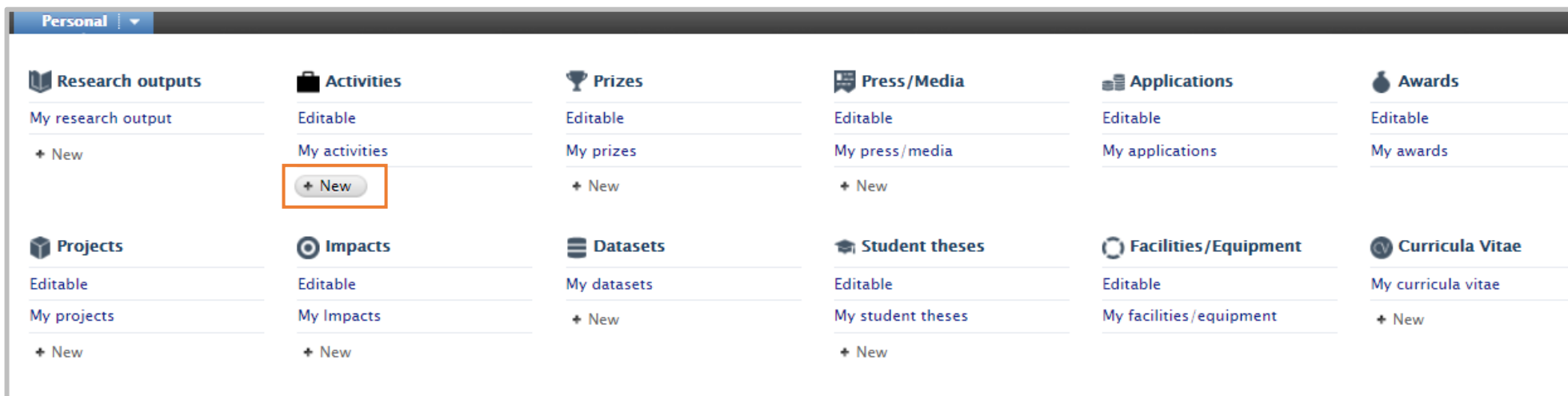


1. Log in to Pure with your University Login (formerly EASE) at <https://www.pure.ed.ac.uk>

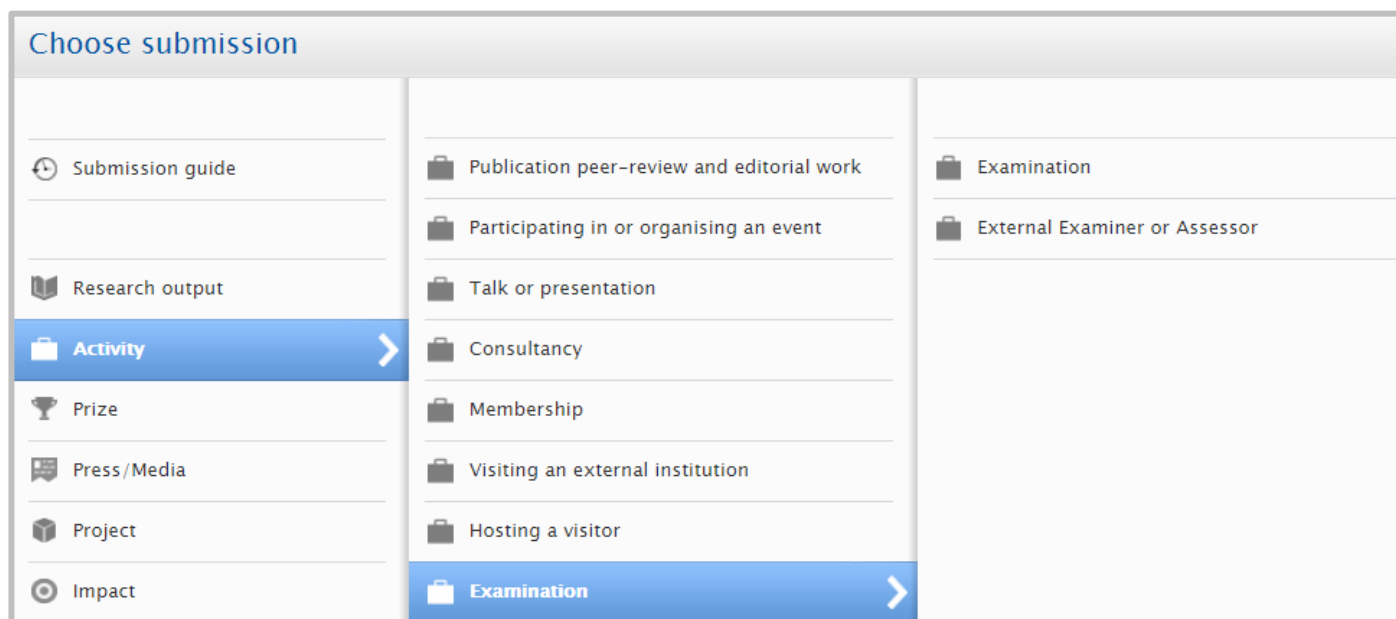


The screenshot shows the 'Personal' dashboard with a grid of activity categories. The 'Activities' category is highlighted, and its '+ New' button is circled in red. Other categories include Research outputs, Prizes, Press/Media, Applications, Awards, Projects, Impacts, Datasets, Student theses, Facilities/Equipment, and Curricula Vitae.

2. Click on the Personal drop down menu at the top left of the screen.

Click on the **+ New** button under **Activities**. This will open the submission window.

3. Select **Hosting a visitor**. Then select the sub-type that best describes the activity.



The 'Choose submission' window displays a list of activity types. The 'Activity' category is selected in the left sidebar. The main list shows various activity types, with 'Examination' selected at the bottom.

Activity Type	Sub-type
Submission guide	Publication peer-review and editorial work
Research output	Participating in or organising an event
<b>Activity</b>	Talk or presentation
Prize	Consultancy
Press/Media	Membership
Project	Visiting an external institution
Impact	Hosting a visitor
	<b>Examination</b>

4. Add the title/name of the examination.
5. Describe the activity. This description will be displayed on the Edinburgh Research Explorer.
6. Enter either a specific date or period of time for the activity.
7. Select the degree of recognition that is most appropriate for this activity.
