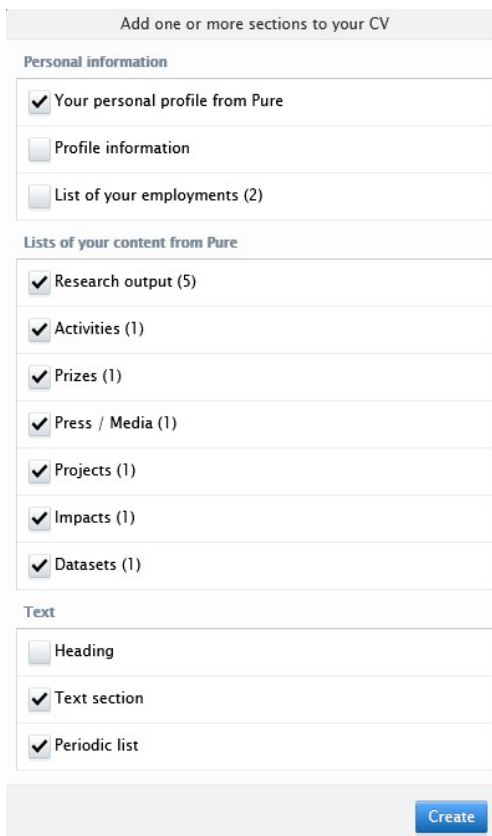# How to use the Personal Reporting area in Pure

Pure can be used by individuals to automatically generate reports using data added to Pure or Synchronised from other university systems. Information that can be added to these reports include personal profile information, research outputs, Awards, projects, prizes, press/media, activities, impacts, and datasets. It is also possible to add custom text sections to add other details.

Two types of report are available in Pure:

- Public: Generate a report that is publicly available. It is only possible to have one public report at a time.
- Private: Generate a report to easily export your data to other formats (e.g. PDF/Word) from Pure. You can have as many private reports at a time as you like so it's possible to generate different personal reports for different purposes.

Private reports are confidential and only visible to the report owner or users with administrative access. Likewise, Public reports are not visible to others until published by the user.
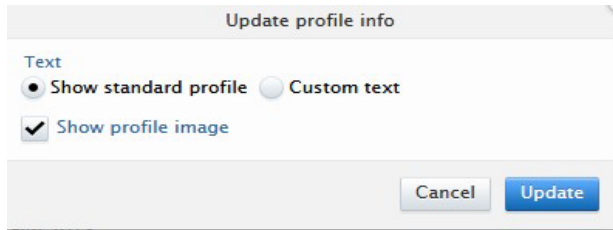
Creating the Report

1. From your personal Pure profile page, click on 'Personal Reporting' in the left-hand sidebar. Click on the + button next to 'Personal Reporting' Choose the format you are interested in. (Public, or Private).

2. Click on your name to start the report, if you are an administrator and are creating a report on behalf of someone else, type in the name of the person and click on their name to start the report.

3. Choose the sections of data you wish to include.

4. If you need to include additional information which is not automatically generated (e.g., student supervision) then pick the relevant additional text options at the bottom of the list.

6. Click the blue 'Create' button at the bottom of the list to generate the report.

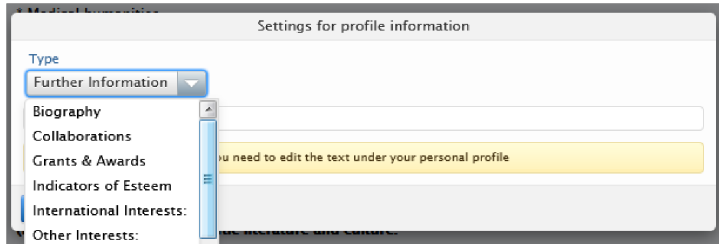7. Once the content has been generated, hover over each section to access the edit options.

Edit options

8. Choosing Custom text allows you to overwrite the pre-generated text. You can also choose to display or not display you profile image by selecting/deselecting the checkbox.
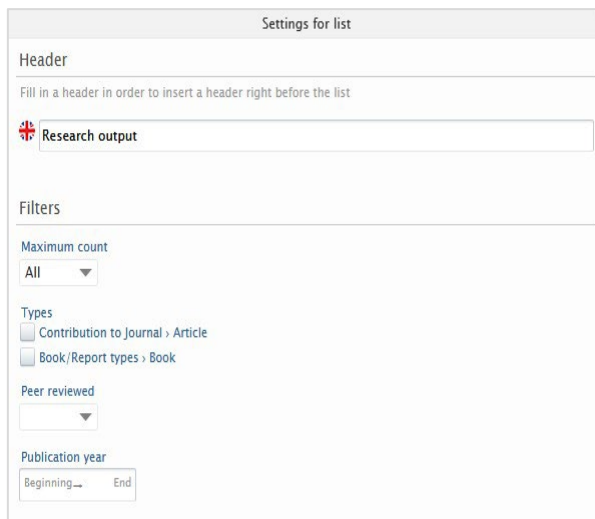
9. Use the edit button on the profile information section to include information about your Research overview, Biography, Research interests and then select your content from the drop-down options.
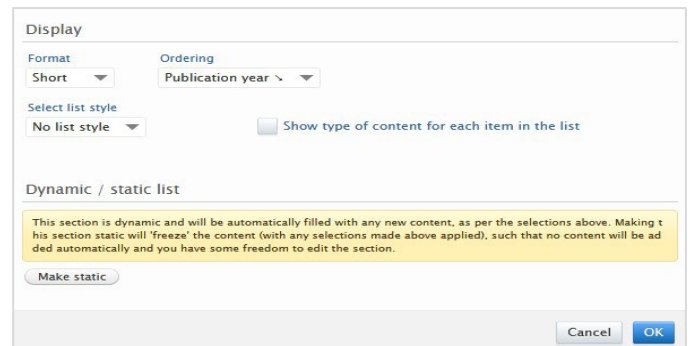
10. Edit research outputs (publications) to change the headings, set display options, or filter the number and type of publications. You may choose to filter your publication list to show only peer review publications or only publications in a specified period.

11. In the editing options for each section you can also choose the display format and specify if you want the list to be static or dynamic. Dynamic lists will update as new content is added to pure. When you have finished editing, click OK at the bottom of the settings screen.

12. You can edit each section to filter or adjust the content included. For example, edit the employment section to show only current employment details.

13. Click Save when finished editing. You can reopen the Report to export to PDF or Word so it can be shared.

Editing and Adding Custom Sections

1. If you have opted to add additional text options, either 'Heading' or 'Text section' so that you can include additional information such as Supervision details or application information, then you can click and type in the free text boxes or copy and paste any information from Pure or from an external source into the boxes.

If you used the Periodic List option you can edit each line as an entry. Each line is limited to 1,024 characters.

2. To add more custom sections, click on the **Add section** button at the bottom of the report window. This will bring up allhe available options and you can add more text sections, heading or periodic lists.

3. When you have updated your report remember to click the Save button.