Collaborate

This guide will get you acquainted with one of the core Cabinet features, which really makes it stand out of the crowd – ability to collaborate with other Cabinet users either by annotating document together in live mode or by sharing your own annotations.

Introduction

Collaboration is one of the distinct and unique *Cabinet* features. It allows not only sharing the drawings, annotations and comments you've made in a document, but also creating them together with your friends or colleagues – anyone, who has *Cabinet* installed too.

Live collaboration is a great experience of sharing information in a quick and convenient way. Here's just a small list of how collaboration can be beneficial for you:

- You can review project reports together with business partners or colleagues by marking important text, leaving comments to diagrams and pointing out weak places by arrows;
- Making lecture notes at school or University will become more fun with *Cabinet* – now that you can write comments on digital lecture slides, thus boosting your understanding of the new material;
- If the lecture is too boring to follow up, you can just play pencil and paper games with your course mates – either on top of lecture slides or in a specially included Games document, which you will have together with *Cabinet*;
- Even if you miss some lecture (for example, because of the suggestion above), you can always ask your friends to send the relevant annotations and notes regarding it – so with *Cabinet* you won't miss anything!

This guide will be focused on the following themes:

- How to share your document annotations with others;
- How to receive and review the annotations you've received;
- How to collaborate in real-time with up to 16 people and review collaboration history afterwards.

Table of Contents

Offline Collaboration

Whether you'd like to share annotations you've made or ask someone to send his or her notes, you should try out the offline collaboration – it's very easy.

Sending Annotations

In *Cabinet* you can access the sharing option from both document menu in library screen and from top panel in document viewer – just look for the "Share" button shown on the screenshot below.

1.Select "Share" button while document is opened
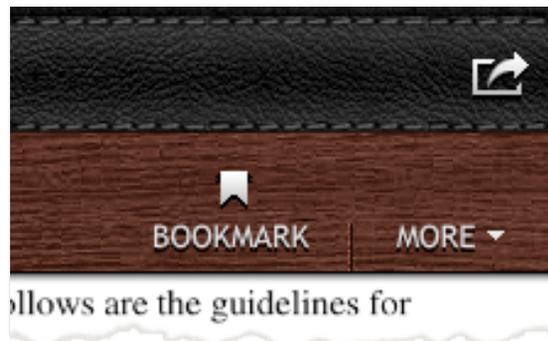
Tap the "Share" button to gain access to the sharing menu. Make sure the other party has the same document before sending annotations – if not, you should send it first.

Select the "ANNOTATIONS" sharing option and a way of sending:

- "E-MAIL" option will bring up a standard mail-composing window allowing you to send annotations to the desired recipient;
- If the recipient is nearby and has *Cabinet* opened, it's much faster and more convenient to use *Cabinet's* native transfer "WI-FI / BTOOTH".

