

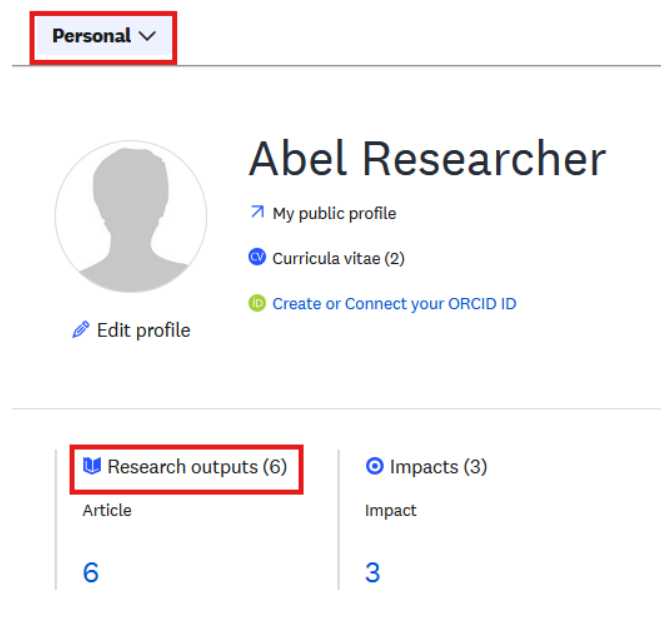
## How to check whether a research output is already recorded in Pure

When you create research output records, Pure will do a quick check on the title to see if there is a relevant match already in the system.

Keep an eye out for any prompt, as it is a useful check which could help reduce the time you spend adding records to Pure, and also help reduce administrators' workload when checking newly created records.

The title check is by no means fool proof and you may of course have multiple outputs which have the same or very similar titles.

1. Log in to Pure - <https://www.pure.ed.ac.uk/> - using your University username and password
2. Under the 'Personal' tab select 'Research outputs' to access the list of your research outputs



The screenshot shows the user interface of the Pure system. At the top, there is a navigation bar with a 'Personal' dropdown menu, which is highlighted with a red box. Below this, the user's profile is displayed, including a silhouette icon and the name 'Abel Researcher'. There are links for 'My public profile', 'Curricula vitae (2)', and 'Create or Connect your ORCID ID'. Below the profile, there is a section for 'Research outputs (6)', which is also highlighted with a red box. This section shows a list of outputs, with the first one being an 'Article' with a count of '6'. To the right, there is a section for 'Impacts (3)' with a count of '3'.

### Manually adding research outputs

3. Use the search bar to look for a specific output title and click 'Search'.

As shown below, the partial match is highlighted in yellow. This indicates that those words have been identified in one of the output titles already associated with you.

The screenshot shows the 'Personal' profile page in the Pure system. The left-hand navigation menu includes 'Personal overview', 'Research outputs', 'My research output' (with a '7' badge), 'Activities', 'Prizes', 'Press/Media', and 'Applications'. The 'Research outputs' section is active, displaying a search bar with the text 'guiding principles' and a 'My content' filter. Below the search bar, it indicates '1 result'. The result is a record titled 'Guiding principles for the development of adaptive self-regulating guidelines for the use of generativ experience' by Kanganga, R. J., Mtotywa, M. M. & Researcher, A., published in Cogent Business & Management, 13, 1, 16 p. The record is marked as 'PUBLISHED' and 'FOR VALIDATION'.

4. Click on the title to open the record and verify that this is the correct output, making sure it is the correct output type.
5. If the output identified as a potential match is a different output, go ahead and create a new record by clicking on the plus sign next to 'Research outputs'.

### Importing outputs from online sources

6. Click on the plus sign next to 'Research outputs' and select the option 'Import from online source'. Step-by-step instructions are available at <https://library.ed.ac.uk/research-support/research-information-management/pure/import-content>
7. When importing output records from an online source (such as Scopus, Web of Science) - including via the Automated search functionality available from the left-hand menu of the profile editor window - if the system identifies a potential match, you will see this red warning appearing above the title

The screenshot shows the 'Web of Science' import interface. The left-hand menu includes 'Submission guide', 'Research output' (with a right-pointing arrow), 'Create from template', 'Import from online source', 'Candidates in Scopus (98)', 'Candidates in PubMed (6)', 'Import from file', 'Activity', 'Prize', 'Press/Media', 'Project', 'Impact', 'Dataset', 'Student thesis', and 'Curriculum Vitae'. The 'Import from Web of Science' section is active, showing a search form with fields for 'Query' (containing 'Good practice delivery in Sport Science and Medicine support'), 'Author name(s)', 'Author ID(s)', 'Author IDs (e.g., ResearcherID and ORCID)', 'Organisational unit name', and 'Year range'. A 'Search' button is present. Below the search form, it indicates '1 result'. A red-bordered box highlights a warning message: 'Based on matching identifying field(s), a duplicate of this Research output already exists. View potential duplicate'. Below the warning, the record title 'Good practice delivery in sport science and medicine support: perceptions of experienced sport leaders and practitioners' is shown, along with author information 'H. Alfano, D. Collins, 2021, vol. 26, issue 3, p. 145-160. Managing Sport and Leisure' and a 'View record' link. At the bottom, there are 'Import' and 'Source data' buttons, and a 'Remove' button.

8. Click on '**View potential duplicate**' to see details of the existing output record.
9. In some cases, the system may flag as duplicate outputs with same or very similar titles, but they may be two separate outputs. In this case, you can proceed to import the record and disregard the message.

### Claiming existing research outputs

10. If the output is already in the system, but has not been linked to your profile, or it has been associated to an external profile with your name, you can claim the output. Instructions are available at <https://library.ed.ac.uk/research-support/research-information-management/pure/add-new-content/research-output> (section '**Claim content**')

For any other scenarios not covered here or any identified issue, please contact your School Pure Support Team or [pure@ed.ac.uk](mailto:pure@ed.ac.uk) for any technical problem.