

Secrata Mobile Applications

Secrata offers mobile applications that support iOS phones & tablets, as well as Android phones and tablets. Secrata mobile apps support all the same functionality of the Secrata Web Client in a portable application.

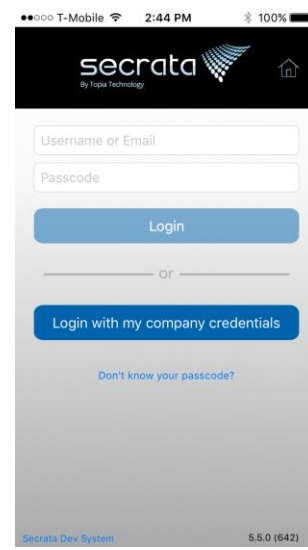
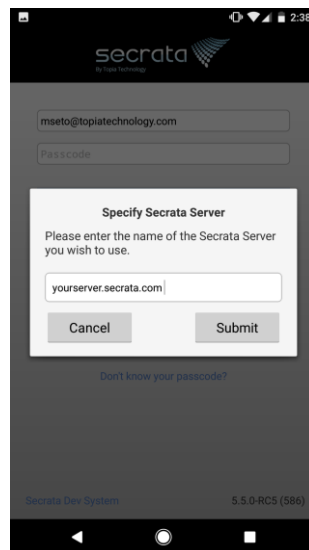
Secrata supports iOS versions 8+

Secrata supports Android OS versions 4.4 and newer

a. Logging In/Out to Secrata

The first time you open the Secrata app you will be prompted to enter your Secrata Server URL. If you do not know your Secrata URL please contact your local IT department.

Should you ever need to change your Secrata Server URL, click the server name in the lower left corner and enter the desired URL.



AD/External Users

Enter your username or email address, enter your passcode and click 'Login'.

SAML Login

If your enterprise is using SAML login credentials, log into Secrata by clicking the 'Log In With My Company Credentials' link. You will be taken to enter your company credentials and returned to Secrata. Enter your Secrata passcode to continue.

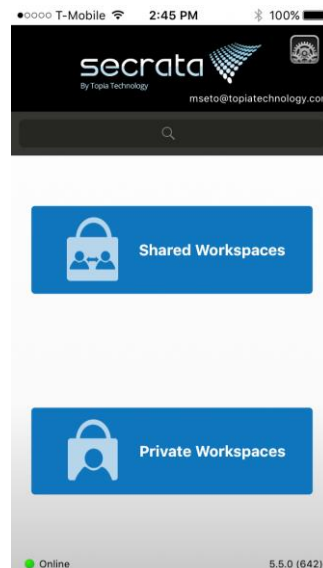
Logging Out

To log out of Secrata for Mobile Devices, navigate to the home screen/Workspaces list, tap the gears icon in the upper left corner, and tap 'Logout'.

b. *Secrata Workspaces*

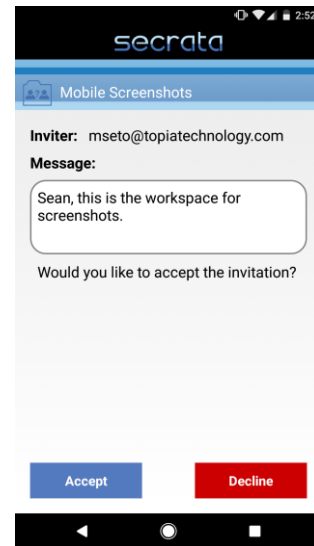
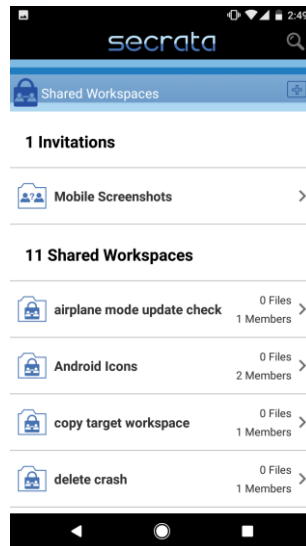
Secrata Workspaces are the core of the Secrata EFSS system. Workspaces are where users store files, invite other users to share their documents, and collaborate with their co-workers.

