Create and show your Pure profile on the people pages

A quick user guide

Table of contents

Vision management

Document properties

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History

Version	Date	Contributions	Author(s)
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1. Introduction

This manual shows how your researcher profile can be created in Pure. A researcher profile is an individual internet profile that provides a user friendly and efficient way of showcasing the work of you.

Having a researcher profile:

- Showcases your work to the world
- Manages your publications list
- Helps to be identified by potential collaborators
- Helps to avoid misidentification
- Enables your research output to be attributed to the EUR
- Enhances your EUR researcher profile page by including a link to other profiles

A researcher profile is dynamically built within the people pages (https://www.eur.nl/people) with data from the data sources:

Pure   Researcher profile information and publications

SAP-HR   Employee and affiliation information,

IDM   Emailadress, roomnumber and telephone number

The people pages contain researcher profiles from all EUR faculties except Medicine (Erasmus MC). Researchers from Erasmus MC may use the Pure Portal to showcase their work to the world. Please read the manual 'Create and show your Pure profile on the Pure Portal'.

Chapter 3 shows which information will be shown on the people pages and how you can add information in **Pure** and other sources to enrich your profile.

1. General

1.1 Logging in

You can log into Pure with your ERNA-id. To log into Pure, go to https://pure.eur.nl/admin (Figure 1).

The browsers Google Chrome, Edge and Firefox can be used.

The first time you login you will be directed to the screen below, because of the SURF Conext login procedure. Click proceed to Pure Research Information System. After proceeding, this screen will not appear the next time you login.
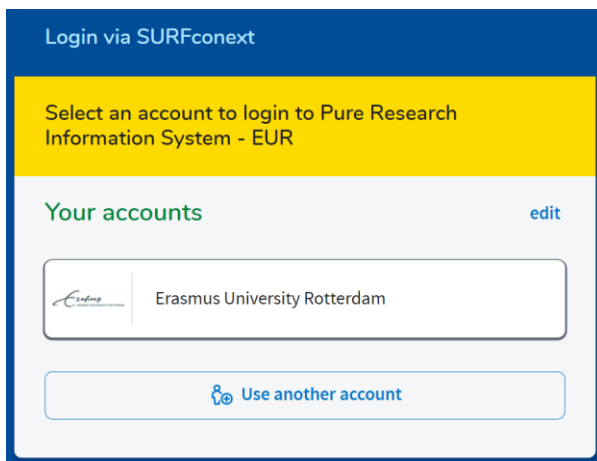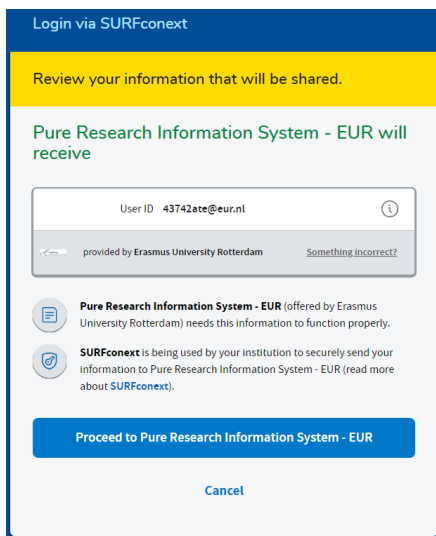

Figure 1: Log in of pure

- Type in the correct URL for logging into Pure within the opened browser.
- You will be directed to the SURF Conext screen again.
- Login by using your network account and your network password.

Finally, if this instruction will not work for you, please try another browser which has not been used for signal sign on (SSO) today.

