

# EasiShare Android User Guide

For EasiShare v11.0





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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.

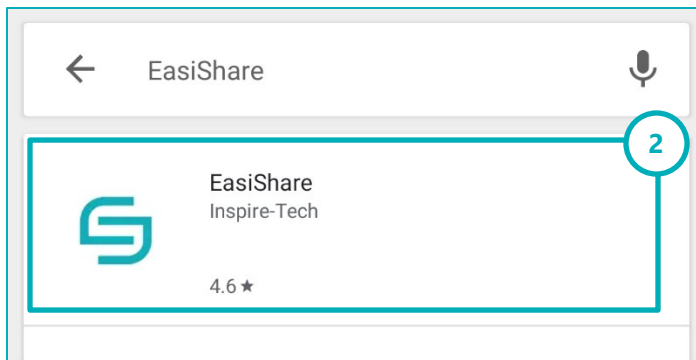
### 1.2 Overview

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

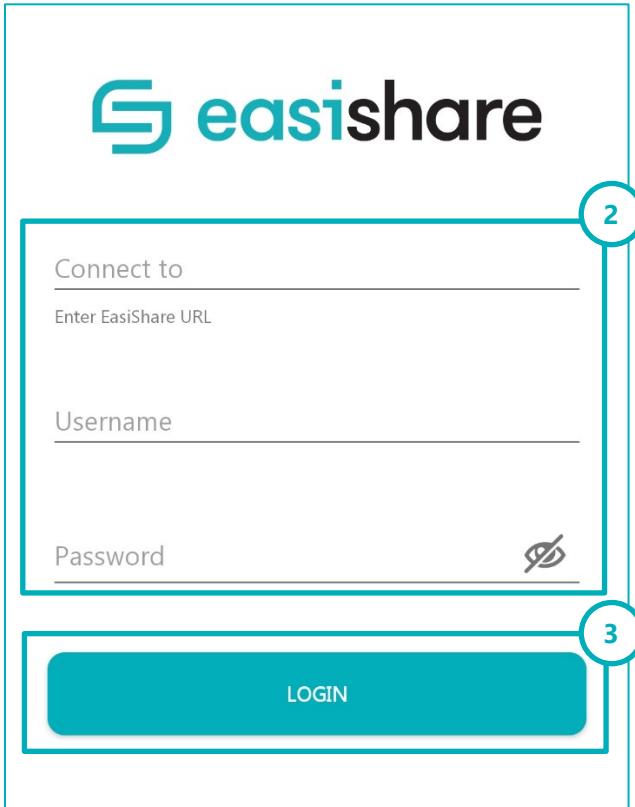
1. Download EasiShare Android App from the Google Play Store: EasiShare.
2. Tap on the EasiShare and install.





## 2.2 Login

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



The image shows the EasiShare login screen. At the top is the EasiShare logo. Below it is a form with three input fields: 'Connect to' (with a placeholder 'Enter EasiShare URL'), 'Username', and 'Password' (with a toggle icon). A teal 'LOGIN' button is at the bottom. Numbered callouts 2 and 3 point to the input fields and the button respectively.

**easishare**

2

Connect to  
Enter EasiShare URL

Username

Password

3

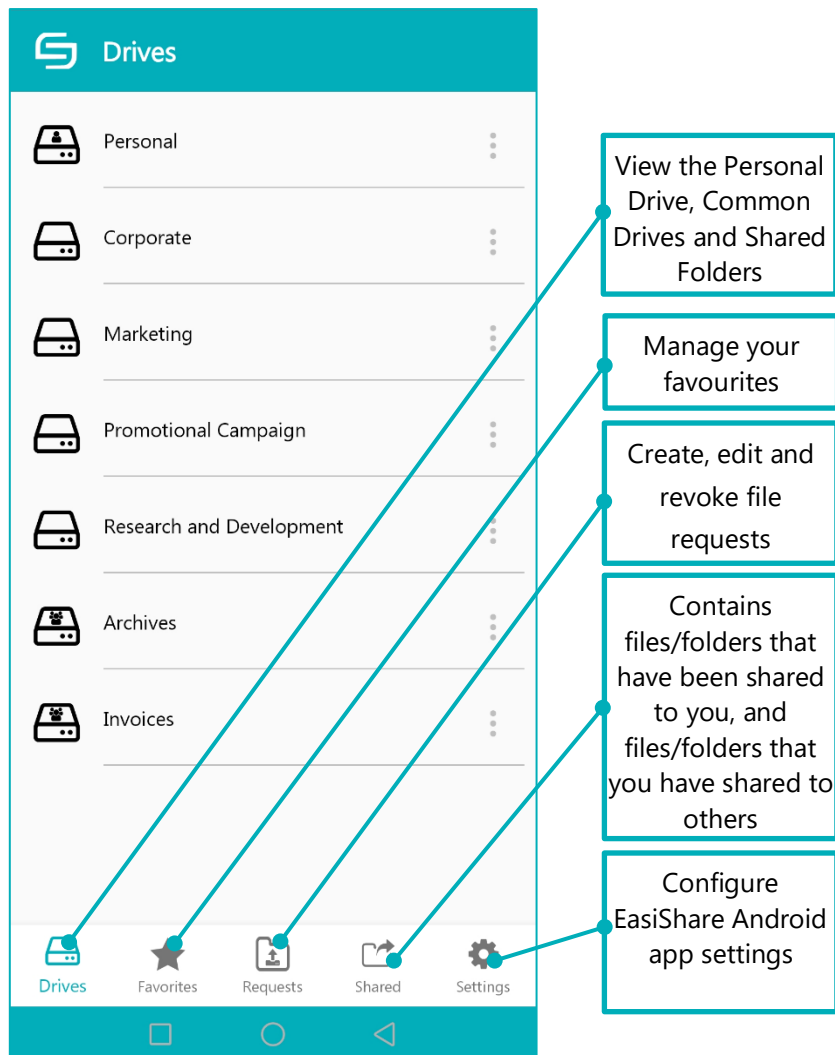
LOGIN



## 3 Using EasiShare

### 3.1 Navigation Panel

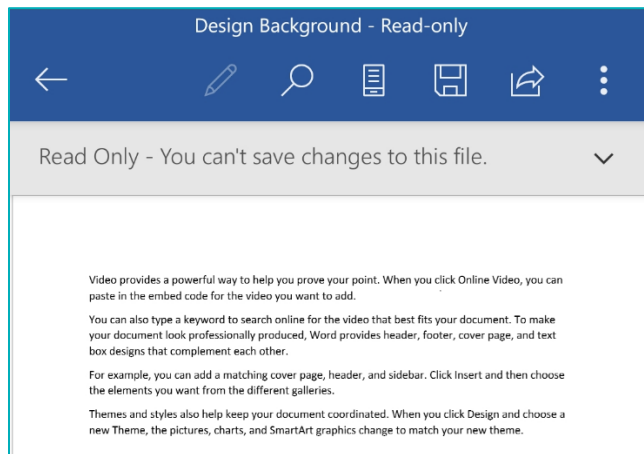
Upon a successful login, you will be directed to the Drives screen.



