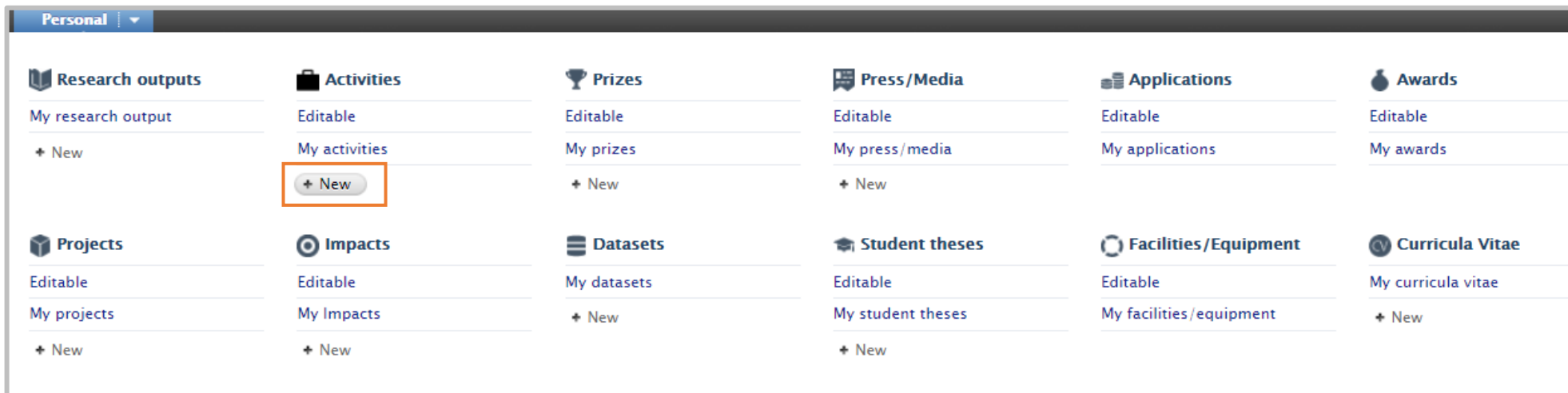


1. Log in to Pure with your University Login (formerly EASE) at <https://www.pure.ed.ac.uk>

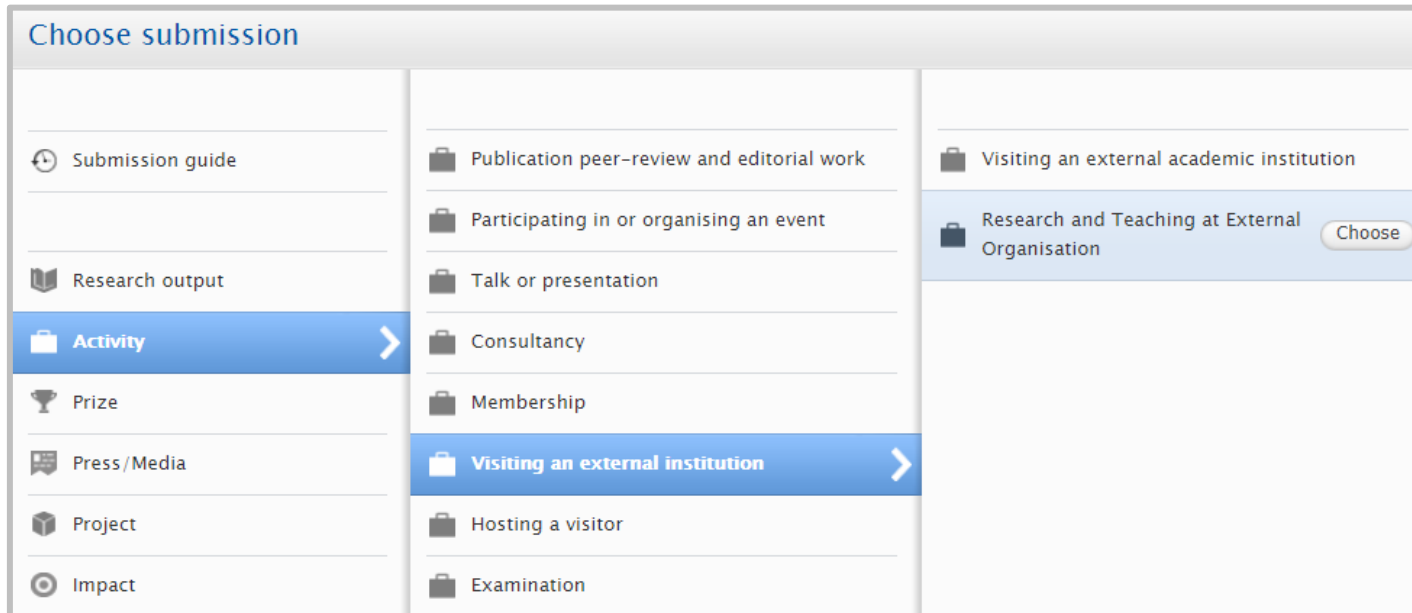


The screenshot shows the 'Personal' dashboard with a grid of activity categories. The 'Activities' category is highlighted with a red box around its '+ New' button. The categories include: Research outputs, Activities, Prizes, Press/Media, Applications, Awards, Projects, Impacts, Datasets, Student theses, 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 **Visiting an external institution**. Then select the sub-type that best describes the activity.



The 'Choose submission' window is shown with a list of activity types on the left and a list of sub-types on the right. The 'Activity' type is selected, and the 'Visiting an external institution' sub-type is highlighted. The 'Choose' button is visible next to the 'Research and Teaching at External Organisation' sub-type.

| Activity Type    | Sub-type                                   |
|------------------|--|
| Submission guide | Publication peer-review and editorial work |
| Research output  | Participating in or organising an event    |
| <b>Activity</b>  | Talk or presentation                       |
| Prize            | Consultancy                                |
| Press/Media      | Membership                                 |
| Project          | <b>Visiting an external institution</b>    |
| Impact           | Hosting a visitor                          |
|                  | Examination                                |

Visiting other institution information

Visited organisation \*

Add external organisation...

Description

Period \*

Specific date

Period of time

Degree of recognition

No value

No value

International

National

Regional

Local

**4.** Add external organisation. Search for the external organisation. If not listed, create new external organisation.



**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.

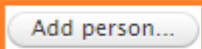
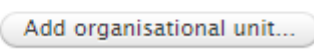
**7.** Select the degree of recognition that is most appropriate for this activity.

Persons/organisations

Persons \*

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


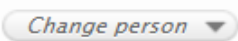
  -

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.

Edit person


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

Internal person

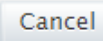

Name and role on the activity

First name  Last name \*

Role \*



- Chair
- Contributor
- Examiner
- Host
- Member
- Reviewer
- Speaker
- Supervisor
- Teacher

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.

