

User Guide

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SharePlus[™] 4.0 - User Guide 1.0.2

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How to Use this Guide

This guide was formatted with the reader in mind, including not only illustrative images and diagrams but also elements like notes and links, in order to highlight/redirect to relevant information.



Note/Tip...

Notes include information that needs to be highlighted. Tips provide the reader with handy details on specific features/functionalities.

About Tables	Details
Importance	Tables add value for the user by presenting complex data in a user-friendly and more readable format.
Sesture icons	provide a close-to-reality representation for applications with touch-base



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Chapter 1 Introducing SharePlus



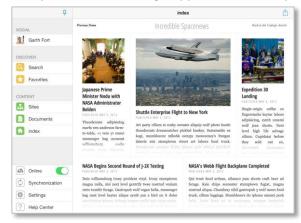
Welcome to SharePlus!

SharePlus is a native mobile application that provides online and offline, read/write access to SharePoint content like libraries, lists, and social features. SharePlus offline capabilities allows you to continue working with your SharePoint content even while offline. Changes introduced while offline are synchronized automatically with the server when the devices goes back online.

	ņ	Compartments	Sales and Marketing	💍 Edit
SOCIAL			Q. Search	
Garth Fort DISCOVER Search Favorites CONTENT		SUBSITES Marketing Topics Marketing Topics Northwind Traders Project Falcon Talispin Toys UBRARIES	New Products Proline Management Project Phoenix	
Sites Documents Home		Documents 15 ferms Marketing Reports 1 Aven Sales Reports ro items Site Reports 1 Aven Site Reports 1 Hem USTS	Images Pages 3 torns in the Sector in the Sector	
Online Online Synchronization Settings Help Center	on	Announcements 6 items Discussions ro items Sales Calendar ro items	Contacts Contacts Contacts Marketing Calendar 3 doma Contacts	

Navigate your SharePoint sites.

Access your content through Application Launchpads.





Display your List contents using rich Data Visualizations.

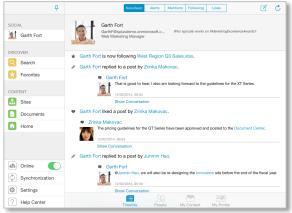


Create interactive ReportPlus dashboards with charts and pivot tables from SharePoint Lists and Excel files.





Collaborate and be in-sync with your colleagues through SharePlus social features.





At a Glance: Browsing Content

1. Access the <u>19</u> Module through the Sidebar.

₽		Sites
SOCIAL	PORTALS	
Garth Fort	BI Center	Contoso
Jan Guillinoit	Legal Discovery Center	🚠 Demo
DISCOVER	MVP Demos	🚠 Visio Demos
Search		
Favorites	RECENT	
CONTENT	Home	
🚠 Sites	FOLLOWING	
Documents	Sales and Marketing	Domestic Sales
Home	Marketing Documents	Marketing Blog
	IT Web	Document Center
	Record Center	Rew Products

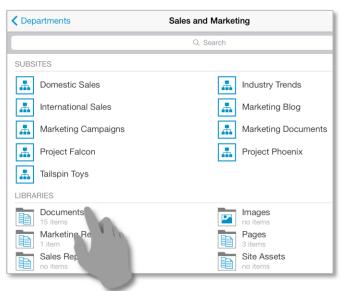
3. Navigate through the portal's sub-sites.

Sites Departments SUBSITES Q Search ф Department ies ሐ Finance rces ተ ₼ Operations ሑ Yammer Ap Ь Sales and Marketing LIBRARIES Documents Þ

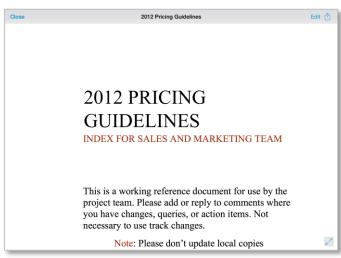
2. Enter a Portal to access its Sites, Libraries, and Lists.

	Sites				
PORTALS					
BI Center	Contoso				
Legal Discovery Center	🚠 Demo				
MVP Demos	Kisio Den				
RECENT					
Home					
FOLLOWING					
Sales and Marketing	Domestic Sales				

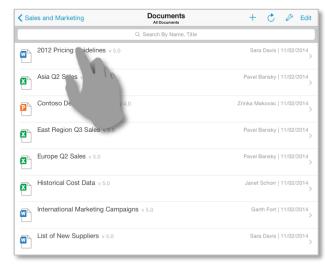
4. Browse a Library.



6. A SharePoint document <u>File</u> displayed in SharePlus.



5. Open a **Document**.





At a Glance: Working Offline

1. Tap & hold to access the Settings for a list.

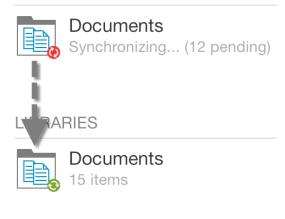
Garth Fort	Documents 91 items
Scover	Site Assets
Favorites	Edit Settings
ONTENT	Sync Now
B Sites	View in SharePlus
Documents	View in Web
Home	

3. Accept the default Offline Settings for the list.

Garth Fort	LIBRARIES
767	Documents 91 items
DISCOVER	Site Assets
Search	10 items
Favorites	5 items Sync Now
CONTENT	LISTS Offline support is not configured. Do you want to synchronize this list 2 items Do you want to synchronize this list using default settings?
🖪 Sites	Yes
Documents	Edit Settings
Home	Cance

5. Once completed, the List is synchronized.





2. Select the *Sync Now* action.

Garth Fort	LIBRARIES			
	Documents 91 items			
DISCOVER	Cito Accosto			
Search	Actions ☆ 👃			
Favorites	Edit Settings			
CONTENT	Sync Now			
🔝 Sites	View in Share			
Documents	View in We			
Home				

4. The synchronization process will start.

DISCOVER	Asia Q2 Sales v 5.0			
Search				
Favorites	Contoso Denver Expansion	v 4.0		
CONTENT	Synchronizing	Stop		
5 Sites	In Progress			
Documents	Sales Actuals Sandbox - SharePlus Demo) × (
	Financial andal Documents Sandbox - SharePlus Demo) >		
Orbit News	Shared Documents Sandbox - SharePlus Demo) >		
			v 5.0	
Online				
Synchronizing				
Settings	V In			
? Help Center				

6. While offline, changes will be marked as "Pending Updates" and will be synchronized later when online.

Sales and Marketing 2 upo	dates Documents All Documents
Europe Q2 Sales v 5.	Q Search By Name, Title
Historical Cost Data	5.0
International Marketin	🚯 Offline
List of New Suppliers	Synchronization
8 	Settings
	? Help Center



Installing SharePlus

SharePlus is available for **iOS** and **Android** platforms and is offered in three different license models:

- Free
- Subscription
- Enterprise

There are different options to get SharePlus and the one you should use depends on your license model.

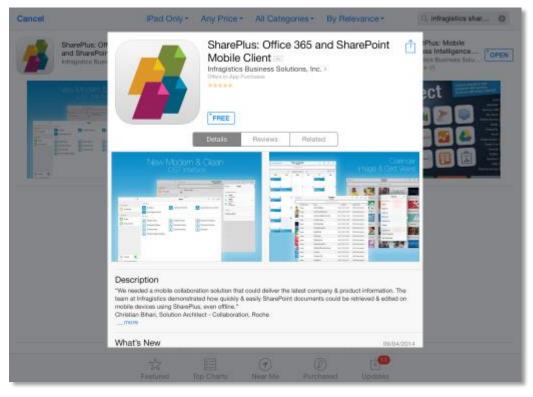


Guide scope...

This guide refers to the SharePlus for iOS only. For other mobile platforms, please refer to the corresponding documentation.

SharePlus Free and Suscription

SharePlus Free and Subscription are downloaded directly from Apple's AppStore.





SharePlus Enterprise

Corporate versions of SharePlus can be installed from:

- A corporate MDM Application Store
- A Download page on your Intranet
- A download link sent to you by mail

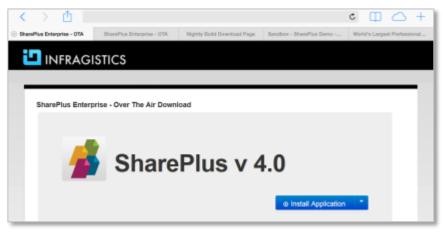
Accessing a Corporate MDM Application Store

Mobile Device Management solutions (MDM) provide a centralized location to publish business applications to be downloaded. Search your application store for SharePlus and download the application.

Apps@Work		
All Featured O Prepaid In-house		
Evernote v7.1.2	>	
Quickoffice Pro HD – edit office documents & view PDF files	>	
SharePlus MI v3.9.2	>	

Accessing a Corporate download page

If your company is using a web page to distribute SharePlus, you need to navigate to the installation page on your website <u>from your mobile device</u> and tap the "Install Application Button".



Getting a download link

Another commonly used installation method is to receive the download link through SMS, email, and other sources. The link will redirect you to the Corporate Download page, where you can follow the previous instructions.

Ad-Hoc installation

The Ad-Hoc installation method is commonly used for testing purposes and involves distributing the application as a standard file and installing on a device through your Mac or PC. For further details, please refer to SharePlus Administrator's Guide.