2. Choose one of the sharing options
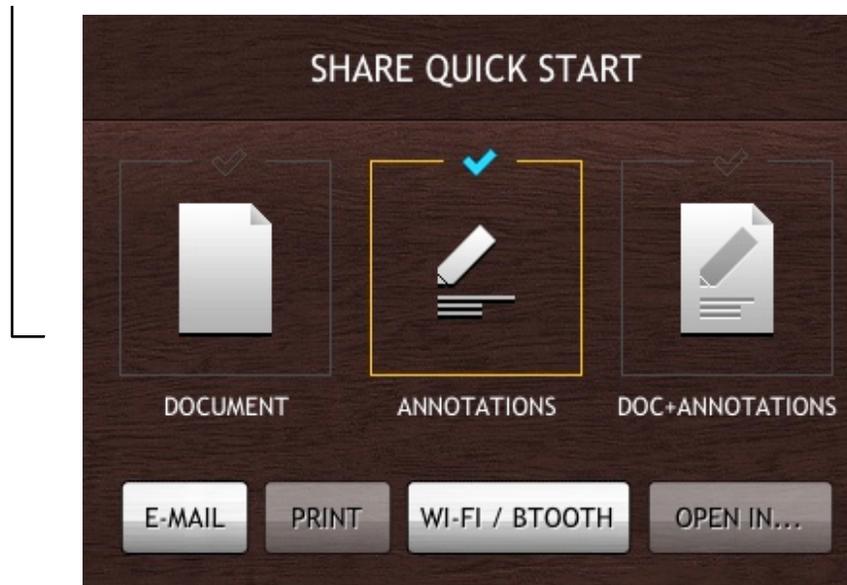
3. Select sharing via E-mail or WI-FI

If you have selected the "WI-FI / BTOOTH" sharing option, a list with all nearby *Cabinet* users will come up. If you don't see your recipient, make sure you both are on the same Wi-Fi network, or have Bluetooth enabled, and recipient is currently on the library screen.
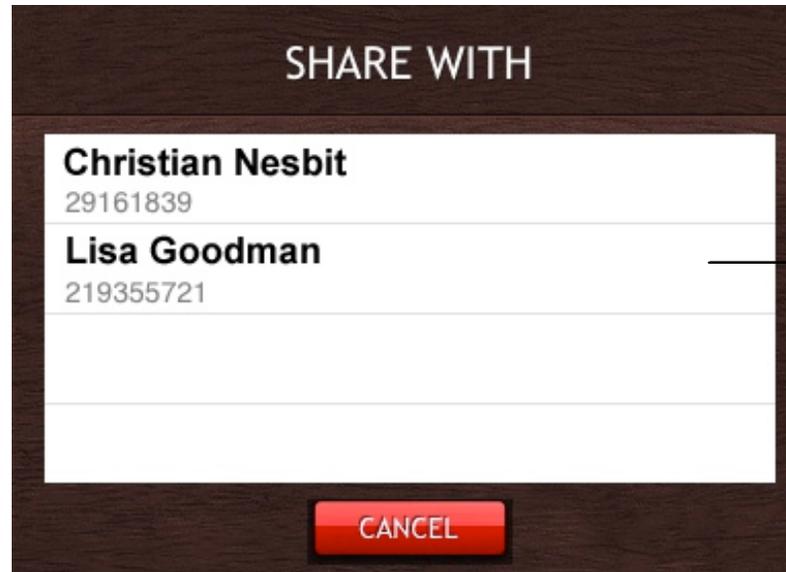
Select the recipient from the list of nearby *Cabinet* users

