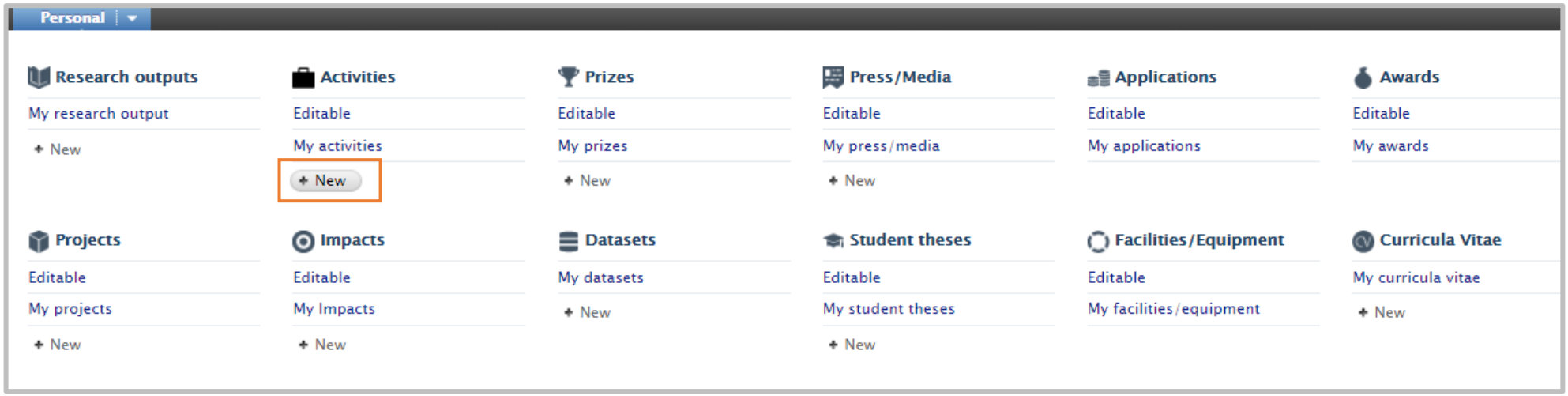
Add new Activity – Hosting a visitor

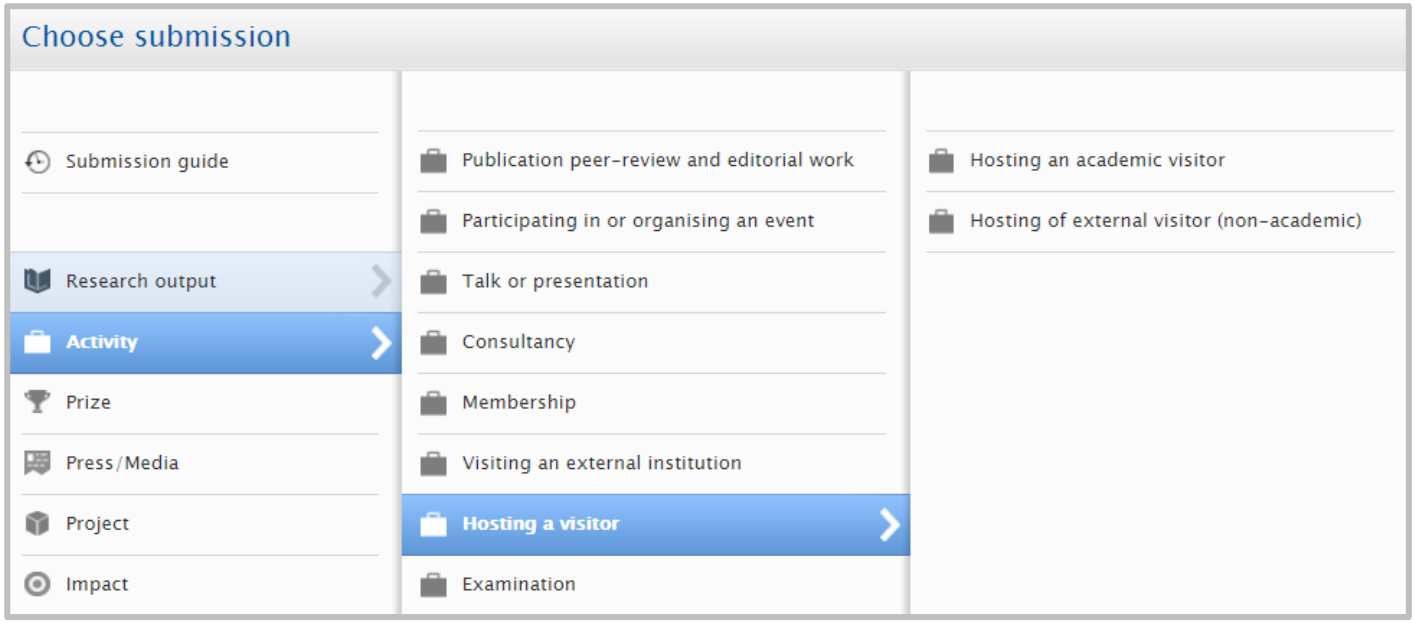
1. Log in to Pure with your University Login (formerly EASE) at https://www.pure.ed.ac.uk

