

contentACCESS Mobile Manual - version 5.1



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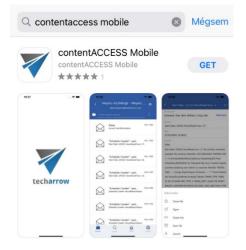
Introduction to contentACCESS Mobile

contentACCESS Mobile is a client application of contentACCESS, which is used for viewing items processed/archived by contentACCESS via a mobileApp.

The only The only condition to access the archive with contentACCESS Mobile is to have contentWEB access permissions that can be granted in contentACCESS Central Administration. For more information how to grant access permissions, please refer to the respective chapters of the <u>contentACCESS Manual</u>.

Installation

Simply download the app from App Store or Google Play.







Starting the app and logging in

Find the app on your phone. Click on the icon to open it.

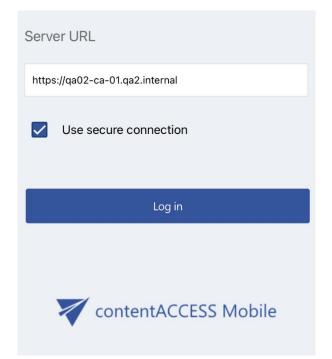


A screen with TECH-ARROW logo will welcome you while the app is loading.





After everything is loaded, enter the URL of the server, where you archived files and emails are located. If you check the **Use secure connection** checkbox, hppts protocol will be used to connect (otherwise http will be used). Click on the **Log in** button.



You will be redirected to the <u>Central administration login</u> page. All login providers configured on the server will be displayed here. Choose one provider, enter your credentials, and click on the Login button. You will be redirected back to the app, where you will be able to browse your archived items.

Welcome. Choose your le	ogin provider to login.
contentACCESS acc	count
Username	
Password	
	Login
Office 365 account	
Remember me	



User interface

The user interface of cA Mobile is divided into the following sections:

1. Root folder 1. D:\CATest_FA_Folder sharing 3. $\sum_{i=1}^{3}$ Search 4.		Connect to ⑦ ô
Foldertest_01		Bookclub
Foldertest_02	8	TestCD01_Team
☐ Foldertest_03 >	8	SharePoint archive
☐ Foldertest_04 5. >		Techarrow
		File system archive
2011-ford-fiesta-owners Jul 29 2.8 MB D:\CATest_FA_Folder sharing\2011-ford-fiesta	pdf	✓ D:\CATest_FA_Folder sharing
Draft_Binary_OpenXML Jul 29	_	[DESKTOP-B5QN5F1] D:
37.8 KB D:\CATest_FA_Folder 6.	X	[LBA-HP] C:
Ironman Wisconsin 2009 Jul 29	W	D:\CATest_FA_Root folder
457.8 KB D:\CATest_FA_Folder sharing\Ironman Wisconsin 20		D:\CATest_FA_Root folder2
7. C C C C	В	Email archive

- 1. **Breadcrumbs** The logged on user may see here the entity that he is currently connected to in the "Connect to" menu;
- 2. **"Connect to" menu** From this menu the user may connect to the associated entities. An entity can be an Email archive mailbox, File System archive folder, etc., so anything processed/archived by a certain contentACCESS plugin type and displayed in this menu;
- 3. Button for enabling/disabling subfolder view;
- 4. Search textbox search in the entity/folder you are connected to;
- 5. Subfolders of the entity;
- 6. **Content** of the entity;
- 7. Pages Browse, Search, Share, Saved (they are the same for all entites).



Browse page

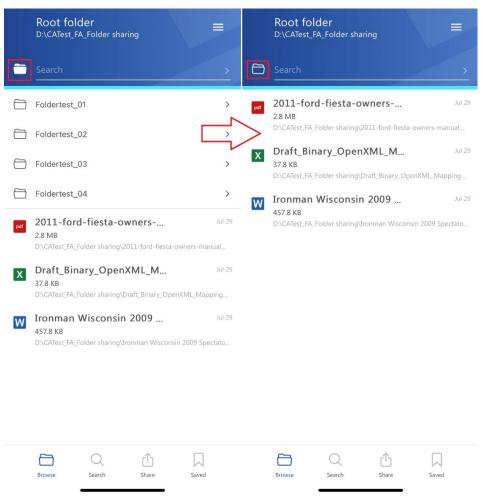
In the browse page, you can browse the archived content of selected entities (File archive, Email archive, SharePoint archive, Teams archive, Teams Chat archive, Sharing and GDPR). By default, all options in the <u>View of items</u> are enabled (on the Settings page), so we will work with that (the options and differences will be described later in the section <u>Settings page</u>).

Subfolder view

The subfolder view can be enabled or disabled by clicking on the icon.



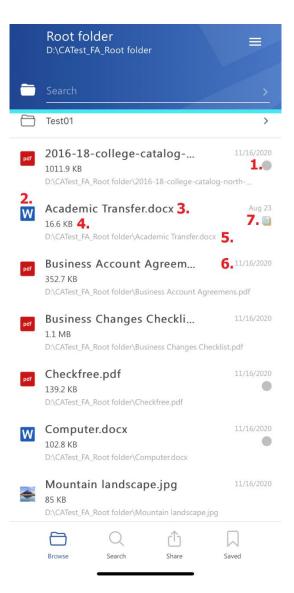
- subfolder view is enabled
- subfolder view is disabled





File archive

When viewing a File archive entity, the following properties can be seen:



- 1. Flag (primary icon) flags have to be previously set on the server
- 2. Item preview
- 3. Item name
- 4. Item size
- 5. Location/folder of the file (path)
- 6. Date of the last modification of the file
- 7. If the file has versions, an icon will appear under the primary icon.

Vtecharrow

After clicking on a file, a more detailed view opens (the properties differ regarding the file format, modifications, etc.). If the item has been shared, a Sharing ribbon appears on the bottom of the page (will be described later in the section <u>Share</u>).

