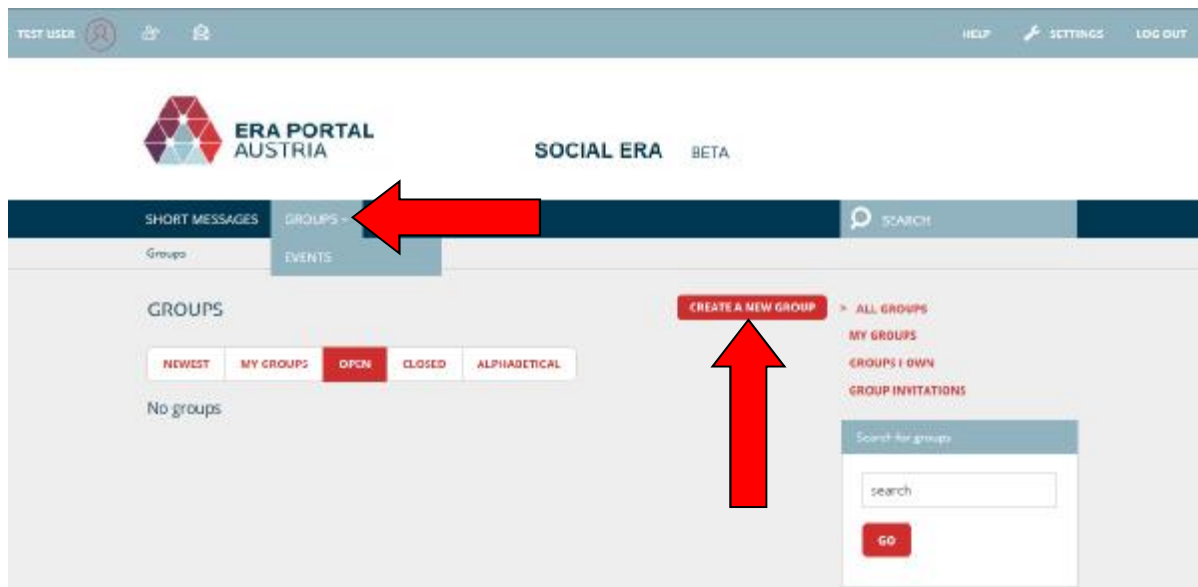


Anleitung Social ERA

4. Gruppen

Auf Social ERA gibt es die Möglichkeit eine öffentliche oder geschlossene Gruppe anzulegen. In diesen Gruppen können User mit anderen Mitgliedern interagieren, Informationen austauschen, Events oder Umfragen anlegen, Dokumente austauschen oder Diskussionen führen.

Mit Klick auf „create a new group“ können Sie eine neue Gruppe gründen:



Beim Anlegen einer Gruppe, können Sie auswählen, ob diese offen (ersichtlich für alle Mitglieder von Social ERA) oder geschlossen ist (nur für ausgewählte Mitglieder):



SOCIAL ERA BETA

Create A New Group

CREATE A NEW GROUP











Edit group profile and settings

GROUP ICON (LEAVE BLANK TO LEAVE UNCHANGED)

No file selected.

GROUP NAME

DESCRIPTION

B *I* U           Embed content Remove editor

Word count: 1 p

GROUP MEMBERSHIP PERMISSIONS

WHO CAN SEE THIS GROUP?

ALLOW MANAGEMENT OF FOLDERS BY MEMBERS

YES
 NO

ENABLE GROUP ACTIVITY

YES
 NO

ENABLE GROUP ADMINS TO ASSIGN OTHER GROUP ADMINS

YES
 NO

ENABLE GROUP DISCUSSION

YES
 NO

ENABLE GROUP EVENTS

YES
 NO

ENABLE GROUP FILES

YES
 NO

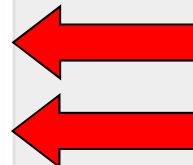
ENABLE POLLS

YES
 NO

SHOW RELATED GROUPS

YES
 NO

- ALL GROUPS
- MY GROUPS
- GROUPS I OWN
- GROUP INVITATIONS



Report this

About Disclaimer

Nach Eingabe der relevanten Information in das Formular erhalten Sie die Meldung über das erfolgreiche Erstellen der Gruppe „Group saved“. Sie können nun andere User in die Gruppe einladen:

