

academybase.com

Academybase.com

English Instructions

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FIRST PAGE

On the first page, you will find 5 menus, namely “**academybase.com**”, “**För studenter & alumner**”, “**För företag**”, “**Om oss**” and “**Support**”. The first menu is the first page you see, the second menu “**För studenter & alumner**” is relevant information **for students and alumni**. The third menu, “**För företag**”, is information **for businesses**. The fourth menu, “**Om oss**”, is information **about us** and the last menu is “**support**”, i.e. contact details for **support**.

REGISTRATION

On the first page (menu 1), you can log on by typing your e-mail and password. To register as a new member you will need to click on the button called “**bli medlem**”. Thereafter you will have 2 choices: “**Existerande student**” and “**Alumn**”.

- If you are an **existing student**, click on the first button, “**Existerande student**”
- If you are **alumni**, click on the button “**Alumn**”

For existing students, you will need to use your university e.mail. For alumni you can use any e-mail.

INSIDE ACADEMYBASE.COM

DESKTOP

After you have logged on to Academybase.com, your **desktop** will be seen. This is called “**Mitt skrivbord**” in Swedish. In the top left corner there is a button labelled “**Hem**” which means “**home**” and takes you to your desktop. Here you have 6 different pages labeled “**Mitt skrivbord**” (**My desktop**), “**Min profil**” (**My profile**), “**PM**” (**Personal Message**), “**Gästbok**” (**Guestbook**), “**Blogg**” (**Blog**), and “**Galleri**” (**Gallery**). The desktop will be explained in this section while the other 5 pages are explained below in separate sections.

The desktop contains the latest news and blogs under the heading “**Senaste nyheter och bloggar**”. The latest pictures are shown under the heading “**Senaste i galleriet**” and the latest jobs, trainee programs and thesis jobs are shown in the bottom of the desktop.

MY PROFILE

When you click on “**Min profil**” your personal page will be seen. Under the profile picture there are 4 buttons labelled; “**Kontakter**”, “**Uppgifter**”, “**Inställningar**” and “**Profilbild**”.

The first button is your contacts. The second button, “**Uppgifter**”, means “**information or data**” which covers all the various fields that you might want to present to other people, for detailed translation of all these fields see table 1 at the end of this document. The third button, “**Inställningar**”, is the “**settings**” that you might choose to have or not, depending on which functions you want to use. You can also change your **password** in the field called “**Byt lösenord**” (for more information on how to change password see table 2). You can also change/upload a profile picture. Furthermore you can also choose which applications you want to use; “**Gästbok**” is **guestbook**, “**Blogg**” is **blog**, and “**Galleri**” is **gallery**. Press the red button called “**Ta bort**” to delete a specific application (you can at any time add the application by pressing the orange button called “**Lägg till**”). The fourth button labeled “**Profilbild**” means profile picture and allows you to change/upload a picture of you.

PM (PERSONAL MESSAGE)

The PM-page is basically your e-mail within Academybase.com and here you can see your inbox when clicking on the button **“Inkorg”** and your outbox when clicking on **“Utkorg”**. To send someone a PM (personal message) go to the person’s page and press button **“Skicka PM”** (under the profile picture).

GUESTBOOK

When clicking on **“Gästbok”** your guestbook will appear. Remember that when you want to write in someone else’s guestbook you will need to go to the person’s page and click on **“Gästbok”** at his/her page.

BLOG

The fifth page is your blog where you can choose whether you want others to be able to comment on your blog or not. The blog can be edited similar to a standard text document, where you are also able to insert images and edit the text in various ways. When you have finished editing click the button **“Publicera”** to publish the blog.

GALLERY

The sixth page is your gallery, labeled **“Galleri”**. The first time you visit this page you will need to create an album before uploading pictures. This is done by entering a name of the album in the field called **“Namn på album”** and a description of the album in the large field called **“Beskrivning av album”**. When this is done click **“Spara”** to create the album.

Once you have created an album a button labeled **“Lägg till bild”** will appear in the top right corner. By clicking on this button you will be able to search for an image, add searchwords (or tags) for the image and a description. Thereafter you can also choose if others should be able to comment on the picture. By clicking on the button **“Spara”**, the image will be saved and made available in your gallery.

