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: <u>openaccess@st-andrews.ac.uk</u>

Finding the Pure record

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

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

	Publication status 🔞		
Multiple dates can be added, so there is	Publication statuses and dates *		
no need to remove previous dates.	Year 🗱 Month Day		
	Accepted/In press 🔻 2019 1 1 Current		
Date of acceptance must not be removed			
or replaced. Please email openaccess@st-	Publications status * Date Year * Month Day		
andrews.ac.uk if you need advice about	Select publication status		
the date of acceptance or wish it to be	In preparation		
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Adding files

Electronic version(s), and related file Electronic version(s) of this work Add electronic version (file, DOI, or link) Other links Add other link Other files	es and links 👔	Choose type Upload an electronic version Add DOI of an electronic version Add link to an electronic version
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 an electronic version Upload an electronic (full-text) version of this work (e.g. the author's accepted manuscript) File # Drag file or browse your computer. File title
	Upload the file here	Document version
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.		Access to electronic version Public access to file * Select access Available on portal date No value
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		Licence Licence to document Select licence Rights statement
Click 'Create' and accept the deposit licence		Cancer