EasiShare Android User Guide

For EasiShare v11.0

easishare
by inspiretech

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1 Introduction

1.1 Introduction to EasiShare

EasiShare is a file sharing tool that allows user to share their files across different devices securely and to other users. Documents are stored in a server and readily accessible to its owner and their recipients who have been shared the document. Shared documents have an expiry timer when after a certain period of time; the access rights are automatically revoked.

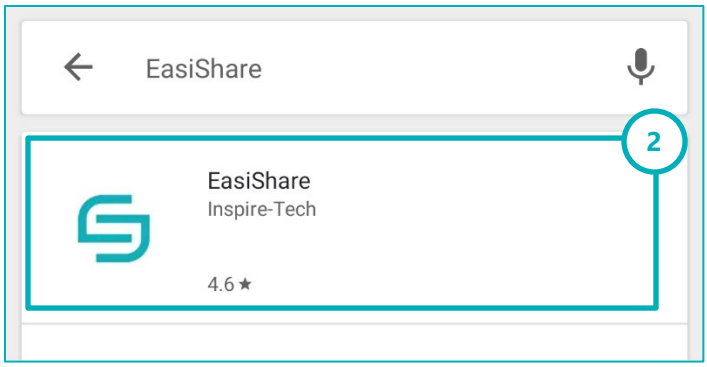
1.2 Overview

This document serves as a basic functional user guide for end users using the **Android** operating system to access EasiShare.

2 Getting Started

2.1 Installation

1. Download EasiShare Android App from the Google Play Store: EasiShare.
2. Tap on the EasiShare and install.



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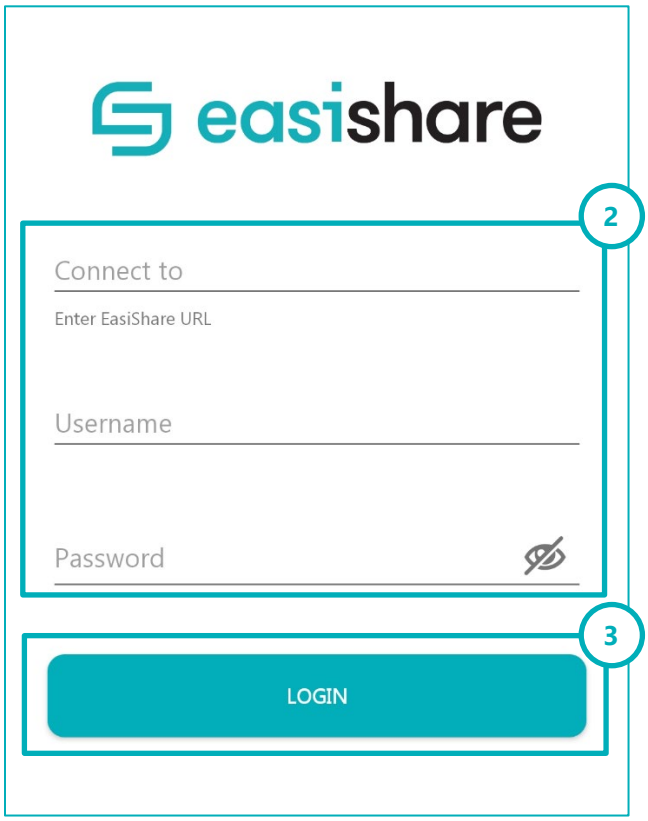
2.2 Login

1. Launch EasiShare App
2. Enter the following details
    - Connect To <https://easishare.com/esws>
    - Username
    - Password
3. Tap on Login



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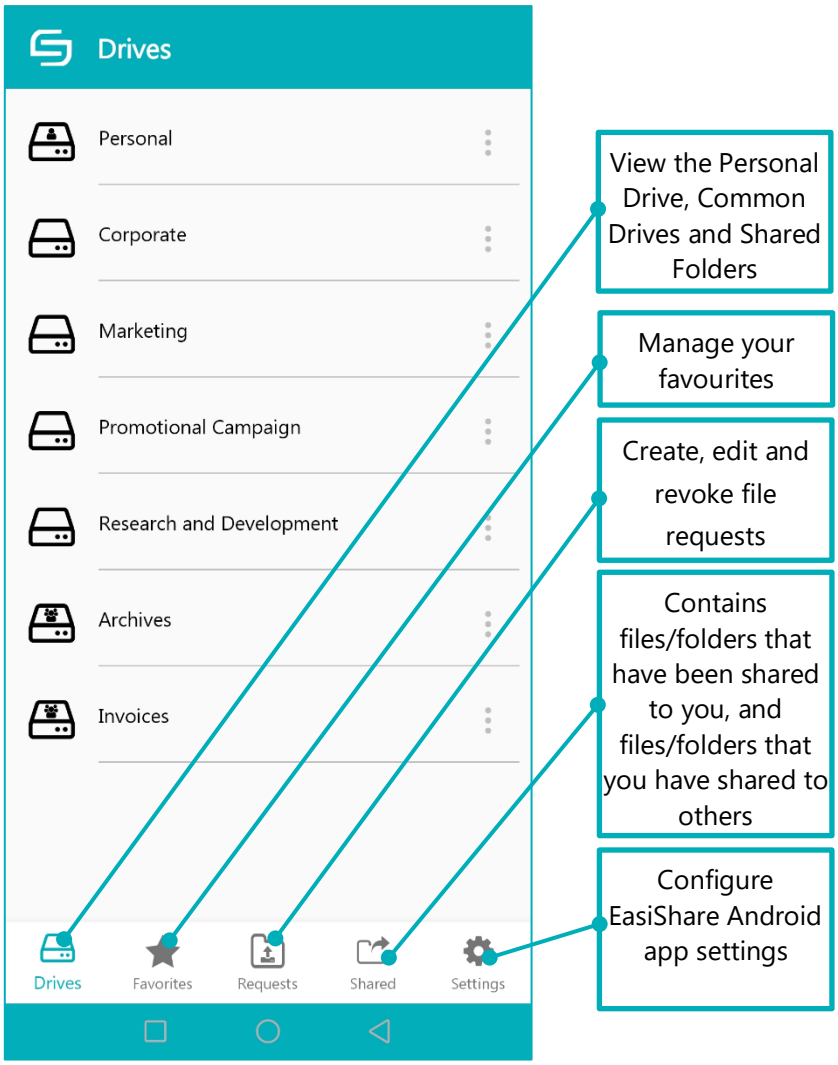
3 Using EasiShare

3.1 Navigation Panel

Upon a successful login, you will be directed to the Drives screen.



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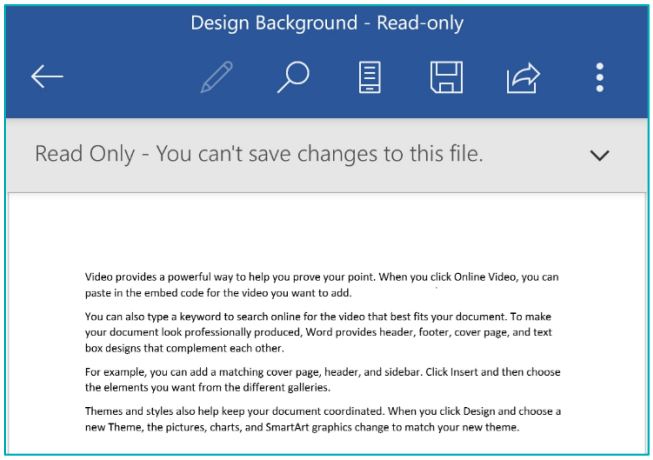
4 File Operations

4.1 Open File

1. Navigate to the file you wish to open
2. Tap on a file
3. The file will be downloaded to your mobile device and opened in the file viewer application.



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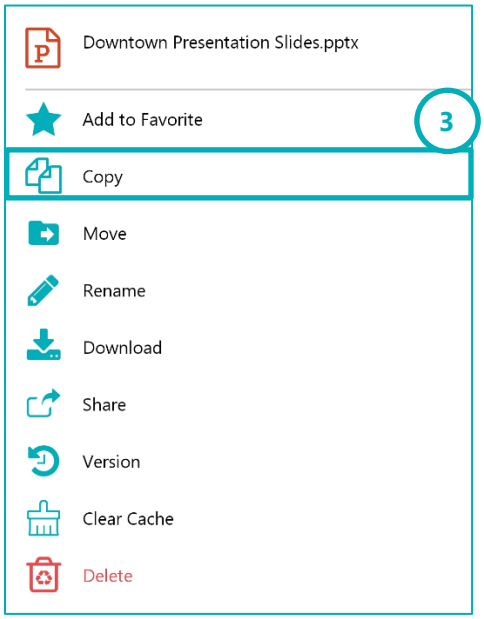
4.2 Copy / Move

1. Navigate to the file you wish to copy / move.
2. Tap on the More Options icon beside the file name.
3. Tap on Copy / Move.
4. Navigate to the folder that you wish to copy / move to.
5. Tap on the icon at the top right corner
6. Tap on Paste / Move Here.



