

PURE - FAQs English

This handbook contains answers to frequently asked questions by PURE users.

If your question is not answered here, please contact PURE Support at pure@pmu.ac.at.

- [Question 1: How do I access Pure?](#)
- [Question 2: How can I download a habilitation-list \(in German: Habilauszug\) with PMU score points and impact factor from PURE?](#)
- [Question 3: I have entered a research project in PURE, but it does not appear in the PURE Portal. What should I do?](#)
- [Question 4: My personal information \(e.g., academic title\) has changed - how can I update it?](#)
- [Question 5: I have PURE editor rights but do not see all publications of my organizational unit under 'Editable'. How can I get full access?](#)
- [Question 6: How can I assign research topic\(s\) to a publication?](#)
- [Question 7: How can I assign a publication to a FIZ \(RIC\)*?](#)

Question 1: How do I access Pure?

Users with a **@pmu.ac.at** e-mail address can log in to PURE directly via <https://my.pmu.ac.at/> by clicking on the PURE icon.

Users with other e-mail addresses (e.g., **@salk.at**, **@klinikum-nuernberg.de**) can log in via the following link: <https://pure.pmu.ac.at/admin/login.xhtml>.



Tip: Save this link as a *bookmark* for future reference.

If you are unable to log in to PURE, please contact PURE support at pure@pmu.ac.at.

If you don't see your question answered here, or have suggestions for additional questions/answers, please contact pure support at pure@pmu.ac.at.

Question 2: How can I download a habilitation-list (in German: Habilauszug) with PMU score points and impact factor from PURE?

Candidates for a habilitation can use the Habil-List webtool to generate a list of their publications, including impact factor, and PMU score points, based on the data recorded in Pure. This list provides the basis for initiating a habilitation procedure at PMU.

To use the webtool, you will need your **Pure Person UUID**, which you can find in your Pure profile. Instructions can be found in the user manual linked below.

[Here you can find the user manual.](#)

[Here you can find the Habilitation List webtool.](#)

Important: Please make sure that **all your publications** are entered in PURE before submitting a request. For more information on entering publications, see the *[Researcher Guide](#)*.

If you don't see your question answered here, or have suggestions for additional questions/answers, please contact pure support at pure@pmu.ac.at.

Question 3: I have entered a research project in PURE, but it does not appear in the PURE Portal. What should I do?

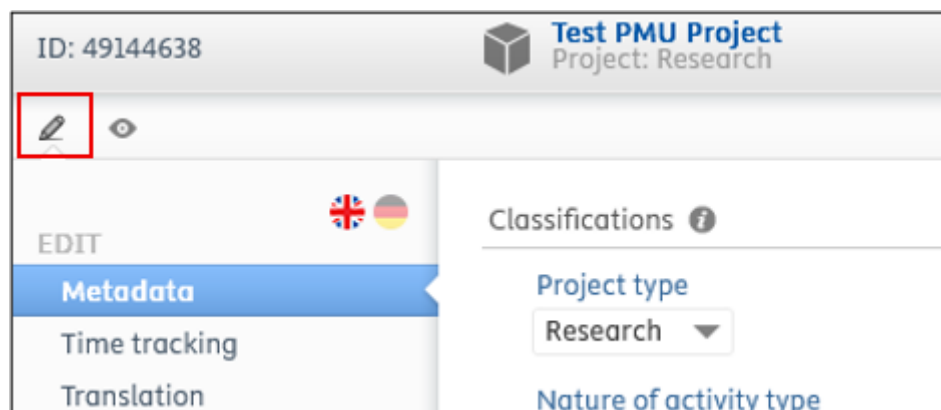
Only projects that are both **publicly visible and validated** appear on the [PURE Portal](#).

For ****PURE editors****:

Projects can be validated as long as they remain in the **'Editable'** category. Once the project **no longer** appears **in this category**, **another PURE editor** becomes **responsible** for its management (including validation). Should a modification still be required, please contact the Research Management team at pure@pmu.ac.at.