## 4 File Operations


### 4.1 Open File

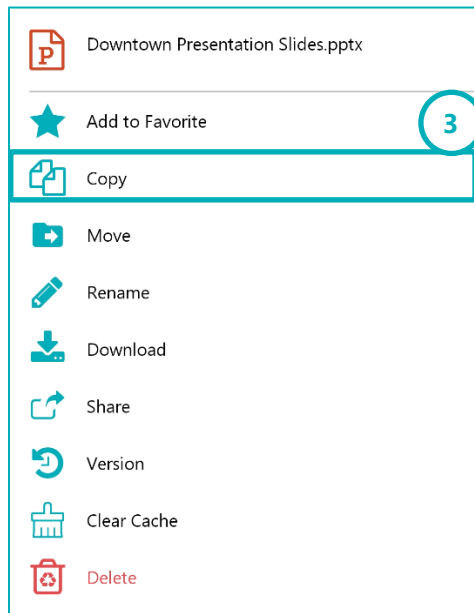
1. Navigate to the file you wish to open
2. Tap on a file
3. The file will be downloaded to your mobile device and opened in the file viewer application.






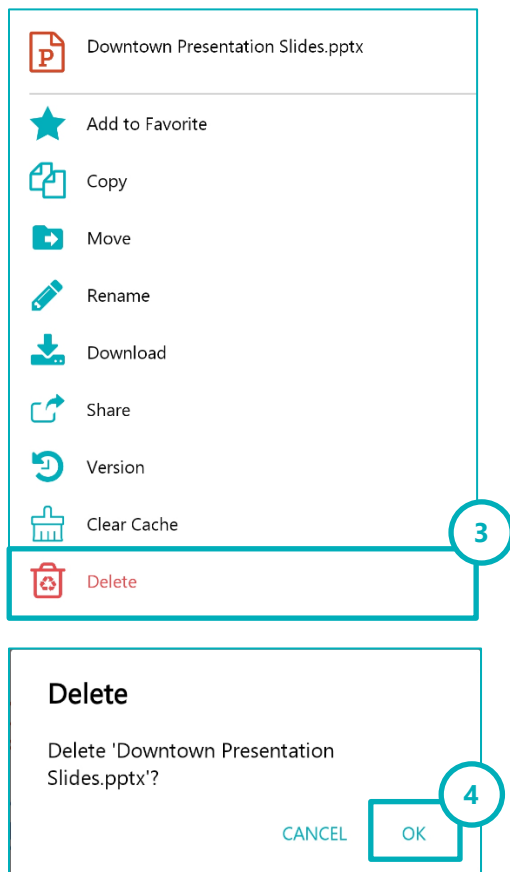
## 4.2 Copy / Move

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.




### 4.3 Delete

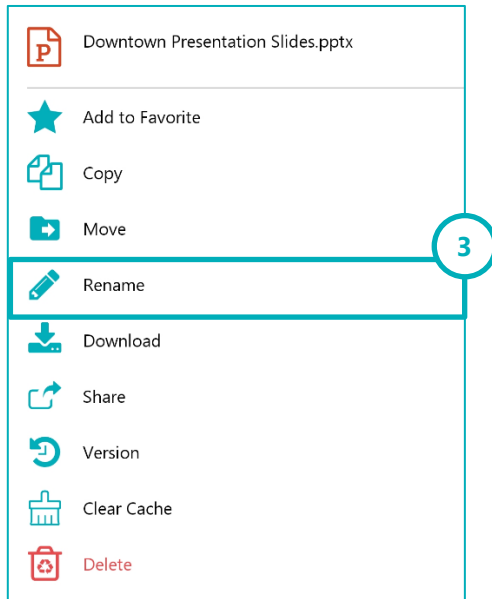
1. Navigate to the file you wish to delete.
2. Tap on the More Options  icon beside the file name.
3. Tap on Delete.
4. Tap on OK to confirm.







## 4.4 Rename

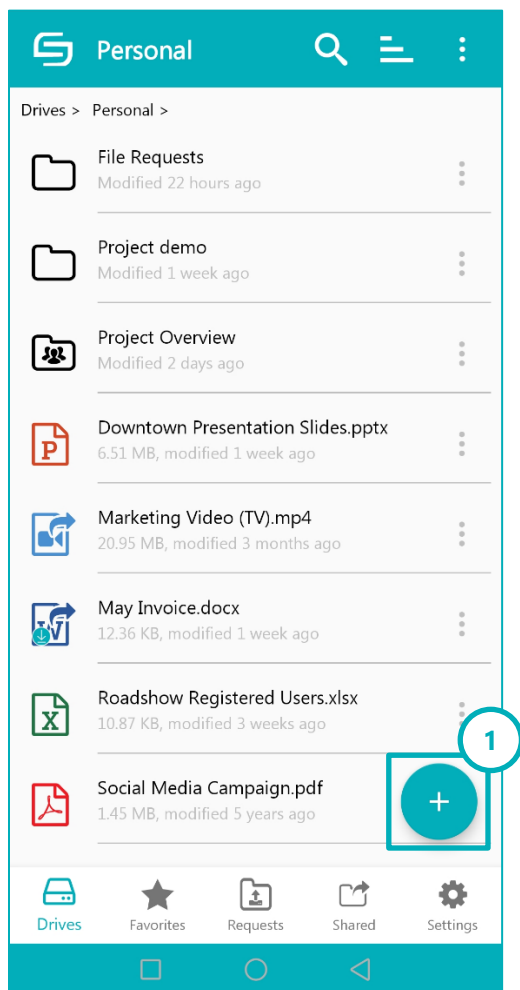
1. Navigate to the file you wish to rename.
2. Tap on the More Options icon  beside the file name.
3. Tap on Rename.
4. Type the new name and tap OK.






