

Last updated: 26 October 2011

## Managing content on behalf of others: for Editors/Administrators

### Editing content

In this example you will edit **Research output**, however, the process can be applied to other types of content.

- Login to Pure.
- From the left navigation, click on the **Research output** menu item.
- Your School or Department's research publications are displayed in the central **content area**.
- Click on **Editable** – below Research output on the left side of the screen.
  - Research publications available for editing are displayed in the central **content area**.
- Search for the publication you wish to edit (use the search filters if appropriate).
- Click **once** on the publication's title to edit.
- The publication opens in a new window. This window is the same window you see when adding new content, either from scratch or by importing from online source.
- Make changes as required.
- Click on the **Save** button.

### Validation

**Note:** Validation applies only to **Research output** content.

- Notification of your edited content will be sent to the Library for **revalidation**.
- To help with quality assurance of data, the Library has responsibility for checking all Published content for accuracy. The Library may query your changes and return the content to you for amendment.



The screenshot shows a notification for a returned article. At the top, it says 'Test article 1b' and 'MACKENZIE, C. & BLOGGS, J. In : Whatever and Whenever. 1, Jan. 01 2010'. Below this, it says 'Research output: Contribution to Journal > Article'. On the right side, there are two buttons: 'Published' (grey) and 'Returned' (red). Below the buttons, there is a yellow box containing the text: '"Test article 1b' authored by you has been returned by editor@atira.dk with the following comment: Please check spelling of second author's name. Joseph or Joe?'. At the bottom of the yellow box, it says 'root 25/02/10 12:28 Mark as read'.

### Removing content

It is possible to **Delete** a publication from your **Research output** – up until the point of validation by the Library.

- Open the item you wish to delete then click on the Delete button at the bottom right of the editing window. 

You may use the Delete function for other content types (e.g. Activities, Projects, and Impact case studies) at any time.