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Managing My Profile and Preferences

BIOBORD
PLATFORM

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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.
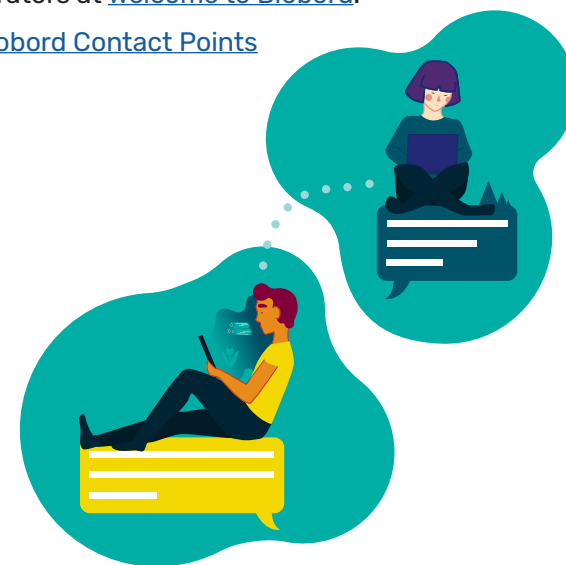
WELCOME TO BIOBORD PLATFORM

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 PREFERENCES

On the Biobord forum, users can manage their user profile information and different settings to customize the user experience. Managing your user profile is important to help you interact with the other users as well as for controlling the information flow based on your personal interests.

> **With 'My preferences', you can:**
> • Write a profile to introduce yourself to the other platform users
> • Make sure you get information that is relevant for you by setting notifications based on your personal interest.

You can find 'My Preferences' easily from your 'Login' list that appears under your username in the right corner of the head banner after you have logged in.
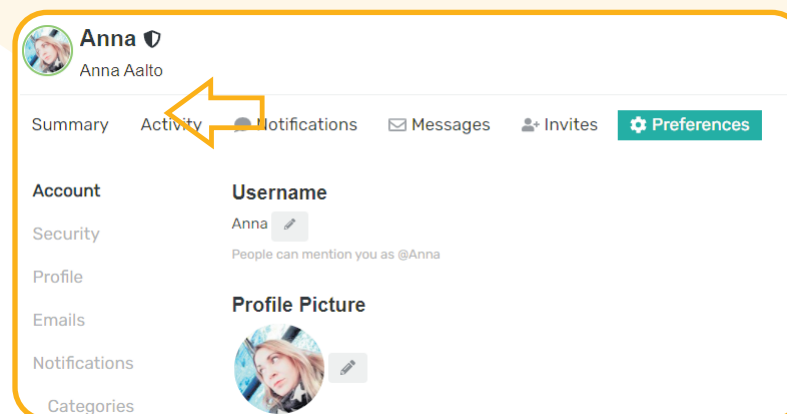
When accessing 'My preferences', you will get a view such as in the figure below. In the left side, there is a list of different features you can modify and adjust in 'My preferences'.

> • **Account** – Review your username and change your profile picture
> • **Security** – Review recently used devices and log out
> • **Profile** – Introduce yourself to other users of Biobord
> • **Emails** – Control your email notifications
> • **Notifications** – Set forum notifications to follow categories, tags or users in the forum
> • **Interface** – Adjust your forum view and experience

We recommend that you will adjust at least these settings in your preferences to improve your user experience:

1. Add a profile picture under account
2. Add an 'About me' description under Profile
3. Set your email notifications based on your preferences
4. Watch or Track interesting categories and tags with notifications

MANAGING PREFERENCES

Account

In Account, you can set your username and profile picture.

Updating the username

The username is your official name at the platform; the other users will use it to contact you directly by mentioning you in their post with @username.

When selecting a username, please note:
- Do not make the username too difficult for others to remember
- Do not use long number codes
- Do not use your email address
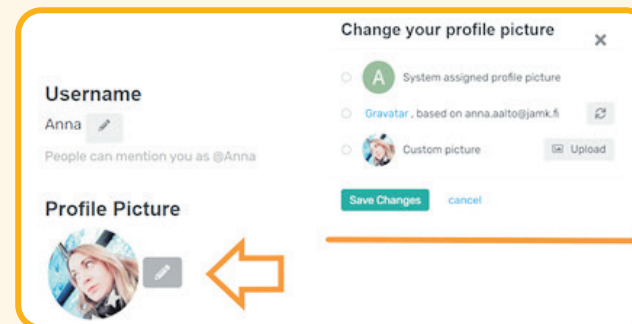- The username is public, so avoid offensive names

User tip! You can use your organization as a part of the username, but it would be preferable to identify as a person – not only an organization. For example, the username could be @bioinstitute_Anna.