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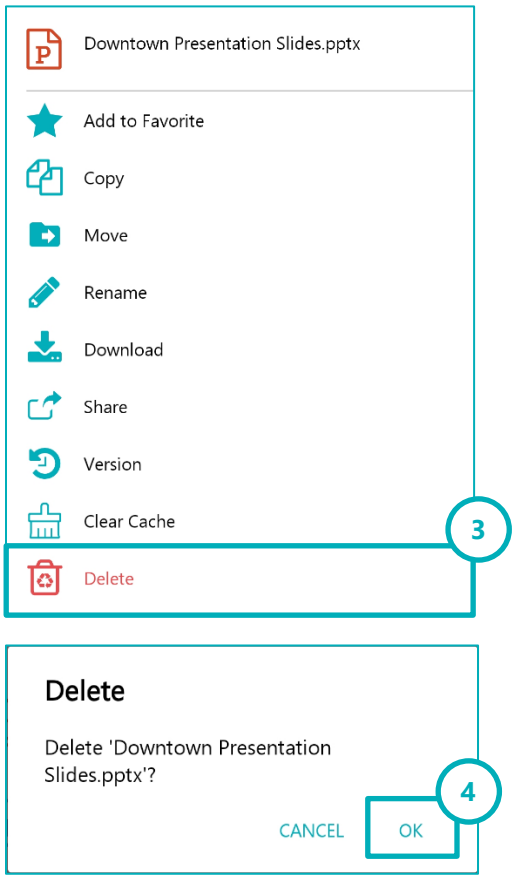
4.3 Delete

1. Navigate to the file you wish to delete.
2. Tap on the More Options icon beside the file name.
3. Tap on Delete.
4. Tap on OK to confirm.



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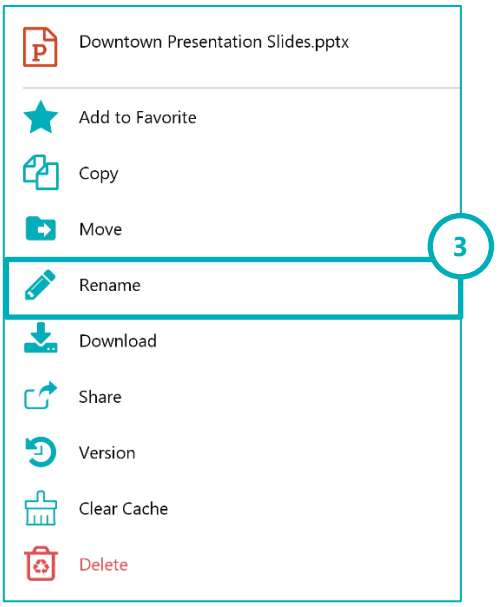
4.4 Rename

1. Navigate to the file you wish to rename.
2. Tap on the More Options icon beside the file name.
3. Tap on Rename.
4. Type the new name and tap OK.



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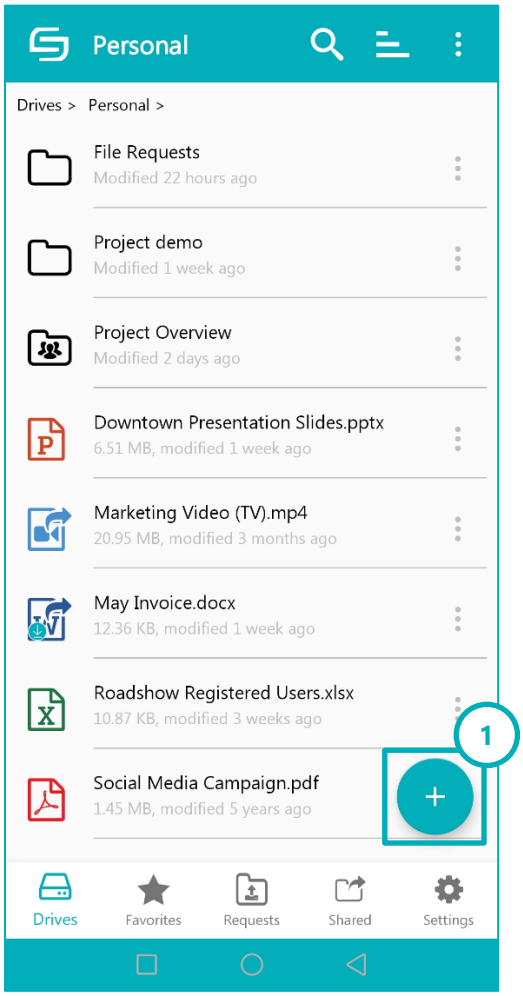
4.5 Upload Files

1. Tap on the + button
2. Tap on Upload Files
3. Choose the files to be uploaded.
4. Tap on Upload.



4.6 Create Folder

1. Tap on the + button
2. Tap on New Folder
3. Type the new name and tap OK.

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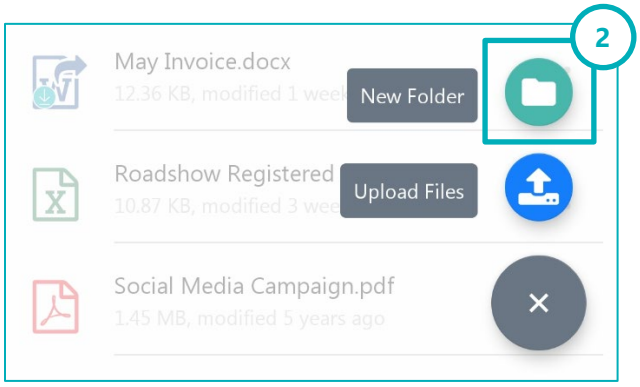
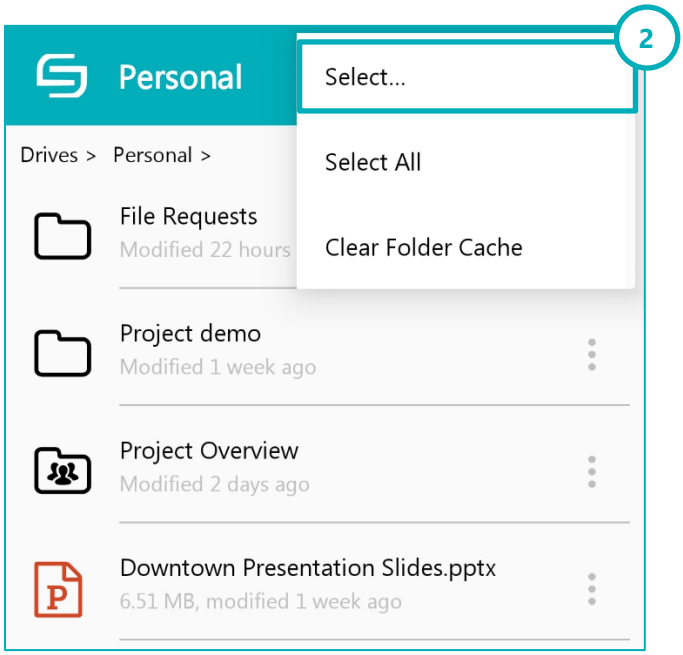


4.7 Selecting multiple files/folders

1. To begin selecting multiple files/folders, tap on the ⋮ button at the top right corner.
2. Tap on "Select…" to start the selection.
3. Tap on files/folders to add them to the selection.
4. Tap on the ⋮ button at the top right corner.
5. Choose to Move / Delete the selected files/folders.



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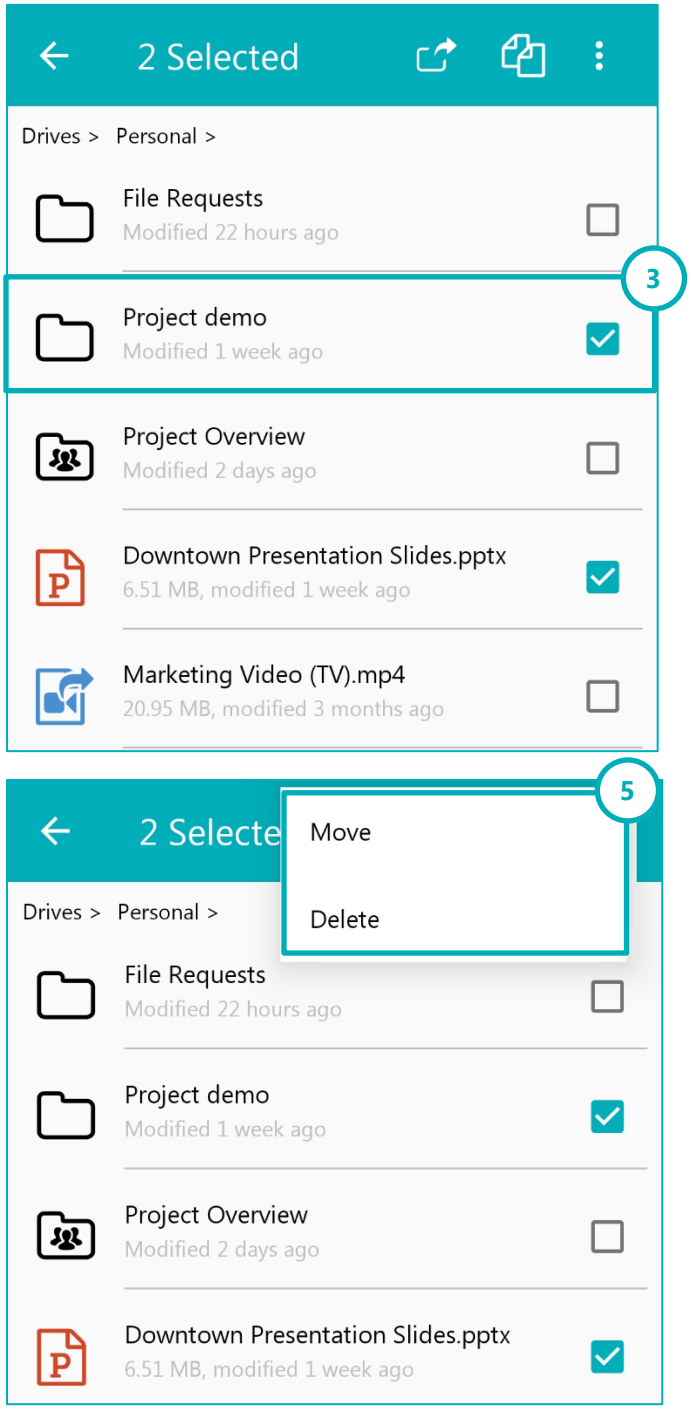

