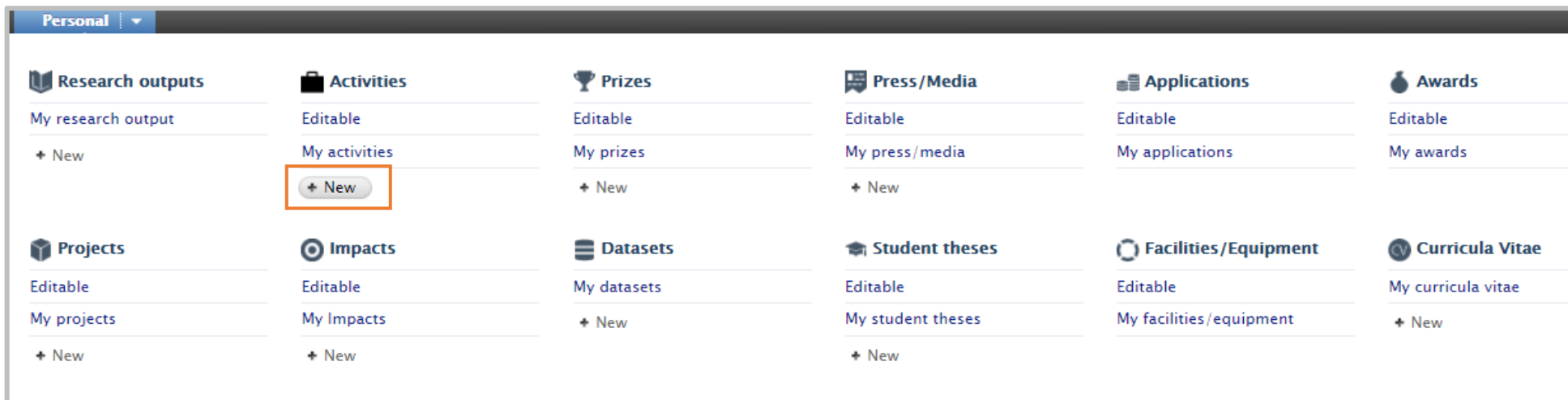


1. Log in to Pure with your University Login (formerly EASE) at <https://www.pure.ed.ac.uk>

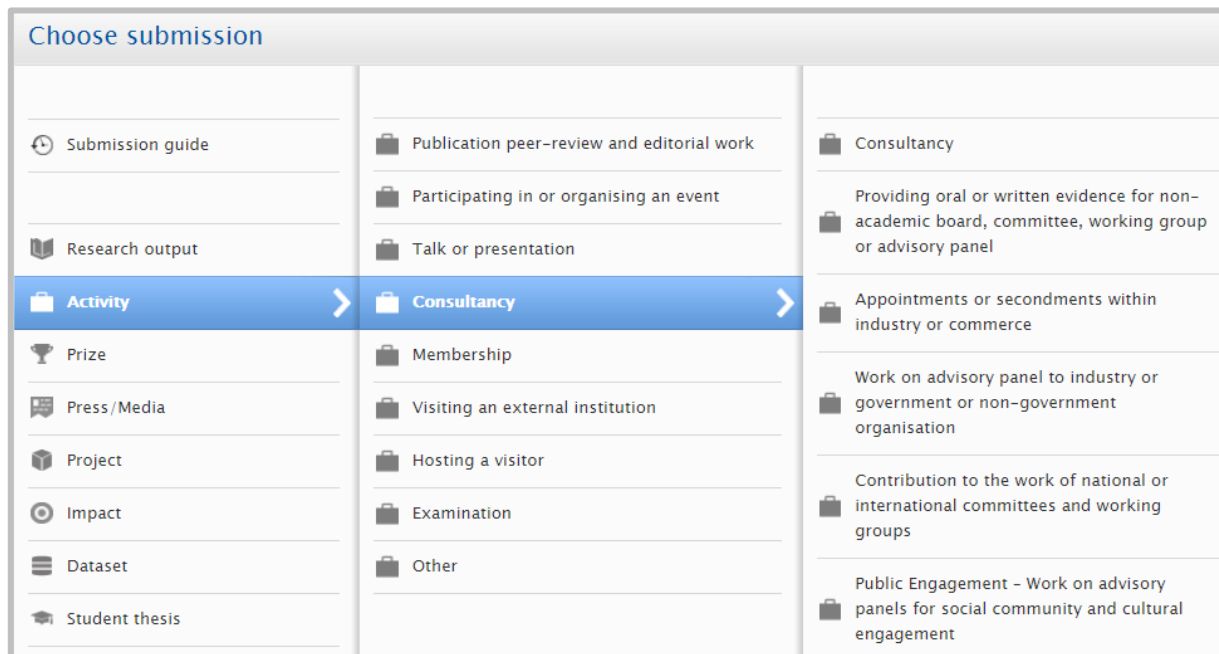


The screenshot shows the 'Personal' dashboard with a grid of activity categories. The 'Activities' category is highlighted with a red box around the '+ New' button. Other categories include Research outputs, Prizes, Press/Media, Applications, Awards, Projects, Impacts, Datasets, Student theses, Facilities/Equipment, and Curricula Vitae. Each category has a 'My [category]' link and a '+ New' button.

