EasiShare Desktop User Guide

V11.0

(for EasiShare User)

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 the time; the access rights are automatically revoked.

1.2 EasiShare Desktop

The EasiShare Desktop allows users of EasiShare to manage storage, file, and create Upload Request in a Desktop Explorer. Users will be able to perform create new folder, upload file, download file, modify existing file, create an upload request and more. Most of these functions performed will be directly take effect in Storage.

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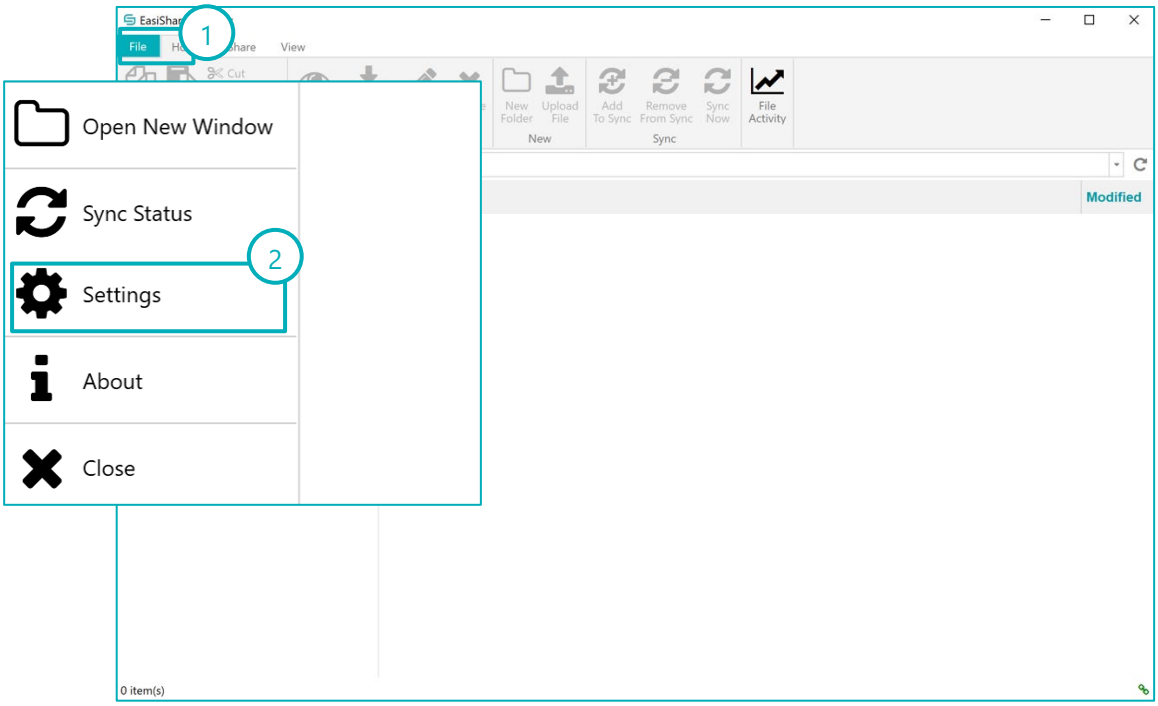
2 Login

2.1 Getting Started

To login:

1. Launch EasiShare program.
2. Click on **File** and click **Settings**.



3. At the Login section, enter your **URL**, **username** and **password**.
4. Assume, if EasiShare URL need to connect using Proxy then **enter Proxy** details. If not, this is optional for user.
5. Assume if EasiShare is configured as SSO, then skip step 2 and select **"Use Single Sign On"** checkbox.
6. Click **Save** to proceed.

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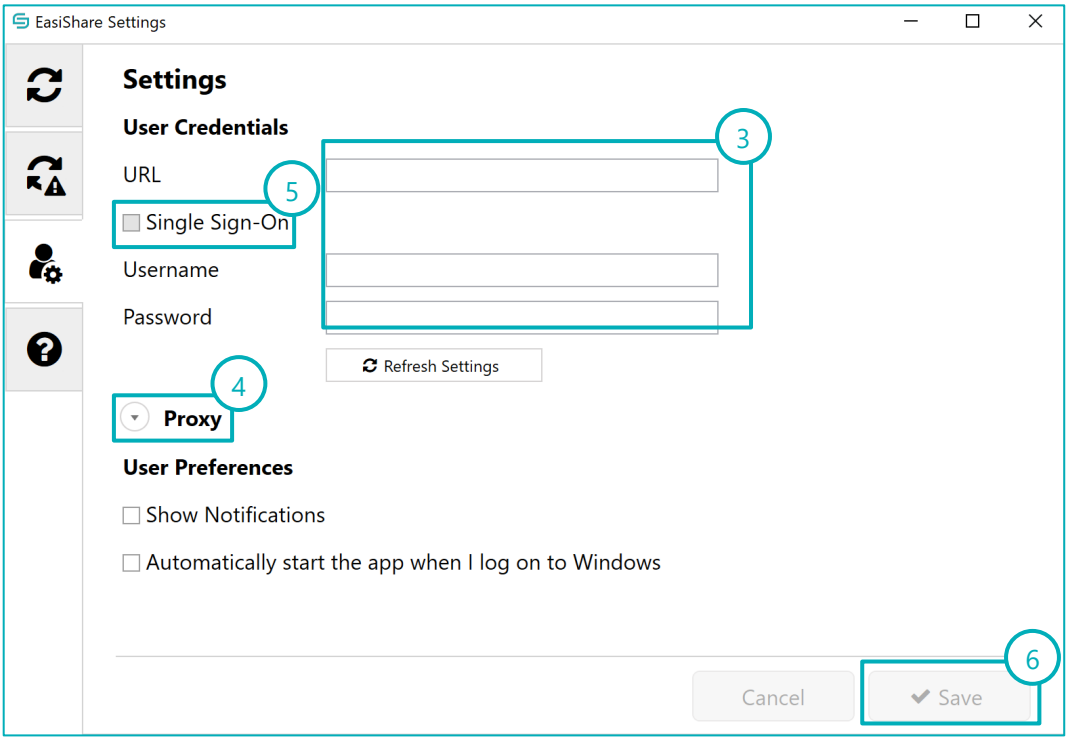

Login Errors:

If you encounter any error message below,

1. Username entered does not exist. Check that you have entered a correct username.

   Invalid username

2. Invalid password entered. Check that you have entered a correct password.

   Invalid password!

3. Your account has been disabled. Check with your Administrator.

   User account is disabled.

4. Your account is locked. Check with your Administrator.

   User account is locked

5. Your must change your password before login.

   User must change password!

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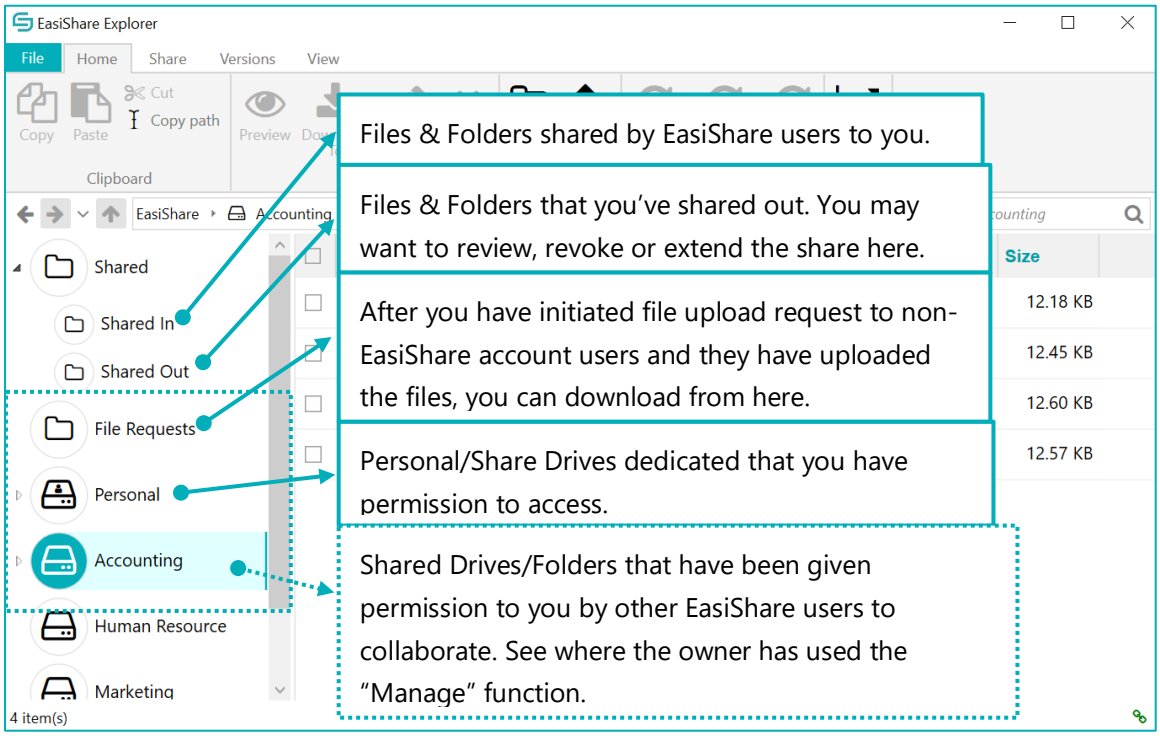
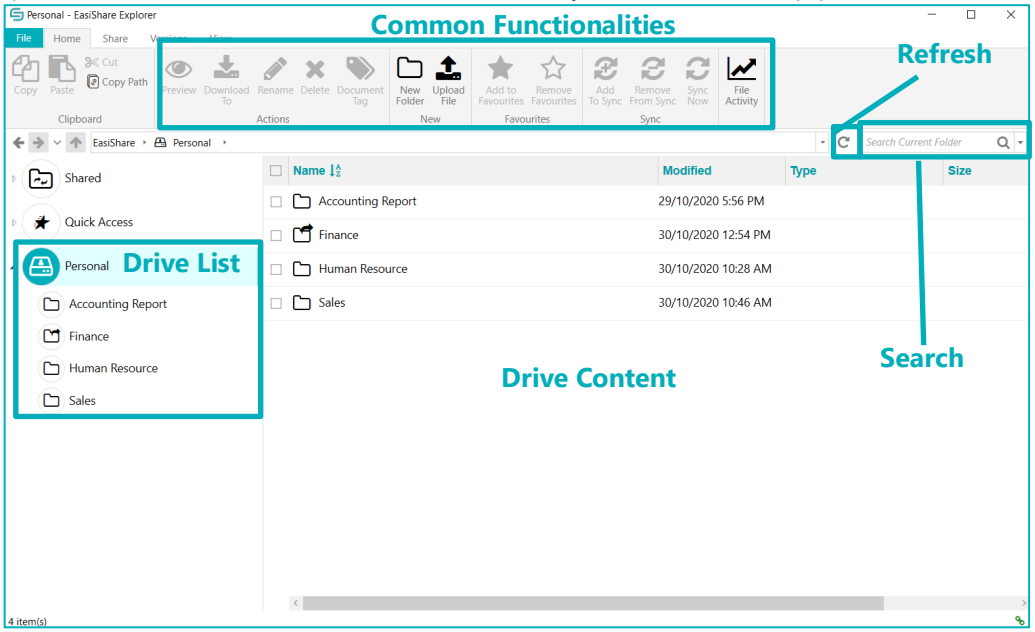
2.2 Accessing EasiShare

1. Logging in will direct you to the page as shown below. You should see drive(s) that you can access.



2. On this **Home tab**, you can navigate or access to a drive located in the **Drive List** on left panel while the common functionalities for every item are at the top panel.



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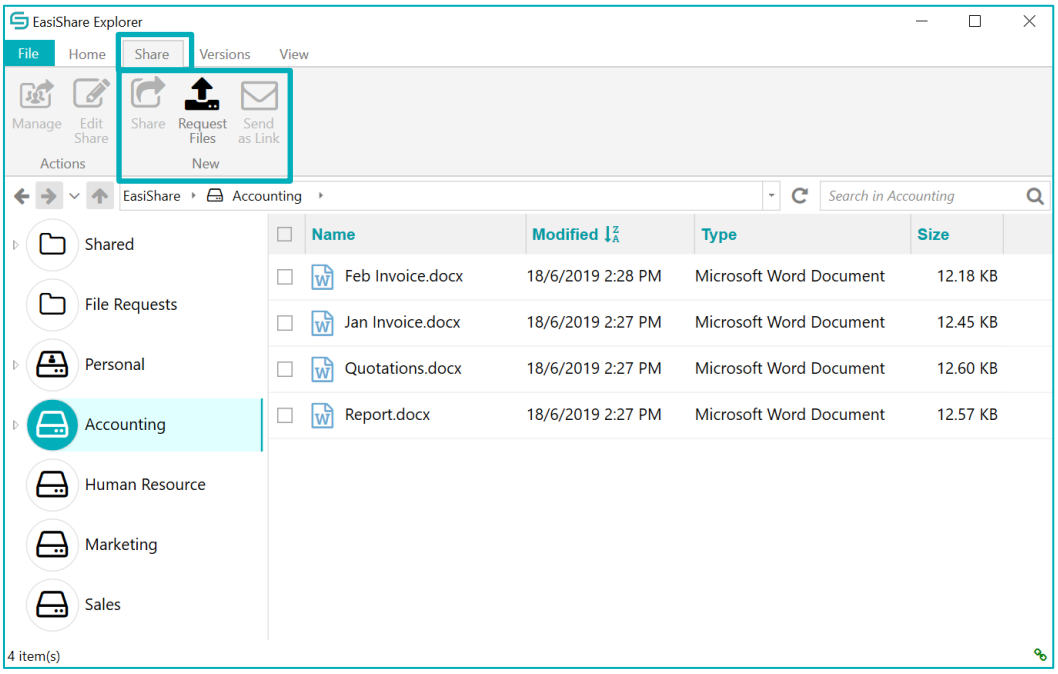
3. When you click on the **Share tab**, you can **Share** files/folders, **Request** files and **Generate the Link** for the selected files/folders.



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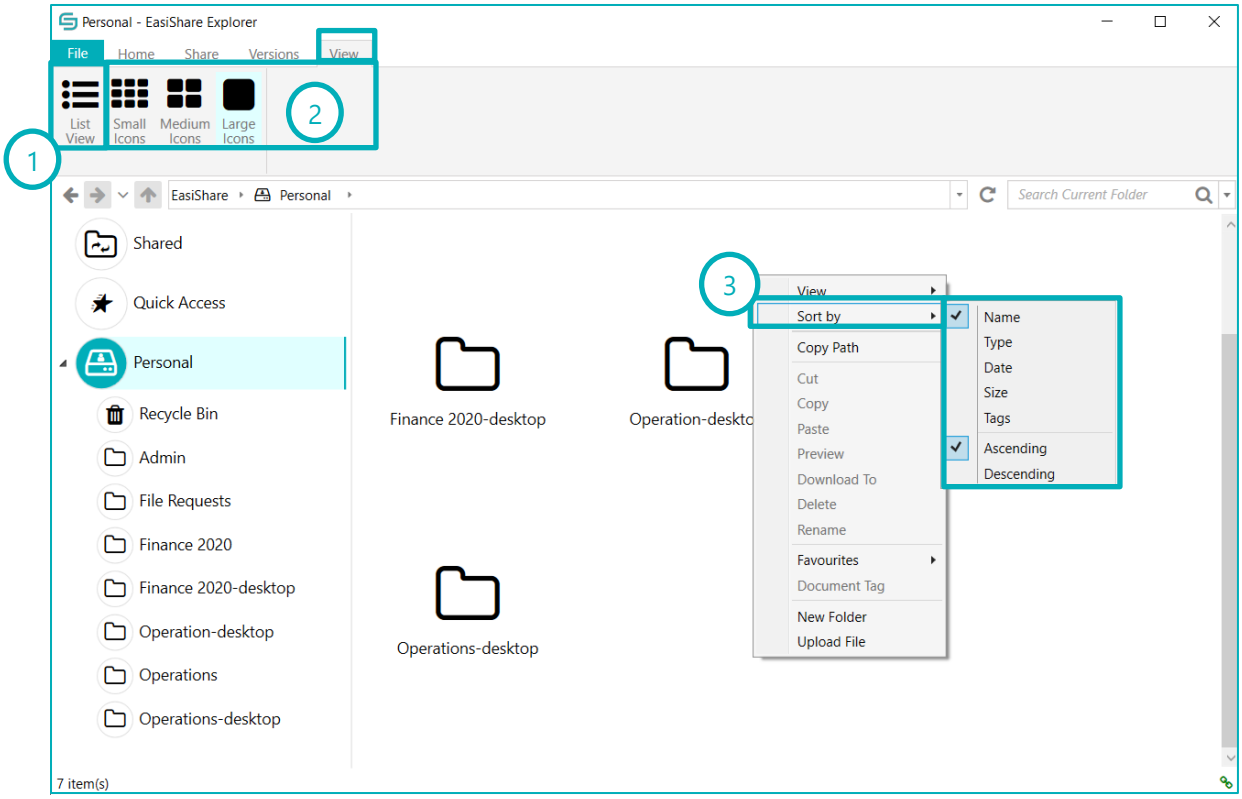
2.3 Switching Views

1. If the user clicks on the **List view icon** , the display will change to **List view**.
2. Three Sizes of choice are given, from left to right, small, medium, and large views.

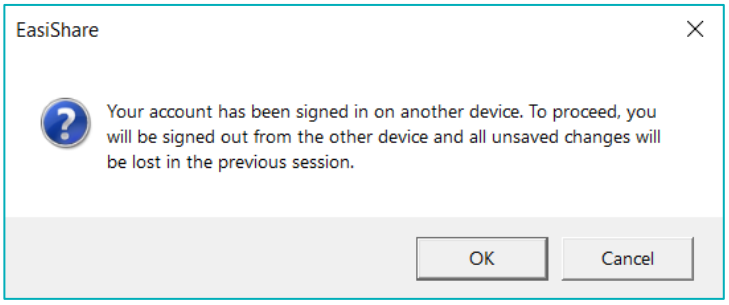


3. User will be able to Sort according to their preference with the help of sorting menu.

2.4 Concurrent Login

1. Assume that the administrator has **enabled** concurrent login, you would be able to login to multiple desktops using the same user account.

2. Assume that administrator has **disabled** concurrent login, you would only be able to access your user account in one desktop at a time.
   - Whenever the system detects concurrent access, it will display below message to sign out from **previous devices** before **proceeding to login** in the **current device.**



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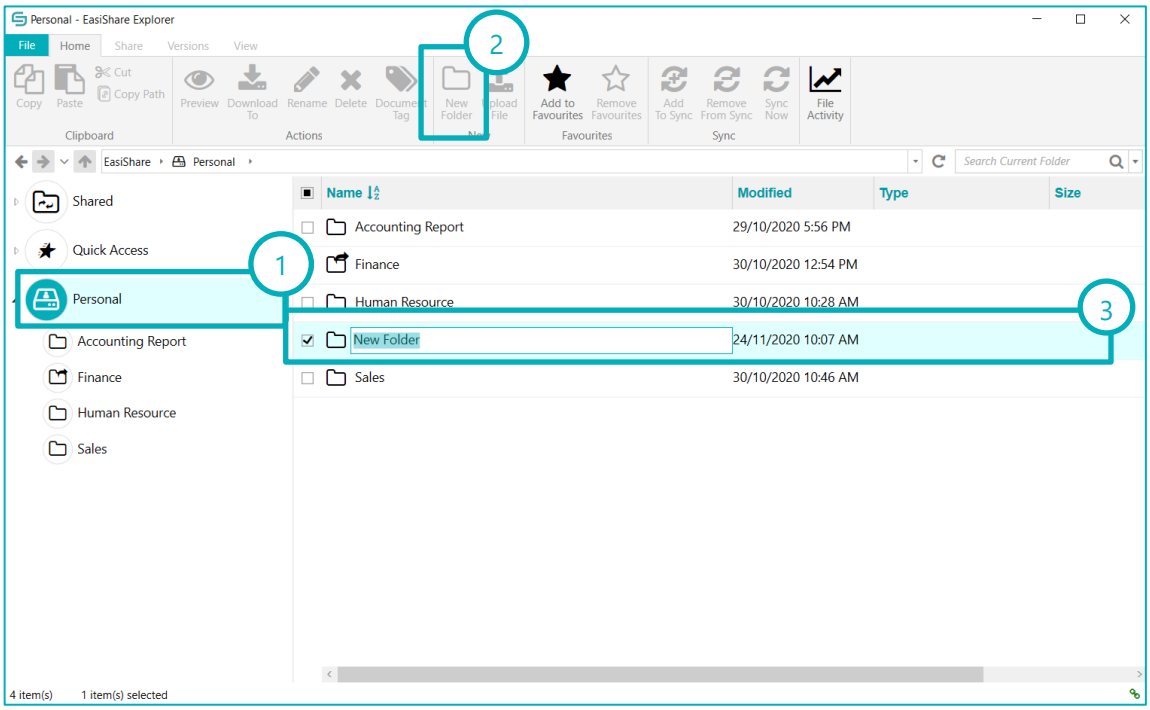
- For the other devices, the same user account would be **automatically** signed out. If you would like to continue usage, you would be required to login again.

3 Folder Operations

3.1 Create a New Folder

1. Click on a storage located in the **Drive List** along the left panel to navigate to the new folder's location.
2. Click on **New Folder** along the **Home Tab** located at the top.
3. Enter folder name in the input box.
4. Press Enter.



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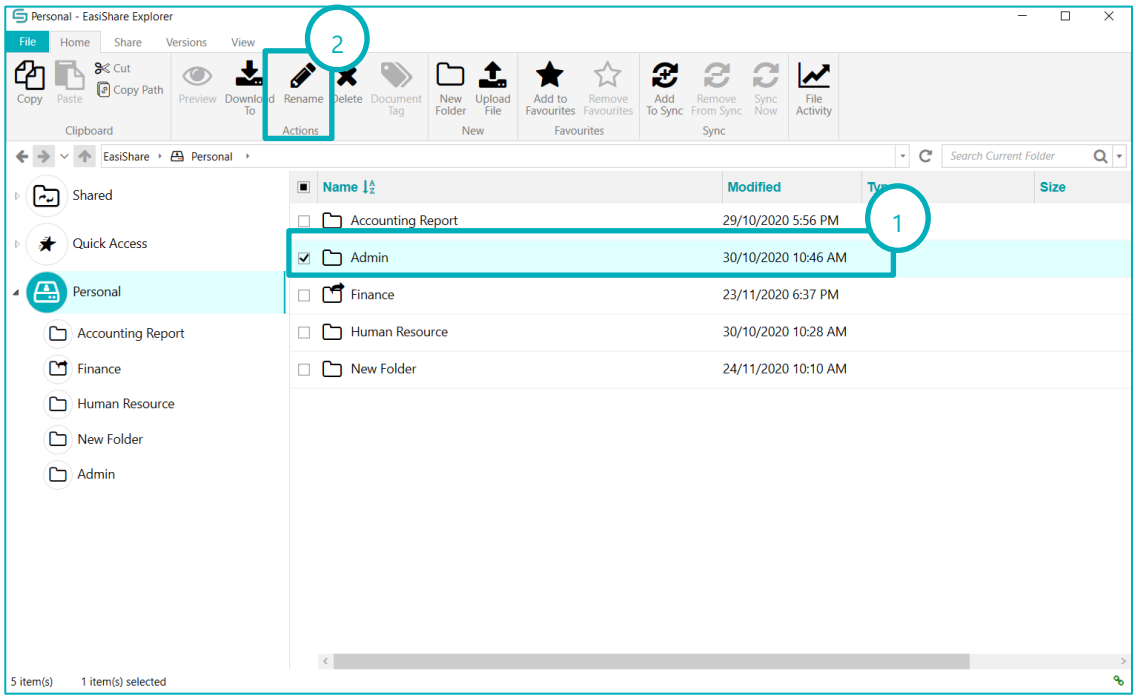
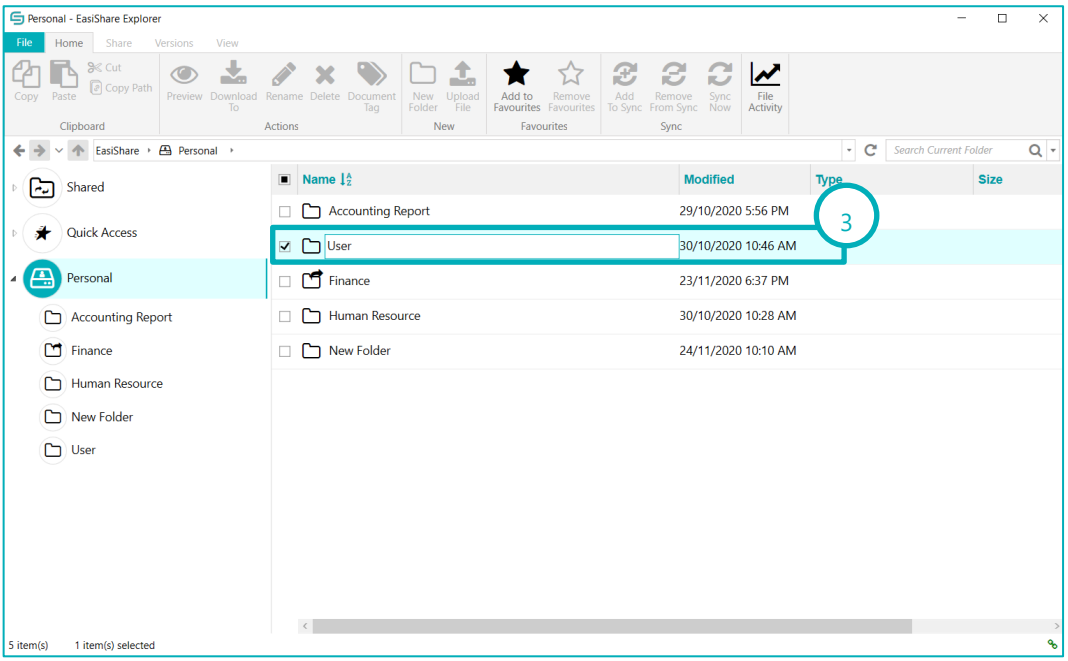
3.2 Rename a Folder

1. Select the folder. To select, click on the white checkbox beside the folder name.
2. Click on **Rename** along the **Home Tab** located at the top.



3. Enter new folder name.
4. Press Enter.



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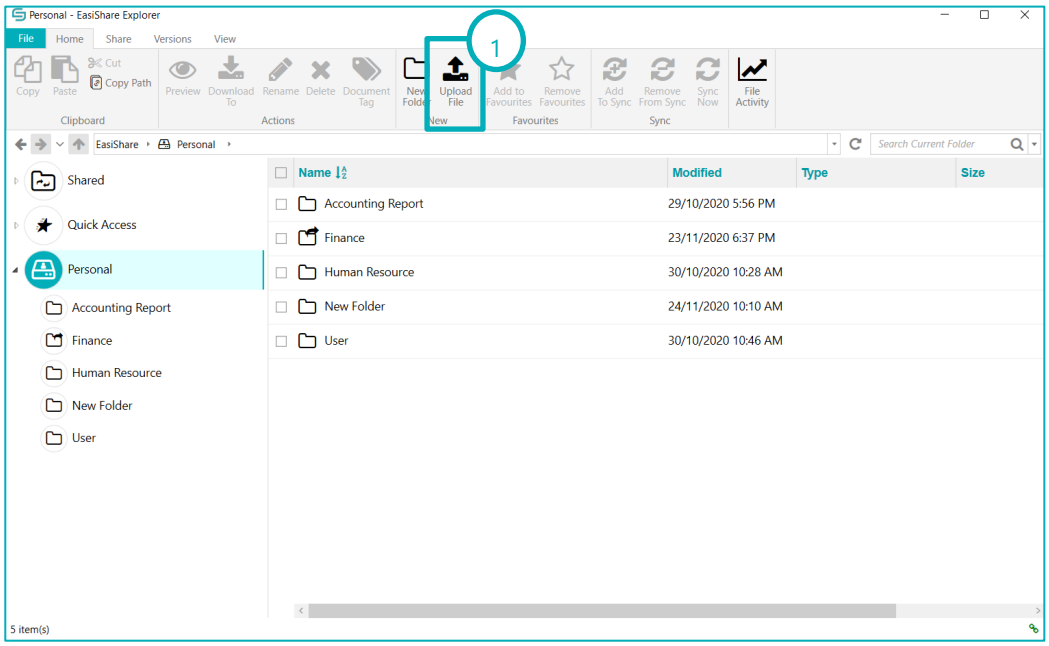
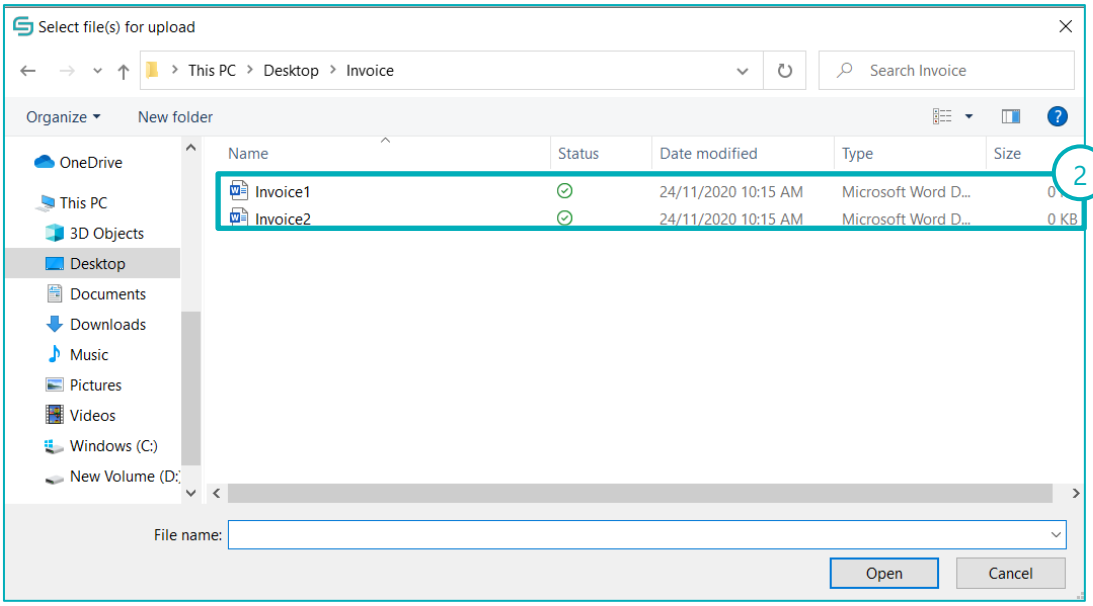
4 Upload Files

4.1 Using Upload Feature

1. Click on **Upload File**.



2. Select the file/folder you wish to upload. You may select multiple files/folders at a time.



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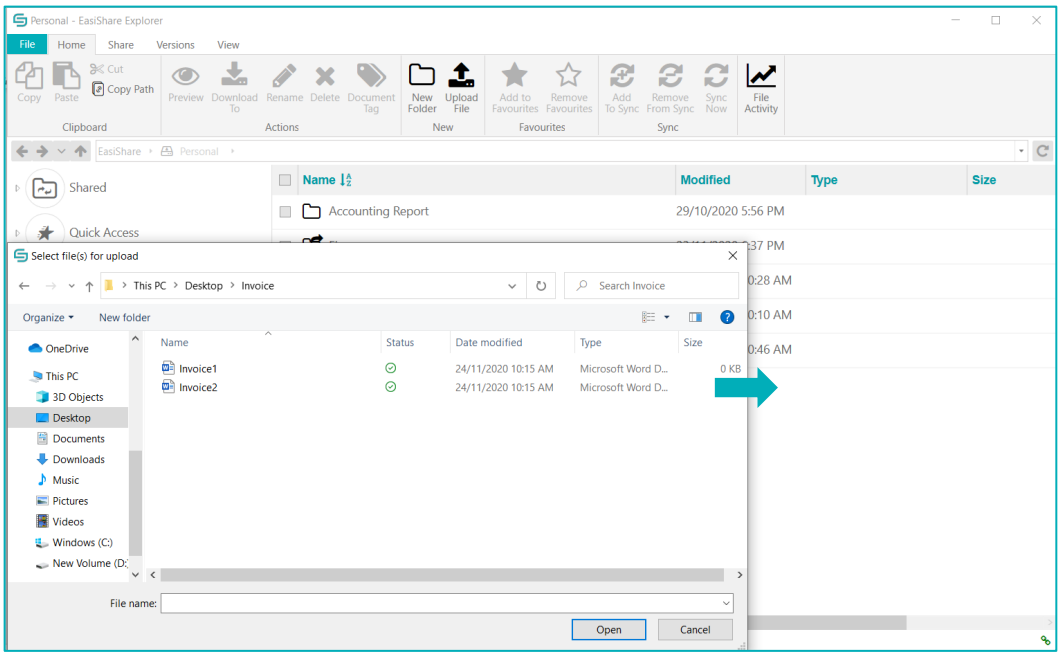
4.2 Using “Drag & Drop” Method

1. Drag and drop file/folder from your PC file explorer to EasiShare explorer. You may select multiple files/folders at a time.



