CREATE A PRESS/MEDIA RECORD

OVERVIEW
This guide explains how to create a new press/media record in the Pure Research Management System (Pure RMS).

PROCESS
1. Login to Pure
2. Click Add New or + icon
3. Create a new press/media record
4. Fill in fields
5. Save record

STEPS
1. Go to https://goto.mq.edu.au/myresearch and log in with your OneID and Password.
2. Hover over Activities on the left-hand side of the menu until the + icon appears. Click the + icon or click Add New.

3. Click Press/Media then select Press/Media and the type of activity you wish to create. The example chosen is an expert comment.
4. Provide a title for the press/media record and enter information into the text boxes.

5. Enter information into the text boxes under the relevant headings.

NOTE

- Use Ctrl + v to copy and paste text or an image into the text box. Right click + paste does not work.
- Click on the icon in the top right corner of the text box to switch to full screen mode.
- The headings of the text boxes are not shown in the Pure portal.
6. To add the details of the media contribution and media coverage.

A. Click **Add media contribution and media coverage.**

B. A pop-up will appear. Select the type, add a title and if necessary, add a description / abstract.

C. Click **Add person** to add a person associated with the media contribution /coverage.

D. Use the calendar to find the date or enter the date directly.

E. Provide the URL.

F. If known, add the media name, media type, producer/author and duration/length/size.

G. Click **Create.**
7. Select the **house icon** to add the managing organisational unit.

![Image of house icon]

8. Click Add event to add the event.

![Image of add event button]

9. If the press/media activity is related to other content in Pure, follow the steps below to add these relations:

   A. Click the appropriate icon.

   B. A pop-up box will appear with a list of your content in Pure RMS. Type the name of the related content in the search bar.

   C. Click on the title to select the record.

   ![Image of pop-up box with content list]

**NOTE**

- Datasets object is not currently in use by Macquarie University.
- To delete a related content from the record, click on the **minus sign**.
10. Under Visibility, select where the press/media record can be seen.

![Visibility](image)

11. Click **Save** to ensure you do not lose any entered data.

![Save button](image)

**HANDY HINTS & TIPS**

- If you click "Save" at any stage, it will close the window with changes being saved. You will need to open the record again for other tasks.
- Always save your entered data. There is no automatic saving in the system.
- Enable pop-ups within your preferred internet browser.
- Close all pop-ups and web browser when you are finished.

**For additional help:**

- +61 2 9850-HELP (4357)
- rms.support@mq.edu.au
- Log a OneHelp ticket