EasiShare MAC User Guide

For EasiShare Mac v7.0

Content

1   Introduction

1.1   Introduction to EasiShare

EasiShare is a secure mobile sync and share solution which allows user to sync their files across different devices securely and share with 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   Document Overview

This document serves as a basic functional user guide for end users using the **personal computer** on **Mac OS** operating system to access EasiShare.
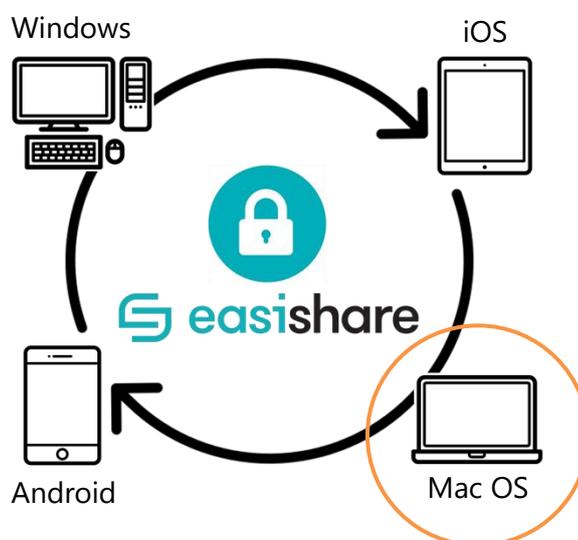
It is assumed that the EasiShare application has been installed in your desktop computer, otherwise, please contact your administrator to install it for you.

2   Getting Started

2.1   Installation

BASIC STEPS

1. Double click **EasiShare Mac** installer file to begin the installation.
2. Follow the installation wizard instruction

easishare.dmg
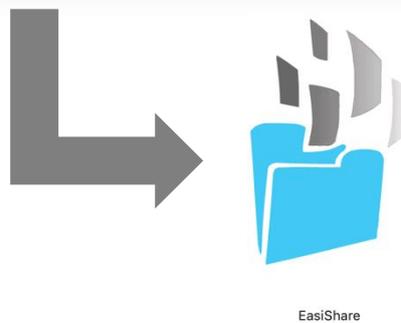

EasiShare

2.2 Activation

BASIC STEPS

Launch Easishare from your system tray

1. Input **Connect to** – EasiShare endpoint URL,
   Username – Your domain username,
   Password - Your domain password;
2. Click **Login**;
3. Click on storage name to see folders you want to synchronize;
4. Choose files/folders you want to sync;
5. Click **OK**;
6. Click **Finish** to end activation.
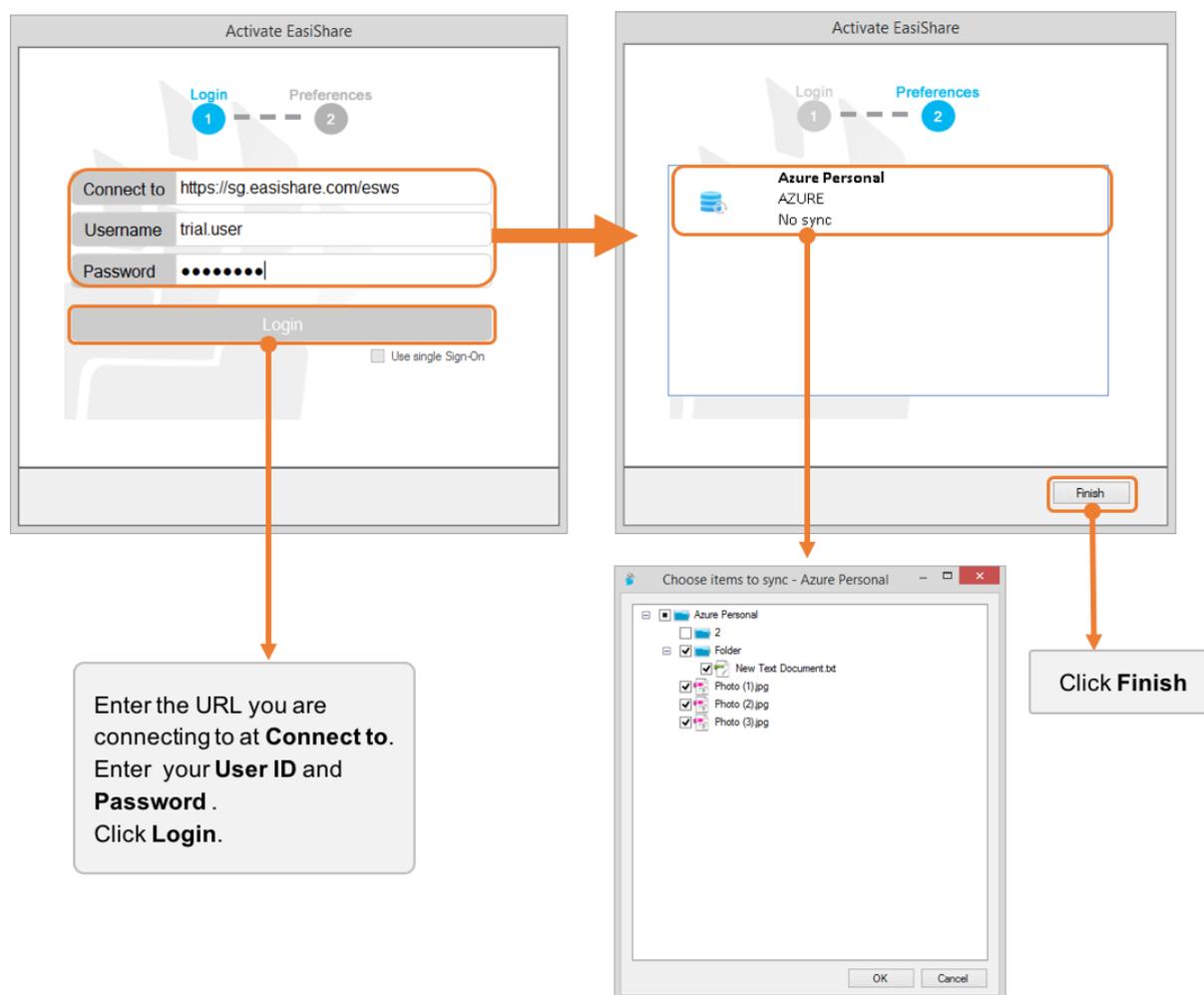
Enter the URL you are connecting to at **Connect to**. Enter your **User ID** and **Password**. Click **Login**.

Click **Finish**

Settings

EasiShare URL: http://escloudsrv1.cloudapp.net/esws/

Sync Interval: 5 mins

☑ Launch automatically at system start

Credentials

Username: andy.lau

Password: ••••••••

Save Cancel Apply

Current storages

Storages	Show in favorites
AWS S3 Cloud Storage	☑
Azure Cloud Storage	☑
MY CIFS Storage	☑

⬇ Retrieve Storages

Click **Retrieve Storages**

Enter the URL you are connecting to at **EasiShare URL**. Enter your **Username** and **Password** .
Click **Save**.

Last update at: 2013 November 28 15:27:07

Start Sync

Click **Start Sync**

Advanced:

- Sync interval is defaulted to 5 mins. You may change this according to your preference.

What's Next?

1. Your EasiShare administrator will be informed of your activation and you may need to wait

2. When your account is pre-activated or approved, the EasiShare activation screen will minimize.

3. You will find **EasiShare Sync Manager** on your system tray.
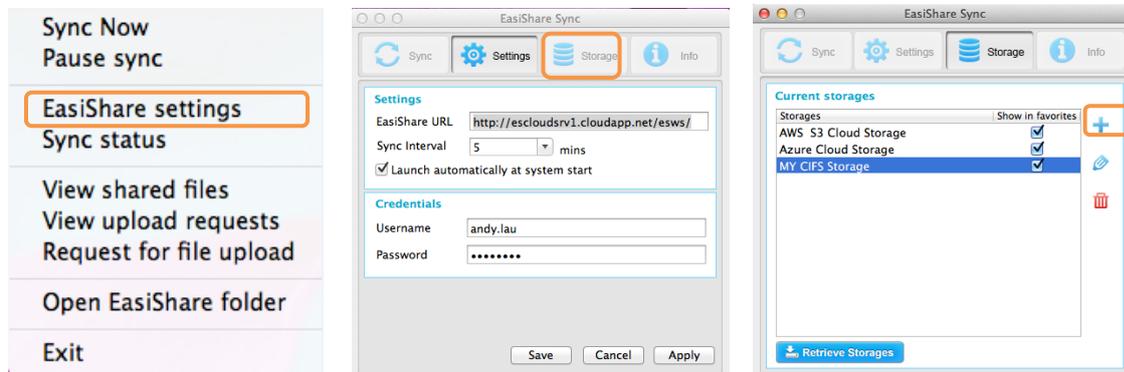

4. Setup your File Storage(s). Refer to **Section** 3.

Advanced:

- Sync interval is defaulted to 5 min. You may change this according to your preference.
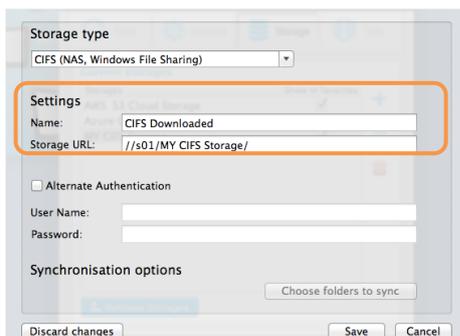
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3   Setting up File Storage(s)

3.1   Add New Storage

In case your storage cannot be found or you may want to add more storage(s), you may follow the following steps below.
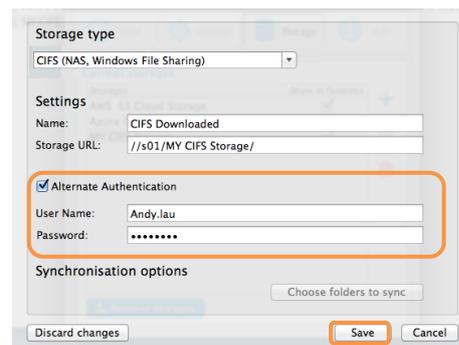

1. **Right click** on EasiShare Sync Manager located on your system tray
2. Select '**EasiShare Settings'**.

