

SOLVED.

PLATFORM USER GUIDE



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Features & Functionalities

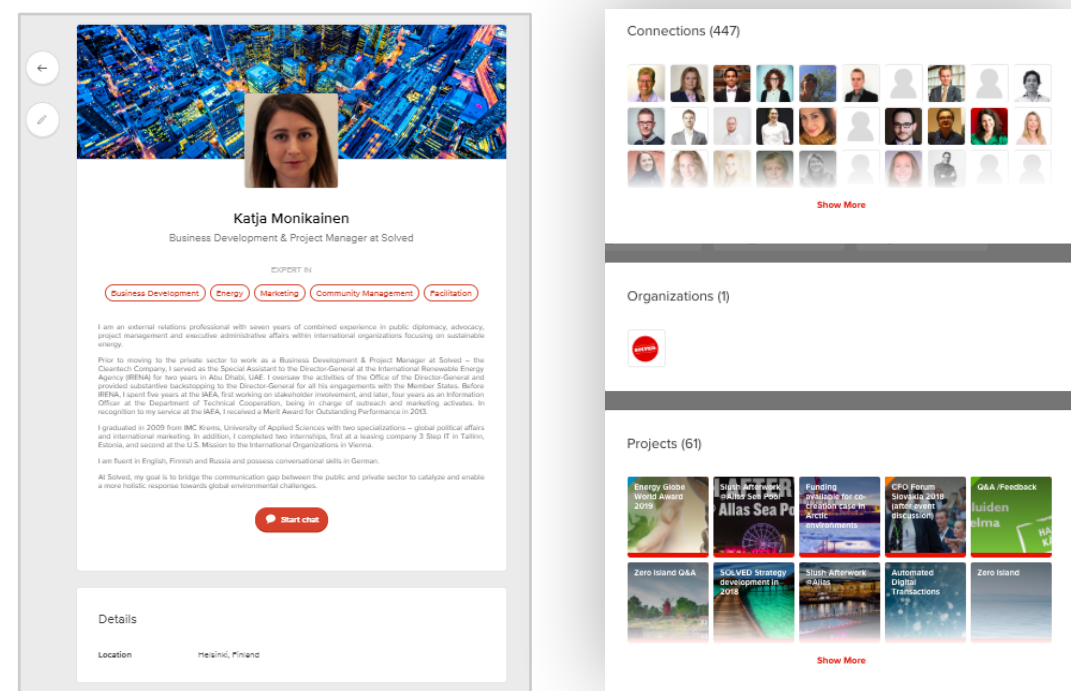
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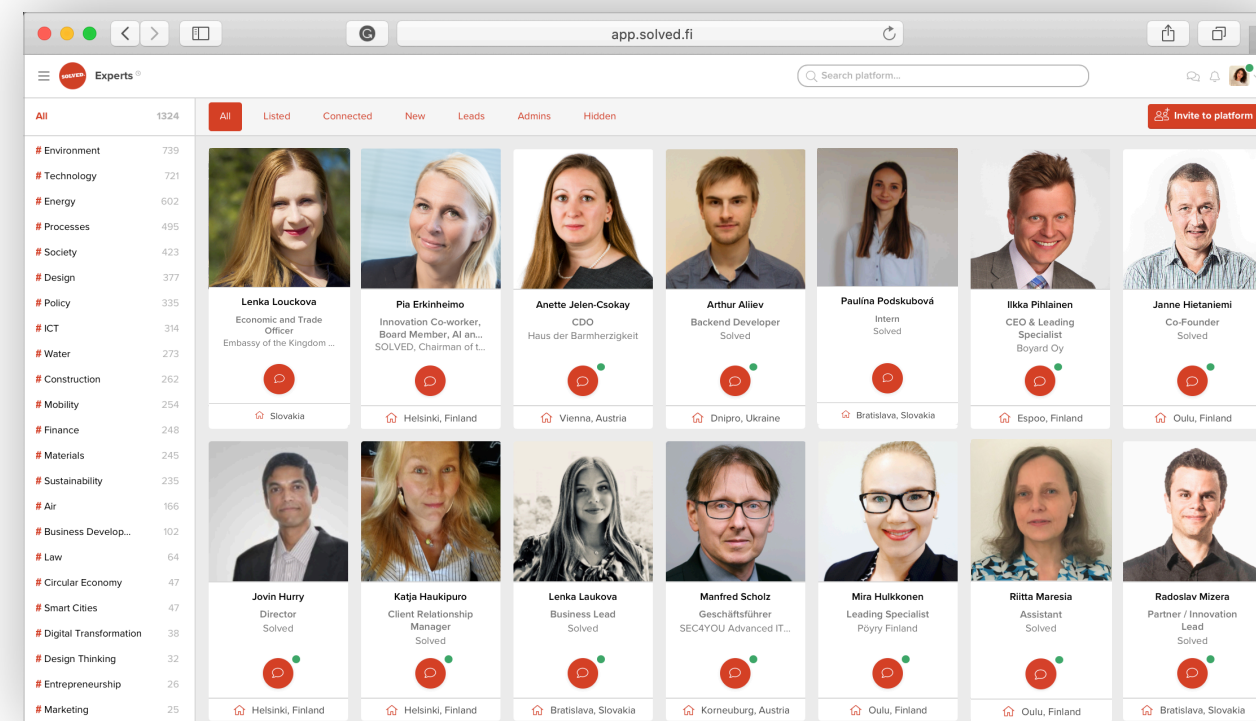
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KEY SEGMENTS