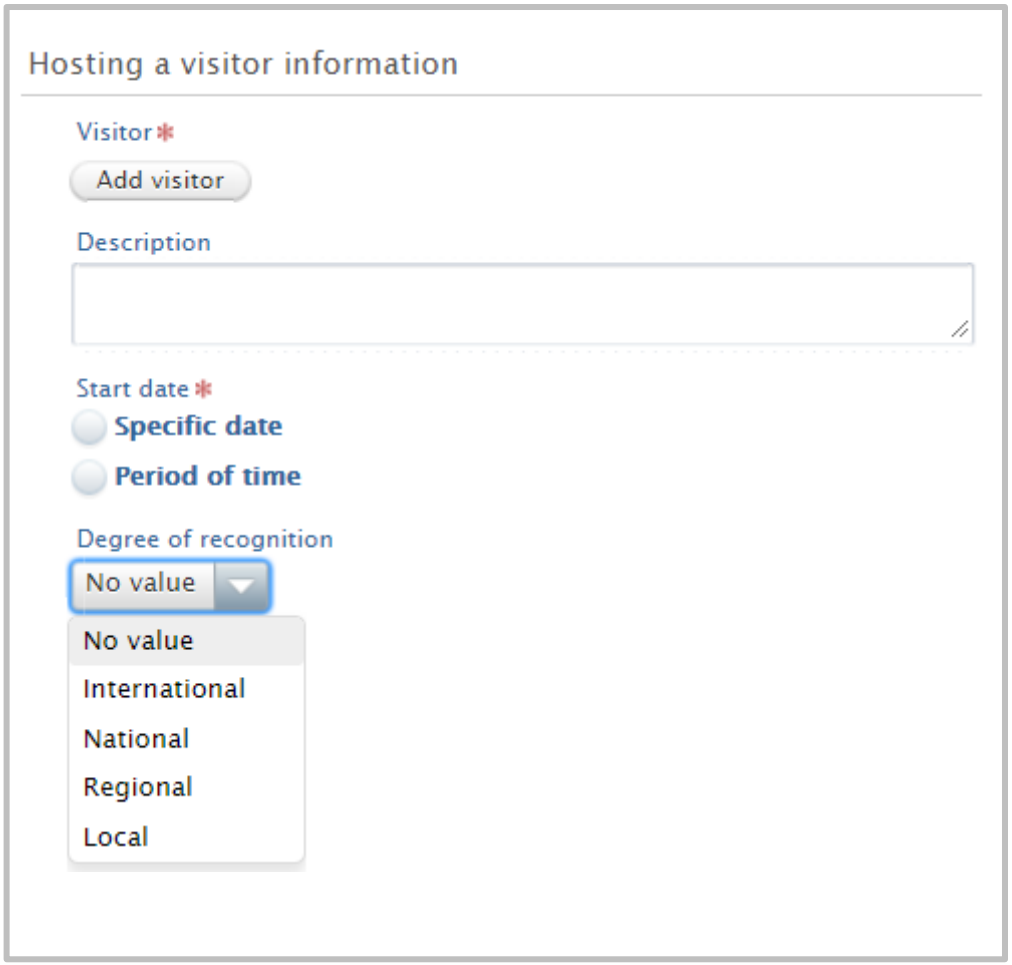


2. Click on the Personal drop down menu at the top left of the screen.

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

3. Select **Hosting a visitor**. Then select the sub-type that best describes the activity.



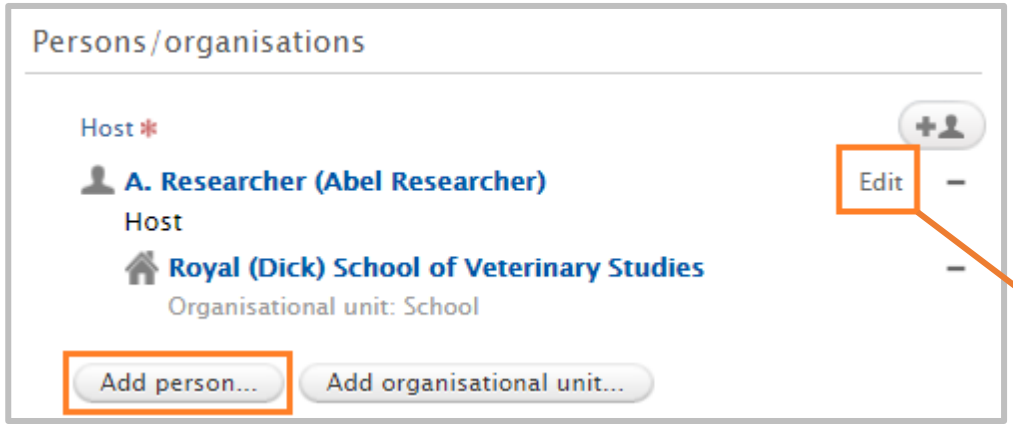


