STUDIESTÖD
I NORDEN

Author

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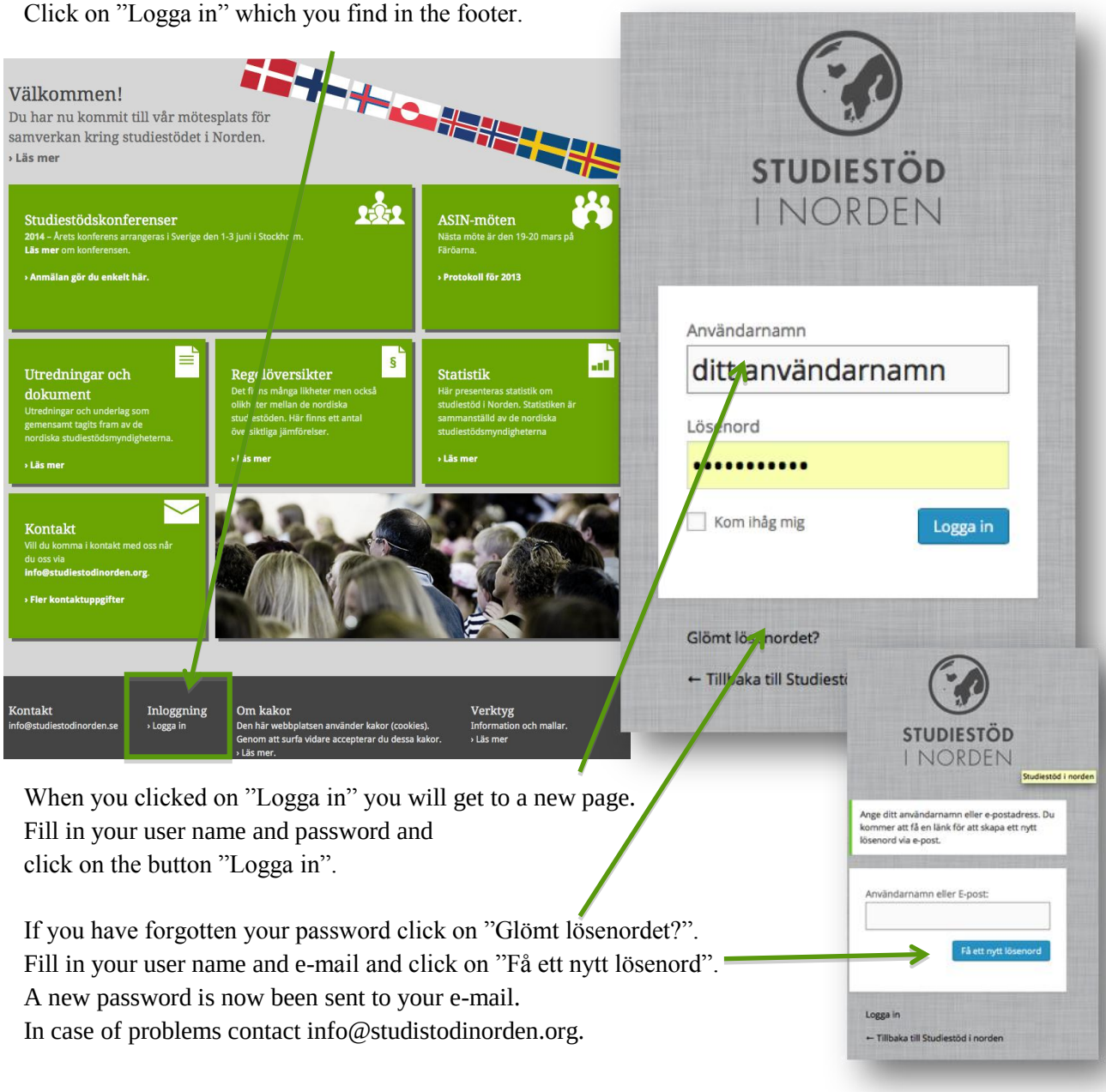
1. Log in

To see all documents and to be able to edit them you need to be logged in to the plattform.
Follow the instruktions below to log in.