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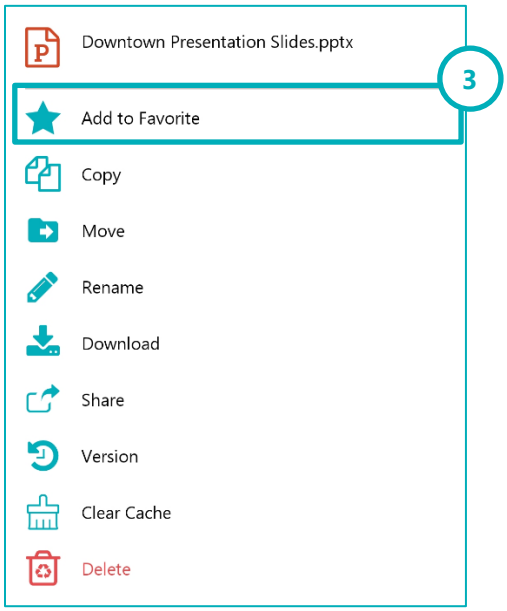
4.8 Add to Favourites

1. Navigate to the file you wish to Add to Favourite.
2. Tap on the More Options icon beside the file name.
3. Tap on Add to Favourite.



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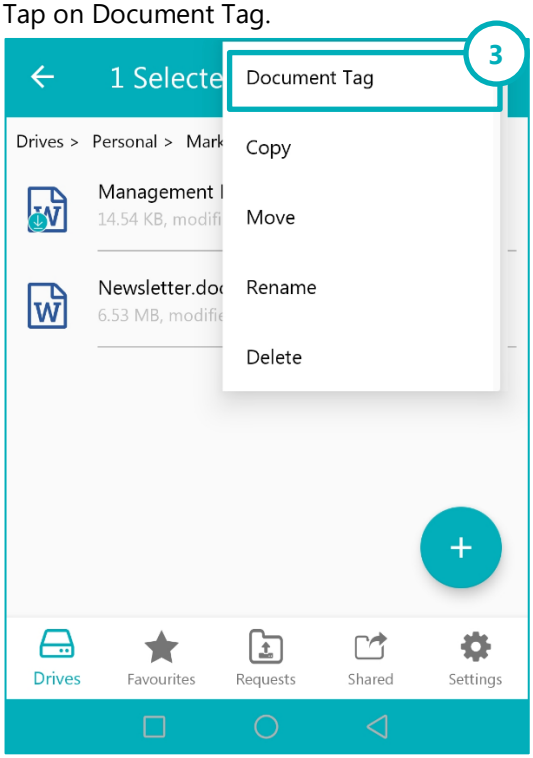
4.9 Document Tag

Note: The **Document Tag** function allows users to select and tag files. These tags may have sharing restrictions enforced by your administrator.

1. Select a file.
2. Tap on the More Options icon at the top right corner.
3. Tap on Document Tag.



4. Select the tags for this file.

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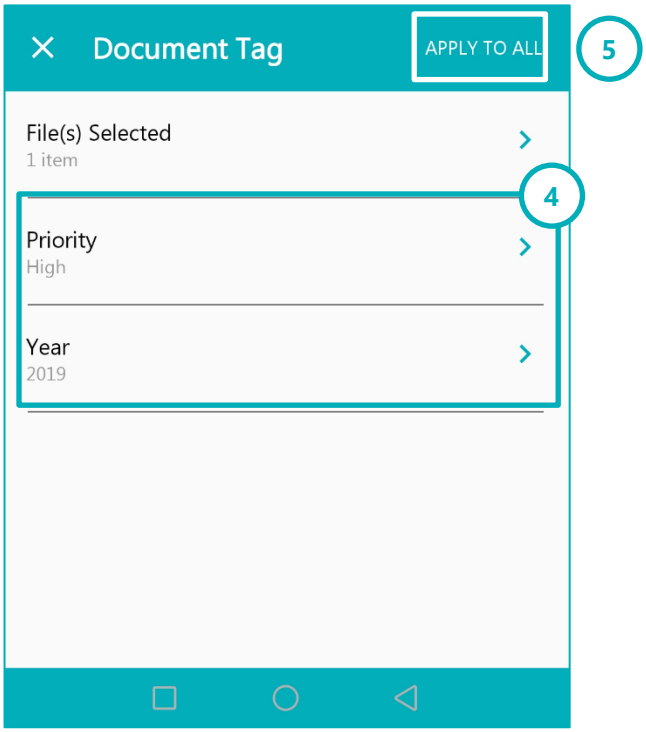
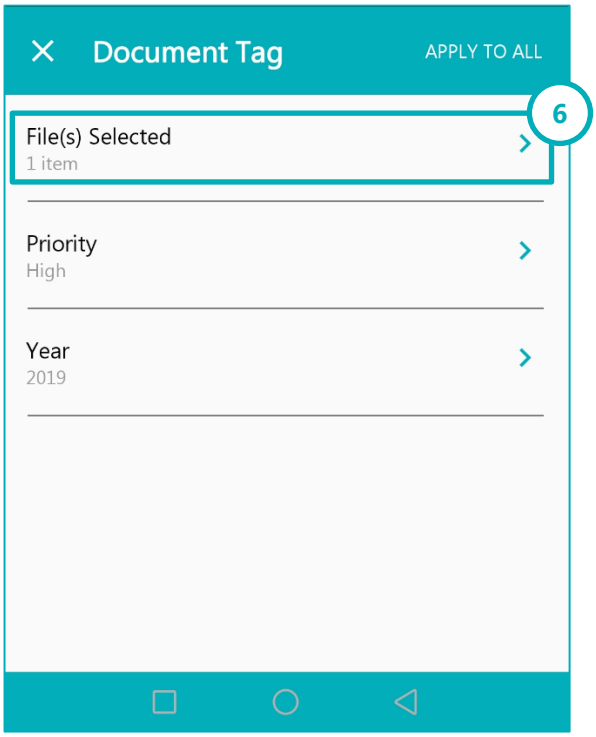
5. Tap on Apply to All.



6. To view the tags, repeat Steps 1-3, then tap on File(s) Selected. The tags will be displayed under each file.



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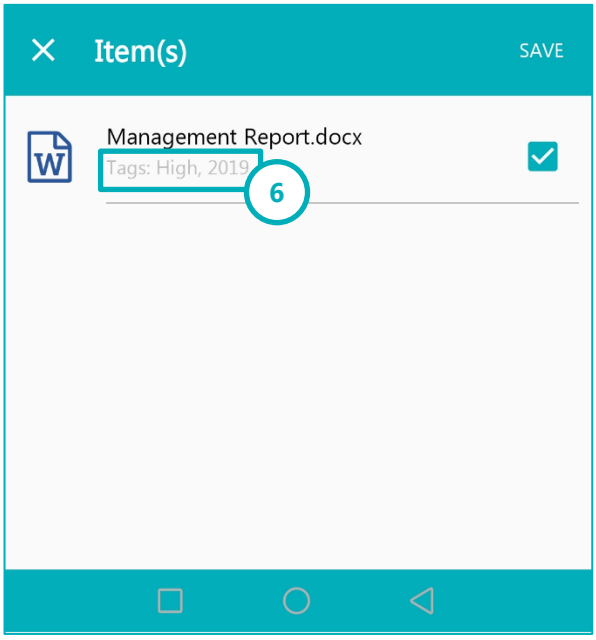

5 Favourites

5.1 Open from Favourites

1. Navigate to the Favourites tab.
2. Tap on the favourite item created in 4.7.

5.2 Create New Favourites Group

1. Navigate to the Favourites tab.
2. Tap on the More Options icon ⋮ at the top right corner.
3. Tap on New Folder
4. Type the new name and tap OK.