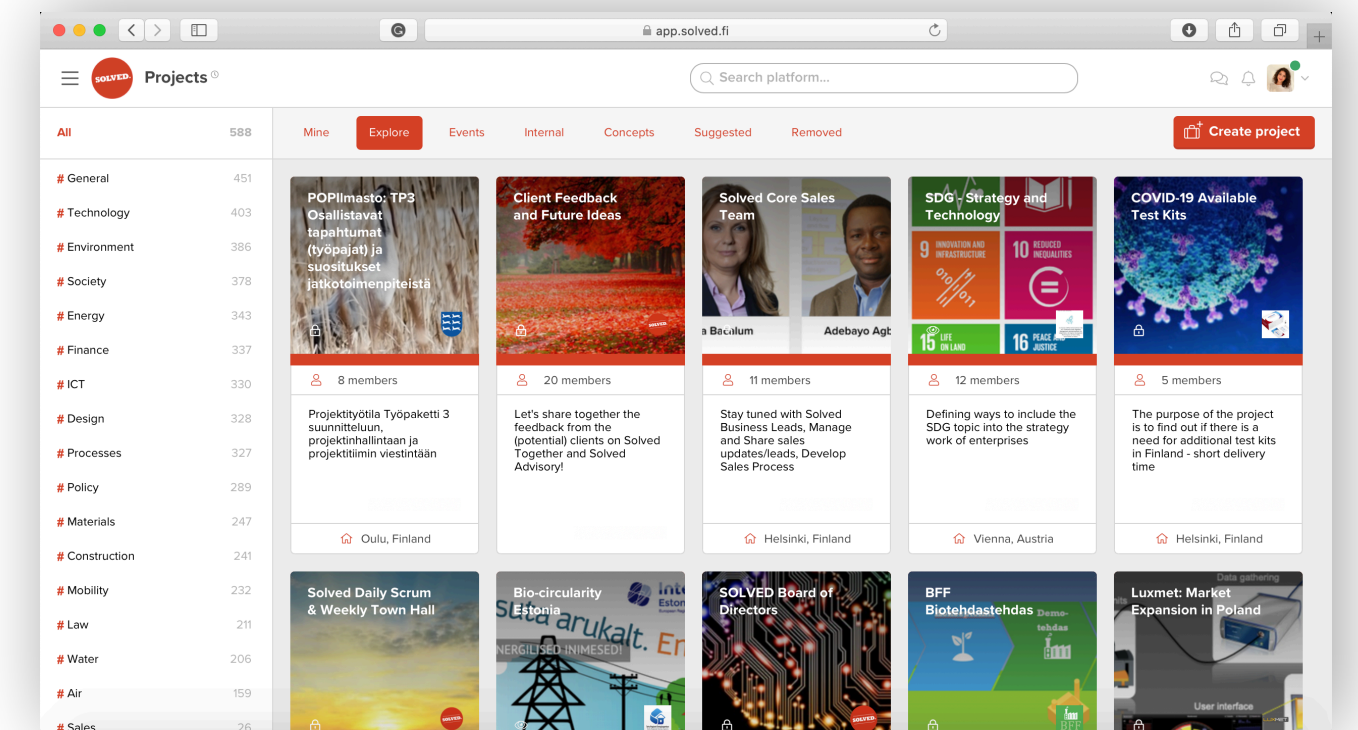
Profile



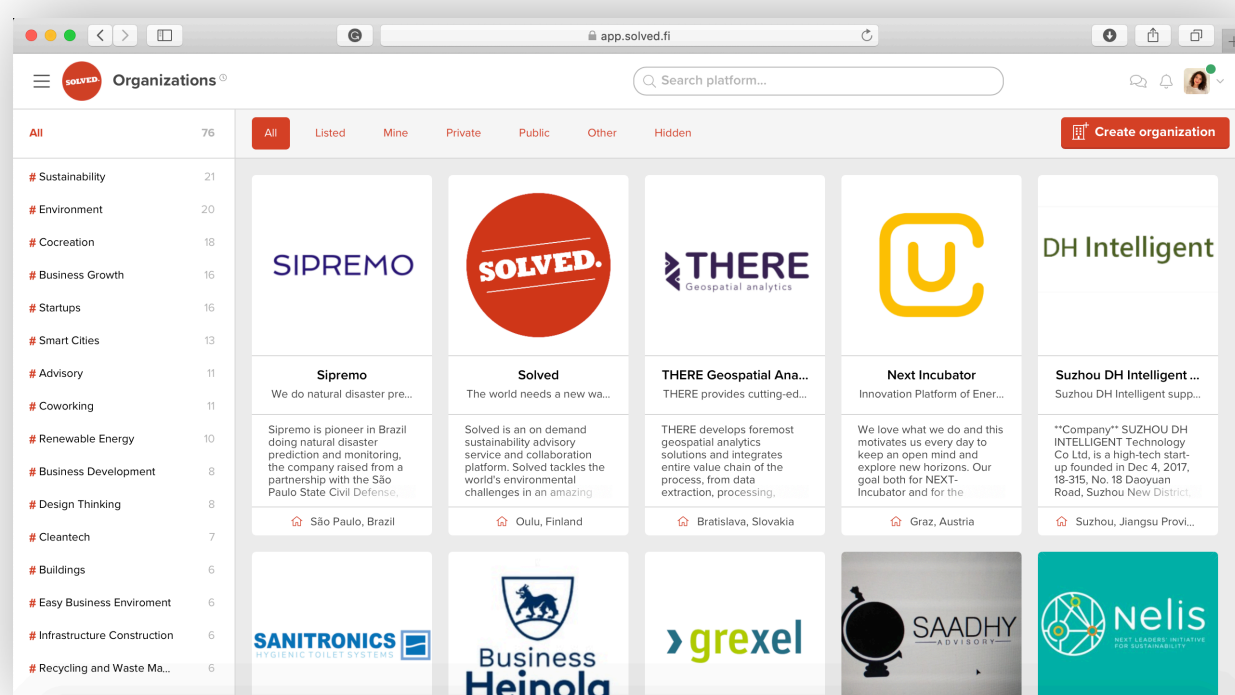
Expert Board



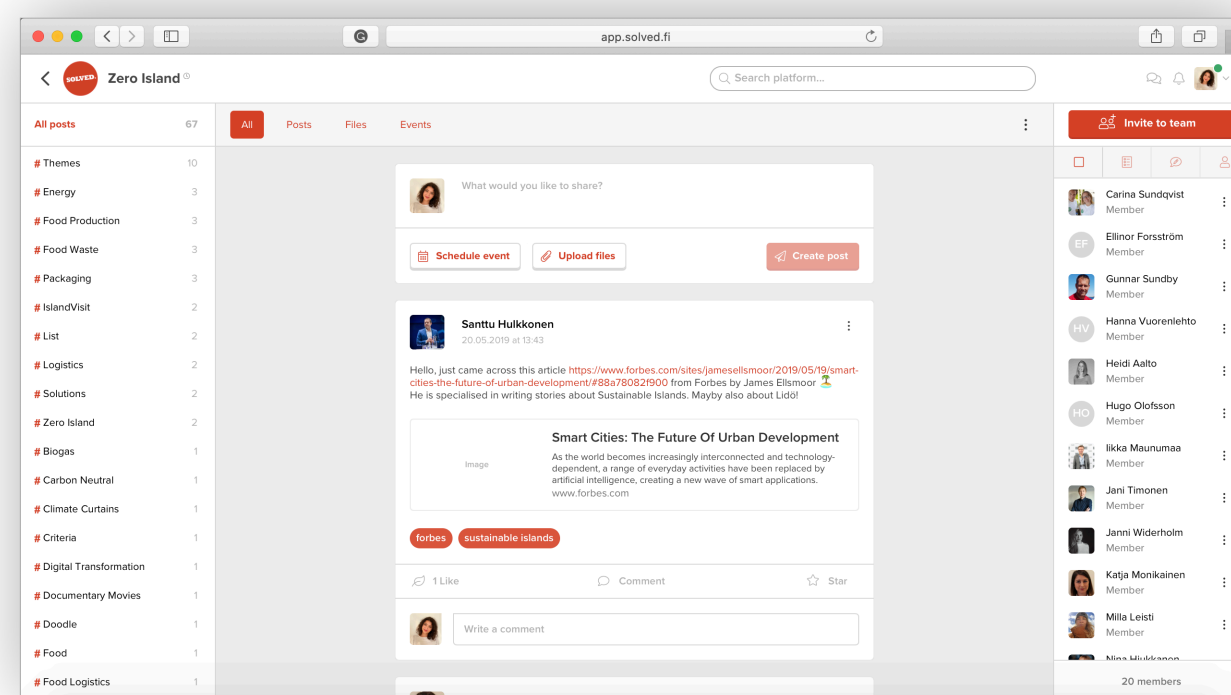
Project Board



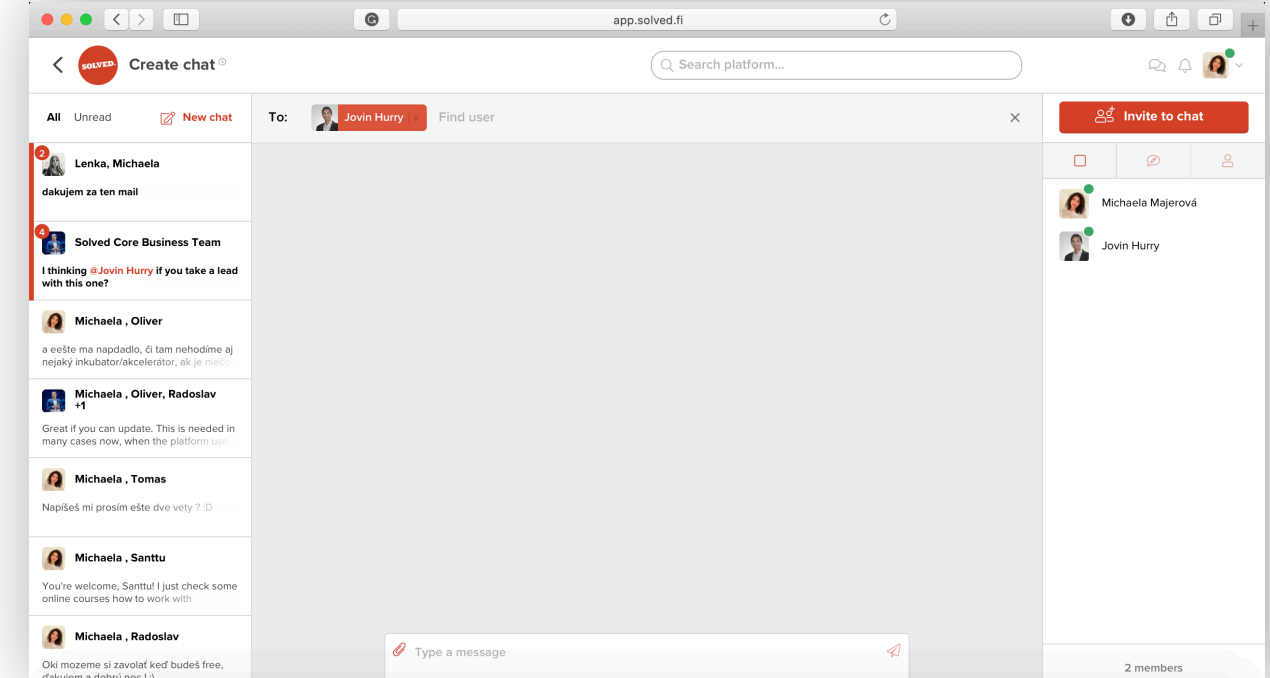
Organization Board



Project Workspaces



Chat



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TAGS - KEYWORDS

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.

ADD TAGS WHEN CREATING CONTENT

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.



HASHTAGS

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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.

