



جامعة الأمير سّطام بن عبدالعزيز
PRINCE SATTAM BIN ABDULAZIZ UNIVERSITY

User Guide





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What is Pure ?

Pure is the name of an application by the company Elsevier that stores and allows retrieval of information on investigators, research units and research output (such as publications), It is System collecting a range of information about the university's research and serving as a single point of access for research management information. This information is published to the public PSAU Pure Portal which maximises exposure to our research and research outputs and seeks to disseminate the breadth and depth of our research to the widest possible audience.

Benefits for faculty and researchers :

- Compile a complete view of your research, awards and activity with data from both internal systems and external sources (Scopus, Web of Science, etc.). Your profile is easily discoverable online via your institution's Pure Portal.
- expand your network of collaborators :
 - Use Pure Portal to jump-start collaboration by identifying potential partners for funding and projects both within your institution and across over 80 organizations .
 - Enable external partners from academia or industry to easily discover your work and foster cross-sector and applied/translational collaboration
 - Powered by the Elsevier Fingerprint Engine™: semantic analysis of researcher profiles and output enables contextual searching and richer matches by specific areas of expertise
- create customized CVs :
 - Generate customized CVs then export them as a Word or PDF file or publish them on Pure Portal
 - You exercise total control—determine which profile data to include and personalize your content through customized headlines and free text sections
 - CV maintenance is effortless—Pure updates sections automatically as relevant content is added
 - Customized reporting and dashboard

Prince Sattam bin Abdulaziz University for Research Portal in PURE :

You can access the Prince Sultan bin Abdulaziz University Research Portal in PURE through the electronic systems and services on the Deanship's website or through the barcode:



Edit Profile - Personal identification :

- Log in to Pure
- Click on the blue Personal tab to return to the personal overview page.
- Click on Edit Profile.

Personal




Edit profile

Your Name

My public profile

Add curriculum vitae

https://sandbox.orcid.org/0000-

Your First name(s) and Last name, as well as fields with the synchronised icon , contain data synchronised from external systems, i.e. the HR system, and the Visitor Registration System. This data cannot be edited in Pure. If these are not correct, please contact the HR department to correct them.

Personal identification

First name(s) Last name *

Gender * Date of birth Nationality

Unknown Select nationality...

Example: 21/10/2002

Name variant

Add name variant...

Title

Add title...

- Add name variant – you can add your Default publishing name and Former name.
- Add Title – you can add other titles to your Pure profile.

- Add Employee IDs and
- If there is a Scopus Author ID on your profile, you can click on it to check that it is correct. The Scopus Author ID is a link that will take you to your Scopus Author page. If there are more than one Scopus Author IDs, please check that they are all correct and remove the incorrect ones. If there isn't a Scopus Author ID on your profile, click on Add ID to add one.

ID

Scopus author id

Researcher ID

Add ID...

- If there is an ORCID on your profile, check that it is correct. You may wish to authorise export of content to ORCID.

If there isn't an ORCID on your profile, click on Create or Connect your ORCID ID. This link will direct you to the ORCID site where you can create an ORCID (if you don't already have one) or sign in to your ORCID record if you already have an ORCID.

- Click on Add file to add a photo to your Pure profile. This photo will be displayed on the Edinburgh Research Explorer. Please note that the photo file size must be less than 1MB.
- Add Links to other websites or portals that contain information about your research.
- Remember to click on Save at the bottom of the Edit Profile window.

Add ID...

ORCID

ib

Profile photos

Add image...

Links

Add link...

Save

Edit Profile - Education and Qualification :

- Log in to Pure
- Click on the blue Personal tab to return to the personal overview page.
- Click on Edit Profile.
- Scroll down to the Education/Qualification section.

Education/Qualification

Education/Academic qualification

Add education/academic qualification...

- Click on the Add buttons to add either Education/Academic or Professional Qualifications.

These fields will be displayed on your profile page:

- Field of Study
- Qualification
- Award Date
- Organisation
- Click Create to add the academic qualification to your profile.

Add education/academic qualification

Field of Study

Qualification

Project Title

Award Date

Example: 21/10/2002

Organization

Add organization...

