

Dropbox is an Internet- or cloud-based file synchronization tool that is free up to 2G of storage. Files of any size and type can be shared via Dropbox "shared" folders. This eliminates the need to email files like documents and images. With Dropbox synchronization, once a file/folder is updated, it is updated for everyone with whom the file/folder is shared.

Dropbox & AGWARE

AgWare DataLog includes the option to use an integrated link that simplifies the process for using Dropbox for sharing DataLog sales. Once the special link is in place, the user can then share sales in the following ways:

- Only a few DataLog sale files periodically with one or more DataLog users
- All of DataLog with one or more users

and otherwise:

- AgWare ClickFORMS reports with other AgWare users
- AgWare ClickFORMS reports in PDF format with others
- Other files of interest with others-share anything!

SETTING UP Dropbox

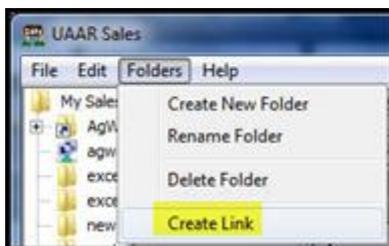
Each user establishes an account on the Dropbox website. Users running Windows XP must contact AgWare for separate instructions.

Install Dropbox; the Dropbox icon now appears on the desktop.



CREATING THE DATALOG-Dropbox LINK

- With DataLog open, click the Folders menu and choose Create Link.



- A window will open to display the paths and default names for both the link and the folder.



- Click the Create Link button.
- Note the caution regarding use of reference numbers and the recommendation to use Sale Index for this purpose. The Sale Index number must ALWAYS be unique for a given sale.
- DataLog will now display a link to the Dropbox folder named Shared Sales, as seen below. To avoid configuration problems, AgWare recommends using this default folder name, especially if the user is new to Dropbox.
- It is possible to create more than one shared folder. Please contact AgWare to discuss multiple shared folders.



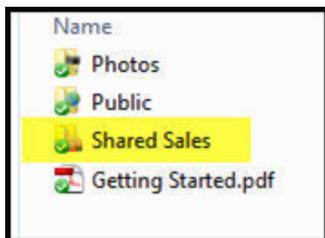
TEST SYNCHRONIZATION

The Shared Sales folder is currently empty. Only contents that are copied into it are shared.

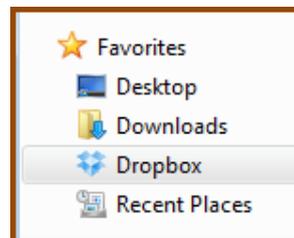
- In DataLog, copy a few "test" sales into Shared Sales.

An Internet connection is always required for synchronization; ensure that you are on-line.

- Open Dropbox either by double-clicking the desktop icon or clicking the folder in Windows Explorer, to see the list of folders it contains. Default Dropbox folders include Photos, Public, and a tutorial PDF. The DataLog Shared Sales folder will be one of them. At this point, the folder has not been shared with anyone else. That process is described below.



L: From Desktop Icon



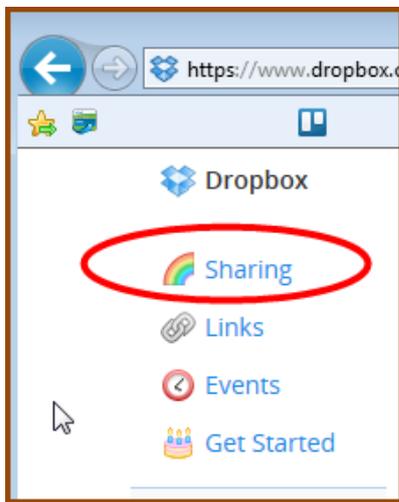
L: From Windows Explorer

- If you have copied sales in the linked folder in **DataLog**, as instructed above, you will be able to see them here now. AND if you were to log into your Dropbox account from any other computer at any other location, you would be able to access them!
- Delete the "test" sales in the Shared Sales folder...from either DataLog or Dropbox! It won't matter from which location because the folders will "sync" over the Internet.

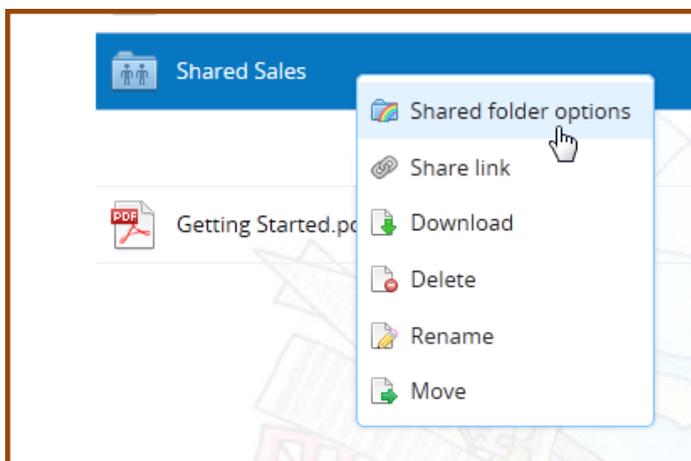
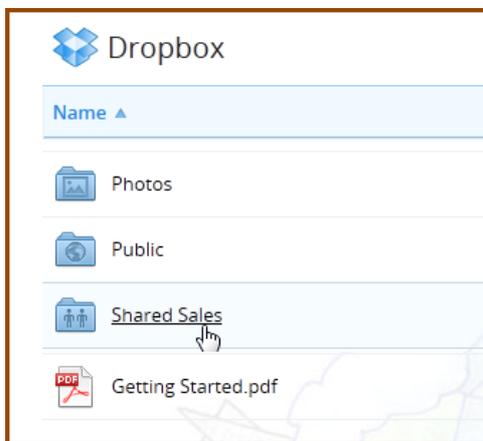
SHARE A FOLDER