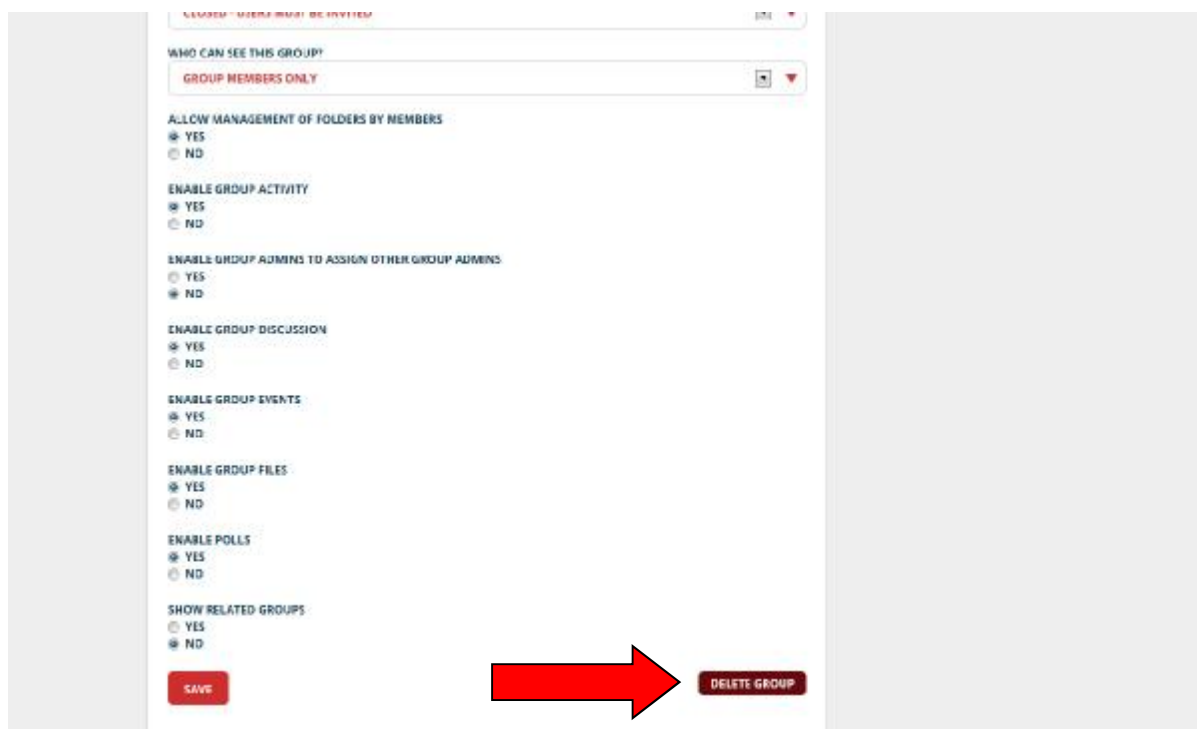
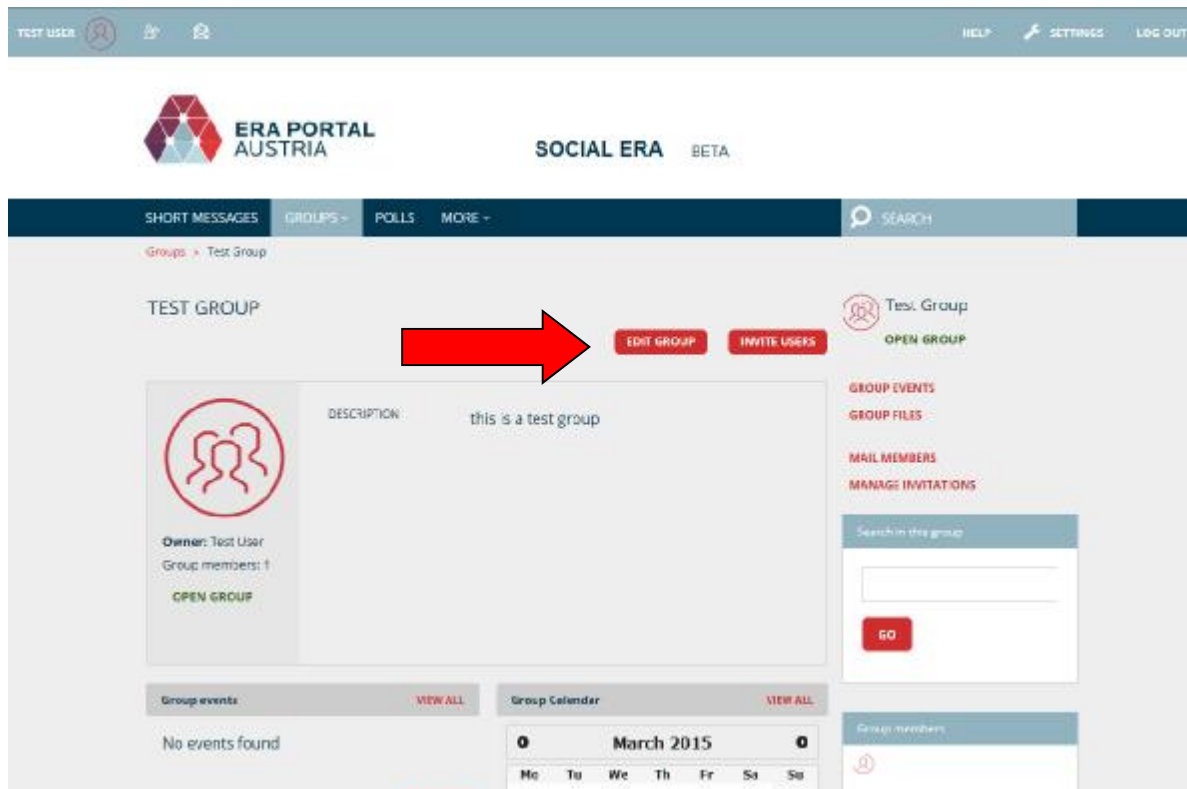
The screenshot shows the 'TEST GROUP' page in the Social ERA portal. At the top, there's a navigation bar with 'SHORT MESSAGES', 'GROUPS', 'POLLS', and 'MORE'. Below that, the group name 'TEST GROUP' is displayed. A red arrow points to the 'INVITE USERS' button. On the left, there's a group icon and details: 'Owner: Test User', 'Group members: 1', and an 'OPEN GROUP' button. A green 'Group saved' notification box is visible at the bottom left, with a red arrow pointing to it. The right sidebar contains links for 'GROUP EVENTS', 'GROUP FILES', 'MAIL MEMBERS', and 'MANAGE INVITATIONS'. At the bottom, there are sections for 'Group events' (with a 'VIEW ALL' link) and 'Group Calendar' (showing 'March 2015').

