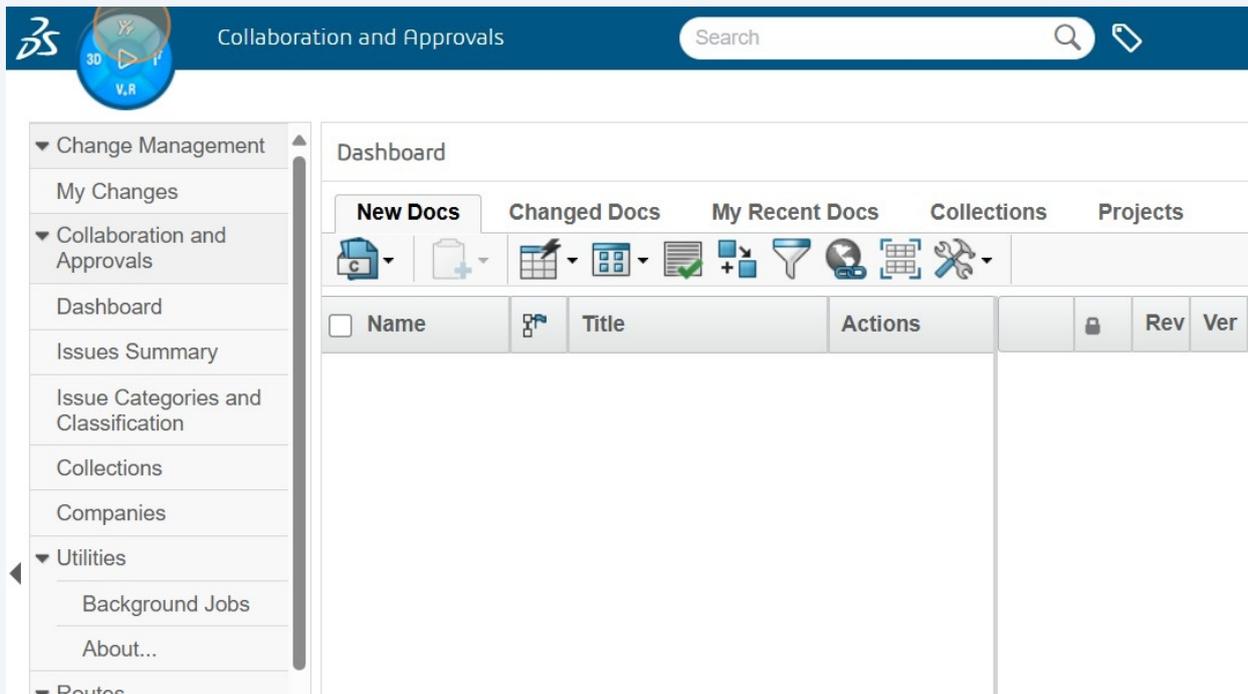


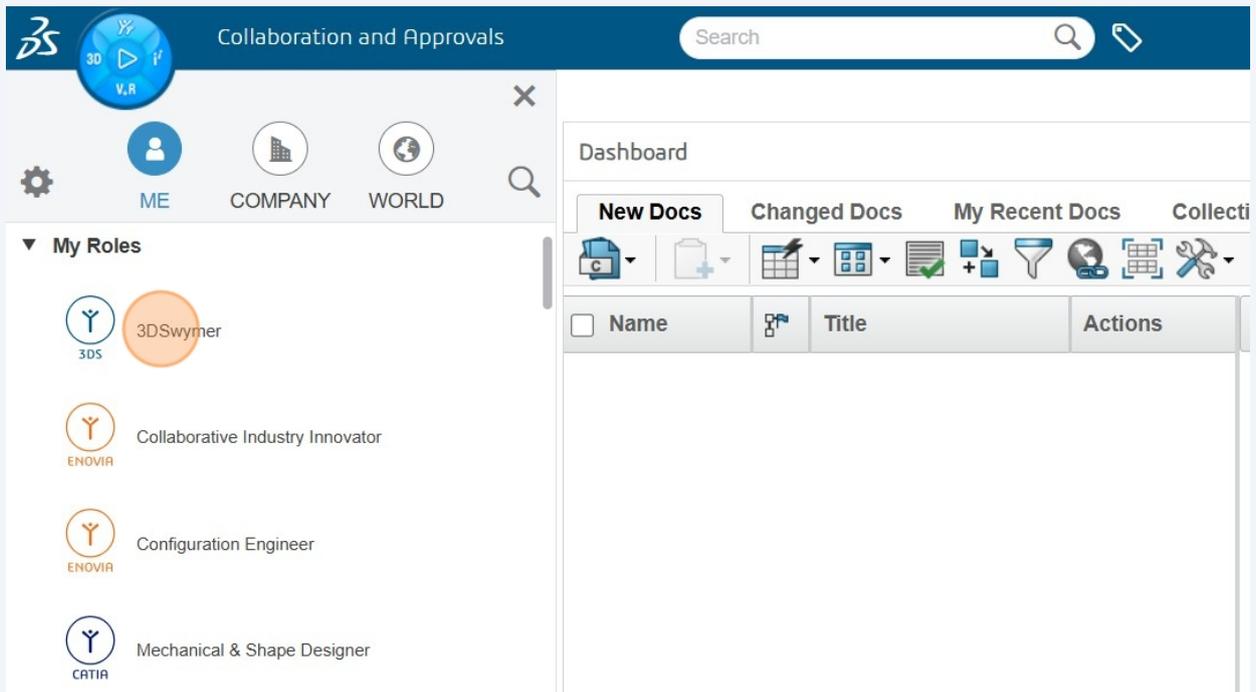
How to Post Questions, Share Content, and Tag Others in Swym

