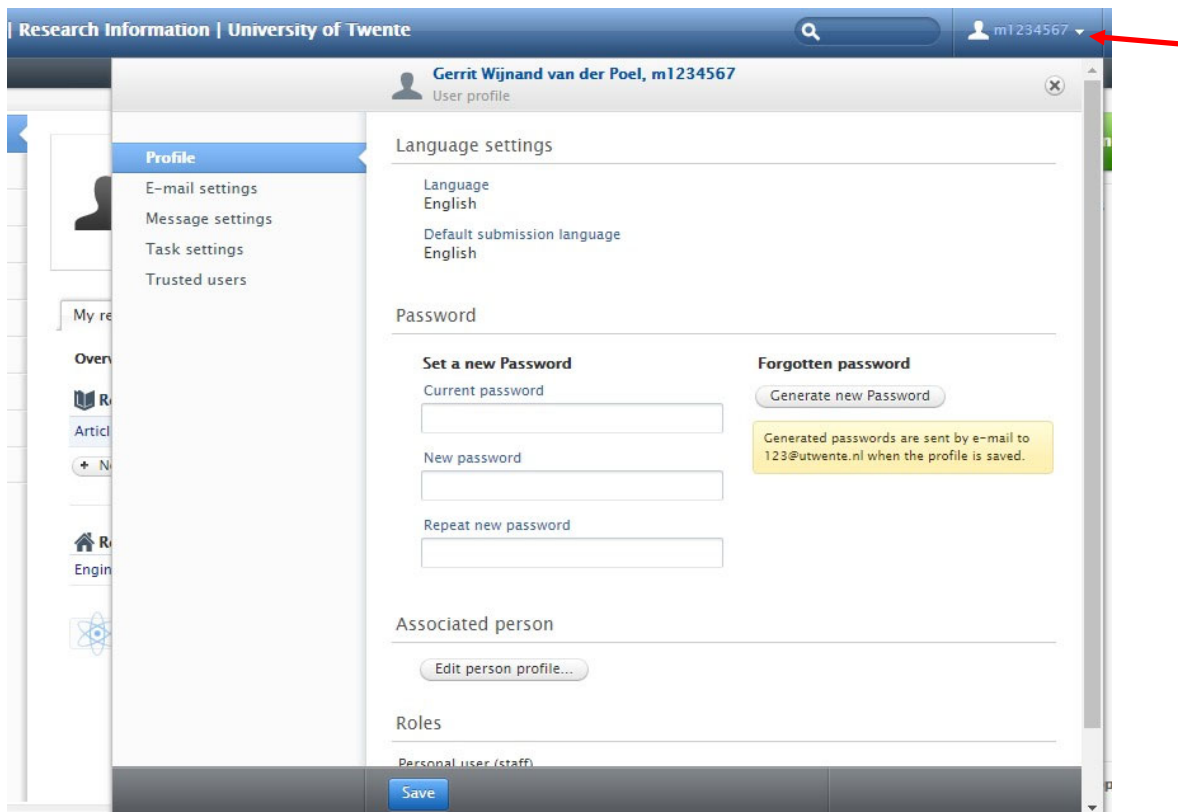




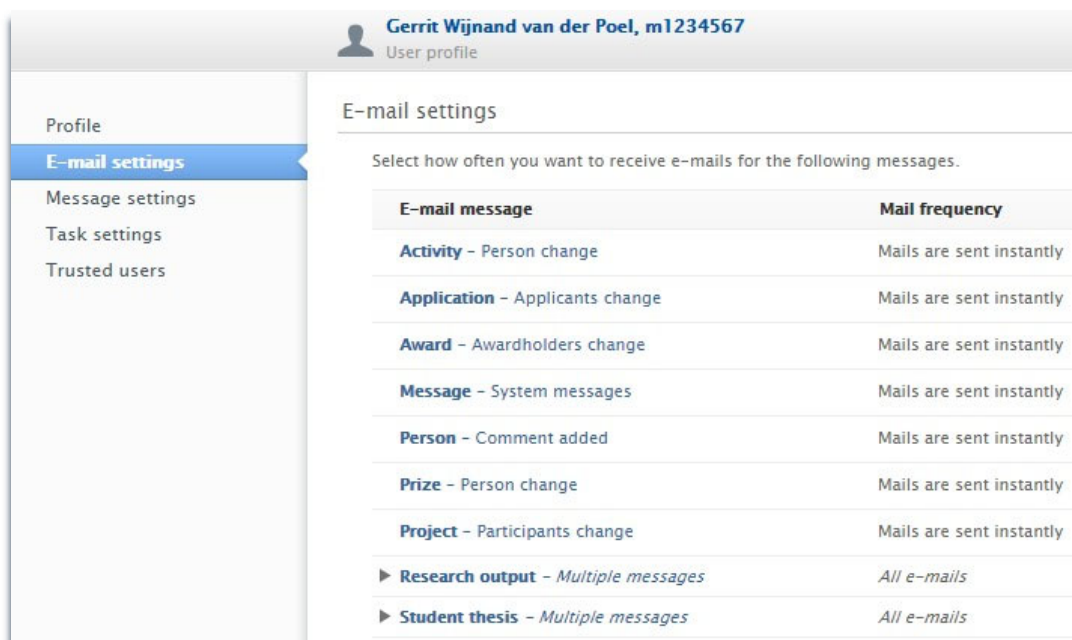
Configure user settings in Pure /Add a trusted user

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.



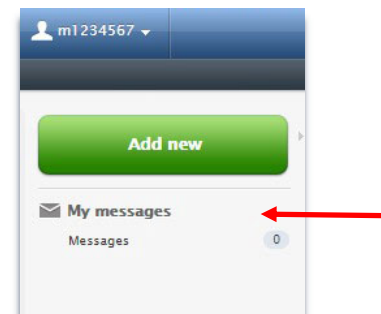
