

User Guide for Mindjet Connect Action

prepared for

**Long-Term Recovery Committee
and Rebuild Joplin**

[Logos used by permission]



developed by

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Mindjet Connect Action

Introduction

Mindjet Connect Action is a project management resource that helps an organization manage projects, tasks, and people. The program is designed to allow all members of an organization to communicate quickly and easily with each other. Mindjet Connect Action has the ability to keep track of almost anything related to an organization's project.

Mindjet Connect Action gives an organization the ability to assemble a project team in the program's system. Managers or project leaders can assign tasks to their project members. They can also keep track of the progress of both an individual task and the entire project. Managers or project leaders are able to assign due dates to tasks so project members can keep track of when a specific task must be completed. Based on due dates and the amount of progress completed on a task, Mindjet Connect Action will give each task a priority score which will help employees manage their time.

Members can update the progress of their assigned tasks. They can also communicate with other members of a project to get questions answered or schedule meetings. When a project member completes a task, they can mark that task as "finished" so that other project members know what has been completed and what needs to be completed. Mindjet Connect Action has the ability to provide notifications to project members when there is a change or update to a project or task so they always have the latest information on the project.

Mindjet Connect Action offers an easy way to keep track of projects and tasks within an organization or group. With some help from Mindjet Connect Action, projects should run smoothly and finish on schedule.

Disclaimer

Our guide was created based on the April 2012 version of Mindjet Connect Action. Because of programmer additions, Mindjet Connect Action will likely change over time.

Create account for an individual

Each individual needing access to Mindjet Connect Action will have to create an account with Mindjet. Your account will provide you access to the many capabilities of this project management system. You will be able to create projects and tasks for your organization, keep track of those tasks, and effectively communicate with other project members.

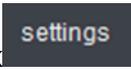
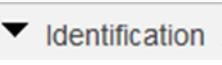
To create an account

1. Open your web browser and navigate to <http://www.cohuman.com/home>.
2. In the navigation bar, click **signup**.
3. In the **Sign Up** dialog box, in the **EMAIL ADDRESS** text box, type the email address you would like to use for this system.
4. In the **FULL NAME (OPTIONAL)** text box, you can choose to type in your name or leave it blank.
5. In the **PASSWORD** text box, type the password you would like to use when you login to Mindjet in the future.
6. Click **Sign Up**.

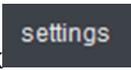
Change your account settings

Associated with every account are certain specifications. These specifications allow you to customize your account based on the changes which may occur. Account settings allow you to change your password, add another email address to the account, add or change your profile picture, change the display of time and date, and integrate the account with a Google account.

To change your password

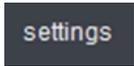
1. Click the **settings** link . The settings options appear on your task panel.
2. Click the arrow next to **Identification**  to activate the dropdown box.
3. In the **password** textbox, type your new password.
4. Click **save**.

To add another email address to your account

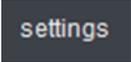
2. Click the **settings** link . The settings options appear in your task panel.

3. Click the arrow next to **email** to activate the dropdown box.
4. In the empty textbox, type your second email address.
5. Click **save** .
6. Log in to your second email address, find the email from **Mindjet Connect Action**, and click the link to verify the linking **Mindjet Connect Action** to your email account.

To add or change your profile picture

1. Click the **settings** link . The settings options appear on your task panel.
2. Click the arrow next to **picture** to activate the dropdown box.
3. Click the **change** button. An **Update Picture** window appears.
4. Click **Browse** and locate the picture from your computer.
5. Locate the picture on your computer, select the picture, and then click the **Open** button.
6. Click the **upload** button on the **Update Picture** window.
7. Crop your picture to the desired size.
8. Click **save**.

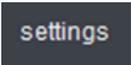
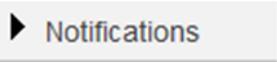
To change the date and time

1. Click the **settings** link . The settings options appear on your task panel.
2. Click the arrow next to **Date and Time** to activate the dropdown box.
3. Select the correct **Preferred Date Format**.
4. Choose an option from the dropdown box under **Time Zone**.
5. Click **save** .