1.2 Dashboard

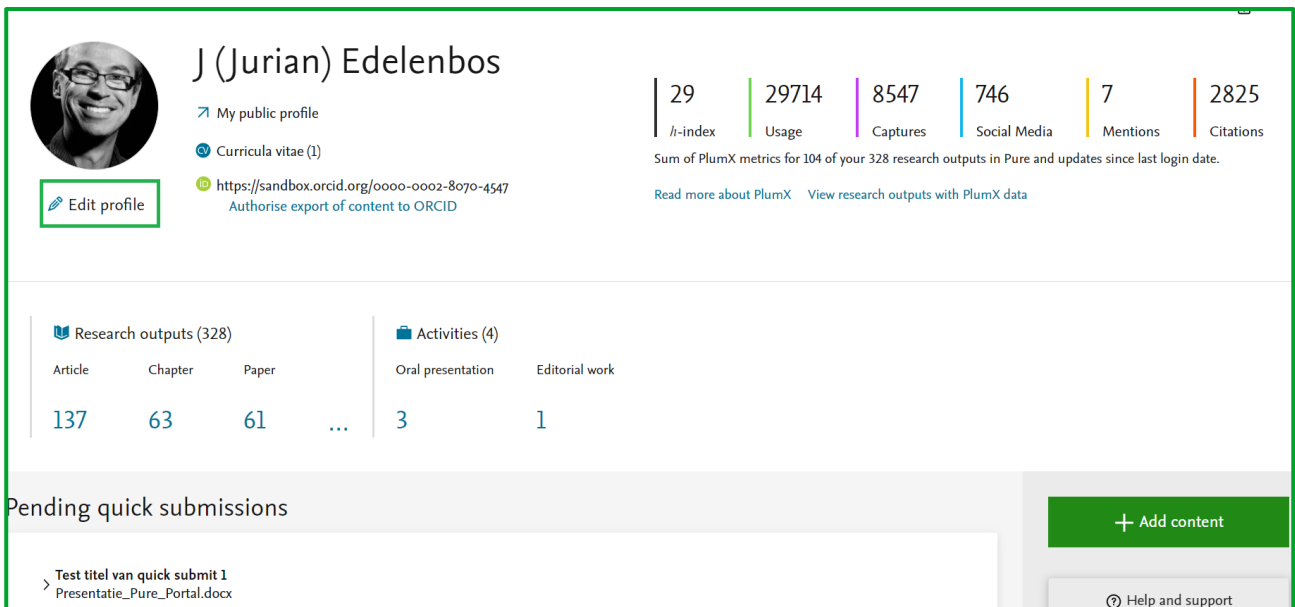After successfully logging in, you will see the following page:

Figure 2: Individual dashboard in Pure

In the green part it's possible add/adjust your profile which as we shall see is directly linked to the presentation of the profiling information on the people pages.

2. People pages

In the section that follows we show you the profile of an EUR researcher in the people pages.

2.1 A researcher's profile on the People pages (and corresponding sources)

The URL https://www.eur.nl/people gives you access to all EUR researcher's profiles. Figure 3a and 3b shows a profile from a researcher and the coloured marks refer to the source from which the information has been derived.

Figure3a: A researcher's Profile on the People pages and related source.

Figure 3b: A researcher's Profile on the People pages and related source

To add or change your picture, please go to https://myeur.nl and go to account info.

Location, room number and email

To change or add information about your location, room number or email please go to https://personal.idm.eur.nl.

