EasiShare iOS User Guide

For EasiShare v11.0

easishare
by inspiretech

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1 Introduction

1.1 Introduction to EasiShare

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

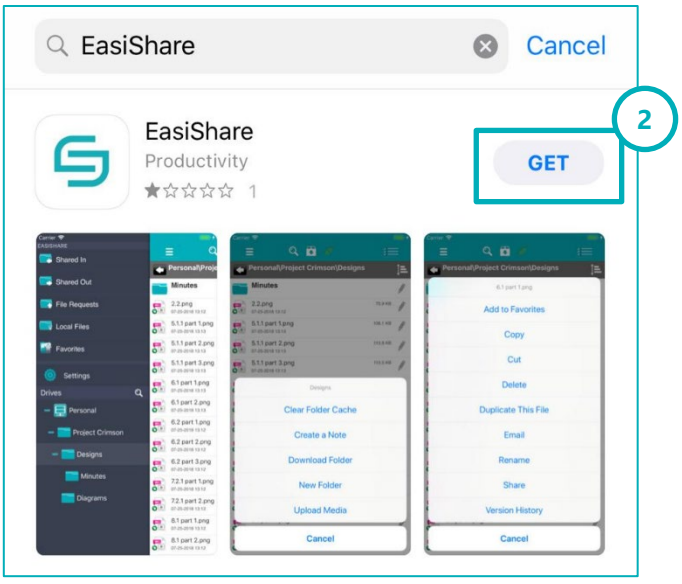
1.2 Overview

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

2 Getting Started

2.1 Installation

1. Download EasiShare iOS App from the App Store: EasiShare.
2. Tap on the 'Get' button.



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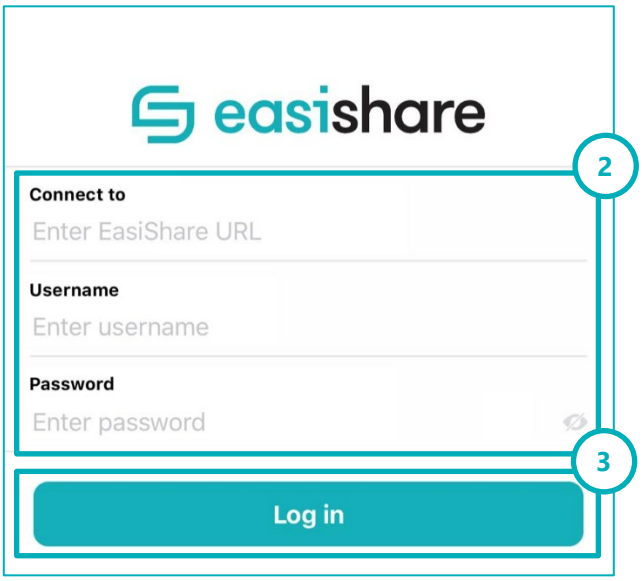
2.2 Login

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



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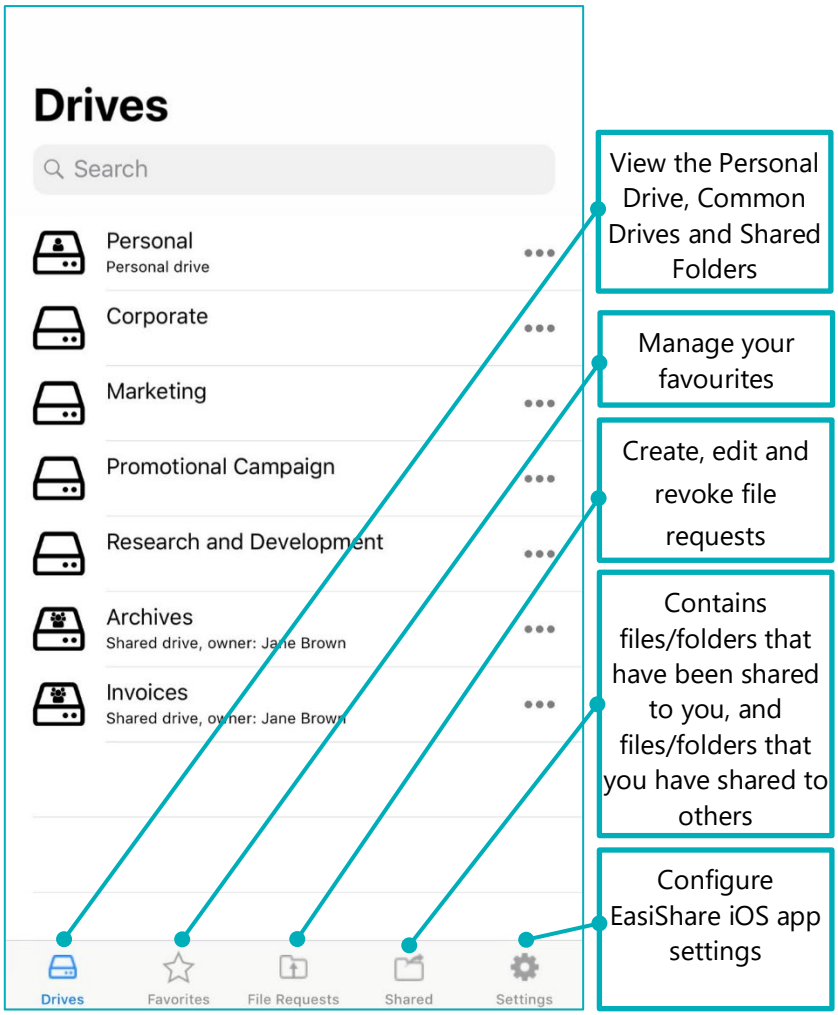
3 Using EasiShare

3.1 Navigation Panel

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



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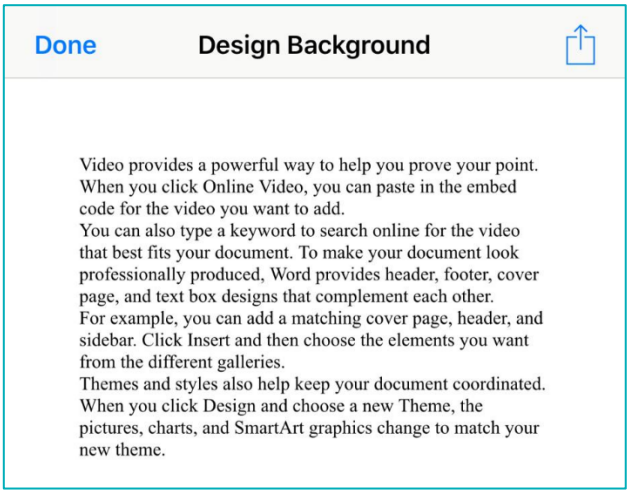
4 File Operations