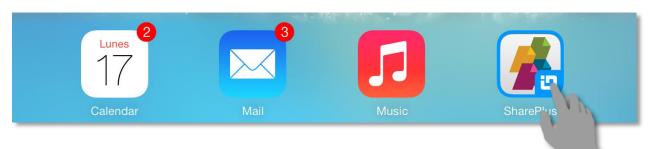


Chapter 2 The SharePlus App



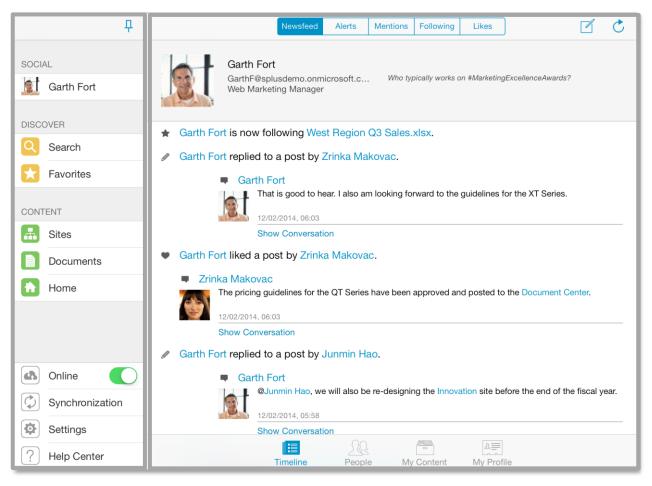
Getting Started

Once installed, SharePlus becomes available on your device's Launchpad. Tap the icon to access the app.



Once started, SharePlus displays two main panels:

- The SideBar gives you access to the application's features organized in modules
- **The Application's Main Screen** or Working Surface, where selected modules and content are displayed.



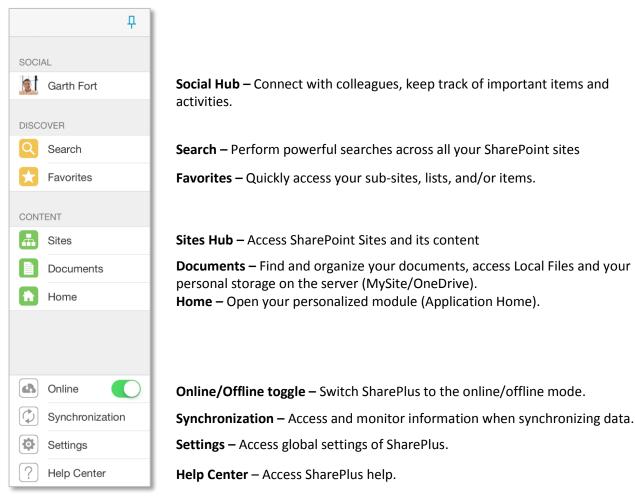
SideBar

Main Screen



The SideBar

SharePlus features are organized in modules that are always available for quick access in the SideBar.



You can auto-hide the SideBar by switching from fixed to collapsible mode.

1	P	Sites	+ 💍 Edit
SOCIAL	TALS		
Garth Fort	BI Center	🚠 Contoso	Contoso Partners
	Legal Discovery Center	🚠 Demo	Knowledge Center

Display or hide the SideBar by using swipe gestures.

=	÷	Portals		=	Portals			
SOCIAL				PC	PRTALS			
Garth For	rt	BI Center	🚠 Contoso		Testdemo	BI Center	🚠 Contoso	
		ter 🚠 Demo	Knowledge Center		Legal Discovery Center	🚠 Demo	Knowledge Center	
DISCOVER	-	P				_	_	
Search		2			CENT			
Favorites	10	Sales and Marketing	Engineering		Sind us	Sales and Marketing	g 🚠 Engineering	
	-							
		5						

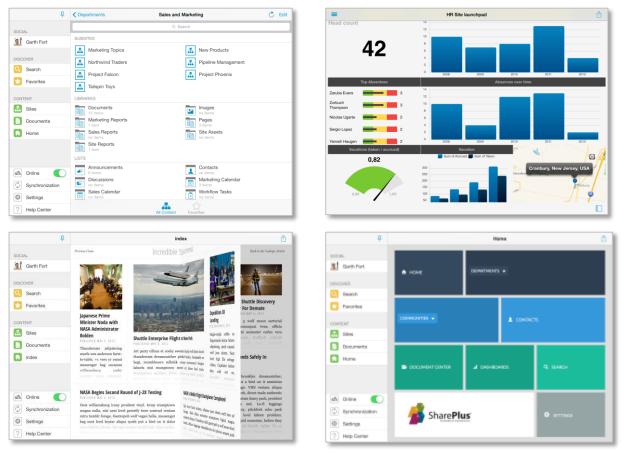
Custom Modules

Additional modules can be included on the SideBar to display custom content. These modules allow a wide range of possibilities, as any type of content supported by SharePlus Previewer can be displayed.



The Main Screen

SharePlus Main Screen or "Working Surface" is the application area where the currently selected SideBar module displays its content. Here you can find a wide range of possibilities that include content from Search, Sites, custom Launchpads, etc. When SharePlus starts a module is displayed by default, this module can be changed by a SharePlus administrator.



The Bottom bar includes the available sections for each module, as shown with the *Social* module below. The Timeline section from this module includes several sub-sections displayed in the Top bar.

다. SOCIAL Garth Fort	Standard Akerts Meteriors Totoxing Likes Image: Comparison of the standard of the	Newsfeed	Alerts	Mentions	Following	Likes
DISCOVER Search Favorites	Vieb Maketing Manager Garth Fort is now following West Region Q3 Sales.xlsx. Garth Fort replied to a post by Zirika Makovac. Garth Fort			Top ba	r	
CONTENT Sites	And is good to hear. I also am kooking forward to the guidelines for the XT Series. Togenore, cess Subve Conversation Garth Fort liked a post by Zinkia Makovac.					
Home	Zinika Makovac Zinika Makovac To pring guidelines for the OT Series have been approved and posted to the Document Center. 1:0020014.0603 Brew Convension Control Ford Project do a post-	Timeline	People		Content	A My Profile
Online Online Synchronization Settings	Carth Fort Aurmin Hax, we will also be re-designing the Innovation site before the end of the fiscal year. Carth Source Conversion Show Conversion	Timeline		ottom		
Help Center	Image Image <th< th=""><th></th><th>D</th><th>Juom</th><th>Udi</th><th></th></th<>		D	Juom	Udi	



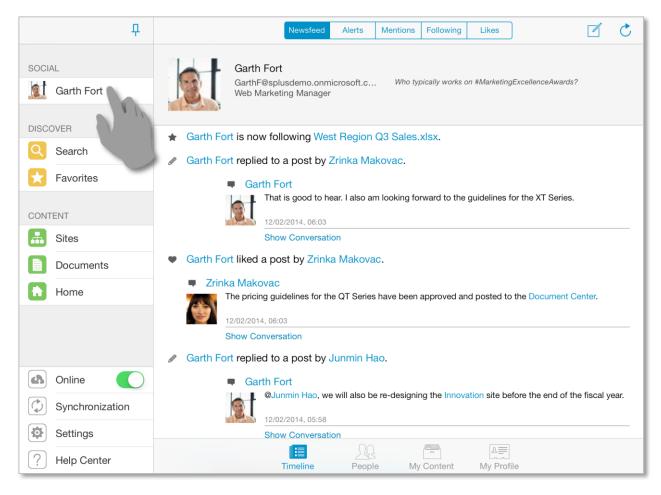
Module sections

The available sections for the Modules depend on the SharePoint Server version used (2013 or 2010/2007) and the availability of social features.



The Social Module

Social collaboration has been reorganized and greatly enhanced through SharePlus new *Social* Module, providing a centralized and feature-rich User Experience (UX) for <u>SharePoint 2013 social features</u>.



The *Social* Module lets you share your ideas, as well as discover and keep track of your colleagues and their work. You can connect with people, start conversations, and also access their content and activity feed. Your SharePoint personal storage (My Content) is available in this module, including both your public and private document libraries. The Module is divided in four sections: *Timeline, People, My Content* and *My Profile*.



Time	lino
11116	IIIe
_	-

		<u>72</u>		2
Time	line P	eople M	ly Content	My Profile

The *Timeline* tab provides you access to the following sections:

- **Newsfeed** Includes public posts and other people's activities. Besides creating new posts, or mark items you *like*, you can also start conversations with colleagues here.
- **Alerts** Displays all the recent notifications on resources that were modified. SharePlus allows you to keep close track of important resources by marking them with the *Alert Me* option.
- Mentions Gives quick access to all the posts in which you've been mentioned.
- **Following** Displays posts from the people and content you are following.
- Likes The Likes tab includes all the posts you have "liked".

Newsfeed	Alerts Mentions Following Likes	
Garth Fort GarthF@splusdemo.on Web Marketing Manag		
 Garth Fort liked a post by Zrir Zrinka Makovac 	Web Marketing Manager	
The pricing guidelines for	ne QT Series have Q Search	
12/02/2014, 06:03 Show Conversation	2012 Pricing has changed Modified on by Today, 14:35 Garth Fort. Today, 14:35	
 Garth Fort liked a post by David Longmuir 	d Longmuir. Documents has changed The following items were modified in this list: - 2012 Pricing Guidelines. Modified on Today, 14:35 by Sara Davis.	
There is a very useful pres Operations site.		1
12/02/2014, 05:55 Show Conversation	Newsfeed Alerts Mentions Following Likes	
	Garth Fort GarthF@splusdemo.onmicrosoft.c Who typically works on #MarketingExcellenceAwards? Web Marketing Manager	
	 Mentioned by Alex Darrow. Alex Darrow 	
Timeline	@Garth Fort - Working on the FY13 Strategy document 12/02/2014, 06:05	
	Show Conversation Mentioned by Sara Davis.	
	 Sara Davis @Garth Fort, they should be up in a few days. 12/02/2014, 06:03 	
	Show ConversationMentioned by Pavel Bansky.	



