

BIOBORD USER GUIDES

5

# Using the Resources of the Biobord Platform



BIOBORD  
PLATFORM



EUROPEAN  
REGIONAL  
DEVELOPMENT  
FUND



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**Biobord platform and its joint operating model for the network has been developed in a user-centered, iterative design process involving open piloting with registered users from around the Baltic Sea Region. This development process has been carried out in the Interreg BSR projects RDI2CluB and ConnectedByBiobord both co-funded by the EU Regional Development Fund.**

# WELCOME TO BIOBORD PLATFORM

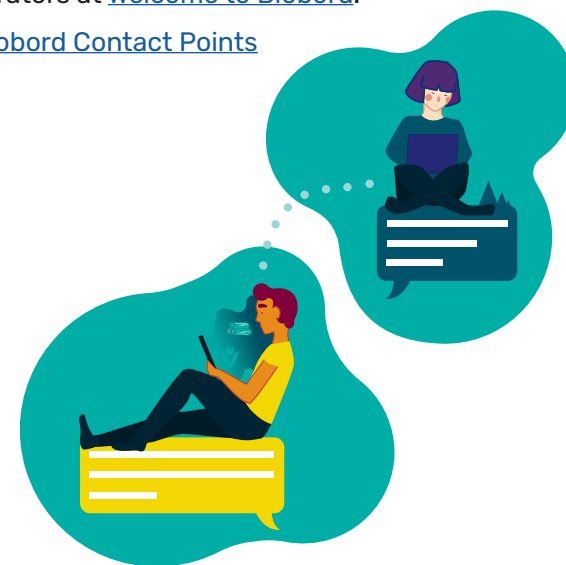
Biobord platform is an open networking and co-working forum for a growing bioeconomy developers' community across the Baltic Sea Region. Biobord platform welcomes all who are interested in networking, finding people with shared interests, and sharing knowledge and ideas on the development of sustainable bioeconomy business.

Biobord platform is home for the Biobord network that connects rural regions specialized in bioeconomy. Biobord platform is managed and administrated by JAMK University of Applied Sciences, Finland.

We hope you enjoy your experience at the platform and the platform administrators, along with our international Biobord Contact Points, are ready to assist you in getting the most out of the services available.

Get connected with our Administrators at [Welcome to Biobord](#).

Meet our international team of [Biobord Contact Points](#) to help you in networking.



## WHAT IS RESOURCES?

Biobord Resources is a document library where users of the platform may search, read, and download documents and other digital materials related to the results of the Biobord Network. Resources can be found from the header of the Biobord platform (figure below).

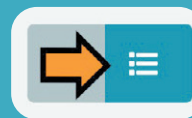
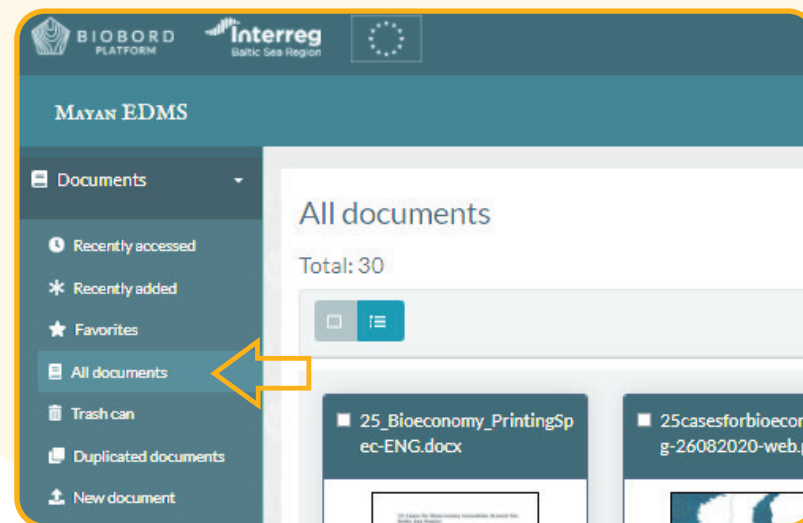
Usage of the Resources requires registration to Biobord platform. All registered users are welcome to study the available documents in the Resources, to download the documents to their own computer and to share the material in un-edited form. When using the documents as a source of information or when building upon the shared material, proper reference to the source should be included.