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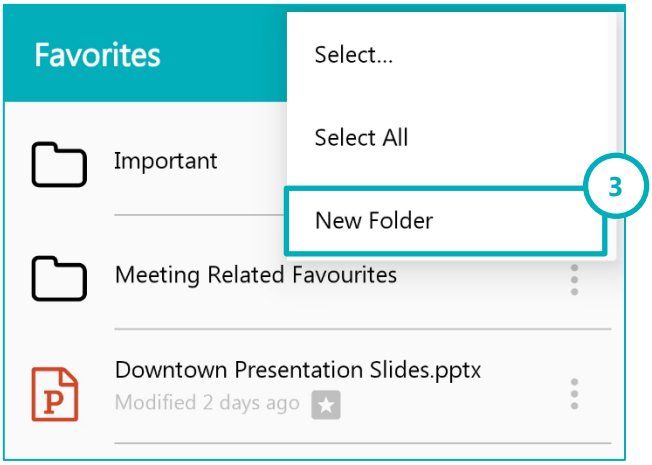
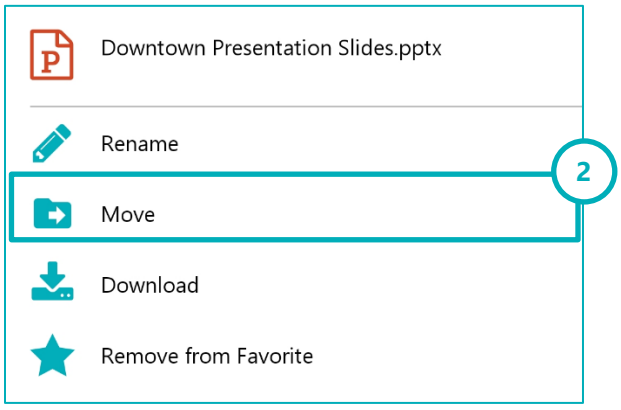
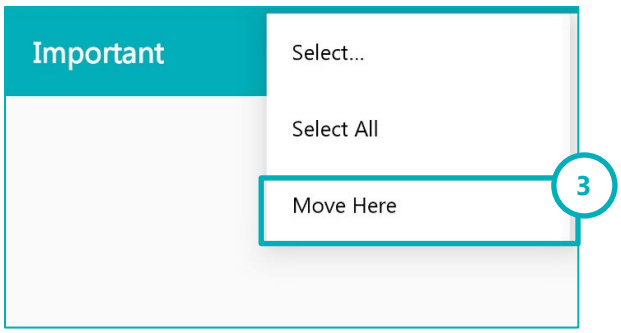


5.3 Move to Favourite Group

1. Tap on the More Options icon beside the favourite item to move.
2. Tap on move.
3. Navigate to the Favourite group and tap on the More Option icon on the top right corner.
4. Tap on the Move here.





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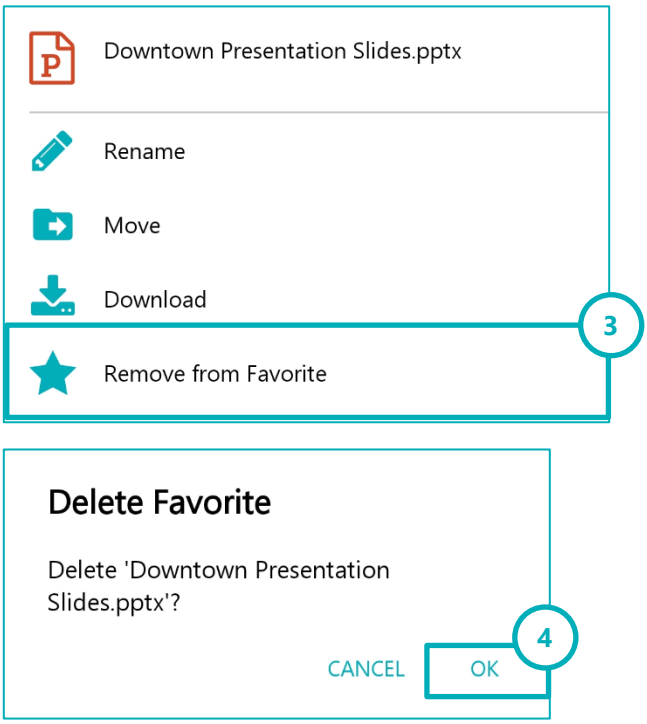
5.4 Remove from Favourites

1. Navigate to the Favourites tab.
2. Tap on the More Options icon beside the favourite item created in 4.7.
3. Tap on Remove from Favourite.
4. Tap on OK to confirm.



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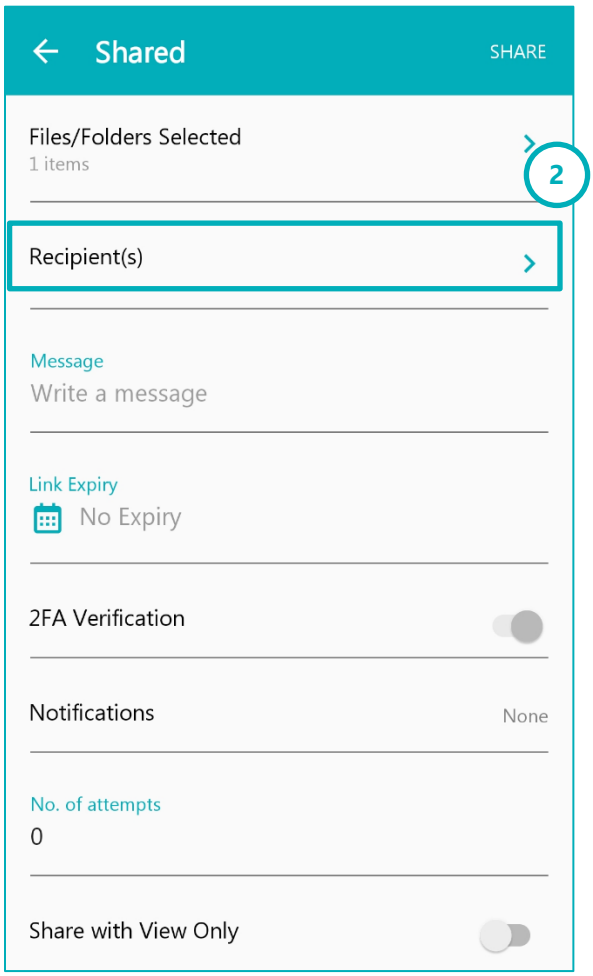
6 Share

6.1 Create a New Share

1. Tap on the More Options button icon beside the chosen file/folder you wish to share.
2. Tap on Share
3. Tap on Recipients.
4. Select the recipient to receive the file/folder.
5. Tap on Share.
6. Tap on Message to type a message to the selected recipients (optional).
7. Tap on Share to finalise the share or proceed to Section 6.2 – 6.6 to explore the other options.



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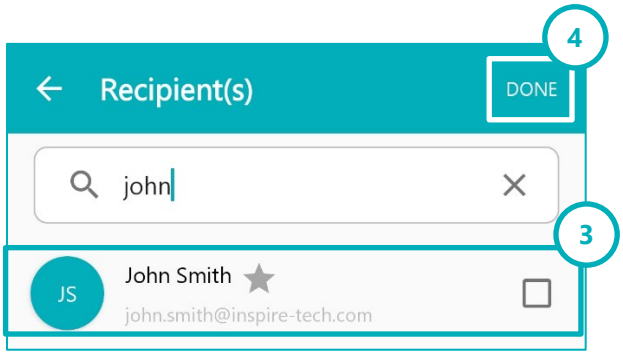
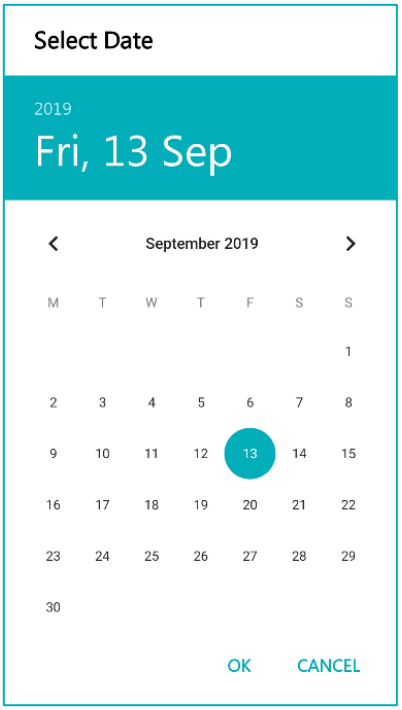


6.2 Link Expiry

1. To begin Sharing, refer to Section 6.1.
2. Tap on Link Expiry to select an expiry date for the shared link to the recipient.
3. Choose an expiry date and time.
4. Tap on Share.



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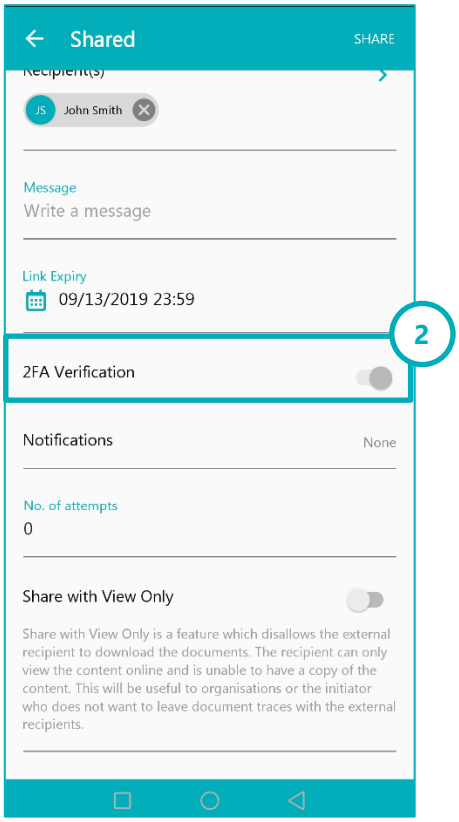
6.3 2FA Verification

1. To begin Sharing, refer to Section 6.1.
2. Tap on OTP Protection

   Note: Contact number field is mandatory.
3. Tap on Share.



