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Introduction

ColumbusDoc is an automatic cataloguing and text indexing system to be used for your own email and cloud storage accounts, aimed to allow an organic vision of all their documents and a unified search indipendently from their sources.

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Columbus login

When running Columbus the system displays the following window while downloading possible updates.



and choose the provider to log into the system:

/ Login			-	
Please ch	noose how to l	og into the sys	tem	
choose your p have to remen During this pr	preferred one, or one nber another password rocedure, ColumbusDo	fferent identity provide you're already using in j, c, will redirect you to t nor to your emails or cc	other contexts. This wa	y you won't
	Microsoft	8 Google	Y Twitter	

the user can flag the check box "Remember my choice" in order to avoid this step the next time.

G Sign in with Google	
Welcome	
eolumbusdoc01@gmail.com	
Enter your password	
•••••	
To continue, Google will share your name, email address, and profile picture with columbusdoc.it.	
Forgot password? Next	

After entering the credentials to access through the selected provider, the user can click to open Columbus homepage.

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Start the wizard

The first access to Columbus prompts the user to follow a guided wizard in order to enter the licence details and other initial data required for the use of the system:

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Enter the license Key into the specific field and click OK to confirm

Click

Insert license key		
Only upper-case chars and number allowed		
Licence key		
	Ok	Cancel

if all the mumbers are correctly entered the system displays the message of successful operation and starts up the configuration.

the system displays again the initial configurazion wizard window with a check on the first step correctly performed:

Initial conf	figuration wizard		
1	Your license has been correcly enlisted	Ŷ	
2	In order to let us help you to search, you have to submit the places where your documents are stored to ColumbusDoc service. ColumbusDoc can index informations found in your email inbox, in your cloud drive or in your company's systems (i.e. document management systems). Each of these places is called "resource" in ColumbusDoc; you can add many of them: start with the first one!		
	Submit a resource	\rightarrow	
	Close		
a resource to be a	added; by clicking the button Submit a resource		it's possible to enter t

the second step requires a resource to be added; by clicking the button first resource in the user's archive (the one used to access the system)

		Q Search	
M	gmail Gmail mailbox		$\overset{\uparrow}{\blacktriangleright}$
	googlecontacts Google contacts		a =0
0	imap Generic Imap		
**	dropbox		□ • ↓
			Consol

Select the resource of interest (in this example Gmail) and confirm by clicking OK; the system displays the following message to request access to the Google account.



Click Allow to display the following window where it's possible to set a start date of the folders management through

the calendar on the top left side

start date

and decide if federate all the folders, or only include or exclude some of them through the buttons

M Set	tings for re	esource 'c	olumbus	doc03@g	ımail.com	
Data di inizio						
Labels mar	nagement					
All labels	Include labels	Exclude labels				
Save	Cancel					

After selecting the folders to include or exclude click the button Save to confirm the setting.

The system displays now the Initial procedure window completed with all the required steps;

 Submit d a resource for indexing. It's enough to start. If you want, you can add furter resources now, or do it anytime using the configuration function. Submit a resource All initial configuration activities were successfully completed. ColumbuDoc it's already working to index resources you just submitted. It may take a while to have all your archive indexed, but after that you'll find any information in a blink of an eye! Happy search. 		guration wizard Your license has been correcty enlisted
ColumbuDoc it's already working to index resources you just submitted. It may take a while to have all your archive indexed, but after that you'll find any information in a blink of an eye! Happy search.	2	If you want, you can add furter resources now, or do it anytime using the configuration function.
	3	ColumbuDoc it's already working to index resources you just submitted. It may take a while to have all your archive indexed, but after that you'll find any information in a blink of an eye! Happy search.
possible to add new resources from this window by clicking submit a resource of from the Account set tion (see paragraph <u>Resources</u>)		new resources from this window by clicking <u>Submit a resource</u> or from the Account setti aph <u>Resources</u>)

Homepage

The homepage displays the following screen including a search box, where it s possible to enter any search value, a vertical bar on the left containing commands to access other functionalities and a top bar with other commands:

ColumbusDoc - User manual

\leftarrow		Columbusdoc01@gmail.com
Ξ		
♠	PRISCHAL SEARCH TACHE	
Q		
-₩-	Scalen	<u>•)</u> 🖏
δ_{0}		
	20081113020031_642.pdf I would like co-au	thoring
		13
		cial Statements ocumentation

The top bar displays the following icons:

				ystem (expired authentification, expired licence, smartset shared remove it by clicking OK
'colum	renew the authentication of busdoc01@outlook.com'. s lost since 23/05/2018 17:1		ок	
'user00	renew the authentication of 11.mdocm@sirfinpa.it'. s lost since 02/05/2018 09:00		ок	
		ort of feedback (pr aph "Feedback").	oblems or s	uggestions) either by texting a message or by recording a
allows			ess the acc	ount settings, open the online help and logout the system
۵	Account settings			
?	Help			
Ċ	Logout			

Below the search string the system displays some boxes called "tiles":

Q Search		<u>•</u>) \$>				
	۹ ه	٩ •				
20081113020031_642.pdf	l would like	co-authoring				
Q 40	Q B					
david	statement	Official Statements JB Documentation				

Each tile is represented by a specific icon on the top left side depending to each group of category:

Official Statements JB Documentation	Saved Smartsets (see paragraph "Save the search as Smartset");
C 13	Last search;
how to compose a personal statement	Last document viewed;

the number on the top right side is the total of records related to a search. Such number is constantly updated to the archive content.