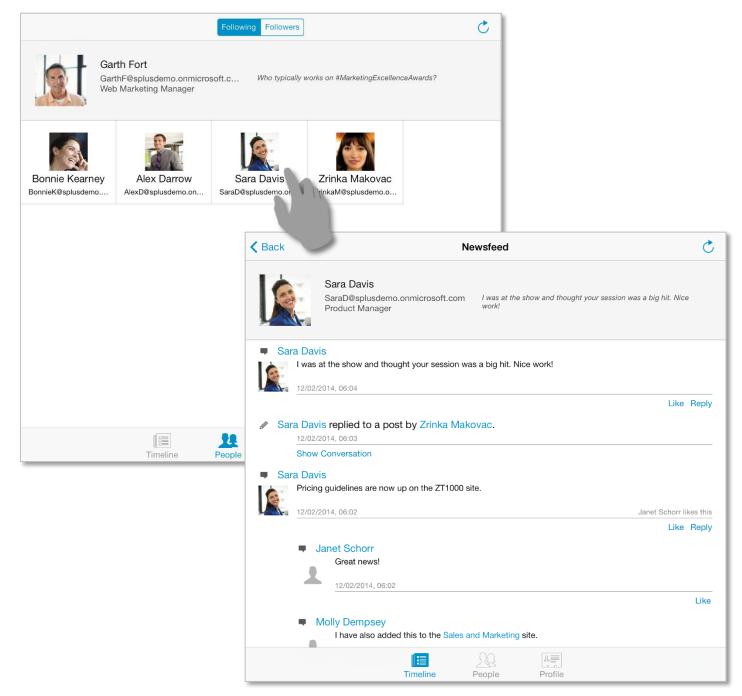
Timeline availability...

Timeline sections require SharePoint 2013 to be displayed in SharePlus. Alerts is the only exception and is always available in the Timeline.



		11		2
People	Timeline	People	My Content	My Profile

The *People* tab displays the list of people that you are following and the ones following you. In this section you are able to connect with people, access their content and activity feed and also start conversations with them.





My Content and Profile



The *Social* Module gives you access to the content of your SharePoint's personal site, including both your public and private document libraries. Also, you can visualize or edit your personal information shared on your corporate social network.

	Garth Fort 💍 📋
	Garth Fort GarthF@splusdemo.onmicrosoft.c Who typically works on #MarketingExcellenceAwards? Web Marketing Manager
	Work phone: +1 918 555 0101 >>
	Department: Sales & Marketing
	Job Title: Web Marketing Manager
	Work email: GarthF@splusdemo.onmicrosoft.com >
	Office: 20/1101
Garth Fort	C Edit ontoso Web Marketing Portal, Web Marketing Plan 2012, Metrics for Web >
Q Search	arketing Strategy Development, Verbal and Written Communication, Creati>
Garth Fort	iversity of Colorado
GarthF@splusdemo.onmicrosoft.c Who typically works on #MarketingExci Web Marketing Manager	cellenceAwards? 0 19
	cketball, Tennis, Classic Movies, Auto Racing, Antique Books
SUBSITES	$itrategic Sales Initiatives For The Web, \# Marketing Communications, \# Northwi \rangle$
Blog	
LIBRARIES	Timeline People My Content My Profile
Documents 17 items Form Templates no items	
Style Library no items	
LISTS	
MicroFeed 19 items Social 30 items	
Timeline People My Content My Profile	



The Sites Module

This Module gives you access to your SharePoint Sites and contents. Sites are displayed in an organized list view, including Portals, Recent, Following, and Recommended.

Р		Sites	+ Ċ Edit
SOCIAL	PORTALS		
Garth Fort	BI Center	🚠 Contoso	Contoso Partners
	Legal Discovery Center	🚠 Demo	Knowledge Center
DISCOVER	MVP Demos	🚠 Visio Demos	
Search			
Favorites	RECENT		
	Home		
CONTENT	FOLLOWING		
Sites	Sales and Marketing	Domestic Sales	International Sales
Documents	Marketing Documents	Marketing Blog	Marketing Topics
Tione	IT Web	Document Center	Search
	Record Center	New Products	Home
	Contoso Partner Portal	Legal Discovery Center	Investor Relations Han
🚯 Online 🌔	Blog	Executive Blog	Aarketing Campaigns
Synchronization			
Settings	RECOMMENDED		
? Help Center		Sites Favorites Membersh	ip

Recent accessed sites will be automatically populated to give you quick access to the content you are working on. When working with SharePoint 2013 server you can get recommendations on sites and documents that may be relevant to you. The portal suggestions are included on the SharePlus list view under the *Recommended* section. You can also track sites you are following on your SharePoint 2013 portal.

The Sites that you are member of (Membership) and the ones that you have tagged for quick access (Favorites) can be accessed through the bottom bar.

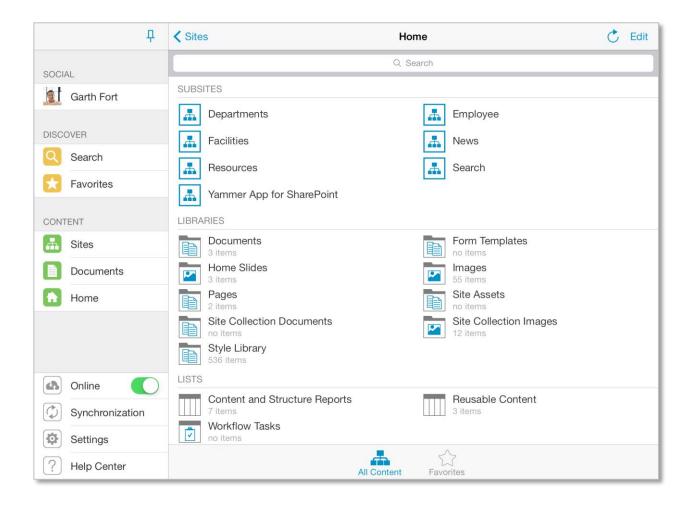




SharePoint Sites

Tapping on a Portal or a site, you can browse its sub-sites, libraries, and lists.

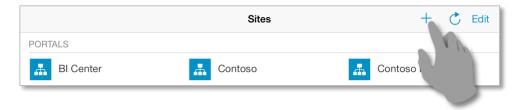
	Sites	+ 💍 Edit
PORTALS		
BI Center Legal Discovery Center MVP Demos RECENT	Contoso Demo Visio De	Contoso Partners Knowledge Center
FOLLOWING		
Sales and Marketing	Domestic Sales	International Sales





Setting up a new Connection

SharePlus Enterprise is typically pre-configured to give you access to your company Portals. However, if the site you need is not listed in the app, you can manually add it by opening the Sites module and then tapping the "+" button.



To set up a new connection you need to provide:

- The **URL** where the SharePoint Site is located.
- The Authentication Mode
- An **Account** to connect to the SharePoint server.

Р		Sites		+ 💍 Edit
	POPTALO			
SOCIAL	Cancel	Add Portal	Done	L Contoso Partners
Garth Fort				Contoso Partners
	PORTAL			Knowledge Center
DISCOVER	Name			
Search	URL	http://www.mycompanysite.com/intranet		
Favorites	E.			
	AUTHENTICATION	1		
CONTENT	Mode	Windows Ba	ased >	
Sites	Account	SharePoint 2013's Acc	ount >	
Documents				
Home	F Advanced Setti	ngs	>	
		Test Connection		
🚯 Online 🚺				
Synchronization				
Settings				
? Help Center		Sites Favorites Me	imbership	

Authentication Mode

Windows Integrated Authentication is selected by default, but Office 365, Forms-based authentication, Web Login, and other authentication methods are also supported.

You should choose the Mode that matches the authentication method of your SharePoint portal. If you don't know which one to choose, ask your Help Desk or IT Manager. Alternatively, you can try selecting different modes until you find the right one.



User Accounts

When adding a new Site change the account or create a new one if needed.

Cancel	Add Portal	Done
PORTAL		
Name		
URL	ttp://www.mycompanysite.com/intranet	
AUTHENTICATION		
Mode	Windows B	ased >
Account	SharePoint 2013's Acc	ount >

After tapping the account, all existing accounts are displayed and you can create a new one or modify an existing one. To set up a new account you need to provide your credentials (**Username** and **Password**).

Add Portal Select Account	Edit		Cancel	Demo's Account	Done
ACCOUNTS			AUTHENTICATIO	N	
Demo's Account	ĺ	6	Alias	Demo's Account	
Infragistics's Account	1	1	Domain		
Developer's Account	Ċ		Username	TestUserDemo	
SharePoint 2013's Account	✓ (j)		Password	•••••	
Demo Account	i		CLIENT CERTIFIC	CATE	
			Use Certificate)	\bigcirc
Create New Account			SETTINGS		
			Use As Default	t	\bigcirc
			The fields tagged	with "*" are required	



Accounts...

When configuring an account, specifying a **Domain** or using a **Client Certificate** are both optional and depend on the server configuration.





Infragistics Demo Portal

If you don't have access to any portal, please <u>contact Infragistics</u> to request access to our **Demo** SharePoint site.

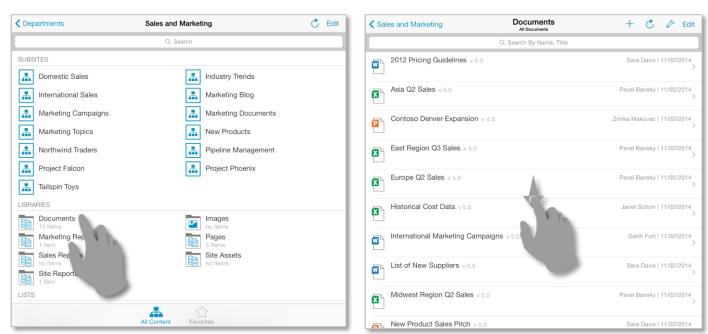
Lists and Libraries

SharePlus supports all kinds of SharePoint <u>Lists</u> and <u>Libraries</u>. On the application, the List Icon indicates the List type.

