



SharePlusTM
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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/functionality.

About Tables	Details
Importance	Tables add value for the user by presenting complex data in a user-friendly and more readable format.

Gesture icons  provide a close-to-reality representation for applications with touch-based UI.

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Chapter 1

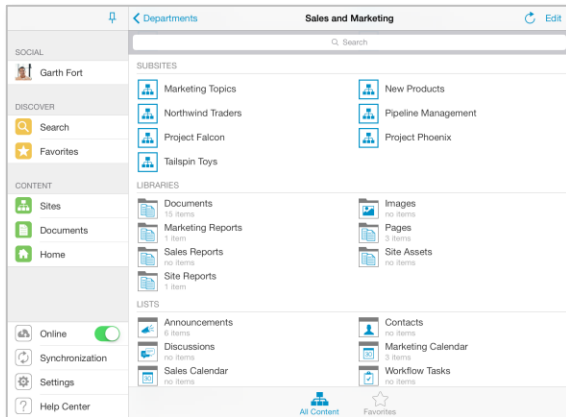
Introducing SharePlus



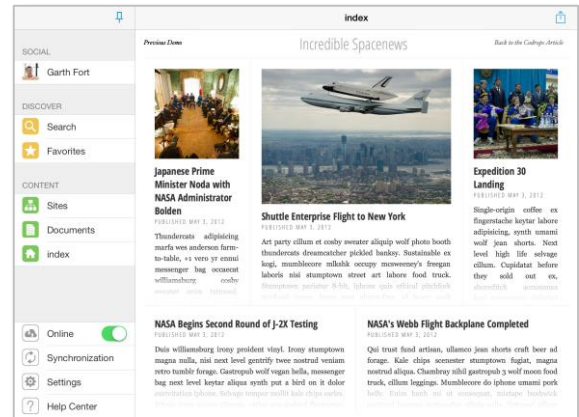
Welcome to SharePlus!

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 device goes back online.

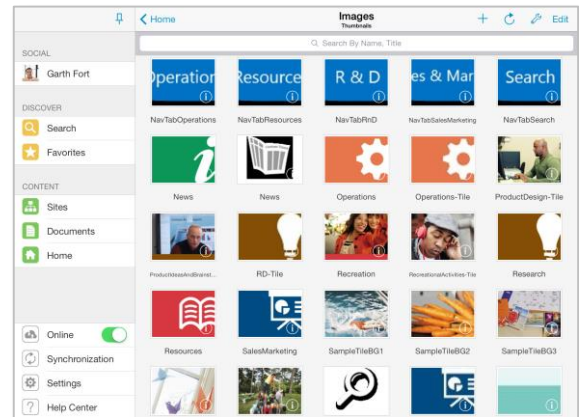
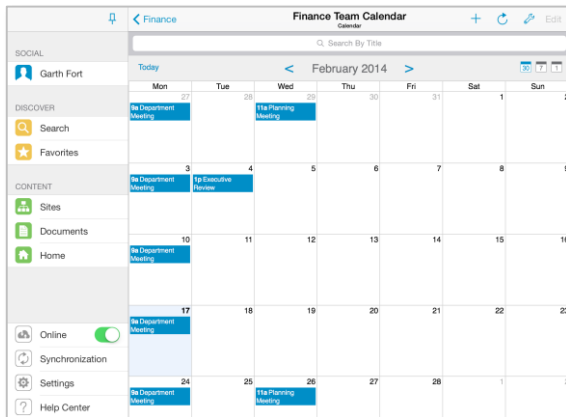
Navigate your SharePoint sites.



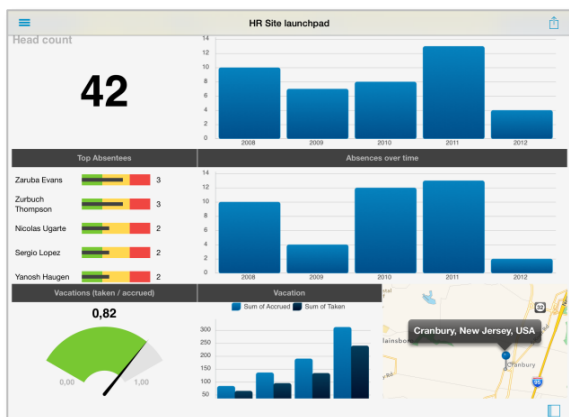
Access your content through Application Launchpads.