4. Add visitor. Search for the external person. If not listed, create new external person.

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

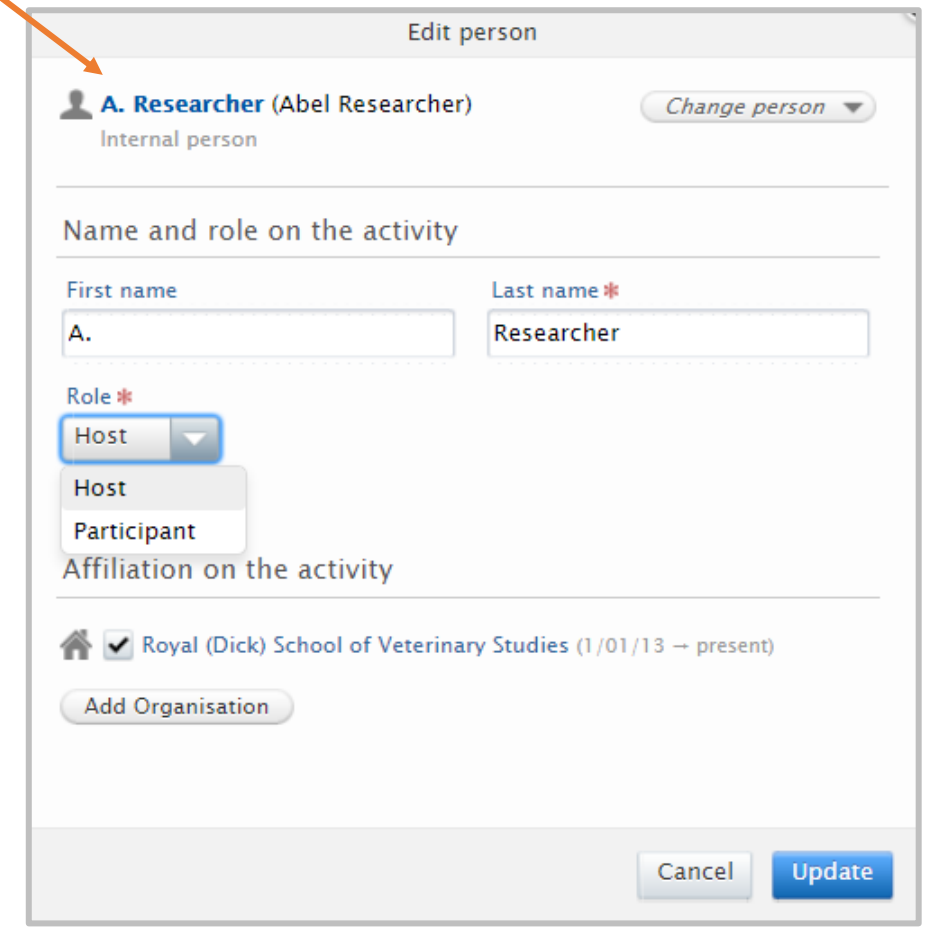
6. Enter either a specific date or period of time for the activity.

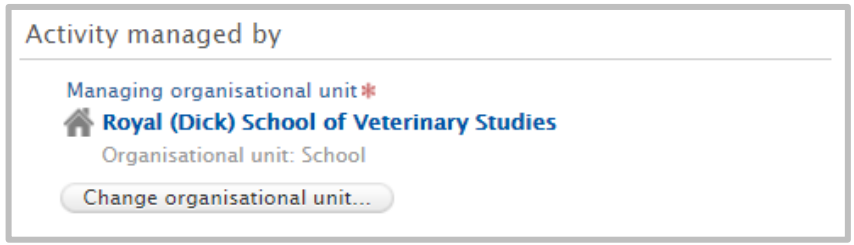
7. Select the degree of recognition that is most appropriate for this activity.