Tapping the person you'd like to share your annotations with will bring up the sending progress window. Please, be patient and wait until the recipient accepts your request and the transfer is over.
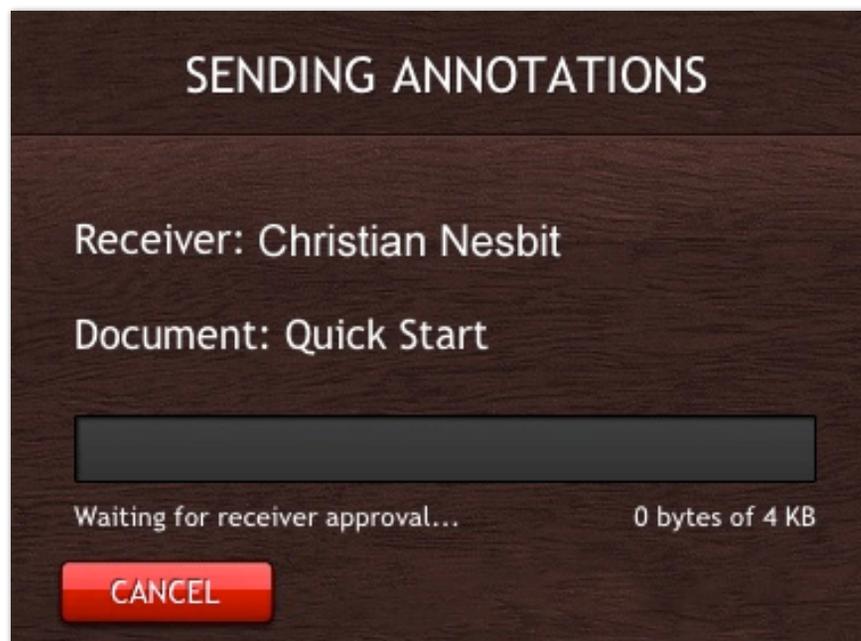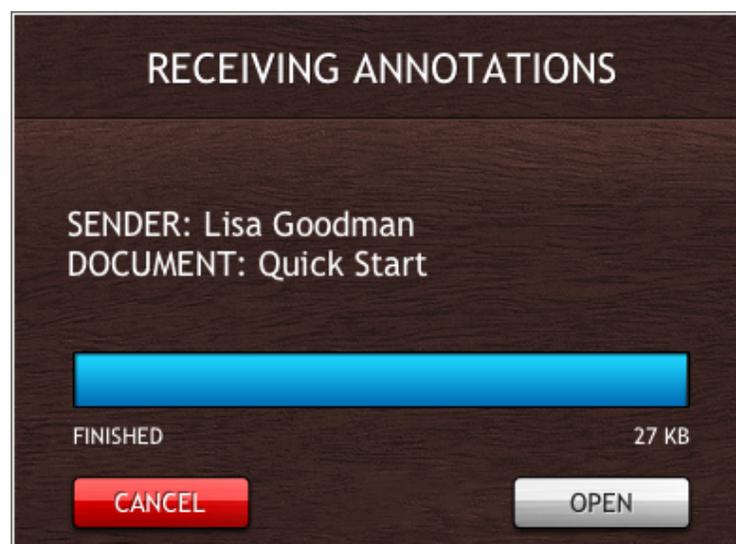
Receiving Annotations

Let's take a look on the sharing process from the side of the receiver and go through it together. As it was stated in the previous part, to receive annotations you should be in the same Wi-Fi network or have Bluetooth enabled. It's also essential that you are online in the terms of Cabinet – that is, you should either be in library or have online mode enabled in document viewer.

The dialog in the screenshot below indicates that someone is trying to send annotations to you. Make a decision to either accept or refuse them and select the corresponding option.

If you choose to accept, you'll see a sending progress similar to the one in the sending mode. Wait until it's finished, and you'll have an option to open received annotations at once by pressing the "OPEN" button.
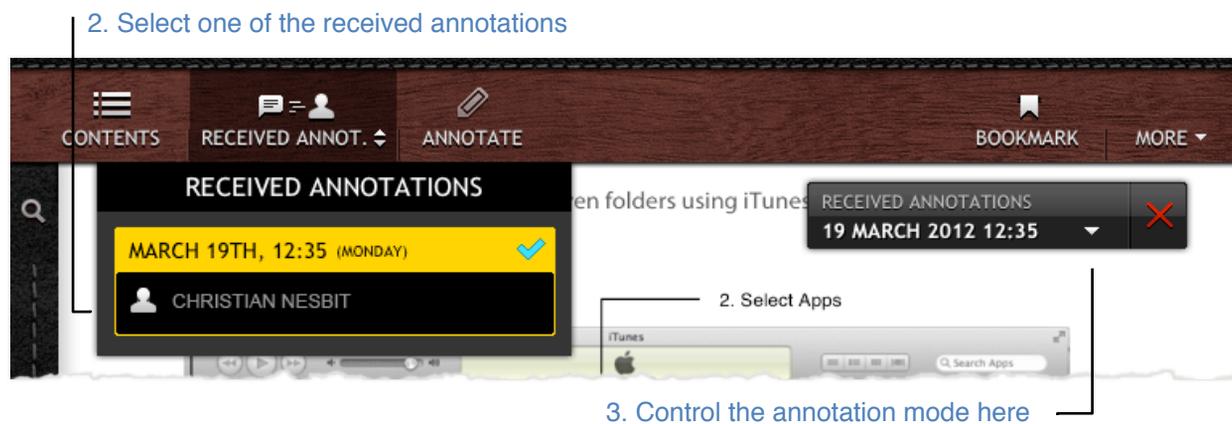
Reviewing Received Annotations