< Academic Transfer.docx
File name Academic Transfer.docx
Folder D:\CATest_FA_Root folder
Creation date 16/11/2020, 11:46:07
Last modified 23/08/2021, 10:53:40
Size 16.6 KB
Version V1 2020-11-16 10:46:08.docx 16.2 KB
Item is shared 2 times Show details 💙
Browse Search Share Saved



The context menu of the file allows the following actions:

< Academic Transfer.docx				
File name Academic Transfer.docx				
Folder D:\CATest_FA_Root folder				
Creation date 16/11/2020, 11:46:07				
Last modified 23/08/2021, 10:53:40				
Size 16.6 KB	Sele	ct action		
Version	ľ	Open Share		
VI 2020-II-10 10.4c	4	Save file		
V	×	Close		
Item is shared 2 times		Show details 💙		
Browse Search	(1) Share	e Saved		

- Open opens the file: it is also possible to open the file by clicking on the preview (not all file formats are supported at the moment)
- Share the file can be shared (will be described later in the section Share)
- Save file saves the file to the internal storage, the file will then appear on the Saved page
- Close closes the context menu



Email Archive

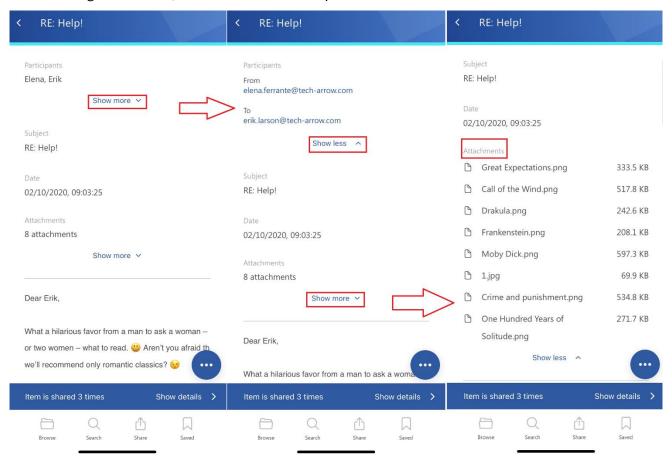
When viewing an Email archive entity, the following properties can be seen:

<	Sent Items PierreCurie@tech-arrow.com			
-	Search	>		
	PierreCurie@tech-arrow.c Tetst meeting Testing	Aug 30		
\bigcirc	PierreCurie@tech-arrow.c Accepted: Test meeting for send as link	Aug 30		
	PierreCurie@tech-arrow.c This message is sent to DL This message is sent to DL Sample	May 18		
\bigcirc	Pierre Curie IDŐJÁRÁS	Apr 19		
\bigcirc	PierreCurie@tech-arrow.c IDŐJÁRÁS	Apr 19		
\bigcirc	PierreCurie@tech-arrow.c Test mail	Apr 19		
2.	Pierre Curie 3. Test mail 4.	Apr 19 1. 0		
\bigotimes	PierreCurie@tech-arrow.c 6. Mar 26 FW: RPMSG #2 MC to PC 5. This message is protected with Microsoft Information Protectio			
\sim	PierreCurie@tech-arrow.c	Feb 23		
	Browse Search Share Saved			

- 1. Flag (primary icon) it shows that the email has attachment, category, or the item is inactive (deleted)
- 2. Email preview
- 3. Email sender address (or the name)
- 4. Email subject
- 5. Text of the email body the first row from the email
- 6. Sent date of the email



After clicking on an email, a more detailed view opens.



By clicking on the **Show more**, the user may look at more information about the participants (sender/recipient) and the attachments. The attachments can be opened from the expanded attachment list by clicking on the title. If the email has been shared, a Sharing ribbon appears on the bottom of the page (will be described later in the section <u>Share</u>).



From the attachment list, the following actions are available:

<	RE: Help!	
	irticipants ena, Erik	
	Show more 💙	
	ibject E: Help !	
1000	ate 2/10/2020, 09:03:25	
A	tachments	
C) Great Expectations.png	333.5 KB
C	Call of the Wind.png	517.8 KB
C) Drakula.png	242.6 KB
C) Frankenstein.png	208.1 KB
C) Moby Dick.png	597.3 KB
Sele	act action	CO O VD
ď	Open	
Å	Share file	
×	Cancel	

- Open
- Share file
- Cancel



The context menu of the email allows the following actions:

< RE: Help!		
Participants Elena, Erik		
Show mo	ore 🗸	
Subject		
RE: Help!	Selec	ct action
Date	Û	Share
02/10/2020, 09:03:25	$\overline{\forall}$	Save file
Attachments	\$	Denki
8 attachments	53	Reply
Show m	% 5	Reply all
	Ŵ	Forward
Dear Erik,	\square	Show message
What a hilarious favor from	\times	Close
or two women - what to rea		
we'll recommend only roman	ntic cla	ssics? 🤢
Item is shared 3 times		Show details 💙
Browse Search	(1) Share	Saved

- Share
- Save file saves the email to the internal storage, the email will then appear on the <u>Saved</u>
 <u>page</u>
- Reply
- Reply all
- Forward
- Show message only the text of the email will be displayed
- Close



Note: Emails are saved and shared as **.eml** files and not all (mainly mobile) devices are able to open that format. To ensure that your shared emails can be opened and read, please use the **Reply/Reply all/Forward** buttons instead.

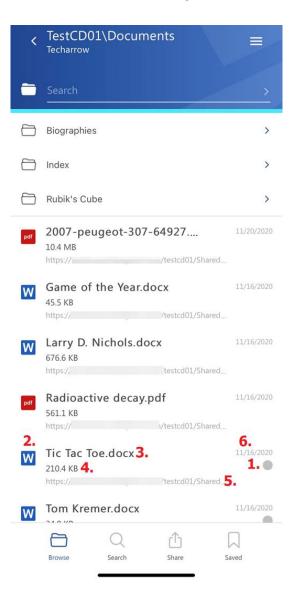
Note: The **Split attachments** option is active (checked) by default. That means that the body of the email and the attachment are stored separately. If the email message containing attachments has been archived by a job, where this option **was not checked**, our apps (<u>MailApp</u>, <u>officeGATE</u>, <u>contentACCESS Mobile</u>) will show 0 attachments. However, if you open the original email, the attachments are shown.

contentACCESS Edit 🔺		+ Get more apps
🖉 attachments 0	👁 Show original email	🗣 Restore original email
1		
	Email has no attachments	
🛛 contentACCESS Mail app		
If this option was checked, but the email was containing embedded email (.msg attachment), this		
embedded email won't be displayed between the attachments in our apps.		



