

Add a person to your content

This feature is available to all personal users.

Contents

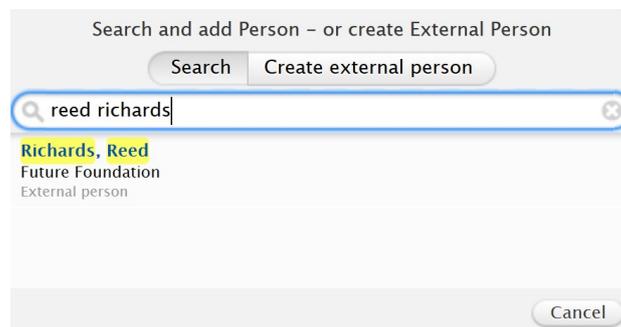
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Always click **Save** or **Create** or **Update** where you see them before you close a window or section, or your changes will not be saved.

When you create content in Pure (e.g. application, activity, output), you are automatically added as a person (e.g. applicant, author, participant, etc.) but you can also **Add person...** to add your collaborators as well, both internal and external.

Add a person who already exists in Pure

- You should first search to see if the person – whether internal or external – already exists in our Pure system.
- If they do, they will be offered as a suggestion for you to select:



If an internal person does not appear in the search results

- All current academic staff should appear so please [report the error](#) so we can investigate it.
- In some cases, we may let you know this is not an error and confirm how you should proceed.

Add a former Edge Hill person to your content

- It may be that an external collaborator you want to add is an ex-EHU staff member/PhD student who comes up as a 'former' person as you type their name in the search field.
- In this case, you should simply:
 - Select that internal person instead of creating an external person.
 - If the collaboration occurred after they left EHU, [add their current external organisation as an affiliation on the content record you are creating](#).
- Pure will treat their contribution as external without you having to create a new external person record.

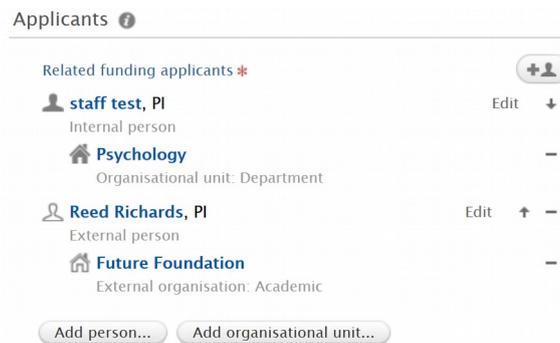
The image shows two side-by-side screenshots of the 'Edit person' form in Pure. Both screenshots are for a person named 'Staff Test2' who is currently an 'Internal person' with the role of 'PI'. The form includes sections for 'Academic ownership', 'Planned researcher commitment', and 'Affiliation on the application'. In the left screenshot, the 'Affiliation on the application' section shows 'zz Test Department (1/09/15 - 3/06/19)' as the selected affiliation. In the right screenshot, the 'Affiliation on the application' section shows 'Test University' as the selected affiliation, which is marked as 'External'. The 'Create' button is highlighted in blue in both screenshots.

Add an external person who does not already exist in Pure

The image shows a search interface for adding a person. The search bar contains the text 'reed richards'. Below the search bar, it says 'No results found'. There is a 'Search help' section with the following text: 'Check spelling', '? can replace one character: grap? finds graph and grape', '* can replace one or more characters: graph* finds graphene, graphics', and '" enclosing text searches for the exact phrase, e.g. "bar graphs"'. The 'Create external person' button is highlighted in blue.

- If the person does not appear as either a former internal person or an existing external person, you will need to click on **Create external person**.

- You need to add some brief information about the person:
 - o First name or initial
 - o Last name
 - o Role on this content e.g. PI, Co-I, author, etc.
 - o Country (if known)
 - o [Organisational unit](#), if known.
- When done, they will be added alongside you on the content.



What happens to the new external person record?

- After you save the content record containing the new external person, the person will be available for you and all other EHU Pure users to select when next searching for a collaborator against any content type, as per *Add a person who already exists in Pure*, above.

You will not need to create that external person again.

- If you do **not** save the content record containing the new external person, the person record will **not** be saved and will **not** be available for you and others to select in future.
- A notification is also sent to the Research Office to approve the external person. To avoid duplicate records, we may:
 - o Delete the new record. If we do this, we will amend the related content first.
 - o Merge the new external person record with an existing one. The related content may change to include the new merged person.

What if there is a duplicate external person record?

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

Guide updated 12/08/2019