All received annotations are accessible via the "RECEIVED ANNOTS." button in the document's viewer top panel. If you have received annotation for a document this button will be visible by default. Otherwise "COLLABORATION" option will be enabled. You can switch between them by dragging the button down.

1. Select "Received Annotations"

Tapping the "RECEIVED ANNOTS." button will bring up the list with all incoming annotations: those from the real-time collaboration sessions you've participated in and those you've received in offline.

Select any entry from the list to see drawings and comments it contains. The according group will become highlighted, and a floating panel will appear below the top panel. It indicates that you are in the received annotations preview mode.

2. Select one of the received annotations

3. Control the annotation mode here

Received annotations will appear on document pages just as any other comments you made yourself, but with one exception – they are read-only and you cannot edit them or make new annotations on top of them.

To quit preview mode either tap on the highlighted group again or press red "X" icon on the floating panel.

Real-time Collaboration

Real-time collaboration is a great experience of annotating documents together with other *Cabinet* users. We hope it will help you make your meetings, project discussions or document overviews more productive and fun.

Sending Collaboration Request

To begin new collaboration session, open the document you'd like to collaborate in and tap the "COLLABORATION" button on the viewer top panel.

1. Select "Collaboration"

When opened for the first time, the collaboration panel will indicate that you are offline. This is made to ensure you have the longest possible battery life. Toggle that mode to ONLINE by tapping your iPad online status. After that you will see the list with all online *Cabinet* users around you. Everyone from that list you tap will be sent a request to join a collaboration session in that particular document.

1. Turn your iPad online
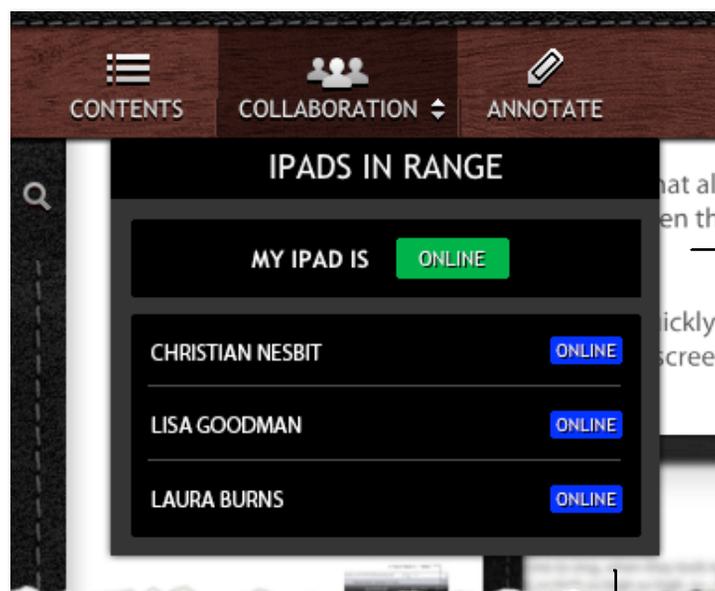
2. Select one of the users that are online

It is important to note that if someone you want to collaborate with doesn't have a relevant document, he will be sent a copy automatically, even if your document is protected. So be careful, and try not to tap on a Russian spy when you are about to collaborate on that new secret Stealth project. We warned you!

You will be notified that your collaboration invitation request is accepted by standard collaboration notification with a new participant name and a message "Connected into collaboration session", as in the screenshot below.

