

## **PURE: Departmental Responsibilities for Checking & Maintenance**

Departments should designate the appropriate staff member(s) to review the various views of data implemented on the Lancaster University Research Directory (this will vary between departments) and within Pure, to ensure data is updated regularly and reflects the department's requirements. Multiple individuals can be responsible for the overall departmental content, i.e. PG Admin staff should monitor PG students, and it is the department's responsibility to best determine who should monitor the information.

Research Directory: <http://www.research.lancs.ac.uk/portal/en/>

Pure: <https://pure.lancs.ac.uk/>

The responsibility is with the department to monitor the content in Pure and the web pages of former staff and students, and if someone leaves/dies, to update Pure and restrict visibility in accordance with this guidance\*.

### Useful links:

Pure support web pages with user guides: <http://www.lancs.ac.uk/pure/>

Contact RSO Systems: [rso-systems@lancaster.ac.uk](mailto:rso-systems@lancaster.ac.uk)

Tel ext: 92084

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## **PURE Content to be reviewed regularly:**

### **A. RESEARCH STUDENTS**

- i. Check list of postgraduate research students for accuracy
- ii. How to change visibility of a student's Pure record
- iii. Check profile text for static publication lists and inform student to remove from profile text and add to Pure as research outputs
- iv. Affiliate research students to centres or groups belonging to the department, as required
- v. Edit student details or un-affiliate a student from a centre or group
- vi. Check profile information for all students who have graduated/left and remove all personal information\*

### **B. STAFF**

- i. Check staff listing for accuracy (including honorary/visiting/emeritus/GTA staff)

- ii. Change visibility of a staff member's Pure record
- iii. Amend records of former staff \*
- iv. Check profile text for static publication lists and inform staff to remove from profile text and add to Pure as research outputs

#### **C. RESEARCH CENTRES or GROUPS**

- i. Check accuracy of research centres or groups
- ii. Set up a new research centre or group
- iii. Affiliate research students to a centre or group -- see above under Research Students
- iv. Affiliate staff to a centre or group
- v. Un-affiliate or unlink a person from a research centre or group
- vi. Affiliate or link a publication (Research Output) or any other content in Pure to a research centre or group
- vii. Un-affiliate or unlink an individual research output (e.g. a publication) from a group or centre

#### **D. DEPARTMENTAL PUBLICATION (RESEARCH OUTPUT) LISTS**

- i. Review publications and other lists regularly to ensure irrelevant records are not included

#### **\*Note on procedure for former staff/research students**

For former staff and research students it is acceptable to leave their Pure Portal page visible for a short period of time; however the following guidance is provided for departments:

- The page should be hidden (using the visibility flag on the record) if requested by the former staff member or research student
- Profile information should be trimmed down so that personal information is removed. If appropriate, include a short paragraph about what they contributed to in the department. Details of publications and projects should remain visible
- Keep former staff visible **for a year after their departure** if they have not asked to have their page removed, with an updated profile to reflect they have left (it has to be clear on the page they are former staff)
- Retired staff who are still active can be visible on an ongoing basis if the Department so wishes
- In the unfortunate event of the death of a member of staff, departments should make a decision on how long to leave their profile visible (appropriately edited as above). This should be done in consideration of the wishes of any family members and as approved by the HoD.
- Departments can extend the length of time a former staff members' profile is visible should this be necessary for reporting purposes, such as REF. Variances to the standard 12 month should be agreed with the HoD.