4.3 Check Upload Status

1. A status bar will pop-up and show the progress of the activity.
2. Click on **File Activity** icon located at the top of the application.
3. Alternatively, you can click on **My Activity**, it displays your action history.

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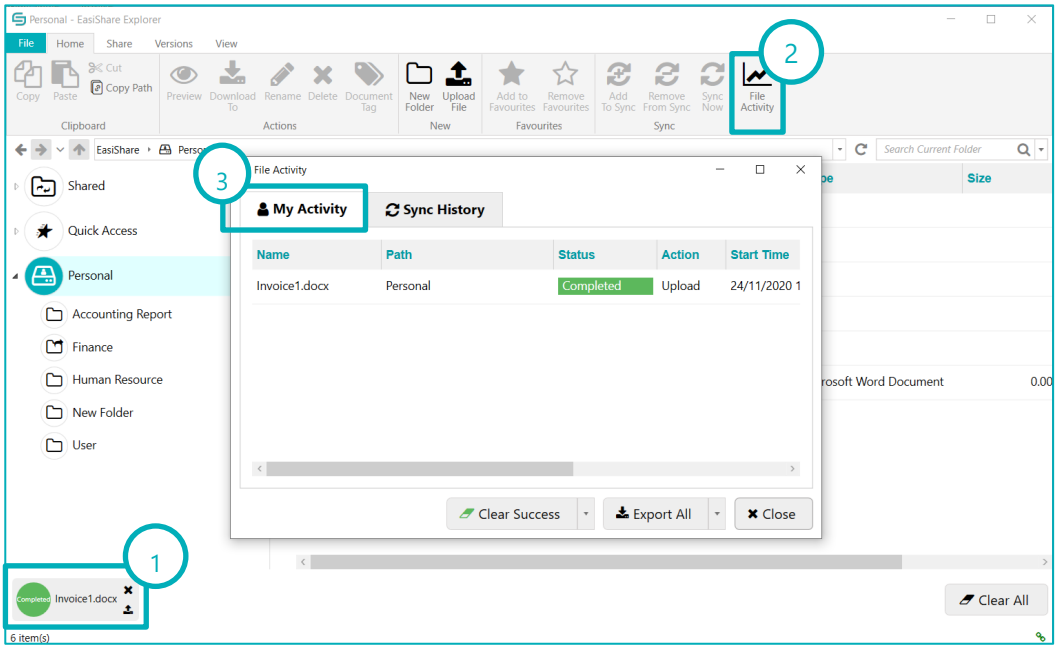
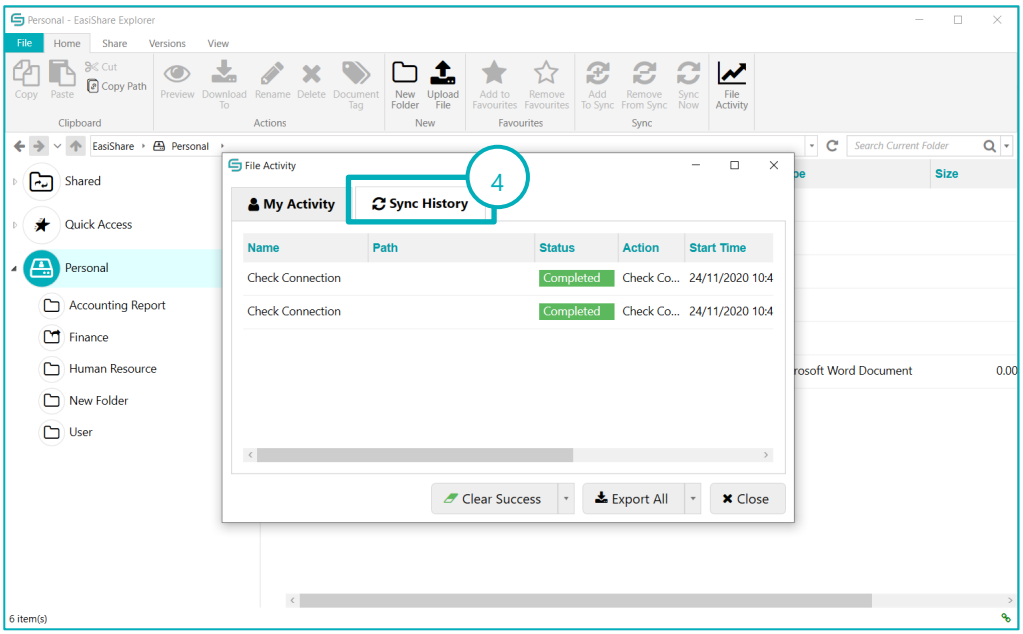


4. Whereas in Sync History, it will display the sync upload from the user.



4.4 Uploading a Virus File

When a Virus file is being uploaded directly or to the sync folders in File Explorer, the following steps below will take place:

1. The error message below will be displayed in EasiShare:

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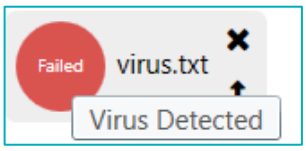
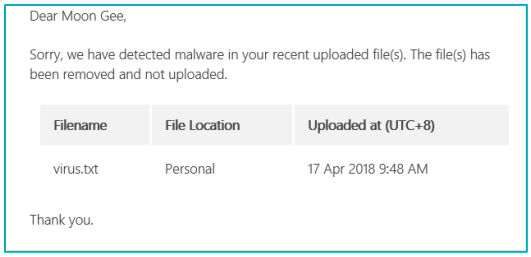


2. An email notification regarding virus detection will be sent to the User:



Dear Moon Gee,

Sorry, we have detected malware in your recent uploaded file(s). The file(s) has been removed and not uploaded.

Filename	File Location	Uploaded at (UTC+8)
virus.txt	Personal	17 Apr 2018 9:48 AM

Thank you.

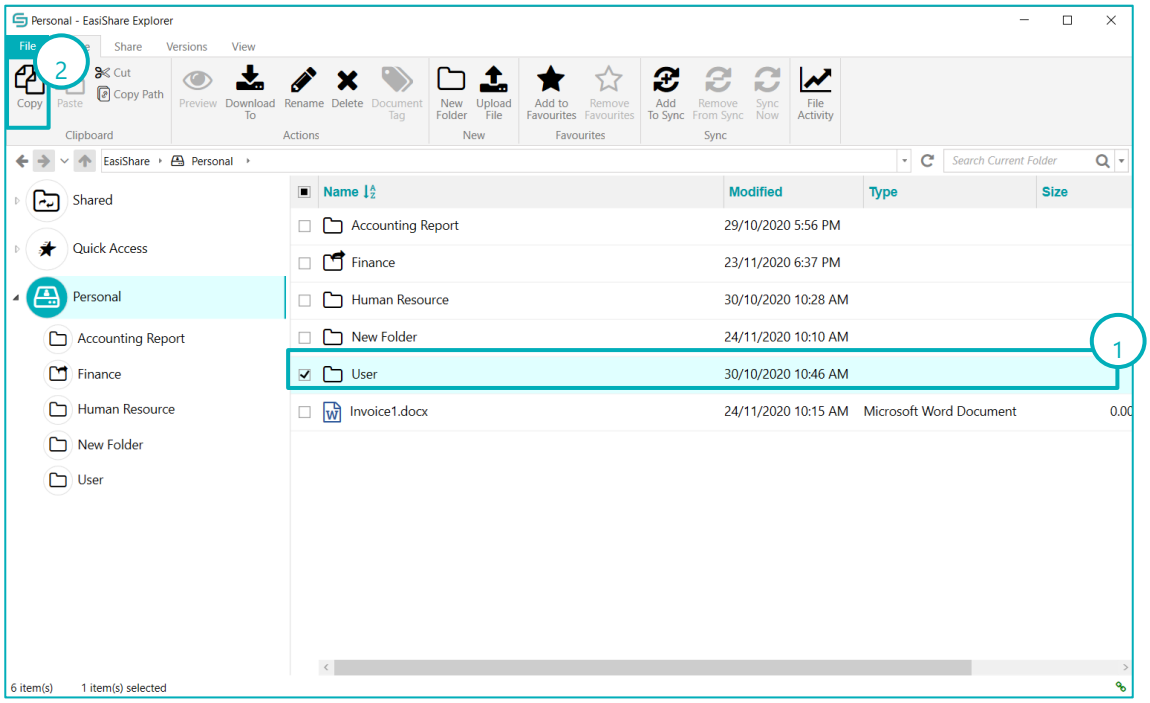
Note:

This scenario only applies if customer has implemented Virus scanning in EasiShare. If not turn on, then ignore this scenario.

5 File Operations

5.1 Copy/Move

1. Select the file/folder. To select, click on the checkbox beside the file/folder name. You may select multiple files/folders at a time by clicking on multiple checkboxes.
2. Click on **Copy** along the **Home Tab** located at the top.



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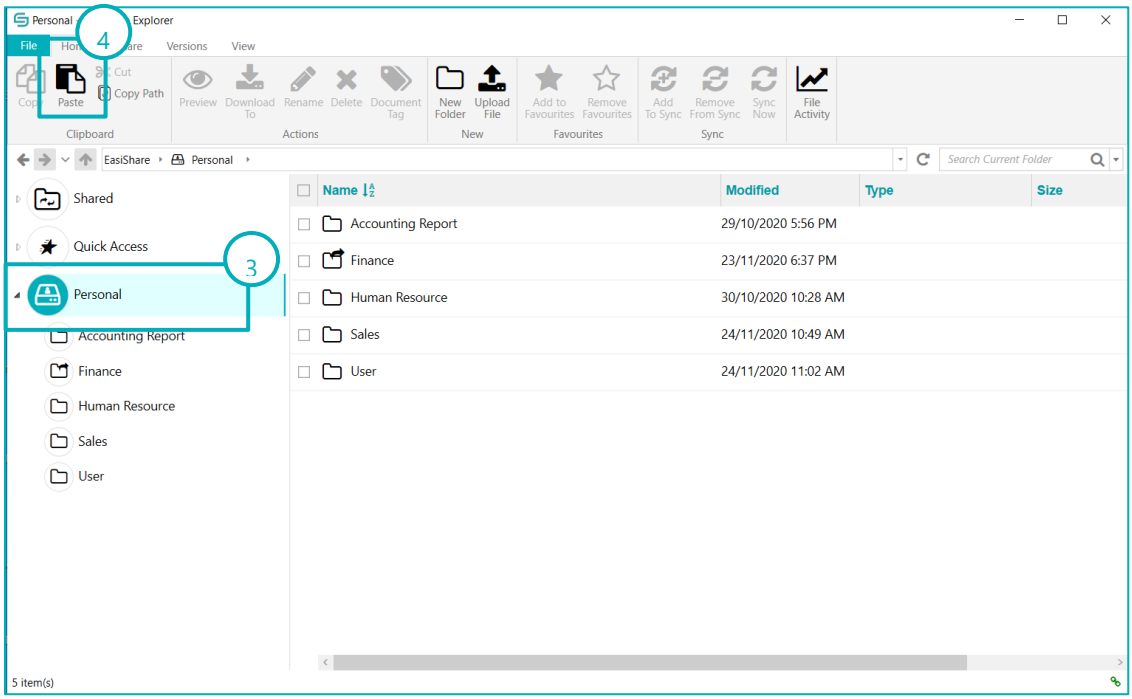
3. Select the drive/folder you want to move your file(s)/folder(s) to.
4. Paste the file(s)/folder(s) at the selected location.



Note: Moving a file/folder that is shared may cause the link to break. Recipients may not be able to access such file/folder. The user can also use shortcut keys like Ctrl + C to copy, Ctrl + X to cut and Ctrl + V to paste the file.

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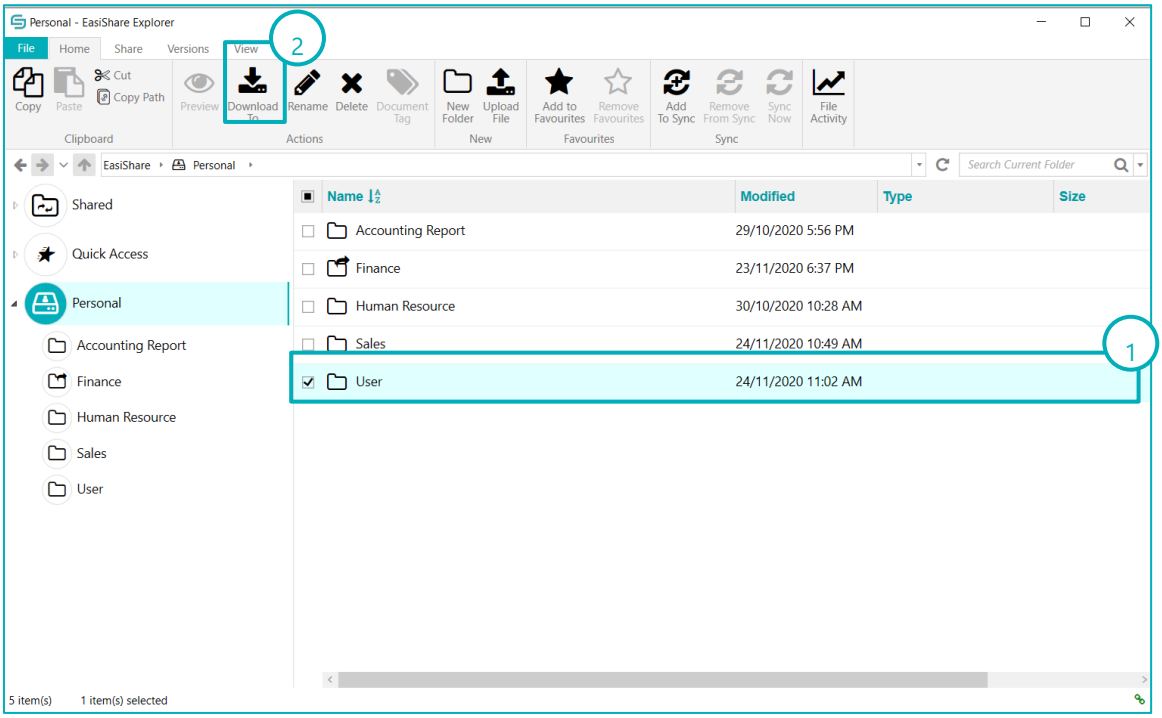
5.2 Download

1. Select the file/folder. To select, click on the checkbox beside the file/folder name. You may select multiple files/folders at a time by clicking on multiple checkboxes.
2. Click on **Download To** along the **Home Tab** located at the top. Alternatively, you can click on the file(s)/folder(s) name.



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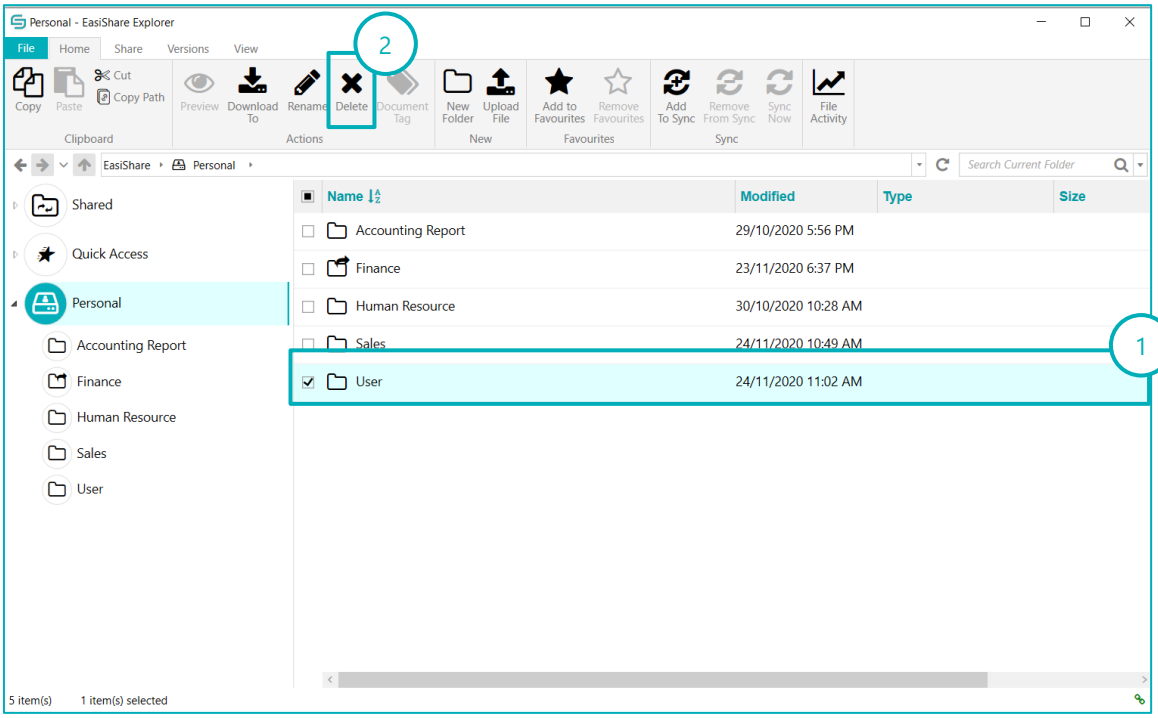
5.3 Delete

1. Select the file/folder. To select, click on the checkbox beside the file/folder name. You may select multiple files/folders at a time by clicking on multiple checkboxes.
2. Click on **Delete** along the **Home Tab** at the top panel.



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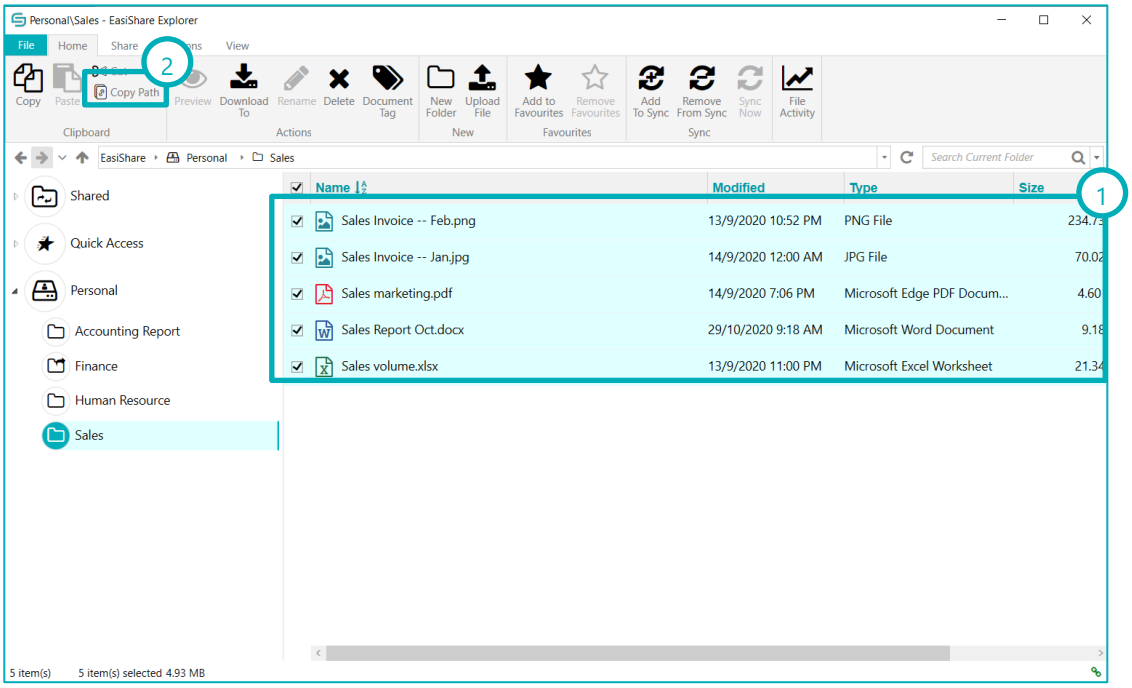
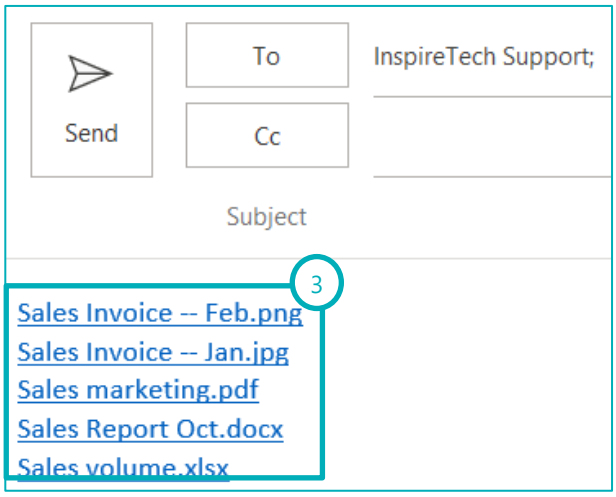
5.4 Copy path

1. Select the file/folder. To select, click on the checkbox beside the file/folder name. You may select multiple files/folders at a time by clicking on multiple checkboxes.
2. Click on **Copy path** along the **Home Tab** at the top panel.



3. User can proceed to paste this path link into his/her email and send it to internal collaborators for easy access.



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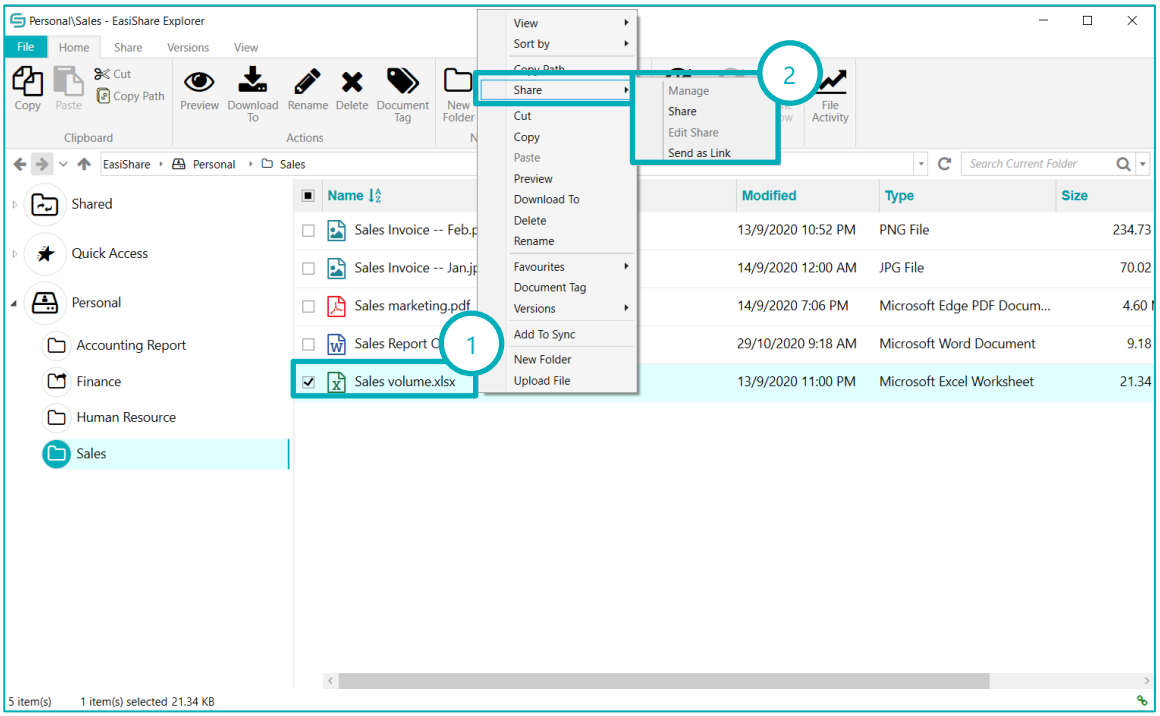
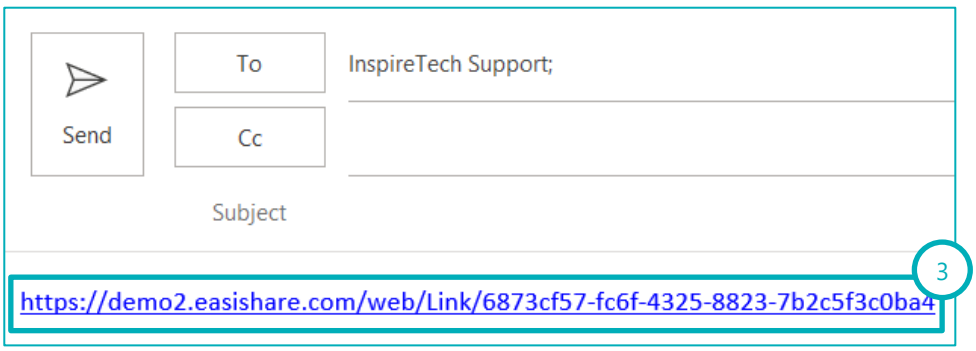
5.5 Send as Link

1. Select the file/folder. To select, click on the checkbox beside the file/folder name. You may select multiple files/folders at a time by clicking on multiple checkboxes.
2. Right-click on the file. Go to 'Share' and click 'Send as Link'.



3. The user will be automatically directed to Outlook, with the file links generated. User can proceed to send this link via email to other internal users only.



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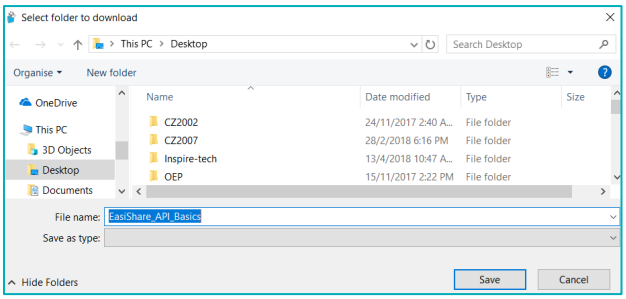
5.6 Recycle Bin

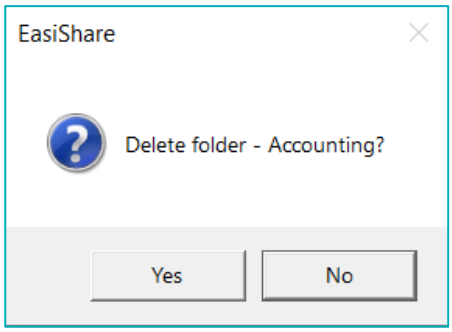
The following features are available when you click the **Recycle Bin Icon** of a drive and select file(s)/folder(s):

- **Download To**
  1. Users can proceed to download the deleted file(s)/folder(s) in his Recycle Bin in Local Drive/PC by clicking Download To icon.
  2. The pop-up below would be displayed for the user to select the storage area to save the document:



- **Restore**
  1. Users can restore deleted items from his Recycle Bin to the original storage drive of the document by clicking Restore icon.
  2. The file(s)/folder(s) will be restored in the original drive.

- **Delete**
  1. The user can delete the items permanently from his Recycle Bin to the original storage drive of the document by clicking Delete icon.
  2. The pop-up below would be displayed for the user to confirm the deletion process.
  3. If click 'No', the action will be cancelled, and the file will stay in the Recycle Bin.
     If click 'Yes', the file will be removed permanently from the server.
     (Note:
     A copy will be reserved in the Admin's Recycle Bin if customer has Admin Recycle Bin feature turned on.)



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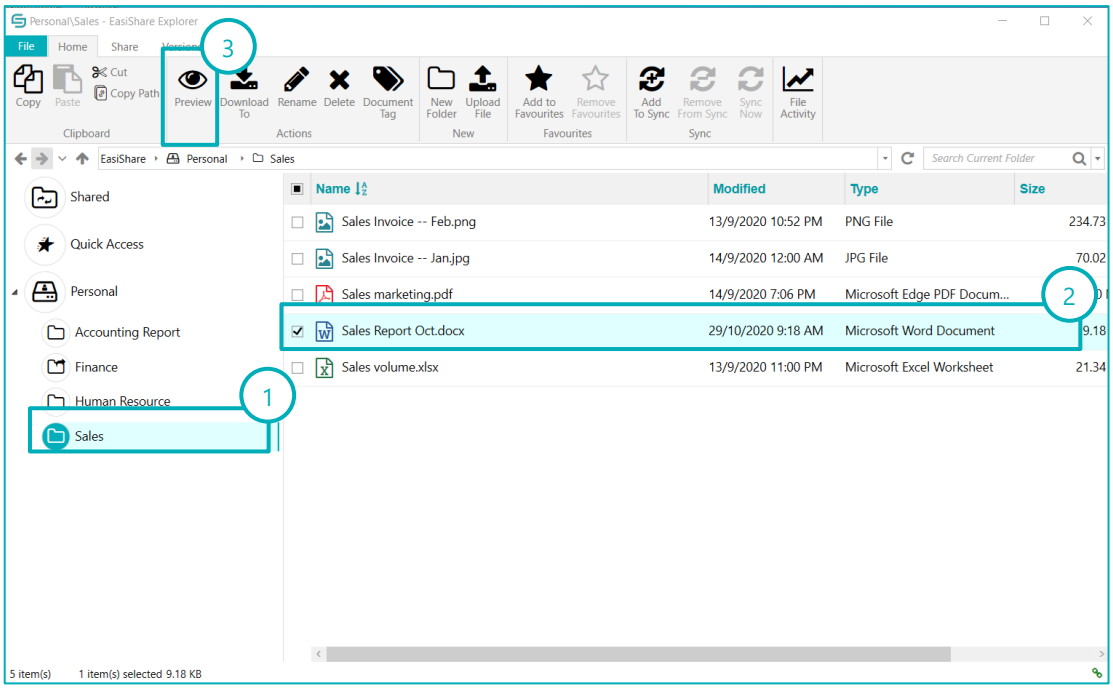
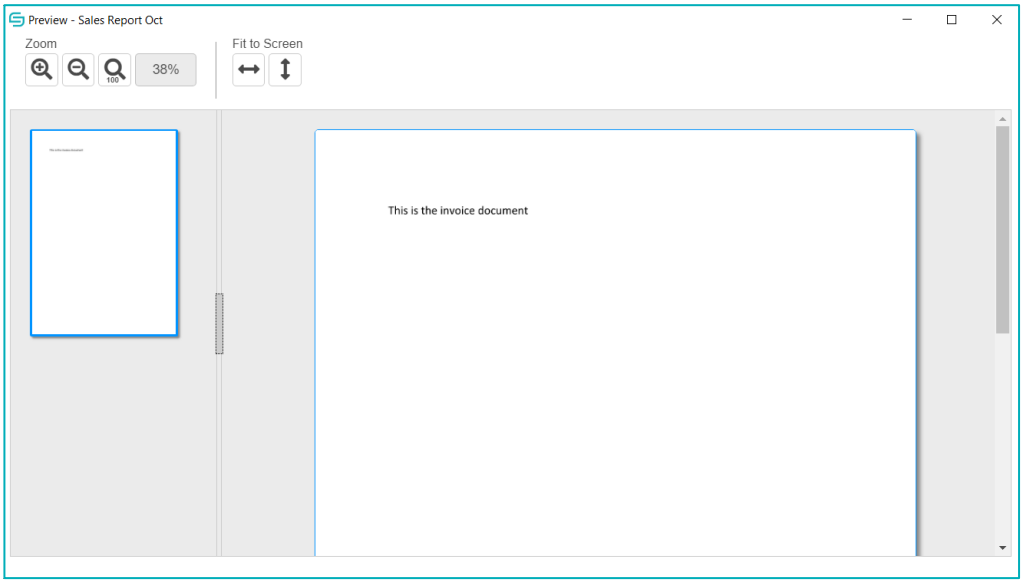
5.7 Preview

1. Navigate to the folder where the file resides.
2. Select the file. To select, click on the checkbox beside the file name.
3. Select the **Preview** along the Action Pane located at the top.



A pop-up box will appear with the preview of the file.