Updating a profile picture

We would strongly recommend adding a profile picture to your profile. Using a profile picture will help other users to recognize you when you are online. Featuring your picture is also proven to build trust and ease interaction in online discussions.

As presented in figure above, you can edit your profile picture from the pencil icon next to your picture. You are able to select your profile picture as
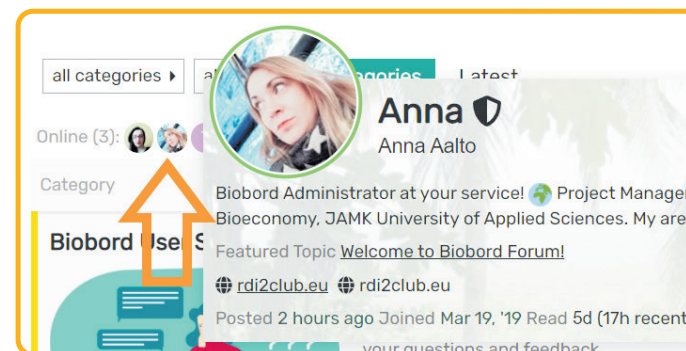
- **'System assigned profile picture'** - a letter icon featuring your initials
- **Gravatar** – Globally Recognised Avatar, if you have made one for your email address in WordPress
- **Custom picture** – upload a picture of your choice

Security

In 'Security', you can see the recently used devices that you have logged in from and you are able to log out from all devices simultaneously.

Profile

A profile is visible to all registered users by clicking at your profile icon and it helps to introduce you to the forum community (figure below).

Under Profile, you can edit your profile and write a brief description in the 'About me' section. The top view is the editing section where you can write and edit the text – the bottom view shows how the ready text will look when published. The text editing works with same functionalities as in the editing of a topic at the forum. To study the text editing features in more detail, you can check the Biobord User Guide 4.

Note! When making a change, make sure you press Save Changes in the end.

User tip!
You can enhance your profile also with the following features:
Website – you can connect a link to your organization or project to your profile
User card background – you can upload a background picture to your profile
Featured topic – if you have written a topic to introduce yourself, your idea or organization at the 'Open Biobord Forum', you can link that topic to your profile.
Region – You can select what country you come from

About me

Biobord Administrator at your service! :earth_africa:

Project Manager from Institute of Bioeconomy, JAMK University of Applied Sciences. My areas of interest include project planning, international co-operation, circular economy and sustainable development. https://www.linkedin.com/in/aalto-anna-428a3144/

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User Card Background

Background images will be centered and have a default width of 590px.

Featured Topic

Welcome to Biobord Forum!

Select a New Topic   Clear

A link to this topic will be on your user card, and profile.

Region

Finland

🌐 Use Current Region

Save Changes   Saved!

Emails

Under Preferences, 'Emails' allows a user to select in which cases they will receive a notification message to their email. You can choose whether you want to receive an email if someone sends you a private message or when someone quotes you, replies to your post, mentions your @username or invites you to take part in a topic. You can select whether to get the email notification always or only when you are not logged in.

> **User tip!** If you wish to get an email for every private message send to you via Biobord, make sure you have selected 'Always' in the section: Send me an email when someone messages me.
>
> If you want to make sure you are not missing any forum content tagged to you, also select 'Always' or 'only when away' in the section: Send me an email when someone quotes me, replies to my post, mentions my @username, or invites me to a topic.

Furthermore, you can select to receive an activity summary in your email of the popular topics and replies if you have not visited the platform in a selected timeframe. For example, you can select to get an activity summary if you have not logged in for a week or a month.

Email

Send me an email when someone messages me

[only when away ▼]

We'll only email you if we haven't seen you in the last 10 minutes.

Send me an email when someone quotes me, replies to my post, mentions my @username, or invites me to a topic

[only when away ▼]

We'll only email you if we haven't seen you in the last 10 minutes.