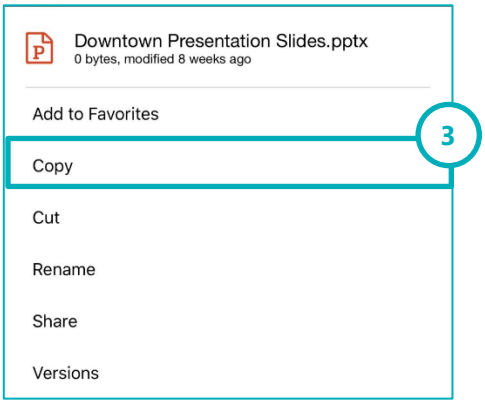
4.1 Open File

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



4.2 Copy / Move

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



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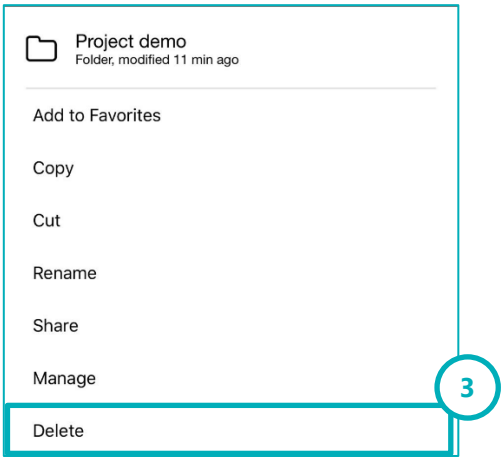
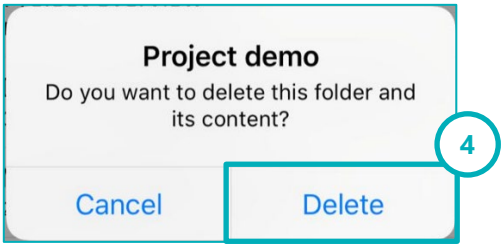
4.3 Delete

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





4.4 Rename

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

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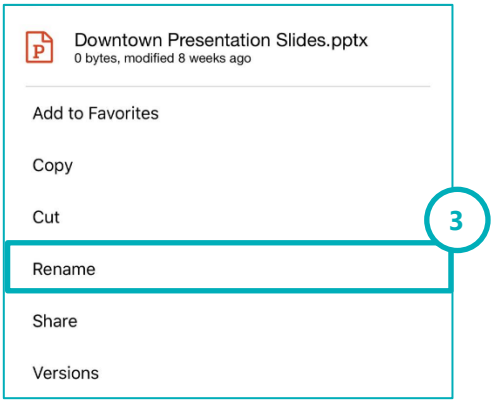
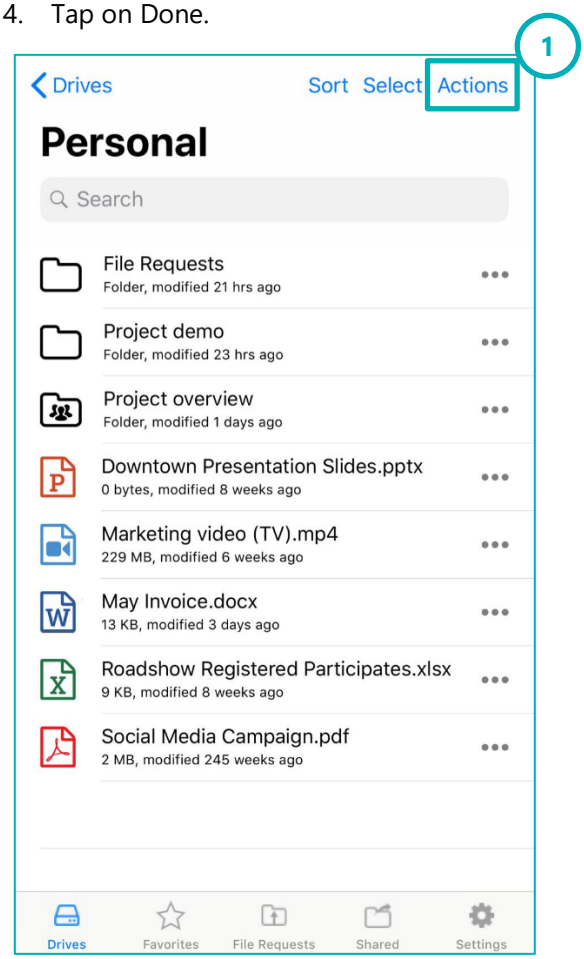


4.5 Upload Files

1. Tap on Actions button at the top right corner.
2. Tap on Upload Files
3. Choose the files to be uploaded.
4. Tap on Done.



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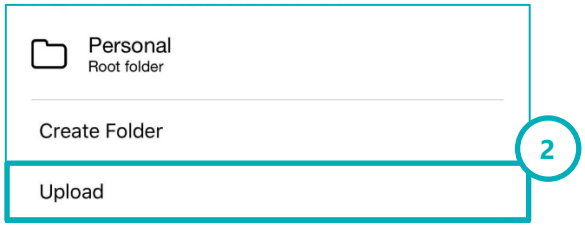
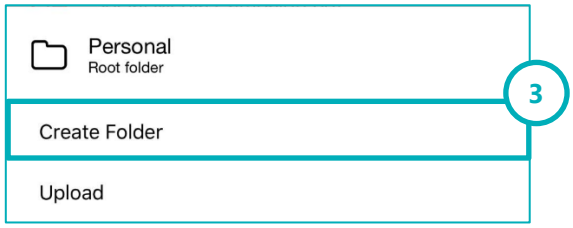


4.6 Create Folder

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



4.7 Selecting multiple files/folders

1. To begin selecting multiple files/folders, tap on the Select button Select at the top right corner.
2. Tap on files/folders to add them to the selection.
3. Tap on Actions.
4. Choose to Copy / Cut / Share the selected files/folders.

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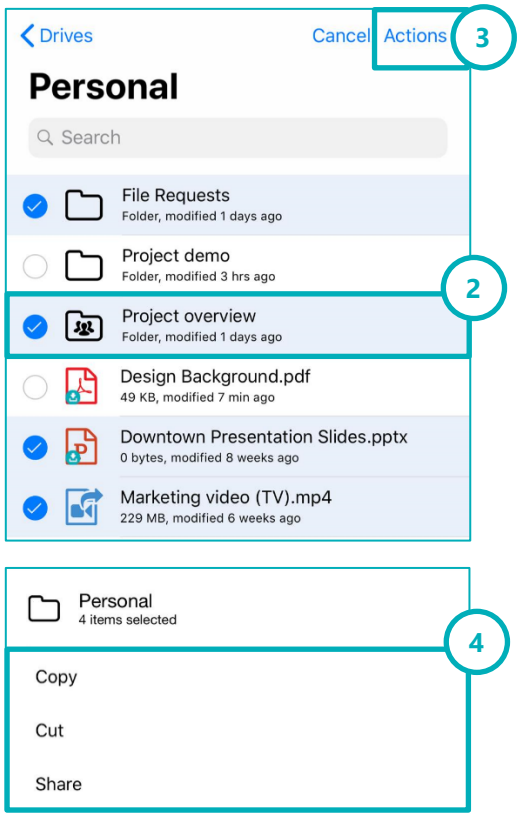
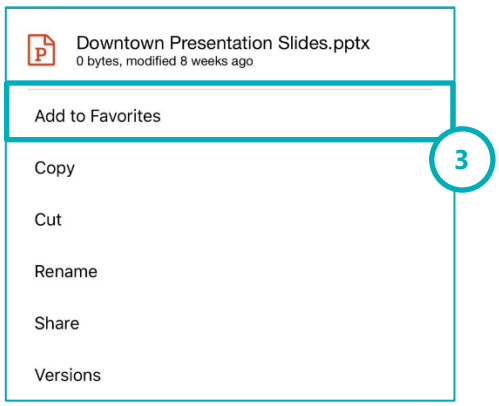


