

Adding Activities to Pure

Activity Template: Hosting a Visitor

Activities Covered:

- Hosting an academic visitor

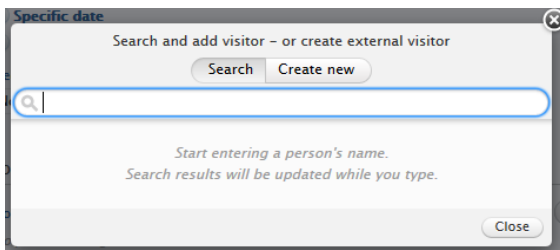
Information Required:

Hosting a visitor information

Visitor *

Add visitor

Click on the add visitor button.



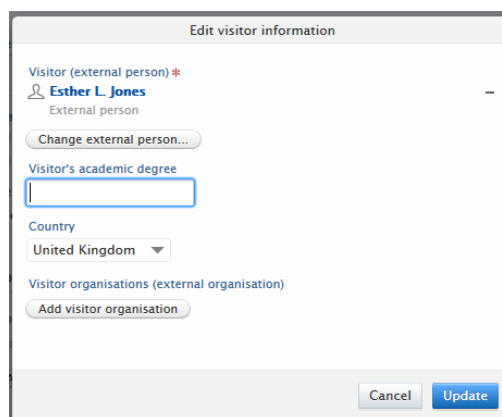
Specific date

Search and add visitor – or create external visitor

Search Create new

Start entering a person's name.
Search results will be updated while you type.

Close



Edit visitor information

Visitor (external person) *

Esther L. Jones
External person

Change external person...

Visitor's academic degree

Country

United Kingdom

Visitor organisations (external organisation)

Add visitor organisation

Cancel Update

Search for, or create, the name of the visitor you are hosting.

When you have selected or added the person, add the institutional affiliation, where relevant you can also add their academic degree. When all details are complete click on 'Update' to add the person to the record

Hosting a visitor information

Visitor *

Esther L. Jones - University of York, United Kingdom

Edit

The visitor details will be used as the main heading/title for the activity in Pure and on the research portal.

Activity

In the activity box, provide a brief outline of the reason for the visit, e.g. to deliver a guest lecture at an event, to teach on a course/module, to undertake sabbatical.

Description

In the description box, provide information on the contribution of your visitor, e.g., title of the lecture delivered, course module(s) taught, etc.

Period *

Specific date

Period of time

Enter the date of the event. For activities of more than one day's duration, select period of time and enter the first and last date of the activity.



Degree of recognition

No value ▼

Select the most appropriate degree of recognition for the activity if relevant.


Persons/organisations

Host *

 University of Aberdeen , Host	Edit -
<small>Internal person</small>	
 University of Aberdeen	-
<small>Organisational unit: Discipline</small>	

Activity managed by

Managing organisational unit *

 **University of Aberdeen**

Organisational unit: Discipline

Your name, affiliation, and role will be pre-populated. If your activity involved multiple hosts, their details can be added by clicking Add person.

The managing organisational unit will be assigned as your department/ institute. If you are associated with multiple areas, you can click on the change organisation unit to select a different unit

Documents and links ⓘ

Documents

Links

Where relevant, you can attach documents to the record, however, please check that you have the appropriate permission/authorisation to upload any documents. Documents can be added as Backend - restricted or confidential, and do not have to be public, even if the overall record is public and visible on the research portal. Pure supports multiple document and media formats including PDF, WMV, PNG.

You can also add links to any websites or social media channels relevant to the visiting academic and their activity at Aberdeen

Keywords ⓘ

KEYWORDS

ASJC SCOPUS SUBJECT AREAS

There are no associations

Keywords and Subject areas are not mandatory; however you can add them to increase discoverability of the record.

Relations

Activities



Research outputs



Prizes



Press/Media



Projects



Impacts



Datasets



Facilities/Equipment



Student theses



Relations to other content in Pure can be added as necessary. This will help illustrate the interconnectedness of the various aspects of your research. Click the icon under the relevant content type to search for and connect items to the activity record.


Visibility

Public - No restriction ▼

If you would like the information to be available on the research portal, make sure you select Public- no restriction option in the visibility section, otherwise mark the record as 'Backend - restricted to Pure users', or 'Confidential - restricted to associated users and editors'.

Status:

Finally, remember to save your entry. Once saved, your entry will appear in your Pure profile as "For approval". Once your entry has been checked and approved, any public records will appear in the research portal.


UNIVERSITY OF ABERDEEN

Home Profiles Disciplines Research Output Research Facilities Datasets Impacts ...

Dorothy Noyes

McKean, T. (Host)
Elphinstone Institute

Activity: Hosting a visitor > Hosting an academic visitor

Activity

Hosting of Dorothy Noyes - Ohio State University

PERIOD	10 Jun 2016 → 21 Jun 2016
VISITING FROM	Ohio State University (United States)
VISITOR DEGREE	PhD
Bio	FEMALE
DEGREE OF RECOGNITION	International

Documents & Links

 Dorothy Noyes at OSU