Secrata offers two types of workspaces, Private and Shared. Private workspaces cannot ever be shared with other users, and are intended for storing private files only. The mobile app will ask which type of workspace you wish to manage.



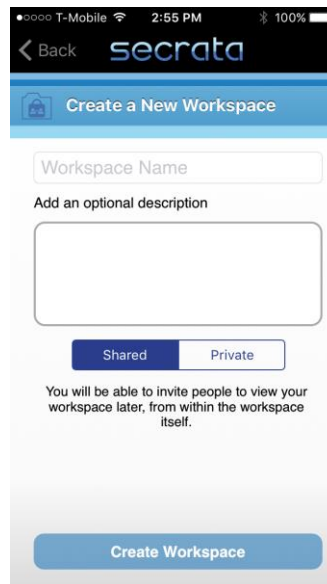
Your workspaces are displayed in alphabetical order in a scrollable list, scroll through the list to find the workspace you are looking for.

If you have been invited to a new workspace, your workspace invitation will be displayed in the workspace list. Tap the invitation and then you can either 'Accept' or 'Decline' the workspace invite.



Creating Workspaces

Create new workspaces by clicking the + icon in the upper right. Give your workspace a name, set it to private or shared and then create the workspace. You will be navigated into the workspace.



Leaving Workspaces

Users who never need a workspace's files or messages again may choose to leave that workspace. Once you leave a workspace you will lose all access to that workspace, its files, and its messages.

Any remaining workspace members may invite you back to the workspace if they so desire.

Once the last member has left a workspace, that workspace is deleted forever.

To leave a workspace on iOS devices, go to the workspaces view and swipe a workspace to the left to expose the 'Leave' button. Tap the 'Leave' button to leave the workspace.

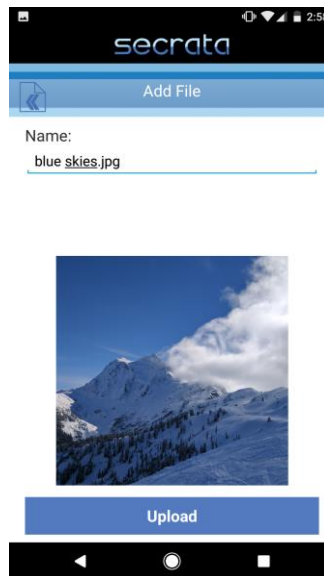
On Android devices, go to the workspaces view and long-press on a workspace you wish to leave. Tap 'Leave' to confirm you wish to leave the workspace.

c. *Managing Files*

Upon entering your workspace you will see a list of all the folders and files in that workspace. Tapping a folder lets you drill down to the file details to manipulate that file (discussed later in this section).

Uploading Files

Users with storage quota greater than zero will be able to upload files to any Secrata workspace of which they are members.

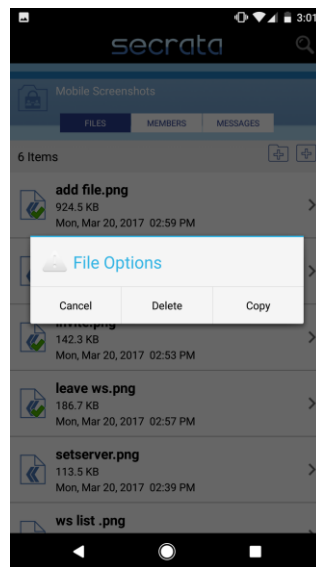


Add files to a Secrata workspace by tapping the + File icon and selecting the file you wish to upload. Secrata allows you to upload any file type. Optionally change the name of your file and then tap 'Upload'. Your file will be uploaded to the current workspace.