TASK	RESPONSIBLE PERSON
<p><b>A. <u>RESEARCH STUDENTS</u> Required permissions: Editor of persons in your department</b></p> <p><b>Note:</b> Student records are brought into Pure from LUSI. Errors in data which has been imported from LUSI should be reported to Postgraduate Student Registry for correction. Data in Pure which has been imported by synchronisation with other LU data systems is indicated by a circular, double-headed arrow symbol on the right-hand side of listings.</p>	
<p><b>A.i. Check list of postgraduate research students for accuracy</b></p> <ol style="list-style-type: none"> <li>1. Log into Pure. Click on the Master Data tab. (If you don't see this tab you don't have the required permissions.) Click on Persons in the left hand navigation list.</li> <li>2. Add a filter for students only: Click on the filter button near the top of the screen – this has an icon of a funnel and a '+' sign. From the drop-down list choose 'Type' and then click on the white dot next to each student type to include all of them. NB – you will have to scroll down to include all of the student types into the filter.</li> <li>3. Add a filter to limit departments seen: <i>(depending on your permissions you may only see one department, in which case you can ignore this step.)</i> Click on the filter button again and add an organisational filter to limit the search to the department you are currently checking: click on 'Organisational units' and then search for the department's name.</li> <li>4. When the listing comes up, look on the right hand side of the screen. A white circle means the record is visible on the portal. A black dot means the record is not visible on the portal. A grey dot (rare) means that visibility is limited.</li> <li>5. You can download this list in a variety of different formats, using the links at the foot of the screen.</li> <li>6. You can now check this listing against your departmental records.</li> </ol> <p><b>User guide for editing former staff/student profiles:</b> <a href="https://lancaster.app.box.com/file/313227735352">https://lancaster.app.box.com/file/313227735352</a></p>	
<p><b>A.ii. How to change visibility of a student's Pure record</b></p> <ol style="list-style-type: none"> <li>1. You have to receive written or email permission from the student before you make their record visible. You do not need to receive permission to make a student record invisible.</li> <li>2. Log into Pure. Click on the Master Data tab. (If you don't see this tab you don't have the required permissions.) Click on Persons in the left hand navigation list.</li> <li>3. Do a search on the student's name. Click on the name to open the record.</li> <li>4. Scroll right to the foot of the record and change the visibility flag as required.</li> </ol>	

<p>5. REMEMBER TO SAVE BEFORE EXITING THE SCREEN using the blue SAVE button at the bottom of the screen.</p> <p><b>User guide for editing former staff/student profiles:</b> <a href="https://lancaster.app.box.com/file/313227735352">https://lancaster.app.box.com/file/313227735352</a></p>	
<p><b>A.iii. Check profile text for static publication lists and inform the student to remove from profile text and add to Pure as Research Outputs</b></p> <p>Scan through the profile information text in the ‘Research overview’ section of the student’s person record. If the student has entered information about their publications in this section, write to the student informing them that (a) they should use the correct procedure for adding publications to Pure and (b) once they have done so, they should edit their profile information to remove this superfluous text.</p> <p><b>Guidance on adding publications to Pure is available from the Pure support webpages at</b> <a href="http://www.lancs.ac.uk/pure/">http://www.lancs.ac.uk/pure/</a></p>	
<p><b>A.iv. Affiliate research students to centres or groups belonging to the department, as required</b>  <i>Note – a centre or group is known as an ‘Organisational unit’ in Pure</i>  <b>Required permissions: Editor of persons and Editor of Organisational units in your department</b></p> <p>There are two ways to do this. One way is to click the ‘Add student affiliation’ button under the ‘Organisational Affiliations’ heading in the metadata section of the student’s person record.  This only affiliates the student to the organisation. If there are research outputs or other content in Pure related to the student which also needs to be related to the organisation, this will have to be done separately via the research output/other content’s record.</p> <p><b>Affiliate a student to a centre via the student’s record</b></p> <ol style="list-style-type: none"> <li>1. Go to the Master Data tab.</li> <li>2. Click on ‘Persons’ in the left navigation list.</li> <li>3. Find and open the student’s record.</li> <li>4. Scroll down to the Organisational Affiliations section.</li> <li>5. Click on ‘Add student affiliation’ (you may have to scroll down to find this button).</li> <li>6. Search for the name of the centre or group and click on it when found. A new edit window will open.</li> <li>7. All fields marked with red asterisks are mandatory. Complete these.</li> <li>8. <b>Next, scroll down to the end of the screen and check for electronic address data which has been autocompleted in the record, e.g. telephone number, physical address, web address. Delete this information if it is not relevant to the student.</b></li> </ol>	

9. Click the blue 'UPDATE' button to close this screen.
10. REMEMBER ALSO to click the blue 'SAVE' button before exiting the next screen or the changes to the student's record will not be saved.