Use control panel to review information of the current annotation session
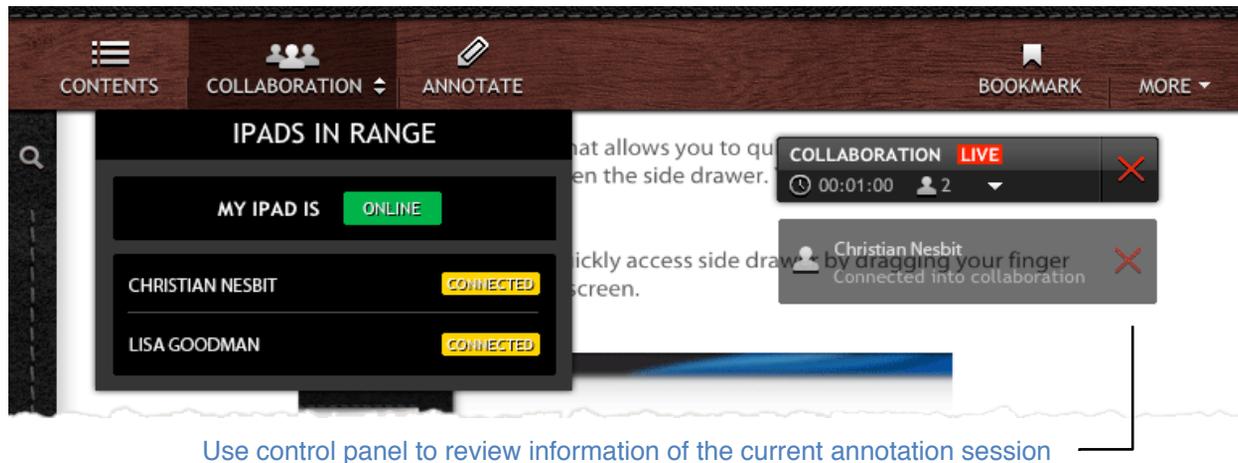
Please note that if you start collaboration session, you will automatically become its host. So, if you decide to leave this session or enter background, collaboration will be over for everyone.

Receiving Collaboration Request

When someone invites you to collaborate, you will be notified about it by a standard *Cabinet* dialog with two response options: you can either accept or ignore the incoming request.

You can receive the collaboration request in two different cases:
- Someone may ask to join the already ongoing collaboration session you're currently participating in;
- Someone wants to start a new collaboration session and asks you to join it.

If you accept a new collaboration request without having an appropriate document, you will be automatically sent one. You'll see a file transfer dialog appear, and the collaboration session will start as soon as you receive a document copy.

10

Collaboration Process

Collaboration is an experience of annotating document together with your friends or colleagues. We tried to make this process as intuitive as possible: you just make annotations in a way you've already got used to, and receive new comments or drawings from other participants. More about annotation tools and options can be learned in the "**Annotation**" guide, which can be found in the "Cabinet Guides" folder.

To indicate that collaboration mode is in progress, there's a floating collaboration panel on top of the document. It reflects the current session status, showing how much time has passed since collaboration start and how many people are currently participating in this collaboration with you. Use this panel at anytime to disconnect from ongoing collaboration by pressing the red cross "X" icon.

Collaboration time   Total participant count
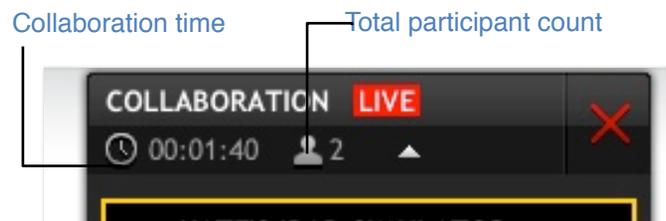
Panel indicating real-time collaboration mode

Tap the main collaboration panel to reveal or hide participants list. Each participant will have his last actions written below his name, including an updated page, update time, and an annotation instrument. Participant who made changes last will be highlighted with the yellow frame. You can always see last changes made by any participant – simply tap on his name to jump to his most recently annotated page.