3. Click on **Storage tab.**

4. Click on ✚ icon to add storage.

Storage with your personal credential

5. Select the desired storage type
6. Enter a **user friendly name** of your preference
7. Enter the **storage path** to your desired storage
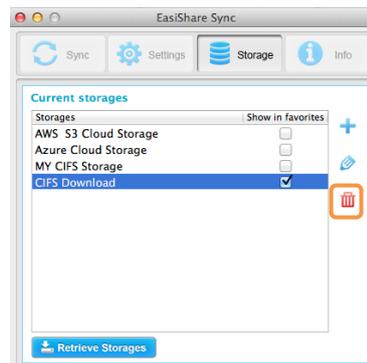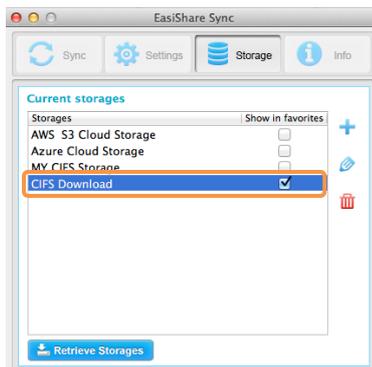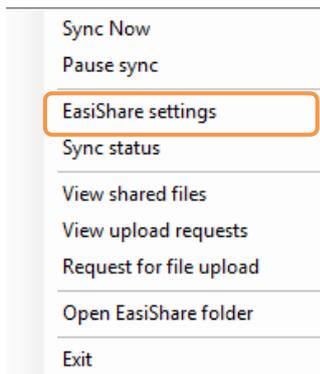8. Click on '**Save**'

**Storage with an alternate authentication**

5. Repeat step 4 -7 as per above.
6. Tick **'Alternate Authentication'** and enter the appropriate **username** and **password**
7. Click on **'Save'**

3.2 Remove Storage

1. **Right click** on EasiShare Sync Manager located on your system tray
2. Select '**EasiShare settings**'

3. Click on **Storage tab**
4. **Select the storage** that you would like to remove

5. Click on '**Remove storage'** button to remove the selected storage

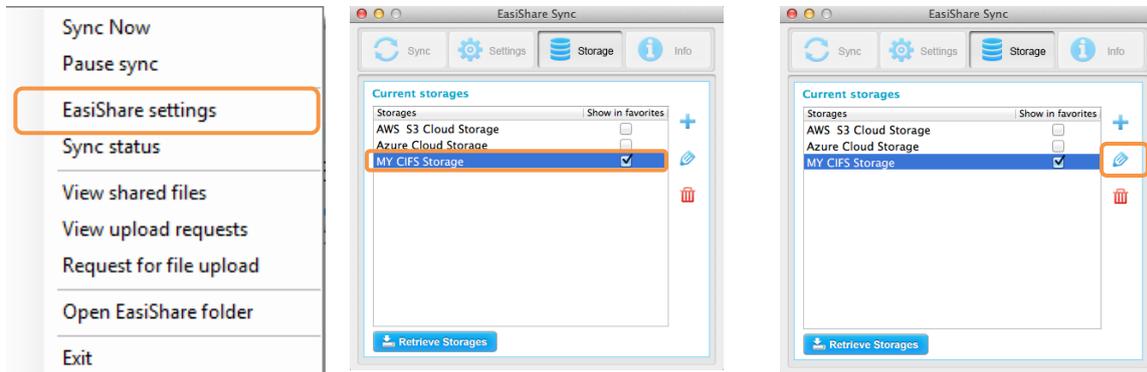6. Click "**Yes**" to remove the selected storage
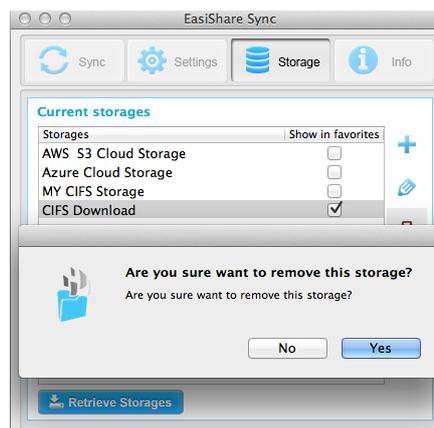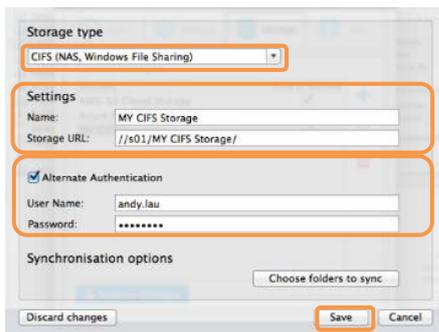
3.3   Edit Storage

1. **Right click** on EasiShare Sync Manager located on your system tray

2. Select '**EasiShare settings**'

3. Click on **Storage tab**

4. **Select the storage** that you would like to edit.

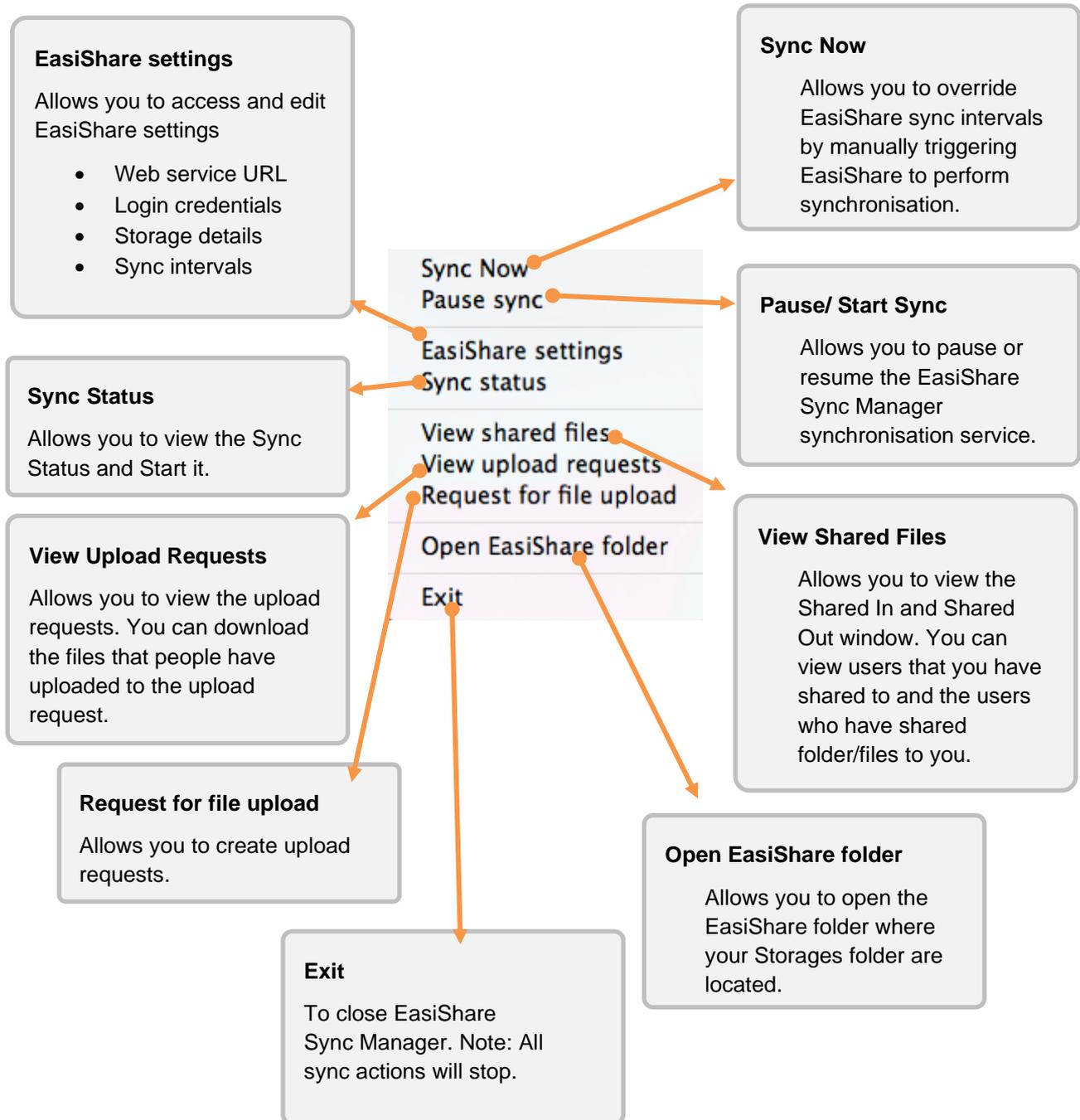5. Click on the **pencil** to edit the selected storage

7. Edit your storage settings

8. Click "**Save**"

4   Basic Functions

You may access these features by right clicking on EasiShare Sync Manager located on your system tray.

