

Configure user settings in Pure

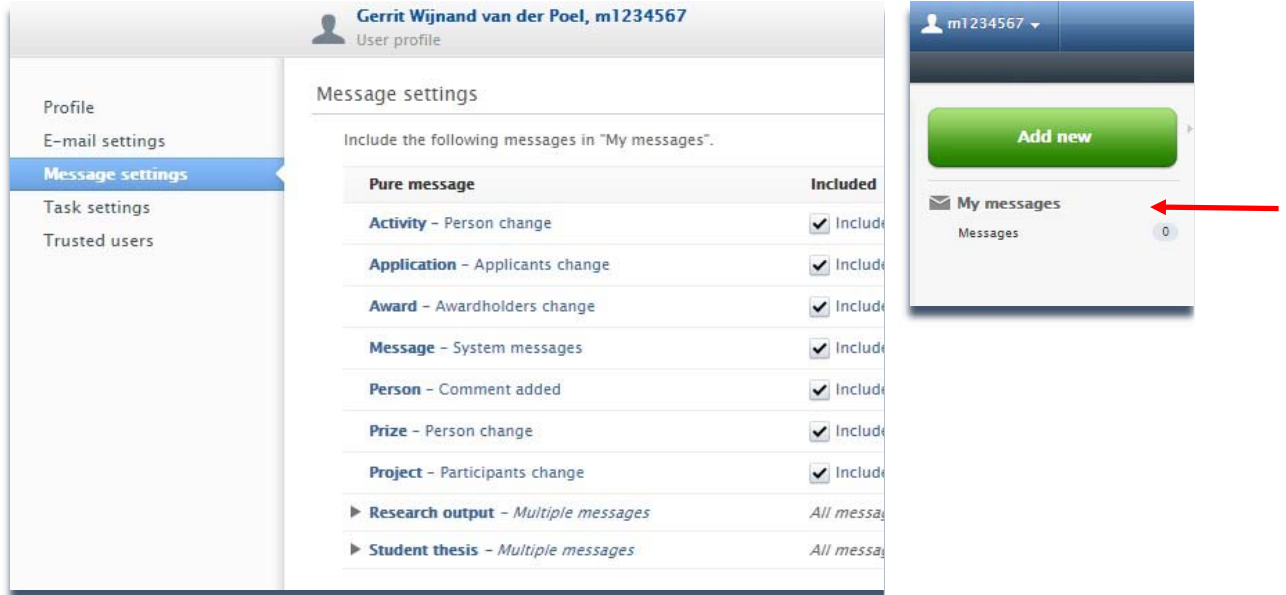
In Pure Research Information users are able to configure some individual settings. Click in the upper right corner on your employee-number to open the settings page.

The profile menu option is listed on top and is displayed by default. Pure Research Information logon is based on your UT credentials, **we strongly advise you NOT to change the password in this section.**

To change email settings (for notifications) click the corresponding item in the left side menu.

E-mail message	Mail frequency
Activity - Person change	Mails are sent instantly
Application - Applicants change	Mails are sent instantly
Award - Awardholders change	Mails are sent instantly
Message - System messages	Mails are sent instantly
Person - Comment added	Mails are sent instantly
Prize - Person change	Mails are sent instantly
Project - Participants change	Mails are sent instantly
▶ Research output - Multiple messages	All e-mails
▶ Student thesis - Multiple messages	All e-mails

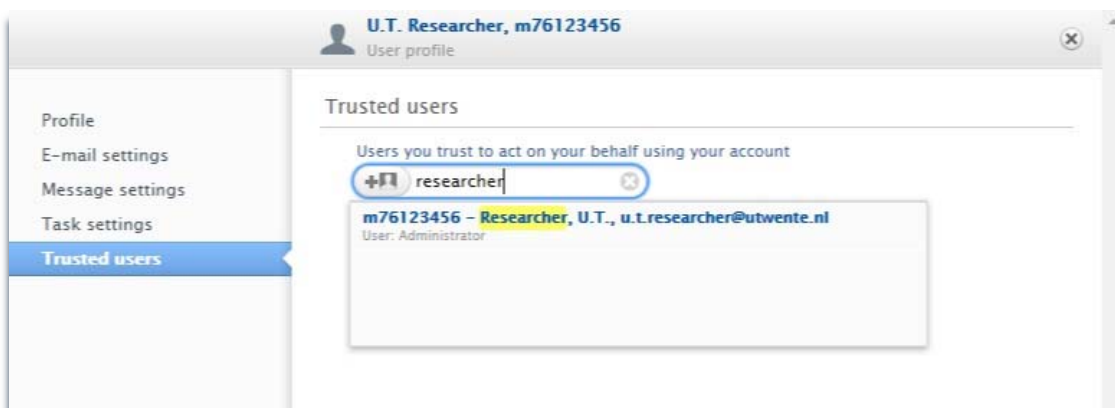
Users can also define which messages they want to receive in Pure Research information (displayed on the right side of the application)



It is also possible to add a so called "Trusted User". This trusted user can be a secretary or other staff member who can add, edit and report your research output on your behalf. (N.B. most group-secretaries are already present in Pure and are allowed to control Pure on your behalf) Use this option if you want to add other(s).



Click the + sign and enter the name of the person you want to add as a trusted user on your behalf



When you select the name you want to add, this person is automatically added as a trusted user and can add and edit your research output.



Help and Support

More detailed instructions on how to use Pure Research Information are available in the manual 'For Personal Users'. You can access the manual from the bottom right corner of the screen at any time when logged into Pure Research Information (Hover over 'Help and Support', choose 'Manual', choose 'For Personal Users'). Also FAQ's and Screencasts are listed here to help you make the best use of Pure Research Information.

Help and support

[Manual »](#)

[FAQ »](#)

[Screencasts »](#)

Contact helpdesk:
ris@utwente.nl