Most recent updates highlighted

Last update time, page and instrument   Tap on participant go to the last annotated page
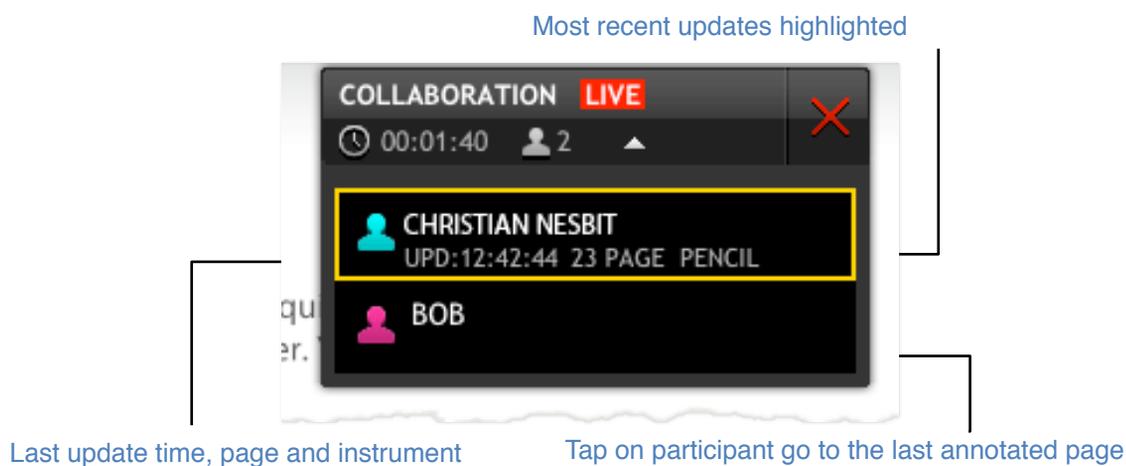
Each collaboration participant has his own unique color assigned to him. All his annotations will have the same color too. This way you can always easily distinguish annotations author. Your own annotations are shown with their original colors.

Tap on any notification to go the newly annotated page

Press "Cancel" to remove the annotation
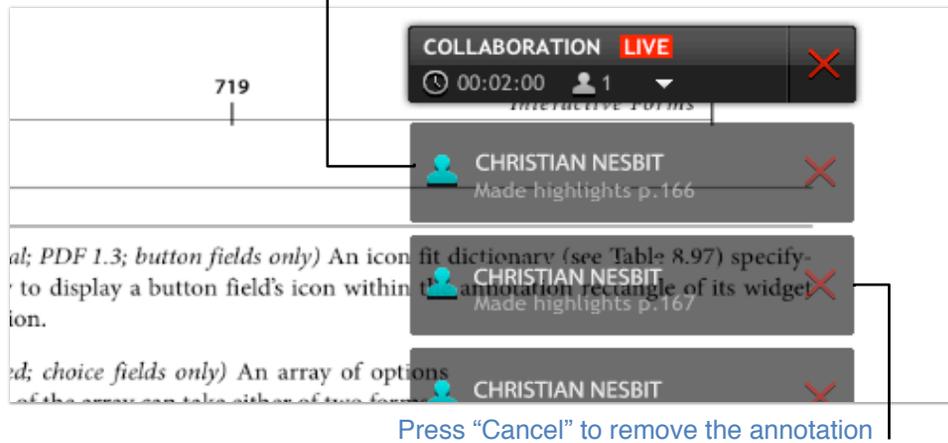
One more thing you need to learn about collaboration is the new event notification system. You've already seen how last updates are reflected in the collaboration user panel, allowing you to jump to the most recently changed page. When this panel is closed, you will receive a notification, telling you about newly annotated page and annotation author, whenever someone makes a new annotation. Tap this notification to go to the according page and see new changes immediately.

