



Step-by-Step: User Guide for imported Press/Media

This guide aims to support users in keeping their Press/Media items correct and updated.

Introduction

As of 1 November 2020, Press/Media items (e.g. interviews, news articles) of all UG researchers are imported automatically into Pure. This new functionality simplifies the workflow for researchers when updating their profile pages and will enhance the visibility of research output.

The functionality will find Press/Media items in which the name of a researcher AND the University of Groningen or UMCG are mentioned.

The sources include local, regional, national and international news items via different media¹ (TV, radio, blog etc.) as long as they are available online. Press/Media in printed newspapers are excluded.

What does the automatic import mean for you as a researcher?

- On a daily basis Press/Media items are automatically imported into Pure, without being immediately visible on your profile page. **The items can be made visible by changing the visibility from *Backend* to *Public*;**
- You can choose whether you prefer to receive a notification of the imported Press/Media items as a message in Pure or by email.

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¹ In case of video or audio recordings this information has to be written on the webpage, for example as a caption. (If the names are in the video frame they are not captured.)



How to set up the notifications settings

To be regularly informed about the news items imported in your profile, set the notifications options: *Email* or *Task*. The last one is visible only when you login to Pure (Figure 1).

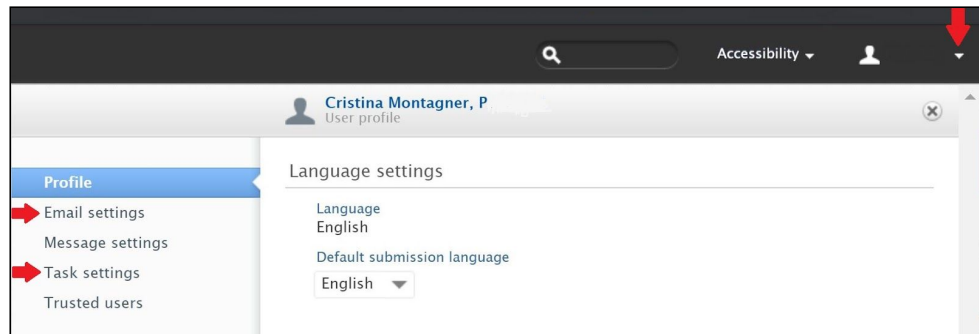


Figure 1

Change the notification settings

- Login to Pure > click the arrow below the P-number (on the top right side of the screen)> select *Email settings* or *Task settings*

❑ Email notifications

Select *Press/Media* > *Workflow: Entry in Progress* (options: Never, Immediately, Daily, Weekly, Monthly, Quarterly) > *Save* (Figure 2).
Never or *Immediately* are not recommended.

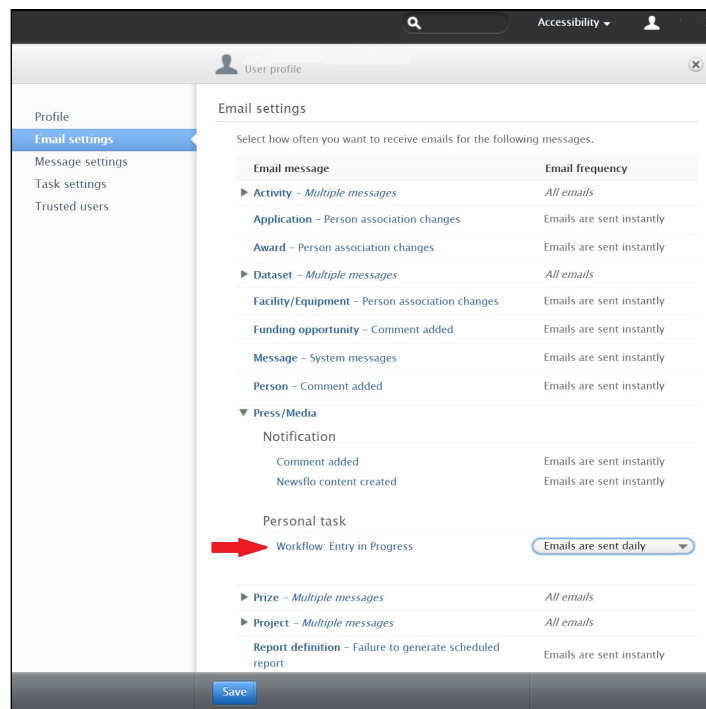


Figure 2



❑ **Task notifications**

Select *Press/Media* > *Workflow: Entry in Progress* > tick the box *Show tasks* > *Save* (Figure 3).

