

Getting started in Pure

- **Log on:** Current academic members of staff automatically have access to a personal user account in Pure. Use your Maastricht University account. To access Pure go to <http://library.maastrichtuniversity.nl/cris-support/> or directly via <https://cris.maastrichtuniversity.nl/admin>
- **Set up or change your email settings:** It is recommended to set up your [email options](#) the first time you log on to Pure. Pure will notify you about any changes made by another person to your research outputs and activities - choose how often you want to receive emails. You can change your email settings at any time by clicking on your username on the interface.
- **Set up your default publishing name:** The default name in Pure comes from the HR system. If the name mostly used by you while publishing is different, you can [set up your default publishing name](#). This is also helpful to co-authors who add research output.
- **Check your research output:** If you log on for the first time, please check your research output, [activities, prizes and press/media](#) in Pure.
- **Missing publications?** Check if the output is already in Pure and [claim](#) it. If not, please [add any research output](#) that is missing. Note: if you miss a lot, please contact the faculty Pure editor via the [contact page](#).
- **Not yours?** Please report any incorrect (co-)authorship by [disclaiming](#) the research output.
- **Incorrect publication subtype?** If the [publication type](#) on your profile page is displayed incorrectly e.g. as an article while it should be an article review, you can change it yourself. Else [add a comment](#) and the faculty Pure editor will correct it.
- **Activities:** View, add and maintain information about your research activities including awards, conference attendance, invited talks etc.
- **Pure information, guides & support:** check [Pure & Research Publications support portal](#).

Extras

- **CV:** You can create CV's from different templates and export them to pdf, Word or XML depending on the template. [Watch the screencast](#) to learn how to create a CV.
- **Pre UM output:** You can enter your [pre Maastricht University publications](#) in Pure. These publications will be visible on your profile page, but will not be part of departmental reports.
- **Get a quick overview of the Pure user interface:** My personal tasks, My messages and My Favourites at the [right-hand menu](#). List, search, filter or add output via the [left-hand menu](#). Overview and search results in the [centre of the interface](#).
- **Multiple chapters:** learn how to [add multiple chapters](#) with minimal efforts.
- **Linking content:** [make associations](#) between pieces of content in Pure.
- **Set up your ORCID:** [Create an ORCID and synchronize](#) from Pure to your ORCID profile.

Showcasing your research output

Research Publications

- **What output is presented in Research Publications at UM web:** All published or online first research output, activities and press clippings which are validated and set as public visible by your faculty editor in Pure, are included in [Research Publications](#).

UM Personal Profile Page

- **What output is presented in your Personal Profile Page:** The 10 most recent research outputs which are validated and set as public visible by your faculty editor in Pure are presented on your Personal Profile Page. It is also possible to select your 10 key publications from a list of validated and publicly visible research output.


Manual

Emails from Pure

Pure will notify you about any changes made by another person to your publications and activities (e.g. if you have been added to a research output by another person). You can view these messages in the section **My messages** on the right side of the screen.

Depending on your email settings in Pure, these messages will also be sent to you via email. When you log onto Pure for the first time, it is recommended to set the frequency with which you want to receive emails from Pure. At any time after this you can change your email settings by clicking on your Login (username) at the top right side corner of the screen and selecting your preferred email frequency.



Please click on  after you have made any changes to settings.

[Top ^](#)

Set up default publishing name

The default name in Pure comes from the HR system. If the name mostly used by you while publishing is different, please set up your default publishing name.

You can add your name variant via the **Edit profile** button on your Personal overview page.

- Click **Add name variant**
- Select type **Default publishing name**
- Add Name as you want it displayed. First name can also be initials.
- Click **Create**

