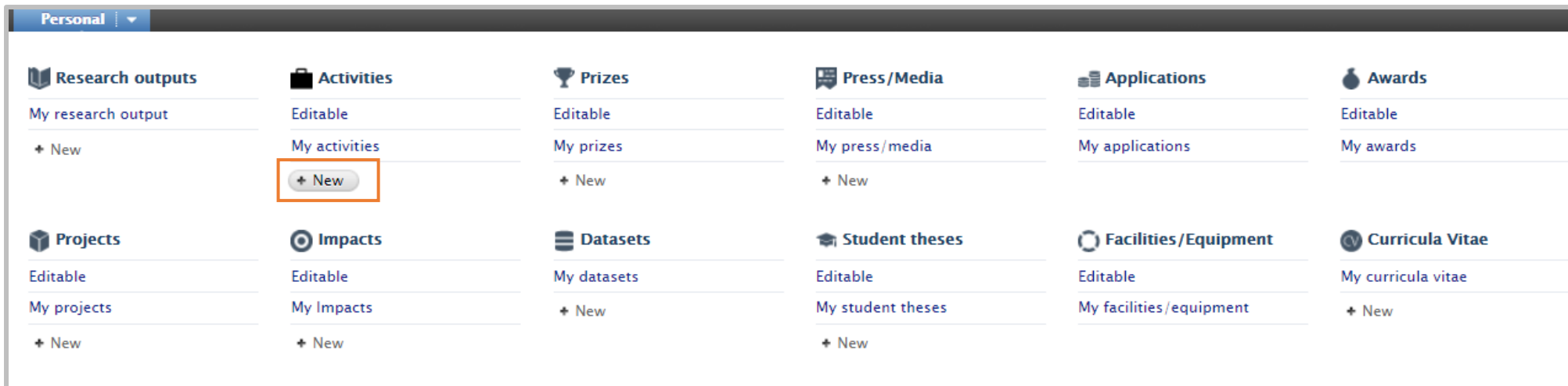


1. Log in to Pure with your University Login (formerly EASE) at <https://www.pure.ed.ac.uk>



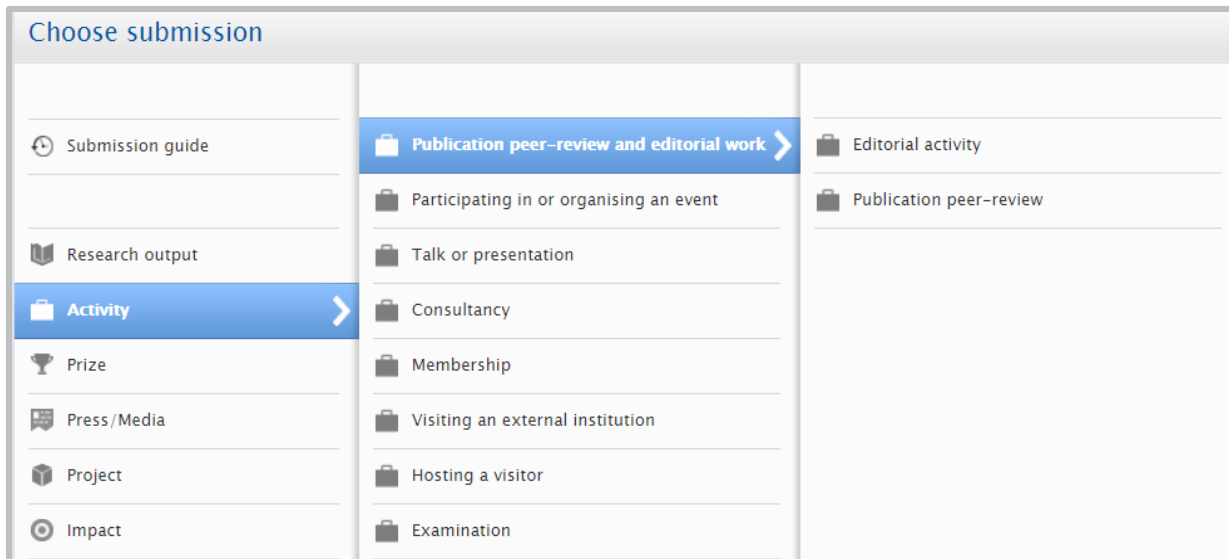
The screenshot shows the 'Personal' dashboard with a grid of activity categories. The 'Activities' category is highlighted with a red box around its '+ New' button. Other categories include Research outputs, Prizes, Press/Media, Applications, Awards, Projects, Impacts, Datasets, Student theses, Facilities/Equipment,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

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 **Publication peer-review and editorial work**. Then select the sub-type that best describes the activity.

**Note.** Fields marked with asterisks are mandatory. The record cannot be saved unless these fields are completed.



The 'Choose submission' window displays a list of activity types. The 'Activity' type is selected, and the 'Publication peer-review and editorial work' sub-type is highlighted. Other sub-types include Editorial activity, Participating in or organising an event, Talk or presentation, Consultancy, Membership, Visiting an external institution, Hosting a visitor, and Examination.

Activity information

Editorial work \*

Journal  Publisher  Event

Description

Period \*

Specific date

Period of time

Degree of recognition

No value

No value

International

National

Regional

Local

**4.** Add Journal or Publisher or Event. Search for the Journal or Publisher or Event. If not listed, create new.


**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.

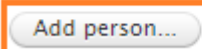
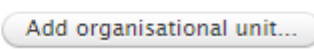
**7.** Select the degree of recognition that is most appropriate for this activity.



Persons/organisations

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

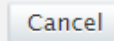
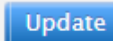
First name

Last name \*

Role \*



- Peer reviewer
- Referee
- Editor
- Editorial board member
- Guest editor
- Associate editor
- Editorial Assistant

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.

Activity managed by

---

Managing organisational unit \*

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

Organisational unit: School

[Change organisational unit...](#)

Documents and links 

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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](#)


**11.** 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  
+ 

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

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

Visibility ⓘ

Visibility  
Public – No restriction ▼

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