4.8 Add to Favourites

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



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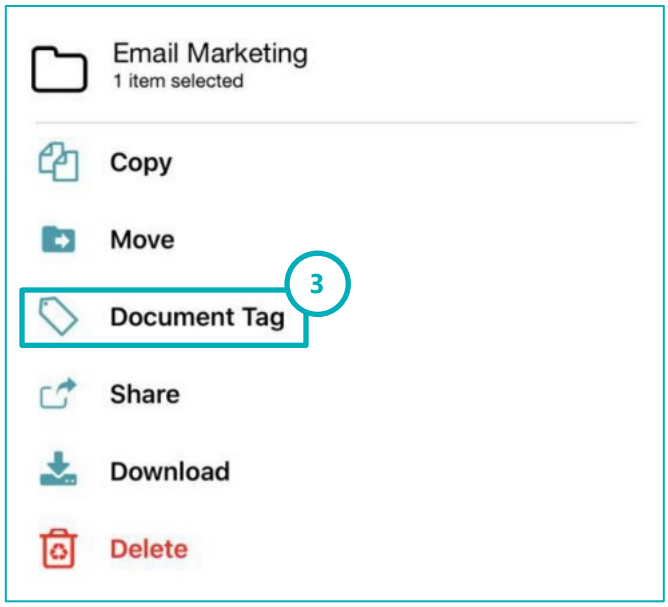
4.9 Document Tag

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

1. Select the files you wish to tag.
2. Tap on the More Options icon at the top right-hand corner.
3. Select Document Tag.



4. Select tags for the file.

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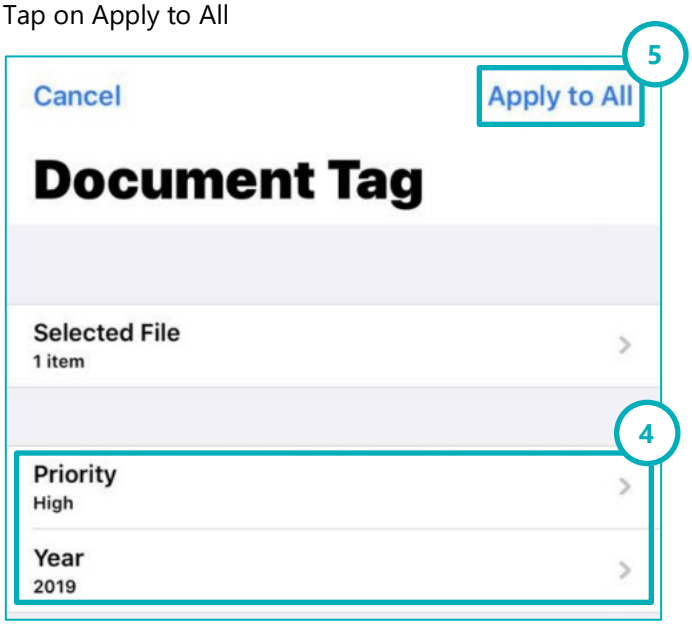
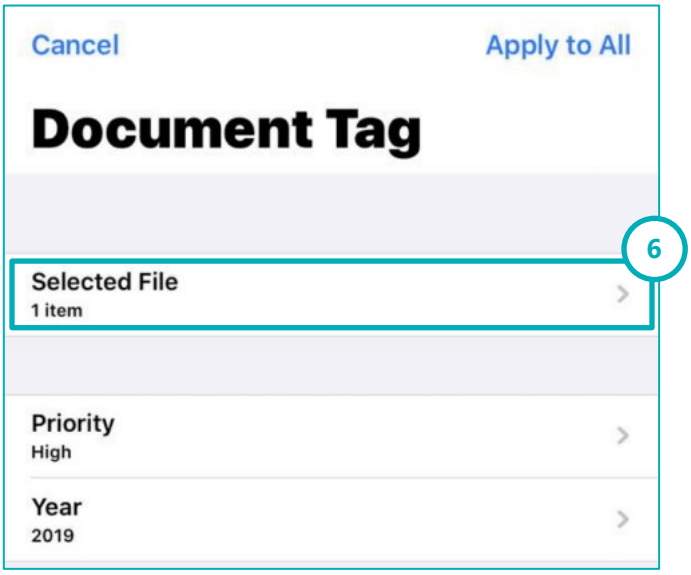
5. Tap on Apply to All



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



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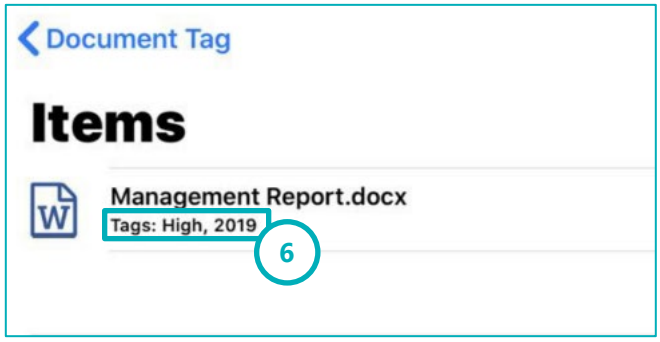

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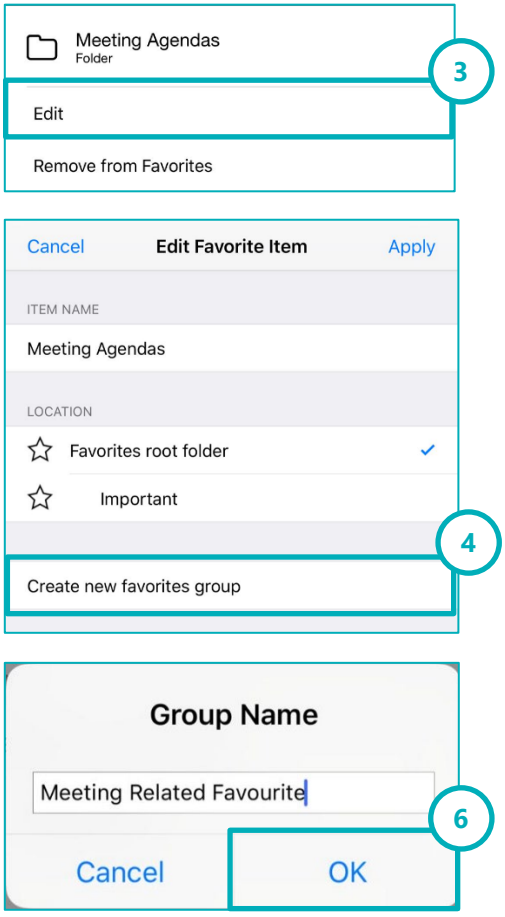
5 Favourites

