FIND · CONNECT · ORGANIZE

Your NOS Network

Manage contacts and connection requests, organize talent on Boards, and keep key people easy to find with Favorites.

The Hub > Network opens **My NOS Network**.
Use Connections for contacts, Boards for groups, and Favorites for a shortlist.

1 Find people and request a connection

People > Search / Filter > View Profile > Connect

Find someone by name, title, skills, or location in People. Review the profile, then select **Connect**. The button changes to **REQUESTED**, not Connected. A request is not an accepted connection. From a Board's Add People window, **Find Talent** also opens People.

Network Summary FEATURE PREVIEW

Shows Connections, Favorites, and Followers. Favorites reflects the current shortlist; the other totals are preview figures, not verified live network counts.

Grow Your Network FEATURE PREVIEW

Introduces syncing contacts to find people you know. **Sync Contacts** is disabled; use People or Invite instead.

2 Connection Requests

The badge beside **Connection Requests** shows the number of listed incoming requests. Select **View all** to open **All Connection Requests**; use the back arrow to return.

REQUEST ROW · ILLUSTRATIVE ACTIONS

Alex K. · Concept Artist
Requested on [date] · [location]



Action	Quick reference
Review requester	Select the name/details to open the profile before responding.
Accept ✓	The green check is the acceptance control.
Decline / Ignore ×	The red × is labeled **Ignore** in the current interface; it is the decline-style action.
Message	Select the purple message icon to ask a question before deciding. Enter a subject (optional) and message, then Send Message.

3 Use the Connections section

Use **Search connections** to match a name, professional title, skill, or location. Select × inside the search field to clear the text. Select a connection's card to **view their profile**.

VIEW ALL CONNECTIONS opens the expanded list. Use the back arrow to return. The displayed **LOAD MORE CONNECTIONS** button does not currently expand the results.

Connection action	How to use it
Add to Board	**3-dot menu > Add to Board... > [board name]**. Choose an existing Board. A confirmation appears, or "Already on Board" if the person is already included.
Add to Favorites	**3-dot menu > Add to Favorites**. A yellow star appears beside the avatar. The menu changes to **Remove Favorite**.
Remove Connection	**3-dot menu > Remove Connection**. This option is displayed but does not currently remove the contact.
View Profile	Select the connection card (not its action icons). From the profile, you can also use Message and the back arrow.

In All Connections, the funnel menu includes alphabetical A-Z / Z-A and newest / oldest connection sorting, plus filters for title, experience, availability, skills, and location. Alphabetical ordering uses the surname portion of the displayed name.

Keep the actions separate: Removing someone from a Board or Favorites does not remove their connection. Adding to a Board organizes an existing contact; it does not send a connection request.

4 Message a contact or invite someone

Message a Network contact

1. Select the **Message** icon on a connection, request, or Board member. You can also open their profile and select Message.
2. In **Message to [name]**, add a Subject if helpful and write the message.
3. Select **Send Message**. Nonblank message text is required.

The window closes and shows **Message Sent**. **Cancel** closes it without submitting.



Invite people to NOS

Select **Invite** at the top of My NOS Network to open **Invite to NOS Network**.

Name · required
Enter the person's name.

Send Invite to · required
Enter their email address.

Message · optional
Add a personal introduction.

Select **Send Invite** for the **Invitation Sent** confirmation. Cancel discards the invitation fields.

5 Organize people with Boards

Boards group contacts by project, specialty, location, or another useful purpose. Select **Boards** beneath Connections, then open a Board card. Use its back arrow to return to all Boards.

Create New Board

1. Select **Create New Board**.
2. Enter a unique, nonblank **Board Title** and an optional **Description**.
3. Optionally choose people under **Add Connections**; search by name or title and select each person.
4. Select **Save Board**. A Board can start empty.

Duplicate titles are rejected, including differences only in capitalization.

Add People to a Board

1. Open the Board and select **Add People**.
2. Search by name, professional title, or skills.
3. Select one or more connections; the window shows the selection count.
4. Select **Save to Board**.

People already on the Board are excluded. **Find Talent** opens People for broader discovery; it does not itself add someone to the Board.

Alternative: Connections or Favorites > **3-dot menu > Add to Board... > [board name]**

Board action	Quick reference
Remove a person	Hover over the Board member's card and select the × labeled **Remove from board**. The person is removed only from that Board, not from Connections or Favorites.
Edit Board	Select **Edit Board**, update the title and/or description, then **Save Board**. A renamed Board must still have a unique title.

Board Notes and talent Private Notes

BOARD-LEVEL NOTES

Board Notes

Use these for the purpose, plan, or context of the entire Board.

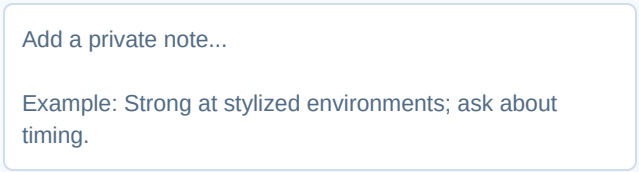
1. Select **Add a note about this board**.
2. Write the note and select **Save Note**.
3. Use **Edit** to revise and Save Note again, or **Delete** to remove it.

Cancel discards the current edit. Saving a blank note removes the existing Board note.

PERSON-LEVEL NOTES

Private Notes

Each Board member's card has a **Private Notes** text area for your working notes about that person.



Text updates as you type. The displayed **Save** button has no separate saving action. Notes are associated with the person, so the same note can appear on their other Board cards.

6 Use Favorites as a shortlist

Select the **Favorites** tab next to Boards. Favorites keeps selected contacts easy to revisit without changing their connection or Board membership.

FAVORITE CONTACT · ILLUSTRATIVE CARD



Select the card to view the profile. The yellow star marks a favorite; it is not the removal button.

Action	How to use it
Add to Favorites	On a connection, select **3-dot menu > Add to Favorites**. Existing-connection profiles may also offer **Add to Favorites**.
Remove from Favorites	On a favorite or connection, select **3-dot menu > Remove Favorite**. This removes the shortlist entry, not the connection.
Favorite icon	The yellow star appears beside the avatar on relevant connection and Board cards. Use the menu to change favorite status.
View Profile	Select the Favorite card's name or body. Use the profile's back arrow to return to Network Favorites.
View more	Select **VIEW MORE FAVORITES** when available to reveal the next group of favorites.

Filter and sort Favorites

Choose an order

Open the funnel-shaped **Sort & Filter** menu.

Sort by Name (A-Z)
Sort by Name (Z-A)

Name sorting uses the surname portion of the displayed name. Select A-Z to return to ascending order, or remove a sort chip with ×.

Narrow the shortlist

1. Choose **Professional Title, Experience, Availability, Skills,** or **Location**.
2. Check choices; use **Select All / Deselect All** if needed.
3. Select **Apply Filters**.

Choices within a filter type are alternatives; different types combine to narrow matches.

Clear the view: Remove an active filter chip with ×, or choose **Clear Filters** to remove all filter selections. In Favorites, Clear Filters does not reset the sort order; select Name (A-Z) separately if desired.

Empty Favorites? Add someone from Connections first. **No matching favorites?** Broaden or clear the filters. Changes in Network and in a profile's favorite controls are not currently synchronized across screens.