SharePoint archive

When viewing a SharePoint archive entity, the following properties can be seen:



- 1. Flag (primary icon) flags have to be previously set on the server
- 2. Item preview
- 3. Item name
- 4. Item size
- 5. Location/folder of the file
- 6. Date of the last modification of the file



After clicking on a file, a more detailed view opens (the properties differ regarding the file format, modifications, etc.)

< 2007-peugeot-307-64927.pdf	
File name 2007-peugeot-307-64927.pdf	
Creation date 20/11/2020, 09:31:38	
Last modified 20/11/2020, 09:31:38	
Size 10.4 MB	
pdf	
Browse Search Share Saved	

The document can be opened by clicking on the icon on the details page. It works in the same way as the open function in the context menu (not all file formats are supported at the moment).



The context menu of the file allows the following actions:

< 2007-peugeot-307-64927.pdf				
File name 2007-peugeot-307-64927	.pdf			
Creation date 20/11/2020, 09:31:38				
Last modified 20/11/2020, 09:31:38				
Size 10.4 MB				
po	Select action			
	🖸 Open			
	🗇 Share			
	Save file			
	× Close			
Browse Search	Share Saved			

- Open opens the file
- Share the document can be shared (will be described later in the section Share)
- Save file saves the file to the internal storage, the file will appear in the <u>Saved page</u>
- Close close the context menu



Teams archive

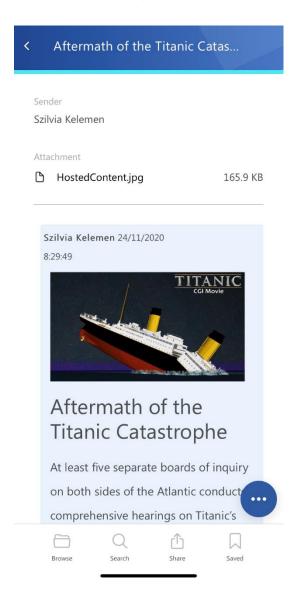
When viewing a Teams archive entity, the following properties can be seen:

<	General ^{Bookclub}			≡
-	Search			<u> </u>
2. D	Szilvia General 4. History The Un	3. iversity of Chic	5. ago was incorpo	6. 11/27/2020 1. rated as a
ij	Szilvia General "Origin of Spec	ies" is publishe	ed On the Origin	11/24/2020 of Species by
ij	Szilvia General Aftermath of th	ne Titanic Cata	strophe At least f	11/24/2020 ive separate
đ	Szilvia General test			11/23/2020
T îjî	Szilvia General https://www.ca	ssandraclare.co	om/series/the-sh	9/8/2020 adowhunter
đ	Szilvia General https://www.yo	utube.com/wa	tch?v=ADsnPo4v	9/8/2020 veDE
đji	Szilvia General https://www.yo	utube.com/wa	tch?v=tIAXF_3he	9/8/2020 N4
0.	Szilvia			9/8/2020
	Browse	Q Search	 Share	Saved

- 1. Flag (primary icon) flags have to be previously set on the server (for example: attachments)
- 2. Item preview
- 3. Sender
- 4. Location/folder of the item
- 5. Text of the message body the first row from the message
- 6. Date of the last modification of the item



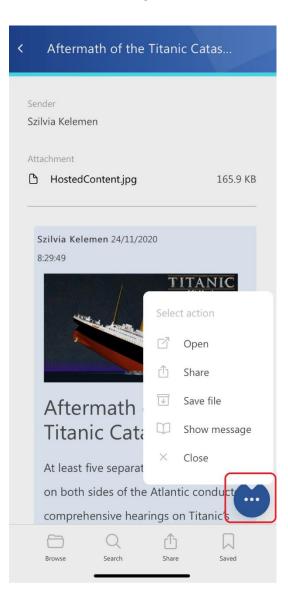
After clicking on an item, a more detailed view opens.



Note: The links and attachments from the messages are opened in an **app browser**, which means, that the user doesn't have to leave the mobileApp to check the inline attachments and links.



The context menu of the item allows the following actions:

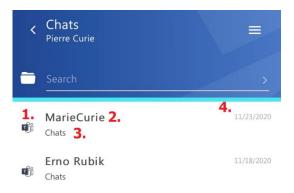


- Open opens the message
- Share the message can be shared (will be described later in the section Share)
- Save file saves the item to the internal storage, the item will appear in the Saved page
- Show message displayes the whole message without the details (sender, attachments) section
- Close closes the context menu



Teams chat archive

When viewing a Teams chat archive entity, the following properties can be seen:

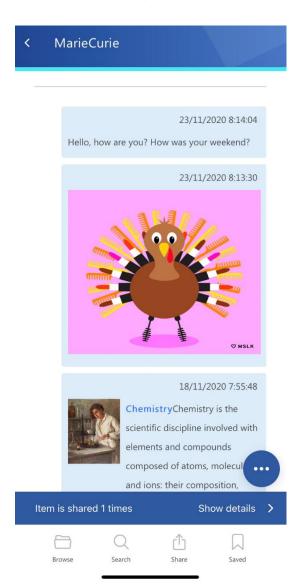




- 1. Item preview
- 2. Participant with whom the user has a chat in the Teams
- 3. Location/folder of the chat
- 4. Date of the last modification of the item



After clicking on an item, a more detailed view opens.

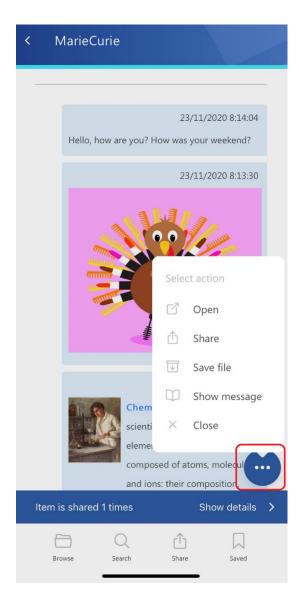


If the chat/group chat/meeting has been shared, a Sharing ribbon appears on the bottom of the page (will be described later in the section <u>Share</u>).

Note: The links and attachments from the messages are opened in an **app browser**, which means, that the user doesn't have to leave the mobileApp to check the inline attachments and links.



