BIOBORD
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Guide for new Biobord users

EU STRATEGY FOR THE BALTIC SEA REGION
FLAGSHIP

Interreg
Baltic Sea Region

EUROPEAN UNION
EUROPEAN
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DEVELOPMENT
FUND

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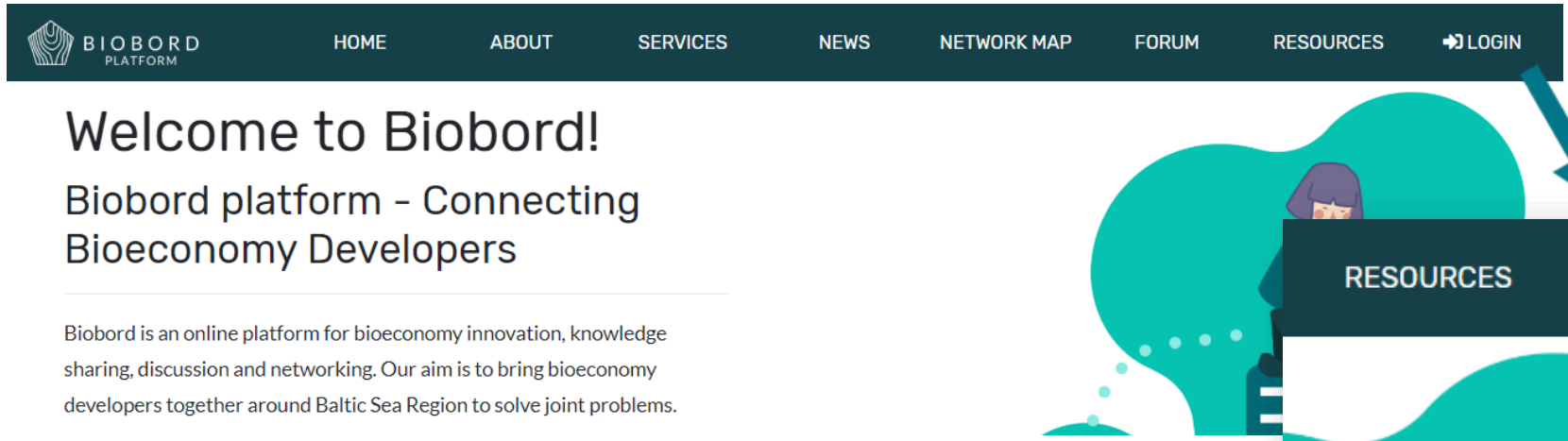
About

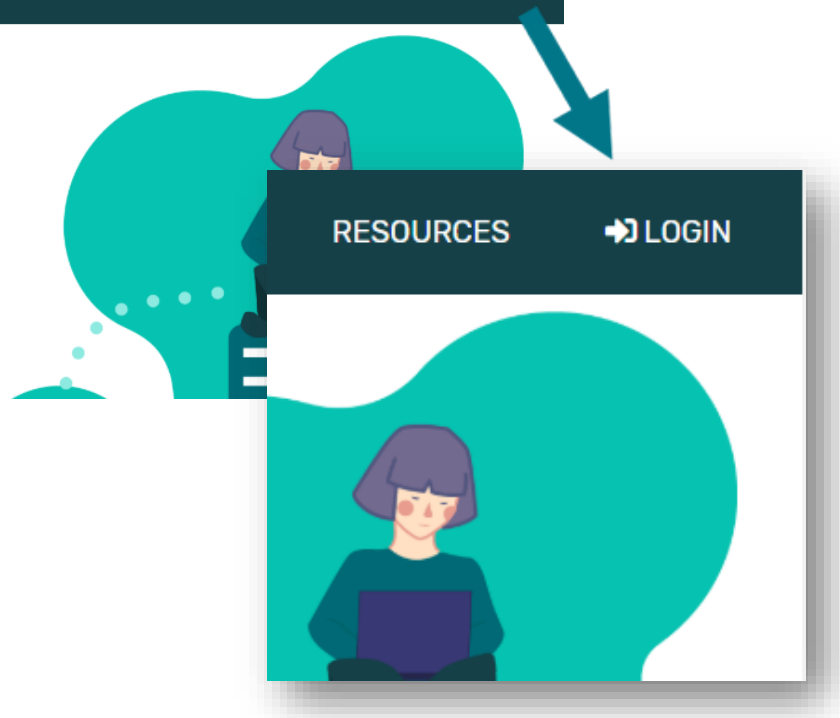
- Biobord is an online platform for bioeconomy innovations, knowledge sharing, discussion and networking
- It aims to create international discussion about bioeconomy topics and bring bioeconomy developers together around the Baltic Sea Region to solve joint problems

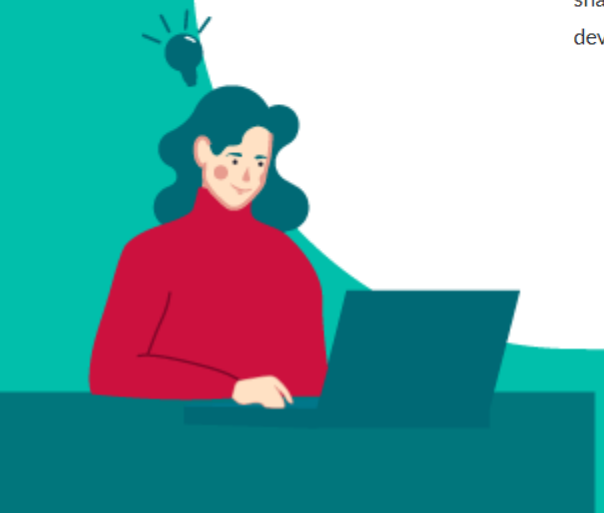
This guide helps you to start using Biobord – from registration to finding the right topics!