Type
Default publishing name

First name

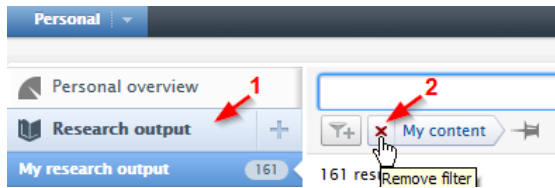
Last name

Cancel Create

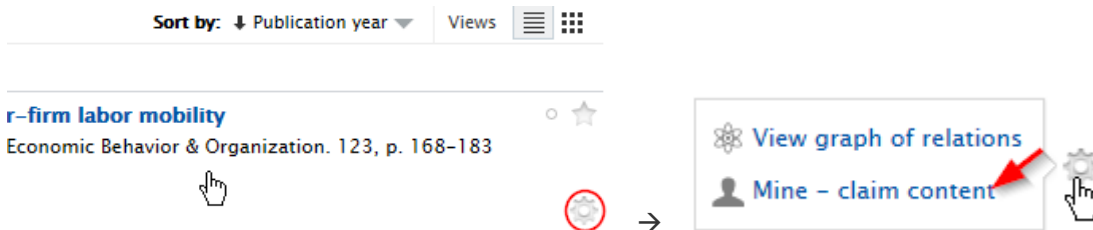
[Top ^](#)

Claiming research output

It is possible that output in Pure is linked to an external author where it should be an internal author. So if your publication list is not complete you can search for research output by title. Delete the **My content** filter to search for other users' output.



Once you have found output that is related to you, you can claim it. Click on the content-action symbol (the little 'gear' icon doesn't display until you hover over the item in question) and select "Mine - claim content". Please provide the editor with a short description why you are claiming this research output.

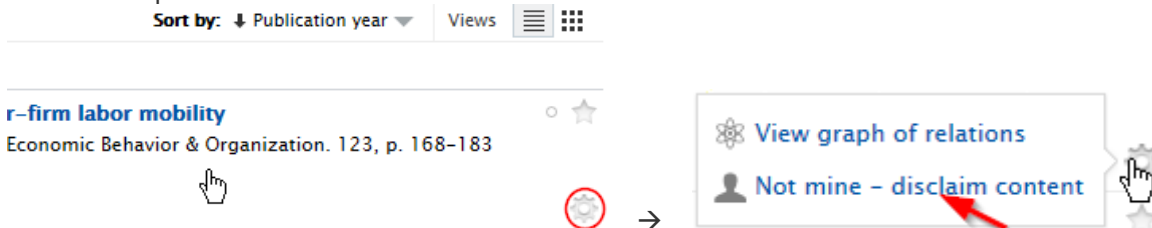


The faculty editor will add your name to the publication's authors section. When the correction has been completed, you will be notified with a message and the content will be visible in your publication list.

Top ^

Disclaiming research output

If you find research content in your publication list that is not related to your person, press the content-action symbol (the little 'gear' icon doesn't display until you hover over the item in question) and select "Disclaim content". Please provide the editor with a short description why you are disclaiming this research output.



The faculty editor will remove your name from the publication's authors section. When the correction has been completed, you will be notified with a message and the content will not be visible in your publication list anymore.

Top ^

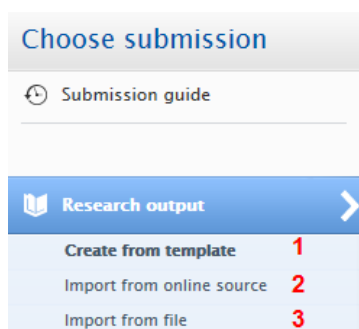
Adding publications (research output)

Publication data may be added to Pure in one of **three ways**:

1. By creating a publication record [from a template](#).
2. By importing publication data [from online databases](#), such as PubMed or Web of Science. You can search these sources from within Pure and import publication data directly and/or set up an [automated search](#).
3. By importing a [BibTeX or RIS file](#).

To add a publication log into Pure and click on  at the top right side of the screen.


A new window will open; select category Research output on the left side of the screen. Now you can choose an appropriate method for creating a research output in Pure.



Method 1 Create from template

Select a template. This will determine which fields are needed for your record. Select the option from the list which is the best fit for your output.

Please ensure that you fill in all mandatory fields, indicated by a red asterisk, otherwise you will be unable to save the record. You can add as much or as little bibliographical information as you wish, but obviously the more the better. Bibliographic details such as page numbers, volume and issue numbers, publisher and place of publication are not mandatory but will help other people find your publication.



In case you choose the wrong template, you can always change it by clicking on  in the upper right corner.



You will be automatically added to the bibliographic record as an author. To add co-authors, click on the button Add person. You can search for authors that are in Pure already or create a new external person. Do not change the pre-selected items at 'Affiliation on the research output'.