Start Date

Year Month Day

End Date

Year Month Day

Cancel Create

To edit the qualification, click on Edit. To remove the qualification, click on the '-' symbol.

- Remember to click on Save at the bottom of the Edit Profile window.

Education/Qualification ⓘ

Education/Academic qualification

Field of Study, Doctor of Science, University of Glasgow

Award Date: 1 Jan 1970

Edit -

Add education/academic qualification...

Professional Qualifications

2010 → 2012 Professional qualification 2

Edit -

2006 → 2009 Professional qualification

Edit -

Add professional qualification...

Edit Profile - External positions :

- Log in to Pure
- Click on the blue Personal tab to return to the personal overview page.
- Click on Edit Profile.
- Scroll down to the Positions outside of the institution section.
- Click on Add External Position to add the posts that you held before you joined the University Prince Sattam bin Abdulaziz

Enter as much information as you can about the post, including the dates. Clicking on the Add external organisation button will display a

window where you can search for and add the organisation that you held the post.

Add External Position

Appointment

External Organization

Add external organization...

Start Date

Year
Month
Day

End Date

Year
Month
Day

Cancel
Create

You can add more than one external positions to your Pure profile.

To make changes to the external positions that have been added, click on Edit. Make the changes and remember to click on Update. To remove the external positions that have been added, click on the '-' symbol.

Positions outside of the institution ⓘ

External positions

Senior Lecturer, Heriot-Watt University

2005 → 2010

Edit -

Lecturer, University of Glasgow

2001 → 2004

Edit -

Add External Position...

- Remember to click on Save at the bottom of the Edit Profile window.

Edit Profile - Available PhD Projects :

- Log in to Pure
- Click on the blue Personal tab to return to the personal overview page.
- Click on Edit Profile.
- Scroll down to the Portal details section

Note that selecting 'Yes' will display

'Accepting PhD students' on your profile page on the PSAU Research Explorer. If you are entering more than one available PhD research projects, use the break tag - `
` - to display each on a new line.

Portal details ⓘ

Willingness to take PhD students

☒ Yes ☐ No

PhD research projects available

PhD research project 1 `
`

PhD research project 2

- In the Person Expertise section you can indicate if you are willing to talk to the media. The other fields in this section are not displayed on your profile page on the PSAU Research Explorer.
- Remember to click on Save at the bottom of the Edit Profile window.

Add Person Expertise...

Content type
Person Expertise ▼

Area of Expertise

Areas of expertise as classifications in plain English

Add area of expertise...

Willingness to talk to media
☐ Yes ☐ No

Edit Profile - Fingerprints :

Fingerprint Engine is a tool that automatically generates a 'fingerprint' of key concepts based on the available text data related to a piece of content in Pure (see the table below for details on what data is used for fingerprinting for each content type). These concepts provide a quick snapshot of the key themes / topics covered by the content and can be used during search and filtering. On the Portal, it can also be used for finding similar researcher profiles.

- Log in to Pure
- Click on the blue Personal tab to return to the personal overview page.
- Click on 'Fingerprints' to the left of your profile page
- To the right of each thesaurus title there is a button. Click on this button to toggle the thesaurus Fingerprints on and off.

EDIT

Metadata
Associated user
Translation
Manage duplicates
Automated search

OVERVIEW

Relations
Fingerprints
Display

HISTORY AND COMMENTS
History and comments

Fingerprints

Engineering (Engineering) ☒

Sort by: Rank A-Z

INCLUDED CONCEPTS

☒ Nanoparticle ☒ Radiation Shielding ☒ Nitride

☒ Gamma Radiation ☒ Thin Films

Medicine and Dentistry (Med_Dentistry) ☒

Sort by: Rank A-Z

INCLUDED CONCEPTS

☒ Computer Assisted Tomography ☒ Radiation Exposure

☒ Pediatrics ☒ Cancer Risk ☒ Nuclear Medicine ☒ Pelvis

☒ Occupational Exposure ☒ Pediatrics Patient

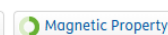
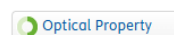
Because fingerprints are automatically generated, you cannot add new fingerprints yourself. However, you can influence what fingerprints are created somewhat by highlighting the key concepts in your 'research interests' statement, description of your projects and the abstracts of your research outputs.

