

BIOBORD USER GUIDES

3

Messages and Open Forum



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

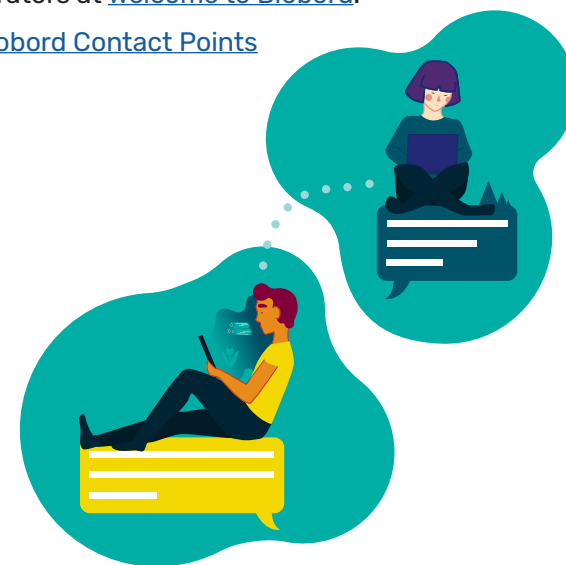
Biobord platform is an open networking and co-working forum for a growing bioeconomy developers' community across the Baltic Sea Region. Biobord platform welcomes all who are interested in networking, finding people with shared interests, and sharing knowledge and ideas on the development of sustainable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

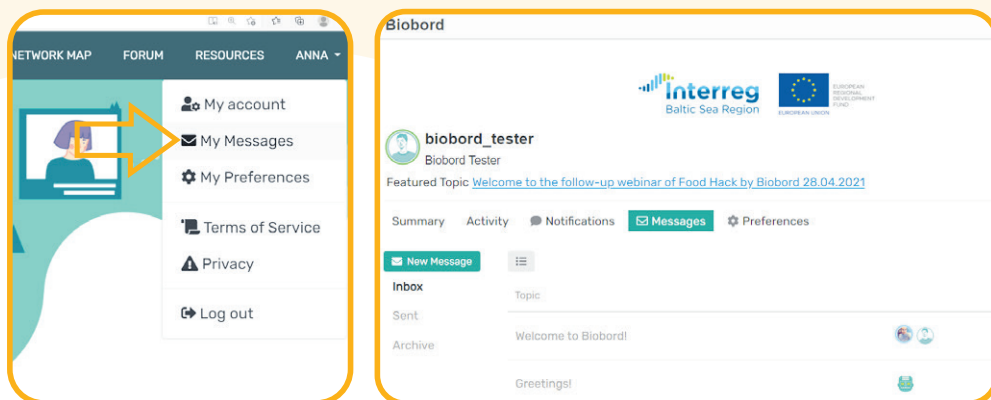
Meet our international team of [Biobord Contact Points](#) to help you in networking.



MY MESSAGES


Messages in Biobord work as a private messaging service between Biobord users and user groups. Messages can be sent to individual user tags or group tags.

Messages is a part of the Forum functionalities, but you can access 'My Messages' easily also from your 'Login' list (see picture below).



You can also access the messages via Forum under your profile icon.

When you have entered Messages, you can find from the left sidebar:

- Inbox** Arrived messages
- Sent** Messages that you have sent
- Archive** Messages that you have archived
-  Group messages send with a group tag
(You only see group messages of groups you are member of)

How to Send a Message?

When you have entered Messages, you can find 'New Message' button from the left side of the page.

Follow these steps to send a message:

1. Press 'New Message'
2. Add a user with a @username tag.
You can also use some of the group tags for messaging.
3. Add a topic to your message in the field that says 'What is this discussion about in one brief sentence?'
4. Write your message. You can use same content editing tools as in the forum.
5. Press 'Message' from the bottom to send the message

