How do I change the publication/project listed on my portal front page to be my favourite ones?

If you want items to be highlighted on your portal page (i.e. selected publications to be featured first) you need to create a Highlighted Content CV. To do so log into Pure, and use the “add new” button to create a Highlighted Content CV. Add as many items as you wish in each section (you do not have to use each section if you choose not to) and click save. If the records are classed as publicly visible, they will appear on the portal before others. If you do not use the highlight content feature for a particular type of item, e.g. project, Pure will populate it with three of the most recent items. If an item does not appear on your page, it could be that it is not publicly visible. Please open the record within Pure to check its visibility status. Please see the Pure User Guide for creating a highlighted CV.

If you need to contact someone about one of your Pure records, please:

- select "history and comments" from the menu on the left hand side
- click "Write a comment about this content"
- complete the text box to state that the publication needs deleting
- tick the relevant person from the list, if emailing the library, please tick Richard Ingham (or alternatively, for contacting the library only, click on Richard’s name in the bottom left hand corner of the record)

How do I link an item (publication/project/activity etc) to another item?

Please see the Linking Pure Items user guide.

What do I do when get an email from pure saying I have a task?

Please click on the link to Pure and log in. You will be able to find the item Pure has emailed you about in the list of “My Messages” located on the right hand side of the page under the add new button. If you click on the relevant item, e.g. Candidates from WOS, you will be taken the record(s) that Pure has notified you about and you will be able to action them accordingly (if necessary).

The wrong affiliation is most prominent on my webpage – how do I correct it?

If you log into Pure and click the “edit profile” button you will be able to see your list of organisation affiliations. The highest current affiliation is the one that is most prominent on your portal webpage, so if you wish to change the ordering,
use the arrows at the right hand side of the affiliations to reorder them accordingly.

Is there a user friendly URL for my webpage that doesn’t include lots of letters and numbers?

- When you click on the “My portal profile” link from within Pure, or find yourself on the portal, the long URL is automatically visible. The short URL is the same as the long URL but without the numbers and letters after your name, e.g. www.research.lancs.ac.uk/portal/en/people/firstname-surname. For users with hyphenated fore and surnames, such as Ann-Marie, in the URL you need to replace the "-" from within the name with a "_" e.g. http://www.research.lancs.ac.uk/portal/en/people/Ann_Marie-surname.

What if my project or application is not in my list?

- Applications are only brought in to Pure from ACP when they have been marked as submitted, awarded or unsuccessful in ACP. If your application is missing from the list, and you were noted as either a PI or CI in ACP, please contact rso-systems@lancaster.ac.uk detailing the ACP title and code.

- Projects are brought into Pure from Agresso when they have been set up. We are only bringing through 7000 code projects that have a related pFact or ACP application. If the application predates pFact (summer 2005) then the related project will not come through. If you wish this project to be added to Pure, please add it as a non-funded project, see the Project user guide for more information on how to do this. If your project is missing from the list, please contact rso-systems@lancaster.ac.uk detailing the Agresso title and code.

- Funded studentships are not automatically brought into Pure, so must be added using the non-funded project. When doing so please state in the title that this is a funded studentship.

Why are my students not listed on my webpage?

As students are covered by data protection, students have to choose whether or not to create a web profile. If they log into Pure they can change their visibility from “Backend” to “Public”. Please feel free to encourage your students to use Pure and to create a web profile if they so choose. Training is available to both staff and students on improving web profiles, please contact rso-systems@lancaster.ac.uk for more information.

This User Guide is in addition to the videos, as well as the detailed help sections that are located in Pure.

If you find any wrong or incomplete information in this guide do alert us so that we can update it. Please contact rso-systems@lancaster.ac.uk.