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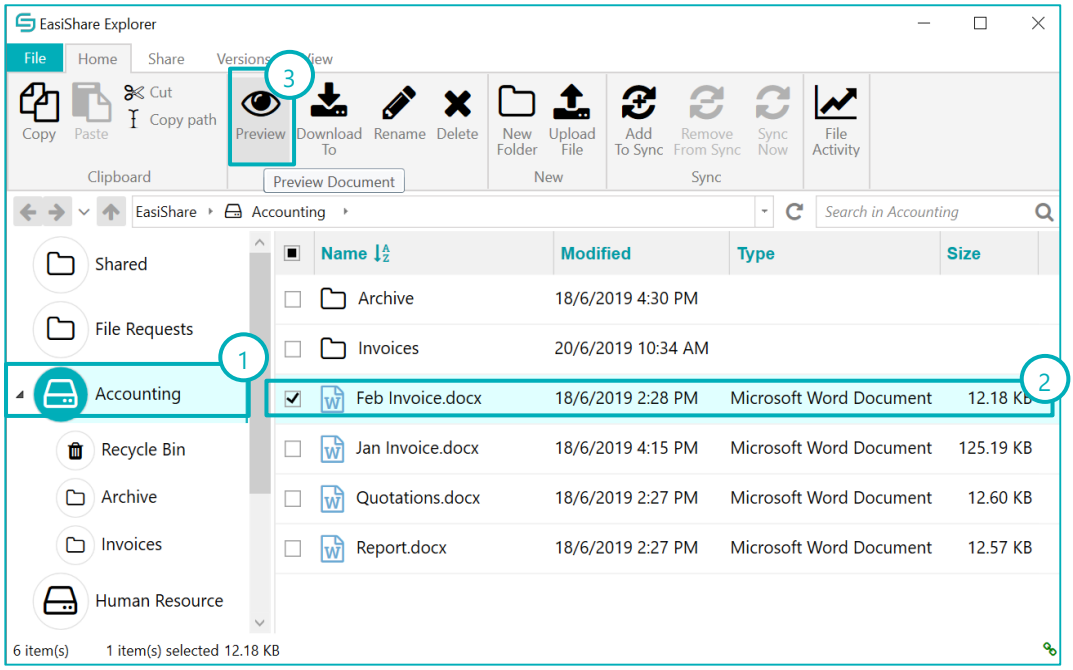
5.8 Preview a File with Viewer Permissions

1. Navigate to the folder where the file resides.
2. Select the file. To select, click on the file name.
3. Select the **Preview** along the Action Pane located at the top.



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A pop-up box will appear with the preview of the file.

Note: Users with Viewer permissions previewing a file will have a watermark displaying the user's name and email address.

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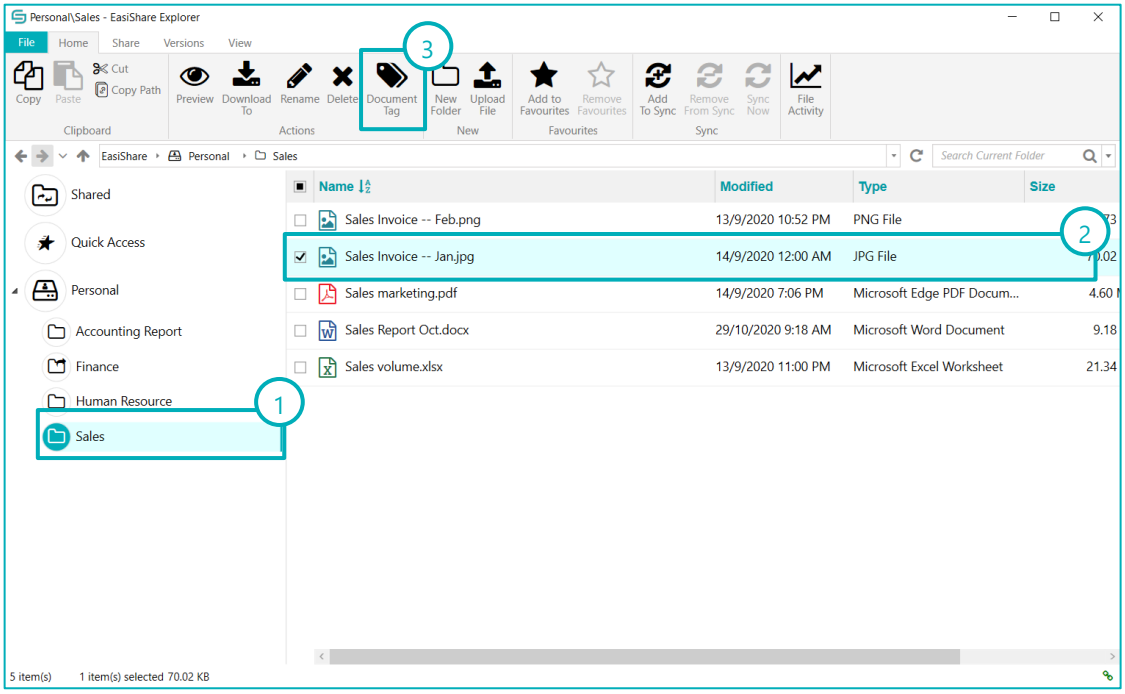
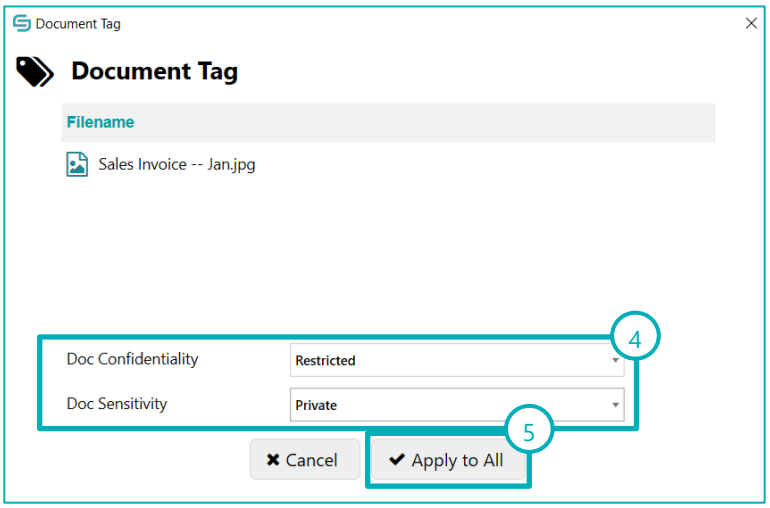
5.9 Document Tag

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

1. Navigate to the folder where the file resides.
2. Select the file. To select, click on the checkbox beside the file name.
3. Select the **Document Tag** along the Action Pane located at the top.



4. Select the tags for this file.
5. Click on **Apply to All** and the file will be tagged with the chosen tags.



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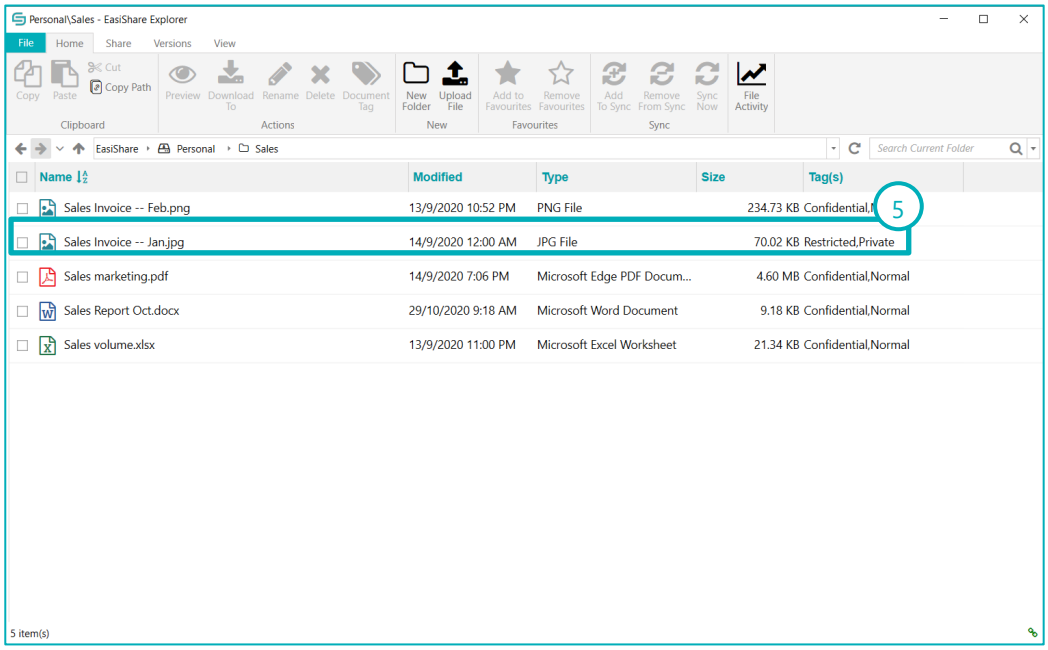

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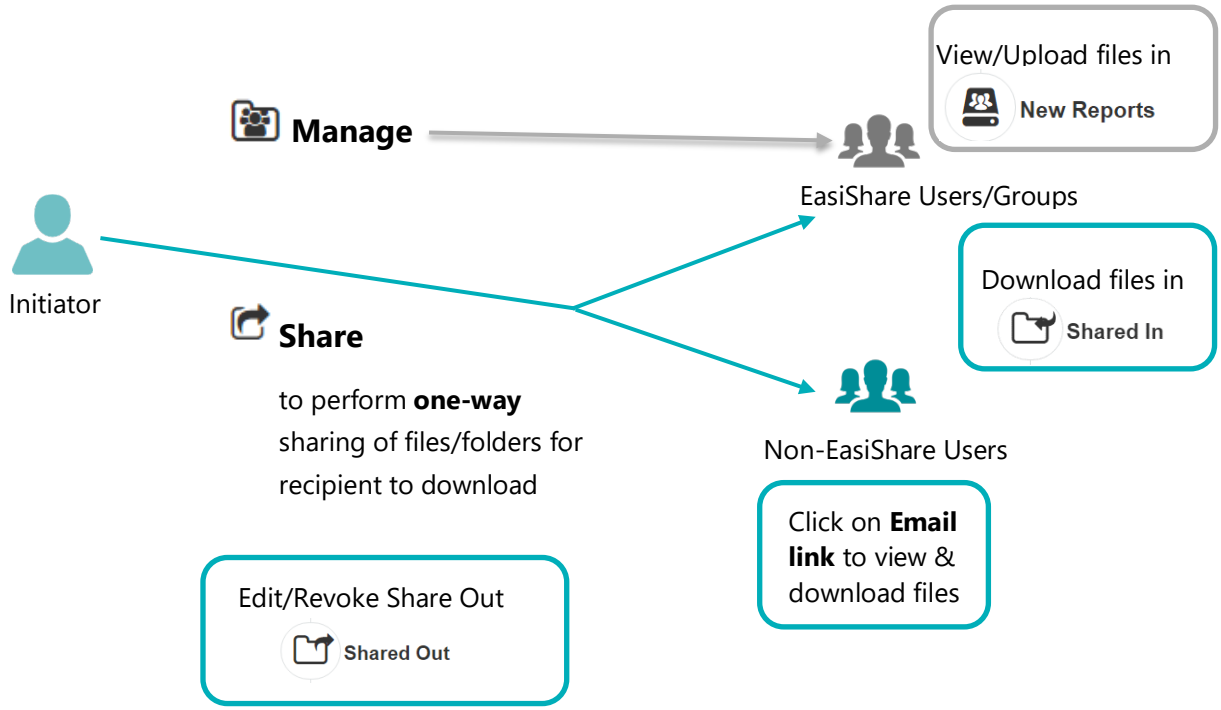
6 Share



Scenarios & How to use the functions

Scenarios	What do you (the initiator) do?	What do the recipient do?
I want to send documents to my vendor to download.	Select doc & click on "Share"	Click on the link & download the file(s).
I want to send a set of files to my vendor to download.	Either 1) Put them in a folder, select the folder & click on "Share" 2) Multi-select the files & click "Share"	Click on the link from the email & download the files in a zipped folder.
I want to collaborate with my colleagues to allow them to contribute files for a project. Both my colleagues and myself can upload and delete files in the same folder.	Select a folder & click on "Manage" Set the permission as author for the colleagues.	Login as user & click on Shared Drives with a different icon. e.g. New Reports

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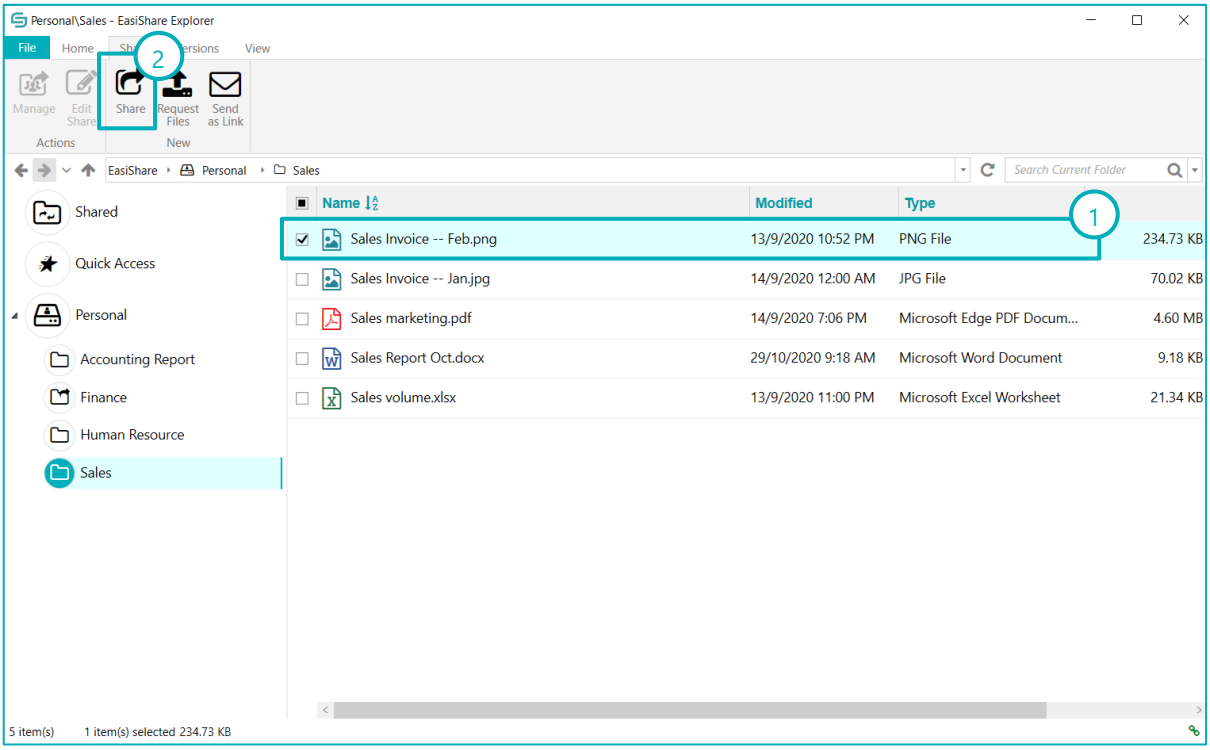
6.1 Share

Note: Share function allows users to share file/folder to allow recipients to view or download and receive a copy of the file/folder(s). Any changes made to the file/folder(s) by the recipients will not affect the sender's original copy.

If you wish to collaborate with internal users, please use the **Manage** function. For a detailed guide, do refer to "Section 7" of this user guide.

1. Select the file/folder you wish to share. You may select multiple files/folders.
2. Click on **Share** along the **Share Tab** located at the top.



3. Enter the recipient's **name**, **email** and/or **contact number**. Contact number is only mandatory if you wish to enable One Time Password (OTP). Otherwise, you may leave it blank.

   Tips: The username that appears with a star is an internal user.

4. Click on to confirm recipient. Alternatively, you can press enter.
   Tips: After adding the recipient, the **name** and **mobile number** can still be edited by clicking on the respective fields.

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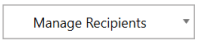
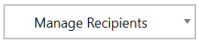
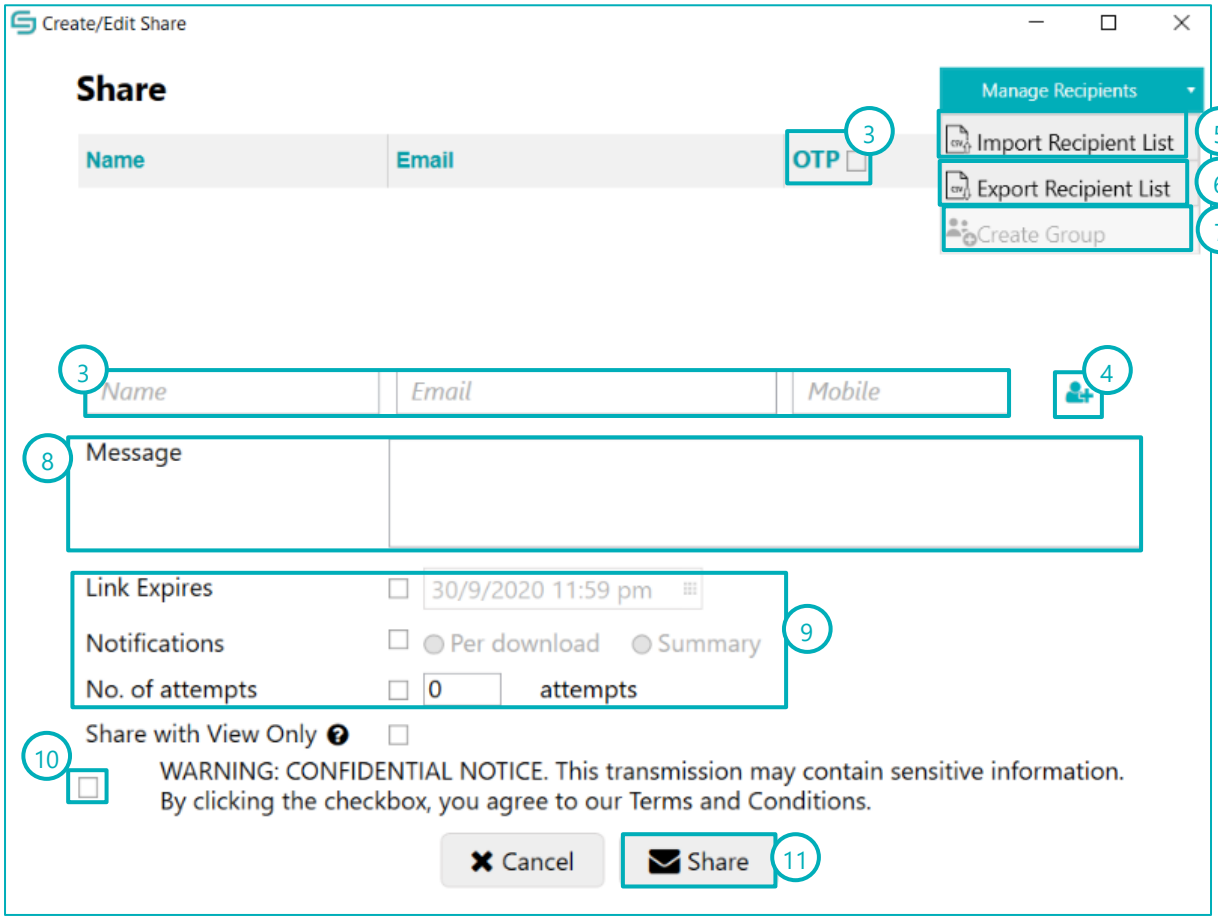
5. To import multiple recipients, click on **Manage Recipient** 

on the top right corner, click on **Import Recipient List** to browse for a CSV file to import a list of recipients with the headers **Name, Email** and **Mobile**.
6. You can also export an empty template by clicking on **Manage Recipient** 

on the top right corner, click on **Export Recipient List** for exporting a list of recipients' details that are added individually.
7. If you wish to create a group, add 2 or more recipients, click on **Manage Recipient** on the top right corner, then click on **Create Group**.
8. Enter your message.
9. Enable/Disable settings you wish to apply. To find out in details how each feature works, refer to the respective sections below.
10. Click on the checkbox to **agree to our Terms and Conditions**.
11. Click **Share**.



6.1.1 Share to User Groups

1. Select the file/folder you wish to share. You may select multiple files/folders.
2. Click on **Share** along the **Share Tab** located at the top.
3. Enter the User Group name on the Name field and select the User Group(s) to share.

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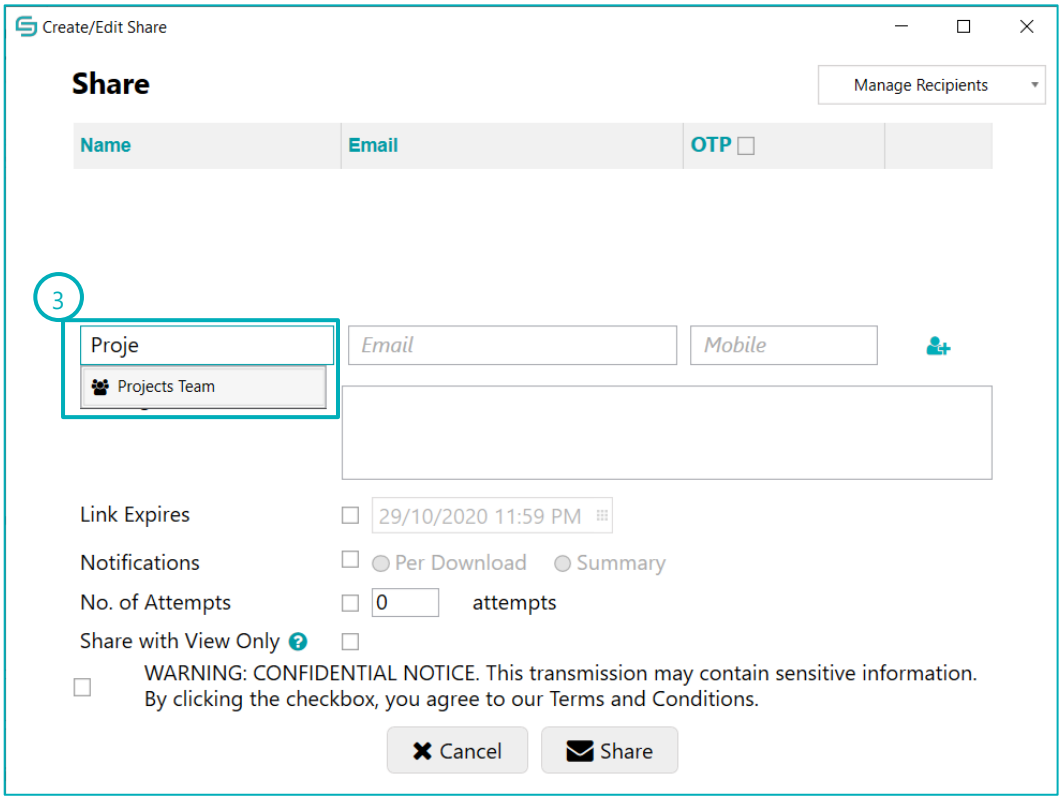

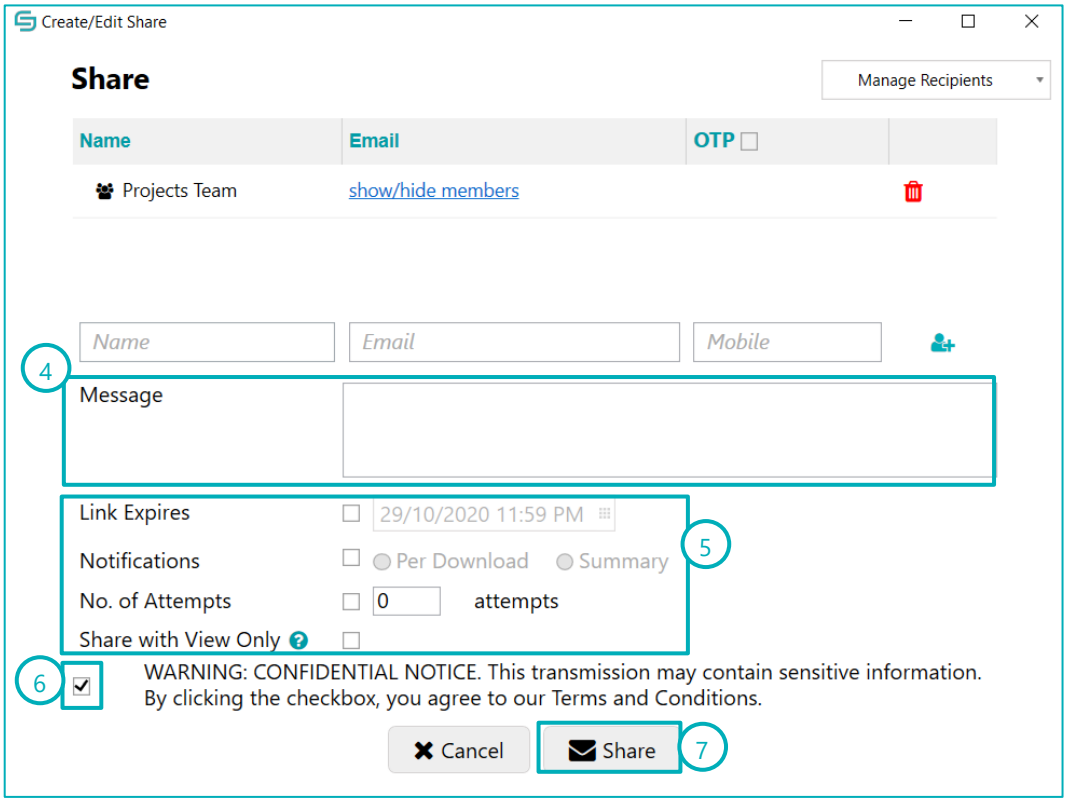

Tips: After adding the user group, the members of the user group can be displayed by clicking on the "show/hide members".

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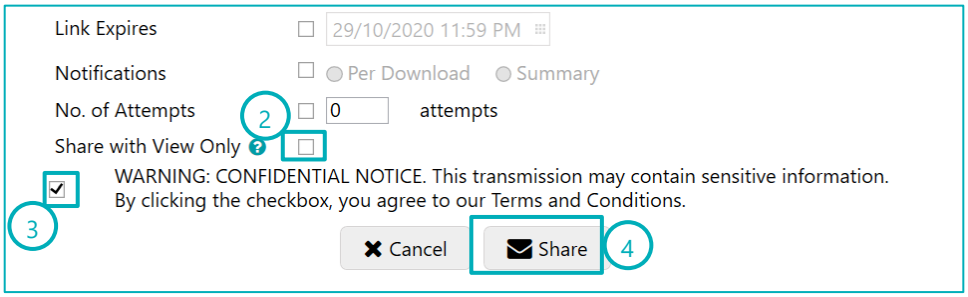
4. Enter your message.
5. Enable/Disable settings you wish to apply. To find out in details how each feature works, refer to the respective sections below.
6. You must check this checkbox to **agree to the terms and conditions**.
7. Click **Share**.

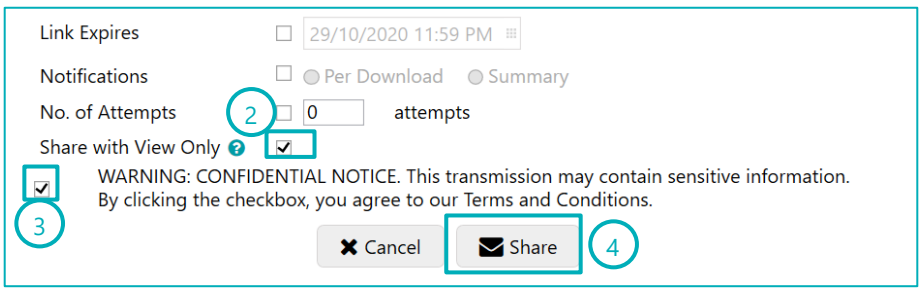
6.1.2 Share with Download Permission

1. Refer to step 1 to 9 of Section 6.1 to begin sharing.
2. Ensure below option 'Share with View Only' was **not selected**.
3. You must check this checkbox to **agree to the terms and conditions**.
4. Click **Share**.



6.1.3 Share with 'View Only' Permission

1. Refer to step 1 to 9 of Section 6.1 to begin sharing.
2. Ensure below option 'Share with View Only' was **selected**.
3. You must check this checkbox to **agree to the terms and conditions**.
4. Click **Share**.



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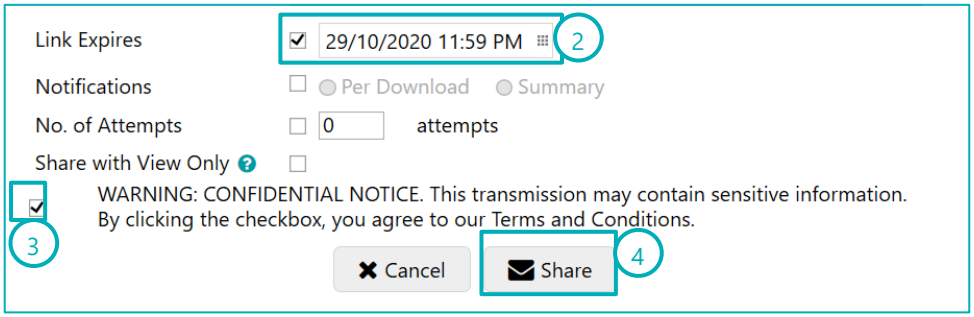
6.1.4 Share with Link Expiry

1. Refer to step 1 to 9 of Section 6.1 to begin sharing.
2. Ensure below option 'Link Expires' selected and choose the date for link expiry.
3. You must check this checkbox to **agree to the terms and conditions**.
4. Click **Share**.



6.1.5 Share with One Time Password (OTP)

Users normally turn on OTP if Share link want to be more secure. End recipients only can be downloaded when they enter a valid OTP.

1. Refer to step 1 to 9 of Section 6.1 to begin sharing.
2. Select 'OTP' Option.
3. You must check this checkbox to **agree to the terms and conditions**.
4. Click **Share**.

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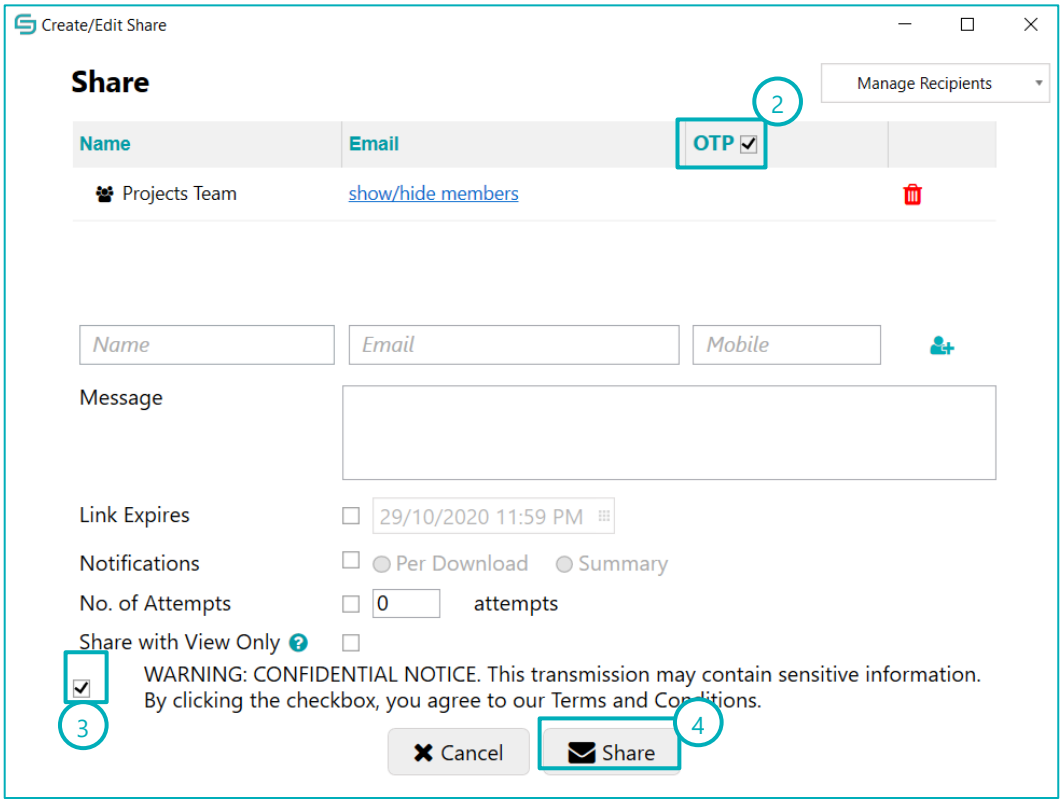

6.1.6 Share and Receive Notifications When Users Accessed the File/Folder(s)

Users normally turn this on if you are eager to know immediately when the recipient has downloaded/viewed the file. If this option is turned on and the recipient download/view the file more than once, user will also receive the same number of notifications.

However, if this option is not turned on, the system will still send a summary of all the different downloads by at certain time interval.

1. Refer to step 1 to 9 of Section 6.1 to begin sharing.
2. Select 'OTP' Option.
3. You must check this checkbox to agree to the terms and conditions.
4. Click **Share**.

