










UNE PURE ACTIVITIES MODULE - Quick Start Guide

Capture your research activities beyond publications and grants

WHAT CAN YOU RECORD?

-  **Hosting Visitors** (international/domestic)
-  **Supervision & Mentoring** (Honours, external HDR, thesis examination)
-  **Research Visits & Fellowships** (sabbaticals, secondments, honorary roles)
-  **Consultancy Work**
-  **Peer Review & Editorial Roles** (manuscripts, journals, conference proceedings)
-  **Community & Industry Engagement** (government, industry, community programs)
-  **Professional Memberships & Committees** (associations, boards, networks)
-  **Events & Workshops** (conferences, exhibitions, public engagement)
-  **Presentations & Public Talks** (keynotes, conference papers, public lectures)

 Need help? Email research-performance@une.edu.au

💡 Quick Tips:

- Little and often is easier than one big batch
- Use "create a copy" function for similar activities
- You can make them public, confidential or for UNE only
- You can edit or delete your own activities anytime
- Only required fields (marked *) are mandatory

COMMON QUESTIONS

- ? Is this mandatory?** No - it's voluntary. Enter what's relevant to you.
- ? How long does it take?** Most activities take 2-5 minutes to enter.
- ? Will this affect my performance review?** No - activities are for your research profile only, NOT for assessment or workload.
- ? Do I enter my UNE students?** No - they're already in Callista. This is for external students or visiting scholars.
- ? Can I backfill previous activities?** Yes! You can enter activities from any timeframe.
- ? What if my activity type isn't listed?** Contact us at research-performance@une.edu.au

HOW TO ADD AN ACTIVITY:

1. **LOG IN TO PURE** Go to pure.une.edu.au **Username:** Your UNE-ID **Password:** Your normal UNE password. You will have to go through the usual multi-factor authentication (MFA) process that UNE uses.