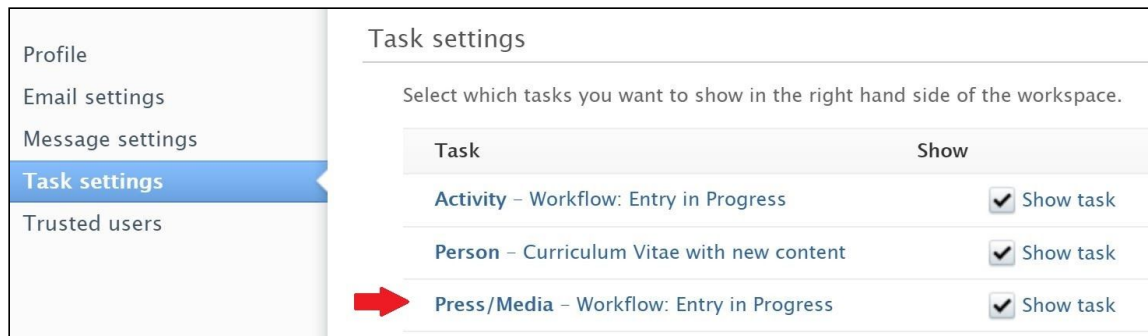


Figure 3

How to access your news items imported in Pure

You may access the imported Press/Media:

- **from your email** (if you set the Email notifications) or
- **by logging in to Pure:**
 - ❑ from the *Tasks* message (if you set the Task notifications) in the right side of the page or
 - ❑ clicking *Press/Media* in the left side of the page (Figure 4 >1).

In the centre of the page you will see the list of Press/Media that are imported for you. You can filter them using the *Filter* settings on top of the items list (Figure 4 >2). If you like, you could save the filter settings using the pin symbol (Figure 4 >3). The filter settings will be pinned on the left menu.



Figure 4



How to check the imported news items

All the imported metadata are editable. We recommend you to check and edit the following metadata:

- *Media contributions and links;*
- *Persons and affiliations;*
- *Visibility;*
- *Status.*

Media contributions and links & Persons and affiliations

Media contributions include the list of the media contribution(s) that was identified and the related links to the original source.

“Story”

Some news items are reported with the same or a similar title in multiple media. Pure merges them under one “Story” and the related links are listed after the title. The news items are merged to a story if they have the same or a similar² title AND if they appeared online on the same day.

(!) The link (URL) may not work after a while as a result of changes in the source. This is because most of them are not persistent links. Due to copyright issues, we can not add into Pure any copy (jpg or pdf) of the news.

How to check and edit:

Your *affiliation* will be your faculty by default. Please remove the affiliation of the faculty and add the affiliation of your research department/institute.

- Under *Media contributions*, you can see the title, date, source and URL of the news item. Click on the URL and check if the news item is correct. In case of multiple media contributions you may delete one or some using the - symbol on the right side;
- Click on the media contribution > It will open a new window (Figure 5A).
- Delete the affiliation of the faculty (symbol -)
- Click *Edit* after your name >It will open a new window (Figure 5B).
- Select one of the affiliations listed under *Affiliation on the press/media*
- Click *Update* the window will close
- Click *Update* the window will close

The changes in the affiliation will be automatically visible under *Persons and affiliations*.

- Under *Press/Media managed by*, select the new affiliation from the dropdown menu.

(!) In case of multiple media contributions belonging to the same “Story”, changes in affiliation only have to be done for one item.

² 80% match between the words in the title.



(!) If the news item is attached to the wrong person please report to pure@rug.nl and we will edit it for you.