## HOW TO SEARCH DOCUMENTS FROM RESOURCES?

### Browsing 'All Documents'

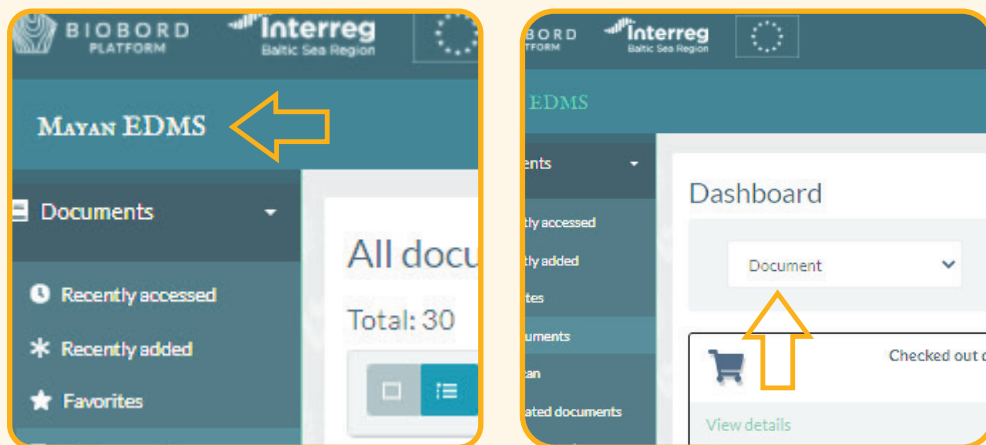
When you enter the 'Resources', you will see a 'All documents' view. From there you can browse through all available documents and digital materials. To return to the 'All documents' view, use the navigation on the left sidebar of Resources. Under 'Documents', you can find 'All documents' (figure below).



User tip! If you prefer, you can browse through the documents also in a list view by clicking the list icon under the 'All documents' header.

## Search Feature

To utilize the search feature, kindly access the Dashboard of Resources that can be found by clicking 'Mayan EDMS' (first figure below).



On top of the Dashboard, you can find a search feature that works as follows:

### 1. Select a suitable search option (second figure above).

We recommend following search functions:

- **Document** (name of the document) if you know the material that you are looking for.
- **Tag** (name of the tag) if you are looking for information on certain bioeconomy sector or the results of a certain network project.

### 2. Write your search terms.

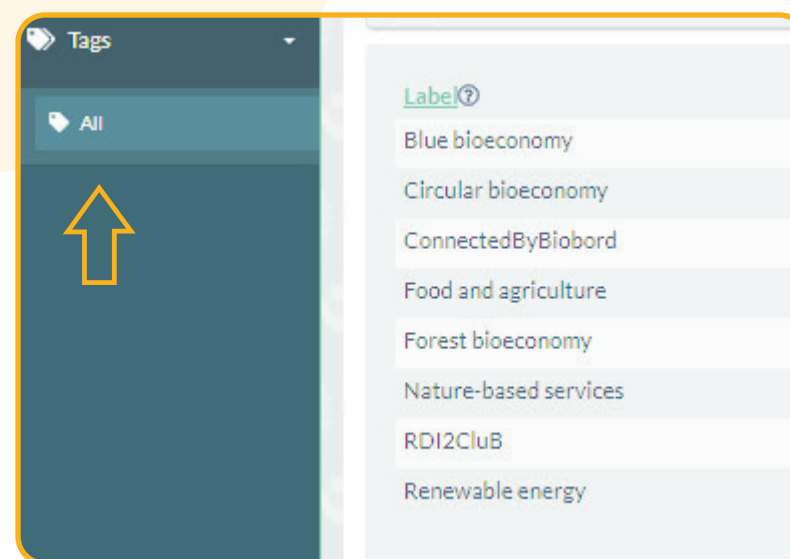
### 3. Press 'Search'.

