

## How to use the CV Module in Pure

Pure can be used by individuals to automatically generate CVs using the data they have entered into the system. Data available in CVs include personal profile information, research outputs, projects, datasets, prizes, press/media, activities, impacts, and datasets. It is also possible to add custom text sections to add other details.

There are three types of CV available in PURE:

- **Public CV:** Use this format to generate a CV that is publicly available. It is only possible to have one public CV at a time.
- **Private CV:** Use this format to generate a CV to easily export your data to other formats (e.g. PDF/Word) from PURE. You can have as many private CVs at a time as you like so it's possible to generate different CVs for different purposes.
- **Highlighted content CV:** Use this format to select data that you wish to emphasise on your profile. It is only possible to have one highlighted content CV at a time.

**Curriculum Vitae**

**Public CV**

The public CV is used for presentation on the public portal. Once the CV is published it is available on the public...

**Private CV**

The private CV can be used to export your selected data from Pure to PDF and Word. The CV is only visible for you, for CV...

**Highlighted Content CV**

Highlighted content will be available as part of your personal profile in the public web portal. This CV type is for...

NB. Private CVs are confidential and only visible to the CV owner or users with administrative access. Likewise, Public CVs are not visible to others until published by the user.

### Creating the CV

#### Add sections

- From your personal PURE profile page, click on 'Curricula Vitae' in the left hand sidebar. Click on the + button next to Curricula Vitae or click on the Add new button at the top right of the screen
- Choose the format you are interested in. (Public, Private or Highlighted)
- Click on your name to confirm that the CV being created is for you
- Choose the sections of data you wish to include.

- If you need to include additional information like student supervision or grant applications which are not automatically generated then pick the relevant additional text options at the bottom of the list.
- Click the blue 'Create' button at the bottom of the list to generate the CV.
- Once the content has been generated, hover over each section to access the edit options

### Edit options

Editing your profile information allows you to overwrite the pre-generated text by choosing **Custom text**. You can also choose to display or not display you profile image by selecting/deselecting the checkbox.

If you have added information to Pure in the Profile information section, you can edit the CV style report to include information about your Research overview, Biography, Research interests and other content.

Settings for profile information

Type

Biography ▼

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If you want to change the text you need to edit the text under your personal profile

Update Cancel

Use the edit button on the profile information section and then select your content from the drop down options

Settings for profile information

Type

Further Information ▼

- Biography
- Collaborations
- Grants & Awards
- Indicators of Esteem
- International Interests:
- Other Interests:

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If you need to edit the text under your personal profile

Editing research output (publications) opens a new window and provides access to all the editing options for the publications section. Use this screen to change the heading and set display options to filter the number and type of publications, filter for only peer review publications or specify a publication period e.g. only display publications which were published between 2014 and 2018).

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.

Settings for list

Header

Fill in a header in order to insert a header right before the list

🇬🇧 Research output

Filters

Maximum count

All ▼

Types

Contribution to Journal > Article

Book/Report types > Book

Peer reviewed

All ▼

Publication year

Beginning → End

Display

Format: Short

Ordering: Publication year

Select list style: No list style

Show type of content for each item in the list

Dynamic / static list

This section is dynamic and will be automatically filled with any new content, as per the selections above. Making this section static will 'freeze' the content (with any selections made above applied), such that no content will be added automatically and you have some freedom to edit the section.

Make static

Cancel OK

You can edit each section to filter or adjust the content included.

Editing examples include:

- Edit the employment section to show only current employment details; or
- Edit the projects section to show specific awards, change the layout and style, or change the order of the awards (e.g. order by end date showing newest first).
- Edit Datasets to show the long format which includes more information

Once you have created and edited the CV, remember to click the Save button at the bottom.



Note: You can also export the CV to PDF or Word so that it can be shared by clicking the buttons to the right of Save.

If you have chosen the Public CV type, you can publish the CV to make it public by ticking the box next to the save button and then saving the record.

### Editing and Adding Custom Sections

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



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

**When you have created your cv remember to click the Save button.**

