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The Pure interface and key features: for Editors/Administrators

This user guide introduces the Pure interface and highlights some key features, such as searching, filtering and sorting content.

Separate user guides for Editors/Administrators are available: **Adding new content on behalf of others**, **Managing content on behalf of others** and **Creating reports**.

As an Editor, you have been assigned permissions to add, manage, and delete (where appropriate) content (publications, activities, projects, and impacts) on behalf of other users, and to create reports.

1. Login to Pure

- Launch Internet Explorer and go to **http://www.abdn.ac.uk/pure**
- At the login prompt, enter your University username (e.g. abc123) and password in the appropriate text fields.
- Click **Login**.
- The first time you login you will see a welcome message that prompts you to choose how often you wish to receive e-mail notifications. Choose a frequency then click on **Continue**. As an Editor/Administrator, you are advised to choose Daily or Weekly.

Note: You will not see the welcome message again; however, you can change this setting at any time by clicking on your username in the **Header** area of the workspace. You can also check messages at any time by clicking on Messages in the header area – see below.

2. The workspace

The first time you login to Pure, you will see a user interface similar to the one illustrated below. This is divided up into different areas:

The screenshot shows the Pure interface for the University of Aberdeen. The interface is divided into four main areas:

- a) Header:** Located at the top, it includes the Pure logo, University of Aberdeen name, user profile (abc123), and a Log out button.
- b) Left navigation:** A vertical sidebar on the left containing menu items: Editorial overview, Research output, Activities, Projects, (UNDER DEVELOPMENT) Applications / Funding, Impacts, and Report definitions.
- c) Content area:** The main workspace displaying two summary cards:

Research output	776
Article	487
Chapter	70
Working paper	46
Discussion paper	46
Book	28
Abstract	19
Paper	13
Commissioned Report	11
Conference contribution	10
Other contribution	9

Projects	283
Grant project	159
Research project	54
Contract project	51
Consultancy project	19
- d) Task area:** A vertical sidebar on the right containing:
 - Add new:** A green button.
 - My personal tasks:** Pending research output (2) and Open access research output without full text (1).
 - My messages:** Messages (236).
 - My favourites:** Research output (1).

a) Header

- **Editor** and **Personal** tabs (top left). These indicate the two different workspace options available to you.

As Editor/Administrator, you have been assigned editing privileges for your School or Department, and so by default the **Editor** tab is foremost – this allows you to add new content, manage content, and create reports on behalf of others.

- **User Profile settings** (top right) – click the drop-down arrow beside your user name to change options such as frequency of email notifications or language settings.

b) Left navigation

Under the **Editor** tab you will see **Editorial overview** and the following content types:

- **Research output** – information about your School or Department’s research outputs in general
- **Activities** – information about your School or Department’s professional activities and awards
- **Projects** – information about your School or Department’s funded projects taken from the Research Grants database
- **Applications/Funding** – this section is under development
- **Impacts** – information about the impact that research within your School or Department has had, including benefits to the economy, society, culture, public policy and services, health, the environment, international development and quality of life
- **Report definitions** – used for extracting lists or analyses of content

Use this area to quickly navigate to, and manage, content, and to create reports.

Under the **Personal** tab you will see your **Personal overview**. Unless you are adding or managing content to Pure in your own right, or wish to create a personal CV using Pure, you may not need to access the Personal tab.

c) Content area

The information displayed in the Content area (c) depends on which content type you select from the left navigation area. For example, if you select **Research output**, the central content area will change to display the research output for your School/Division/Department.

