centricminds®

OVERVIEW

CentricMinds Mobile App.
An Overview.

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About this document.

We are increasingly living and working in a mobile-first world. The workplace is filled with people armed with their own dedicated smart phones, with iOS and Android representing more than 95% of the mobile landscape worldwide.

It's a natural progression that organizations now want to provide and support an environment in which their people can securely access, view and share content, action scheduling tasks and communicate with other team members from their personal device.

This document provides an overview of the CentricMinds mobile app. Our dedicated iOS and Android apps connect your people to their CentricMinds environment from their mobile device. If you have a distributed workforce where people are located across different locations, then ensure everyone is on the same page using the CentricMinds dedicated app.

Overview

Tap to view, browse and post with your team.

Once your team have securely logged into the CentricMinds native app, they can browse your web-based Intranet environment, access and view documents, participate in discussions where they can like and comment on team member posts, browse the team directory where they can view team profiles and even action tasks.

App Functions.

The CentricMinds native app provides users with the following global navigation items.

Dashboard —————————————— Review notifications, read news and access quick links.

Pages —————————————— Browse the sitemap of your Intranet and access pages.

Resources —————————————— Access, view and share Documents from the app.

Discussions —————————————— Post comments and reply to team members.

Team Directory —————————————— Browse profiles of your team members.

Events —————————————— View team and organizational Events.

Tasks —————————————— Receive Tasks from team members and action from within the app.

News —————————————— View News articles and Internal Communications.

Settings —————————————— Personalize the app dashboard with your preferences.

App Security (for the geeks).

Secure communication between personal devices and the server via HTTPS

The CentricMinds native apps communicate with the CentricMinds Server via a RESTful web service. This communication is done via a secure HTTPS connection. The app may fall back to non-secure connection if no SSL connection is available. All access to the RESTful API requires a valid authentication token which is issued by the server to ensure that the request is correctly authenticated.

Authentication / Security

Upon successfully authenticating and logging into the app, a secure token is issued by the server. This token is then used for all subsequent requests to the REST API. The authentication tokens issued by the server can be cleared from the server which will in turn log users out of the app. All REST API endpoints require a valid authentication token, the only exception to this is the login endpoint that authenticates the user and issues the token. Accessing the REST API with an invalid authentication token will log the user out of the app. Documents accessed from within CentricMinds through the app also require valid authentication tokens before documents can be downloaded to the app for viewing by users.

What is stored on the device?

No text data that is retrieved from the REST API is stored on the device itself. All API data is retrieved every time the user loads a screen within the app. Images are cached locally within a secure sandbox within the app on the device for an indeterminate amount of time. This is in part based on available space on the user's device. Deleting the app from the device will remove any data stored internally within the sandbox environment of the app. Documents downloaded to iOS from CentricMinds are stored within the secure sandbox environment of the app. This is the same for images when they are previewed with the app. Native Office and Adobe documents downloaded to an Android device are unable to be previewed natively with the app and rely on third party applications to preview them. In order to facilitate this, they must be available on the devices shared external storage on the device. A single document for each file type is overwritten every time a document of the respective file type is previewed on an Android device.
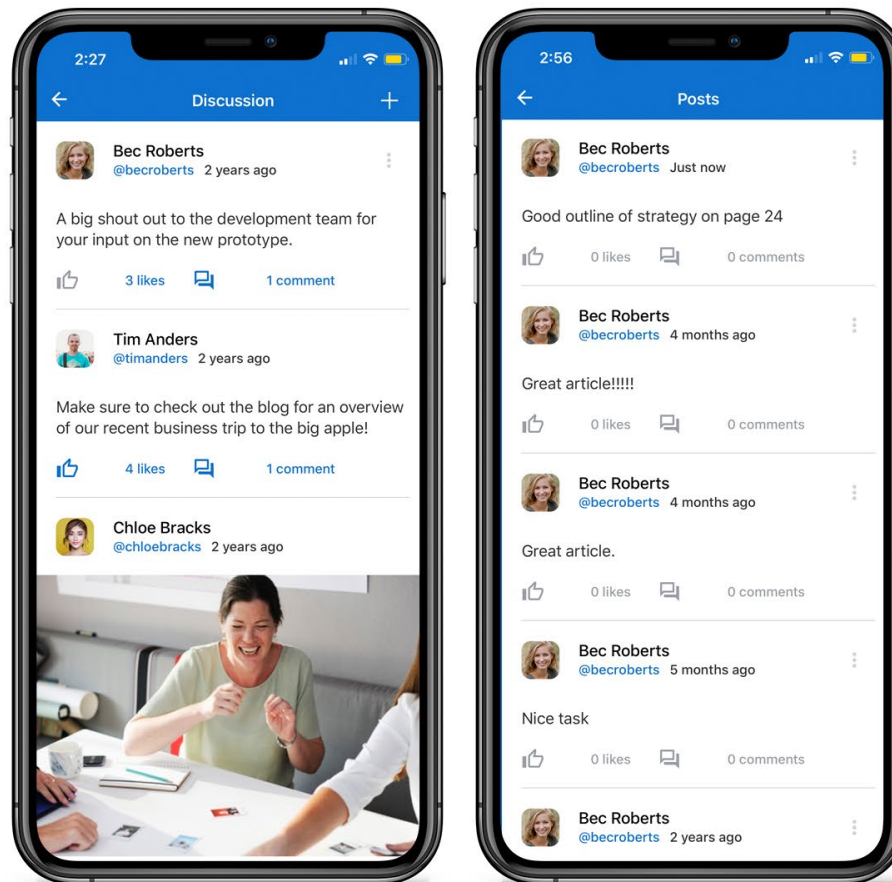
Collaboration