The second way is to open the organisation record for the centre or group and affiliate the student to it.

**Affiliate a student to a centre or group via the organisation record**

*Note: This is different from the process for affiliating staff to a centre or group.*

1. Go to the Master Data tab.
2. Click on 'Organisational units' in the left navigation list.
3. Find and open the organisation record for the centre or group.
4. Click on 'Persons' in the left navigation list.
5. Click on 'Add student' (you may have to scroll down to find this button).
6. Do a search for the student and click on their record when you find it. A new edit window will open.
7. All fields marked with red asterisks are mandatory. Complete these.
8. **Next, scroll down to the end of the screen and check for electronic address data which has been autocompleted in the record, e.g. telephone number, physical address, web address. Delete this information if it is not relevant to the student.**
9. Click the blue 'UPDATE' button to close this screen.
10. REMEMBER ALSO to click the blue 'SAVE' button before exiting the next screen or the changes to the organisation record will not be saved.

User guide for editing former staff/student profiles: <https://lancaster.app.box.com/file/313227735352>

**A.v. Edit student details or remove a student from an organisation**

1. Go to the Master Data tab.
2. Click on 'Organisational units' in the left navigation list
3. Find and open the organisation record for the centre or group.
4. Click on 'Persons' in the left navigation list. A list of affiliated staff and students will appear. Click on 'edit' to edit the details. To un-affiliate the student from the centre, click on the '-' sign to the right of the edit button. This does not delete the student's record from Pure, it only deletes the relationship between the student's record and the organisation record.
5. Alternatively you can enter an "End date" for the affiliation. This will end the affiliation but keep the record that the student was affiliated.

**NOTE:** You will not be able to delete any data that has been imported into Pure by synchronisation with another LU data system. Data in Pure which has been imported by synchronisation is indicated by a circular, double-headed arrow symbol on the right-hand side of listings.

6. **REMEMBER to click the blue 'SAVE' button at the foot of the screen or any changes to the organisation record will not be saved.**

**Guidance on editing research centre/groups :** <https://lancaster.app.box.com/file/311572961130>

**A.vi. Check profile information for all students who have graduated/left and remove all personal information.  
(To comply with GDPR – all personal data should be removed within 3 years)**

1. Print off a list of students who have graduated in the past 12 months from your departmental records. Log into Pure. Click on the Master Data tab. (If you don't see this tab you don't have the required permissions.) Click on Persons in the left hand navigation list.
2. Do a search on a student name from your list.
3. Click on the name to open the record.
4. To remove personal information, edit the profile information within the 'Research overview' section in this screen, using the 'edit' or '-' (delete) buttons towards the right hand side of the central column.

**NOTE:** You will not be able to delete any data that has been imported into Pure by synchronisation with another LU data system. Data in Pure which has been imported by synchronisation is indicated by a circular, double-headed arrow symbol on the right-hand side of listings.

5. **REMEMBER TO SAVE BEFORE EXITING THE SCREEN using the blue SAVE button at the bottom of the screen.**