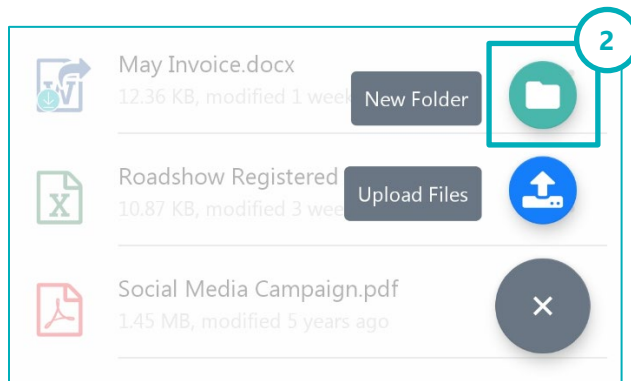
## 4.5 Upload Files

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





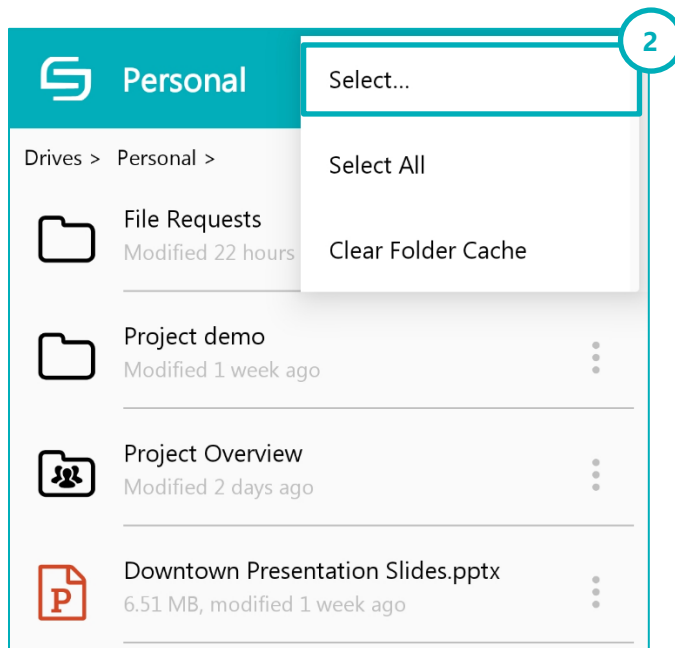
## 4.6 Create Folder

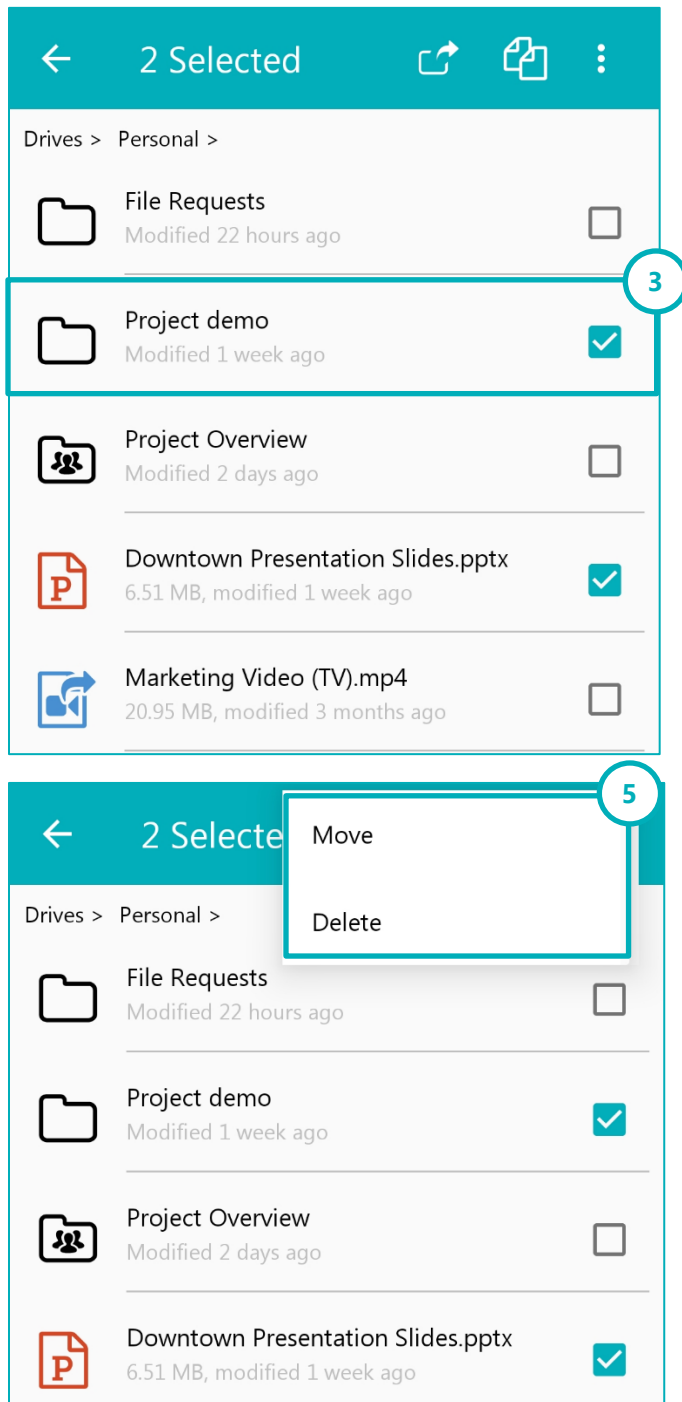
1. Tap on the  button
2. Tap on New Folder
3. Type the new name and tap OK.




## 4.7 Selecting multiple files/folders

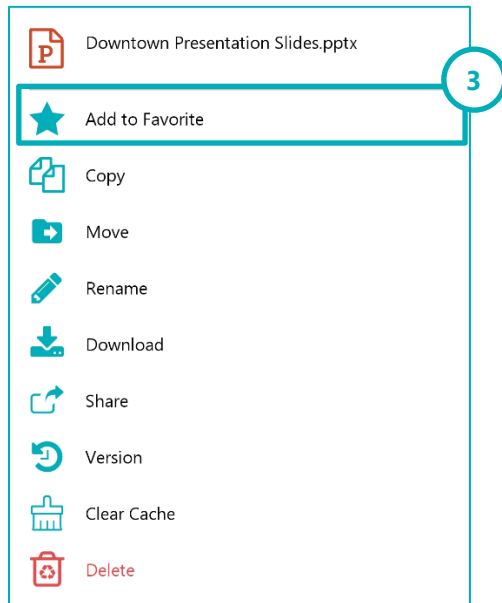
1. To begin selecting multiple files/folders, tap on the  button at the top right corner.
2. Tap on "Select..." to start the selection.
3. Tap on files/folders to add them to the selection.
4. Tap on the  button at the top right corner.
5. Choose to Move / Delete the selected files/folders.