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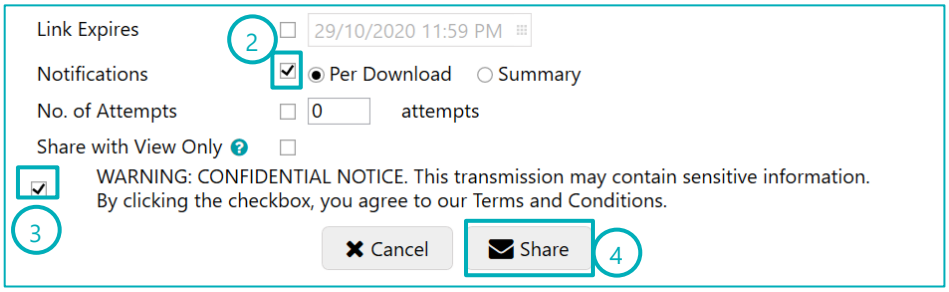
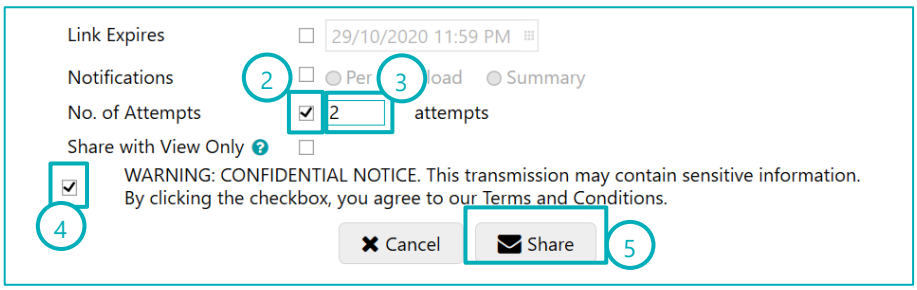


6.1.7 Share with Number of Download Attempts

Enable the number of attempts allow the user to limit the number of download the recipient can download the file. This option can be set as default in the policy; however, the user will not be able to enable/disable this option nor changing the numbers of attempts as the policy is set. After the recipient downloads reaches the limit, the recipient will not be able to download the file.

1. Refer to step 1 to 9 of Section 6.1 to begin sharing.
2. Enable No. of attempts.
3. Fill in the number of attempts the user can download the file.
4. You must check this checkbox to agree to the terms and conditions.
5. Click **Share**.



6.2 Access Shared Files/Folders

6.2.1 Email Notifications

1. To access file/folder(s) shared to you, you can click on the link given via the email notification.

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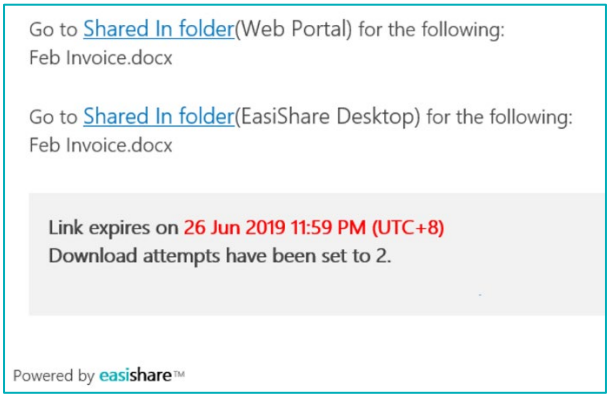
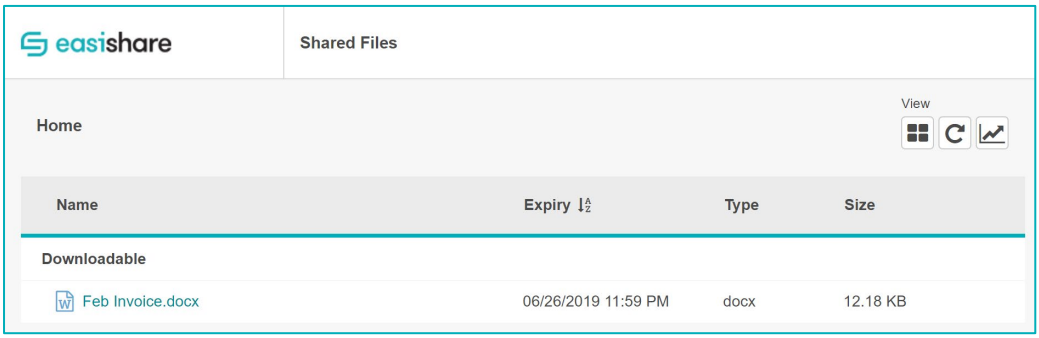
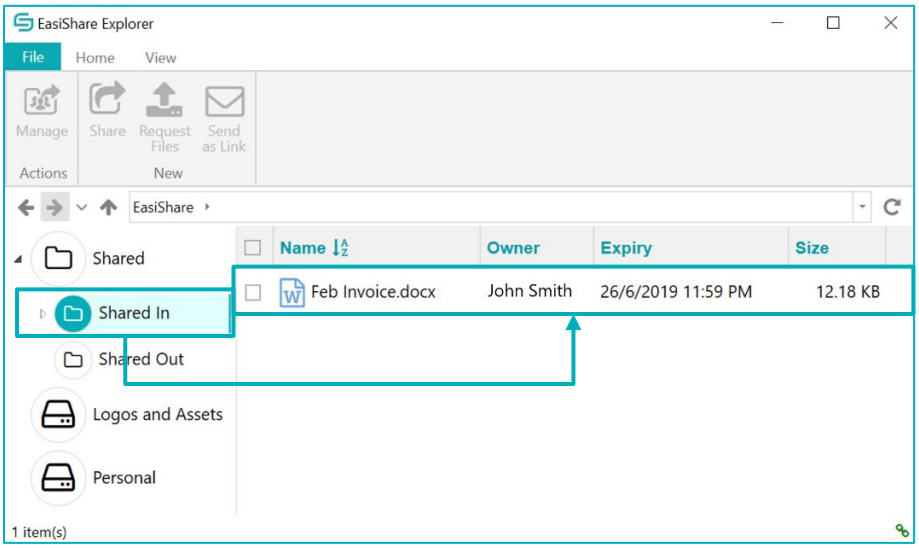


Note: For external recipients, they will only be able to view or download the specific file(s) or folder(s) that you have shared.



Note: For internal recipients, they will only be able to view or download the specific file(s) or folder(s) that you have shared.



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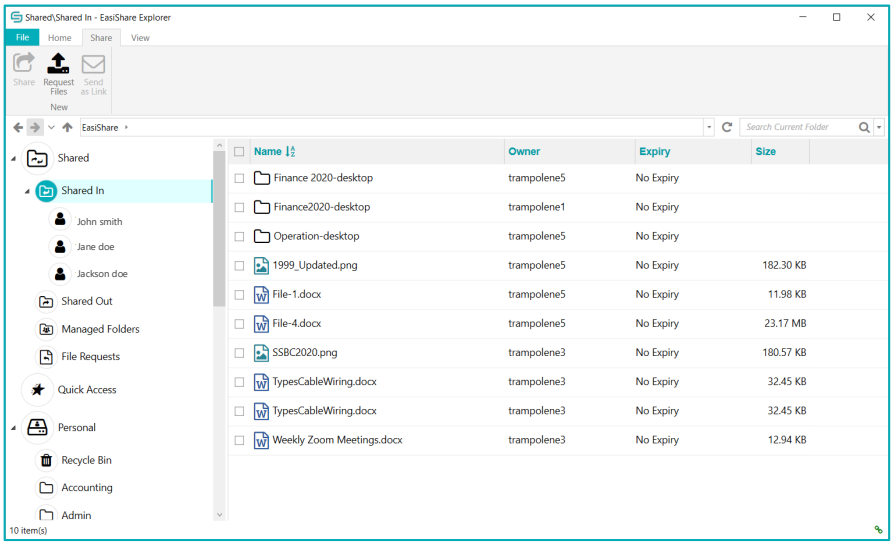
6.2.2 Shared In

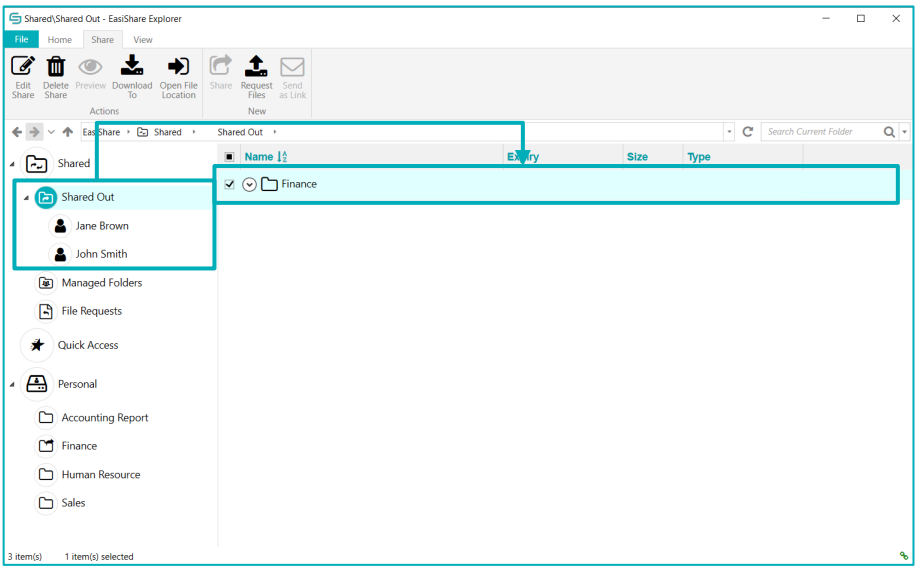
1. To access file/folder(s) shared by another to internal user to you, click on **Shared In** located along the left panel.



Note: Internal users refer to users who have a registered account in EasiShare.

6.2.3 Shared Out

1. To access file/folder(s) that have been shared out one-way by you to internal/external users.
2. Click on **Shared Out** located along the left panel.



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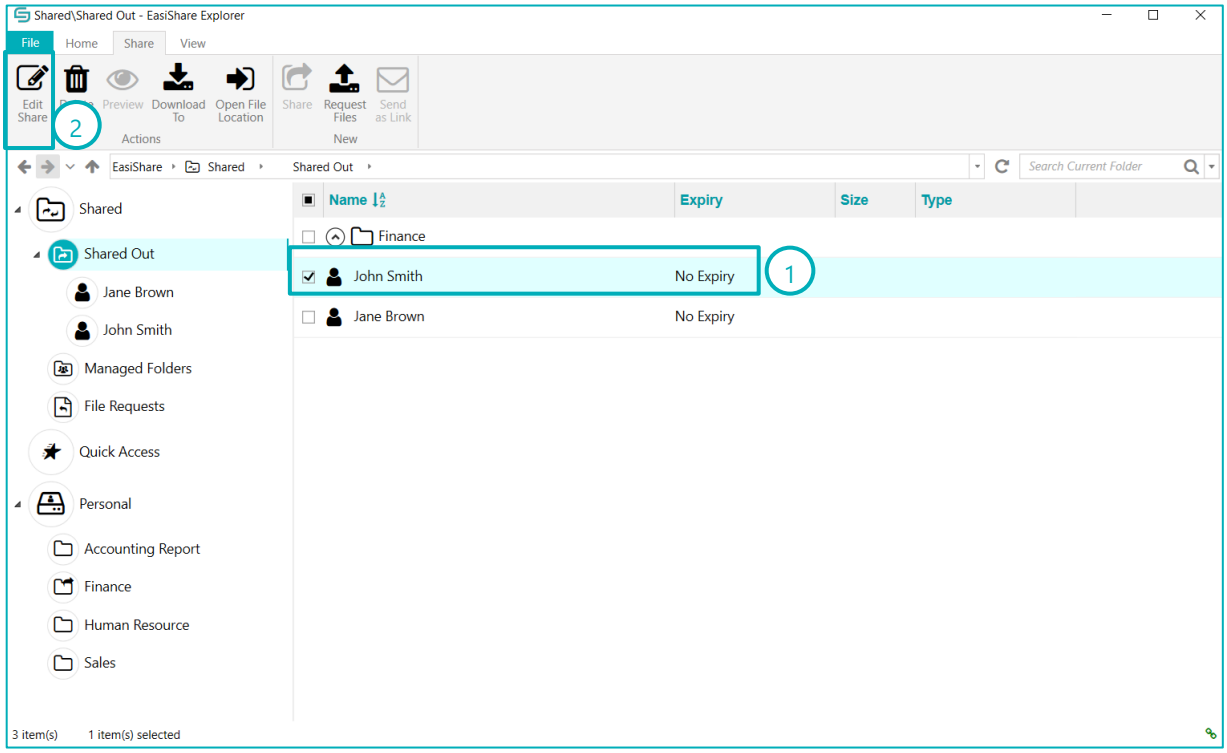
Note: External users refer to users who do not have a registered account in EasiShare.

6.3 Edit/Remove Share

There are two ways to edit share. Edits can be made at the file's original location. Alternatively, you may choose to locate the file by the user's email you have shared the file to in the "**Shared Out**" drive.

6.3.1 Edit from File's Original Location

1. Select the file/folder.
2. Click on **Edit Share** at the top panel.



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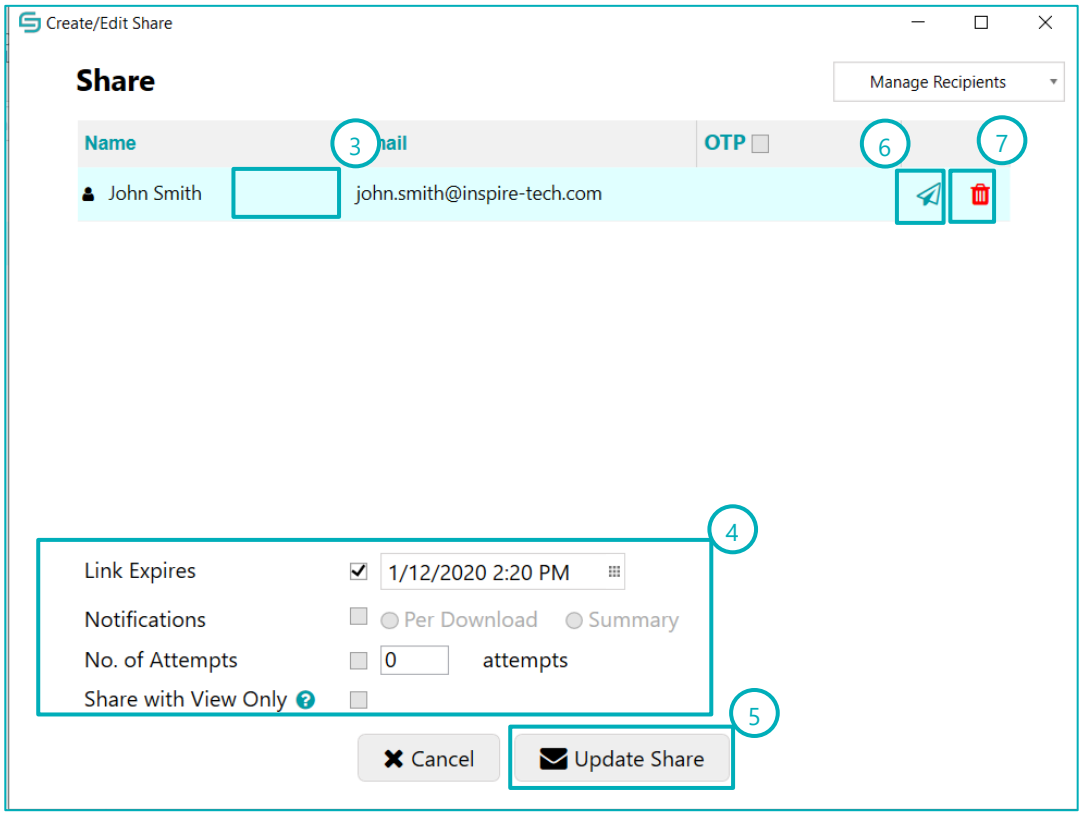
3. If you wish to change the link expiry date/time or turn off the notification for specific recipients, select the recipient you wish to apply changes to by clicking on the white space beside the recipients' name.
4. Apply the changes by enabling/disabling the features or changing the date and time of the link expiry. To find out in details how each feature works, refer to the respective sections above.
5. Click **Update Share** to confirm your actions.



6. If you wish to **resend** the email for a recipient, click on and the email will be sent immediately.
7. If you wish to **remove** a recipient, click on and click on **Update Share** to confirm your decision.

Note:

1. Modifications to the settings will only be applied to the user you have selected.

2. Some features may be controlled by your central administrator. If you are unable to enable or disable, it may be due to your organisation policy settings.

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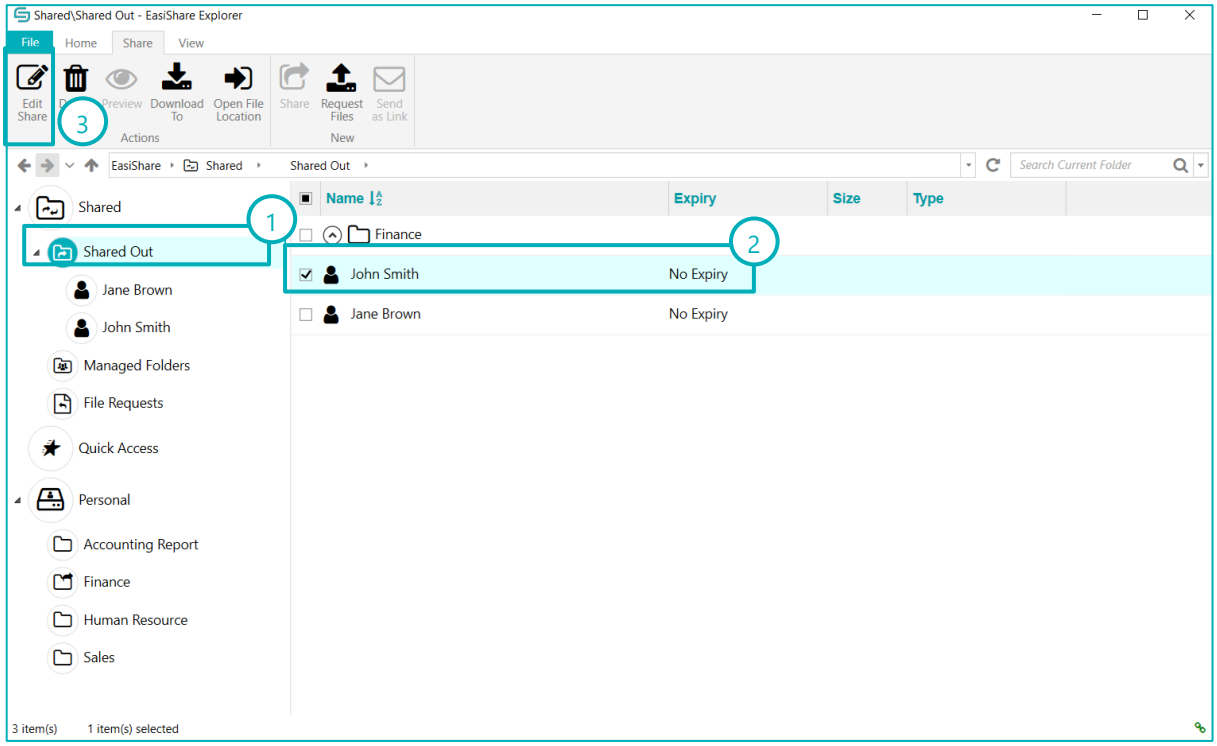
6.3.2 Edit from Shared Out Folder

1. Click on **Shared Out** along the left panel . Select the user's name.
2. Select the file you wish to edit.
3. Click on **Edit Share** at the top panel.
4. A similar edit share pop-up window will appear. You may refer to Edit from file's original location to find out how to edit, resend email or remove share.



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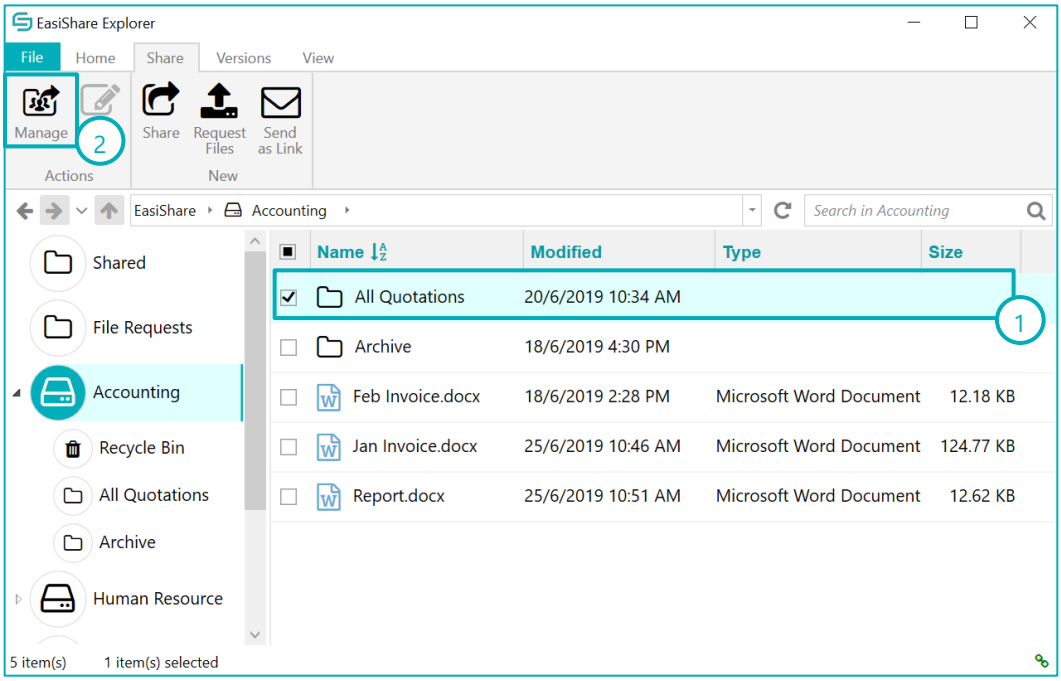
7 Manage Folder to Collaborate with Internal Users

7.1 Manage Folder for Collaboration to Users/User Groups

1. Navigate to the folder you wish to collaborate with other users. Select the folder.
2. Click on **Manage** along the **Action Pane** located at the top panel.



3. Enter the User/User Groups name.
4. Assign the permission type you wish to give to the User/Group.
5. If you wish to copy permissions that has already been set for another folder, select the folder name from the dropdown list and click on the copy icon.
6. Check the box to enable/disable **folder expiry** if you wish to set an expiry for the folder.
7. Check the box to enable/disable **quota** if you wish to limit the folder size.
8. Click **Apply**.
9. When the permission has been granted, the user will receive an email notification.

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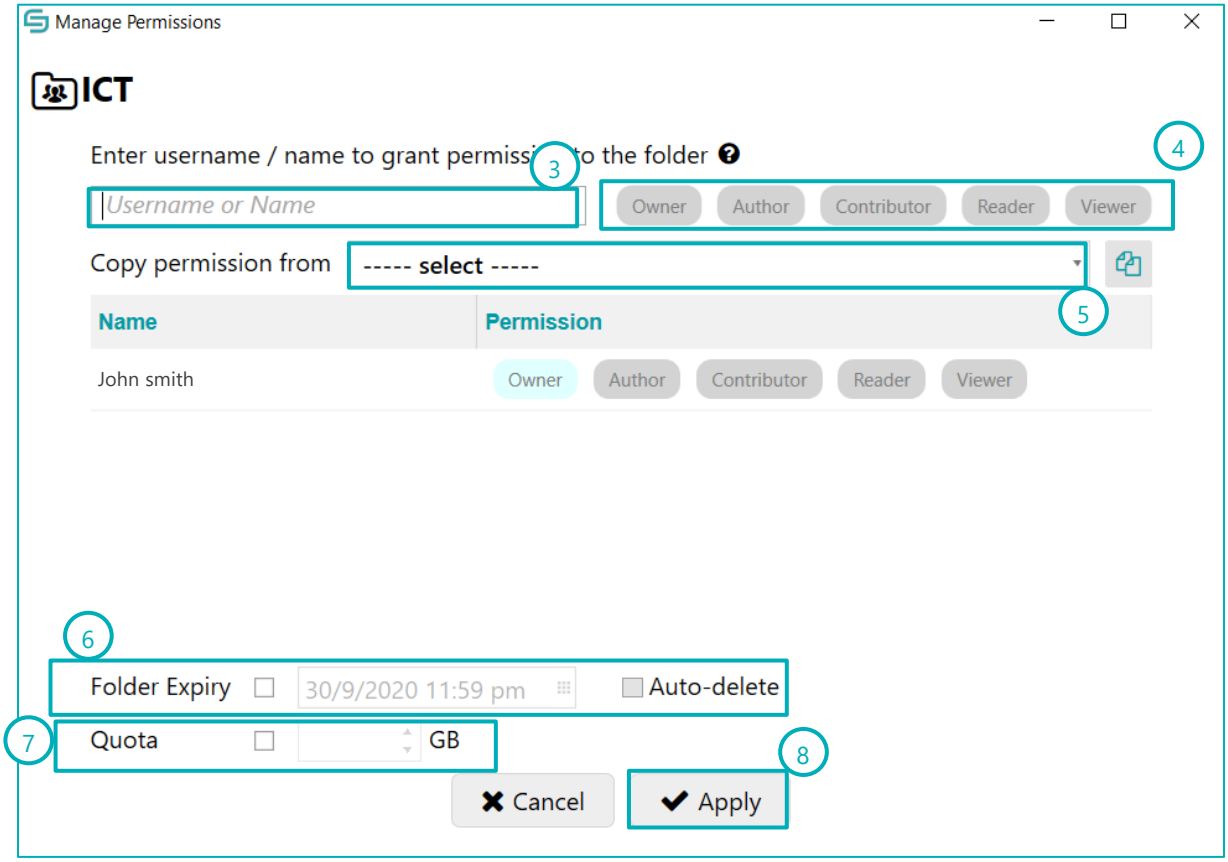

Note:

1. If the folder expiry is enabled and auto-delete is selected, after the folder expires and a pre-defined number of days set by your central administrator, the folder will be automatically purged by the system.

2. Some features may be controlled by your central administration system. If you are unable to enable or disable, it may be due to your organisation policy settings.

7.2 Collaboration Permission Types

Permission Type	Description
Reader	Permission to read files
Contributor	Permission to read, download, add and edit files
Author	Permission to read, download, add, edit and delete files
Owner	Permission to read, download, add, edit, delete and share files

To view the drive permission given to the drive, you can hover to the drive and check the permission.

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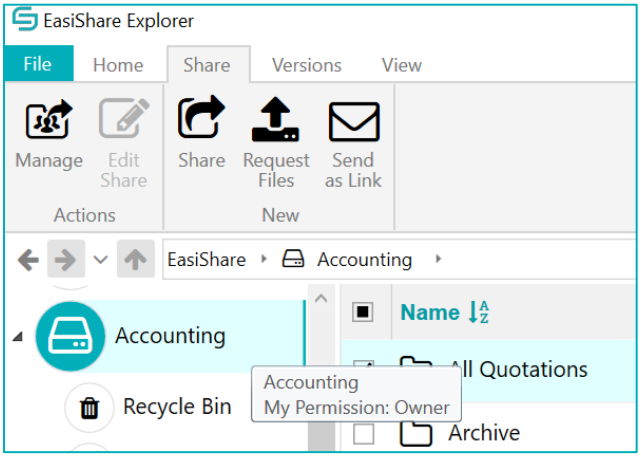
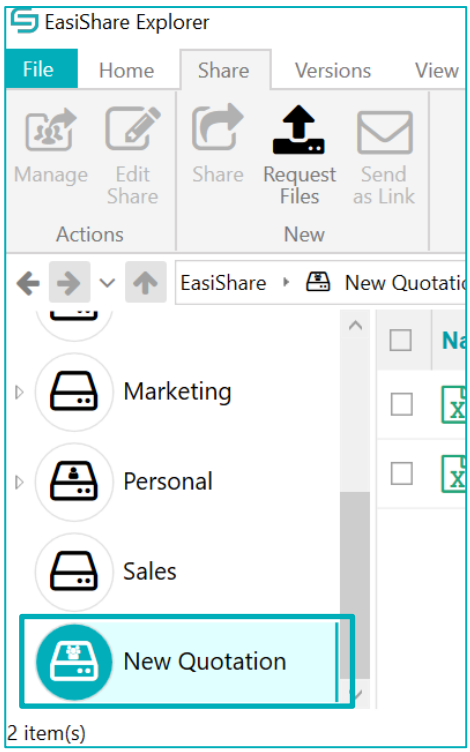


7.3 Access Shared Drive

1. A **Shared Drive** is a folder shared to you for collaboration among internal users. It is labelled with a different icon .
2. You may access the Shared Drive by clicking on it.
3. Once your permission has been revoked, you cannot see the folders under the Shared Drives anymore.



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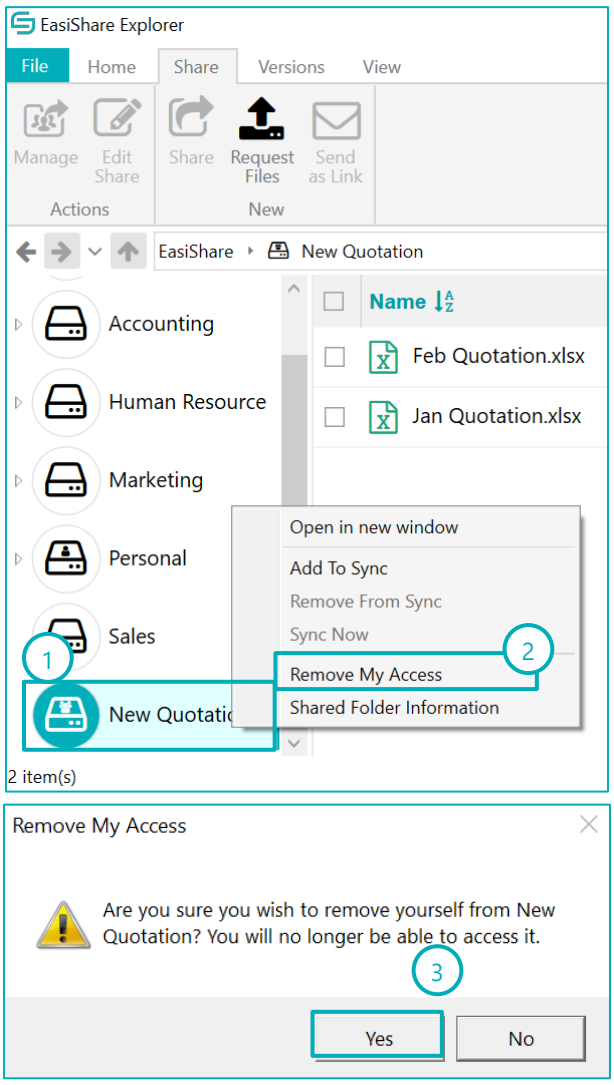
Note: Internal users refer to users who have a registered account in EasiShare.

7.4 Remove Access from Shared Drive

If you no longer require the access to the shared drive, you can remove it from the drive list.

1. Right click the **Shared Drive** that you wish to remove.
2. Click on **Remove My Access**.
3. Click **Yes**.



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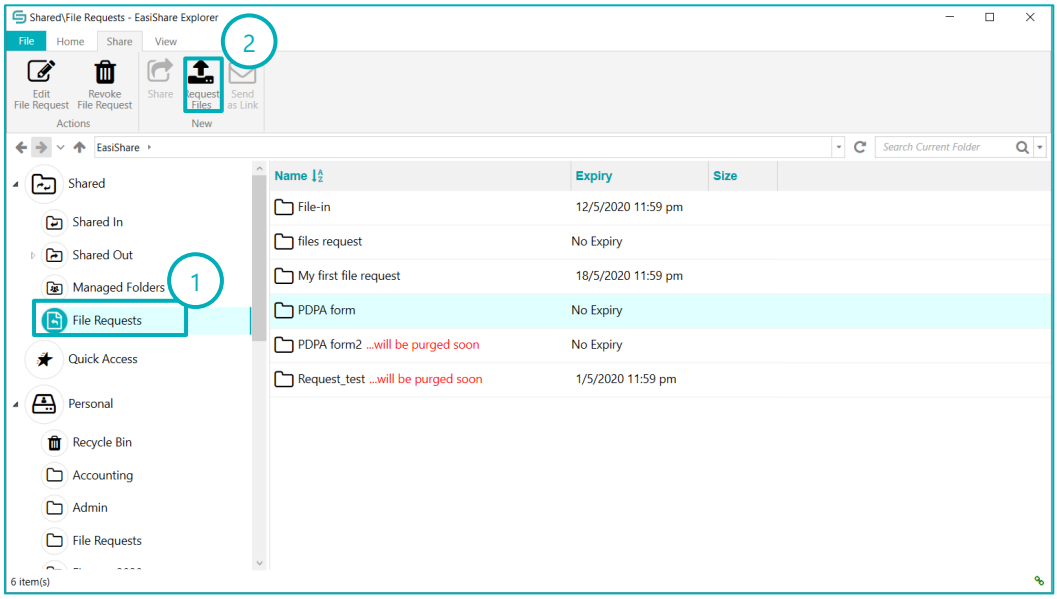
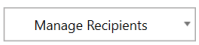
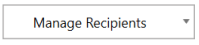
8 File Request to Receive Files from External Users

8.1 File Request

1. Select **File Request** at the drive list located below "Shared Out".
2. Select **New File Request** at the **Action Pane** along the top panel.