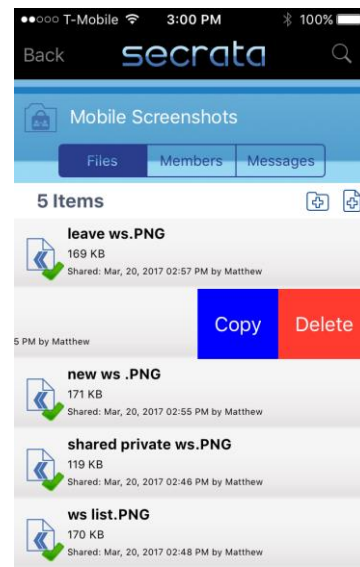
Deleting Files

From the file list view, you can delete files from a workspace. The delete methods differ depending on which platform you are using.

On iOS devices, slide files to the left to expose file controls. Tap 'Delete' and confirm that you wish to delete a file.



Long Press for Android File Options



Swipe Left for iOS File Options

On Android devices, long press on a file and tap 'Delete' from the popup menu. You will need to confirm you wish to delete the file.

File Management

From the file list you can manage the files in your workspace. Android and iOS devices expose these tools in slightly different ways:

iOS File View

On iOS devices, you can use the file view to delete and copy files. Swipe any file to the left to expose 'Copy' and 'Delete' buttons.

Tapping 'Delete' will delete the file from the workspace.

Tapping 'Copy' will prompt you to select a destination for your file and will put a copy of your file to that destination.

Android File View

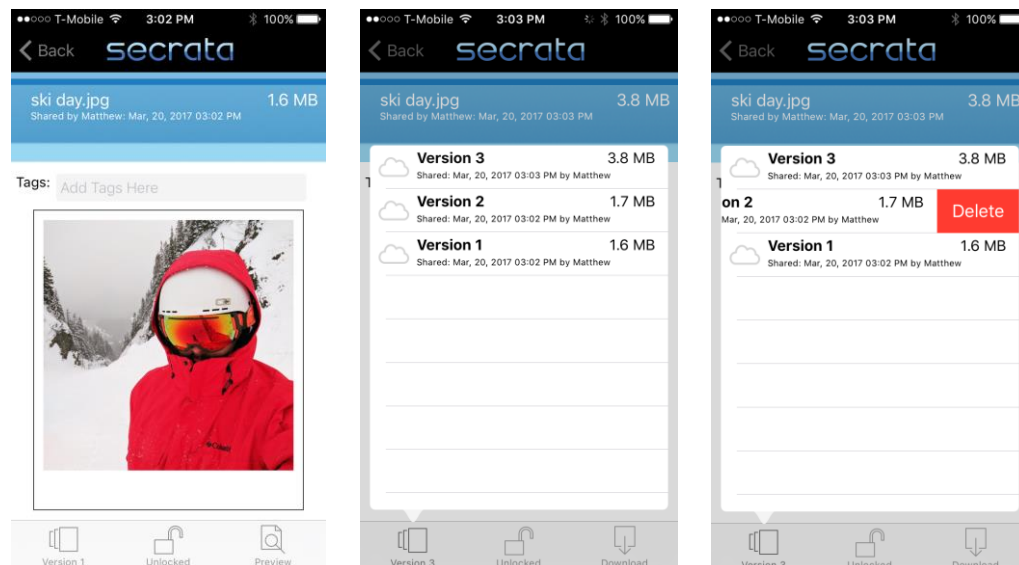
On Android devices you can use the file view to delete and copy files. Long-press on any file to bring up the file management popup.

Tapping 'Delete' will delete the file from the workspace.

Tapping 'Copy' will prompt you to select a destination for your file and will put a copy of your file to that destination.

Tapping 'Cancel' will dismiss the dialog.

Tap a file to drill into its details and management. From the file details pane you can preview files (restricted to certain file types). If there is a preview available it will display for you.



