

Pure Profile User Guide

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Logging into Pure

– direct link: <https://pure.une.edu.au/>. You will be required to authenticate via SSO.

Alternatively, you can navigate to Pure via the [UNE Staff Hub](#). If you navigate to Pure via the Staff Hub, scroll down until you see ‘Quick Links’, Click on ‘Tools, applications and databases’ and then Click on ‘Pure’. You will then be directed to the standard Single Sign On process.

Quick Links

Organisational and Helpful Information	Tools, applications and databases	Booking, request and expense forms	Key business areas	Upcoming and ongoing projects
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Tools, applications and databases

Your one stop shop for important tools. Find all the accesses for essential tools, applications and databases for your day to day work needs, from MyLearn to important procurement applications.


> Animal Research Ethics Forms (InSPIRE)	> Atrium	> Brand Toolkit
> Callista	> Compliance Register	> Contract Management System
> Curriculum Management	> Delegation Register	> Exchange
> GradResearch	> Heather - HR Portal	> Human Research Ethics Forms (InSPIRE)
> Madgwick AI	> myLearn	> Promapp
> Pure	> Records Management System	> ServiceNow
> TechnologyOne	> UNE Datahub	> WAMS

Personal user overview page

Click on the blue Personal tab to see the edit profile button. Use the ‘Edit profile’ button to keep your personal information up to date.

1st: Select Personal

Personal ▾ Award management ▾

 **Tigger Wigger**
➤ My public profile

2nd: Click Edit profile

Edit profile

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Metadata Screen Overview

The screenshot shows the metadata screen for a user named 'Tigger Wigger'. The 'Personal identification' section includes fields for 'First name(s)' (Tigger), 'Last name*' (The Terrible), 'Nationality' (Select nationality...), 'Name variant' (Tigger Wigger, Preferred Name), 'Title' (Sir, Designation), 'ID' (Add ID...), 'ORCID' (Add existing ORCID...), 'Profile photos' (Tigger_Cut1.jpg, Portrait, Scanned OK), and 'Links' (Add link...).

A green box highlights a warning message: "Your First name and Last name, as well as fields with the synchronised icon, contain data that has been synchronised from an external system. This data cannot be edited in Pure. If any personal information is incorrect, please contact People and Culture." A green arrow points from this box to the 'Last name*' field.

Pure Function	What it does
	Use the Edit button to make changes to your text.
ID ORCID 	Throughout the page you will see 'Add' buttons for each section. Clicking these buttons either brings up further fields for data entry or a pop-up screen for data entry.
	Use the up down arrows to reorder entries eg Curriculum and research, Fields of Research and SDGS.
	Us the hyphen button to delete your entries.
	Synchronised data – cannot be edited in Pure.
	Hover over the (i) button to show further information.
	You must save your changes before exiting the metadata screen. The Save button is at the bottom of the page. Clicking save will take you out of the Metadata view and back to your profile landing page.

External Links:

Once you click Add Links the following fields will become visible. You can only add one link at a time but you can add multiple links. Some link types are already available from the dropdown menu, but if you cannot see the type you want, you can leave the link type set to 'No value'.



The screenshot shows a form titled "Links" with a sub-header "Link information". It contains the following fields:

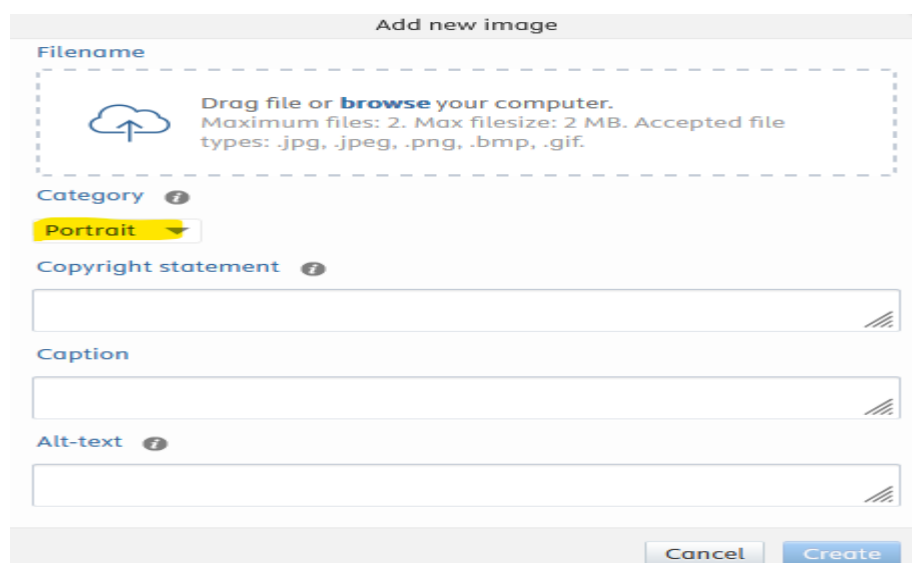
- Web address (URL) ***: A text input field with an example: "www.example.com or http://www.example.com".
- Text to display**: A text input field.
- Description**: A text area with a resize handle.
- Link type**: A dropdown menu currently set to "No value".