6.4 Share and Receive Notifications when Users Accessed the File/Folder(s)

1. To begin Sharing, refer to Section 6.1.
2. Tap on Notifications
   - **None:** No notifications will be sent
   - **Per download**: An email will be sent to your inbox every time the recipient downloads the file.
   - **Summary**: An email will be sent to your inbox at regular intervals to inform you of all downloads which occurred in the past time period.
3. Tap on Share.

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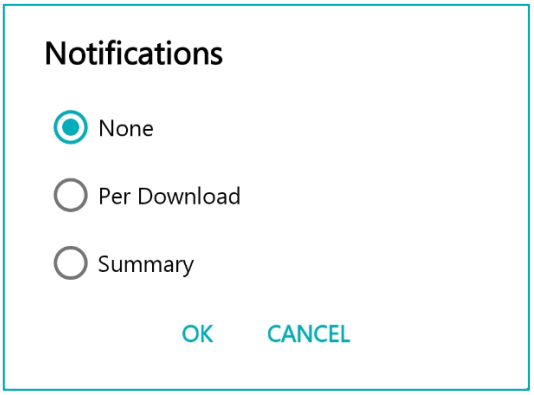
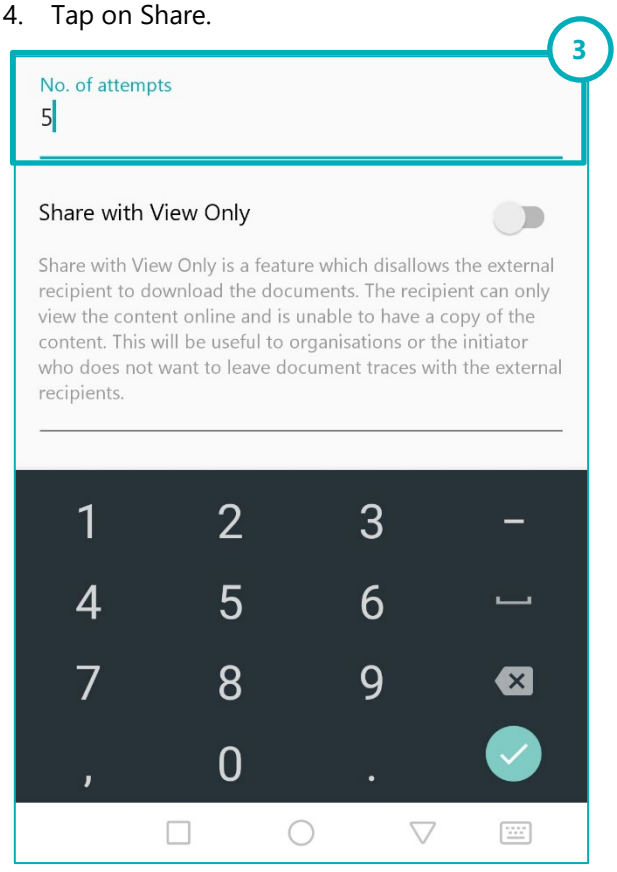


6.5 Share with Number of Download Attempts

1. To begin Sharing, refer to Section 6.1.
2. Tap on Number of Attempts.
3. Specify the number of download attempts you wish to limit.
4. Tap on Share.



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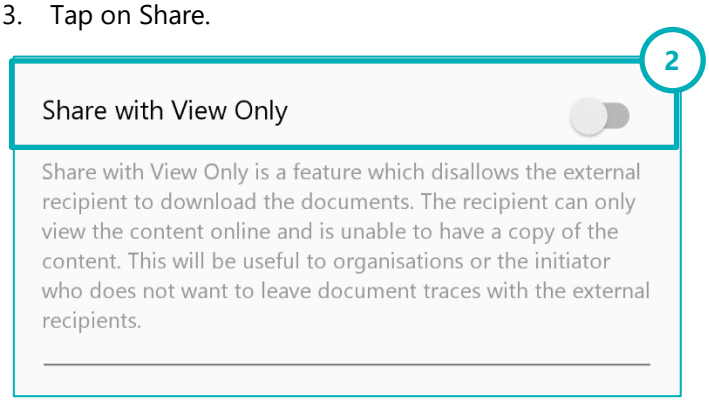
6.6 Share with View Only

1. To begin Sharing, refer to Section 6.1.
2. Tap on Share with View Only.
3. Tap on Share.



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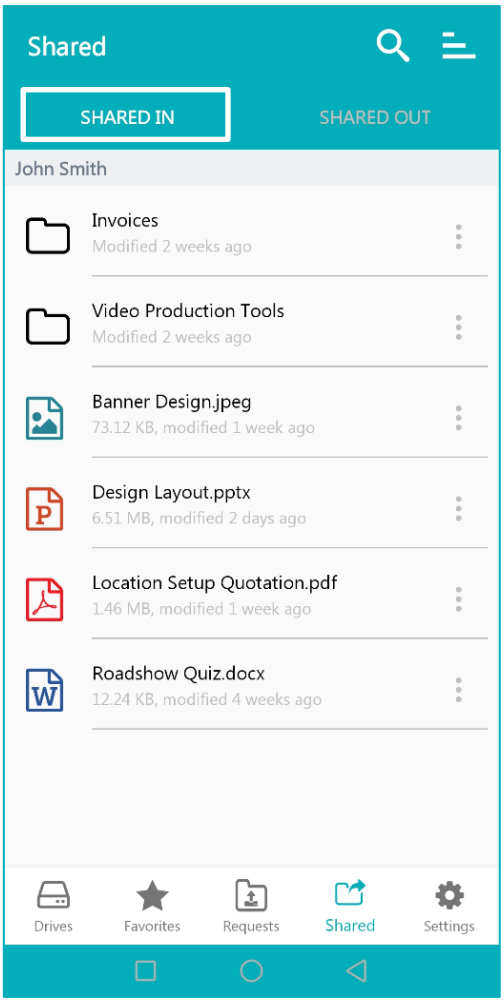
7 The Shared Tab

7.1 Shared In

The Shared In folder shows the files/folders that was shared to you.



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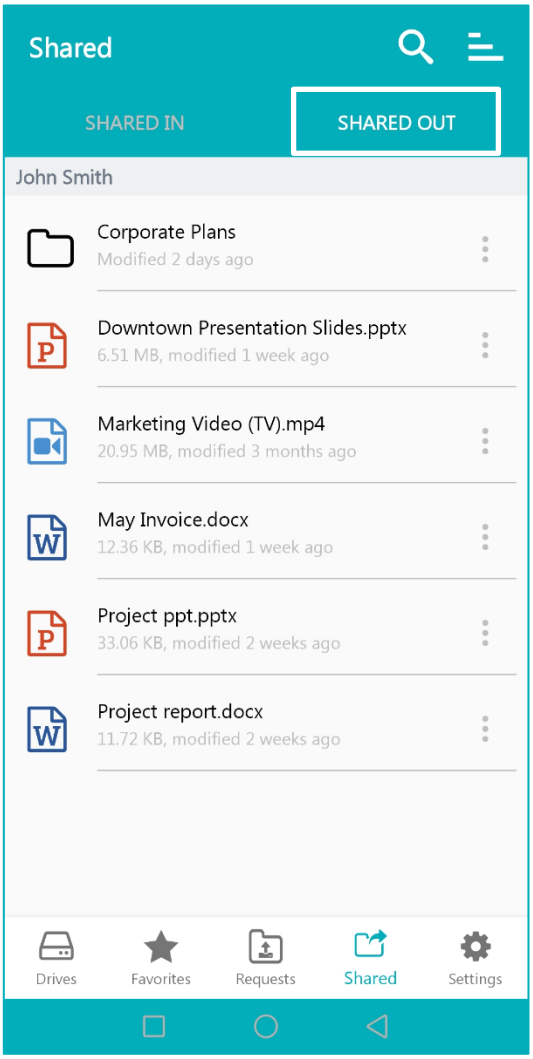
7.2 Shared Out

The Shared In folder shows the files/folders that you have shared to others.



7.2.1 Edit Share

1. Tap on the More Options icon ⋮ beside the file/folder name in the Shared Out tab.
2. Tap on Edit Share.
3. Tap on Update after changing the options.

