



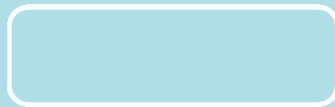
# MindManager<sup>®</sup>

Explorer for SharePoint<sup>®</sup>



## User FAQ

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[www.mindjet.com](http://www.mindjet.com)

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## I. Product Overview

### 1. What is Microsoft SharePoint?

Microsoft SharePoint is a business collaboration platform that enables teams to connect through formal and informal business communities and to manage content throughout the information lifecycle. SharePoint solutions can be deployed on-premises or as hosted services. The consolidation of collaboration solutions onto SharePoint makes it possible to cut costs by lowering development costs, training and maintenance expenses and increasing IT and end-user productivity, all within a governable and compliant platform.

### 2. What is MindManager Explorer for SharePoint?

MindManager Explorer for SharePoint provides faster and easier ways to find, organize and update SharePoint tasks and information. Accelerate projects and processes by accessing information across multiple SharePoint sites and lists in a single interactive MindManager view with bi-directional integration. Simplify SharePoint navigation with user-customizable SharePoint site maps and visualized search results.

### 3. How can MindManager Explorer for SharePoint improve my productivity?

Apply the power of MindManager to your SharePoint information and you'll create the ultimate tool for increasing team productivity.

With MindManager Explorer for SharePoint you can consolidate tasks & resources across all of your SharePoint sites and lists into an easy-to-use interactive information map for easy follow-up & review. You can even work across multiple SharePoint sites in a single visual map for fast and easy navigation and access.

Once your information is in your map, you can annotate, reorganize and filter your map to quickly focus on key information allowing you to stay focused and save time.

Conduct collaborative meetings and work more efficiently with the ability to access, review and update all your information with fewer clicks in a single dynamic view.

### 4. What are some of the notable features of MindManager Explorer for SharePoint?

#### **Project and Process Dashboard Maps**

Let your teams see the big picture and all the important details. Team members complete tasks faster by accessing all unfinished work within their own personalized interactive map dashboards.

MindManager Explorer for SharePoint provides bi-directional synchronized views to display and update tasks, issues, documents, and more. Update status with just a click or access and modify entire SharePoint items within MindManager.

#### **Document Management**

MindManager Explorer for SharePoint displays SharePoint files from one or more sites letting teams access and update information with less effort. Being able to pull different types and

sources of data together into one visual map accelerates work processes and leads to better business insight.

### **Interactive Site Maps**

Generate SharePoint site maps that span across multiple sites for fast and easy navigation. Users annotate, reorganize and filter maps to quickly focus on key information.

### **Visual Search Results**

Reduce time spent searching for content throughout SharePoint. MindManager displays results from multiple sites and lists in an interactive view. Find what you are looking for fast and avoid unnecessary rework.

## **II. Technical Requirements**

### **1. What are the system requirements to run MindManager Explorer for SharePoint?**

#### **MindManager 9 for Windows**

#### **SHAREPOINT REQUIREMENTS:**

- SharePoint Server 2010
- SharePoint Foundation 2010
- Windows SharePoint Services 3.0
- Microsoft Office SharePoint Server 2007 Standard
- Microsoft Office SharePoint Server 2007 Enterprise

## **III. Add on Information**

### **2. Can I use Mindjet Catalyst with MindManager Explorer for SharePoint?**

Mindjet Catalyst is a service that enables users to update and co-edit maps with a browser or with MindManager for Windows (version 8 or greater). MindManager Explorer for SharePoint users can also subscribe to this service to co-edit general maps, store documents & files in secure online workspaces. However, it is not advised to store maps with synchronized SharePoint data in Mindjet Catalyst as other users on browsers and MindManager for Windows will not have the same synchronized SharePoint access.

## **IV. Using the Trial of the MindManager Explorer for SharePoint**

### **1. How long is the trial period?**

You will have 30 days to trial MindManager Explorer for SharePoint. You must have MindManager Version 9 for Windows trial or full-version installed.

### **2. What if I have a question during the trial?**

Submit a case online at [www.mindjet.com/contactus](http://www.mindjet.com/contactus)

Or, feel free to call us. Click here to find the best phone number:  
<https://www.mindjet.com/about/offices>

## V. Getting Started

### 1. How do I connect MindManager Explorer for SharePoint to SharePoint?

For an overview of how to connect to a SharePoint site with MindManager Explorer for SharePoint, watch the video tutorial at:

[http://onlinehelp.mindjet.com/tutorials/enu/menus/mm9\\_win\\_sp\\_tutorials\\_menu.htm](http://onlinehelp.mindjet.com/tutorials/enu/menus/mm9_win_sp_tutorials_menu.htm)

Capture the site URL.

- In your browser, navigate to the SharePoint site to determine and capture the URL of the site's Home page. (You can choose which sub-sites you want to use in MindManager.)
- Copy the URL from the browser's Address Bar to your clipboard with a right mouse click.

Now, you can use the site connection information as you create a map part.