3. Enter the title of the file request.
4. Enter the recipient's **name**, **email** and/or **contact number**. Contact number is only mandatory if you wish to enable One Time Password (OTP). Otherwise, you may leave it blank.
5. Click on to confirm recipient. Alternatively, you can press enter.
6. To import multiple recipients, click on 

, and then click on **Import Recipient List** to browse for a CSV file to import a list of recipients with the headers **Name, Email** and **Mobile**.
7. You can also export an empty template by clicking 

, and then click on **Export Recipient List** or use it for exporting a list of recipients' details that are added individually.
8. Enter your message.

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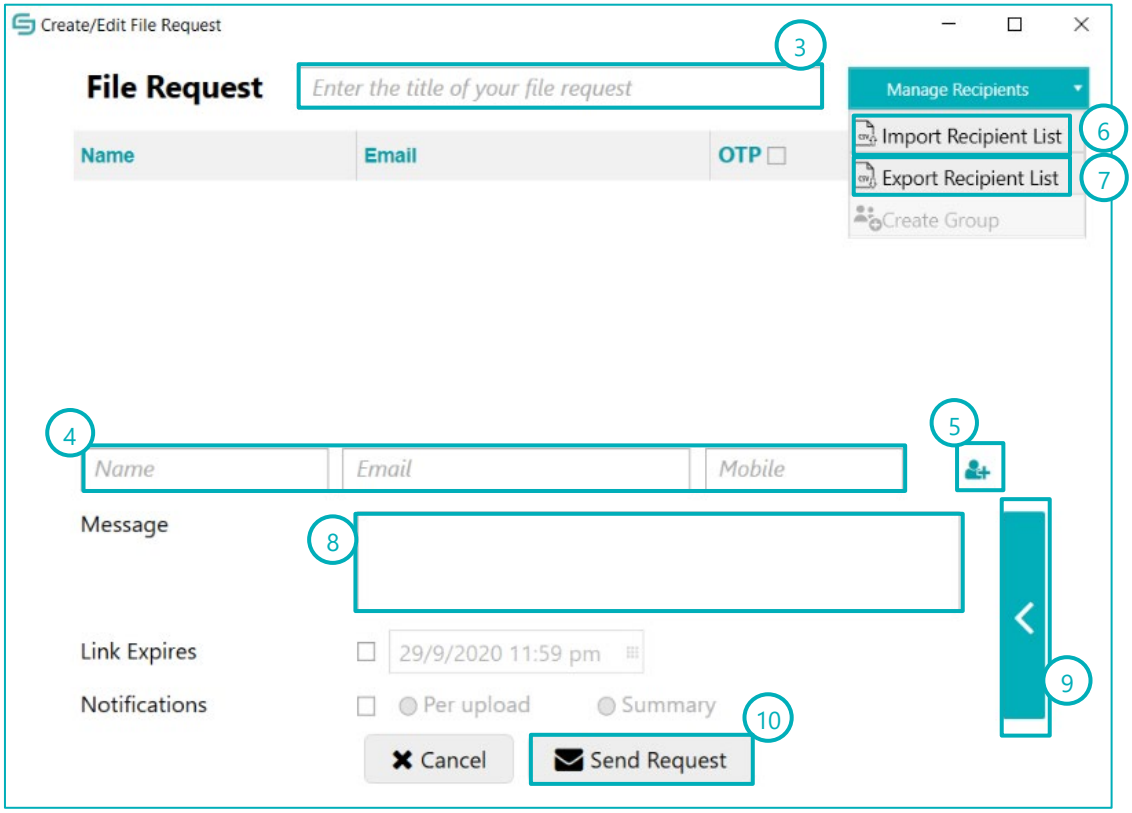

9. Enable/Disable settings you wish to apply. To find out in details how each feature works, refer to the respective sections below.
10. Click **Send Request**.

File Request with Link Expiry

File request with OTP

Receive Notification When External Users Upload Files

Restrict Number of Upload Attempts

Restrict File Type

Limit File Upload Size

Note: Some features may be controlled by your central administration system. If you are unable to enable or disable, it may be due to your organisation policy settings.

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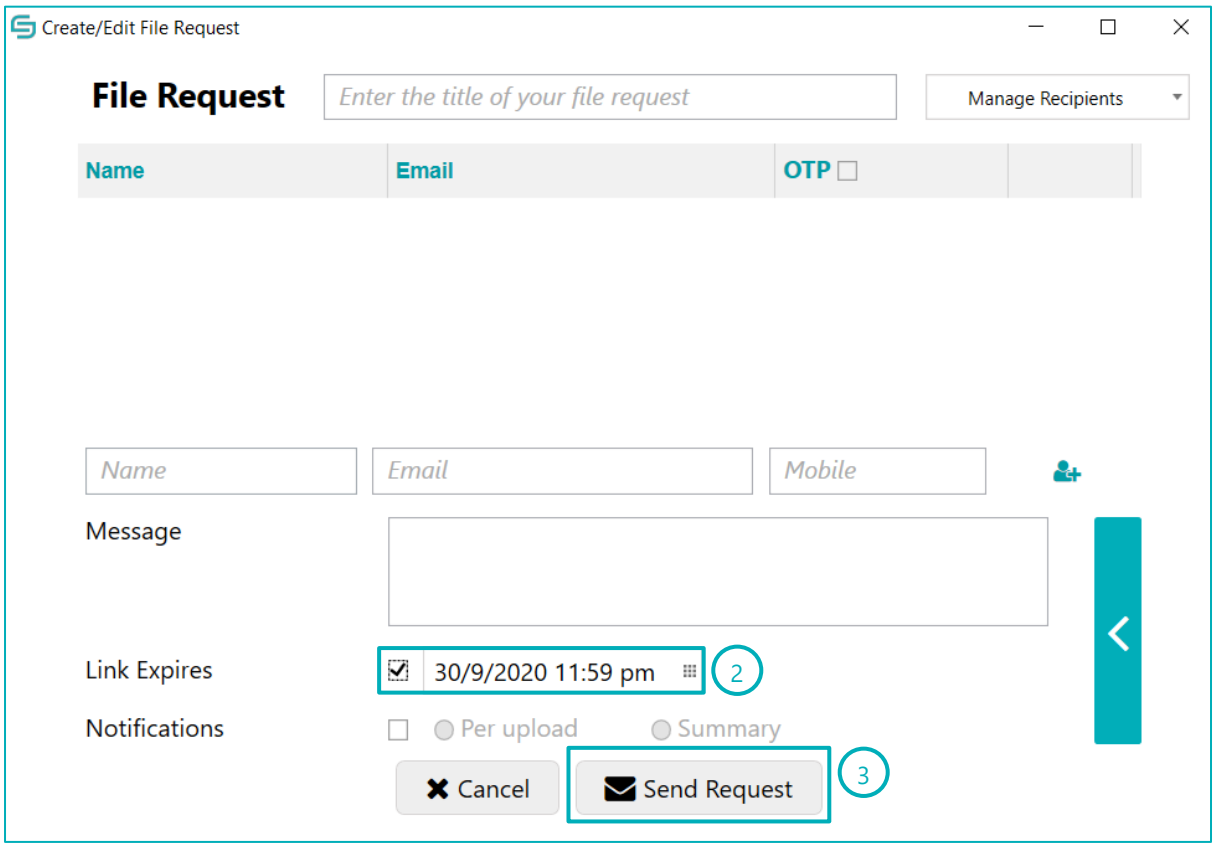
8.1.1 File Request with Link Expiry

1. Refer to step 1 to 10 of Section 8.1 File Request.
2. Check the box to enable **Link Expiry**. Set the date and time by clicking on the calendar icon.
3. Click **Send Request**.



Note:

1. After the folder expires and a pre-defined number of days set by your central administrator, the folder will be automatically purged by the system.
2. Some features may be controlled by your central administrator. If you are unable to enable or disable, it may be due to your organisation policy settings.

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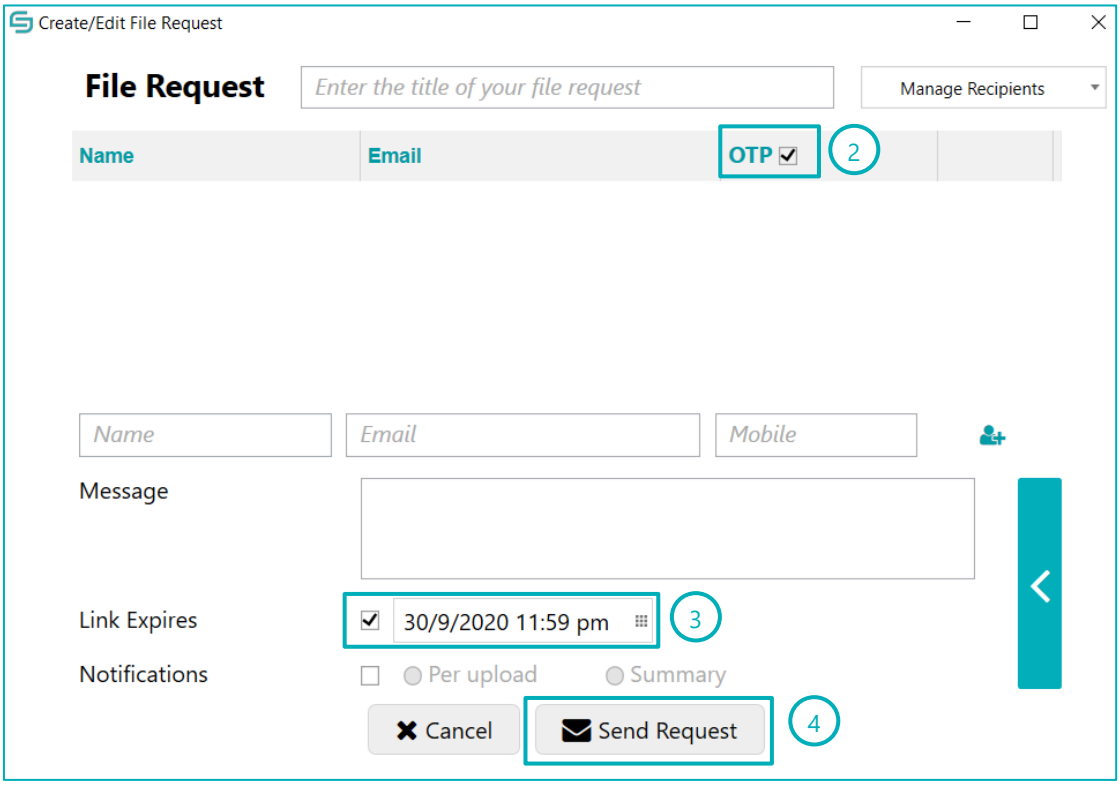
8.1.2 File request with OTP

1. Refer to step 1 to 10 of Section 8.1 File Request.
2. Check the box at the top right corner of the pop-up window to enable **OTP**.
3. Set the date and time of expiry.
4. Click **Send Request**.



Note:

1. To enable OTP, contact number field is mandatory.
2. This feature may be controlled by your central administrator. If you are unable to enable or disable, it may be due to your organisation policy settings.

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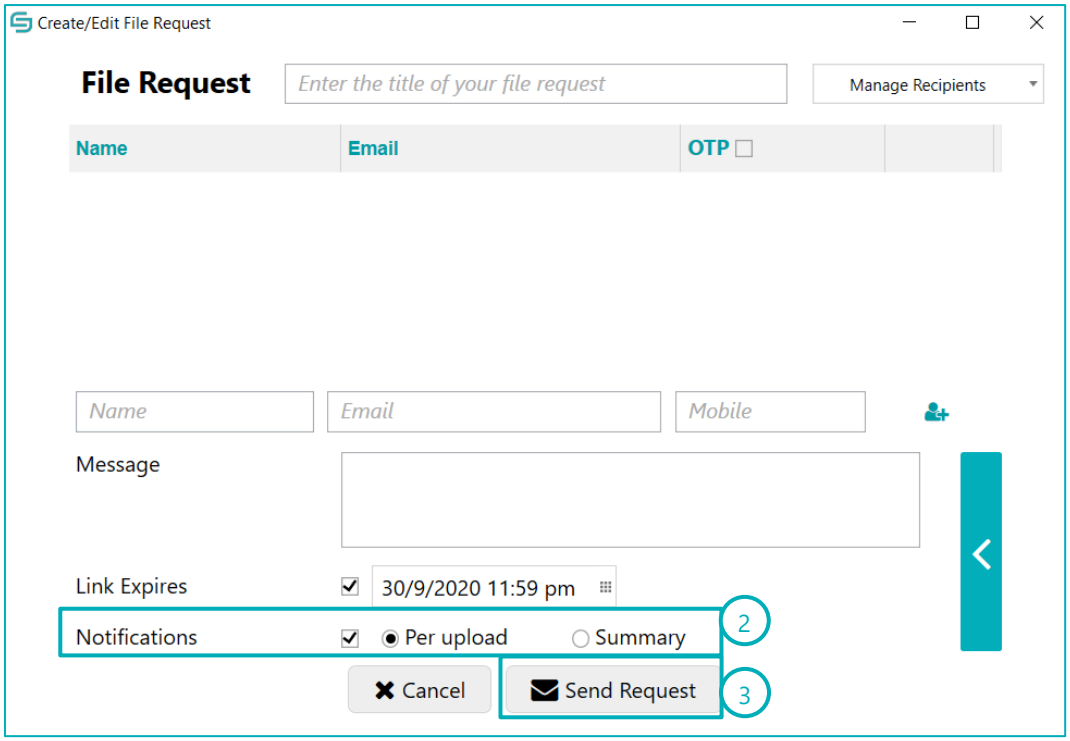
8.1.3 Receive Notification When External Users Upload Files

1. Refer to step 1 to 10 of Section 8.1 File Request.
2. Check the box to enable **Notifications**.
   Per Upload: An email will be sent to your inbox whenever a file is uploaded.
   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. Click **Send Request**.



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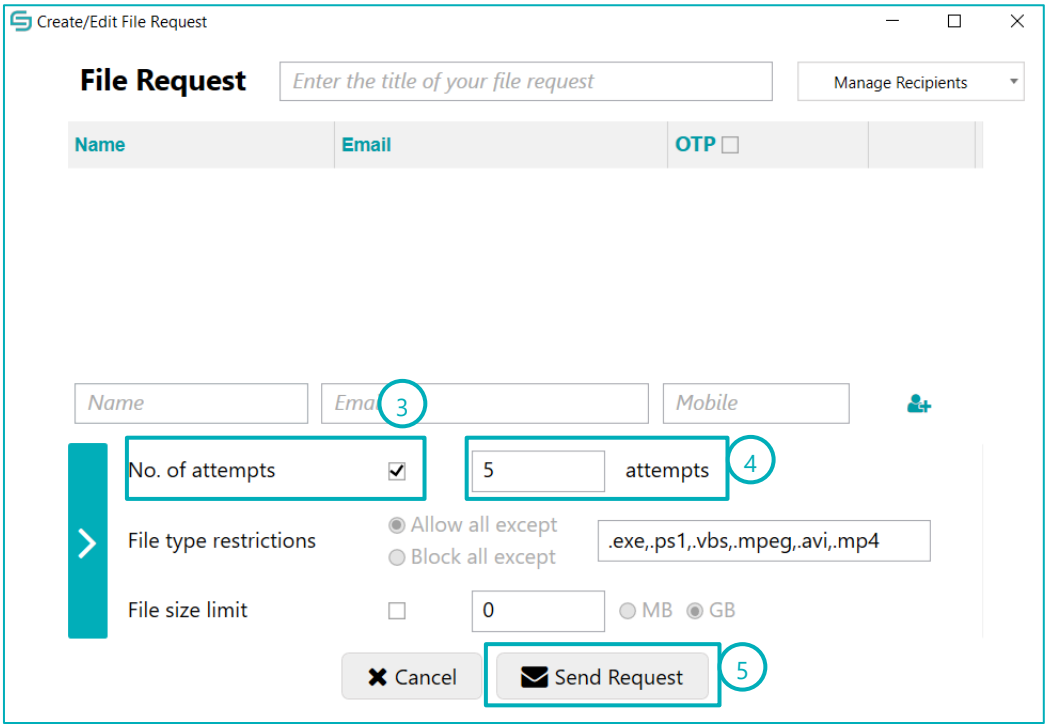
8.1.4 Restrict Number of Upload Attempts

1. Refer to step 1 to 10 of Section 8.1 File Request.
2. Navigate to the next page by clicking on the panel on the right of the pop-out window.
3. Check the box to enable **No. of attempts**.
4. Specify the number of attempts you wish to limit.
5. Click **Send Request**.



Note: This feature may be controlled by your central administrator. If you are unable to enable or disable, it may be due to your organisation policy settings.

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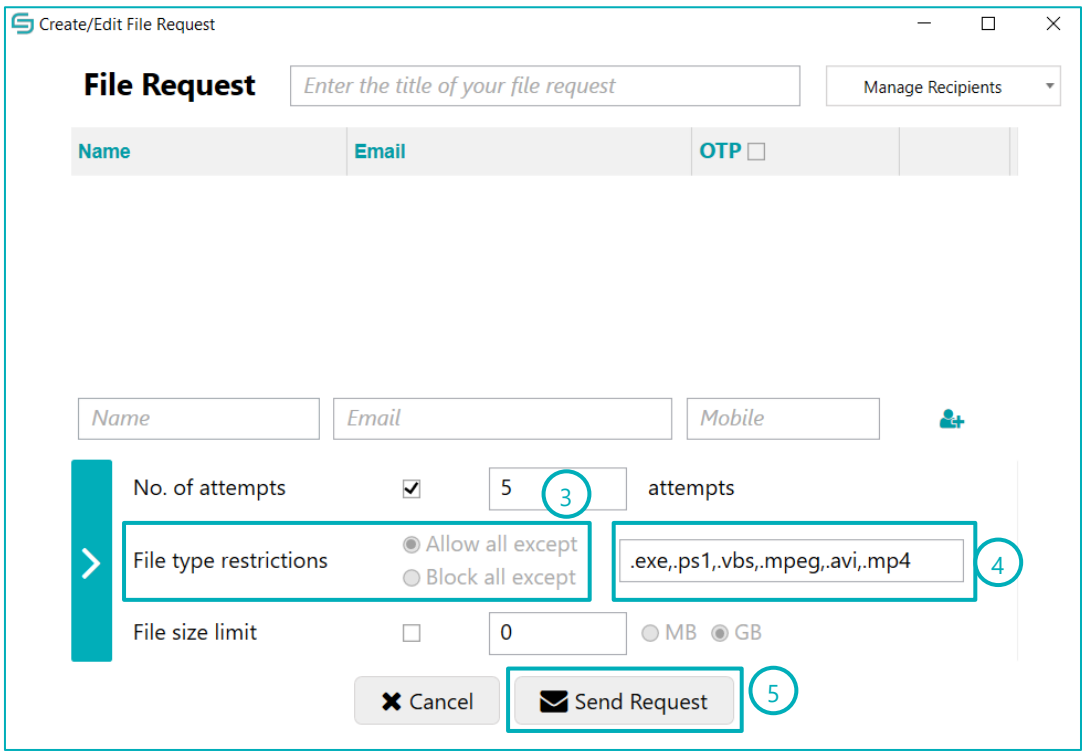
8.1.5 Restrict File Types

1. Refer to step 1 to 10 of Section 8.1 File Request.
2. Navigate to the next page by clicking on the panel on the right of the pop-up window.
3. Select either **allow all except** or **block all except** for **File Type Restrictions**.
4. Specify the file types you wish to allow or block.
5. Click **Send Request**.



Note: This feature may be controlled by your central administrator. If you are unable to enable or disable, it may be due to your organisation policy settings.

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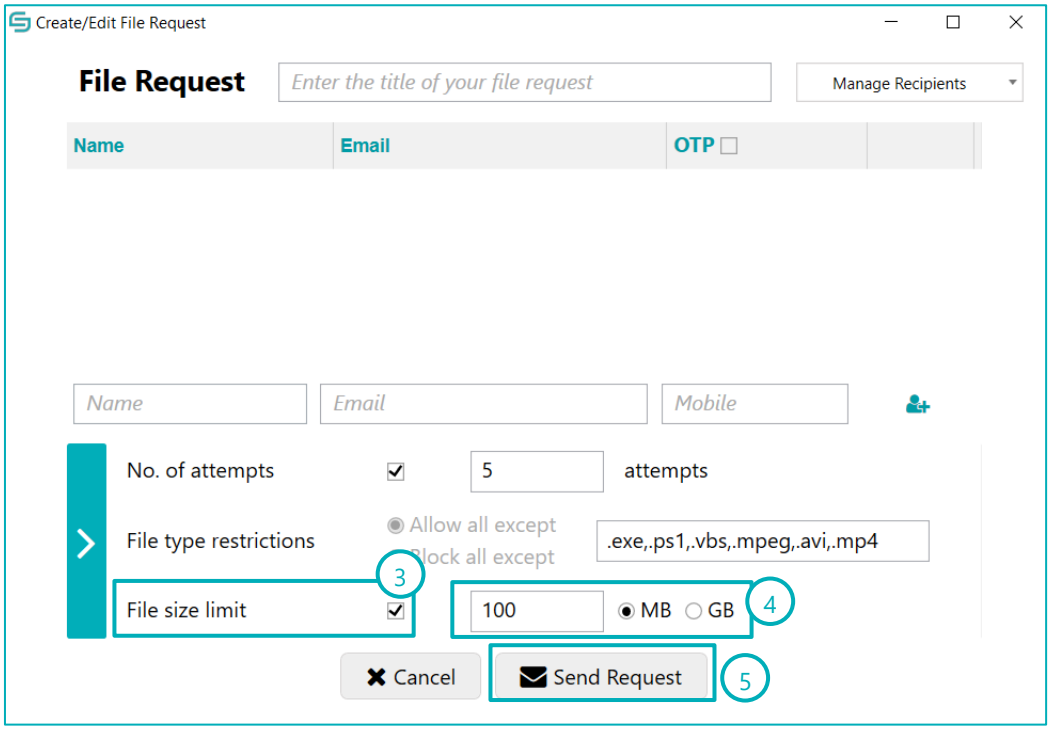
8.1.6 Limit File Upload Size

1. Refer to step 1 to 10 of Section 8.1 File Request.
2. Navigate to the next page by clicking on the panel on the right of the pop-up window.
3. Check the box to enable **File size limit**.
4. Specify the file size limit and select either MB or GB.
5. Click **Send Request**.



Note: This feature may be controlled by your central administrator. If you are unable to enable or disable, it may be due to your organisation policy settings.

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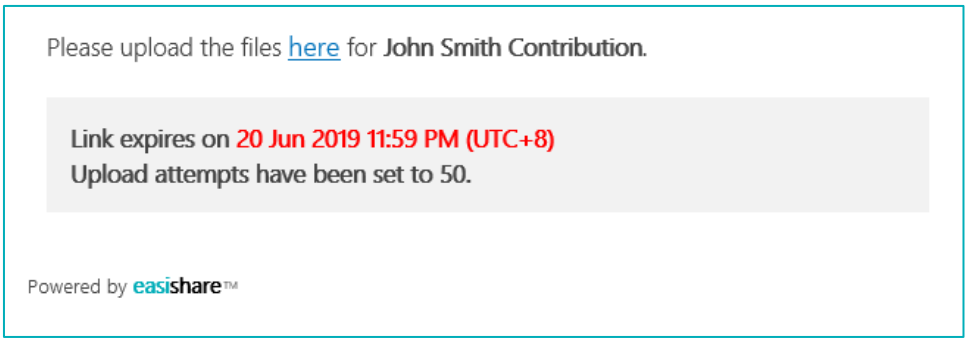
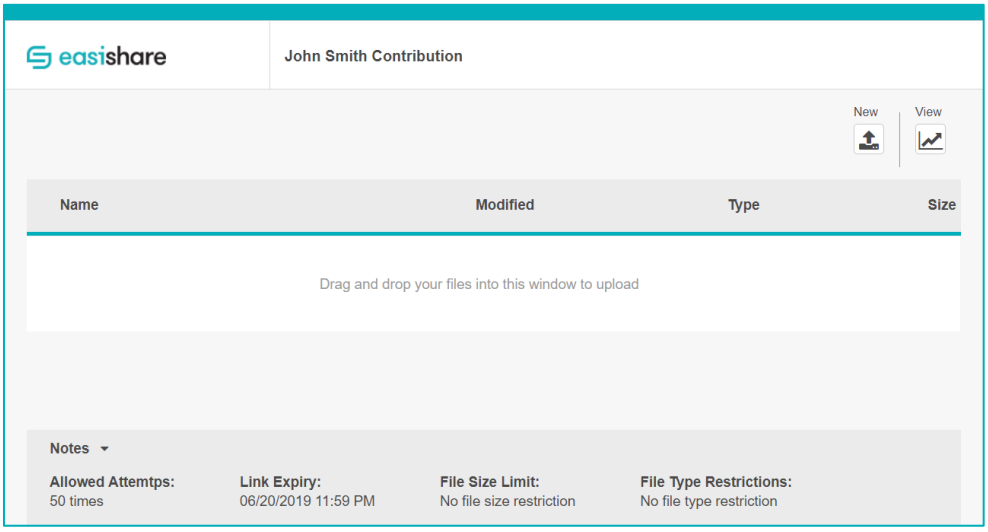
8.2 Upload Files Using File Request

1. The recipient will receive an email notification.
2. Click on the link provided.



3. The recipient will be directed to the upload page.
4. Click on **Upload File** or simply **drag and drop** the files into the empty area.



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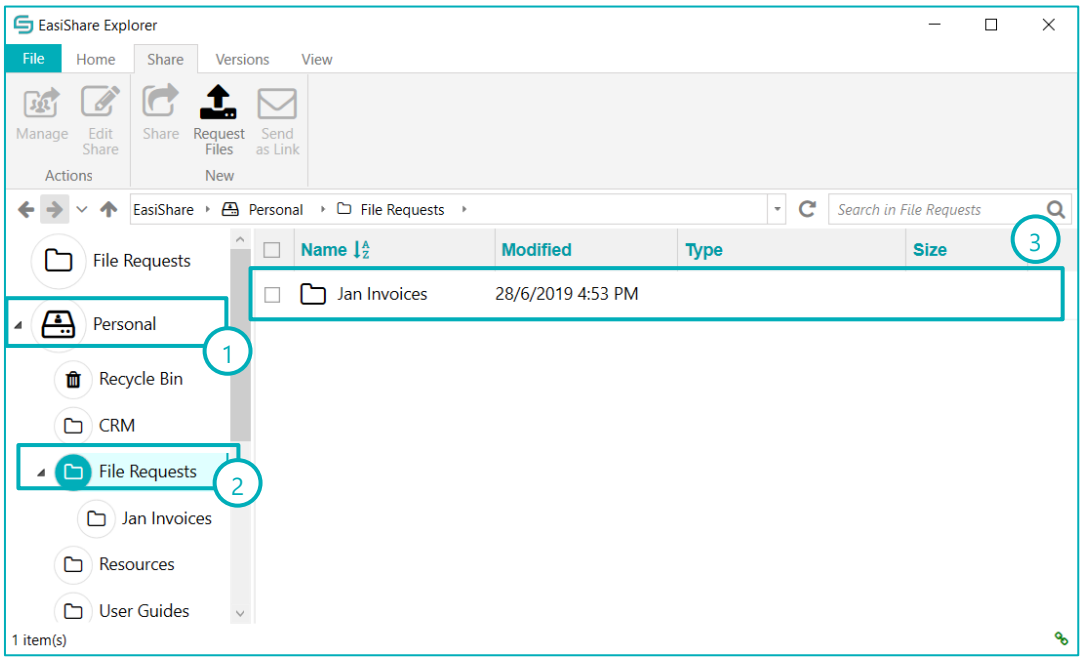
8.3 Access Uploaded Files on File Request

1. Click on the **Personal** drive.
2. Click on **File Request** at left panel.
3. Click on the title of the file request you wish to access.
4. Click on the file name to download or select the file to perform other file operations.



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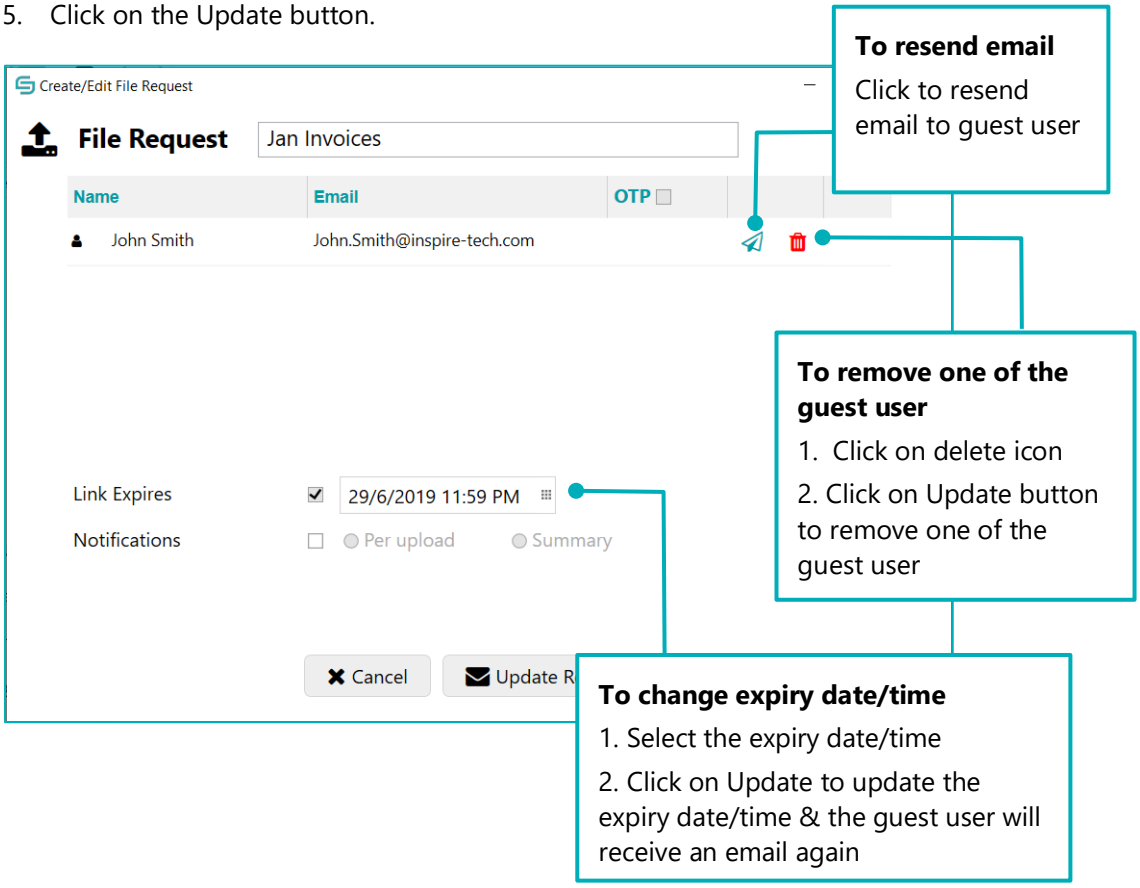
8.4 Edit File Request

1. Select **File Request** drive.
2. Choose an active File Request to edit.
3. Click **Edit File Request** located at the top.
4. A window will appear, follow the steps in each bubble for each intended purpose.
5. Click on the Update button.