At the bottom right, there are "Cancel" and "Create" buttons.

Profile Photo

Please add a head and shoulders colour photo. Filesize: must be less than 2 MB. Pure accepts jpg and png. The recommended image size = width 130 pixel (34.5 mm), height 185 pixel (49 mm) with the aspect ratio being key.

Click Add Image. The following pop-up screen appears:



The screenshot shows a pop-up window titled "Add new image" with the following fields:

- Filename**: A dashed box containing a cloud icon and instructions: "Drag file or **browse** your computer. Maximum files: 2. Max filesize: 2 MB. Accepted file types: .jpg, .jpeg, .png, .bmp, .gif."
- Category**: A dropdown menu set to "Portrait".
- Copyright statement**: A text input field.
- Caption**: A text input field.
- Alt-text**: A text input field.

At the bottom, there are "Cancel" and "Create" buttons.

Note: You must select 'Portrait' in the drop-down menu, as highlighted above, for the image to appear on your profile. All other fields may be left blank.

Biographical Details:

Bio details are entered in the Curriculum and research description section. Your biographical information is part of minimum data that we request you add. If you wish to add teaching and professional information you may, but these two categories are voluntary.

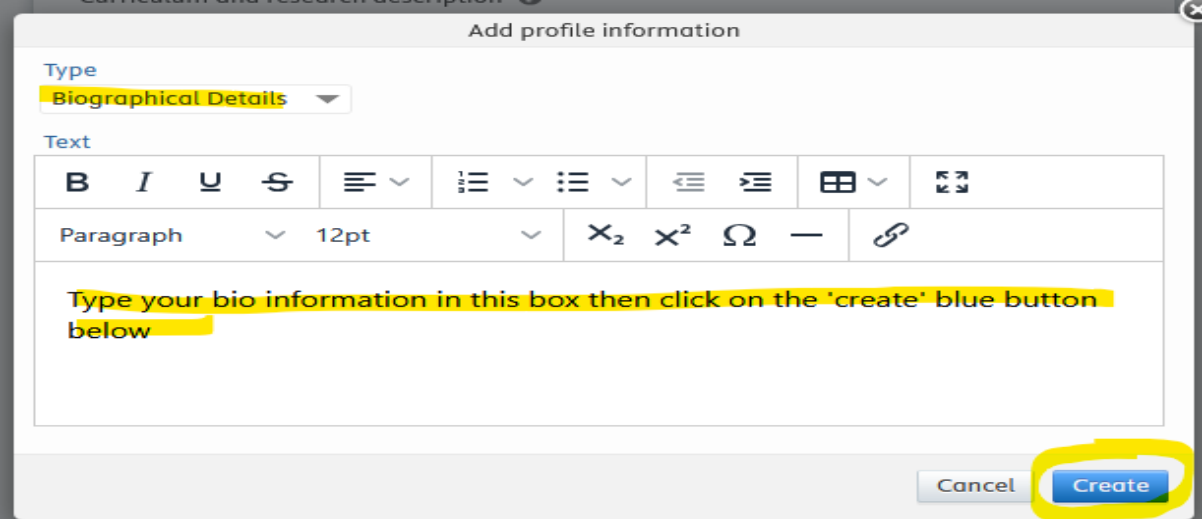
Curriculum and research description 

Profile information

Add profile information...

