



BNI Connect[®] Training

Social Networking

Version 1.01 – 01/17/2012

Overview:

One of the new and exciting features in BNI Connect® is social networking. The primary of the social networking feature is groups. Due to the large number of groups available to BNI Members, a search function has been added so that the user can easily find the group(s) that are of interest to them. This training manual will guide the user through the search function for Groups.

Groups and Search

Begin by logging into BNI Connect at <http://bniconnect.com>.

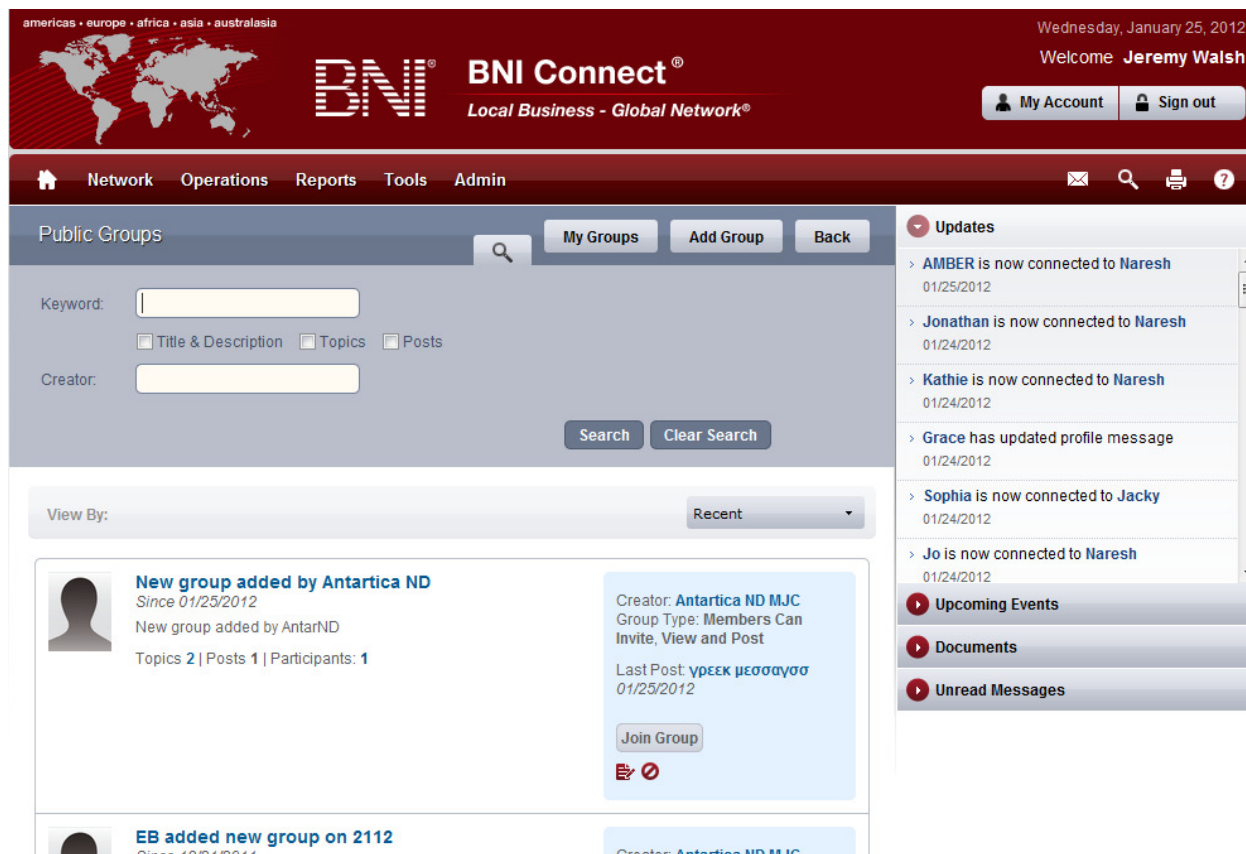
To access the Search Groups feature, select 'Network' and 'Groups' in the navigation bar.

The screenshot displays the BNI Connect website interface. At the top, there is a dark red header with a world map on the left, the BNI logo in the center, and the text "BNI Connect™ Local Business - Global Network®" on the right. The date "Tuesday, January 17, 2012" and a welcome message "Welcome Mike Roberts" are also present. Below the header is a navigation bar with tabs for "Network", "Operations", "Reports", "Tools", and "Admin". A dropdown menu is open under "Network", showing options for "Groups", "Connections", and "Recommendations". The main content area is divided into several sections: "Groups" (listing "From The Founder" and "Presenting Like a Pro"), "Documents" (listing "Active and Passive Networking.pdf", "Attendance Warning Letter 1.doc", "Become a Networking Mentor.pdf", and "Become the Gatekeeper.pdf"), "Updates" (stating "There are no updates"), "Recommendations" (listing "Jason Turcotte"), "Events" (stating "There are no upcoming events"), and "Unread Messages" (stating "There are no messages"). At the bottom, there is a "Personal" section with links for "Profile" and "Signout", a security notice "Secured by thawte" with a "click to verify" button and the date "2012-01-17", and a footer with "Copyright 2011 BNI. All Rights Reserved." and "Terms of Use | Privacy Policy".

To search groups, click the icon with a magnifying glass on it.

The screenshot shows the BNI Connect website interface. At the top, there is a dark red header with the BNI logo and the text "BNI Connect® Local Business - Global Network®". Navigation links for "americas", "europe", "africa", "asia", and "australasia" are on the left, and the date "Wednesday, January 25, 2012" and "Welcome Jeremy Walsh" are on the right. Below the header is a secondary navigation bar with "Network", "Operations", "Reports", "Tools", and "Admin". The main content area is titled "Public Groups" and includes a search bar with a magnifying glass icon, "My Groups", "Add Group", and "Back" buttons. A "View By:" dropdown menu is set to "Recent". Two group listings are visible: "New group added by Antartica ND" (created 01/25/2012) and "EB added new group on 2112" (created 12/21/2011). Each listing shows the creator, group type, and a "Join Group" button. A right-hand sidebar contains "Updates" (listing recent connections and profile updates), "Upcoming Events", "Documents", and "Unread Messages".

The drop-down box will ask for a keyword and where the user would like to search. The keyword must be a minimum of two (2) characters to begin the search.



The Search will sweep through the user's 'Public' and 'My Groups' collection to display a list of groups where the keyword is found in one of the following fields:

Group Title and Description

- Topics
- Posts
- Creator

The output will be a list of Groups that contain the keyword(s) in the relevant fields defined. Any given group that fulfills the search criteria will be returned if group is open or if the user is an 'invite only' group and the user is already a member of that group.

Clear Search

This can be used to clear any filters that have been applied to the result set and view the original data set again.

My Groups

The 'My Groups' button will provide the user with all of the groups of which they are currently a member.