

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.

Have you identified evidence of the impact?



Click on “Add evidence”, fill in the details of evidence including indicator, period, title, summary, contact information if applicable, and attach documents or links.



Did you collaborate with any other researchers on this impact?



Under Participants and affiliations, click on “Add person” and search for University staff, or create an external person.



Do you have any keywords to add (e.g. to identify funding or shortlisted case studies, or for tagging?)



Click on the blank box under “Keywords” and enter the keyword. Once you start typing, another box will appear so you can enter more.



Do you have any other documents or files that were not attached as evidence (e.g. a draft case study)?



Click on “Add document” or “Add link”, then add each file in the pop-up box.



Do records exist in Pure that are related to the impact, e.g. research outputs, projects, activities?



Create the records in Pure then relate them to this impact.



Under Relations, click on the plus sign under the content type and search for it.

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.