

Sharing a Concept Map from the Main Menu

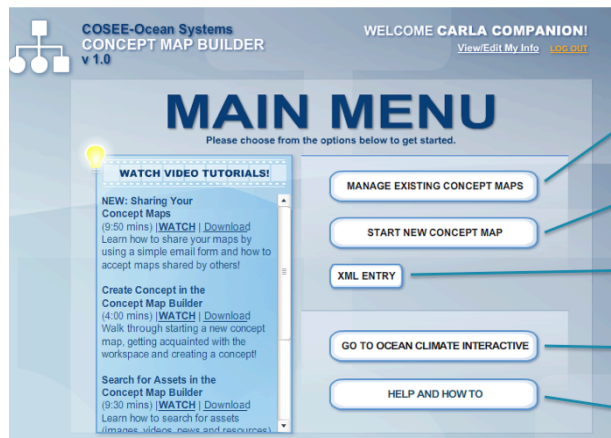
To use the CMB, you must be registered with COSEE-Ocean Systems. To login, go to <http://cosee.umaine.edu/cfuser/cmb> and enter your username and password.

Logging in brings you to the **Concept Map Builder Main Menu**:

To share a concept map you have created:

- Click "Manage Existing Concept Maps"

Clicking this button will take you to your **Concept Map List**. Your **concept map list** contains a list of maps you've created, along with any that have been shared with you by another user.



Brings you to a list of your existing concept maps

Brings you to a blank concept map

Used for manually fixing concept maps

Brings you to the Ocean Climate Interactive

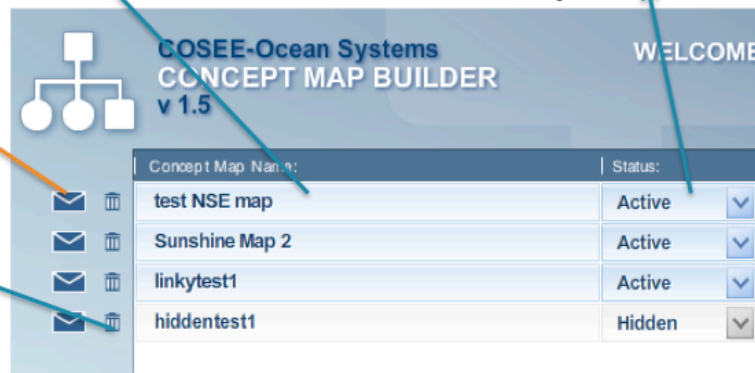
Link to tutorials

To open a map in the Concept Map Builder (CMB) workspace, click on the map name.

Map status: Map can be either Active or Hidden. **Active maps** (blue) can be viewed with the COSEE-OS Ocean-Climate Interactive tool. **Hidden maps** (gray) are used to keep drafts of the maps you are working on and are not available to the public.

Share: To share a map with other CMB users, click on the envelope icon to open a simple mailing window.

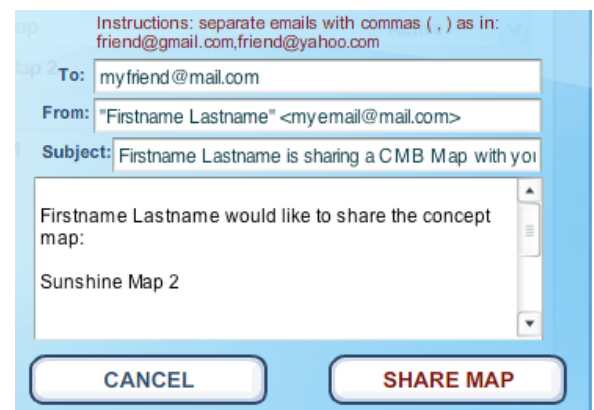
Delete: click on the trash can located to the left of the map name to delete it.



- Click on the envelope icon next to the map you would like to share.
- Add the user's email address in the To: box (separate multiple email addresses with a comma).
- Write any desired message in the box below
- Click the SHARE MAP button to send.

If successful, a box will pop up with two choices.

- Click "Close Window" if you are finished sharing.
- Click "Share Another" if you'd like to share the map with another user.



Opening a Concept Map that Has Been Shared

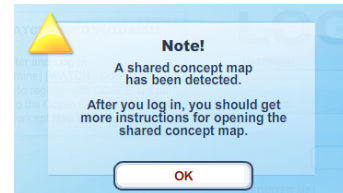
When someone shares a concept map with you, you should receive an email with a link to the concept map.

- Click on the email link notifying you that the concept map was shared.

The link will bring you to the concept map builder login. If you are already logged in, the link will bring you to the profile that you are logged in with. If you want to receive the concept map in a different profile, logout before clicking on the email link.

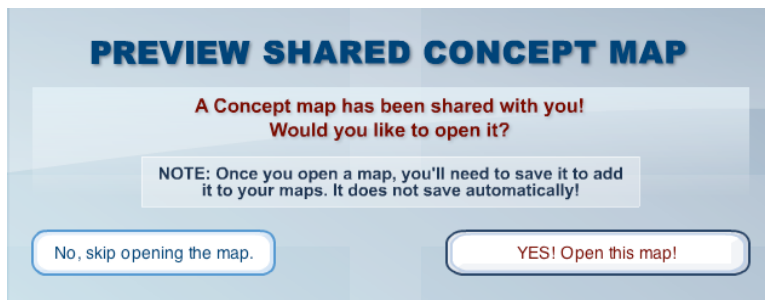
A note stating that a shared concept map has been detected will appear.

- Click 'OK'
- Login to the Concept Map Builder with your username and password



A note telling you that a map has been shared will appear.

- Click "Yes! Open this map!" to preview the map.



Clicking this button will take you to the Concept Map Builder workspace and will open the map that has been shared with you.

If you wish to keep this shared map:

- Click on "Save Map"
- Fill in a name and/or short description of the map.
- Select 'Active' or 'Hidden' status.
- Click on "Save Map" to save the map.

When you are finished viewing the map, click "Return to Main Menu."

The concept map that you saved should now appear in the Manage Existing Concept Maps section.

If you do not wish to keep this shared map:

- Click on "Return to Main Menu"