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Managing content

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 **Research output**.

- Your research publications are displayed in the central **content area**.

- Click **once** on the publication you wish 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.

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.