How to add an impact case study to Pure, and make this externally visible on the Knowledgebase Portal

- **Don't Forget always hit the Save button before you leave the page.** Save This is at the foot of the page!!
- Make sure you have checked on any confidentiality or intellectual property issues before you display an impact case study on the internet via the KnowledgeBase portal, or your own webpage
- Any enquiries or requests for help to pure@strath.ac.uk

Impacts

1. From your Pure profile, add new impact case study by clicking the plus sign next to Impacts (left hand menu).

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re 4 - Login 🕒 Pu	https://pure.strath.ac.uk/admin/submission	on.xhtml?family=Impact&familyView=templates	
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Research output			Impact - for External Portal
Activities			
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2. Select 'Impact – General' as a default. The impact type will show as General once the template opens, and it will be visible only within Pure. Selecting 'Impact for External Portal' will display the narrative section on the internet.

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	Activities	Relations	impact information			
	Editable	Display	Impact name*			
	My activities	HISTORY AND COMMENTS				
	Projects	History and comments	Impact nature * There are no associations The field is consisted			
	Applications / Fu		Add Impact Nature			

- 3. Complete all mandatory fields marked with red asterisks so you must
 - a. Add a title (under heading impact name)
 - b. Select the **nature** of the impact by clicking on **Add Impact Nature**, then select from drop down and **Attach.** You can do this more than once to show more than one type of impact in a case study.

Contact details	8	
	Add Impact Nature	
-	Select Impact Nature type	
vidence Stateme	Culture and creativity	
Summary stateme	Economic and commerce	
There are no asso	Education	
Add evidence	Environment and sustainability - natural world and built environment	
	Health and welfare – new products, guidelines and services	
npact indicators	Other	
Impact indicators There are no associ	Policy and legislation Professional practice, training and standards	
Add Impact indica	Quality of life and safety	
articipants and af	filiations	
Persons *	(+1)	
No persons or orga	inicational units associated	

c. Add the **narrative** – could be a short summary around 100-200 words, or the complete text. There is no word limit. If you make the case study visible externally, the content of this narrative field will be displayed. This is a useful place to store a **short summary** of your impact case with any draft notes attached as a separate document in Pure (see point 7 below). If you use the narrative section for the draft notes, do not make it externally visible (see point 6 below).

d. Add a **person** under the heading **Participants, Organisations and Placement**. Participants are the people whose research has created the impact. Start by typing a name under **Search** and Pure will populate with any names which are already in Pure. To add someone who does not appear in the Search e.g. if they are at another organisation, click **Create External Person** and enter their name (see below).

Search and add Person - or create External Person Search Create external person
Q
Search by start entering person name, job title or organisation Search results will be updated while you type
Cancel

There is also the option to indicate **% academic ownership** when you add a participant. This is useful when the participants are from different Departments/Schools/Units of Assessment or different institutions. **Enter % and click Create.** If you do not wish to use this option click **Cancel.** The academic ownership field can be left blank.

	Edit person		
Role *			
Participant 💌			
Academic ownership %			
		Cancel	Create

The case study will appear in the Pure profiles of all the people you add as Participants (i.e. if they have a Pure profile at Strathclyde). You can remove anyone by clicking on the small minus sign to the right of their name. The placement defines who has **editorial ownership** of the narrative. It will default to the first person on the list of participants. All participants with a placement will be able to edit the impact case study in Pure.

4. Use the Relations options to link to other content in Pure: this will give a more complete picture of the impact and allow reporting. It is particularly useful to add outputs which underpin the eventual impact and also any associated grant funding (projects). When linking to other content start typing the title of your output/project or a key word, and Pure will automatically populate the drop down choices. Select the item you wish to add and Save.

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Sau	ve

5. To continue working on the impact case study in Pure, *make sure that it is not externally visible* by checking the Visibility option as **Backend – Restricted to Pure users** and then **Save**



6. Display case study on the internet via KnowledgeBase:

If you have a completed case study *which is not confidential* and you want this to be publically available on the internet via Knowledgebase, you must

- a. change the Impact type to 'Impact for External Portal' AND
- b. set Visibility to 'Public No restriction' (see instructions 2 and 5 above)
- 7. Adding documents: for example if you want to add the full Word version of the case study, or additional material as a document, go to Files, then Add document

History and comments	Add person Add organisation
	Files
	Documents
(There are no associations
	Add document
	There are no associations
	Add link
	Events

Choose a File by browsing - the default is that any documents will be restricted to visibility within Pure.

If you want your associated documents to be externally visible, you must a. set the Document Visibility to **Public – No** restriction and b. set the document type to 'Case Study – Highlighted in external portal' (screenshots below).

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	Add document to report
	Filename Choose File No file chosen File title
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C	Case Study - Highlighted in External Portal			
	Other			