Change your email notifications

Mindjet Connect Action will send you frequent emails about the status of your projects and tasks. You can customize how frequently these emails are sent and which projects the emails will address. This will allow you to supervise the projects and remain apprised of task status without filling your inbox.

To change your email notification settings

1. Click the **settings** link . The settings options appears on your task panel.
2. Click the arrow next to **notifications**  to activate the dropdown box.
3. Select **Low**, **Medium**, or **High** depending upon the frequency you wish to receive email notifications from Mindjet Connect Action.
4. Select or deselect based upon your preferences if you will be emailed a daily reminder of your top tasks and/or if you will be emailed the day your tasks are due.
5. Click **save** .

Add and delete list Connections

In order for a user to be able to access task information, they must be added as a Connection to a task. Usually, Connections will be added to a task when it is created; however, there may be times when a Connection may need to be added or deleted from a task depending on the circumstances. Make sure you really want to add or delete a Connection before doing so because adding a Connection gives them access to the information of a task and deleting them removes their access.

To add Connections to Connection list

1. Click the add Connections button.



2. Click in the **Invite by Email** box.
3. Enter an email address of the person you would like to add to your Connection list or invite to become a user of Mindjet Connect Action.

Note: You can add multiple people to your Connection list by separating email addresses with commas or by putting email addresses on separate lines.

4. Once you have entered all of the email addresses of the desired Connections, click **invite**.

Note: A box confirming the addition of new Connections appears.

5. In the confirmation box, you may click the **invite more** button to invite more people to become a Connection or to become a user of Mindjet Connect Action. You may also click the **done** button if you are finished adding members to your Connection list.

To delete a Connection from your Connection list

1. In the left navigation links, click



The **Connections** panel appears.

2. In the **Connections** panel, click the **Remove this Connection** button  beside the name of the person you intend to remove. A confirmation dialog box appears.
3. In the confirmation dialog box, click **remove**.

You have now deleted the Connection from your Connections list. You may re-invite a Connection at any time through the "add a Connection" process.

Create a new project

You can create projects with Mindjet Connect Action. Projects are made up of several tasks that your organization wants to complete. You can create a project and fill it with several tasks that need to be completed prior to the project itself being completed. Creating projects allows for a better system of tracking how the project is being handled and is moving forward.

To create a new project

1. Click the **Create a new project** button



An untitled project panel appears.



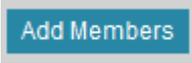
2. Select **Untitled Project** in the **Project Name** text box.
3. Type the desired project name in the box and press Enter.

Add and delete project Members

In order for a user to be able to access project information, you must add them as a Member to a particular project. Usually, Members are added to a project when it is created; however, there may be times when a Member needs to be added or deleted from a project depending on the circumstances. Make sure you really want to add or delete a Member before doing so because adding a Member gives them access to the information of a project and deleting them removes their access.

To add a Member to a project

1. In the **PROJECTS** list, click the project you wish to add a Member to.
2. In the project panel, click **Add Members**.

A rectangular button with a blue gradient background and the text "Add Members" in white, centered on the button.

3. In the **Add Members to [project name]** box, do one of the following:
 - In the **Narrow the list of users** box, type the name you wish to add.
 - In the **From your Connections** list, select the user you wish to add.
 - In the **By email** box, type the email of the user you wish to add.
4. Click **add**.

The user you added is added to the project.

To delete a Member from a project

1. In the project panel, click the **members** tab.
2. Next to the user you wish to delete, click the delete button  .

The Member is deleted from the project.

Edit a Project

Mindjet Connect Action allows you to edit a project in a number of ways. You can upload a project picture to help distinguish between projects and set a tone for the project. You also have the option to lock Members of a project from adding other Members to the project. Locking Members keeps supervisors in control of a project. When a project is complete you can mark that project as finished. If you have set up a project in a format that you would like to use again, you can create a template. Creating a template allows you to set up projects quickly in a format you are familiar with. Editing a project in these ways can help customize and organize a project.