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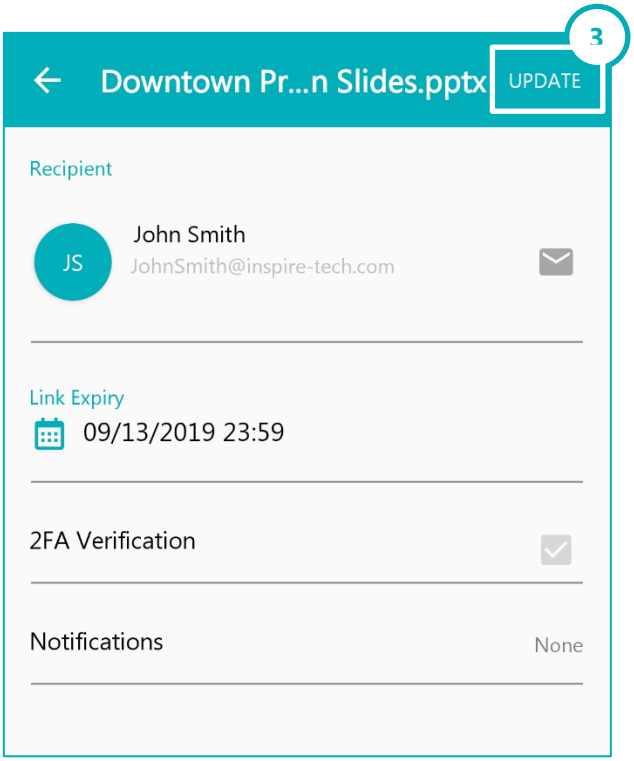
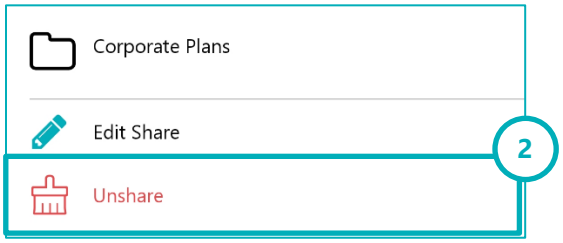


7.2.2 Unshare

1. Tap on the More Options icon beside the file/folder name in the Shared Out tab.
2. Tap on Unshare.



8 File Request

8.1 Create New File Request

1. Tap on the File Request tab.
2. Tap on button.
3. Tap on Title

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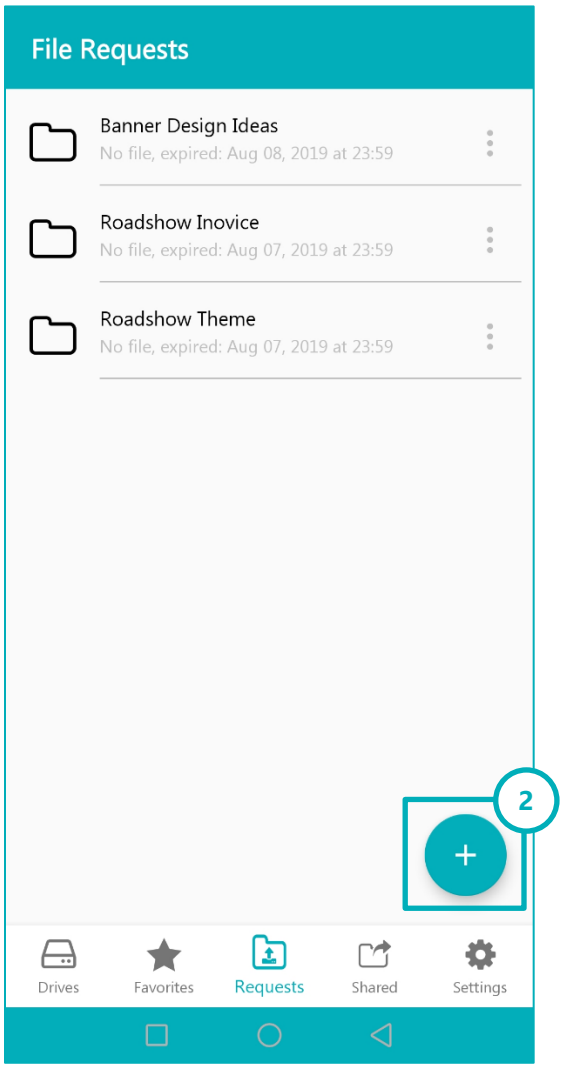
4. Type in a new title.
5. Tap on Recipients.
6. Tap on button to create new recipient
7. Enter a new recipient's name, email and mobile number or select an existing recipient.
8. Tap on Done.
9. Tap Done to finalise the File Request or proceed to Section 8.2 – 8.6 to explore the other options.



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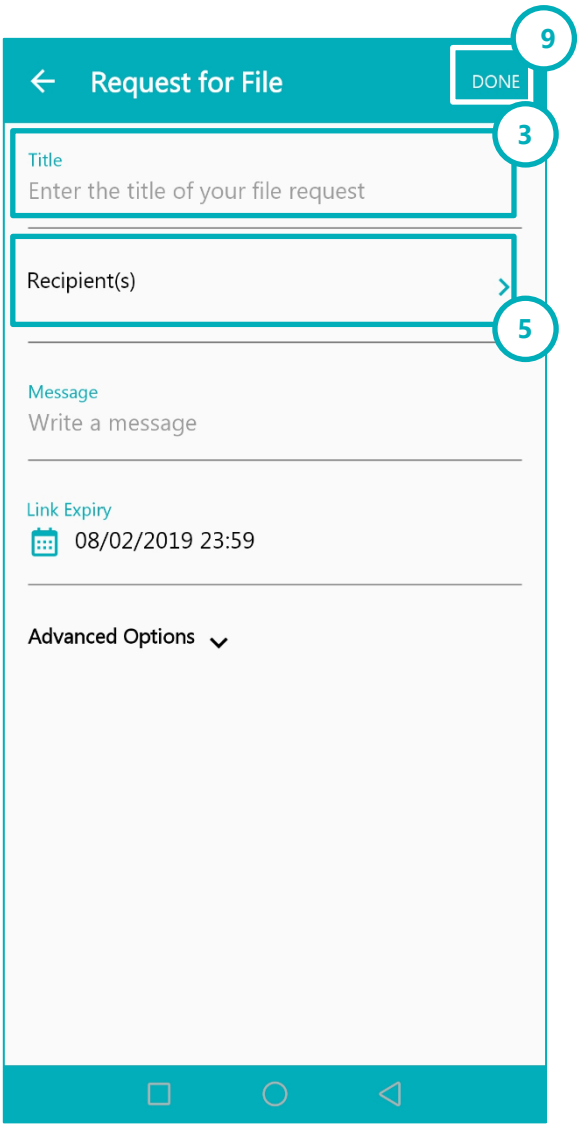

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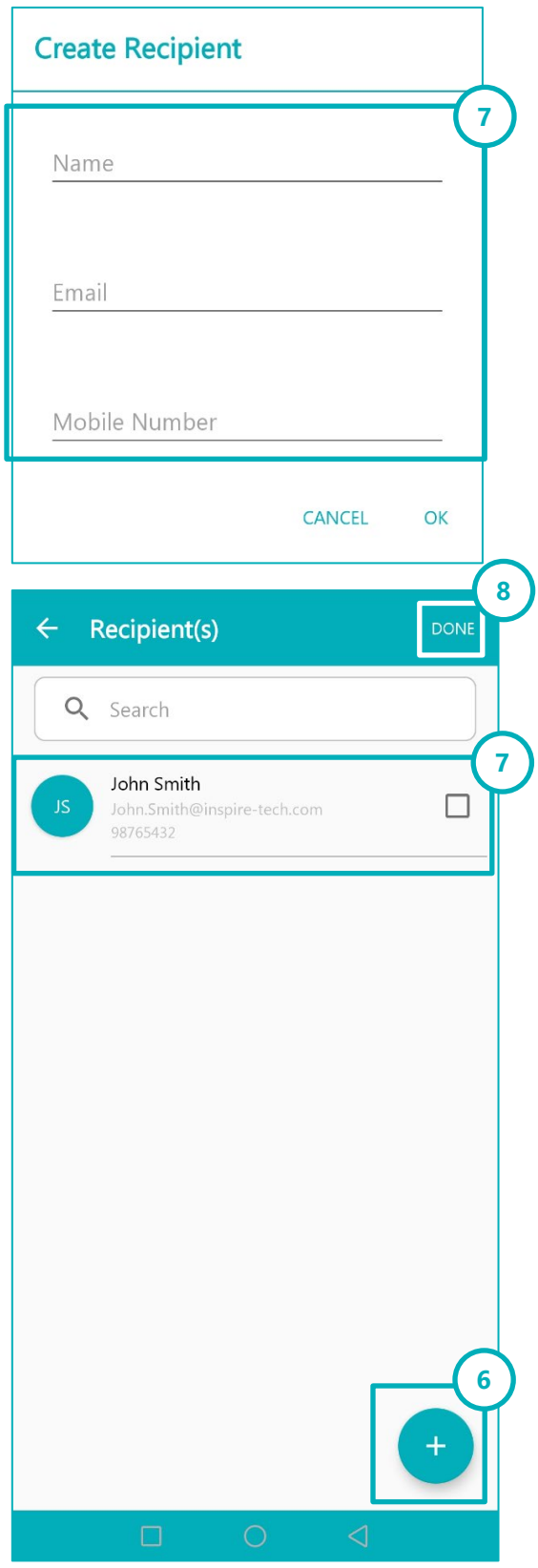