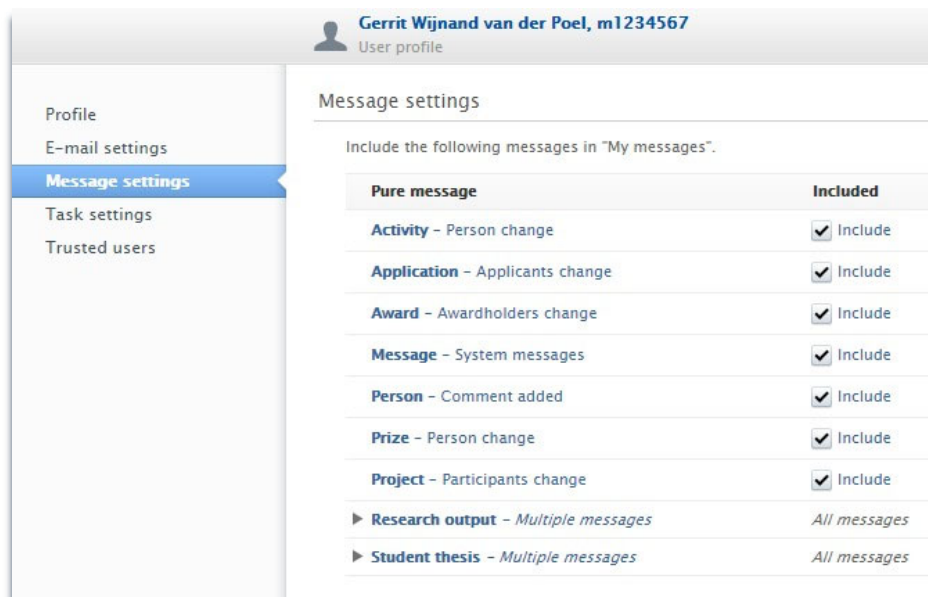
The profile menu option is listed on top and is displayed by default. Pure Research Information logon is based on your UT credentials, **we strongly advise you NOT to change the password in this section.**