If there are any unwanted or duplicate fingerprints on your profile page, you can stop displaying specific fingerprints on your Pure profile. Use your cursor to hover over the unwanted concept, and a small "x" will appear to the right of it. Click it to delete the unwanted concept from Included Concepts.



A new section titled "Omitted concepts" will appear, and the unwanted concept will be listed there.

OMITTED CONCEPTS



If you believe the available fingerprints don't reflect the nature of your research, you can also turn off the fingerprint feature entirely so it won't appear on your profile page at all. To the right of each synonym heading, there's a button. Click it to turn the Fingerprints feature on or off.

- Remember to click on Save at the bottom of the Edit Profile window.

Edit Profile - Curriculum and research description :

- Log in to Pure
- Click on the blue Personal tab to return to the personal overview page.
- Click on Edit Profile.
- Scroll down to the Curriculum and research description section.
- Click on Add profile information
- Choose a heading from the Type menu. There are 16 headings that you can use. You can use as many or as few headings as you wish. Please note that these sections of text will be displayed on your profile page
- Add text and click on Create.

You can edit the text that you have entered in these sections at any time

- Remember to click on Save at the bottom of the Edit Profile window.

Curriculum and research description ⓘ

Profile information

Add profile information...

Curriculum and research description ⓘ

Profile information

- Current Research Interests

Edit

This section details my current research interests.

Import your content into Pure from a range of sources :

Enable Automated Search :

You can set up your Pure account to perform an ongoing search in one or more online databases for academic publications which have appeared under your name or ID. The automated search will notify you of any import suggestions for your content in the Tasks menu in Pure.

- Log in to Pure
- Click on the blue Personal tab to return to the personal overview page.
- Click on Automated search to the left of your profile page

The 'Inform me by email' functionality is disabled, so please do not select the 'Inform me by email' box. Once you have enabled an automated search in your profile, you will be notified in the Pure task list if there are any candidates for you to review.

If you have a Scopus author ID on your Pure profile, the automated search for Scopus is automatically turned on. Your Scopus author ID will be automatically added to the Automated search for Scopus.

There are 8 databases that you can enable automated searches on:

- Remember to click Save at the bottom of the Research output template screen

| | |
|--|---|
| PubMed / Web of Science / Espace.net / arXiv.org / SAO/NASA Astrophysics Data System (ADS) | Searches use names and name variants |
| Scopus | Searches use Scopus Author IDs or ORCID IDs |
| ORCID / dblp | Searches use ORCID IDs |

Import from online sources (Scopus, Web of Science, PubMed, etc.) :

- From the personal overview screen, click the large green Add new button.
- Click on Research output and then Import from online source.

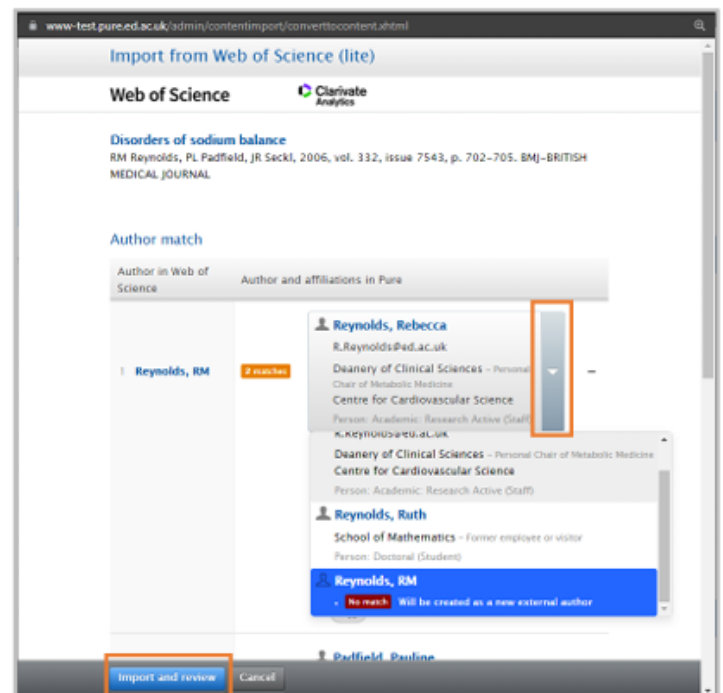
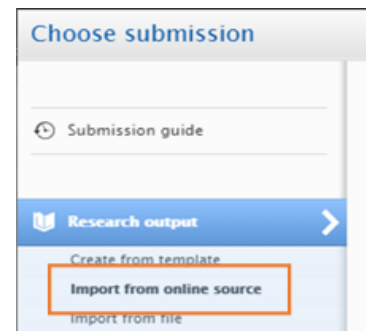
Click on the source you wish to import from, this will open a new window.