Engage with your team.

CentricMinds enables you to setup an unlimited number of public or secure discussion forums within your Intranet site. Team members with access to these forums can browse discussions, like and comment on posts and also post photos. Team members will receive push notifications when other users tap to like and comment on their posts.

Task & Scheduling Management.

Create and manage individual or group tasks, and have them distributed to team members for access and action directly from within the app. Users receive push notifications when new tasks are created. They can tap and view the tasks, and then action them accordingly. Users can also provide feedback on tasks which are published within the Task Management dashboard of CentricMinds.
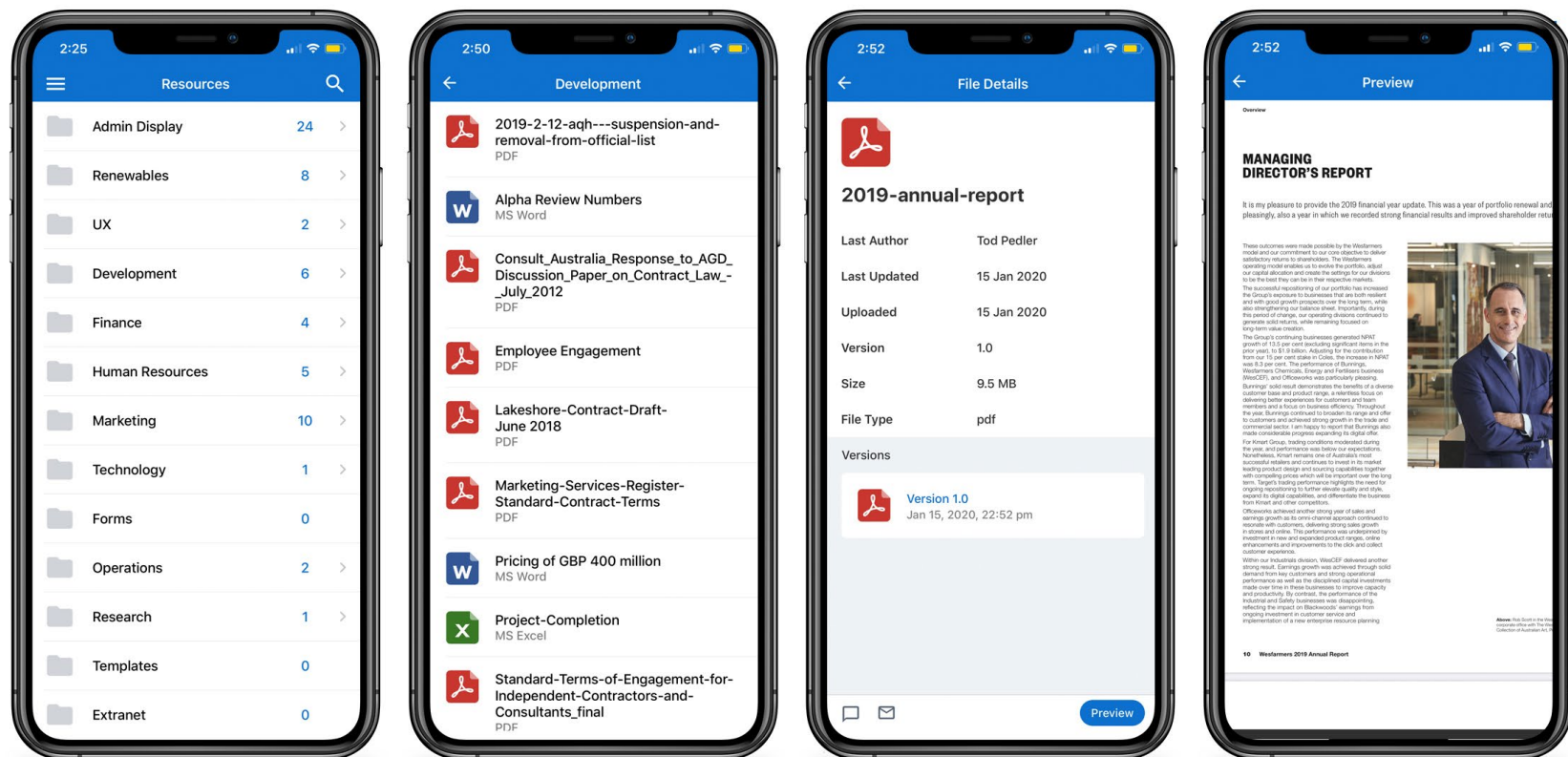
Document Management

