

## 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.

The screenshot shows the Pure University of Huddersfield profile page for Professor X. The header includes the Pure logo, University of Huddersfield name, a search icon, and user profile information (Accessability, profets). Below the header is a profile card for Professor X with a photo, name, and links for 'My public profile', 'Add curriculum vitae', and 'Edit profile'. A URL for ORCID is also visible. Below the profile card is a navigation bar with tabs for 'Research outputs (70)', 'Activities (18)', and 'Datasets (4)'. The 'Activities (18)' tab is selected and highlighted in yellow. Below the navigation bar is a large dark blue banner with a welcome message and instructions on how to get started. To the right of the banner is a sidebar with a green '+ Add content' button, a 'Tasks' section showing two items, and a 'Help and support' link.

## 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):

The screenshot shows the 'Choose submission' dialog box in Pure. The dialog has a title bar 'Choose submission' and a list of submission types. The 'Activity' option is selected and highlighted in blue. The 'Activity' option is expanded, showing a list of activity types: 'Participating in or organising an event types', 'Publication peer-review and editorial work types', 'Consultancy types', 'Hosting a visitor types', 'Talk or presentation types', 'Examination types', 'Membership types', 'External Appointments and Visits', and 'Other activity types'. The 'Talk or presentation types' option is also highlighted in blue.

## 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](mailto: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.

Activity: Talk or presentation types > Oral presentation

Activity information

Talk or presentation held at\*

Event  Organisational unit  External organisation

Title \*

Description

Period \*

Specific date  Period of time

Degree of recognition

No value

Persons/organisations

Persons \*

No persons or organisational units associated

Activity managed by

Managing organisational unit \*

Documents and links

Documents

Links

Keywords

### ‘Talk or Presentation Held At’

Talk or presentation held at\*

Event  Organisational unit  External organisation

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'

- Period \*
- Specific date
  - Period of time

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:

### Persons/organisations

Persons \*

**An Other** Edit -

Speaker

**University of Huddersfield** -

Organisational unit: University

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

**An Other** Change person ▼

Internal person

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Name and role on the activity

First name  Last name \*

Role \*

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Affiliation on the activity

University of Huddersfield (17/04/17 → present)

## 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'.

Documents and links ⓘ

Documents

Add document...


Links

Add link...

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Add document

Filename

 Drag file or **browse** your computer.

File title

Visibility

Backend - Restricted to Pure users ▼

Type

Text ▼

Cancel Create

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


Add link

Link information

Web address (URL)

Example: www.example.com or http://www.example.com

Description



Cancel Create

## 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.

Status:  Save

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