

HOW TO download and install TopoiBox

For desktop computers (Windows, Mac OS X):

1. Download the software „Liferay Sync“ from the Topoi Intranet (<https://community.topoi.org/group/community/download> - folder: Liferay Sync App).
2. Install the software by double clicking on the downloaded file and following the instructions.
3. Open the software „Liferay Sync“. Now the configuration page appears (Abb. 1).
4. Log in with the same credentials you use to log in the Community-Website. Enter <https://community.topoi.org> as server address. If you are not a registered user of the TOPOI Community Website please contact the FORUM Spatial Data team (<https://community.topoi.org/web/forum-sda/contact>).
5. On the next window you see all folders you have access to (Abb. 2). Choose the folder or folders you want to synchronize. By clicking the arrow next to „Place“ (Abb. 3) you can define the location on your Computer where the files will be saved.

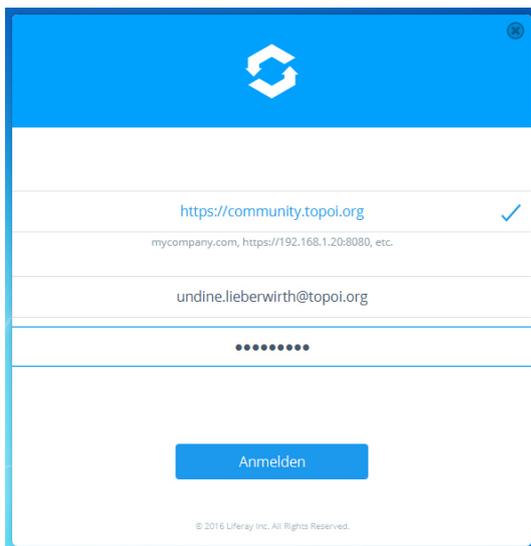


Figure 1

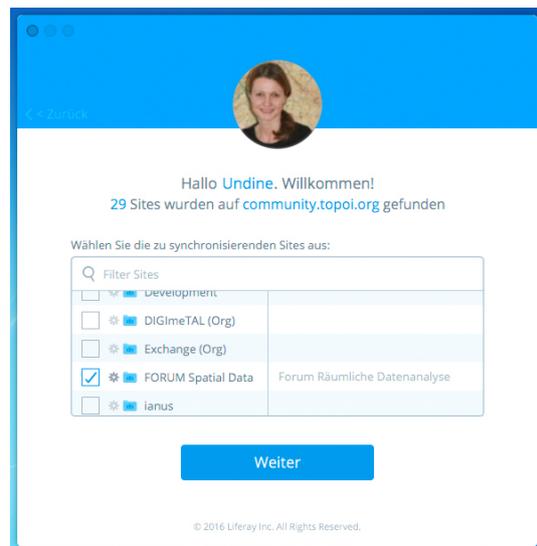


Figure 2

6. Follow the instructions given by Liferay. Depending on the size of the folders the first synchronization might take a while.
7. After successfully synchronizing you can access the folders directly with the Explorer (Abb. 4). Place your documents there and they will automatically be synchronized. During this process the files and folders will be marked with a blue symbol. When the symbol changes from blue to green the synchronization is finished and the file is accessible for all other users of this folder.

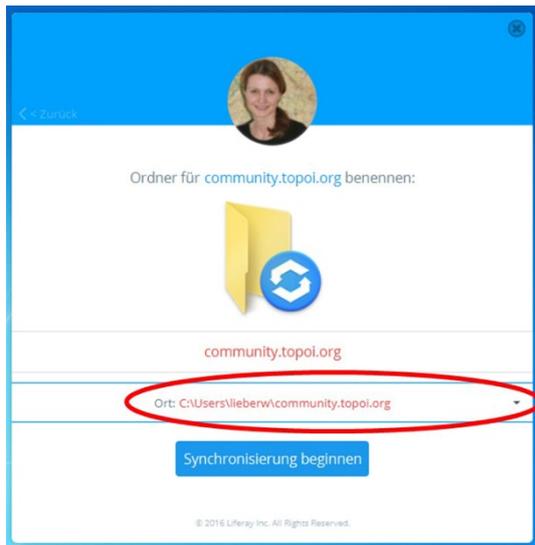


Figure 3

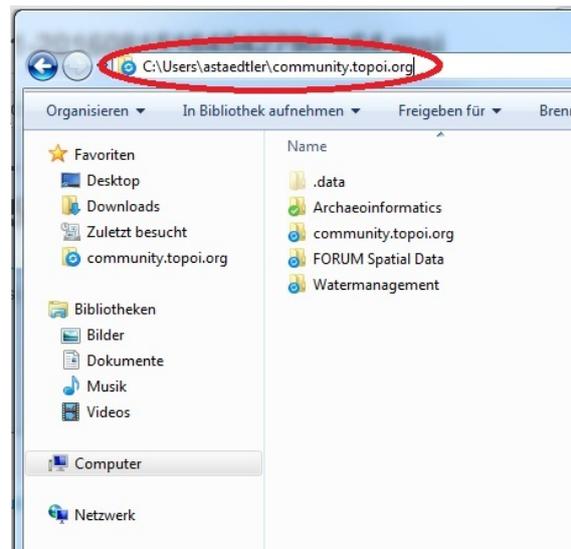


Figure 4

8. The access rights of the documents are inherited by the containing folders. If you need any adjustments concerning rights, please contact the FORUM Spatial Data team. (<http://community.topoi.org/web/forum-sda/contact>).

For Smartphone (Android, iOS):

1. Download and install the “Liveray Sync” app from Google Play Store (if you use Android device) or Apple Store (if you use Apple device).
2. Open the app and you will be automatically guided through the configuration. Use <https://community.topoi.org> as server address and the same username and password you use to log in to the TOPOI community website.
3. Finished! If your accounts synchronizes without problems you can now access your files with your mobile device.

Please enjoy the new TopoiBox!

Your FORUM Spatial Data team (<https://community.topoi.org/web/forum-sda/contact>)