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Left side menu and top bar

the menu bar on the left side contains the following commands represented by icons:

\leftarrow	to go back to previous screen;
\equiv	to expand the menu and display both icons and text;
⋒	to display the Homepage;
Q	to access the Advanced Search (See paragraph Advanced Search);
-1/-	to display the Search Analysis section and edit a smartset (see paragraph Edit Smartset);
°,0	to access the Sharing Hub and display the shared files (see paragraph Share Smartset)
\leftarrow	to go back to previous screen;

The top bar displays the following icons:

allows to display any possible alert notified by the system (expired authentification, expired licence, smartset shared by others); after reading the message the user can remove it by clicking OK



Tiles

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Search

The search function, available from the homepage, allows to search a specific data existing in any source included in the user s archive (mail account, Cloud storage etc); the data of interest can be either present in the body of a mail or in a document attached to it, or in a cloud drive.

The user can enter one or more terms into the search string and click the Sutton to start up the search:

<u>د</u> م م) (ب ه	Q statement
----------------------------------	-------------

Each search results, matching the input parameters, is displayed in a preview box containing the source data details; on the left side the system displays the sum of results and group them in categories; it s also possible to apply a filter (see paragraph Filter Results)

\leftarrow				📫 😳 🔺	columbusdoc01@gmail.com
\equiv			🔳 Cards 👻 🖉	Q statement	
♠			13 item(s) found (0,321 seconds)		
Q	Annotations	^			†
-1/-	None	13	$\mathbf{\Sigma}^{1}$ how to compose a personal statement	What is a personal statement.docx	What is a personal distances? Trajence assesses you appear a next you ample, may assess advances of a second and appearies, "Instances data the assess and a second appearies of the assessment of advances of advances and a second appearies of the assessment of advances of advances of advances and a second appearies of the assessment of advances of advances of advances of advances and a second appearies of the assessment of the assessment of advances of advances of advances advances of the advances of the advances of the advances of advances of the advances of th
$\langle \rangle$	Attachments		Columbusdoc01@gmail.com From: columbusdoc02@gmail.com 17/07/2018 11:08	Columbusdoc01@gmail.com From: columbusdoc02@gmail.co 17/07/2018 11:08	Here "And the stand is shown if the left of shown is the stand and the shown is th
	With attachement Without attachement	9	hi i'm attaching the wizard to create a personal statement see you soon Malcolm		ISTRATORS INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERNAL INTERN
	Category		OPEN :	OPEN :	Non and an Amilian State of State Statement and a set land of the set of Non and a set set with a set of State (a) of a grant case of
	CATEGORY_PERSONAL	9	personal statements	BankStatementChequi	
	Content kind		Columbusdoc01@gmail.com	Columbusdoc01@gmail.com	FIRST BANK OF MICH
	Document	9	From: columbusdoc02@gmail.com 17/07/2018 11:07	From: columbusdoc02@gmail.co 17/07/2018 11:07	
	Email	4 ن	hello i'm attaching herewith the statement required		Bit C = 0 Description All Li All Bit C = 0 Description Bit All Bit Bit C = 0 Description Bit Bit Bit
\$		•	OPEN :	OPEN :	4

The yellow icons displayed on the top left side of each result specify the different data source:

	term mentioned in a document contained in a cloud drive;
	term mentioned in the body or subject of a mail
	term mentioned in a sent mail
e	term mentioned in a document attached to the mail;

The result display in cards mode can be shifted in list mode by clicking the dropdown menu **E** and selecting the required mode.



By selecting the *list* mode the results will be listed in the following way:

		🔳 List 🝷 🔗 🔍 statement	
		13 item(s) found (0,135 seconds)	
Annotations	<u>^</u>		
None	13	17/07/2018 11:08 From: columbusdoc02@gmail.com how to compose a personal statement hi i'm attaching the wizard to create a personal statement see you soon Malcolm	_
Attachments			=
With attachement Without attachement	9	17/07/2018 11:08 Image: Constraint of the second statement.docx 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
		Malcolm	\equiv
Category CATEGORY_PERSONAL	9	17/07/2018 11:07 From: columbusdoc02@gmail.com personal statements hello i'm attaching herewith the statement required	
			=
Content kind Document Email	9 4 u	Interview 17/07/2018 11:07 BankStatementChequing.png 17/07/2018 11:07 From: columbusdoc02@gmai personal statements hello i'm attaching herewith the statement required	
	T	IT//07/2018 11:06 IT//07/2018 11:06 20081113020031_642.pdf statements 3 applied meeting of faid lepton the discumpatibless sequenced	■ M

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Include elements shared by others

The button <u>Shared with me</u>, displayed in the Advanced Search string, allows to include in the search the itimes shared by others (see

When clicking such button, before running the search, the system will update the total of items where the search will be performed;

When clicking such button the system updates the graphic with the total of items where the search will be performed;

the following images display the total among the items the system is searching before clicking the



and the total of items increased after clicking such button



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Natural language

The button allows to activate the natural language query through which it's possible to enter terms in any form, including a statement, a question etc;

For example the user can ask the system any question like: "Find all documents from Ed Smith " or "how to make a personal statement"; the system translate such questions in an ordinary query and return the results matching the input parameters.

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Manage a search result

From the result preview (both Card and List display mode) it s possible to perform the following actions:

OPEN	to open and consult the search result (see paragraph Consult data)
:	to open the menu with the following actions:

Download optimized version	
Find identical items	
Share document with a link	
Open email message in Gmail (columbusdoc01@gmail.com)	
Download optimized version: allows to download a file in a version passed through O	CR in order to be able
to select the text	
Find identical items : allows to find identical files to the one selected, if existing in the a	rchive, in order to find
out all the other locations	
Share document with a link: allows to provide an access link to the document if not re	auiring credentials
Open email message in Gmail: Opens the mail from the web client of the source provi	uei