Mit Klick auf „Edit Group“ können Sie die Gruppeneinstellungen ändern:

The screenshot shows the 'EDIT GROUP' page. At the top, there's a navigation bar with 'PROFILE & SETTINGS' and 'ADMIN TOOLS'. Below that, the group name 'test group' is displayed. The main content area has several sections: 'GROUP ICON (LEAVE BLANK TO LEAVE UNCHANGED)' with a search button 'Durchsuchen...'; 'GROUP NAME' with the value 'test group'; 'DESCRIPTION' with a rich text editor containing 'this is a test group' and a word count of 5; 'GROUP MEMBERSHIP PERMISSIONS' with a dropdown menu set to 'CLOSED - USERS MUST BE INVITED'; 'WHO CAN SEE THIS GROUP?' with a dropdown menu set to 'GROUP MEMBERS ONLY'; and 'ALLOW MANAGEMENT OF FOLDERS BY MEMBERS' with radio buttons for 'YES' (selected) and 'NO'. The right sidebar contains links for 'GROUP EVENTS', 'GROUP FILES', 'ALL GROUPS', 'MY GROUPS', 'GROUPS I OWN', and 'GROUP INVITATIONS'.

Bei Rückfragen bitte kontaktieren Sie: support@social.era.gv.at

Unter „Edit Group“ können Sie eine Gruppe, die Sie gegründet haben, auch wieder löschen (Bitte beachten Sie, dass dieser Schritt unwiderrufbar ist):



Event anlegen

Um einen Event anzulegen, müssen Sie auf „New Event“ klicken:

The screenshot shows the 'TEST GROUP' page. At the top, there are buttons for 'EDIT GROUP' and 'INVITE USERS'. The group description is 'this is a test group!'. Below the description, there are sections for 'Group events' and 'Group Calendar'. In the 'Group events' section, there is a 'NEW EVENT' button highlighted with a red arrow. The 'Group Calendar' section shows a calendar for February 2015 with 'No events on 20-02-2015'.

Füllen Sie das Eventformular aus, um einen Event anzulegen:

The screenshot shows the 'CREATE / EDIT EVENT' form. The form has the following fields: 'TITLE *' (test event), 'START *' (2015-02-25), 'END *' (2015-02-25), 'SHORT DESCRIPTION', 'TAGS', 'EVENT ICON (LEAVE BLANK TO LEAVE UNCHANGED)', and 'DESCRIPTION'. There is a 'Durchsuchen...' button next to the Event Icon field. The 'DESCRIPTION' field has a word count of 1. On the right side, there is a sidebar with 'GROUP EVENTS', 'GROUP FILES', and a 'Site Calendar' showing the same February 2015 calendar as the previous screenshot.

Beim Event anlegen, können Sie einstellen, ob User ein Kommentar zu den Events abgeben können und ob sich User für den Event registrieren sollen:

Report this

About Disclaimer

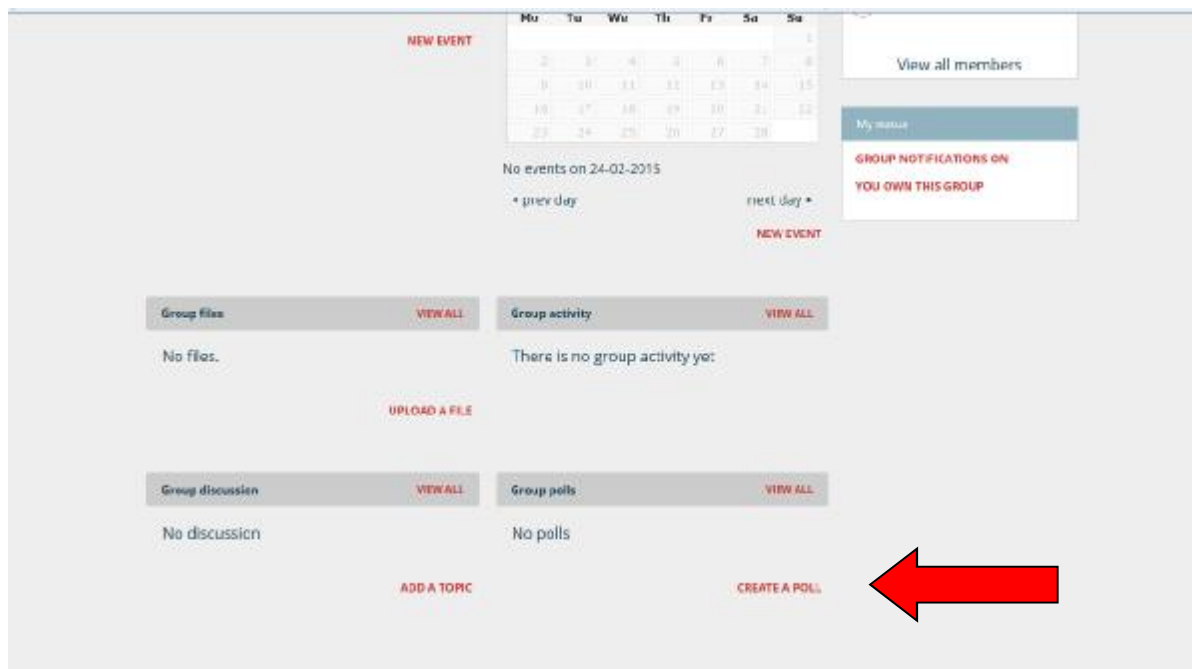
ENGLISH

CONTROLLED BY IBM

Nach Anlegen des Events, können Sie ein Kommentar abgeben:

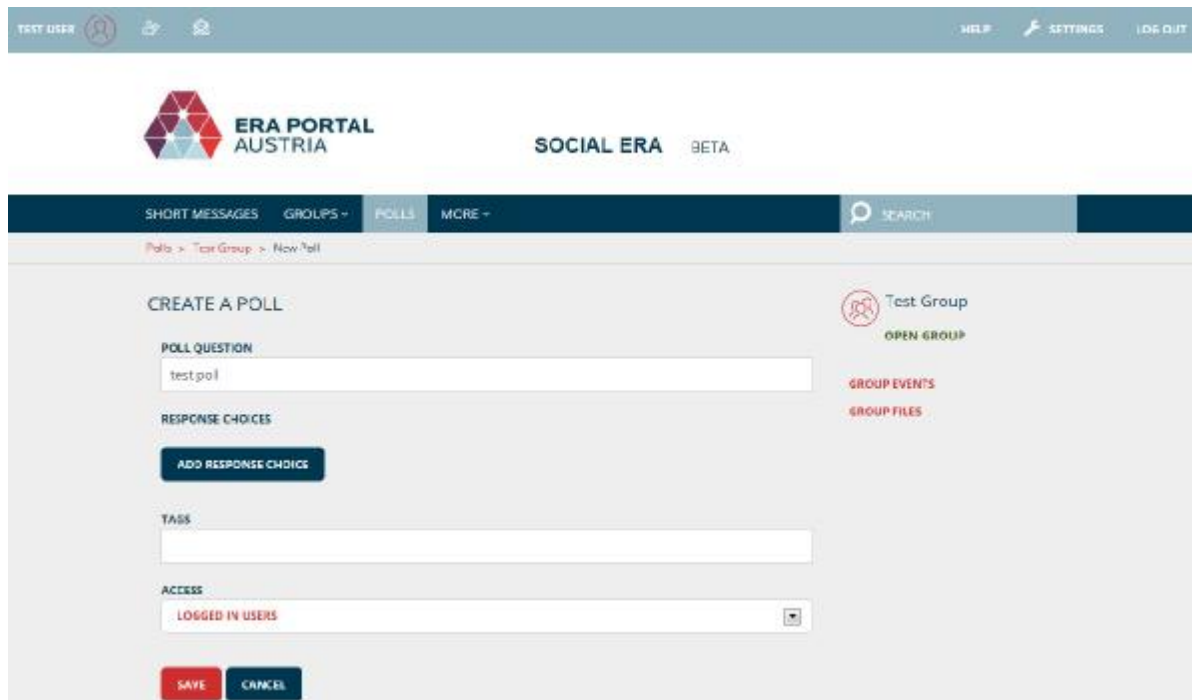
Umfrage anlegen

Um in der Gruppe eine Umfrage anzulegen, klicken Sie bitte auf „Create new Poll“:



The screenshot shows the main interface of a group in Social ERA. At the top, there is a calendar for February 24, 2015, and a 'NEW EVENT' button. Below the calendar, there are sections for 'Group files', 'Group activity', 'Group discussion', and 'Group polls'. The 'Group polls' section has a 'VIEW ALL' button and a 'CREATE A POLL' button, which is highlighted with a large red arrow. Other buttons include 'ADD A TOPIC', 'UPLOAD A FILE', and 'VIEW ALL' for various sections.

