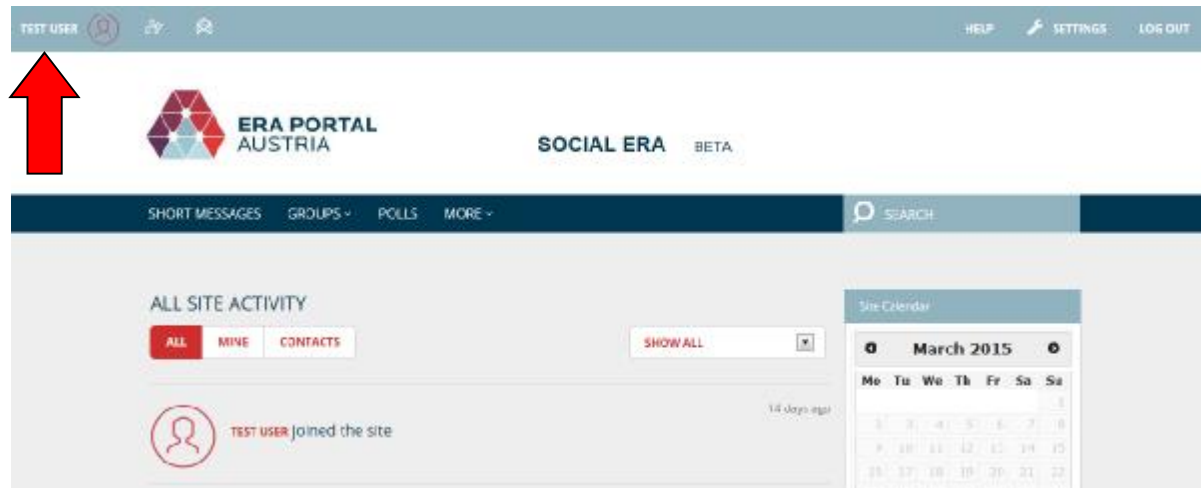


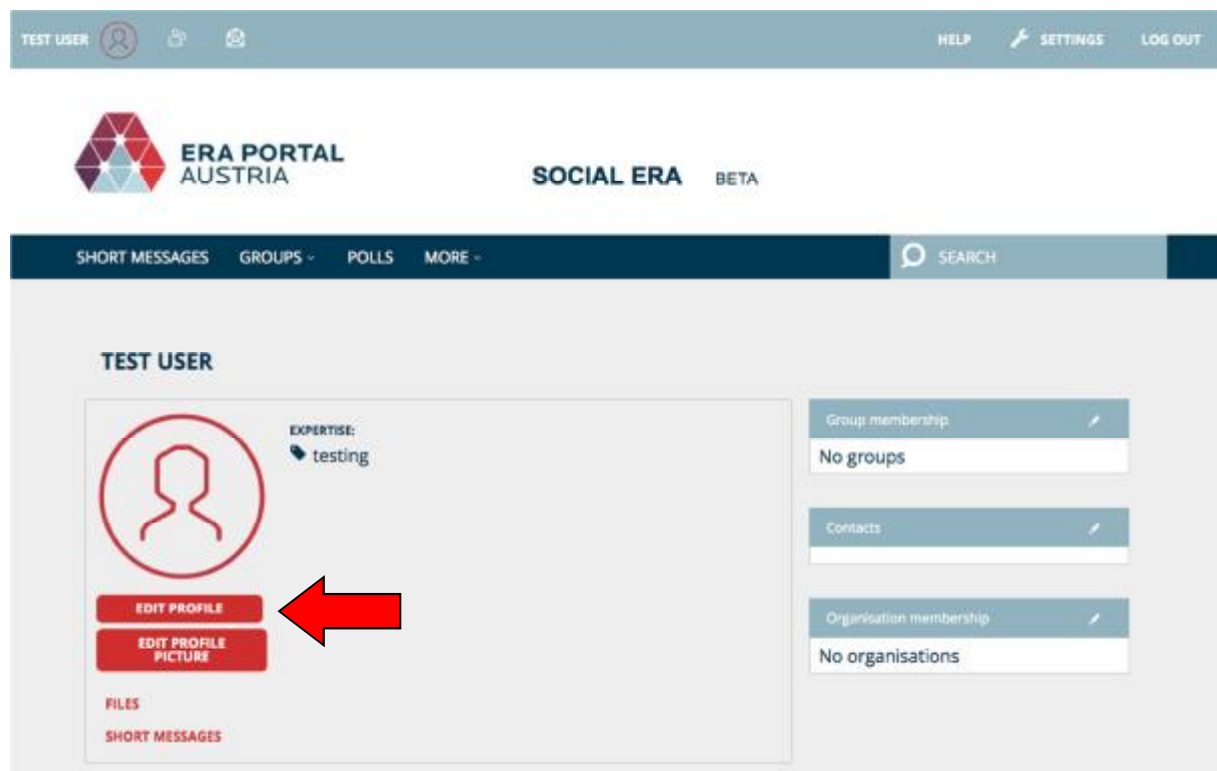
## Anleitung Social ERA




## 2. Profileinstellungen/Passwort ändern


Mit einem Klick auf Ihren User Namen können Sie Änderungen in Ihrer Profileinstellung vornehmen:



Wenn Sie auf „Edit Profile“ klicken, können Sie Ihren Vornamen und Nachnamen und/oder Ihre Expertise ändern, aber auch zusätzliche Informationen sowie Kontaktdaten einfügen/speichern (bitte vergessen Sie nicht auf „Save“ zu klicken um Ihre Eingaben abzuspeichern):



BERNHARD BAUCH    HELP SETTINGS LOG OUT