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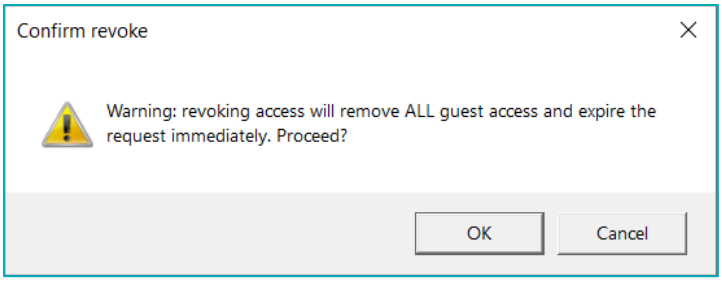
8.5 Revoke File Request

1. Select **File Request** drive.
2. Select an active File Request to revoke.
3. Click **Revoke File Request** located at the top.
4. A window will appear, click **OK** to confirm File Request Revoke.



9 Check In/Out

When working in a shared environment, overwriting files can create challenges among users. To prevent files to be accidentally overwritten, users can initiate a check out first before editing the file. Once the file has been updated, user can upload the new version and check in. After the file has been checked in, other user can use the updated version to continue their editing.

9.1 Auto Check Out a File

1. Select the file you wish to check out and double click on it.

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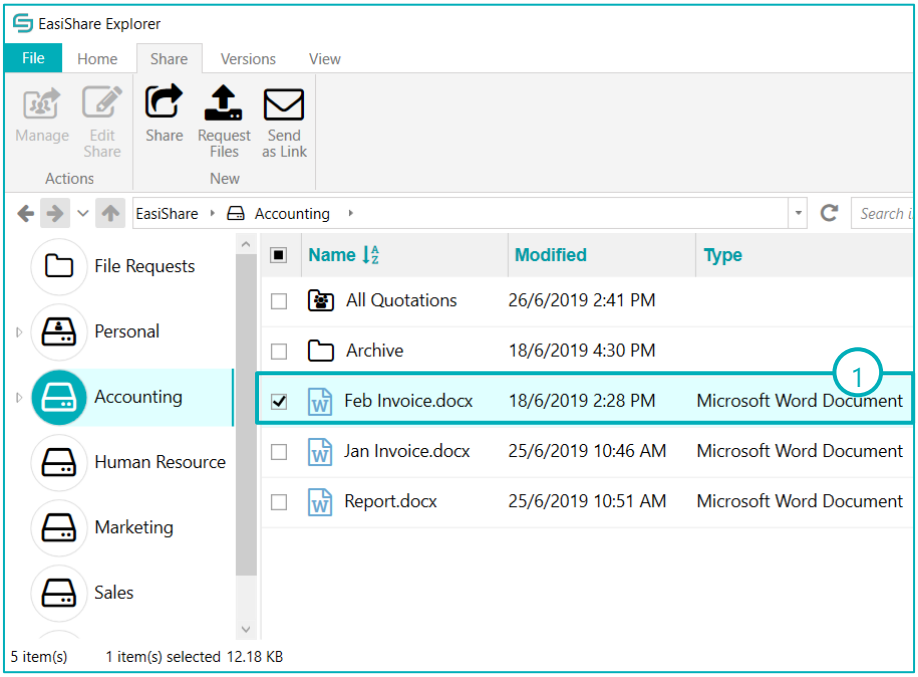
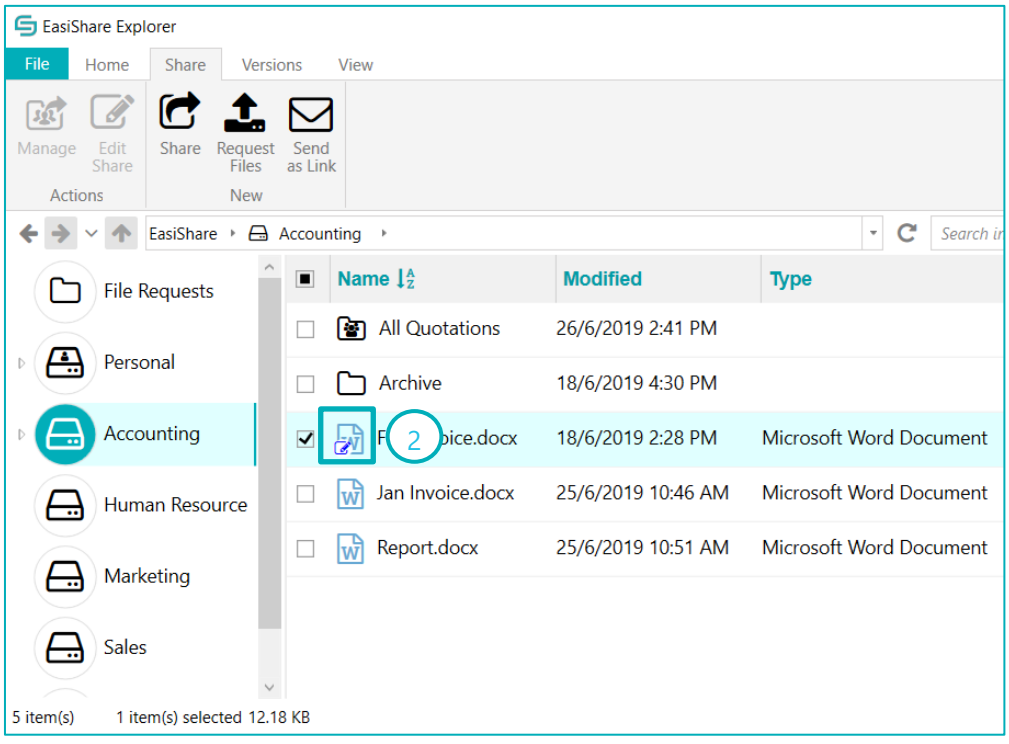


2. An edit icon will appear on the file icon on the user's PC.



3. While a lock icon will appear on the file icon on another users' PC.

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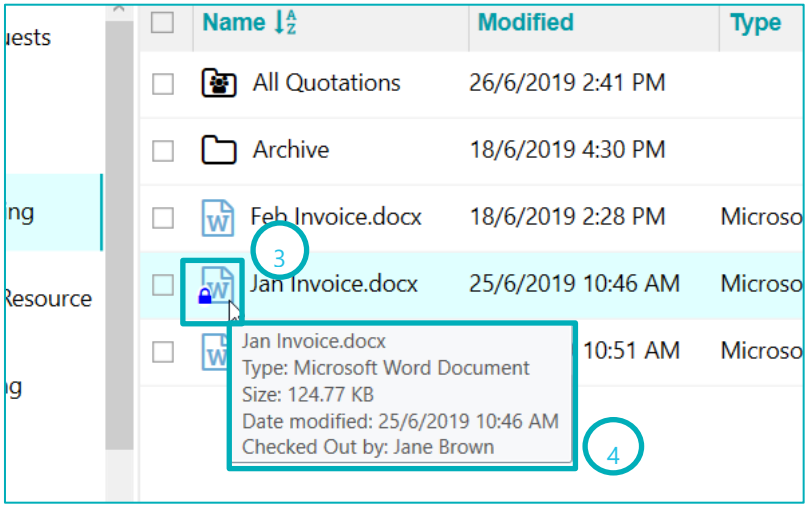
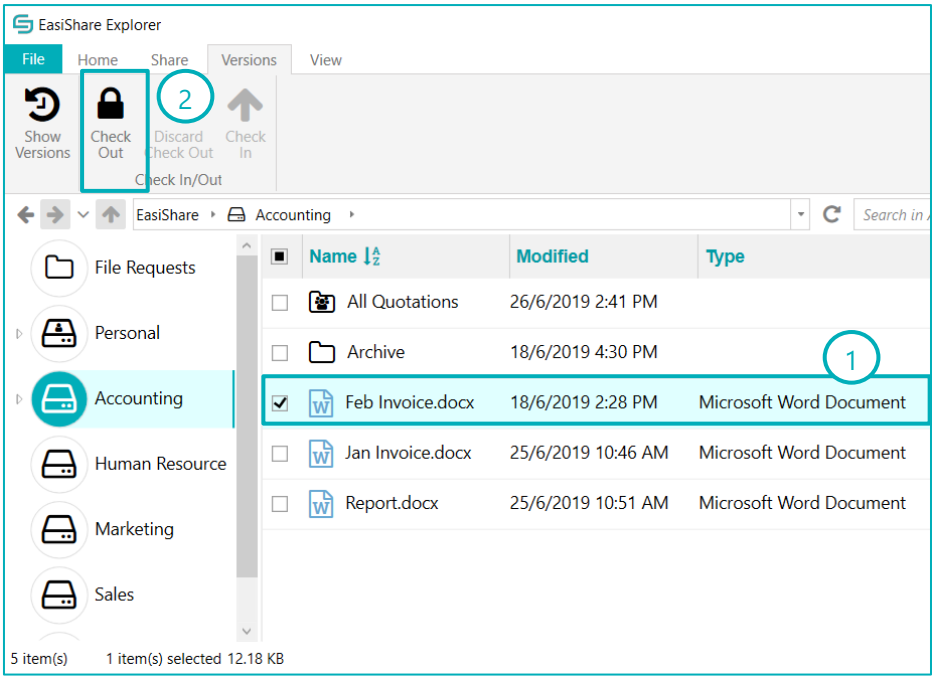


4. Hover over the file name to find the name of the user who checked out the file.

9.2 Manual Check Out a File

1. Select the file you wish to check out.
2. Click on **Check Out** located at the top panel.



3. An edit icon will appear on the file icon.

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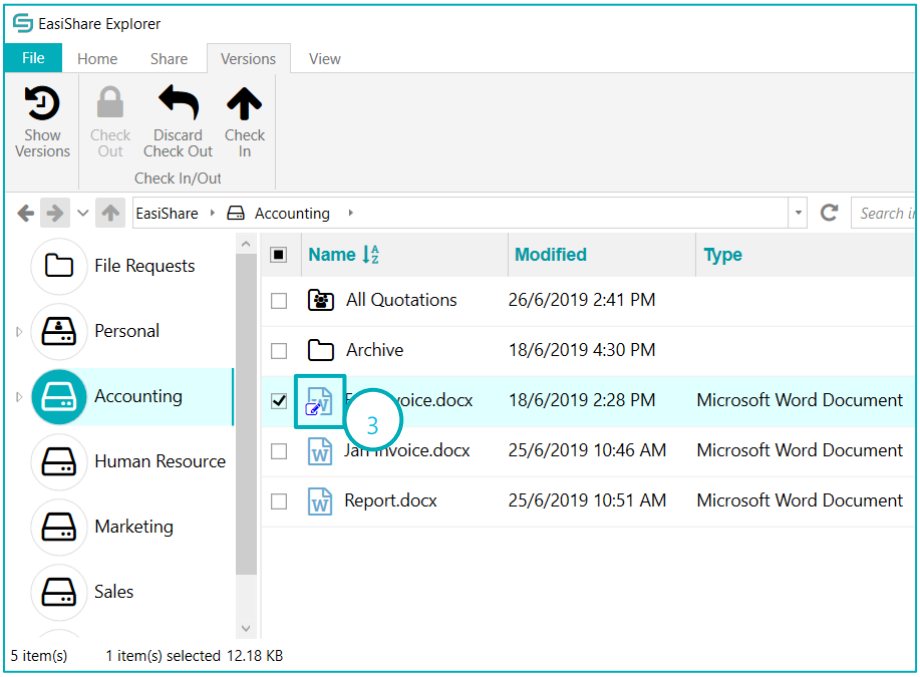
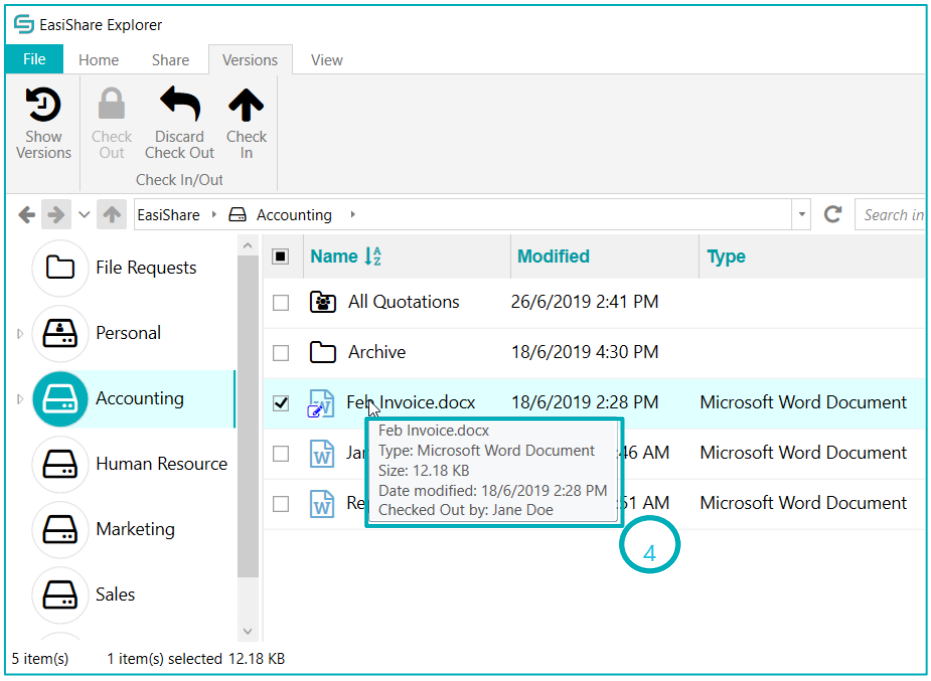


4. Hover over the file name to find out who checked out the file.



A new version will be created temporarily. This version is only visible to the user who checked out. Other users will only see the change in version after you have checked in.

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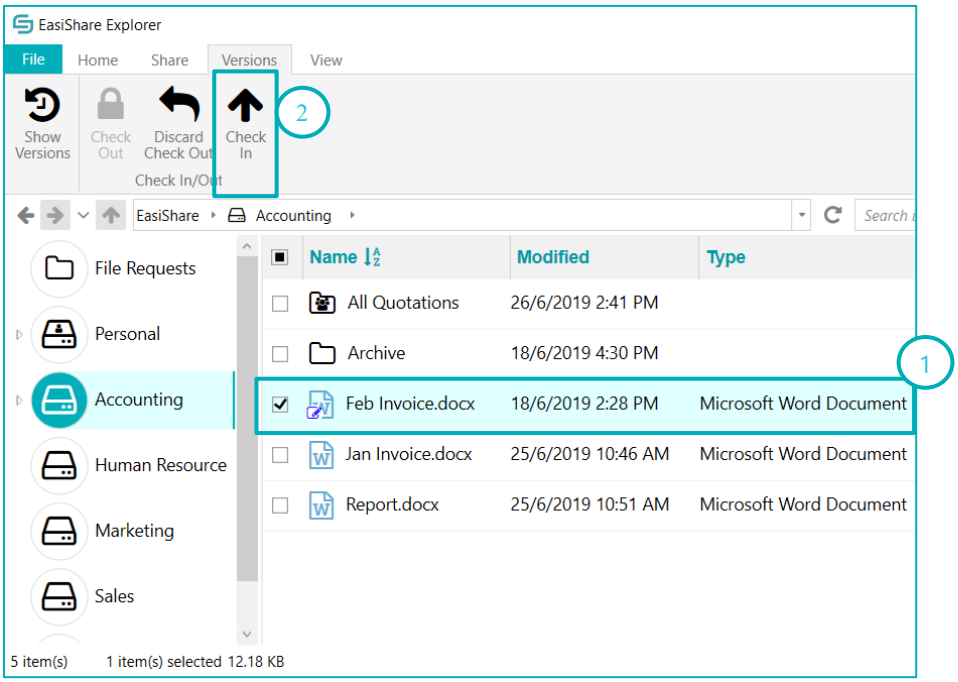
5. You can choose to perform any file actions. All actions are available to the user who checked out. Other users will be able to perform some actions only.

Note: Other users will be restricted from performing certain file operations such as delete, rename, copy/move on a file that has been checked out. Even when another user is sharing a file, the user is sharing based on the version that was prior to your check out.

9.3 Check In a File

1. Select the file that was checked out.
2. Click on **Check In** located at the top panel.



3. A pop-up window will appear. You may choose to retain check out after checking in and enter comments. Click **Check In**.
4. The edit icon on the file will disappear.

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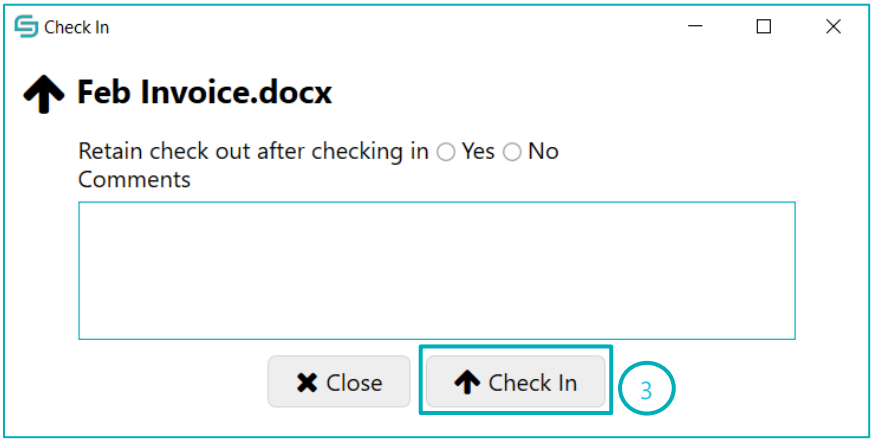
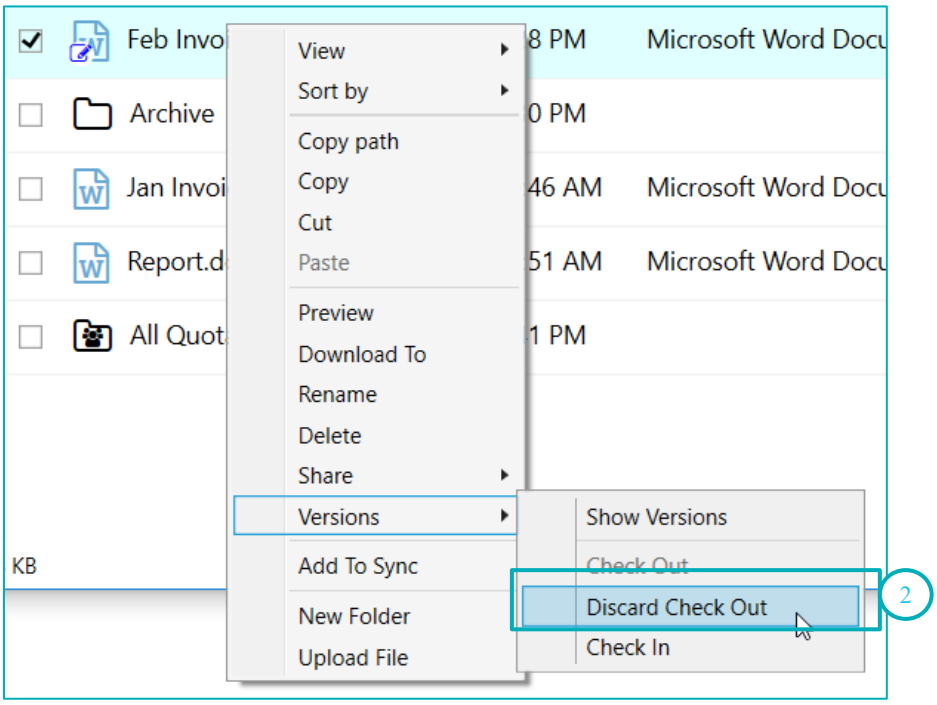


5. The version number that was created during check out will be recorded. This version is visible to all users.
6. After checking in, all actions are available to all users. Any users can choose to perform any file actions as per normal.

9.4 Discard Check Out

1. Select the file that was checked out.
2. Click on **discard check out** located at the top panel.



3. The version number that was created during check out will be discarded.
4. Any users can choose to perform any file actions as per normal. All actions are available to all users.

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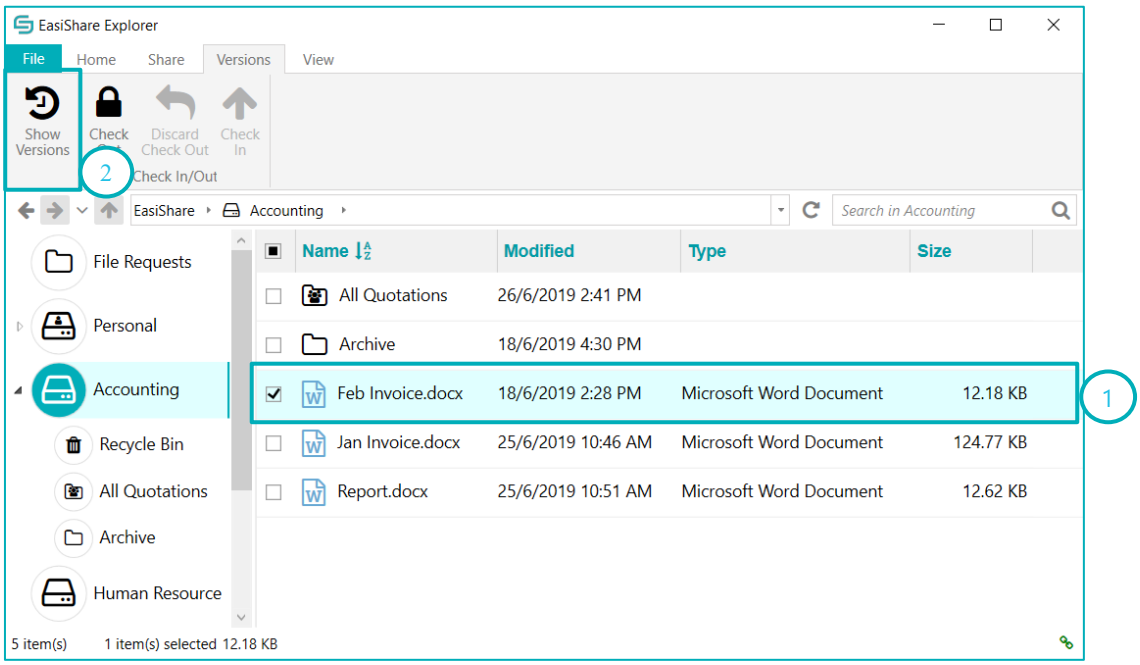
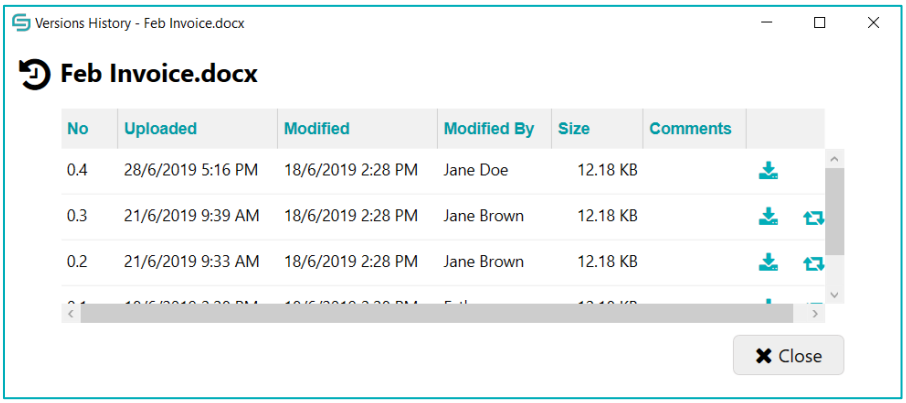
10 Versioning

10.1 View Version

1. Select a file.
2. Click on **Show Versions** located at the top panel.



3. A pop-window will appear.
4. The version numbers will be displayed in descending order.



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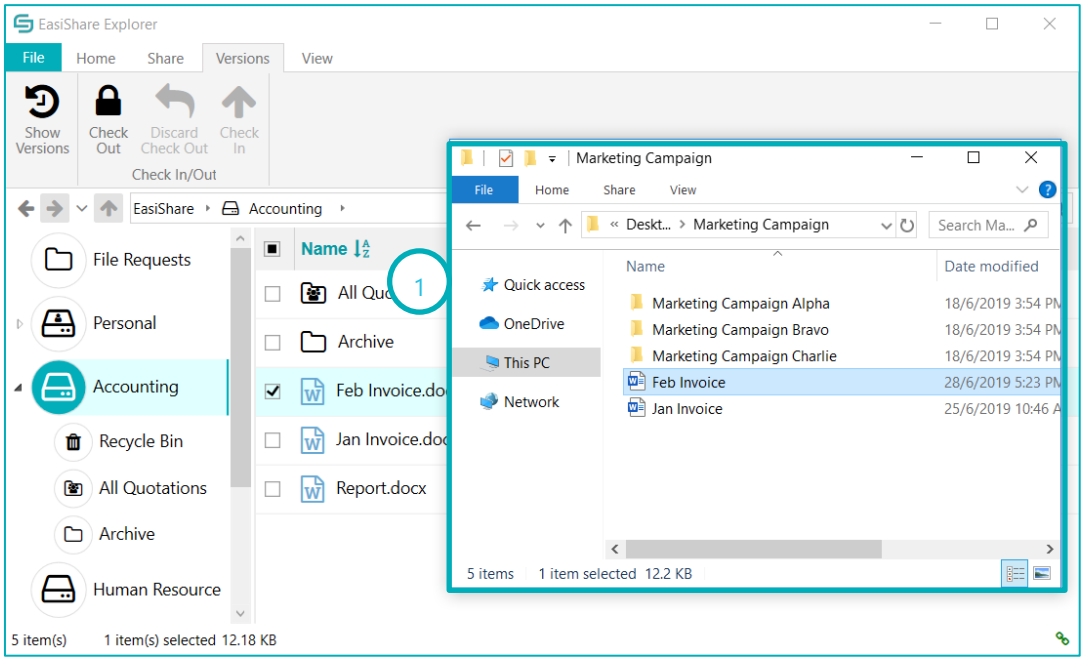
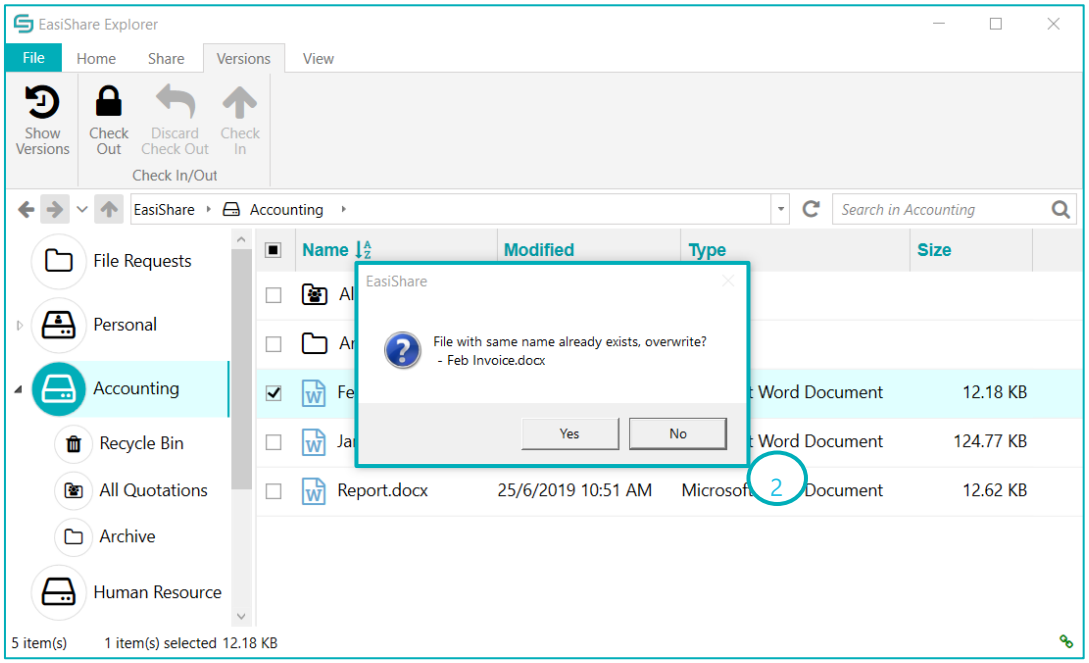
10.2 Create New Version

1. Upload a file with the same name in the same folder.



2. An overwrite message notification will appear.



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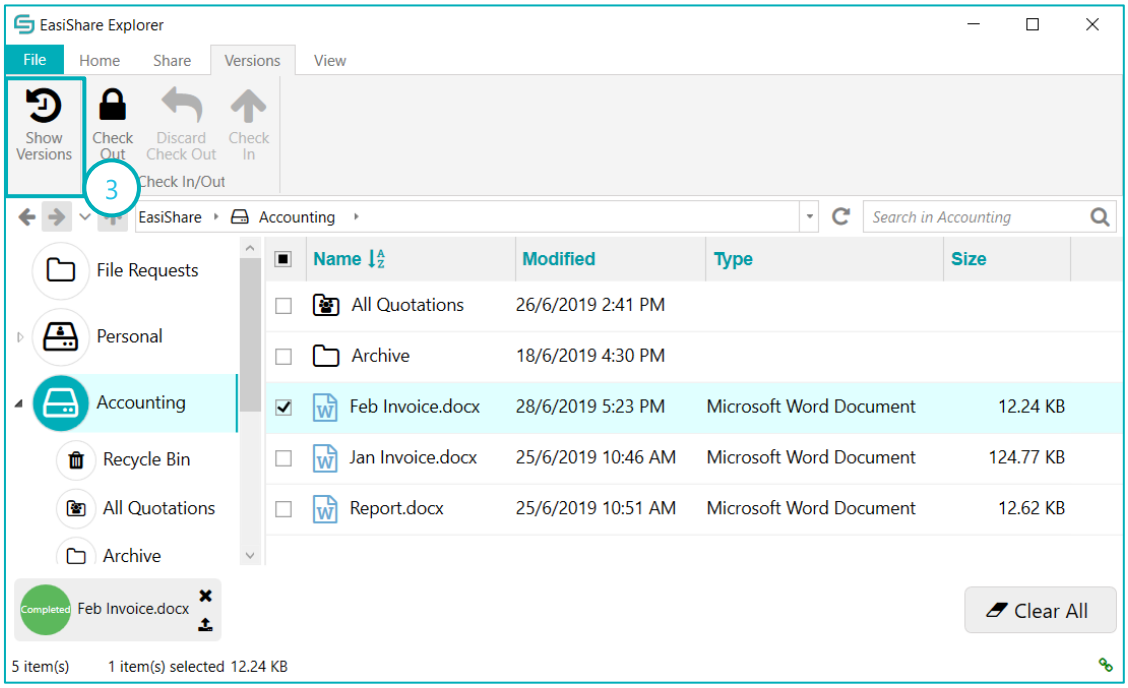
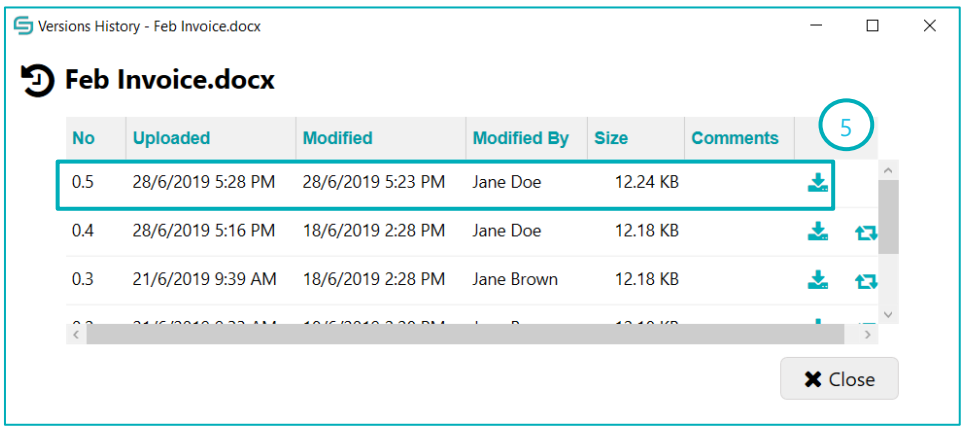
3. Click on **Show Versions** located at the top panel.
4. A pop-up window will appear.
5. The version number on the top row has increased by 0.1.





