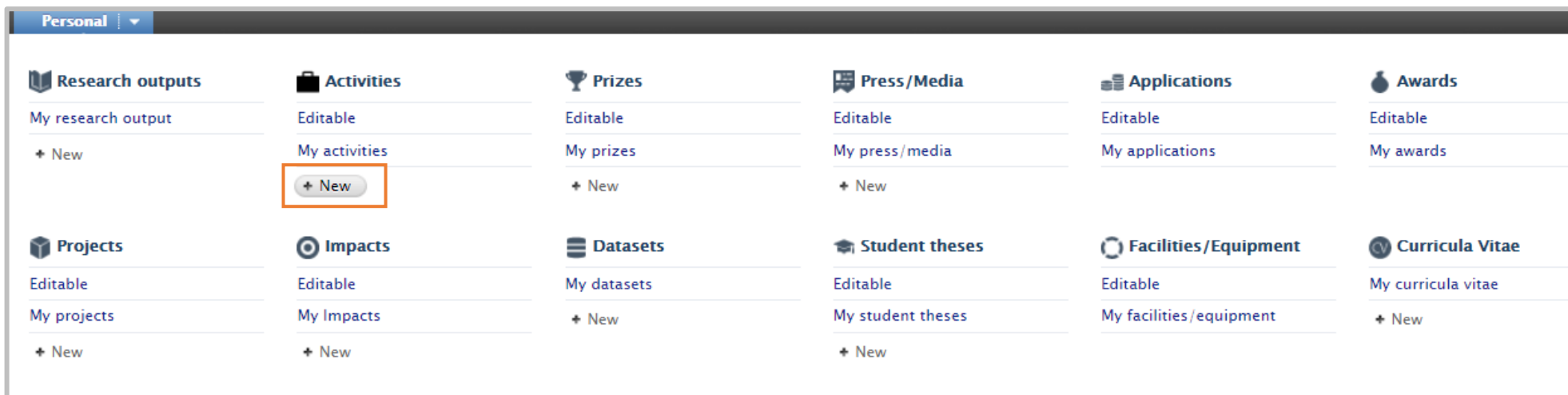


1. Log in to Pure with your University Login (formerly EASE) at <https://www.pure.ed.ac.uk>

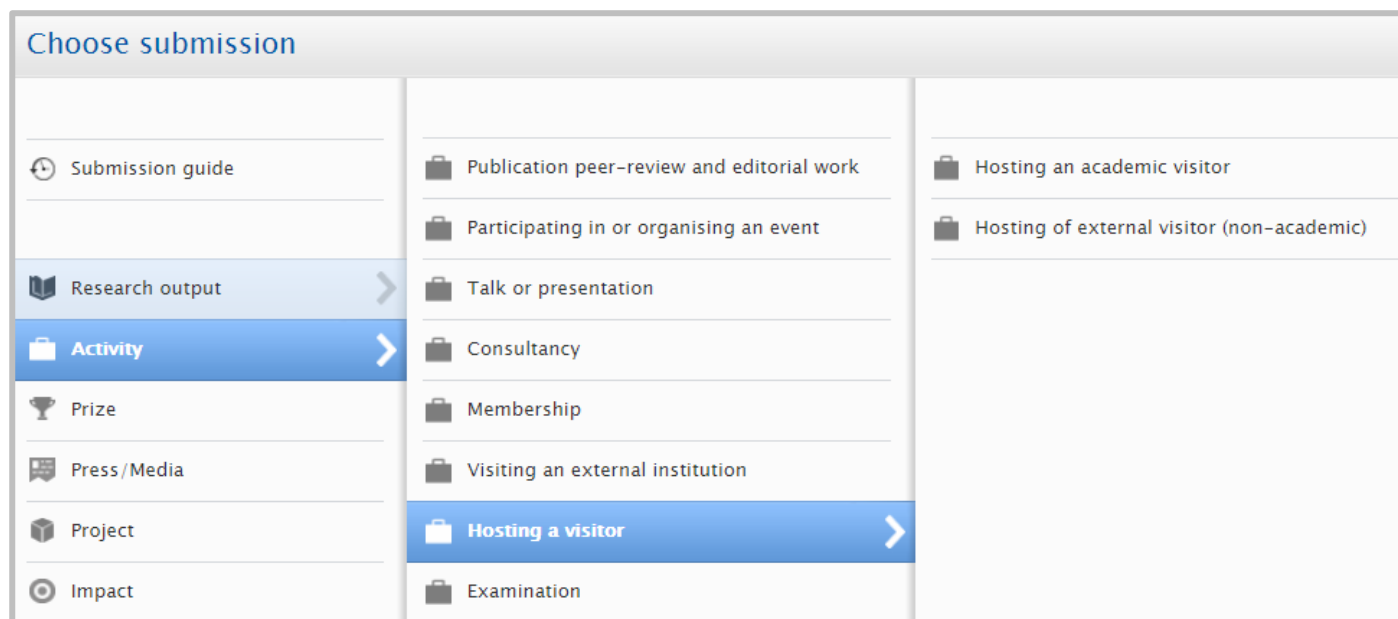


The screenshot shows the 'Personal' dashboard with a grid of activity categories. The 'Activities' category is highlighted with a red box around its '+ New' button. Other categories include Research outputs, Prizes, Press/Media, Applications, Awards, Projects, Impacts, Datasets, Student theses, Facilities/Equipment, and Curricula Vitae. Each category has a 'My' sub-section 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 **Hosting a visitor**. Then select the sub-type that best describes the activity.



The 'Choose submission' window displays a list of activity types. The 'Activity' category is selected, and 'Hosting a visitor' is highlighted in blue. Other activity types include Submission guide, Research output, Prize, Press / Media, Project, Impact, Publication peer-review and editorial work, Participating in or organising an event, Talk or presentation, Consultancy, Membership, Visiting an external institution, Examination, Hosting an academic visitor, and Hosting of external visitor (non-academic).

Hosting a visitor information

Visitor \*

Add visitor

Description

Start date \*

Specific date

Period of time

Degree of recognition

No value

No value

International

National

Regional

Local

**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.

Persons/organisations

Host \*

 **A. Researcher (Abel Researcher)** Edit -


Host

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

Organisational unit: School

Add person... Add organisational unit...

Edit person

 **A. Researcher (Abel Researcher)** Change person

Internal person

Name and role on the activity

First name  Last name \*


Role \*

Host

Host

Participant

Affiliation on the activity

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

Add Organisation

Cancel Update

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.

Activity managed by

Managing organisational unit ✱  
🏠 **Royal (Dick) School of Veterinary Studies**  
Organisational unit: School  
[Change organisational unit...](#)

Event

Event  
[Add event...](#)

Documents and links ⓘ

Documents  
[Add document...](#)

Links  
[Add link...](#)

**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.

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](#)


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.

