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## The Pure interface and key features

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

Separate user guides are available for **Adding new content**, **Managing content**, and **Creating and downloading lists of content**.

### 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 a Personal User, choose Instantly or Daily.

**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 – 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 a user named Joseph Bloggs. The interface is divided into four labeled areas:

- a) Header:** The top navigation bar containing the Pure logo, University of Aberdeen name, user name 'abc123', and a 'Log out' button.
- b) Left navigation:** A vertical menu on the left with options: Personal overview, Research output, Activities, Projects, (UNDER DEVELOPMENT) Applications / Funding, and Impacts.
- c) Content area:** The main profile area for Joseph Bloggs, including a profile picture, name, title 'Prof', email 'j.bloggs@abdn.ac.uk', affiliation 'Professor, School of Hard Knocks, Division of Life, the Universe and Everything', and a list of research outputs.
- d) Task area:** A sidebar on the right containing 'Add new' button, 'My personal tasks' (with 2 pending research output and 1 open access research output), and 'My messages' (with 236 messages).

#### a) Header

- **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.

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## b) Left navigation

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

- **Research output** – information about your research outputs in general
- **Activities** – information about your professional activities and awards
- **Projects** – information about your funded projects taken from the Research Grants database
- **Applications/Funding** – this section is under development
- **Impacts** – information about the qualitative nature of research

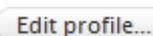
Use this area to quickly navigate to, and manage, content.

## c) Content area

The information displayed in the central 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 display your research output.

When you first login to Pure, the Content area displays your **Personal overview**.

- If you wish to make any changes to your profile, click on **Edit** profile to open the Edit profile dialog.

A button with the text "Edit profile..." inside a rounded rectangular border.

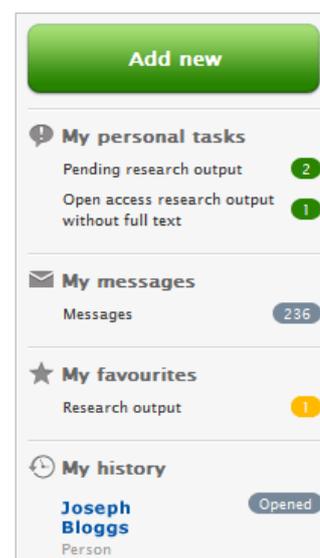
**Note:** Some details in the **Metadata** section, such as your staff number, first and last names and title, come directly from the HR database and cannot be changed within the Pure environment.

If you have made changes to your profile, be sure to click **Save** before closing the Edit profile dialog.

- Below your profile, the overview page is divided into tabs.
  - The **My research** tab displays your **content**, listed by type (e.g. Research output, Projects, etc.).
  - The **My profile** tab allows you to access the **CVs** module – for more details on how to create CVs within Pure, see our user guide **Create a personal CV**.
  - The **Supervision** tab displays a list of your current and former research students, if applicable.

## d) Task area

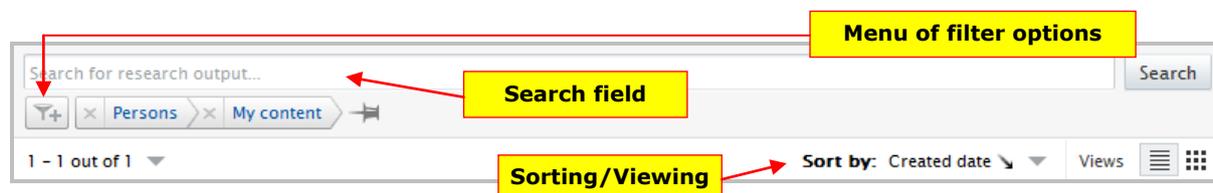
- **Add New** – for adding new content in Pure – see separate user guide **Adding new content**.
- **My personal tasks** - shows pending content that is waiting for approval or that has been returned to you with comments.
- **My messages** – notifications relating to your research output.
- **My favourites** – 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, for example changes to your profile.



### 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](http://lucene.apache.org/java/2_9_0/queryparsersyntax.html)

#### Filtering and Sorting

You can combine several **filtering** options to refine your search.

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.



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

#### Views

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



- **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 your research output.