Activities in Pure

First, log into Pure using your usual University login details.

This is an anonymised view of an internal facing Pure profile page. From here you can click on Activities (see below) to view a list of your already existing activity records in Pure.

Adding an Activity in Pure

Click the green '+Add content' button to add new activity records. Once selected, a new window will open (see below):

Providing Evidence

If you are adding either of the following Activities – 'Participating In or Organising an Event' or 'Talk or Presentation', you will be required to provide evidence to prevent the record being returned to Entry in Progress. If evidence is not provided, the record will not show on your public Pure profile.

Examples of evidence are listed below:

- Acceptance/invitation email (forward to pure@hud.ac.uk)
- Official conference programme (uploaded to the record or link provided)
- Online announcement of the event
- Any web page which lists you attending/speaking at event

Example Activity

The example below uses the template for an Oral Presentation.

'Talk or Presentation Held At'

If this is an 'Invited talk' which is not part of an event, then simply select 'External organisation' and search for the relevant institution. Please ensure you try all possible name variations of the organisation before attempting to create a new one.

If the organisation does not appear, then you will need to select 'Create new'. This will create a record for the relevant organisation within Pure.

Simply fill in the name of the organisation, and the country it is based in. If possible use the drop down list to select the type of organisation you have created.

If recording any other presentation, it should be part of an event. If the event you wish to attach does not exist, select 'Create New' and complete the highlighted fields as in the screen shot to the right:

If you have further information such as a link to the event website, the location, city and country, please add these as well, but they are not required.

'Period'

If you are an entering presentation or examination details, whether it took place during the course of a multi-day conference or independent of an event, select 'Specific date' and enter the exact date of your presentation or year of your examination.

If this is review/editorial work, consultancy, hosting, membership or a visit to an external institution, select 'Period of Time'. Ensure you enter the start date for the record and the end date if the work/visit etc. has come to an end. If it is ongoing (e.g. membership of an editorial board) simply leave the end date field blank.

'Persons/Organisations'

Add yourself and any relevant persons to the record. You must ensure your affiliation is correct for the date of the record- i.e. if you did not work at the University of Huddersfield at the time of the activity, then please ensure your affiliation reflects this. This is demonstrated below:

Select 'Add Organisation' and then search for your previous institution. If it does not appear, you will need to 'Create new'.

Documents and Links

To add a document simply select 'Add document and a pop-up box will appear that allows you to upload your file. Ignore all other fields such as 'Visibility' and 'Type'.

To add a link, select 'Add link' and copy and paste in the URL with a brief description - e.g. 'Link to Conference Programme'.

Saving the Record

Please ensure you set the record to 'For Approval' so that it enters the workflow of the Pure Team. Then click the blue 'Save' button.

If you have any questions, please email pure@hud.ac.uk or contact via Teams: 01484 256 765.