

Friendz Orientation

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Activity Stream

Monitor communications at a glance.

Dashboard

Overview and fast access to the most important information. Any new activities or posts that might interest you will be displayed here.

Notifications

Don't lose track of things!



This icon will keep you informed of activities and posts that concern you directly.

Account Menu

The account menu gives you access to your private settings and allows you to manage your public profile.

Spaces

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Once you have joined or created a new space you can work on projects, discuss topics or just share information with other users.

There are various tools to personalize a space, thereby making the work process more productive.

Spaces

Space Menu

This is the most important menu and will probably be the one you use most often!

Access all the spaces you have joined and create new spaces here.

Spaces

Navigation Menu

This is where you can navigate the space – where you find which modules are active or available for the particular space you are currently in. These could be polls, tasks or notes for example.

Only the space admin can manage the space's modules.

Spaces

Preferences

This menu is only visible for space admins. Here you can manage your space settings, add/block members and activate/deactivate tools for this space.

User profile

This is your public user profile, which can be seen by any registered user.

Profile photo

Upload a new profile photo by simply clicking [here](#) or by drag&drop. Do just the same for updating your cover photo.

Edit account

Click on this button to update your profile and account settings. You can also add more information to your profile.

Profile menu

Just like in the space, the user profile can be personalized with various modules.

You can see which modules are available for your profile by looking them in “Modules” in the account settings menu.

Profile stream

Each profile has its own pin board. Your posts will also appear on the dashboards of those users who are following you.