## 4.8 Add to Favourites

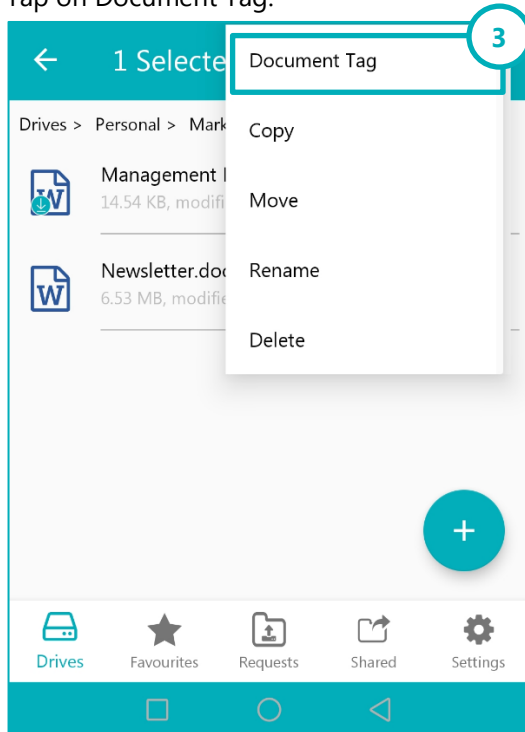
1. Navigate to the file you wish to Add to Favourite.
2. Tap on the More Options icon  beside the file name.
3. Tap on Add to Favourite.



