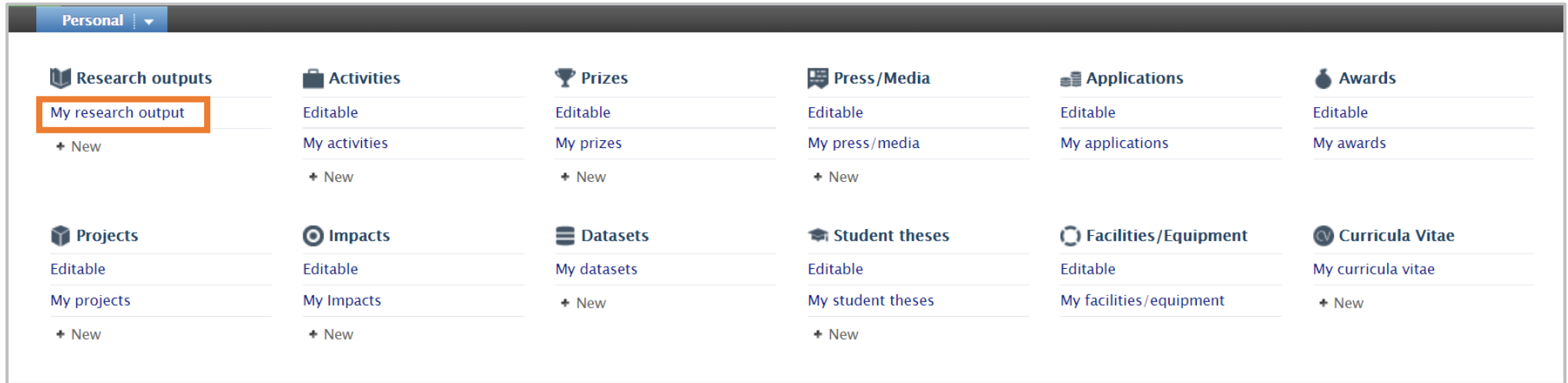
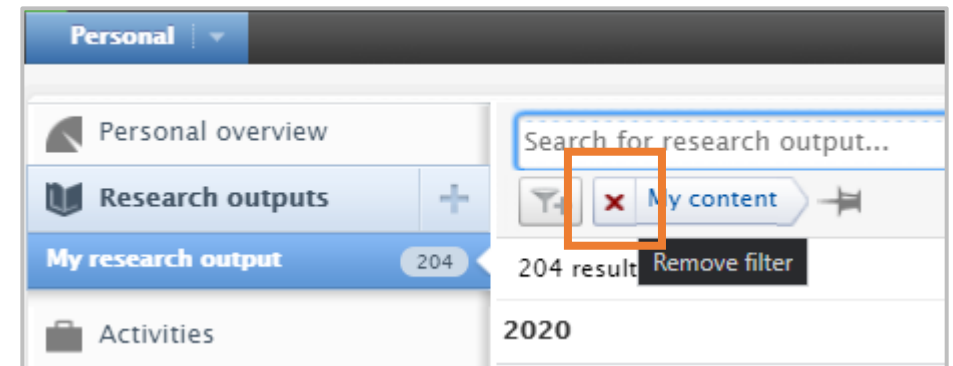


1. Log in to Pure with your University Login (formerly EASE) at <https://www.pure.ed.ac.uk>



2. Click on the **Personal** tab and then on **Research outputs**. This will take you to the Research output list view.

3. Remove the 'My content' filter in the Research output list view by clicking on the 'x' to the left of the filter.



4. Enter the title of your research output in the search bar and then click on **Search**.

If there is already a record for the research output in Pure, it will be listed in the search results. Click on the record to open it in a pop-up window.