Social media (Linkedin, twitter etc)
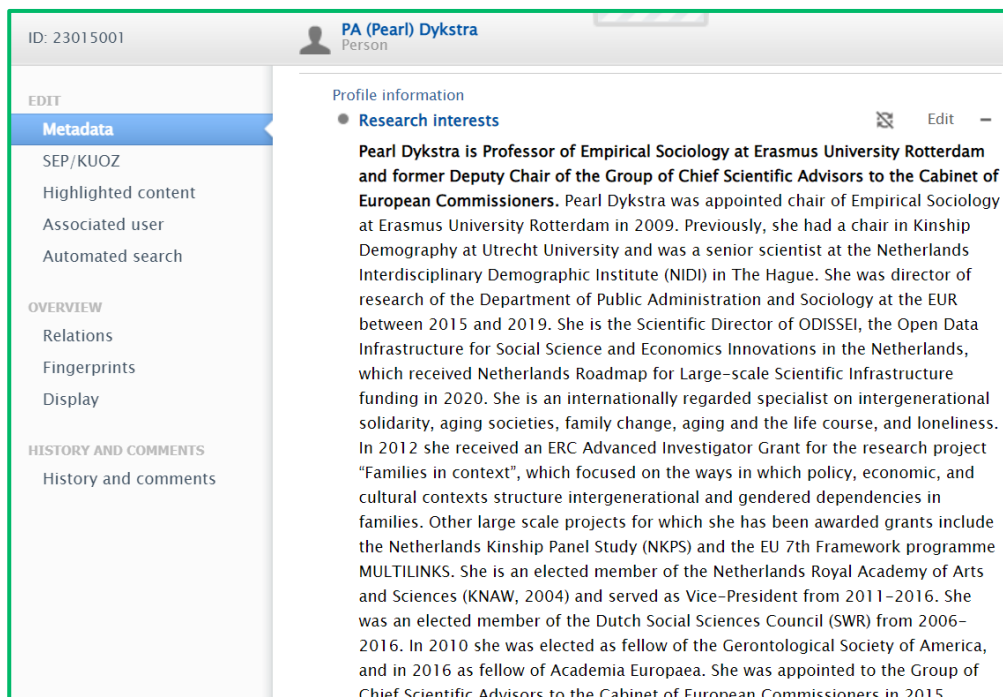
To change or add information about your social media please go to https://personal.idm.eur.nl.

Name and title

The presentation of your name and title are derived from Pure. Pure will be fed with HR-SAP information Therefore, it is not be possible to change this information in Pure. Send an email to your HR support team to request for a change.

Profile text

Each researcher may create a profile text, which will be shown on the people pages. To add this information into pure go to *edit profile* (see figure 2) and add or edit your research interest after selecting *Metadata* (see figure 5).

Figure 5: Personal information in Pure about research interests and affiliations.

Highlighted content

Validated content can be marked by you as highlighted content. Once a content type is marked as highlighted content, it will be shown on top in your overview (see figure 3b). To mark content as highlighted content, go to the Edit profile (underneath your profile photo) and click Highlighted content (see figure 2). You are able to select different types of output and highlight them (See figure 6).
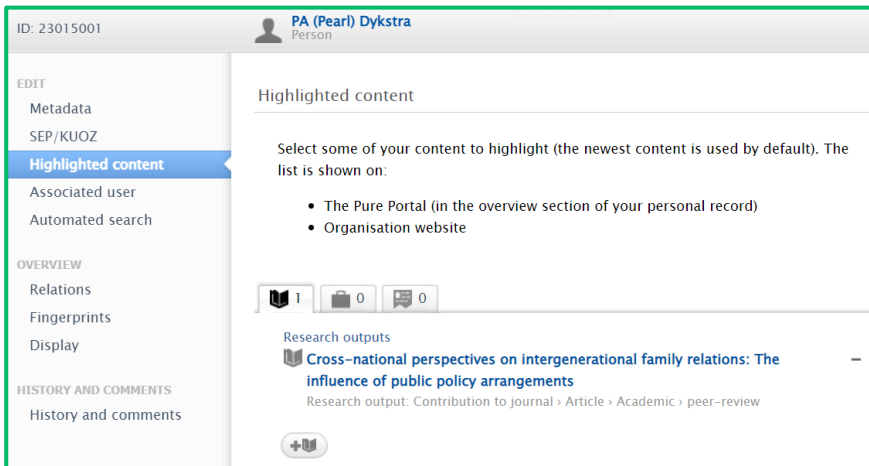
Figure: 6: Highlight your content.

Publications

Approved and validated publications will be shown on the people pages (See figure 7).