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Top bar commands

The search result screen displays a top bar with the following commands



1= Titolo (crescente) 👻	the user can click the down arrow to sort the result in base of Title, Item date or Ranking	
t- molo (crescente)		Title (ascending)
		Title (descending)
		Item date (ascending)
		Item date (descending)
		Ranking
Cards 👻	The user can click the down arrow to change the result display from card to list mode (see <u>Search</u>)	e paragraph
\Diamond	Allows to save the current search as Smartset (See paragraph Analysis > Smartset > C Smartset)	reate
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Filter a result

It s possible to filter a search result by selecting a category from the left side panel where all the results are grouped in categories; for example to display the results belonging to a specific year, the user can select the year of interest from the category Date (Year):

Date (Year)	
√ ⊗ 2018	11
2017	4

and refine in this way the number of search results which will be automatically updated on the top right side:

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			🔚 Cards 🝷 🟈	Q statement
		11 item(s) found (0,004 seconds)		
Current filter	×			
Date (Year)		UofT_Law_Personal_St		personal statement
✓ 2018	×	columbusdoc01@gmail.com	Examples of Personal Statements Pearent Letter Aminister Office University of Terrent Facely of Lete	Columbusdoc01@gmail.com
Category	\uparrow	From: columbusdoc02@gmail.co 17/07/2018 12:59	The function of the exception of exception products in the exception of th	From: columbusdoc02@gmail.com 17/07/2018 01:00
CATEGORY PERSONAL	11			as requested find attached my personal statement
CALEGORY_PERSONAL	11		Construction of Address	
Content kind		OPEN		OPEN :
Document	5	personal statements		bow to compose a personal statement
Email	б			-
		columbusdoc01@gmail.com		Columbusdoc01@gmail.com
Date (Month)		From: columbusdoc02@gmail.com 17/07/2018 01:07		From: columbusdoc02@gmail.com 17/07/2018 01:08
luglio 2018	11 3	hello i'm attaching herewith the	statement required	hi i'm attaching the wizard to create a personal statement see you soon Malcolm
	T	OPEN :		OPEN :

clicking the button 🔨 will display the list of the filter categories where it s possible to uncheck one or more items:

Filter
≪ General
✓ Annotations
✓ Attachments
✓ Category
✓ Content kind
✓ Date (Year)
✓ Direction
✓ Format
✓ Page count
🗸 Path
✓ Provider
✓ Recipient address
✓ Resource account
✓ Sender address
✓ Sender's domain

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Consult data

To consult a search result the user can move the mouse over the result preview and click the button on the bottom left side:



NOTE: If the result display is set in "list" mode the user can double click the item of interest from the list;

When the search term is mentioned in a **mail** it will be displayed, either in the subject, in the body or in other fields of the mail, through the following screen:



If the search term is mentioned in a **document attached** to a mail e or in **document from cloud drive** the system displays the document showing on the left side two panels: **occurances** and **annotations**:



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Occurances

The panel occurances, on the left side, displays the list of occurances related to the term mentioned in the document:

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Each occurance shows beside the page where the term is mentioned:



the user can click any occurances listed to locate the term in the document:

occurrences annotations			Ud 13	ofT_Law_Personal_Stater	nents_Examples.p	df					
some identifying information has been removed. The statements may not appear in their original form as they were	1	Ť	₩ 3	/13 Q	Q	53	〕 ⊥	I	÷		Q, Fir
examples helpful in developing your own personal statements	•			Deciding on	a career has	not been a	straightforv	vard proc	cess for m	e. But the self-knowledge I have gair	ned over
Personal Statement Example #1 After I graduated high school, had no	2			understand	ng of the v	vorld and n	ny place in	it, but u	nderstand	choice. Economics has given me a ling is not enough. I want to impr work in domestic public policy.	
chools, Please consider me for admission. Personal Statement aample #1 (Optional Essay) Throughout my time in				reality. And	l am prepar	ed for this.	may not be	able to f	, facilitate a	dream only to be knocked in the t Il the change I would like, but if I an good today, I know that I will be sa	able to
ersonal Statement Example #2 Home for me is the small, icturesque	6			I want to at	tend The Un	iversity of T	oronto beca	use it ha	s an unpa	ng this dream happen. ralleled reputation in terms of the q ed to wait until graduation to start i	
ruest and fullest sense of the word. Personal Statement #2 Optional Essay) There are several goals that	6				t to the loc	al and glob			•	us legal clinics and pro bono wor versity my top choice among law	
Personal Statement Example #3 I would like to use this space to provide	•			Personal S	tatement	Example #	1 (Option	al Essay	L)		
Personal Statement Example #4 The doors of the subway closed before	9			earned the	Gold Medal	for the grad	luate who b	est comb	oines acad	tracurricular activities. When I grad emic achievement with overall cont co-edited my high school newspape	ribution

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Annotations

The panel **annotation** available on the left side allows to insert one or more annotation into the document; the user can click the arrow on the right vertical bar as showns below:

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to open the following tool space on the right:



to add an annotation on a specific page of the document the user can select the page of interest from the top bar and click the Annotation button on the right side to display the new note label:



By clicking on the <new note> label it's possible to enter the annotation related to the selected page:

Tools		
+ Annotation	No custom attr	ribute a
Toronto-based	organization	â

The user can add one or more annotation for each page of the document by following the same procedure;

the left side panel annotation is updated each time a new annotation is added;

by clicking the number beside the note the system displays the page where that annotation is present showing on the right any other ones added in the same page.