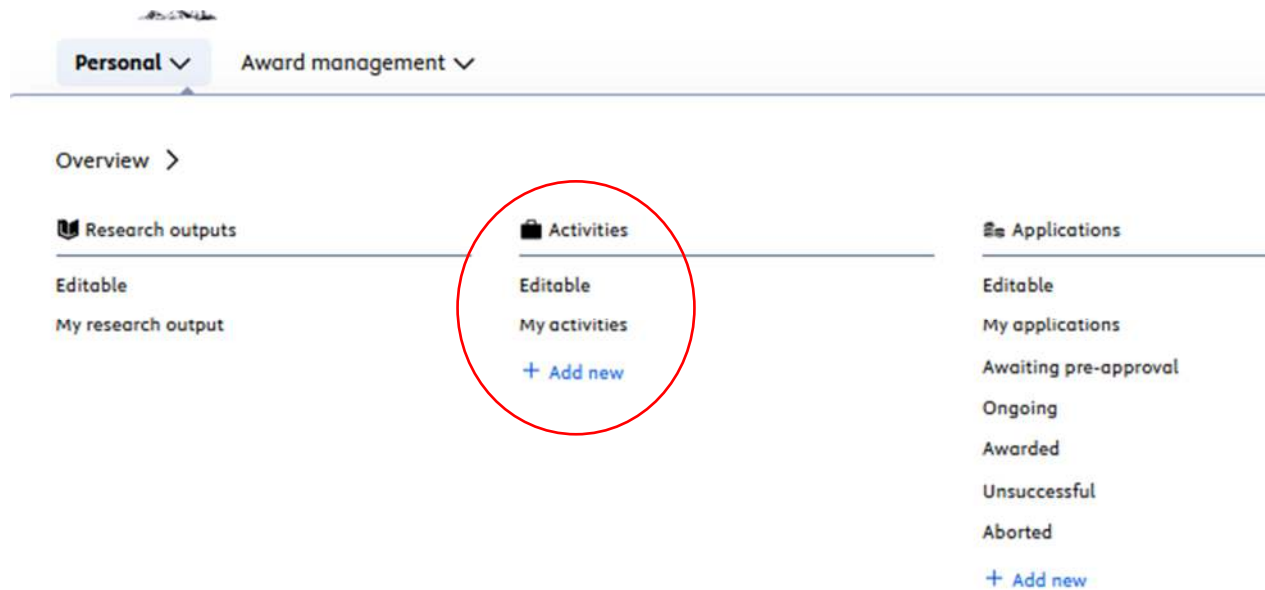
2. ADD AN ACTIVITY



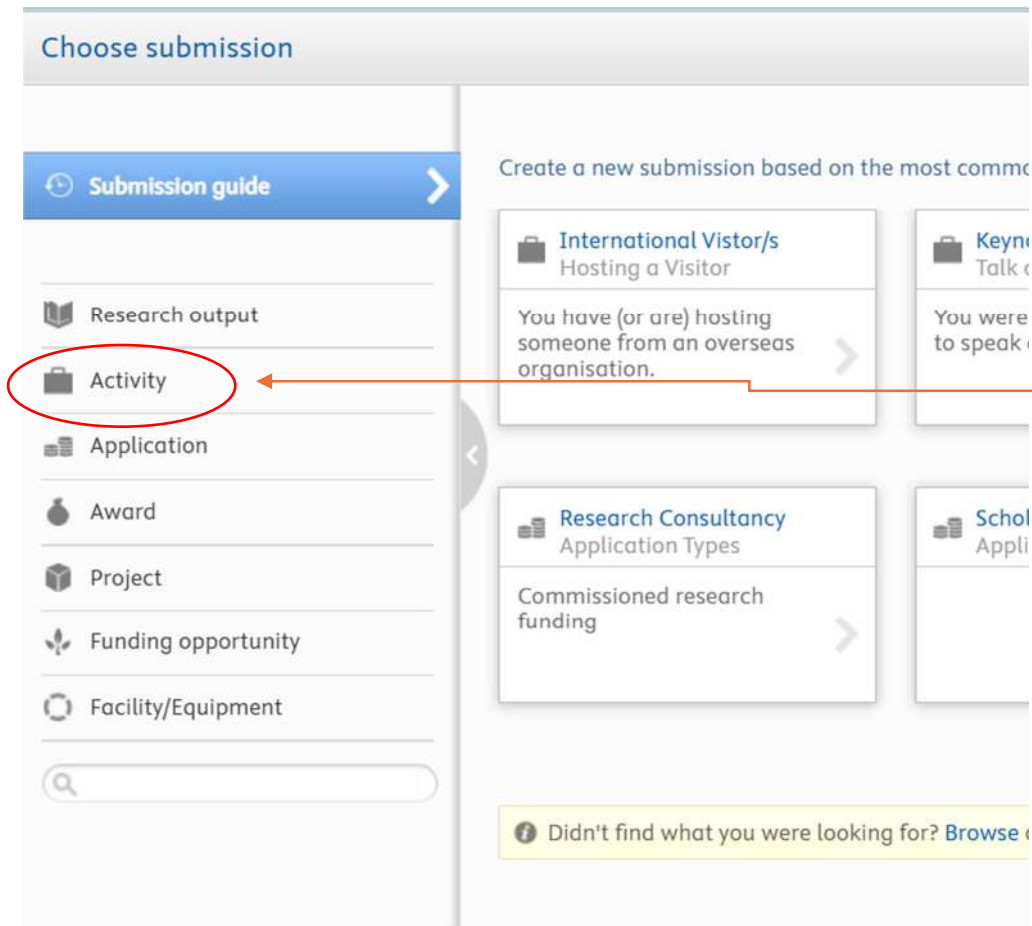
To add an Activity you can click the blue '+ Add content' button located at the top right of your PURE home page.

OR

You can add an Activity by the drop-down menu under 'Personal'