**User guide for editing former staff/student profiles:** <https://lancaster.app.box.com/file/313227735352>

TASK	RESPONSIBLE PERSON
<p><b>B. <u>STAFF</u> Required permissions: Editor of persons in your department</b></p>	
<p><b>B.i. Check staff listing for accuracy (including honorary/visiting/emeritus/GTA staff)</b></p> <ol style="list-style-type: none"> <li>1. Log into Pure. Click on the Master Data tab. (If you don't see this tab you don't have the required permissions.) Click on Persons in the left hand navigation list.</li> <li>2. Click on the filter button near the top of the screen – this has an icon of a funnel and a '+' sign. From the drop-down list choose 'Type' and then click on the white dot next to each of the staff types.</li> <li>3. Click on the filter button again and add an organisational filter to limit the search to your department: (<i>depending on your permissions you may only see one department, in which case you can ignore this step.</i>) click on 'Organisational units' and then search for the department's name.</li> <li>4. When the listing comes up, look on the right hand side of the screen. A white circle means the record is visible on the portal. A black dot means the record is not visible on the portal. A grey dot (rare) means that visibility is limited.</li> <li>5. You can download this list in a variety of different formats, using the links at the foot of the screen.</li> <li>6. You can now check this listing against your departmental records.</li> <li>7. <b>If new emeritus/honorary/visiting staff have been added, their records may need to be made visible manually – see below.</b></li> <li>8. <b>Diacritical marks on names.</b> Make a note of any academic first names with diacritical marks (accents) and inform Pure support so that these can be added to the first names in Pure. If a diacritical mark is needed on a surname, it can be amended in the editable "last name - known as" field in Pure.</li> <li>9. Check that all your staff are listed on the main staff list - refer to your DO.</li> <li>10. Check that all staff have completed the 'Willingness to take PhD students' section in their 'Research overview' section – refer to your Director of PGS.</li> <li>11. Check that all staff have entered something under the heading "SUMMARY of Research Interests (100 words)" within the profile information of the 'Research overview' section – refer to your HoD or Research Director.</li> <li>12. On the person's portal webpage, check that any publications listed under the main profile tab are all under the heading "Publications &amp; Outputs". This indicates that they have been correctly entered in the Pure database rather than as static text in the profile information.</li> </ol> <p><b>User guide for editing former staff/student Profiles:</b> <a href="https://lancaster.app.box.com/file/313227735352">https://lancaster.app.box.com/file/313227735352</a></p>	
<p><b>B.ii. Change visibility of a staff member's Pure record</b></p>	

<ol style="list-style-type: none"> <li>1. Log into Pure. Click on the Master Data tab. (If you don't see this tab you don't have the required permissions.) Click on Persons in the left hand navigation list.</li> <li>2. Do a search on the staff member's name. Click on the name to open the record.</li> <li>3. Scroll right to the foot of the record and change the visibility flag as required.</li> <li>4. REMEMBER TO SAVE BEFORE EXITING THE SCREEN using the blue SAVE button at the bottom of the screen.</li> </ol> <p><b>User guide for editing former staff/student Profiles:</b> <a href="https://lancaster.app.box.com/file/313227735352">https://lancaster.app.box.com/file/313227735352</a></p>	
<p><b>B.iii. Amend records of former staff * Please refer to the guidance at the start of this document</b></p> <ol style="list-style-type: none"> <li>1. Log into Pure. Click on the Master Data tab. (If you don't see this tab you don't have the required permissions.) Click on Persons in the left hand navigation list.</li> <li>2. The records of former staff should be made invisible on the portal – see B.ii. if requested by the staff member or if it has been more than a year since departure.</li> <li>3. If you wish the former member of staff to be visible for up to a year after departure, search for the staff member in the list and open the record. Amend the profile information section as appropriate to update their profile to reflect they have left.</li> <li>4. Check the records of former staff members to ensure that any manually added affiliations have an end date (use the former staff member's leaving date). Add this where it is missing and make sure to SAVE any editing screen before leaving it and also SAVE the record in order to ensure the changes are saved. If you do not do this, the former staff member's record will continue to appear on the portal as if they were currently employed.</li> <li>5. If the former member of staff was categorised as admin or teaching-only staff, rather than research staff, they may have been added or removed manually by RSO Systems.</li> <li>6. Encourage academics and researchers to check that their information in Pure is up to date, e.g. if staff have been awarded a PhD they need to inform HR and send them a copy of their certificate, in order for the new title to come through into Pure.</li> </ol> <p><b>User guide for editing former staff/student Profiles:</b> <a href="https://lancaster.app.box.com/file/313227735352">https://lancaster.app.box.com/file/313227735352</a></p>	
<p><b>B.iv. Check profile text for static publication lists and inform staff to remove from profile text and add to Pure as Research Outputs</b></p> <p>Scan through the profile information text in the 'Research Overview' section of each of the staff's person records in Pure. If information about publications has been entered as text in this section, write to the member of staff informing them that (a)</p>	