● M → UofT_Law_Pers	onal_Statements_Examples.pdf	© 0:
occurrences annotations	Filenome: UofT_Law_Personal_Statements_Examples.pdf Page count: 13 Parts: + Annotation No.CL	stom attribute a
note 1	↑ 6 /13 Q Q Solution I ++ Several goals to achieve	ve 💼
persona statement 🔹 🚺		
the lesson I learned from 4	While small, idyllic Victoria will always be home, my notions of justice and evolved greatly over the years. Victoria serves as a symbol and reminder c	
Several goals to achieve	that continues to motivate me to advocate for justice and equality for oth is further afield, across Canada and abroad, where I hope to apply	6
7	international human rights law, a field in which the University of Toront distinctively through its International Human Rights Program, clinic of personal statement	â
Toronto-based organization	options. My personal and professional experiences as an academic, teacher, ex equipped me with the initiative, passion, competency, and commitment n believe strongly that a University of Toronto legal education in particu distinguished and supportive faculty and ideal location will equip me with necessary to pursue my professional goals. But most importantly, a Unive formally and uniquely prepare me to help others effectively seek and find j of the word.	٢
	Personal Statement #2 (Optional Essay)	
	There are several goals that I home to achieve upon successfully com	

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Attribute

When a document is opened following the exploration of a smartset, the pannel **Annotations** enables the button add button to enter a *Custom Attribute* previously created (see paragraph <u>Custom Attribute</u>)

Adding a Custom Attribute is aimed to create actual structured data which will be used as specific filters in a search result through Smartset

After opening a document among the results of a Smartset to which a *custom attribute* has been associated the user can click the arrow from the vertical bar on the right as displayed below:



The Tools panel displayes on the top any other possible smartsets which include the same document and enables the button through wihich it's possible to add an attribute:

annotations	Filename: Page count: Path:	2 3	008111302003	1_642.pdf								Tools		
	+	ŧ.	/3	٩	۹	EN EN		$\overline{\mathbf{A}}$	I	÷	Q Find in page		8 All ite 8 Officia	ms 😕 All documents
													Annotation	Add field
			M. Ardaug											
			nal Stateme A School of		ealth									
		Degr	ee Objective	: MPH										
			I would li	ke to be a	leader in t	the field of	f epidemic	logy. I ha	ve worked	l toward th	nis goal			
			-authoring a	-						-	articles			
			oth professio miology, sta					-						
		-	borate with					-						
			als as well a											

The list of the available attributes is displayed where it's possible to select the one of interest



depending on which type of custom attribute is selected the system displays the list of the allowed values, a boolean field, a data time field etc;

in the following example the type of Custom Attribute is list of terms with multiple choice;

ColumbusDoc - User ma	anual
Category of clients	a
Accounting & Finance Tourism Transport Commerce	

the user can add an attribute in one or more pages of the document by following the same procedure

The left Annotations panel is updated with the added attributes;

by clicking the number beside each attribute the system displays the selected page of the document and updates the right tools panel with any possible information added in the current page

\leftarrow													4 ²	0	2 columbusdo	c01@gmail.
Ξ	Official Statements															
⋒	@ M ≽ 20081113020031_642.ŗ	odf														6
Q	annotations		Filename: Page count		20081113020 3	031_642.pdf							Tools			
-11-			Path:	_	_				-				All ite	ems 🙆 Al	ll documents	*
்	Category of clients	1	+	+	3 /3	٩	۹ :			Ι÷	Q Find in page	_	III 🔕 Gazze	ette ufficiali		
0-													8 Officia	al Statements	allegati 20	18
	Priority of document	2									Ardaugh BM, 3		+ Annotation	Add fiel	d	
	Category of clients	3				My second re	esearch intere	st is mon	nitoring pathogens	in human popula	tions. Because of		E Category of	fclients		a
					my curi	osity, I was p	particularly in	pressed	by a related resea	rch article by Dr.	Layne entitled,		Accounting	& Finance		
					"Huma	n Influenza S	urveillance: T	The Dema	and to Expand." I	This article was p	ublished in the		Tourism	a rindinee		
					Emergi	ng Infectious	Diseases Jou	rnal in 2	006. In his article	, Dr. Layne expla	ined how a high-		Commerce			
					through	put laborator	y network ca	n provide	e faster vaccine-de	elivery methods a	nd monitor changes					
					in the e	pidemic Influ	enza strains.	I would l	look forward to w	orking with Dr. I	ayne because it is.					
					an oppo	rtunity to exp	pand my know	wledge of	f medically releva	int pathogens. Th	is type of research					
					has the	potential to i	mprove the ef	fectivene	ess of the existing	Influenza protoc	ol and to invest in					
					the futu	re health and	well-being o	f the wor	rld's population.							
						-	-		A's MPH progran							
											prepared me for the					
					expecta	tions of your	program. My	objectiv	e for graduate scl	hool is to combine	e rigorous academic					

The Custom Attributes added to a document are aimed to enrich it with further metadata; such metadata will be also available as categories in a search result to be used as filter.

\leftarrow				📫 😳 💄 columbusdoc01@gmail.com
Ξ	Official Statements			0
♠			17 📑 Cards	🚬 🔗 🔍 Search
Q			374 item(s) found (0,010 seconds)	
-11-		·		
0	Category		Show 1, got a new device? Review sign-in from Internet Explorer on Windows	Dropbox connected to your Google Account
10-55	CATEGORY_PERSONAL	33	Columbusdoc01@gmail.com	Columbusdoc01@gmail.com
	CATEGORY_UPDATES	10	From: no-reply@accounts.google.com 03/09/2018 10:01	From: no-reply@accounts.google.com 22/08/2018 10:26
(Category of clients		Hi Show 1 Case, You have just signed in on a new computer! Make the most out of Windows 10 with the Chrome	Dropbox connected to your Google Account Hi Show 1, Dropbox now has access to your Google Account
	Accounting & Finance	2	OPEN :	OPEN
	Tourism	1		
	Transport	1	Show 1, got a new device? Review sign-in from Internet Explorer on Windows	[ColumbusDoc] Re: Problem: finestra dialogo da mettere in inglese - Feedback #3002778
	Content kind		Columbusdoc01@gmail.com	Columbusdoc01@gmail.com
	Document	337	From: no-reply@accounts.google.com 22/08/2018 10:22	From: reply+2141b6eaa6b94554a557d96adbfa37de@feed 03/08/2018 11:49
	Email	37	Hi Show 1 Case, You have just signed in on a new computer! Make the most out of Windows 10 with the Chrome	Feedback Dipende dalla lingua del sistema. Reply above this email to answer. View this discussion online by using the
	Date (Year)		OPEN :	OPEN :
₽		T	Security alert	Security alert

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Advanced Search

The advanced search allows the user to set specific parameters before running the search in order to get already filtered results.

