

Add an external organisation to your content

This feature is available to all personal users.

Contents

Add an existing external organisation that already exists in Pure.....	1
Add an external organisation that does not already exist in Pure.....	2
What happens to the new external organisation record?.....	2
What if there is a duplicate external organisation record?.....	3

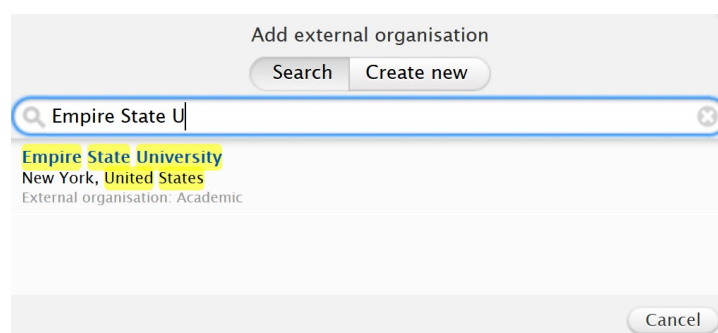
When you create an application, output, activity or any other content you may reach a point where you are asked to add an external organisation to the record. This could be in relation to an [external person](#) or it could be a collaborating organisation.

This data helps populate the collaborations map on the research information repository.

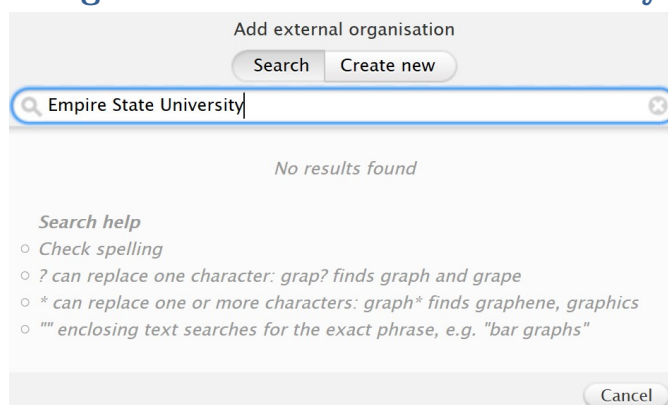
Always click **Save** or **Create** or **Update** where you see them before you close a window or section, or your changes will not be saved.

Add an existing external organisation that already exists in Pure

You should first search to see if the external organisation already exists in our Pure system. If it does, it will be offered as a suggestion for you to select:



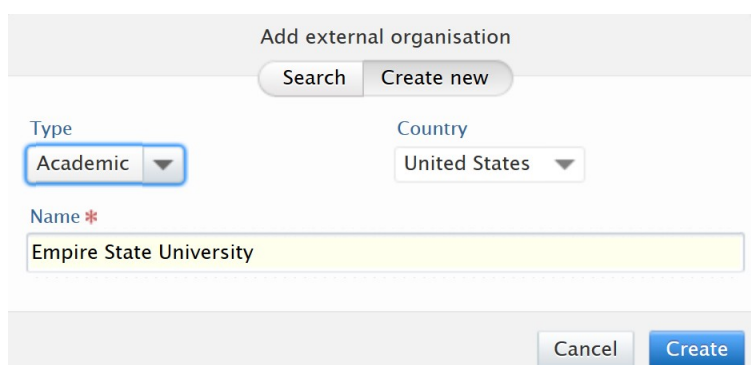
Add an external organisation that does not already exist in Pure



If the external organisation does not already exist in our system, you can click on

or .

Simply enter the organisation's name and, if known, the type of organisation and its country, then click *Create*.



Wherever possible, the external organisation you create should be the parent organisation, **not** a sub-division e.g. *Empire State University*, but neither *Biophysics Department, Empire State University*, nor *Osborn College, Empire State University*.

However, a 'satellite' organisation is okay e.g. *Empire State University – Honolulu* and *Empire State University – Grimsby* could both be standalone records.

If there is no external organisation to which you can affiliate the external person, simply leave their organisational affiliation blank.

You cannot affiliate an external person to an internal organisational unit. If you create an 'internal' unit using the method outlined in this guide, you will in fact create an external organisation with the same name as, but with no connection to, your intended internal unit.

What happens to the new external organisation record?

After you save the content record you are adding this external organisation to (e.g. application, activity, output), the new organisation will be available to you and all

other EHU Pure users to select when next searching for an external organisation against any content type.

You do not need to add that external organisation again.

A notification is also sent to the Research Office to approve the external organisation. To avoid duplicate records, we may:

- Delete the new record. If we do this, we will amend the related content first.
- Merge the external organisation record with an existing one. The related content may change to include the new merged external organisation.

What if there is a duplicate external organisation record?

- If you believe that an external organisation has two or more external organisation records in Pure, please let us know.
- We can merge them to make it easier for you and your colleagues to select the right external organisation record in future.

Guide updated 12/08/2019