Bitte füllen Sie die relevanten Felder aus:

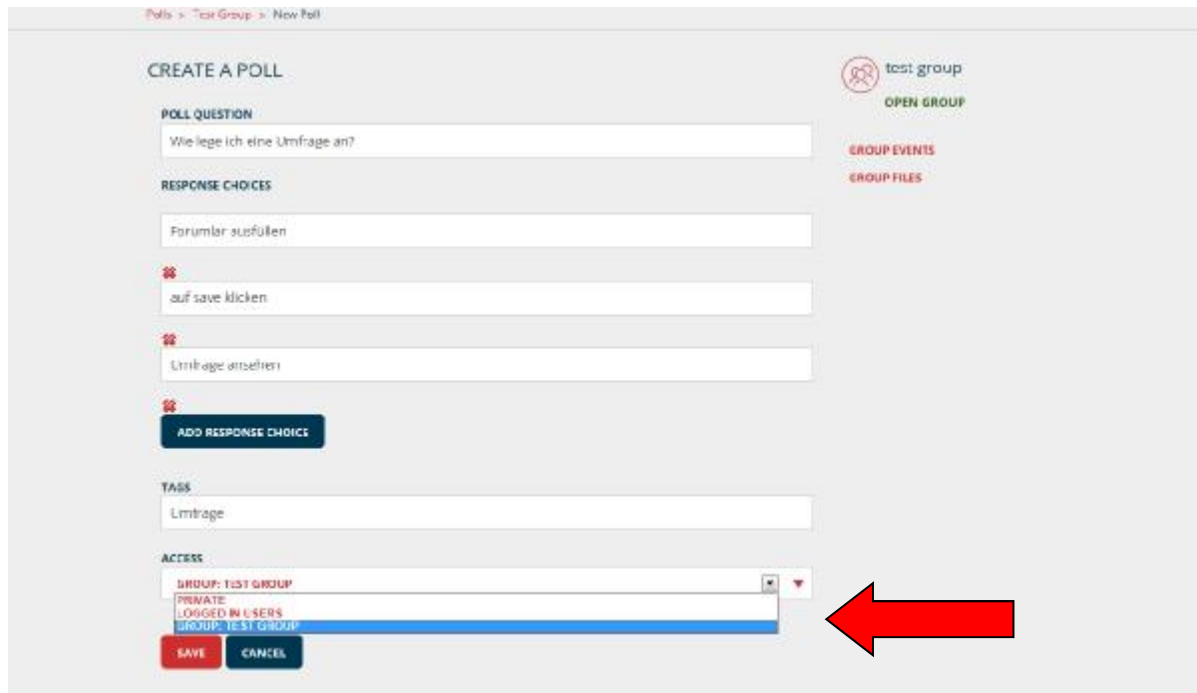


The screenshot shows the 'CREATE A POLL' form. The form has the following fields and options:

- POLL QUESTION:** A text input field containing 'test.poll'.
- RESPONSE CHOICES:** A section with an 'ADD RESPONSE CHOICE' button.
- TAGS:** A text input field.
- ACCESS:** A dropdown menu currently set to 'LOGGED IN USERS'.
- Buttons:** 'SAVE' (red) and 'CANCEL' (blue) buttons at the bottom.

On the right side of the form, there is a sidebar with the group name 'Test Group', an 'OPEN GROUP' button, and links for 'GROUP EVENTS' and 'GROUP FILES'.