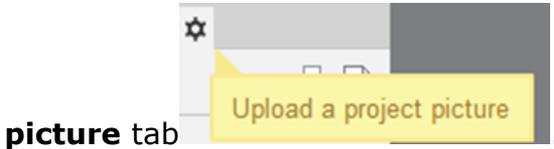
To lock project members from adding new members to a project

1. In the navigation links, click the project you wish to lock to prevent current Members from adding new Members.
2. In the project panel, click **More actions** and click **Lock members**

You have now prevented current Members of a project from adding new Members to that project. Only the project manager can now add new Members to a project. To reverse this action, follow the same steps and click on **Unlock members**.

To upload a project picture

1. In the project panel, click the **Upload a project**



2. Click **Change**.
3. Click **Browse**.
4. In the **Choose File to Upload** dialog box, navigate to your preferred image file.
Note: In the **File name** dialog box, you can also type your preferred image file name
5. Click **Open**.
6. Click **upload**.
7. In the **Update Picture** dialog box, crop your picture if you so choose.
8. Click **save**.

To create a template

1. In the navigation links, click the project you wish to create a template from.
2. In the project panel, click **More actions** and click **Create Template**.
3. In the **Template name** box, enter the desired name of the template you are creating.
4. In the **Create Template** dialog box, select the options you wish to be a part of your template.
5. Click **Create Template**.

You have now created a template to use for other projects. You can access your templates by clicking **PROJECTS** in the left navigation links.

To make a post to the project Members

Posts are comments used to broadcast to the entire team. This is a tab located within the project box between **tasks** and **calendar**. Click in the text box and write the message.



1. Click the **posts** tab .
2. Type your post in the box.
3. Click **Post**.

The comment will then be posted on the main wall of the project, and all Members will be able to see it and respond.

To finish a project

1. In the navigation links, click the project you wish to designate as finished.
2. In the project panel, click the **More actions**

button  and click **Finish Project**.

You have now designated a project as finished. The project is removed from the navigation links. You can view your finished projects by clicking **more** on the navigation links under **PROJECTS**.

Create a new task for your project

Each project will probably have more than one task for the Members to accomplish before the project can be completed. You are able to break down the project into manageable tasks to ensure the Members know their responsibilities with regard to each project and task.

To create a new task within a project

1. In the **Create a New Task** text box, type your task title.
2. Click **Create a new task**  button.
3. The task appears as active in the project panel.

Note: You can create a task for yourself or someone else by clicking the **Create a New Task** text box located above the panels. These tasks will be unconnected to a project and will appear in your personal task panel.

Add and delete task Members

In order for a user to be able to access task information, you must add them as a Member to a task. Usually, Members are added to a task when it is created; however, there may be times when a Member needs to be added or deleted from a task depending on the circumstances. Make sure you really want to add or delete a Member before doing so because adding a Member gives them access to the information of a task and deleting them removes their access.

To add a Member to a task

1. In the **PROJECTS** list, click the project containing the task you wish to add Members to.
2. In the project panel, click the **tasks** tab.
3. In the **tasks** tab, click the task you wish to add a Member to.
4. In the task box, click the **Assign** button, do one of the following:
 - In the **Narrow the list of users** box, type the name of the user you wish to add.
 - In the Members list, click the name of the Member you wish to add.

To delete a Member from a task

1. In the **PROJECTS** list, click the project containing the task you wish to delete a Member from.
2. In the project panel, click the **tasks** tab.

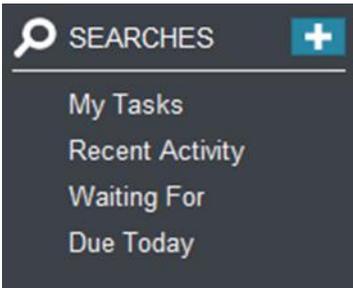
3. In the **tasks** tab, click the task you wish to delete a Member from.
4. In the task box, in the **Followers** list, point to the name of the Member you wish to delete, and then click the delete button  .

The Member is removed from the task.

Note: The name of the deleted Member remains in the **ASSIGNED TO** box but is actually no longer connected to the task.

