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# 1. Login to your profile

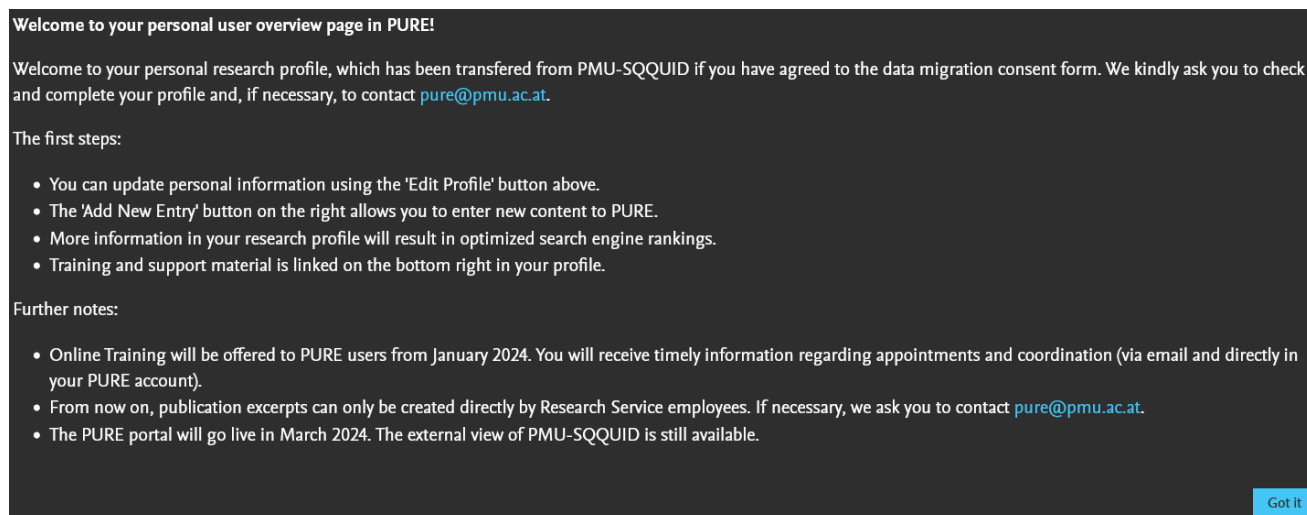
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All researchers who have actively agreed to transfer their data from Squid to PURE have automatically received their PURE username and password via email.

Users having a **PMU e-mail address** are able to log in to PURE using their PMU log in data.

Users **without a PMU e-mail address** receive their log in data in an PURE welcome e-mail.

After the first successful login, you will see this message:



**Welcome to your personal user overview page in PURE!**

Welcome to your personal research profile, which has been transferred from PMU-SQUID if you have agreed to the data migration consent form. We kindly ask you to check and complete your profile and, if necessary, to contact [pure@pmu.ac.at](mailto:pure@pmu.ac.at).

The first steps:

- You can update personal information using the 'Edit Profile' button above.
- The 'Add New Entry' button on the right allows you to enter new content to PURE.
- More information in your research profile will result in optimized search engine rankings.
- Training and support material is linked on the bottom right in your profile.

Further notes:

- Online Training will be offered to PURE users from January 2024. You will receive timely information regarding appointments and coordination (via email and directly in your PURE account).
- From now on, publication excerpts can only be created directly by Research Service employees. If necessary, we ask you to contact [pure@pmu.ac.at](mailto:pure@pmu.ac.at).
- The PURE portal will go live in March 2024. The external view of PMU-SQUID is still available.

Got it

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## Important

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**Popup blockers** can block editor windows of Pure; therefore, it is recommended to (temporarily) **disable** your pop-up blocker.

