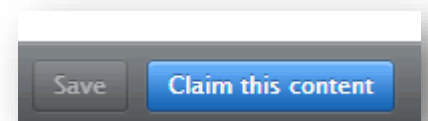
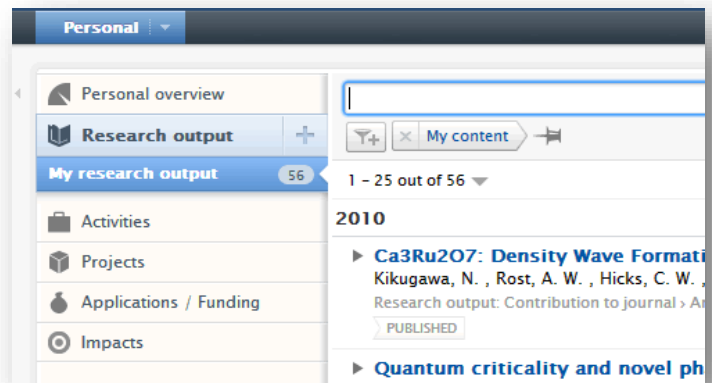


Quick tips: Editing your outputs data

1. If you're missing an output it may well already be in pure, just not attributed to you.

Claiming outputs

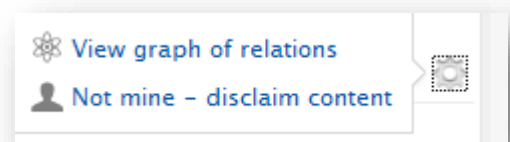
1. Click on the Research Outputs button on the left of the screen. This will give you a screen where you can search the outputs in PURE. You will be able to see a list of all your outputs.
2. Click on the X to remove the "my content" filter. This will allow you to view all other outputs in PURE
3. Enter a search term. This can be key words from the title of your missing output.
4. 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.



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

1. 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.
2. Click on the cog and select disclaim content.

Remember: Don't use this if you have duplicate records! See below for how to deal with those.



3. The library can help with duplicate records

If you have more than one record for the same output these duplicates can be reported to the Library who will ensure that the records are merged.

Report all duplicates to: ubira@lists.bham.ac.uk

4. Check you've got 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

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

Authors, Organisation, and Placement

Authors *	Internal person	External person	Placement
Timothy Silk , Author	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Placement"/>
Andrew Schofield , Author	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Placement"/>
I Terasaki , Author	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Placement"/>
T Fujii , Author	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Placement"/>

Buttons: Add person..., Add organisation..., Add group author...

REMOVING AN AUTHOR

1. Click on the to the right of the authors name

CHANGING AN AUTHOR

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

Edit person

Andrew Schofield Change person

Internal person

First name * Last name *

Role *

Current organisations

School of Physics and Astronomy

Former organisations

College of Engineering and Physical Sciences

Other organisations

No organisations

5. Open access compliance is key! Upload your full text now.

You are encouraged to add the full text documents to research outputs wherever possible, in line with the current recommendations on Open Access from the University and from many research funders. Output records in Pure are made discoverable online via FindIt (the University library search engine) on the Research at Birmingham pages (<http://rab.bham.ac.uk/>)

1. Click on Add document
2. Upload document and ensure document version, type and embargo date are filled.

To find out more about Open Access requirements see:

<https://intranet.birmingham.ac.uk/openaccess>

Or contact the Open Access advisor at

openaccesspublications@contacts.bham.ac.uk

6. Help us see how it all fits together

PURE is able to show us how research activity at the University links together. You can help to develop this data by adding relations between your outputs, activities, projects etc.

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.

1. Click to the appropriate icon
2. Search for your project, activity, impact etc and select.

7. Remember when outputs shouldn't 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.

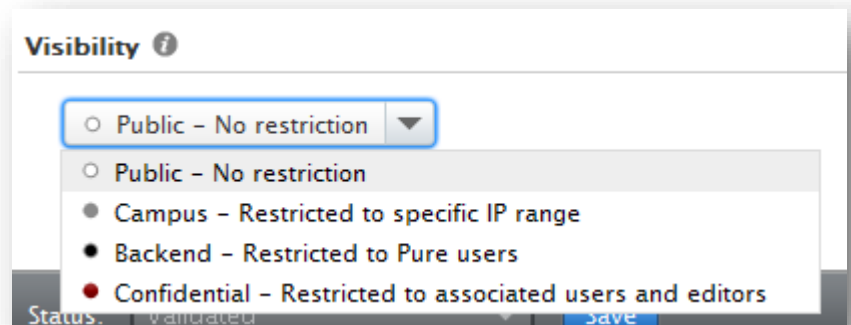
However, we understand that there are certain pieces of research that should not be open to searching. In PURE you are able to restrict access to both outputs records and individual documents.

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.

Examples where you may need to restrict visibility:

- Military/Security contracts
- Animal research

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



This can be done at a document or output level.