 **ERA PORTAL AUSTRIA** **SOCIAL ERA** BETA

[SHORT MESSAGES](#) [GROUPS](#) [POLLS](#) [MORE](#)

**SALUTATION**  
MR

**FIRST NAME**  
Max

**LAST NAME**  
Musterfrau

**EXPERTISE**  
IT

**Additional Information**

**POSITION**  
Web Developer

**ADDITIONAL INFORMATION**  
Word count: 1 p

**Contact Details**

**TELEPHONE**

**MOBILEPHONE**

**Connectivity**

**TWITTER**


**XING**

**LINKEDIN**

**PERSONAL WEBSITE**

**Address**

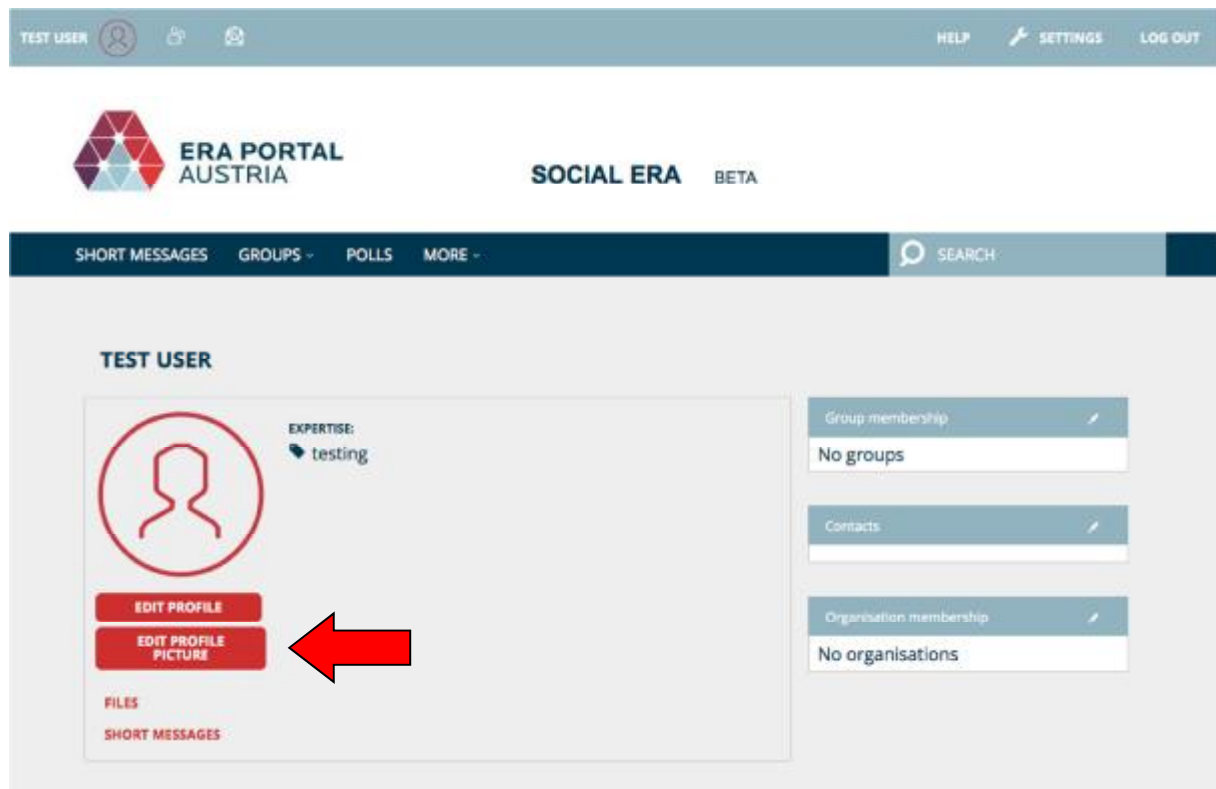
| STREET ADDRESS      | CITY   | POSTAL CODE | COUNTRY |
|---------------------|--------|-------------|---------|
| Linke Wienzeile 246 | Vienna | 1150        | AUSTRIA |