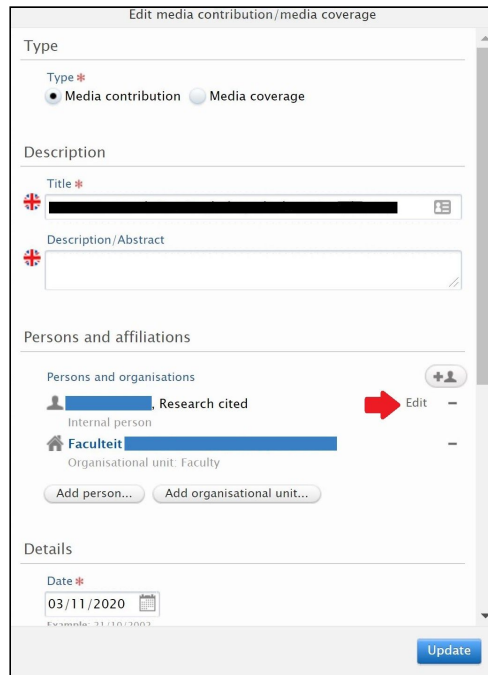


Figure 5A

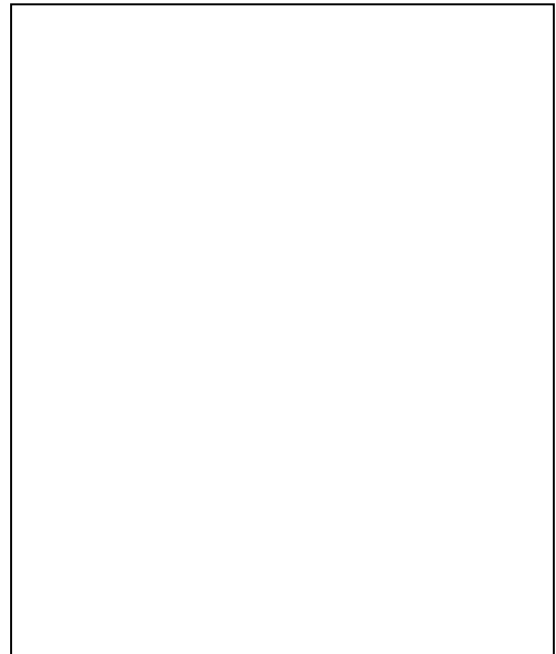


Figure 5B

Visibility and Status

The imported news items are by default not visible on your profile page. If you want to make the news items visible, you can change the visibility from Backend to Public (Figure 6 >1) and change the status from Entry in Progress to For Approval (Figure 6 >2) so the Press/Media editor of your faculty/institute is aware that you have checked the information.

To change the status: On the grey bar on the bottom of the template you may see the Status of the information (Figure 6 >2):

- Modify the Status from Entry in Progress to For Approval
- Click *Save*.

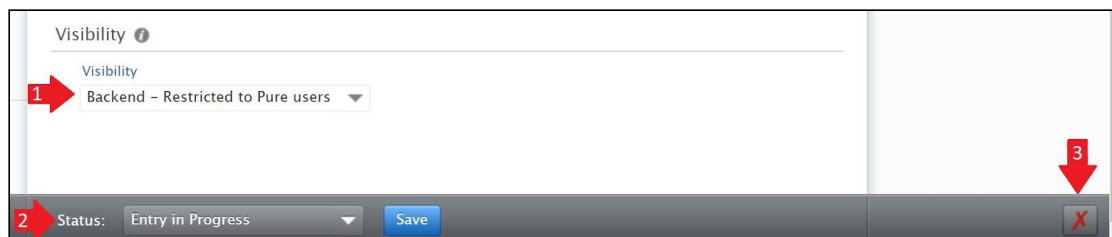


Figure 6



The following metadata may be edited but are **not essential**:

- *Title* - by default it is the title of the news;
- *Relations* - we advise you to use the Relations tab to link the news item with other research outputs and if available, projects related. That will help the reader to navigate through your output.

How to delete a news item

If you want to delete an imported news item click on the red X on the right bottom corner (Figure 6 >3).

(!) Please note that the red X may not be immediately visible, the X is visible the day after the importing.

Need help?

- Please contact the [Pure coordinator](#) of your faculty/research institute for any questions about the process around this automatic import functionality.
- Consult the [FAQ section on the Pure Support website](#).