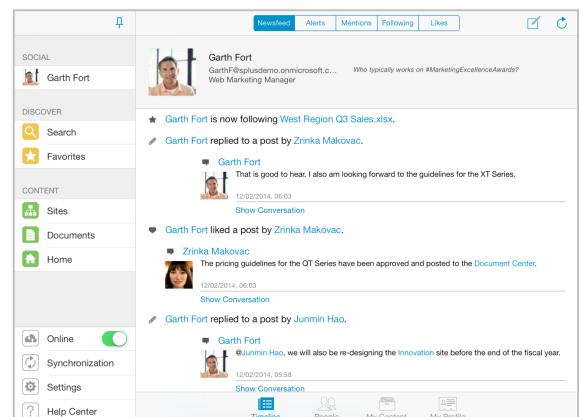
Display your List contents using rich Data Visualizations.



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

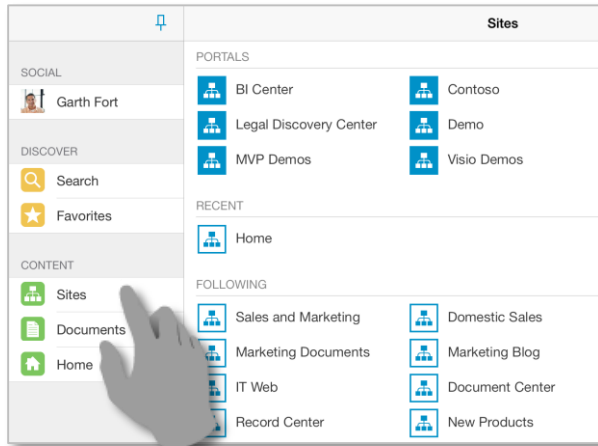


Collaborate and be in-sync with your colleagues through SharePlus social features.

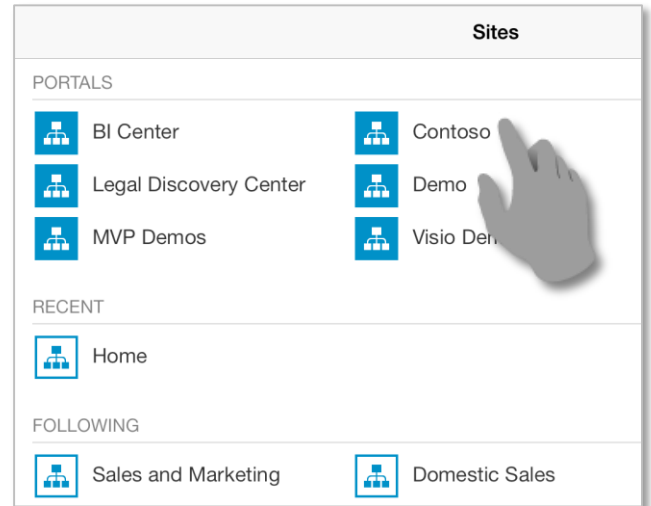


At a Glance: Browsing Content

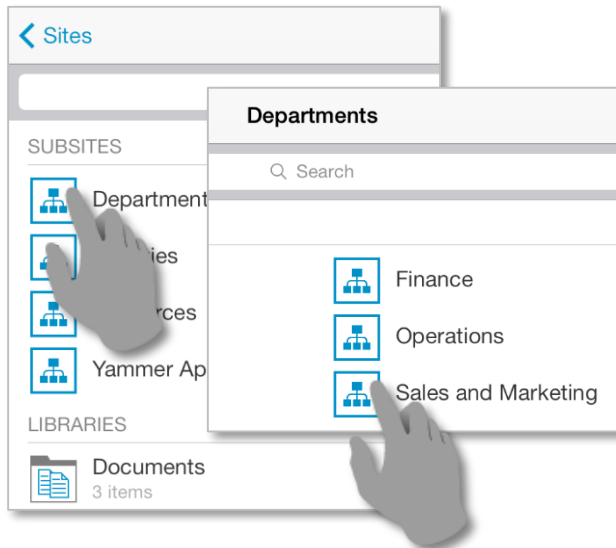
1. Access the [19](#) Module through the Sidebar.