Include previous replies at the bottom of emails

[never ▼]

☑ Include an excerpt of replied to post in emails

Activity Summary

☑ When I don't visit here, send me an email summary of popular topics and replies
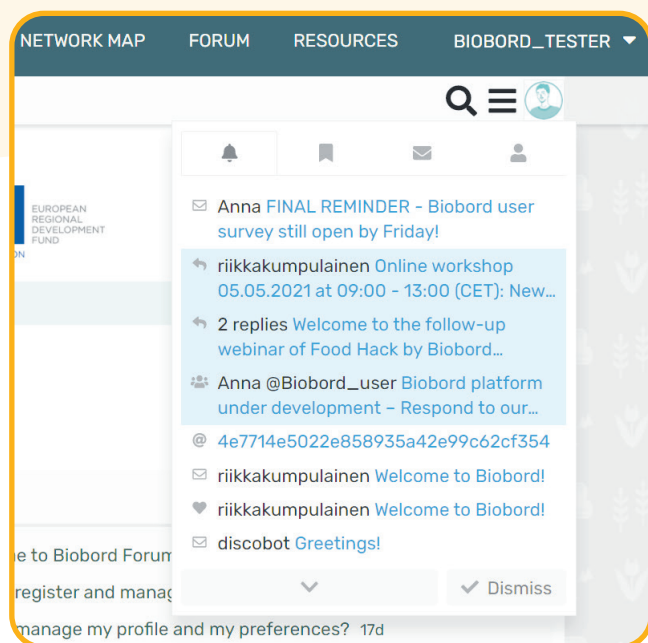
[weekly ▼]

☐ Include content from new users in summary emails

[Save Changes] Saved!

Notifications

By adjusting the notifications, you can manage the data flow to your personal notification list at the forum (see the picture below). The list helps you to keep up with new topics and replies that are relevant for you. You can find the list by clicking your profile picture in the right upper corner of the Forum.

The notification list is visible right away and accessible under the bell icon.

Under preferences, you can set the notifications to control:

1. How long the topics are considered new

2. When the tracking started for the topics you have entered

3. If your own topics should be:

• **Watched**: notification of all replies and a count of new replies is shown

• **Tracked**: notification is your username is mentioned or your post is directly replied to, a count of new replies is shown

• **Normal**: notification is your username is mentioned or your post is directly replied to

4. If you want to be notified when your post is liked

5. Notification schedule, for example, to avoid notifications outside working hours.

6. Whether you allow private messages to be send via Biobord.

Under the subpages of 'Notifications' you can customize which categories, users and tags you are following in the forum.
You can select from 'Watched', 'Tracked', 'Watching first post' and 'Muted'.

Note! When making a change, make sure you press 'Save Changes' in the end.

WATCHED – You will automatically watch all topics in these categories OR with these tags. You will be notified of all new posts and topics, and a count of new posts will also appear next to the topic.

TRACKING – You will automatically track all topics in these categories OR with these tags. A count of new posts will appear next to the topic.

WATCHING FIRST POST - You will be notified of the first post in each new topic in these categories OR with these tags.

MUTED – You will not be notified of anything about new topics in these categories OR with these tags, and they will not appear in latest.

Interface

In the Interface, you can customize your forum settings and user experience. You can try out different settings easily. However, please note that changing some default settings may affect your user experience negatively. Please remember to return to the default settings if you experience problems.

1. Change a setting
2. Save the Change (bottom of the page)
3. Refresh and see if you like the change
4. Return to default setting if you experience problems

THEME:
Light
Dark
RDI -theme (Default)
Warning - we do not recommend changing the default theme as it may affect the usability of the platform.

TEXT SIZE:
Smallest
Smaller
Normal (Default)
Larger
Largest

INTERFACE LANGUAGE
English (US) (Default)
Many available languages

DEFAULT HOME PAGE
Categories (Default)
Latest
Warning - we do not recommend changing the default home page as it can negatively affect your ability to navigate the forum categories.

OTHER
Select whether to:
- Open all external links in a new tab
- Enable quote reply for highlighted text
- Enable defer to mark topics unread
- Hide my public profile and presence features
- Show counts on browser icon

Background page title displays count of:
- New notifications
- New page content
- Skip new user onboarding tips and badges

CALENDAR
Select which day to start the week on