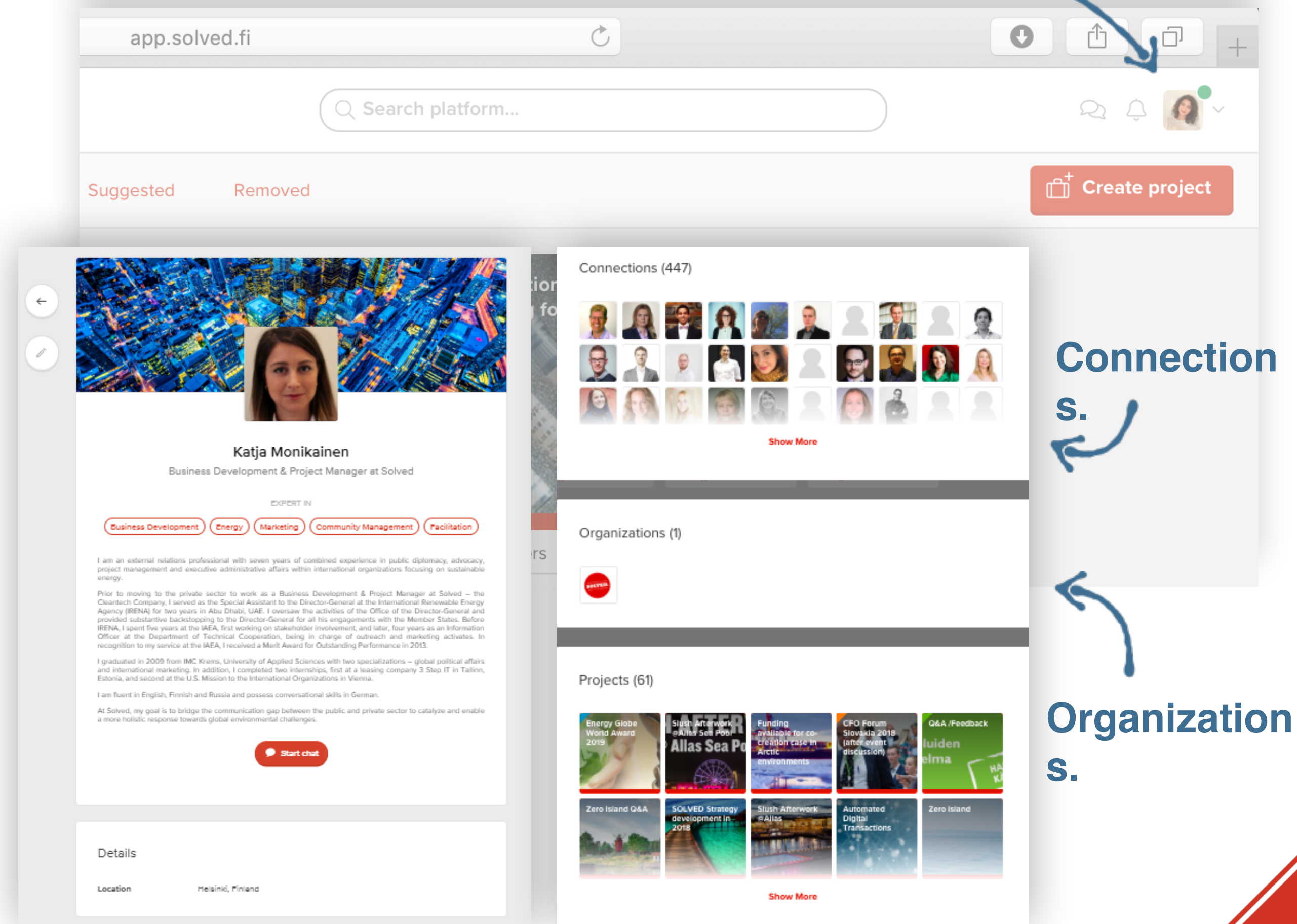
YOUR PROFILE AUTOMATICALLY SHOWS

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.



Connections.

Organizations.

Basic info & bio.

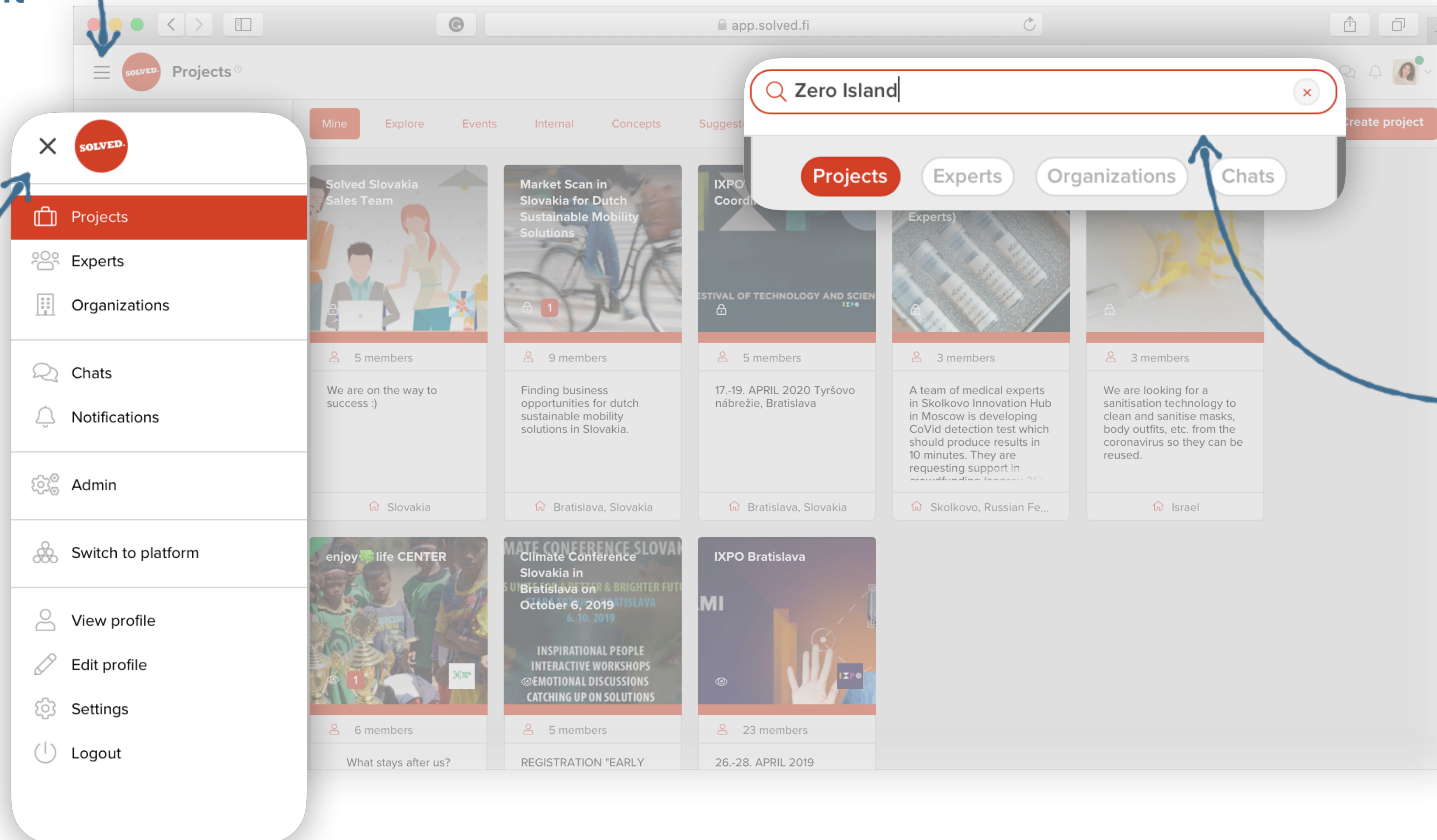
Projects.



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.

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BOARDS

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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.

The screenshot shows the 'Experts' interface on 'app.solved.fi'. A sidebar on the left lists various categories with counts, such as '# Environment' (254), '# Mobility' (248), and '# Society' (245). The main area displays a grid of expert profiles, each with a photo, name, title, and location. A 'Leads' callout highlights the 'Leads' filter in the top navigation. A search bar at the top right is labeled 'Search platform...'. A red 'Invite to platform' button is visible in the top right corner. A chat icon is located at the bottom right of the profile grid.

Browse by categories.

Explore people quickly via search function.

Invite new people to join your network.

View profiles.

Chat instantly.

Find people you need quickly via hashtags.

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ORGANIZATION BOARD

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.

Browse by categories

Explore organization quickly via search function.

