Pure

Edge Hill University

Add a person to your content

*This feature is available to all personal users.*

Contents

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:
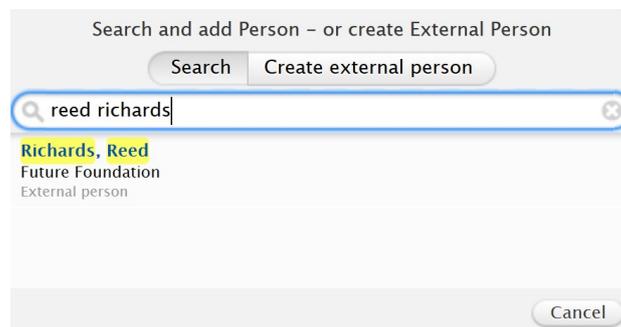
If an internal person does not appear in the search results

- 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:
  - o Select that internal person instead of creating an external person.
  - o 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.

Add an external person who does not already exist in Pure

- 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:
  - First name or initial
  - Last name
  - Role on this content e.g. PI, Co-I, author, etc.
  - Country (if known)
  - [Organisational unit](#), if known.
- When done, they will be added alongside you on the content.
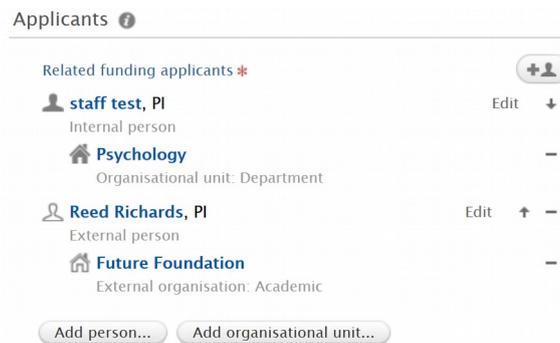
What happens to the new external person record?

- 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:
  - Delete the new record. If we do this, we will amend the related content first.
  - 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