5.1 Open from Favourites

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

5.2 Create New Favourites Group

1. Navigate to the Favourites tab.
2. Tap on the More Options icon ••• beside the favourite item created in 4.7.
3. Tap on Edit
4. Tap on Create New Favourites Group
5. Enter the Group Name
6. Tap on OK to move the favourite item into the new Favourites Group.



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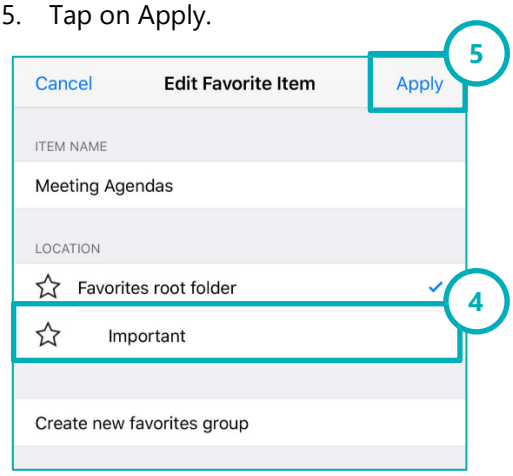
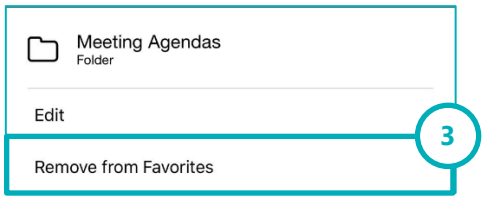
5.3 Move to Favourite Group

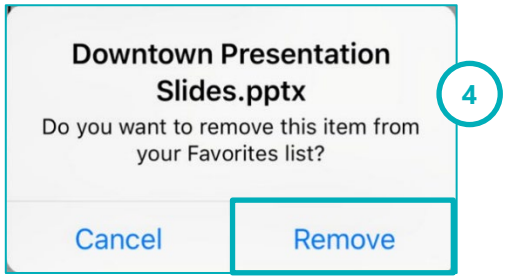
1. Tap on the Favourites Group created in 5.1.1.
2. Tap on the More Options icon beside the favourite item.
3. Tap on Edit
4. Tap on a new location
5. Tap on Apply.



5.4 Remove from Favourites

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





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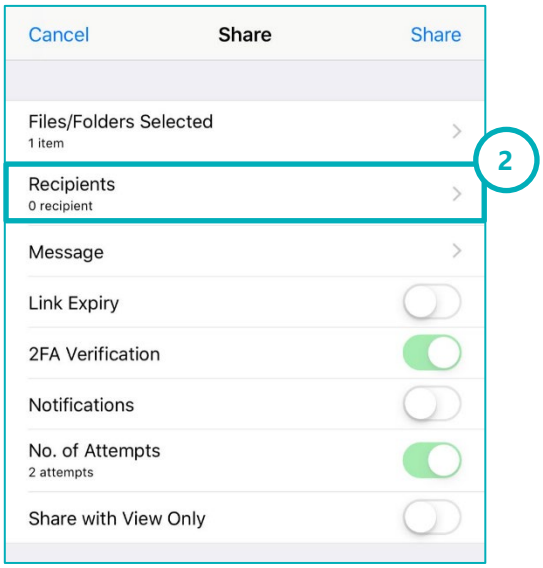
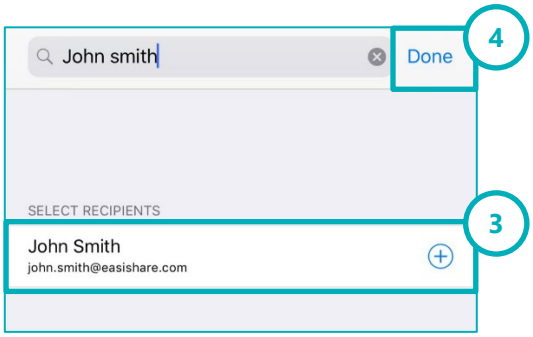
6 Share

6.1 Create a New Share

1. Tap on the file/folder that you wish to share.
2. Tap on Recipients.
3. Select the recipient to receive the file/folder.
4. Tap on Done.
5. Tap on Message to type a message to the selected recipients
6. Tap Share to finalise the share or proceed to Section 6.2 – 6.6 to explore the other options.





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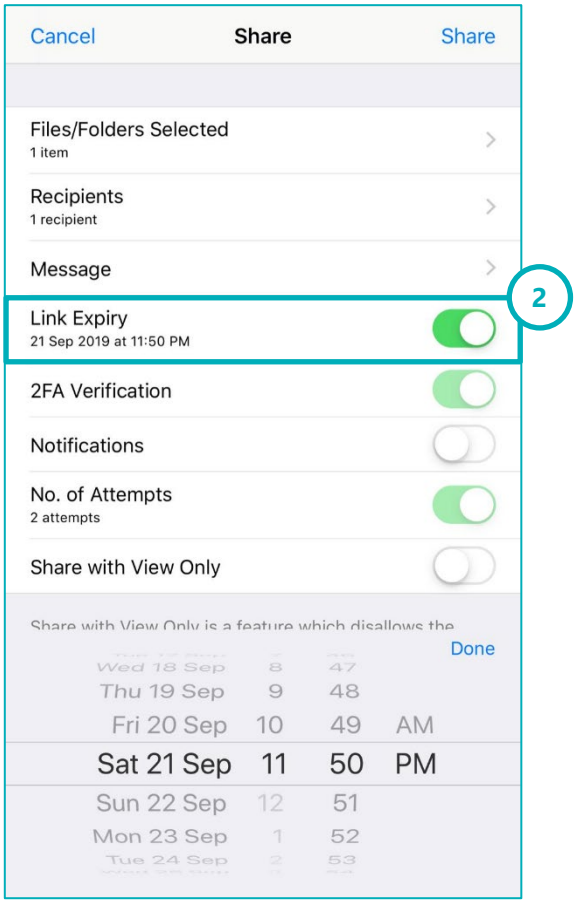
6.2 Link Expiry