Search for an existing task

During the course of working with Mindjet Connect Action tasks may not appear on the home panels. You may need to search for past projects or tasks. Through the search function you are able to search for tasks assigned to you, tasks you have assigned, tasks you are following, and tasks due today. This will allow you to make sure tasks are completed in a timely manner and information is not lost.



To search for tasks assigned to you

- Click the **My Tasks** link. A panel with your name on it appears.

To search for tasks you have assigned

- Click the **Waiting For** link. A panel titled **Tasks I am waiting for** appears.

To search for tasks you are following

- Click the **Recent Activity** link. A panel titled **Recent Activity** appears.

To search for tasks due today

- Click the **Due Today** link. A panel titled **Tasks due on** the date of today appears.

Track your time spent on a task

Whether you are a paid employee or a volunteer, your time is important. Mindjet Connect Action allows you to estimate how long it will take you to complete an assigned task and then input the actual time spent for the completion. Being able to track your time will help you form better estimates of your time in the future. It can also help project managers see how busy each person is and distribute tasks based on work load.

To track your time spent on a task

1. Click the task you wish to track your time.
2. In the Task Panel, click **time** tab.
3. In the **Time Estimate** box, type the number of hours you estimate your task will take you to complete.
4. After you have completed the task or as you spend time on the task, in the **Actual Time** box, type in the amount of time you have spent completing the task.
5. When you click away from the **time**, tab your information will automatically save in Mindjet Connect Action.

Block tasks from completion before other tasks

There may be instances when there is something that must be completed before another task can start or finish. Mindjet Connect Action has the ability to block tasks from being finished before other tasks. This is important so that certain things do not get missed in a big project.

To block tasks from completion before other tasks

1. Click the task you wish to place a block on.
2. In the Task Panel, click the **blocking** tab.
3. In the **Search for tasks or people** search box, type in the name of the task you wish to block the current task with. In other words, type in the task you wish to be completed before the current task can be finished. Results from your search appear below the search box.

Note: The search box says you can search for people; however, this feature does not work as indicated. You may only search for the task name.

4. Click the task you wish to be completed before the current task and your block will be in place.

5. If the task you are looking for has not been created or cannot be found, you may click



Create task to create a new task to use for blocking.

Add and delete a follower on a task

Followers are people you are on a task with. Assigning followers and keeping track of who is working with you on a task is an important task management tool. Mindjet Connect Action allows you to assign Followers to tasks so that those people get updates on how the task is progressing.

To add a follower to a task

1. Click the task you wish to add a follower to.

Your Task Panel opens.

2. Click the Add Followers  button.

Note: You can then search from the list of Connections and click on that person's name to create/add them as a Follower on the task.

To delete a follower from a task

1. Place your cursor over the Follower you wish to delete.
2. Click .

Create a target date for task completion

There are some tasks that must be completed by a certain date. For these instances, Mindjet Connect Action enables you to record that date in the system.

To create a target date for task completion

1. Click on the task you wish to assign a target date to.

Your Task Panel opens.

2. Click in the **TARGET DATE** text box.
3. Select the target date by clicking on the calendar that pops up or you type in the date.

Note: You can lock the target date in place by clicking the **Lock this field** button . This allows only the person who created the task and placed the lock to change the target date.

Track your progress on a task

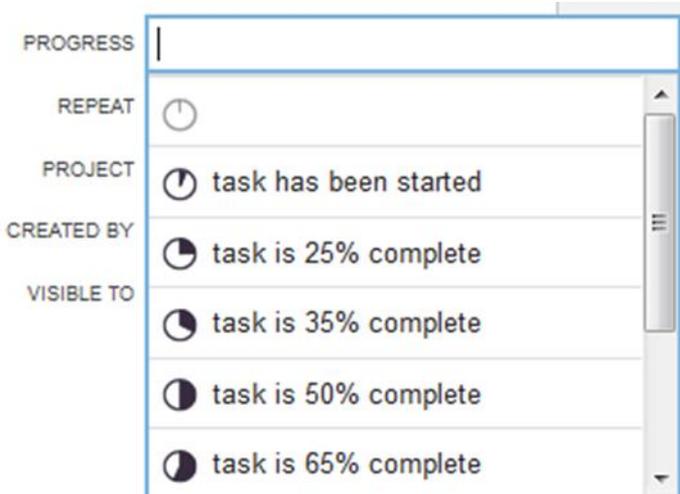
You can keep track of how far you've progressed on your task with a specific feature in Mindjet Connect Action. This feature provides completion percentages for you to choose from while you work on the task.

