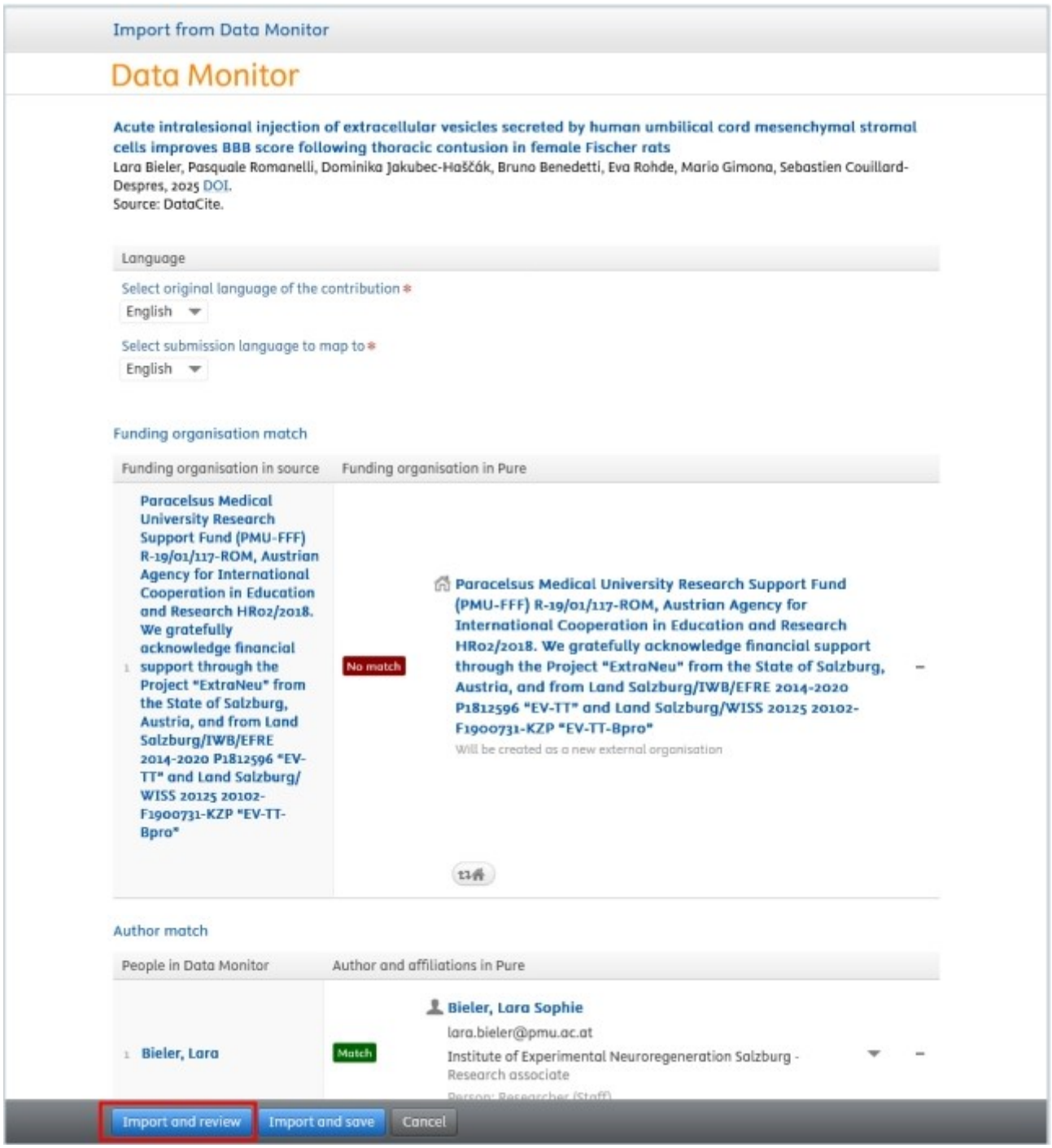
Click on *Editor* in the header, then click on the + next to *Datasets:*



2. Select the option *Import from online source*. At PMU, the search engine Data Monitor is available for this purpose.
3. Enter the DOI, title, or another identifier to search for your data, then click the Search button. Click *Import* to begin importing your dataset, or *Remove* to delete the result(s):



4. Don’t change anything in the next dialog window, simply click *Import and review*:



5. In the next step, you can review and, if necessary, edit the fields of the entry.

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Adding a contact person to the record is recommended, as this information will be visible on the PURE Portal.