Sources you can choose from include:

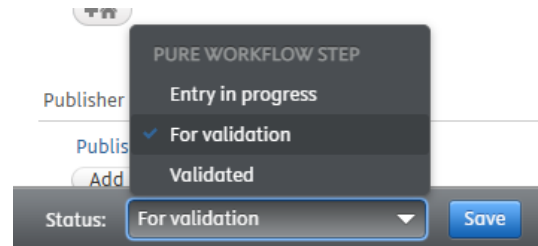
- ORCID
- SSRN
- IEEE Xplore
- Web of Science
- PubMed
- Scopus
- Espacenet
- Crossref
- arXiv
- SAO/NASA Astrophysics Data System

- Enter your search terms. These will likely be a name, keyword, author ID or title. Click on Search.
- Your search results list may include items that relate to authors with similar names. There may also be a notice against some records that they are already in Pure or have been imported into Pure before. In both cases, to permanently remove them from the suggested import list, click the Remove button.

- Click the Import button next to an item in the result list to bring it into Pure.
- Select the correct internal authors from the drop down lists or select the last option to add that author as an external person. Where there is no match in Pure, an external person record will be created.
- After checking, click the Import and review button at the bottom of the screen.
- A template populated with data from your chosen online source will appear.



- Apply the correct status at the foot of the Research output template, choosing either Entry in progress or For validation.
 - Entry in Progress means you are still working on inputting this record and it is not yet ready to be validated or be viewed publicly.
 - For validation means the output is ready to go to the local Pure editor (support staff).

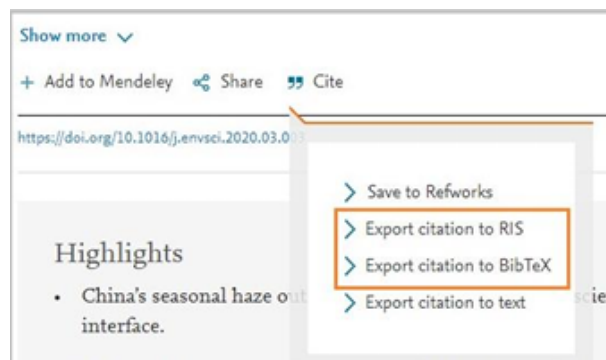
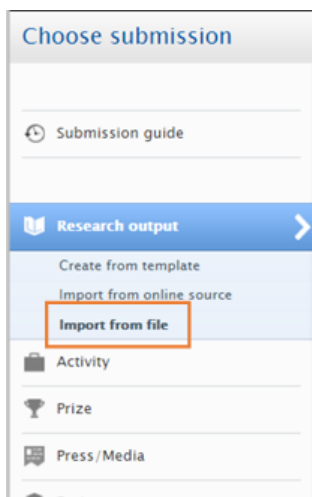


- Remember to click Save at the bottom of the Research output template screen

Import from file (RIS/BibTeX)

In Arabic language research, this option is often determined by:

- From the personal overview screen, click the large green Add new button.
- Click on Research output and then Import from file



Import from another university's CRIS (Pure or otherwise) :

If you have recently moved to the University from another institution which kept your publications in a research information system or repository, please ask your previous institution for an RIS or BibTeX file of your publications. You can then import your publications into Pure. Afterwards, the records will need to be validated locally .

