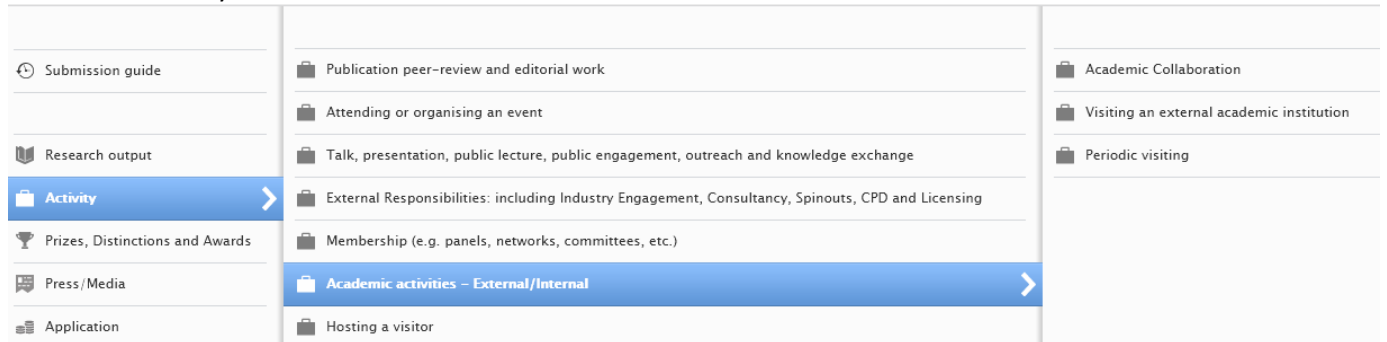


Adding activities – Visiting an External Institution

1. Log into Pure with your University of Aberdeen Login at <https://pure.abdn.ac.uk/admin/login.xhtml>
2. Click on the add content button and then select **visiting an external institution**, and the correct sub-type for the activity.



3. Add the external organisation by searching and if it is not listed, create a new external organisation.
4. Use the activity box to provide a title or short summary of the activity, then use the description box to describe your contribution to the activity – content added to these boxes will be displayed on the University’s Research Portal, if the record is set to public.

Visiting other institution information

Visited organisation *

Add external organisation...

Activity

Description

5. Enter the date or time period for the activity.
6. Select the degree of recognition required for this activity.

Period *

Specific date

Period of time

Degree of recognition

No value

No value

International

National

Regional

Local

7. Add the internal or external individuals who took part in the activity.
8. Click on Edit to change your role or organisational unit.

Persons/organisations

Persons *

John S. Smith, Visiting Lecturer External person Edit -

Biological Sciences Organisational unit: Discipline -

Add person... Add organisational unit...

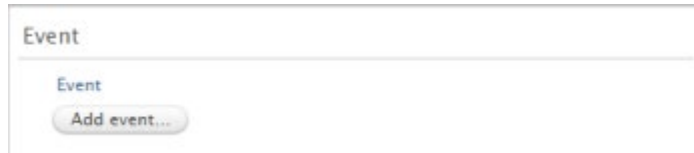
Activity managed by

Managing organisational unit *

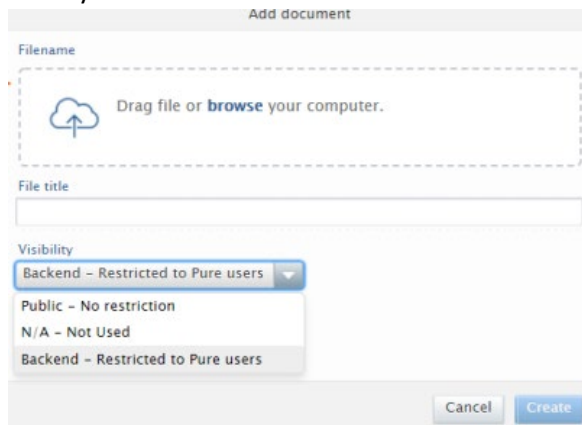
Biological Sciences Organisational unit: Discipline

Change organisational unit...


- Add an event if the visit coincided with an event by searching and if the event is not listed, create a new one.



- Attach documents or web links. You can add different file types such as PDF and PNG. Ensure that you are authorised to upload these files. Put the visibility as **backend – restricted to Pure users** if the files should not be seen by the public on the University’s Research Portal. Please note that the main record can be public even if added files are restricted. Ensure any web links added are archived and active.



- Relate the activity to other content types such as a journal article to showcase the different parts of your research and network.



- Choose the option ‘**public – no restriction**’ for the visibility if you want the record to be displayed on the Research Portal.



- Ensure you click on **Save** when you have added all the information to the record. Any changes or updates made will be lost if you do not use the save button.