EasiShare settings

Allows you to access and edit EasiShare settings

- Web service URL
- Login credentials
- Storage details
- Sync intervals

Sync Now

Allows you to override EasiShare sync intervals by manually triggering EasiShare to perform synchronisation.

Sync Status

Allows you to view the Sync Status and Start it.

Pause/ Start Sync

Allows you to pause or resume the EasiShare Sync Manager synchronisation service.

View Upload Requests

Allows you to view the upload requests. You can download the files that people have uploaded to the upload request.

View Shared Files

Allows you to view the Shared In and Shared Out window. You can view users that you have shared to and the users who have shared folder/files to you.

Sync Now
Pause sync

EasiShare settings
Sync status

View shared files
View upload requests
Request for file upload

Open EasiShare folder

Exit

Request for file upload

Allows you to create upload requests.

Open EasiShare folder

Allows you to open the EasiShare folder where your Storages folder are located.

Exit

To close EasiShare Sync Manager. Note: All sync actions will stop.

5   Sync

5.1   Understanding Status

5.1.1   EasiShare Sync Manager Status

Successful Sync

In progress

Error during Sync
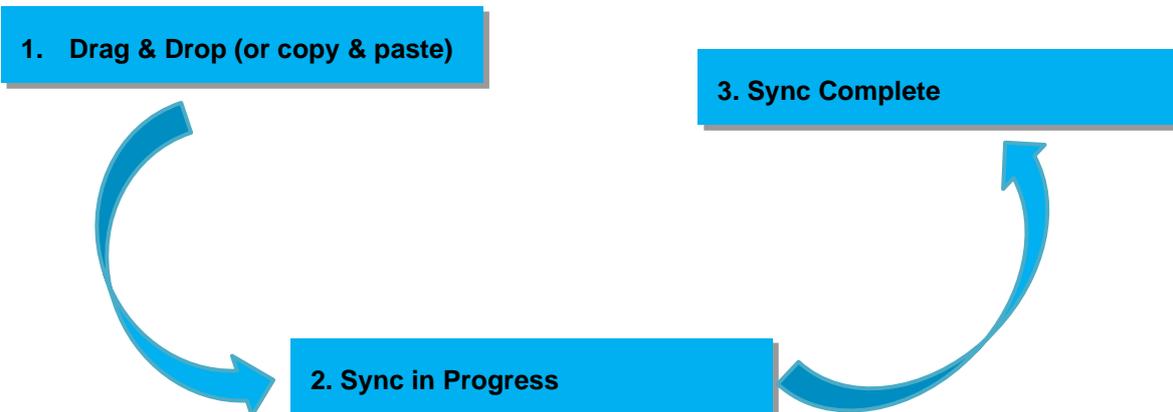
5.1.2   File/Folder Status

Your file/folder will show 3 possible types of status during sync.

Successful sync

In progress

Unsynchronised or
synchronisation error

5.2   Files and Folders Sync

1.   Drag & Drop (or copy & paste)

3. Sync Complete

2. Sync in Progress

EasiShare works similar to your Mac file and folder behaviours.

5.2.1 Ways to Add Files to EasiShare

A. **Move files permanently from other local disk drives in your Mac**
You can drag & drop any file into the EasiShare storage folders.
When you drag and drop something into this folder & it's sub-folders then it is moved permanently from that location.

B. **Make a copy**
Use the copy & paste function using your mouse.

C. **Save from Microsoft Outlook/Directly from Applications**
Save file into EasiShare directly by browsing the EasiShare folder

D. **Send File to EasiShare Storage**
Send files to configured EasiShare storage by right clicking on the files and selecting 'Send to EasiShare'. This is feature is only applicable to files. Files deposit via 'Send to EasiShare' will be deposited at the root folder of the selected storage.

5.2.2 Create Folder

You can always create a new folder in EasiShare storage folders.
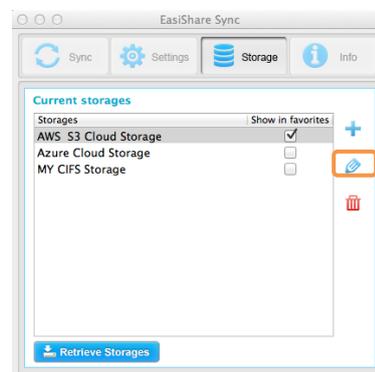
5.3   Selective Sync

To Select which files/folders you want to sync follow the steps below
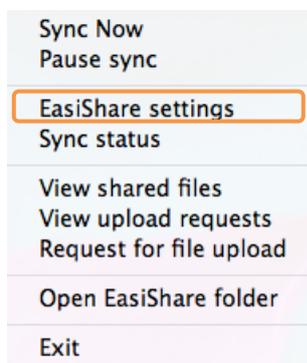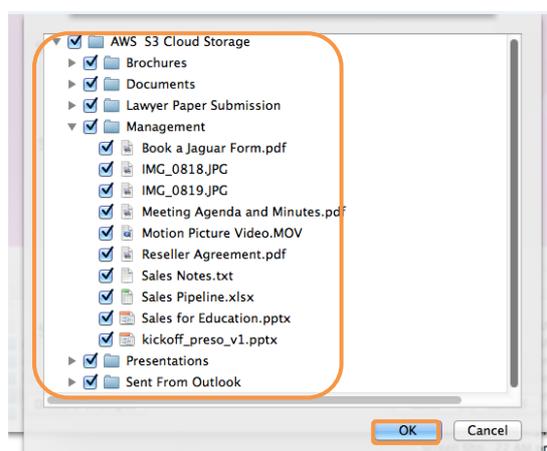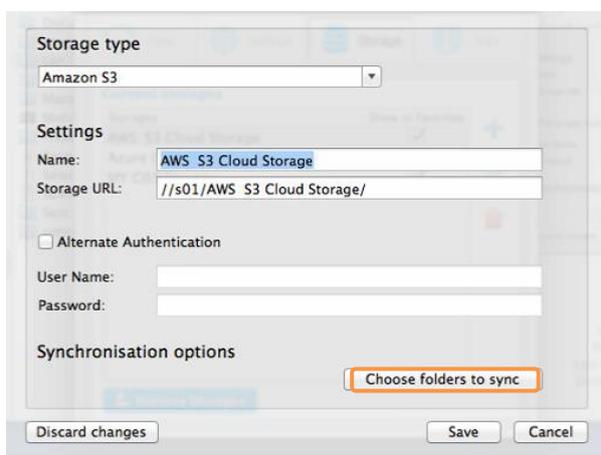

1. **Right click** on EasiShare Sync Manager located on your system tray
2. Select '**EasiShare Settings'.**
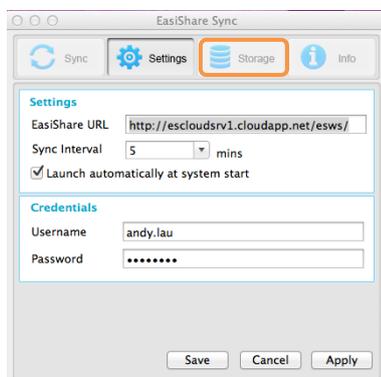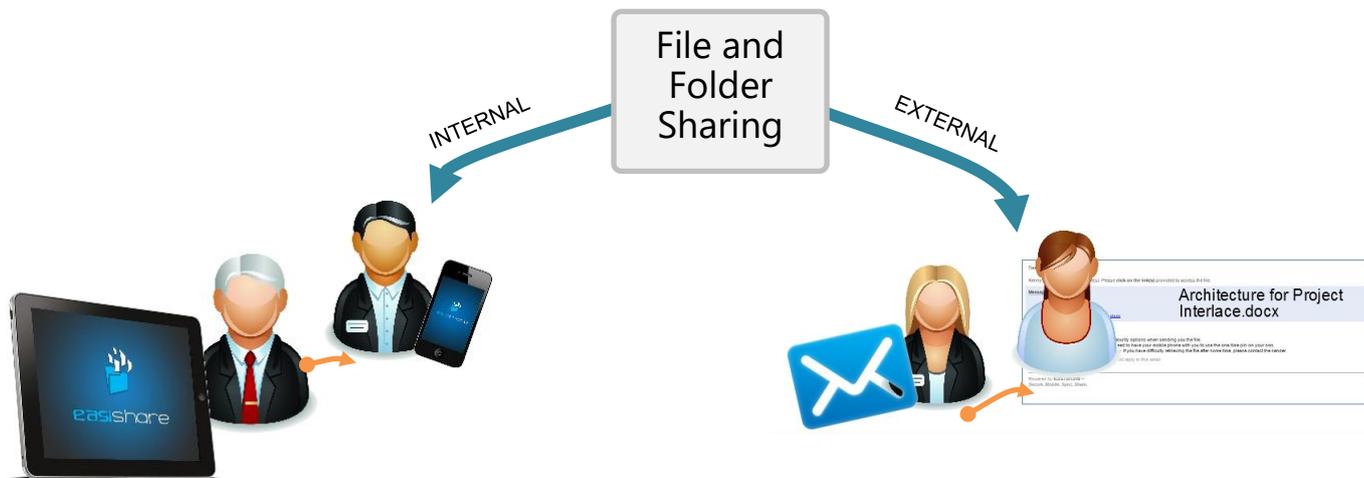
3. Click on **Storage tab.**

4. Select storage and click on **pencil** icon.

5. Click on **Choose folders to sync**

6. Check files/folders you want to sync.
7. Check **Auto Sync New Files/Folders** to automatically sync new files/folders.
8. Click **Save**.