<p>they should use the correct procedure for adding publications to Pure and (b) once they have done so, they should edit their profile information to remove this superfluous text.</p> <p>Guidance on adding publications to Pure is available from the Pure support webpages at <a href="http://www.lancs.ac.uk/pure/">http://www.lancs.ac.uk/pure/</a></p> <p><b>If this is not carried out, one of the most important benefits of implementing the Pure database is not achieved, and publication data will not be picked up in reports or added to the institutional repository.</b></p> <p><b>User guide for editing former staff/student Profiles:</b> <a href="https://lancaster.app.box.com/file/313227735352">https://lancaster.app.box.com/file/313227735352</a></p>	
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<b>TASK</b>	<b>RESPONSIBLE PERSON</b>
<p><b>C. <u>RESEARCH CENTRES OR GROUPS</u></b>  <b>NB:</b> Faculties, Departments, Centres and Groups are all known as ‘Organisational units’ in Pure.</p>	
<p><b>C.i. Check accuracy of research centres or groups</b></p> <ol style="list-style-type: none"> <li>1. Log into Pure. Click on the Master Data tab. (If you don’t see this tab you don’t have the required permissions.) Click on Organisational units in the left hand navigation list.</li> <li>2. Search for your department and open its record.</li> <li>3. Click on the ‘Relations’ tab on the left hand side.</li> <li>4. Click on the tab at the top which shows a house icon (‘Organisational units’). This should bring up a list of affiliated centres and groups. Display in short form and print out to check.</li> <li>5. Go back to Organisational units under Master Data and search for each centre’s or group’s record, open and check details. Amend as necessary. Each research centre or group should have a short description and basic contact details.</li> </ol> <p><b>Guidance on editing research centre/groups :</b> <a href="https://lancaster.app.box.com/file/311572961130">https://lancaster.app.box.com/file/311572961130</a></p>	
<p><b>C.ii. Set up a new research centre or group</b>      <b>Required permissions: Editor of organisations in your dept</b></p>	

<ol style="list-style-type: none"> <li>1. Log into Pure. Click on the Master Data tab. (If you don't see this tab you don't have the required permissions.) Hover your mouse over 'Organisational units' in the left hand navigation list and click on the '+' button which appears.</li> <li>2. Complete the editing screen which comes up. The fields marked by red asterisks are mandatory.</li> <li>3. Although it is not mandatory, add a department as a 'Parent organisation' or the new centre or group will not be included in departmental lists. Also, each research centre or group should have a short description and basic contact details.</li> <li>4. DON'T FORGET TO CLICK THE BLUE SAVE BUTTON AT THE FOOT OF THE SCREEN.</li> </ol> <p><b>Guidance on editing research centre/groups :</b> <a href="https://lancaster.app.box.com/file/311572961130">https://lancaster.app.box.com/file/311572961130</a></p>	
<p><b>C.iii. Affiliate research students to a centre or group -- see above under Research Students under A.iv and A.v.</b></p>	
<p><b>C.iv. Affiliate staff to a centre or group Required permissions: Editor of organisations, editor of persons in your dept</b></p> <p>There are two ways to do this. One is to open to the staff member's person record and affiliate the individual to the organisation by adding a staff affiliation under the 'Organisational Affiliations' heading. This ONLY affiliates the person to the group or centre, it does NOT link their Research Outputs to the group or centre as well. <i>If Research Outputs or other content in Pure also need to be related to the organisation, this would have to be done separately after the staff member has been added.</i> If you add the affiliation in this way, you must also complete the 'job title' field as well as the mandatory fields.</p> <p>The second way is to open the organisation record for the centre or group and affiliate the person to it. Using this route it is possible to link some or the entire person's research outputs and other content to this centre or group at the same time.</p> <ol style="list-style-type: none"> <li>1. Open the Organisation record and select Persons in the left hand menu. Click the Add Persons button and search for persons to affiliate - only pick 3 or 4 persons to add at this time, because otherwise the next stages can become very slow, and if there is a failure it's very tedious to start again.</li> <li>2. Click on 'next' and in the next screen, edit the start date and the 'employed as' fields as appropriate. The screen shows the start date of each person so you can work out whether the start date of their affiliation should be the start date of the research centre or group or the start date of the person. Click on next.</li> <li>3. The next screen shows a listing of all the research outputs associated with all the persons you have picked (this is why you should only pick a few persons at a time) and at this point some of the outputs can be un-checked if they are irrelevant to the research centre or group in question. However if it is not known whether all the outputs should be imported or not, they can be left on the list and unlinked from the record later.</li> <li>4. The next screen shows a warning about how many people and how many research outputs will be affiliated to the research centre or group, and pointing out that if any outputs are added wrongly at this stage, they will need to be removed manually at a later stage. This 'bulk add' function does not have a matched bulk 'remove' function.</li> <li>5. Press the 'I accept' button to start the bulk upload.</li> </ol>	