	Asset and Picture Libraries		Document and Form Libraries
	Announcements	30	Calendar
1	Contacts		Custom Lists
-	Tasks	F	Team Discussion

To access a list, navigate to the parent site and tap on the list.

Once in a list or library, you can scroll up and down to navigate through all the list's items.





List Display Settings

You can control how SharePoint Lists are displayed by configuring the following settings:

- SharePlus List Visualizations
- SharePoint List Views
- Ad-Hoc Sorting & Grouping

K Sales and Marketing	Documents All Documents	+	C & Edn
	Q Search By Name, Titl	View	- T
2012 Pricing Guidelines v 5.0		Visualization	>
		Sort and Group	> _
Asia Q2 Sales v 5.0		View in Web	
Contoso Denver Expansion v 4.0		Zrinka Ma	akovac 11/02/2014

Tap *Visualization* to access SharePlus List Visualizations (VISUALIZATIONS) and SharePoint List Views (VIEWS). Scroll up and down to navigate through all available settings.

Documents All Documents	+ (Edit	Documents All Documents	+ (C & Edit
Q Search By Name, Tit	View Visualization		Q Search By Name, Titl < V	iew Visualizatio	n
	VISUALIZATIONS	- 1	E	Table ^{standard} Grid	~
	Table view based			view based	
	Table standard	× .	VIE	ws	0
	Grid view based		All	Documents	~
	Pavel Bans	ky 11/02/2014		Pavel Ban	sky 11/02/2014

List Views

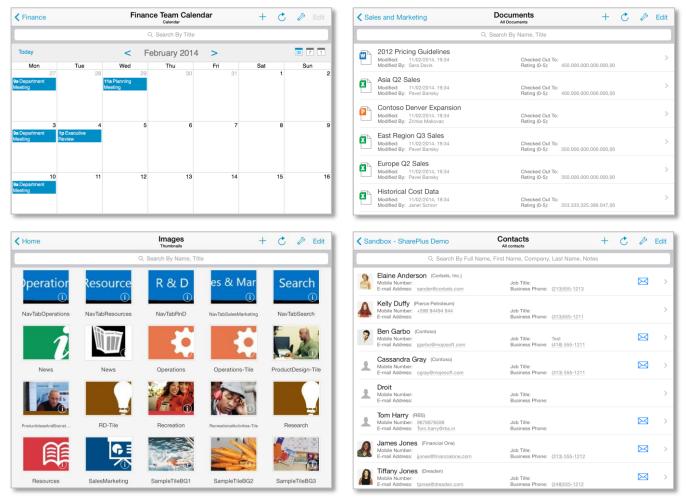
SharePoint List Views are pre-defined configurations created on the server to organize and filter the items of a list, depending on the needs of different SharePoint groups of users.

To choose a List View tap Visualization and select among the Views you have access to.



List Visualizations

The layout of the Lists can be adjusted using List Visualizations, e.g. table, grid, calendar view. The default and available Visualizations depend on the list type and settings, e.g., the *Calendar compact* Visualization is only available for Calendar lists.



Ad-Hoc Sorting & Grouping

Once you enter the sort and group settings, you will find there are different buttons and actions available. You can specify group by criteria by dragging List columns to the **Group By** section or sort criteria by dragging columns to the **Sort By** section.

K Sales and Marketing	All Documents		+	- Č	G	Edit
	Q Search By Name, Titl	View	Sort and	d Group		
2012 Pricing Guidelines v 5.0		GROUP E	BY			
		Dro	p one or mo	re column	s here	
Asia Q2 Sales v 5.0		SORT BY				
Contoso Denver Expansion v 4.0		Name (fo	r use in for	ms)		
		COLUMN	IS		iew Al	
East Region Q3 Sales v 5.0		Checked		_		
		Спескеа	Out 10		-	_
Europe Q2 Sales v 5.0		Modified			1	
		Modified	Ву			
Historical Cost Data v 5.0		Reset C	lear	Auto /	Apply -	V
International Marketing Campaign	IS v 5.0		0	arth Fort	11/02/20	014



Items and Documents

SharePlus fully supports SharePoint <u>content types</u>, including SharePoint default types and custom content types you may create. These content types are represented with different icons depending on their type.

Common items and documents are:

	Word documents		Excel documents
	PDF documents		Image documents
	ZIP documents	P	PowerPoint documents
4	ReportPlus dashboards		Custom items
 ▲ ✓ 	Task items	30	Calendar event items

Actions

Tapping over an item executes the default action. Depending on the item type and your configuration, it can display the item's properties or directly preview the document.

If you tap & hold instead, a menu with all the available actions is displayed.

K Sales and Marketing	Actions ☆ 🗘	K Sales and Marketing	Actions 🟠 🗘
	DOCUMENT	Che	ck Out
2012 Pricing Guidelines v	Open	2012 Pricing Guidelines v Dele	ote
	Open In		ow / Unfollow
Asia Q2 Sales v 5.0	Edit in Web	Asia Q2 Sales v 5.0	PERTIES
Contoso Denver Expansio	Сору То	Contoso Denver Expansio Viev	v Properties
	Move To		Properties
East Region Q3 Sales v 5.0	Check Out	East Region Q3 Sales v 5.0 SHA	RE
Europe Q2 Sales v 5.0	lo.	Europe Q2 Sales v 5.0	
Historical Cost Data v 5		Historical Cost Data v 5.0	

SharePlus centralizes all possible actions to be performed over any content, including sites, webs, lists, and items. Once the menu is displayed, scroll the list up and down to navigate through all the available actions for that type of content.



Item Properties

Access the properties of an item or document through the Actions menu.

🕻 Sandbox - SharePlus Demo	Tasks All Taska	+ (🖒 🖉 Edit
	Q, Search By Title		
Create Sales Presentation f	for Acme Opportunity In Progress - 25.0 Assigned To: angle Due Date: 07/06	00.000.000.000.000.000,00%	a >
Create draft proposal for N Created By: srajn Priority: (2) Normal	Actions 🟠 🗘	2012 to 12/01/2013	>
Create Sales Presentation Created By: araja Priority: (3) Low	TASK View Properties	erdemo 2012 to (unknown)	>
Created By: testuserdemo Priority: (2) Normal	Edit Properties	aigned 2013 to (unknown)	>
Created By: testuserdemo Priority: (2) Normal	ATTACHMENTS	aigned 2013 to (unknown)	>
Created By: testuserdemo Priority: (3) Low	Open Attachment	xigned /2013 to 26/11/2013	>

The item's properties are displayed on screen along with the *Favorite* and *Alert Me* SharePlus options.

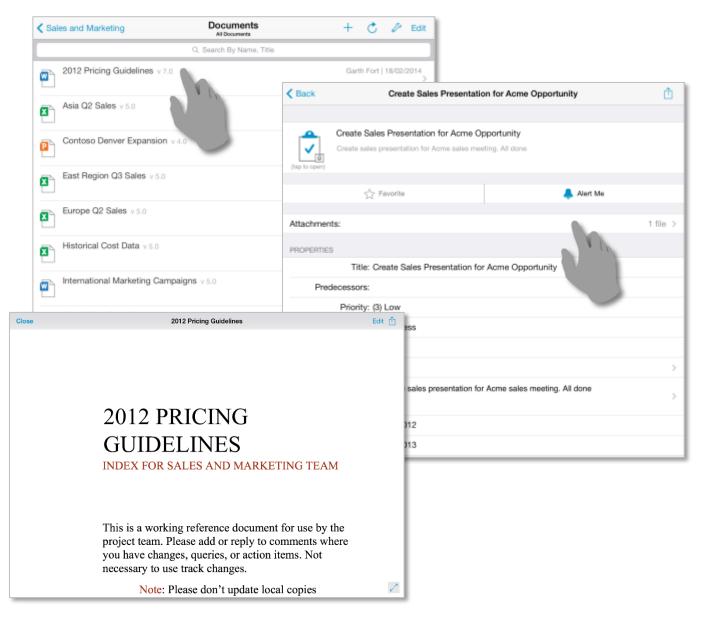
< Back	Microsoft Lync Online for Ent	erprises Service Description v3	٥
(tap to open)	Microsoft Lync Online for Enterprises	Service Description v3	
	1 - ·	0.000	
	★ Favorite	👃 Alert Me	
	Version: 9.0		>
PROPERTIES	3		
	Name: Microsoft Lync Online for Er	terprises Service Description v3.docx	
	Title: Microsoft Lync Online for Er	terprises Service Description	
	Offline: No		

< Back	Create Sales Presentation for Acme Opportunity				
(tap to open)	Create Sales Presentation for Acme Opportunity Create sales presentation for Acme sales meeting. All done				
	📩 Favorite 💄 Alert Me				
Attachmen	ts:	1 file >			
PROPERTIES	S				
	Title: Create Sales Presentation for Acme Opportunity				
Prec	decessors:				
	Priority: (3) Low				
	Status: In Progress				



Browsing Files

When working with Documents, you can open the file just by tapping the cell. For Items, first access the properties and then tap the *Attachments* button. A popover will display the available file attachments for the item.

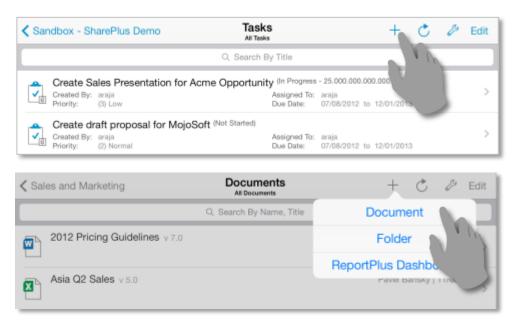




Adding/Editing Items

Adding a new item/document

You can create new items (documents, tasks, calendar events, etc.) for libraries or lists as shown below.