## Searching with Tags

Resources includes tags to make search of documents and other digital material easier. List of available tags can be found from the bottom of the left side navigation bar of the Resources.

Each document includes one or more of these tags. Tags can tell which project this document is from, or which bioeconomy sector it represents. Following tags are available (figure below):

- **RDI2CluB (project)**
- **Forest bioeconomy**
- **Renewable energy**
- **Circular economy**
- **ConnectedByBiobord (project)**
- **Food and agriculture**
- **Blue bioeconomy**
- **Nature-based services**



# HOW TO DOWNLOAD DOCUMENTS FROM THE RESOURCES ?

To download a document from Resources, please follow these 3 steps:

**1. Open the document** from the name of the document (first figure on the right side of this page).



Note! By clicking the picture of the document, you only get a preview of it.

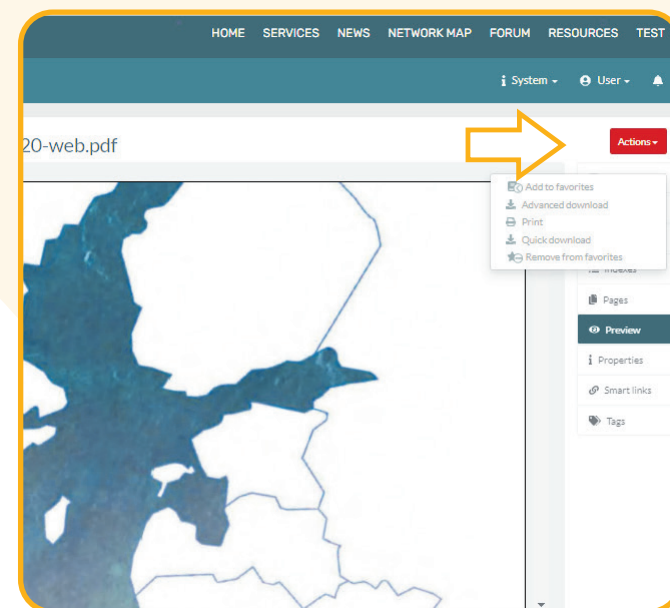
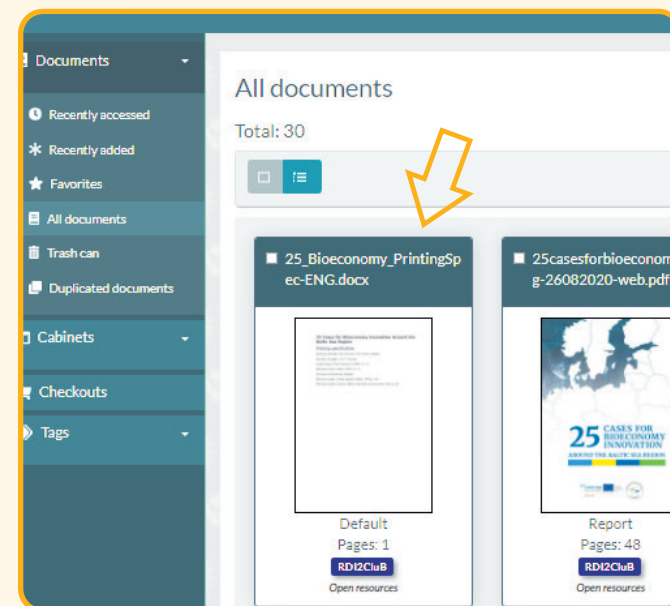
**2. Select Actions** – a red square in the left upper corner of the view (second figure on the right side of this page).

**3. From the Actions**, you may find following options:

- Add to favourites
- **Download a copy of the document on your computer**
- Email the document
- Email a link of the document.
- Print the document



Note! Access requires a Biobord account – only send a link to registered users of Biobord.



## HOW TO SHARE A LINK FROM RESOURCES?

You may also share a direct link to the document to your fellow Biobord users by copying the URL address of the open document (figure below). This link can be shared, for example, on Biobord forum. However, please note that only registered users of Biobord can access the document via the link.

