

User guide - Life Cycle Center web forum

My page – exclusive web forum and file sharing area for life cycle professionals

The aim with My page connected to www.lifecyclecenter.se is to facilitate the collaboration that is already taking place within Swedish Life Cycle Center and Swedish platform for the life cycle perspective. In the web forum, file sharing is made easy as well as connecting and talking to anyone in the network.

My page is the place to:

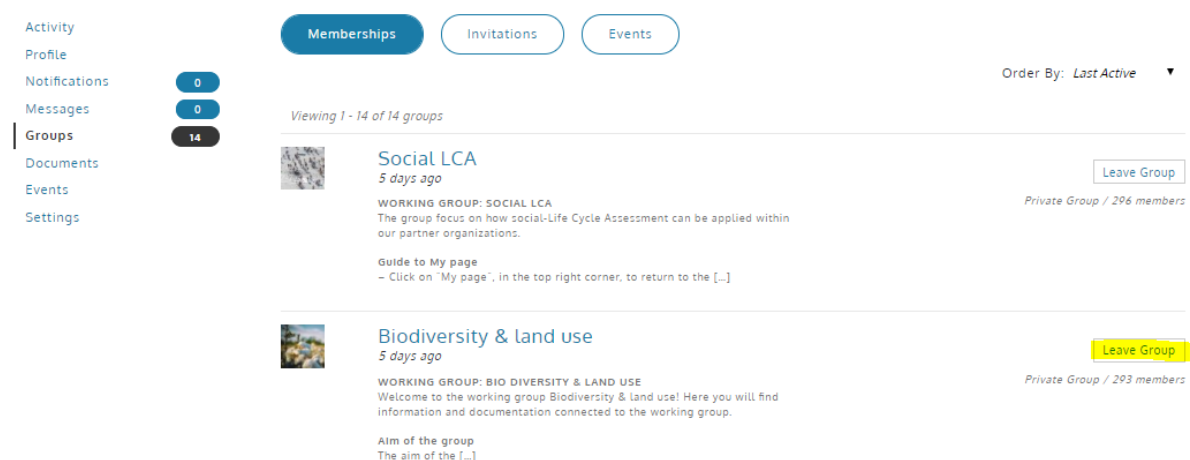
- Interact with other life cycle professionals
- Find steering documents
- Find agendas and presentations for meetings in working groups, expert groups, board
- Get tips on external publications, calls etc.
- Read reports from conferences

QUESTIONS & ANSWERS

1. How to use My page in Working groups, Expert groups and Research projects?

Each working group, expert group and research project has a group on My pages. It is to be managed by all group members, especially chairs. Use the groups on My page to share presentations, links, interesting reports or ask for advice and discuss your topics. Chairs are also moderators for the groups, which means that they can invite people to the group.

By default, all subscribers to Swedish Life Cycle Center's internal newsletter have access to all groups. Government agencies that the center collaborates with have access only to the Government agency group. You can easily leave a group.



The screenshot shows a user interface for a web forum. On the left is a navigation menu with items: Activity, Profile, Notifications (0), Messages (0), Groups (14), Documents, Events, and Settings. The main content area has tabs for Memberships, Invitations, and Events. Below the tabs, it says 'Viewing 1 - 14 of 14 groups'. There are two group listings:

- Social LCA**: 5 days ago. Description: WORKING GROUP: SOCIAL LCA. The group focus on how social-Life Cycle Assessment can be applied within our partner organizations. Includes a 'Leave Group' button and 'Private Group / 296 members'.
- Biodiversity & land use**: 5 days ago. Description: WORKING GROUP: BIO DIVERSITY & LAND USE. Welcome to the working group Biodiversity & land use! Here you will find information and documentation connected to the working group. Includes a 'Leave Group' button and 'Private Group / 293 members'.

At the bottom, there is a section for 'Aim of the group' with a truncated description.

2. How to use My page if I don't belong to any specific group?

All subscribers to the centers' partner newsletter have access to all groups so you are free to visit any group even if you are not a member of the physical working group or expert group.