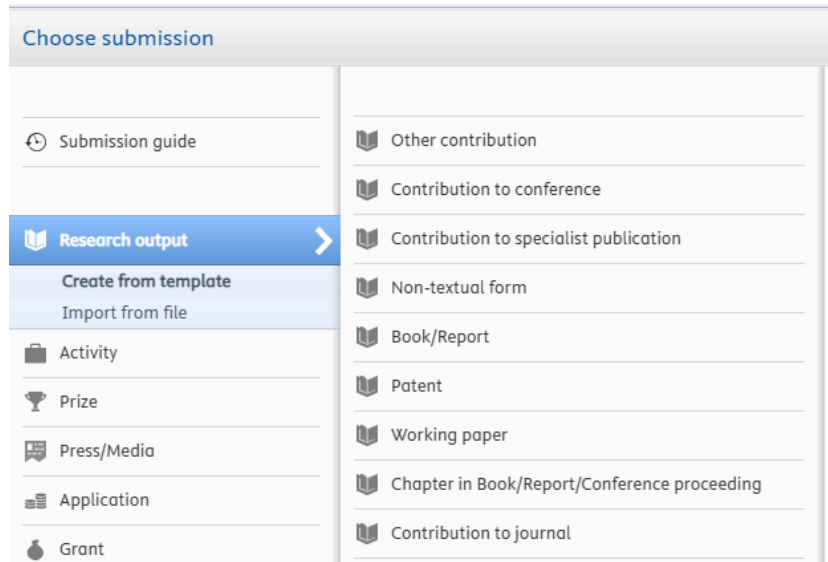
Create from template :

select the appropriate template and manually fill in the details

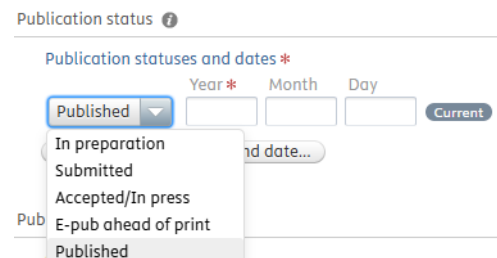
- Fields marked with a red asterisk are mandatory
- Add as much information as possible to increase the visibility of your research. An abstract is particularly useful

Leave the following sections empty: 'Bibliographical note', 'External publication ids' and 'Article Processing Charge (APC)'
Make links under 'Relations' to your other content in Pure

- Remember to click on 'Save' before you close your record
- Publication statuses



- In preparation: the date the work is being prepared for submission and will not appear on the research portal
- Submitted: the date the work was submitted to a journal for peer review. and will not appear on the research portal
- Acceptance date: the date the work is approved, following all peer review changes. You should upload the version of the work that was last sent to the publisher within three months of this date. (This version is also referred to as a 'post-print', 'author's accepted manuscript' or 'author's final version'.)
- E-pub ahead of print: the date the publisher-formatted version was made available on the publisher's webpage.
- Published: the date the work was formally published. The Pure record can be updated to include volume, issue and page numbers
- Unpublished: this category should be used for PhD theses only

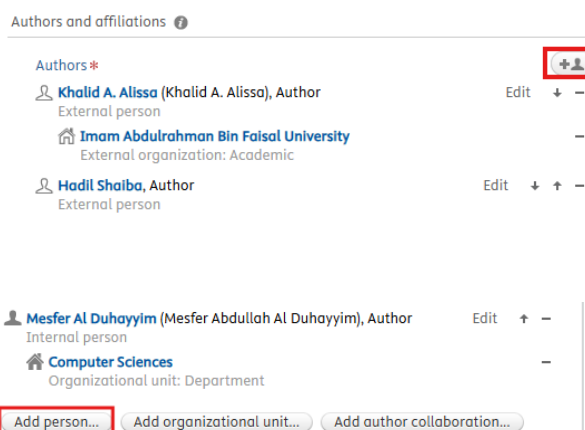




Add New External Persons Affiliations :

Search for and open the relevant record using the global search bar at the top right of the screen





