

DropMindTM
picture your thoughts

User Manual for Google AppsTM Integration

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1 SINGLE SIGN ON WITH GMAIL AND GOOGLE APPS™

You can log in to DropMind™- Web using your Gmail or Google Apps™ account if you have a registered DropMind™ account with Gmail or Google Apps™ account.



Figure 1 “Log in window”

Once you click the appropriate Gmail/ Google Apps™ icon on the Log in page, you are going to authenticate yourselves at their specific log-in pages. If you are already logged on that account on the browser, you will get redirected on the DropMind™ application without additional authenticating.

If you do not have a DropMind™ account with email provided by one of these web services, you are going to be prompted to register an account at the register page on the DropMind™ site.

If you do not want to log in to DropMind™ with Gmail or Google Apps™, you can leave your Gmail account in the **DropMind™ options** section.

2 GOOGLE ACCOUNT

In the Google account section from the **Web accounts** tab, you can enter your Google account data (username and password).

If you check the “**Remember me**” checkbox, your password will be stored locally on the computer- however you will not be automatically signed in the Google account.

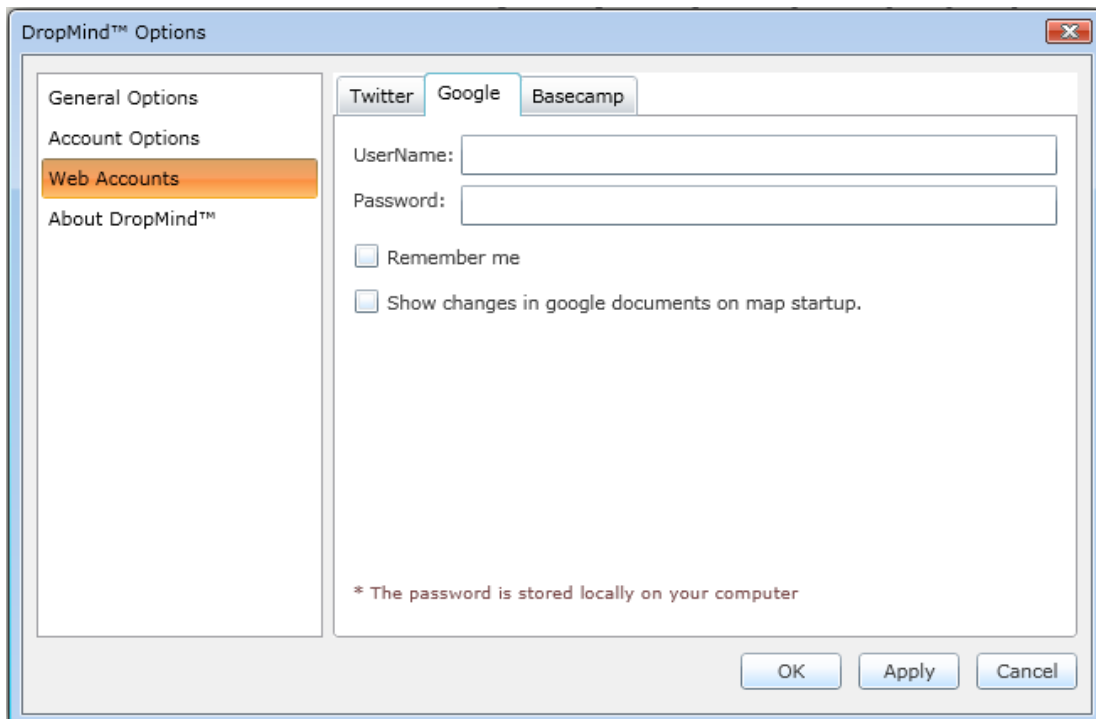


Figure 2 “Google account”

Also, there is a checkbox “**Show change in Google documents on map start-up**”, where you can set to receive pop-up windows on map start up when there are changes made on the documents saved on Google Docs™ attached to a map topic.

NOTE: You don’t have to leave your Google account if you logged in to DropMind™ using Single sign on with Google or Google Apps™.

3 IMPORTING GOOGLE CONTACTS™

You can import all your Gmail contacts or select particular contacts in your **Map Community** by clicking on the “**Import**” tab.

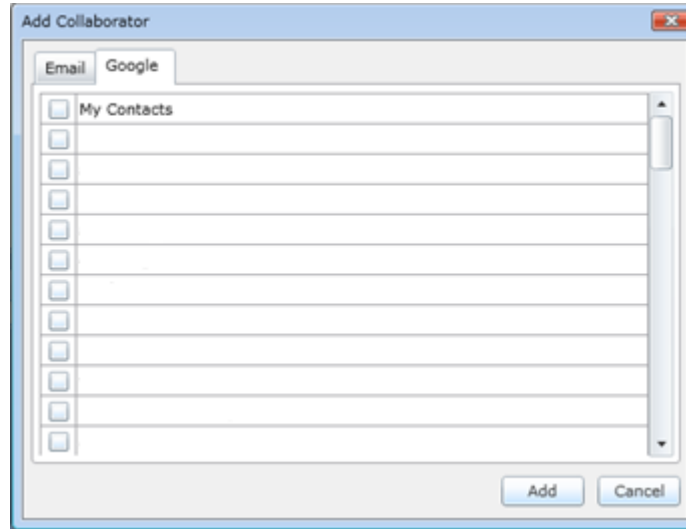



Figure 3 “Import Gmail contacts”

The imported Gmail contacts will be listed in the “My Map Community”.

