

## 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.

Profile   E-mail settings   Message settings   Task settings   Task settings   Trusted users     Avrect   Ver   New password   Current password   Current password   Cenerated new Password   Cenerated new Password   Cenerated passwords are sent by e-mail to 123@utwente.nl when the profile is saved.     Associated person   Edit person profile		Gerrit Wijnand van der Poel, m1234567		()
Profile   E-mail settings   Message settings   Task settings   Task settings   Trusted users     Password   Set a new Password   Current password   Current password   Current password   New password   Repeat new password   Repeat new password   Repeat new password   Cancrated passwords are sent by e-mail to 123@utwente.nl when the profile is saved.   Associated person Edit person profile Poles		User profile		0
E-mail settings   Message settings   Task settings   Trusted users     My re     Password     Set a new Password   Current password   Current password   Cenerated new Password   Cenerated passwords are sent by e-mail to 123@utwente.nl when the profile is saved.     Repeat new password   Repeat new password   Edit person profile   Poles	Profile	Language settings		
Aver Password   Set a new Password Generate new Password   Current password Generate new Password   wrticl New password   New password Carerated passwords are sent by e-mail to 123@utwente.nl when the profile is saved.   Repeat new password Repeat new password   Edit person profile Edit person profile	E-mail settings Message settings Task settings Trusted users	Language English Default submission language English		
Over Set a new Password   Current password   Current password   Current password   Cenerate new Password   Cenerate d passwords are sent by e-mail to   123@utwente.nl when the profile is saved.   Repeat new password   Engin   Associated person Edit person profile Poles	Λy re	Password		
R     Repeat new password       Engin     Associated person       Edit person profile     Poles	Dven M R Articl	Set a new Password Current password New password	Forgotten password Generate new Password Generated passwords are sent 123@utwente.nl when the pro	t by e-mail to file is saved.
Engin Associated person Edit person profile Poles	₩ R.	Repeat new password		
Poles	ingin	Associated person		
KUES		Roles		
Personal user (staff)		Personal user (staff)		

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

Lo change e	mail settings (t	or email-notifications	) click the corres	ponding item in	the left side menu
i o change e					

Profile	E-mail settings	
E-mail settings	Select how often you want to receive e-mails for the	e following messages.
Message settings	E-mail message	Mail frequency
Task settings	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)

Profile	Message settings		
E-mail settings	Include the following messages in "My messages".		Add new
Message settings	Pure message	Included	
Task settings	Activity - Person change	✓ Include	My messages 0
Trusted users	Application - Applicants change	✓ Include	
	Award - Awardholders change	✓ Include	
	Message - System messages	✓ Include	
	Person - Comment added	✓ Include	
	Prize - Person change	✓ Include	
	Project - Participants change	✓ 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)

h	+ Add content
H	Tasks
	1035 Datasets were found in Data Monitor
	16 Datasets are waiting to be pushed to next workflow step
	47 titles are each used on multiple Prizes
	18 titles are each used on multiple Press/Media



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 <u>Pure faculty manager</u> for more information.

	Gerrit Wijnand van der Poel, m1234567 User profile
Profile E-mail settings Message settings Task settings	Trusted users Users you trust to act on your behalf using your account
Trusted users	

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

	U.T. Researcher, m76123456 User profile	×
Profile E-mail settings Message settings Task settings	Trusted users Users you trust to act on your behalf using your account (+III) researcher m76123456 - Researcher, U.T., u.t.researcher@utwente.nl	
Trusted users	User. Administrator	

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.

	٩	👤 m76123456 🗸
	U.T. Researcher, m76123456 User profile	۲
Profile E-mail settings Message settings Task settings	Trusted users Users you trust to act on your behalf using your account m76123456 - Researcher, U.T., u.t.researcher@utwente.nl User	-
Trusted users	Start typing to begin the search. Search results will be updated while you type.	



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## 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.

Help and support	
Manual »	
FAQ »	
Contact helpdesk:	
ris@utwente.nl	