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



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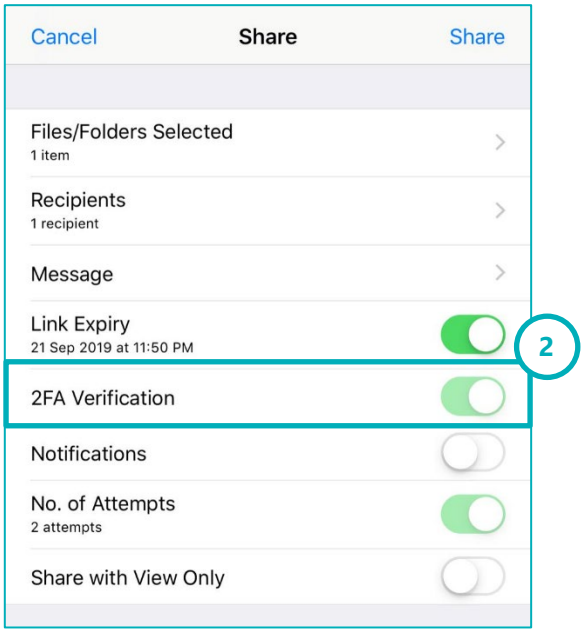
6.3 2FA Verification

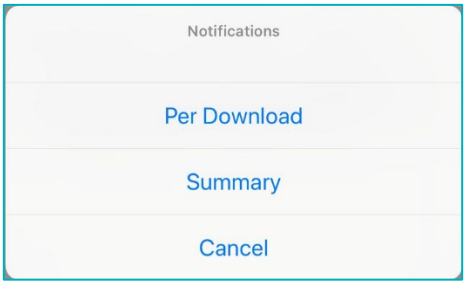
1. To begin Sharing, refer to Section 6.1.
2. Tap on 2FA Verification

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



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

1. To begin Sharing, refer to Section 6.1.
2. Tap on Notifications
   - **Toggled Off**: No notifications will be sent
   - **Per download**: An email will be sent to your inbox every time the recipient downloads the file.
   - **Summary**: An email will be sent to your inbox at regular intervals to inform you of all downloads which occurred in the past time period.
3. Tap on Share.



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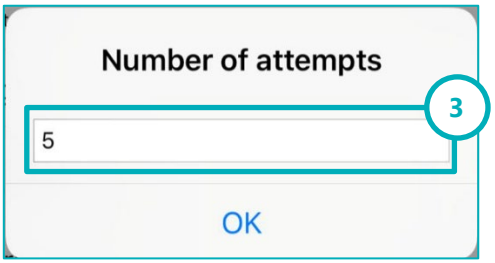
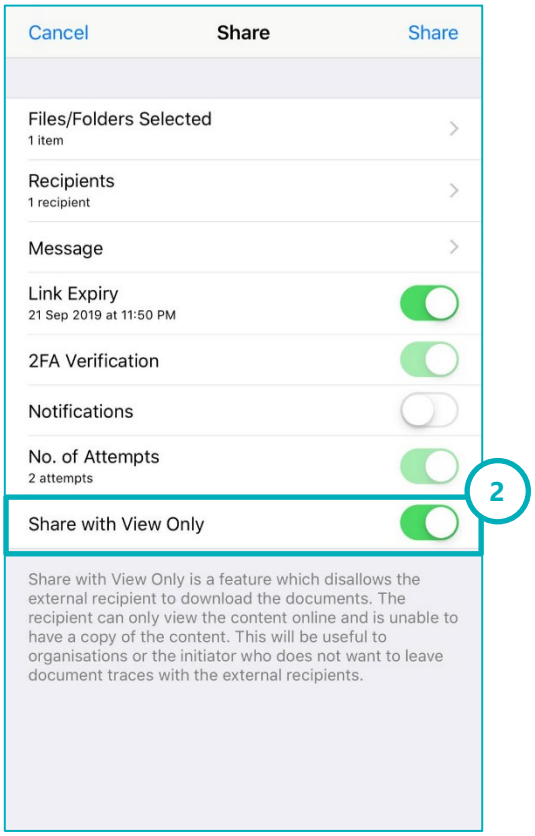
6.5 Share with Number of Download Attempts

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



6.6 Share with View Only

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



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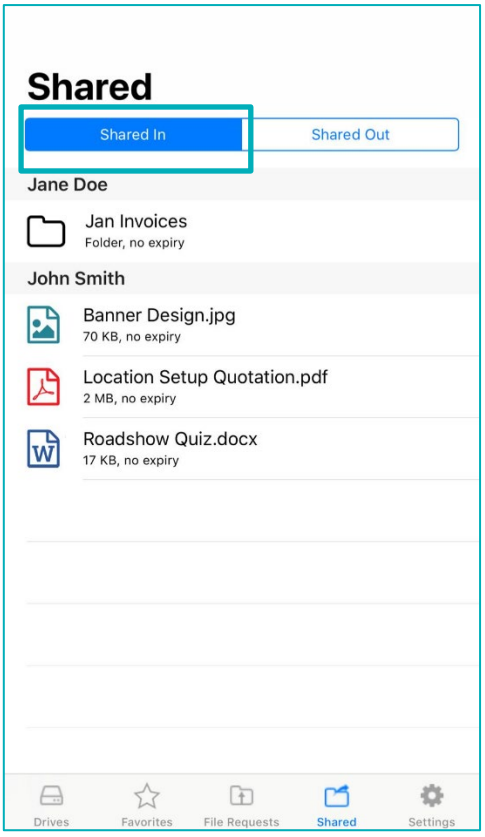
7 The Shared Tab

7.1 Shared In

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



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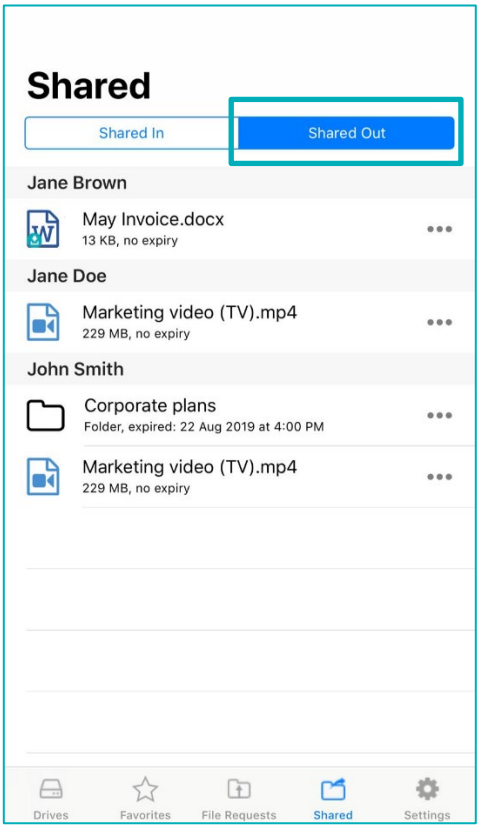
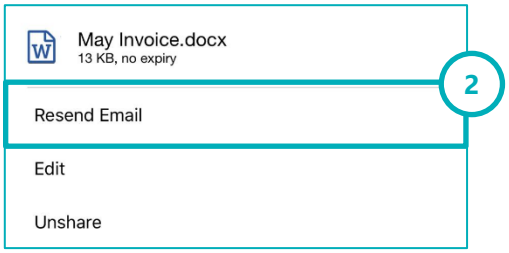
7.2 Shared Out