Notice that if you click Edit opposite the person's name, you can select the role of the contributor (for example if you are an editor rather than an author). Change order of authors by clicking up and down arrows, and remove a person by clicking on the minus sign.

Authors and affiliations ⓘ

Authors *

 **M. Vink (Maarten Vink), Author** Edit + -
Internal person
 **Political Science**
Organisational unit: Department

 **R. Baubock, Author** Edit ↑ -
External person
 **External organisation**
Organisational unit: Unknown

 **RS: FASoS PCE** -
Organisational unit: Program

Status: For validation

Please note that if you are adding a chapter in a book or other edited work, you should only add the authors of the chapter in this section. Editor of the host publication should be added by clicking on the button **Add editor** in the Publisher section.

In the section Electronic version(s), and related files and links, you can add a full text document of the publication that would make the publication available on [Research Publications](#) portal for wider audiences*.

In the section **Relations**, you can link the publication with a related publication or activity.

The **Status** of all entries is set to For Validation by default and will be passed to the responsible editor for validation. Only use this if all information about your output is complete. If this is not the case you set the status of the research output to Entry in progress and the item will be displayed on [My personal tasks](#) for easy access at a later stage.

Finally, click to create the record. You can always edit the publication records later by clicking on the titles.

* Please be aware of the copyright of your publication.

[Top ^](#)

Method 2 Import from online sources

Currently, publication data can be imported into Pure from ten different sources:



NB: the CrossRef button is particularly useful when you have a DOI, since it allows you to use a DOI to retrieve research output metadata.

Selecting an online source opens a new screen. Enter the search terms, name or keywords and click **Search** to display the results. Please note that sometimes, if the search term is very general or common, it might take the external database a long time to send back results to Pure, so it's better to use more specific search terms.

WEB OF KNOWLEDGE™

Import from Web of Science (lite)

Publication title or ID in Web of Science

If you enter a ID here, the other fields are ignored.

Author's name

First name last name or just last name, e.g. "Albert Einstein" or "Einstein"

Year interval → Organisational unit name

7 results ▼

Associated charm production in neutrino–nucleus interactions
A. Kayis–Topaksu, G. Oenenguet, R. van Dantzig, M. de Jong, R. G. C. Oldeman, M. Gueler, U. Koese, P. Tolun, M. G. Catanesi, M. T. Muciaccia, K. Winter, B. van de Vyver, P. Vilain, G. Wilquet, B. Saitta, E. Di Capua, S. Ogawa, H. Shibuya, I. R. Hristova, T. Kawamura & 67 others, 2007, vol. 52, issue 3, p. 543–552. EUROPEAN PHYSICAL JOURNAL C [DOI](#).
Article

Chess grandmaster l'Ami against Zappa – March 6–7, 2007
J. van Reek, J. W. H. M. Uiterwijk, 2007, vol. 30, issue 1, p. 54–56. ICGA JOURNAL
Article





Click Import to start the import process. A new window will open and Pure will try to match the information it knows about with the information that is being imported. As this matching is by name only, this can sometimes result in the wrong authors or wrong journal titles being assigned to the publication.

Chess grandmaster l'Ami against Zappa – March 6–7, 2007

J. van Reek, J. W. H. M. Uiterwijk, 2007, vol. 30, issue 1, p. 54–56. ICGA JOURNAL

Article

Author match

Author in Web of Science	Author & affiliations in Pure
1 van Reek, J.	<div style="background-color: red; color: white; padding: 2px;">No match</div>  van Reek, J. Will be created as a new external author
2 Uiterwijk, J. W. H. M.	<div style="background-color: green; color: white; padding: 2px;">Match</div>  Uiterwijk, Jos DKE Scientific staff RS: FHS NSO Person: Paid Staff – Academic Staff (Staff)
	 RS: FHS NSO RS: FHS DKE Organisational unit: Research Line
	 Informatica – Former organisational unit. 31/03/11. Data Science & Knowledge Engineering Organisational unit: Unknown

Import & review
Cancel

If a wrong person is being matched, click on the arrow to the right of the item and choose the appropriate option. Click Import & review when the data has been checked.

A completed template of the record will be shown.

If publications are being imported from **WoS**, abstracts imported from this database will not be displayed on [Research Publications](#) in order to comply with the license terms for WoS. An abstract can be added which can be displayed on Research Publications. Click on the button 'Delete copyright protected abstract and create your own version'. Please note that once the button is pressed, the imported abstract will be deleted.