Editing item properties

Open the actions menu and then choose Edit Properties to enter the edit mode.





Working with properties

Fill in or make changes to the properties of the item or document.

Cancel Create Sales Pres	entation for Acme Opportunity	Save as Draft Save
Create Sales Presentation for Au		Image: Cancel 2012 Pricing Quidelines Save as Draft Save
ATTACHMENTS	Clear Priority	SOCIAL 2012 Pricing Guidelines
file 1 Documentadasc PROPERTIES	Q, Search (1) High (2) Normal	DISCOVER
Title": Create Sales Presen Predecessors: Predecessors	(2) Normal (3) Low	Favorites Name* 2012 Pricing Guidelines
Priority: (3) Low Status: In Progress		Sites The fields tagged with *** are required Created at 11/02/2014, 16/33 by Sava Davis
% Complete: 25.000.000.000.000.000.4 Assigned To: araja		Q W E R T Y U I O P 🗵
Description: Create sales presenta	ation for Acme sales meeting. All done	ASDFGHJKL Done
		☆ Z X C V B N M ! ? ☆
		.7123

SharePlus supports all standard SharePoint field types, e.g., single/multiple lines of text, lookup, calculated, date.

Location Services

_

You can use Location Services (when available) to include your location data with the other properties.

NTENT	Name*: 2012 Pricing Guidelines		
	Title: 2012 Pricing Guidelines		
Sites	The fields tagged with """ are re	Location Services	
Documents	Created at 11/02/2014, 19:33 by Sara Davis		
Home	Modified at 18/02/2014, 14:35 by Garth Fort File Size: 571.9 KB	Getting data	$\langle \rangle$
		Last Location 34.908642 South, 56.141045 West	
👌 Online 🛛 🌔		ACTIONS	
Synchronization		Copy to Clipboard	>
Settings		Show in Maps app	
? Help Center			71

Once you are done, save your work to the server.

Save as Draft Save

SharePlus features two save options: *Save* and *Save as Draft*. The *Save as Draft* option is useful when you want to work on a local copy without uploading changes to the SharePoint server.



Adding/Attaching a new File

You can add a new file as the attachment for an Item or as the file for a new Document.

Cancel	New Document		ave as Draft Save			
Create a new docume	nt.	Cancel	Create Sa	les Presentation for Acme O	pportunity	Save as Draft Save
				Take Photo/Video		
Select document		-	Create Sales Present	Photo Albums		
PROPERTIES	Take Photo/Video		Create sales presentatio	Record Audio		
Title: Title	Photo Albums	ATTACHMEN	TS	Local Files		
	Record Audio	🕂 Add		No.		
	Local Files	PROPERTIES	5	11	N	
			Title*: Create Sales	Presentation for	mity	
		Pre	decessors: Predecessor	5	5	
			Priority: (3) Low	9	-	
			Status: In Progress			

When selecting the file to be added/attached, you can search the *Local Files*, pictures from the Camera Roll, or even create the file on-the-fly by taking a picture or recording video/audio.

Cancel	New Document	Save as Draft Save
Create a new docum	ent.	
Select document		
PROPERTIES	Local Files	
Title: Title	HR Dashboard.pptx	
	Product launch brief.docx	
	West Region Q3 Sales.xlsx	
		7



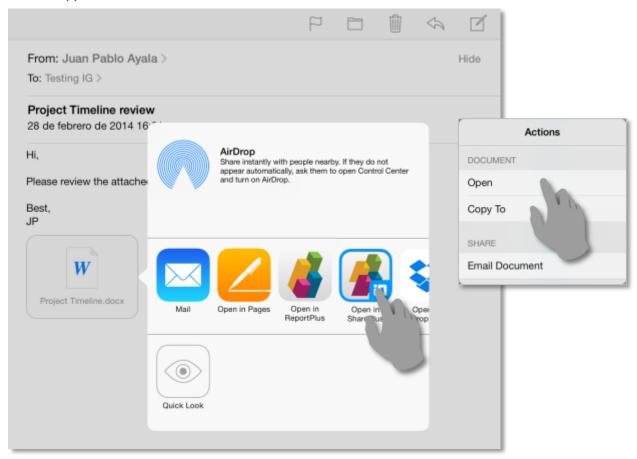
Copying a File to a SharePoint location or Local Files

You can use the *Copy To* feature to copy a file (document or attachment) to Local Files or upload the file to any SharePoint location you have access to.

✓ Sales and Marketing	Actions 🟠 🗘	+ Č	& Edit	
	DOCUMENT		Select Location	Cancel
2012 Pricing Guidelines v	Open	Garth	Local Files	>
Asia Q2 Sales v 5.0	Open In	Pavel Bai		
	Edit in Web	4	🚹 My Site	>
Contoso Denver Expansion	Сору То	Zrinka Mako	HAREPOINT SITES	
East Region Q3 Sales v 5.0	Move To		SPDemo	>
	Check Out	Pavel Bai	BI Center	>
Europe Q2 Sales v 5.0		Pavel Bar	Locations Recent	
Historical Cost Data v 5.0		Janet Schorr	11/02/2014 >	

Opening a File from an external application

With SharePlus, you can process an incoming Open In to either open the file within the application, or use the *Copy To* feature.

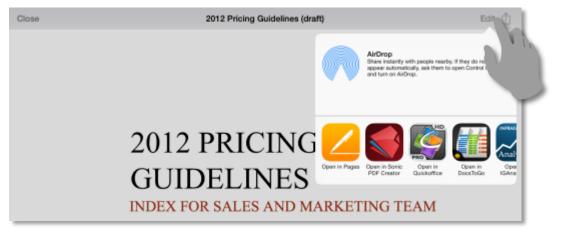




Editing a File

SharePlus relies on 3rd party apps to edit documents. You may use any app that supports incoming and outgoing Open In. That being said, QuickOffice features a native integration with SharePlus (a "Save Back" button within QuickOffice).

To edit a file, first access it for viewing, and then tap the *Edit* button.



Once you tap an icon, the selected editor will be invoked and you can edit the file as usual. Once finished, just tap "Save Back" to send the edited file back to SharePlus.



Choose Update Item and then Save.

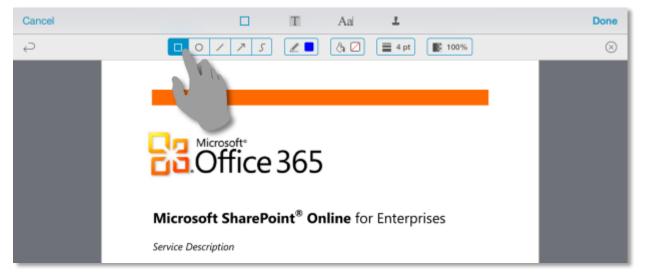


You have successfully edited a document.



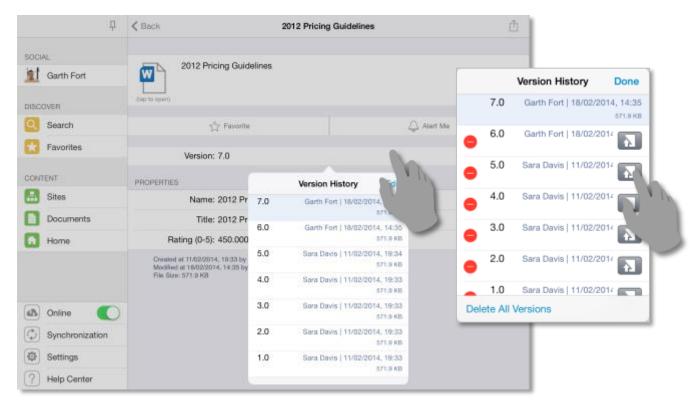
PDF Annotations

SharePlus provides PDF annotation tools that allows you to annotate PDF documents and fill PDF forms without leaving the application.



File Versions

SharePlus supports lists and document libraries with version control enabled. You can keep a history, track changes, and restore previous versions if needed.





The Favorites Module

The "Favorites" Module gives you quick access to all your Favorite content displayed in an organized list view by category.

Р	Favorites + 💍 Edit
SOCIAL	Q Search
Garth Fort	WEBS
DISCOVER	Sales and Marketing
Search	Accounting >
Favorites	LISTS
CONTENT	items >
🚠 Sites	Announcements 2 items
Documents	Finance Team Calendar > 3 items
Home	ITEMS
	New Class: Product Design III Junmin Hao 11/02/2014 We are excited to announce that the new Product Design III class will be offered soon. Keep an excited to announce that the new Product Design III class will be offered soon. New Class
Online	2009 Design Review v 2.0 Dorena Paschke 11/02/2014
Synchronization	
Settings	
? Help Center	

To mark an item, list, or site as Favorite, just tap the "Star" icon on its properties.

< Back	Microsoft Lync Online for Enterprises S	Service Description v3	
	Microsoft Lync Online for Enterprises Service D	Description v3	
(tap to open)		K Home Departments	
		Q. Search	
	★ Favorite	SUBSITES	
	Version: 9.0	Engin Actions to pe	
PROPERTIES		Legal View in SharePlus	
	Name: Microsoft Lync Online for Enterprises	Resea 🚠 Sales and Mar	irketing
	Title: Microsoft Lync Online for Enterprises	UBRARIES View in Web	
	Offline: No	Docur Follow / Unfollow Images 1 item 6 items	
		Pages 1 item Site Assets 2 items	
		Site Pages 2 Items	
		LISTS	
Chara		Department Sites 6 items MicroFeed 2 items	



The Documents Module

This module was created to facilitate access to all your relevant documents. Like the *Sites* module, you can find documents marked as favorites, recommended by the server and recently opened documents.