The context menu of the item allows the following actions:

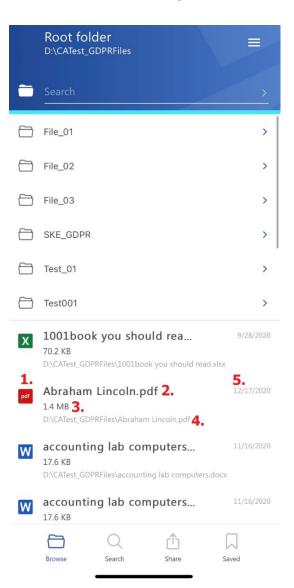


- Open opens the item (not all file formats are supported at the moment)
- Share the chat can be shared (will be described later in the section Share)
- Save file saves the item to the internal storage, the item will appear in the Saved page
- Show message the whole chat will be displayed
- Close closes the context menu



GDPR File system

When viewing a GDPR File system entity, the following properties can be seen:



- 1. Item preview
- 2. Item name
- 3. Item size
- 4. Location/folder of the file
- 5. Date of the last modification of the file



After clicking on a file, a more detailed view opens (the properties differ regarding the file format, modifications, etc.).

< 1001book you should read.xlsx	
File name 1001book you should read.xlsx	
Folder D:\CATest_GDPRFiles	
Creation date 27/08/2021, 13:06:27	
Last modified 28/09/2020, 14:54:57	
Size 70.2 KB	
X	
Browse Search Share Saved	

The document can be opened by clicking on the icon on the details page. It works in the same way as the open function in the context menu (not all file formats are supported at the moment).



The context menu of the file allows the following actions:

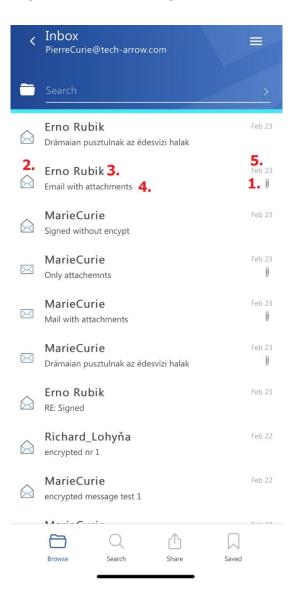
< 1001book you sh	nould read.xlsx
File name 1001book you should read	d.xlsx
Folder D:\CATest_GDPRFiles	
Creation date 27/08/2021, 13:06:27	
Last modified 28/09/2020, 14:54:57	
Size	
70.2 KB	Select action
	🖸 Open
	🗅 Share
	Save file
	× Close
Browse Search	Share Saved

- Open opens the file (not all file formats are supported at the moment)
- Share the file can be shared from the context menu
- Save file saves the file to the internal storage, the file will appear on the Saved page
- Close closes the context menu



GDPR Exchange

When viewing a GDPR Exchange entity, the following properties can be seen:



- 1. Flag (primary icon) flags have to be previously set on the server (for example: attachments, categories)
- 2. Email preview
- 3. Sender's email address (or the sender's name)
- 4. Email subject
- 5. Sent date of the email



After clicking on an email, a more detailed view opens.

< Mail with attachments
Participants MarieCurie, Pierre Show more ∨
Subject Mail with attachments
Date 23/02/2021, 14:12:34
Attachment 1 MB
Mail with attachments
Hi,
Jacob Cornelisz van Oostsanen (before 1470 – 1533)
was a Northern Netherlandish designer of woodcuts and
painter. He was one of the first important artists working
in Amsterdam, at a time when it was a flourishing a
beautiful provincial town.
Browse Search Share Saved

By clicking on the **Show more**, the user may look at more information about the participants (sender/recipient) and the attachments (if there are multiple attachments). The attachments can be opened from the attachment list by clicking on the title.



The context menu of the email allows the following actions:

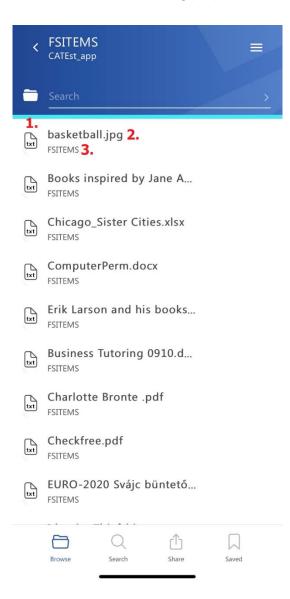
< Mail with attac	hments		
Participants MarieCurie, Pierre Show	more 🗸		
Subject Mail with attachments			
Date 23/02/2021, 14:12:34	Seleo	ct action	
	Û	Share	
Attachment	4	Save file	
	\$	Reply	
Mail with attachments	% >	Reply all	
Hi,	Ŵ	Forward	
		Show message	
Jacob Cornelisz van Oos		Close	
painter. He was one of the	115		
in Amsterdam, at a time when it was a flourishing			
beautiful provincial town.			
	Û		
Browse Search	Share	e Saved	

- Share
- Save file saves the email to the internal storage, the email will then appear on the <u>Saved</u> page
- Reply
- Reply all
- Forward
- Show message only the text of the email will be displayed
- Close



GDPR Application

When viewing a GDPR Application entity, the following properties can be seen:



- 1. Item preview
- 2. Item name
- 3. Location/folder of the item



After clicking on an item, a more detailed view opens.

< basketball.jpg	
DataSource FSITEMS	
ARCHIVEDATE 7/23/2021 4:53:17 AM	
FILENAME basketball.jpg	
FileName basketball.jpg.txt	
Item is shared 3 times	Show details 💙
	Δ A

If the item has been shared, a Sharing ribbon appears on the bottom of the page (will be described later in the section <u>Share</u>).