If a **co-author from Maastricht University** appears as an external person, click **Edit** opposite person's name. A new window will open - click **Replace. Search** by author's surname and click on the name to add the author. Tick the affiliations shown for the author and click Update. Adding the internal co-authors to the publication means that the publication will be added to that person's profile. He/She does not need to add or import this publication in Pure a second time.

Please make sure to check that the data in the template are accurate and click Save to create the record.

Automated search

Pure also offers the possibility to set up an automated search. Pure will inform authors about any new publications added to these databases with the author name matching the surname. You can set up an automated search via the submission guide or via your personal profile in Pure.

EDIT

- Metadata
- SEP
- Associated user
- Automated search

Method 3 Import from file

Reference managing software such as Reference Manager and RefWorks a.o. as well as online sources which Pure cannot access yet, can often export records in either RIS or BibTeX-formats (BibTeX is native format of references in LaTeX). This export can either be saved to a file or simply copied. Afterwards, it can be added to Pure either by uploading or dragging the file with the exported content or by pasting the information directly into a text-field.

[Start the import](#) of records after uploading or pasting.

[Top ^](#)

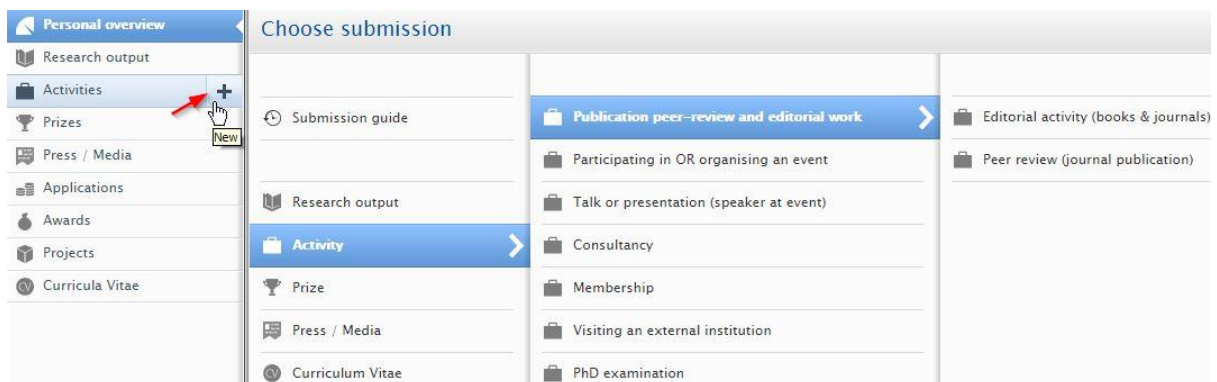
Activities, Prizes and Press / Media

Pure covers a range of prizes, esteem, participations, engagements, editorial work and media appearances and other that a researcher can organise, participate in or in other ways be involved in. They are divided into three templates, each with a number of types. An example is a prize, which could be a Prize or a National/international honour.

All information is gathered in a range of metadata fields in templates, each designed to carry exact information on the specific piece of content.

Most Activities can be related to one or more Events, for example a specific conference. A Prize can be awarded at a specific Event - or by an Organisation.

To add an activity, prize or press/media item click on the plus sign in the left-hand menu.



A new window will open; select an appropriate template and activity type.

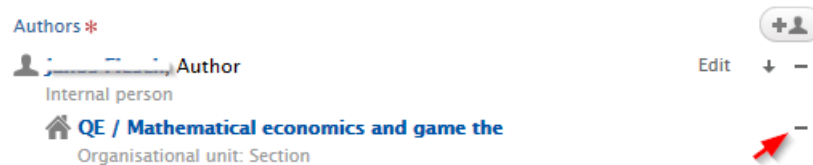
[Top ^](#)

Pre/non Maastricht University publications

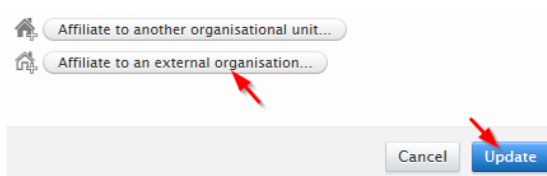
You can enter your pre/non Maastricht University publications in Pure. These publications will be visible on your profile page, but will not be part of departmental reports.