**SAVE** 

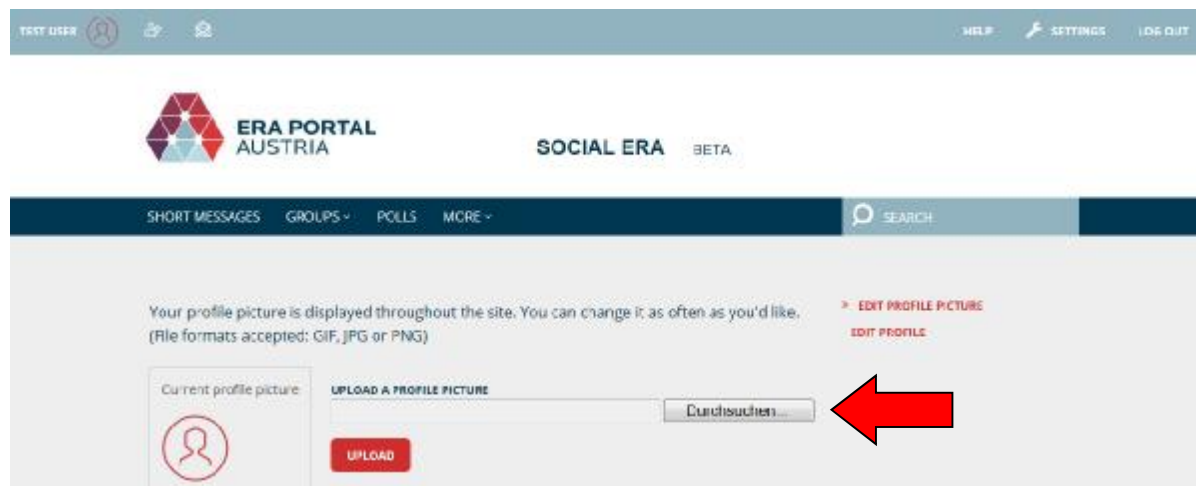
Report this  
About [Disclaimer](#) ENGLISH

© 2015 Social ERA

Um ein Profilfoto hochzuladen, klicken Sie bitte auf „Edit Profile Picture“:  
Bei Rückfragen bitte kontaktieren Sie: [support@social.era.gv.at](mailto:support@social.era.gv.at)



The screenshot shows the user profile page for 'TEST USER'. The page header includes 'ERA PORTAL AUSTRIA' and 'SOCIAL ERA BETA'. The main navigation bar contains 'SHORT MESSAGES', 'GROUPS', 'POLLS', and 'MORE'. The profile section displays a placeholder for a profile picture, the expertise 'testing', and two red buttons: 'EDIT PROFILE' and 'EDIT PROFILE PICTURE'. A red arrow points to the 'EDIT PROFILE' button. To the right, there are sections for 'Group membership' (No groups), 'Contacts', and 'Organisation membership' (No organisations).



The screenshot shows the 'EDIT PROFILE PICTURE' section of the user profile page. It includes a text box with instructions: 'Your profile picture is displayed throughout the site. You can change it as often as you'd like. (File formats accepted: GIF, JPG or PNG)'. Below this is a section for 'Current profile picture' with a placeholder and an 'UPLOAD A PROFILE PICTURE' section with a search bar containing 'Durchsuchen' and an 'UPLOAD' button. A red arrow points to the 'Durchsuchen' button. On the right, there are links for 'EDIT PROFILE PICTURE' and 'EDIT PROFILE'.