6   Share

Definition of Shared In/Shared Out Folders in View Shared Files

Sharing of files in EasiShare revolves around the 'Shared In' and 'Shared Out' folders in View Shared Files.

Shared In: Contains folder/files shared to you by Easishare users (Owners).

To access Shared In/ Shared Out:

Shared Out: Contains folder/files shared out to other EasiShare users or external users (Recipients).
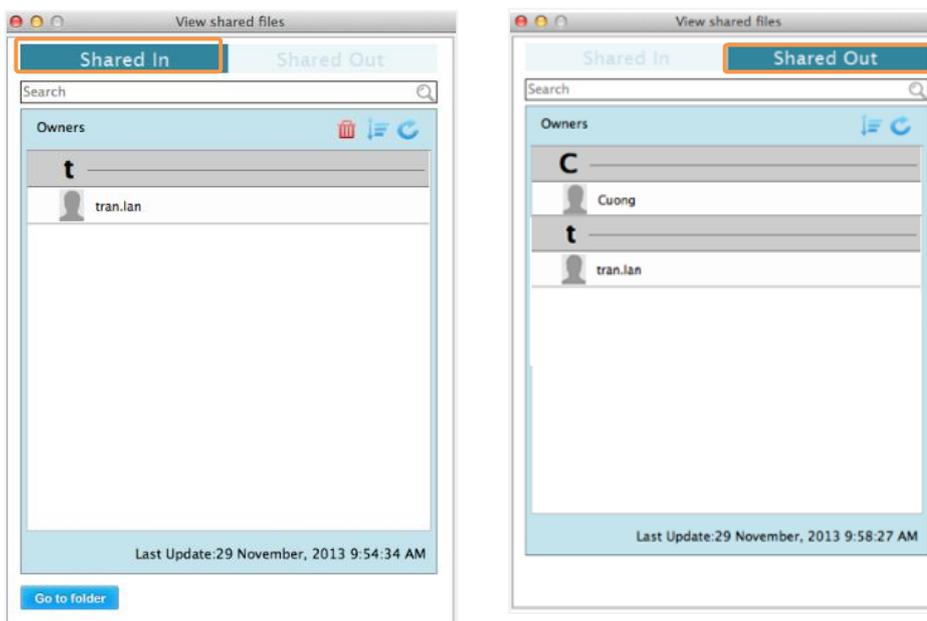
A. **Right Click** on **EasiShare Sync Manager**
B. Select **View Shared Files**
C. View Shared Files window will be open
D. Navigate on this window between the **Shared In** and **Shared Out** tabs.

Summary of View Shared Files

A. **Shared In** and **Shared out** tabs

B. **Search** bar – View Shared files allows you to search the Owners, Recipients and Folders/Files in EasiShare

C. **Delete**, **Sort** and **Refresh** icon - View Shared files allows you to delete folders/files that was shared to you, sort the folder/files and also the owners/recipients of the folders/files and refresh the folders after syncing.

D. **Pencil** icon in Shared Out – View Shared Files allows you to easily edit the expiry of the folders/files that was shared out and resend email.

E. **Go to folder** button and **Download** button in Shared In – Allows you to go to the Shared In Folder in EasiShare File Explorer and download multiple folders/files.

6.1 Internal Share

EasiShare enables you to share folders/files with other Easishare users via the EasiShare File explorer.
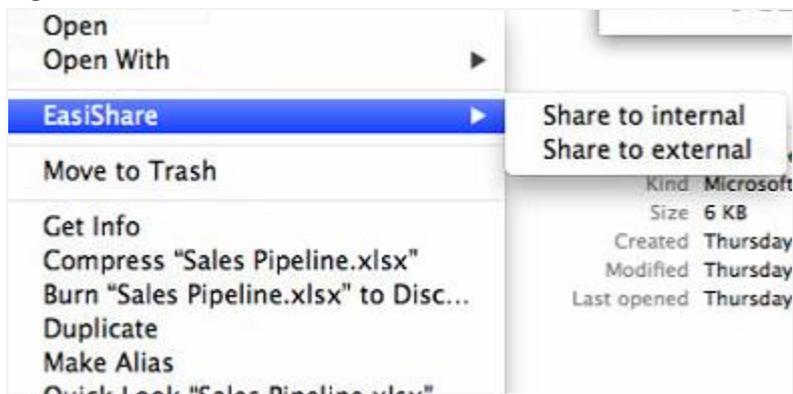

Note:

Sharing of files is not applicable to storage folders that were created with 'Alternate Authentication enabled.

BASIC STEPS

Select Folder/File(s)

Select the **folders/files** in **EasiShare file explorer** that you want to share (You may select multiple files)
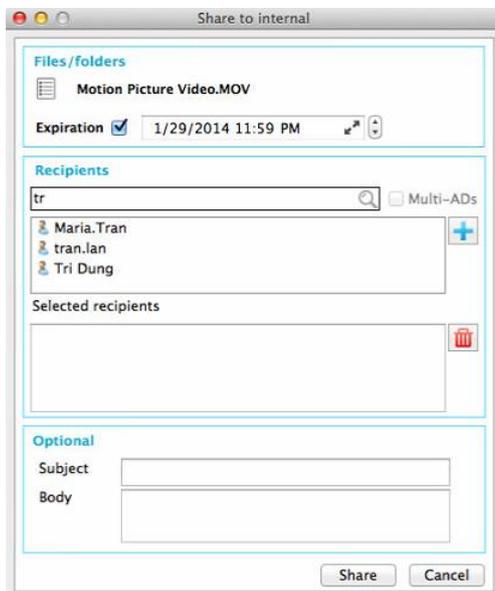
Right click and select **'EasiShare'** -> **'Share to internal'**.

Select Recipient(s)

Select Recipient(s) in the Share to Internal form

To add recipients:

a. Select the **Expiration** checkbox if you want to set validity of the file you are sending. You can chose an absolute date and time to determine it's validity.


b. Search contacts from your company's address book. You can select recipients from AD users, group and distribution lists respectively. Enter a name and click '**Search**'. A list of similar names will be presented to you.
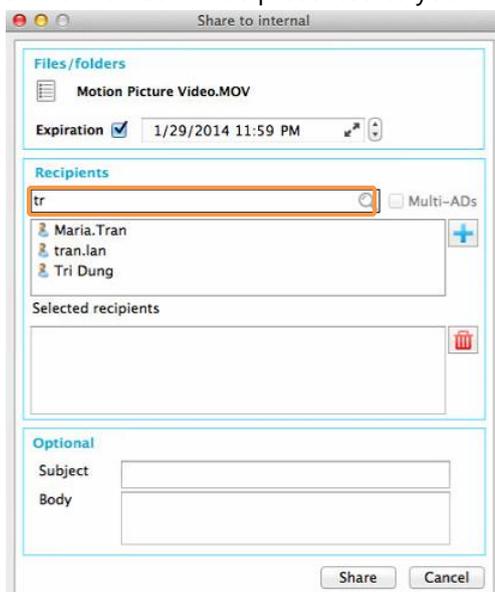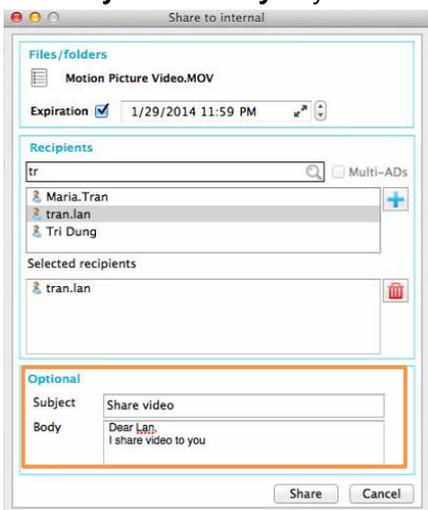

c. Click on the + icon to add recipients that you would like to share the folder/file to.