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



7.2.1 Resend Email

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



7.2.2 Edit Share

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

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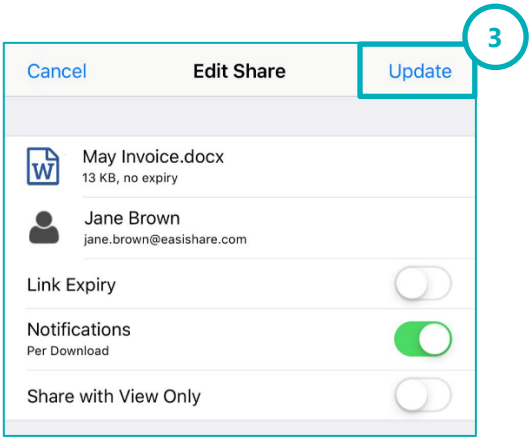
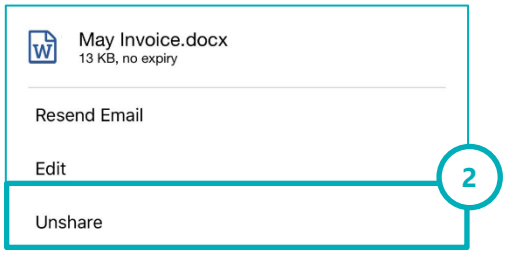


7.2.3 Unshare

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



8 File Request

8.1 Create New File Request

1. Tap on the File Request tab.
2. Tap on New button at the top right corner.
3. Tap on Title
4. Type in a new title.
5. Tap on Recipients.
6. Enter a new recipient's name, email and mobile number or select an existing recipient.
7. Tap on Done.
8. Tap Create to finalise the File Request or proceed to Section 8.2 – 8.6 to explore the other options.

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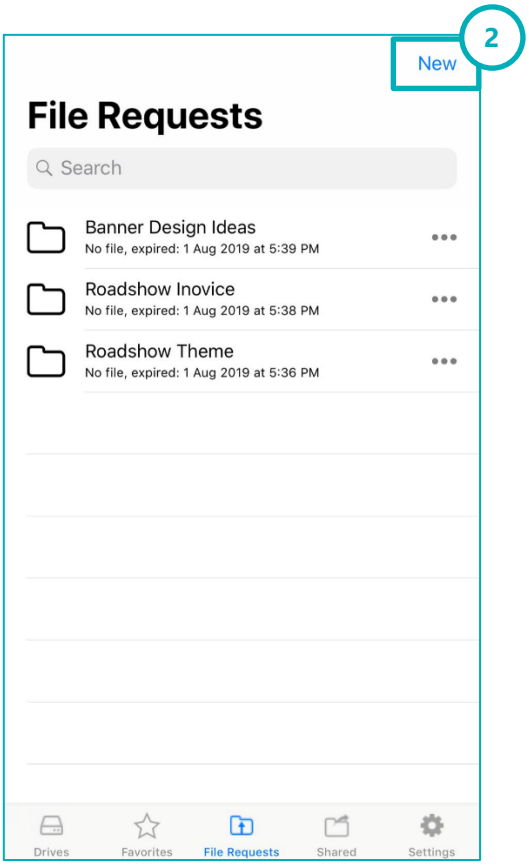

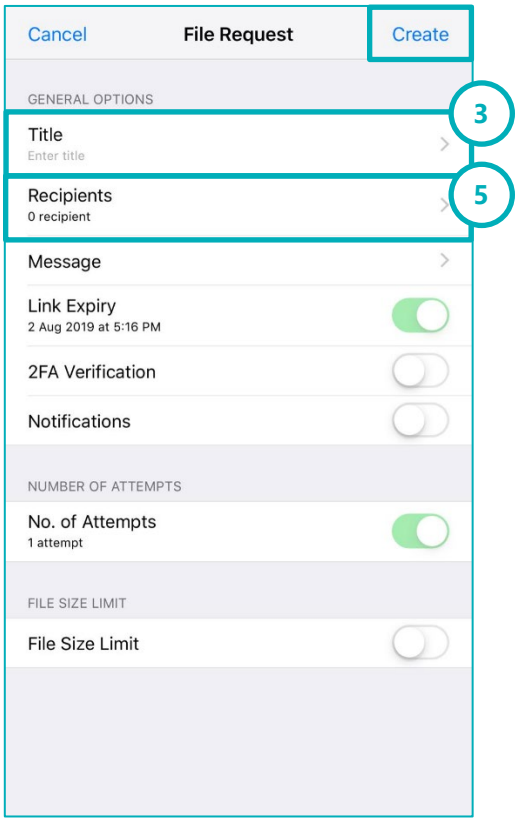

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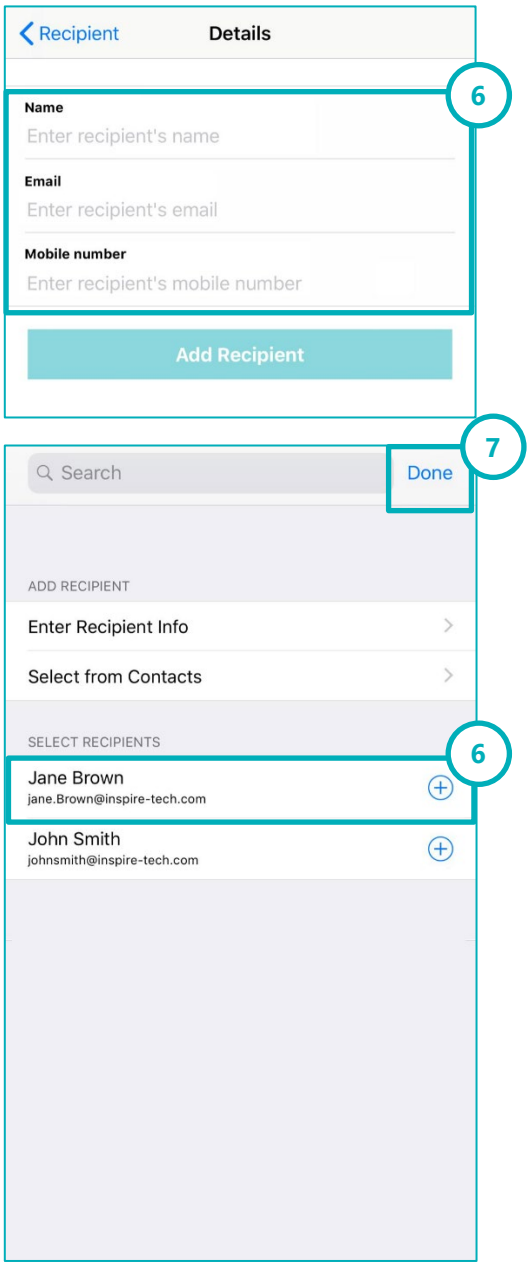