8. Add examinee if the examination was of one examinee. Search for internal person if the examinee was a University of Edinburgh student or staff.

Otherwise, search for external person. If not listed, create external person.

### Activity information

**Title \***

**Description**

**Period \***

**Specific date**


**Period of time**

**Degree of recognition**

No value ▾

- No value
- International
- National
- Regional
- Local

Examination of  
Add examinee



### Search and add examinee

Internal person External person Create external person

*Start entering the person's name, job title or organisation.  
Search results will be updated while you type.*

Close

9. Add the organisation where the examination was held. Search for internal organisation if the examination was at the University of Edinburgh.

Otherwise, search for external organisation. If not listed, create external organisation.

Examination at

Add organisation


Search and add Organisation - or create external organisation


Internal organisation External organisation Create external organisation


*Start entering the organisational unit name or type.  
Search results will be updated while you type.*

Close

Persons/organisations

Persons \* 

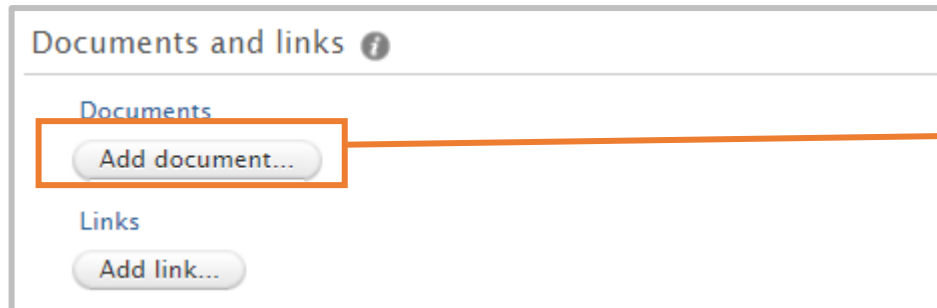
 **A. Researcher (Abel Researcher)** Edit -  
Examiner

 **Royal (Dick) School of Veterinary Studies** -  
Organisational unit: School

**Add person...** Add organisational unit...

10. Add the Internal or External Persons who participated in the activity.

**11.** Leave Managing organisational unit at the College or Deanery level.



Documents and links ⓘ

Documents

Add document...

