Getting started with Nexus

The IMarEST networking and collaboration platform
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Introduction

Nexus is a members-only professional network integrated into the IMarEST website. It provides members with the ability to network and collaborate with each other, regardless of location.

If you are familiar with other professional or social networks (such as LinkedIn or Facebook) you should find Nexus relatively straightforward.

This guide has been created to help you get started with using Nexus. For questions or further support, please join and post in the Nexus Support group.
Navigating to Nexus

Nexus is in the members-only part of the IMarEST website, so you need to login with your IMarEST Web Account to view it.

Once logged in, click on “Nexus” at the top of the website.

The direct link is www.imarest.org/nexus.
Making your profile visible

If you would like to use Nexus for networking with other IMarEST members, we encourage you to set your profile to be visible to site members.

The direct link for this: https://www.imarest.org/nexus/profile
Making your profile visible

By default, your profile on Nexus is private and can only be viewed by people who you have “accepted as friends” on the platform.

To change this, so that all members can view your profile, go to your profile preferences page and change the visibility to “site members”.

The direct link for this is: www.imarest.org/nexus/profile/preferences
Making your profile visible

You can get to your profile preferences page by hovering your cursor over “Profile” in the Nexus menu, and then choosing “Preferences”.

Or you can click on the “cog” when viewing your profile, and choosing “Preferences”.

The direct link for this is: www.imarest.org/nexus/profile/preferences
Making your profile visible

While on the “Preferences” page, you can also review other privacy-related settings (these are all set to “Friends” by default), and review your email & notification preferences.

The direct link for this: https://www.imarest.org/nexus/profile/preferences #privacy
Completing your Nexus profile

Now it is time to decide what information about yourself you would like to share on Nexus with IMarEST members.

Go to the direct link, which is: www.imarest.org/nexus/profile/edit

Or navigate to the “Edit Profile” page.

www.imarest.org
Completing your Nexus profile

Complete as much profile information about yourself, your employment, your education and your contact details as you want.

Note: For each field you complete, you also need to actively choose to make that visible to site members, otherwise only people you accept as friends in Nexus will be able to see it.
A recent update to the Nexus platform has introduced the useful feature of being able to find members near to you. This is based on the contact information you enter into your Nexus profile.

Therefore, at a minimum, please consider adding your City / Town and Country on your Nexus to enable this feature profile (via the “Edit Profile” page).
Upload a profile & cover photo

At this point, you might like to upload a profile photo (also called your “Avatar” in Nexus) and a cover photo, to complete your profile.

When viewing your profile (direct link: www.imarest.org/nexus/profile), hover your cursor over the default profile image and then upload a new photo.
Upload a profile & cover photo

To change the cover photo, click on the “cog” button when viewing your profile and then click “modify cover photo”.

Uploading a landscape image works best, and you can then reposition it as necessary.
Search for members on Nexus

Nexus allows you to search for other IMarEST members who also have IMarEST web accounts.

The direct link is www.imarest.org/nexus/search, or you can find “Search” under the “Friends” tab of the Nexus menu.
Search for members on Nexus

Searching can be based by name, or by criteria related to their profiles.

You can also combine criteria to build an advanced search of members.
Search for members on Nexus

Searching can also be based on location, if you have added contact information to your profile (see the “Add your location to your profile” section of the Nexus guide).

Select the “Radius” option as the search criteria, and then search for members within specific distances of you.
Connecting with members

You can connect with a member by choosing to “add as a friend”, at which point you can include an introductory message.

They will then be notified and can decide to accept your request, ignore it, or respond by sending you a message.

Once connected as friend, you will then be able to view each other’s profiles and send each other messages.
Connecting with members

If members are sharing their profiles, you can also view these directly, and send them a message without opting to add them as a friend.

Hovering over their profile photo (avatar) also presents you with an option to message or connect with them.
Finding & joining Nexus groups

The main form of collaboration and information sharing in Nexus is via groups. Groups enable members to post updates, start discussions, and share links and documents.

The majority of groups on Nexus are open, meaning any member can view the content and discussions in a group, before deciding to join the group.

By joining a Group, you are able to contribute to discussions, create new ones, and receive notifications of new content posted to the group.
Finding & joining Nexus groups

To find groups, start by clicking on the Groups tab in the main menu of Nexus. You will then be shown a list of groups you are a member of.

If you want to find groups, you can either search for them or click on “All Groups”, where you are then able to sort and filter the list of groups based on their category.

The direct link for this: https://www.imarest.org/nexus/groups
Finding & joining Nexus groups

For public groups, you view a group and its content, and then choose to join it.

Once you have joined a group, you will then be notified of any updates to the group.
Finding & joining Nexus groups

Some groups on Nexus are closed, meaning you are not able to view content or activity in the group. These are set up for specific purposes and are essentially invite-only, and managed by designated group admins.

They are mainly used by committees, whereby only serving members of the committee have access to the group.

Whilst you can request to join a closed group by clicking “Join Group”, you are better off contacting the group admin in the first instance, to express your interest in joining the group.
Collaborating in a Nexus group

Once you have joined a group, you are able start collaborating and sharing information.

You can post a link or update directly in the “Activities” section, or leave a comment on someone else’s update.

Posting a link or update sends a notification to group members.

Leaving a comment notifies the author of the update.
Collaborating in a Nexus group

You can also respond to discussions, or even start your own.

Discussions can also have files attached to them, thereby allowing knowledge transfer and collaboration.
Collaborating in a Nexus group

Nexus groups also have a number of other features.

Announcements are similar to discussions, whereby notifications are sent out, and files can be uploaded, but they can only be posted by group admins, and members can’t leave comments.
Collaborating in a Nexus group

As a member of a group, you can create, or be invited to, a group event.

This can be used to organise meetings, or for sharing details of external events that might be of interest to group members.
Collaborating in a Nexus group

Photos and video can also be uploaded and shared on a group.

You start by creating a new album, in to which you upload your photos.

Videos can either be linked (i.e. to YouTube) or you can upload a video file (8MB max).
Create a discussion in a group

To start a new discussion, click on “New discussion”, add your title and then your message.

Decide also if you would like members of the group to be able to upload files to this discussion.

Clicking “Add Discussion” will then save it, and all members of the group will then be notified by email of the discussion.
Create a discussion in a group

If you want to attach a file to your discussion, you first need to create the discussion, after which you can then use the “Upload File” feature on the right-hand side. The file(s) will then be available for all to do download.

As the creator of the discussion, you also have the option to edit it, delete it, or lock it (so that no more comments / changes can be made). Group admins also have this ability.
Further support

Hopefully you have found this User Guide helpful.

For any questions or for further support with using Nexus, please join and post your question in the Nexus Support group.

The direct link: https://www.imarest.org/nexus/groups/viewgroup/34-nexus-support