Alumni Network Portal

User Manual

Contents

Logging in

As you connect into Alumni Network, you will prompted to sign in or register. If you are a previous user, enter your username or email, and your password and press the "Sign In" -button. If you are a new user, proceed to register a new account, by pressing "Register" at the bottom of the sign in page.

Registering

Enter the prompted information, proceed to register, or return back to the Sign In screen by pressing "Back to Login"

Once you have successfully performed either of these actions, you will be redirected to the Alumni Network. You may be prompted for additional profile info, but this can be skipped.

Complete your profile

Choose a profile picture for yourself

| Choose File | No file chosen |

Where you are working/studying currently? *

Your current status

Tell us more about you and write your bio *

Your bio

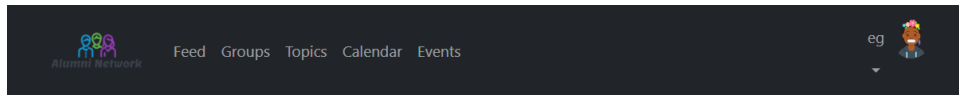Add one fun fact about you to your friends and followers *
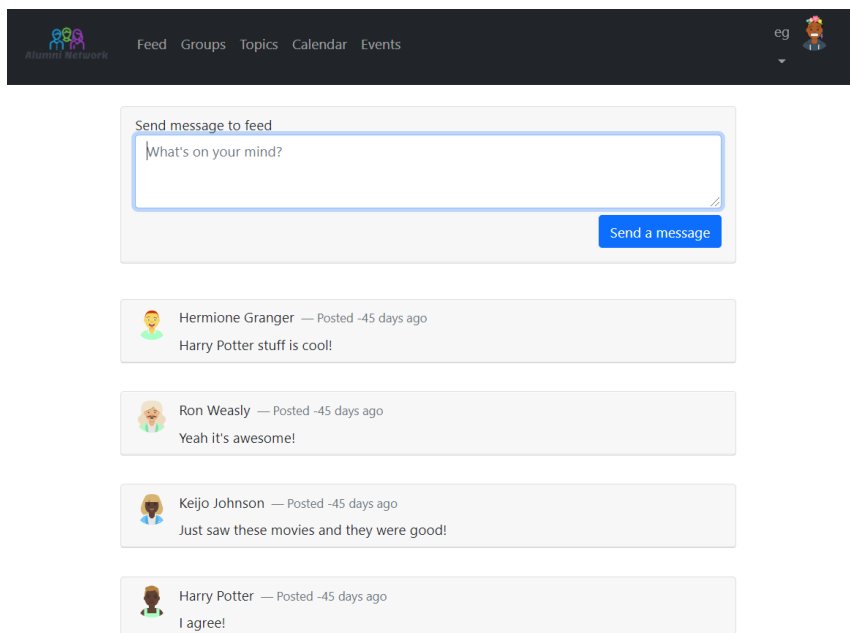
Some fun fact about you

skip **Complete your profile**

Using Alumni Network

As you enter Alumni Network, you will be taken to the main timeline, which is the main page of the application. You may use the navigation bar at the top to access other parts of the application.

Feed

The main timeline page contains all the newest posts relevant to you. Posts from groups and topics you are a part of, are considered relevant. On this page you may:

Browse messages
This can be done by scrolling up and down, as well as clicking on any message to see the full conversation. Inside a conversation you can use the comment field to take part in that conversation.
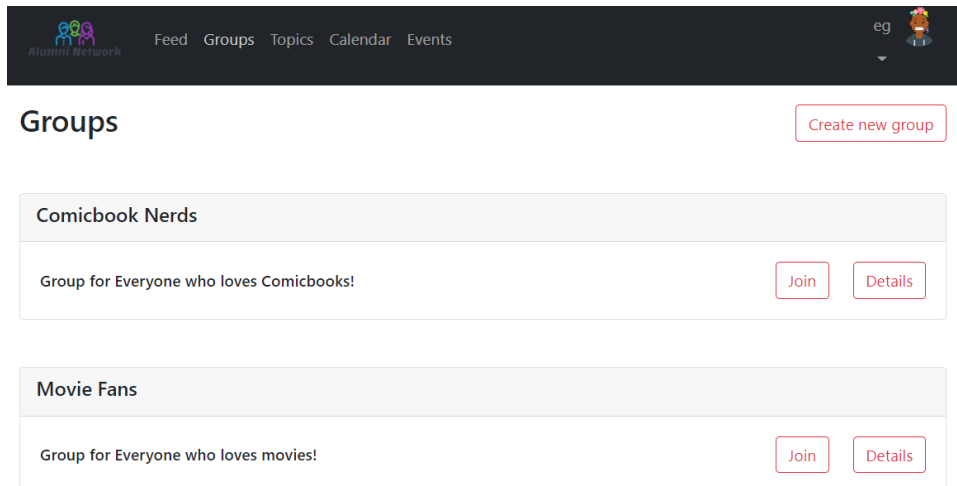
Search posts
There is a search bar at the top, which can be used to find posts containing your search criteria.

Send message to feed
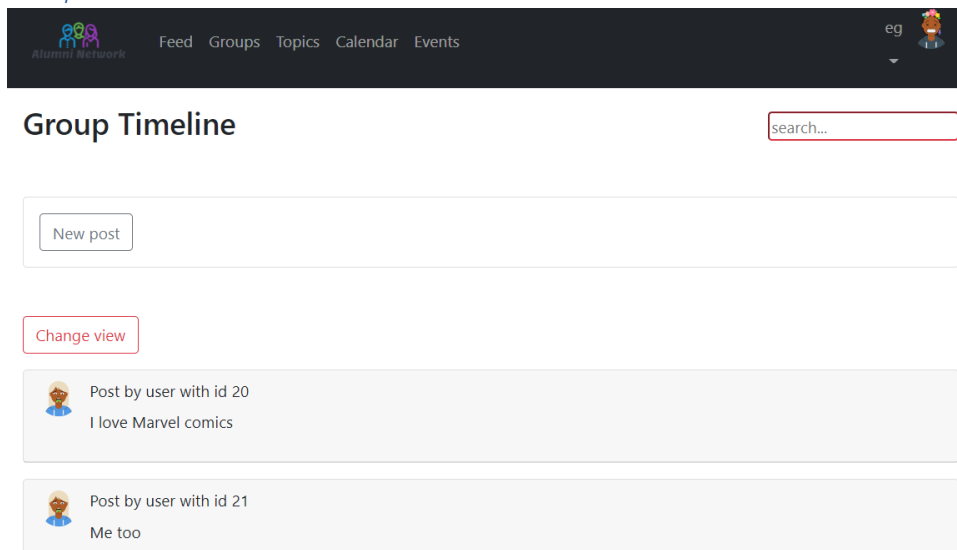Above the post list is a field where you can write a new message. Pushing the "Post" button will send it.

Groups

The main Groups -view shows a list of public groups. Names and descriptions can be read, and the groups can be joined by pressing the "Join" button adjacent to that group. Joining will allow you to follow that groups posts and events.
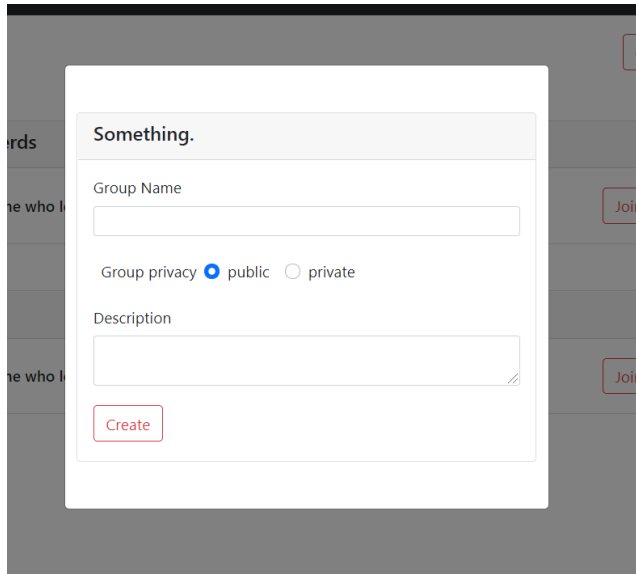
Group Timeline