Share

Saved

Search

Browse

your vision			



The context menu of the item allows the following actions:

< basketball.jpg	
DataSource FSITEMS	
ARCHIVEDATE 7/23/2021 4:53:17 AM	
FILENAME basketball.jpg	
FileName basketball.jpg.txt	Select action
	🖸 Open
	🗅 Share
	Save file
	× Close
Item is shared 3 times	Show details 📏
Browse Search	Share Saved

- Open opens the item
- Share the item can be shared (will be described later in the section Share)
- Save file saves the item to the internal storage, the item will appear in the Saved page
- Close closes the context menu



Sharing

When viewing a Sharing entity, the following properties can be seen (first, a folder needs to be selected from the entity):

Root folder == PierreCurie@tech-arrow.com [CATest]	< My shares PierreCurie@tech-arrow.com [CATest]
Search	Search >
My organization >	TestCD01_Team >
My shares	TestCD01_Team >
Shared with me	PierreCurie@tech-arrow.c Tuesday Drakula.png Email Archive
	1. 2. 5. PierreCurie@tech-arrow.c Tuesday Call of the Wind.png 3. Email Archive 4.
	PierreCurie@tech-arrow.c Tuesday Great Expectations.png Email Archive
	PierreCurie@tech-arrow.c Tuesday Frankenstein.png Email Archive
	PierreCurie@tech-arrow.c Tuesday Drakula.png Email Archive
	PierreCurie@tech-arrow.c Tuesday Call of the Wind.png Email Archive
Browse Search Share Saved	Browse Search Share Saved

- 1. Item preview
- 2. Sender's email address owner of the sharing
- 3. Item name
- 4. Location of the shared item from which entity has it been shared
- 5. Date of the sharing



After clicking on a shared item, a more detailed view opens.

< Agnes Grey_wikipedia.pdf	
File name Agnes Grey_wikipedia.pdf	
Shared By Pierre Curie	
Shared On 07/09/2021, 10:10:11	
Expiration Date 09/09/2021, 00:59:59	
Download count/limit 0/1	
Reference Model Name Direct upload	
pdf	
Browse Search Share Saved	

The shared document can be opened by clicking on the icon on the details page. It works in the same way as the open function in the context menu (not all file formats are supported at the moment). The owner has access to all shared items, but the recipient can only open the file if it's still active or the download limit has not been reached. Otherwise, the following error messages can appear when the user tries to open the shared item:

- If the item is expired "The requested file cannot be downloaded because it has expired."
- If the item reached the download limit "The requested file cannot be downloaded because the download limit has been reached."



< Create _ archive date.txt	< Aborigianl culture_Sydney.txt
File name Create _ archive date:txt Shared By MarieCurie Shared On 08/09 File cannot be downloa ded Expire 15/01 The requested file cannot be do wnloaded because it has expired	File name Aborigianl culture_Sydney.txt Shared By MarieCurie Shared On 03/00 File cannot be downloa ded The requested file cannot be do wnloaded because the downloa d limit has been reached.
Down 0/1 OK Reference Model Name Direct upload	Down 0/1 OK Reference Model Name Direct upload
Browse Search Share Streed	Browse Search Share Saved

The context menu of the shared item allows the following actions:

< Agnes Grey_wikip	pedia.pdf
File name Agnes Grey_wikipedia.pdf	
Shared By Pierre Curie	
Shared On 07/09/2021, 10:10:11	
Expiration Date 09/09/2021, 00:59:59	Select action
Download count/limit 0/1	Open
Reference Model Name Direct upload	 Show details
р	☑ Modify sharing × Close
Browse Search	Share Saved

techarrow

- Open opens the shared item (if it's still active or the download limit hasn't been reached)
- Save file saves the item to the internal storage, the item will appear in the <u>Saved page</u>
- Show details shows the sharing status (works the same way as in the contentWEB)
- Modify sharing options the sharing options can be changed here (recipients, expiration date, and download limit). Only the owner has access to this action, and it's displayed only in the My Shares folder
- Close closes the context menu

Show details

This function shows the sharing status of the items, but also the sharing can be modified here. The Status tab contains the following information about the sharing:

Sharing status Books inspired by Jane Austen.xlsx	Sharing Books insp	J Status bired by Jane Austen.xlsរ	×	Modify sharing Books inspired by Jane Austen.xlsx
StatusExpired (1)1.Shared byPierre Curie 2.Shared onAug 31, 2021 3.Expires onSep 3, 2021 4.Download limit3 per recipient 5.Shared withRecipients only 6.MarieCurie@tech-arrow.com 7.11 items shared8.Books inspired by Jane Austen.xlsxExpired	1 items share Books inspired Email address MarieCurie@	Recipients only tech-arrow.com d by Jane Austen.xlsx	Expired > Downloaded on I Aug 31, 2021 I	Recipients Marie Curie@tech-arrow.com × Add recipient Share with ✓ Recipients only My organization Public Sharing options Image: Expires in 5 days on Sep 3, 2021 > Image: Miles and the section of the section o
				SAVE AND GET LINK SAVE AND SHARE VIA EMAIL SAVE



- 1. Status shows the status of the sharing
 - a. Active the download limit hasn't been reached and the sharing hasn't expired
 - b. Expired the sharing expired (the expiration date has been reached)
 - c. **Suspended** the owner can suspend the sharing; the user won't have access to the shared files until the owner re-activates the sharing
 - d. Unavailable the download limit has been reached
- 2. Shared by shows the owner of the sharing
- 3. Shared on the date when the item was shared
- 4. Expires on the date when the sharing expires
- 5. Download limit how many times the shared item can be downloaded
- 6. Shared with who has access to the shared files (recipients, organization, everybody)
- 7. Recipient list the recipients are listed here
- 8. Download history the downloades can be monitorized here

Modify sharing options

On this page, the owner can modify the sharing options. Here, you will be able to:

Modify sharing × Books inspired by Jane Austen.xlsx	Modify sharing × Books inspired by Jane Austen.xlsx
	Recipients
Recipients 1.	MarieCurie@tech-arrow.com ×
MarieCurie@tech-arrow.com \times	Add recipient
Add recipient	
	Share with
Share with 2.	 Recipients only
 Recipients only 	My organization
My organization	Public
Public	Sharing options
Sharing options	Expires in 6 days on Sep 3, 2021
■ 3. Expires in 6 days on Sep 3, 2021 >	Days 6
Remember these settings 5 .	Allowed to download 3 times
SAVE AND GET LINK	✓ Limit number of downloads
SAVE AND SHARE VIA EMAIL	Per recipient 3
SAVE	Remember these settings
	SAVE AND GET LINK
	SAVE AND SHARE VIA EMAIL
	SAVE



- 1. Add and/or remove recipients
- 2. Change accessibility
- 3. Change the expiration date can be added manually or selected from the calendar
- 4. Change the download limit
- 5. Save the sharing settings by checking the Remember these settings checkbox

The following actions are also allowed from this page:

- Save and get link the link is pointing to the shared item the way you share other items from your phone
- Save and share via email the sharing notification will be sent via email
- Save just saves the changes that were made to the sharing settings

Modify sharing Books inspired by Jane Austen.xlsx	×
Recipients	
MarieCurie@tech-arrow.com >	×
Add recipient	
Share with	
 Recipients only 	
My organization	
Public	
AŢ	×
AirDrop Messages Mail	Facebook Me
, and a second	
Сору	ß
Add to Reading List	00
Edit Actions	_

Screenshot: Save and send as link



Search page

The search function on this page is more extensive that the one on the <u>Browse page</u> since it can search in all available entities. After clicking on the search textbox, the list of the most searched properties will appear.

