How are projects stored in Pure and how are they presented on the website?

All project (and award) information in Pure is sourced from TU/e's finance department. Projects including their project members are maintained in ORCA and via Sharepoint. All approved projects are loaded into Pure on a daily basis.

All projects in Pure receive the visibility type "confidential" by default:

This makes sure that only staff that is mentioned on the project in the project administration has access to it in Pure. Any extra authorizations on project access in Pure should be done by adding the required members in the project administration.

To showcase a project on the research website/portal, the following steps need to be taken:

1. A person responsible for the web content should be assigned to the project (typically this is someone from the department staff). In the project administration this person will be assigned to the project with the 'project communication officer' role. This information will be transferred to Pure over night, after which this person has access to the project in Pure. Send a request for this role to your local project administration with a copy to the project manager (Cc.).
2. The person with this role adds descriptive information to the project so that it has information suited to display on the TU/e research website/portal. Title and description fields can be changed if needed.
3. Once this is done, the visibility can be set to public

Additional step for visibility of projects on the research group webpage:
4. The content editorial team for the TU/e website can be notified that the project can be displayed as a highlighted project or in the project slider
5. Any additional material such as images and/or brand logos can be sent to the content editorial team to add to the project page. Please do not upload them in Pure, they will not be automatically used on the website

For step 4 & 5 please send a mail to: internetredactie@tue.nl

The new project communication officer role can be assigned by the decentral project administration in your department. Also if you'd like to complete any other team member roles, the decentral project administration should be notified.
An instruction on how to enter the project information like header and description in Pure for display on the project website, can be found here.

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