To track your progress on a task

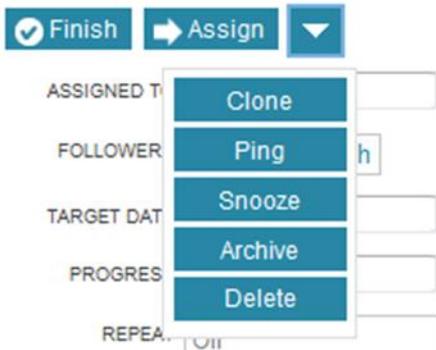
1. Click on the task you wish to track your progress on.

Your Task Panel opens.

2. Click in the **PROGRESS** box. A drop down menu appears with percentages of completion for you to choose from.



Click on the appropriate percentage you believe indicates how far your task is from being completed.



To clone a task

1. Select the active task you want to clone/duplicate.
2. Click the down arrow to right of **Assign**  .
3. Select **Clone**.

The task is now cloned as a new separate task

To set a task as snoozing

1. In the project panel, click the **active** arrow to activate the dropdown box.
2. Click a task name. A window with the task name will appear.
3. Click the **More actions** button under the task score.
4. Click the **Snooze** button. The task will be put on hold for one week.

To archive a task

1. In the project panel click the **active** arrow to activate the dropdown box.
2. Click a task name. A window with the task name will appear.
3. Click the **More actions** button under the task score.
4. Click the **Archive** button. The task will be closed without finishing it.

Increase a task's priority score

You can temporarily increase the priority score of a task through "pinging" a task. Pinging a task elevates a task score by one point and sends a notification through email to the member assigned that task. The Member assigned the pinged task can also see the increased priority score of that task on the Mindjet Connect Action interface. Note that you can only ping a task you have assigned to someone else.

To increase a task's priority score

1. In the left navigation links, click on the project that contains the task you wish to "ping."
2. In the manage project dialog panel, click on the task you wish to "ping."
3. In the manage task dialog panel, click the **More actions** button and then click **Ping**.

You have now increased the priority score of that task by one point.

Finish and Restart a Task

Finishing a task will cross out and check off a task and then put it in the **Finished** drop menu. Doing this will send a notification to all of the followers the task has been finished. However, even after a task is finished, it can be restarted and then finished again.

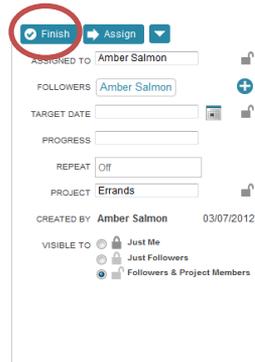
To finish a task

1. Click the task you wish to finish.

The manage task dialog panel appears.

2. Click **Finish**.

The task appears in the finished tasks drop down menu.



To restart a task

1. Click on a finished task in the **Finished** drop down menu. The manage task dialog panel will appear.
2. Click **Restart**.

Attach files to tasks

To further customize tasks, you can attach files. This would help you attach documents important to the task directly to the task as well as keep track of said important documents.

To attach a file to a task using files on your computer

1. In the project panel, click the task you wish to attach a file to.
2. Click associated files button  .
3. Click **Add files**.
4. In the **File name** box, type in the name of your file.

Note: Or you can navigate to the location of your file.

5. Click **Open**.

To add a description to a file

1. Click **Add a description**.
2. Type in your description.

Delete files from tasks

If you no longer need certain files attached to your tasks, you can remove them with just as much ease as attaching them. However, make sure you have a back-up copy somewhere in case you need to use the document again because deleted files cannot be retrieved within the program.