The 'Type' drop down allows you to choose Biographical Details, Teaching and Professional Information. Once you have entered your data, click create. The screen will take you back to the metadata view and you will see the type heading and your text in this section. You can then add the other types, one at a time. If you have text in your existing Staff Profile in CMS you can copy and paste text into Pure.

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The screenshot shows a dialog box titled "Add profile information". At the top, there is a "Type" dropdown menu with "Biographical Details" selected. Below this is a "Text" section with a rich text editor toolbar containing icons for bold, italic, underline, strikethrough, bulleted list, numbered list, indent, outdent, table, and link. The text area below the toolbar contains the instruction: "Type your bio information in this box then click on the 'create' blue button below". At the bottom right of the dialog, there are two buttons: "Cancel" and "Create". The "Create" button is highlighted with a yellow circle.

The end result of adding information for each type will look similar to the below:

Profile information

- **Biographical Details** Edit ↓ -
Completed PhD in 2013 on 'Maximising Adoption of Domestic Shorthaired Cats'.
- **Teaching** Edit ↓ ↑ -
Teaches into Unit 101 Catching Mice.
Holds the Best Individual Teacher Award, UNE Teaching Awards 2024.
- **Professional Information** Edit ↑ -
Tigger has been appointed the Director of the Faculty Research Centre "Cat Domestication and Behaviours' since 2020.

Add profile information...

Organisational affiliations: data entry is voluntary – not part of minimum data.

However, it is in this section that you can add your UNE email address. We ask that you add it if it is not visible. In due course email addresses will be automatically visible in Pure. Click 'Edit' and then scroll down until you see 'Electronic addresses'. Click 'Add email'. Do not enter personal email address information. Only your UNE email address should be entered in Pure.

Electronic addresses

Phone numbers

Add phone number...

UNE Email addresses

██████████@une.edu.au Email

Edit -

Add email...

Web addresses

Add web address...

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Positions outside of the institution: data entry is voluntary – not part of minimum data. Please note that memberships eg on a Board etc, can be added to Pure as an Activity.


Education/Qualifications: data entry is voluntary – not part of minimum data, although we do encourage you to add this information to your profile. You can enter Field of Education, Qualification level, title, award date and organisation. All of these appear on your profile. You may chose to only enter the qualification and the organisation to minimise what appears on the profile. When adding the organisation, if it does not appear in the drop down list you can add it to Pure in the same screen. The start and end dates are not required. This section also allows you to add any professional qualifications that you have been awarded. Click 'Create'. Again, you will need to add each qualification one at a time.

Add education/academic qualification

Field of Education

Qualification

Project Title


Award Date
 
Example: 21/10/2002

Organisation

Start Date **End Date**
 Year Month Day Year Month Day

ERA and ABS Discipline Assignment:

We request that you complete the Fields of Research (FoR) as part of minimum data. The SEO codes are voluntary. Click 'Add 2020 Fields of Research' and the below pop-up will appear. Click on the + button to bring up a search function. You can start typing text into this field to bring up related 6 digit FoR Codes. If you need to view the entire list of 6 digit Fields of Research, they are available to download from the [ANZSRC](#).

2020 field of research *


% apportionment *



Registered Supervisor:

This section will be prepopulated for those who are registered on the UNE Supervisor Register, based on data provided mid-March 2026 from the Graduate Research School (GRS). If the data appearing in Pure is incorrect, please contact the GRS directly. Please do not make any changes to this data in Pure. Regular reporting from Pure to GRS has been scheduled to ensure alignment between the Supervisor Register and Pure.

Sustainable Development Goals (SDGs)

You can add multiple SDGs, one at a time, when you select 'Add...'. Each time you select an SDG it will take you back to the metadata screen where you can click 'Add ..' again. Once you have selected all relevant SDGs, you can reorder them with the up/down arrows to best reflect your research focus.