1 Click the Compass.



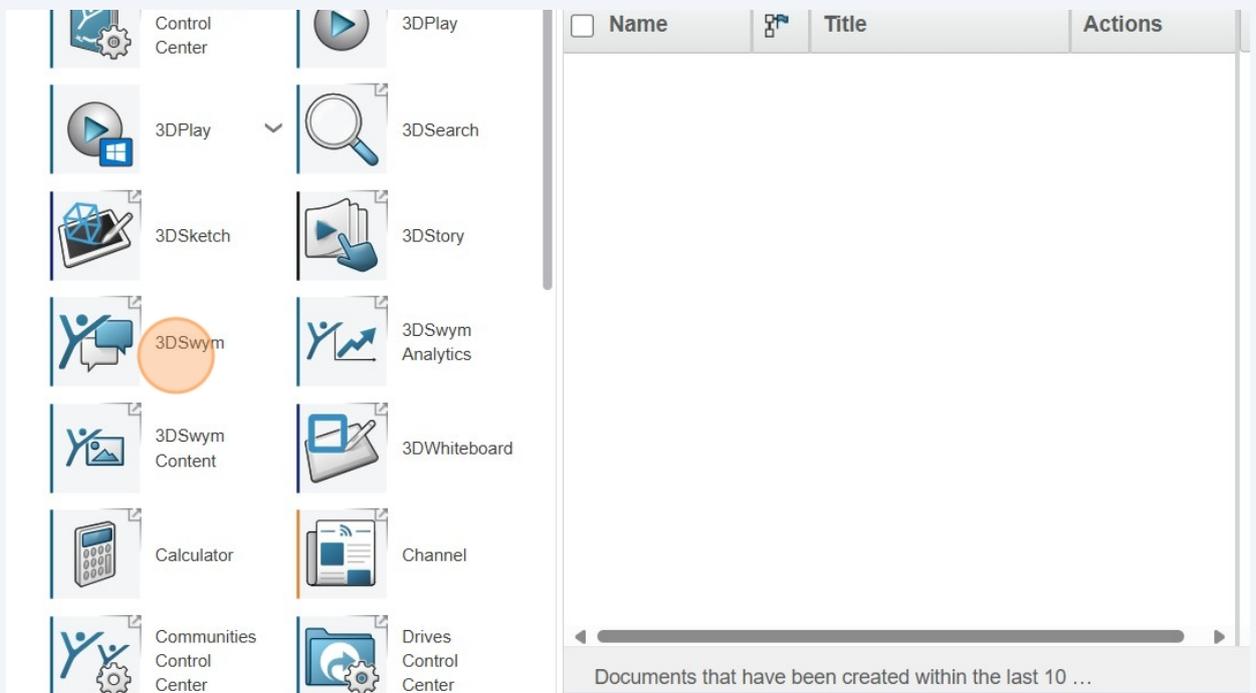
2

Find the 3DSwym widget (by clicking the Swymer role, searching the app, or just scrolling through)