Sie können wählen, ob die Umfrage für alle eingeloggten User, nur Mitglieder der Gruppe oder privat erstellt wird:



CREATE A POLL

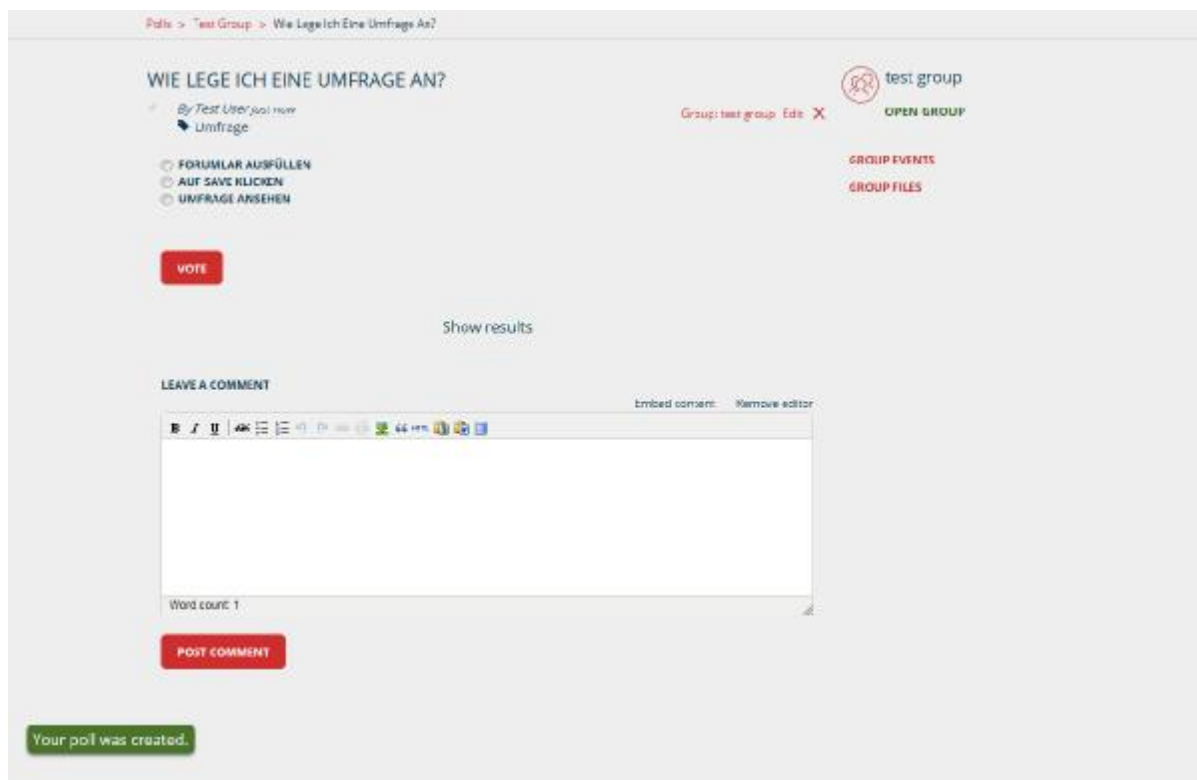
POLL QUESTION
Wie lege ich eine Umfrage an?

RESPONSE CHOICES
Formular ausfüllen
auf save klicken
Umfrage ansehen
ADD RESPONSE CHOICE

TAGS
Umfrage

ACCESS
GROUP: TEST GROUP
PRIVATE
LOGGED IN USERS
GROUP: TEST GROUP

SAVE CANCEL



WIE LEGE ICH EINE UMFRAGE AN?

By Test User / just now
Umfrage

FORMLAR AUSFÜLLEN
AUF SAVE KLICKEN
UMFRAGE ANSEHEN

VOTE

Show results

LEAVE A COMMENT
Embed comment Remove editor

Word count: 1

POST COMMENT

Your poll was created.