

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

2. From the personal overview screen, click the large green Add new button.

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Choose submission							
• Submission guide							
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3. Click on Research output and then Import from online source.

Click on the source you wish to import from, this will open a new window.

Sources you can choose from include:

- ORCID
- SSRN
- IEEE Xplore
- Web of Science
- PubMed
- Scopus
- Espacenet
- Crossref
- arXiv •

SAO/NASA Astrophysics Data System

Note: To import from ORCID, you will need to enter your ORCID number. For information on how to Connect your ORCID to your Pure profile, see Your Profile.

4. Enter your search terms. These will likely be a name, keyword, author ID or title.

Click on Search.

Note: Sometimes you can refine your search by including the organisation name. For example, in the Web of Science search terms you should use the name 'Univ Edinburgh.'

5. Your search results list may include items that relate to authors with similar names.

There may also be a notice against some records that they are already in Pure or have been imported into Pure before.

In both cases, to permanently remove them from the suggested import list, click the **Remove** button.

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6. Click the **Import** button next to an item in the result list to bring it into Pure.

The import and review screen will then display the publication's authors and possible matches of internal authors in Pure.

7. Select the correct internal authors from the drop down lists or select the last option to add that author as an external person.

Where there is no match in Pure, an external person record will be created.

8. After checking, click the **Import and review** button at the bottom of the screen.



8. A template populated with data from your chosen online source will appear.

Check the fields closely to correct any errors or to make additions.



9. Apply the correct status at the foot of the Research output template, choosing either **Entry in progress** or **For validation**.

Entry in Progress means you are still working on inputting this record and it is not yet ready to be validated or be viewed publicly.

For validation means the output is ready to go to the local Pure editor (your School or College support staff).

Note: Only validated records are visible on Edinburgh Research Explorer.

10. Remember to click **Save** at the bottom of the Research output template screen.