To access the advanced search the user can click this button available in the left side menu. The system displays two graphics: the one on the left shows data contained in the archive sorted by source, the one on the right shows the same data sorted by type of item.

\leftarrow				🗳 😳	columbusdoc01@gmail.com
=					
^					
9					
41-					
\sim	9, Search			±0 (>
	Searching among a total of 371 items				
	Origin		Item type		
	0.912 13.21% 10.00 84.55%	user001.mdocm@sirfinpa.it (onedrive) columbudoc01@outlook.com (onedrive) columbudoc01@outlook.com (smail) columbusdoc01@outlook.com (suchange365) columbusdoc01@outlook.com (sropbox)	90845	9 16% Document Email	
*					

The search parameters can be set by using the following buttons:

	To open the form containing the following search fields related to the <i>content:</i> • Item date from/to : the user can click this button in both Item date fields and a select a sense of data form the colored and implement.
Content	 select a range of data from the calendar displayed; Item type: click the down arrow and select an item from the dropdown list displayed (decument/amail)
Item date (from)	displayed (document/email) Title: free text field
Item date (to)	• Providers : clicking the down arrow opens the dropdown list containing all the providers where the archive data come from; the user can select or deselect one or more provider by checking or unchecking the boxes (i.e. gmail/gdrive)
Title	 Similar to: free text field Original document identifier: by clicking the button a it s possible to browse the document of interest from any folder
Providers	
-	
Similar to	
Original document identifier	
	To open the form containing the following fields related to the <i>document:</i> Document date from/to : the user can click this button in both Document date fields and select a range of data from the calendar displayed

Document	
Document date (from)	
Document date (to)	
	To open the form containing the following search fields related the the <i>mail</i> of interest
Email	 Subject: free text field to enter the subject of the mail Sender: free text field to enter the sender (it s not required to enter the whole
Subject	 email address) Recipient: free text field to enter the recipient (it s not required to enter the
Sender	 whole email address) Has attachments: select the checkbox to include results of mails with
Recipient	 attachment or deselect it to exclude them mail type: the three buttons allow to set the search among all the mails, only the sent or the received ones.
Has attachment?	
All Sent Received	
	Opens a windows from where it's possible to select one or more custom attributes only if existing (see paragraph <u>Custom Attributes</u>)
Field Value	Clicking the down arrow beside the field will display the list of available attributes
	Field Category of clients
	Priority of document
	Category of office
Field Category of clients + +	After selecting an attribute click the to include it into the column Field.
	From the column Value it's possible to select one or more values related to the attribute if such attribute is made up of a multiple choice.

Each parameter set by the user through the above mentioned fields will be added in the search string beside the digited text:

Ô

The user can start up the search by clicking search button \bigcirc

The Advanced search result screen is exactly the same as the Search result and enables the same actions. (See paragraph Search).

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Analysis

The Analysis section displays the following screen containing two panels: Smartset and Custom Attributes

Ξ.	smartset	custom attributes	
^		Q Search	
≁-	•••	Agency tourism	1
$\langle \rangle$		All legal documents solicitor	1
		allegati 2018	33
		Official Statements JB Documentation	13
*	Pama	un Euplana Edit	
.	Remo	eve Explore Edit	-

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Smartset

The Smartset panel is automatically displayed when opening the Analysis section.

It contains all the Smartsets previously saved by the user

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≡.	smartset	custom attributes	
⋒ Q		Q Search	
-11-		Agency tourism	1
\diamond		All legal documents solicitor	1
		allegati 2018	33
	* * * * * * * * *	Official Statements JB Documentation	13
⇔	Remo	ve Explore Ed	it

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Create Smartset

When setting one or more filter in a search result it s possible to save such filter in order to use it again for similar needs. On the top right side the function "Save current search as Smartset" allows to save such filters:

\leftarrow				🕂 😳 💄 columbusdoc01@gmail.com
≡			🔳 Cards 💌 🧭	Statement
⋒			15 item(s) found (0,006 seconds)	
Q		т		
	None	15	UofT_Law_Personal_St	personal statement
ૢૺ	Attachments		Columbusdoc01@gmail.com From: columbusdoc02@gmail.com 17/07/2018 12:59	Columbusdoc01@gmail.com From: columbusdoc02@gmail.com 17/07/2018 01:00
	With attachment	10		as requested find attached my personal statement
	Without attachment	1	Control is served	
	Category		OPEN :	OPEN :
	CATEGORY_PERSONAL	11	personal statements	how to compose a personal statement
	Content kind		▶ columbusdoc01@gmail.com	Columbusdoc01@gmail.com
	Document	9	From: columbusdoc02@gmail.com 17/07/2018 01:07	From: columbusdoc02@gmail.com 17/07/2018 01:08
	Email	б 🕁	hello i'm attaching herewith the statement required	hi i'm attaching the wizard to create a personal statement see you soon Malcolm
⇔		•	OPEN :	OPEN :

After filtering a search result (see paragraph <u>Search > Manage a search result > Filter a result</u>) the user can click this icon to display the new smartset form:

New smartset	
Name	
<new smartset=""></new>	
Category	
Color	
Blue	*
Cancel	

the form contains the following fields:

- · Name: specify a name for the new smart set related to the set search filter
- Category: specify a subject related to the new smart set
- Colour: click the down arrow on the right and select a colour from the dropdown list

New smartset		
Name <new smartset=""></new>		
Category		
Color Blue		
Green		
Pink		
Purple		
White		
Yellow		

The following buttons are available:

Save	to save the smartset data (this button is visible only when at least one field is valued)	
Cancel	to cancel data and go back to the previous screen	

When the new smartset is saved it will be displayed in the section Analysis under the panel Smartset (see paragraph <u>Smartset</u>) as well as in the homepage as a specific tile among the other possible existing ones.

