

TEAMBRAIN™

BETA

USER GUIDE

Companion for using TeamBrain Beta.
Posted February, 2011

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Synchronizing Your First Brain

To synchronize your first PersonalBrain to WebBrain:

1. Begin in PersonalBrain. Click the **File** menu, then click the **Synchronize with WebBrain** command.



You will be the Administrator of this Brain and you are responsible for setting up the Access Controls.

2. Enter your user name (or email address) and your password. Optionally, select a synchronization option (as described below).
3. Click the **OK** button.

Synchronization Options

You can set your Brain to automatically sync, or you can initiate a synchronization at any time.

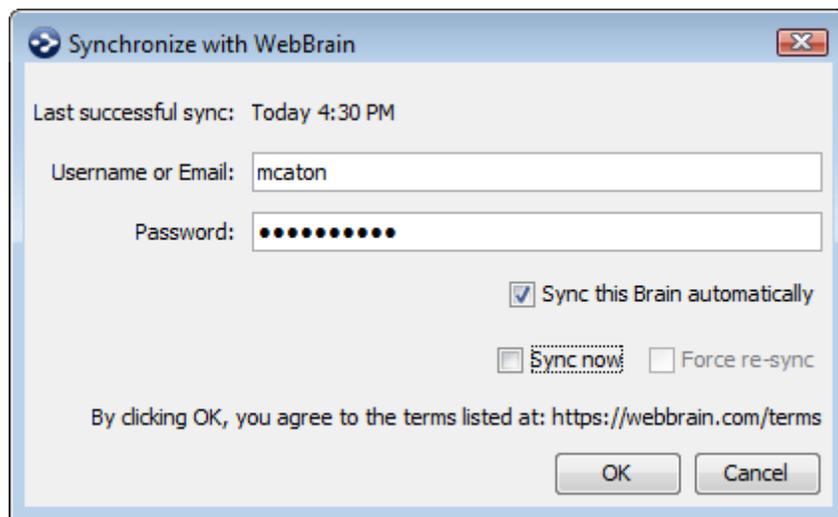


Figure 2. Synchronization Window in PersonalBrain

For group collaboration, it is recommended that you select the **Sync this Brain automatically** check box to set your Brain to synchronize automatically.



At this point, you will still be in PersonalBrain. Log into your WebBrain account to see a list of the PersonalBrains that have been uploaded.

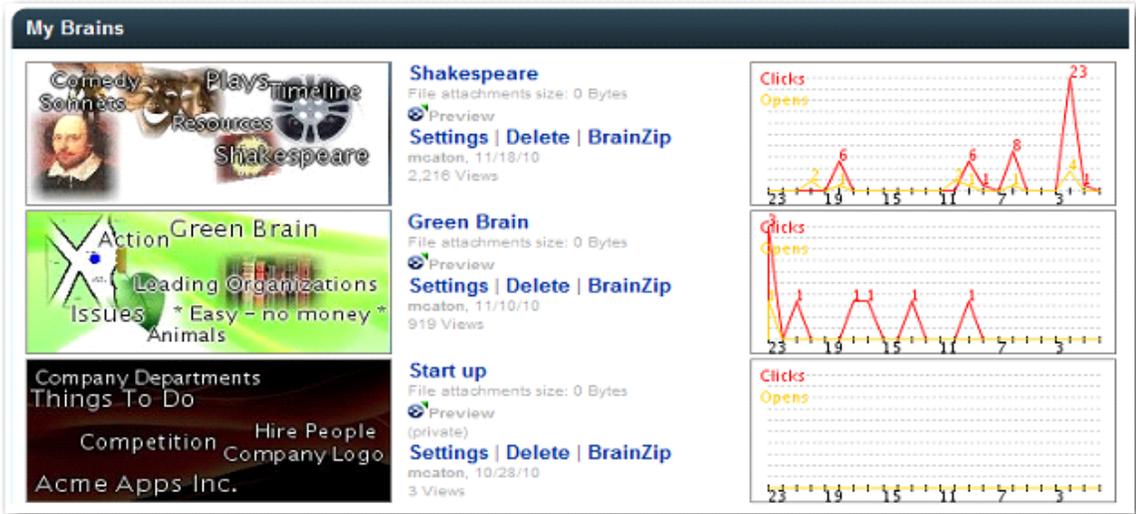


Figure 3. Published PersonalBrains on the My Account Page

Selecting a Visibility Option for Your Brain

TeamBrain services give you—as the original Brain owner—the administrative control over selecting users with whom you want to collaborate. After you have logged in to your WebBrain account:

1. Scroll down to the **My Brains** section of the **My Account** page.
2. Click the **Settings** link to the right of the Brain you are going to share.
3. In the **Access Control** section, select a Brain Visibility option of your choice:
 - Public**
 - Everyone will be able to find and view this Brain
 - Unlisted**
 - The Brain will not show up in search results, but can be visited by others if the owner provides the unique URL.
 - Private**
 - This Brain will only be visible to people to whom you have assigned user roles

Sharing Your Brain with Other Users

1. In the **Add user** field, type the user name or email address of the person with whom you want to share this Brain.



As you type, a list of possible matches will appear. Select from this list or type any email address. Press the **Enter** key or click on the correct match. The user name or email address will be added to the **User Roles** box.