Figure 7: Publications with the workflow status approved and validated will be shown on the People pages.

Activities, Awards (prizes) and Press/Media

Activities, awards and press/media output will only be shown after approving by the faculty key user (see figure 8).
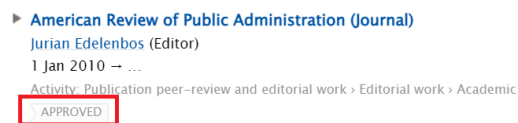
Figure 8: Activities, Prizes and Press/Media with workflow status approved will be visible on the People pages.

Teaching

Your teaching activities are derived from Osiris (course guide) (see figure 3b). If something is not correct, please contact your faculty key user.

Ancillary activities

Ancillary activities will be shown on the people pages (see figure 3b) and are derived from the Erasmus Register for Ancillary Activities.The administrative procedure can be found on https://www.eur.nl/en/media/78764.

PhD List

<Under construction>

Curriculum Vitae

At this moment it is not possible to show your CV on the people pages, but within the first quarter of 2022 this option will be realised.

Pure offers the possibility to manage your profile. It is possible to set up a public and a private CV. This can be managed via the link Add curriculum vitae[1] on the right of the photo (see figure 9) or by clicking the + and select Curriculum Vitae (see figure).
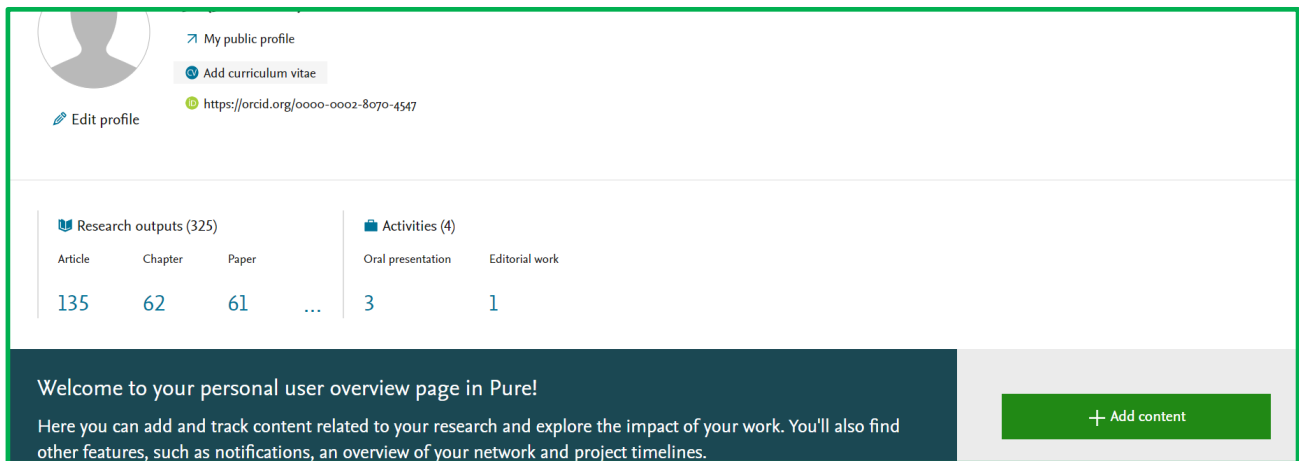

Figure 9: Add your currucilum vitae (CV)

