

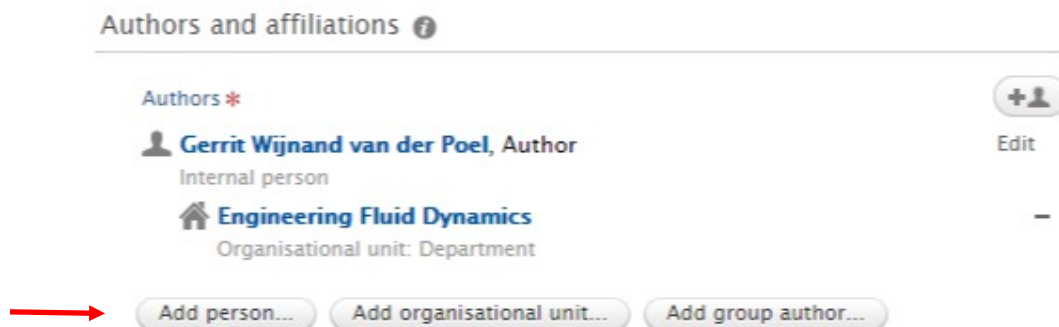
## (Re)assigning your name to research output

As a result of the datamigration, the Pure base name(from HR sync) is used for all your research output. The Quick Reference Card: **Changing your name in Pure**, shows how to add name variants and control the way your name is displayed in Pure. These preferences are used when adding NEW content to Pure Research Information.

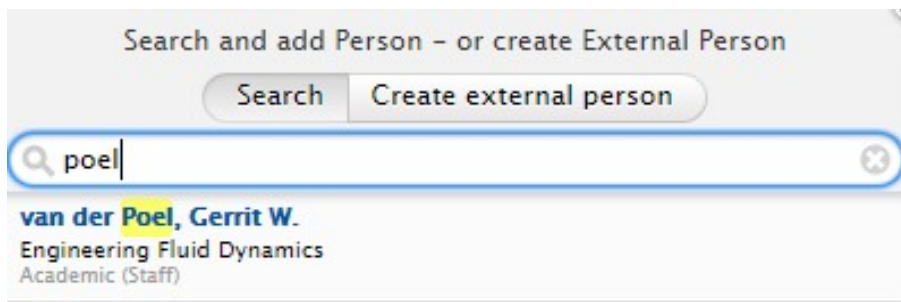
To change your name-display in existing research output, it is necessary to re-assign your name in every individual publication for which a name variant applies.

### It is crucial to do this in the following order:

1. In a publication record, go to the Authors and affiliation section and click the “add person” button



2. Type (part of) your name and click the right one (the name variant(s) you created earlier, using the **Changing your name in Pure** Quick Reference Card.



Make sure the right organizational unit is checked

**Edit person**

**Gerrit van der Poel** (Gerrit W. van der Poel)  
Internal person

**Name and role on the research output**

First name:  Last name \*:

Role \*:

**Affiliation on the research output**

Engineering Fluid Dynamics (7/06/10 → present)  
 Mechanical Automation (MA) (1/04/05 → 31/03/09)

3. Click Create
4. Delete the (old) name display from the authors and affiliations section, using the minus sign (right)

**Authors and affiliations** ⓘ

**Authors \***

|  |      |     |
|--|------|-----|
| <b>Gerrit Wijnand van der Poel (Gerrit W. van der Poel), Author</b><br>Internal person | Edit | ↓ - |
| <b>Engineering Fluid Dynamics</b><br>Organisational unit: Department                   |      | -   |
| <b>Gerrit van der Poel (Gerrit W. van der Poel), Author</b><br>Internal person         | Edit | ↑ - |
| <b>Engineering Fluid Dynamics</b><br>Organisational unit: Department                   |      | -   |

5. Click Save at the bottom of the page: the preferred author-name is displayed.

## Authors and affiliations ⓘ

Authors \*

**Gerrit van der Poel (Gerrit W. van der Poel), Author**

Edit -

Internal person

**Engineering Fluid Dynamics**

Organisational unit: Department

-

Add person...

Add organisational unit...

Add group author...

Important: until July 10, 2017, re-validation is turned on, after public go-live it is not possible to change validated content. Send a request to your faculty manager.

## 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](mailto:ris@utwente.nl)