By pushing "Details", you will enter that groups personal timeline. This timeline works very much like the main timeline, but shows only posts linked to the particular group.

In addition to these basics, group timelines (as well as topic timelines) contain a "Calendar" button, which will move you to a calendar view. This calendar can be browsed to locate events that are related to the group.

By pressing the "Create New Group" button, you can open the group creation window. Choose a group name, choose if the group is public for all to see or private, and write a description of the group. When ready, press the "Create" button below.

Topics

The main Topics -view shows a list of topics. Names and descriptions can be read, and the topics can be joined by pressing the "Join" button adjacent to that group. Joining will allow you to follow that topics posts and events.

Topic Timeline

By pushing "Details", you will enter that topics personal timeline. This timeline works just like the main timeline, but shows only posts linked to the particular topic.

In addition to these basics, topic timelines (as well as group timelines) contain a "Calendar" button, which will move you to a calendar view. This calendar can be browsed to locate events that are related to the topic.

New Topic

By pressing the "Create New Topic" button, you can open the topic creation window. Choose a topic name and write a description of the topic. When ready, press the "Create" button below.

Calendar

The main Calendar view allows you to browse all events relevant to you.
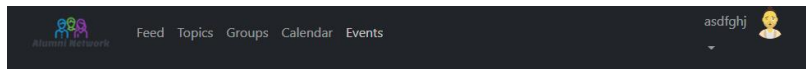
Events
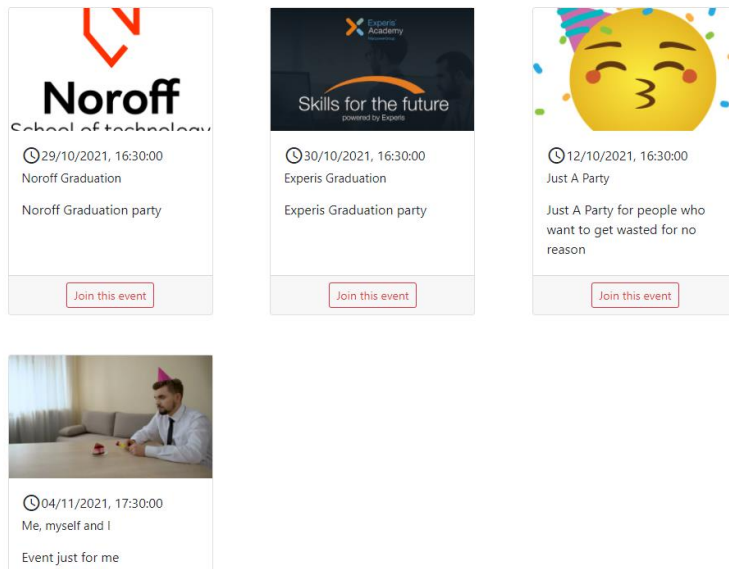
From here you can see all active events and join them. In the cards, you can see the time and place, as well as the number of attendants. You may join these events, by clicking the "Join this event" button, or click on them for more info.

