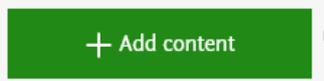
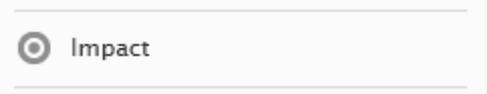


Adding and editing Impact Records in Pure

1. Log into Pure at <https://pure.abdn.ac.uk/admin/>.
2. Click on the add content button.



Click on Impact from the left-hand menu.



As there is currently only one type of impact, clicking on this will open a record for you to work on.

3. Select the status of the impact record, this indicates if the record is ready to be shared (open), in development (In preparation), or for internal records only (Closed) .

Impact status i

Impact status *

Select status ▼

- Open
- In preparation i
- Closed

4. Add a title and a short description of the impact – the description is intended to be just a few lines to help members of the public understand how your research has had either academic or non-academic impact.

Impact information i

Title *

Description of impact

5. You can add information about who is affected by the Impact of the research, this could be patient groups, rural communities, visitors to cultural sites or other academics.

Who is affected

You can add a full narrative or just a few bullet points that help you to identify areas that you want to build up for a narrative.

Narrative

You can also add a theme for your impact or some notes that will help you decide a theme later.

Theme

6. If your impact has already happened you can set the date of the impact and the category of the impact, if your impact is developing or ongoing you can use the period of time option and enter the start date.

Period

Specific date

Period of time

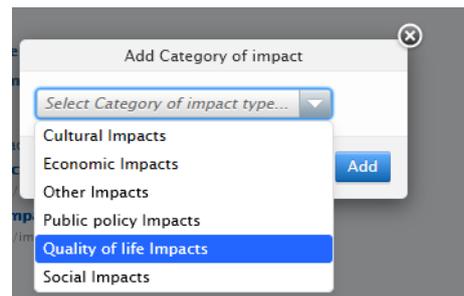
Not Set

Category of impact

Other Impacts
/dk/atira/pure/impact/impactnature/otherimpacts

Economic Impacts
/dk/atira/pure/impact/impactnature/economicImpacts

Add Category of impact...



You can add multiple categories of impact if required.

7. If you want to add evidence of impact, this could be documents, testimonies, new coverage, or other evidence these can be added in the Evidence section.

Click on Add Impact evidence.

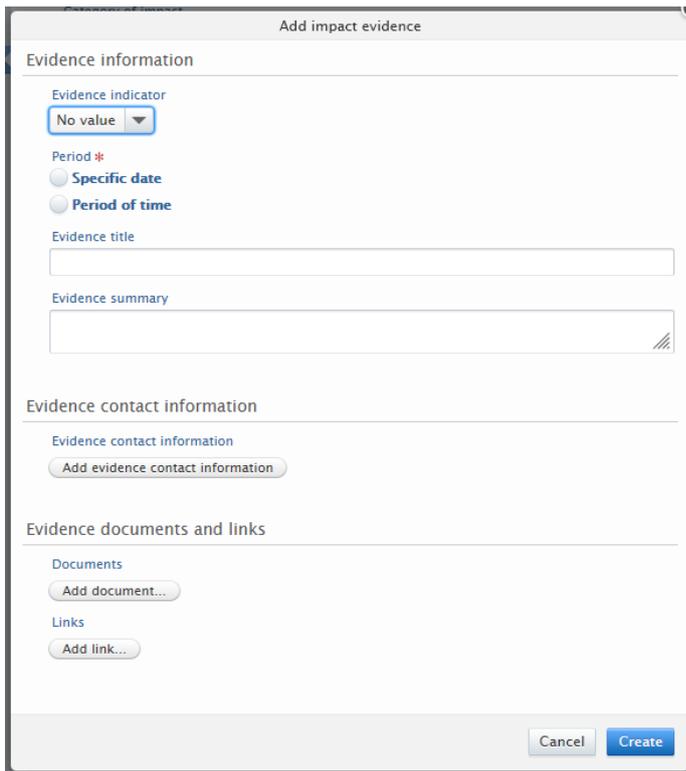
Evidence 

Add impact evidence

A new window will open allowing you to:

- set if your evidence is qualitative or Quantitative,
- add the date the evidence was generated or made public,
- describe the evidence with a title and summary,
- add any contact details for the evidence and record if the person has agreed to be contacted in the future,
- add a document or add a link to a website.