When you enter a new publication, your name and your current department will be added to the list of authors by default. You should just remove your current department and add your former organisation. This is how to:

- Open the publication in Pure, scroll down to the section "Authors and affiliations"
- Remove your current department by clicking the "-" button at the very right of that line



- Add your former organisation by:
 - clicking the "Edit" button at the very right of the line with your name
 - clicking the "Affiliate to an external organisation..." button
 - search and select the appropriate organisation (or create a new one, if necessary)

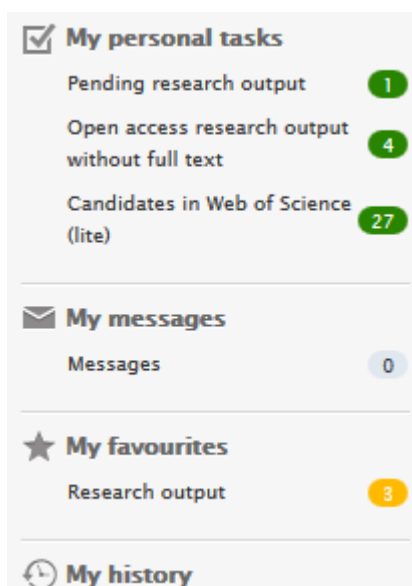


- Save the publication (by clicking the "Save" button at the bottom of the page)

Top ^

Right-hand menu

At the right-hand menu you will find several items.



On **My personal tasks**, different tasks related to the status of your publications are displayed:

- In the category **Pending research output**, Pure displays all research outputs for which the status has been set to Entry in Progress. You can remove the output from the To-do list by opening the item's record in Pure and changing the status to For validation (at the bottom of the template).
- In the category **Open access research output without full text**, Pure tracks all journal articles for which there is an information that full texts can be added and displayed online.
- If you have set up Pure to scan online sources for your publications, the results will be listed under **Possible matches in ...**

If you are Editor of Research Output for a department or research groups, tasks related to the organisation will be displayed on **My editorial tasks**.

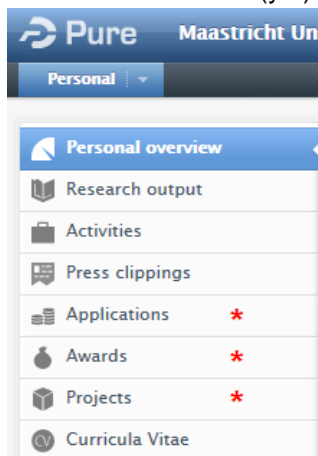
Pure will notify you about any changes made by another person to your publications and activities (e.g., if you have been added to a research output by another person or if the status of a co-authored publication has been changed). You can view these messages in the section **My messages**. Depending on your [email settings](#), these messages will also be sent to your email account.

If you click on the star icon next to a research output or activity, these items will be displayed under **My favourites**. Click on the star icon again to remove the item from the favourites list.

[Top ^](#)

Left-hand menu

List, search, filter or add research output, activities and press clippings. View or add your CV(s). The starred items are not (yet) available.



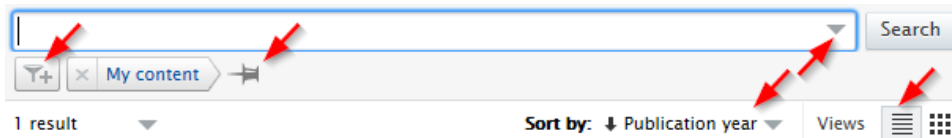
[Top ^](#)

Centre of the interface

This area provides a summary of your information within Pure after log on.

- **Tab 'My research'**: provides an overview of your content in Pure.
- **Tab 'My profile'**: shows your affiliations according to the HR system.
- **View graph of relations**: (near bottom of screen) provides a graph of collaborations and research connections based on information held within Pure.

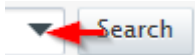
After a click in the left-hand menu a search bar appears at the top.



When content is listed a number of filters can be set to narrow down the result.