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

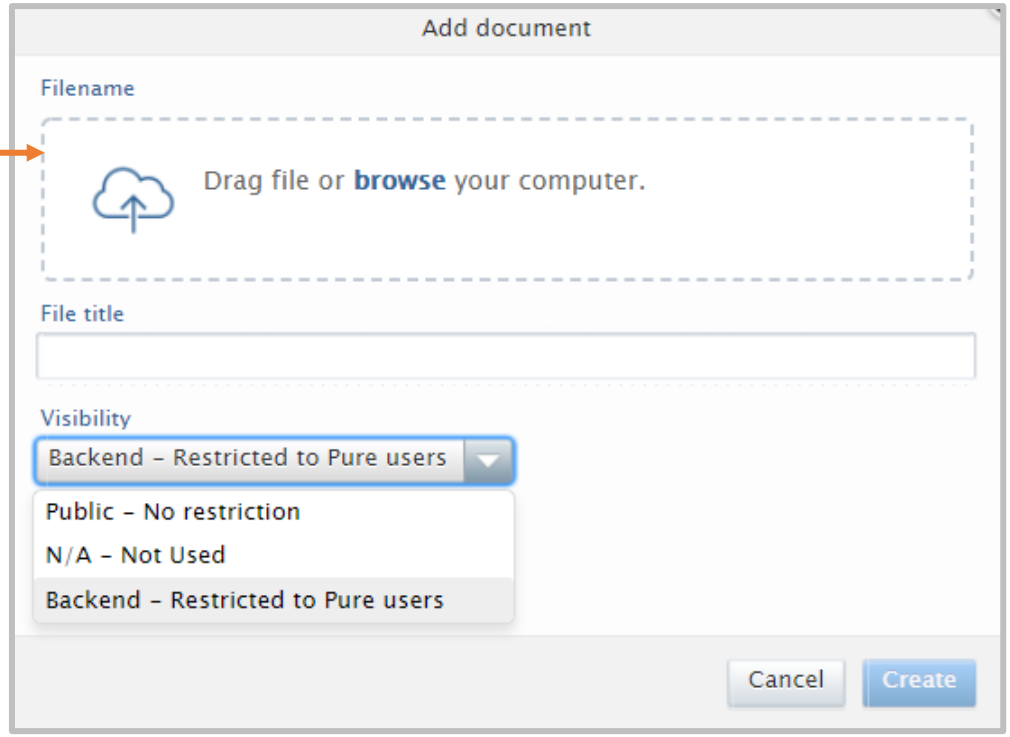
9. Add the Internal or External Persons who participated in the activity.





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

11. Add event if the visit coincided with an event. Search for the event. If not listed, create new

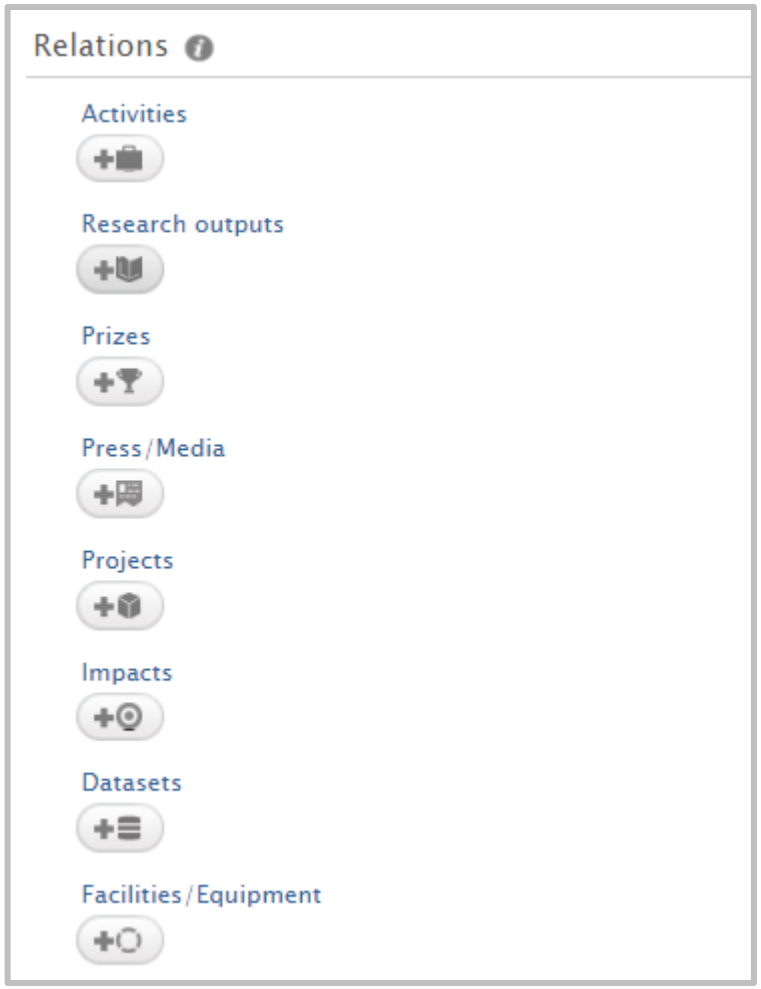


12. Attach documents or links to the record.

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.



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.

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