

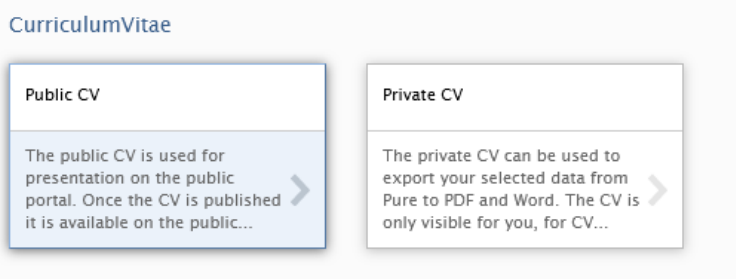
Guidance on viewing data in Pure for promotions activity

Data from Pure can be supplied to Heads of Schools as part of the promotions process. Individuals can check what data is in Pure and what will be supplied to their Head of School by following these steps

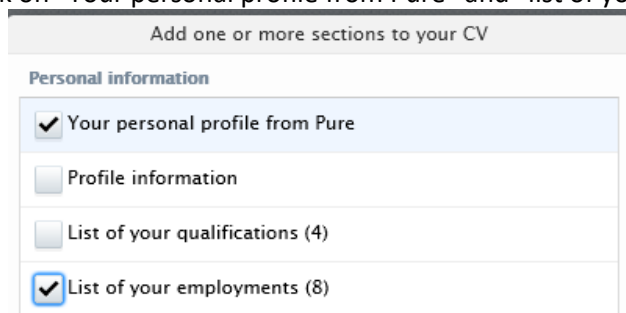
1. Log into pure at <https://pure.abdn.ac.uk/admin/workspace/personal/overview/>
2. Under your name you will see one of two options, either “Add curriculum vitae” or “Curricula vitae (n)”, with n representing the number of CV style reports on your account.

 Add curriculum vitae  Curricula vitae (1)

3. If you see Add curriculum vitae, click on add curriculum vitae, then click on Private CV.



- a) Click on the relevant boxes in the ‘Personal Information’ section; as a minimum you will want to click on “Your personal profile from Pure” and “list of your employments”



- b) Click on the relevant content boxes for Research output, Activities, Prizes, Press/Media, Projects, Datasets, or Impacts were shown in ‘Lists of your content from Pure’.



If you have received internal awards such as impact or pump prime funding, or if consultancy has been added to Pure on your behalf, you can click on the Projects box to show both synchronised award information, and manually added award information currently not recorded on Worktribe. If internal funding has been added to Pure the count next to Projects will have a higher number than

Awards, if no other funding has been added to Pure the values on Projects and Awards will be the same.

If you have already selected Projects, you do not need to select Awards as the synchronised information in Awards and Projects is the same.

Please note that, for promotions activity, reports on externally funded Application and Award data will be sourced from the Worktribe database.

- c) Click on create to generate a report of your content in Pure.
- d) Review you report for any blank sections in the report, these indicate content that is treated as confidential in Pure¹

Click edit next to any empty sections, edit will appear when you place your mouse near the top of any of the sections.

In the editing window, update 'include confidential content'² from no to yes, change the display from short to long, and order by end date descending

The screenshot shows the 'Projects' dynamic list edit window. The 'Filters' section includes a 'Maximum count' dropdown set to 'All', a 'Types' section with several unchecked checkboxes, and a 'Start year' range from 'Beginning' to 'End'. The 'Include confidential content' section has a dropdown menu with 'No', 'Yes', and 'No' options, where 'Yes' is currently selected. The 'Display' section has a 'Format' dropdown with 'Long', 'Short', and 'Long' options, and an 'Ordering' dropdown set to 'End date'. There is also a checkbox for 'Show type of content for each item in the list' which is unchecked. 'Cancel' and 'OK' buttons are at the bottom right.

- e) Click on OK to confirm the change

¹ Confidential content in this instance refers to any record in Pure marked as Backend (database view only) or fully confidential (available only to authors and administrators).

² By including confidential content in the report, you will not change any settings on the record in Pure. Content marked as backend or confidential remains hidden from the public and from other users who do not have administrative access to Pure.

- f) Click on save, to store the report for future use, content in the report will be updated automatically as you update and change Pure.



The content generated for this report is the same content that can be shared with your Head of School if you apply for promotion. Appendix A shows a summarised example of a CV style report.