Р	Documents C	
SOCIAL	RECENT Image: Contoso Denver Expansion 2012 Pricing Guidelines Image: Contoso Denver Expansion Image: Contoso Denver Expansion Image: Contoso Denver Expansion	
DISCOVER Search	Customer Specifications	
Favorites	FOLLOWING New Product Sales Pitch.pptx International Marketing Strategies.docx	
CONTENT Sites Documents	Product launch brief.docx Image: Constraint of the second sec	
Home	No Items	
Online Online Synchronization		
Synchronization Settings		
? Help Center	Documents Favorites My Documents Local Files Edited By Me	

Your files can be accessed from your personal storage on the server (MySite content or OneDrive) or a private local storage on the device (Local Files). By activating Wi-Fi Sharing you can share the documents stored in the Local Files section across the network.

The Documents Module on SharePlus is divided in five sections:

- **Documents** The *Documents* tab displays the recent and recommended documents along with the documents you follow.
- **Favorites** The *Favorites* tab displays all your favorite documents (this tab only shows documents, excluding sub-sites or lists).
- My Documents The My Documents tab displays your personal storage on the server.
- Edited By Me Here you can find all the documents recently edited by you.
- Local Files The Local Files tab functionalities are detailed below.

Features availability...

The *My Documents* section is accessible when social features are enabled on the server. Following and Recommended documents require SharePoint 2013 to be displayed.





The *Local Files* tab gives you access to an isolated and secure storage on your device. This storage is not synchronized with the server and can be used to store personal files. From Local Files you are able to upload files to the SharePoint server or share them via the Wi-Fi network.

Favorites

2

My Documents

Local Files

Ī

Edited By Me

File Sharing

Share files from Local Files with others through the Wi-Fi network. It is as simple as connecting your device to the network and enabling File Sharing in SharePlus. Once the address is displayed on screen, input that address in a web browser connected to the same network.



Documents

	Local Files	+ 🖉 Edit
WiFi File Sharing	g Close	
File Sharing		13/02/2014, 20:25 >
Documents Favorites	My Documents Local Files E	Edited By Me



The Search Module

This module allows you to search server content by keyword and retrieve results from all connected portals at the same time. Filters like scope, date, result type, and author help you narrow the retrieved results which are displayed in an organized list view.

	 .	Q SharePoint		0	Search
	(Contoso		Filters	
SOCIAL		Departments Wortell, info@ Visit our department sites for information on Engineering, Products, Sales ar the latest advancements in our state of the SharePoint, The new way to v	Portals		
DISCOVER		Employee Wortell, info@ The Employee Center is a centralized place where employees can come and	Scope	A	I Scop
DISCOVER		Resources, Legal issues or IT related issues SharePoint, The new way to	Result Type	A	II Results >
Search	L	Resources Wortell, info@ Welcome to the Resource Home page This site contains resources that ar Contoso Career Training Locate resources related to SharePoint, The	Modified Date	э .	Any Date >
		View all results	Author		Any Author
CONTENT		Contoso Partners			
🔝 Sites		Contoso Partner Portal System			
Docum	nents				
Home	9	Contoso FY2012 SUMMARY report This report summarizes the 2012 marketing campaign results for Contoso used a SharePoint Online solution to help its employees to develop the cam	paign, share		
	q	European Regulations and Procedures document at the same time when it's posted to SharePoint, so there's no rea is in the project's SharePoint image library if you need high resolution			15/10/2012 size image
(Online		View all results			
Synchr		Legal Discovery Center Legal Discovery Center Share Baint John There is no communicated atticle for this page. Comb fi			
Setting		SharePoint Help There is no recommended article for this page Can't fi question to the Office 365 Community	nd what you are loo	king for Pos	st your >
? Help C	enter	Content People			

Using the search filters, you can refine the search by scope, date, result type, and author.

Filter	Description	Examples
Scope	Define the relevant area for the search.	This Site, All Sites, People
Result Type	Specify the expected result type.	All Results, Word Documents, PDF
Modified Date	Refine the search criteria by date	Any Modified Date, Past Week, Earlier
Author	Filter the search by author name	Any potential author name

To open unauthorized content you need to provide the required credentials.

Testdemo					
Loading	Test	tdemo			
Contoso Sale	Authentication Required		MOD Administrator 12/02/20 Contoso Sales and CSAT Analysis.xlsx		
BI - Reports (Contoso Sales ar	Password		MOD Administrator 12/02/2014		
Contoso	Cancel	Continue			
		Engineering, Products	Wortell, info@wortell.nl;MOD Administrator 11/02/2014 , Sales and Marketing and much more Get the latest How can we help you better with		



SharePlus Offline

SharePlus allows you to access and edit your data even when not connected to the SharePoint server.

Configuring Offline

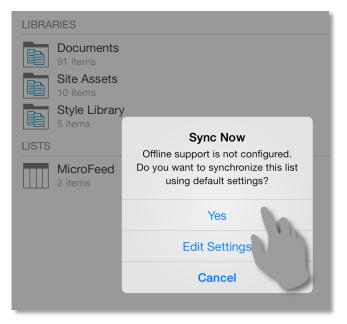
You can configure the offline behavior of a list using two different methods:

- Through the Sync Now list action, using the default Offline settings.
- Manually adjusting the Offline Settings.

Configuring Offline with Sync Now

Tap & hold over the SharePoint list to access the actions menu. Then, select *Sync Now* from the actions popover. Accept the default Offline Settings for the list. The *Background* Sync Mode and the default List View will be selected, e.g., "All Documents".

LISTS	Settings
Svn	
- Oyn	c Now
Viev	w in SharePlus
Viev	v in Web





Manually Configuring Offline Settings

Tap & hold over the SharePoint list to access theactions menu. Then, access the List Settings from theactions popover.

SUBSITES A Domestic Sales ф. Industry Trends æ International Sales <u>љ</u> Marketing Blog ф. љ. Marketing Documents Actions 🏠 Δ њ 4 New Products Edit Settings 4 * Pipeline Management Sync Now ÷. * Project Phoenix View in SharePlus ÷. View in Web LIBRA Documents Images Marketing Reports Pages Sales Reports Site Assets Site Reports

Enable Offline Support for the list and start configuring the settings.

	Sales and M	larketing				Ċ	Edit
Cancel	Documents		Done				
UST SETTINGS				ıds			
Offline Support			SYNC M	ODE			
Sync Mode		Backg.	Browse	bd			
Sync List View			Backgr	ound			~
Only Wifi					111		
Download Documents				lagem 1			
Max Document Size (Mt	3)		15	nix	·		
OTHERS							
Query Page Size (rows)			150				
Notifications			\bigcirc				
Eras	e Downloaded Content						
	Refresh Cache						
	Reset All						
	4	57					
	All Content						

To work offline with the list you need to specify:

- The **Sync Mode** which determines two important aspects of the Offline behavior:
 - Which is the method used to synchronize list content.
 - How the synchronization process will be carried out.
- The **Sync List View** or SharePoint List View used to filter the list contents.

Synchronization Modes

The SharePlus Synchronization Process can be done following two different modes, Browsed or Background.

Background mode – This mode synchronizes the list content while SharePlus is active and the device is online. The synchronization process runs in the background and is triggered when SharePlus is idle for more than 30 seconds.

Browsed mode – With this mode, only the items, documents, and files that you open while online will be available offline. You have to manually synchronize changes by re-opening the list contents.

Setting	Description
Offline Support	Enables offline browsing for a list, when turned on other settings will be enabled.
Sync Mode	Choose between Browsed and Background modes.
Sync List View	Select the SharePoint List View to be used.
Only Wifi	Enable the background process to run only when a wireless network is present.
Download Documents	If disabled, only the item properties (metadata) are saved and not the actual files.
Max Document size	Filters the downloaded documents by size, only documents with less size than the specified value will be synchronized.
Query Page Size	Specifies the number of items per block that are requested from the server.

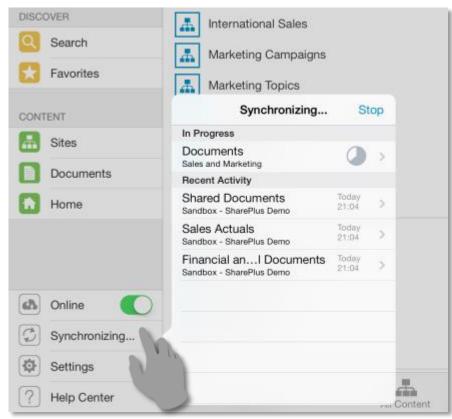
Complete List of Offline settings:



Triggering the Synchronization process

The Synchronization process is activated when there are lists with offline support enabled and the device is idle for a fixed number of seconds. The frequency in which the process is triggered can be modified, for further details refer to the Advanced Settings in Chapter 3: SharePlus Configuration.

Open *Synchronization* from the SideBar menu to start and also monitor the synchronization process. Once the Synchronization process is finished, all the list contents will be cached locally.



The list will go through the synchronization process.

Documents Synchronizing... (12 pending)

Once the process is successfully completed, the list is synchronized and the sync status icon turns green.



Documents 15 items



File size...

A document bigger in size than the Max Document Size setting (15 Mb by default) won't be synchronized. As a consequence, the sync status icon will remain in color red to notify the document's status.



The Synchronization status icons

The sync status icons are used to illustrate different states when having Offline Support enabled.

- **Grey icon** A list or item is not yet synchronized.
- Red icon A list is being synchronized or has pending changes.
- Green icon A list or item is fully synchronized with the SharePoint server.
- Blue icon Browsed Mode is selected as the synchronization method.