Ihre Profilsseite bietet Ihnen einen Überblick in welchen Gruppen oder Organisationen Sie Mitglieder sind, sowie über Ihre Kontakte:

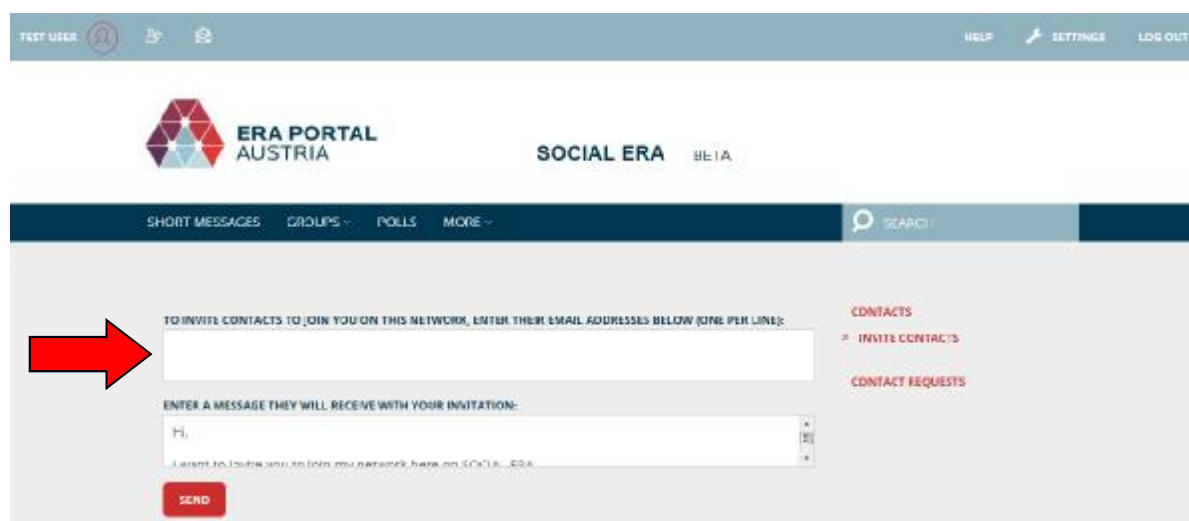
The screenshot shows the user profile page for 'TEST USER'. On the left, there is a profile card with a red outline icon, an 'EXPERTISE: testing' tag, and buttons for 'EDIT PROFILE' and 'EDIT PROFILE PICTURE'. Below these are links for 'FILES' and 'SHORT MESSAGES'. A red arrow points from the profile card to the right-hand side of the page. On the right, there are three sections: 'Group membership' (No groups), 'Contacts' (empty), and 'Organisation membership' (No organisations).

## Meine Kontakte auf Social ERA

Mit Klick auf das Icon rechts neben Ihrem Profil, haben Sie die Möglichkeit sich mit anderen Personen auf dem Social ERA zu verbinden:

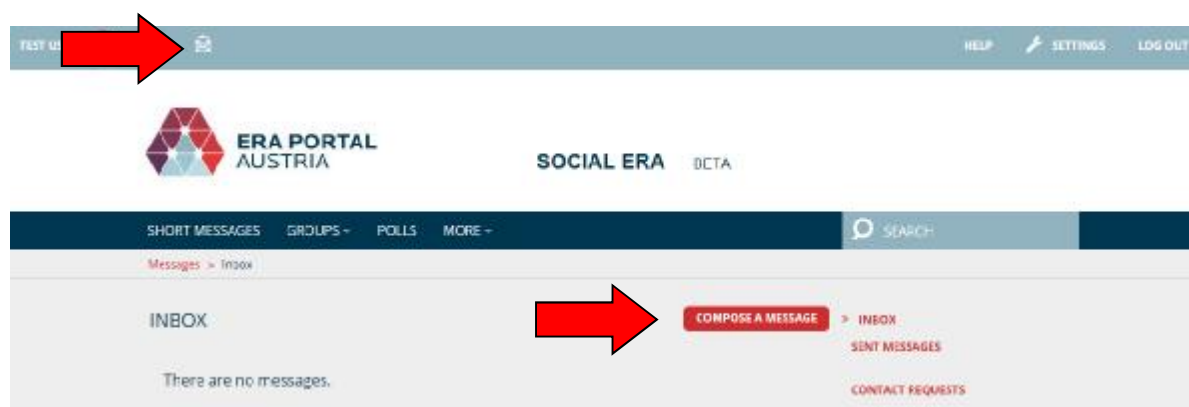
The screenshot shows the 'My Contacts' page. A red arrow points to the contact icon in the top navigation bar. The main content area displays 'No contacts yet.' and a list of options: '> CONTACTS', '< CONTACT COLLECTIONS', 'INVITE CONTACTS', and '< CONTACT REQUESTS'.

