

Content Visibility

There are various options available in Pure to control who can see your content.

Content record visibility

- At the bottom of each record is an option to set visibility for the entire item:
 - o **Public** – visible on the research portal/repository.
 - o **Campus** – visible on the portal but only when accessed from on campus while on the University's network.
 - o **Backend** – summary details visible to any user with access to the Pure backend. Full details visible to named contributors, content editors for that organisational unit, and content/system administrators.
 - o **Confidential** – as below. Selected content types only.

Confidential metadata records

- Full details of *Confidential* records are visible to certain users as per *Backend* (above), but no details are visible to other users.
- Overrides the visibility settings of any documents attached to the record.
- Standard practice is that *Confidential* will **only** be used when:
 - o An application is still in the approvals workflow. We will remove the application form & costing at the end and set the visibility to *Backend*.
 - o A contract stipulates a high level of confidentiality even within Edge Hill. To make best use of Pure, the Research Office will work with faculties and award holders to determine when this is appropriate.

Document visibility

- Documents are normally publicly visible for most content types.
- Some content types allow you to control visibility for individual documents.
- Some documents will **never** be publicly visible on the research portal, regardless of visibility settings. For example:
 - o Any file attached to an application or award
 - o Impact evidence
 - o Research output acceptance evidence
- However, [other Pure users can access documents in the Pure backend](#) for **unless** the entire record is set to *Confidential*, as above.
- Applications will temporarily contain sensitive documents, as above, but we will not upload other sensitive documents such as award contracts.
- You should not attach other files you do not want users to be able to view.

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