

EducaNext Tutorials (Part I)



Social Networking (My Contacts)

Vienna University of Economics and Business Administration

Peter Kreuzinger, Bakk.

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1) Search/Add Contacts

The screenshot displays the 'Search/Add Contacts' interface. At the top, there is a navigation bar with five tabs: 'Contacts', 'Group Contacts', 'Inbox', 'Sent Messages', and 'Search/Add Contacts'. The 'Search/Add Contacts' tab is currently selected and highlighted in blue. Below the navigation bar, there is a search input field with a 'Search' button to its right. Underneath the search field, there are radio buttons for filtering by tags: 'all' (selected), 'none', 'boss', 'ich', and 'new-lors'.

- 3 Possibilities

- **enter search term** and hit "Search"
→ returns users, whose first and/or last name contain the search term
- **click on radio button** of a tag and hit "Search"
→ returns users, that were tagged with the given tag by you
- **combination**: choose tag, enter search term and hit "Search"
→ returns users, whose first and/or last name contain the search term AND who were tagged by you with the chosen tag

2) Tag Contacts

Contacts Group Contacts Inbox Sent Messages Search/Add Contacts				
<input type="checkbox"/>		Bernd Simon	tags: notes: Knowledge Markets	2008-06-30 12:58:07 

- in your buddy list ("Contacts") click on "tags" next to a contact

Please separate multiple tags with commas



tags:

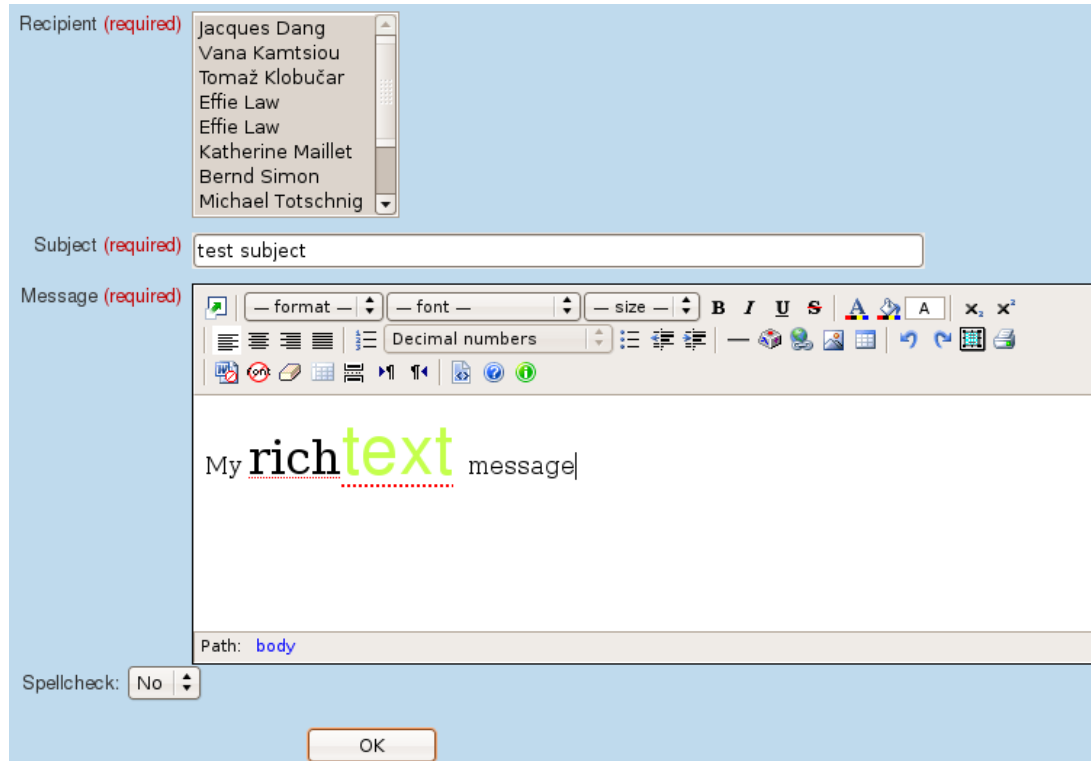
- enter tags – separate multiple tags with colon

<input type="checkbox"/>		Bernd Simon	tags: boss notes: Knowledge Markets	2008-06-30 12:58:07 
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- the tag will then appear at the search interface for contact filtering
- adding notes works in the same way, but notes won't be displayed at the search interface – they only serve as a placeholder for reminders, etc.
- tags can also be added at "Group Contacts" at search results

