

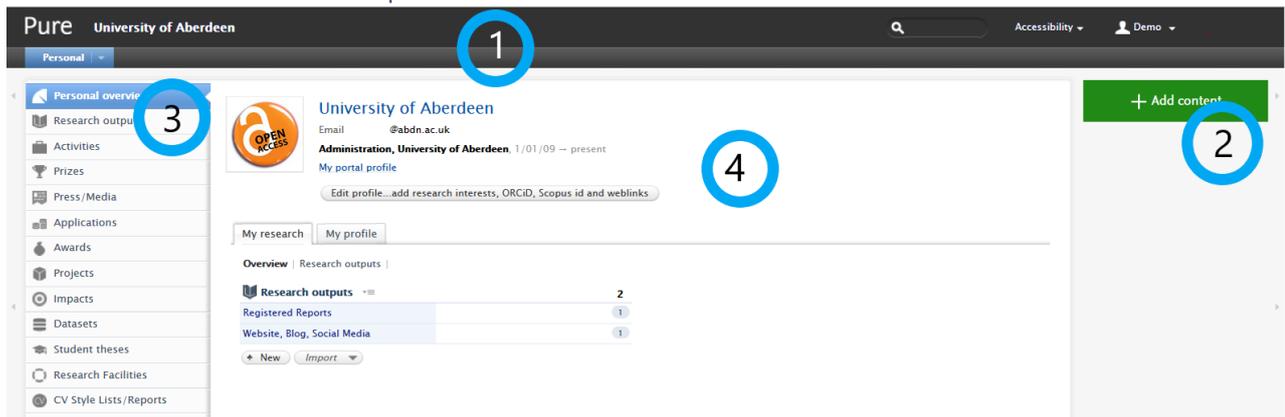
Pure Interface and Key Features

A brief introduction the Pure interface and some key features of the system.

First login to Pure

The first time you login to Pure, you will see a welcome message that prompts you to choose how often you wish to receive e-mail notifications from the system. Choose a frequency that suits you, then click on continue, you will not see the welcome message again; however, you can change this setting at any time by clicking on your username in the header area of the workspace

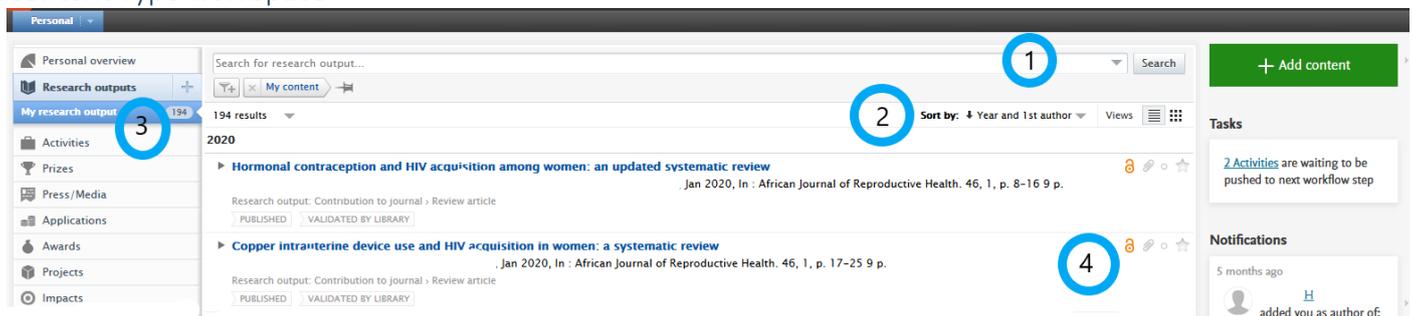
The Personal Overview workspace



1. Header and top navigation: access modules in Pure, use the global search, and edit account settings
2. Task pane: Access tasks, messages, and support materials.
3. Navigation tabs: Switch between different content types, access favourites and recently viewed content
4. Workspace: View and edit records.

As a Personal User, the first thing you see in the Pure interface is the Personal overview. This overview screen provides access to many of the edit functions for your personal profile. The personal overview tab is also where staff who are eligible for the Research Excellence Framework (REF) will be able to propose publications for REF.

Content Type workspace



1. Search and filter area: Enter a search query, add or save filters.
2. Results display controls: Control how the search results are sorted, displayed (list or matrix view), and the number of results per page
3. Pre-set and saved filters: Access saved filters that can be applied to searches on this content type.
4. Matching records: Expand to see details, add to favourites and see confidentiality status of a record.



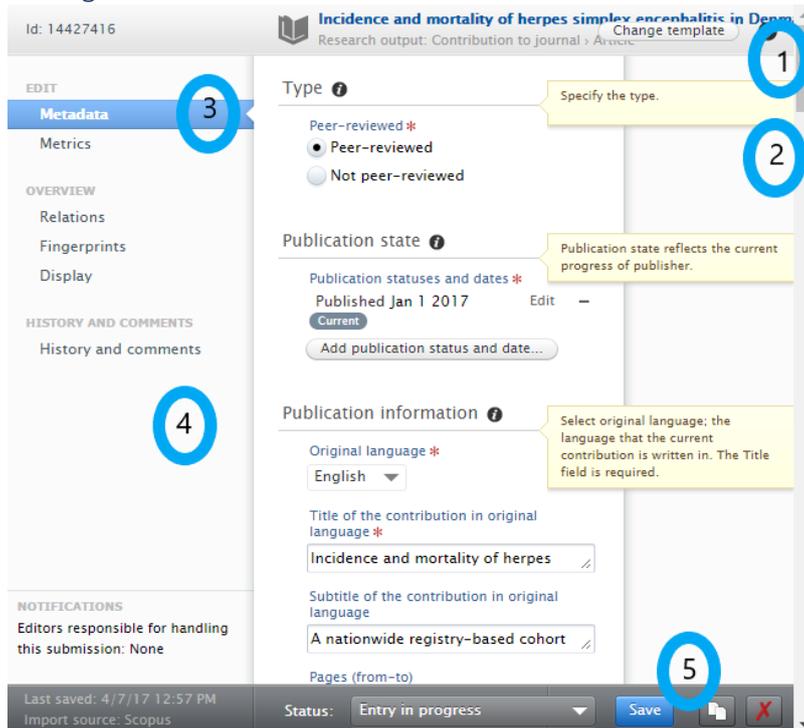
In each of the content types (Research Outputs, Activities, Datasets, etc.) there is a central workspace that allows you to search, filter, edit, and export data.

The bottom of the content workspace allows you to select several export options (Word, PDF, RIS, etc.) these allow you to produce reports and lists of filtered or searched content.

[Download list: PDF](#) | [HTML](#) | [RIS](#) | [Word](#) | [BibTeX](#)

When you open a record in pure an editing window will appear the editing window has several content sections, editable fields and help text options

Editing Window



1. Title bar: See the title of the record in the title bar, or the type of the record if you haven't entered a title yet.
2. Help pane: View messages about how to use the section.
3. Navigation tabs: Switch between different content areas to see additional details of the content
4. Workflow and notification area: See who is responsible for the workflow state of the record and comment changes.
5. Footer: set the status of the record, and save, copy or delete the record.

Each time you access a record in pure, (publications, activities, datasets etc.) you will see the editing window. Once a record has reached its final validation stage you may not be able to edit the content in the editor window. If you want to change or delete a record that has been fully validated, please contact the Pure team for assistance.

We encourage all staff to check Pure regularly and keep their account up to date.

Visit our [training and support pages](#) for guides on personalising pure, adding content and more.