Check for external person contributors. Scroll down to the 'Contributors and affiliations' section. External persons contributors are

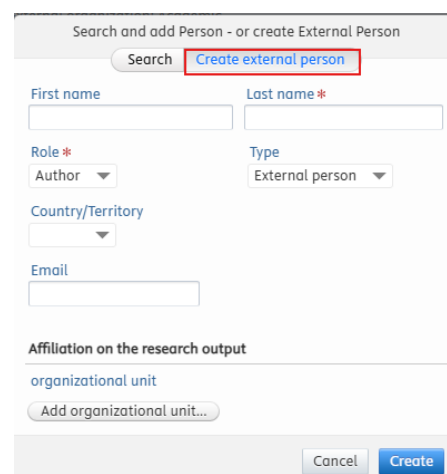
indicated with the white person icon .



You can add co-authors to the research output list using the Add Person button. You can also edit each author in the list using Edit, and change the list order using the arrows ( ). Or delete one of the authors using the (-) button.

If you need to add an author from outside the university, you can then click the Add Person button, select the Create External Person option, and then fill in the author information.

Participants from outside the university are indicated by a white person icon , and those from within the university are indicated by a gray person icon . Institutions within the university are indicated in gray , and Institutions outside the university are indicated in white .



Highlighted content :

You can highlight any content types that you have active in pure, however the content that will display on the Research portal are:

Please note that although Pure shows that 4 types of content (Research outputs, Impact, Datasets and CV) can be highlighted, only highlighted Research outputs will be displayed in the Highlighted content section

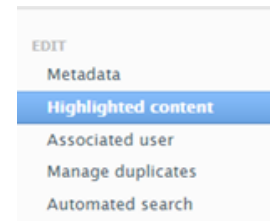
There is a maximum of 5 items for each content type. If you select less than 5 items, Pure will complement your selection with the most recent items.

- Click on Personal.
- Click on Edit profile.
- Click on Highlighted content.
- Click on the add research output button in the research output tab.

A list of your research outputs will be displayed

You can add and delete the item from the highlighted content list.

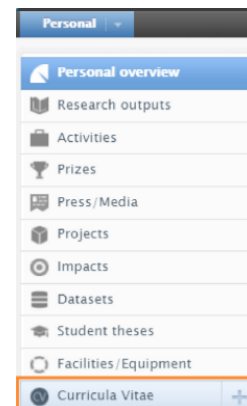
- Click on Save at the bottom of the editor window to save the highlighted content list that you have created.



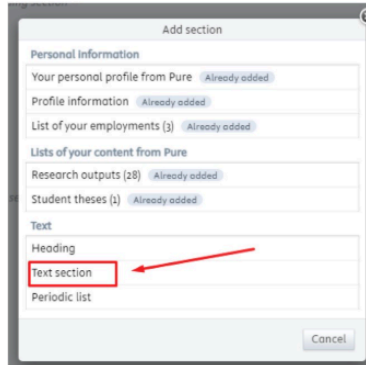
Create and edit CV :

PURE can be used by individuals to automatically generate CVs using the data they have entered. CVs are a separate content type within PURE. Data available in CVs include personal profile information, research outputs and activities. It is also possible to add custom text sections to add other details.

- From your personal PURE profile page
- click on 'Curriculum Vitae' in the left-hand sidebar.
- Choose the CV format you are interested in.
- Select the sections to be added to the CV. Sections can be edited after being added and more sections can be added after the CV has been created.
- Sections:
 - Personal profile: Name, organisational affiliations, contact information. Profile information: Selected sections from profile information, e.g. Biography, Research Interests, My research in a nutshell. List of qualifications: Qualifications listed in the Education/Qualification section of your profile. Can include education/academic and professional qualifications.
 - List of employments: List of current and former positions at the University. Can include positions held outside the institution if external positions are added to your Pure profile.
 - List of content: Lists the content in Pure that are linked to your profile.
- For Public CVs, click on Publish to display the CV on your profile page and you can also download your CV in PDF or Word format.
- Click on Save to create the CV. The CV will then be listed in the CV section of your Pure profile page.