Pure will open a pop up where you can choose which one you would like to set up (see figure 10).
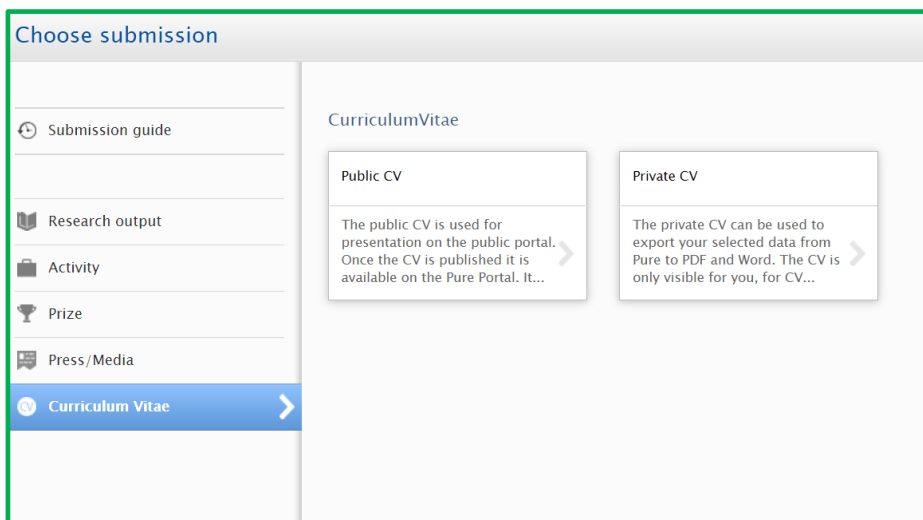

Figure 10: Add a public CV or a private CV

The difference between the two is described in figure 9 and 10.

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[1] If there is already a CV, then it shows 'Curricula vitae'.

CV

Type	purpose	comments
Public	Displayed on public portal	Can have 2 public CVs, depends on settings by Admin
Private	The private CV can be used to export your selected data from Pure to PDF and Word.	Only visible in the backend

Figure 10: Difference between a public and private CV.

- Select Pure information to create your CV (see figure 11)
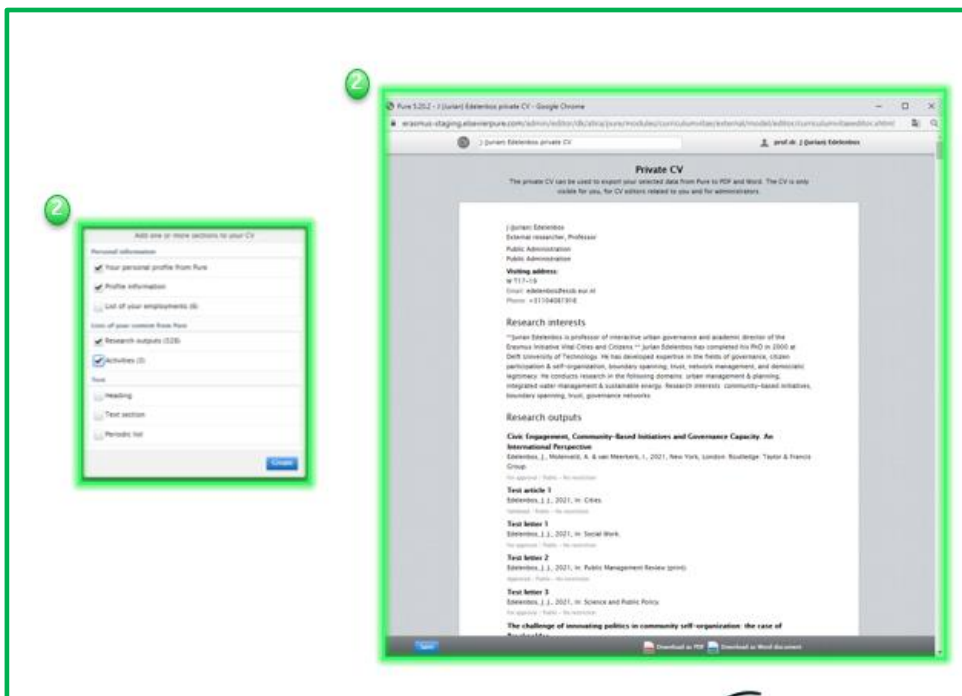
- Add, delete, sort data in CV and save CV

Figure 11: Select information to create your CV.

- Optional to export CV to PDF or Word format