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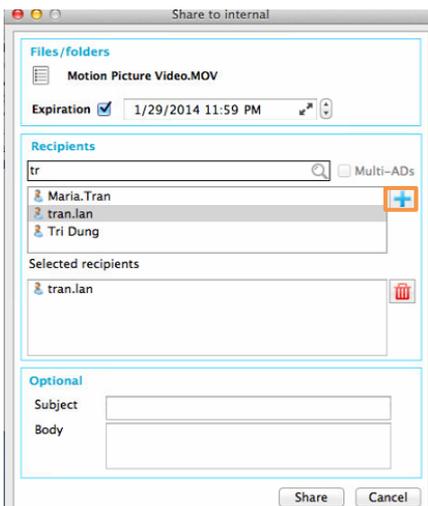
d. **Select** the recipient that you would like to remove from the sending list ,click on the 🗑 icon to remove the recipient.
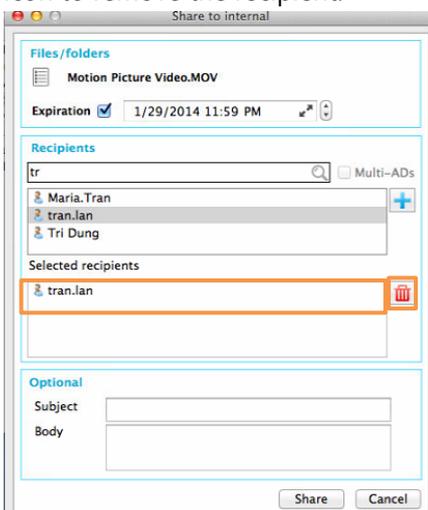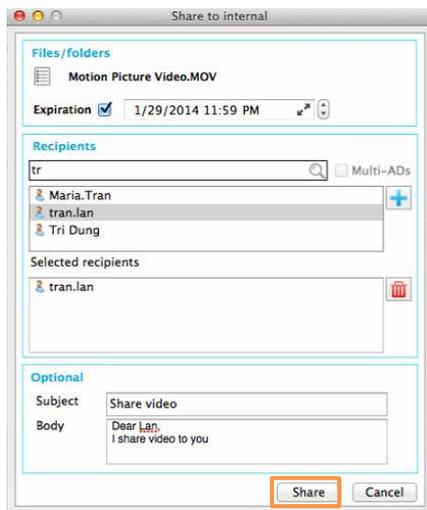

e. Add **subject** and **body** to you message if required.

f. Click **Show files/folders** to view the list of files/folders being shared.
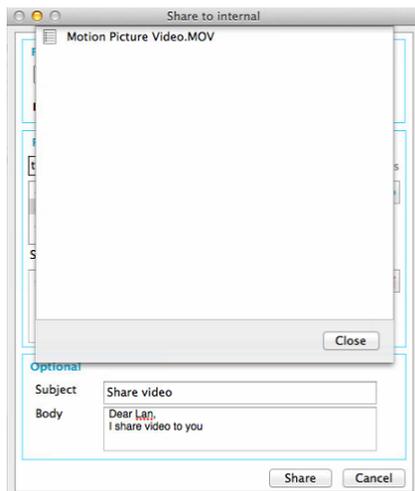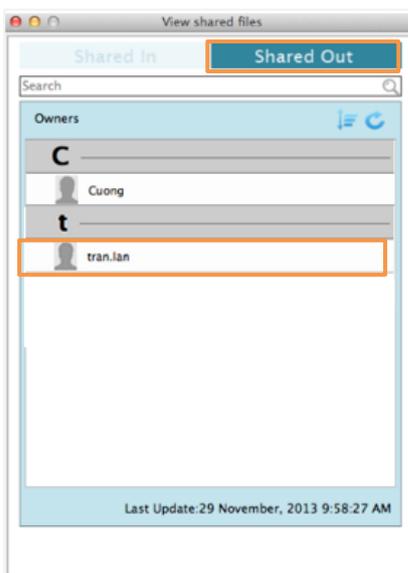
g.   Click **Share** to create the share.

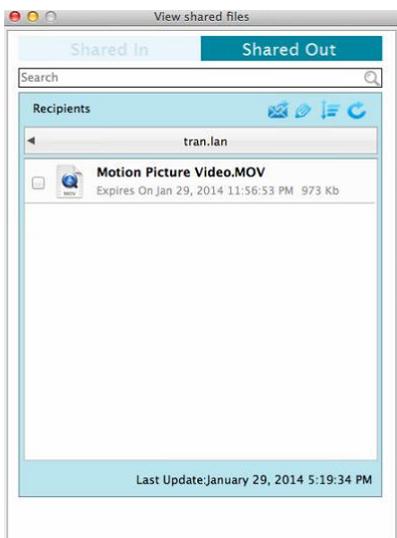**Optional: Type in the email subject and content**

The subject and body will only be viewed on the recipient's email. If left empty, a default system email subject and body will be used.

Locating Files Shared

You will be able to locate your shared files in 'Shared Out' folder in View Shared Files.

View Properties

a. **Double click** on the **Recipient** that you shared out the folders/files to.
b. The list of folders/files that you have shared to will be displayed.
c. The **properties** of the folders/files can be seen below the name of the file or folder.

6.2 Share In

When receiving a 'shared" file from other EasiShare users, you will be notified. You can have only **Read Access** to the file(s) shared.

6.3 External Share

EasiShare enables you to share folder/files with other Easishare users via the EasiShare File explorer.
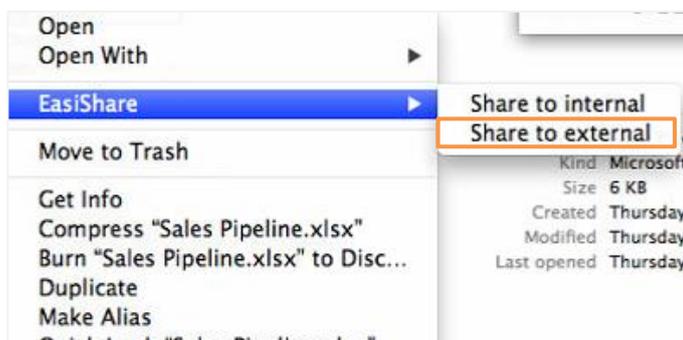

Note:

Sharing of files is NOT applicable to storage folders that were created with 'Alternate Authentication' enabled.
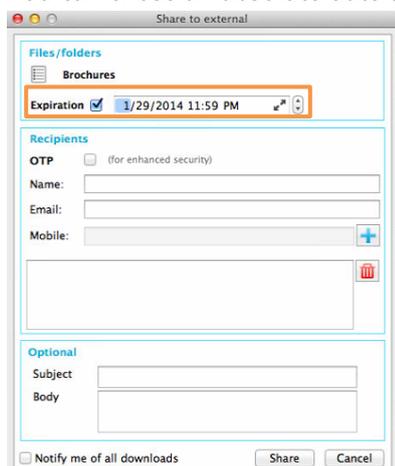

BASIC STEPS

Select the folders/files in EasiShare file explorer that you want to share
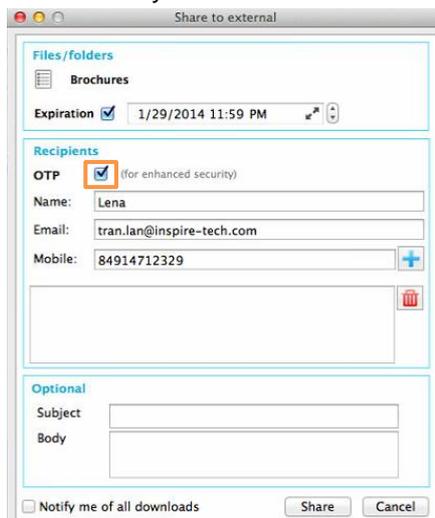(You may select multiple files)

Double click and select 'EasiShare' -> 'Share to external'.

a. Select the **Expiration** checkbox if you want to set validity of the file you are sending.
   You can chose an absolute date and time to determine it's validity.
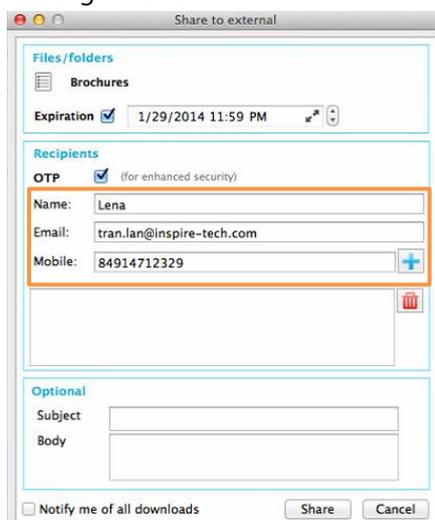

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b. Check the **OTP (One Time Password) Protection** checkbox if you require OTP for the folders/files you want to share.


Note: OTP Protection is not set by default. If you wish to set it, please ensure to enter the Recipient's Mobile Number before clicking on Share or you will be prompt upon clicking on Share.
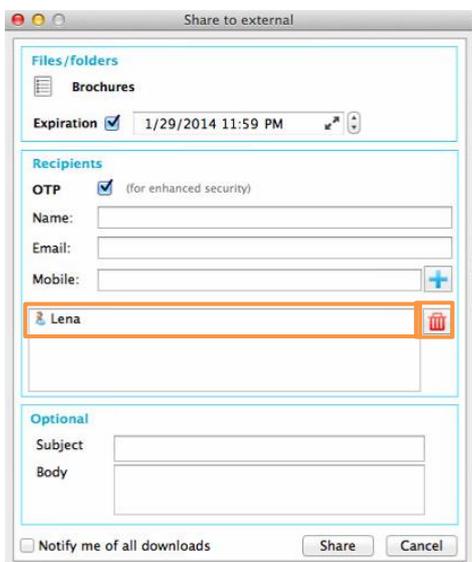

c. Enter a **name** of the recipient. This name will be used to address the recipient in the notification email.

d. Enter the **email address** of the recipient.

e. Enter the **mobile number** of the recipient. If OTP was checked.

f. Click on the ➕ icon to add recipients that you would like to share the folder/file to.
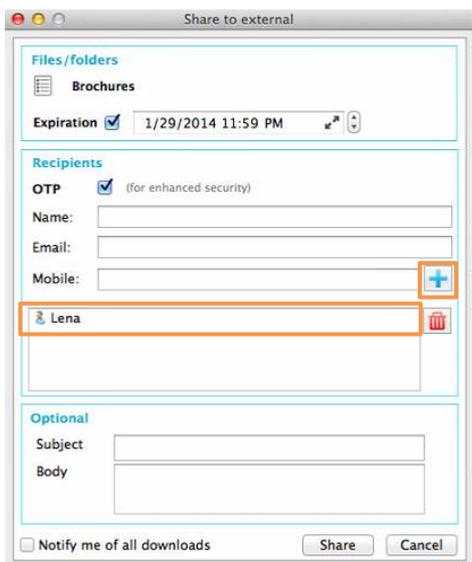
g. Click on the 🗑 icon located on the side of the form to remove a recipient.