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		Columbus PERCIMA SEARCH DARK			
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0-					
		Q 5	Q		
	20081113020031_642.pdf	l would like	co-authoring		
	Q 40	٩ 13		13	
	david	statement	Official Staten JB Documentation		

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## Edit a Smart set

To edit a smartset the user can click the Analysis button and display the list of all the smartsets previously saved; Once selected the smartset of interest from the list the system displays the edit form on the right

$\equiv$	smartset	custom attributes		
<b>☆</b>		<b>Q</b> Search	Cha	ange smartset
Q			Name All le	egal documents
-1/-		Agency tourism	1 Categ	
$\langle \rangle$		All legal documents solicitor		
		allegati 2018	33	
	***	Official Statements JB Documentation	13	
\$	Rem	ove Explore Edit	-	

and the following button are enabled:

Remove To remove the selected smartset;		To remove the selected smartset;
	Explore To open and consult the rearch result related to the selected smartset;	
	Edit To confirm the edit of the selected smartset	

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## **Custom attributes**

The panel **Custom Attributes** allows to create new attributes to be associated to the Smartsets in order to enrich the documents metadata belongin to them; such metadata can be used as further filters in a search result.

$\leftarrow$			( <mark>)</mark> 2)	0	columbusdoc01@gmail.com
Ξ	smartset custom attributes				
<b>^</b>	Priority of document Legal companies				
Q ∦-					
்					
₽	Add Remove				

to creat a Custom Attribute click the button Add and value the fields of the following form:

Edit custom attribute			
Name			
Type of custom attribut	e		Ŧ
Cancel			

- **Name**: specify a name for the attribute (e.g. Category of clients)
- **Type of custom attrib**ute: click the down arrow on the right to display and select a type of custom attribute from the following list: (cambiare immagine con valore tradotto in inglese)

Type of custom attribute List of terms selected by user choosing from a list
Unico valore selezionato dall'utente in base ad una lista
Single value not selected from a list
List of terms searched automatically

Depending on the type of custom attribute selected the system displays the following forms:

TYPE OF ATTRIBUTE FORM	FIELDS
<b>Multiple choice list</b> The list of values created with this type of attribute will have a <u>multiple choice</u> allowed	<ul> <li>Category: specify the attribute category (e.g. Accounting documentation)</li> <li>Colour: click the down arrow on the right to select a colour to associate to the attribute</li> <li>Values list: enter a list of allowed values to be used for the custom attribute:</li> </ul>
Properties          Category         Color         Blue         Values list         Samrtsets association         Smartset to associate         Already associated smartset	Volues list All legal documents
Save Cancel	After selecting a smartset click the button + Add to associate the attribute The smartsets associated to the new attribute will be displayed in the list below and it's possible to remove one of them by clicking the button

	Already associated smartset
	✓ Official Statements [■]
	All emails
	the user can enter a value list for a specific smartset by cliking the down arrow beside it; once the list is entered, the smartset will be displayed with a pencil beside to indicate it contains a customized and editable item list Confficial Statements
Single choice list	The form fields of this type of Custom attribute are basically the same of
	the previous one.
The list of values created with this type of	
attribute will have a single choice allowed	
Single value	• Data type: it's possible to choose one of the following type of data to
The custom attribute will have a single value to	create the attribute:
input	
	Data type String
Properties	Long text
	Date and time
	Numeric
Category	
Color	Currency
Blue	Boolean
Data type	
String	
Automatically searched terms The values of the list created with this type of attribute will be automatically searched (da verificare)	<ul> <li>Values list: it's possible to enter a list of values into this field which will be automatically searched when this attribute is associated to a document.(da verificare)</li> </ul>
Properties	
	replacement amendment
Category	Smith
<u>xoox</u>	required
Color Blue	
Values list	
	I

Once filled in the form, whichever type selected, the user can save the new attribute by clicking the save button

The saved Custom attribute is displayed on the left side list among all the other existing ones :

Accounting do	of clients cumentation		
Priority of Legal companie			
Add	Remove		

Once created the *Custom attribute* will be available when displaying any document included in the smartset to which the attribute has been associated (<u>See paragraph Consult data > Annotations > Attribute</u>)

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## Sharing hub

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## **Share Smartset**

It s possible to share a Smartset in order to make it visible to another user or to display a smartset shared by another user.

The user can click the button Sharing Hub 🚱 on the left side menu to open the following screen:

Ξ	shared by m	ne shared with me	
٨		Official Statements	22 columbusdoc02@gmail.com
Q ≁+		Agency	2 columbusdoc02@gmail.com
6			
	0.1		
₽	Add		

Two tabs are displayed on the top left side: Shared by me and Shared with me;

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## Shared by me

The tab "*Shared by me*" is already displayed when accessing the function Sharing Smartset. It contains the list of Smartsets shared by the user with other users.

When selecting a Smartset from the list the system displays the edit form of the shared smartsed on the right side:

					<b>4</b>	0	columbusdoc01@gmail.com
Ξ.	shared by m	e shared with me					
<b>^</b>		Official Statements	22 columbusdoc02@gmail.com	Edit sharing			
Q ≁-		Agency	2 columbusdoc02@gmail.com	Sine de la Garare Official Statements	Ψ		
ŝ				Modify sharing recipient			
				Recipients to add			
				Insert email address			
				π _x			
				Current sharing recipient (select elements to delete them) columbusdoc02@gmail.com			
				Save Cancel Cancel sharin	g		
✿	Add						

The user can add other recipients to the list of the already existing ones:

Modify sharing recipient		
<b>#</b> 4		
Recipients to add		
Insert email address		

#### or remove one or more recipients:



#### the following buttons allows to :

Save save the changes data (new or removed recipients			
Cancel remove data from the edit form			
Cancel sharing	remove the sharing of the selected Smartset		

#### The system updates the Smartset list and diplays the added or removed recipients in the blue box

Official Statements

or the canceled sharing in case of clicking the "Cancel sharing" button.