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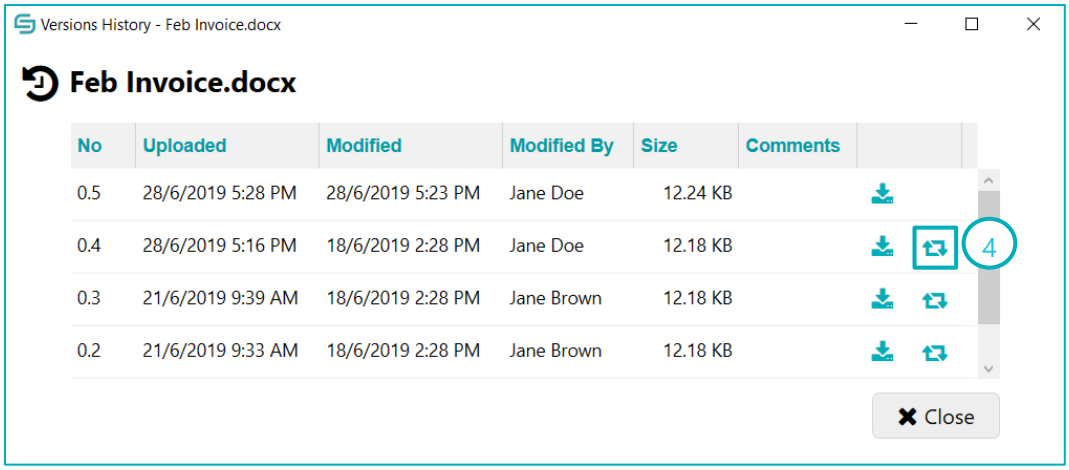
10.3 Restore Version

1. Select the file you wish to restore.
2. Click on **Show Versions** located at the top panel.
3. A pop-up window will appear.
4. Click on the **restore icon** along the respective version you wish to restore to.



11 Sync

When working on your documents it can be a challenge to upload/download content from EasiShare and/or to EasiShare constantly when there are updates at either ends. Sync feature has the convenience for user to add file(s)/folder(s) to sync which allows the uploading and downloading of updated file(s)/folder(s) on the fly. Once it is added, file(s)/folder(s) that are in your desktop will get updated from EasiShare in a timely manner which can be set and when users edit the file from their desktop upon closing, the file will be uploaded to EasiShare.

11.1 Add To Sync

1. Select the file/folder. To select, click on the checkbox beside the file/folder name. You may select multiple files/folders at a time by clicking on multiple checkboxes.
2. Select the **Add to Sync** along the Action Pane located at the top.

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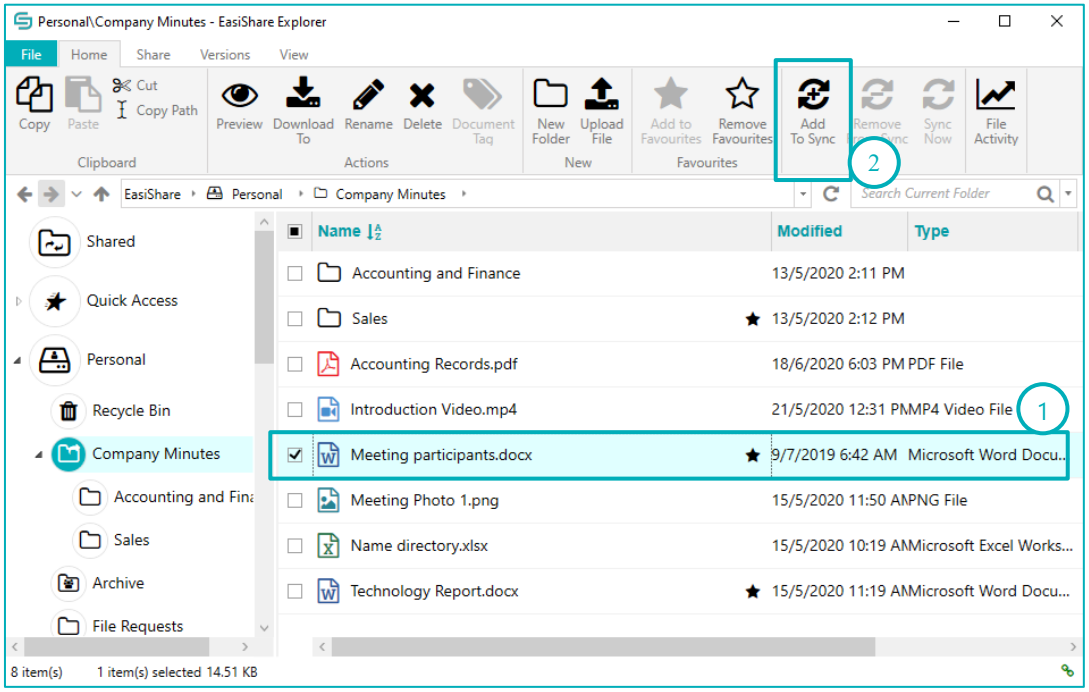
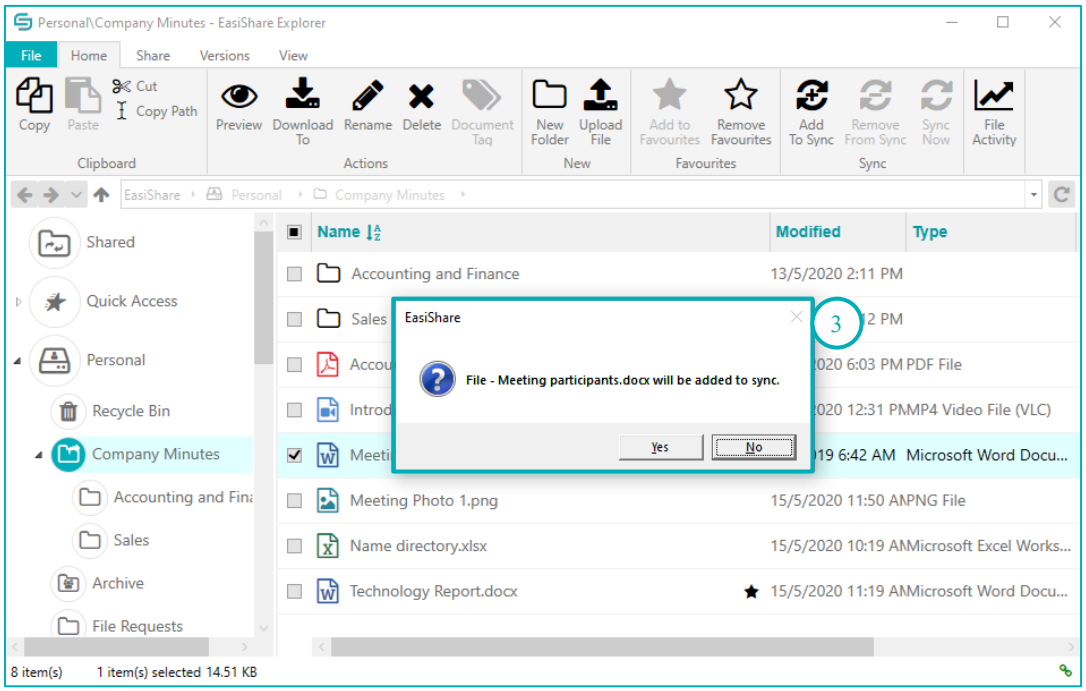


3. The pop-up below would be displayed for the user to confirm the add to sync action.



4. On success, a notification and a green tick will appear.

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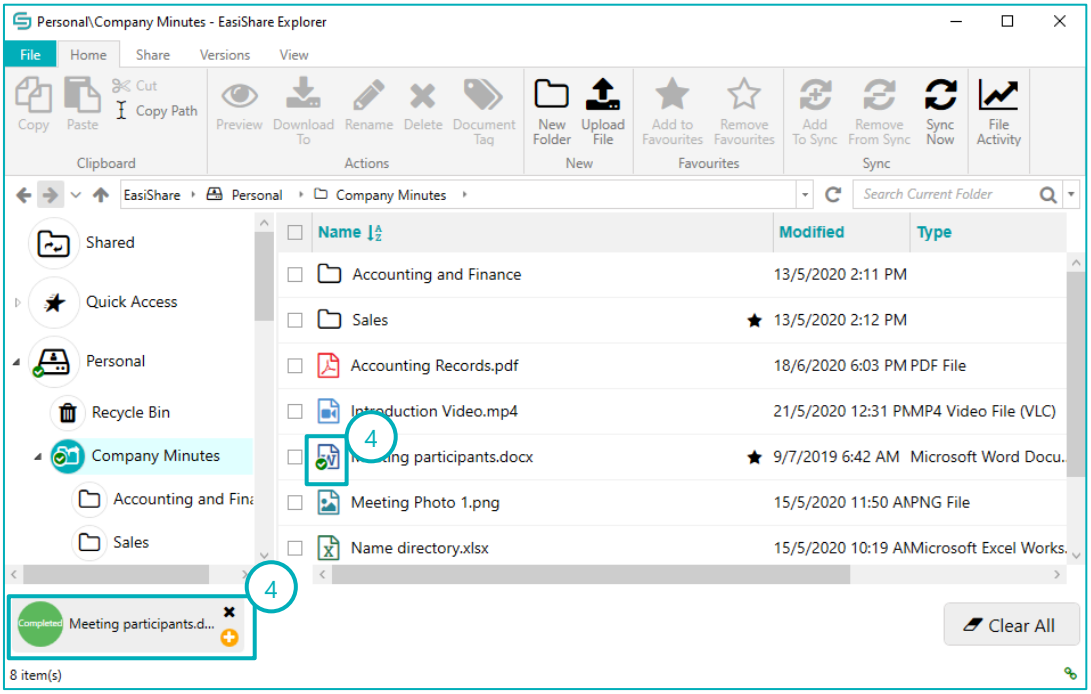
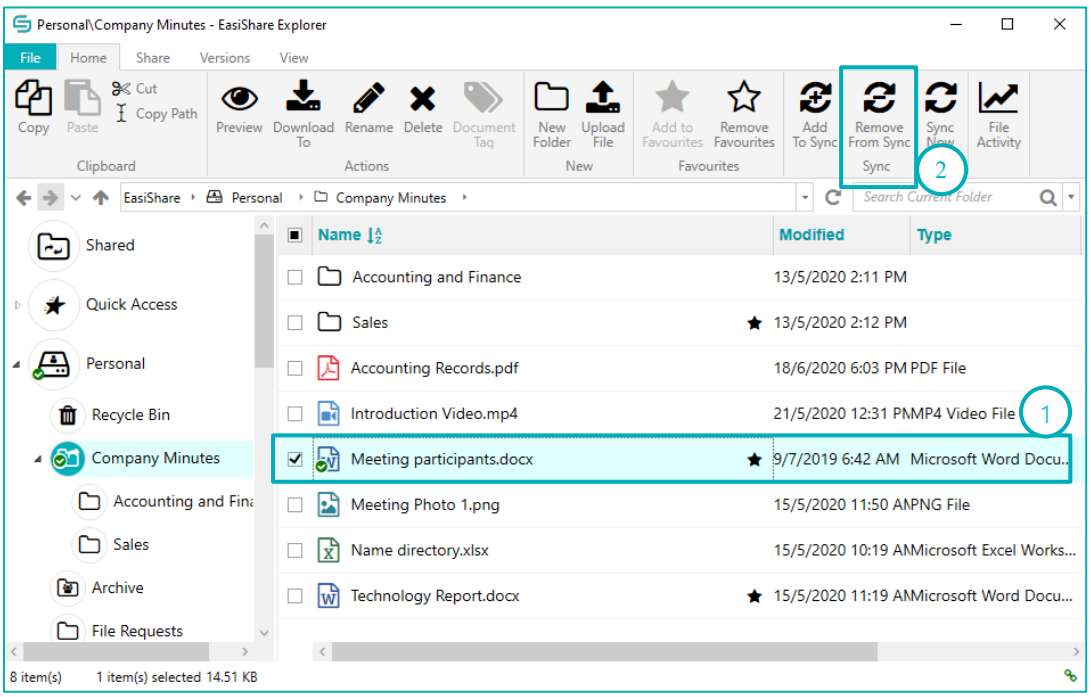


11.2 Remove From Sync

1. Select the file(s)/folder(s). To select, click on the checkbox beside the file(s)/folder(s) name. You may select multiple file(s)/folder(s) at a time by clicking on the checkbox.
2. Select the **Remove From Sync** along the Action Pane located at the top.



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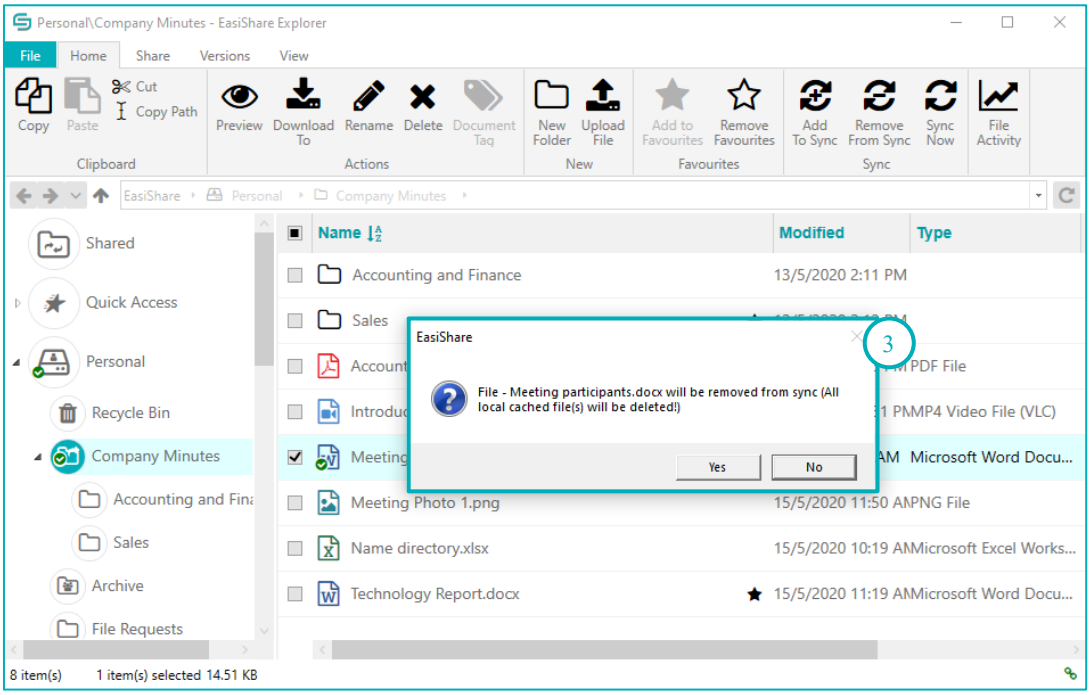
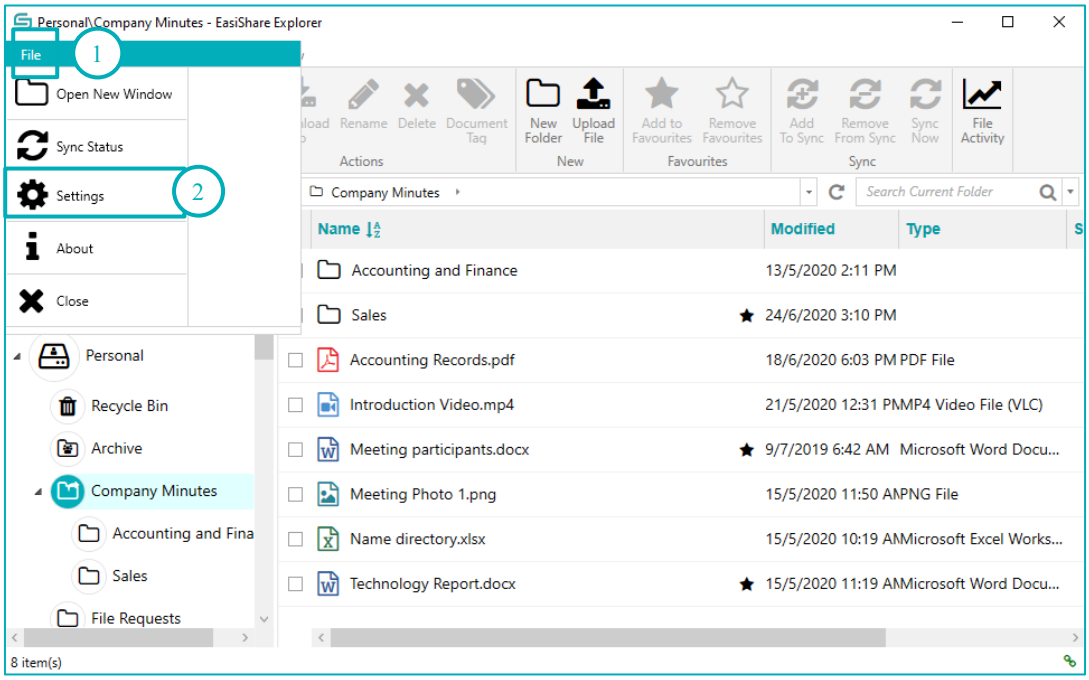
3. The pop-up below would be displayed for the user to confirm the remove from sync process.



11.3 Sync Setting

Sync settings allow user to set sync intervals, sync changed file(s)/folder(s) and sync the whole directory.

1. Click on the **File** Tab located at the top.
2. Click on **Settings**.



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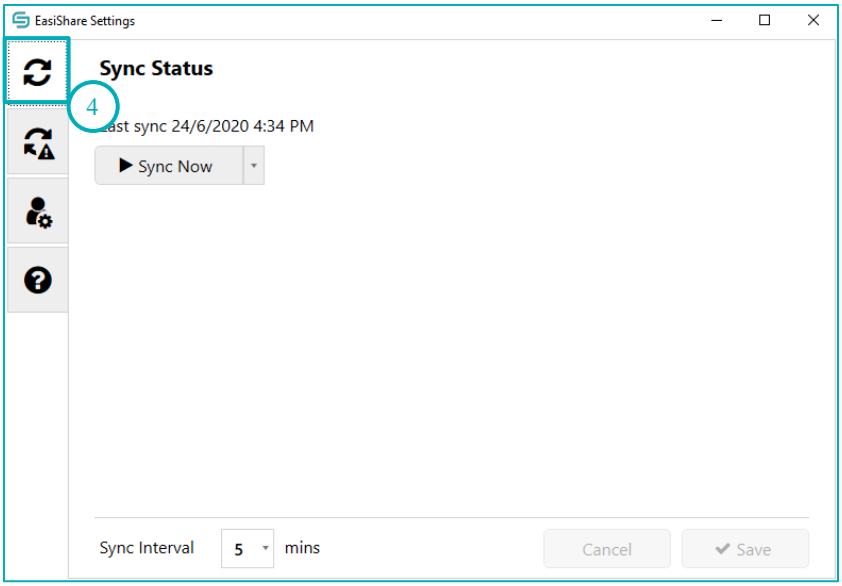
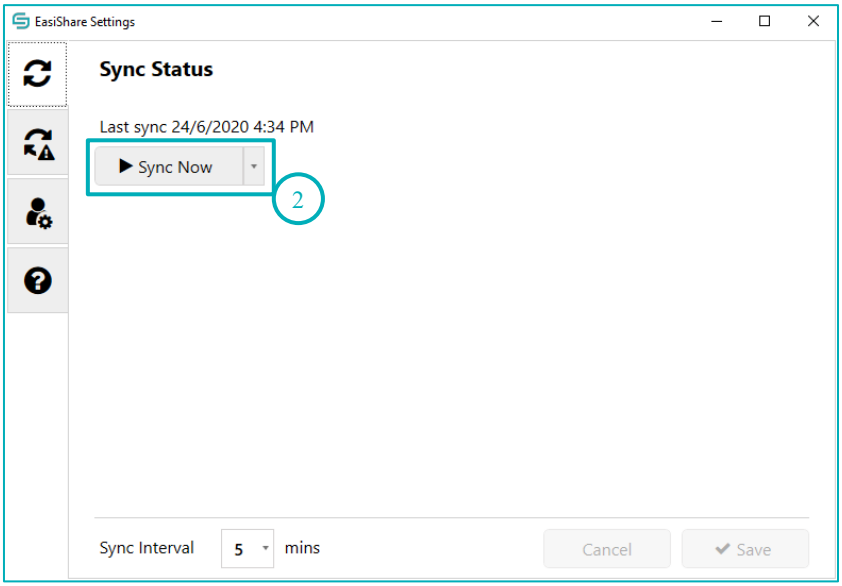
3. A pop-up window will appear.
4. Click on the **Sync Status** icon to navigate to the Sync Status.



11.3.1 Sync Now

Sync Now allows users to Sync All changed files from the server to the EasiShare and vice versa.

1. Refer to step 1 to 4 of Section 11.3 Sync Setting.
2. Click on **Sync Now**.



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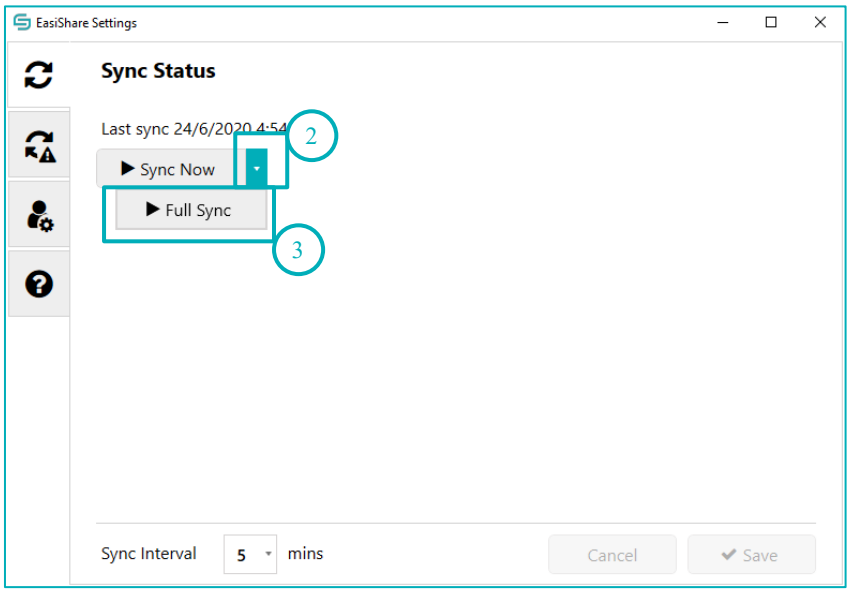
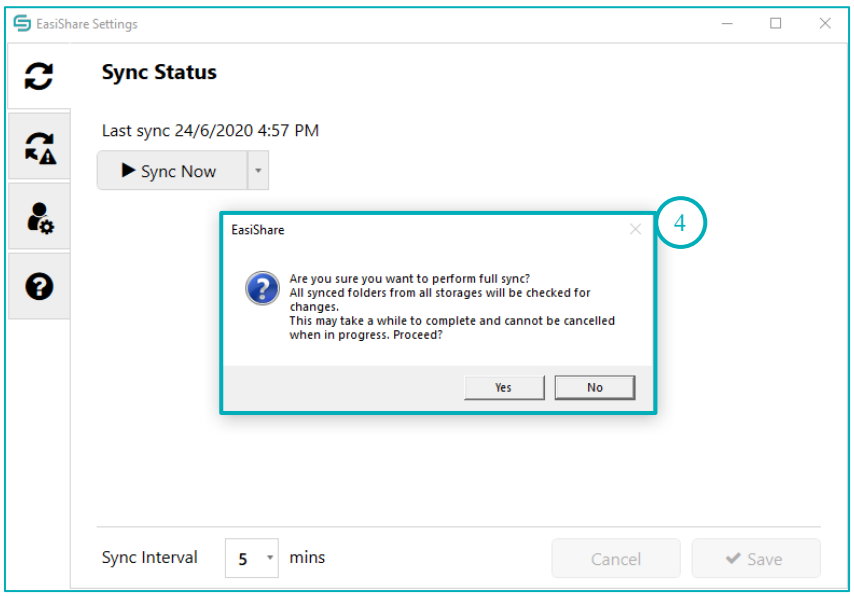
11.3.2 Full Sync

Full Sync allow user to scan and sync the whole directory for any changes that was in the server to EasiShare and vice versa.

1. Refer to step 1 to 4 of Section 11.3 Sync Setting.
2. Click on the **arrow button** for more options.
3. Click on **Full Sync**.



4. The pop-up below would be displayed for the user to confirm the perform of full sync.



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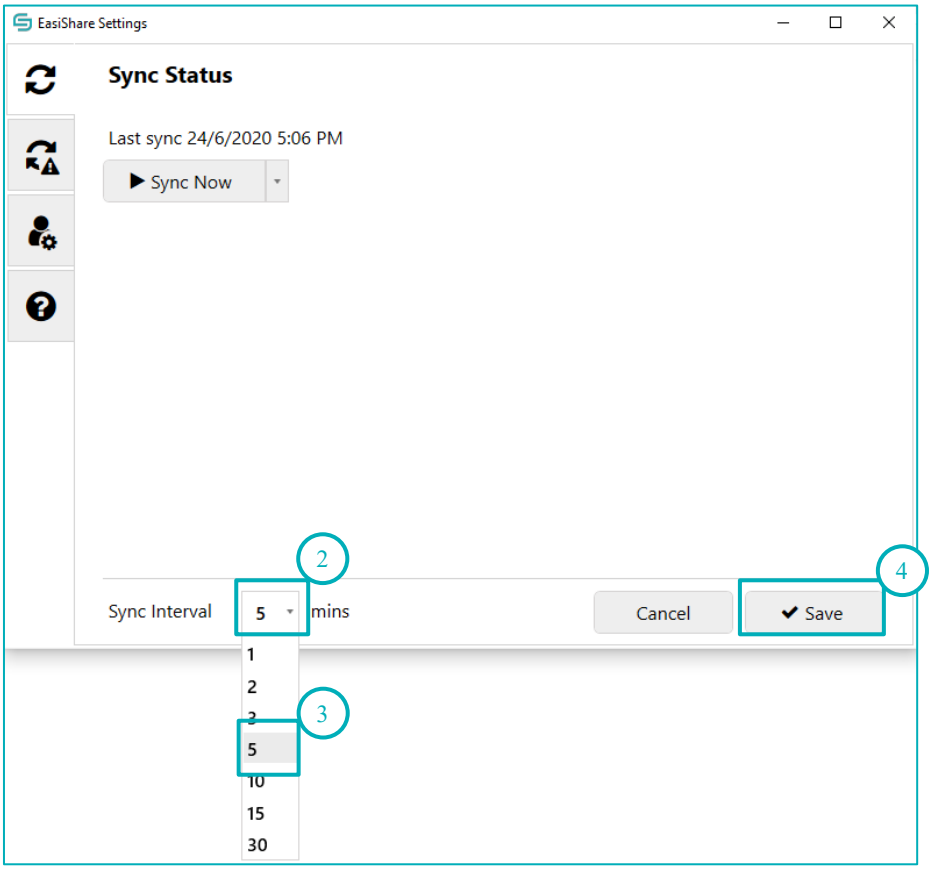
11.3.3 Sync Interval

Sync Interval allows users to set how frequent EasiShare check for file changes on files that were added to sync. Setting it to 5 minutes will allow the synced file to upload/download every 5 minutes if there are changes to the file.

1. Refer to step 1 to 4 of Section 11.3 Sync Setting.
2. On **Sync Interval**, click on the dropdown arrow.
3. Select the interval in minutes.
4. Click on **Save**.



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12 Monitor

You can get a notification via email whenever a file or folder is changed in your drive(s). You may see different options when you monitor a file or folder.

12.1 Monitor a file

1. Select the file that you wish to monitor
2. Right-click the file and select Monitor
3. Select the options

Option	Description
Changes > Modified	When the file has been overwritten
Changes > Deleted	When the file has been deleted
Changes > Unlocked	When the file is Discard Check-Out
Changes > Share Changed	When the file was shared
Frequency	To control when you will receive an email notification • Immediately • Daily (Default: 9AM) • Weekly (Default: Monday)
When	Available selection: • Any changes • Someone else changes • Any changes to document created by me • Someone else changes document created by me • Someone else changes document last edited by me

4. Click on Monitor
5. Once successful added to Monitor, you should see a Monitor icon beside the file.
6. You can check all Monitored files in Quick Access > Monitor

12.2 Monitor a folder

1. Select the folder that you wish to monitor

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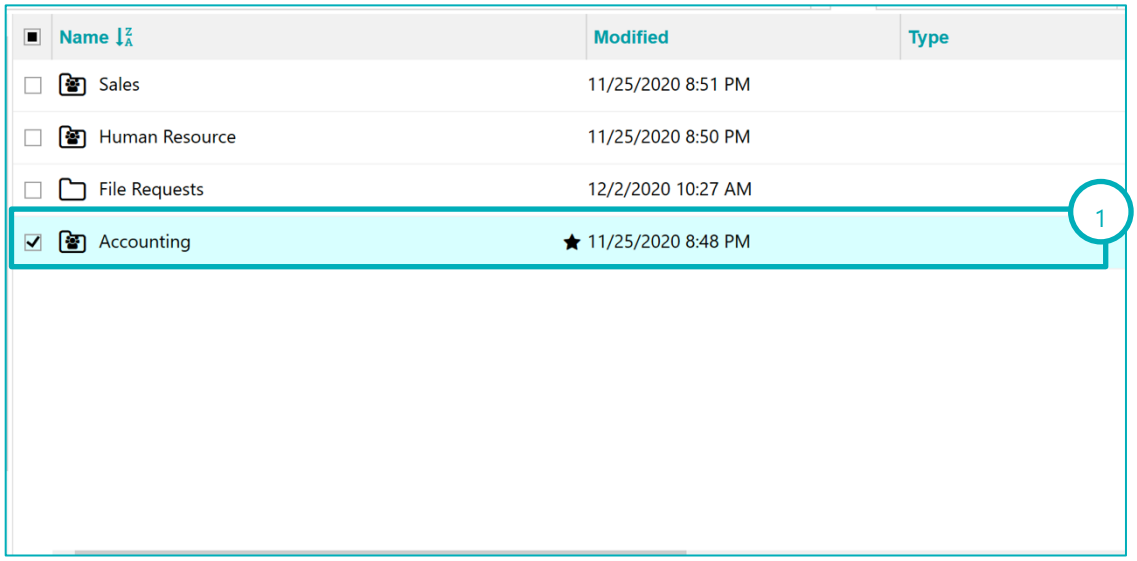
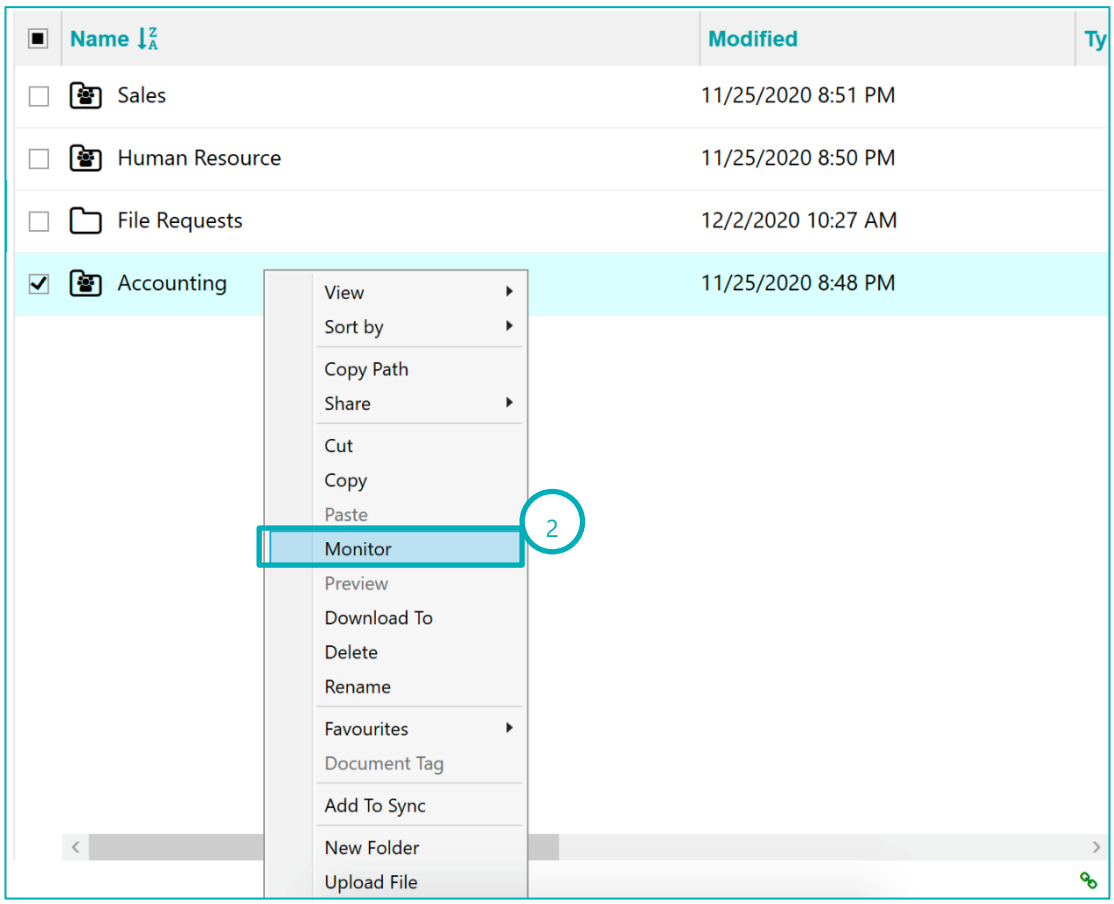