3) Write Messages

- click on  next to a contact in your buddy list, search results, group contacts or when displaying a user profile
- or click on next to a contact in your buddy list or group contacts (or on the top check box in the column header, to check all contacts of a list) and then hit 
- choose/change recipients (Ctrl+Left Click to select multiple recipients)
- enter subject
- enter message
- hit "OK"



Recipient (required) Jacques Dang
Vana Kamtsiou
Tomaž Klobučar
Effie Law
Effie Law
Katherine Maillet
Bernd Simon
Michael Totschnig

Subject (required) test subject

Message (required)

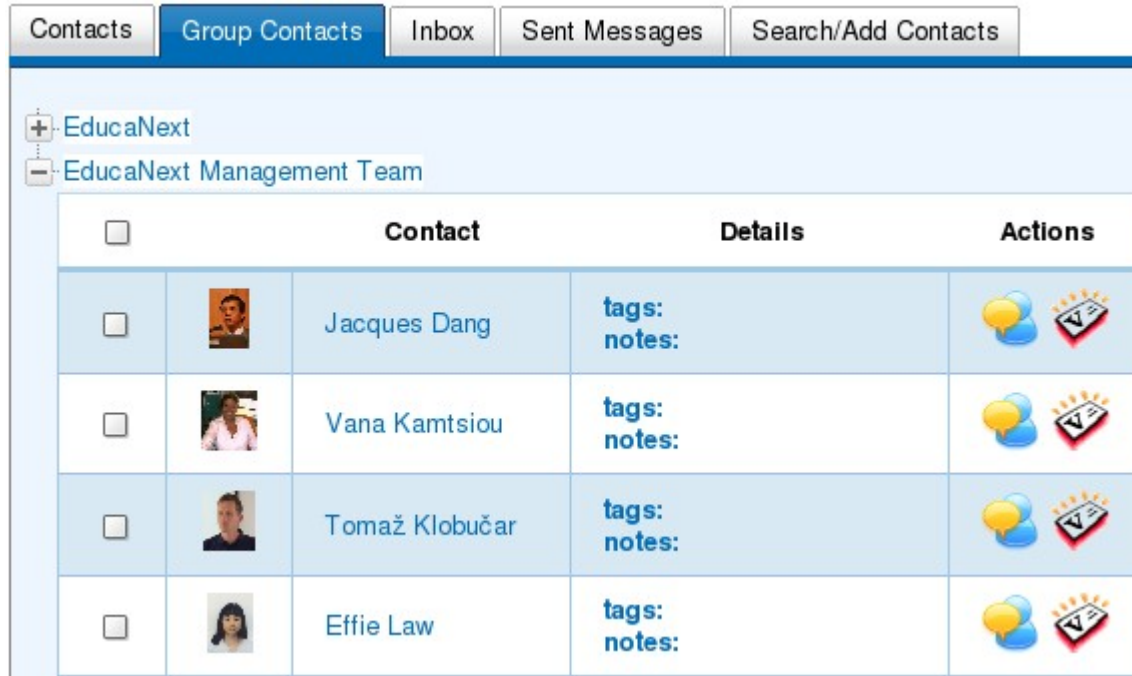
My rich text message













Path: body


Spellcheck: No

OK

4) Group Contacts



<input type="checkbox"/>	Contact	Details	Actions
<input type="checkbox"/>	 Jacques Dang	tags: notes:	 
<input type="checkbox"/>	 Vana Kamtsiou	tags: notes:	 
<input type="checkbox"/>	 Tomaž Klobučar	tags: notes:	 
<input type="checkbox"/>	 Effie Law	tags: notes:	 

- displays a tree structure of all communities, that you are a member of (EducaNext is the default community)
- you can bulk message to a group of users by clicking the checkbox in the corresponding column head and clicking "compose bulk message"
- you can also add tags and notes to the contacts in each group
- you can download Vcards via the symbol 

5) Change Settings


Receive email notifications about approval requests and confirmations?

Receive email notifications about new messages?

Receive email notification from your contacts, when they update their profile?

Send email notification to your contacts, when you update your profile?

Show up in "Your profile was recently visited by" summaries of other users



- You can choose, whether or not you want to send and receive email notifications in certain situations:
 - buddy added/confirmed
 - message received
 - own profile updated (inform buddies)
 - buddy profile updated (receive notification)
- You can choose, whether or not other persons should be able to see, if you have visited their profile

6) Extra Information

- 📬 7 shows how many unread messages are located in your inbox
- 👤 2 shows how many buddy request have to be confirmed by you
- At the bottom of "My Contacts" you can see, what users have recently visited your user profile

Your profile was recently visited by ...



Total visits: 1