To change the location of any content in the CV, click on the arrows, and to delete the information, click X. You can also edit using the Edit button.



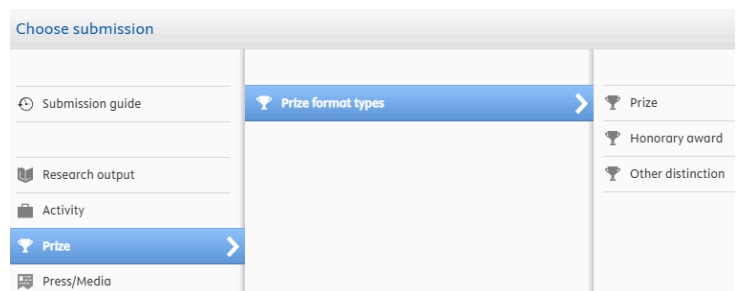
At the end of the resume there is an "Add Section" button where you can freely add text.



Add Prize :

You can use Pure to record the awards and honors you have received for your research and activities. This may include a variety of honors, including medals, honors, competitive fellowships, committee appointments, elections to scholarly societies, or appointments.

- Under Personal Tab scroll down to Prizes and select + sign to add a new prize.
- Select a category - a new page will open to enter data.



Visibility: This setting is set by default to Public – No restriction, which means the record will appear in the University Research Explorer and will be available for reuse on other websites that reuse Pure data. However, if your award record contains private information, select Backend – restricted to Pure users.

- Remember to save the record when you have finished.

Add Press/Media :

Use the Press/Media module in Pure to record non-academic articles that publicise or explain your research. This includes articles you have written or that are written by somebody else, for example blog posts, newspaper articles, radio or TV shows that reference your research, expert comments, or press releases such as those that are written by the Press team

- Click on the Personal drop down menu at the top left of the screen.
- Click on the + New button under Press/Media. This will open the submission window.
- Select Template.
- Fill in the required information
- Setting this Visibility setting to Public – No restriction means the record will appear in the University Research Explorer and will be available for reuse on other websites that reuse Pure data.
- Remember to press Save at the bottom of the screen.

Add Activity :

In Pure, you can record research-related activities, including participation in editorial work, conference and seminar participation, membership in boards and committees, evaluation and consultation activities, and records visits from academics, researchers, and students from other institutions.

- In the Personal tab, to display your personal overview page, click the + Add content button in the top right of the screen, then select Activities.
- Choose the most appropriate activity template from the list.
- Fill in the required information
- Remember to press Save at the bottom of the screen.

User settings :

Users can adjust some individual settings. Click the person icon in the upper right corner to open the Settings page.

Select

To change the language and add trusted users. Trusted users can be a secretary or any other faculty member, and they can add, edit, and report on your search results on your behalf.

They can also adjust email settings, notifications, and tasks related to updates or duplicates discovered.



Switch user

User settings

User settings

Profile Email settings Notification settings Task settings

Profile

Language

Language *

English

Default submission language *

English

Role(s)

Administrator

Usage analytics

[Read more about usage analytics in Pure](#)

Trusted user(s)

Add users you trust to act on your behalf using your account

[+ Add trusted user](#)

Language

Role(s)

Usage analytics

Trusted user(s)

[Connect with Funding Institutional](#)

Modifications and inquiries :

- ◆ Modifying personal data (name, job title, personal title, etc.): Most of this information is entered into the Pure HR system, so please contact the university's Human Resources Department and specify the nature of the corrections. Please note that they will need to see proof of the proposed correction.
- ◆ When editing search output, you may find some outputs in your Pure search that list you as an author, but are not actually yours. This is a common error that occurs when another user imports their posts from an external source and does not carefully verify that all co-authors are registered with the correct affiliations. Therefore, if you share a last name with another author, you will be listed instead, even if your names are different.
If you find records added incorrectly, please contact the Pure Support Team at the Deanship of Research and Graduate Studies via email, providing us with details of the outputs and the nature of the required change.
- ◆ If you have any additional questions, please contact the Pure Support Team at the Deanship of Research and Graduate Studies via email.