To delete files from a task

1. In the project panel, click the task you wish to delete.
2. Click associated files button .
3. Click **Delete this file** button . The delete file dialog box will appear.
4. Click **delete**.

Note: You can also delete files via the project box by clicking associated files button  and clicking **Delete this file** button .

Use the Yay! Exclamation

This is used as a reward system for connections and members. This tells them that you like something they have done.

To use a Yay! exclamation

1. In the **Recent Activity** panel, the **Yay!** will be beside an action.



2. Hover over it with the mouse to activate the **Yay!** Function.
3. Click it to use the **Yay!** function .
4. A **Yay!** is sent to that person.

Use the calendar

The calendar feature allows users to view the target date of individual tasks. The calendar displays only one week at a time, but it is easy to navigate to previous or future weeks in order to see what has happened or what is scheduled to happen. The calendar allows users direct access to scheduled tasks, but a task must be opened in order to change the target date.

To navigate through the calendar

1. In the user profile panel, click the **calendar** tab to view the events for the current week.
2. Click the right arrow button  to navigate forward one week or the left arrow button  to navigate back one week until to the desired date appears.

To change the target date of a task from the calendar

1. In the user profile panel, click the **calendar** tab to view the events for the current week.
2. Click the right arrow button  to navigate forward one week or the left arrow button  to navigate back one week until to the date of the task to be changed appears.
3. Click the task to be edited. The task panel appears.

4. Click the calendar button . The calendar appears.
5. If necessary, click the right arrow button  to navigate forward one month or the left arrow button  to navigate back one month until the desired date appears.
6. Click the day of the month desired. The new target date appears in the **Target Date** box.
7. Close the task panel.

The task appears under the new target date within the calendar.

Glossary

This Glossary provides definitions and descriptions for the technical terms, words and phrases found within the Mindjet Connect Action software and User Guide. The terms, words and phrases presented in this Glossary are representative of the definitions and descriptions which are necessary for the use of Mindjet Connect Action. This Glossary is not an exhaustive list of all terms, words and phrases found within the Mindjet Connect Action software or User Guide.

A

active tasks those "tasks" a "user" is currently "assigned" to and involved in; "tasks" which have been clicked on by the "owner"

actual owner another term for "owner"

add connections button the button that activates the function which adds "connections" to your Mindjet Connect Action network

add members button the button that activates the function which adds "members" to your Mindjet Connect Action network

archive an action the "owner" uses to close the "task" without finishing it in a "project"

archive button the button that activates the function that archives "tasks"

archived tasks “closed tasks” that have not been finished in the “project”

assign button the button that activates the function which assigns a particular task to a user or email address

assign(ed) those “tasks” an individual is currently involved with in a “project”

assigned to the “user” who is responsible for a “task”

assigned to box the box that permits you to “assign” the “user” who is responsible for a “task”

attachments files which have been attached to “tasks” on the “project”

B

blocking a function that indicates “tasks” which should be “finished” before another particular “task”

browse button the button that activates the function that permits you to browse information on your computer and in your Mindjet Connect Action account

C

calendar contains all the “tasks” in a “project” due in a week

calendar button the button that activates the function that permits you to access the “calendar”

calendar tab the tab where all "tasks" within a "project" that have a "target date" appear

change button the button that activates the function that allows you to change information within the Mindjet Connect Action network

choose file button the button that activates the function that allows you to select a file

clone an action that duplicates a "task" in a "project"

closed tasks those "tasks" that have been deleted but not "finished"

comment(s) a user's commentary on a "task" within a "project"

comment button the button that activates the function that allows a "comment" to be added to a "task"

connection(s) the individual(s) or "users" within your Mindjet Connect Action "network"; people you use Mindjet Connect Action with

connections list the list of all of the individuals or "users" within your Mindjet Connect Action "network"

created by the name of the "user" who originally created the "task"

created by date the date the "task" was created

creator the "user" who formulated the "task" or "project"

D

delete a function which removes a particular "task"

delete button the button that activates the function that allows you to "delete" a particular "task"

done button the button that activates the function that completes an action

due today link the link that activates the "due today panel"

due today panel a panel that allows a "user" to see all of the "tasks" with a "target day" of today