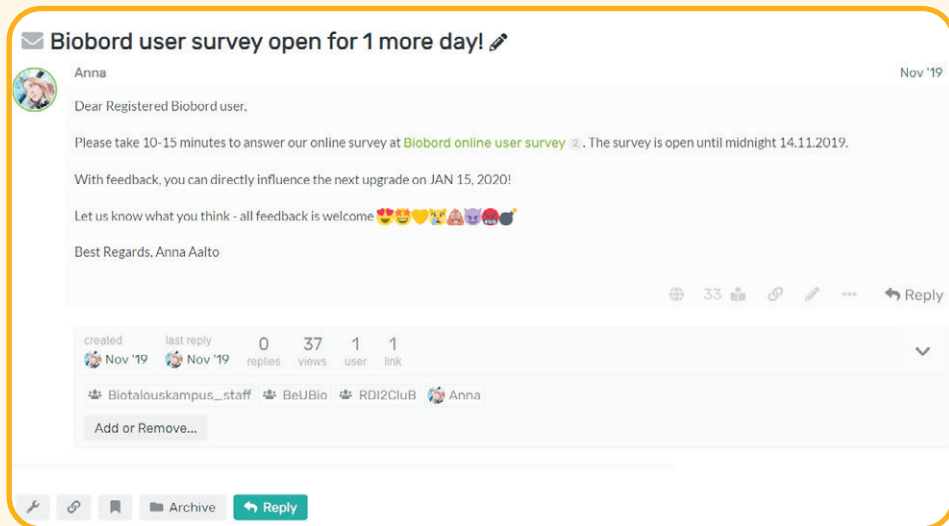
 New Message

The image shows a 'Start a message' form. It has a text input field for 'Add a user', a text input field for 'What is this discussion about in one brief sentence?', and a large text area for the message content. Below the text area is a rich text editor toolbar with various icons for formatting. At the bottom of the form, there are two buttons: 'Message' and 'cancel'.

User tip! To learn more about the content editing, please review Biobord User Guide 4. Making and Editing Posts in the Forum.

How to respond to a Message?

When you receive a Message, you can find a reply button below the message as shown in the picture below.



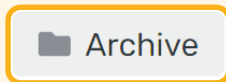
There are also other functions you can use:



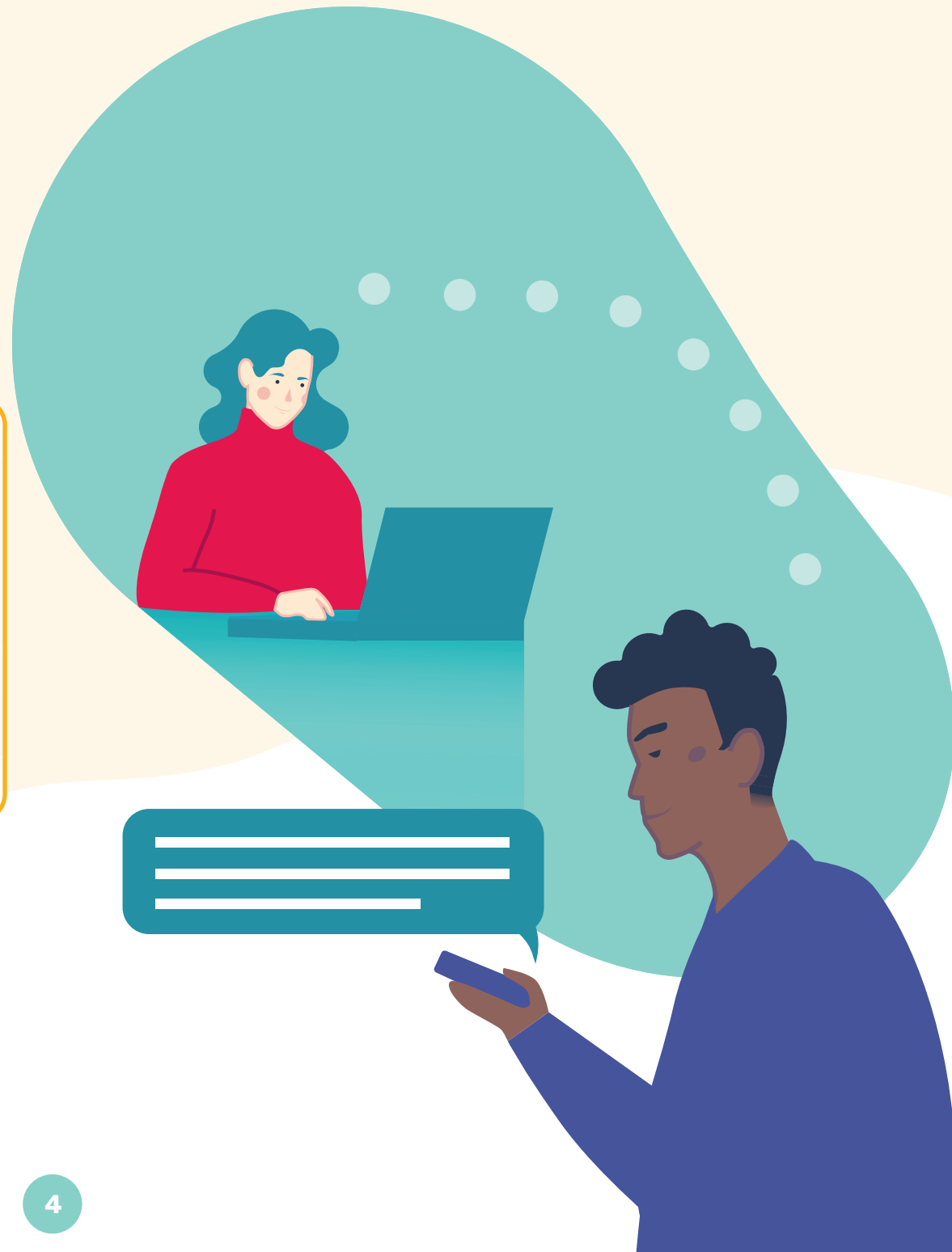
Set the message to bookmarks



Share a link to the message



Archive the message



How to Manage the Messages?

To archive or manage many messages at once, follow these steps for bulk actions:

1. Click list icon on top of the message list



2. Tick a box in front of the message(s) that you wish to archive

3. On the right side of the page, a wrench icon appears



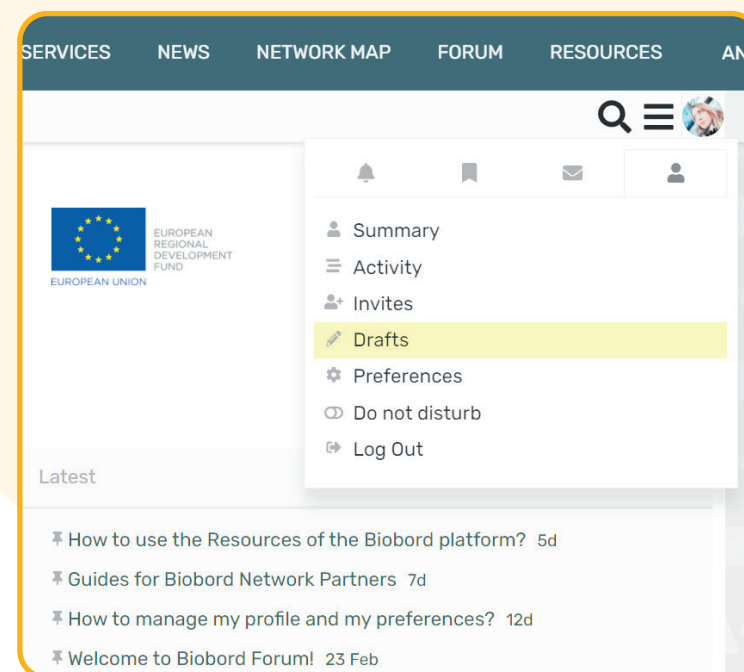
4. You are able to select different bulk actions that will affect the selected messages:

- Archive Topics
- Move to Inbox
- Notifications
- Reset Read

What are Drafts?

From Drafts, the user can access unfinished topics, replies and messages. When a user starts composing a reply in any topic or a message and does not finalize or publish it, the text will be autosaved as a new draft.

You can find the 'Drafts' under your 'Activity' or by clicking your profile icon in the forum as shown in the picture below.



User tip: A direct link to your drafts is
<https://forum.biobord.eu/u/YOURUSERNAME/activity/drafts>

OPEN FORUM

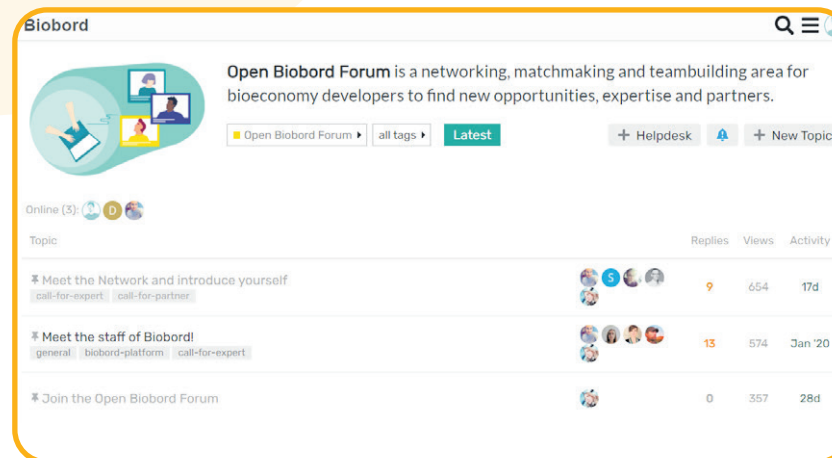
Biobord Forum consists of several categories for discussion. Each category has a specific purpose that is defined in the category description (About the category -topic). You can check this topic by clicking the pinned 'About the category' topics listed on top of the category. In the Forum, there are both open and closed categories. The closed categories have limited access to certain groups of users and are not visible to other users in the forum. You can study the user groups at <https://forum.biobord.eu/g> and request a right to join interesting groups.