	Search					Search			
Q	Enter searc	h phrase		>	Q	Enter searc	h phrase		>
						Search eve	rywhere		~
					Aa	Title			
						Folder			
					${}^{\square}$	File name			
					8	Size			>
						Date			>
							SEAR	CH	
			^			~	0		
	Browse	Search	() Share	Saved		Browse	Search	(1) Share	Saved

Vtecharrow

The entities can be selected by clicking on the little arrow next to the Search everywhere. It is possible to select all entities at once or to select them individually.

Search Q Enter search phrase	Search Q Enter search phrase	Search Q Enter search phrase
Search everywhere	Select all entities	Select entities individually
Aa Title	Teams archive	Teams archive
	Bookclub	Bookclub
Folder	TestCD01_Team	TestCD01_Team
🗅 File name	SharePoint archive	SharePoint archive
Size >	Techarrow	✓ Techarrow
	File system archive	File system archive
Date >	[DESKTOP-B5QN5F1] D:	[DESKTOP-B5QN5F1] D:
SEARCH	[LBA-HP] C:	[LBA-HP] C:
	D:\CATest_FA_Folder sharing	CATest_FA_Folder sharing
	D:\CATest_FA_Root folder	D:\CATest_FA_Root folder
	D:\CATest_FA_Root folder2	D:\CATest_FA_Root folder2
	Email archive	Email archive
	PierreCurie@tech-arrow.com	PierreCurie@tech-arrow.com
	GDPR Application	GDPR Application
Browse Search Share Saved	Browse Search Share Saved	Browse Search Share Saved

After clicking on a property, you will be able to specify it and add it to the search criteria.

Search		Sear	ch
Q Enter search	phrase >	Q Enter	search phrase
Search every	where ~	🗀 Searc	h everywhere 🗸 🗸
Aa best	× 🕀	Title: be	st ×
🗂 Folder		Aa Title	
File name		🗂 Folde	er
Size	>	🕒 🛛 File n	ame
Date	>	Size	>
	SEARCH	📰 Date	>
			SEARCH

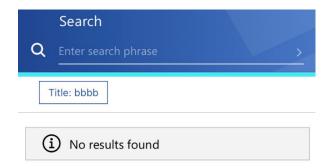


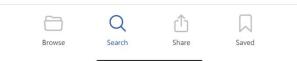
Here, for example, we were searching for the word "best" – the search finds all files and items with the word "best" in their name, path (location), and/or content. If no criteria are specified, the search field uses the fulltext method.

	Search	
Q	Enter search phrase	
	Title: best	
	18 results found	
txt	PierreCurie@tech-arrow.c 22815-best-of-dakotas-1c.jpg G D P R Application Model	Aug 27
txt	PierreCurie@tech-arrow.c Europe best castle hotels.docx G D P R Application Model	Aug 27
txt	PierreCurie@tech-arrow.c 22815-best-of-dakotas-1c.jpg G D P R Application Model	Aug 27
txt	PierreCurie@tech-arrow.c Europe best castle hotels.docx G D P R Application Model	Aug 27
W	Best books inspired by Ja https:// sites/B	12/16/2020 ookclub/Shared D
	best-bookstagram-accou https:// /sites/B	9/8/2020 ookclub/Shared D
txt	MarieCurie@tech-arrow.c 22815-best-of-dakotas-1c.jpg G D P R Application Model	Aug 3
	Browse Search Share	Saved



If the user enters a phrase, which isn't part of any item, the following error occurs:





techarrow

It is possible to see the search history and edit it. The user can also repeat any search by clicking on it in the search history.

Search	Search
Q Enter search phrase	Q Enter search phrase
edit Search history	Search history
no fulltext Title: best Result count: 18	delete Title: best Result count: 18
Searched on : 2021. 09. 10. 8:42:40	Searched on : 2021. 09. 10. 8:42:40



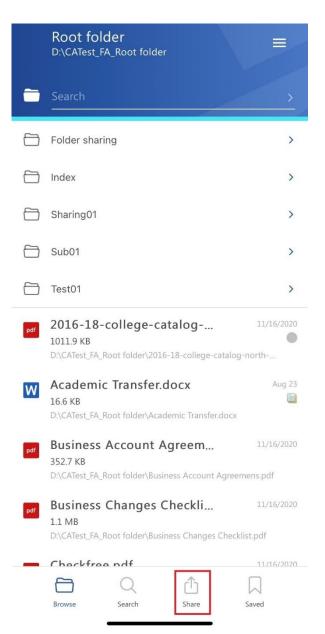


Share page

There are two ways to share from the mobileApp:

- 1. Share from the Share page
- 2. Share from the context menu (in the entities)

Share items from the Share page





A pop-up window opens, where the user can specify the sharing options.

Share	×
Files to share	_
cdv_photo_000.jpg	Θ
cdv_photo_001.jpg	Θ
cdv_photo_002.jpg	Θ
1. CHOOSE IMAGE CHOOSE FILE	
Recipients 2. Add recipient	
- Add recipient	
Share with	
 Recipients only 3. 	
3. My organization	
Public	
Sharing options	
Expires in 1 days on Sep 14, 2021	\frown
4. Days 1	
Date Sep 14, 202	1
Allowed to download 1 times	$\left \right>$
5. Remember these settings	
6. GET LINK SHARE VIA EMA	IL

- 1. **Select the item** you would like to share it can be an image (will open the Photos app on your phone) or a file (will open the Files folder on your phone). Multiple selection is allowed, and the items can be removed from the list
- 2. **Recipients** write the email addresses of the people you want to share the item(s) with
- 3. Share with specify who would you like to make the item(s) accessible for:
 - a. Recipients only only the recipients will be able to access the shared item(s)
 - b. My organization people from you org. has access to the item(s)
 - c. Public anyone with the link will be able to access the shared item(s)
- 4. **Sharing options** specify how many days do you want the item to expire in or select the date from the calendar. It is also possible to limit the number of downloads, based on the option selected in Share with me:
 - a. Recipients number of downloads per recipient
 - b. My organization number of downloads per user
 - c. Public number of downloads together