8.2 Link Expiry

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

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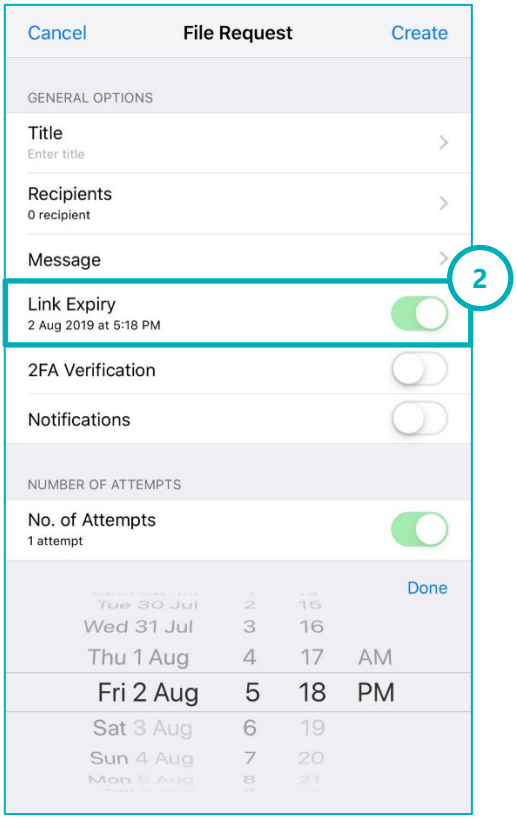
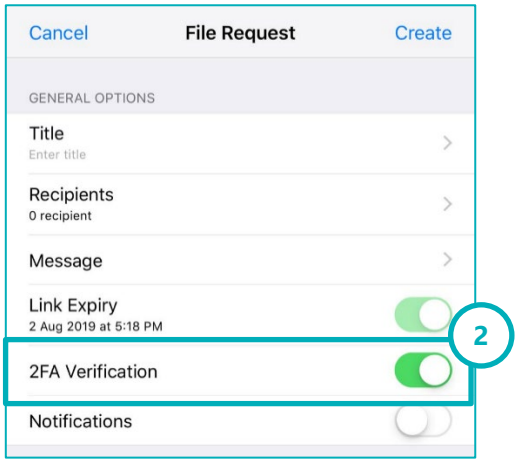


8.3 2FA Verification

1. To begin a File Request, refer to Section 8.1.
2. Tap on 2FA Verification

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



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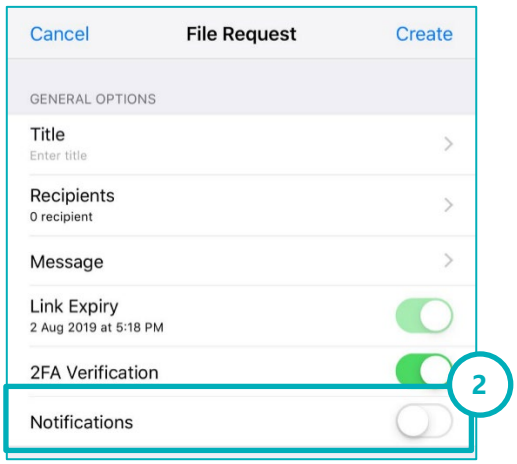
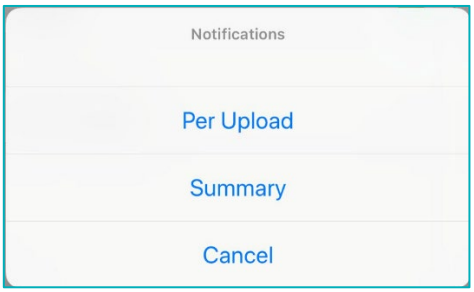
8.4 Receive Notifications When Users Upload Files

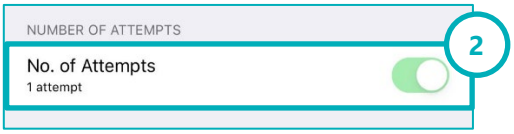
1. To begin a File Request, refer to Section 8.1.
2. Tap on Notifications
   - **Toggled Off**: No notifications will be sent
   - **Per download**: An email will be sent to your inbox every time the recipient uploads a file.
   - **Summary**: An email will be sent to your inbox at regular intervals to inform you of all uploads which occurred in the past time period.
3. Tap on Create.





8.5 Restrict Number of Upload Attempts

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



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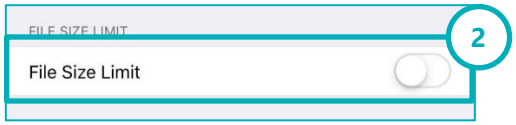
8.6 File Size Limit

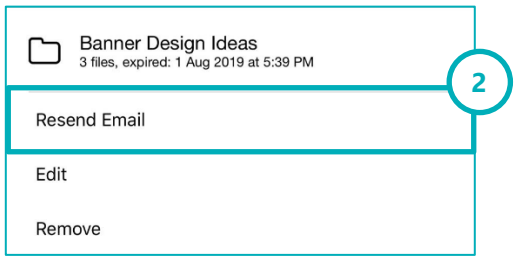
1. To begin a File Request, refer to Section 8.1.
2. Tap on File Size Limit.
3. Type in a file size limit and tap MB/GB
4. Tap on Create.



9 Options for an existing File Request

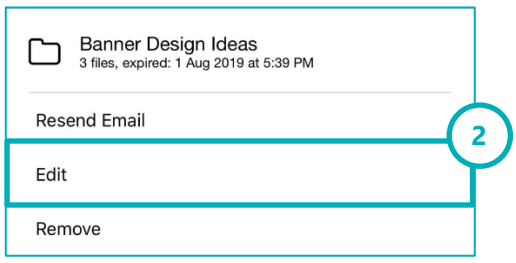
9.1 Resend Email

1. Tap on the More Options icon ••• beside the folder name in the File Request tab.
2. Tap on Resend Email.
3. Tap on OK.



9.2 Edit File Request

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



9.3 Remove File Request

1. Tap on the More Options icon ••• beside the folder name in the File Request tab.
2. Tap on Remove.

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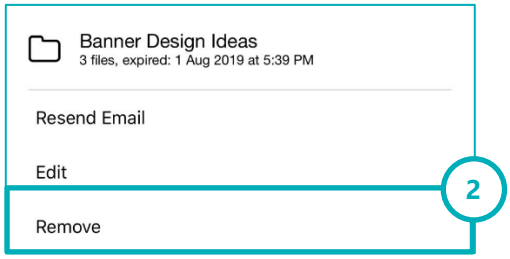

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10 Settings

File Size Limit: Allows you to determine the limit on the size of files that can be uploaded or downloaded by EasiShare.