Participant colors

Annotations from different authors
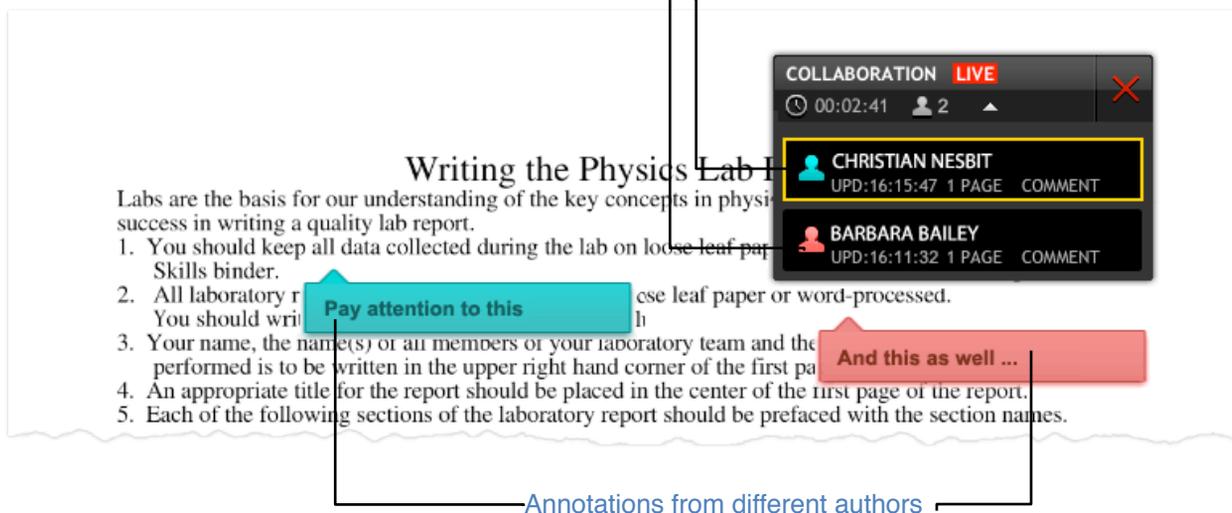
Joining and Leaving Collaboration Session

To connect to an active collaboration session simply follow steps described in the chapter "**Sending Collaboration Request**". Tap on any active collaboration participant from the list and wait until your request is accepted. Great thing about joining the ongoing collaboration is that you will always be sent all the annotations previously made by other participants. We made sure you wouldn't miss anything with *Cabinet*.

If you aren't a collaboration host, hence, the collaboration initiator, you can freely disconnect from collaboration or join the already ongoing session.