2. Right-click the folder and select Monitor



3. Select the options

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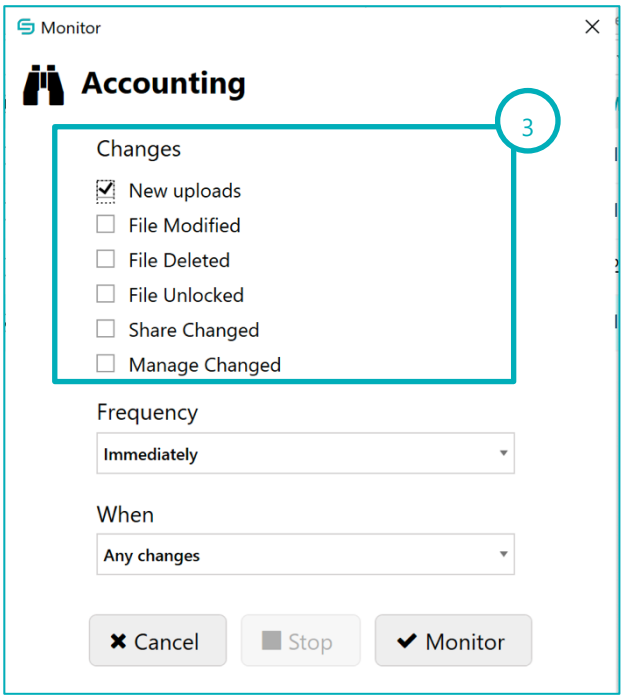

Option	Description
Changes > New Uploads	When a file is uploaded in the folder and any of its subfolders
Changes > File Modified	When any file has been overwritten
Changes > File Deleted	When any file has been deleted
Changes > File Unlocked	When any file is Discard Check-Out
Changes > Share Changed	When any file was shared
Changes > Manage Changed	When the folder and any of its subfolders has added/removed/edited managed permissions Note: This selection only affects folders and the following 'When' Options do not apply: • Any changes to document(s) created by me • Someone else changes document(s) created by me • Someone else changes document(s) last edited by me
Frequency	To control when you will receive an email notification

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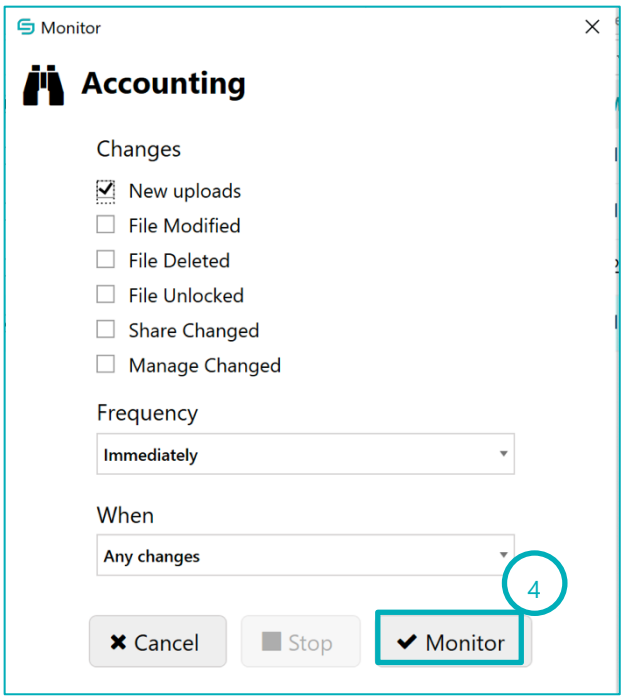
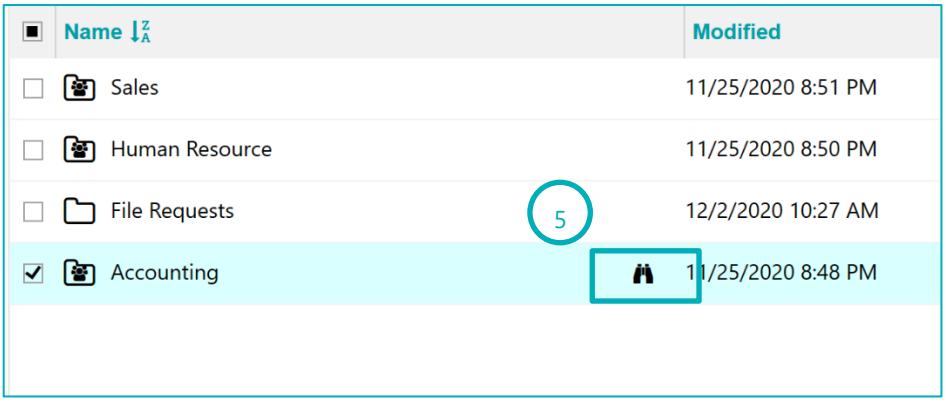
	• Immediately • Daily (Default: 9AM) • Weekly (Default: Monday)
When	Available selection: • Any changes • Someone else changes • Any changes to document(s) created by me • Someone else changes document(s) created by me • Someone else changes document(s) last edited by me

4. Click on Monitor



5. Once successful added to Monitor, you should see a Monitor icon beside the folder.



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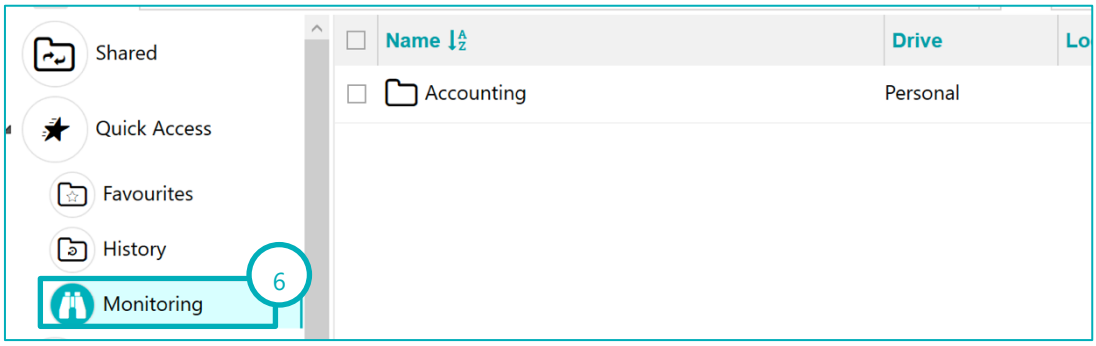
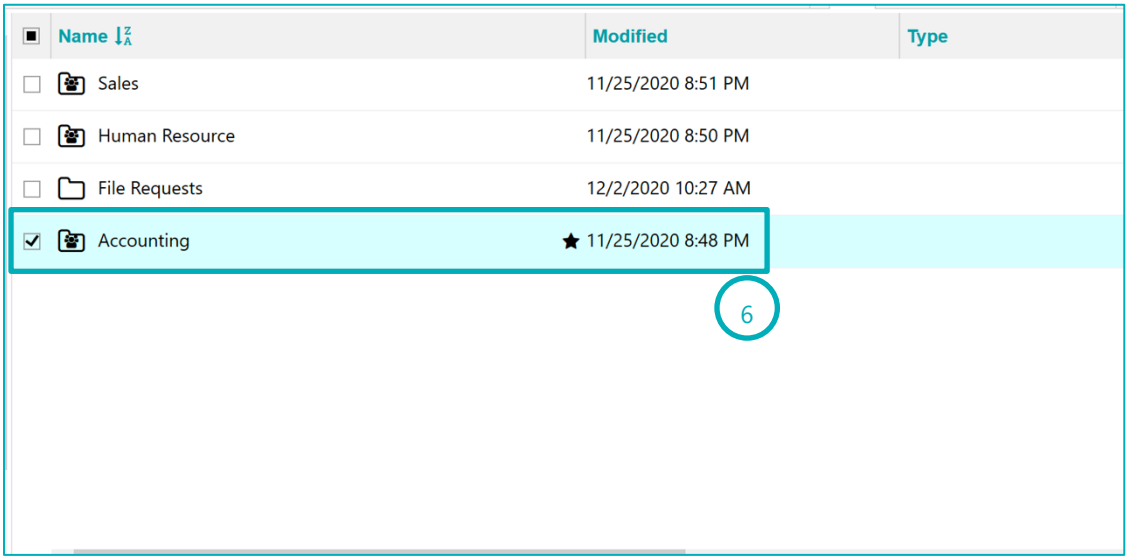
6. You can check all Monitored files in Quick Access > Monitor



12.3 Stop Monitoring a File/Folder

1. Select the file/folder that you wish to stop Monitoring



2. Right-click the folder and select Monitor

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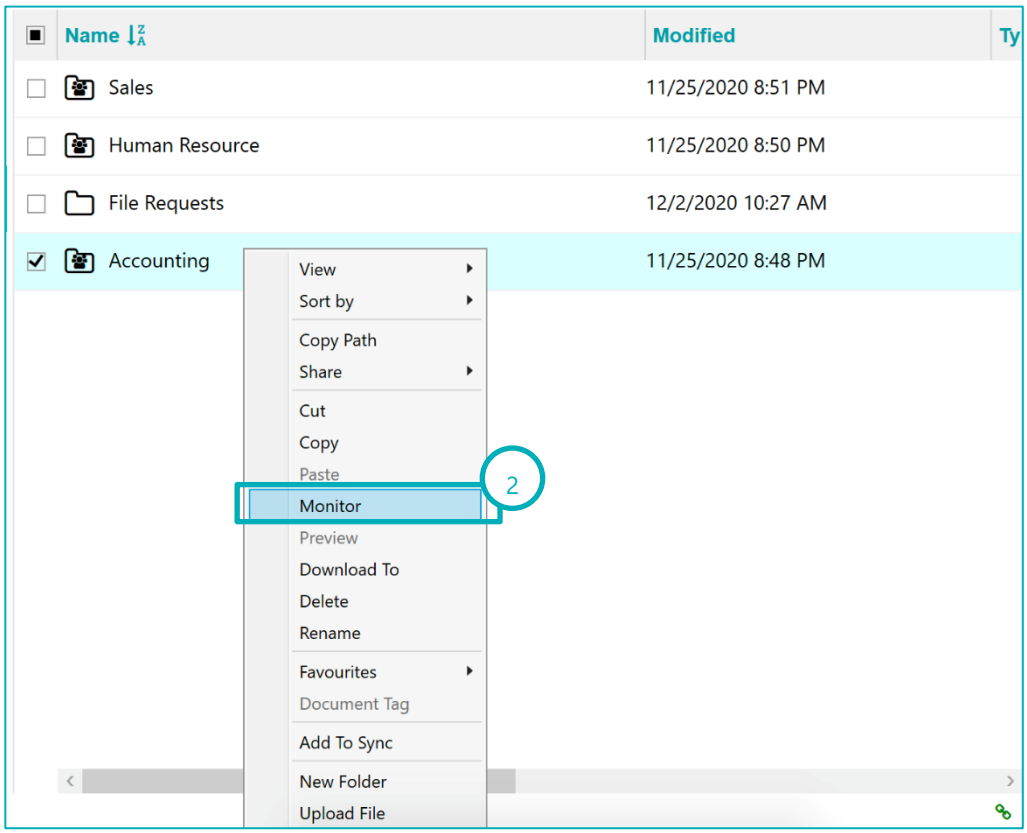
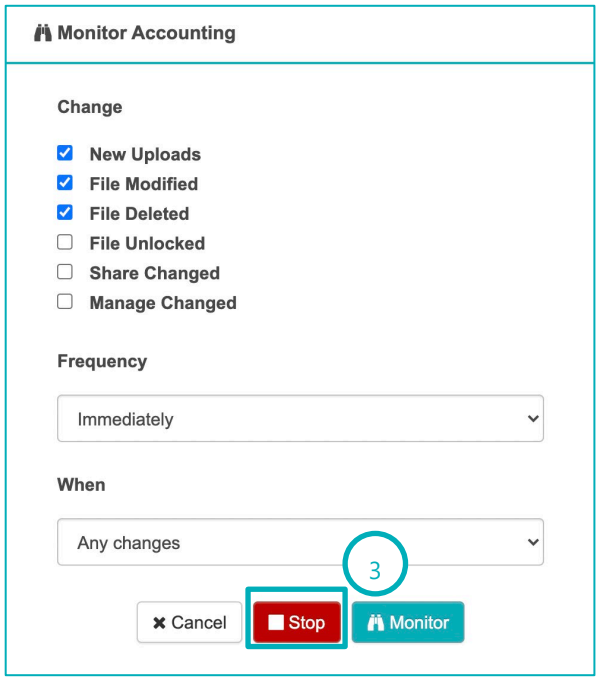


3. Click on Stop



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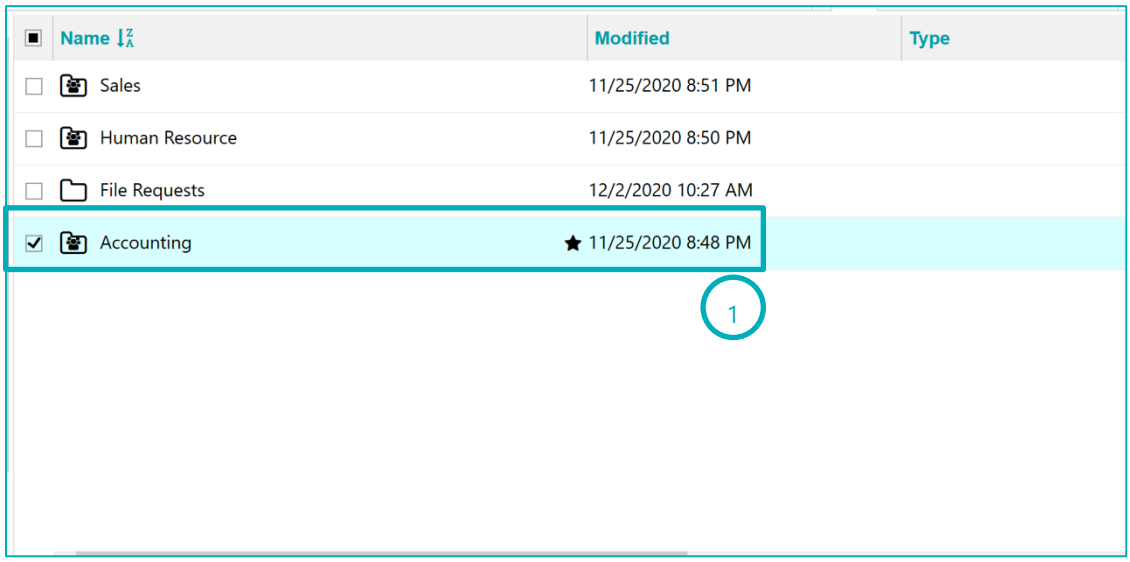
13 Workflow

This section shows you how to create a share approval workflow that requires everyone (all/any assigned approvers) to agree for a share request to be approved.

This is useful in an organisation that requires sharing requests of certain documents to be approved.

13.1 Owner Creates Workflow

1. Select the file/folder that you wish to create a workflow



2. Click on create workflow under Workflows tab.

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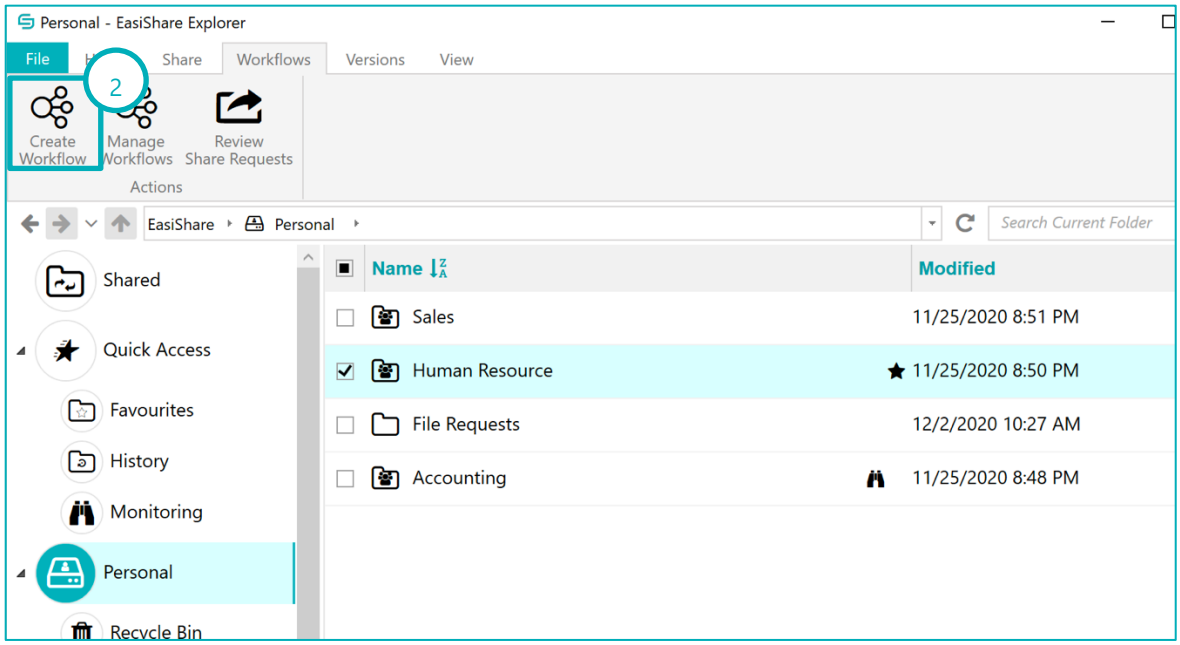
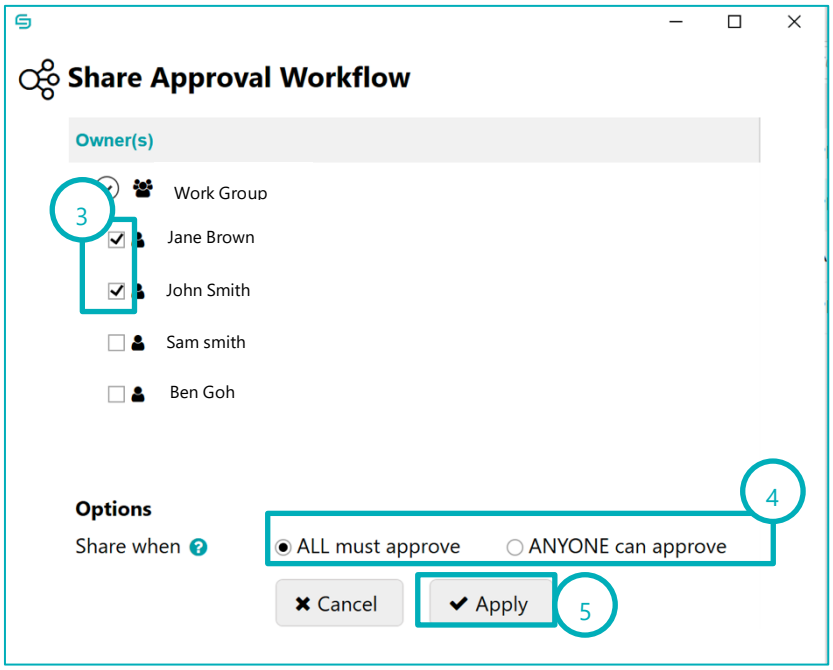


3. Select the approver(s)

4. Select "All must approve" or "Anyone can approve"

5. Click on Apply



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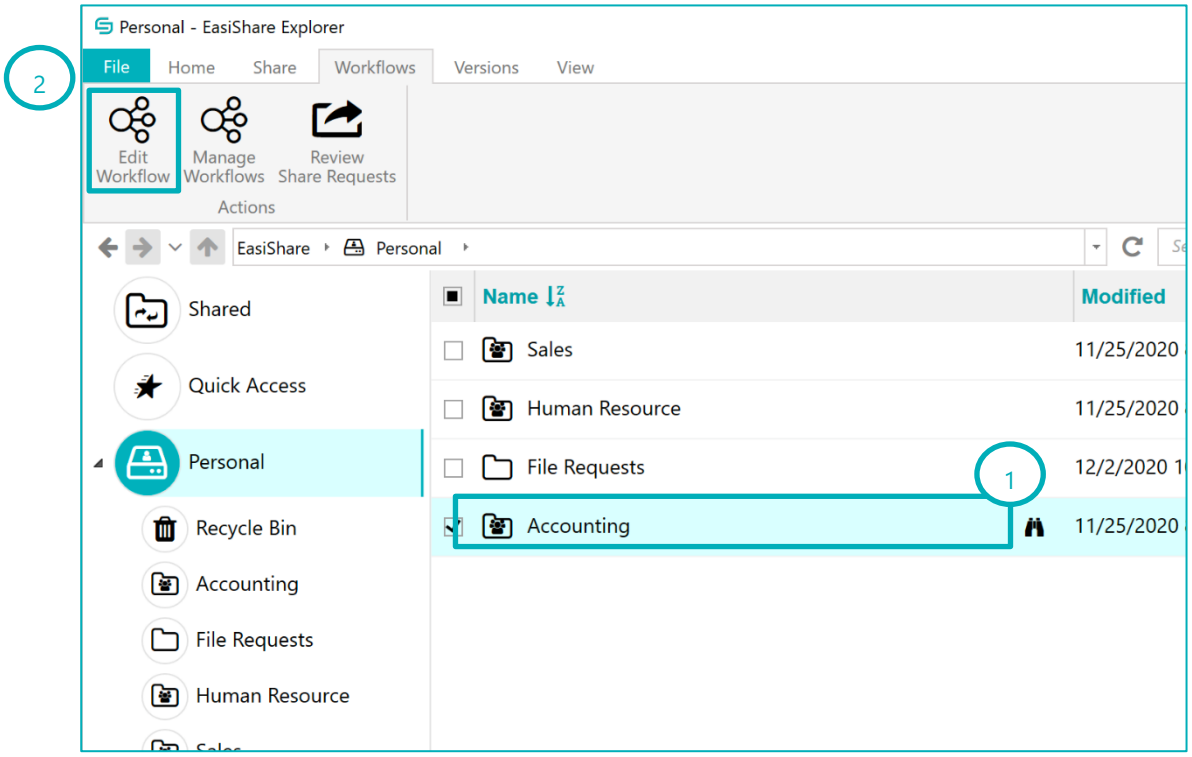
13.2 Owner Edits Workflow

1.Select the file/folder that you wish to edit a workflow

2. Click on edit workflow under Workflows tab.



3. Select the approver(s)

4. Select “All must approve” or “Anyone can approve”

5. Click on Apply

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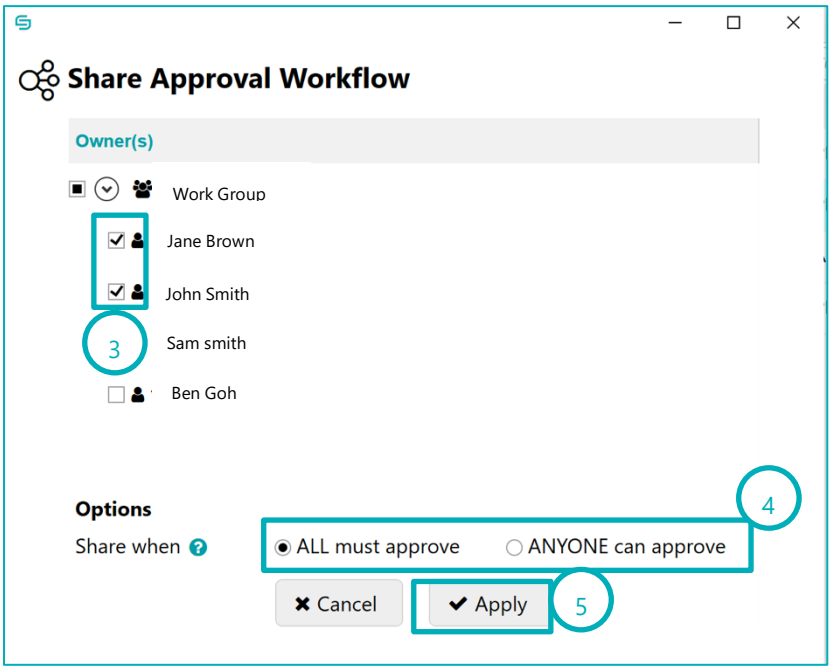
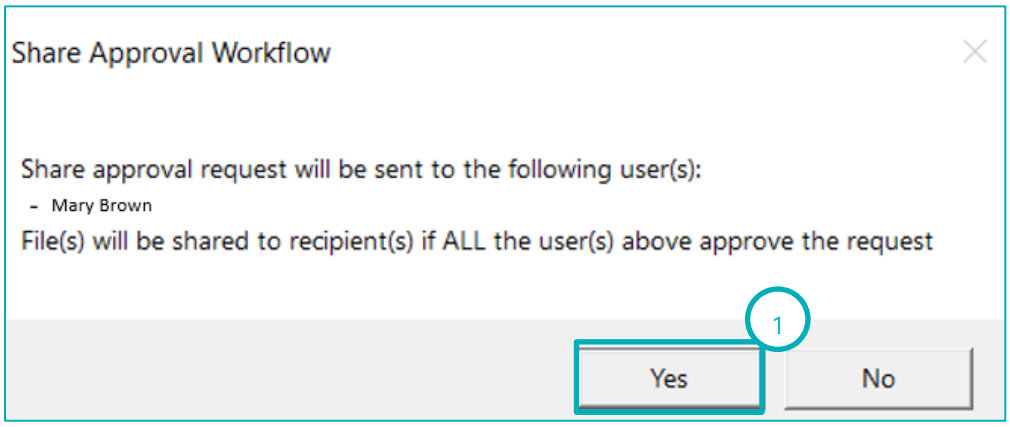


12.3 User Checks Pending Approvals and Remind Approvers

1. User shares a file/folder as per Share section.
   Note: A Share Approval Workflow appears if a Workflow was created. Click on Yes.



2. To check on Shares pending for approval, click on Shared > Pending
3. To send a reminder, select a pending Share.
4. Click on Send Reminder on the top left.

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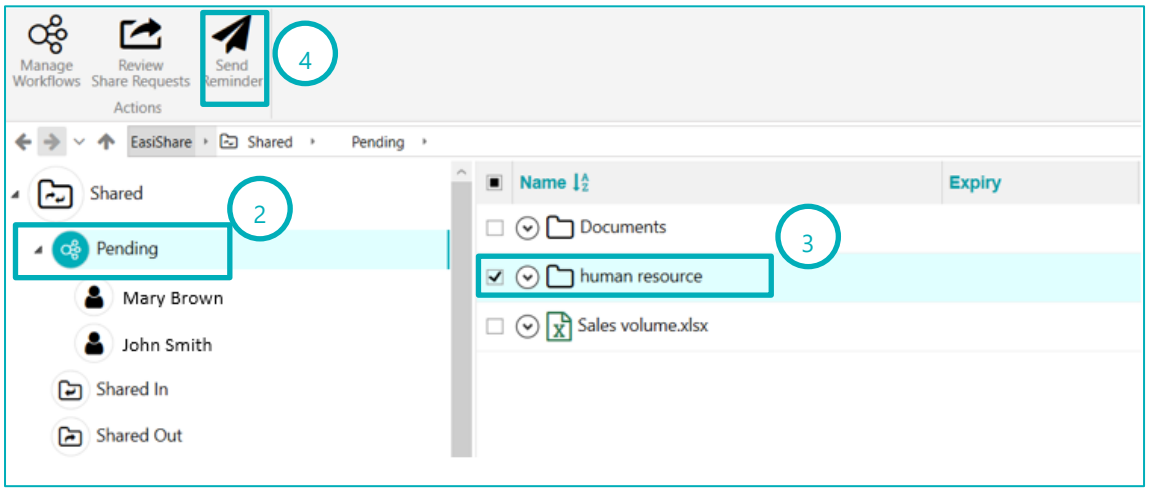
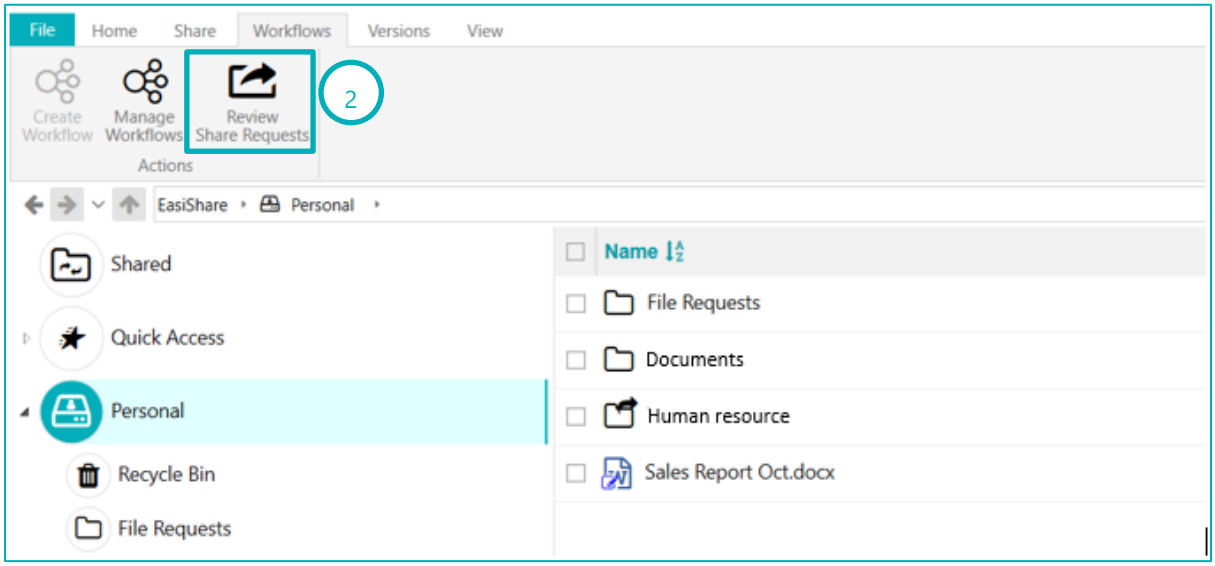


12.4 Approvers Approve or Reject with Comments

1. To review a Share Request, navigate to the Workflow tab.
2. Click on Review Share Request.



3. A popup window will appear, select a file/folder.
4. Select Approve or Reject.

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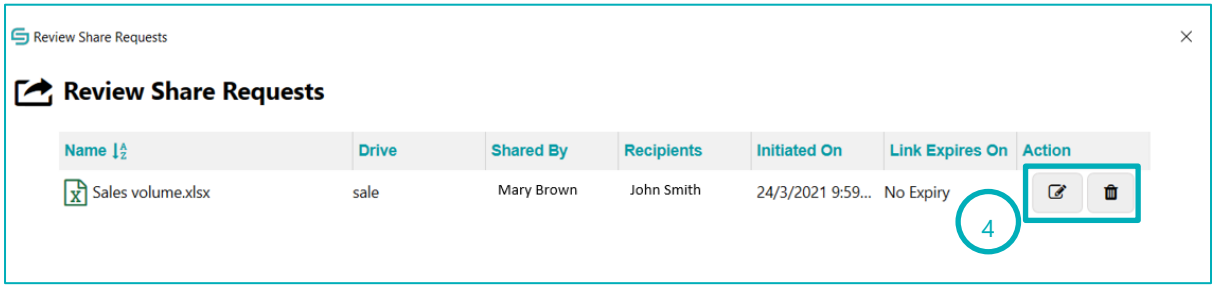
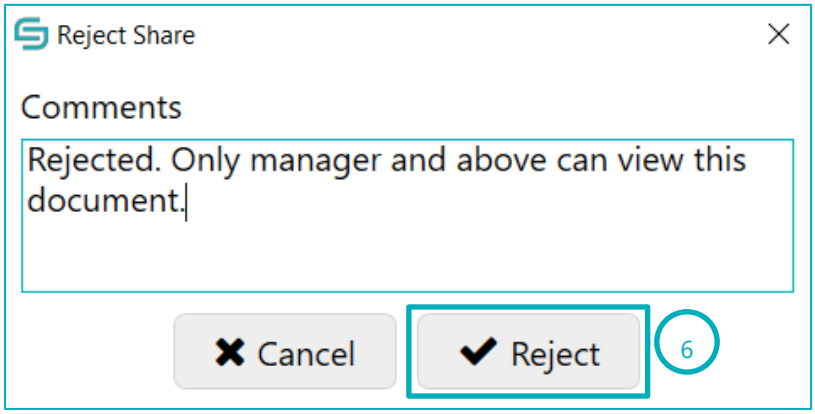


5. If Reject was selected, enter a reason for the rejection for the user.
6. Click on Reject.



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