

Ulster University

PURE Guide Series

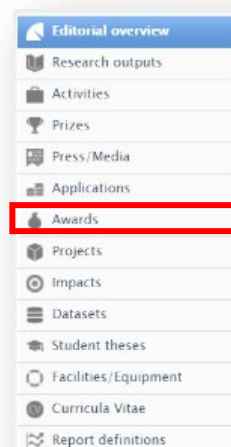
**How to Produce a Report of Awards in PURE
(as a PURE user)**

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

Step 1 – Listing Awards

Click on **Awards** from the left navigation panel

Your awards will appear as a **content list** in the central panel



Step 2 – Sorting Awards

You can **Sort** the content list by various context-dependent criteria

Click the downward arrow on the **Sort by** menu (directly beneath the search function at the top of the content list) to open a drop-down menu with possible sorting criterion

Click one of the criteria and the search results are refreshed in the new order

Sort by: ↓ Award date ▼

Note: Choose a sorting order with the upward arrow to sort in ascending order and with the downward arrow to sort in descending order. To switch directions, select the same criterion again.



Step 3 - Downloading Awards

To download the content list click on your preferred report format from the **Download list** at the bottom of the screen.

Download list: PDF | HTML | Word

If you require assistance please contact PURE Support on pure-support@ulster.ac.uk

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