Go to the website www.studoestodinorden.org.
Click on ”Logga in” which you find in the footer.

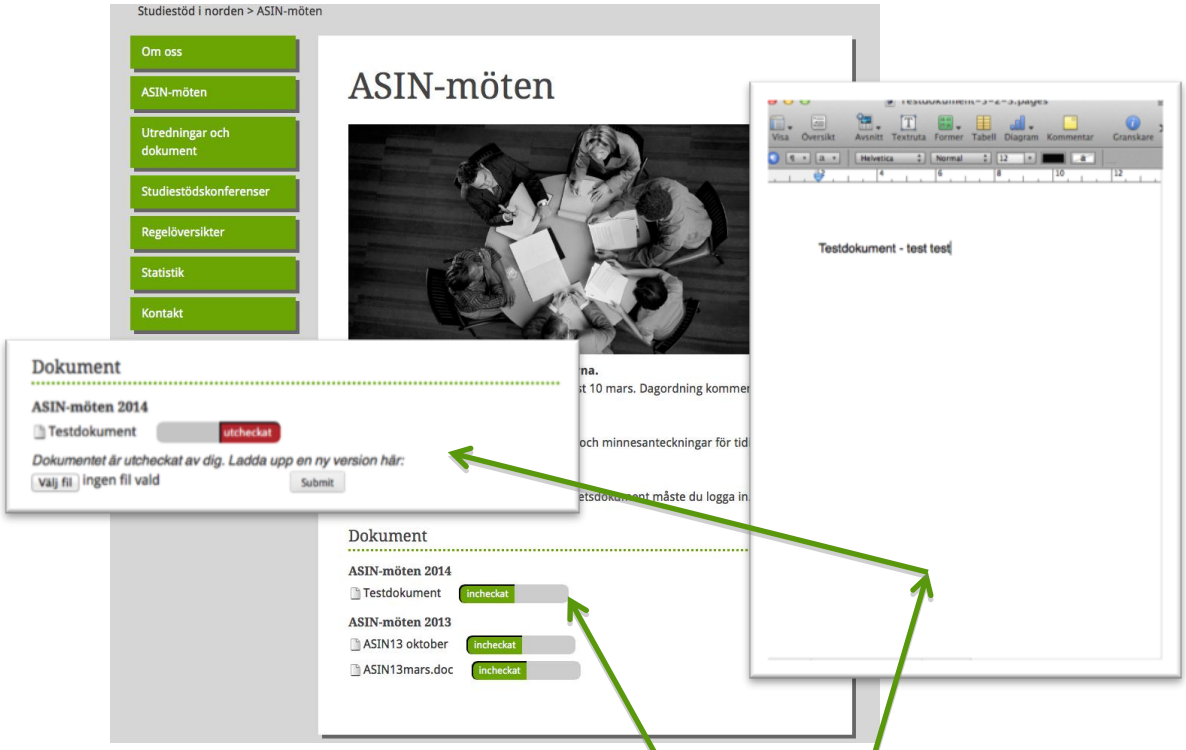


When you clicked on ”Logga in” you will get to a new page.
Fill in your user name and password and
click on the button ”Logga in”.

If you have forgotten your password click on ”Glömt lösenordet?”.
Fill in your user name and e-mail and click on ”Få ett nytt lösenord”.
A new password is now been sent to your e-mail.
In case of problems contact info@studistodinorden.org.

2. Edit an existing document

To edit an existing document on the platform you need to log in according to chapter 1. When you are logged in, you need to find the document on the platform, download it to your computer, edit and save it on your computer, then upload it back to the platform. This process is to secure that no one else works in the same document on the same time.



2.1 Check out/download documents

When you have found the document you want to edit, download it to your computer and check out the document by clicking on the grey area on the button for checking in and out the document.