## 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.

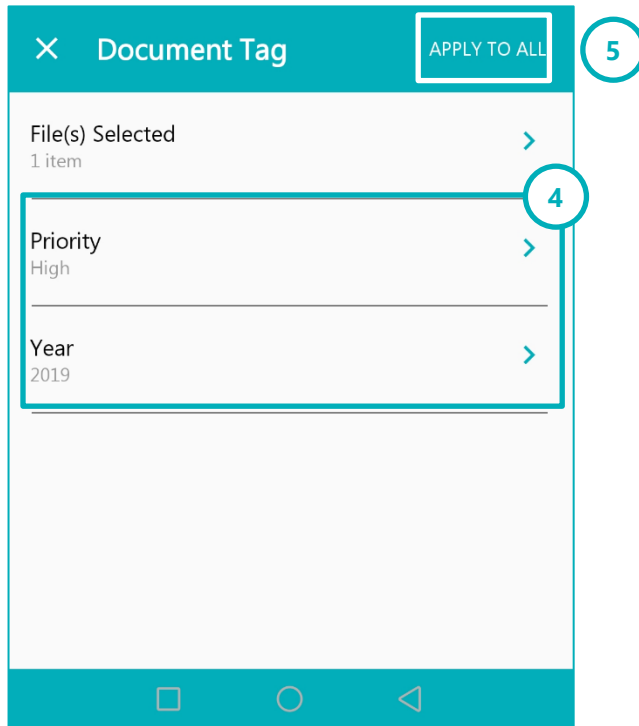


4. Select the tags for this file.

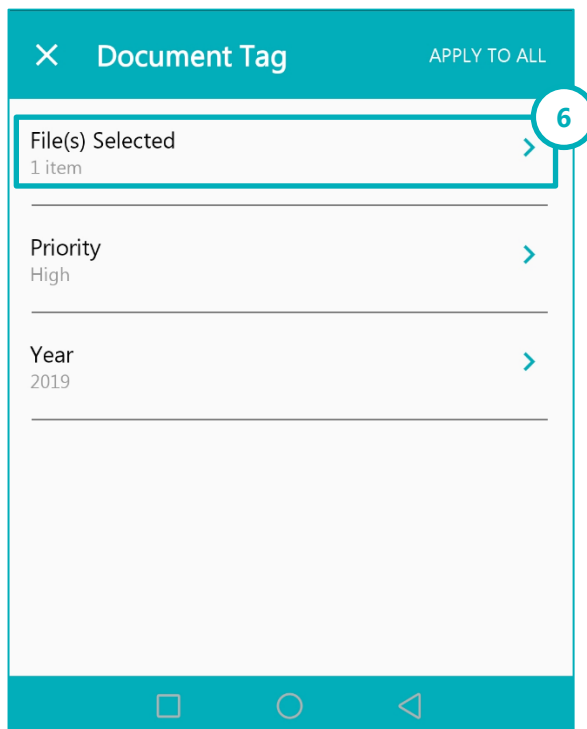


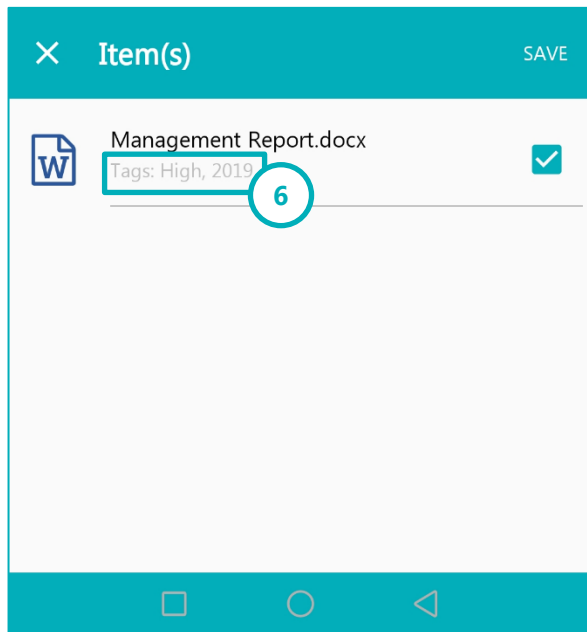


5. Tap on Apply to All.



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






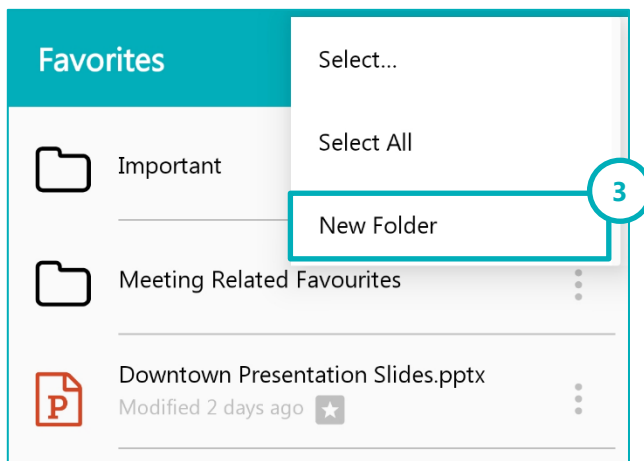
## 5 Favourites

### 5.1 Open from Favourites



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

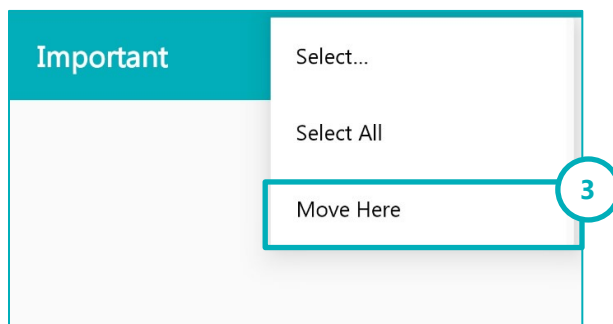
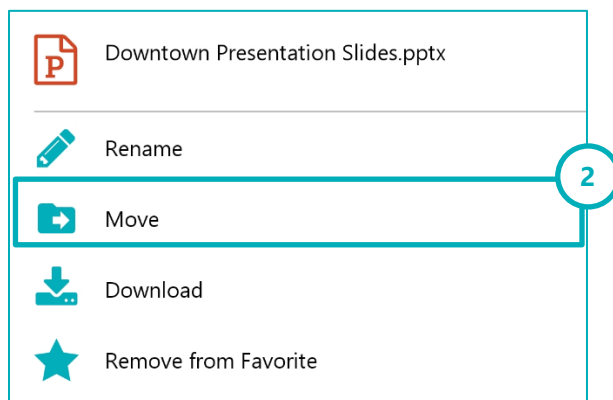
### 5.2 Create New Favourites Group

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.




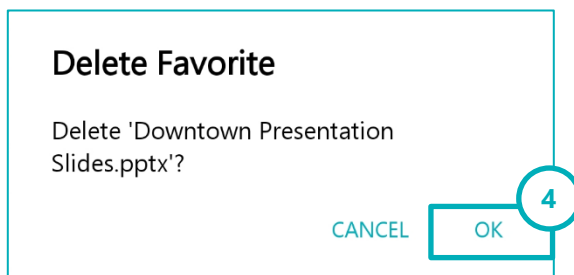
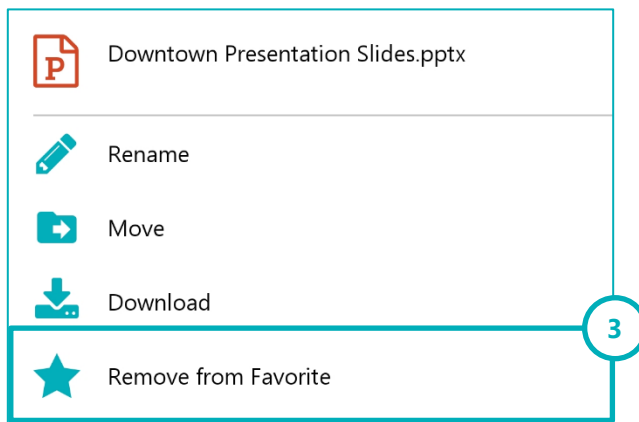
### 5.3 Move to Favourite Group

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.



## 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.

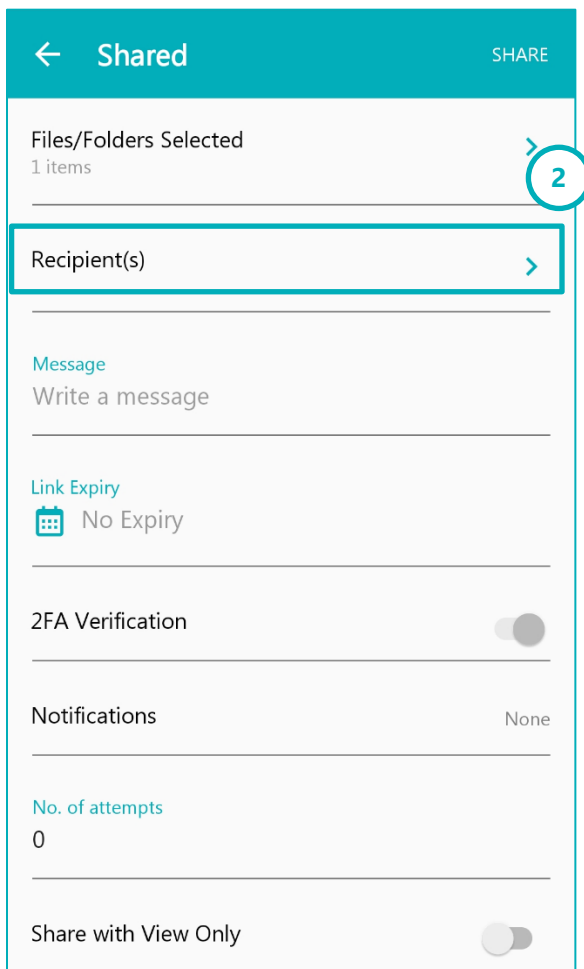




## 6 Share

### 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.



← Shared SHARE

Files/Folders Selected  
1 items

Recipient(s)