2. Click on the Personal drop down menu at the top left of the screen.

Click on the **+ New** button under **Activities**. This will open the submission window.

3. Select **Consultancy**. Then select the sub-type that best describes the activity.



The screenshot shows the 'Choose submission' window with a list of submission types. The 'Activity' category is selected, and the 'Consultancy' sub-type is highlighted. Other submission types include Submission guide, Research output, Prize, Press/Media, Project, Impact, Dataset, Student thesis, Publication peer-review and editorial work, Participating in or organising an event, Talk or presentation, Membership, Visiting an external institution, Hosting a visitor, Examination, Other, Consultancy, Providing oral or written evidence for non-academic board, committee, working group or advisory panel, Appointments or secondments within industry or commerce, Work on advisory panel to industry or government or non-government organisation, Contribution to the work of national or international committees and working groups, and Public Engagement - Work on advisory panels for social community and cultural engagement.

Activity information

Consultancy work for *

Event Organisational unit External organisation

Title *

Description

Period *

Specific date Period of time

Degree of recognition

No value

- No value
- International
- National
- Regional
- Local

4. Add Event or Organisational unit (University of Edinburgh College/School/Deanery) or External organisation. Search for the Event or Organisational unit or External organisation. If the Event or External organisation not listed, then create new.

5. Enter a title for the consultancy.



6. Describe the activity. This description will be displayed on the Edinburgh Research Explorer.

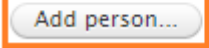
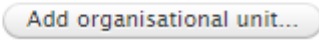
7. Enter either a specific date or period of time for the activity.



8. Select the degree of recognition that is most appropriate for this activity.


Persons/organisations

Persons *


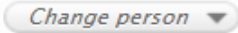
 **A. Researcher (Abel Researcher)**
Advisor
 **Royal (Dick) School of Veterinary Studies**
Organisational unit: School



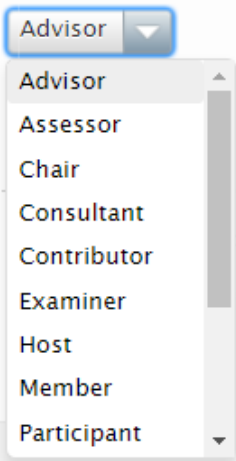
Edit person

 **A. Researcher (Abel Researcher)** 

Internal person

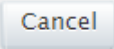

Name and role on the activity

First name Last name *

Role *

Advisor
Assessor
Chair
Consultant
Contributor
Examiner
Host
Member
Participant

activity

School of Veterinary Studies (1/01/13 → present)


9. Click on **Edit** to change your Role and/or your organisational affiliation.

10. Add the Internal or External Persons who participated in the activity.

11. Leave Managing organisational unit at the College or Deanery level.


Activity managed by

Managing organisational unit *

 **Royal (Dick) School of Veterinary Studies**

Organisational unit: School

[Change organisational unit...](#)

Documents and links 

Documents


[Add document...](#)

Links

[Add link...](#)

Add document

Filename

 Drag file or **browse** your computer.

File title

Visibility

Backend – Restricted to Pure users ▼

Public – No restriction

N/A – Not Used

Backend – Restricted to Pure users

[Cancel](#) [Create](#)


12. Attach documents or links to the record.


It is possible to attach many different types of files, e.g. PDF, WMV, PNG, in the Documents section. Please make sure that you are authorised to upload these files.


Set **Visibility** to **Backend – Restricted to Pure users** if these files are not to be made publicly accessible on the Edinburgh Research Explorer.


Please make sure that any web links that have been added have been archived.


Relations ⓘ


Activities
+ 


Research outputs
+ 


Prizes
+ 

Press/Media
+ 

Projects
+ 

Impacts
+ 

Datasets
+ 

Facilities/Equipment
+ 

13. Link the Activity to other content types in order to show the full network of relationships between the different aspects of your research.

14. Set **Visibility** to **Public – No restriction** for the Activity to be displayed on Edinburgh Research Explorer.

Visibility ⓘ

Visibility

Public – No restriction ▼

15. Remember to click on **Save** when you have added all information to the record. If not, all changes will be lost.