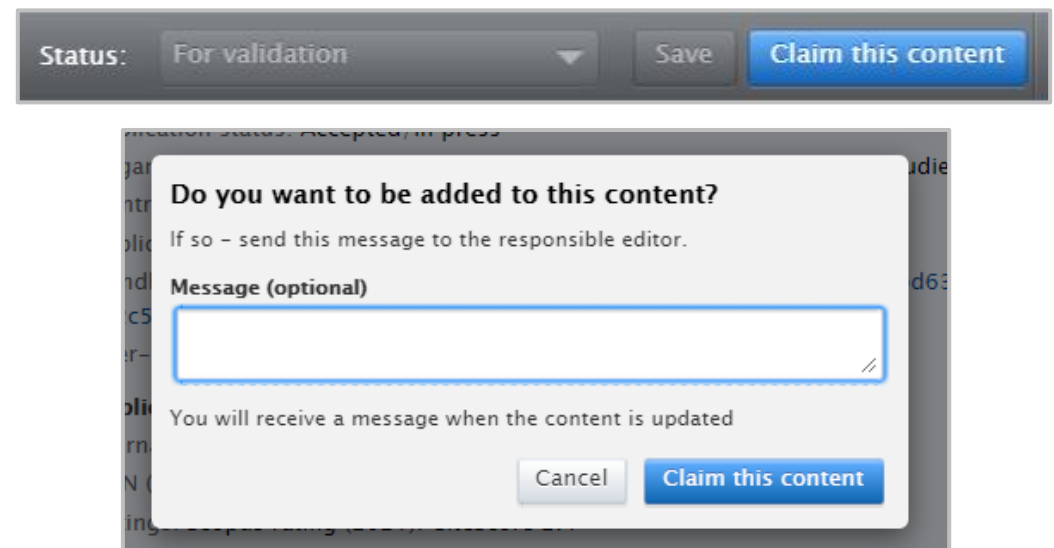


The screenshot shows the 'Personal' dashboard in the Pure system. The left sidebar contains navigation options: Personal overview, Research outputs (204), Activities, Prizes, Press/Media, and Applications. The main content area has a search bar with 'Claiming your content' entered. Below the search bar, there is a filter icon and a '1 result' indicator. The search results show a record titled 'Claiming your Content' by 'Researcher, A. & Academic, A.', dated 1 Aug 2021, with a status of '(Accepted/In press)'. The record is categorized as 'Research output: Contribution to journal > Article > peer-review'. At the bottom of the record, there are two buttons: 'ACCEPTED/IN PRESS' and 'FOR VALIDATION'.

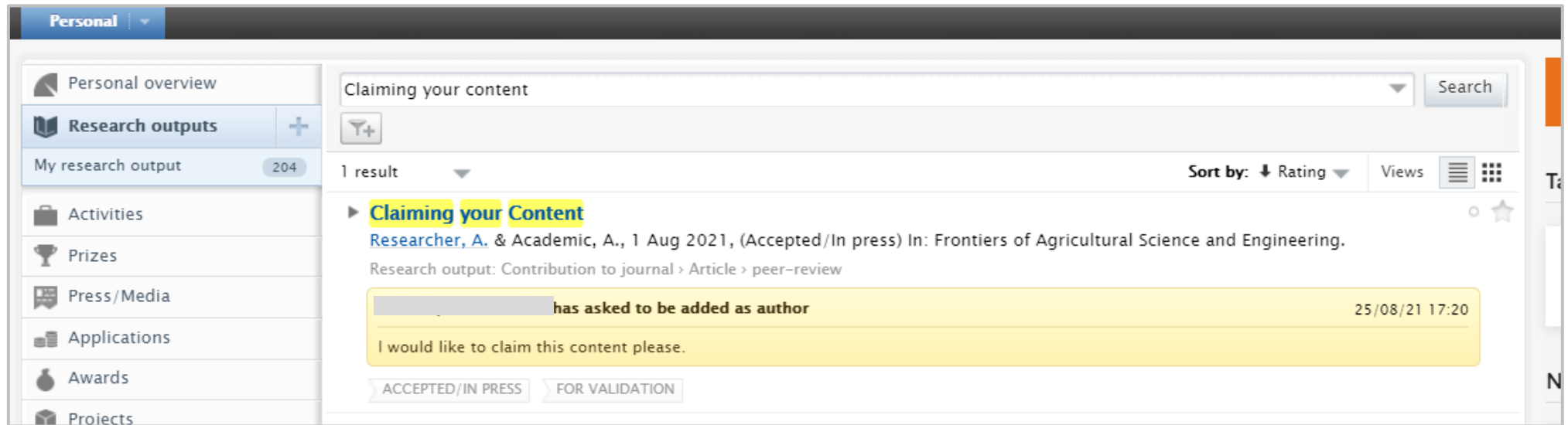
5. If you are a co-author of the research output, click on **Claim this content** at the bottom of the record.

You will see a text box where you can add a note for the administrator.

Click **Claim this content** again. The research output record will automatically close.



The screenshot shows a dialog box for claiming content. At the top, there is a 'Status:' dropdown menu set to 'For validation', a 'Save' button, and a 'Claim this content' button. Below this, the dialog asks 'Do you want to be added to this content?' and provides instructions: 'If so - send this message to the responsible editor.' There is a text input field for an optional message. At the bottom, there are 'Cancel' and 'Claim this content' buttons.



The screenshot shows the 'Personal' dashboard in the Pure system. The left sidebar contains navigation options: Personal overview, Research outputs (204), My research output (204), Activities, Prizes, Press/Media, Applications, Awards, and Projects. The main content area is titled 'Claiming your content' and shows a search bar, a filter icon, and a 'Sort by: Rating' dropdown. A single result is displayed under the heading 'Claiming your Content'. The result details are: 'Researcher, A. & Academic, A., 1 Aug 2021, (Accepted/In press) In: Frontiers of Agricultural Science and Engineering. Research output: Contribution to journal > Article > peer-review'. A yellow notification box states: '[Redacted] has asked to be added as author 25/08/21 17:20. I would like to claim this content please.' Below the notification are two buttons: 'ACCEPTED/IN PRESS' and 'FOR VALIDATION'.

6. Once you have claimed your content, please email Pure support at pure@ed.ac.uk with the name of your output.

An administrator will action your claim and the record will then be included in your Research output list.