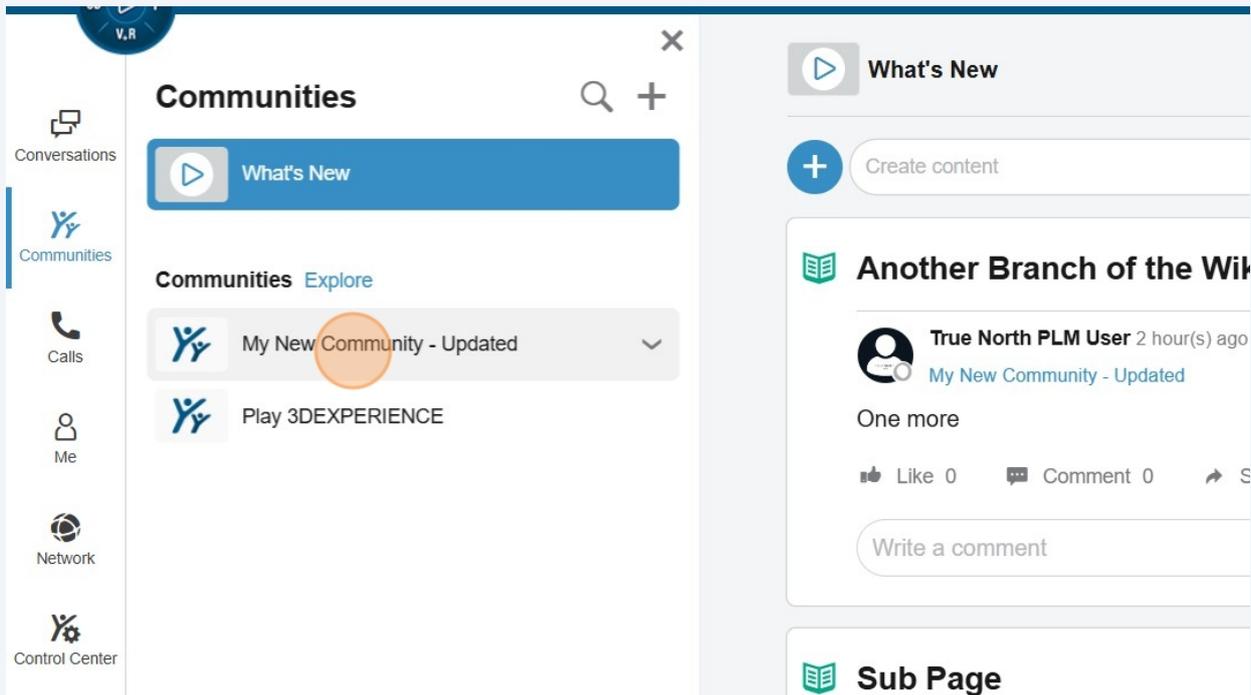


3

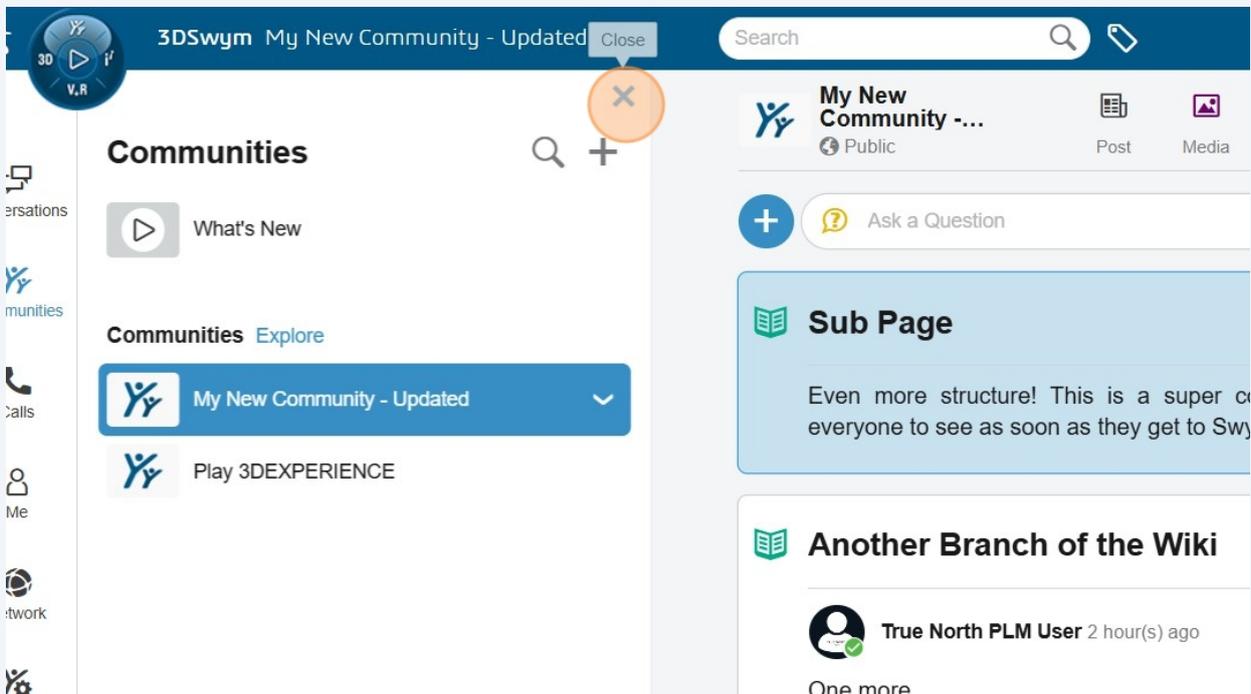
Click the 3DSwym widget.



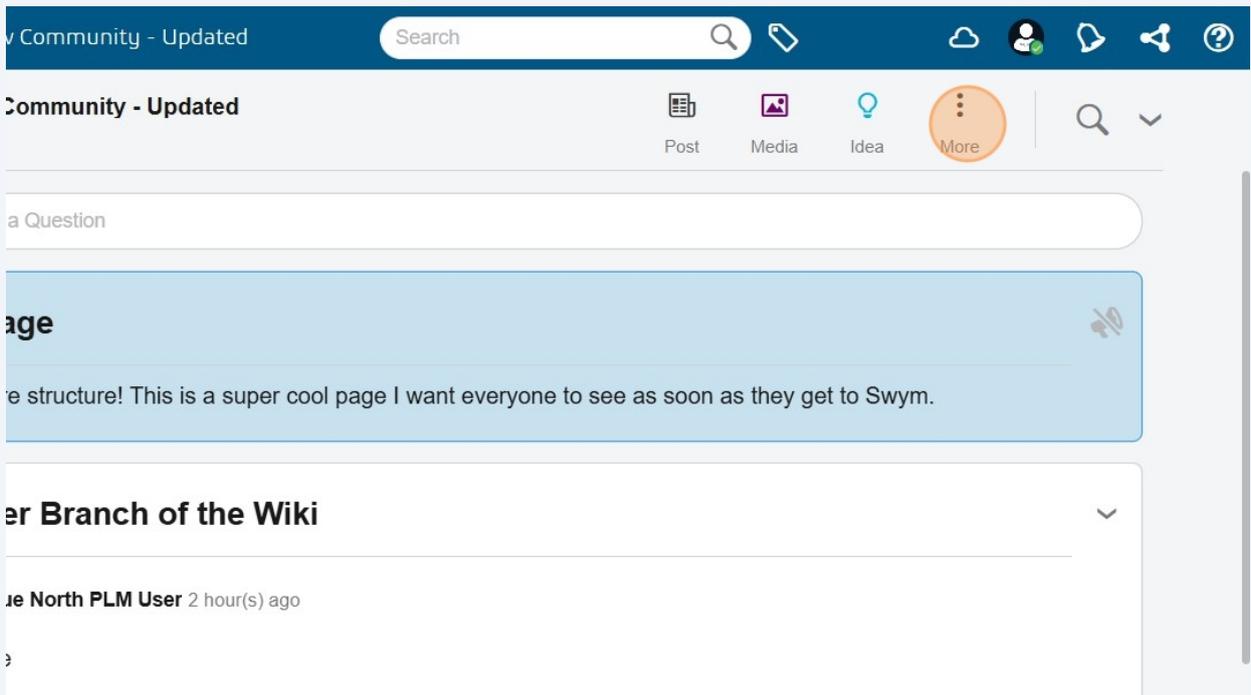
4 Click the Community of interest.