Organization Profile

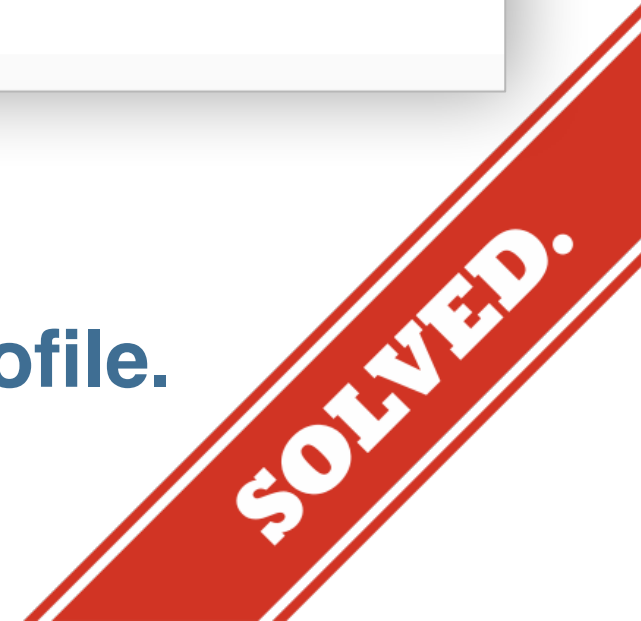
Create organization

Create an organization profile

View organization profile.

Find organizations you need quickly via hashtags.

Organization	Location	Description
SIPREMO	São Paulo, Brazil	Sipremo is pioneer in Brazil doing natural disaster prediction and monitoring, the company raised from a partnership with the São Paulo State Civil Defense.
Solved	Oulu, Finland	Solved is an on demand sustainability advisory service and collaboration platform. Solved tackles the world's environmental challenges in an amazing
THERE Geospatial Ana...	Bratislava, Slovakia	THERE develops foremost geospatial analytics solutions and integrates entire value chain of the process, from data extraction, processing,
Next Incubator	Graz, Austria	We love what we do and this motivates us every day to keep an open mind and explore new horizons. Our goal both for NEXT-Incubator and for the
Suzhou DH Intelligent ...	Suzhou, Jiangsu Provi...	**Company** SUZHOU DH INTELLIGENT Technology Co Ltd, is a high-tech startup founded in Dec 4, 2017, 18-315, No. 18 Daoyuan Road, Suzhou New District.
SANITRONICS		HYGIENIC TOILET SYSTEMS
Business Heinola		
grexel		
SAADHY ADVISORY		
Nelis		NEXT LEADERS INITIATIVE FOR SUSTAINABILITY



PROJECT BOARD

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.

Browse by categories.

Explore projects quickly via search function.

Create/suggest new projects, open workspaces.

Find projects in areas that interest you quickly via hashtags.

The screenshot shows the SOLVED Project Board interface. On the left, a sidebar lists categories and hashtags. The main area displays a grid of project cards. A search bar is at the top, and a 'Create project' button is highlighted. A 'Project Description' panel is shown on the right, detailing an 'SDG - Strategy and Technology' project.

Explore **Events**

All

- # Environment
- # Mobility
- # Society

Processes

Policy

Materials

Construction

Mobility

Law

Water

Air

Sales

Search platform...

Suggested Removed

Create project

Project Description

SDG - Strategy and Technology

To enhance the odds for success you need to integrated challenges and opportunities in your ongoing strategic work. I am currently working on this topic together with a start-up from austria - in-manas (www.in-manas.com) as well with a Allmende (www.allmende.global).

The idea is to share relevant information, informations sources and best practices in the SDG-context and to include those topics in the strategy work of organizations.

In addition we should share information on technology (hardware and software) and related vendors where we see clear opportunities to support the SDG - topic.

Don't show this window again **Continue to feed**

Created on
Solved (January 2020)

Location

Last activity
March 2020

Read project descriptions, request to join projects.

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The graphic features two overlapping circles. The larger circle on the left is light blue, and the smaller circle on the right is dark red. The text 'PROJECT WORKSPACES' is centered in the dark red circle.

PROJECT WORKSPACES

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WORKSPACES

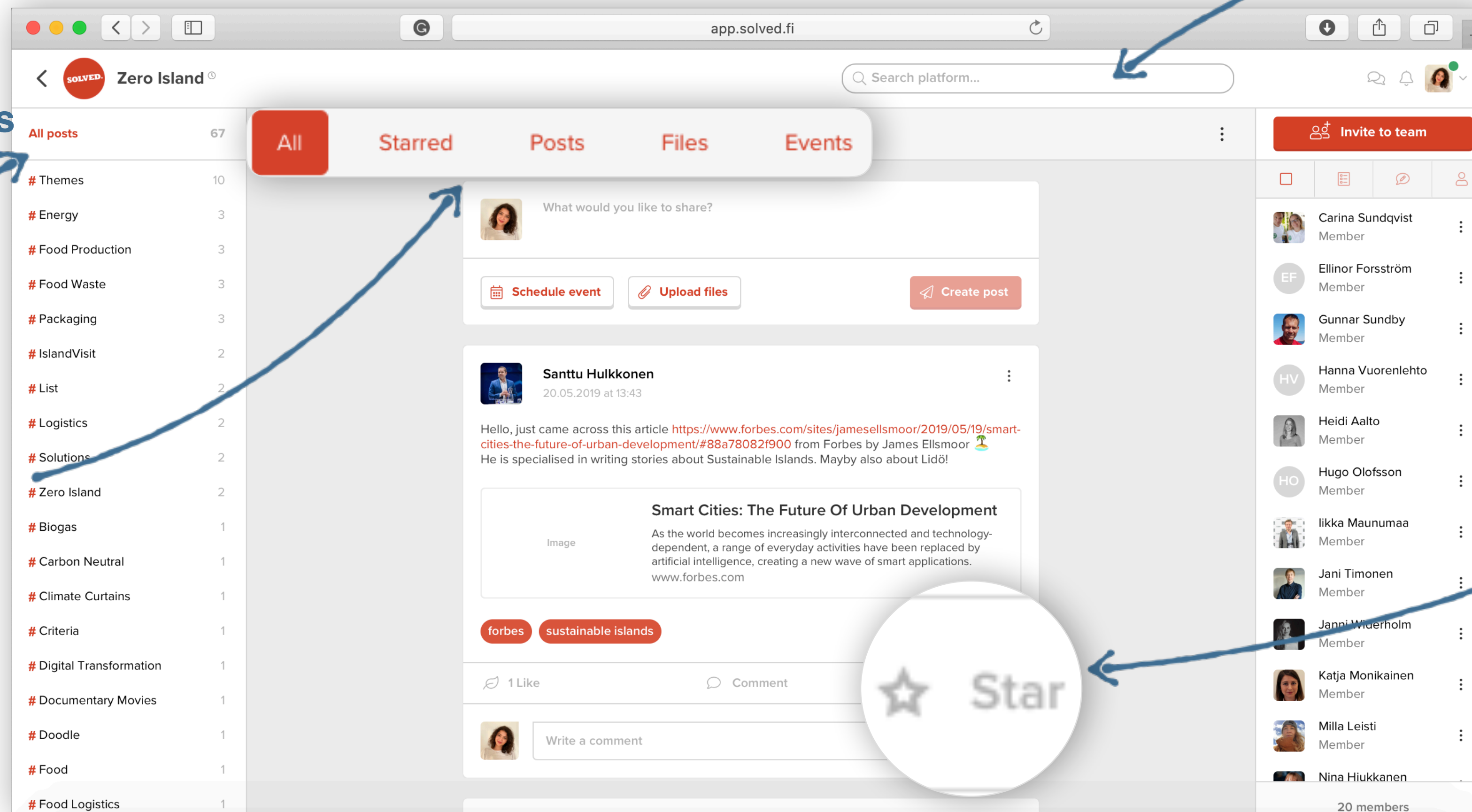
Project spaces are a secure place for a team to communicate in real-time, share knowledge and documents, ensuring that all relevant information can be found quickly when needed.

Search for relevant posts via hashtags.

Filter by types of posts to find what you're looking for faster.

Search posts in the feed quickly via search function.

Star posts that you want to find quickly later.