Accessing documents on the go.

Have you found yourself in a meeting, wishing you had a copy of that document handy? What about when you're out of the office and a customer or colleague asks you about something you know, but you don't have the document with you. Open your phone, browse or search for the document and access it with a few taps. Users can view documents (natively on iOS, and via a 3rd party document viewer on Android), comment on documents, share documents and access different versions of documents.
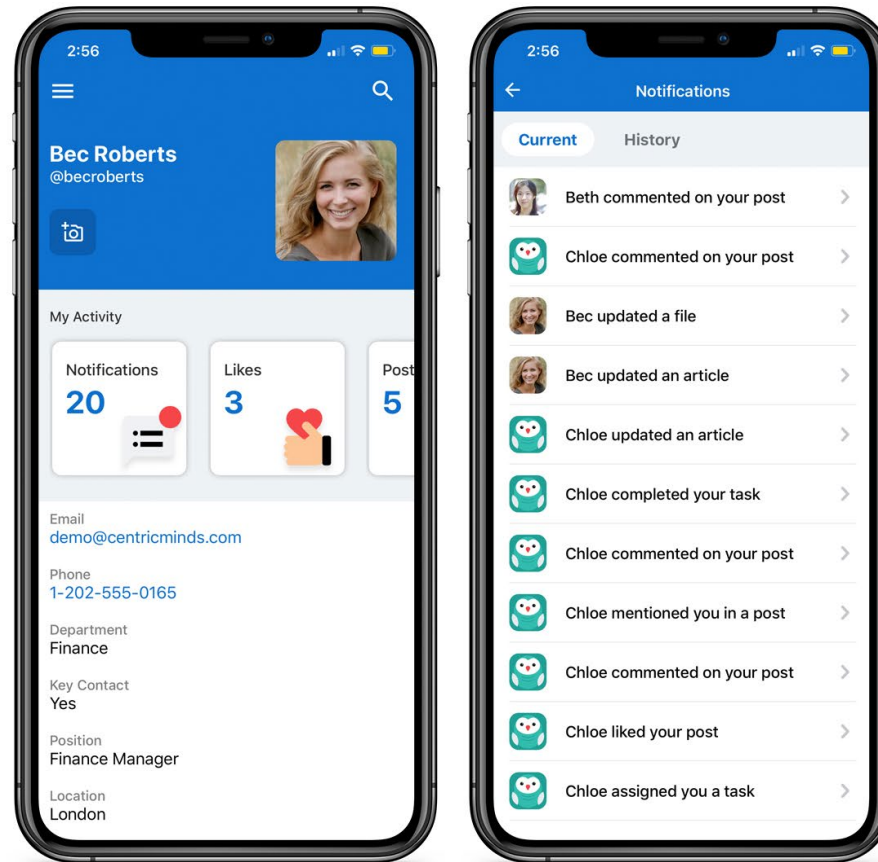
CentricMinds Mobile App

User Profiles

Get to know your team.

Tapping on a user profile within the CentricMinds native app will display the user's profile page. You can view what they've posted, and access their key information including their contact phone number, email addresss and even the ability to send them a push notification from within the app.

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