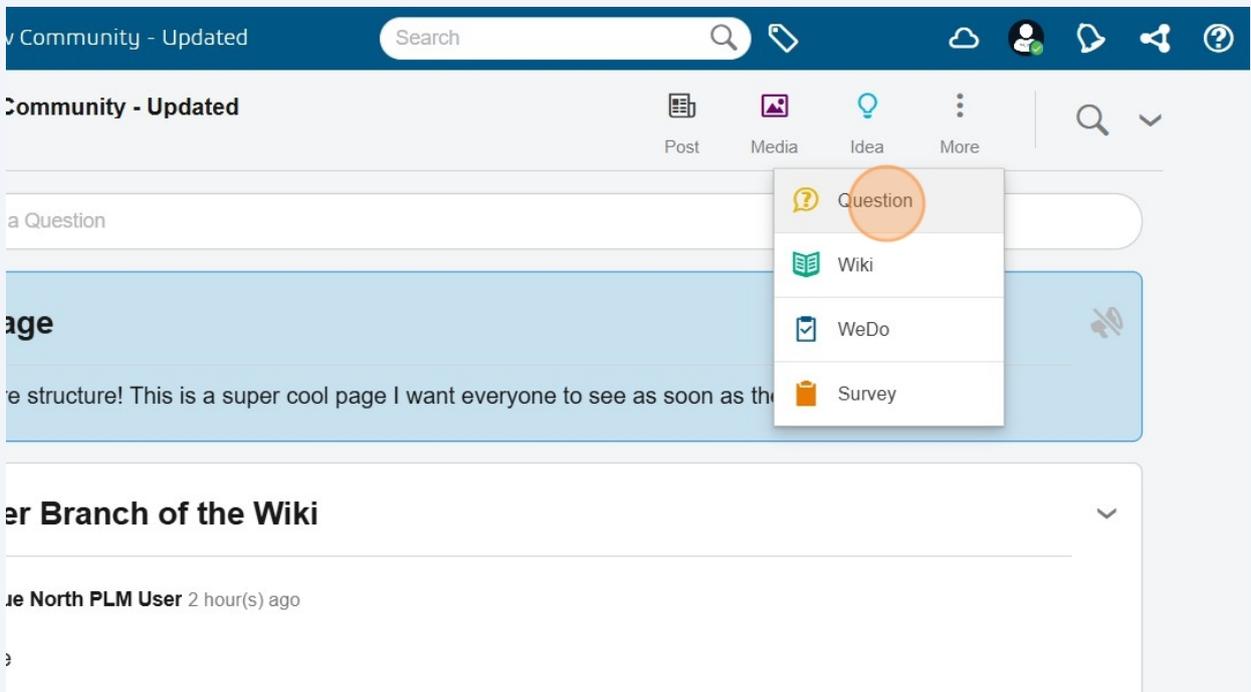
5 You can close out of the Communities navigator once the correct one is located