Registration

- You can login from all the tabs by using the 'Log in' button on the right top corner







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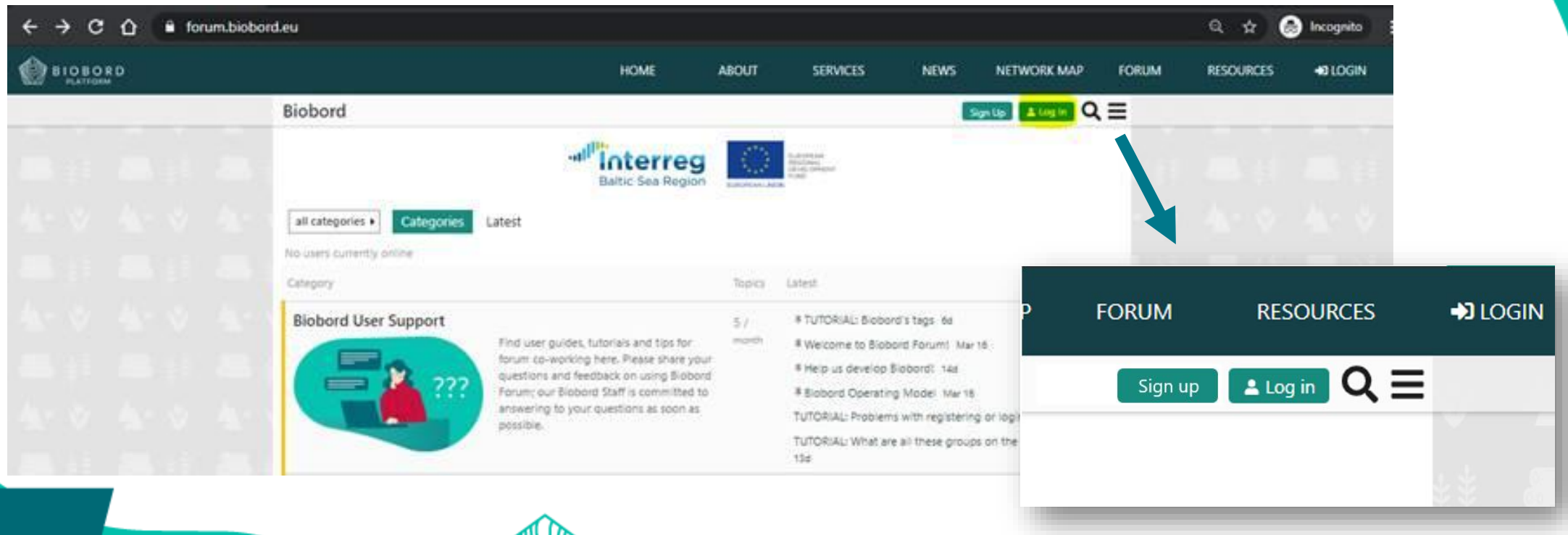
Registration is completely free and without obligation!

Registration

- When you open the 'Forum' tab, you see all the open groups
- From this tab you do the registration and logging in



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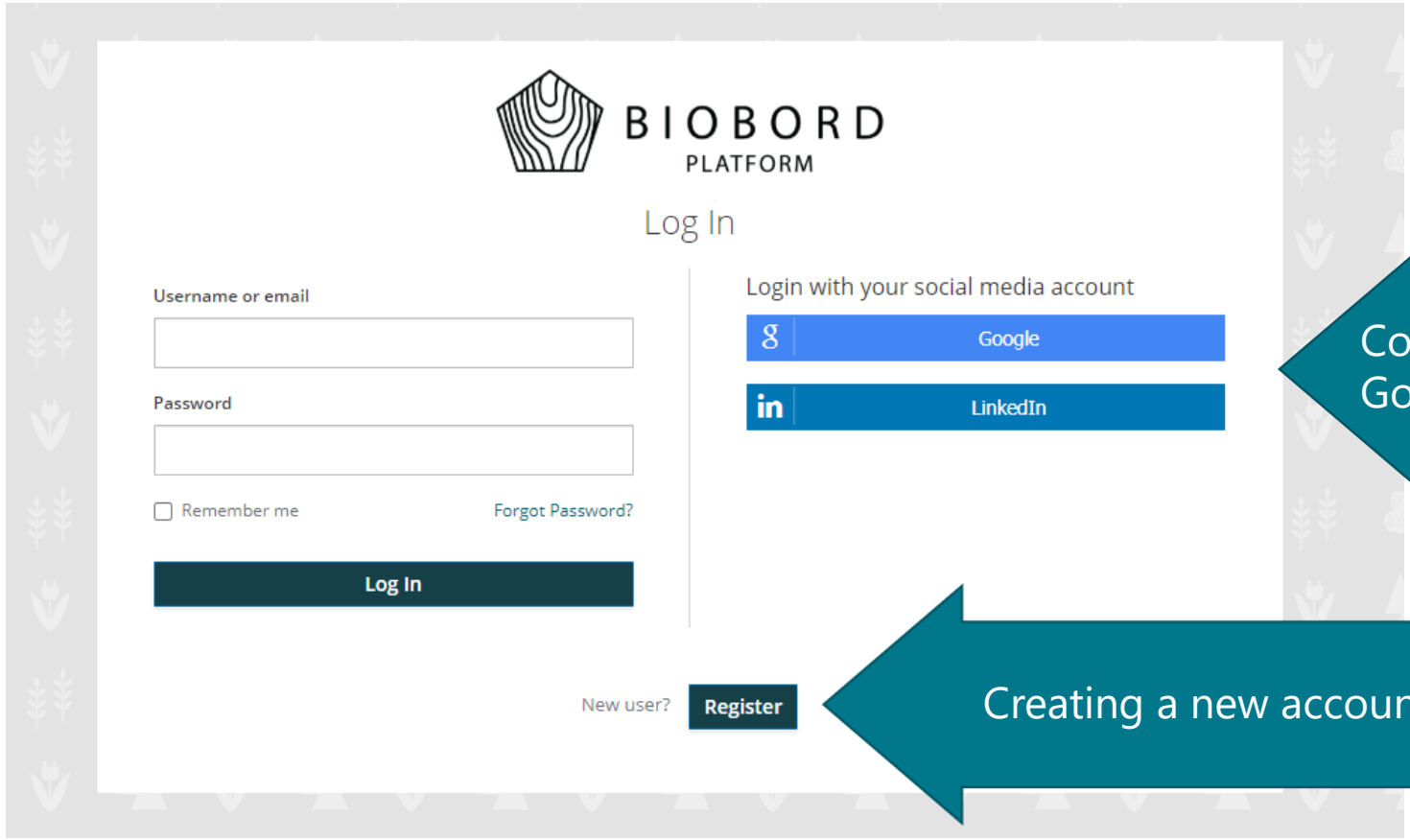
You have two options when you sign up:



Connecting Biobord to your Google or LinkedIn –accounts

Creating a new account

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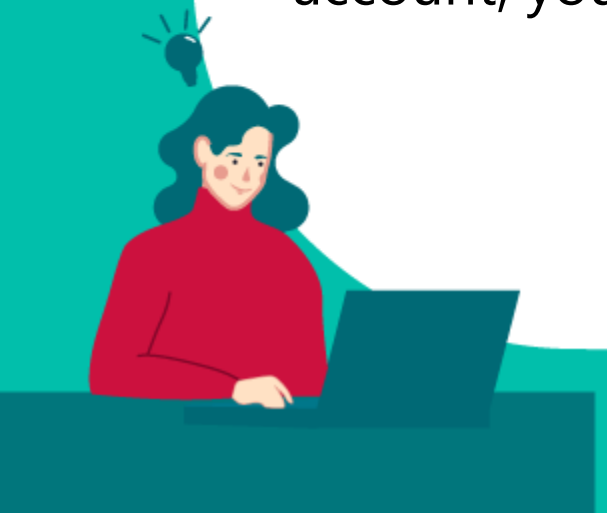
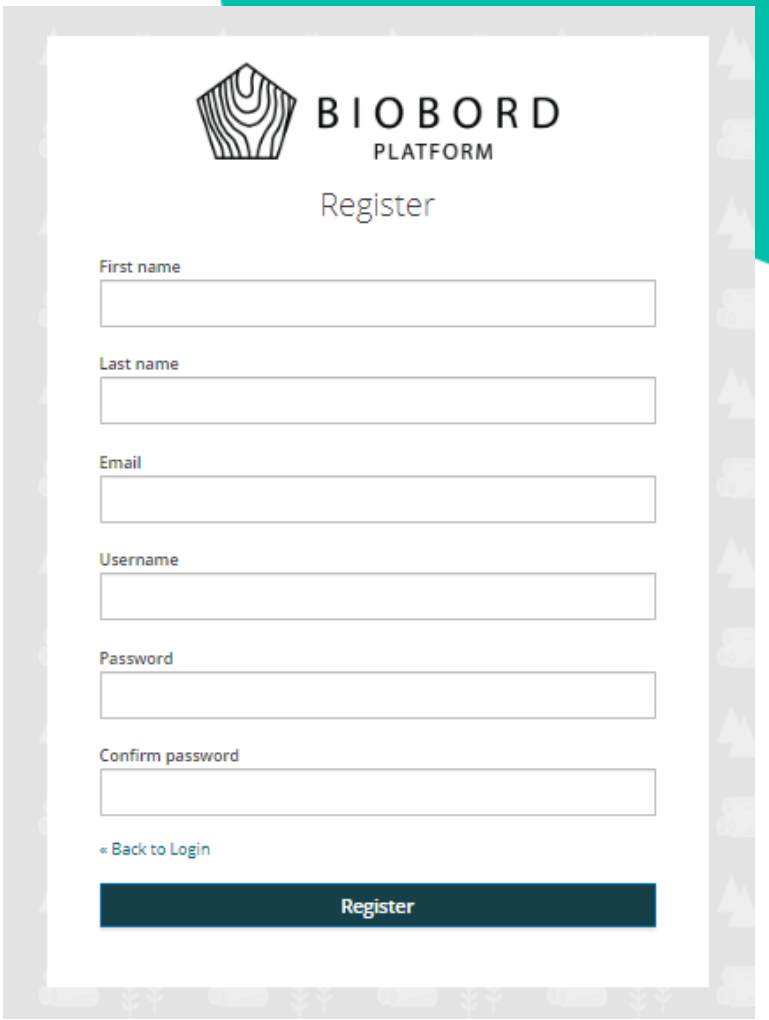
- If you choose to create a new account, press the ‘Register’ button
  - → Fill in your information
  - → Verify your account from the email you gave
  - → Log in to Biobord

! Note that the confirmation email might end up to the trash folder in your email, so remember to check it after your registration

- When you have created and verified your account, you are ready to use Biobord!





If you face any problems with registration or logging in, don’t hesitate to contact the admin Riikka Kumpulainen: riikka.kumpulainen@jamk.fi

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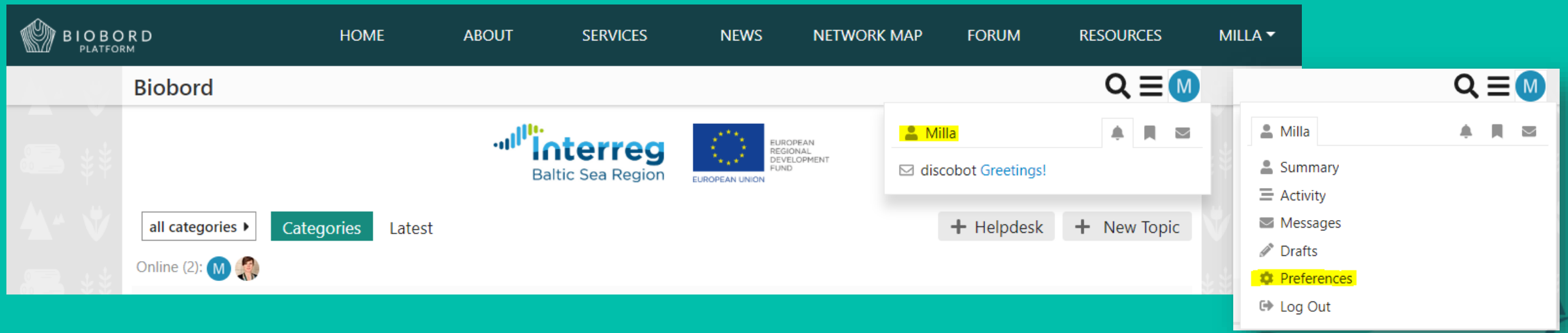
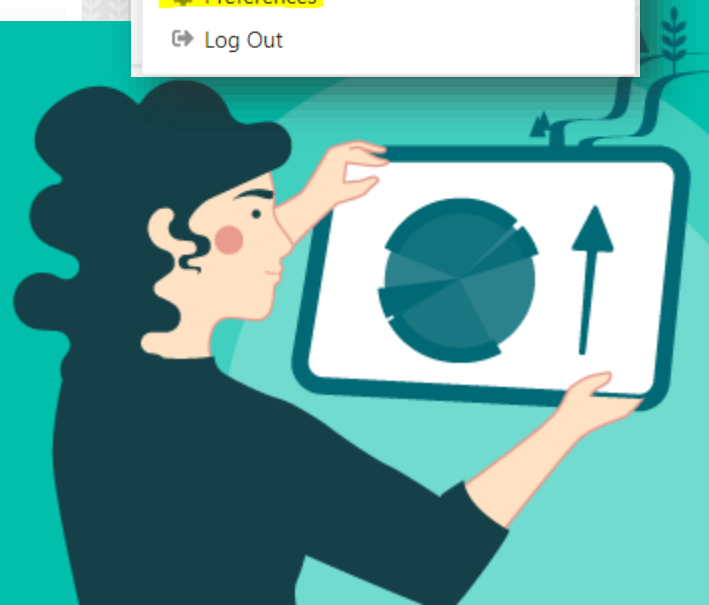
Your profile