For projects in the 'Editable' category:

1. Log in to PURE (for details see [Question 1](#)).
2. Open the project entry.
3. Click the **pencil icon**:



4. **Review the entry, particularly regarding the title, project participants, organisations, and project duration, and make changes if necessary.** Make sure the visibility is set to *'public'* ①, and the project status is set to *'validated'* ②:

Visibility ⓘ

This content will no longer be marked as confidential

Public - No restriction

Status: Validated Save

5. Click 'Save'.

Budget information is **never** displayed in the [PURE Portal](#). Only details about the project participants, the project duration, the involved organizational units, and, if available, a description (fingerprint) and a link to the project website are shown.

For more information on how to validate a project, please refer to the [Workflows of Projects](#) in the Handbook for PURE-Editors.

For *Researchers***:**

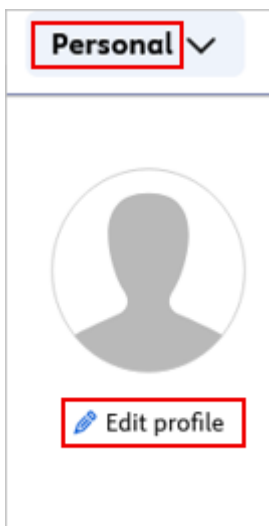
Please **contact** the responsible **PURE editor** or the **Research Management** team at pure@pmu.ac.at to request a change in the visibility and/or validation status of the project.

If you don't see your question answered here, or have suggestions for additional questions/answers, please contact pure support at pure@pmu.ac.at.

Question 4: My personal information (e.g., academic title) has changed – how can I update it?

For **Researchers**:

1. Log in to PURE (for details see [Question 1](#)).
2. Click on 'Personal' in the header and navigate to 'Edit profile':



3. Make the necessary changes in the next dialog window.
4. Click 'Save'.

To update or remove the **phone number** or **email address** displayed, click **Edit** next to the **organizational affiliation**:

Organisational affiliations ⓘ

Organisations *
STAFF

Research Management at Paracelsus Medical University Salzburg Set primary **Edit** -

3/07/23 → present
maria.klein@pmu.ac.at
Researcher

Add organisational affiliation...

Start date at institution	End date at institution	FTE (as of today)
03/07/2023 <input type="text"/>	<input type="text"/>	0.00
Example: 21/10/2002	Example: 21/10/2002	

The personal profiles of researchers within a given organizational unit can also be edited by PURE editors.

For *PURE editors***:**

1. Log in to PURE (for details see [Question 1](#)).
2. Click on *Master data* in the header, then select *Persons*, and search for the individual whose profile you would like to edit:

The screenshot shows the PURE interface for Paracelsus Medical Private University. The top navigation bar includes 'Editor', 'Master data' (highlighted with a red box), 'Reporting', 'Dashboard', and 'Award management'. A notification banner states: 'pure@pmu.ac.at added a note: Link to PURE FAQs and handbooks. Click here to access the FAQs and handbooks.' The left sidebar contains 'Master data overview', 'Users', 'Persons' (with a plus sign), 'Editable' (with a red box and '26'), 'Unverified Author IDs', and 'Organisational units'. The main search area shows 'klein maria' (highlighted with a red box) and '2 results'. The first result is 'Klein, Mária' with email 'maria.klein@pmu.ac.at' and affiliation 'Research Management at Paracelsus Medical University Salzburg', listed as 'Person: Researcher (Staff)'.

3. Make the necessary changes in the next dialog window.
4. Click 'Save'.

To update or remove the **phone number** or email **address**, click **Edit** next to the **organizational affiliation**:

Organisationszugehörigkeit ⓘ

Organisationen *

PERSONAL

**Forschungsmanagement der
Paracelsus Medizinischen Universität
Salzburg**

Vorrangig setzen

Bearbeiten -

3/07/23 → gegenwärtig
maria.klein@pmu.ac.at
Forscher

Organisationszugehörigkeit hinzufügen

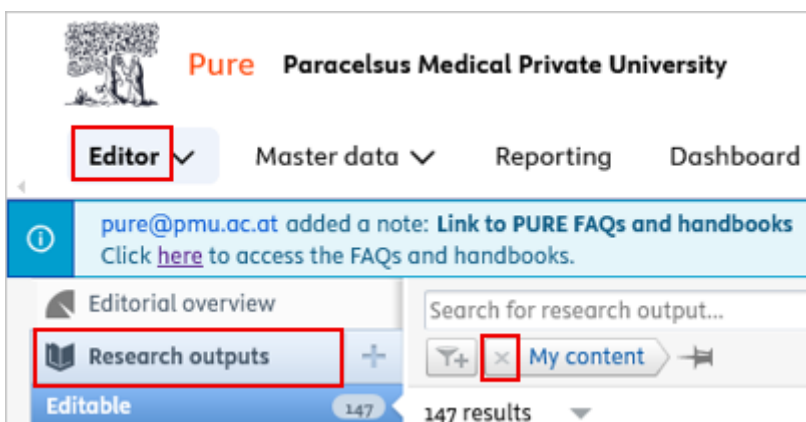
If you don't see your question answered here, or have suggestions for additional questions/answers, please contact pure support at pure@pmu.ac.at.

Question 5: I have PURE editor rights but do not see all publications of my organizational unit under 'Editable'. How can I get full access?

Under the **'Editable'** section, you will only see publications where your organizational unit is listed as the **managing organizational unit**.

To view all publications of your unit:

1. Log in to PURE (for details see [Question 1](#)).
2. Click on 'Editor' in the header then select '*Research outputs*', and remove the '*My content*' filter:



3. Click '*Add filter*' and select the filter '*Organisation*' and search for your unit:



pure@pmu.ac.at added a note: [Link to PURE FAQs and handbooks](#)
Click [here](#) to access the FAQs and handbooks.



Editorial overview



Research outputs



Editable

147

My research output



my poster



Search for research output...



Organisations



Selected organisations

✓ Research Management at Paracelsus Medical University Salzburg

4. Click on the pin icon  to save filter settings and pin them to the left menu.

Your saved filters will appear in the left-hand menu and are automatically kept **up to date**.

If you don't see your question answered here, or have suggestions for additional questions/answers, please contact pure support at pure@pmu.ac.at.

Question 6: How can I assign research topic(s) to a publication?

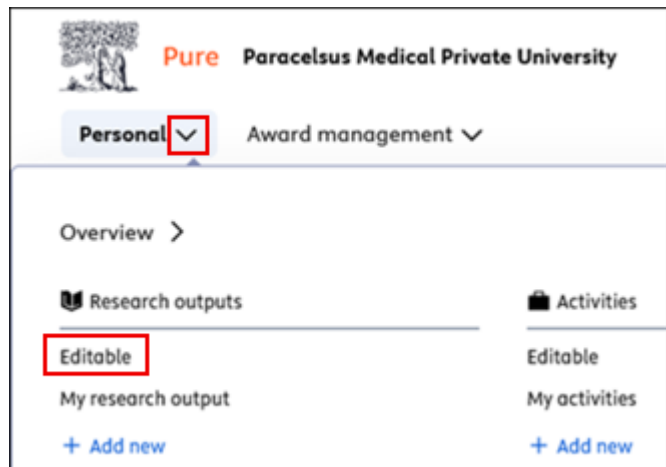
The assignment is immediately possible when **creating new publications** for both researchers and Pure editors. In this case, just click on the **'Add research topics'**, and select one or more suitable research topics.

Please assign 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*.

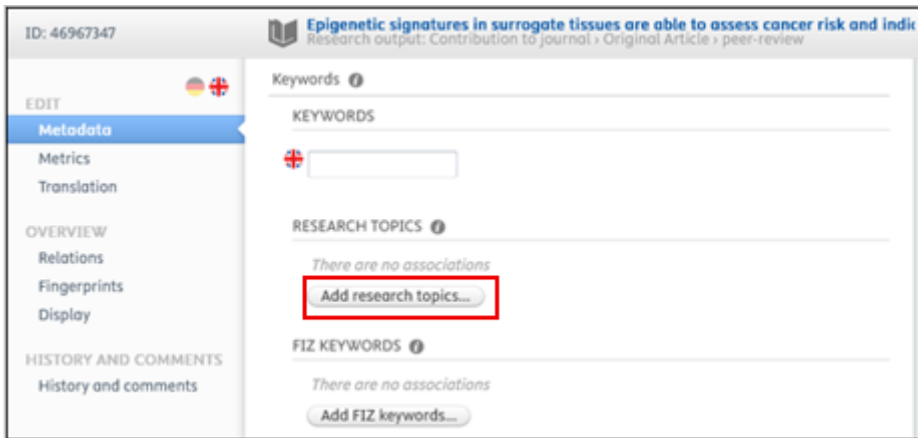
For **other categories**, such as abstracts, corrections, and author replies, as well as for publications in which **only teaching hospitals** are involved as PMU-relevant organizations, for publications in which the **PMU is not named, no topic assignment** is required (although it is possible if you wish).