6 Click More.

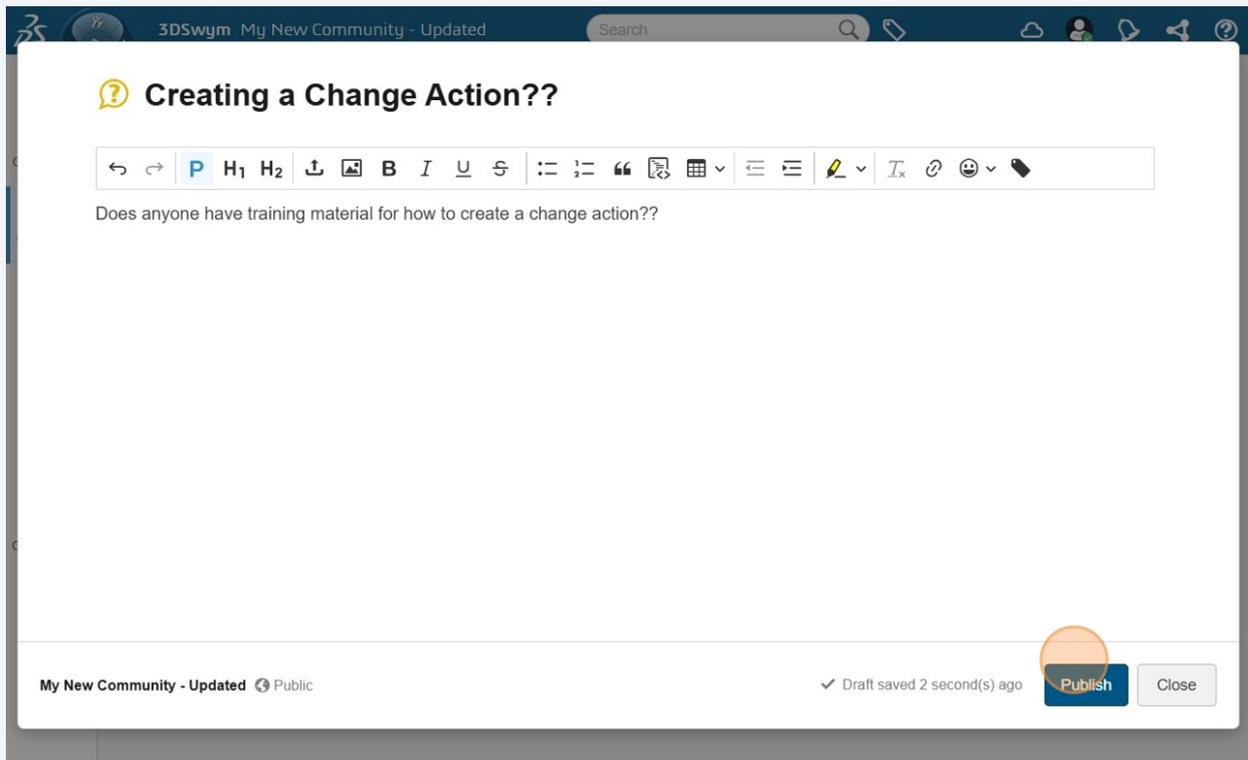


7 Click "Question"



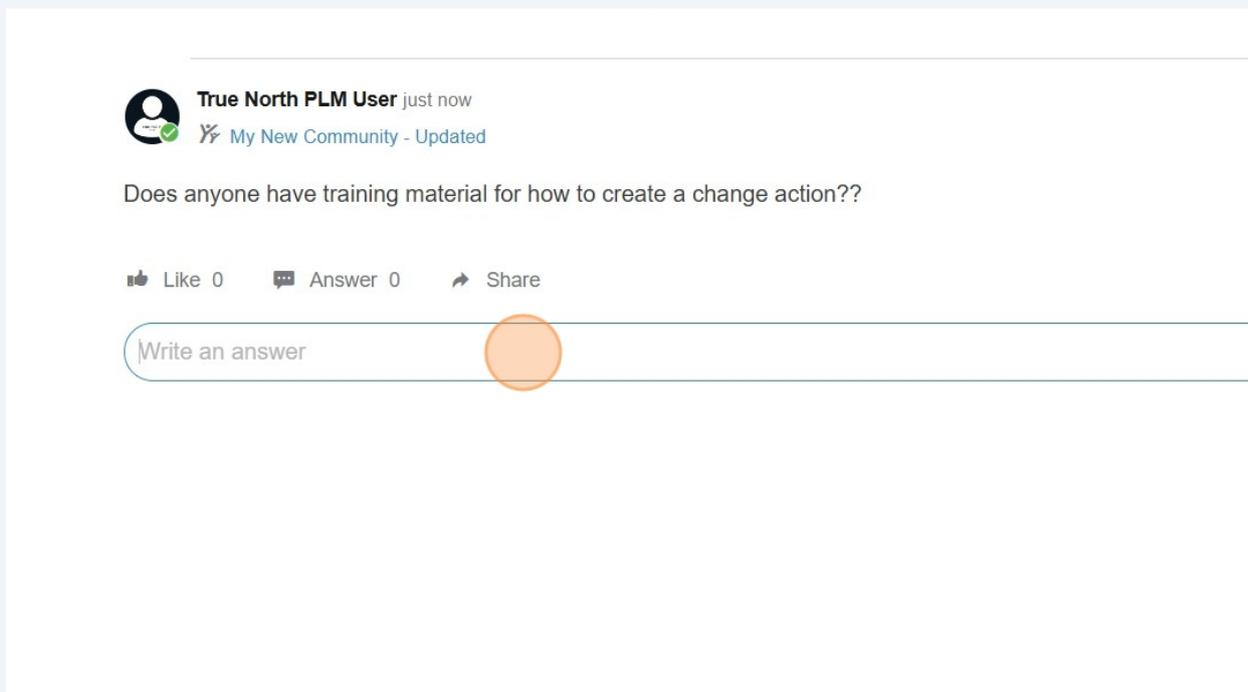
10

Click "Publish" when you're ready. You can edit your Question at any point to add more information



11

To comment, click "Write an Answer". The original poster will see your comment, and can validate it as the correct answer. This helps future users in case they have the same question, and need to find the correct answer.



12 Click back to navigate back to the landing page.

The screenshot shows a community interface for '3DSwym My New Community - Updated'. At the top, there is a navigation bar with a logo, a search bar, and a back arrow icon. Below the navigation bar, the post title 'Creating a Change Action??' is displayed with a back arrow icon and a question mark icon. The post is by 'True North PLM User' and asks 'Does anyone have training material for how to create a change action?'. It has 0 likes, 1 answer, and a share button. A response from the same user is shown below, stating 'I know that True North PLM has a training available for it! Check on their training website.' with 0 likes and 0 comments, and a 'Validate' button. At the bottom, there is a 'Write an answer' input field.

13 Click Question again to un-filter the content to only questions.

The screenshot shows a community interface for 'Community - Updated'. At the top, there is a navigation bar with a search bar and several icons. Below the navigation bar, the title 'Community - Updated' is displayed. A filter menu is open, showing options for 'Post', 'Media', 'Question', and 'More'. The 'Question' filter is highlighted with an orange circle. Below the filter menu, there are three filter buttons: 'Unanswered' (0), 'Answered' (0), and 'Validated' (0). The 'Validated' filter is currently selected. Below the filter buttons, there is a search bar and a dropdown menu. The dropdown menu is open, showing the title 'Creating a Change Action??' and the status 'Answered'. Below the dropdown menu, the post content is visible, including the user name 'True North PLM User' and the question 'Does anyone have training material for how to create a change action?'. It has 0 likes, 1 answer, and a share button.



Tip! Share content with others who may be interested in learning more about the topic.

14

Click the Drop Down Menu on the post you want to share.

