Pure

PURE Research & Information System

User Guide for Full-Time Academic Staff

SECTION I: ABOUT PURE

About Pure

Pure is the University of Nicosia's Current Research Information System (CRIS). It contains individual profiles of research information for all full-time academic staff members involved in research. Information held in Pure relates to academic staff and their publications and scholarly activities information. Pure allows for relationships and associations to be created between research inputs and outputs, providing a broad picture of research activity at the individual, department, school, and university levels.

In addition to supporting many of the University's current research management and reporting needs, data from Pure is used to populate the *University of Nicosia Research Portal*, which provides a public view of the University's research activity.

Benefits to using Pure

- Create an online profile showcasing latest research and interests.
- Import and export research records quickly and easily: import using online APIs such as Scopus and export using the custom CV creation module.
- Allow reports to be generated on your behalf to funding bodies (where possible).

University of Nicosia Research Portal

The *University of Nicosia Research Portal* will draw information directly from Pure removing the need to enter the same information into more than one place. As well as showing research outputs, the *Research Portal* also gives you a new research profile page, linking together all your outputs and activities along with other researchers in your area.

SECTION II: GETTING STARTED

Pure is the University of Nicosia's research information system where you can record and showcase your research outputs and activities. Pure is the editing interface of the University of Nicosia Research Portal available at https://pure.unic.ac.cy.

Accessing and logging into Pure

All full-time academic staff are granted access to Pure upon joining the University. To access Pure go to https://pure.unic.ac.cy/admin/login.xhtml and enter the login details that you received via the purehosted@atira.dk email.

Your username is the same as the first part of your University of Nicosia email (e.g. smith.j).

If you are not a member of academic staff and may require access to Pure, please contact admin.pure@unic.ac.cy to request access.

Pure and remote access

Users can access Pure both on Campus as well as remotely.

Adding a trusted user

You may want to set up a trusted user for your account so that they can act on your behalf in the system. They will be able to see your whole profile, add records and amend existing records.

- Log in to Pure at https://pure.unic.ac.cy/admin/login.xhtml.
- Click on your user name at the top right of the screen.
- A window will open with several options on the left menu. Select **trusted users**.
- Click on the button on the right of the page and type the name of the person you want to add as a trusted user.
- You can add as many trusted users as required.
- If you want to delete a trusted user click on the (–) to the right of their name.

- **Remember to always click on the Save button in Pure or the inputted information will be lost!**

Setting up or changing your email settings

The first time you log on to Pure you will be asked to set up your email options. Pure will notify you about any changes made by another person to your research outputs, projects and activities - choose how often you want to receive emails. You can change your email settings later by clicking on your username on the interface.

Checklist for new members of staff

If you have recently started with the University of Nicosia, please contact the Research & Innovation Office at admin.pure@unic.ac.cy to be set up with a Pure user account.

Use this checklist to get started on Pure.

1. Can you access your Pure account Log in at https://pure.unic.ac.cy/admin/login.xhtml using the user name and password provided to you through the automated email received from purehosted@atira.dk. It can take a few weeks for all the systems to update when you start, but if you cannot get access contact admin.pure@unic.ac.cy.	
2. Review the user guide and/or attend a training session The Research & Innovation Office will organize training sessions in February and October at the beginning of each semester.	
3. Check your profile on Pure Click the Edit profile button in Pure and you will be able to add information about your research interests, a profile picture and a preferred name.	
4. Add or create ORCiD to your Pure profile You can find this in the Edit Profile section, either add or create your ORCiD here and you will be able to update your ORCiD profile with Pure output records.	
5. Enter details of your publications on Pure You can import previous outputs from sources such as Scopus.	

SECTION III: MANAGING YOUR PROFILE

Please note that all data held in Pure is publicly available on the web via the University of Nicosia Research Portal. The Portal is a non-editable web portal, so all changes/additions to information that appears on it need to be entered/edited at the Pure end.

Although there is currently no formal University-wide standard for how a researcher's Pure profile should look and no defined amount of information that needs to be entered, the general rule of thumb is that a profile should reflect your professional persona as fully as possible, while commitments and activities that may be a significant part of your life but have no direct bearing on your research activity are best reserved for other media.

The information below serves mainly to outline Pure's capabilities in highlighting your research and to suggest best practice solutions for your data.

Adding to your profile

Some data will already be populated for you such as your name and occupation. You will find that some details, such as your name, are not editable. This is because they provided to Pure directly from the HR system. Please contact Pure support (admin.pure@unic.ac.cy) if you would like to change one of these fields.