<p>6. At the end of the process there is an option to save a report before finishing – we recommend you do this so you have a record to hand of all the content associated in case of error.</p> <p>7. Once the content has been affiliated, you MUST go into every person affiliation to the organisation to add the ‘Job Title’ field. This will ensure the academic staff list on the Departmental Portal webpage is accurate, as well as for reporting purposes. To do this, open the organisation record of the research centre or group and click on Persons in the left hand menu. You will then be able to see a list of all persons associated to the research centre or group. Click on edit next to the persons who need their affiliations editing and then populate the ‘Job Title’ field followed by UPDATE. Only do this for a small number of persons at a time before <u>saving</u> the Organisation record, otherwise the next stage can become slow and if there is a failure it’s very tedious to start again. Re-open the organisation record and update more job titles if required until all are populated.</p> <p>8. CLICK THE BLUE SAVE BUTTON AT THE FOOT OF THE SCREEN.</p> <p><b>Guidance on editing research centre/groups :</b> <a href="https://lancaster.app.box.com/file/311572961130">https://lancaster.app.box.com/file/311572961130</a></p>	
<p><b>C.v. Un-affiliate or unlink a person from a research centre or group</b></p> <p>There are two ways of doing this:</p> <ol style="list-style-type: none"> <li>1. To keep a former record of the affiliation to the research centre or group, open the individual’s person record and then click edit next to the affiliation to the research centre or group and add an end date. UPDATE and SAVE any changes.</li> <li>2. To delete the record that there was an affiliation, open the individual’s person record and click on the ‘-’ sign at the right hand side of the screen across from where the affiliation is noted. SAVE any changes.</li> </ol> <p><b>Important Note:</b> Removing the link between an individual and an organisation will NOT remove the link between any Research Outputs or other content related to the un-affiliated individual, and the Research Centre or Group. Each one of these links has to be removed individually from the relevant content record – see instructions below.</p> <p><b>Guidance on editing research centre/groups :</b> <a href="https://lancaster.app.box.com/file/311572961130">https://lancaster.app.box.com/file/311572961130</a></p>	
<p><b>C.vi. Affiliate or link a publication (research output) or any other content in Pure to a research centre or group (‘Organisational unit’)</b></p> <p><b>Required permissions:</b> Editor of Research Outputs (or other content as applicable) for the department in which the content is ‘managed by’ plus editing permissions for the Organisation to which it is being linked. If the action is disallowed, check</p>	

**that both the owner of the content and the Organisation to which the content is being linked, fall within the scope of the editor's editing permissions.**

The following uses a publication (Research Output) as an example:

1. Open the Research Output record.
2. In the section 'Authors, Organisation and Placement' click on 'Add organisation' at the bottom of the section.
3. Search of the organisation in the next dialogue box. If it is found, add it and **CLICK ON THE BLUE SAVE BUTTON** at the foot of the record.
4. If the organisation to which you are wishing to link some content is not found, check that you have the name and spelling right. Then if it is an internal organisation, go back and set up the organisation. (See 'Set up a new Research centre / Group' above in C.ii.) Then try again.
5. If it is not an internal organisation, choose 'Create External Organisation' and continue from there.