h. Add **subject** and **body** to you message if required.
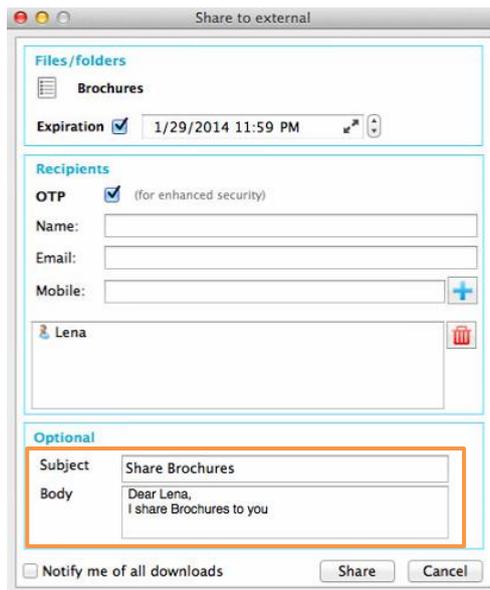
i. Check **Notify me of all downloads** to receive an email every time the file is accessed, else uncheck send all notifications to only receive an email the first time the file is accessed.
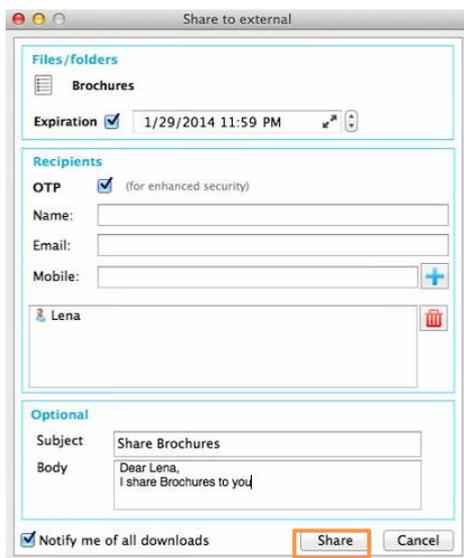
j. Click share to create the share.

Optional: Type in the email subject and content

The subject and body will only be viewed on the recipient's email. If left empty, a default system email subject and body will be used.

Locating Files Shared

You will be able to locate your shared files in 'Shared Out' folder in View Shared Files.
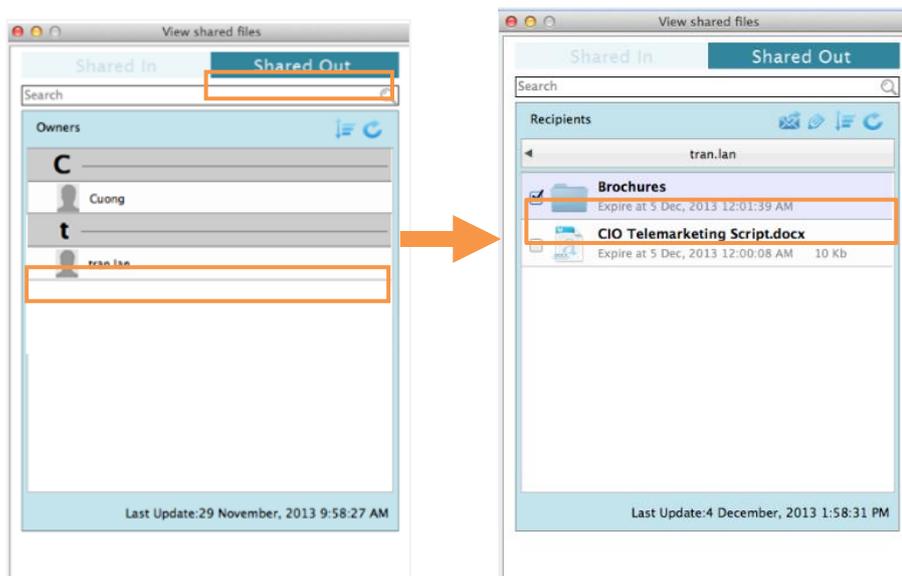
View Properties

Right click on the file and Select 'EasiShare Properties' to view the expiry details.

MORE

1. You can extend your sharing expiry or remove the sharing. See Section **Error! Reference s ource not found.**.

6.4   Receiving Shared Files

Receive Email

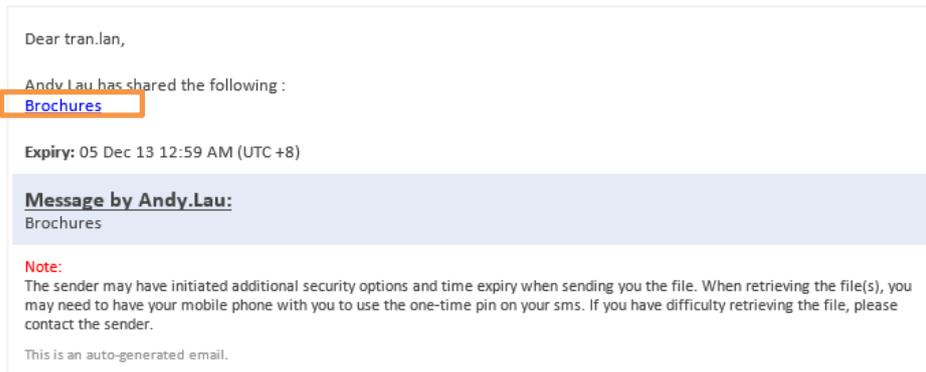Recipients for **external** shared files will receive a notification email stating who shared the files together with the files that is being shared.

Click on Download Link

Recipients are able to access the shared file via the download link attached in the notification email

Dear tran.lan,

Andy Lau has shared the following :
Brochures

Expiry: 05 Dec 13 12:59 AM (UTC +8)

Message by Andy.Lau:
Brochures

Note:
The sender may have initiated additional security options and time expiry when sending you the file. When retrieving the file(s), you may need to have your mobile phone with you to use the one-time pin on your sms. If you have difficulty retrieving the file, please contact the sender.
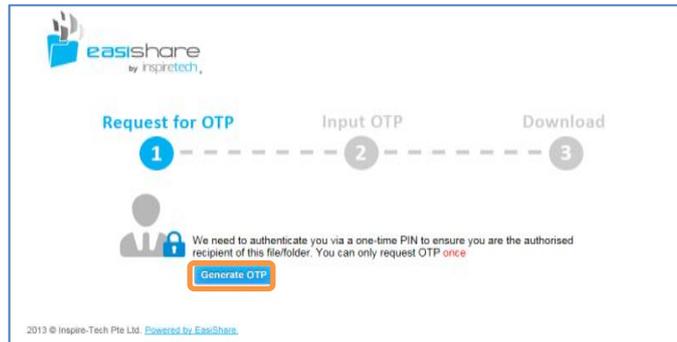
This is an auto-generated email.
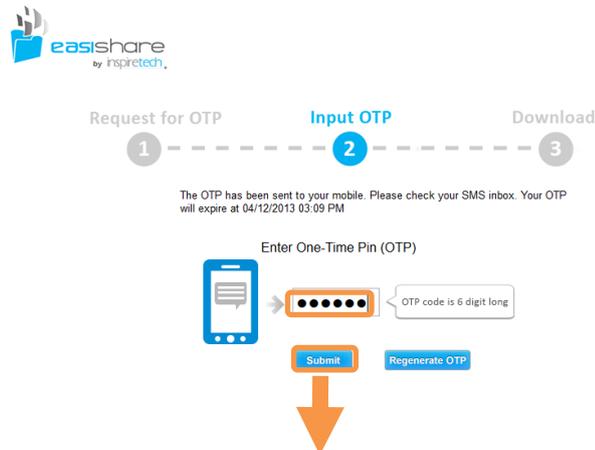
Opening File

Non-OTP protected files

Recipient will be able to download the file immediately after clicking on the download link.

OTP protected files

a. Recipients will be required to click on download link.
b. Click on **'Generate OTP'**

c. **Enter OTP** sent to recipient via SMS and click **Submit**.

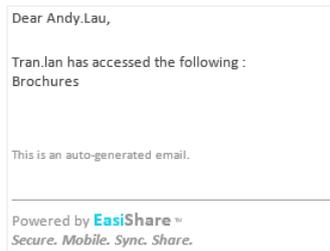d. The Download page will appear upon the correct OTP entered. Click on **Download** to download the file.
Note: The page will expire in 5 minutes. Thus it is crucial that the recipient automatically downloads it after submitting the OTP.

Sender Receives Read Receipt Email

Sender will receive a read receipt via email to be notified that the externally shared file have been accessed by the recipient.

Dear Andy.Lau,

Tran.lan has accessed the following :
Brochures

This is an auto-generated email.

Powered by **EasiShare** ™
Secure. Mobile. Sync. Share.