Default values:

Mobile network: 100MB

Wi-Fi: 100MB

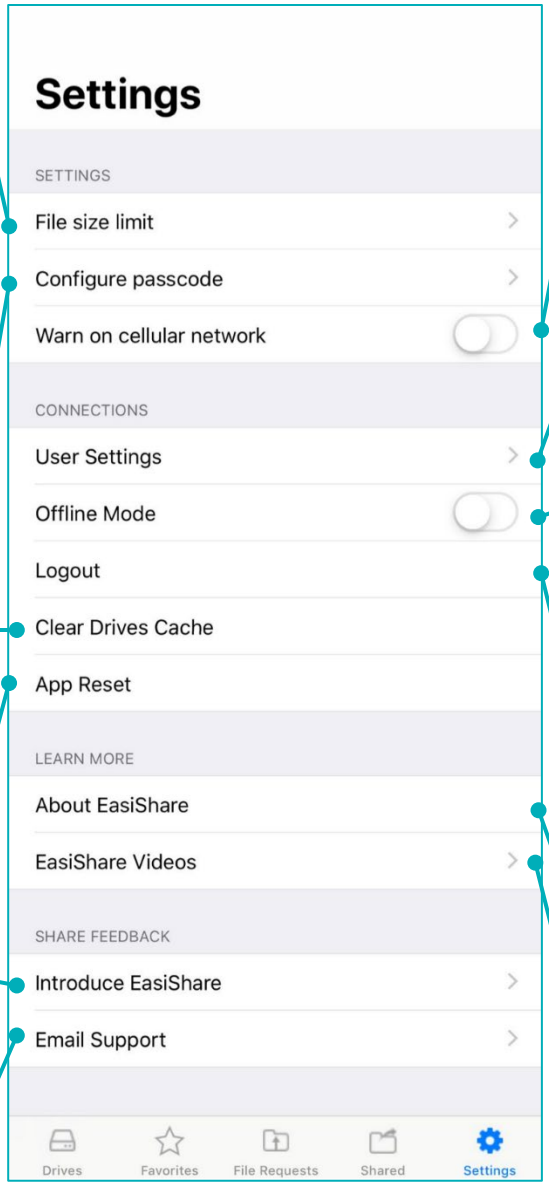
Configure Passcode: Allows you to configure a passcode lock to access your EasiShare application.

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

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

Introduce EasiShare: Share about EasiShare via email

Email Support: For sending an email to EasiShare support team



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

User Settings: View and edit storage settings

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

Logout: Clears the username and password

About EasiShare: View the version number of

EasiShare Videos: Watch tutorial videos about EasiShare

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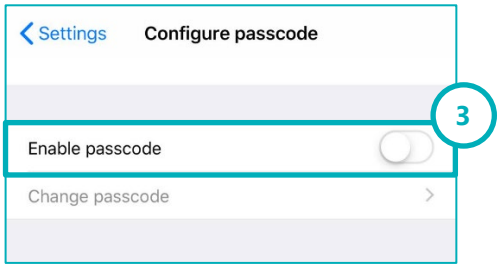
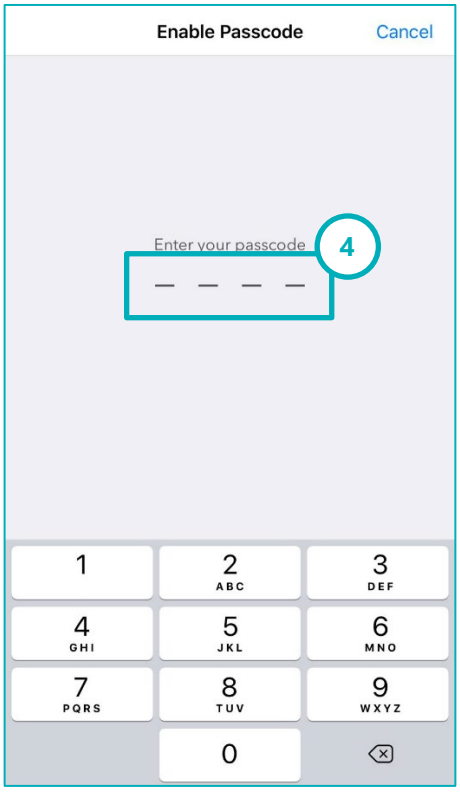
10.1 Configure Passcode

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

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





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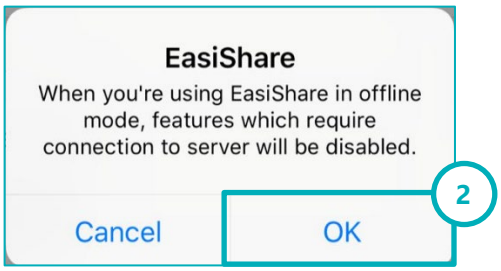
10.2 Offline Mode

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

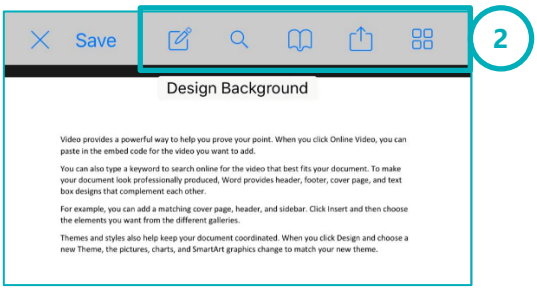
1. Toggle the Offline Mode button in Settings page.
2. Tap on OK to confirm.



11 Other Features

11.1 PDF annotations

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



11.2 Create a note

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

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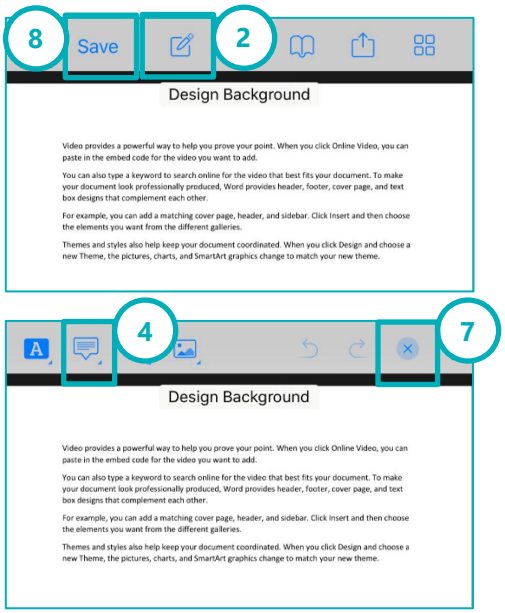

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