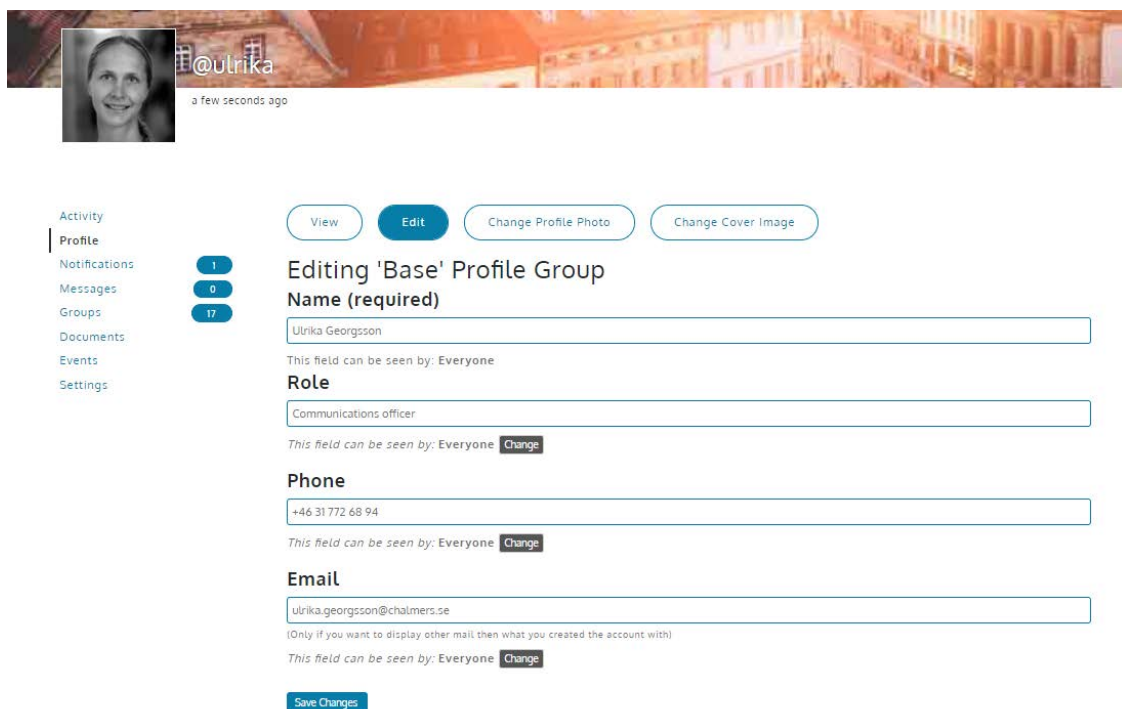
- For topics related to any of the groups, write the message within the group.
- For other topics, send messages to the whole network with tips or questions.

3. Where do I find the document?

The group Seminars, newsletters & conferences is the place for all documents not connected to any other group. Here you will find presentations and summaries from conferences, photos from events and historic newsletters.

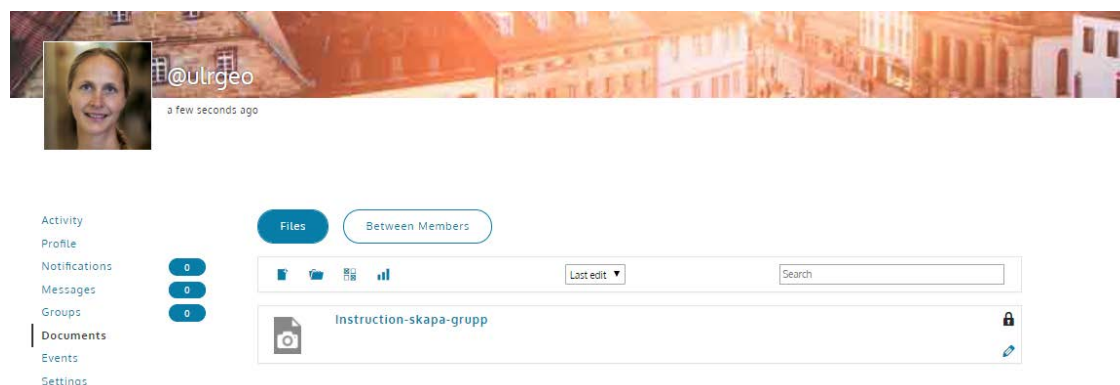
4. How do I edit my personal data?

Click on my page to log in. Then choose profile to the left and you can add your phone number and profile photo if you wish.



5. How do I publish material on My page?

Once logged in, go to documents and add a document through the icon to the very left. You can also add a document into a specific group, by clicking on Groups, select your group and then Documents to the left.



6. Can I comment and communicate with other members?

Yes, that's one of the main purposes of My pages.

a. You can comment on a specific action, like a new file or other member's post.

b. You can send messages to all members of the whole network or choose specific people to direct the message to. By adding @username into the message, you will send an e-mail notification to that person.



The screenshot shows a user interface for composing a message. On the left is a navigation menu with items: Activity, Profile, Notifications (0), Messages (0), Groups (2), Buddy drive, Events, and Settings. The 'Messages' item is highlighted. At the top right are buttons for 'Inbox', 'Starred', 'Sent', 'Compose' (active), and 'Notices'. Below these is a 'Send To (Username or Friend's Name)' field. A checkbox labeled 'This is a notice to all users.' is checked. Below that are fields for 'Subject' and 'Message'.

Enjoy My page and feel free to send your feedback or questions to us!
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