Ein Bild, das Text, Screenshot, weiß, Reihe enthält.KI-generierte Inhalte können fehlerhaft sein

6. Click *Save* to store the entry.



To create datasets from template:

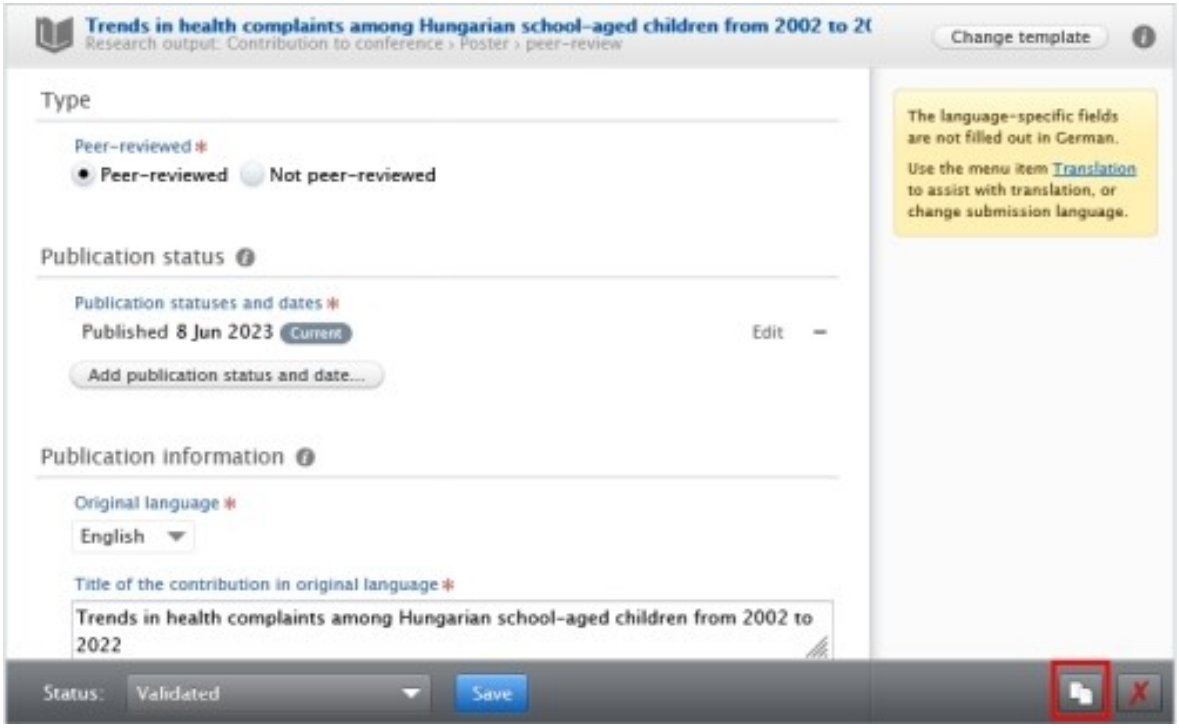
1. Click on *Editor* in the header, then click on the + next to *Datasets*.
2. Select the option *Create from template*.
3. Fill in all mandatory fields (marked with a red star *, such as Title) and any relevant fields.
4. Click *Save* to store the entry.

There are no workflows for datasets; therefore, Researchers can **update or correct** them at **any time**.