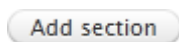
4. If you see Curricula vitae (n), click on Curricula vitae, and then click on the name of the report to open it (this is likely to be your name followed by private report/CV)

This report lists your content from Pure based on previously selected sections in 'Personal Information' and 'Lists of your content from Pure'.

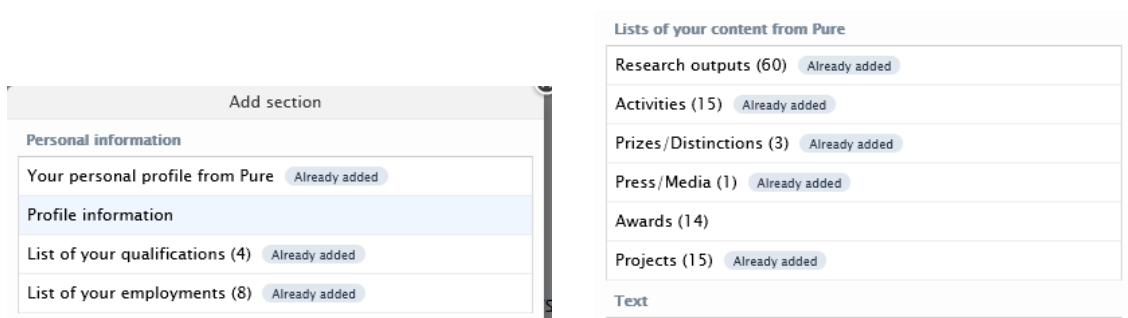
For content types that you have already selected the report will update automatically. As you add new records to Pure the content will appear on the CV style report.

For new content types for example the first time you add a press/media record or the first time you add an Impact case study record you will need to check that these content types have been added to the report.

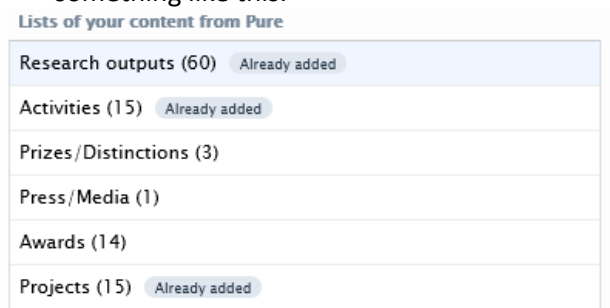
- a) To check that all content types are on the report scroll to the bottom of the report and click on add section



If all sections are up to date the pop-up box should look like this.



- b) If any sections have not yet been added to the CV style report, the pop-up box will look something like this.



- c) Click on the individual content type to add it to the report. An editing box will appear to allow you to include confidential content and extend the display if necessary.
- d) Repeat the addition of new sections as necessary until the relevant content types have been added.

Appendix A

Sample research report from Pure showing Outputs, Impact, Activities, Projects etc. please note that data below has been anonymised and truncated to avoid unintentionally identifying any author or co-author

Name
Job Title
School

Employment

Reader

x Aug 20xx → present

Senior Lecturer

x Sep 20xx → x Aug 20xx

Research outputs

Publication title 1

S, L. C., R J, P., A, G. & M, A., 2022, Journal/Publisher. 51, 25 p.,

Publication title 2

Z, H., D, A., M, A. & H, P., 2022, Journal/Publisher p. 406-411 6 p.

Publication title 3

A, M. H. A. & M, A., 2021. Journal/Publisher, 5 p.

Publication title 4

Vo, T. P., T, H-T., N, T-K., M, A. & L, J., 2014, Journal/Publisher. 12 - 22 11 p.

Publication title 5

Z, H., M, A., D, A. & H, P., 2012, Journal/Publisher,. p. 13-25 13 p.

Activities

International Conference on Composites Materials

M M (Speaker) & T K (Participant)

x Jul 2022 → x Aug 2022

Approved / Public - No restriction

Datasets

Data from...

O, T. (Creator), D, A. G. (Creator), B, M. (Creator) & V, D. (Creator), Zenodo, 2021

DOI: 10.5281/zenodo.xxxxxxxx

Validated / Public - No restriction

Projects

Project Name 1

M, A., Principal Investigator, School/Discipline

G, J., Co-Investigator, School/Discipline

1/10/20 → 31/12/20

Project: Other External Funding

Impacts

Impact title 1

A B (Coordinator)