SUSTAINABLE DEVELOPMENT GOALS ⓘ

-  **SDG 3 - Good Health and Well-being** ↓ -
 -  **SDG 7 - Affordable and Clean Energy** ↓ ↑ -
 -  **SDG 16 - Peace, Justice and Strong Institutions** ↓ ↑ -
 -  **SDG 6 - Clean Water and Sanitation** ↑ -
- [Add Sustainable Development Goals...](#)

Keywords

'Research interests' is the section where you can add your keywords. We do request that you add keywords as part of our preferred minimum profile data. Click in the empty field to add free text keywords. Each time you add an additional keyword a new empty box will appear. Once you have finished adding all your keywords, simply leave the extra box empty as it will not appear on your profile.

RESEARCH INTERESTS

Research Career

Research Career allows you to select either 'Early, Mid or Mature' in terms of your research career stage. This is a voluntary section, and you can either leave it blank or select an option. You may also update your selection at any time throughout your research career to ensure it reflects your current career stage.

Recruitment of HDR students:

If you currently have capacity to supervise HDR students and/or you have projects that you are wanting to recruit HDR students to work on, please add information to this section. These may be broad areas of focus rather than specific projects.

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Portal details

Willingness to take PhD/HDR students

Yes No

PhD/HDR research projects available

Visibility

This section requires your attention. If you wish to make your profile visible to the public, you must use the drop-down menu to change it to 'Public – No restriction' as per the below screenshot. You can leave it set to 'Backend – Restricted to Pure users' until you have finalised all your changes and then you can make it public. You can also leave it restricted if you do not want your profile to be visible externally to UNE. We are encouraging researchers to make their profiles public in order to promote your research, assist in recruitment of HDR students and to foster future research collaboration.

Visibility

Visibility

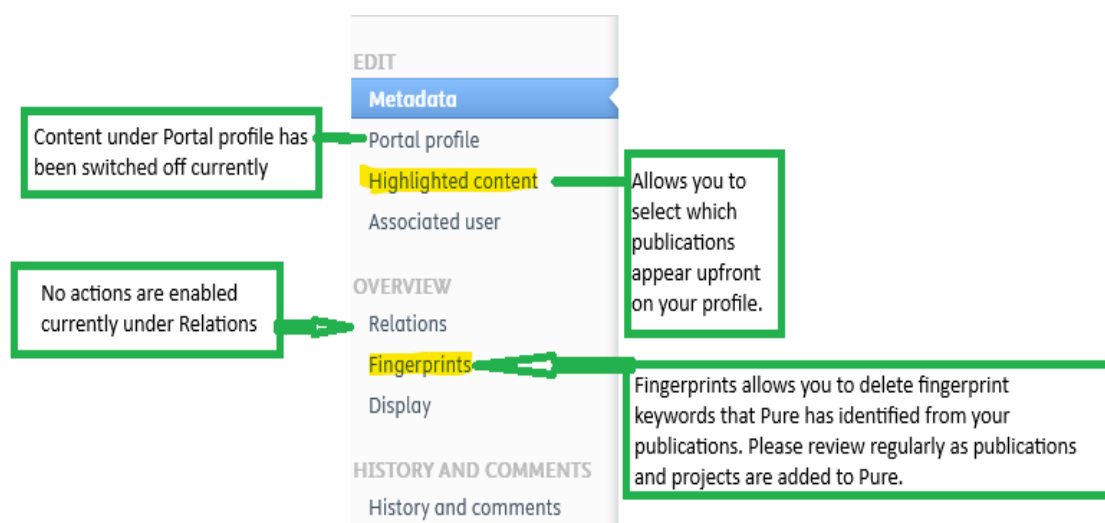
Public - No restriction ▼

Don't forget to save before you exit the screen!

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Other Edit Settings in Pure (related to profiles)

