

Dropbox Integration

How to upload images, floor plans and brochures directly from Dropbox to BDP

BDP allows you to upload JPEG images and PDF floor plans & brochures directly into a property record from the Dropbox cloud, bypassing the need to upload from your local machine. This saves the upstream bandwidth issues often seen when one or more staff members are uploading large image files to BDP.

Connecting BDP to Dropbox – one-time operation

NOTE: This is on an individual user basis, NOT a firm-wide basis. i.e. each user will need to follow these steps and connect their own unique Dropbox account from where they will have access to all shared folders.

You will see a Dropbox icon in the images widget.

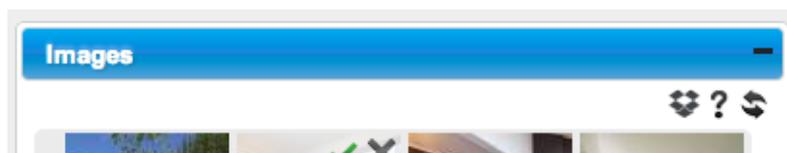


Figure 1 - The Dropbox icon in the Images widget

Click the icon to connect your Dropbox account to BDP. This is an authorisation procedure whereby you grant BDP the right to access your Dropbox account.

A slide-out panel displays a set of instructions:

Dropbox Authentication Required

1. [Click Here](#) to access your Dropbox account.
2. Click "Allow" (you might have to log in first).
3. Copy the authorization code.
4. Enter the code here: and press

Figure 2 - The Dropbox connection panel in BDP

Follow the steps shown. Clicking the link in step 1 opens a new tab or browser window and loads the Dropbox website.

Using Dropbox to upload media to a property

Once Dropbox is connected BDP is authorised to access your account until permission is revoked. See later in this document about how to revoke permission.

In any property record in BDP, open the Photos widget and click the Dropbox icon.

You see a file browser which loads a list of all the folders in your Dropbox account, including shared folders (folders you have shared with others and which others have shared with you).

Clicking a folder enters that folder and displays the sub-folders and files within it.

Click through to the folder that contains the media you are interested in.

TIP: If your media is always stored in the same folder, or in a sub-folder of a "main" media folder, you can tell BDP that this is the default folder. When you have navigated to the folder, click the Save icon to the top right of the file/sub-folder list.

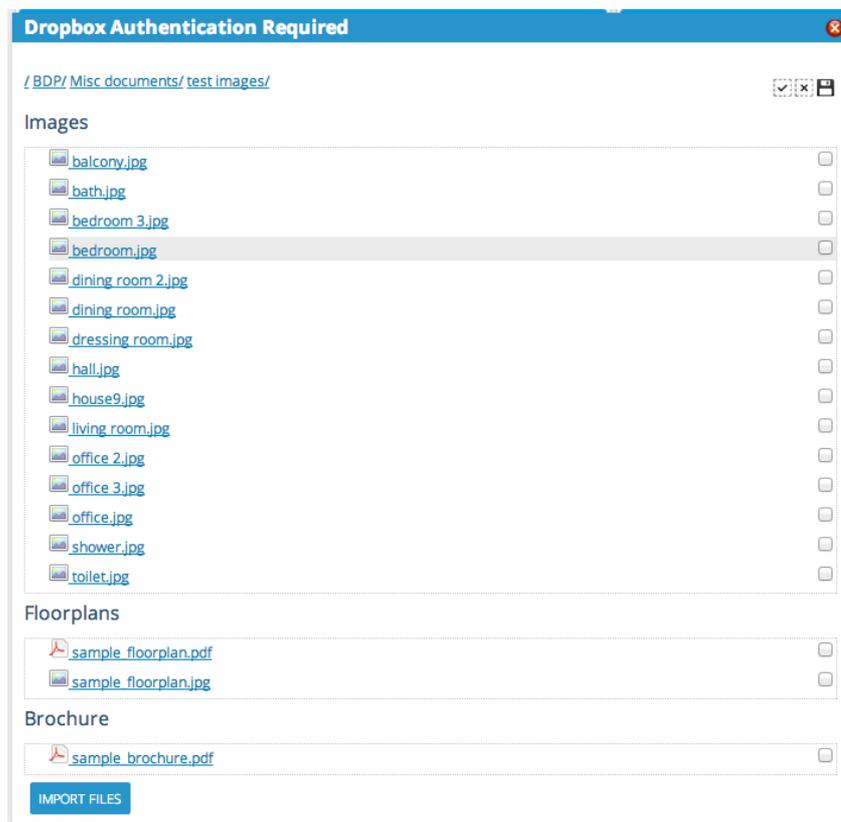


Figure 6 - The BDP Dropbox file browser

Once you see the list of photos relating to the property you are editing, tick the ones you are interested in retrieving. You can select and deselect all using the tick and cross icons at the top right of the file list.

NOTE: This panel allows you to retrieve PDF floor plans and brochures at the same time as images. If there are PDF's in the listing that you require, click and drag into the relevant box and tick to retrieve – see figure 6 above. Similarly a JPEG floor plan should be dragged into the Floorplans box.

Click the Import Files button.

Once the import has finished you will receive an email listing all files successfully uploaded and any failures.

Images can be re-ordered or deleted in the BDP images widget as usual.

Revoking BDP authorisation

If at any time you wish to revoke authority for BDP to access Dropbox, you must log in to Dropbox at dropbox.com.

Click on your username in the top right of the screen.

Click Settings

On the Settings page, click the Security tab

Scroll down to the Apps Linked section.

Locate the BDP app in the list and click the X to the right.

Apps linked

You've given these apps access to your personal Dropbox.

App name	Publisher	Access type	
 1Password	AgileBits	Full Dropbox ⓘ	×
 Photobox Connect	Photobox Connect	Full Dropbox ⓘ	×
 UpdraftPlus	David Anderson	App folder ⓘ	×
 BDP Media App	BDP Media App	Full Dropbox ⓘ	×

Figure 7 - The Dropbox Apps Linked section

This disconnects Dropbox from BDP and means that next time you click the Dropbox icon in the images widget, you will have to follow the authorisation procedure once again.