Ulster University Pure Guide Series

Managing your Content

Your content

As PURE utilizes data from several core university systems, a significant part of your profile's information is automatically synchronized from these systems. This means that any issues or incorrect details should always be corrected in the system of origin rather than PURE itself. Usually this information will appear as non-editable in PURE and you should therefore contact the PURE support team if there are any inaccuracies pure-support@ulster.ac.uk.

Research grants and projects are brought into PURE from the Research Grants database. Any issues with the data should be notified in the first instance to the PURE Team pure-support@ulster.ac.uk.

PhD Researchers data are synchronized from the Banner Student System. Any issues with the data should be notified in the first instance to the PURE Team pure-support@ulster.ac.uk

Your personal staff details are synchronized from the CoreHR System. Any issues with the data should be notified in the first instance to the PURE Team pure-support@ulster.ac.uk

Managing the visibility of your content

The University aims to make our research activities publicly available. However, it is recognized that there will be circumstances where this is not appropriate, e.g. commercially or ethically sensitive information.

There are three levels of visibility in PURE:

- **Public – no restrictions**

- **Backend – restricted to PURE users.** PURE users are Ulster University staff

- **Confidential – restricted to associated users and editors** (outputs and projects only). Associated users and editors are co-authors or co-investigators and editors associated with your UoA

By default all researchers' profiles are publicly available. Visibility of content can be changed for each individual content type – scroll to the bottom of any template to find **Visibility** settings. If you are in the process of editing your profile information and would prefer to keep your profile hidden until all changes are made, choose **Backend – restricted to PURE users** from the dropdown menu and **Save**.

<div align="center">
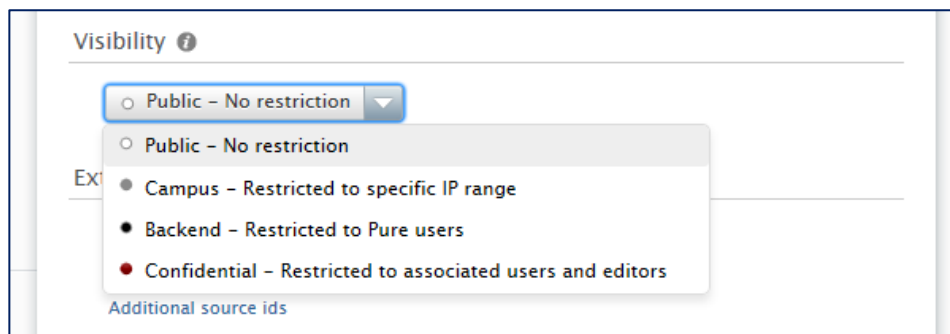
Managing how your content is displayed on your portal profile page

</div>

You can control how content is shown on your portal profile page, e.g. you can choose to highlight individual research outputs, projects and activities page rather than having your activities displayed in reverse chronological order. You can also switch certain content off so that it does not appear on your Portal profile (e.g. citations and H-index).

Click on **Edit Profile** and then **Portal Profile** where you will see a number of options:
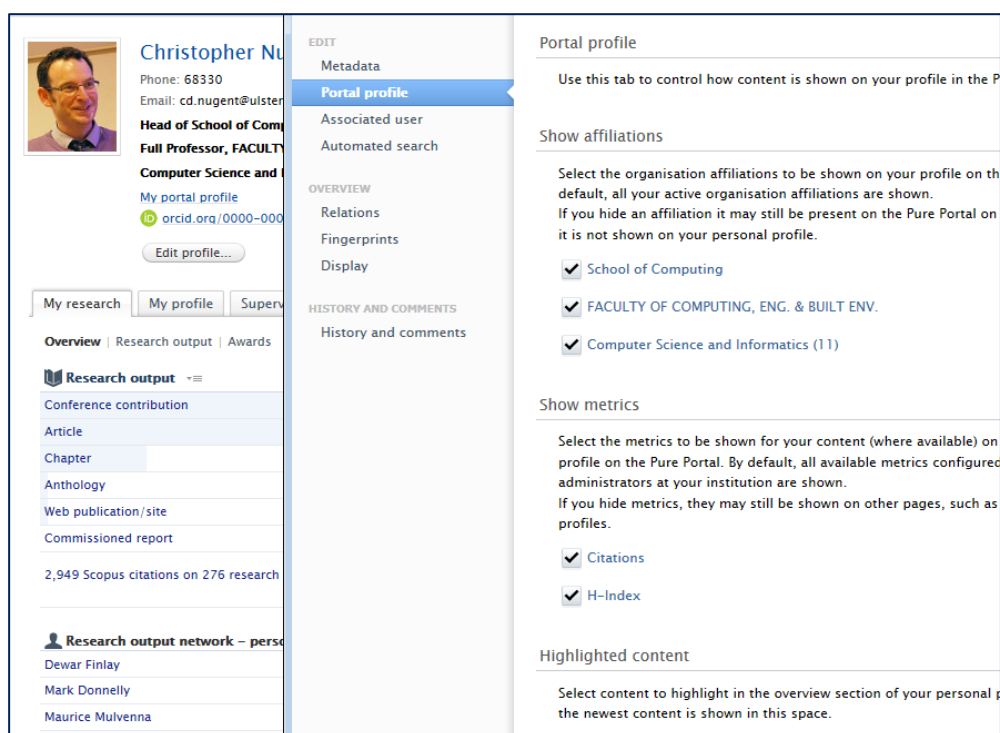
Show affiliations – you can select the organisational affiliation to be shown on your portal profile page. By default all your active affiliations are shown.

Show metrics – you can turn off your metrics (ie: Citations and h-index) so that these do not appear on your portal profile page. By default all available metrics are shown.

Highlighted content – you can select content to highlight by searching and ordering the content you want to highlight. To search for research outputs click on the 'open book icon' tab and the '+ open book icon' button. To search for awards click on the 'money bag icon' tab and the '+ money bag icon' button. To re-order content click on the up and down arrows. You can highlight up to a maximum of 5 research outputs/awards. You can highlight up to a maximum of 5 research outputs.

> **Once you have made your changes remember to press Save.**

To check how the highlights look in your portal profile, click on **My Portal Profile** in the personal overview. You can make changes to your highlights by returning to the Edit Profile tab, editing the list and re-saving it.

This guide has been produced by the Research Performance team (Research & Impact). It is a living document which will be reviewed and finalized as we receive feedback.

If you have any comments please contact us at pure-support@ulster.ac.uk