The panel "Shared by me" also allows to add a new sharing by clicking the button Add to display the new sharing form:

New sharing			
Smartset to share			
Sharing recipients			
Recipients to add			
Insert email address			
Save Ca	incel		

The user can click the down arrow related to the "smartset to share"

#### New sharing

# Smartset to share

to display the list of the saved smartsets where to select the one of interest and enter one or more recipients in the "Recipient" section



## Shared with me

The tab Shared with me displays the following screen containings the smartsets shared with the user by other users:

					<b>(</b>	<b>(</b>	columbusdoc01@gmail.com
$\equiv$	shared by me	e shared with me					
<b>ଛ</b> ପ୍	In order to You can lat	rtset has been shared with you by other users include their items into your search result, you ier include/exclude each shared smartset anyt accpted shared smartset only	u have t	o explicitly accept these sharing.			include all
≁⊦ %	8	columbusdoc02@gmail.com					
		General issues	Θ				
		legal issues	82				
\$							
Click	king the	e "include" button 🔗 bes	ide e	each smartset allows to include the smartset;			

once the smartset has been included it s possible to exclude it by clicking the "exclude" button [©] To include all the received smartset the user can click Include all

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# Account settings_general

The account settings allows the user to display and manage information related to the account such as indexed resources, registered licences, and other items.

To access the Account Setting click the button on the left side menu or select the same button from the dropdown list of the following icon displayed on the top right side of the screen:

	olumbusdoc01@gmail.com
\$	Account settings
?	Help
G	Logout

The system opens the following screen and displays the first tab



In this tab it's possible to consult the **Account summary** with tenant and account details, as well as the **Language setting** where it's possible to set the user interface and the indexing language.

The top bar displays the following tabs:

 general
 resources
 licenses
 other settings
 privacy statement
 about

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## Licences

The tab displays the following screen including details of the registered licence and a possible list of licences if existing.

general	resources	licenses	other settings	privacy statement	about	
Enlisted	d licens	es				
ТМКСТ-В	BV17S-UDNB	N-I9B4C-K	X9ZI-J9DD			
Expires: 0	2/Oct/2018	Number o	f users: 1 Fe	atures: All functions		
		_				
Add	Rei	nove				

on the bottom the following actions are available:

## Remove to remove a licence (enabled only after selecting a licence from the list)

After clicking the button	Add the system	m displays the following dialogue window to enter a new licence:
Insert license key Only upper-case chars and number allowed		
Licence key		
	Ok Annulla	
After entering the licence	e key the user can co	onfirm by clicking OK

The user can click the button to display the following dialogue window and confirm to remove the selected licence:



## **Resources**

Clicking the tab displays the following screen showing the list of the indexed resources:

general resources licenses other setting	is privacy statement about	
Indexed resources c	Q Search	
gdrive columbusdoc01@gmail.com	G	Indexed items count: 72
gmail columbusdoc01@gmail.com	Ū	26% 8% Indexing scheduled 6 Indexed 47 Excluded by user or system filters 19
dropbox columbusdoc01@gmail.com	G	Indexed item size: 9.66 MB
onedrive user001.mdocm@sirfinpa.it	4	88% 0% columbus

on the bottom left side the system displays the following commands:

Add to add a new resource				
Remove	to remove a resource selected from the list (enabled only after selecting an item)			
Configure	to change the setting of a resource previously added (enabled only after selecting an item)			

After clicking the button Add the following box is displayed to select the resource to add

	Q Search	
0 1	exchange365 Microsoft email (Hotmail, Outlook.com, Office 365)	^
0	libero Libero mail	$\square$
	gdrive Google drive	
4 <b>N</b>	qmail	↓ →
	ок	Cancel

it s possible to filter the list by digiting one or more characters or the whole name of the resource in the search string on the top right side

	Q ex
OM	exchange365 Microsoft email (Hotmail, Outlook.com, Office 365)
	OK Cancel

After selecting the resource of interest click the button to confirm the operation;

the following dialogue window is displayed to enter credentials and access the selected resource:

Sign in to you	ir account			>
	Microsoft			
	Sign in			
	columbusdoc01@outlo	ok.com	×	_
	Can't access your account?			
	No account? Create one!			
		Back	Next	
©2018	Microsoft Terms of use Pri	vacy & cookies		

followed by the window to confirm the following authorizations:

et this app access your info?
Microsoft
columbusdoc01@outlook.com
Let this app access your info? columbusdoc.it
ColumbusDoc needs you to confirm its permission to:
Read your profile
Read your mail
• Sign you in
View your email address
View your basic profile
Access your info anytime
Open OneDrive files
Accepting these permissions means that you allow this app to use your data as specified in their terms of service and privacy statement. The publisher has not provided links to their terms for you to review. You can change these permissions at https://microsoft.com/consent. Show details
No Yes
© 2018 Microsoft Terms of Use Privacy & Cookies

After confirming such authorizations by clicking OK the new resource is added and the following box is displayed to manage the folders:

Settings for resource 'columbusdoc01@outlook.com'	
start date	
Folders management           All folders         Include folders           Exclude folders         Exclude folders	
Save	
It's possible to set a start date of the folders management throug	
and decide if federate all the folders, or only include or exclude s	some of them through the buttons
After selecting the folders to include or exclude click the button	save to confirm the setting.
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## configure resources

When clicking the Configure button, the system displays the setting box where it's possible to change the setting of the selected resource:

Settings for resource 'columbusdoc01@outlook.com'									
start date									
Folders mar	nagement								
All folders	Include folders	Exclude folders							
Save									

the setting fields are exacly the same of the initial setting when adding a new resource (see Add command in paragraph Resources)

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#### remove resources

Remove When clicking the button, after selecting a resource from the list, the system displays the following dialogue box to confirm the action:

All item associated with the resource you are about to delete will be removed for Proceed deleting the resource?	om th	e index.
	NO	YES

After confirming by clicking YES the resource will be removed from the list.