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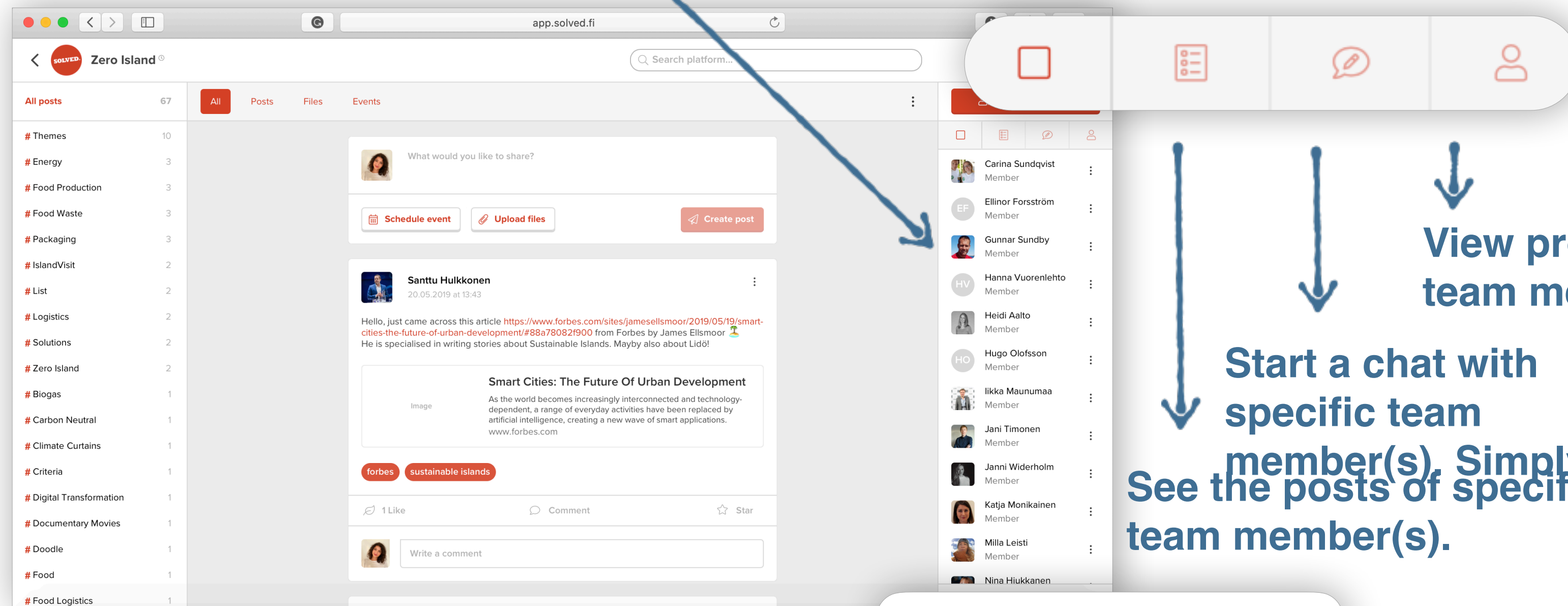
PROJECT TEAM

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.

Your project team.

First select member profile(s) & press on an action button to:

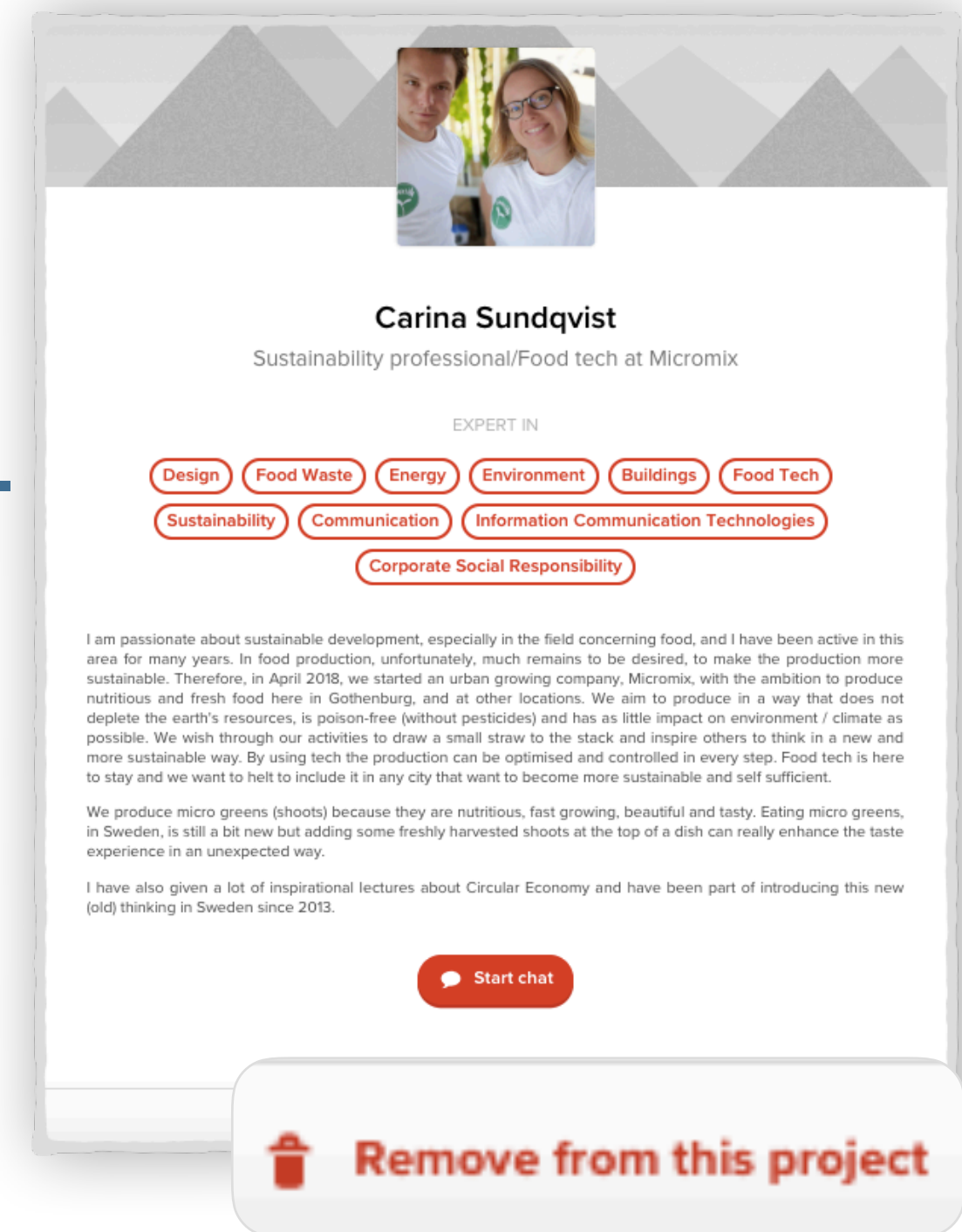
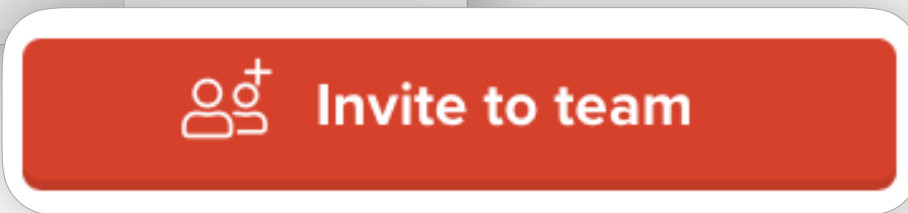
Remove a team member by selecting his profile and clicking on the “remove from project” in his profile.



View profile of team member(s).

Start a chat with specific team member(s). Simply See the posts of specific team member(s).

Invite new team members at the bottom right corner.



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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”.

Type your message.

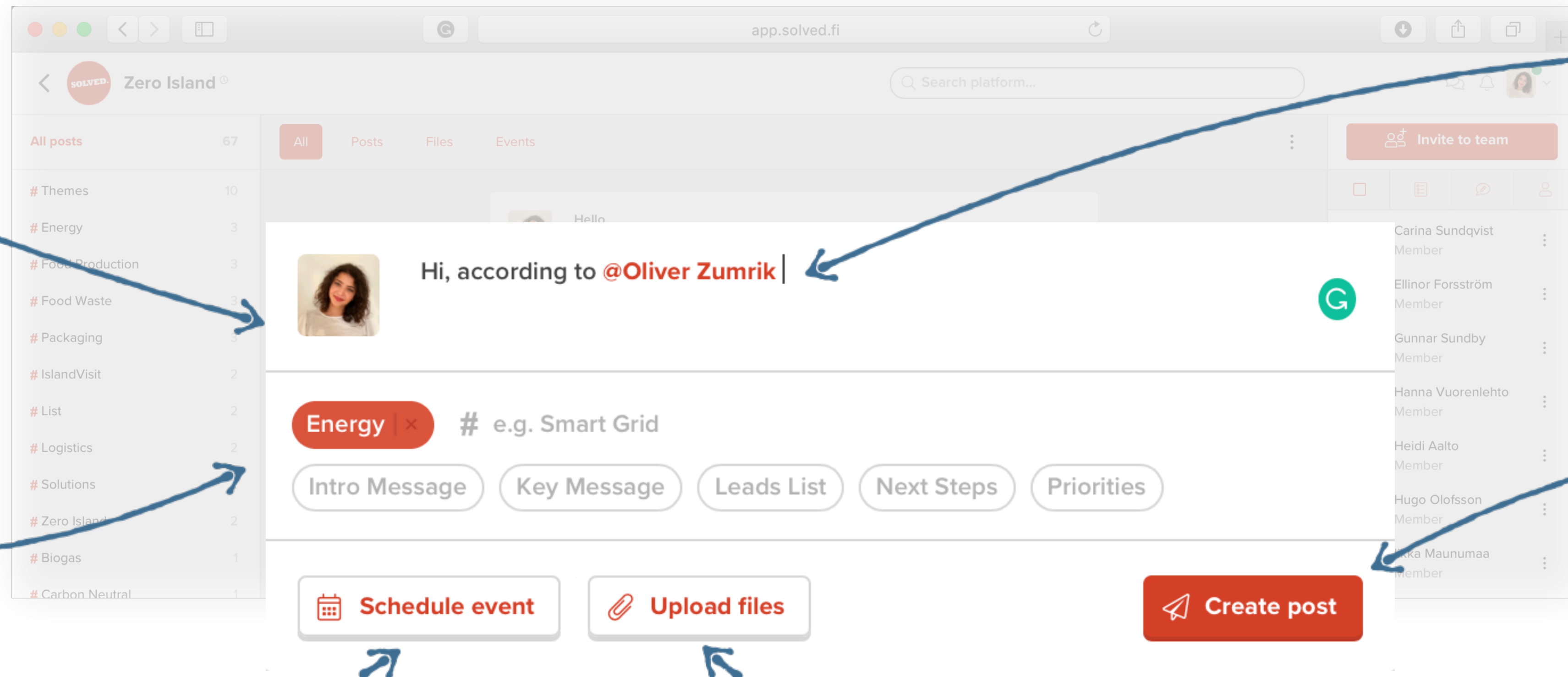
Add relevant hashtags.