9. General Features of Content Types

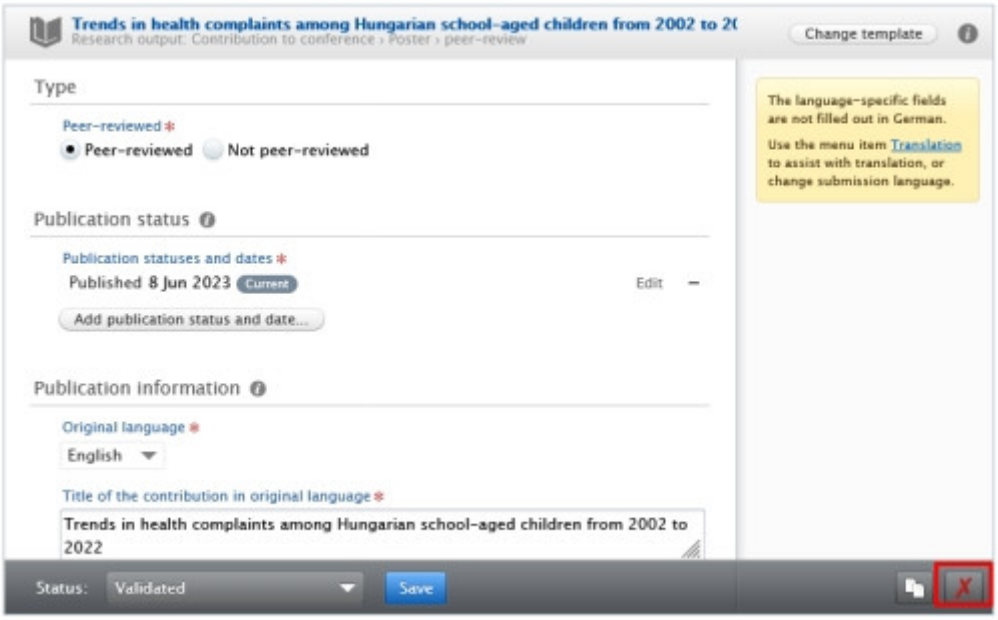
9.1. Create a Copy

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

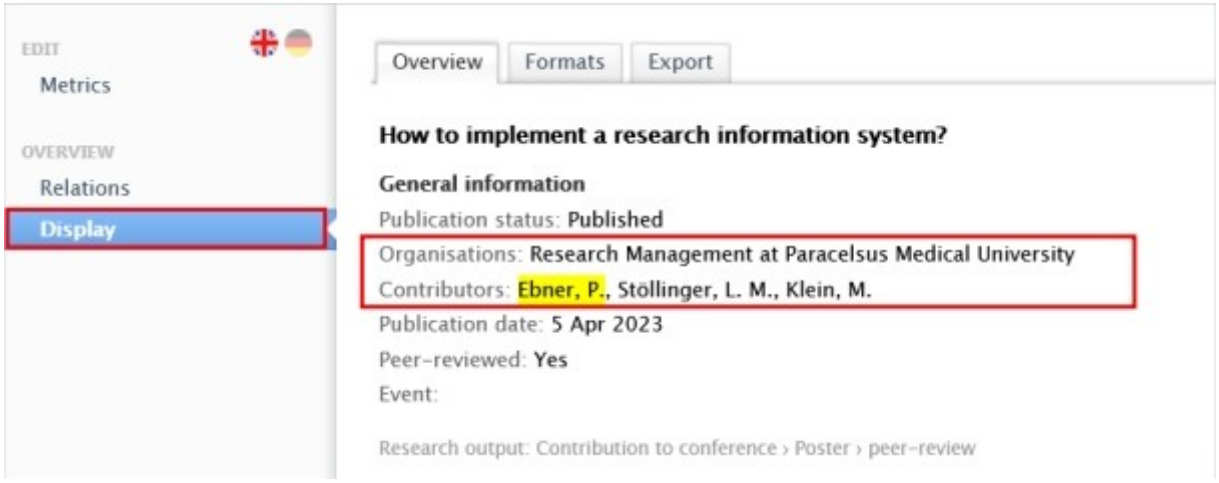
You can **completely delete** an item by clicking on the red 'x' icon. By doing so, you will receive an automated message from Pure, which you can either confirm or cancel, with the message: '*Are you sure you want to delete this content? The content will be deleted immediately, and this action cannot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



