

Editing Existing Pure Records *Adding Dates and Files*

This guide is intended to supplement the 'Short OA Deposit Guide' which explains the process of creating a new Pure record. Pure users can update their Pure records at any time, and are encouraged to keep their profile up to date. If you have any queries, please contact: openaccess@st-andrews.ac.uk

Finding the Pure record

First login to Pure - <https://risweb.st-andrews.ac.uk>.

Find the record you want to edit by clicking 'Research outputs' on the left of the screen, here you can browse or search within your outputs. Click the title begin editing, and remember to click SAVE when you're finished.

Adding dates

Multiple dates can be added, so there is no need to remove previous dates.

Date of acceptance must not be removed or replaced. Please email openaccess@st-andrews.ac.uk if you need advice about the date of acceptance or wish it to be altered.

Adding files

It is fine to have multiple files on a record, as each upload has its own configurable visibility settings
Do not remove or replace files on records without first contacting the Open Access Team, as doing so can affect REF open access settings.

Upload the file here

Select the **Document version**. Usually this should be set to '**Accepted author manuscript**' as publishers often do not allow final versions or proofs to be used.

Public access to file must be set. Set this to '**Open**'. When this is set to 'Open' the file will not be made public until the Open Access Team has checked the journal/publisher policies

Click '**Create**' and accept the deposit licence