Message  
Write a message

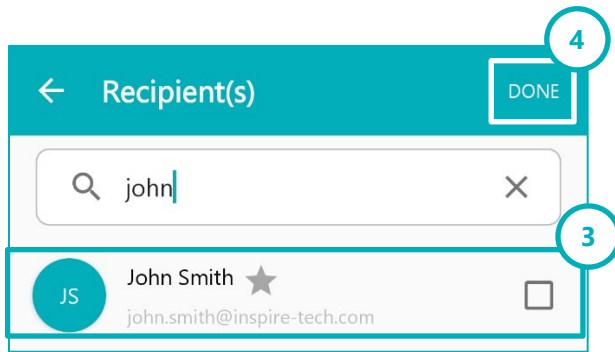
Link Expiry  
No Expiry

2FA Verification

Notifications None

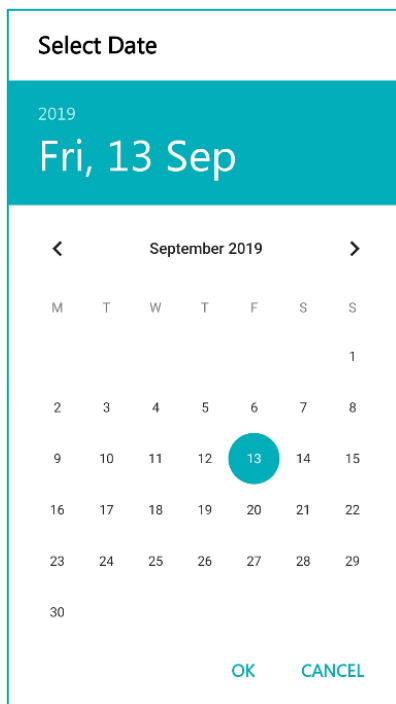
No. of attempts  
0

Share with View Only



## 6.2 Link Expiry

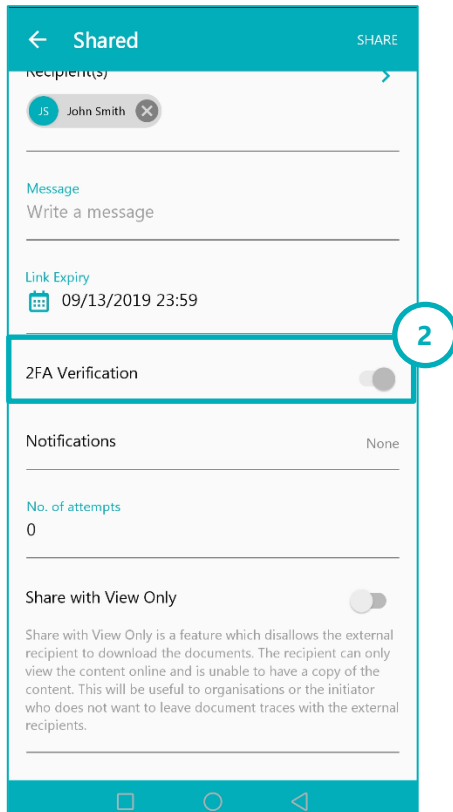
1. To begin Sharing, refer to Section 6.1.
2. Tap on Link Expiry to select an expiry date for the shared link to the recipient.
3. Choose an expiry date and time.
4. Tap on Share.





### 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.

### Notifications

☒ None

☐ Per Download

☐ Summary

OK CANCEL

## 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.

3

No. of attempts  
5

Share with View Only ☐

Share with View Only is a feature which disallows the external recipient to download the documents. The recipient can only view the content online and is unable to have a copy of the content. This will be useful to organisations or the initiator who does not want to leave document traces with the external recipients.

1 2 3 -

4 5 6 \_

7 8 9 ×

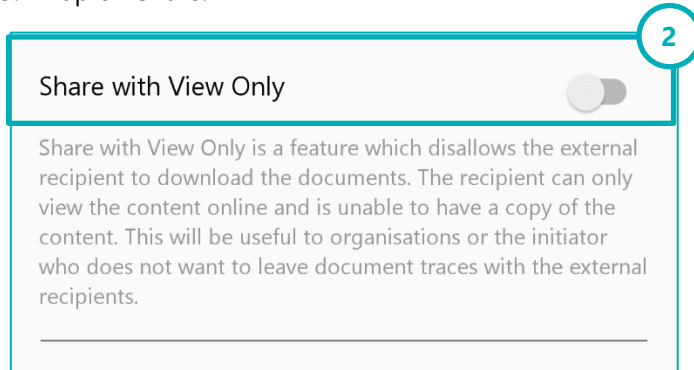
, 0 . ✓





## 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.

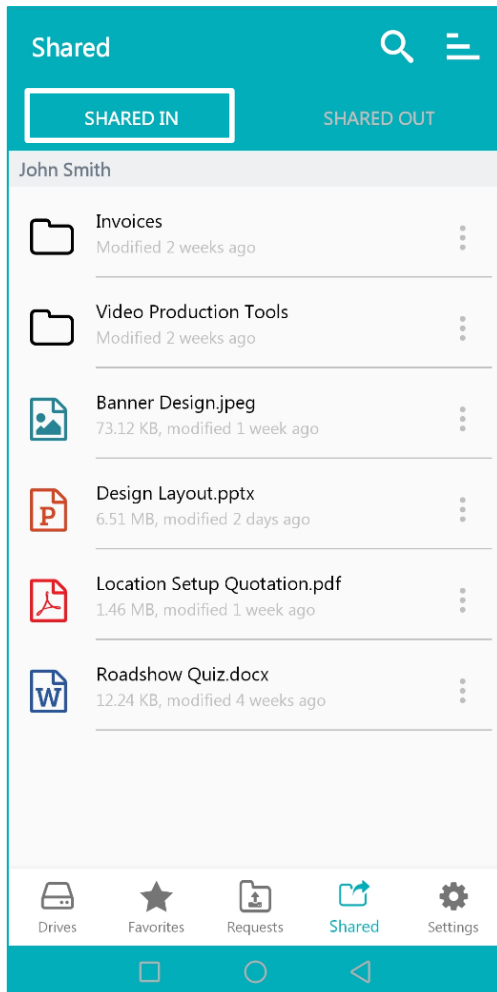




## 7 The Shared Tab

### 7.1 Shared In

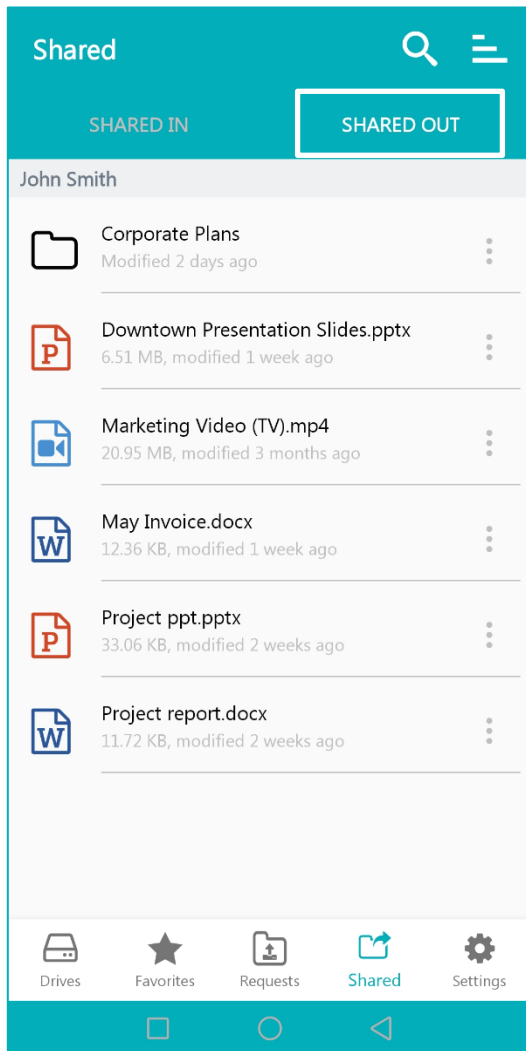
The Shared In folder shows the files/folders that was shared to you.