Create an event post.

Upload files.

You can mention a specific person in the feed or chat.

Press “create post” to post your message.



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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.

The screenshot shows a web browser window at `app.solved.fi` displaying a message from Katja Monikainen. The message text is: "Modify the style of your text on the Solved platform using the markdown language. Please find a markdown language cheatsheet attached." Below the message, there are examples of markdown formatting: "E.g.", "Italics - One star on", and "Bold - Two stars on". A "PNG" icon is visible next to the text "Markdown".

Overlaid on the message is a "Markdown cheat sheet" window. It features the Solved logo and the text "Use with your Vivaldi browser notes". The cheat sheet contains a table with two columns: "Result" and "Markdown".

Result	Markdown
Bold	<code>**text**</code>
<i>Emphasize</i>	<code>*text*</code>
Strike-through	<code>~text~</code>
Link	<code>[title](http://)</code>
Inline code	<code>`code`</code>
Image	<code>![alt](http://)</code>
List	<code>* item</code>
Blockquote	<code>> quote</code>
Highlight	<code>==Highlight==</code>
H1	<code># Heading</code>
H2	<code>## Heading</code>
H3	<code>### Heading</code>

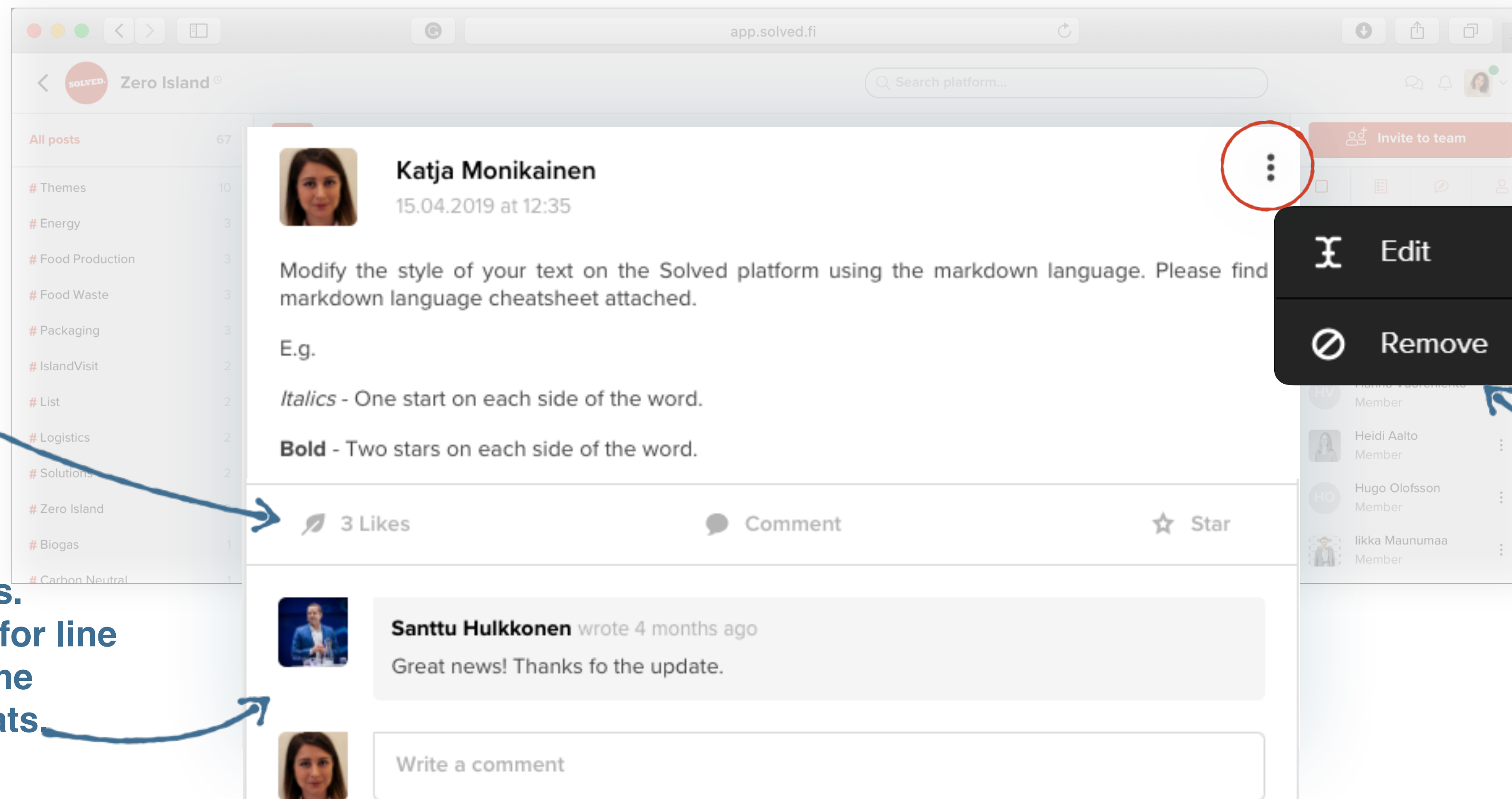
E.g.
****Good morning****
> Good morning

Good morning
> *Good morning*

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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.

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CHAT

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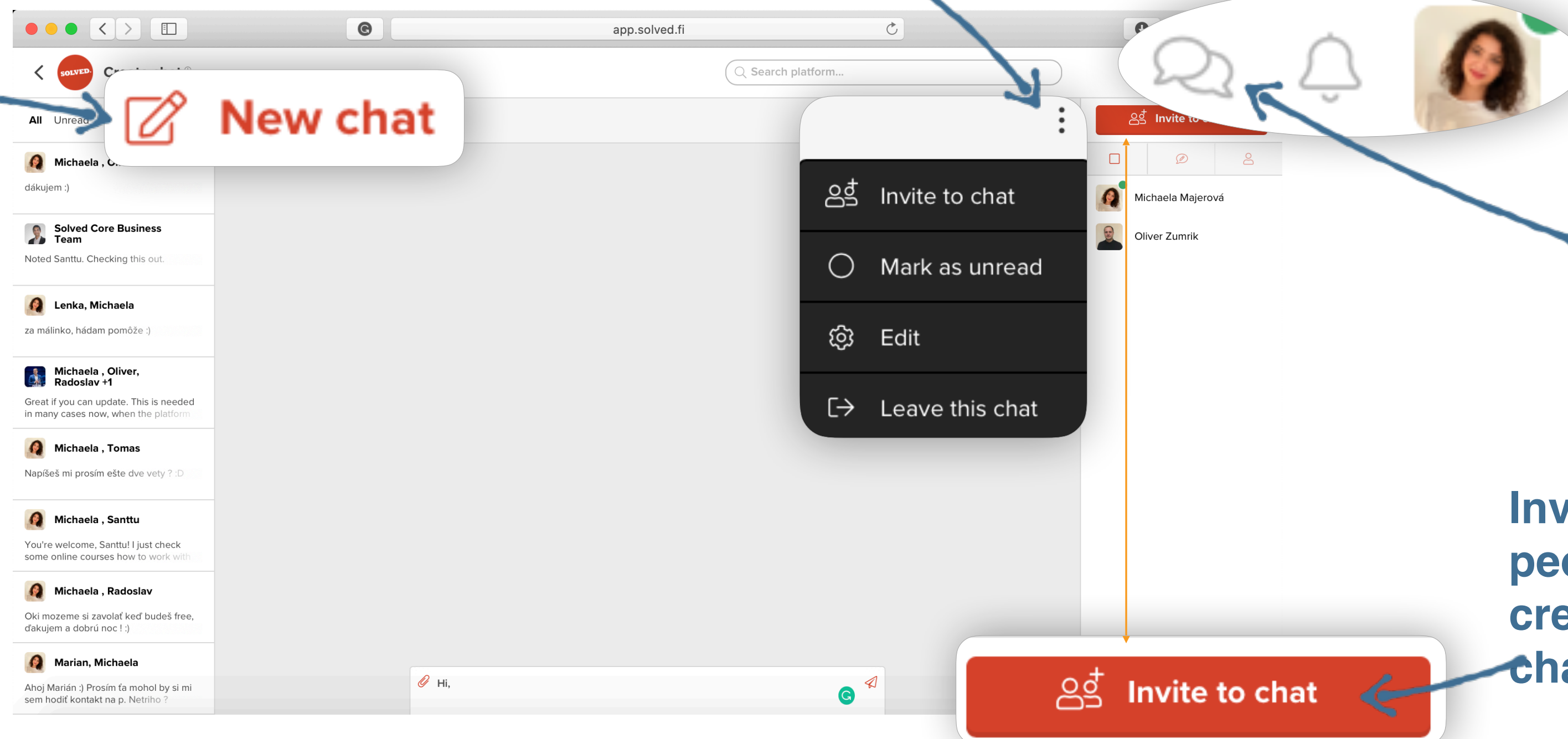
CHAT WINDOW