CORE BUTTONS

The bottom row of buttons are basically the core inside of the community where you have 8 buttons with respective sub-buttons:

- **“Hem” (Home)**
 - **“Mitt Skrivbord” (My desktop)**
 - **“Min profil” (My profile)**
 - **“PM” (Personal message)**
 - **“Gästbok” (Guestbook)**
 - **“Blogg” (Blog)**
 - **“Galleri” (Gallery)**
- **“Användare” (User)**
 - **“Sök användare” (Search user)**
 - **“Användarnamn” (Username)**
 - **“Förnamn” (Firstname)**
 - **“Efternamn” (Lastname)**
 - **“Sektion” (Faculty)**

- **“Högskola” (University)**
- **“Grupper” (Groups)**
 - **“Egna grupper” Your groups**
 - **“Största grupperna” Largest groups**
 - **“Senaste grupperna” Latest groups**
 - **“Sök grupper” Search groups**
 - **“Skapa ny grupp” Create a new group**
- **“Nyheter” News**
 - **“Senaste nyheter” Latest news**
- **“Bloggar” Blogs**
 - **“Senaste blogginlägg” Latest blogs**
- **“Forum” (Discussion)**
 - **“Kategorier i forumet” (Categories of discussion)**
 - **“Skapa en ny kategori” (Create a new discussion)**
- **“Galleri” (Gallery/Pictures)**
 - **“Senast uppladdade” (Latest upload)**
 - **“Populäraste” (Most popular)**
- **“Student” (Student associations)**
- **“Karriär” (Career)**
 - **“Företag” (Companies)**
 - **“Lediga jobb” (Available jobs)**
 - **“Trainee” (Trainee programs)**
 - **“Sommarjobb” (Summer jobs)**
 - **“Examensarbete” (Thesis jobs)**
- **“Logga ut” (Log out)**

SIDE BAR

The side bar is always visible and shows the latest happenings such as PMs, blogs, and so on. Furthermore the main partners are shown with links to their latest publications and also Today's company is shown in the center of the side bar.

Table 1 - "Uppgifter" (Information/Data)

Swedish	English
<p>Uppgifter</p> <ol style="list-style-type: none"> 1. Förnamn 2. Efternamn 	<p>Information/Data</p> <ol style="list-style-type: none"> 1. First name 2. Last name
<p>Utbildning</p> <ol style="list-style-type: none"> 1. Sektion 2. Högskola 	<p>Education</p> <ol style="list-style-type: none"> 1. Faculty/School 2. University
<p>Personlig information</p> <ol style="list-style-type: none"> 1. Personlig presentation 	<p>Personal information</p> <ol style="list-style-type: none"> 1. Personal presentation
<p>Arbete</p> <ol style="list-style-type: none"> 1. Arbetsplats 2. Position 	<p>Work</p> <ol style="list-style-type: none"> 1. Workplace 2. Position
<p>Adress</p> <ol style="list-style-type: none"> 1. Gata 2. Postnummer 3. Ort 	<p>Address</p> <ol style="list-style-type: none"> 1. Street 2. Post code 3. City
<p>Telefon</p> <ol style="list-style-type: none"> 1. Hemtelefon 2. Mobiltelefon 3. Jobbtelefon 	<p>Telephone</p> <ol style="list-style-type: none"> 1. Home telephone 2. Mobile telephone 3. Work telephone
<p>Internet</p> <ol style="list-style-type: none"> 1. E-post 2. Hemsida 3. MSN 4. Skype 5. ICQ 6. Jabber 7. AIM 8. Facebookprofil 9. LinkedInprofil 10. MySpaceprofil 11. Plaxoprofil 	<p>Internet</p> <ol style="list-style-type: none"> 1. E-mail 2. Webpage 3. MSN 4. Skype 5. ICQ 6. Jabber 7. AIM 8. Facebook profile

	<ul style="list-style-type: none"> 9. LinkedIn profile 10. MySpace profile 11. Plaxo profile
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Table 2 - Changing password

Swedish	English
1. Gammalt	1. Old
2. Nytt	2. New
3. Upprepa nytt lösenord	3. Repeat new password
4. Spara ändringar	4. Save changes
5. Avbryt	5. Cancel