

# **PURE Guide Series**

## **Activities Data**

How to add [Activities](#) data on PURE

# Adding Activities data to your PURE profile

There are many different activities that you might want to add to your PURE profile. Activities are those areas not captured in research awards or published works, but which are none-the-less important information that could enhance your profile.

Activities such as participating in or organising an event; unpublished work, talk or presentation; visiting an external institution; membership of a board or committee; editorial work or peer-review; external examiner; consultancy etc.

In the Activities section there are 9 categories that you can choose from to enter your data. There is no limit to the number of activities you can add.

Here's a link to some data that has already been input to show you some examples

<https://pure.ulster.ac.uk/en/activities/>

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## Step 1

### Login

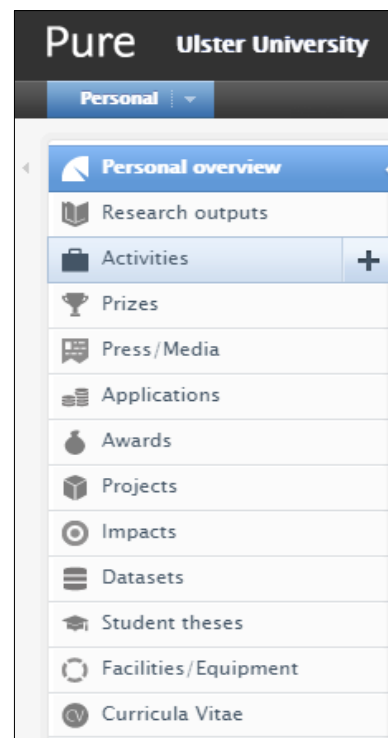
Login at: <https://pure.ulster.ac.uk/admin>

Enter your University Email and password

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## Step 2

Under the **Personal Tab** scroll down to **Activities** and Select **+** sign to add a new activity.



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### Step 3

You'll be given a choice of 9 categories (some of which will have subcategories).  
Select the appropriate category:

- [Participating in or organising an event](#)
- [Visiting an external institution](#)
- [Talk or presentation](#)
- [Publication peer-review and editorial work](#)
- [Examination](#)
- [Hosting a visitor](#)
- [Consultancy](#)
- [Membership](#)
- [Other](#)

There is no limit on the number of activities you can enter, or how many categories you use.

### Choose submission

Submission guide

Research output

**Activity** >

Prize

Press/Media

Impact

Dataset

Student thesis

Facility/Equipment

Curriculum Vitae

Participating in or organising an event

Visiting an external institution

Other

Talk or presentation

Publication peer-review and editorial work

Examination

Hosting a visitor

Consultancy

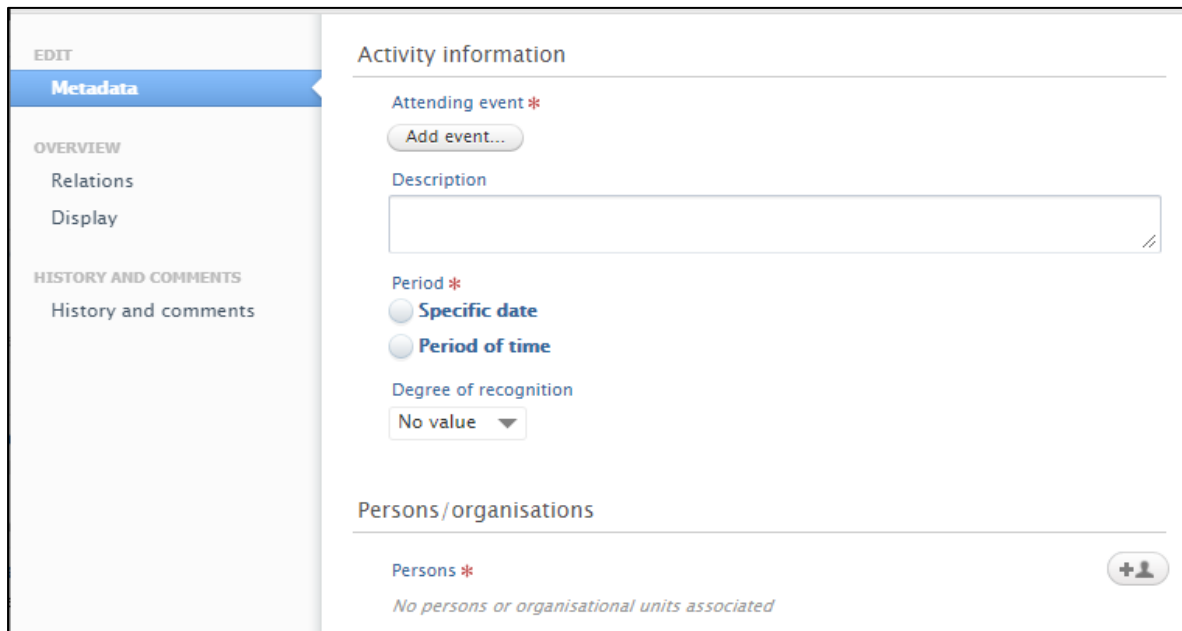
Membership

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## Step 4

Entering your data is very simple, it is mostly just a brief description of the activity and date, depending on the category there may also be a title.

- [Title](#) (if relevant to category)
- [Description](#)
- [Date](#)
- And add any more detail prompted that you think would be relevant to add.



The screenshot shows a web application interface for editing activity information. On the left is a sidebar with the following sections: 'EDIT' (containing 'Metadata'), 'OVERVIEW' (containing 'Relations' and 'Display'), and 'HISTORY AND COMMENTS' (containing 'History and comments'). The main content area is titled 'Activity information' and contains the following fields: 'Attending event \*' with an 'Add event...' button; 'Description' with a large text input field; 'Period \*' with two radio button options, 'Specific date' (selected) and 'Period of time'; 'Degree of recognition' with a dropdown menu currently showing 'No value'; and 'Persons/organisations' with a '+ person' button and the text 'No persons or organisational units associated'.

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## Save Data

Once data added select **SAVE** at the end of the page.





**PURE Support:**

**If you have any queries email [pure-support@ulster.ac.uk](mailto:pure-support@ulster.ac.uk)**

**[ulster.ac.uk/internal/research/puresupport](https://ulster.ac.uk/internal/research/puresupport)**