E

email allows a "user" to be identified by several email accounts

email notification preferences allows the "user" to specify what types of email messages the "user" will receive from Mindjet Connect Action in his/her email inbox

F

feedback allows a "user" to tell Mindjet Connect Action their thoughts on the Mindjet Connect Action product

files tab the tab where all of the files associated with the "project" are located

finish(ed) the act of completing a “task”

finish box the box that is used to indicate that a “task” is “finished”

finish button the button that activates the function that completes a “task” and sends notification to the “followers” of that particular “task” that it has been “finished”

finished tasks those “tasks” that have been completed and checked off from a “project”

follower(s) people you are on a “task” with; individuals or “users” who get notified once a “task” is updated in the “project”; similar to the carbon-copy function (CC:) in an email

followers list the list of all of the people you are on a “task” with in the Mindjet Connect Action network

from your connections list the list that enables you to select specific individuals from your “connections” on the Mindjet Connect Action network

G

H

help a resource for all “users” of Mindjet Connect Action

history all actions performed on a specific project’s “tasks”; all actions performed by a particular “user”

history tab everything that occurs or has occurred within the “project” is tracked in this tab

I

identification sets the publicly-visible name of a user’s Mindjet Connect Action account; sets the password for a user’s account on Mindjet Connect Action

identities connects a user’s Mindjet Connect Action account with their Google account

invite by email box the box that enables you to invite someone to the Mindjet Connect Action “network” via email

invite button the button that activates the function that invites someone to the Mindjet Connect Action “network”

invite more button the button that activates the function that allows you to invite more people to the Mindjet Connect Action “network”

invite people allows a “member” to connect to existing “users” through GMail by Google or to invite new “users” by entering individuals’ email addresses separated by commas or new lines

J

K

L

left navigation link the set of navigation links located on the left side of the Mindjet Connect Action screen which navigate you through the Mindjet Connect Action “network”

logo button the button that activates the function that reloads the user’s page with the “user’s panel” and the “recent activity panel” open

logout button the button that activates the function that allows a “user” to exit Mindjet Connect Action

M

magnifying glass icon  the icon that activates the function that allows a “user” to search for “tasks” or people in the Mindjet Connect Action “network”

member(s) people you are on a “project” with; individual(s) in your “project” within your Mindjet Connect Action “network”

members tab the tab that contains the list of “members” within your Mindjet Connect Action “network”

my tasks link the link activates your list of “tasks” within the Mindjet Connect Action “network”

my tasks panel the panel that opens up the “personal panel,” including the list of “tasks” “assigned to” a “user” on the project

N

narrow the list of users box the box that enables you to narrow the list of “users” within your Mindjet Connect Action “network”

network the group consisting of a user’s “connections” within Mindjet Connect Action

notifications allows the “user” to specify what types of email messages the “user” will receive from Mindjet Connect Action in the user’s email inbox; see also “email notification preferences”

O

open button the button that activates the function that opens something within Mindjet Connect Action

other people tab the tab which permits you to access other individuals

owner the individual who created an account with Mindjet Connect Action

P

panel owner the “owner” of a specific “panel” within Mindjet Connect Action

password the characters a “user” assigns to their Mindjet Connect Action account which allows them access into the software

personal task panel the panel which allows access to your personal “tasks”

picture a personal picture of the “user” which can be used to customize and personalize the user’s Mindjet Connect Action account; sets the “user” image; clicking on the picture will also open the user’s “personal task panel”

ping allows a “task score” to be temporarily increased and sends a notification to the “owner” that the “user” is still interested in that task

plus icon an icon which allows a “user” to create a task for themselves or someone else

posts items that are broadcasted to the entire team on a “project”

posts tab a tab which allows a message to be posted to the entire “project” team

preferred date format a function used to change the date, time and time zone on your Mindjet Connect Action account

printer icon  an icon which permits a “user” to print material from Mindjet Connect Action

priority the level of importance “assigned to” a “task”

private the default setting for a user’s “task”; for your eyes only

private project the name of the project Mindjet Connect Action defaults all tasks to