**Guidance on adding research outputs:** <https://lancaster.app.box.com/file/311571816906>

#### **C.vii. Un-affiliate or unlink an individual research output from a group or centre**

##### **Required permissions: Editing rights on the relevant Research Output**

1. The original author of the Research Output should be able to do this but, if not, it will need to be done by someone who does have editing rights or it could be done by sending a request through to the library validation team via the 'History and Comments' section of the record, explaining what needs to happen).
2. Open the organisation record.
3. Click on 'relations' in the left hand navigation column.
4. Open a research output record that needs to be unlinked from the research centre or group.
5. Look in the list of authors for all authors that include an affiliation to the research centre or group under their names.
6. Manually remove the affiliation to the research centre or group from EVERY author name under which it appears in that output record by clicking on the '-' sign at the right hand side of the window.
7. Click on 'Save' at the bottom of the screen.

**Guidance on adding research outputs:** <https://lancaster.app.box.com/file/311571816906>

**Note:** This does not delete anything except the relation between that research output and that centre or group. However if you have mistakenly added a person who has a substantial number of research outputs it can be very tedious to have to go into every research output record and remove the link to the group.

If a real mess has been created it may be worth trying to delete the entire organisation and set it up again from scratch.	
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TASK	RESPONSIBLE PERSON
<p><b>D. DEPARTMENTAL PUBLICATION (RESEARCH OUTPUT) LISTS</b>  <b>Required permissions: Editing rights on the relevant Research Output</b></p>	
<p><b>D.i. Review publications regularly to ensure irrelevant records are not included</b></p> <ol style="list-style-type: none"> <li>1. Open the blue Editor tab at the top of the screen. Click on Research Outputs in the left hand list.</li> <li>2. If necessary, add a filter to limit outputs listed to your department. (<i>Depending on your permissions you may only see one department, in which case you can ignore this step.</i>) Click on the filter button (this has an icon of a funnel and a '+' sign) and add an organisational filter to limit the search to the department you are currently checking: click on 'organisations' and then search for the department's name.</li> <li>3. When the listing comes up, look on the right hand side of the screen. A white circle means the record is visible on the portal. A black dot means the record is not visible on the portal. A grey dot (rare) means that visibility is limited.</li> <li>4. You can download this list in a variety of different formats, using the links at the foot of the screen.</li> <li>5. You can now check this listing against your departmental records.</li> <li>6. <b>If a publication needs to be deleted or amended</b>, open the Research Output record for that publication and click on 'History and Comments' in the left hand navigation bar, then click on the button 'Write a comment about the content'. Write a message to say what needs to be amended. Check the box that will cause this message to be sent to all editors of this content, and then SAVE the comment. (You can also send it to authors of the publication, as appropriate.) The comment will go into a workflow and a member of the library validation team will check and update the record in due course.</li> </ol> <p><b>Guidance on adding research outputs:</b> <a href="https://lancaster.app.box.com/file/311571816906">https://lancaster.app.box.com/file/311571816906</a></p> <p><b>Note:</b> You cannot edit or delete the comment once you've added it but you can always add another one if necessary.</p>	
<p><b>D.iii Check other listings for accuracy</b></p>	

In the same way as checking the Research Outputs listings for accuracy as described above, you should check the other listings for your Department in Pure. You will need individual editing rights for each of these content types for your Department. These include:

- Activities: You should be able to edit these – if not, contact Pure support.
- Press Clippings: You should be able to edit these – if not, contact Pure support.
- Impacts: You should be able to edit these – if not, contact Pure support.
- Projects: You should be able to edit some of the content, e.g. the description. If there are any inaccuracies which you cannot edit, contact Pure Support.
- Applications/Funding: Report any problems to Pure Support.