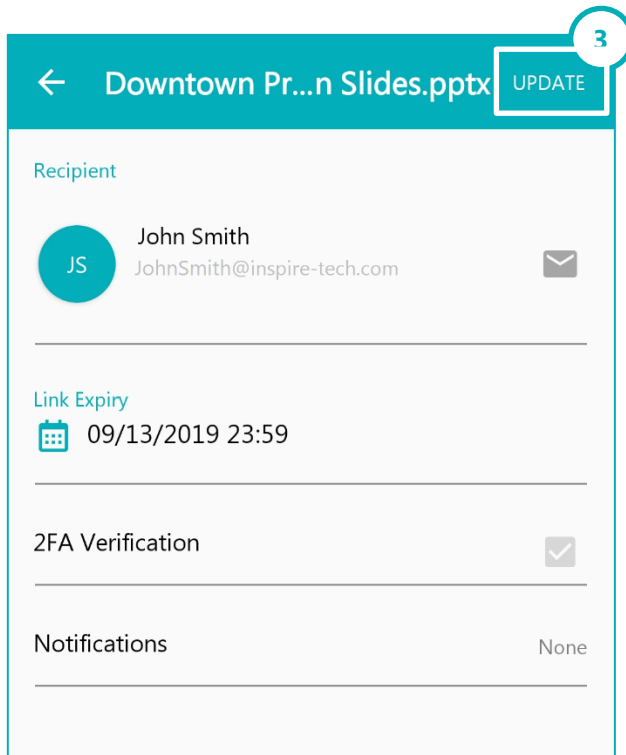
## 7.2 Shared Out

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




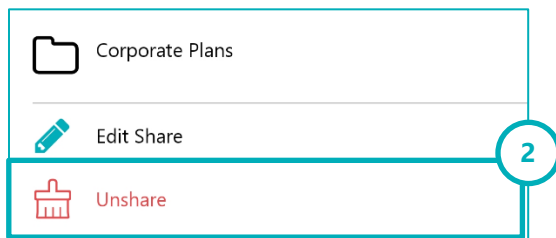
### 7.2.1 Edit Share

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.




## 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.




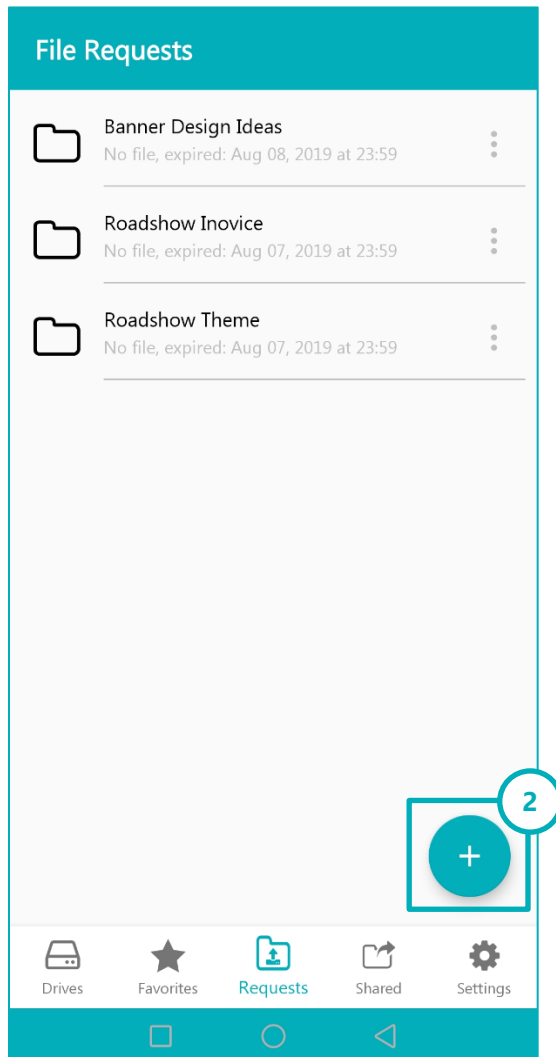
## 8 File Request

### 8.1 Create New File Request

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



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.





← Request for File DONE

3

Title  
Enter the title of your file request

Recipient(s) >

5

Message  
Write a message

Link Expiry  
08/02/2019 23:59

Advanced Options ▼



The image shows two screenshots of the EasiShare Android app interface. The top screenshot is the 'Create Recipient' dialog, which has a title bar 'Create Recipient' and three input fields: 'Name', 'Email', and 'Mobile Number'. At the bottom of the dialog are 'CANCEL' and 'OK' buttons. A blue circle with the number '7' is positioned next to the input fields. The bottom screenshot is the 'Recipient(s)' screen. It has a teal header bar with a back arrow, the title 'Recipient(s)', and a 'DONE' button. Below the header is a search bar with a magnifying glass icon and the text 'Search'. Below the search bar is a list of recipients. The first recipient is 'John Smith' with a circular profile picture containing 'JS', the email 'John.Smith@inspire-tech.com', and the phone number '98765432'. To the right of the contact information is a small square checkbox. A blue circle with the number '7' is next to this first recipient. At the bottom right of the list is a circular button with a white plus sign on a teal background. A blue circle with the number '6' is next to this button. A blue circle with the number '8' is next to the 'DONE' button. The bottom of the screen shows the Android navigation bar.

**Create Recipient**

Name

Email

Mobile Number

CANCEL OK

**Recipient(s)** DONE

Search

JS John Smith  
John.Smith@inspire-tech.com  
98765432

+



## 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.

The screenshot shows the 'Request for File' screen. The header is teal with a back arrow, the title 'Request for File', and a 'DONE' button. The main content area is white. It has a 'Title' section with the text 'Venue Selection'. Below that is a 'Recipient(s)' section with a right arrow and a tag for 'John Smith'. Then there is a 'Message' section with the placeholder text 'Write a message'. Below that is a 'Link Expiry' section, which is highlighted with a red circle and the number '2'. It shows a calendar icon and the date '09/13/2019 23:59'. At the bottom is an 'Advanced Options' section with a dropdown arrow. The bottom of the screen shows the Android navigation bar.