profile panel the panel which allows you access to your Mindjet Connect Action profile information

progress tab a tab which shows the current status of an individual "task" within a "project"

project a list of "tasks" shared by one or more individuals

project box the box which contains the list of "tasks" shared by one or more individuals

project list the list which contains the "tasks" shared by one or more individuals

project members those individuals associated with a particular "project" within Mindjet Connect Action

project panel the panel which allows all "tasks" and files for a specific "project" to be viewed

project tab the tab which lists the name of the "project" the task is located in

project visibility a feature of Mindjet Connect Action that makes the "project list" searchable and visible to the entire internet

proposed tasks "tasks" which have not been opened by the "user" yet

Q

R

recent activity link a link which allows you access to your "recent activity panel"

recent activity panel a panel that shows what is happening with "tasks" a "user" follows or owns

repeat tab designates how often a “task” should repeat in a “project”; a “user” can add a target date to a “task” to enable recurrence for the “task”

S

save button the button that activates the function which maintains any changes made to Mindjet Connect Action

search a tool used to look for information within Mindjet Connect Action

settings (settings link) the tool a “user” can use to customize their experience on Mindjet Connect Action, including reset their name, password, upload a photo, or adjust email notifications; launches the “user panel” with the settings tab open

settings tab the tab that contains the sections in Mindjet Connect Action labeled “identification,” “identities,” “email,” “picture,” and “notifications”

show all project activity tab the tab located in the “recent activity” panel which controls the activity on tasks that are part of a user’s “projects” but ones which they are not following

show my activity tab the tab located in the “recent activity” panel which that controls the display of a “user’s” activity in the “Recent Activity Feed”

snooze(ing) an action taken by the “owner” which delays the “task” for up to one week

snooze button the button that activates the function that allows you to “snooze” a “task”

snoozed an action taken by the “owner” which delayed a “task”; see also “snoozing tasks”

snoozing tasks “tasks” the “owner” has delayed; the “task” will automatically re-open one week later after it has been “snoozed”

star icon  an icon which resets a name or password, uploads a photograph, or adjusts an “owner’s” email notifications

T

target date the date when a “task” should be completed or done

target date box the box that contains the “target date” information

task(s) all responsibilities on a “project”; “tasks” in a “project” can be seen by anyone on the “project” including “followers”; “tasks” without a “project” can be seen only by the “task’s” “followers”

task box the box that contains “tasks”

task panel the panel that lists the “tasks” “assigned to” a “user”

task score the number that Mindjet Connect Action assigns a specific task’s level of “priority”

tasks tab the tab that lists the “tasks”

template a model provided by Mindjet Connect Action that can be followed to create new projects within Mindjet Connect Action

time tracks time for a "task"

U

update picture the function that allows a "user" to update their picture in their Mindjet Connect Action account

upload button the button that activates the function that allows a "user" to upload a photograph for their Mindjet Connect Action account

upload a project picture tab the tab that allows a "user" to upload a project picture in Mindjet Connect Action

upload button the button that activates the function that uploads information into Mindjet Connect Action

user(s) an individual who has an existing account with Mindjet Connect Action

user history tab the tab where every action pertaining to the "user" is tracked by Mindjet Connect Action; only the "panel owner" can see their complete history in the "user history tab"; all other "users" are only permitted to view the history of "tasks" and activities to which they are connected

user list the list that shows the "users" within your Mindjet Connect Action "network"

user panel the panel assigned to a "user" within Mindjet Connect Action

user panel tasks tab the tab that allows you access into the "tasks" listed in your "user panel"

user profile panel the panel which allows you access into your "user" profile information on Mindjet Connect Action

V

visible to allows the "task" to be visible to only one individual, to the task's "followers", or by the "owner" and "followers"

W

waiting for link the link which allows you access into the "waiting for panel" on Mindjet Connect Action

waiting for panel a panel that shows all of the "tasks" a "user" is waiting for, including those "tasks" an individual has delegated to another "user" and those "tasks" a "user" has created which are owned by another "user"

X

Y

yay(s) a method used to give quick affirmations or positive feedback to another "user"

Z