LIBRA	LIBRARIES				
	Asset Picture Library 202 items				
Þ.	Expense Reports 6 items				
	Financial and Legal Documents 33 items				
	Marketing Synchronizing				
Þ.	Sales Dashboards 2 items				
	Site Assets 43 items				

Going Offline

When switching the application to the Offline mode, only the synchronized content will be accessible.





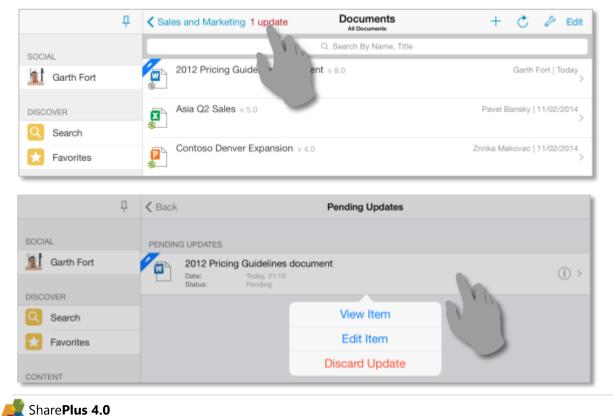
Editing content Offline

User Guide

When working offline, all the content changes will be kept locally and marked as Pending Updates.

These updates will later be uploaded to the server when back online.

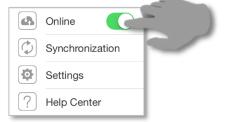
< Back	2012 Pricing Guideline	s document (Pending)	Û	Item with Pending Updates.
(tap to open)	2012 Pricing Guidelines document			
	∽ Favorite	🔔 Alert Me		8
	Version: 8.0			
PROPERTIES	s			You can access the original item through
	Name: 2012 Pricing Guidelines (draf	t)		this button.
	Title: 2012 Pricing Guidelines			
B	ating (0-5): 450.000.000.000.000,00		>	View Original
Modifie	f at 11/02/2014, 19:33 by Sara Davis d at Today, 21:08 by Garth Fort e: 571.9 KB			
View Origi	nal			



You can access the Pending Updates for a list and choose to further edit the item or discard the changes.

Going Online and Synchronizing

Switch the application to the Online mode to start the synchronization process.



Open Synchronization from the SideBar menu to access the synchronization process details.

DISCOVER	International Sales	Aarketing Blog
Search	Marketing Campaigns	Marketing Documents
Favorites	Marketing Topics	New Products
CONTENT	Synchronizing Stop	Pipeline Management
	In Progress	
Sites	Sales Actuals	A Project Phoenix
Documents	Sandbox - SharePlus Demo	
Documents	Financial andal Documents	
Home	Documents	
	Sales and Marketing	Images
	Shared Documents	no items
	Sandbox - SharePlus Demo	Pages
		3 items
🚯 Online		Site Assets no items
Synchronizing		
Settings		
? Help Center		Content Favorites

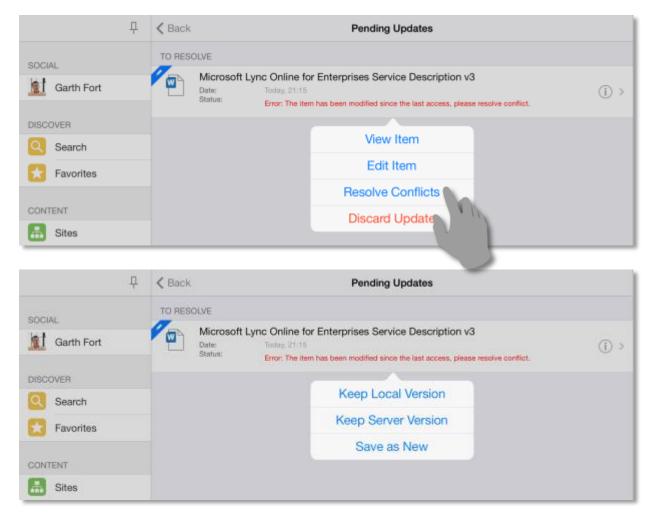
Changes made offline are synchronized back to the server and all sync status icons turn green. Items with conflicts that need to be resolved will be displayed as Pending Updates for the list.

		Sales and Marketing	Documents All Documents
SOCIAL			Q Search By Name, Title
Garth Fort		2012 Pricing Guidelines (d	lraft) v 9.0
DISCOVER		Asia Q2 Sales v 5.0	
Search		®	
Favorites		Contoso Denver Expansio	n v 4.0



Conflict Resolution

When synchronizing changes back to the server you may encounter conflicts, for example, when two or more users edit an item at the same time. SharePlus resolution engine helps you decide how you want to proceed in those cases.

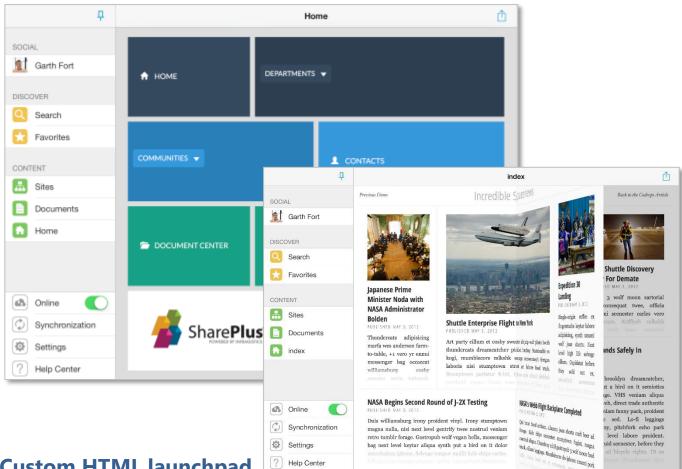




Application Launchpads

By using web technologies like HTML, CSS and JavaScript, SharePlus can display rich launchpads to enhance the user experience. In addition, high quality interactions can be achieved by using CSS and JavaScript frameworks like JQuery.

Besides that, SharePlus provides a JavaScript API that gives access to SharePlus data, giving you the ability to present dynamic content from the server, even while offline.



Custom HTML launchpad

Building an HTML launchpad is especially powerful. When combined with SharePlus URL Schemes, you can create a custom HTML page with markup, images, CSS, and virtually any content you want to display. This launchpad can contain links to different locations in the application to navigate or open SharePoint content.

JavaScript API

A set of pre-defined API functions can be used to access the SharePlus application, retrieve data from SharePoint, and display information in your launchpad.

Working with the API allows you to create custom-tailored launchpads with full control over the layout and the launchpad behavior. This flexibility is further empowered by the possibility to present dynamic content from SharePoint like announcements, events, news, or any other content from the server. Application Launchpads can access SharePoint data even while SharePlus is not connected to the server. $\overline{\mathbf{A}}$

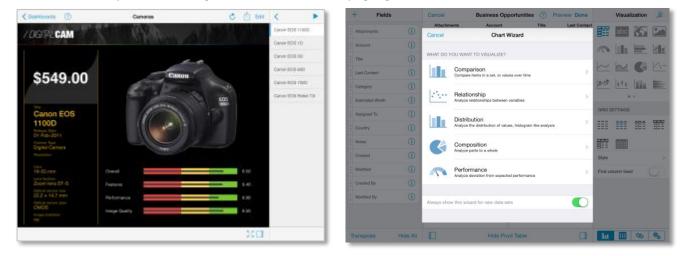
ReportPlus Integration

Use data visualization to communicate insight by creating dashboards that consume SharePoint data. SharePlus integrates the <u>ReportPlus</u> interactive, easy-to-use, and fast dashboard and reporting experience.





The Visualization options include grid, text, trend line, map, gauge, chart, and financial chart views.





Working with Pivot Tables

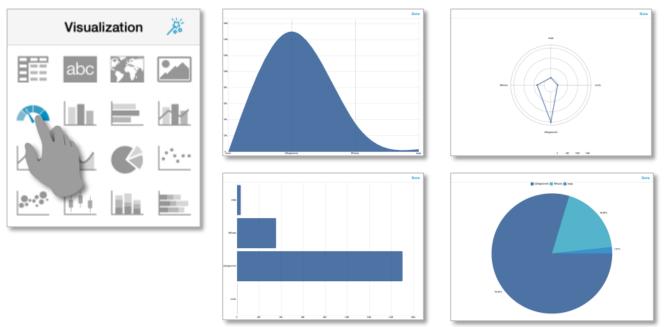
You are able to connect to data sources like lists and documents, including calendars, contacts, images, Excel files. Data from SharePoint lists and Excel files allows you to apply many different Visualizations. Pivot Tables are very powerful data summarization tools that help you analyze data.

To create a pivot table, just select your data and use the **Pivot Table Editor** to slice-and-dice data according to your needs.



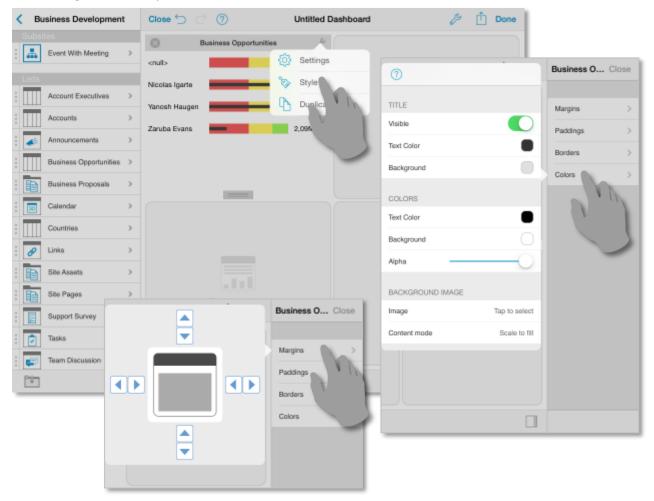
Customizing the Visualizations

When building your visualizations you can choose between the default Grid and a large number of visualization types like Linear Gauges, Maps, Pie Charts, Candlestick Charts, etc.