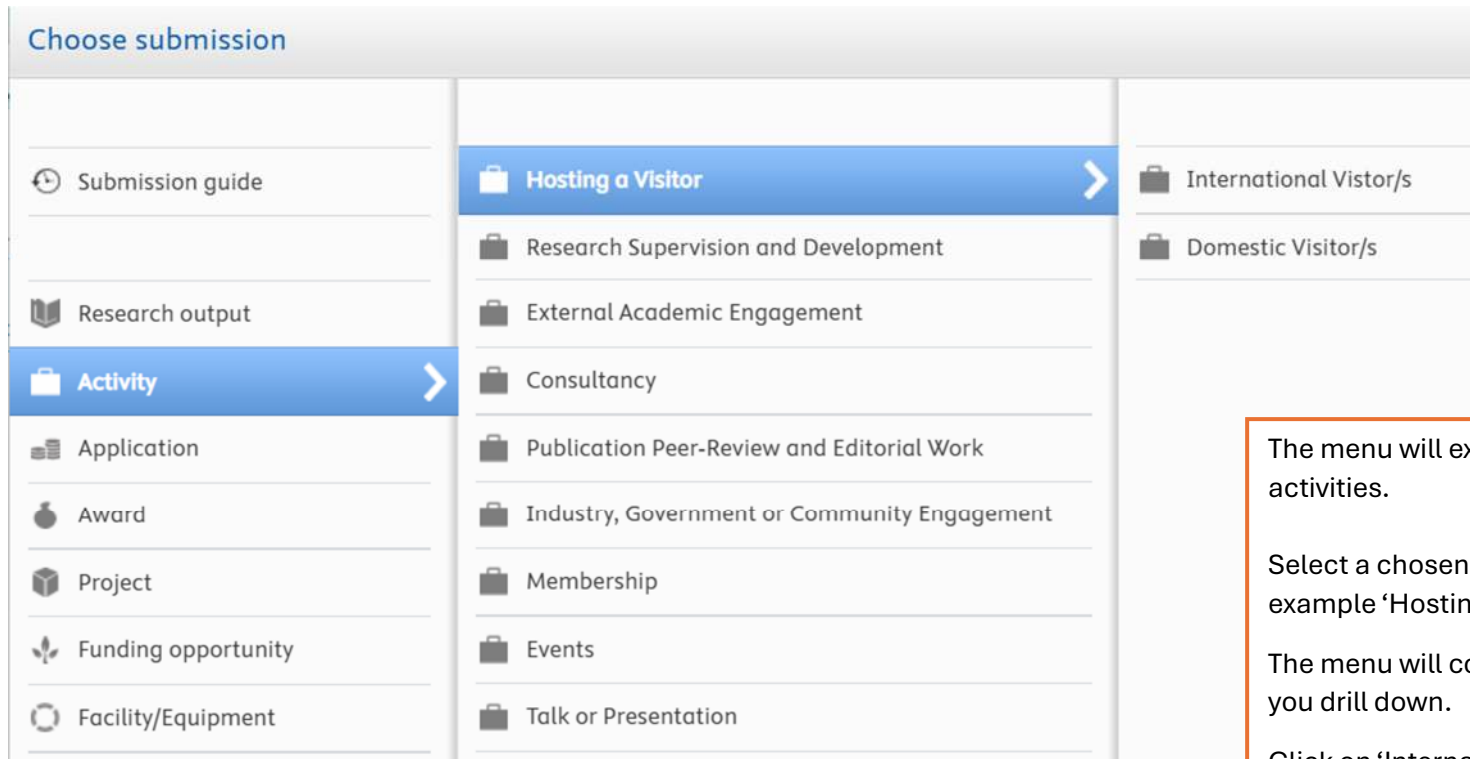


3. CLICK "ACTIVITY"



This will open a new screen similar to this screen shot. Click on 'Activity' from the left-hand menu.

4. SELECT YOUR ACTIVITY TYPE



The menu will expand to show available activities.

Select a chosen Activity and click on it – example ‘Hosting a Visitor’.

The menu will continue to expand as you drill down.

Click on ‘International Visitor/s’ or ‘Domestic Visitor/s’. A template will open.

5. FILL IN THE DETAILS

Activity: Hosting a Visitor > International Visitor/s > Academic Visitor Change template

EDIT

Metadata

OVERVIEW

Relations

Display

HISTORY AND COMMENTS


History and comments

Category *

Academic Visitor Non-Academic Visitor

Hosting a visitor information

Visitor *

 **John Smith** - PhD - NSW Department of Primary Industries, Australia Edit -

Description

Visit to Trevanna to look at soil samples...

Start date *

Specific date

Year * Month Day

Period of time


Degree of recognition

No value ▾

Persons/organisations

Host *

No persons or organisational units associated

+ 

Add person... Add organisational unit...

NOTIFICATIONS ▾

Save

A template will open once you have selected your chosen activity.

Add content to opened template.

Only fields marked with * are required.

Click Save when you are done.

6. SAVE Click "Save" at the bottom - you're done!

MORE TIPS: DUPLICATING AND DELETING

You can also duplicate or delete your Activities. To do this, find your activity and open it by clicking on it.

Along the bottom of the screen (the same bar as the 'save' function) is a copy icon and a delete icon.



Copy opens a copy of your Activity. Edit this and then 'Save'.

Delete will delete the Activity. It will bring up a warning first asking you if you would like to delete. Press 'Delete' if you wish to delete.