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.



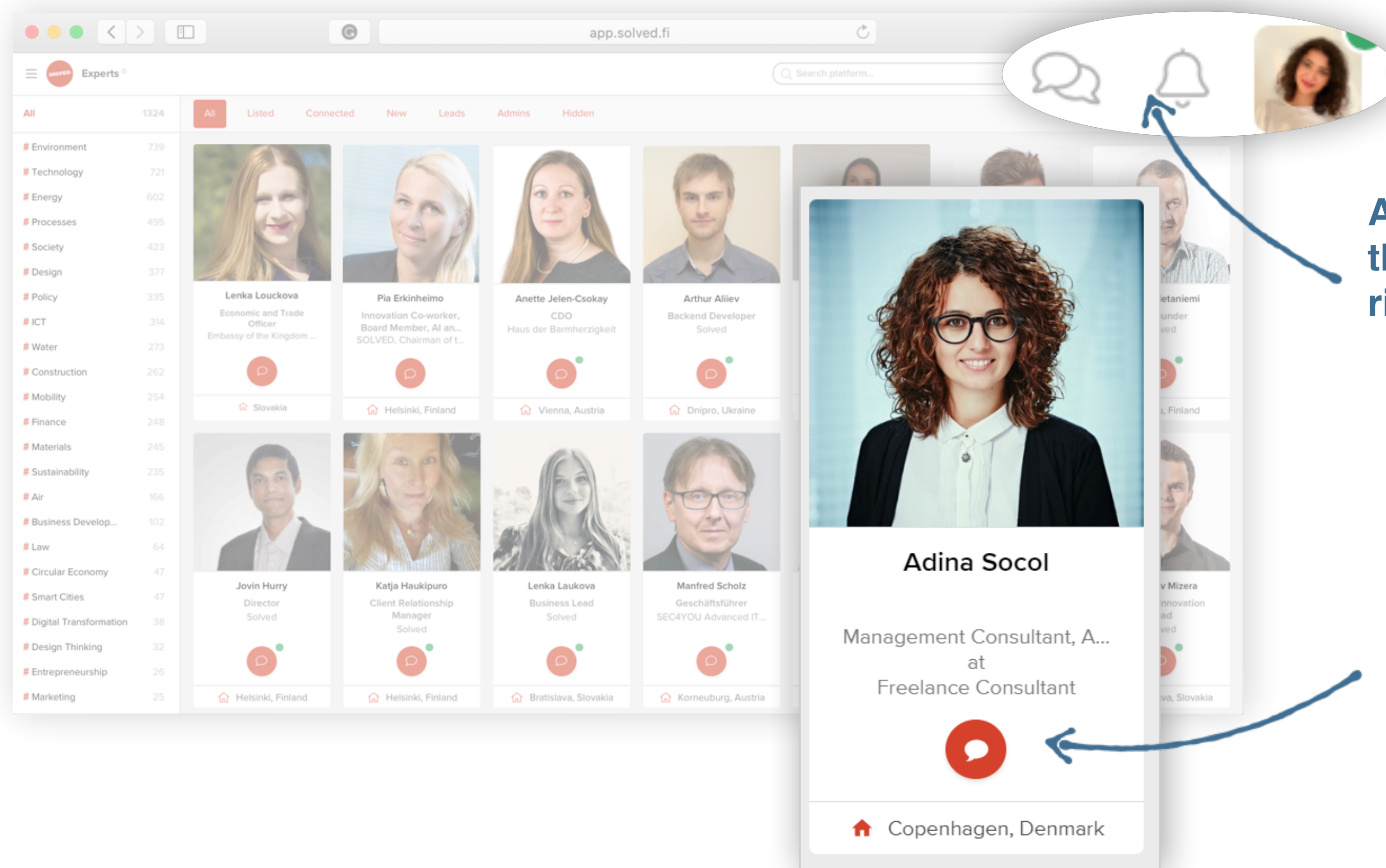
Chat icon to get to all chats.

Invite more people to chat to create group chats.

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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.



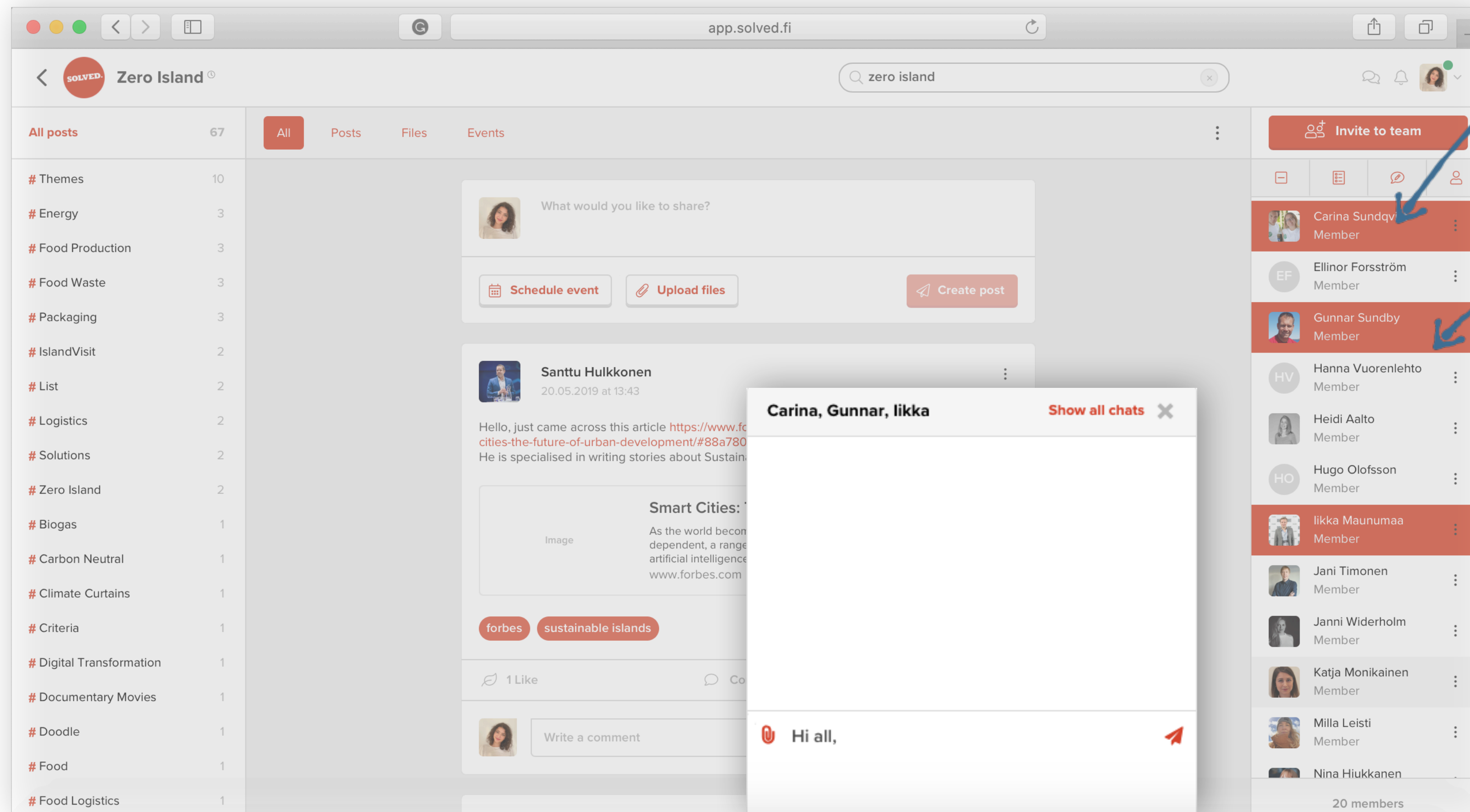
Access all your chats by clicking on the speech bubbles on the upper right corner of the platform.