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## 2. Manage your profile

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### **Important for Editors**

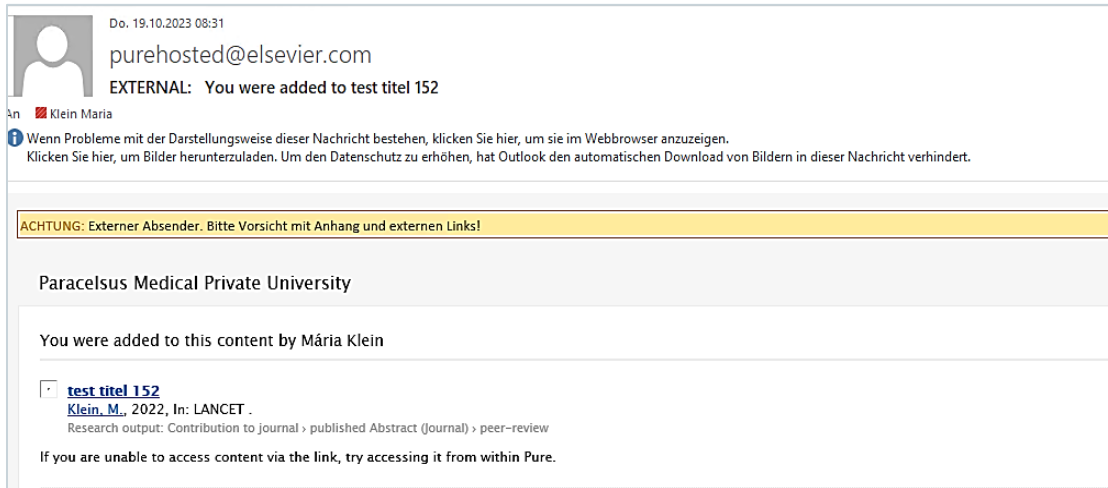
**Please do not change any notification settings for emails, notifications, and tasks connected to the workflows (in the Editorial tasks category) of Research Output, Application, Award, Project, Facility/Equipment, and Person.**

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## 2.1. E-Mail settings

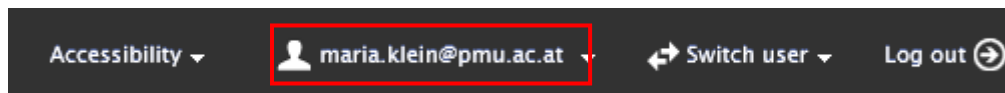
Pure email notifications will be sent to the email address you used to log in. For example, as a Researcher, you got an email when a new publication is added to your profile.

Here is an example of an email:

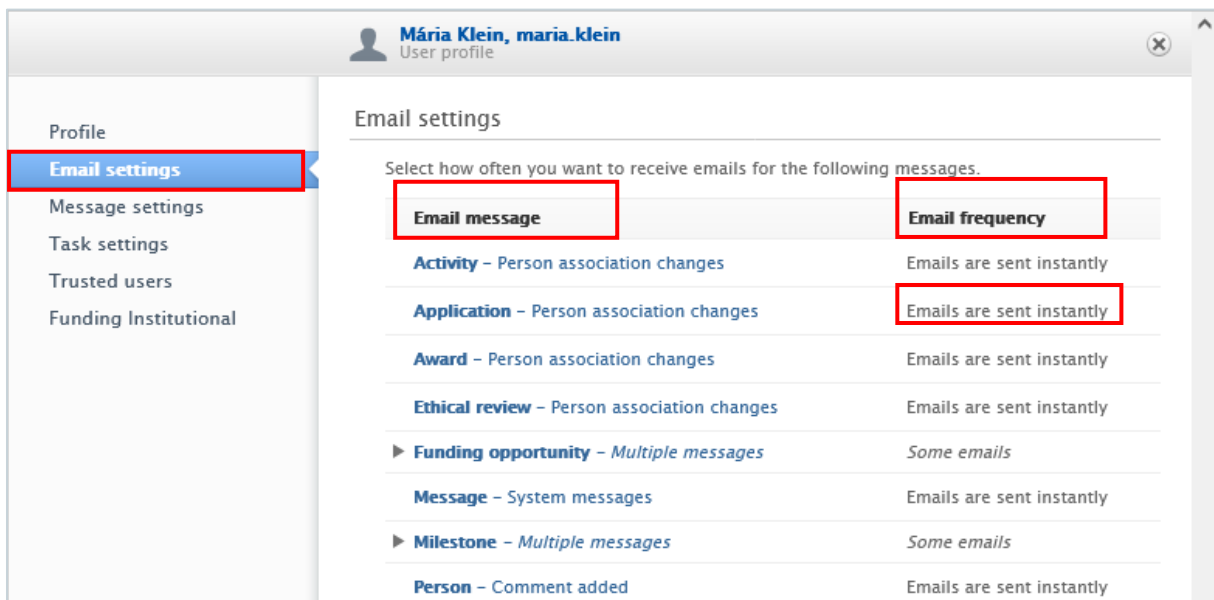


To manage the email settings:

1. Click on username in the header:



2. Navigate to *E-mail Settings* and select the event(s) in the Email message column you wish to modify. Click on the black triangle to expand the list of events.
3. In the *Email frequency* column, you can tailor the email frequency to your preferences:



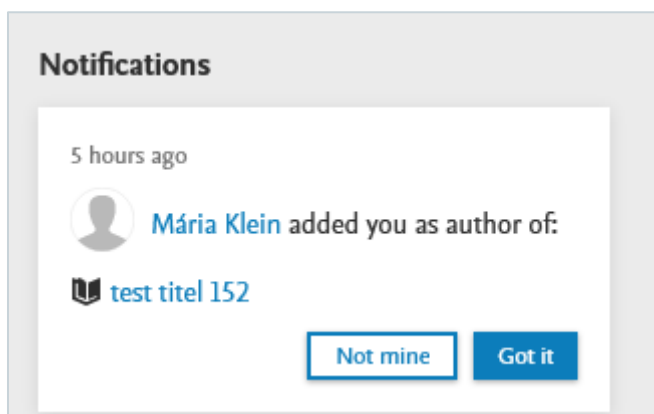
4. Click **Save** to apply the changes.

## 2.2. Message Settings

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Similar to the email settings, you can manage the messages that Pure automatically sends you when specific events occur.

Here is an example of a message (notification):



To manage the message settings:

1. Click on username in the header:



2. Navigate to *Message Settings* and select the event(s) in the *Pure message* column. Click on the black triangle to expand the list of events.
3. In the *Included* column, you can tailor the message frequency to your preferences. A black tick indicates an activated message. You can deactivate the message by removing the black tick(s):

**Mária Klein, maria.klein**  
User profile

Profile  
Email settings  
**Message settings**  
Task settings  
Trusted users  
Funding Institutional

### Message settings

Include the following messages in "My messages".

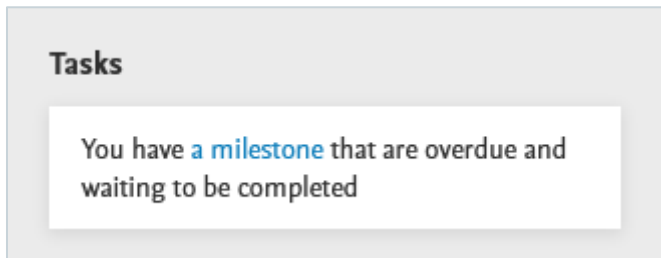
Pure message	Included
<b>Activity</b> – Person association changes	<input checked="" type="checkbox"/> Include
▶ <b>Application</b> – Multiple messages	All messages
<b>Award</b> – Person association changes	<input checked="" type="checkbox"/> Include
▶ <b>Ethical review</b> – Multiple messages	All messages
▶ <b>Funding opportunity</b> – Multiple messages	Some messages
<b>Message</b> – System messages	<input checked="" type="checkbox"/> Include
▶ <b>Milestone</b> – Multiple messages	All messages
<b>Person</b> – Comment added	<input checked="" type="checkbox"/> Include
<b>Press/Media</b> – Newsflo content created	<input checked="" type="checkbox"/> Include
<b>Prize</b> – Person association changes	<input checked="" type="checkbox"/> Include
<b>Project</b> – Person association changes	<input checked="" type="checkbox"/> Include
▶ <b>Report workspace</b> – Multiple messages	All messages
▶ <b>Research output</b> – Multiple messages	All messages

4. Click on Save to apply the changes.

## 2.3. Task Settings

You can manage the notifications that Pure automatically sends you when a specific task occurs. For example, if a milestone is waiting to be completed.