- By default, the new user will have “Reader” access, meaning the person will be able to view but not revise content. To grant permission to make changes, click the **Reader** button next to the user’s name (or email address).



The **Reader** button works as a toggle. When you click it, it changes to “Editor.” Clicking the **Editor** button changes the user’s role back to “Reader.” The current appearance of the button displays the user’s currently assigned role.

Access Control

Brain Visibility

- Public - Available to everyone
- Unlisted - Public but hidden from search results and the directory
- Private - Only visible to people you specify with user roles

User Roles

User Name	Role	Remove
mcaton (Matt Caton)	Administrator	X
brigitte (Brigitte Senn)	Reader	X
Shelley (Shelley Hayduk)	Editor	X

Add user:

Enter a name, email address, or username. Next, select from the list of available matches that appears. Users who don't already have a WebBrain account will receive an invitation to join so they can view your Brain.

Note: Users that you assign Editor access to must also be subscribed to TeamBrain services otherwise they will not be able to make changes to your Brain.

Figure 4. Access Control on the Settings Page

- Once you have added user names and changed role assignments as appropriate, click the **Submit** button at the bottom of the page. That’s it!

Notification To Readers and Editors

Everyone on the list of users you have selected will receive an automatic email message notifying them that they have been given access to your WebBrain. These users will then be able to log into WebBrain.com under their own account and access your Brain from their WebBrain account. On the **My Account** page, shared TeamBrains will appear in a separate list at the bottom of the screen.

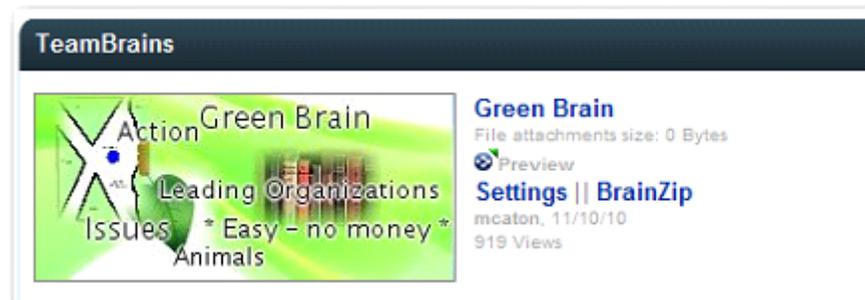


Figure 5. TeamBrain List

Users who are designated as Editors must download a copy of the BrainZip in order to begin collaborating. Once they have downloaded the BrainZip, they can then run this Brain file on their own desktop and synchronize their own changes back to WebBrain.



Users who are only granted Reader access, will not have the option to download your BrainZip.

Viewing Changes Made by Others

To view what changes have been made:

1. Open your Brain in PersonalBrain, then go to the Reports tool.
2. Make sure that “All” is selected in the first drop-down list.
3. Select the **Modification detail** check box.

You will see what Thoughts have been modified, when, and by whom.

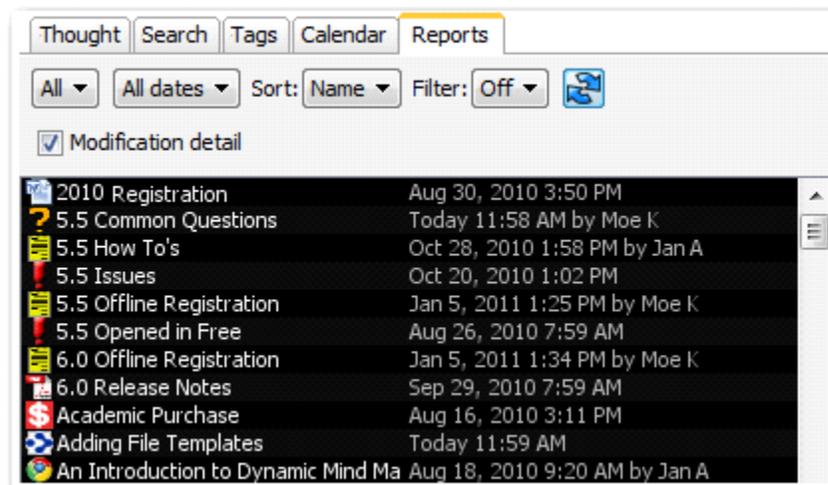


Figure 6. Modification Detail in PersonalBrain Reports

Adding Users to Your Team

You can add other users to your Access Control at any time—just follow the steps above (see “Sharing Your Brain with Other Users” on page 3).



Keep in mind that if you add an Editor, he or she must be TeamBrain enabled in order to download your BrainZip and collaborate. A Reader can be added at any time and this does not require TeamBrain.

Resources

What

More information on publishing a PersonalBrain to WebBrain

Contact—please share any questions or concerns; we're happy to hear from you!

Where

<http://www.thebrain.com/support/tutorials/sharing/>

support@thebrain.com



For comprehensive help using PersonalBrain features and commands, please download the latest PersonalBrain User Guide by clicking the **User Guide** link at <http://www.thebrain.com/support/>.