Mit Klick auf „Invite Contacts“ können Sie andere Personen einladen, indem Sie Ihre E-Mail Adresse sowie eine Nachricht in die dafür vorgesehenen Felder eingeben und anschließend auf „Send“ klicken:



## Nachrichten an Kontakte versenden (innerhalb von Social ERA)

Mit einem Klick auf das dritte Icon in der Profilleiste kommen Sie in Ihre Social ERA Inbox. Die Inbox bietet Ihnen die Möglichkeit mit anderen Kontakten Nachrichten auszutauschen. Um eine Nachricht zu schreiben klicken Sie bitte auf „compose a message“:

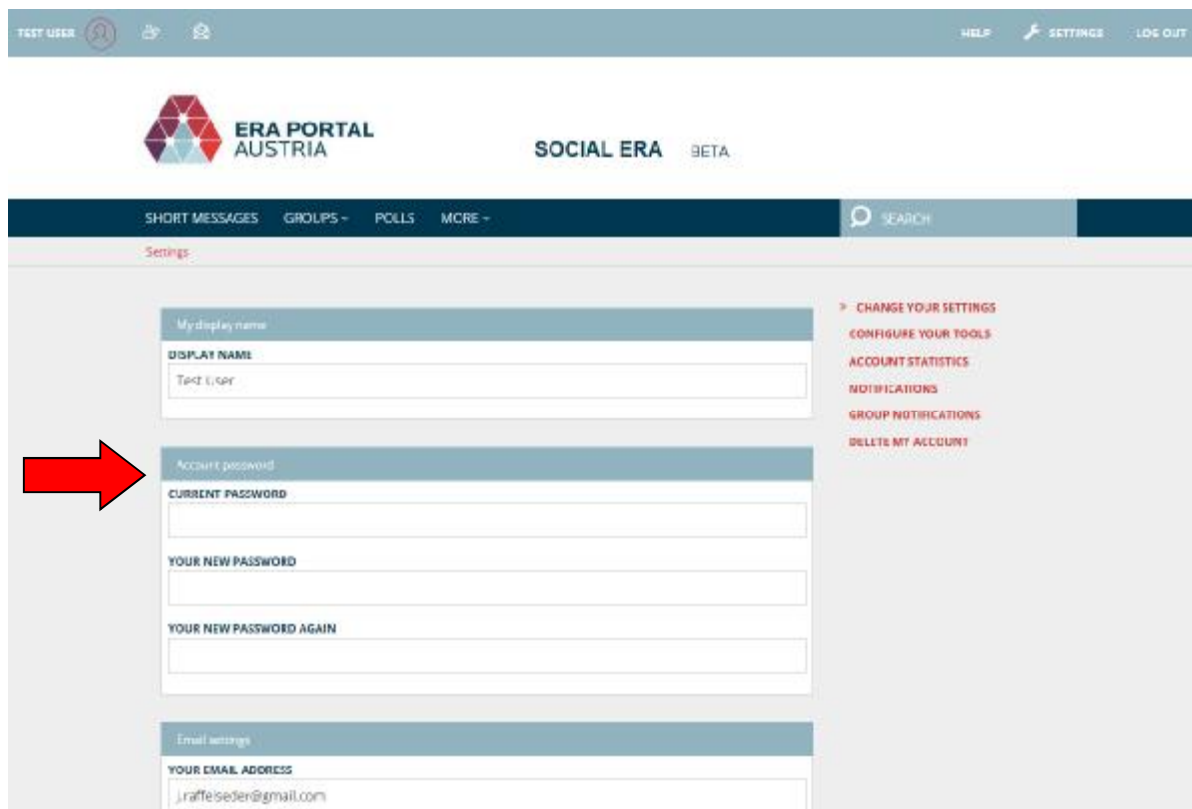
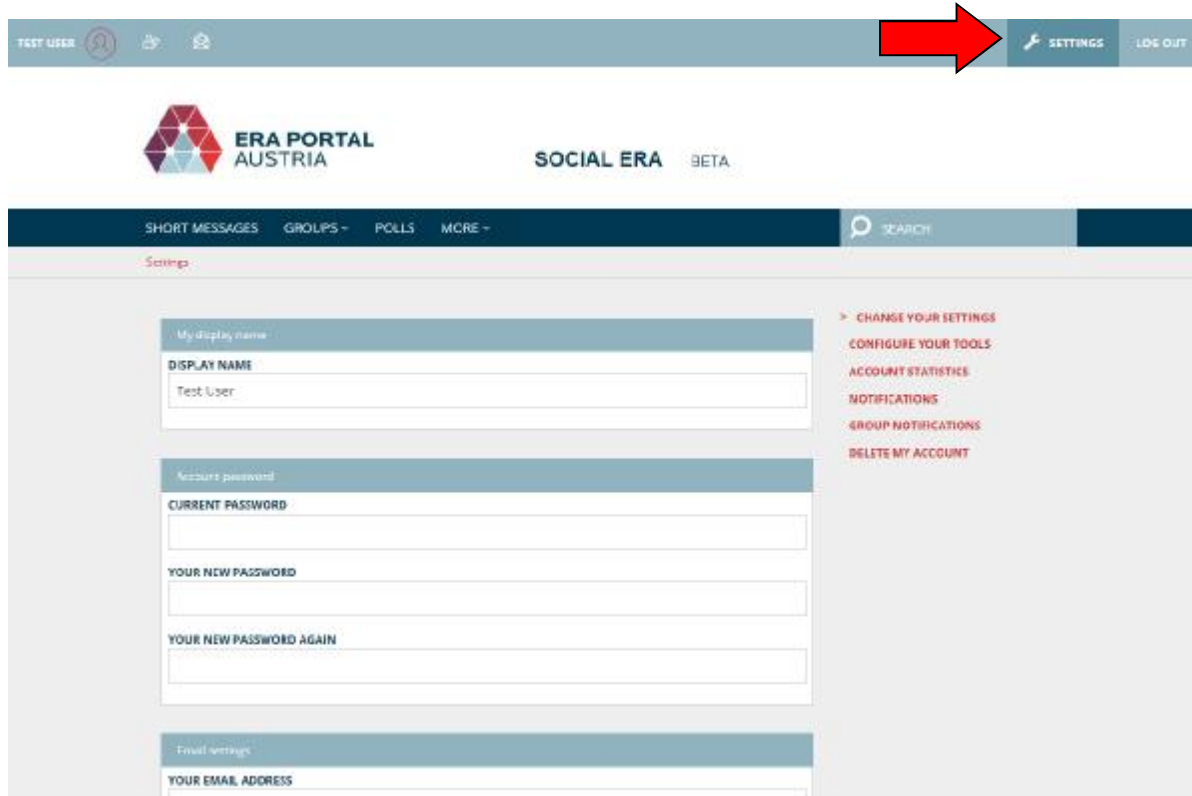