In addition, you are able to adjust style customizations at different levels: first, for the visualization, then for the widget, and finally for the entire dashboard.

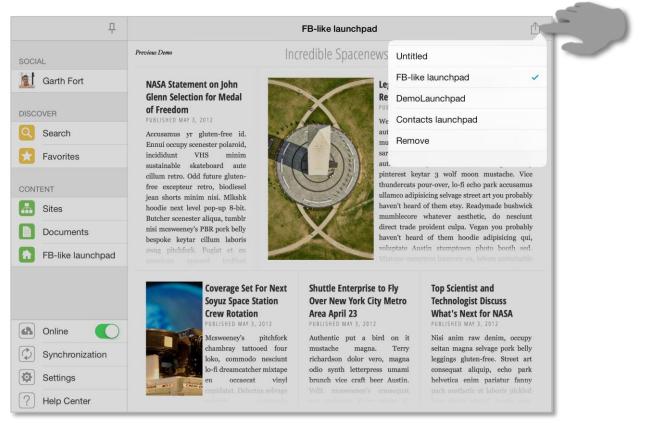




Customizing SharePlus Interface

When accessing a Site or the Application Home within SharePlus, the User Interface can be customized with different types of content. You can configure SharePlus to display Application Launchpads, ReportPlus dashboards, and PDF files.

In addition, you can have more than one content assigned, in those cases you are able to switch between the different content by using a selector.



Application Home

Custom content can be displayed in SharePlus when accessing the Application Home module in the SideBar. This module can be loaded by default when opening the application from scratch.

Site homes

Portals and sites can both display a personalized User Interface in SharePlus, presenting the user with a customized view for a given site. Site Home templates can be pre-configured and shared across sites, displaying different content depending on the SharePoint site's context.



Configuring SharePlus User Interface

You are able to manually configure personalized content for sites and the Application Home module through the User Interface.

Start by performing a tap & hold over an item to open the *Actions* menu and select the *Add as Home* action. Then choose between two targets, Application (Application Home module) or This Site (the site where the item is located).

	Actions	+	Cancel	Add as Home	Done			
	DOCUMENT							
Finance docs to review	Open In		HOME TITLE					
			DemoLaunchpad					
FlipboardPageLayout	Сору То	ру То 07/05.		TARGET				
Logs	Move To	Application						
	Add as Home Rename		This Site Demo					
Contacts launchpad.html								
customers.webarchive	Delete							
DemoLaunchpad.webarchi	ve		Today, 16:14 395.0 KE					



SharePlus User Interface Advanced Configuration...

A personalized User Interface can be pre-configured by IT Managers to centrally manage the application's behavior.



Chapter 3 SharePlus Configuration



Application Settings

A subset of SharePlus settings can be manually adjusted accessing the Settings module on the Sidebar.

Р		Sites		+ 💍 Edit
	PODTALS		_	
SOCIAL	Cancel	Settings	Save	Contoso Partners
Garth Fort				Knowledge Center
DISCOVER	Passcode Lock			A nowledge Center
Search	DISABLE AUTO-LOCK			
Favorites	F During Preview		\bigcirc	
CONTENT	During Sync		\bigcirc	
Sites	F Device Must Be Plugged In			
Documents			_	
Home	Remove Local Files After Uplo	bad	\bigcirc	
Home	Preview Document On Tap			
			-	
	Advanced Settings		>	
🚯 Online				
Synchronization	Lelo Center	SharePlus v 4.0	(4.0.1610) >	
Settings			_	
? Help Center		Sites Favorites	Membership	



Application Configuration...

SharePlus also enables IT Managers to centrally manage the application's behavior using several mechanisms that include using a local configuration file, remote files (one or more) stored on SharePoint or any web server, through MDM Servers, and even generating personalized configuration on-the-fly. For further details refer to SharePlus Administrator Guide.

Manual configuration settings include, among others, the Passcode Lock settings and the Advanced Settings (connection timeout and synchronization idle time) as shown below.

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DISABLE AUTO-LOCK	
During Preview	\bigcirc
During Sync	\bigcirc
Device Must Be Plugged In	
Remove Local Files After Upload	\bigcirc
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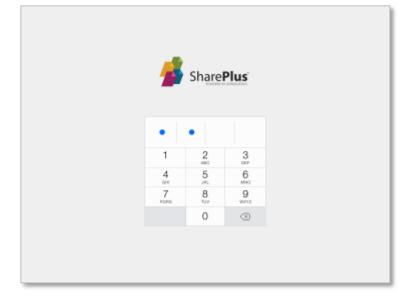


The two following settings specify general behavior of the application:

- **Remove Local Files After Upload** This setting allows you to automatically remove the local copy of a file after it has been uploaded.
- **Preview Document On Tap** You can enable document preview as the default action when tapping a document. Document details are still available on a different view.

Passcode Lock

SharePlus provides an optional Passcode Lock. When opening the application with Passcode Lock enabled, you are prompted to enter a four digit code. The lock is automatically activated when the application goes to background or after a configurable amount of idle time.



When you enable the Passcode Lock, SharePlus prompts you to introduce the new passcode.

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The auto-lock feature can be disabled under particular circumstances:

- **During Preview, During Sync** Prevent the device from locking itself while previewing docs and/or during the sync process.
- **Device Must Be Plugged In** Enables the other two auto-lock options when the device is plugged in.



Advanced Settings

These settings include:

- **Timeout** You can set the amount of time (in seconds) that SharePlus will try to connect using a network. If there's no response within this time, the application will stop trying and give a *Connection timeout* error.
- User-Agent SharePlus user agent. If empty the standard agent is used.
- Idle Time Frequency in which the Background synchronization process is triggered, in seconds.
- **Technical Log** You can enable or disable the generation of application logs. These logs store all application's requests and also the server's responses.



Chapter 4 Getting Support



Getting Support

You can access the In-App Help Documentation by tapping *Help Center* on the Sidebar.

This help documentation consists on a few relevant topics about SharePlus Offline and it also includes a link to SharePlus iOS FAQ. The FAQ includes a list of tips and FAQs that answer most common questions.

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(11)		What's new in SharePlus v 4.0		>	
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Sites		FAQ		>	
Documents		Feedback & Support		>	
Home					
Online					
Synchronization					
Settings			0		
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SharePlus support model depends on your license model (Free, Subscription, and Enterprise).

SharePlus Enterprise Support

Enterprise users can request support by contacting the company's internal Help Desk or IT support department. In addition, Enterprise versions are already configured to send an email directly to the company's support department.

SharePlus Free and Subscription Support

Free and Subscription users can access a wide number of resources to get the answers they need:

- <u>Enterprise Mobility</u> Follow this link to access blogs and user forums in our site, Ask questions in our Forums and get insights from our community of experts and power users. Blogs help you find out more about SharePlus possibilities.
- <u>Videos</u> Check out our quick and easy-to-follow videos for helpful tips and tricks.

Appendices SharePlus Offline Notes Document Changelog



Appendix1: SharePlus Offline Notes

SharePlus provides the ability to **cache SharePoint content locally** in the device, allowing you to access information even when **not connected**. This significant advantage comes with the obvious consequence of having to synchronize your content later with the server.

Below you can find a few considerations to take into account when synchronizing content:

Browsed Mode Considerations

- 1. When items/documents were changed on the server Changes made outside SharePlus, directly on the SharePoint server, are not reflected in the application until you reopen the documents with changes.
- 2. When items/documents were deleted on the server When working with this mode, items deleted from the SharePoint server are not detected in SharePlus. Instead, these items remain on the application and take up storage space. Using the *Reset Cache* button is recommended in this cases to reset all the content stored locally.

Background Mode Considerations

- 1. When working with background synchronization The synchronization process is triggered when SharePlus is idle for more than 30 seconds, and it requests a block of list items to the SharePoint server to store them locally. After storing the block of items, if SharePlus remains idle the process continues to synchronize the rest of the list items. The frequency in which the synchronization process is triggered can be specified in the device through the *Idle time (sec)* setting located in Advanced Settings.
- 2. The Synchronization process can be interrupted in particular cases The Background Synchronization Mode is suspended when:
 - The user interacts with the device, to free bandwidth for navigation.
 - SharePlus is sent to the background.
 - The device is suspended.

General Considerations

Permission Changes on the server while you were Offline
 While working Offline, permission changes in SharePoint can't be replicated to SharePlus at that time.
 However, you will get those changes later when going Online again and content is synchronized.
 Synchronizing your work can lead to several conflicts which need to be addressed, like having
 SharePoint permissions changed for a site, a list or even a specific document.



2. Structural changes on the server

The synchronization process updates all content changes from the SharePoint server. Changes in the structure, however, are not updated. This is true for either online or offline scenarios. Structural changes in the SharePoint server include, for example, changing the default list View or adding/deleting a column from a list.

By using list Views, you can filter or manage the visibility of a list. Because of that, it is important to have list Views up-to-date. SharePlus allows you to retrieve structural changes for a list by using the *Refresh Cache* option. Alternatively, using the *Erase Downloaded Content* option you can delete all the locally stored content for the list. After performing this operation, all the server information for the list will be downloaded again to SharePlus.



Appendix2: Document Changelog

Version	Section	Description
1.0.2	Installing SharePlus	Removed MAC from the available platforms.
1.0.1	Installing SharePlus	Screenshot update in SharePlus Free and Subscription.