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# **Other settings**

Clicking the tab displays the following screen which allows to manage Network, Log and Screen settings

general	resources	licenses	other settings	privacy statement	about					
Network settings										
Don't use a proxy Use system proxy confiuration Use custom proxy configuration										
Upd										
Log se	ttings									
Log file:		C	:\Users\alessandra	scotucci\AppData\Loca	l\Temp\columbus.client.log					
Open	log									
Screen	setting	S								
Program e	elements scale			100% -						

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## **Network settings**

The network settings include the following options:

Don't use a proxy	the user can select this option to use no proxy and confirm by clicking the Update button
Use system proxy confiuration	the user can select this option to use the system proxy configuration and confirm by clicking the <b>Update</b> button
Use custom proty configuration	the user can select this option to use a specific proxy configuration, enter the proxy details through the following form and confirm by clicking the Update button          Don't use a proy       Use system proy configuration         Proy address                 Port       0         Use default oredential       User         User

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## Log settings

The *Log settings* allows to open the log file by clicking the specific button and display the following details:

<u> </u>	olumb	us.client	.log - No	otepad									-		$\times$
File	Edit	Format	View	Help											
2018	8-07-3	31 14:	21:47	,119	[1]	INFO	MAK.Shared.Co	re.Infr	astructur	e.Logging	.Log4Net	Utils+L	oggingL	evelCo	mp
2018	8-07-3	31 14:	21:47	,147	[1]	INFO	MAK.Shared.Co	re.Infr	astructur	e.Logging	g.Log4Net	Utils+L	oggingL	evelCo	mp
							MAK.Shared.Co								
2018	8-07-3	31 14:	33:59	,372	[32]	WARN	MAK.Shared.Co	ore.Inf	rastructu	re.Loggir	ng.Log4Ne	Adapte	r - Can	not re	ас
2018	8-07-3	31 14:	34:54	,534	[1]	INFO	MAK.Shared.Co	re.Infr	astructur	e.Logging	g.Log4Net	Utils+L	oggingL	evelCo	mp
2018	8-07-3	31 14:	34:54	,561	[1]	INFO	MAK.Shared.Co	re.Infr	astructur	e.Logging	.Log4Net	:Utils+L	oggingL	evelCo	mp
2018	8-07-3	31 14:	34:54	,564	[1]	INFO	MAK.Shared.Co	re.Infr	astructur	e.Logging	g.Log4Net	Utils+L	oggingL	evelCo	mp
							MAK.Shared.Co								
							MAK.Shared.Co								
							MAK.Shared.Co								
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							MAK.Shared.Co								
							MAK.Shared.Co								
							MAK.Shared.Co								
							MAK.Shared.Co								
							MAK.Shared.Co								
2018	8-08-6	01 11:	52:25	,415	[5]	WARN	MAK.Shared.Co	re.Infr	astructur	e.Logging	g.Log4Net	Adapter	- Cann	ot rea	ch
c															>

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### **Screen settings**

The Screen settings allows to set the screen resolution

Screen settings	
Program elements scale	100% *

#### by clicking the down arrow it's possible to select a percentage from the dropdown list:

Auto
50%
75%
125%
150%
100%

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# **Privacy statement**

Clicking the privacy statement tab opens the link to Columbus privacy policy statement. Created with the Personal Edition of HelpNDoc: Easily create Web Help sites

## About

the tab displays the following screen where it's possible to consult Third-party software acknowledgements, Terms of use and Help

	general	resources	licenses	other settings	privacy statement	about	
ľ							
l							
l	2-1						
l	<b>B</b>						
l	colu	Imbu	SDOC				
l	PERSON	AL SEARCH E	INGINE				
l	(C) 2017-2	018 Columbus	Terl				
l	1.10.0-rc0		1 511				
l							
l							
l	Third or						
l	inira-pa	rty software a	icknowledg	ements			
l	Terms of	use					
l	Help						
l	·						
l							

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# **Feedback**



available from the top bar of the homepage, allows to send a feedback (problem or a suggestion)

The user can move the mouse over such icon to display the following options:

-	send feedback
:Eq	start up the recording session

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## Send feedback

To send a feedback to the support team the user can select this icon 🙂 to display the User feedback form with the following fields:

User feedback	<b>^</b>
Problem Suggestion	
User name	
columbusdoc01@gmail.com	
Email address	
columbusdoc01@gmail.com	
Subject	
Message	
Send recorded session Check content	
Send Cancel	÷

- Problem/Suggestion: depending on what kind of feedback;
- User name: automatically valued by the system;
- Email address: automatically valued by the system;
- · Subject: enter the subject of the problem/suggestion
- Message: description of the problem/suggestion •
- select recorded section: check this box to attach a recorded session (this field is visible only when a session has been previously recorded)

#### on the bottom the following actions are available:

Send	to send the feedback after completing the form
Cancel	to close the form without sending the message and go back to the previous screen

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## **Start session recording**

To record a session of work (useful to capture an error or any other matter) the user can click this icon

the feedback icon starts rotating it to show the system is recording the session;

to stop recording the user can click this button

the following button 😐 is now enabled to open and see the session recorded.

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