For ****Researchers****:

1. Log in to PURE (for details see [FAQ 1](#)).
2. Click on the triangle icon next to *'Personal'*, then select *'Editable'* under *'Research outputs'*:



3. Sort the publications in descending order by *'Publication year'* so that the most recent ones (recent year: 2026) appear at the top.
4. Select the desired publication by clicking on it and scroll down to the *'Research topics'* section.
5. Click on *'Add research topics'*, and search for one or more suitable research topics, and select them:



6. Click on 'Save'.

If a change needs to be made to a publication that is **not** listed in the "**Editable**" category, please contact Research Management (RM) at pure@pmu.ac.at.

For ****Pure editors****:

1. Log in to PURE (for details see [FAQ 1](#)).
2. Click on "**Editor**" in the left sidebar and select "**Editable**" under "**Publications**" to view all entries you can edit. Sort the publications in **descending** order by "**Publication year**" so that **publications from 2026** (the most recent year) appear at the top. Please make sure to assign one or more research topics to all publications with the workflow status "**For Validation.**"
—
No research topic assignment is required for publications with the workflow status "**Validated**".

Pure Paracelsus Medical University

Editor Master data Reporting Personal Dashboard Award management

pure@pmu.ac.at added a note: [Link to Pure FAQs, training materials, and habilitation list](#)
[FAQs, training materials, and habilitation list](#)

Editorial overview

Research outputs

Search for research output...

My content

Sort by: Publication year

390 results

2026

Assessing the Relationship Between Steatotic Liver Disease and Barrett's Esophagus: A Cross-Sectional Analysis of 5507 Screening Participants
 Götz, N., Völklkerer, A., Hofer, H., Wernly, S. (Co-author), Singhartinger, F. (Co-author), Wöll, E., Aigner, E. (Co-author), Flamm, M. (Co-author), Datz, C. (Co-author)
 Research output: Contribution to journal › Original Article › peer-review

You were added to this content by Franz Singhartinger

PUBLISHED FOR VALIDATION

Association between rheumatoid arthritis and depressive symptoms: A population-based analysis from the Paracelsus 10,000 study
 Ausserwinkler, M. (First author), Hueber, A. J. (Co-author), Genslueckner, S. (Co-author), Paulweber, B. (Co-author), Trinko, E. (Co-author), Langthaler, P.
 PSYCHIATRY RESEARCH - 361, 5 p., 117122.
 Research output: Contribution to journal › Original Article › peer-review

You were added to this content by Mária Klein

PUBLISHED FOR VALIDATION

If a change needs to be made to a publication with the workflow status **“Validated,”** please contact RM at pure@pmu.ac.at.

3. Assign one or more research topics to the publication:

1. Select the desired publication by clicking on it.
2. Scroll down to the ‘Research topics’ section.
3. Click on ‘Add research topics’.
4. Search for one or more suitable research topics and select them:

ID: 58044594

Association between rheumatoid arthritis and depressive symptoms: A population-based analysis from the Paracelsus 10,000 study
 Research output: Contribution to journal › Original Article › peer-review

EDIT

Metadata

Metrics

Translation

OVERVIEW

RESEARCH TOPICS


There are no associations



Add research topics...

ASSIGNMENT TO FIZ


For example, we have chosen the research topic *Public Health*:


ID: 58044594

 **Association between rheumatoid arthritis and depressive symptoms: A populatio**
Research output: Contribution to journal › Original Article › peer-review


EDIT  

- Metadata
- Metrics
- Translation

RESEARCH TOPICS 



 **Public Health**

Add research topics...

ASSIGNMENT TO FIZ 

4. Click on **'Save'**.

Please ensure that the workflow status *'For validation'* **is not changed:**

Status: For validation  

The validation (review) of publications is always carried out by the FM.

If you don't see your question answered here, or have suggestions for additional questions/answers, please contact pure support at pure@pmu.ac.at.

Question 7: How can I assign a publication to a FIZ (RIC)*?