After logging in, you can adjust your profile

Click your initials/profile picture on the 'Forum' tab → Click your nickname → Choose preferences



From the 'Preferences' tab you can also change your profile picture!



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We suggest you to…

- Add a profile picture – it is nice to see who you are having a conversation with
- Add a short introduction to your profile
  - Who are you?
  - Where are you from?
  - What are your expertises?
  - Where can you be helpful?
  - What do you expect from Biobord?
- Add your own introduction to Open Biobord -group, so other users get to know you

So meet the network and introduce yourself, in a best case scenario someone is looking for your knowledge at Biobord!

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Categories

Biobord has two types of groups:

1 **Main categories:** User Support, Open Biobord and Biobord On Stage

- *Biobord User Support (ENG):*
  User guides, tutorials and tips. Share your questions and feedback here, and the Biobord Staff will answer.
- *Open Biobord Forum (ENG):*
  International meeting place for bioeconomy developers, you can look for expertise, partners or talented professionals for a project or business venture and you are welcome to share your expertise and introduce yourself at the Forum. It is also a perfect place to joint ventures and actions.
- *Biobord On Stage (ENG):*
  Announcement area for bioeconomy themed webinars, for example for innovation presentation. We offer you web event platform, bioeconomy expert audience and communication channel.

2 **Project groups and regional groups**

- These groups can be set up by anyone with the help of admin
- Each project group has description of its content and contact person in the 'About' topic

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These are the regional groups:

- *Bioeconomy Knowledge And Development Centre* – Polish group
- *Tarvaala Bioeconomy Campus* – Finnish group
- *INN Centre of Bioeconomy Forum* – Norwegian group
- *Latvian Food And Bioeconomy Cluster* – Latvian group

CENTRUM WIEDZY I ROZWOJU BIOGOSPODARKI

iNN

Inland Norway University of Applied Sciences

LATVIAN FOOD BIOECONOMY CLUSTER

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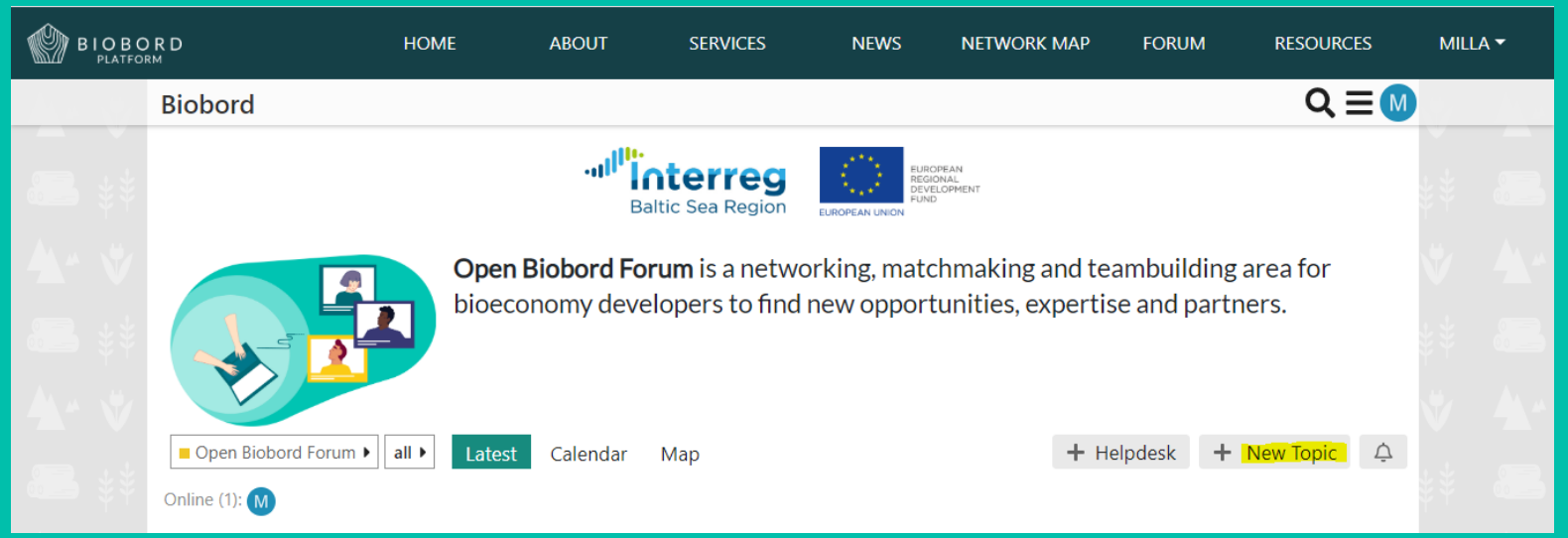
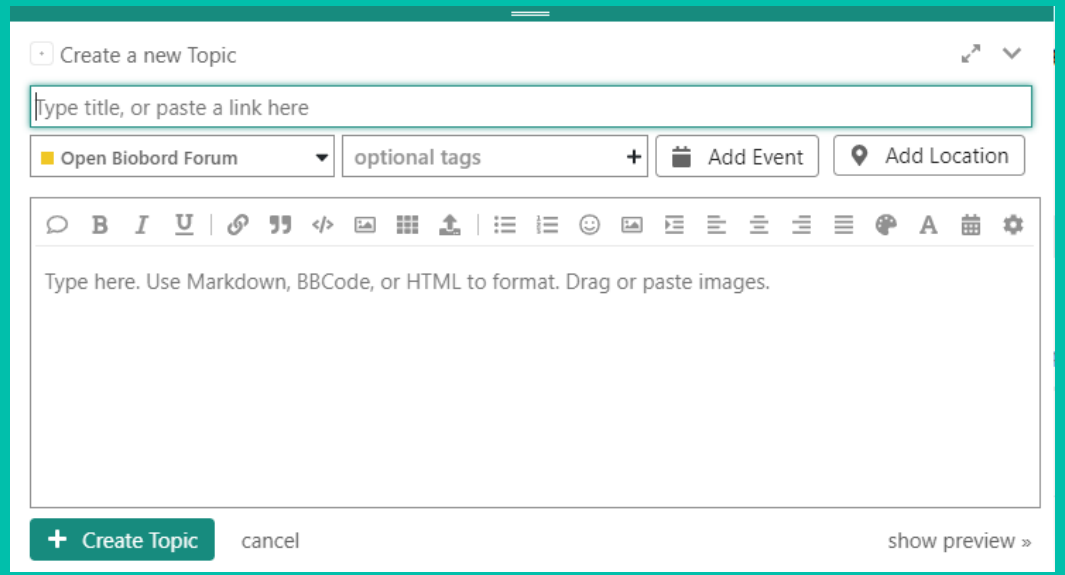
Creating a topic