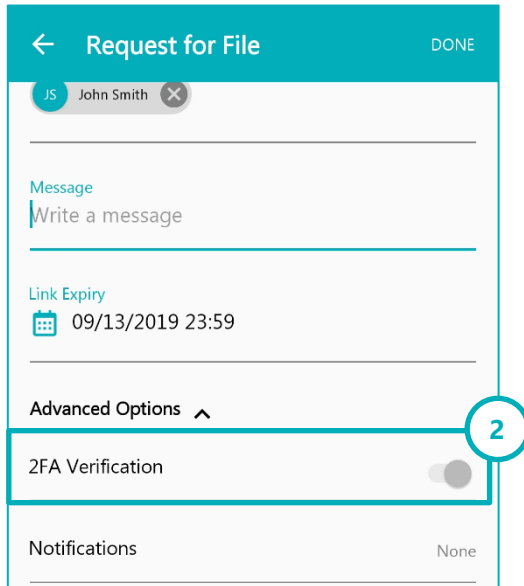
## 8.3 2FA Verification

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





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.



## 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. (circled with a '3')

## 8.6 File Size Limit

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



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


2

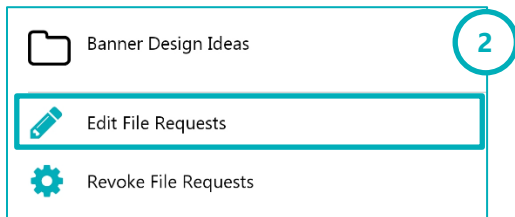
File Size Limit (MB)

0


## 9 Options for an existing File Request

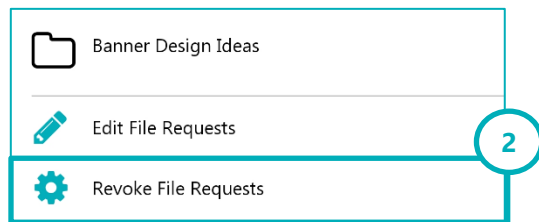
### 9.1 Edit File Request

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.





## 10 Settings

**File Size Limit:** Allows you to determine the limit on the size of files that can be uploaded or downloaded.  
Default values:  
 Mobile network: 100MB  
 Wi-Fi: 100MB

**Configure Passcode:** Allows you to configure a passcode lock to access your EasiShare application.

**Warn on cellular network:** Controls EasiShare app to trigger a prompt during activities performed while connected to a mobile network.

**Automatically sends a crash report to EasiShare team**

**User Settings:** View and edit storage settings

**Offline mode:** Allows you to navigate folder directory and open downloaded files while not connected to mobile network or Wi-Fi

**About EasiShare:** View the version number of EasiShare Android App

**EasiShare Videos:** Watch tutorial videos about EasiShare

**Clear Drives Cache:** Deletes all downloaded files to restore storage space on your device

**App Reset:** Deletes all downloaded files and clears the stored credentials

**Introduce EasiShare:** Share about EasiShare via email

**Email Support:** For sending an email to EasiShare support team

**Settings**

**SETTINGS**

- File Size Limit
- Configure Passcode
- Warn on Cell Network
- Auto Send Crash Report

**CONNECTIONS**

- User Settings
- Offline Mode
- Clear Drives Cache
- App Reset

**LEARN MORE**

- About EasiShare
- EasiShare Video

**SHARE FEEDBACK**

- Introduce EasiShare
- Email Support

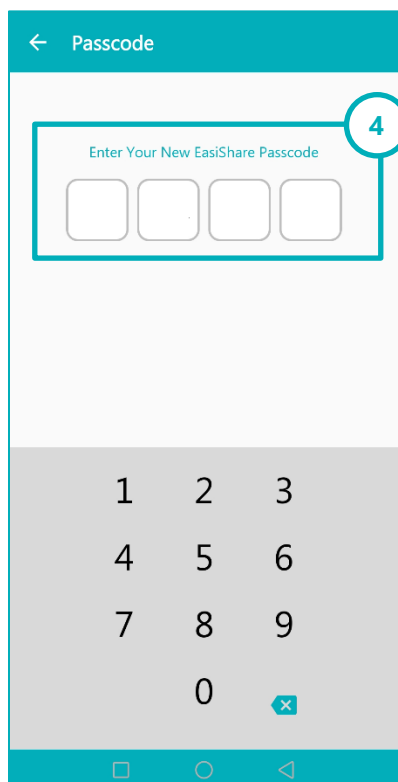
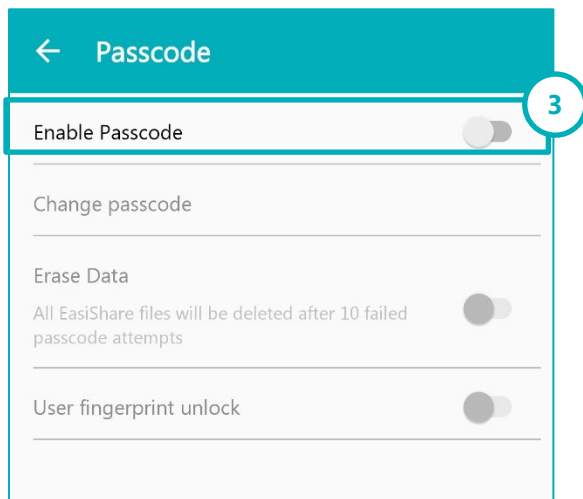
**Drives** **Favorites** **Requests** **Shared** **Settings**



## 10.1 Configure Passcode

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

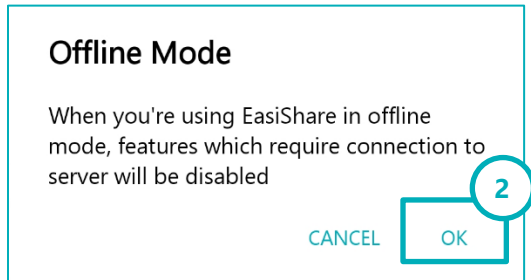
1. Tap on Settings at the navigation panel
2. Tap on Configure Passcode
3. Tap on Enable Passcode
4. Enter new passcode
5. Re-enter your new passcode



## 10.2 Offline Mode

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

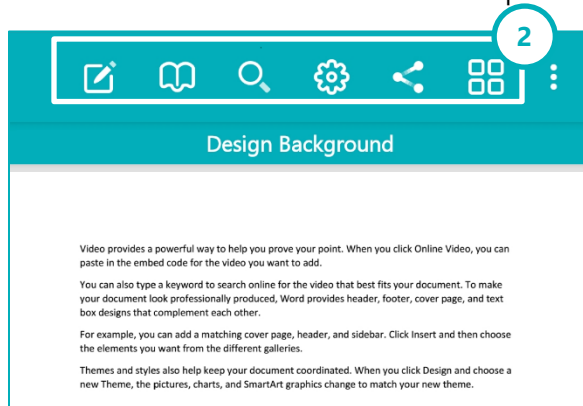
1. Toggle the Offline Mode toggle button in Settings page.
2. Tap on OK to confirm.



## 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.