Evidence which is not connected to a single person or single organisation should be added separately.



- When you click on create the impact evidence will display on the record, as you add more evidence this will build up on the record. In general these documents and links would not be for public consumption.

Evidence ?

▶ Impact Evidence Edit + -

Evidence title: Evidence of Impact
 Evidence indicator: Qualitative indicator
 Evidence date: 2022
 Contact name: Mr D Jones

▶ Impact Evidence Edit + -

Evidence title: More Evidence
 Evidence indicator: Quantitative indicator
 Evidence date: 2021 – 2022
 Contact name: Mrs E Smith

Add impact evidence

- For staff members the Participants and affiliations section should be populated with your own details, the names of other colleagues can be added by clicking on Add Person. For Administrators this section is not automatically populated, this allows users with administrative access to add content for others without having to remove their own details.

Participants and affiliations ?

Persons * + person

person icon **Pete Edwards**, Participant Edit -

Internal participant

house icon **Computing Science** -

Organisational unit: Discipline

Add person... Add organisational unit...

10. The Impact managed by section is populated from the details of your School or Discipline, this can be updated by clicking on Change Organisational unit.

Impact managed by ⓘ

Managing organisational unit *

 **Computing Science**

Organisational unit: Discipline

[Change organisational unit...](#)

11. Keywords can be added in the Keywords section, these are not mandatory, and some refer to a previous Research Excellence Framework Exercise. This area will be updated once we know more about the next assessment exercise.

Keywords ⓘ

REF IMPACT CASE STUDY INDICATOR ⓘ

There are no associations

[Add REF Impact Case Study indicator...](#)

REF2020 UNIT OF ASSESSMENT

There are no associations

[Add REF2020 Unit of Assessment...](#)

KEYWORDS

12. You can also add general files and links to the Impact record. These may include links to university sites, organisations who have adopted your recommendations, events related to impact dissemination, videos or slide decks used to share the impact story. In general, these documents and links should be suitable for sharing with the public.

Files ⓘ

Documents

[Add document...](#)

Links

[Add link...](#)

13. You can relate you impact to a wide range of other content in Pure, including but not limited to publications (research outputs) that are related to the impact, Press/Media coverage of your research, or research activities and public engagement which may have led to the impact.

Relations ⓘ

Impact



Research Facilities



Press/Media



Research outputs



Student thesis



Activities



Projects



Datasets



Prizes



14. Visibility of the record should be set depending on the status of your Impact record. Items marked as Public No Restriction are those that are ready to share on the Public Research Portal, if you do not want the impact record to be visible to the Public this should be changed to Backend – Restricted to Pure users. For items that are particularly sensitive the record should be set to Confidential so that it can only be seen and accessed by those named on the record and administrators with access to the impact area of Pure.



If you are intent to return to the record and updated with more information later, you should leave the status as 'Entry in progress'. If you have entered all the relevant information and are happy to make the record public you should change the status to 'For approval'.



Press Save to store the record, if you do not press save then the content will be lost.

Editing Impact Records

If you have created a record and want to return to it, you can find your impact record on the main bar of your personal workspace.

Research outputs (46) Article: 39, Discussion paper: 5, Chapter: 1, ...				Activities (5) Member of public/governm...: 4, Industry Engagement: 1		Prizes (3) Awards, Distinctions,...: 3	Press/Media (17) Articles in 'The Conversation': 17	Impacts (5) Impact: 5
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1. Click on the number underneath impact to be taken to a list of your impact records. Click on the title of the impact record to open and edit the record.



2. Once you have finished editing, check the status (update if required) and click on save.