To disconnect from collaboration press a red "X" on the floating panel indicating the current collaboration status. All other participants will be sent a notification that you have disconnected.
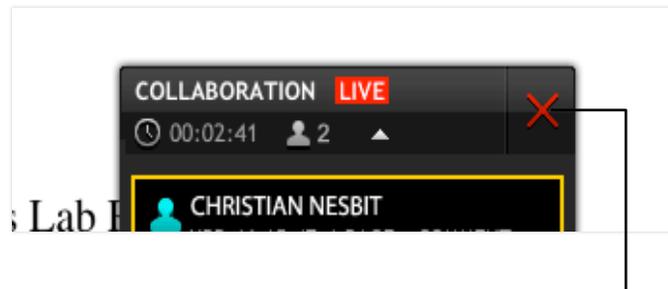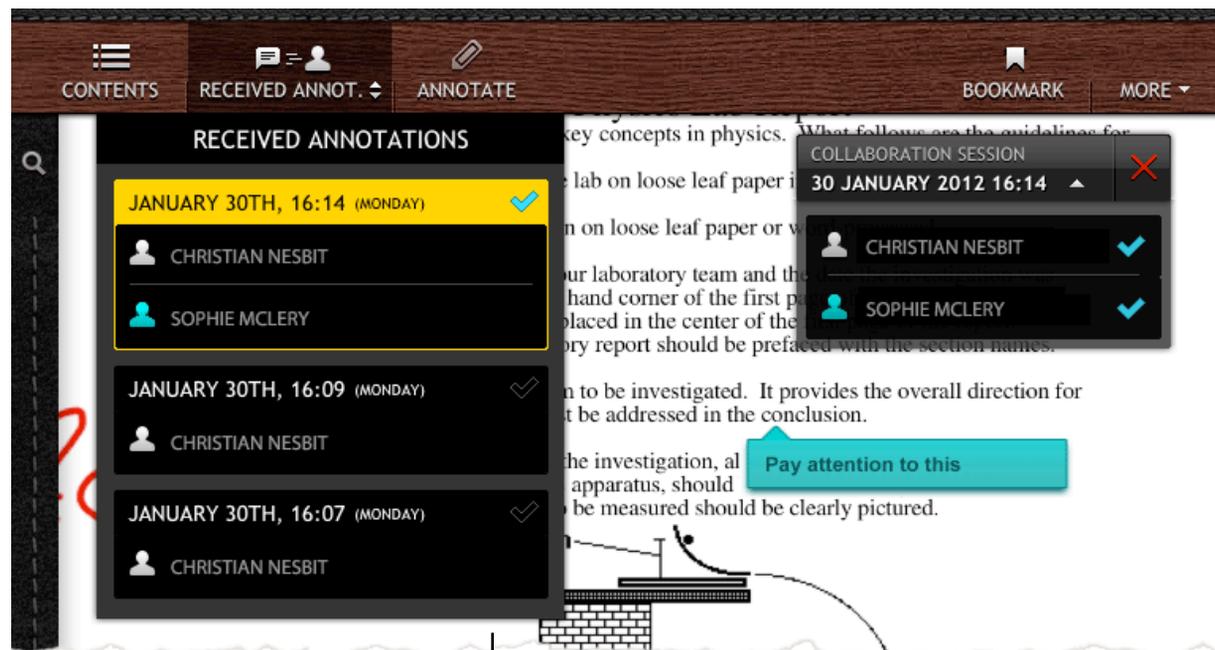

Press on the cross icon "X" to disconnect from collaboration

Reviewing Collaboration History

Reviewing collaboration history is basically the same process as viewing received annotations, which was explained above. Tap on the "RECEIVED ANNOTS." button on the top panel and select the session you want to review.

1. Open the list of received annotations

2. Select an annotation from the list

Collaboration groups will usually have two or more people in it – but only those participants will be displayed, who made annotations during the session.

Each participant is shown with his own unique color, so you can easily distinguish annotations' author. These colors may differ from the one you saw in live collaboration. Your own comments will be shown in their original colors.

Whilst in history mode it is possible to turn on and off annotation visibility by author. This may be crucial for situations when you have a page overloaded with comments, as it allows you to turn off all the distractions. If you select only one author from the collaboration list, you'll be able to see his annotations in their original colors.

Troubleshooting

If you don't see another device running *Cabinet* in the list of online devices, try one of the following:

- Make sure both devices are on the same wi-fi network, or have Bluetooth enabled.
- Make sure both devices are online in *Cabinet* terms: to become available, you have to be in the document library or manually enable online status if in the document reader.
- If none of the above has worked, try to restart the online session. This can be done by toggling online mode several times while in viewer or by opening and closing any document in library.
- If you still don't see the opponent in the online users list, go to your device Settings and enable Airplane mode for several seconds. After you have turned it ON and OFF, start Cabinet and try again.

If you connect to another device for a collaboration session or a document transfer and it doesn't receive any requests, you can try one of the following actions:

- Restart the online session on both devices by toggling the online mode in document viewer. If in library, try to open and close any document to refresh the online session.
- Go to your device Settings and toggle Airplane mode ON and OFF.