Click to start a chat with a person immediately.

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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.

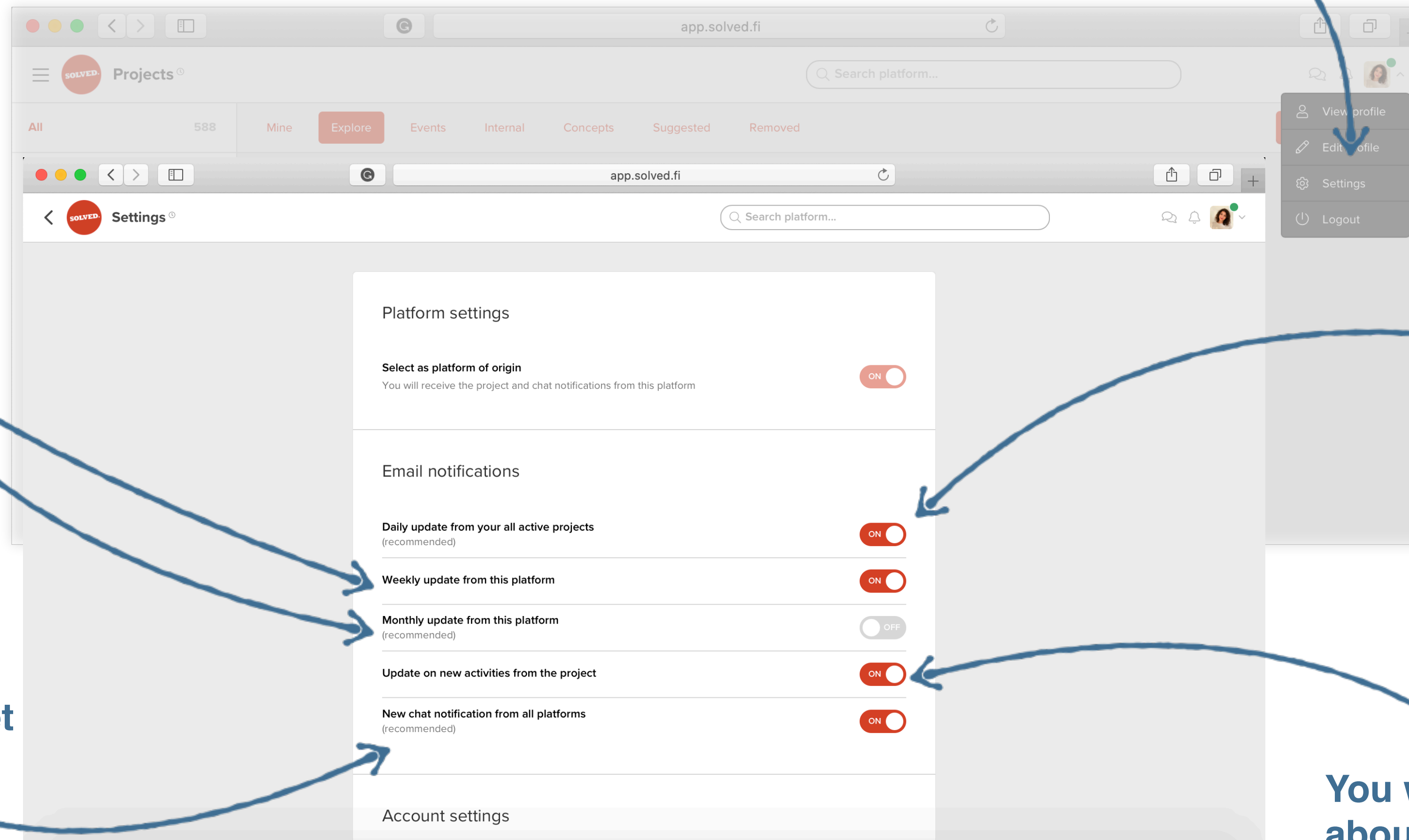
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EMAIL NOTIFICATIONS

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

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

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

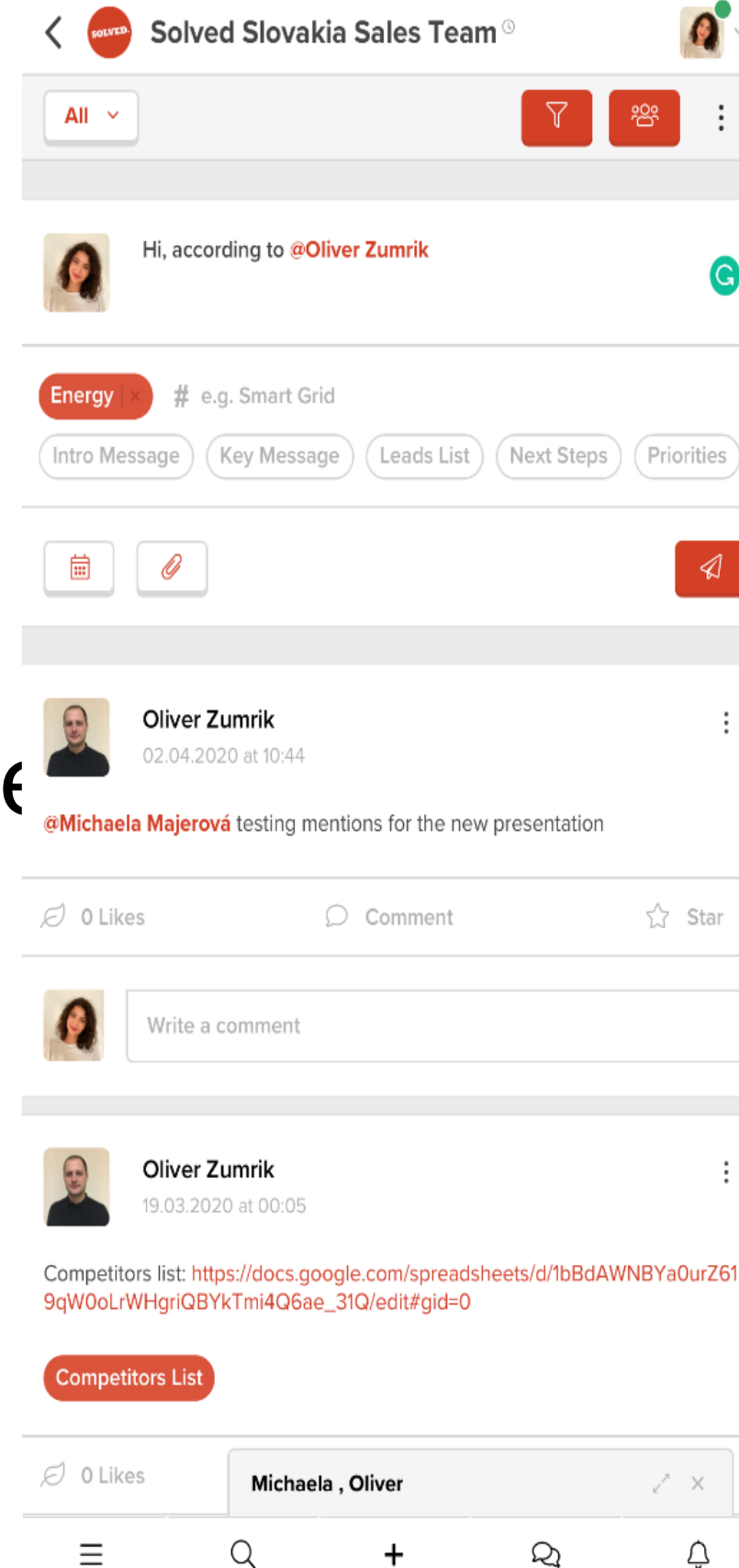


You will receive daily updates about your active projects.

You will get the news about your project activity.

COMPATIBLE WITH MOBILE DEVICES

You can work on the platform anywhere and anytime. We are compatible with mobile devices



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