- Creating a topic requires you to be logged in, offline you can only read topics
- Choose a category for your topic, in this example Open Biobord Forum
- You find the +New Topic –button on the right
- Text editing window appears, and you can start to compose your text. You see a preview of your draft on the right.





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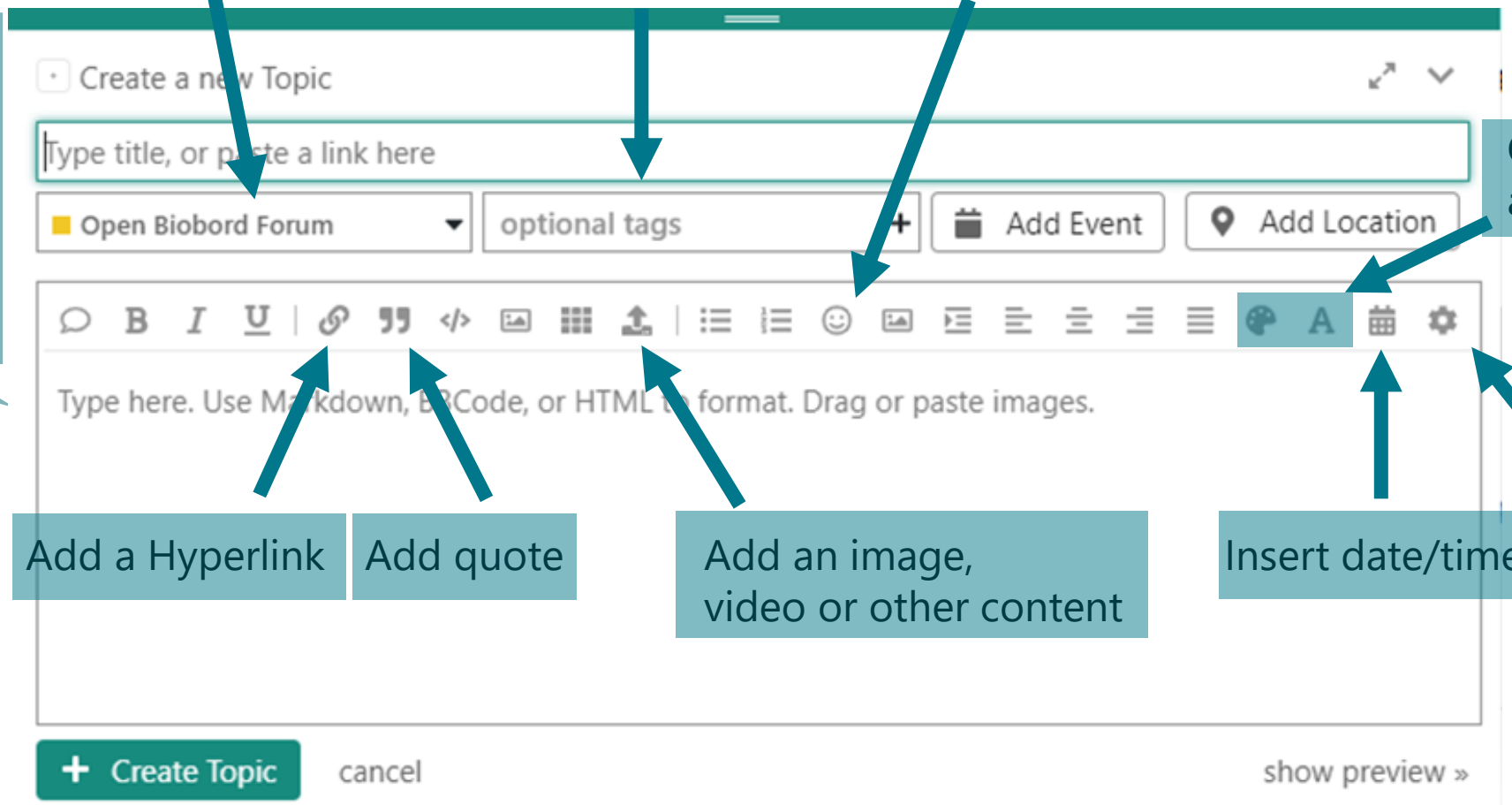
When you want to direct your topic to someone, add @ in front of the name, for example @biobord_staff

Choose the right category

Choose tags

Add emoji



Change the colour and size of the text

Add a Hyperlink

Add quote

Add an image, video or other content

Insert date/time

Build a poll

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Tags

- Tags help you to search and recognise the topics that interest you
- Each tag has an icon, so it is easy to see what the topic is about
- Adding tags to your topic:
  - click the 'Optional tags' on your text editing window
  - either choose from the suggested tags that are most used, or write the tag and then choose it

Please see the updated tag list on Biobord User Support category, and feel free to suggest new tags at HelpDesk!

