

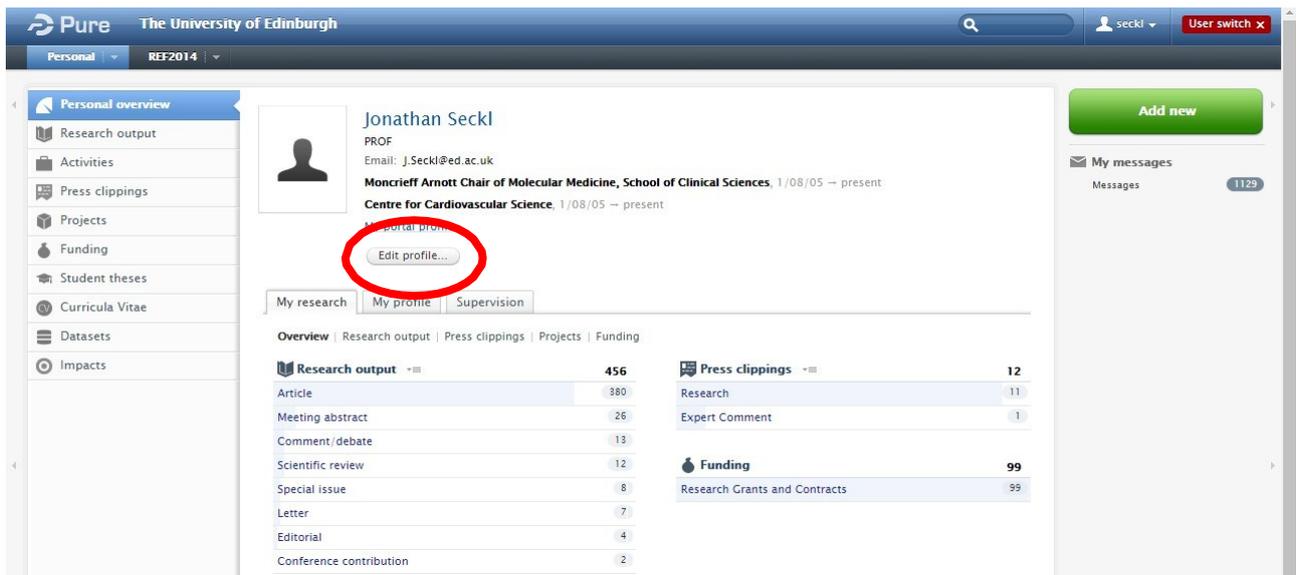
Add details to/edit your PURE profile

Please note that all data held in PURE is publicly available on the web via Edinburgh Research Explorer (ERE). ERE 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. You are strongly advised to check with your School or College for any additional preferences for PURE profile management that may exist locally.

To add details to/edit your PURE profile, go to your personal page in PURE and select **Edit Profile**:



The screenshot shows the PURE profile page for Jonathan Seckl. The page includes a navigation menu on the left with options like 'Personal overview', 'Research output', 'Activities', 'Press clippings', 'Projects', 'Funding', 'Student theses', 'Curricula Vitae', 'Datasets', and 'Impacts'. The main content area displays the user's name, title (PROF), email (J.Seckl@ed.ac.uk), and current positions: 'Moncrieff Arnott Chair of Molecular Medicine, School of Clinical Sciences, 1/08/05 - present' and 'Centre for Cardiovascular Science, 1/08/05 - present'. Below this, there are tabs for 'My research', 'My profile', and 'Supervision'. The 'My profile' tab is active, showing an 'Overview' section with statistics for 'Research output' (456 total) and 'Press clippings' (12 total). The 'Research output' table lists various types of publications and their counts: Article (380), Meeting abstract (26), Comment/debate (13), Scientific review (12), Special issue (8), Letter (7), Editorial (4), and Conference contribution (2). The 'Press clippings' table lists Research (11) and Expert Comment (1). The 'Funding' section shows Research Grants and Contracts (99). A red circle highlights the 'Edit profile...' button located below the user's current positions.

Remember to select **Save** at the bottom of the page after you make any changes.

If there are any errors in the non-editable data (those sourced directly from the HR systems, e.g. your name, title, job title), please contact the HR department of your College with details of the changes you would like them to make. Please note HR will require proof of the suggested change.

Personal identification

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 haven't got one yet)
- Profile photos (.jpg format), by uploading them from your PC
- Links (Research Gate, Mendeley etc.)

Curriculum and research description

Profile information

Click **Add profile information** and in the pop-up window, click the drop-down arrow next to **Biography** to see 16 available types of information to choose from. You can input/edit:

- Biography
- Qualifications
- Websites
- Current Research Interests
- Research Interests
- Research Groups
- Media
- Collaborative Activity
- Visiting and Research Positions
- Positions available
- Research students
- My research in a nutshell
- Teaching
- Clinical Expertise and Specialisation
- Administrative Roles
- Office Hours

To create the first entry, choose **Biography**, put some words in, click **Create** and then **Save** at the bottom of the page. Repeat the same process for each subsequent type of information. As a result, bullet subsections will be created for the types of profile information entered.

You can create as many or as few subsections as you wish. Regarding the length of each section, it's worth bearing in mind that your profile will be publicly available online via ERE so it should be aimed at web users. This means concise, tight paragraphs will be more effective than wall-to-wall text.

Organisational affiliations

Organisations

Under this, your current and (if applicable) historic position(s) at the University will be reflected. This data is a part of the HR data import, so if you believe it to be incorrect, please contact your local (College) HR specifying the problem. **Save** at the bottom of the page after you make any changes.

Positions outside of the institution

External positions

This is a section for any trustee/committee/honorary positions you may hold outside of the University. To add one, click Add External Position and in the pop-up window, specify type of appointment (e.g. trustee), external organisation, and start/end dates (leave end date open for an ongoing position). **Save** at the bottom of the page after you make any changes.

Education/Qualification

There is a known glitch with PURE when it comes to entering the dates of your qualifications, which results in start dates appearing instead of end dates on ERE. This is likely to be remedied with future updates, but in the meantime please put the end date of each qualification in the start date box of the pop-up window.

Education/Academic qualification

A place to add your higher education and postgraduate qualifications – click on **Add education/academic qualification** and enter the relevant information when a pop-up window appears. **Save** at the bottom of the page after you make any changes.

Professional qualification

A place for any professional qualifications – click Add professional qualification, enter information in the pop-up window. **Save** at the bottom of the page after you make any changes.

Keywords

User defined keywords

If you wish, you can enter any amount of keywords that illustrate your research – unique, short tags will work best (e.g. Tarkovsky, kabuki, pathogens). Avoid cramming multiple keywords into the same box – a new box will appear automatically once you start typing in the existing one. Save at the bottom of the page after you make any changes.

Keywords

The keywords in this section are Library of Congress subject areas, so tend to be rarely used, preference given to user defined keywords.

Portal details

In this section, you can input:

- Willingness to take PhD students (Y/N)
- Titles of any PhD research project(s) you have available for potential PhD students (if you indicated 'yes' in the previous option)

Remember to **Save** at the bottom of the page after you make any changes.

Person expertise

In this section, you can input:

- Area(s) of expertise – a new box will appear as you start to type so more than one area can be added
- Willingness to talk to media (Y/N)

Click **Create** and remember to **Save** at the bottom of the page after you make any changes.

Visibility

By default, all researchers' profiles are publicly available. If you are in the process of editing your profile information and would prefer to keep your profile hidden until all changes are made, choose **Backend – Restricted to PURE users** from the dropdown menu and **Save**.