

Pure FAQ

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AURA (Aberdeen University Research Archive) FAQ

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1. What is Pure?

- Pure is the University's new Research Information System.
- Pure replaces our old Publications database; it will store information about other research activities such as awards, professional activities, outreach and knowledge exchange as well as display other research related information from University corporate applications.
- Pure will allow related content to be linked together to build up an overview of research activity e.g. research outputs to a project, impact statements to projects and/or research outputs.

2. Why should I use Pure?

- We are under increasing pressure to demonstrate the value and impact of our research activities. Pure is a powerful tool to help both the University and the individual researcher to store information about research activities, and make it readily accessible for other purposes such as display on web pages, development of grant applications or to respond to funding bodies' reporting and monitoring requirements. It will also help to increase the world wide visibility of the University's research portfolio.
- It is a requirement that staff use Pure as the sole place to record details of their research outputs. We will use Pure to generate lists of research outputs for submission to exercises such as the Research Excellence Framework (the successor to the Research Assessment Exercise). We will also use Pure to generate lists of research outputs from 1st of January 2008 for the purposes of Mid Term Research Activity Reviews in 2010, further information will be available on the Pure support website.

3. How do I login to Pure?

- Pure is a web based application and can be accessed via the Pure website: www.abdn.ac.uk/staff/pure.php

Note: University PCs should have the University proxy settings set automatically, however, if you find that you are unable to access Pure via the link above, please check your proxy settings using the instructions available from: <http://www.abdn.ac.uk/proxy/>

- Pure supports the following browsers:
 - IE 7 or above, Firefox 3 or above, Safari 4

Note: If you receive a certificate warning using Firefox, please follow the instructions on screen to add as a trusted site. Once this is done, you should not see this message again.

 - **If you do not have one of the above browsers, please contact the Service Desk, servicedesk@abdn.ac.uk, 01224 273636 for University PC requests.**
- Home users should download their preferred supported browser as appropriate.
- Your existing University IT account and password should be used to login to Pure. If you do not have a University IT account you should submit the registration form available from: www.abdn.ac.uk/dit/staff/docu/forms.php - access will be available within 2 working days after creation of the IT account.
- If you experience any problems logging on to Pure, please contact the Service Desk - servicedesk@abdn.ac.uk, 01224 273636.

4. Can I access Pure off campus?

- Yes, Pure is a web based application and can be used off campus; secure access is available via the University proxy settings, instructions are available from: <http://www.abdn.ac.uk/proxy/>. You may have to install a supported browser version on your home PC if you do not already have it.
- Rowett Institute for Nutrition and Health staff whose PCs are not on the University domain e.g. medicine, should ensure that the University proxy settings are enabled when accessing from Rowett.

5. Where can I find information about Pure and its basic features?

- Please see our 'How to' guide [The Pure interface and key features](#) (PDF)
- Administrative users, please see our 'How to' guide on the [Pure interface and key features](#) (PDF)

6. How do I add a publication (research output) or other content?

- Please see our 'How to' guide [Adding new content](#) (PDF)
- Administrative users, please see our 'How to' guide for [Adding new content on behalf of others](#) (PDF)

7. I see there are several options for self importing research outputs from external sources, e.g. Web of Science (WoS), which should I choose?

- We recommend that you try to use WoS because importing data from this source will bring with it citation information and the publication will be 'tagged' with a unique identifier which will enable updates to citations in the future. We realise this may not be suitable for all disciplines.

8. I have records in RefWorks – can I import these into Pure?

- Using the export facility in RefWorks you can save the file in Bibtex format which can then be imported in to Pure.

9. How do I edit a publication (research output) or other content?

- Please see our 'How to' guide [Managing content](#) (PDF)
- Administrative users, please see our 'How to' guide for [Managing content on behalf of others](#) (PDF)

10. How do I generate a report of content in Pure?

- Personal users, please see our 'How to' guide [Creating and downloading lists of content](#) (PDF)
- Administrative users, please see our 'How to' guide [Creating reports](#) (PDF)

11. Who should I contact if I have any queries?

- If you have a 'How to' query, please refer in the first instance to our online guides. If further assistance is required please contact:
 - School based contacts can assist you with general queries about using Pure. Please see the Pure support website for details – COMING SOON.
 - If you are having problems logging on to PURE, please contact the Service Desk, servicedesk@abdn.ac.uk, 01224 273636.
 - If you have a query about AURA, please contact the AURA team, aura-manager@abdn.ac.uk, 01224 274446.

12. I would like to provide feedback on Pure, who can I give this to?

- Feedback should be sent to: pure-feedback@abdn.ac.uk

13. I have imported a research output using the self import facility but it is not displaying in my list, what should I do?