Community - Updated



Post



Media



Idea



More



Like 0



Comment 0



Validate

answer

Menu

er Branch of the Wiki



North PLM User 2 hour(s) ago



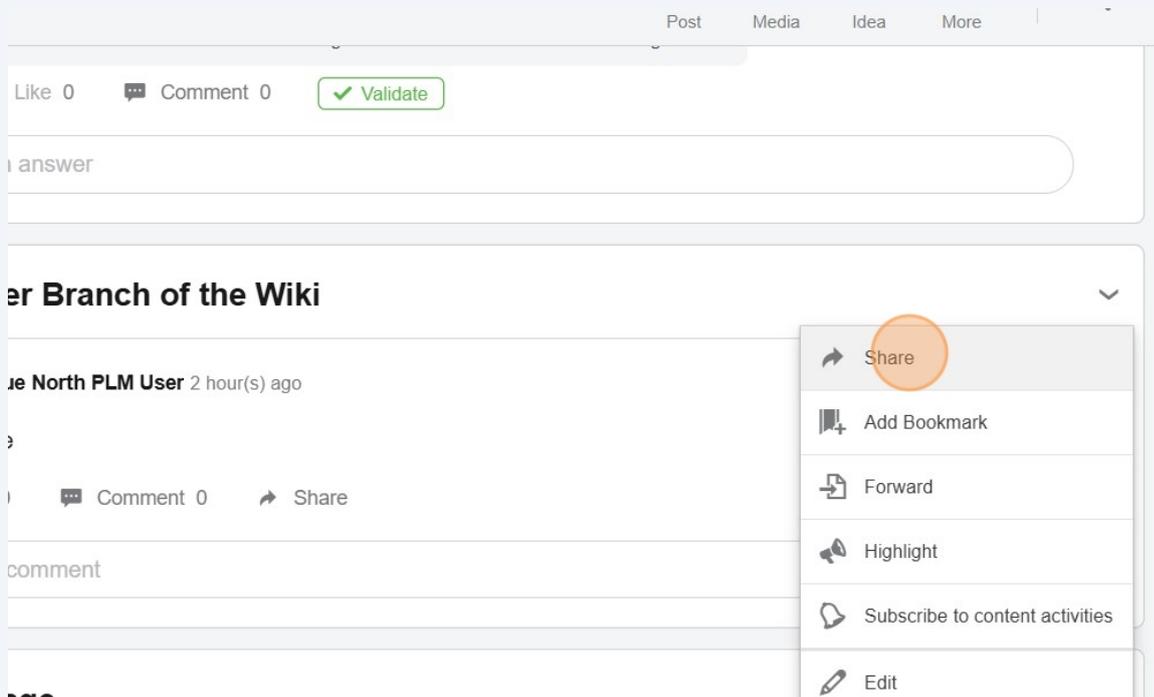
Comment 0



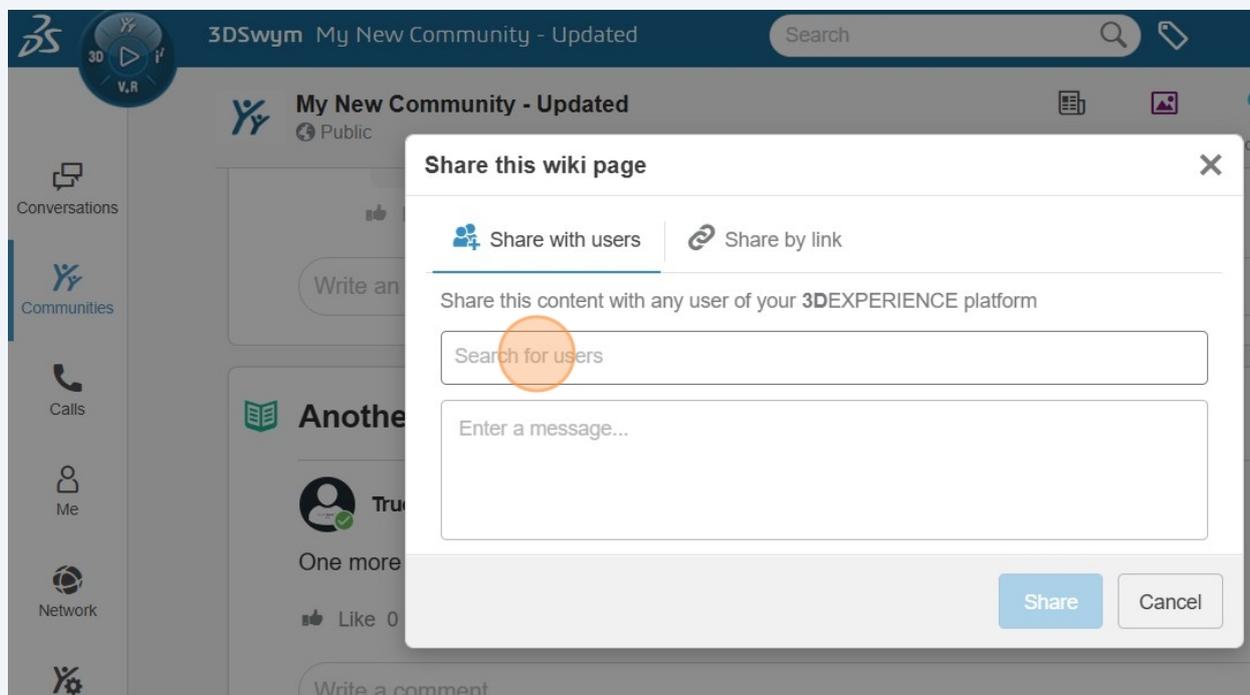
Share

comment

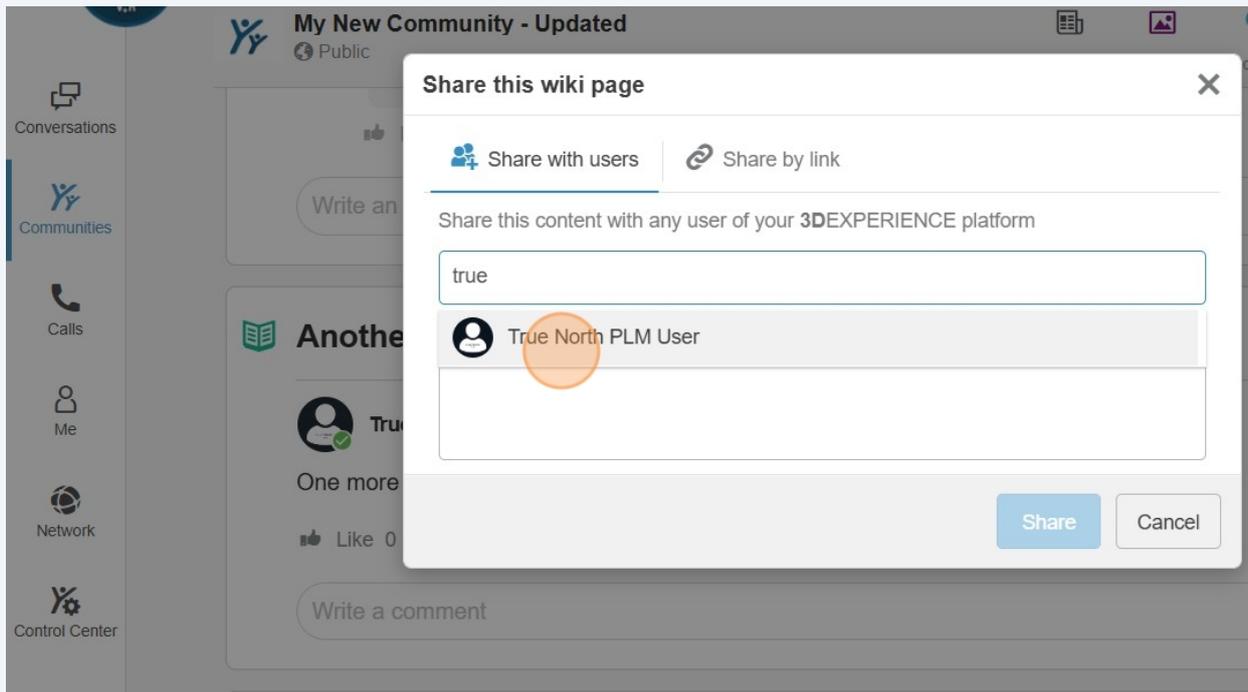
15 Click "Share"