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

9.3. Relations

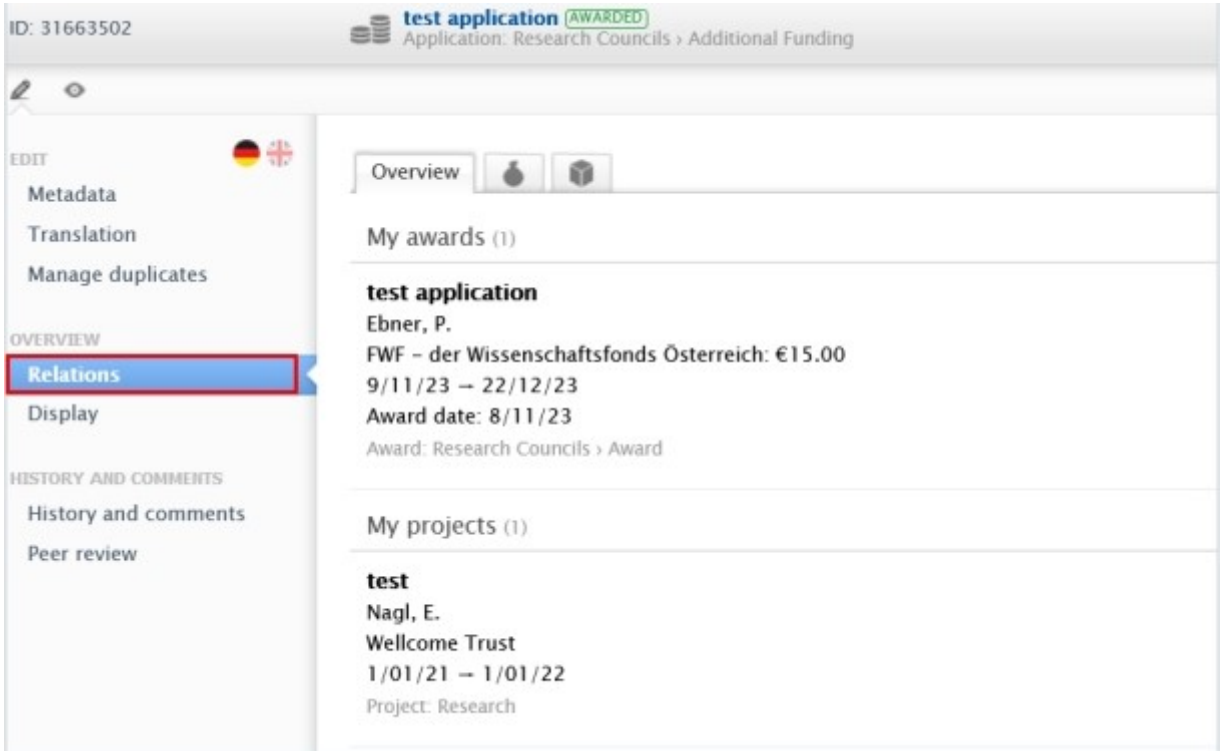
One of the most important advantages of Pure is, that it **connects** content types with each other. Using relations can help to improve our data quality. For example, a Research output is always related to a person and the person's organisation. These connections are shown under *Display* tab.



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:

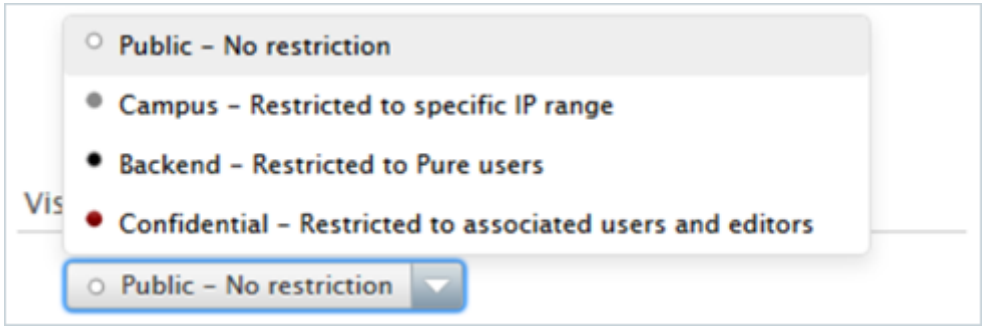


To manually add relations to a record **depends on the workflow state**. For example, if a Research output has gone through the validation process, adding a relation is no longer possible for Researchers.

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:



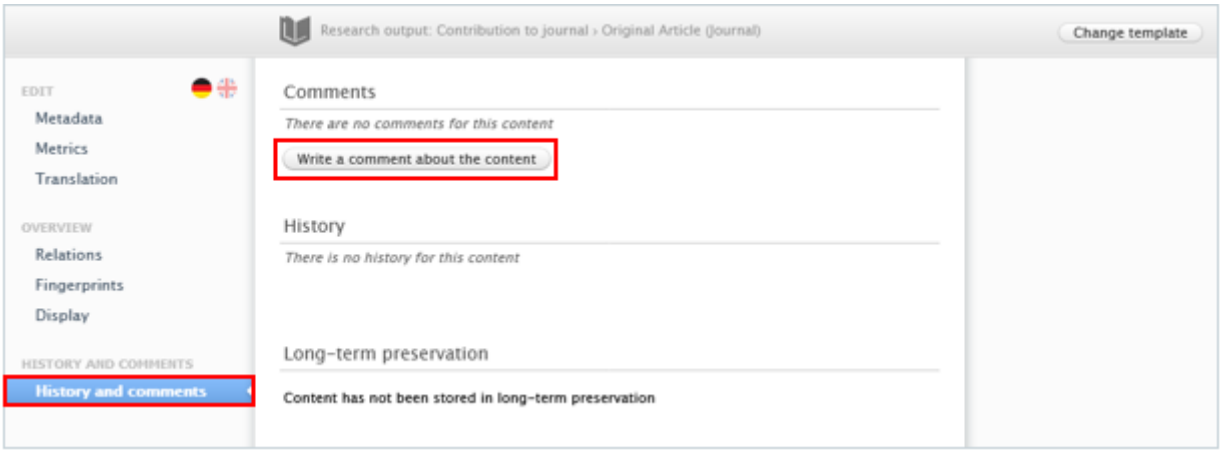
Visibility state	Description
Public	No restriction on visibility. All users of Pure can see t content and it is displayed on Pure Portal.
Campus	When viewed on the Pure Portal, visibility is restricted viewers with a specific IP range set to reflect being campus at your institution. All users of Pure at yo 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**:

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5. Click on *Save.*

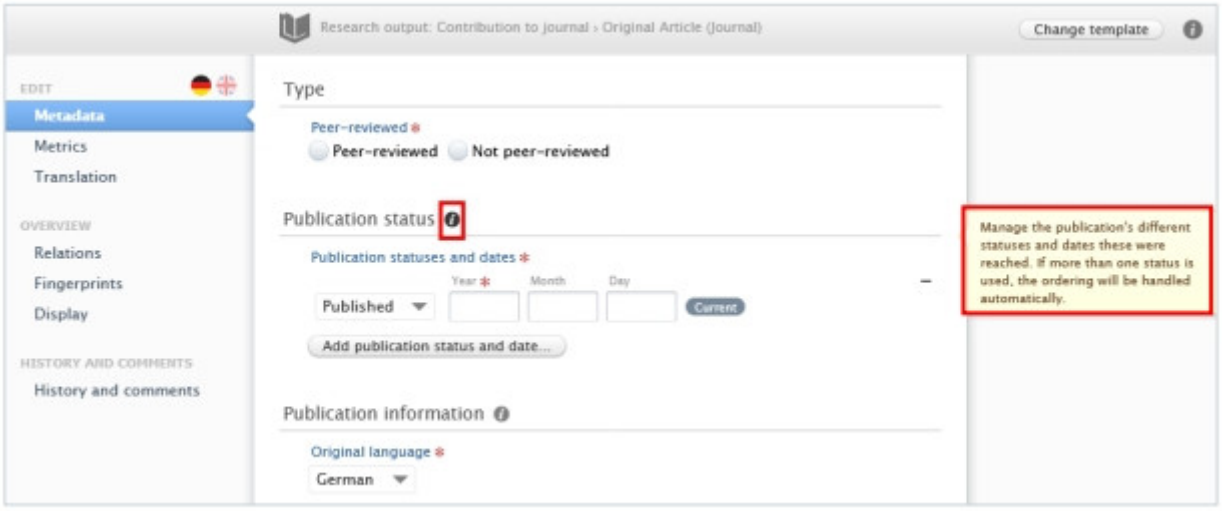
In the next step, users are alerted, and they will see your comment alongside a link to the content.

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.

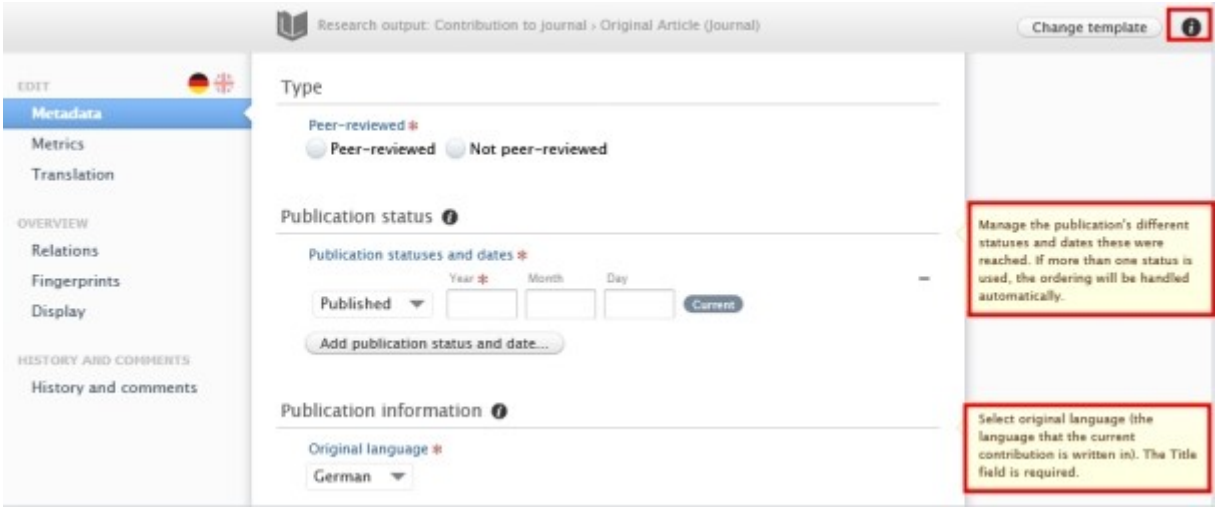
To check in one information icon:

