

# Pure Portal

- Navigate to Administrator > Pure Portal > Portal > Text resources
- Click **Create a one-time password to edit portal text resources**

The screenshot shows the Pure Portal Administrator interface. The top navigation bar includes 'Editor', 'Master data', 'Dashboard', 'FAAR', 'Award management', 'Funding discovery', 'Administrator' (highlighted), and 'Usage analytics'. The left sidebar contains a list of menu items, with 'Pure Portal' and 'Portal' highlighted at the bottom. The main content area is titled 'Portal' and features a toggle for 'Publish changes to the portal' set to 'On'. Below this is a 'Log' table with columns for 'Start time', 'Status', 'Duration', 'Number of i...', and 'Details'. The table lists several completed actions. At the bottom, the 'Text resources' tab is selected, showing a step-by-step guide: 1. 'Create a one-time password to edit portal text resources' (highlighted in a red box) and 2. 'Paste the one-time password and activate it' with an 'Activate one-time password' button.

Start time	Status	Duration	Number of i...	Details
2019-10-08 09:00:18 BST	Completed	2s	1	Research output (1)
2019-10-08 09:00:06 BST	Completed	6s	3	Person (1), Research outputs (2)
2019-10-08 02:00:04 BST	Completed	36s	189	Projects (18), Facilities/Equipment (9) ...
2019-10-07 09:00:13 BST	Completed	1s	1	Research output (1)
2019-10-07 09:00:03 BST	Completed	3s	3	Person (1), Research outputs (2)
2019-10-07 02:00:04 BST	Completed	24s	189	Projects (18), Facilities/Equipment (9) ...
2019-10-06 09:00:14 BST	Completed	1s	1	Research output (1)
2019-10-06 09:00:04 BST	Completed	2s	3	Person (1), Research outputs (2)
2019-10-06 02:00:08 BST	Completed	32s	189	Projects (18), Facilities/Equipment (9) ...
2019-10-05 09:00:18 BST	Completed	1s	1	Research output (1)



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# Pure Portal

**Here's your one-time password to edit portal text resources**

Go ahead and copy it now.

b87004b3-



We'll continue here once you've activated the password in Pure.

- New tab opens with a password
- Copy password with Ctrl + C
- Return to Pure tab



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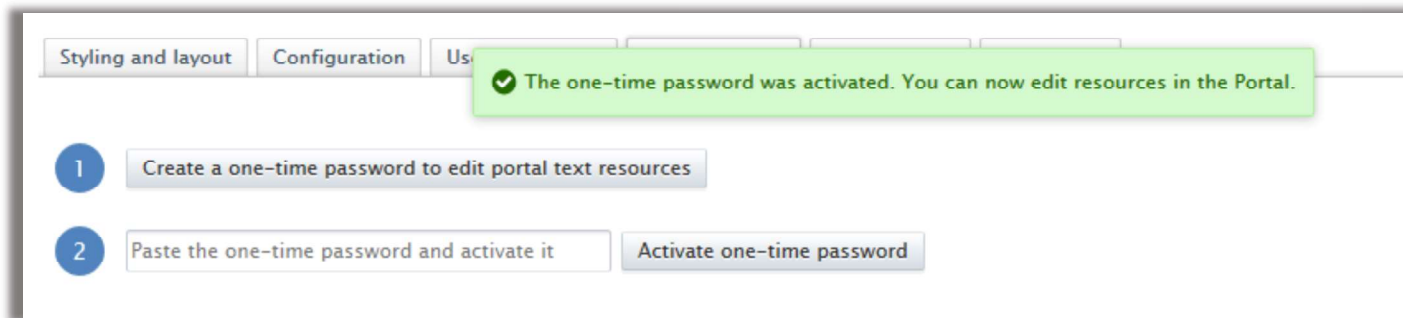
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# Pure Portal

- Paste password and click **Activate one-time password**
- Confirmation message is shown



# Pure Portal

- Switch tabs back to Pure Portal
- You can edit the text in the table at the bottom of the page
- If you click **Pick element** then hovering with your cursor scrolls you to the relevant text.

## Your one-time password to edit text resources was activated

You can now edit text resource using the tools on the bottom of the page.

- Navigate normally to the text you want to change in a given locale, and use the **Pick element** button to edit it.
- You can also review and edit all text resources on a page in the table below.

**Note:** Always review the name a resource has before changing it, since it may be used in multiple places.

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Pick element Logged in as atira • Log out

helpfaq	Help & FAQ
language.select	Select language
menu.home	Home
persons	Researchers
organisations	Research Units
publications	Research Output
activities	Activities



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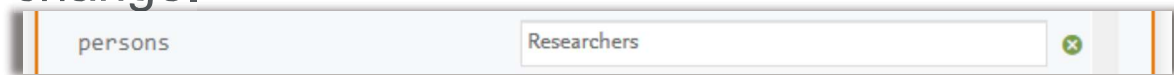
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# Pure Portal Tips (for later reference)

- Texts with X icon show that you have edited them. Click X to delete your change.



- You can navigate between pages while in this mode
- Be aware that the text you edit may also be shown on other pages.
- You cannot edit the text for Fingerprint concepts (these are only available in English), nor edit content that is populated from data in Pure.
- Click **Log out** to end this mode and save changes



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# For best results

- Only edit one language at a time.
- Change a small number of texts in one go.
- If you want to switch languages, use **Log out** and repeat the activation steps, then use the globe icon to switch languages.



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