File Tags

File tags are displayed underneath the file name. Tap the tag field and enter any file tag you wish. You can toggle tags to be publically visible or privately visible to only you. Tap return to submit the tag.

Remove tags from files by tapping that tag in the file details view.

File Versions

File Versions are displayed in the lower left corner of the pane, tapping the version icon will display all the versions of that file. You can switch between versions by tapping the file version you wish to manage.

Lock/Unlock Files

Locking a file means that no other user can delete or edit that file. You can lock files from the file details pane by tapping the lock icon at the bottom of the page. If a file is already locked, the icon will show 'Locked'. Tapping the icon will allow you to request that the lock-holder unlock the file for you. Requesting a file unlock will send a message to the workspace message board.

Download/Preview File

The Download & Preview button allows you to download the file to your local device. If Secrata has the ability to display a file preview, the file will display in the Secrata app, otherwise, you may open the file by tapping the 'preview' button.

d. *Workspace Members & Messages*

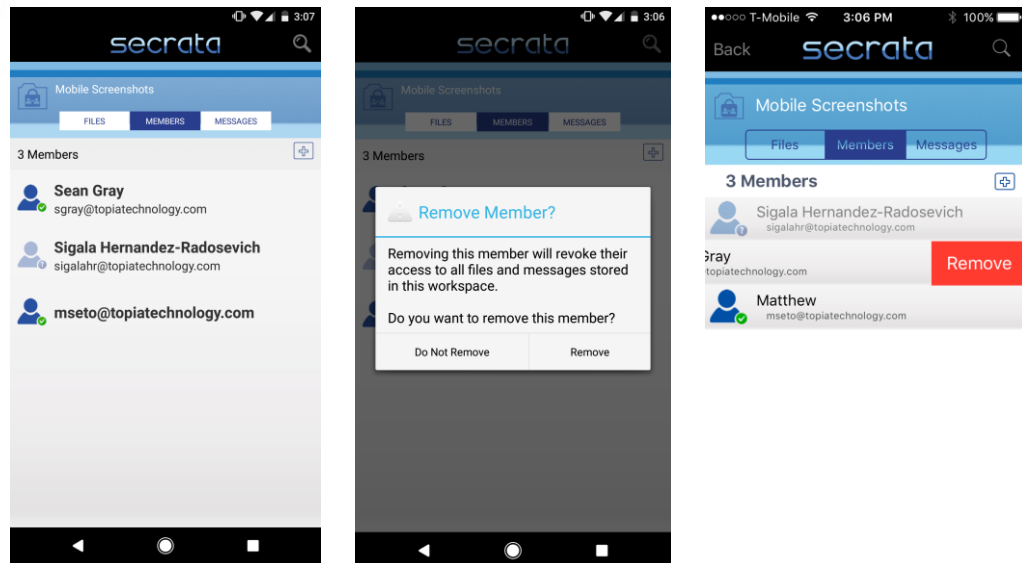
Secrata workspaces can be shared with other users via their email address. Workspaces also offer a workspace message board to help you collaborate with other Secrata users in that workspace. Using Secrata mobile clients you can manage workspace membership and messages.

Managing Workspace Members

If you have the permissions to do so, you can invite new users to your Secrata workspaces by drilling into the workspace view and tapping the 'Members' button. This will display the members of the Workspace.

Add new members to the workspace by tapping the '+' icon in the upper right. Invite users by entering their email address. You may invite multiple users by separating email addresses with commas.

Remove members from a workspace by exposing the member options (iOS swipe left, Android long press). You can select 'Remove' from the options to remove that user from the workspace.



Workspace Message Board

All members of a workspace can post messages to the workspace message board. To access the message board, tap the 'Messages' button at the top of the workspace view.

Messages are displayed with the newest at the top.

Add a new message by tapping the '+' icon in the upper left. Type your message content and press send. Your message will be encrypted and posted to the workspace message board.