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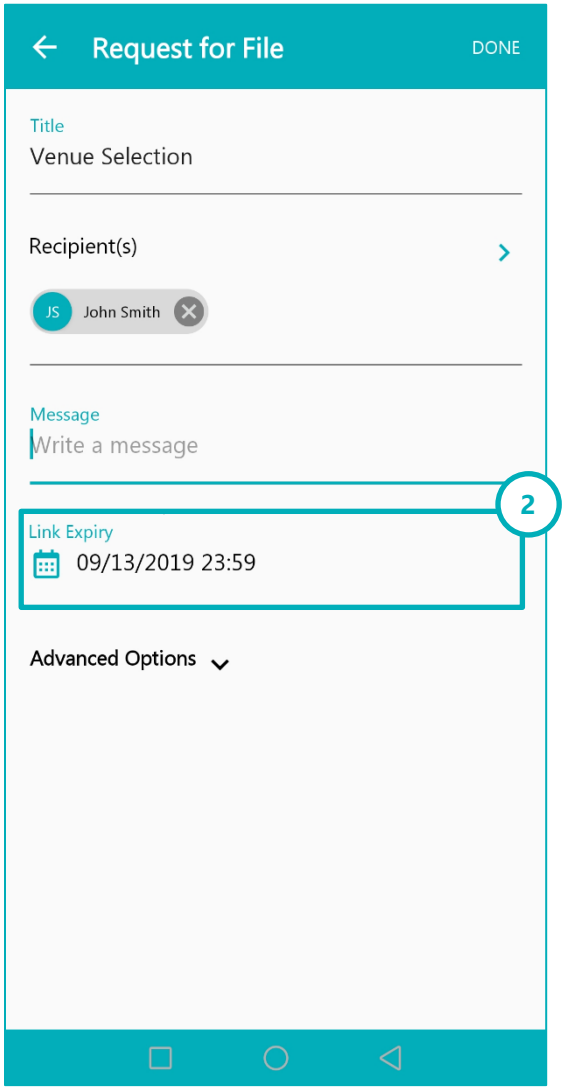
8.2 Link Expiry

1. To begin a File Request, refer to Section 8.1.
2. Tap on Link Expiry to select an expiry date for the File Request link to the recipient.
3. Choose an expiry date.
4. Tap on Done.



8.3 2FA Verification

1. To begin a File Request, refer to Section 8.1.
2. Tap on Advanced Options.

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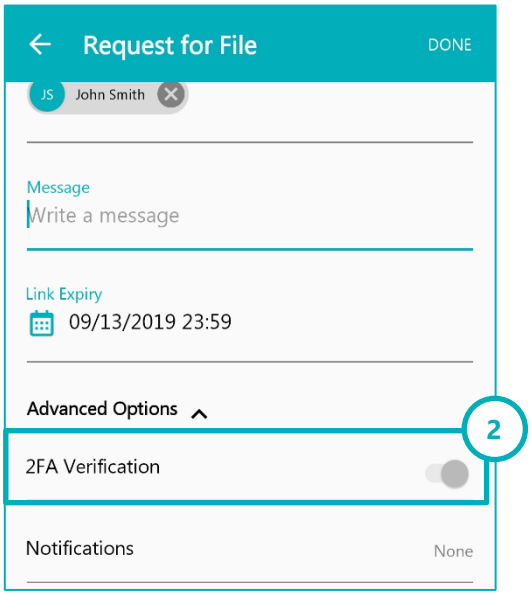
3. Tap on 2FA Verification

   Note: Contact number field is mandatory.
4. Tap on Done.



8.4 Receive Notifications When Users Upload Files

1. To begin a File Request, refer to Section 8.1.
2. Tap on Notifications
   - **None**: No notifications will be sent
   - **Per download**: An email will be sent to your inbox every time the recipient uploads a file.
   - **Summary**: An email will be sent to your inbox at regular intervals to inform you of all uploads which occurred in the past time period.
3. Tap on Done.

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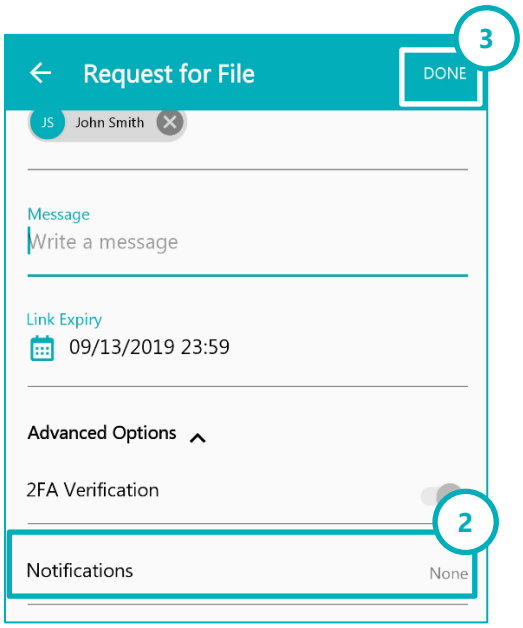
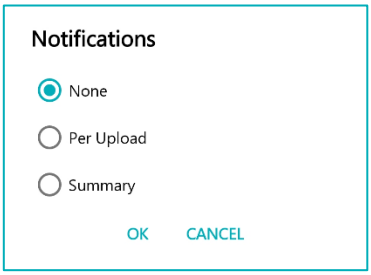
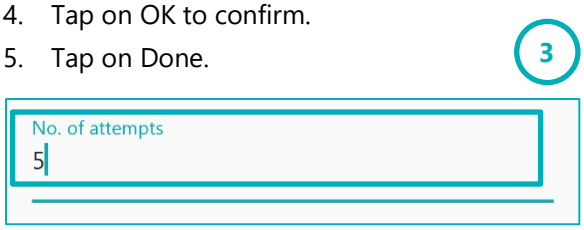




8.5 Restrict Number of Upload Attempts

1. To begin a File Request, refer to Section 8.1.
2. Tap on Number of Attempts.
3. Specify the number of attempts you wish to limit.
4. Tap on OK to confirm.
5. Tap on Done.



8.6 File Size Limit

1. To begin a File Request, refer to Section 8.1.
2. Tap on File Size Limit.

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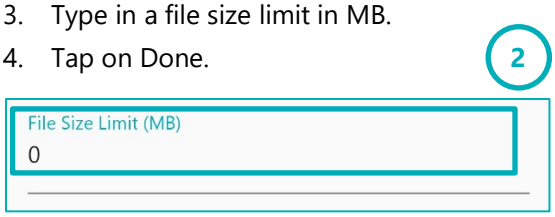
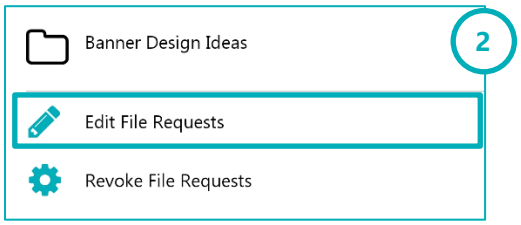
3. Type in a file size limit in MB.
4. Tap on Done.



9 Options for an existing File Request

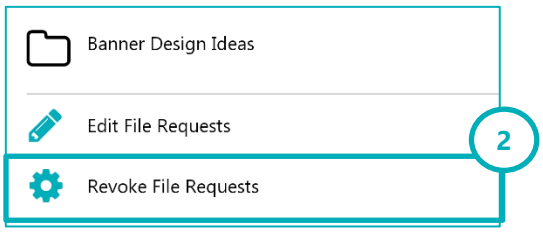
9.1 Edit File Request

1. Tap on the More Options icon beside the folder name in the File Request tab.
2. Tap on Edit File Request.
3. Tap on Save.



9.2 Revoke File Request

1. Tap on the More Options icon beside the folder name in the File Request tab.
2. Tap on Revoke File Requests.
3. Tap on REVOKE.



