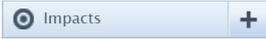


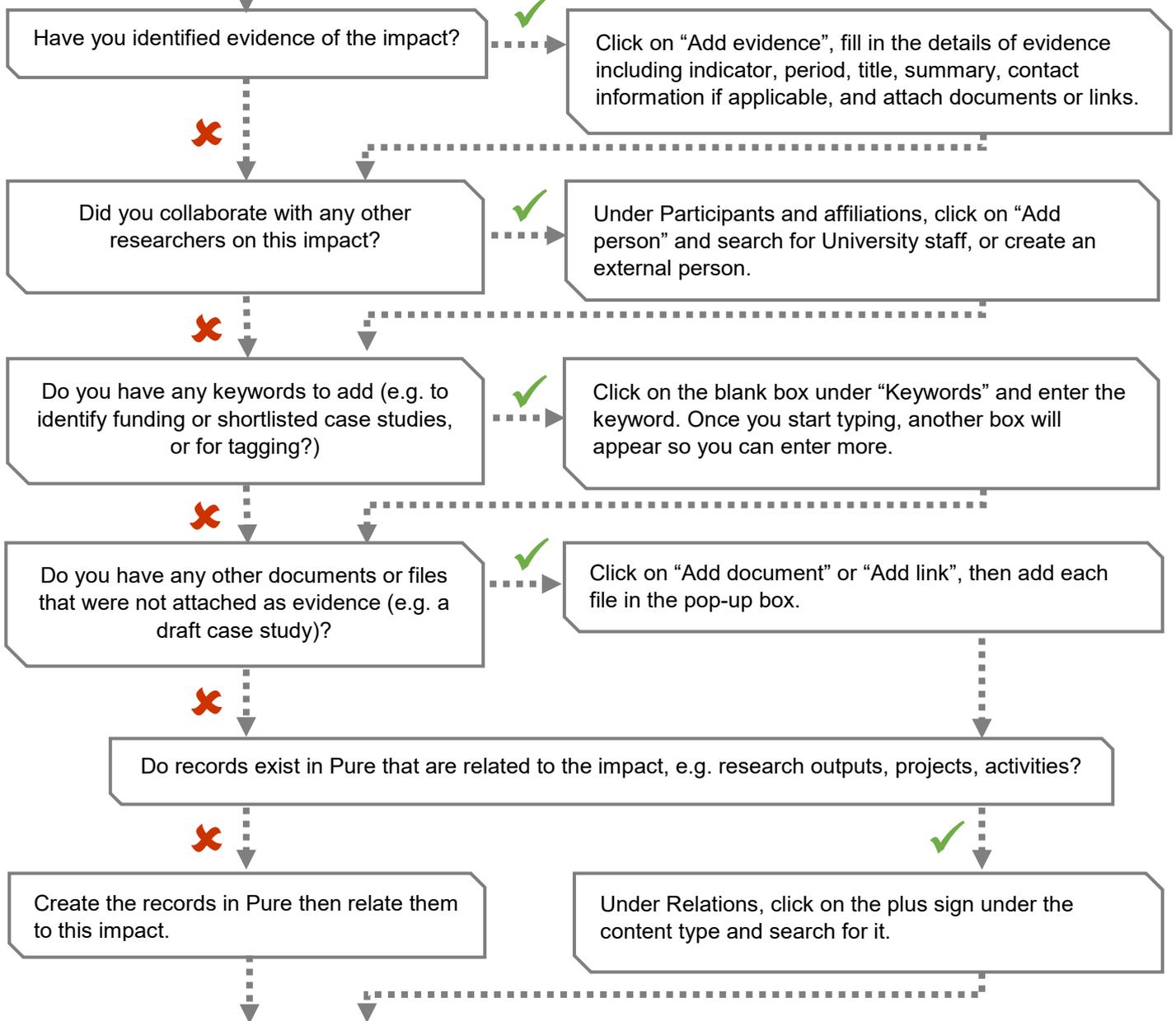
Log in to Pure at <https://www.pure.ed.ac.uk>

**1** Create impact record:  
Hover over "Impacts", on the left-hand menu and click on the plus sign.



**2** Enter impact Information:  
Title, details of the impact underpinning research, beneficiaries, time period, and category/categories.

**3** Enter impact status:  
Open = ongoing.  
In preparation = impact anticipated but not yet occurred.  
Closed = Impact has completed.



Set the workflow status: 'Entry in Progress' = the record is not yet complete. 'For approval' = record is complete.  
Check that all mandatory fields have been completed. Refer to the [Recording Impact guide](#).  
Save the record.