In the forum, you can identify the closed categories from the lock icon. However, please note that you only see the categories that you have access to, so most closed categories are not visible to you.

The forum can be viewed in category view (default setting) or in the 'Latest' view. When you select the 'Latest' view, you can see the most recent content posted on the Forum from all categories that you have access to. You can select the 'Category' view or the 'Latest' view from the top of the Forum page. Please note also that when you enter a certain category, the view changes and you only see the topics of that category. You can return the main forum view e.g. from the head banner.

The Biobord forum offers open services available for all registered users. These include user support at 'Biobord User Support', networking and matchmaking at the 'Open Biobord Forum' as well as access to online events via 'Biobord On Stage'.

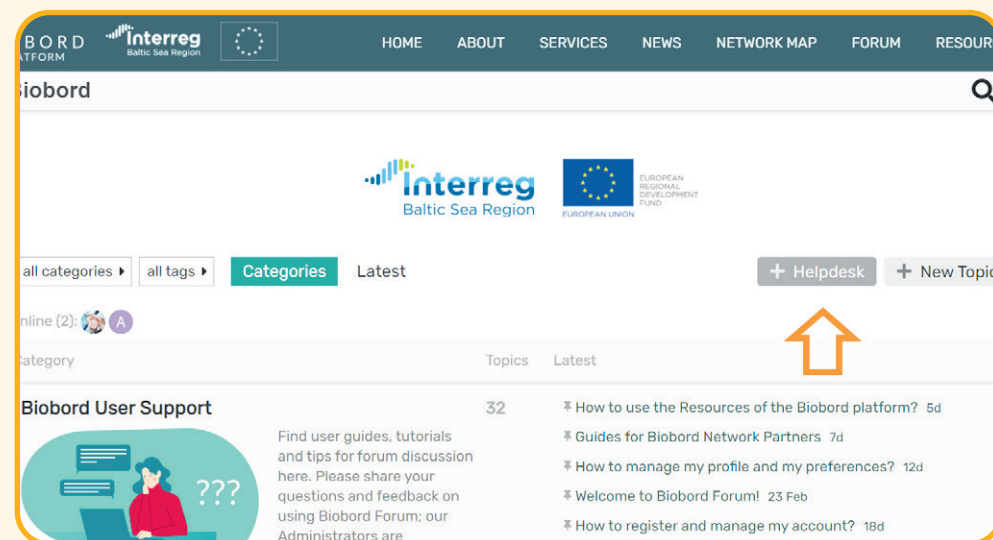
All registered users are welcomed to join the discussion at the open forum categories. To find more information about posting and editing a topic or a reply, please check our Biobord User Guide 4 Making and Editing Posts in the Forum.



Biobord User Support

Biobord User Support is featured as the first discussion area in the Biobord Forum. In Biobord User Support, the Biobord users can find user guides, tutorials and tips for forum co-working and interaction.

The registered users can also share any questions and feedback on using Biobord Forum by starting a topic under the Biobord User Support; Biobord Administrators are committed to answering your questions as soon as possible.



User tip! You are also welcomed to use our Helpdesk for registered users. Helpdesk access can be found in the top right corner of the Forum view. Use 'Report a problem' ticket to get assistance from our Administrators.

OPEN BIOBORD FORUM

Open Biobord Forum is a networking, matchmaking and teambuilding area for bioeconomy developers to find new opportunities, expertise and partners. Our Biobord Contact Points will be in contact with you and help you in your quest - find us from Get connected via [Biobord Contact Points](#).



This is a forum for you if you are:

Looking for support, expertise or partners to take your idea further -
Announce a call for expertise or a call for partner to find connections to take your idea further or to respond to a funding opportunity.

Use the tag: Call-for-expertise or Call-for-partner

Looking to market your expertise and offer your services -

Introduce yourself at:

<https://forum.biobord.eu/t/meet-the-network-and-introduce-yourself/>

Looking to solve a challenge with fresh ideas, new technologies and innovations -

Announce a call for solution to solve your bioeconomy business or research challenge with fresh ideas, new technologies and innovations.

Use the tag: Call-for-solution

Discussion in this category is only in English.

BIOBORD ON STAGE

'Biobord on Stage' provides you information about the online events of Biobord Network. The events are announced in this discussion area. Events are hosted by our network partners and they are open for anyone to join.

After the event, the materials are shared and discussion on outcomes may continue under the event topic.

