



Configure user settings in Pure /Add a trusted user

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

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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 advice you NOT to change the password in this section.

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

Gerrit Wijnand van der Poel, m1234567
User profile

E-mail settings

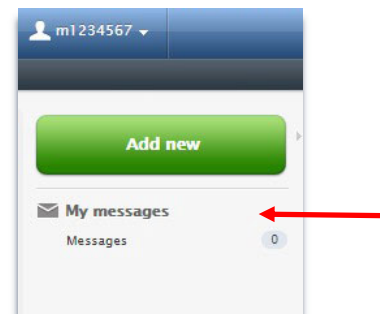
Select how often you want to receive e-mails for the following messages.

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

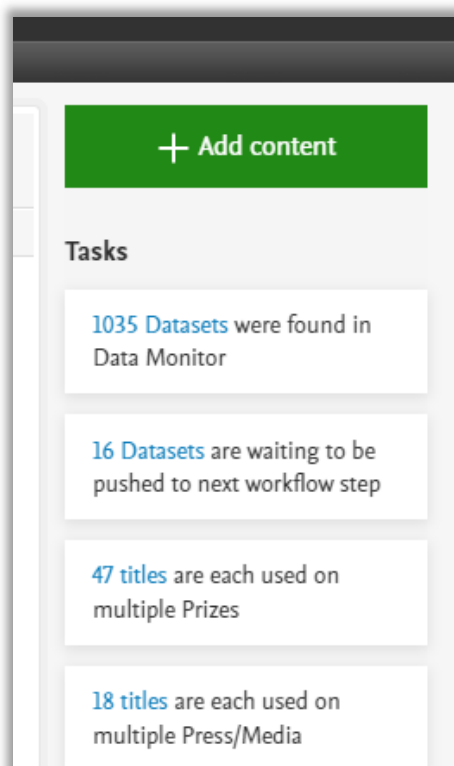


Users can also define which messages they want to receive in Pure Research information (displayed on the right side of the application, in the 'my messages' section)

Pure message	Included
Activity - Person change	<input checked="" type="checkbox"/> Include
Application - Applicants change	<input checked="" type="checkbox"/> Include
Award - Awardholders change	<input checked="" type="checkbox"/> Include
Message - System messages	<input checked="" type="checkbox"/> Include
Person - Comment added	<input checked="" type="checkbox"/> Include
Prize - Person change	<input checked="" type="checkbox"/> Include
Project - Participants change	<input checked="" type="checkbox"/> Include
▶ Research output - Multiple messages	All messages
▶ Student thesis - Multiple messages	All messages



To get notified about tasks you'll have to execute (like in a workflow), configure the task setting (these are displayed on the right side of the application, in the 'Tasks' section)

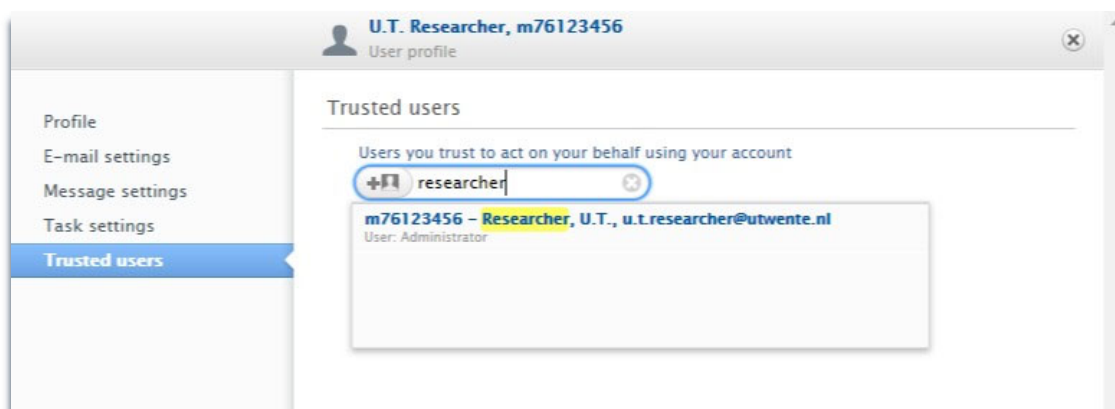




It is also possible to add a so called “Trusted User”. A trusted users can be a secretary or other staff member who can add, edit and report your research output on your behalf. (N.B. some group-secretaries are already present in Pure and are allowed to control Pure on your behalf)
This option is needed 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



Select the correct 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.