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





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

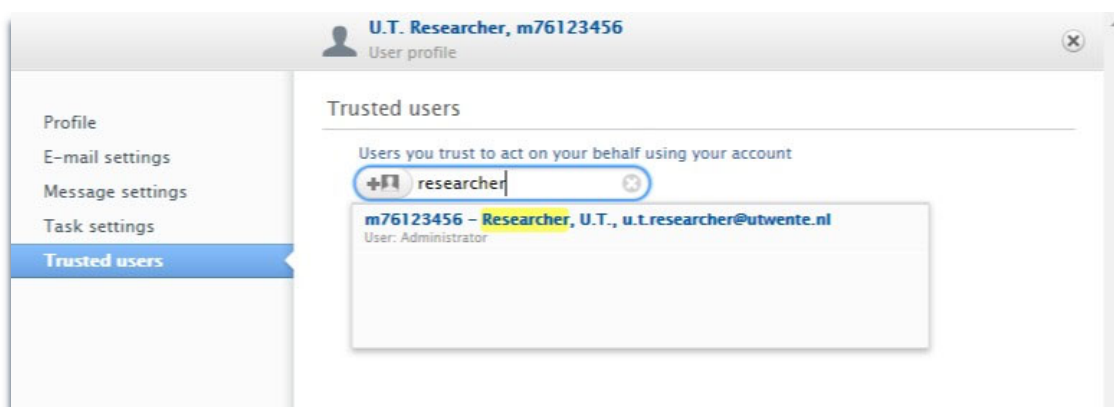


It is also possible to add a so called "Trusted User". A trusted users can be a secretary or other staff member who can add, edit and report your research output on your behalf. (N.B. some group-secretaries are already present in Pure and are allowed to control Pure on your behalf)

This option is needed to add other(s). Contact your [Pure faculty manager](#) for more information.

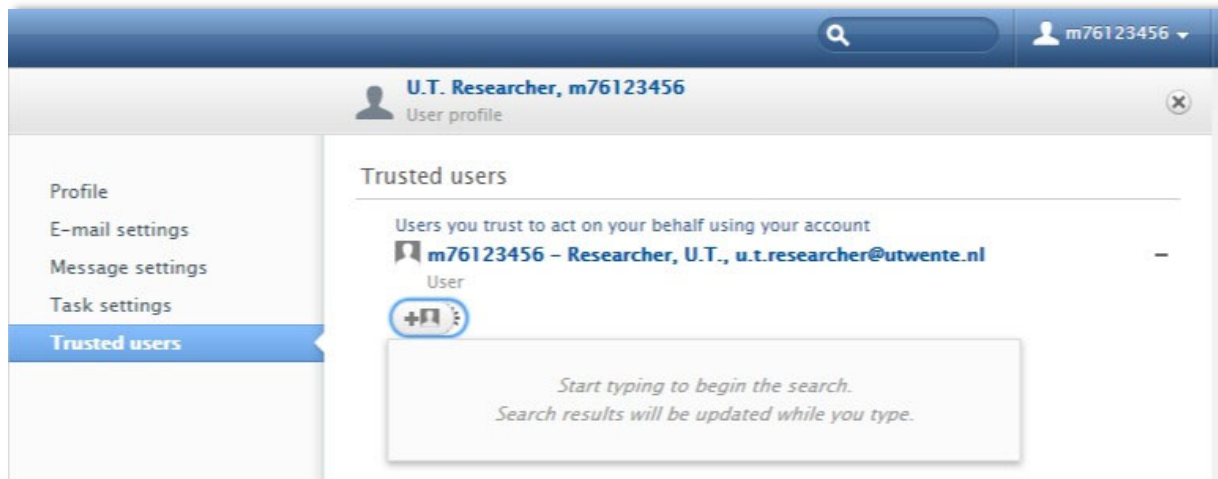


Click the + sign and enter the name of the person you want to add as a trusted user on your behalf





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.