- 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:

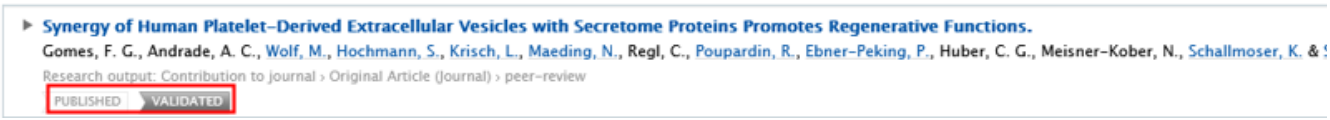


10. Workflows

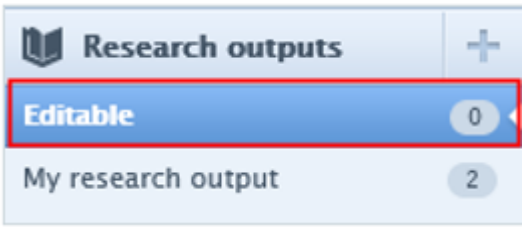
10.1. Workflows in General

> Workflows allow to keep **track of the information status** in Pure. For example, an incomplete publication entry has the workflow status *Entry in progress*, while a validated publication has the status *Validated*.

The ‘label’ under the record shows the workflow status (in this case it is *Validated*).



In the category *Editable* you can find the Research outputs; you can still edit (they have not yet gone through the validation process):



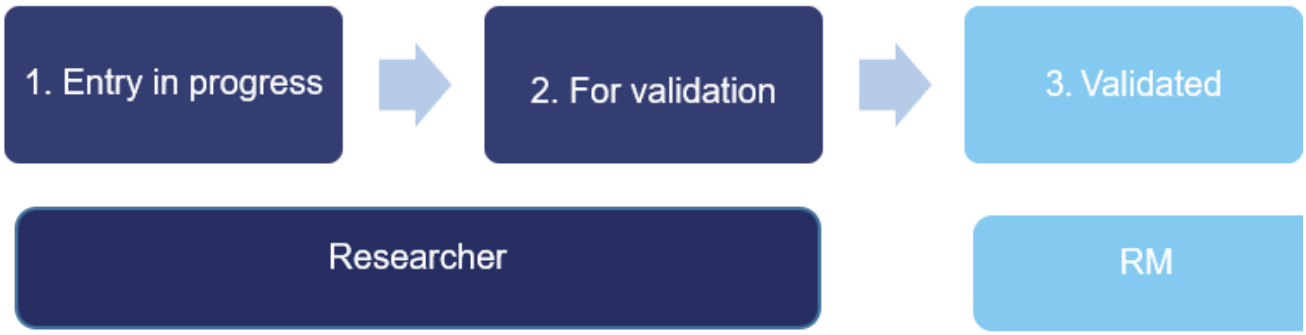
> The content types of Activities, Prizes, Press/Media, and Curriculum Vita have no workflows.

10.2. Workflow of Research Outputs

The content type Research outputs have a **3-step** workflow.

1. Entry in progress: The Research output entry still is in progress and being worked on.
2. For Validation: The Research output is awaiting validation approval.
3. Validation: The RM has validated the Research output.

> Once the publication has undergone the validation process, the Researcher cannot edit anything but read the record.



10.3. Workflow of Projects

The content type Projects has a **4-step** workflow:

1. Entry in progress: The project entry still is in progress and being worked on.
2. For Approval: The project is awaiting internal approval from the PURE-Editor.
3. Approved: This step has not been used.
4. Validated: The project has been validated by the PURE-Editor.

> Once the Project has undergone the approving process, the Researcher cannot edit anything but read the record.