Wählen Sie den/die Adressat/en Ihrer Nachricht aus Ihren Kontakten aus:

The screenshot shows the 'COMPOSE A MESSAGE' interface in the Social ERA portal. At the top, there is a navigation bar with 'SHORT MESSAGES', 'GROUPS', 'POLLS', and 'MORE'. The main header includes the 'ERA PORTAL AUSTRIA' logo and 'SOCIAL ERA BETA'. A search bar is located on the right. The main content area is titled 'COMPOSE A MESSAGE' and contains three input fields: 'TO:', 'SUBJECT:', and 'MESSAGE'. A red arrow points to the 'TO:' field. The 'MESSAGE' field is a rich text editor with a toolbar and a 'Word count: 1' indicator. On the right side, there are links for 'INBOX', 'SENT MESSAGES', and 'CONTACT REQUESTS'. A red 'SEND' button is at the bottom left.

## Einstellungen

Mit Klick auf „Settings“ in der Profilleiste können Sie Ihr Passwort und/oder Ihre E-Mail Benachrichtigungen sowie die Spracheinstellungen ändern:



TEST USER

HELP SETTINGS LOG OUT

ERA PORTAL AUSTRIA SOCIAL ERA BETA

SHORT MESSAGES GROUPS POLLS MORE SEARCH

Settings > Notifications

**Personal notifications**

|  | Email                               | Site                                |
|--|-------------------------------------|-------------------------------------|
| Receive notifications when actions are performed on your content | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

**Contacts**

Below are collections of your contacts. Selecting a collection turns on notifications for the users in that collection.

|                  | Email                               | Site                                |
|------------------|-------------------------------------|-------------------------------------|
| All contacts (0) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

**Notifications per user**

To receive notifications from your contact (on an individual basis) when they create new content, find them below and select the notification method you would like to use.

CHANGE YOUR SETTINGS  
CONFIGURE YOUR TOOLS  
ACCOUNT STATISTICS  
NOTIFICATIONS  
GROUP NOTIFICATIONS  
DELETE MY ACCOUNT