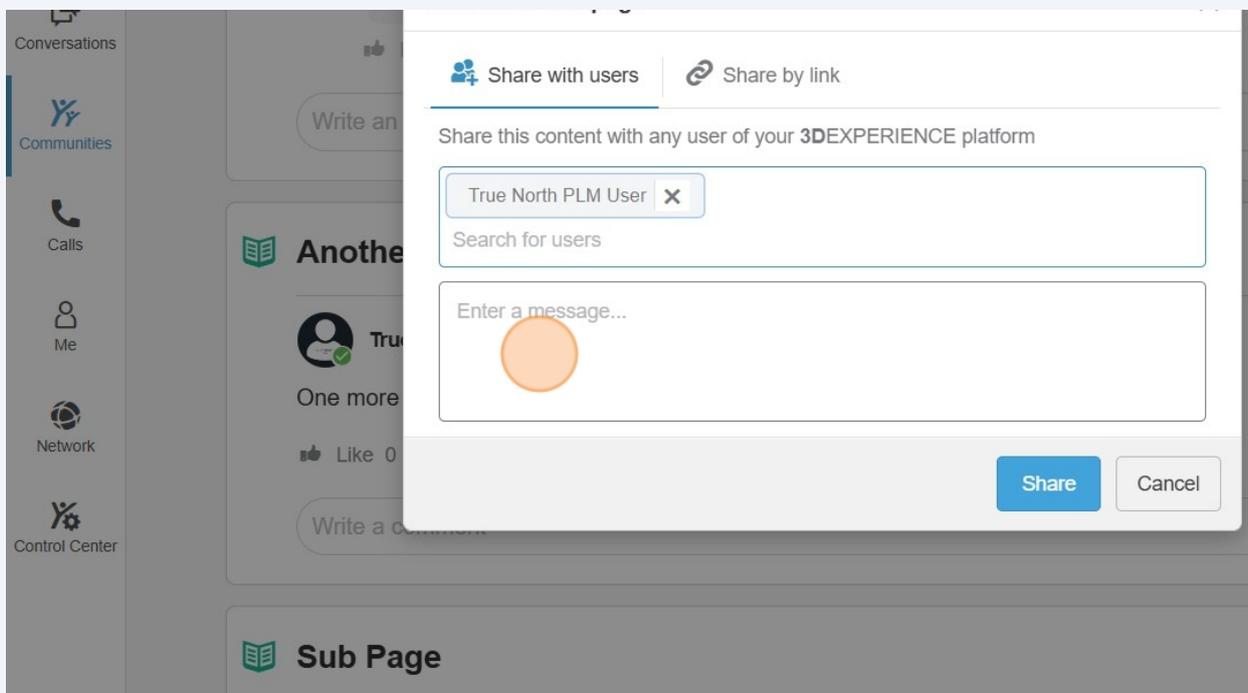
16 Click the "Search for users" field. This sends a notification to the user via 3DX Notifications. Or you can share a link to be sent via email/messages to the user.



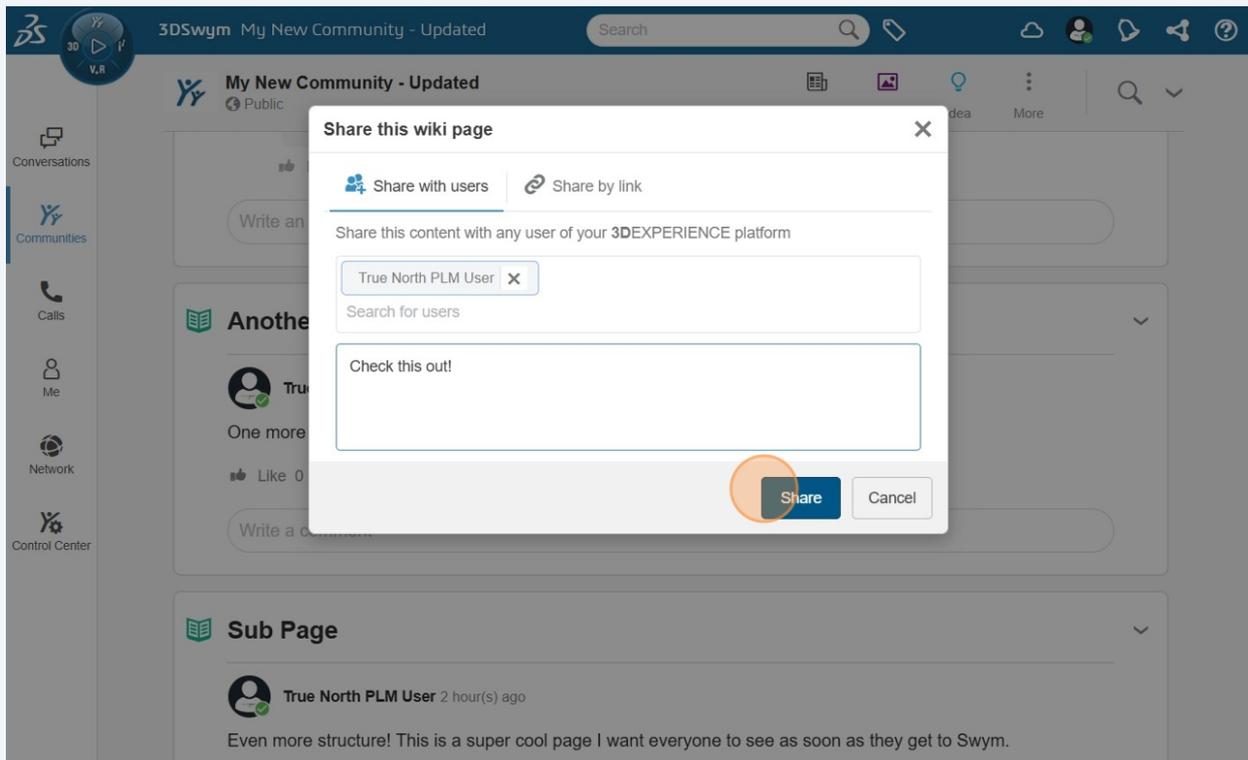
17 Select the user you want to share the data with, if sharing directly in the platform.