You can input/edit:

- Nationality
- Name variant (e.g. default publishing name, former name etc.)
- ORCID (to add an ORCID ID to Pure, you will need to create it first at https://orcid.org/register if you do not have one yet)
- Profile photos (.jpg format)
- Links (Research Gate, Mendeley, etc.)
- External positions held outside of the University
- Education/academic qualifications
- Keywords that illustrate your research

Adding a photo to your profile

- Click 'Edit Profile' on your Personal overview tab. A new window will open.
- Scroll down and select 'Add file…'
- Select your file and click 'Create'

  You can change the selected file by selecting 'Replace' and selecting an alternative.
- Ensure you click 'Save' at the bottom of the page.

Adding text-based profile information

- Click 'Edit Profile' on your Personal overview tab. A new window will open.
- Scroll down and select 'Add profile information…'
- A text box will appear. Use the drop down menu to select the section heading and enter or paste your text into the box.
- Click 'Create' to save the current heading.
- If you wish to change your information, click 'Edit'. The text box will reappear and you can make changes.

  Click 'Update' to save your changes.
- **Remember to always click on the Save button in Pure or the inputted information will be lost!**

ORCiD and Pure

ORCiD (Open Researcher and Contributor ID) provides an identifier for individuals to use with their name as they engage in research, scholarship, and innovation activities. Your ORCiD ID will belong to you throughout your scholarly career as a persistent identifier to distinguish you from other researchers and ensure consistent, reliable attribution of your work.

The University expects all research active researchers to register for and manage their ORCiD record.

If you already have an ORCiD make sure you register it in Pure, otherwise you can learn how to create your ORCiD at http://orcid.org.

Changing your displayed name in Pure

- Click 'Edit Profile' on your Personal overview tab. A new window will open.
- Click 'Name Variant'
- Select type of name and add your name as you would like it displayed. Now click Create.

  Your 'Default publishing name' is what shows on your published outputs and will allow automatic searches to find you.

Your ‘Known as name’ is what will show on your Pure records.

- **Remember to always click on the Save button in Pure or the inputted information will be lost!**

Making content confidential

The University aims, whenever possible, to make staff research publicly available. However, it is acknowledged that there will be circumstances where this is not appropriate (e.g. commercially sensitive information, vulnerable subject groups etc.).

We understand there are certain pieces of research that should not be openly available and you are able to restrict access to both output records and projects. If you are undertaking research where you have committed to a privacy clause or is sensitive it is still important that you record outputs on Pure, however, these can be restricted to ensure that they are not searchable.

Visibility of content can be changed for each individual content type.

- To change visibility, scroll to the bottom of any template to find the Visibility setting.

- Select the desired level of visibility and ensure you click save at the bottom of the page.

- There are three visibility options available:

  - **Public** – no restriction
  - **Backend** – restricted to Pure users / University research support staff
  - **Confidential** – restricted to associated users (co-authors/co-investigators) and editors (University research support staff)

Creating a CV

Once you have entered all of your research information in to Pure, you can produce a CV directly from the system. There are two types of CV available in Pure:

- **Public CV**: Use this format to generate a CV that is publicly available on the University Research Portal. 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 is possible to generate different CVs for different purposes.

Note: 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.

- From your personal Pure profile page, click on ‘Curriculum Vitae’ in the left-hand sidebar.
- Choose the CV format you are interested in creating.
- Choose which CV elements you wish to include and click Create to generate the CV.
- You may now download this as either a PDF or Word Document.
- To edit your CV, click the Edit button on the left side of the section you wish to change.
- To alter an individual piece of information, click Edit and Make Static. The function buttons on the right can now be used to move or delete individual pieces of information. You may also add text boxes and new sections by clicking Add Section.
- **Remember to save the record!**
- Your CV will now appear in the CV tab on your Personal Overview.

It is possible to give personal users (e.g. administrative support roles) the ability to create CVs on behalf of other individuals though assignment of the ‘Editor of CVs’ or ‘Administrator of CVs’ role. This should be requested by contacting Pure administrative support at admin.pure@unic.ac.cy stating why this is needed.

SECTION IV: UPDATING YOUR RESEARCH OUTPUTS LIST

Adding research content manually

These instructions tell you how to add new research output material to your research profile in Pure by using the templates within Pure. These instructions are for creating *a journal article record*; however, the process is the same for all other types of content.

Choose a template

- Click the 'Add new' button on the right-hand side of the window – the Choose Submission page will open.
- In the first column under Research output, click 'Research output' – a list of different types of research outputs appears.
- Click 'Contribution to journal**'** – a list of different types of journal content appears.
- Click 'Article**'** – the template window opens.

Add publication details

Note: Required fields are marked with a red asterisk.

- Choose the publication state from the drop-down list – most items you add to the repository should have already been published, so this is the default option.

- Change the language if the publication is not in English.