*FIZ stands for Forschungs- und Innovationszentren, English: Research- and Innovation Centers

It is mandatory to assign a FIZ to a publication if it was created **as part of a consortial project** in the *FIZ Regenerative Medicine & Novel Therapies (RM & NT)* or the *FIZ Public Health & Health Services Research (PH & VF)* (more information is available on the [PMU website](#)).

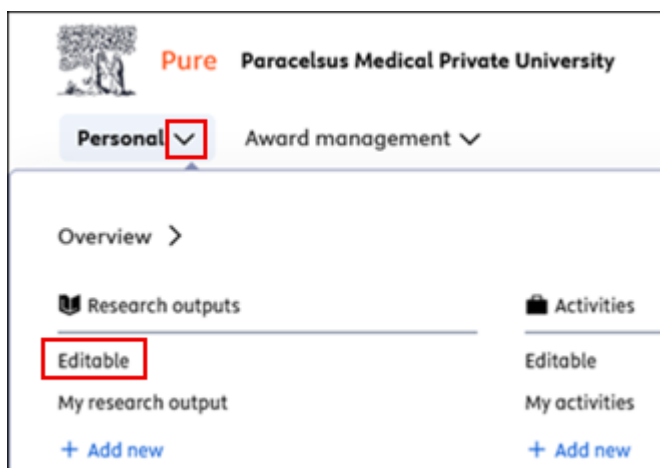
If the authors have listed a FIZ in the **affiliation** of the publication, the FIZ will be assigned by the Research Management during the validation process.

For ****Researchers****:

Assignment to a FIZ is possible as long as the publication remains in the **'Editable'** category. Once the publication **no longer** appears **in this category**, researchers can **no longer make changes** to the publication. In this case, please contact the responsible PURE editor or the Research Management team at pure@pmu.ac.at.

For publications in the *'Editable'* category:

1. Log in to PURE (for details see [Question 1](#)).
2. Click on the triangle icon next to *'Personal'*, then select *'Editable'* under *'Research outputs'*:



3. Select the desired publication by clicking on it, then scroll down to the section *'Assignment to FIZ'*.
4. Click on *'Add assignment to FIZ'* and **select one appropriate category from the list**:
 - FIZ Regenerative Medicine & Novel Therapies
 - FIZ Public Health & Health Services Research
 - Publication not within one FIZ—for publications that belong to **no FIZ**

ID: 44888425 Cerebrovascular risk in rheumatoid arthritis patients: insights from carotid
Research output: Contribution to journal > Original Article > peer-review

EDIT ASSIGNMENT TO FIZ ⓘ

Metadata *There are no associations*

Metrics **Add Assignment to FIZ...**

Translation

5. Click on 'Save'.

For *PURE* editors:

Assignment to a FIZ is possible as long as the publication remains in the '**Editable**' category. Once the publication **no longer** appears **in this category**, another **PURE editor** becomes **responsible** for its management (including assignment to a FIZ). If a modification is still required, please contact Research Management at pure@pmu.ac.at.

For publications in the category '*Editable*':

1. Log in to PURE (for details see [Question 1](#)).
2. Click on '*Editor*' in the header, navigate to '*Research outputs*', and select '*Editable*':

Pure Paracelsus

Editor ▼ Master data

Editorial overview

Research outputs +

Editable 107

My research output 240

Organisations with import candidates 0

Persons with import candidates 3

Research outputs with electronic versions 76

3. Select the desired publication by clicking on it, then scroll down to the section 'Assignment to *FIZ*'.
4. Click on '*Add assignment to FIZ*' and **select one appropriate category from the list:**
 - FIZ Regenerative Medicine & Novel Therapies
 - FIZ Public Health & Health Services Research
 - Publication not within one FIZ – for publications that belong to **no FIZ**

ID: 44888425 Cerebrovascular risk in rheumatoid arthritis patients: insights from carotid
Research output: Contribution to journal > Original Article > peer-review

EDIT ASSIGNMENT TO FIZ ⓘ

Metadata *There are no associations*

Metrics **Add Assignment to FIZ...**

Translation

5. Click on 'Save'.

Please ensure that the workflow status '*For validation*' is not changed:

Status:

In the next step, the publication will be validated (checked) by the Research Management.

If you don't see your question answered here, or have suggestions for additional questions/answers, please contact pure support at pure@pmu.ac.at.