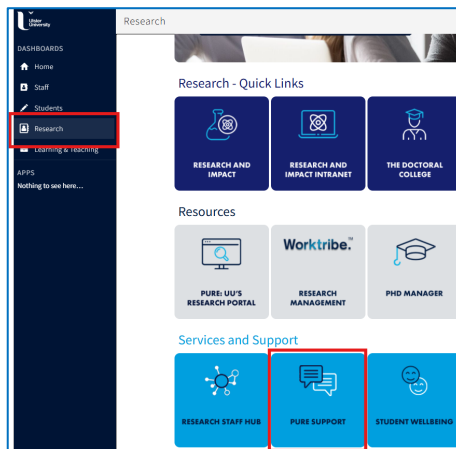
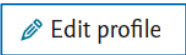
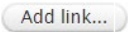
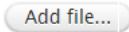

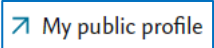


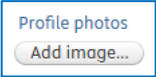
How to Edit your PURE Profile

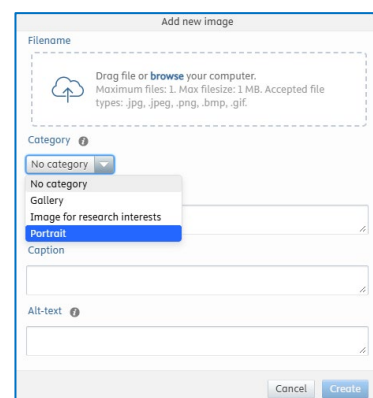
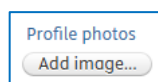
To login go to the staff (MyDay) portal and choose Research > Pure Support



- Click on 
- (this is displayed beneath your photo or people holder, on the Profile Overview screen)
- Add information by clicking on the 'Add' buttons  
- When you are finished, click  (this is found at the bottom of the screen)
- To view the changes in your PURE profile, click 
- (this is placed immediately beneath your name in the Profile Overview Screen).
- If your changes are not visible, click on the function key F5 at the top of your keyboard or close down the browser and reopen.

How to Add a Photo to your PURE Profile

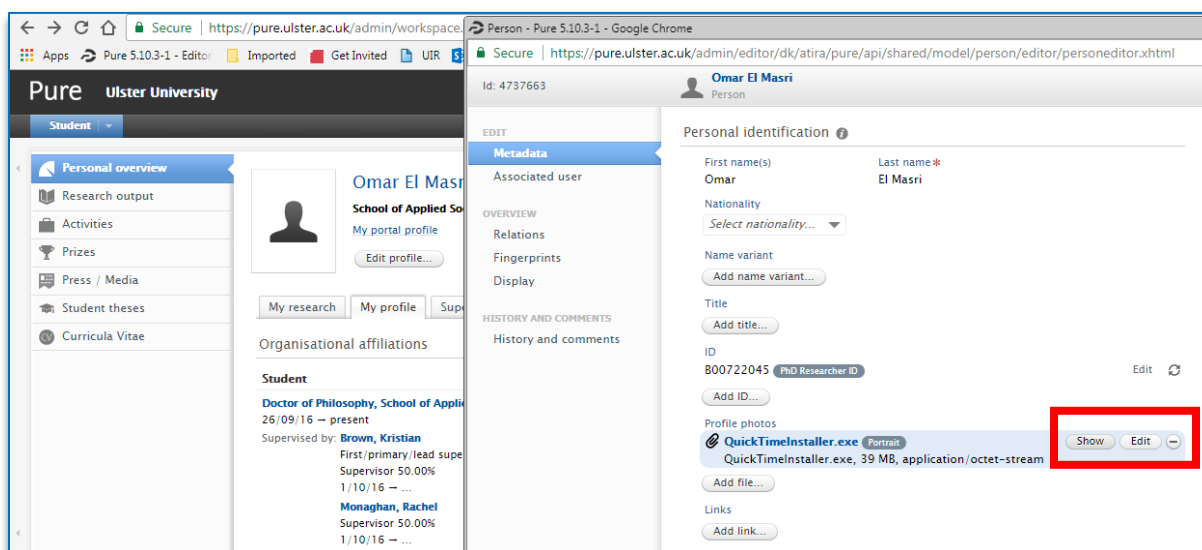
- In the 'Editing' Screen, click 
- Click on **Browse**
- Choose the photo
- Choose 'Portrait' for **Category**
- Click **Create**



Changing your PURE Profile Photo

If you wish to change your PURE profile photo

- Remove the existing photo first, by clicking on the Remove button at the right hand side of the photo name (see below)
- Then add a new photo by following the steps on the first page.



- To preview your Profile Photo, click on **Show** (see above)
- When you are finished click **Save** at the bottom of the screen.