Here is an example of a task notification:

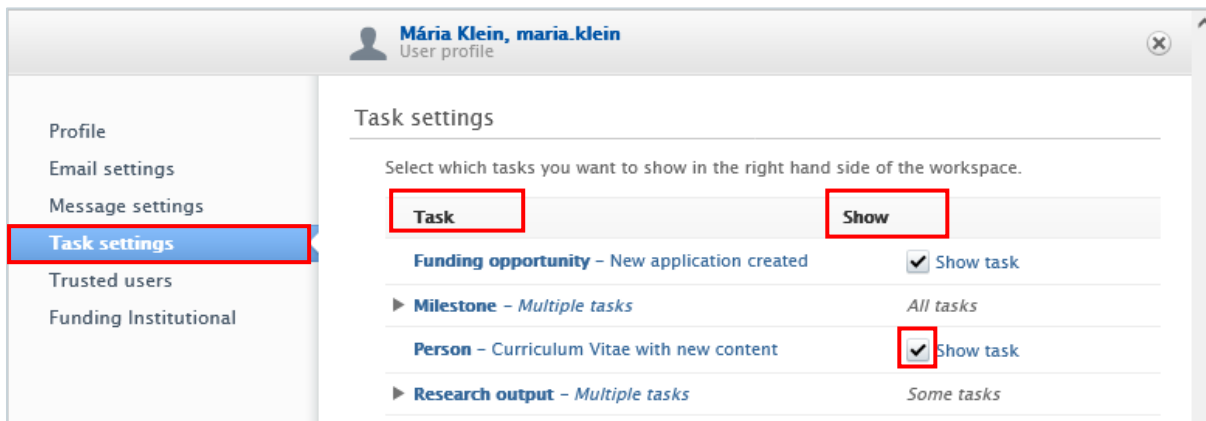


To manage the task settings:

1. Click on username in the header:



2. Navigate to *Task Settings* and select the event(s) in the *Task* column. Click on the black triangle to expand the list of events.
3. In the *Show* column, you can tailor the message frequency to your preferences. A black tick indicates an activated message. You can deactivate the message by removing the black tick(s):



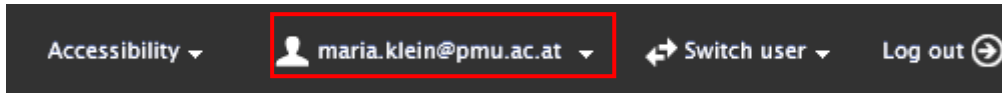
4. Click on *Save* to apply the changes.


## 2.4. Trusted Users

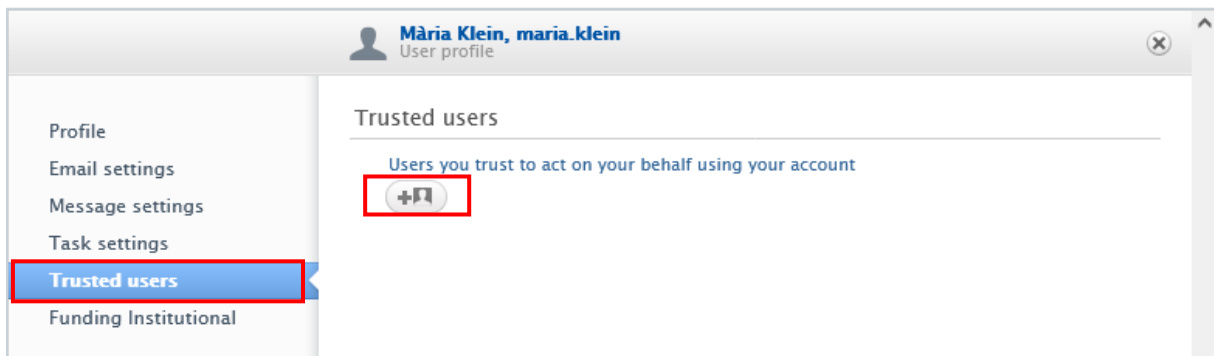
A trusted user has the ability to assume control of your user account and perform all the tasks that you can within Pure, except for controlling other accounts with a trusted user status.