- 5. **Remember these sharing settings** the user can save the sharing settings for the future that way, you won't need to fill in the Sharing options nex time
- 6. Get link or Share via email finish the sharing by clicking on one of the two options. If you select Get link, the link is pointing to the shared item the way you share other items from your phone. If you select Share via email, the sharing notification will be sent via email (the sharing notification is created automatically)

Share items from the context menu

< Academic Transf	er.docx
File name Academic Transfer.docx	
Folder D:\CATest_FA_Root folder	
Creation date 16/11/2020, 11:46:07	
Last modified 23/08/2021, 10:53:40	
Size 16.6 KB	Select action
Version	Open Share Save file
V	× Close
Item is shared 2 times	Show details
Browse Search	合 口 Share Saved

It works the same as the sharing from the Share page. The only difference is that item(s) are shared from the archive models.



If the item has been shared, a Sharing ribbon appears on the bottom of the page.

< 2016-18-college-catalog-nort	< 2016-18-college-catalog-nort	Sharing status 2016-18-college-catalog-north-seattle-college ×	Modify sharing 2016-18-college-catalog-north-seattle-college ×
File name 2016-18-college-catalog-north-seattle- college.pdf Polder D:CATest_FA_Root folder Creation date 16/11/2020, 11:46:07 Last modified 16/11/2020, 11:46:48 Size 10119 KB	File name 2016-18-college-catalog-north-seattle- college.pdf Folder D.\CATest_FA_Root folder D.\CATest_FA_Root folder 16/11/2020, 11.46.07 Shared on Shared with Status Sep 13, 2021 My organization Active O C Aug 25, 2021 My organization Expired O C	Status Active (1) Shared by Pierre Curie Shared on Sep 13, 2021 Expires on Sep 14, 2021 Download limit 1 per user Shared with My organization MarieCurie@tech-arrox.com	Recipients MarieCurie@tech-arrow.com × Add recipient Share with Recipients only My organization Public Sharing options Expires in 1 days on Sep 14, 2021
Item is shared 2 times Show details >	Item is shared 2 times Hide details >		
Browce Search Share Saved	Errowse Search Share Saved		

By clicking on the **Show details**, the ribbon can be expanded. If you have applicable rights and permissions, you will be able to modify the sharing settings. It works the same as the Modify sharing options window in the Sharing entity.

When you click on the **Status** option, you will be redirected to the window where you will be able to view the status and information about the selected sharing. From here, it is also possible to **Activate** or **Suspend** the sharing. When an item (or whole sharing) is **suspended**, it is not possible to download it, until it is **re-activated** again. If necessary, it is also possible to re-send the sharing notification by clicking on the **Send sharing notification** button.



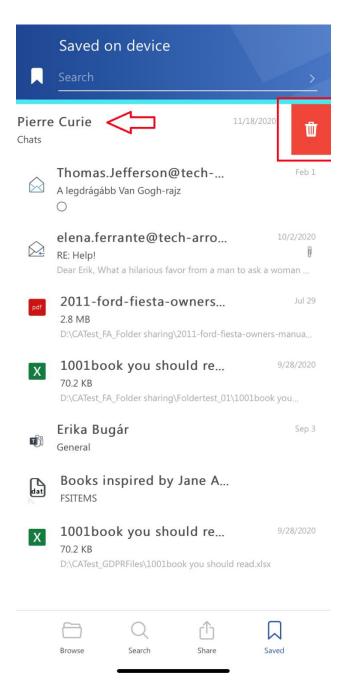
Saved page

The items that were previously saved (from their context menu option) will appear on this page.

	Saved on device	
	Search	>
ij	Pierre Curie ^{Chats}	11/18/2020
\bigcirc	Thomas.Jefferson@tech A legdrágább Van Gogh-rajz 〇	Feb 1
	elena.ferrante@tech-arro RE: Help! Dear Erik, What a hilarious favor from a man t	10/2/2020 J o ask a woman
pdf	2011-ford-fiesta-owners 2.8 MB D:\CATest_FA_Folder sharing\2011-ford-fiesta	Jul 29 I-owners-manua
X	1001book you should re 70.2 KB D:\CATest_FA_Folder sharing\Foldertest_01\1	9/28/2020 001book you
Đ	Erika Bugár General	Sep 3
dat	Books inspired by Jane A FSITEMS	
X	1001book you should re 70.2 KB D:\CATest_GDPRFiles\1001book you should r	9/28/2020 ead.xlsx
	Browse Search Share	Saved



The items can be deleted by swiping them left and then clicking on the delete button.





When you open an item from the **Saved page**, the view is the same as on **Browse page**, except here are details in the header about the sent date/last modification date and from where was the item saved.

< A legdrágább Van Gogh-ra	jz
Saved from GDPR Exchange / MarieCurier arrow.com (Feb 1)	@tech-
Participants Thomas, Abraham	
Show more V	
Subject A legdrágább Van Gogh-rajz Date 01/02/2021, 16:51:29	
Attachments 2 attachments	
Show more 🗸	





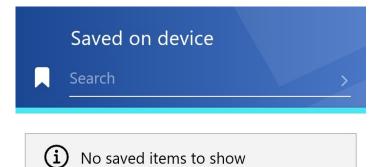
The context menu of the saved item allows the following actions:

< A legdrágább Va	n Goo	gh-rajz	< 1001boc	ok you sl	nould	read.xlsx
Saved from GDPR Exchange arrow.com (Feb 1)	e / Mari	eCurie@tech-	Saved from File sharing (9/28/20		nive / D:'	\CATest_FA_Folder
Participants Thomas, Abraham Show m	ore 🗸		File name 1001book you :	should rea	d.xlsx	
Subject	Sele	ct action	Folder D:\CATest_FA_F	older shari	ng\Folc	lertest_01
A legdrágább Van Gogh-i	(\uparrow)	Share	Creation date			
Date	Ç	Update file	29/07/2021, 10	:25:47		
01/02/2021, 16:51:29	1	Remove from saved items	Last modified			
Attachments	5	Reply	28/09/2020, 14	:54:57	Selec	ct action
2 attachments Show m	< <u>^</u>	Reply all	Size 70.2 KB		đ	Open Share
	\Rightarrow	Forward			2	
		Show message			ۍ ش	Update file Remove from saved items
	\times	Close			×	close
A legdrágább Va lehet a fiatal lán 2021. FEBRUÁR 1 07:55 J	yról	készült			^	Close
Browse Search	<u>لم</u> Shar	e Saved	Browse	Q Search	<u>ل</u> Share	Saved