When you want to delete a friend from “My Map Community”, a pop-up window appears warning you that if you delete the friend from here, she/he will be deleted from all your maps where she/he is added as a collaborator or viewer. You will not be deleted from the maps where you are a collaborator or viewer created by the deleted user. Whenever a user is added as a collaborator or viewer on a map, she/he is automatically added in your “My Map Community”.

NOTE: The friend(s) added in My Map Community will be shown as Resources in the Task Properties tab.

4 ATTACHING GOOGLE DOCS™ TO TOPICS

Once you click **“Attach Google Docs™”** option from the **Attach** button  in the Home tab, a dialog window with all your documents on Google Docs™ will appear.

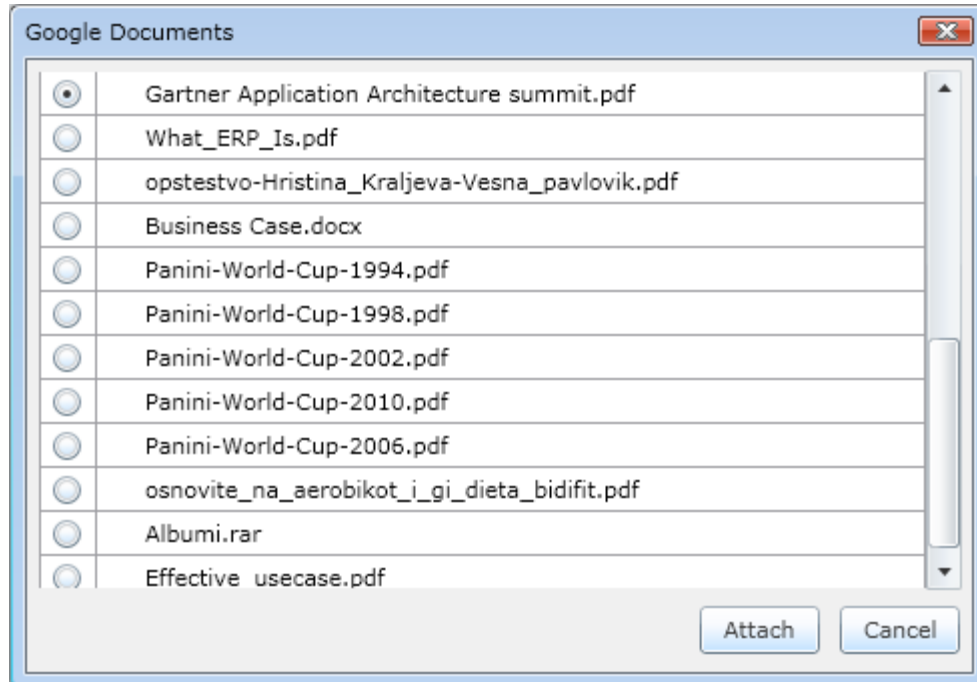


Figure 4 “Log in window”

You can choose from the dialog window which document from your Google Docs™ account to be attached on the selected topic.

Once it is attached, the attachment icon will appear on the selected topic. If you click the attachment icon in the topic you will be prompted to open the uploaded attachment. Once you open the document, you can edit it directly on Google Docs™. If you save the changes, the changes will be updated to the document attached on the topic.

5 SEARCHING THROUGH ATTACHED GOOGLE DOCS™ FROM MAP

By checking the **Search in Google Docs™** box in **Advanced Search**, you can search the attached Google Docs™ on the map topics. You can search the titles and the content of the document attached.

The screenshot shows the 'Advanced Search' dialog box. The 'Define Search' section includes a search term 'add', an empty 'Exact phrase' field, and a 'Topic type' dropdown set to 'All Types'. Under 'More options', the 'Search in' section has several checkboxes: 'Topic text', 'Notes', 'Hyperlinks', 'Attachments', and 'Google Documents' (which is checked and highlighted with a red box). The 'Search selection' section has 'Under active' and 'In selection' checkboxes. The 'Search location' dropdown is set to 'Current map'. The 'Modified since' section has 'Ignore Modification Date' selected. At the bottom of the 'Define Search' section are 'Search' and 'Clear' buttons. The 'Search Results' section shows a tree view with 'Map 1' expanded to 'Subtopic', which contains a file named 'Effective_usecase.pdf'.

Figure 5 “Advanced Search pane”

If the search term is a part of the title of the document attached, the search results will present only the map name and the topic on which the document is attached.

If the search term is a part of the content of the document attached, the search results will present the map name, the topic and the document name with the appropriate document icon representing the document type.

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