To add a trusted user:

1. Click on username in the header:



2. Navigate to *Trusted Users*, then click on the  icon. Begin searching for the name of the trusted user you wish to add. You can add multiple trusted users.

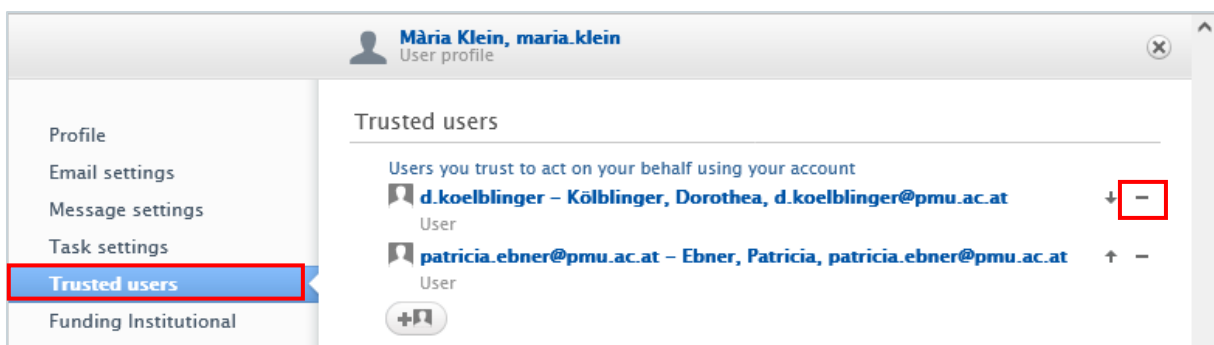


3. Click on Save.

### Important

Even if you add trusted user(s), you can still monitor any changes they make. These alterations are recorded in the *Comments and History* panel.

To remove a trusted user click on the  icon:



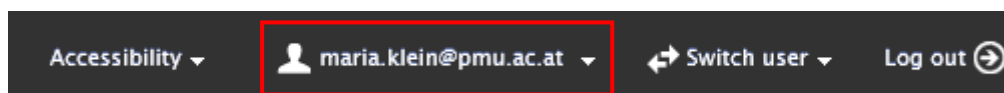


## 2.5. Language settings

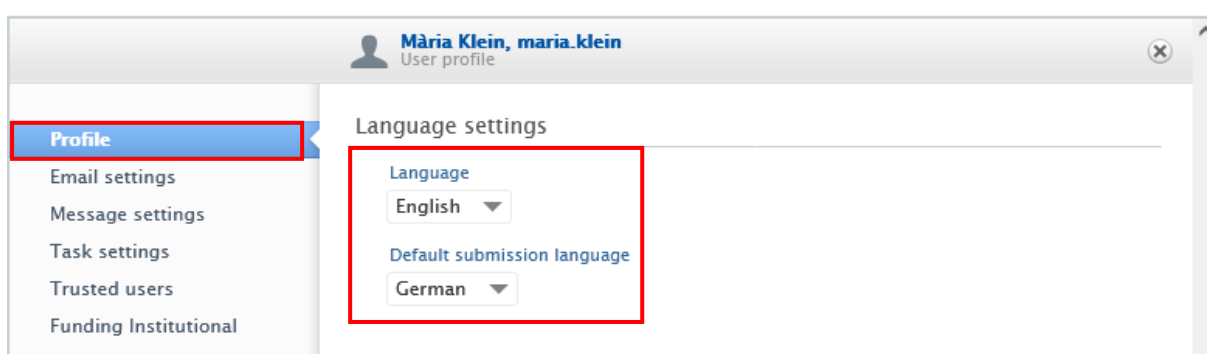
The language controls the language of the menu. The submission language controls the language of the data that will enter into Pure. It is your choice that the menu language and the submission language can be the same or different.

To change the language:

1. Click on username in the header:




2. In the *Profile* tab under *Language settings*, select the language in the *Language* and or in the *Default submission language* field. German and English language options are made available by PMU.



