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

| Collabora | ation and Approvals | Search | | Q 🛇 | |
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| Change Management | Dashboard | | | | |
| My Changes | New Doce Change | d Docs My Pecont | Doce Collections | Projects | |
| Collaboration and Approvals | | | | Flojects | • |
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| Issues Summary | | | | - | |
| Issue Categories and Classification | | | | | |
| Collections | | | | | |
| Companies | | | | | |
| - Utilities | | | | | |
| Background Jobs | | | | | |
| About | | | | | |

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

| Zs | 977 30 ▷ 1 ⁷ | Collaboration | and Approv | als | Sea | arch | | Q (S | |
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| | Collabora | ative Industry Innov | vator | | | | | , , , , , , , , , , , , , , , , , , , | |
| EN | Configura | ation Engineer | | | | | | | |
| CF | Mechania | cal & Shape Desigr | ner | | | | | | |



4 Click the Community of interest. V.R × What's New \triangleright Q + Communities P Conversations Create content What's New D Yr Communities Another Branch of the Wile **Communities Explore** L True North PLM User 2 hour(s) ago Yr My New Community - Updated Calls My New Community - Updated Yr Play 3DEXPERIENCE One more 8 Ме 🖬 Like 0 Comment 0 A 8 0 Write a comment Network Ya Control Center Sub Page

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

5

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6 Click More.

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7 Click "Question"

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8 All of the questions asked will now show. You can add one by clicking "Ask a Question"

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Add a short title, and then add your question to the content. You can add images, tables, etc to add as much information as you want.

9



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.

| Does anyon | - h 4 t t | | | | |
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| | e nave training n | naterial for how to c | reate a change a | action?? | |
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| Like 0 | Answer 0 | Share | | | |
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12 Click back to navigate back to the landing page.

| <i>3</i> 5 . | 3DSwym My New Community - Updated Search Q 🛇 |
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| 9 | True North PLM User just now |
| Does | anyone have training material for how to create a change action?? |
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| and a second | I know that True North PLM has a training available for it! Check on their training website. |
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13 Click Question again to un-filter the content to only questions.

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

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15 Click "Share"

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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.

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| V,R | My New Community - Updated | |
| 다. Conversations | Share with users | ~ |
| Communities | Write an Share this content with any user of your 3DEXPERIENCE platform | |
| Calls | Enter a message | |
| Me | Ти | |
| Network | One more Like 0 Share | Cancel |
| Yo. | Write a comment | |

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

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| ₽ | Share this wiki page |
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Click the "Enter a message..." field.

| Conversations | Share with users 🖉 Share by link |
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19 Click "Share"

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| ⑦ Creating a Change Action?? |
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| True North PLM User 1 minute(s) ago |
| Does anyone have training material for how to create a change action?? |
| i Like 0 📼 Answer 1 🏕 Share |
| True North PLM User just now |
| I know that True North PLM has a training available for it! Check on their training website. |
| Like 0 📼 Comment 0 🗸 Validate |
| Write an answer |

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

| Communities | Creating a Change Action?? | |
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22 Click here to post the comment.

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Notice that the user is notified in the platform.

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