- There are 6 main tag-categories and more specific tags under them
- We suggest you to add both: general tag and more specific tag

- 6 main tag-categories are:

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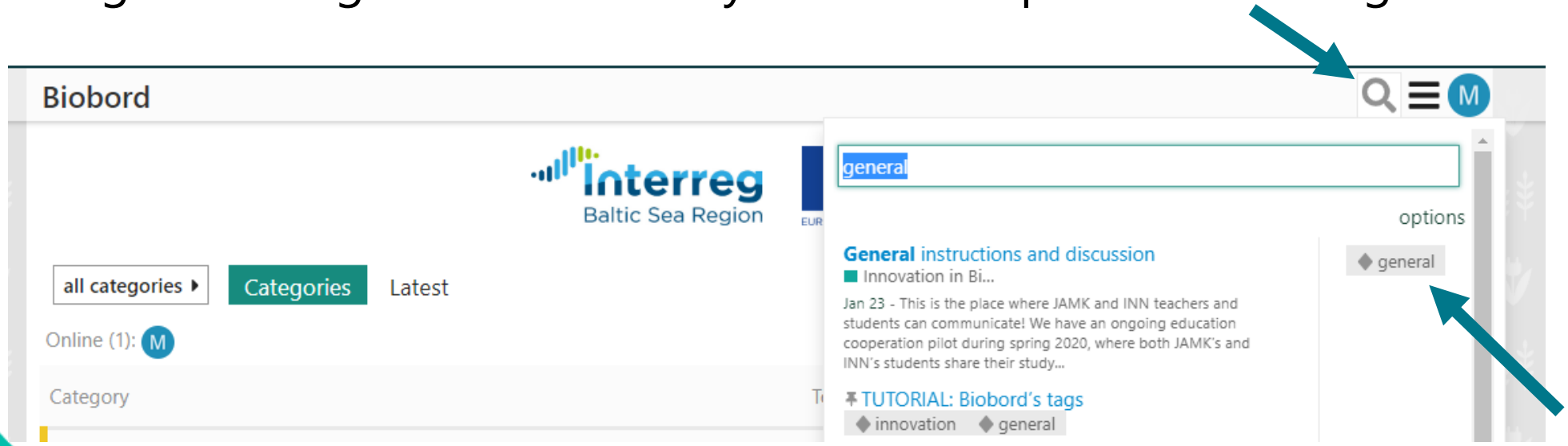
You have two options when you want to search a tag

Click the ‘Search’ button and type in the tag you want to search with

The results show topics that have your word in them, or you can click the tag on the right and it shows you all the topics with the tag



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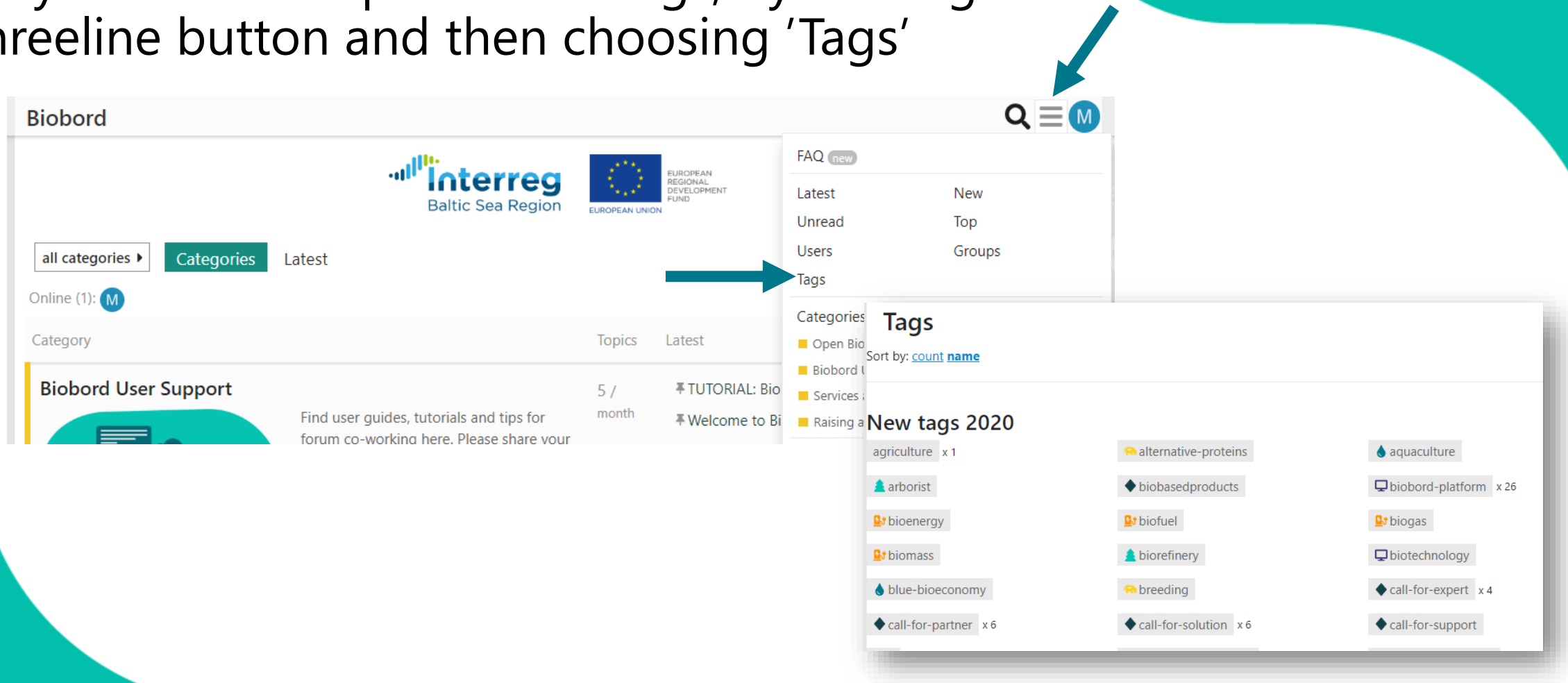
Or you can also open all the tags, by clicking the threeline button and then choosing 'Tags'