- Open opens the the saved item
- Share the saved item can be shared
- Update file updates the saved item if any changes were made
- Remove from saved items removes the item from the list of saved items on the Saved page
- Reply/Reply all/Forward/Show message same as in the Email Archive (appears only if the saved item comes from the Email Archive or GDPR Exchange)
- Close closes the context menu



If there are no saved items on the Saved page, the following message appears:



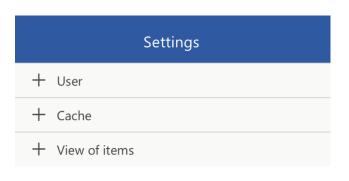


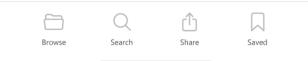


Settings page

The settings page has three sections:

- User
- Cache
- View of items







User section

In this section, it is possible to see the current logged in user, the service URL, and then the option to **Logout**. It is also possible, to change the language of the app in the **Language** dropdown list. Currently, twelve languages are supported: English, German, Norwegian, Chinese, Portuguese, Slovak, Czech, Hungarian, Polish, Greek, Arabic and Dutch.

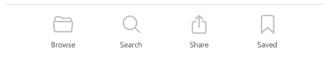
Settings	Settings		
— User	— User		
Pierre Curie	Pierre Curie		
Server URL	Server URL		
https://test-cd-01.tech-arrow.com/	https://test-cd-01.tech-arrow.com/		
ContentACCESS Mobile	ContentACCESS Mobile		
Logout	Logout		
Language English -	Language English -		
+ Cache	+ Cache English 🗸		
+ View of items	+ View of items Deutsch		
	Norsk		
	中文		
	Português		
	Slovensky		
	Česky		
Browse Search Share Saved	Browse Search Share Saved		



Cache information

In this section, it is possible to change the cache size. Document previews are stored in the cache for faster loading. If the cache limit is reached, previews will be automatically deleted from the cache, starting from the oldest.

Settings	
+ User	
— Cache	
5 MB -	50 MB
Cache size: 10 MB	
Clear cache	
+ View of items	





View of items section

In this section, it is possible to enable/disable the view of some of the item's properties. The view will be affected on all pages.



- enabled

- disabled

Settings	Settings
+ User	+ User
+ Cache	+ Cache
— View of items	— View of items
Primary icon set	Primary icon set
V Preview	Preview
Category information	Category information





All properties enabled

	Root fold D:\CATest_F	der A_Root folder	r	≡
	Search			
	Testor			,
pdf	1011.9 KB	college-ca	atalog 5-18-college-cata	11/16/2020 log-north
W	16.6 KB	C Transfer. Root folder\Acad	docx demic Transfer.do	Aug 23
pdf	352.7 KB	Account A	Agreem	11/16/2020 eemens.pdf
pdf	1.1 MB	Changes (Checkli ness Changes Cha	11/16/2020 ecklist.pdf
pdf	Checkfree 139.2 KB D:\CATest_FA_F	e.pdf Root folder\Chea	ckfree.pdf	11/16/2020
W	Compute 102.8 KB D:\CATest_FA_F	r.docx Root folder\Com	nputer.docx	11/16/2020
*	85 KB	n landscap	e.jpg Intain landscape.j	11/16/2020 Pg
	Browse	Q Search	b Share	Saved

- Primary icon
- Preview
- Category information changes visible only for Email archive items



Disable properties

Root fo D:\CATest_	lder FA_Root folde	r	
Search			<u> </u>
2.2016-18-co 1011.9 KB D:\CATest_FA_Roo	-		11/16/2020 3. 1. og-north
Academic T 16.6 KB D:\CATest_FA_Roo			Aug 23
Business Ac 352.7 KB D:\CATest_FA_Roo	5		11/16/2020 eemens.pdf
Business Ch 1.1 MB D:\CATest_FA_Roo	5		11/16/2020 cklist.pdf
Checkfree.p 139.2 KB D:\CATest_FA_Roo		ee.pdf	11/16/2020
Computer.c 102.8 KB D:\CATest_FA_Roo		er.docx	11/16/2020
Mountain la 85 KB D:\CATest_FA_Roo			11/16/2020 g
Biver Lave	Q Search	C Share	Aug 22 Saved

- 1. Primary icon set disabled for example: mark as inactive, attachments
- 2. Preview disabled
- 3. Category information disabled changes visible only for Email archive items



Refresh

The refresh function is used if any newly processed items have not been displayed yet. To refresh, simply pull down the page.

Root folder ==	Root f D:\CATes Search
Search >	Search Search Refreshing
Refreshing	Folder st Teams archive
Folder sharing >	Dindex Bookclub
☐ Index >	Sharing(TestCD01_Team
☐ Sharing01 >	SharePoint archive
	Techarrow Test01
└── Sub01 > Loading	File system archive
Test01	2016-1 1011.9 KB V D:\CATest_FA_Root folder
pdf 2016-18-college-catalog 11/16/2020	[DESKTOP-B5QN5F1] D:
D:\CATest_FA_Root folder\2016-18-college-catalog-north	16.6 KB [LBA-HP] C: D:\CATest
Academic Transfer.docx Aug 23 16.6 KB	D:\CATest_FA_Folder sharing
D:\CATest_FA_Root folder\Academic Transfer.docx	352.7 KB D:\CATest_FA_Root folder2
pdf Business Account Agreem 11/16/2020 352.7 КВ 352.7 КВ	Email archive
D:\CATest_FA_Root folder\Business Account Agreemens.pdf	1.1 MB D:\CATest_ PierreCurie@tech-arrow.com
Business Changes Checkli 11/16/2020	GDPR Application
Browse Search Share Saved	Browse CATEst_app
	GDDP Eile system