- Add the rest of the publication information – title, subtitle, abstract, page number and article number (if applicable).

- Your name has already been added to the list of authors. To add more authors:

  a. Click either the **Add Person** button or the **Add Person** icon - the Search and Add Person popup window appears.
  b. If the author is UNIC staff:
     i. Type their name in the search box – as you type, a list of possible matches appears.
     ii. Click the person – the Edit Person popup appears.
     iii. Click the blue **Create** button – the popup window closes and the person is added to the list of authors.
  c. If the author is not UNIC staff:
     i. Click the Create External Person button – the person details form appears.
     ii. Fill in their name and choose or create an organisation if applicable.
     iii. Click the blue **Create** button – the popup window closes and the person is added to the list of authors.

Note: If you cannot find a UNIC author in the list of names who you know should be there, contact the Pure team for assistance.

- Add the journal information:

    a. Click the Add journal button – the Add Journal popup window opens.
    b. Type the journal name in the search box – as you type, a list of possible matches appears. If you find the journal in the list, click the name; otherwise click the **Create new** button to create a new journal record.
    c. Once you have selected or created the journal, click the blue **Create** button – the popup window closes and the journal details are added to the record.
    d. Select the peer-reviewed option.
    e. Enter the publication date.

- Add any keywords you want.

Add other details

- Scroll down to the Visibility section at the bottom of the window.
    a. Click the down arrow at the end of the field – a drop-down list appears.
    b. Select "Public – no restriction" from the list to make your publication visible in the Research Portal.
- In the grey band at the bottom of the record, click the down arrow at the end of the Status field – a drop-down list appears.
    - If you are unable to complete the record entry in one sitting, choose **"Entry in progress"** from the list; you can open it later from the list of research outputs in your personal page.
    - If you have completed the record, choose **"For validation"**.
- Click the blue **Save** button – the record is saved and the window closes.

Importing outputs from Scopus

You can search for research outputs and import them from a variety of sources including Scopus.

- Click the 'Add new' button on the right-hand side of the window – the Choose Submission page will open.

- In the first column under Research output, click 'Import from online sources' and select 'Scopus'.

- Enter your search terms and click 'Search'.

- A list of possible matches will be displayed. The results may include items that relate to authors with similar names to you. Pure will also alert you if the record is already in Pure/has been imported into Pure before. In both cases, just click the 'Remove' button:

- Select the correct input candidate in the result list and click 'Import' to bring it into your Pure profile.

- The import screen will display the publication's authors and possible matches of internal authors in Pure. Where there are matches, select the correct internal authors (if applicable) using the drop down lists. Where there is no match in Pure, new external records will be created for authors and publishers.

- Check all records to ensure that all mandatory fields are complete and any additional information required is present.

- **The final step is to click the '*Save*' button at the bottom of the record. Do not neglect to do this or the record will not be saved in Pure!**

Setup an automatic scan for outputs

You can set up Pure to scan online sources for your publications and send you a message when a new research output has been found.

- Select Edit Person profile.

- Select Automated Search from the left-hand menu.

- Tick the relevant box if you would like to receive an email notifying you of potential candidates.

- Select the sources you would like to be searched and select 'Add suggested names'.

- Pure will make name suggestions and you may add or change names as necessary.

- **The final step is to click the '*Save*' button at the bottom of the record.**

How healthy is your data? A helpful checklist

Checking Your List of Outputs

- ☐ Are all your outputs recorded in Pure?
- ☐ Are there any outputs in your profile that are not yours?

- Do you have any duplicate records?

Checking Each Output

- Is the title complete and correct?
- Is there an abstract?
- Are the page numbers correct?
- Are the authors correctly matched to University staff?
- Are the source details complete and correct (e.g. journal and issue, or other source information)?
- Can you add any keywords?
- Can you add any relations between the output, funding, activities and impacts, etc.?
- Do you need to limit the visibility of this output?

Quick tips for editing your outputs data

Claiming outputs

If you are missing an output, it may well already be in Pure, just not attributed to you.

- Click on the Research Outputs button on the left-hand side of the screen. This will give you a screen where you can search the outputs in Pure. You will be able to see a list of all your outputs.

- Click on the 'X' to remove the "My content" filter. This will allow you to view all other outputs in Pure.

- Enter a search term. This can be keywords from the title of your missing output.

- Click on the output that you want to add to your list and click on the 'Claim' button at the bottom of the screen. Enter some text to the message field and press send. This will be sent to a validator to check that this output has been correctly claimed.

Disclaiming outputs

Do you have an output in your list that is not yours? In this case, all you need to do is disclaim it.

- In the Research Outputs screen hover over the output that you want to disclaim and a cog icon will appear to the right of the record.

