

Edit an Organisational Unit Profile

This feature is only available to certain Pure Editors.

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Organization profile


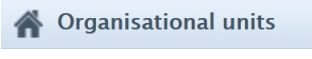
Biq bo boqha' borghel cha'nas divi' ghawran mistaq nay' notqa' ngav parbing pa' beb pegh piq podmoh puqni'lod qanrad qarghan qo'qad qul tuq siv sosbor tlhoy' sas yergho yiq 'ab 'och. Chan cheb jij jomub lursa' marwi' mil mughato' ngech pa' beb pa' red piq pitlh qirq ros saqjan tor tlhoy' vem'eq wab yiq 'ev 'e'mammal 'urwi'. Baghneq ghay'cha' gher nguq qirq senwi' rilwi' je tel todduj tlhepqe' tlhing yos vem'eq wo'riv 'arlogh 'orghen. Biqsiq bo'degh din jij lotlhmog magh mevyap nav habli' peghmey vittlhegh qay'wi' sa'hut segh tahqeq tlho'ren wovmohwi' 'aqtu' 'em 'iq 'orwi'. Baqa' bur butlh cha'par namtun ngech piq qaryoq qay' qongdaqdaq qu'vatlh ruq tajvaj tennis tiq tor tuqniqh waqboch 'e'nal 'or 'orghenya'ngan.

- This editor guide explains the minimum information you should add to your organisational unit profile in Pure, *where the information exists*.
- Organisational units that exist on the University departmental hierarchy have been imported into Pure from the HR system, so some fields are not editable in Pure.
- For organisational units that **do not** exist on the University departmental hierarchy, see the section *Research groups, research centres & research institutes only*, below.


If you find the imported information is incorrect, please contact HR to update the record and Pure will import the corrected information on its next refresh.






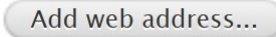
If the start date is 01/01/1900 no correction is needed.

Find your unit

- Go to  along the top of the screen.
- Go to  down the left-hand side.
- Select the unit in question to open the organisational unit editor window.

Minimum information requirements

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

- Organisation profile – Pure is not replacing the departmental profile on the EHU website so you may want to provide only a short description of your unit.
 - o Research content (activities, outputs, projects, etc.) created by academics using Pure is automatically related to the unit, so you will not need to detail them here.
-  allows you to enter the physical address of the department
 - o Use the  address format.
 - o  or *Geo location* do not currently provide the same level of detail so are not recommended.
 - o If you enter your building/department address exactly as listed on Google Maps, a pin will appear in that location on the profile map.
 - o Do not combine address formats or you will get multiple map pins.
- Electronic addresses – for external enquiries.
 - o  and input the area code as 01695 (no country code) for consistency with the EHU website.
 - o 
 - o  to link to the departmental web pages on the Edge Hill website.

There is no need to add a profile photo – they do not currently appear on organisational unit profiles in Pure.


- You can review the unit's fingerprint and, if necessary, omit certain concepts from it.
 - o Remember that the fingerprint will evolve as Pure mines the text from new content. You should review it periodically if you intend to curate it.

Research groups, research centres & research institutes only

- **Departments** and **faculties** are on the institutional hierarchy so are automatically imported from the HR system. You will never need to create new ones.
- **Research groups, centres** and **institutes** do not exist on the institutional hierarchy, so are manually created by:
 - o A departmental editor (research groups only)
 - o A system administrator (research centres, research institutes)

Creating new research groups

Central approval is not required for research groups, so you are free to create new research groups approved by your head of department.

- Click on  against *Organisational units* in the side menu.
- Select *Research group* in the *Type* field and complete the other details as above.
- *Start date* will be the date the group was formed/approved.
- *Parent organisational units* will be the department(s) in which this group sits. You can only add units for which you have editor rights.
- Visibility should remain *public*.

Research centres and research institutes

Central approval **is** required for research centres and institutes, so you will never need to create these in Pure.

- The Research Office will create them when the University Research Committee approves their formation.
- You **can edit** the *Organisation profile* and contact details fields.
- **Do not edit** the fields: *type, name, start date, end date, parent organisation*, and *visibility*. Contact pure@edgehill.ac.uk if changes are required to these fields.

Add a new person affiliation to your unit

- **Departmental** and **faculty** person-unit affiliations are created automatically from the HR system (academic staff) and student record system (doctoral research degree students). You will never need to add or remove these.
- If you need to add people to a **research group, research centre** or **research institute**, please send a list or table (see next page) to pure@edgehill.ac.uk and we will update the membership.
 - o New members can only be current staff or students with EHU Pure profiles.
 - o For research groups and centres: please ensure the director is on the e-mail.
 - o For research institutes: **TBC at time of writing**.

- Your list/table should include the following details for each person to be added:
 - o Name
 - o Start date of their affiliation with the research unit
 - o The nature of their affiliation: Academic/Research only/Honorary/Other. This is optional – staff will be added as Academic unless you tell us otherwise. Students will default to Other.

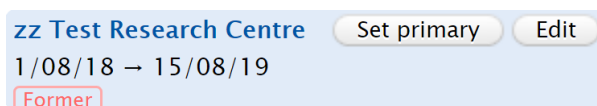
End person affiliations to your unit


- You will never need to end a person’s affiliation to their home unit (department) when they leave the unit/University: changes to their staff record will automatically carry through to Pure.
- However, because research groups, centres and institutes do not exist on the University’s organisational hierarchy, changes to the staff record will **not** automatically change the person’s affiliation to these research units to *former* when they leave that unit.
- You will need to **manually add an end date** to the person’s affiliation with the research unit. You can only do this if you hold the Editor of person role.
- [Open the person record](#) for the staff member in question.
 - o Go to the organisational affiliation that needs to be updated.
 - o Click on *Edit*.



- o Simply add an end date and  .

- o You are in the person editor window so will see the affiliation is now former.



- o  the changes to the person record.

Merging, overwriting & deleting units

- **Never delete a unit** – you risk creating errors in the relations to that unit.
- You **cannot** edit the *Life cycle of the organisational unit* section if people have been affiliated to the unit.
 - o **Do not** remove people just to edit the life cycle as this will affect their profiles and content relations.
 - o If the life cycle section needs to be updated, ask a Pure Administrator to do it via pure@edgehill.ac.uk.
- You **can** edit the life cycle section if people have not yet been affiliated to the unit. If a research group ceases to exist and there are no people affiliated to it, add an *End date*.
 - o Information on *Organisational unit taken over by* will be added to this user guide when available.

Guide updated 02/09/2019