When you first login to Pure, the Content area displays the **Editorial overview** for your School or Department, divided into six categories – Research output, Projects, Activities, Impacts, Applications/Funding (under development), and Report definitions. Next to each category heading, there is a summary of how many pieces of content that category contains.

d) Task area

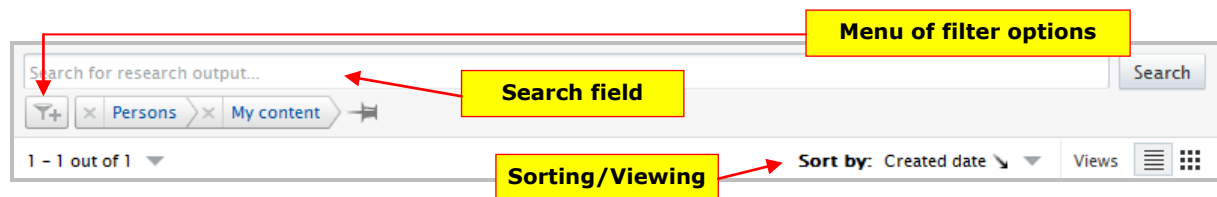
- **Add New** – for adding new content in Pure – see separate user guide **Adding new content on behalf of others**.
- **My editorial tasks** – this area displays pending tasks, e.g. when a new publication is awaiting validation by the Library.
- **My personal tasks** – Unless you are adding or managing content in Pure in your own right, you may not need to access this.
- **My messages** – notifications relating to your School or Department’s research output.

- **My favourites** – these are shortcuts to any content you have previously marked with a star as a **favourite**.
- **My history** – shows history of your recent activity within the session.

3. Basic functions

When you select a content type from the left navigation (e.g. **Research output**, **Activities**, **Projects**, or **Impacts**) the relevant content is displayed in the central content area.

Depending on the content type selected, various features for searching, filtering and sorting are displayed at the top of the content area; for example, the illustration below shows the features for **Research output**.



Searching

All content types include filter options and the use of Boolean operators and wildcards.

Boolean operators

- term1 AND term2 – used for finding content with both term1 and term2
- term1 OR term2 – used for finding content with either term1 or term2
- term1 NOT term2 – used for finding content with term1, not term2

Wildcards

Note: Wildcards cannot be used at the start of a string.

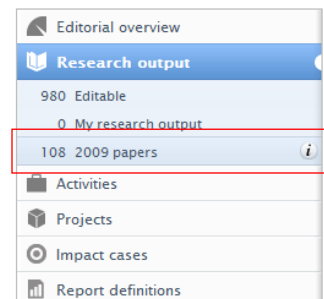
- ? – used for replacing 1 character
- * – used for replacing an arbitrary number of characters
- ~ – used for finding terms that reminds of

To explore more and get a full overview of search possibilities, please refer to the official *Apache Lucene* syntax – http://lucene.apache.org/java/2_9_0/queryparsersyntax.html

Filtering and Sorting

You can combine several **filtering** options to refine your search. This is particularly useful if you are handling many thousands of publications.

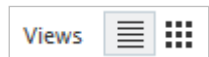
If you have a favourite filter combination that you use frequently, you can save this configuration with an appropriate name. It will be added to the left navigation for the content type you are searching. For example, if you have saved a filter for a Research Output search, then that filter will be added to the left navigation, under Research Output.



Note: The **Persons** filter searches the entire University of Aberdeen staff list as synchronised from HR data – it is not restricted to your School or Department level.

You can **sort** by different parameters depending on content type. For example, sort Research Output by: Created date, Modified date, Publication year, Title, and Type.

Views



- **List view** displays detailed information about each item – click on the grey triangle to expand the summary. The sorting and filtering of searches is only available in List view.
- **Matrix view** displays an overview of the status of the research output for your School or Department.

Year	All						
	In preparation	In press	Published	Unpublished	Entry in progress	Published (For validation by Library)	Published (Validated by Library)
Aberdeen Centre For Environmental Sustainability		1	6		3		4
Business School		4	48		9	3	40
Business School, Accountancy & Finance	5	2	95		20	2	80
Business School, Economics	3	15	256	1	77	16	182
Business School, Management Studies	6	12	195	3	54	17	145
Business School, Property		4	118		35	20	67
DIT, Desktop			2		2		
Total	14	38	720	4	200	58	518

Note: The Matrix view is only available for content type **Research output**.