- Please report this to: pure-feedback@abdn.ac.uk

14. I have added a research output and a co-author has told me it is not appearing in their list, what should I do?

- This is probably because the wrong version of the person's name has been selected. Pure accesses information from HR that includes honorary, current and former employees and inadvertently you may have picked the one that doesn't link to their live user account in Pure.
- To resolve this, please edit the author, replacing the author name with the entry that has a University e-mail address (@abdn.ac.uk) associated with it.

15. Will I still be able to make my research outputs (publications) visible on my staff web pages?

- Yes, this feature is available within Pure and is now the *only* way to display publications on staff web pages. Please see our 'How to' guide [Adding new content](#) (PDF).

16. My staff pages are not displaying my research outputs (publications) correctly, who should I contact?

- Please contact the Service Desk with staff pages queries relating to publications - servicedesk@abdn.ac.uk, 01224 273636.

17. I will be managing content in Pure on behalf of my School, how do I request this user role?

- Most users will only require Personal user access to Pure; however, in some instances additional roles may be required, e.g. if submitting content on behalf of your School.
- Please complete the online form (COMING SOON). Once your access level has been authorised your request will be submitted to the Service Desk who will notify you when your access has been updated.

18. Can someone else add content to Pure on my behalf?

- Yes, contacts within each School will be given additional user roles to act in this capacity, further information available from the Pure support website.

19. What is the Pure Portal?

- The Pure Portal allows external access to selected content from Pure. You can choose which content you wish to make publicly visible through the Portal. Further information regarding the Portal will be released shortly.

20. What is AURA?

- Aberdeen University Research Archive (AURA) is an open access institutional repository for the University's research outputs. Publishing in AURA is not an alternative to traditional publishing but ensures that your research is available to those who do not have subscriptions to scholarly journals or who are not aware of the subject repositories in your field of research – the research outputs published in AURA are available free of charge to anyone who internet access. AURA also brings together the research output of your College, School and Department ensuring that the University's research has the profile it deserves.

21. How do I publish my research in AURA?

- Pure is linked to AURA so there is a single workflow for creating a publication and adding the full text. Documents added to Pure will appear in AURA and the Pure portal once they have been copyright cleared and the publisher's embargo has passed.

22. Can I add the full text of my publication?

- Yes, you can add documents when you create a publication. You can also update your publication or add the full text at any time. The documents will appear in AURA and the Pure portal once they have been copyright cleared by the AURA team and the publisher's embargo has passed.

23. Can I add a pdf of my publication that I've downloaded from the publisher's website?

- The version of your publication you can publish through AURA will depend on the agreement you sign with the publisher. The AURA team will check this before your publication appears in AURA but if you have any questions about copyright please contact Mary Mowat, copyright@abdn.ac.uk, 01224 712751.

24. Are there any other legal requirements?

- When you deposit your work in AURA, you will be required to accept a licence giving the University permission to retain the item in perpetuity and make any changes necessary to ensure its preservation.

25. Why does the University need this licence from me?

- We actively want to expose any works you deposit in the Repository to the scholarly community, increasing your own personal research profile and impact and raising the University's research profile at the same time.

However, we still require the permission of the copyright owner to do this. This is because storing the work electronically and communicating it on the Internet require the permission of the copyright owner(s). In many instances, you will be the owner of the copyright and so we need your permission to make the work available. We feel that this is best done in a licence like this, which contains the standard provisions found in any licence to publish.

26. Why should I add the full text of my publication?

- Adding the full text will help to raise the profile of the research carried out by the University, your college and your School. Publishing the full text through Pure in AURA will ensure that your research is available to those who do not

have subscriptions to scholarly journals or who are not aware of the subject repositories in your field of research.

- Depositing your research in AURA will in many cases enable you to fulfil the open-access publication requirements that funding bodies are increasingly demanding from grant-holders. You can check the open-access policies of the major funding bodies in the Juliet database, see: www.sherpa.ac.uk/juliet.

27. Can I add the full text directly to AURA?

- No, the only way to add a document to AURA is through Pure. However you can add the full text to a document at any time.

28. Who should I contact if there's a problem with the full text appearing in AURA and the Pure portal?

- Please contact the AURA team, aura-manager@abdn.ac.uk, 01224 274446.

29. What collection in AURA will the full text of my publication appear in?

- The full text will appear in the collection for your School. However it may also be possible to set up collections for research groups, please contact the AURA team, aura-manager@abdn.ac.uk, 01224 274446.

30. Who should I contact if the full text I add to a publication doesn't display in AURA and the Pure portal?

- The full text added to each publication will not display until it has been checked by the AURA team for copyright clearance and publisher's embargo. However if you have any concerns please contact the AURA team, aura-manager@abdn.ac.uk, 01224 274446.