swabr Functions

What is swabr?

- swabr is a communication tool for companies and organizations

- You can read, post and reply to messages and share documents with your colleagues online in real-time

- Each company has its own, closed and private network for employees with a verified email address (i.e., members of the Company network need an @company.com email address)

- You can start networks to communicate with external participants (i.e. partners, clients, suppliers)

- swabr is free, simple and intuitive to use

swabr Messages (status updates)

- To post a message, just enter your text and click "Share"

- Your followers (colleagues) will see your status updates

- If you want to communicate with a specific person and be sure that they will see it, use the @name function

- @address the person within your network anywhere in your message, type in the "@" symbol followed by the person´s name or username - swabr will make suggestions as you type

Following

- You can follow people in your network – When you follow people you will see their messages

- To follow a person, simply go to the "Members" menu and click the follow button next to their name and picture

- If you like, you can click follow everyone on the same page

- You don´t need to follow networks, instead just join a network to see their messages

Networks

- Networks are a great way to reach a more specific audience within your corporate network on swabr

- To create a network, just click "Networks" on the top header (make sure that you are located in your corporate network) and select "Create new"

- An overview of networks can be found at the "Networks" menu, here´s a list of all the networks in your corporate network (here you can join or leave a specific network)

Attachments

- You can attach one or more files to your message

- Click on "Attach file" underneath your message and select the file you would like to attach from your computer

- All files attachments can be viewed in the "Content" menu – In this menu you can find all the shared content from your team on one single place, separated by Files, Images and Links

- Any file or image you´ve previously attached can be downloaded by any member of your network at any time

Feeds

- A feed (a.k.a news stream) is a stream of related messages - You can view the following feeds on swabr:

- My Feed (main feed): Messages from people you´re following

- All: Contains all non-private messages within your network

- Mentions: Messages from your coworkers @addressed to you

- Favorites: Updates, conversations and files you´ve bookmarked

- Likes: Messages you´ve liked

Topics

- Topics (similar to hashtags) are a useful way to organize and find messages on swabr

- They look like "#topic" and are placed in status updates

- Once you post your message, your added #topic becomes a clickable link with that topic

- To search for a specific topic, just click the #topic link

Search

- Using the search, you can find messages, people and topics

- Any search entry can be viewed as single thread, therefore just click "View thread" below the search results

Start now at www.swabr.com