KEY SEGMENTS

Profile

Expert Board

Project Board

Organization Board

Project Workspaces

Chat
Hashtags - keywords - are used throughout the platform to help with searching for relevant content quickly. You can find tags on the left side of each board and project workspaces.

**TAGS IN EXPERT & ORGANIZATION BOARDS**
appear when a user creates a user or organisation profile and adds tags that best describe their expertise.

**TAGS IN THE PROJECT BOARD**
appear when a project is created and tags are added to describe thematic areas of the project.

**TAGS IN PROJECT WORKSPACES**
appear on the left inside a workspace when team members add tags to their posts. These tags make finding information and working inside a project space more efficient as searching for the right content is fast and easy.
USER PROFILE

The very first step of a successful work on the platform is filling out your profile well.

- Basic info and bio.
- Photo to make your profile more visible.
- Hashtags/keywords that best describe your competencies and interest areas.
- Location where you are based.

YOUR PROFILE AUTOMATICALLY SHOWS

- CONNECTIONS: people you’ve interacted with on the platform.
- ORGANIZATIONS: that you are linked to.
- PROJECTS: that you’ve participated in.

View & edit your profile anytime in the right hand corner on the platform.

Basic info & bio.

Projects.
ORIENTATION ON SOLVED PLATFORM

Open the option at the bottom left corner.

Here you can see the main menu.

In the search field, you can browse quickly projects / experts / organizations / chats.
EXPERT BOARD

The expert board provides a view of your network. Use it to browse through and view profiles and start conversations. It helps you know who’s in your network, create valuable connections and build expert teams for each project quickly.

- Invite new people to join your network.
- Chat instantly.
- View profiles.
- Explore people quickly via search function.
- Find people you need quickly via hashtags.
- Browse by categories.
The organization board is a catalogue of all organizations participating in the network. Browse to know who’s in, and get in touch with the designated contact person mentioned in the organization profile.

Find organizations you need quickly via hashtags.

Explore organization quickly via search function.

Browse by categories

Create an organization profile

View organization profile.

Create organization

Organization Profile
The project board is your work area. Create, suggest and participate in as many projects as you wish, while enjoying an organized at-a-glance overview of all your activities.

- Find projects in areas that interest you quickly via hashtags.
- Explore projects quickly via search function.
- Browse by categories.
- Create/suggest new projects, open workspaces.
- Read project descriptions, request to join projects.
PROJECT WORKSPACES
WORKSPACES

Project spaces are a secure place for a team to communicate in real-time, share knowledge and documents, ensuring that all relevant information can be found quickly when needed.

- Search for relevant posts via hashtags.
- Filter by types of posts to find what you’re looking for faster.
- Star posts that you want to find quickly later.
- Search posts in the feed quickly via search function.
Your project team members are listed on the right side of the project workspace. You can invite members, remove members, view profiles and open private and group chats with members inside the workspace.

- **Invite new team members at the bottom right corner.**
- **First select member profile(s) & press on an action button to:**
  - See the posts of specific team member(s).
  - Start a chat with specific team member(s).
  - View profile of team member(s).
- **Remove a team member by selecting his profile and clicking on the “remove from project” in his profile.**
CREATING A POST

Creating a post is simple. Type your message and add relevant hashtags and files when needed. Press on “create a post”. You can also create posts with an event by choosing “schedule event”. You can mention a specific person in the feed or chat.

Type your message.
Add relevant hashtags.
Create an event post.
Upload files.
Press “create post” to post your message.
MARKDOWN LANGUAGE

You can change font style in a message by adding asterisks at the beginning and the end of a word or a sentence.

E.g. **Good morning**

> Good morning

*Good morning*

> Good morning
LIKING, EDITING, COMMENTING

You can like, comment and edit created posts in the feed.

Like posts to grow a tree from a leaf!

Comment on posts. Press Shift+Enter for line changing. The same applies also in chats.

Edit or remove your message at any time.
CHAT WINDOW

To open your chat window, choose the chat icon near your profile picture that you can always find in the upper right corner of the platform. Here you can browse your chats, create new chats, rename your chats and add/remove people from existing chats.

When you create a conversation, you can give your chat a name by clicking on the options and writing over the existing name. Press Enter at the end.

Create new chat.

All your conversations in one place.

Chat icon to get to all chats.

Invite more people to chat to create group chats.
NEW CHAT

In addition to starting your conversations inside the chat window, you can start chatting with anyone simply by clicking on the chat icon on a user profile.
SMALL CHAT WINDOW

A small chat window will open up at the bottom right corner for quick conversations inside the workspaces. You can switch to any view on the platform and the small chat box will stay open.

1) Choose one or several people to chat with.
2) Click on the speech bubbles and the small chat will open.
EMAIL NOTIFICATIONS

You can change your email notifications in the settings (upper right corner).

You will receive daily updates about your active projects.

You will stay in touch with SOLVED platform updates weekly / monthly.

When somebody sends you a message you will get the email notification.

You will get the news about your project activity.
You can work on the platform anywhere and anytime. We are compatible with mobile devices.