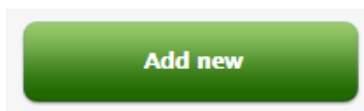
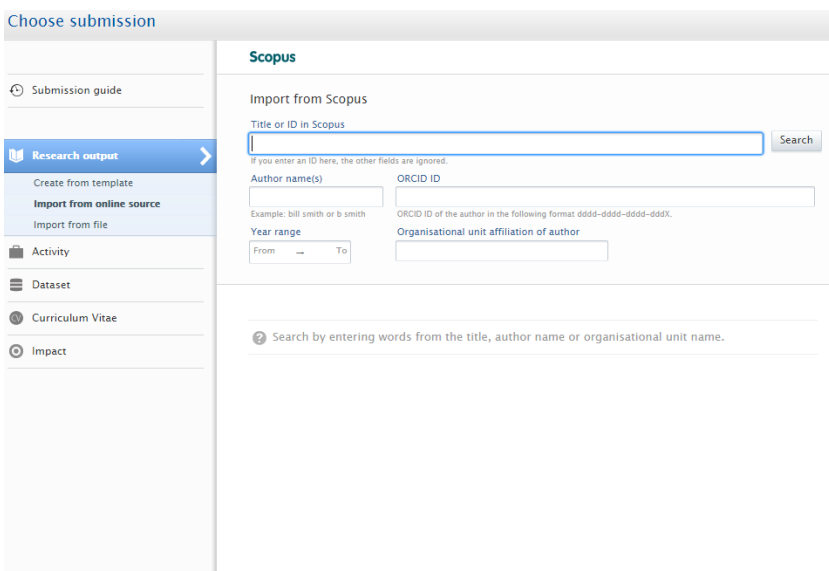
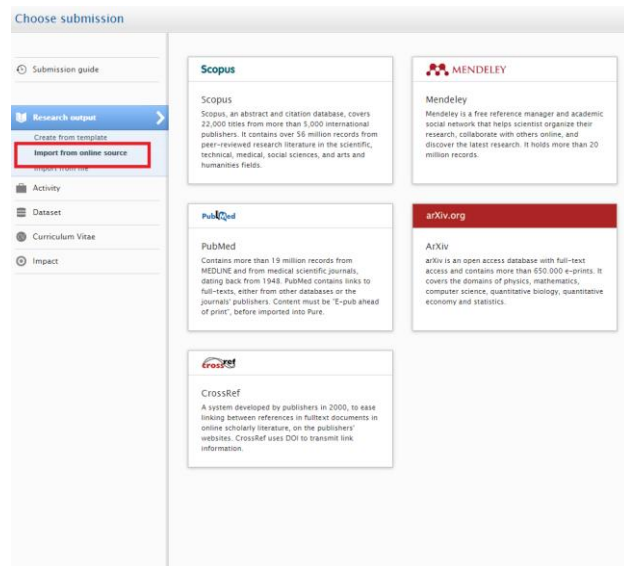


# Pure Outputs: Importing from Online Sources

Step 1: Click Add New



Step 2: Select Import from online source and select your desired source.



Enter your search terms or DOI and click **search**

A list of possible matches will be displayed. (If the record is already in Pure you will get a warning message. If this is the case you should not import the record again).

Select the output that you want to import, and click **Import**

Step 3: Once all files are uploaded, check all internal authors are matched to the correct member of staff and Click **Import**.

Step 4: Check all records to ensure that all mandatory fields are complete and any additional information required is present.

**Remember to save the record!**