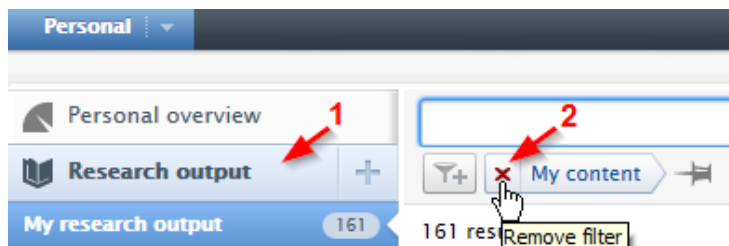


Click the drawing pin to save search results after filtering.



Additional search options

Pure displays records related to you. If you wish to view other users' output records you can remove the *My content* label.



Clicking in the right-hand menu, the selected item will be displayed in the centre part.

Top ^

Entering multiple chapters

You can enter multiple chapters of the same book with minimal efforts if you follow these steps:

- Enter the first chapter and save this chapter
- Re-open the chapter
- Click on the "create a copy" button (in the lower right corner)
- Change the title and pages and save the copy
- Repeat this for all chapters you need to enter

Top ^

Linking pieces of content

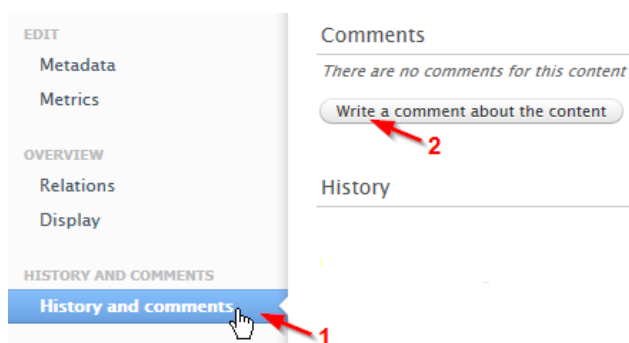
One of the most valuable features of Pure is its ability to make associations between pieces of content. Showing these links is highly valuable to potential funders and to staff with similar research interests. Pieces of content are linked by adding 'Relations' to each other towards the bottom of the content window. For example, click 'Add research output', search for the publication you require in the pop-up box and click on it to add it as a new 'relation'.

Top ^

Changing the publication type of your research output

In case your research output has been entered using an incorrect research output template, you can still change it to another sub-type when you are editing the research output in Pure, e.g. when you have entered a research output with type "contribution to journal" and sub-type "article", you can adjust "article" to "article review" (or any other sub-type within "contribution to journal").

If you want to change it to another type of research output, e.g. from "contribution to journal" to "chapter in book/report/conference proceeding", please **add a comment**, choose who to send a message and the faculty Pure editor will correct it.



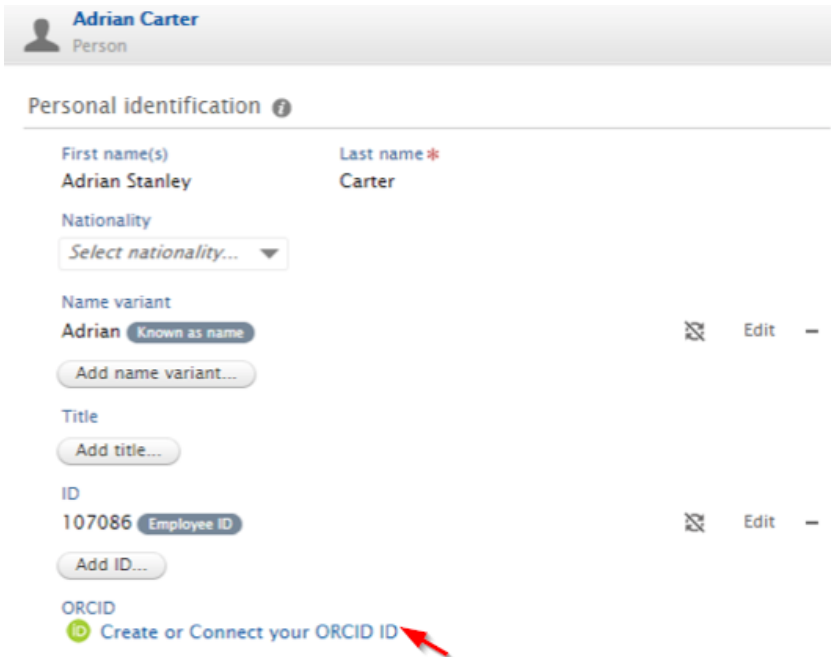
Top ^

Create an ORCID and synchronize

An ORCID (Open Researcher and Contributor ID) is a persistent digital identifier for researchers, used to distinguish them from one another and uniquely identify them in relation to their Research outputs.