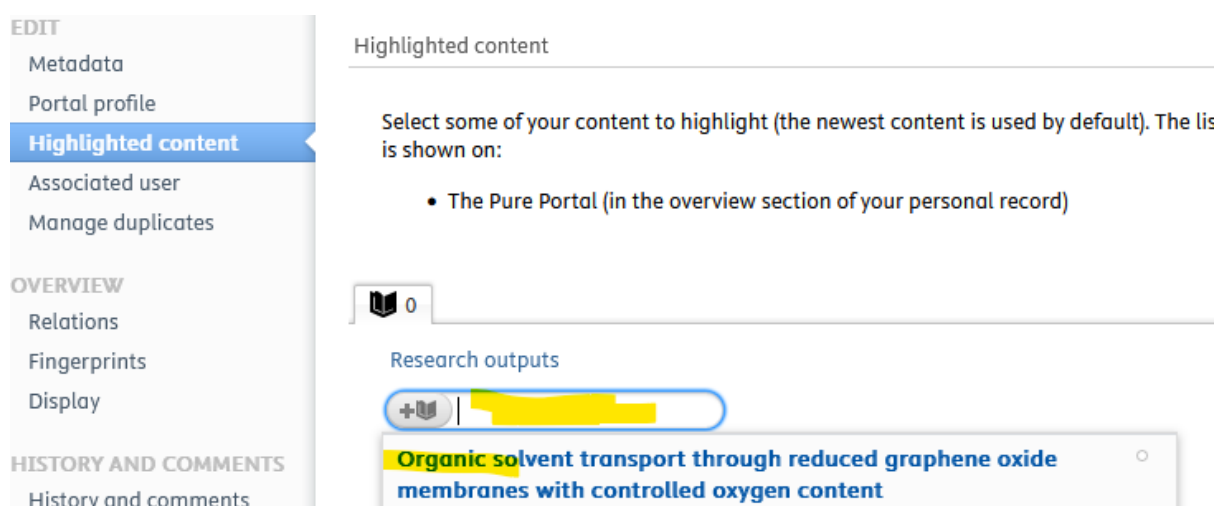
Down the left side of the Edit screen in Pure you will see a number of other screens you can select. Only 'Highlighted content' and 'Fingerprint' are relevant currently.



Highlighted Content

Highlighted content allows you to define a set of records (such as research outputs) which will appear at the top of the list on your profile page.

Click the + button to add selected items to your highlighted content. At the moment your only options to choose from will be research outputs but additional functionality is planned for Pure at UNE and once it is available, Research Services will ask researchers to revisit this as part of reviewing and refreshing your Pure Profile. Clicking the + button gives you an option to search for text if you know what you want to search for you can select publications that it prepopulates from your Pure publications. Once you have added your highlighted content and arranged the preferred order, click Save.



Once you have added your highlighted content you can manage the order by using the arrows to the right of the screen, as per the below screenshot:

EDIT

- Metadata
- Portal profile
- Highlighted content**
- Associated user
- Manage duplicates

OVERVIEW

- Relations
- Fingerprints
- Display

HISTORY AND COMMENTS

- History and comments

Highlighted content

Select some of your content to highlight (the newest content is used by default). The list is shown on:

- The Pure Portal (in the overview section of your personal record)

2

Research outputs

Three decades of quantum science: how quantum chemistry transformed thermochemical database generation for benchmarking DFT and machine learning -

Research output: Contribution to journal › Article › peer-review

Basis Set Convergence and Empirical Approaches for Obtaining Accurate Diagonal Born–Oppenheimer Corrections from an Extensive Database of 200 Structurally Diverse Hydrocarbons -

Research output: Contribution to journal › Article

Fingerprints

Fingerprints are displayed on the Portal by default. There is the option to turn the fingerprint area of research off altogether or customise the fingerprint concepts so that the results are more precise. It is not possible to add concepts to the fingerprint. However, you can add ‘Research Interests’ on your profile page as a way to show additional concepts.

Click on the Fingerprints tab on the left-hand side. Choose to either slide the area of study button to Off or hover over individual concepts to display the delete button and click on it. Clicking will remove the fingerprint.

The default view when you open Fingerprints is Rank so those concept with the highest percentage are displayed at the top. You can also click on ‘A-Z’ to see concepts in alphabetical order.

EDIT

- Metadata
- Portal profile
- Highlighted content
- Associated user

OVERVIEW

- Relations
- Fingerprints**
- Display

Fingerprints

Agricultural and Biological Sciences (AgriBio) On

Sort by: **Rank** A-Z

INCLUDED CONCEPTS

Feedlot Methane Australians Cow Beef Cattle Liveweight Gain Feed Supplementati

Concept: Cow
Weight: 53%
Domain: Agricultural and Biological Sciences

Key phrases, below fingerprints on the Fingerprints screen, also appear on your profile and these are managed in the same way as fingerprints are managed.

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