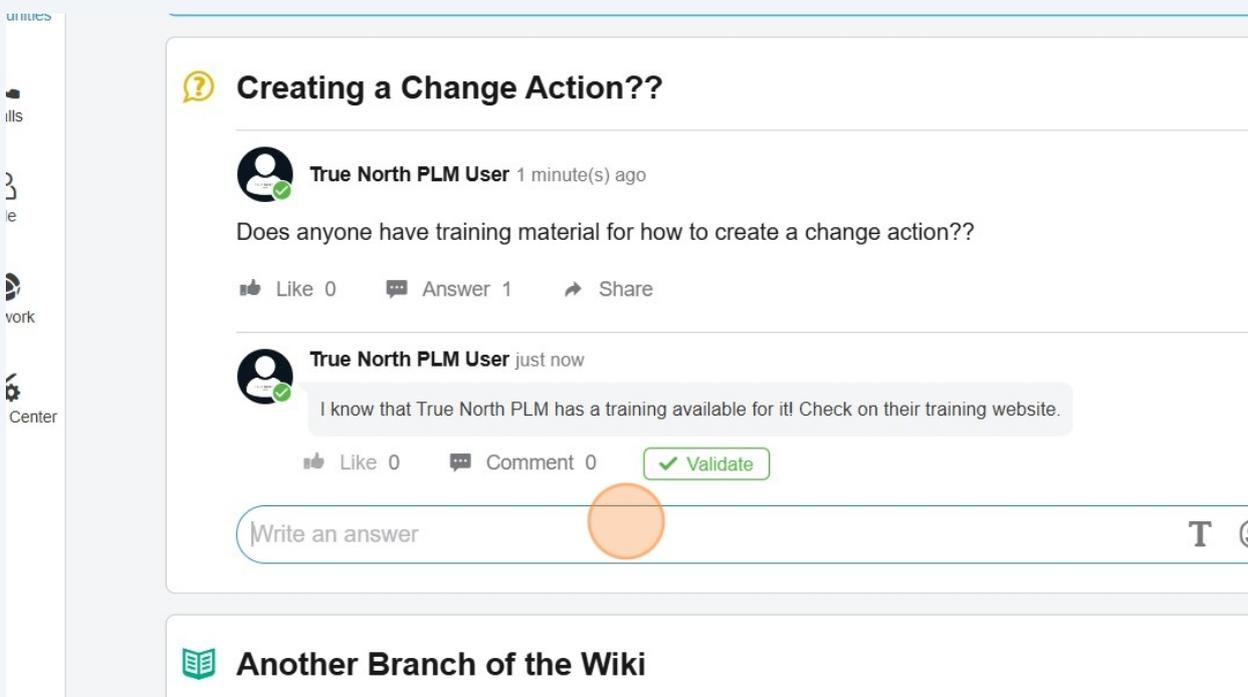
18 Click the "Enter a message..." field.



19 Click "Share"



20 You can also tag users in the comments, by using the "@" and searching their name



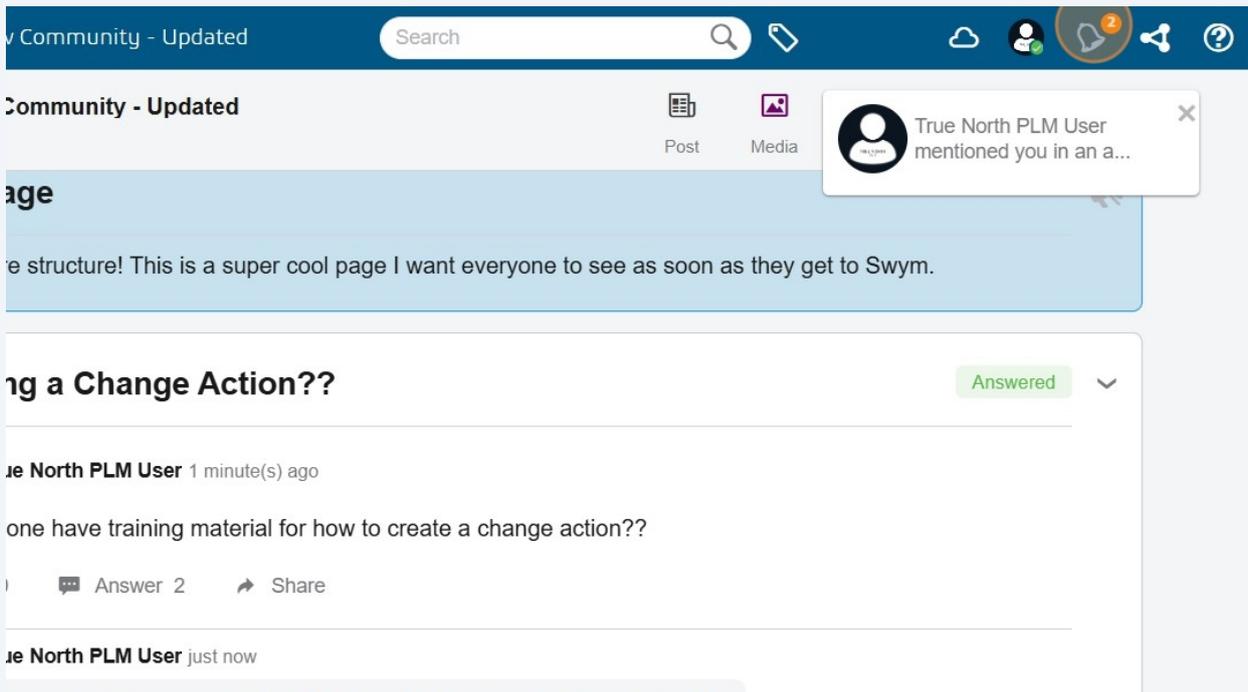
21 Click the user you would like to tag in the comments.

The screenshot shows a community interface. On the left is a sidebar with icons for 'Calls', 'Me', 'Network', and 'Control Center'. The main content area features a post titled 'Creating a Change Action??' by 'True North PLM User' from 1 minute ago. The post asks, 'Does anyone have training material for how to create a change action??'. Below the question are options for 'Like 0', 'Answer 1', and 'Share'. A response from 'True North PLM User' just now says, 'I know that True North PLM has a training available for it! Check on their training website.' This response has 'Like 0', 'Comment 0', and a 'Validate' button. At the bottom, a comment input field shows '@true' and a dropdown menu with 'True North PLM User' selected, highlighted with an orange circle.

22 Click here to post the comment.

This is a close-up of the comment input area from the previous screenshot. The question 'Creating a Change Action??' is visible at the top right with an 'Answered' status. The question text and the answer text are visible. At the bottom, the comment input field contains the text 'True North PLM User check this out.' To the right of the input field are icons for text, emojis, attachments, and a 'Post' button (a blue circle with a white arrow), which is highlighted with an orange circle.

23 Notice that the user is notified in the platform.



24 The user can click on the notification to view the data that was shared with them.