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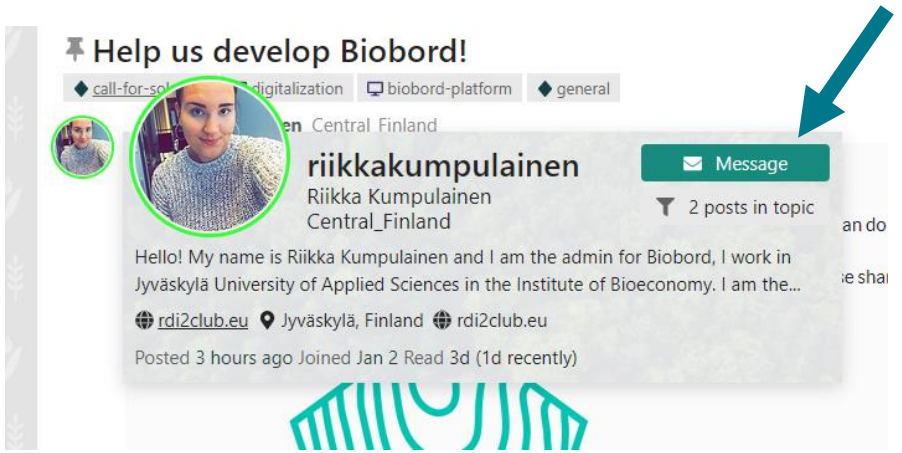
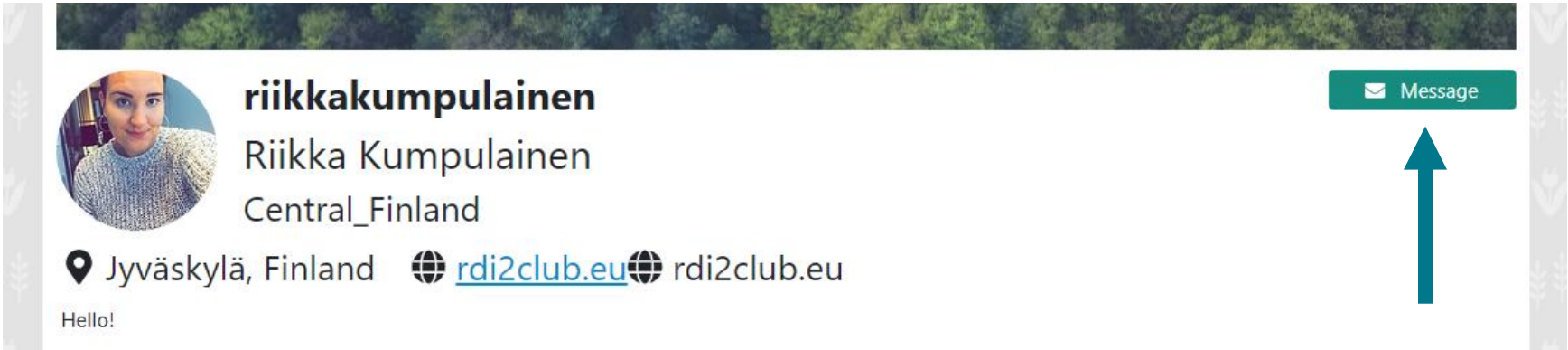
Sending a private message

You can send a private message to a person by clicking their name or profilepicture, and then clicking ‘Message’

You can also search for a user, and when you go to their profile, you see the ‘Message’ button





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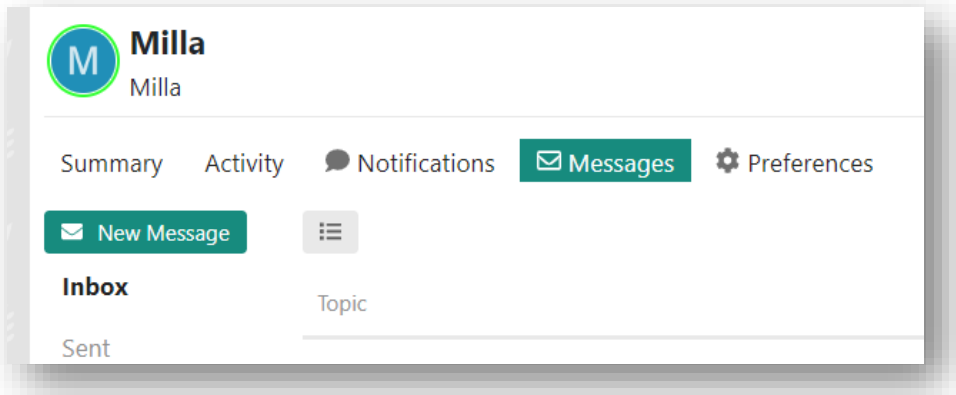
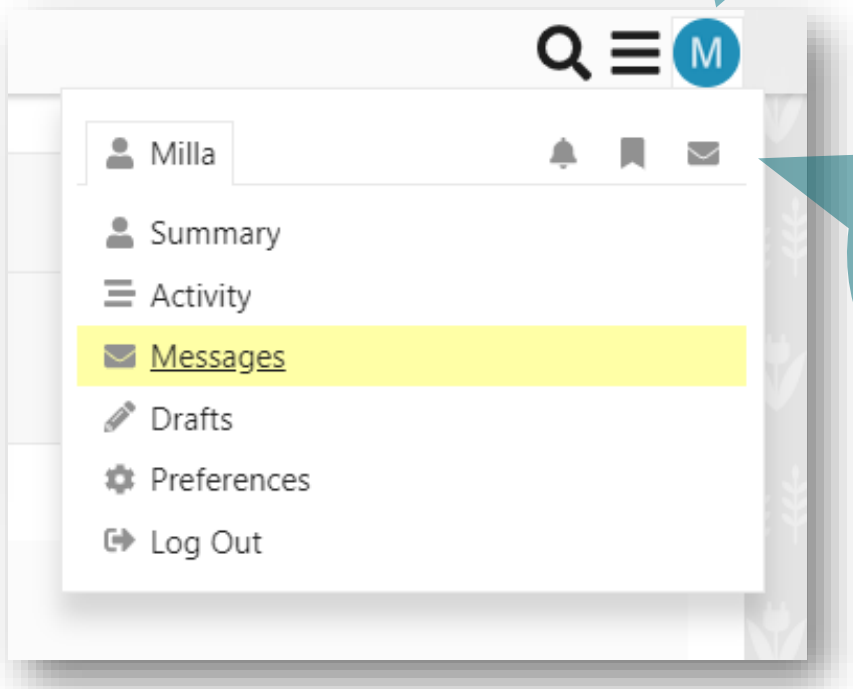
Sending a private message