3. Click on *Save* to apply the changes.

### Tip

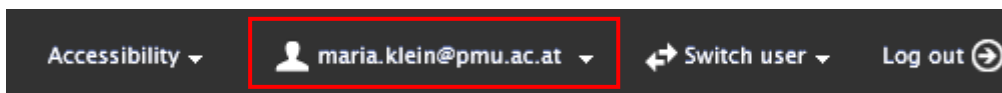
If you frequently enter content in both English and German, you can easily switch between the current submission languages by clicking on the flag  corresponding to your preferred language.

## 2.6. Roles

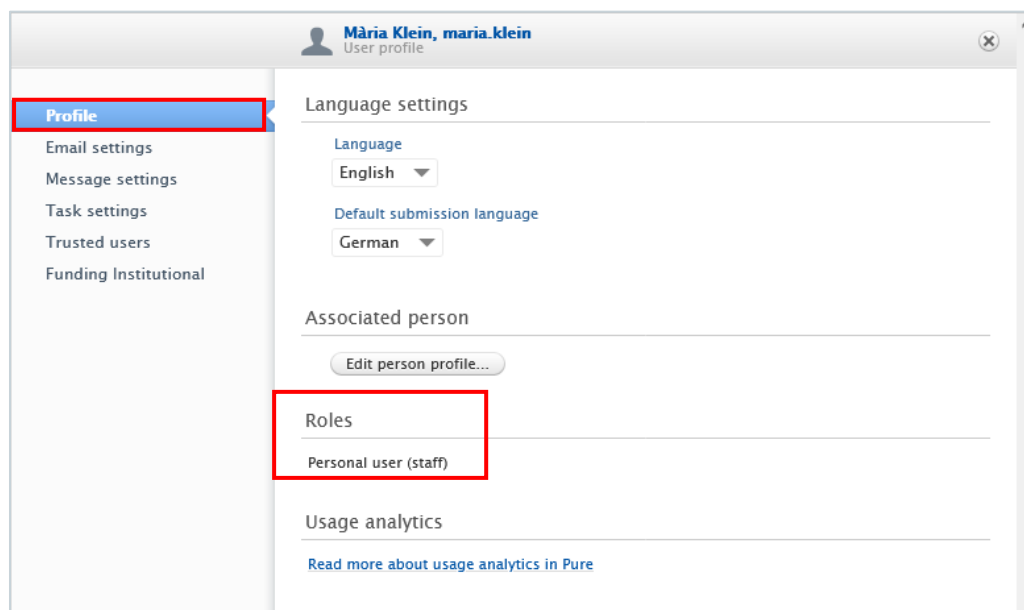
The Researchers at PMU have been assigned a personal user (staff) role. The Editors and the Reporters of organisational units of PMU receive additional roles. Please contact the Research Management ([pure@pmu.ac.at](mailto:pure@pmu.ac.at)) if you encounter a problem with your role.

To check on your role(s):