Links

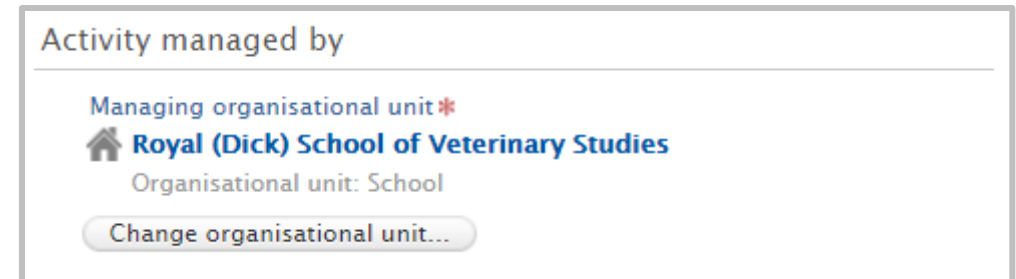
Add link...

**12.** Attach documents or links to the record.

It is possible to attach many different types of files, e.g. PDF, WMV, PNG, in the Documents section. Please make sure that you are authorised to upload these files.


Set **Visibility** to **Backend – Restricted to Pure users** if these files are not to be made publicly accessible on the Edinburgh Research Explorer.

Please make sure that any web links that have been added have been archived.



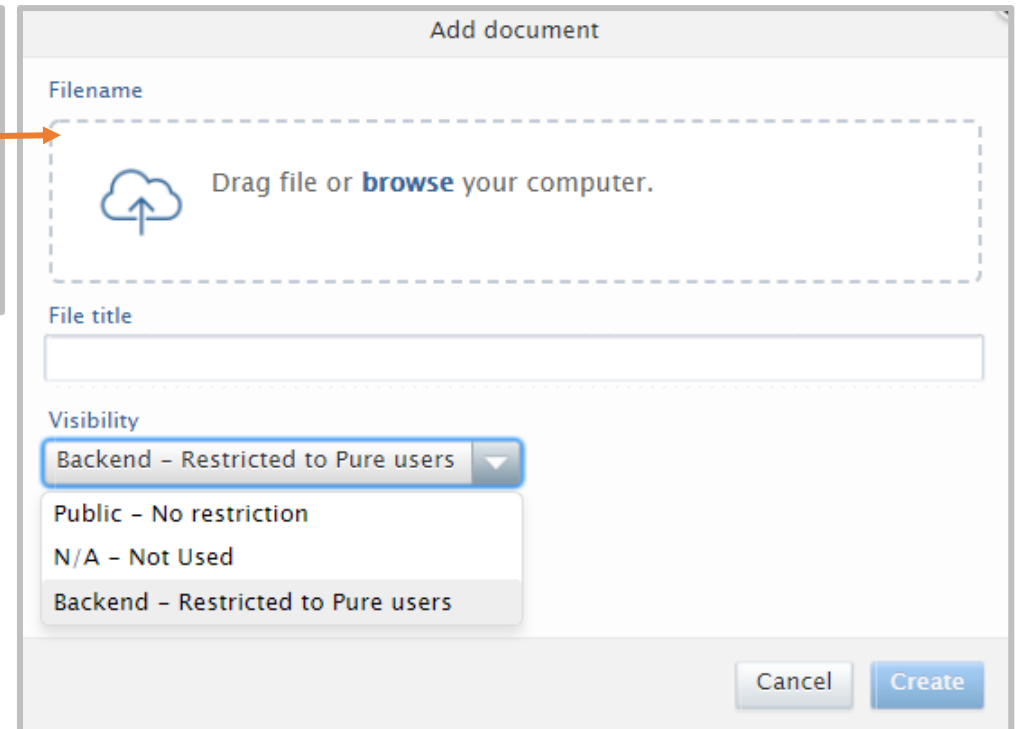
Activity managed by

Managing organisational unit \*

 **Royal (Dick) School of Veterinary Studies**


Organisational unit: School

Change organisational unit...



Add document

Filename

 Drag file or **browse** your computer.

File title

Visibility

Backend – Restricted to Pure users


Public – No restriction


N/A – Not Used


Backend – Restricted to Pure users


Cancel Create


Relations ⓘ


Activities  
+ 


Research outputs  
+ 


Prizes  
+ 

Press / Media  
+ 

Projects  
+ 

Impacts  
+ 

Datasets  
+ 

Facilities / Equipment  
+ 

**13.** Link the Activity to other content types in order to show the full network of relationships between the different aspects of your research.

**14.** Set **Visibility** to **Public – No restriction** for the Activity to be displayed on Edinburgh Research Explorer.

Visibility ⓘ

Visibility  
Public – No restriction ▼

**15.** Remember to click on **Save** when you have added all information to the record. If not, all changes will be lost.