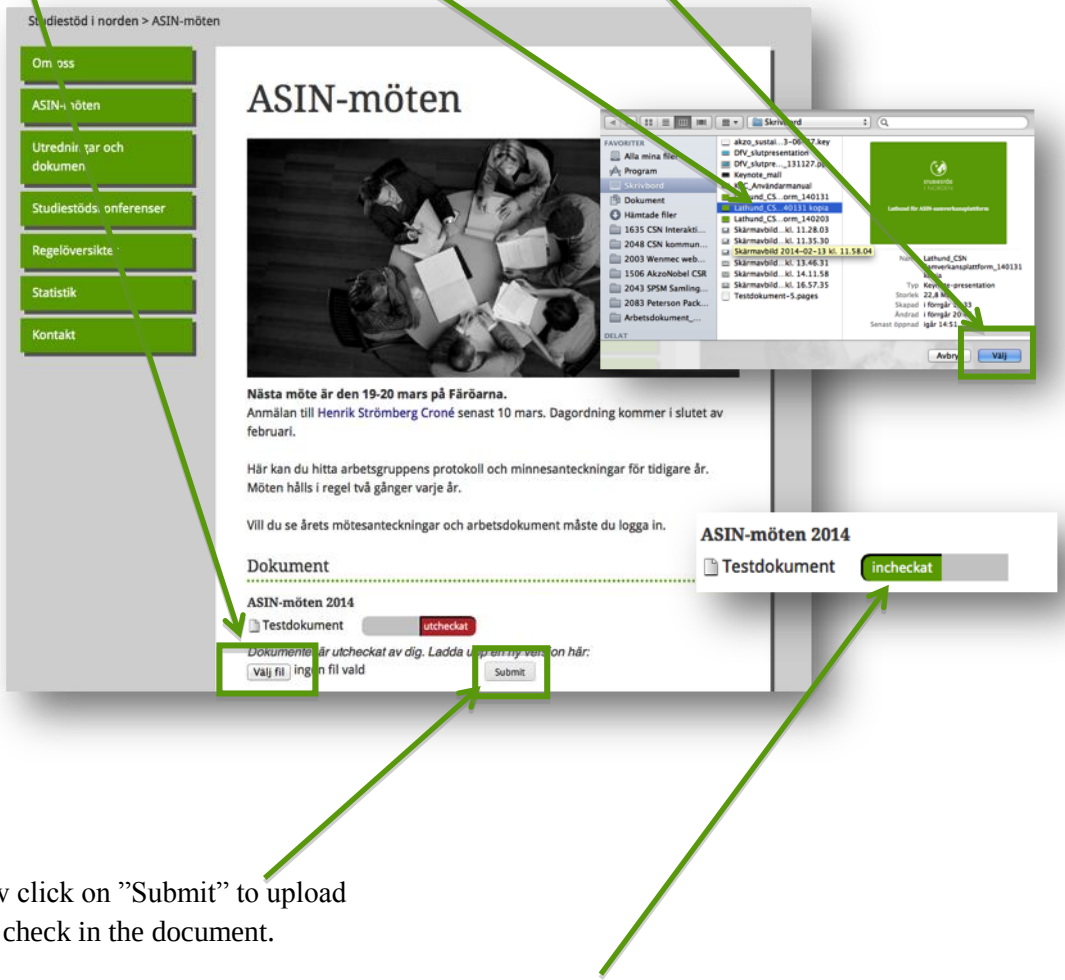
When you clicked on the button the document will show up on your computer and it is automatically locked and set to checked out mode. You can now edit the document. Your changes are saved when you upload it back into the plattform. The changes you make untill that are saved only on your computer.

If you have checked out a document but dont want to upload a new one, just click on the grey area on the button for checking in and out the document. The document will then be checked in without any changes made.

2.2 Check in/upload documents

When you are done editing the document you should upload it to the plattform to save the changes you´ve made. First save the document on your computer. Save the document with the same name as it has on the plattform.
Upload the document by clicking ”Välj fil”.

Now The file manager on your computer shows. Find the document in your file manager and mark it by clicking on it. Then click ”Choose”.



Now click on ”Submit” to upload and check in the document.

The document is automaticlly checked in when you cklick on ”Submit” and the button for checking in and out turns green again. The document is now placed on the plattform and unlocked for others to access.