1. Click on username in the header:



2. In the *Profile* tab under *Roles* you can see all of your roles assigned to your profile:



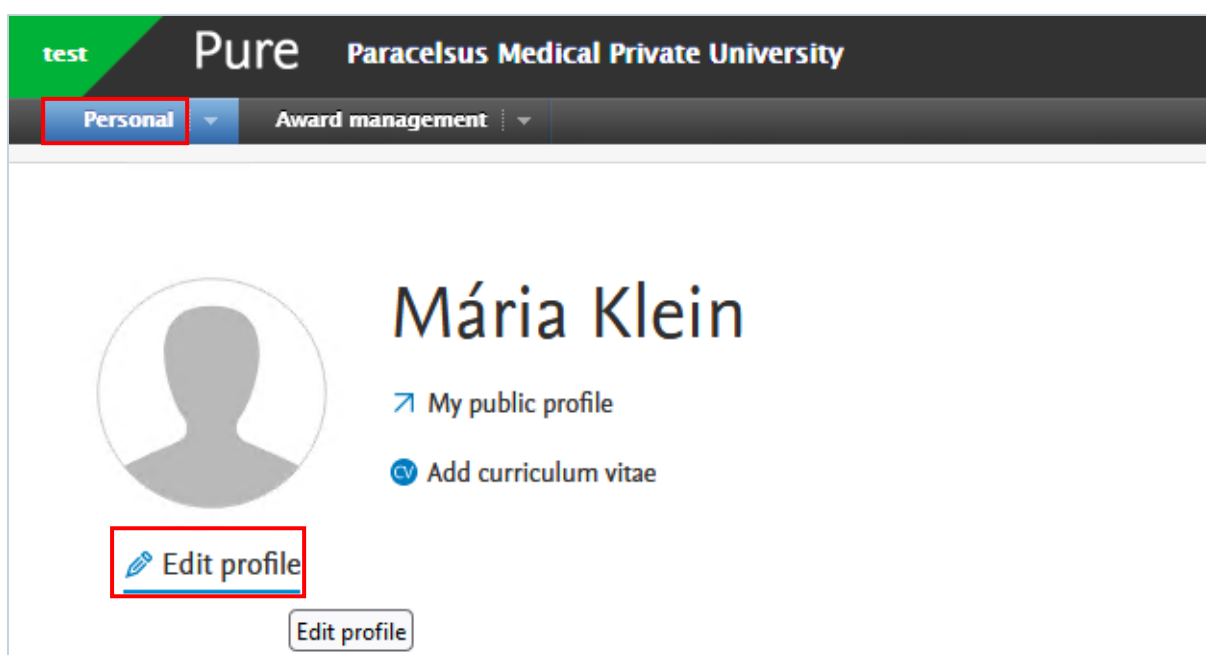
## 2.7. Personal profile

Under the Personal tab, you can manage a wide range of information associated with your researcher profile. For example, you can add name variants, profile photo, ORCID, research description, and positions held outside of the PMU. You are responsible for all the information included in your personal profile. We recommend providing as much information as possible in your Personal profile.

Here is an example how to manage your name variants, for example, names before marriage or multiple middle names. This field also serves to improve accuracy in automated publication search.

To manage your name variants:

1. Click *Personal* in the header.
2. Go on *Edit profile* (located under the picture):



3. Click on the *Metadata* tab in the left navigation.
4. In the *Personal Identification* tab click on the *Add name variants* button to expand the *Name variant* area:

ID: 11254903

**Mária Klein**  
Person

EDIT

**Metadata**

Associated user  
Translation  
Automated search

OVERVIEW  
Relations  
Fingerprints  
Display

HISTORY AND COMMENTS  
History and comments

**Personal identification** ⓘ

First name(s)  Last name\*

Nationality

**Name variants**

Title

ID  
302128 Former SQUID-ID Edit -

ORCID

Profile photos

Links

5. Enter the First Name and the Last Name you want to add, then click on *Create*.  
Click on the minus icon to remove the names. Click on *Edit* to update the names.
6. Click on *Save*.

### Important

The '*My public profile*' link (located under your name) will allow you to access your profile in Pure Portal later, which will be launched in spring 2024. Therefore, the link has not been activated yet; **please refrain from using it:**

test Pure Paracelsus Medical Private University

Personal Award management

Mária Klein

My public profile

Add curriculum vitae

Edit profile

Edit profile

**Do not click on this link**

### Your scientific work in numbers and graphs

Under your personal profile, your scientific work is visualized through numbers and graphs, including your research outputs, projects, research network, top co-authorships, and top organizational affiliations on research outputs.

Research outputs (83)

unpublished Abstract	Poster	Original Article (Journal)	...
34	16	15	...

Activities (10)

Oral presentation	Cooperation
9	1

Projects

2018 2019 2020 2021 2022

Project 1

Explore an interactive timeline and aggregated metrics for your work by organising it in a project.

+ Add project

### 3. FAQ

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*I lost or forgot my password. How can I get a new one?*

If you forgot your password and have a PMU email address, please contact IT support. If you do not have a PMU email address, please contact the Research Management at [pure@pmu.ac.at](mailto:pure@pmu.ac.at). In the next step, a password reset message will be sent by email.

*How can I change my email address in Pure?*

Only the administrators have the authority to change user email address in Pure. If you need to change your email address, please contact the Research Management at [pure@pmu.ac.at](mailto:pure@pmu.ac.at) for assistance.