

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.

Research Information | University of Twente

Gerrit Wijnand van der Poel, m1234567
User profile

Profile

- E-mail settings
- Message settings
- Task settings
- Trusted users

Language settings

Language
English

Default submission language
English

Password

Set a new Password

Current password

New password

Repeat new password

Forgotten password

Generate new Password

Generated passwords are sent by e-mail to 123@utwente.nl when the profile is saved.

Associated person

Edit person profile...

Roles

Personal user (staff)

Save

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.

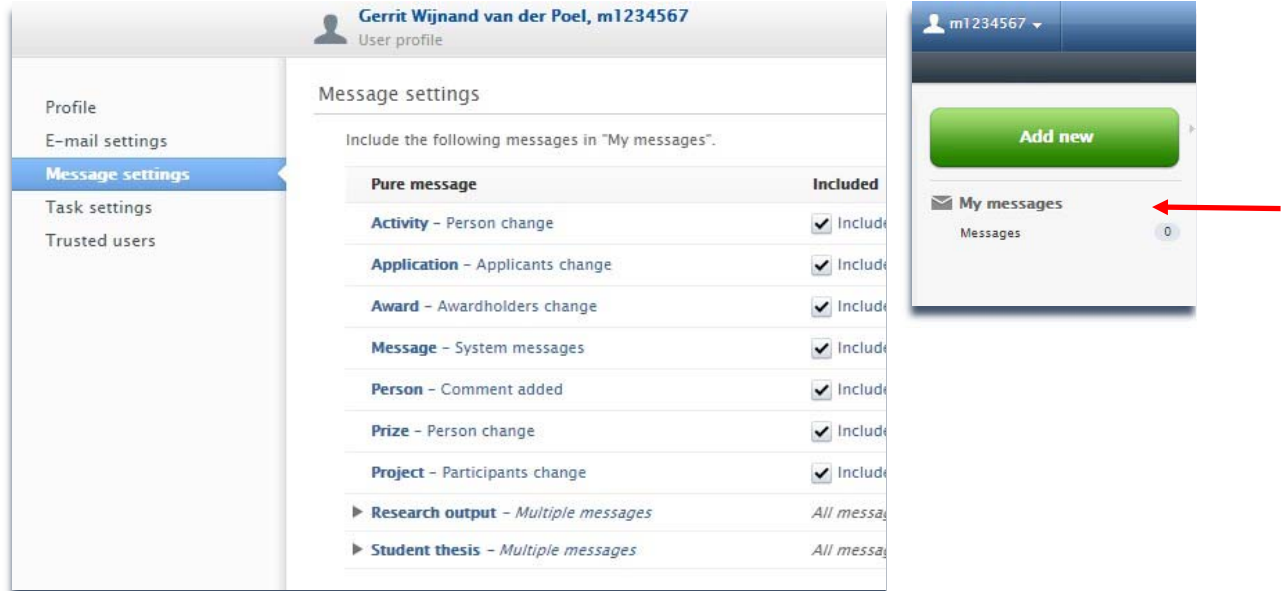
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E-mail settings

Select how often you want to receive e-mails for the following messages.

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". A trusted users can be a secretary or other staff member who can add, edit and report your research output on your behalf. (N.B. some group-secretaries are already present in Pure and are allowed to control Pure on your behalf) This option is needed to add other(s). Contact your [Pure faculty manager](#) for more information.



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 Pure manual.

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', click 'Manual') The available manuals are based on your role (researcher, editor) in Pure.

Also a link to the FAQ's is listed here to help you make the best use of Pure Research Information.