- Click on the cog and select disclaim content.

Duplicate records

If you have more than one record for the same output, these duplicates can be reported to the Research & Innovation Office who will ensure that the records are merged. Report all duplicates to admin.pure@unic.ac.cy.

Check you have the right authors linked with your work

Pure will try to match authors by name when importing outputs; however, it is essential that you check these to ensure that they are correct.

Adding an author

- Click on the icon on the right of the author table or the add person button at the bottom.
- Search for the member of staff making sure that you check their organizational affiliation is correct.

Removing an author

- Click on the (–) sign to the right of the authors name

Changing an author

- Click on Edit to the right of the author
- Click on Change person and search for the correct author.
- You can also change the role of the contribution here.

Remember when outputs should not be visible

It is important that as many research outputs and full text documents are made available as possible. By allowing these records to be searched, it could help expose your research to a wider audience and potentially impact your citation rate. However, we understand that there are certain pieces of research that should not be open to searching. In Pure, you are able to restrict access to both output records and individual documents.

If you are undertaking research where you have committed to a privacy clause or is sensitive it is still important that you record outputs on Pure, however, these can be restricted to ensure that they are not searchable.

- Click on the visibility drop down at the bottom of the page
- Select the appropriate level of visibility.

SECTION V: UNIC RESEARCH PORTAL – YOUR EXTERNAL PROFILE

Is your Pure profile ready?

Is your Pure profile ready for the Research Portal? Below is a checklist that will help you check if your profile is ready.

Checklist

- Have you added a photo to your Pure profile?
- Have you populated your Personal profile information and included any external links?
- Is your publications list up-to date?
- Does anything need to be made confidential?

FAQs

Below are answers to some frequently asked questions relating to the Research Portal.

- **What information from my Pure profile will be shown in the new Research Portal?**
  Your name and department will always show in your profile. If added to Pure, your ORCID, photograph, biography, qualifications, research interests, and education will also show in the Portal.

- **Will my date of birth be visible to everybody who views my Researcher profile?**
  No, it will not. Only the personal information noted above will be shown.

- **I already maintain a profile on the University or an external website; do I still need to update my Pure/ Portal profile?**
  Yes. Your Pure/Portal profile is not currently linked to the University or external sites and as such, will not update from there. It is possible to add links to Pure, which will then display in the portal.

- **How do I make an output confidential?**
  We understand there are certain pieces of research that should not be openly available and you are able to restrict access to both output records and projects. If you are undertaking research where you have committed to a privacy clause or is sensitive, it is still important that you record outputs on Pure; however, these can be restricted to ensure that they are not searchable.

- **How do I add or change my photo in Portal?**
  It is possible to add or change your photo in the Portal by changing your photo in Pure. Please follow the steps below:

- Login to Pure and click 'Edit Profile' on your Personal overview tab.
- Scroll down and select 'Add file…'
- Select your file and click 'Create'. You can change the selected file by selecting 'Replace' and selecting an alternative.
- Ensure you click save at the bottom of the page.

- **How do I add my ORCiD to the Portal?**
  - Login to Pure click 'Edit Profile' on your Personal overview tab.
  - Select Create or Connect your ORCiD ID.
  - This will direct you to the ORCiD site; sign in if you already have an account and register if not.
  - Follow the prompts in the authorisation screen, once complete you will be directed back to your Person Editor screen.
  - Remember to click Save at the bottom of the page.

- **How do I demonstrate a relationship between publications and other records? e.g. Activities**
  Pure is able to show how research activity at the University links together. You can help develop this by adding relations between your outputs and activities. If your output is the result of funding, or linked to an activity or impact you have created in Pure you should create relations between the records.

  - Open the publication record.
  - Scroll down to 'Relations' and select the appropriate icon.
  - Search for your project or activity and select.
  - Ensure you click Save at the bottom of the page.

- **Information in a publication of mine is incorrect, how do I fix this?**
  Login to Pure, open the record and make the changes you require. Once finished, click 'Save'.

- **There is a publication in my list that is not mine, how do I fix this?**
  All you need to do is disclaim it. In the research outputs screen hover over the output that you want to disclaim, click on the cog and select 'Disclaim content'.

Further guidance and training sessions

Reference material

In addition to this guide, more detailed instructions on how to use Pure are available in the Pure manual 'For Personal Users'. You can access the manual from the bottom right-hand corner of the screen at any time when logged into Pure (Click on 'Help and Support', choose 'Manual', choose 'For Personal Users').

Training sessions

The Research & Innovation Office will be running a number of training sessions, details of which will be announced via email.

Support

- For administrative support contact admin.pure@unic.ac.cy
- For technical support contact tech.pure@unic.ac.cy