To provide other DROPBBOX users' access to your Shared Sales folder, you must extend an invitation:

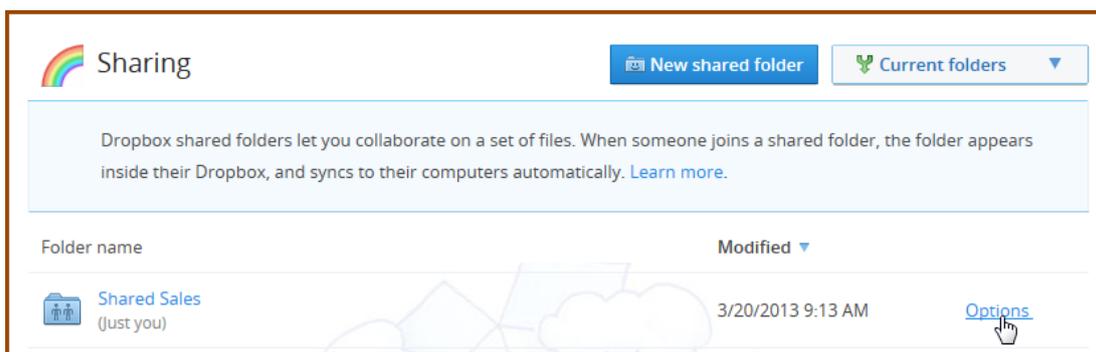
- Do this by opening the Dropbox website with the desktop icon.
- Click on the Sharing tab in your DROPBBOX window.



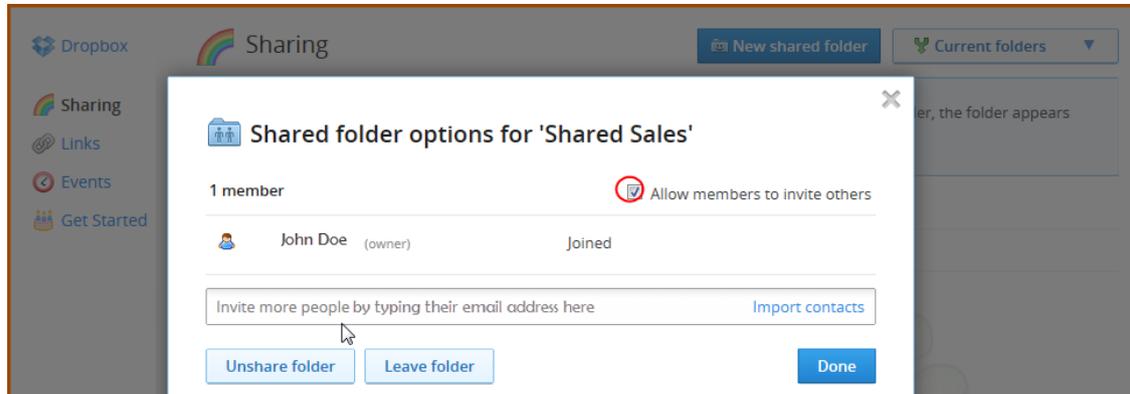
- Dropbox may request verification of your email address before allowing you to share a folder.
- R-click on the Shared Sales folder; then click Shared folder options.



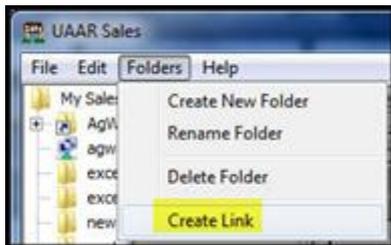
- Next, click the Options link for the Shared Sales folder. There is a list of who has access to the folder.



- Dropbox keeps count of how many members (including you) have access to your folder.
- Note the check-box that allows people you invited to share your folder, to invite others to share it too. To stop sharing a folder, click the Unshare folder button.
- Invite others to share the folder by typing their email address in the text box.
- Add a personal message if desired, and click Share Folder.



- The invitee should accept the email invitation so that the Shared Sales folder is created in their Dropbox account.
- After accepting, the invitee should click the Create Link menu option in DataLog, accept the default settings, and click OK.



- Now both parties should see the contents of the shared folder.

Additional Information:

- You can't share a folder inside another shared folder. If you try to do this from your computer, the application will automatically send you to the sharing options of the top-level shared folder.
- Only the owner of a shared folder can kick people out.
- If two people both open and edit a file in a shared folder at the same time, Dropbox will save both of their changes, but in separate files. It does not try to automatically combine or merge changes.
- To share AgWare ClickFORMS reports or any other files, paste a copy of the file (using an original carries some risk) into one of your shared folders in Dropbox.
- There is more information about Dropbox at their on-line Help Center.