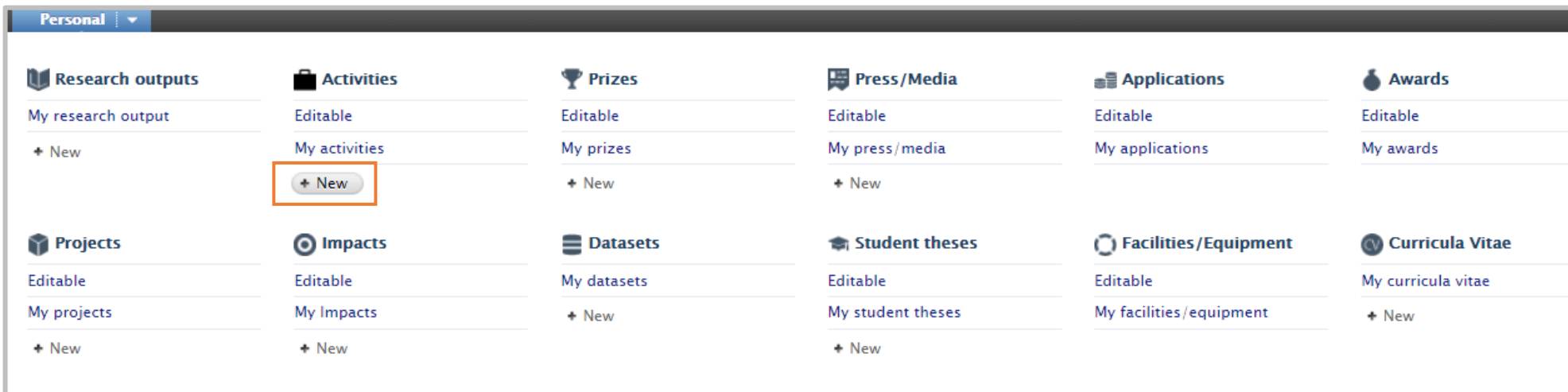


1. Log in to Pure with your University Login (formerly EASE) at <https://www.pure.ed.ac.uk>

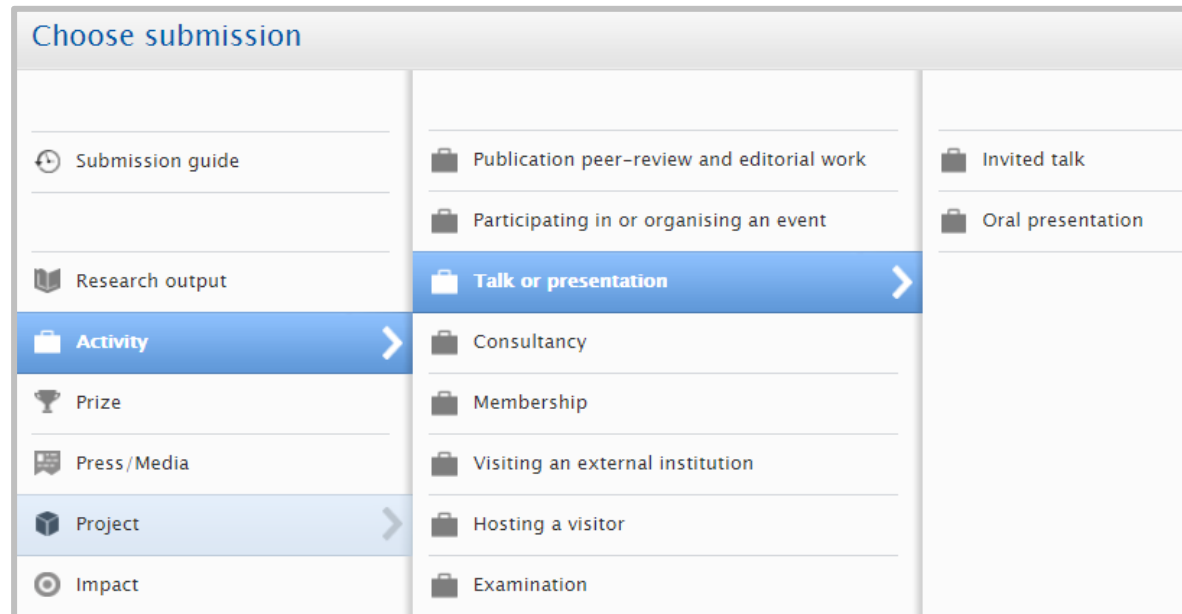


The screenshot shows the 'Personal' dashboard with a grid of activity categories. The 'Activities' category is highlighted, and its '+ New' button is circled in red. Other categories include Research outputs, Prizes, Press/Media, Applications, Awards, Projects, Impacts, Datasets, Student theses, Facilities/Equipment, 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 **Talk or presentation**. Then select the sub-type that best describes the activity.



The 'Choose submission' window displays a list of submission types. The 'Activity' category is selected, and 'Talk or presentation' is highlighted in blue. Other categories include Submission guide, Research output, Prize, Press/Media, Project, Impact, Publication peer-review and editorial work, Participating in or organising an event, Invited talk, Oral presentation, Consultancy, Membership, Visiting an external institution, Hosting a visitor, and Examination.

Activity information

Talk or presentation held at \*

Event  Organisational unit  External organisation

Title \*

Description

Period \*

Specific date  Period of time

Degree of recognition

No value

No value  
International  
National  
Regional  
Local

4. Add Event or Organisational unit (University of Edinburgh College/School/Deanery) or External organisation. Search for the Event or Organisational unit or External organisation. If the Event or External organisation not listed, then create new.

5. Enter the title of your talk or presentation.


6. Describe the activity. This description will be displayed on the Edinburgh Research Explorer.


7. Enter either a specific date or period of time for the activity.

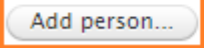
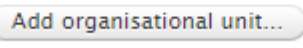
8. Select the degree of recognition that is most appropriate for this activity.



Persons/organisations


Persons \*

 **A. Researcher (Abel Researcher)**  
Advisor


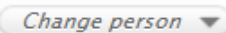
 **Royal (Dick) School of Veterinary Studies**  
Organisational unit: School

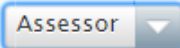


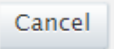

Edit person

 **A. Researcher (Abel Researcher)**   
Internal person

Name and role on the activity

First name  Last name \*

Role \*  
  
Assessor  
Chair  
Contributor  
Host  
Invited speaker  
Keynote speaker  
Member  
Reviewer  
Speaker

9. Click on **Edit** to change your Role and/or your organisational affiliation.

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

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

#### Activity managed by

Managing organisational unit \*

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

Organisational unit: School

[Change organisational unit...](#)

#### Documents and links

##### Documents

[Add document...](#)

##### Links

[Add link...](#)

#### 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](#)


**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.


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.