Event view

When you click on an event, you will be redirected to this view. On here you can see an in-detail list of information about the event, post a message into the event, and browse posts related to it.
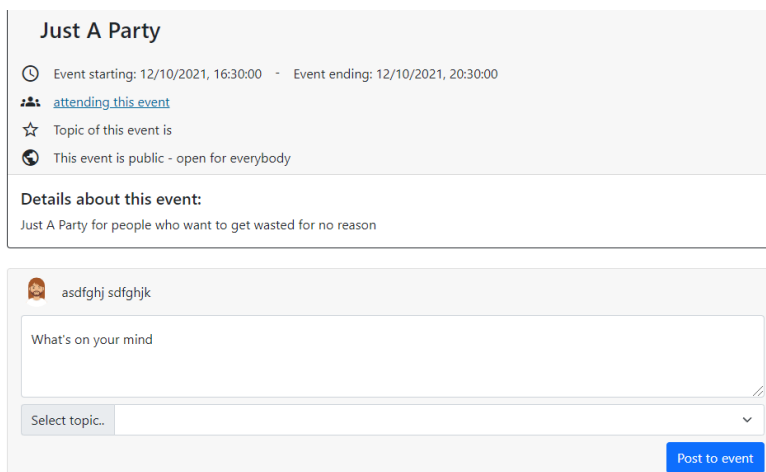
Post to event

Write your message, select a topic of choice and push the "Post to event" button

User

In the navigation bar, in the right corner, you can see your profile image, as well as your name. By clicking on this, you can open the profile pop-up, which can be used to access your profile, personal messages, or for logging out of Alumni Network.
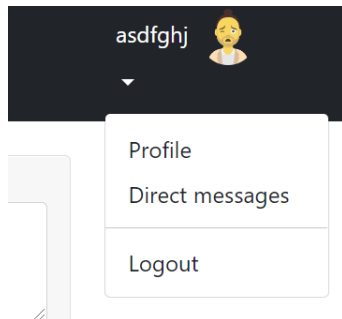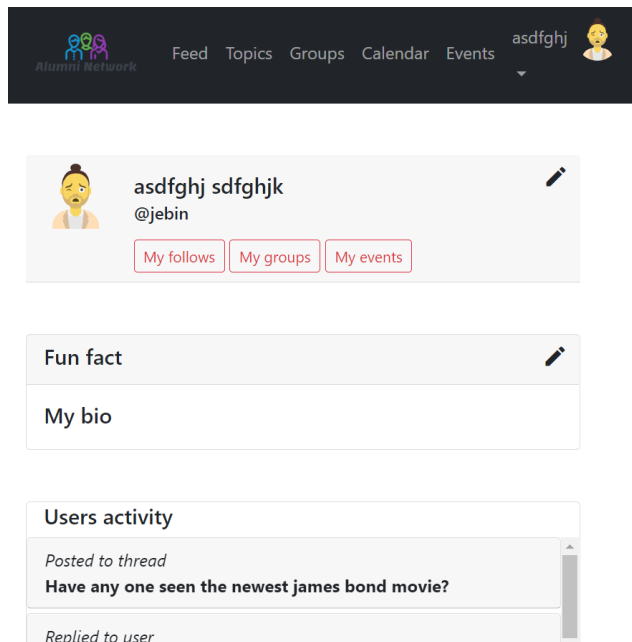

Profile

This is your profile. Through this page, you can see and modify your information, check your followed groups and topics, your events, as well as see your most recent user activity

Editing your information

There are multiple pen symbols on the page. By clicking any of these, you can enter your settings, which will pop up on your screen. By filling the relevant fields, you can edit your information. To finalize your changes, press the "Save Changes" button. You may cancel this at any time by pressing the "Cancel" button.

My follows

This is a list of all the Topics you have followed.

My groups

This is a list of all the Groups you have joined.

My events

This is a list of all the Events you have joined.

Direct Messages

This page shows all your relevant contacts. You may click on any of these users to open the personal message view between you two.

Sending personal messages

As you open any of your contacts by clicking on them, you will be presented with the message history between you two. Below this is a box titled "Send message to this user", where you can write a new message. Send this message, by pressing the "Send a message" button.

Logout

This is the final button under the profile-popup of the navigation bar. By pressing this, you will be signed out from the service, thus prompting you to sign in again to enter Alumni Network.