Message and email settings in Pure

Once you have logged into Pure for the first time, you will receive automated emails to your university address and messages within Pure.

These will tell you when changes are made to your items in Pure, for example, research outputs and datasets.

Examples include:
- You have been added as an author to a research output
- Your dataset has been validated

You may also receive separate emails directly from the ePrints team, for example if a journal article record does not include the full acceptance date, as required by HEFCE’s Open Access policy. These emails are not affected by settings in Pure.

Editing your settings

If you would like to change whether you receive these automated emails and messages, or how often you receive them, you can do this from your user profile.

When you are logged into Pure, your username appears in the top right-hand corner of your screen. Click on the drop-down arrow next to your username to open your user profile:

A screen opens your user profile

Changing settings

Choose email settings or message settings, then click on the symbol next to the section, e.g. research outputs, to view the different options available.

Messages are either switched on or off.
For email Notifications you can choose to either receive emails instantly or not at all.

Personal task items require action from you – usually an amendment to your record if information is missing. You can choose never to receive these, receive them instantly, daily, monthly, weekly or quarterly.

Below is a summary of what the options mean:

<table>
<thead>
<tr>
<th>Type of message</th>
<th>Module</th>
<th>Information</th>
<th>Sent when</th>
<th>Options - email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification</td>
<td>Research Output</td>
<td>Author association changes</td>
<td>- Someone adds a publication to Pure with you as an author or - Someone adds or removes your name from an existing record</td>
<td>Mails are sent instantly or never sent</td>
</tr>
<tr>
<td>Notification</td>
<td>Research Output/Dataset</td>
<td>Comment added</td>
<td>- a comment is added in the History and comments section of the record and sent to you</td>
<td>Mails are sent instantly or never sent</td>
</tr>
<tr>
<td>Personal task</td>
<td>Research Output</td>
<td>Workflow: Entry in progress</td>
<td>- An item sent for validation is rejected by the ePrints team</td>
<td>Mails are never sent Mails are sent instantly Mails are sent daily/weekly/monthly/quarterly</td>
</tr>
<tr>
<td>Notification</td>
<td>Dataset</td>
<td>Person change</td>
<td>- Someone adds a dataset to Pure with you as an author or - Someone adds or removes your name from an existing record</td>
<td>Mails are sent instantly or never sent</td>
</tr>
<tr>
<td>Notification</td>
<td>Dataset</td>
<td>Validated</td>
<td>- The dataset sent for validation has been accepted by the Library’s editorial team. The record will go live in ePrints Soton (unless the Visibility is set to ‘Backend’ or ‘Confidential’).</td>
<td>Mails are sent instantly or never sent</td>
</tr>
</tbody>
</table>

For help and queries with research outputs and datasets, please email eprints@soton.ac.uk

For further information about Pure, including a list of Pure Champions and Super Users in your faculty, please see the pure website at: http://www.southampton.ac.uk/pure

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