Via the edit profile page in Pure you can create an ORCID and/or synchronize your Pure data to ORCID (ID's, organizational affiliation, Research Publication link, research output):

- Go to 'Edit profile' from the Personal overview screen and select 'Create or connect your ORCID ID':



Adrian Carter
Person

Personal identification ?

First name(s) Last name*

Adrian Stanley Carter

Nationality

Select nationality...

Name variant

Adrian Known as name ✕ Edit -

Add name variant...

Title


Add title...

ID

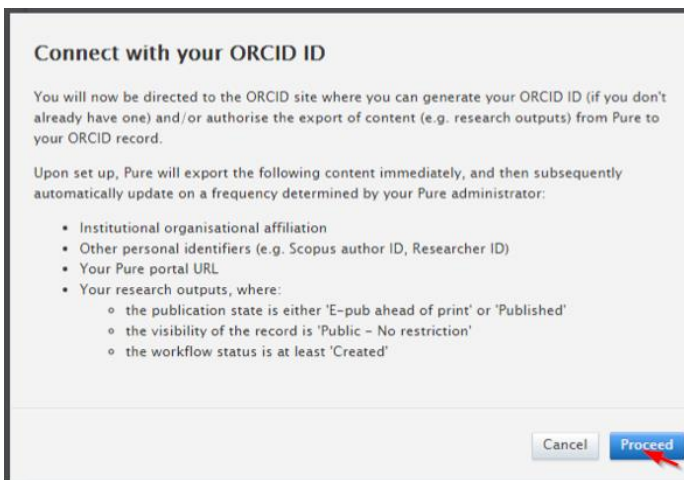
107086 Employee ID ✕ Edit -

Add ID...

ORCID

[Create or Connect your ORCID ID](#) 

You are then directed to an information screen advising what content will be exported:




Connect with your ORCID ID

You will now be directed to the ORCID site where you can generate your ORCID ID (if you don't already have one) and/or authorise the export of content (e.g. research outputs) from Pure to your ORCID record.

Upon set up, Pure will export the following content immediately, and then subsequently automatically update on a frequency determined by your Pure administrator:

- Institutional organisational affiliation
- Other personal identifiers (e.g. Scopus author ID, Researcher ID)
- Your Pure portal URL
- Your research outputs, where:
 - the publication state is either 'E-pub ahead of print' or 'Published'
 - the visibility of the record is 'Public - No restriction'
 - the workflow status is at least 'Created'

Cancel Proceed 

- Upon selecting 'Proceed', you are directed to the ORCID authorization screen. If you already have an ORCID ID, you can input your login details and authorize Pure's access. If you do not yet have an ORCID ID, you should select **Register**, and follow the instructions on screen:

ORCID

PURE 

has asked for the following access to your ORCID Record



- Get your ORCID iD
- Update your biographical information
- Update your affiliations
- Update your works

- Allow this permission until I revoke it.
You may revoke permissions on your account settings page. Unchecking this box will grant permission this time only.

This application will not be able to see your ORCID password, or other private info in your ORCID Record. [Privacy Policy](#).

Already have an ORCID iD? [Sign In](#).


As per ORCID's [terms and conditions](#), you may only register for an ORCID iD for yourself.

First name * 

Last name

Email *

Re-enter email *

Password * 

Confirm password *

Default privacy for new research activities (Works, Affiliations, Funding, etc)



Email frequency

The ORCID registry provides notifications about things of interest, like changes to your ORCID record and new and events. How often would you like these notifications delivered to you via email?

Weekly summary

Attention: Unchecking 'Allow this permission until I revoke it' will export content from Pure to ORCID this one time only!

- Following the authorization, you will be re-directed to your Person editor screen, where it will be confirmed that the authorization was successful and the content was exported. **Remember to save the record!**

ORCID

 **0000-0002-7714-5844** (Last exported: 15/12/2015 18:31)



 **ORCID for 'Adrian Carter' applied.**

You can change the frequency of notifications and emails via the account settings in ORCID.

[Top ^](#)