Find all your messages from your profile page, or through clicking your profile picture/initials → your nickname → 'Messages'

You can send a message also through 'New Message' button on your profile page





A notification of new message is shown above your profile picture

You can find your new messages through this envelope button

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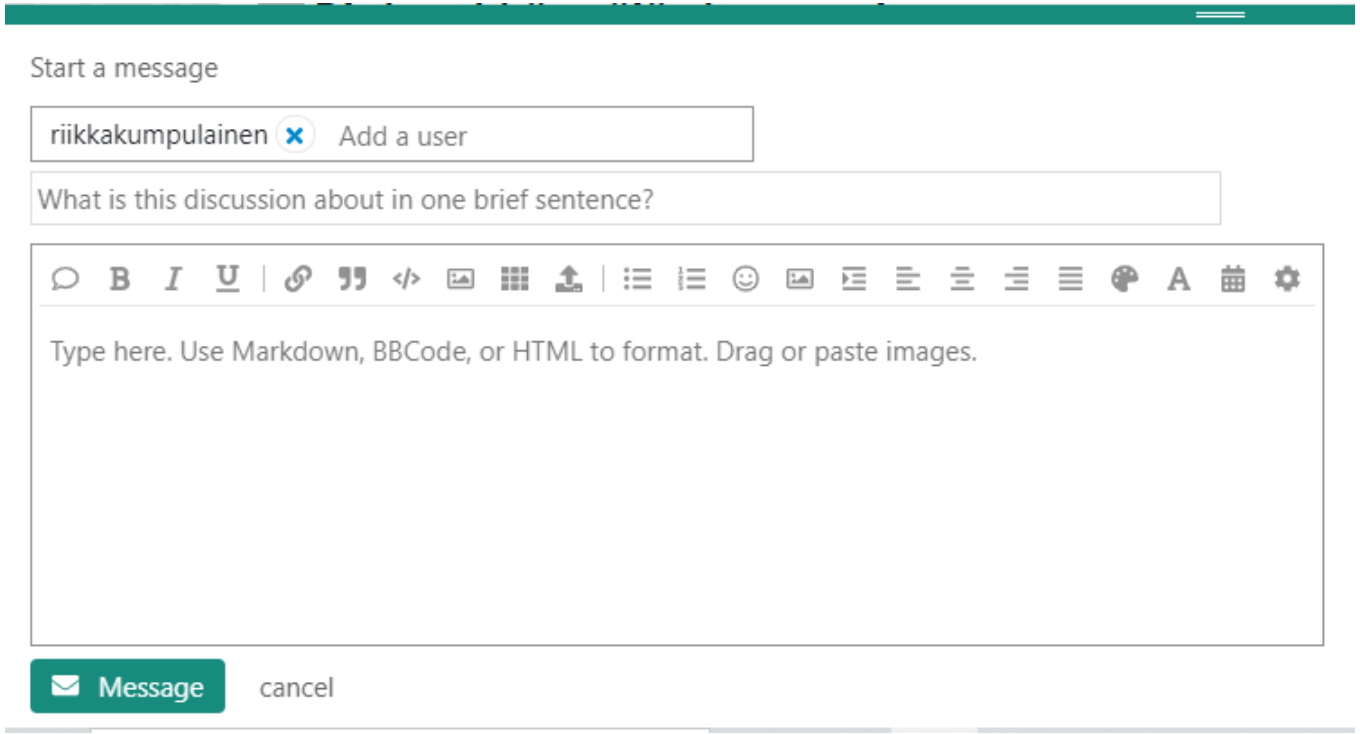
Sending a private message

Sending a message opens the same kind of window as when you are creating a topic

You can add multiple users to receive your message



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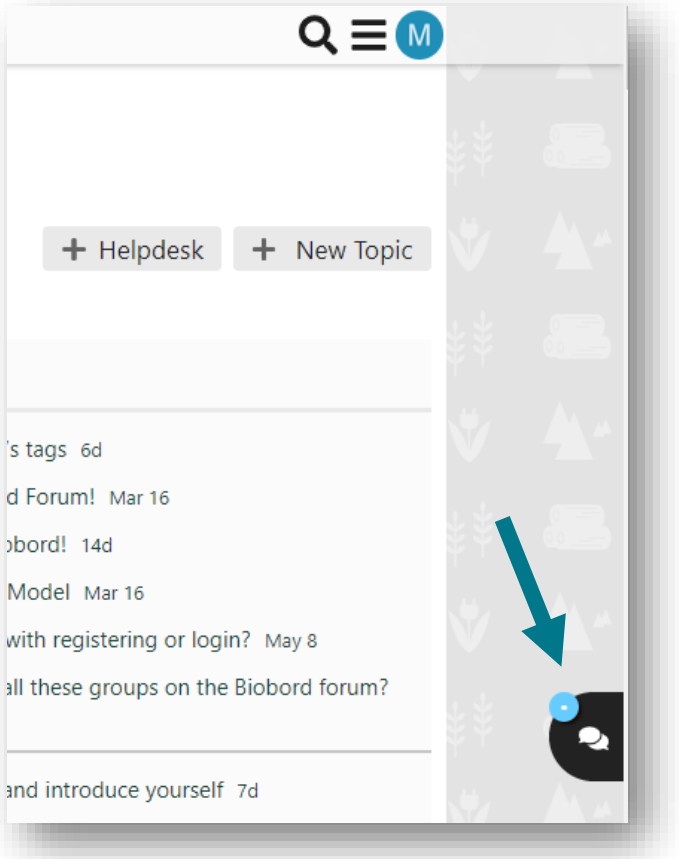
Chat

- Sending a private message works also from the chat, which is on the right bottom corner of the forum
- However, the chat feature doesn't send a notification to email about receiving a message
- The lightblue circle indicates that you have received a message in the chat



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Help?

More information and help:

- *Biobord staff:* All questions, you can get help in your own language → Meet the staff
- *Group facilitator* (stated in every groups 'About' topic): Things concerning the group and other possible questions
- *Biobord User Support group*: All questions, here you can ask questions that would be beneficial for others too
- *HelpDesk:* Technical questions or for example requests to open new groups
- *Admin @riikkakumpulainen:* All questions

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