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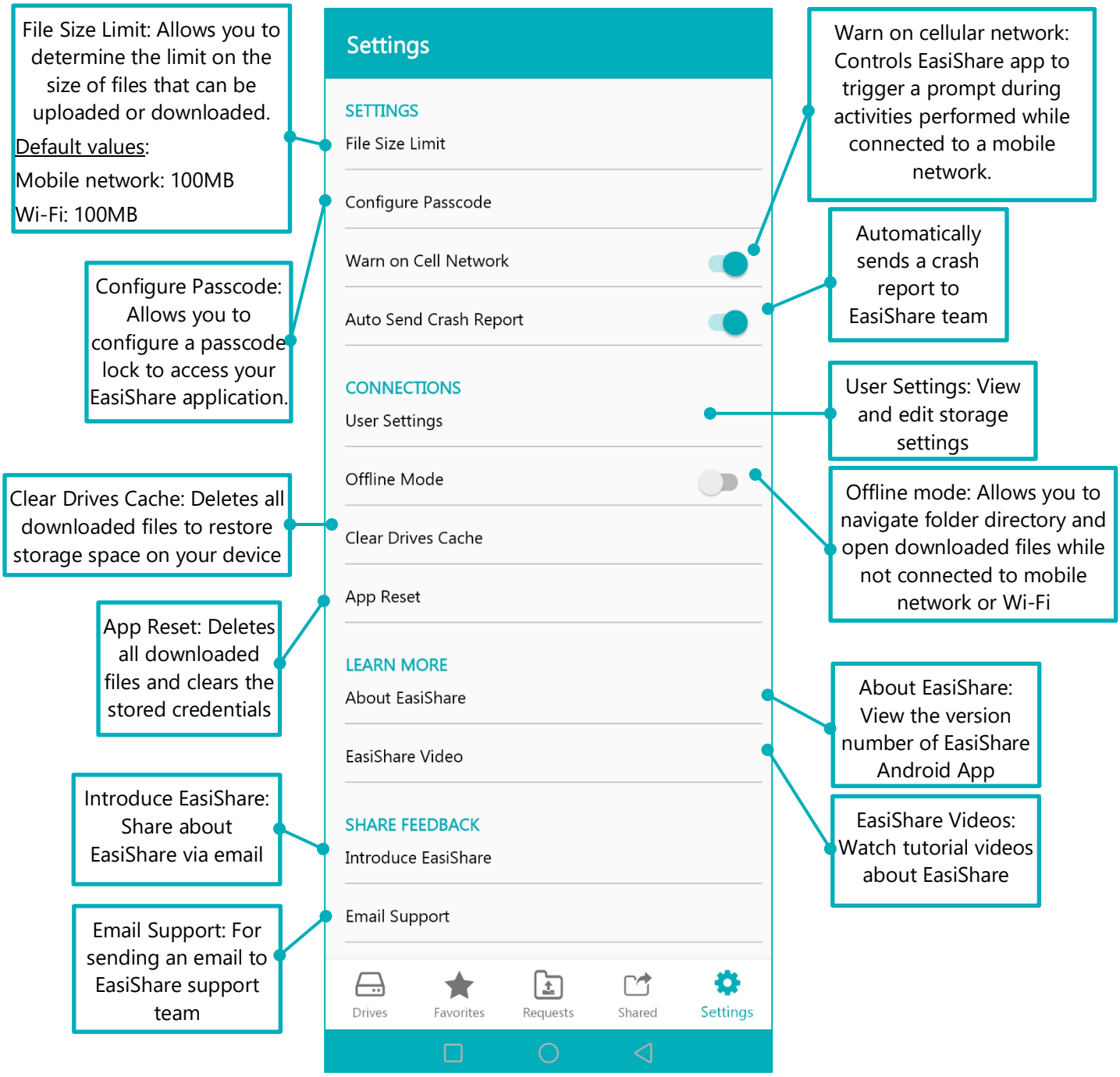
10 Settings



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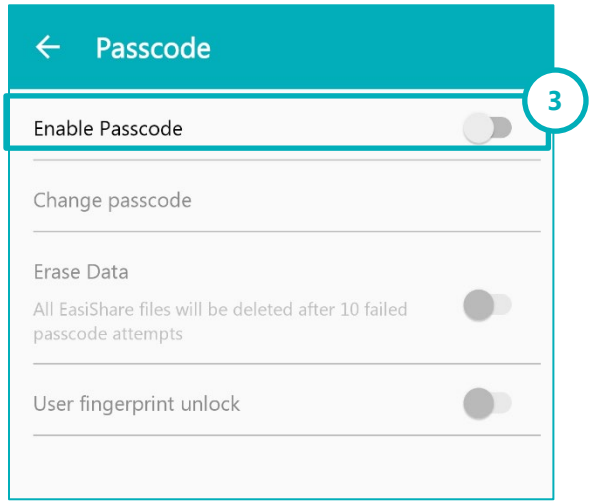
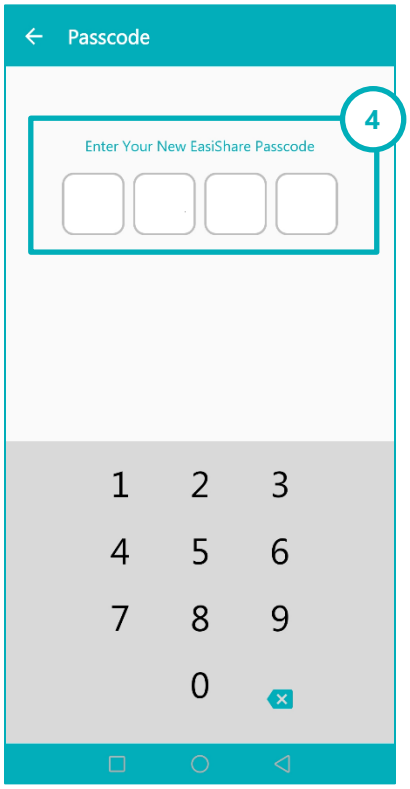
10.1 Configure Passcode

Turning on passcode lock will protect your profile and EasiShare app from unauthorized use.

1. Tap on Settings at the navigation panel
2. Tap on Configure Passcode
3. Tap on Enable Passcode
4. Enter new passcode
5. Re-enter your new passcode





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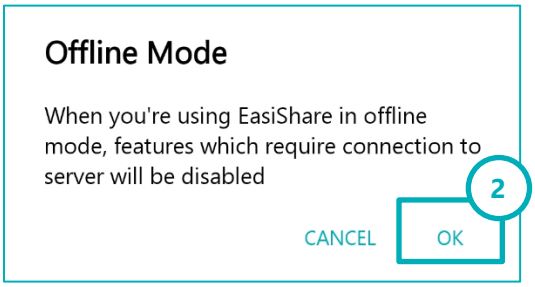
10.2 Offline Mode

The Offline Mode is useful when you do not have connection to Wi-Fi or a mobile network.

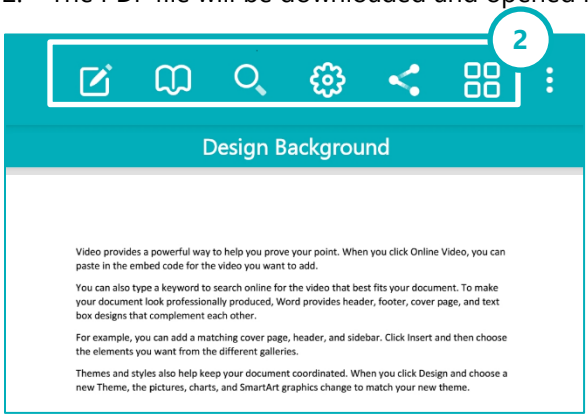
1. Toggle the Offline Mode toggle button in Settings page.
2. Tap on OK to confirm.



11 Other Features

11.1 PDF annotations

1. Tap on a PDF file.
2. The PDF file will be downloaded and opened in a file viewer with additional options.



11.2 Create a note

1. Open a PDF file in Section 11.2.
2. Tap on the Edit icon.
3. Enter the author name.
4. Tap on the notepad icon.
5. Tap on any part of the document to enter the note.
6. Type the note.
7. Tap on the X icon.
8. Tap Yes on Save Changes.

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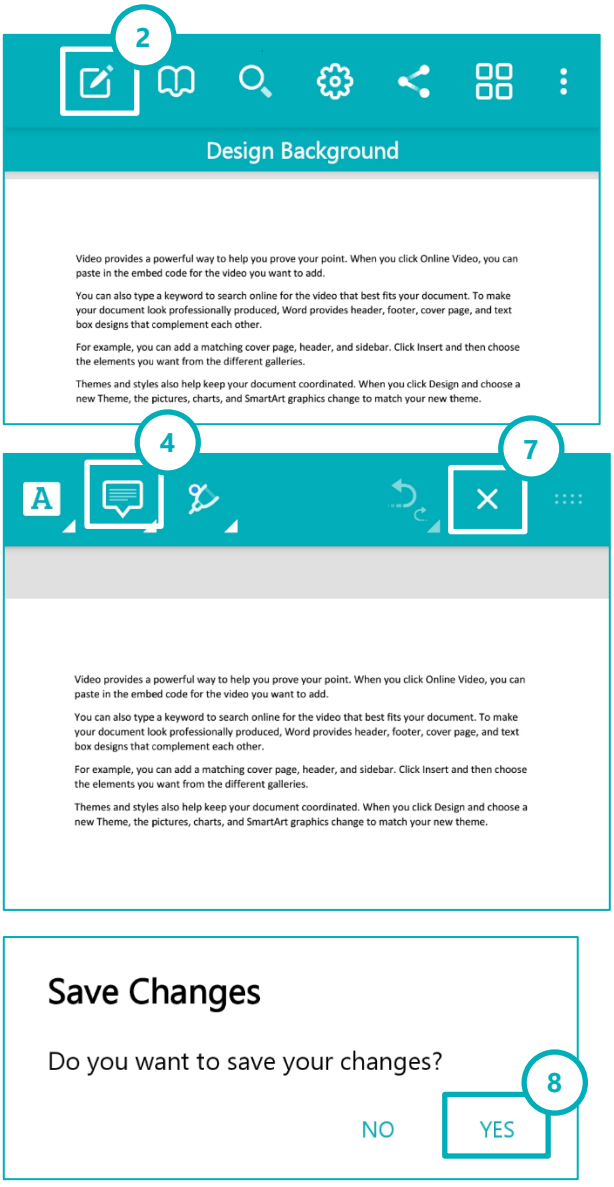

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