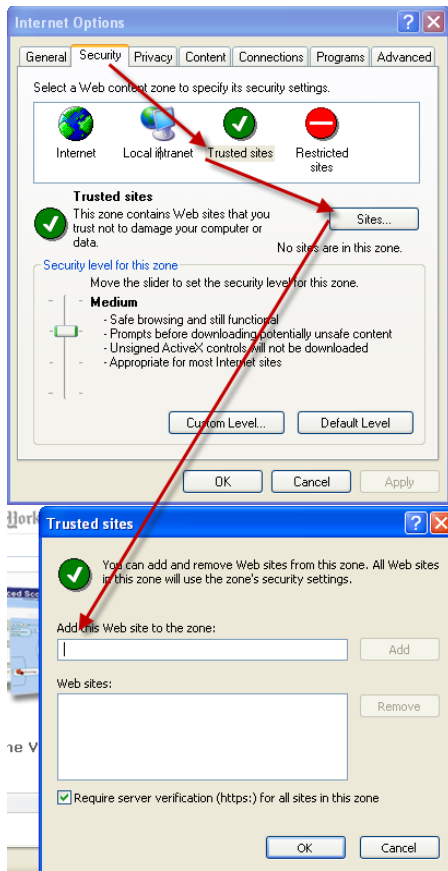
- Switch to MindManager, and click the SharePoint tab.
- In the SharePoint Map Parts section of the Ribbon, click the map part you want to add to the map.
- In the wizard dialog, paste the SharePoint site's URL into the site address field, and then click Add.
- MindManager displays the site and its sub-sites in the list of available connections. Select the ones you want to use for this map part.
- Click Next to continue defining the filter criteria for the map part, and then click Finish.
- The SharePoint map part appears on your map with data from the site(s) you selected.

The site is automatically added to your list of available connections, so you can re-use it for other map parts.

### 2. What if I'm still having trouble getting connected?

Some of our customers need to add their SharePoint sites to their list of trusted sites in Microsoft Internet Explorer 7 or above. To do this:

- 1) Open Internet Explorer.
- 2) Navigate to Tools → Internet Options → Security.
- 3) Click Trusted Sites.
- 4) Click Sites.
- 5) Click Add to add the current site to your trusted sites.
- 6) Click OK and exit the Options.



If you still cannot connect, there may be a configuration issue and you should consult with your SharePoint administrator and/or your helpdesk to verify that the SharePoint implementation adheres to the MindManager Explorer for SharePoint technical requirements. You can also contact Mindjet technical support by visiting [Mindjet Technical Support online](#).

## VI. Security

### 1. How is SharePoint security maintained in MindManager Explorer for SharePoint?

Security is maintained strictly within Microsoft SharePoint. MindManager Explorer for SharePoint logs into SharePoint with your provided credentials and will provide the same access to SharePoint as if you accessed SharePoint directly from your browser.

The MindManager Explorer for SharePoint software uses your Windows credentials to log into SharePoint by default. In environments where ActiveDirectory is used to both authenticate users and manage SharePoint users, accessing SharePoint with MindManager Explorer for SharePoint is both seamless and secure since it uses the built in capabilities of Windows. For environments not connected to ActiveDirectory, SharePoint will prompt the user for a username and password, just as if you were accessing the SharePoint environment with a browser. This prompting is also handled via Windows.

## VII. Purchasing Information

### 1. What are my purchasing options?

There are three ways to purchase MindManager Explorer for SharePoint:

- **eCommerce store:** Visit the [Mindjet Online Store](#)
- **Direct:** Contact Mindjet Sales at 415-229-4300
- **Channel:** For a list of resellers, [click here](#).

### 2. Can I get the product on a subscription basis?

Yes. Mindjet has annual subscription options for corporate users. Please contact Mindjet Sales at 415-229-4300 for more information.

### 3. Are there any quantity discounts?

Yes. Please contact Mindjet Sales or your channel partner to discuss quantity discount options.

**Mindjet Sales:** Call 415-229-4300 or visit <http://www.mindjet.com/store/contactsales.aspx>

**Channel:** For a list of resellers, [click here](#).

## VI. Maintenance and Support

### 1. Who do I contact for technical support?

Users can contact Mindjet technical support by visiting [Mindjet Technical Support online](#).

### 2. Is Maintenance and Support available for MindManager Explorer for SharePoint?

Yes. Yearly Maintenance and Support is available. There are three ways to purchase:

1. Visit the [Mindjet Online Store](#)
2. Contact your Mindjet sales representative at 415-229-4300
3. Contact your reseller. For a list of resellers, [click here](#).

### 3. Where can I find tutorials or tips?

You can access tutorials via MindManager Explorer for SharePoint by clicking on Learning Center within the Tools tab.

## VII. Professional Services & Training

### 1. How can I help my team utilize this product to its full potential?

After you install the product, users can view video tutorials available from the Help system. The tutorials are also available at [www.mindjet.com](http://www.mindjet.com) in the Support section.

If you would like to take your implementation and training to another level, our professional services team will work closely with you to understand your business process requirements and will provide tailored training to your organization. We can help with large-scale deployments or build customized templates to streamline workflows and standardize best practices across your organization.

Onsite & Web-based training are available. Please contact your Mindjet sales representative at 415-229-4300 for more details.