1. Log in to Pure with EASE at https://www.pure.ed.ac.uk

2. Search for and open the relevant record using the global search bar at the top right of the screen.

3. Check for external person contributors. Scroll down to the 'Contributors and affiliations' section.

External persons contributors are indicated with the white person icon.
4. Add external persons affiliations to the contributors and affiliations list.

In the 'Contributors and affiliations' section of the record, click on 'Add organisational unit'.

**Note:** External persons affiliations do not need to be added to individual external persons on the record - external organisations can be added to the contributors and affiliations list. For research output records, this will still populate the research network map on the Pure portal.
5. Search for the external organisation and click on the result.

**Note:** If multiple options appear, select the most complete version of the parent organisation and not the department/institute/branch name. Click on 'Update'.

6. If there is no result for the search, click on 'Create external organisation'.

7. Select the correct **Type** for the external organisation.
8. Select the correct **Country** for the external organisation.

9. Enter the **Name** of the external organisation.

**Note:** Enter the parent organisation and not the department/institute/branch name. For example, enter **University of Glasgow** and not Department of Chemistry, University of Glasgow.

Click on ‘Create’.
10. The external affiliation should be displayed in the **Contributors and affiliations** list below the names of all authors.

Add all the external organisations that are listed in the final published version of the item.

**Note:** If an internal person already has an affiliation to an external organisation, this will not appear in the Contributors and affiliations list if added in the above way.

11. Remember to Save the research output record.