Receiving Shared Folders in External Sharing

1. When receiving **Shared Folders**, the steps are the same as Opening a file and generating an OTP above.
2. To download the files, check the files to be downloaded and click download
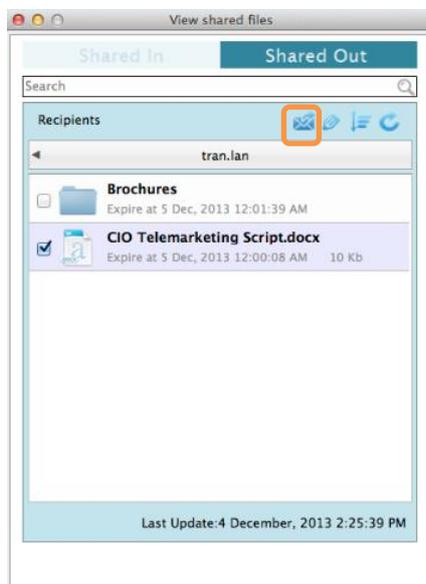
6.5   Edit Share
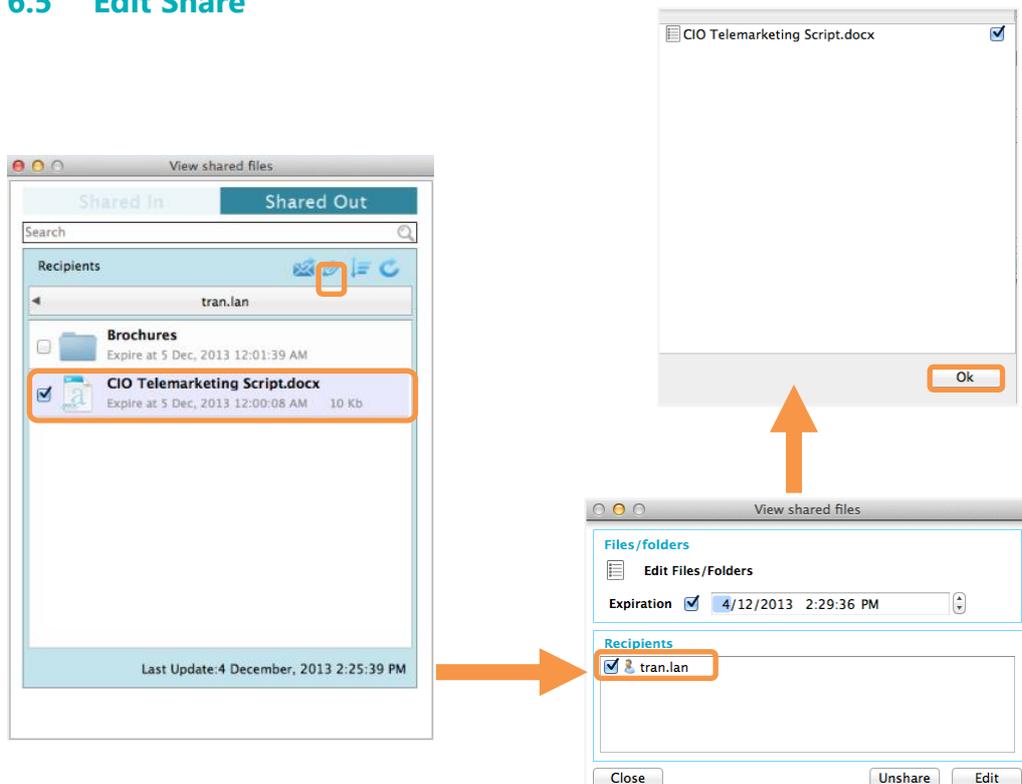
1. **Right click** on **EasiShare Sync Manager** and click **View Shared Files**.
2. Go to **Shared Out** tab.
3. **Click** on the **file** that you would like to edit share and click on the **Edit Share** icon.
4. Change the **Validity** of the file. Select an absolute date and time.
5. You can edit share to selected recipients by checking/unchecking selected recipients.
6. Click on Edit Files/Folders to edit documents.
7. Click Edit to submit your changes.

6.6   Unshare
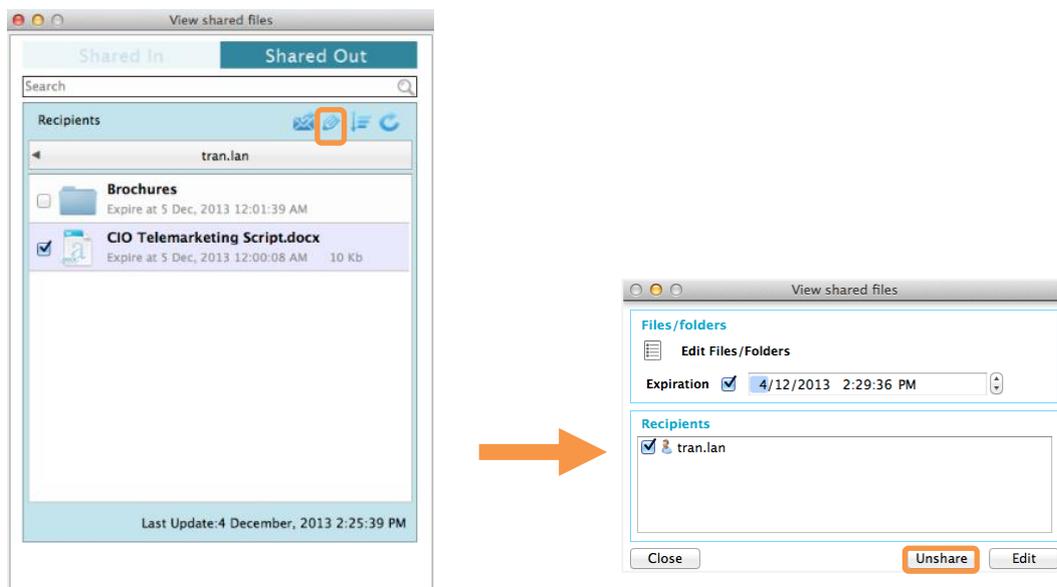
1. **Double click** on **EasiShare Sync Manager** and click **View Shared Files**.
2. Go to **Shared Out** tab.
3. **Click** on the **file** that you would like to unshare and click on the **Edit Share** icon.
4. You can unshare to selected recipients by checking/unchecking selected recipients.
5. Click on the unshare button to unshare the file

6.7   Resend Email

Click on the **email** icon to resend email

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7   Request for File Upload

7.1   Creating the Upload Request

1. Enter the title of the request
2. Check/Uncheck **Upload Quota, File Size Restriction, File Type Restriction**
3. Enter **Upload Quota, File Size Restriction, File Type Restriction** if checked**.**
4. Check/uncheck OTP if required
5. Enter **Name** and **Email**
6. Enter Mobile if **OTP** is checked.
   Note: OTP is a secure way to ensure your file will be opened after it has been properly authenticated with a One-Time-Pin.
7. Click **+ icon** to add recipient.
8. Click **trash can** icon to delete user.
9. Check **Notify me of all uploads** to receive a notification every time a file is uploaded
10. Click **Request** to create the request

Optional: Type in the email subject and content

The subject and body will only be viewed on the recipient's email. If left empty, a default system email subject and body will be used.

7.2   Receiving Upload Request

1

Receiving External Shared folder/file(s):

1. Recipients for External shared folders/files will receive a notification email stating who shared the files together with the files that is being shared.
2. Recipients are able to access the shared file via the upload link attached in the notification email.

Dear Lan,

Please click here to upload your file(s) or use this Session ID: 85555A via this link.

Expiry: 05 Dec 13 12:59 AM (UTC +8)

Message by Andy.Lau:

HI, i need to upload document

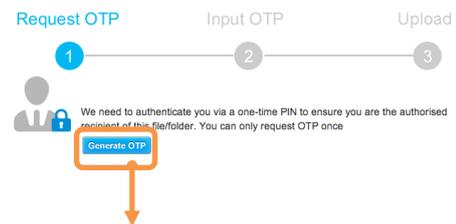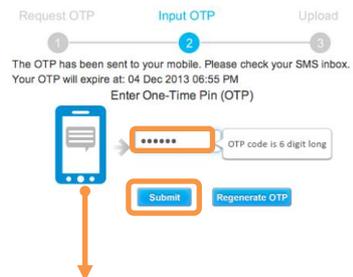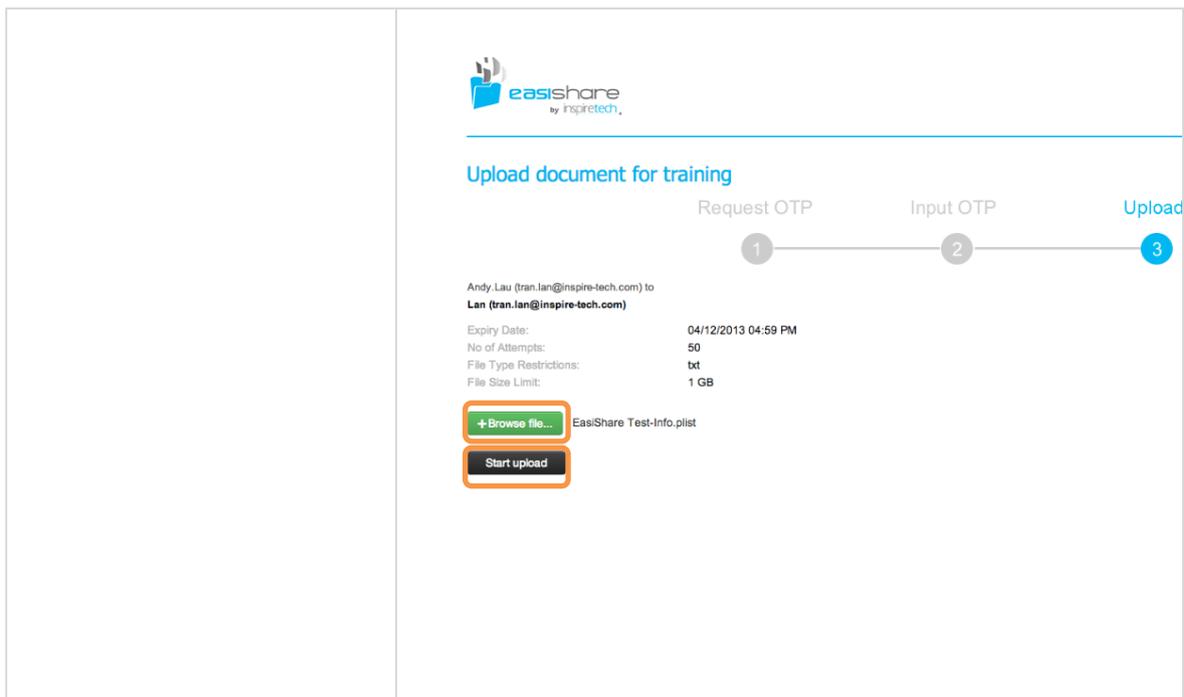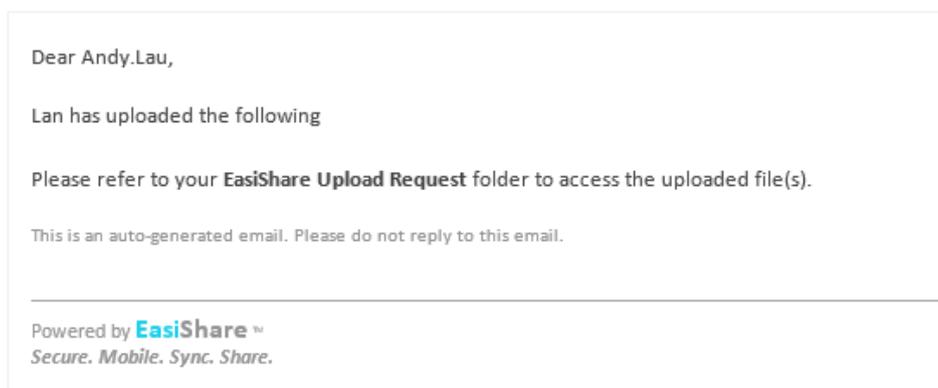| Upload Request	
Non-OTP protected files Recipient will be able to upload the file immediately after clicking on the upload link.	**OTP protected files** e. Recipients will be required to click on upload link. f. Click on **'Generate OTP'** g. **Enter OTP** sent to recipient via SMS and click **Submit**. h. The Upload page will appear upon the correct OTP entered. Click on **Browse** file to select file to upload. i. Click **Start upload** to upload the file**.** **Note:** The page will expire in 5 minutes. Thus it is crucial that the recipient automatically uploads a file after submitting the OTP.

2 appears to the left of this row.

Sender receives Read Receipt Email

3 Sender will receive a file upload notification via email to be notified that there has been a file uploaded by the recipient to the upload portal.
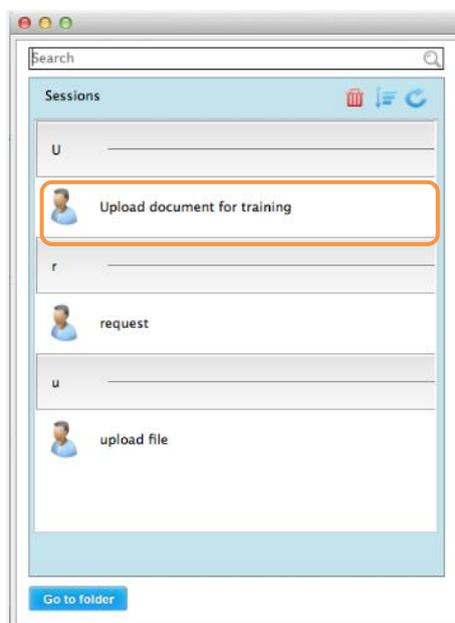
7.3 View Upload Requests

1. **Right click** on the file that you would like to view the version
2. Select **Easishare** and click on **View upload requests**
3. A window will appear with **a list of upload requests**
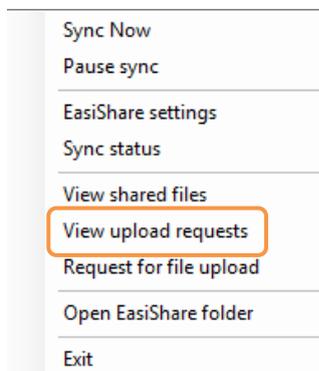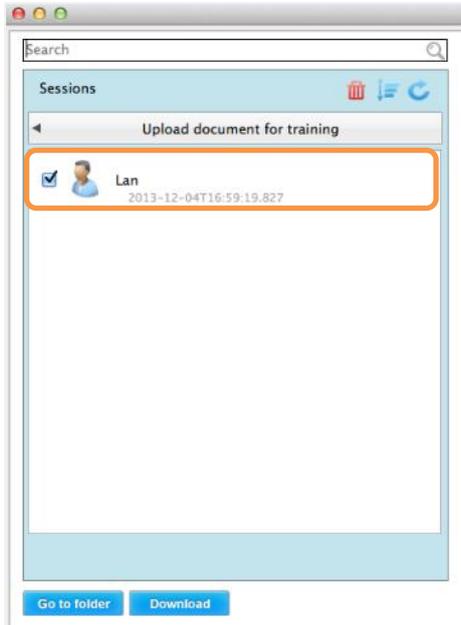
Double click on a request
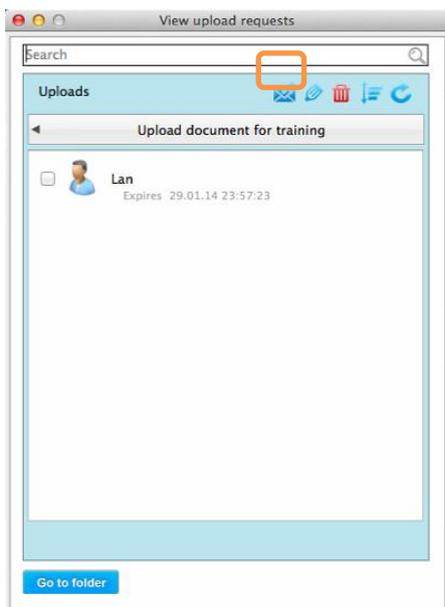
7.3.1 Downloading Uploaded File(s)

Double click on recipient to view uploaded files
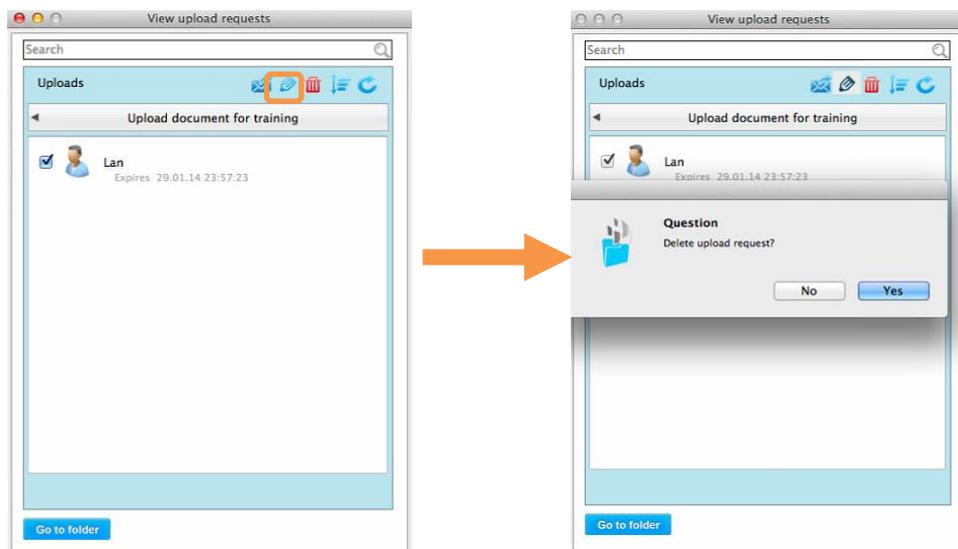
Check the file to be downloaded. Click **download**.

7.3.2 Resend Email

Click **email icon** to resend request.

7.3.3 Delete Upload Request

Click **pencil icon** to delete request.

8 Versioning

EasiShare allows you to edit files and view and restore those files to previous versions.

- **Create a Version**
    1. **Open** a file that you would like to change/edit
    2. **Make the changes** where necessary
    3. **Right click** EasiShare Sync Manager and click **Sync Now**.
    4. After finish syncing, the new version will be created.
- **View File Versions**
    1. **Right click** on the file that you would like to view the version
    2. Select **Easishare** and click on **Versions**
    3. A window will appear with **a list of versions of files** that was created after you edited the files.
    4. To view the particular version of the file, select the version and click on **Download**.
    5. Select the **location** of the file that will be downloaded.
- **Restore Previous Version**
    1. **Right click** on the file that you would like to view the version
    2. Select **Easishare** and click on **Versions**
    3. A window will appear with **a list of versions of files** that was created after you edited the files.
    4. To restore a particular version of the file, select the version and click on **Restore**.

    5. You will be prompted. Click **OK** to restore the selected version.