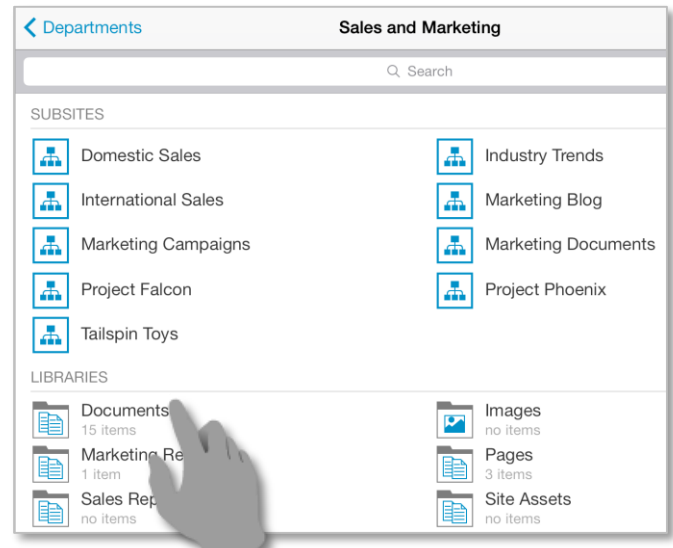
2. Enter a Portal to access its Sites, Libraries, and Lists.



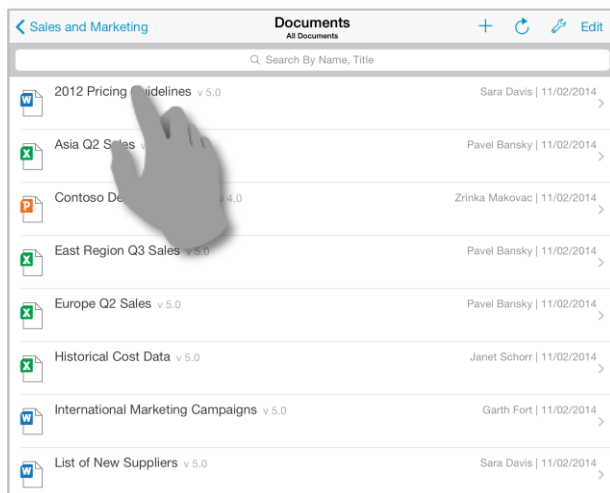
3. Navigate through the portal's sub-sites.



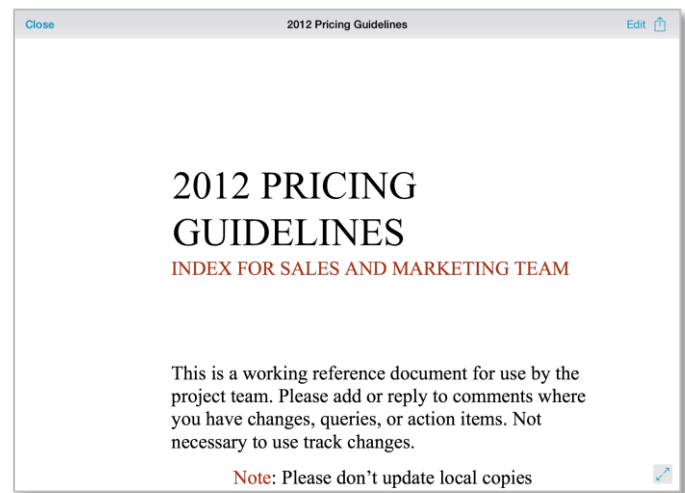
4. Browse a [Library](#).



5. Open a [Document](#).

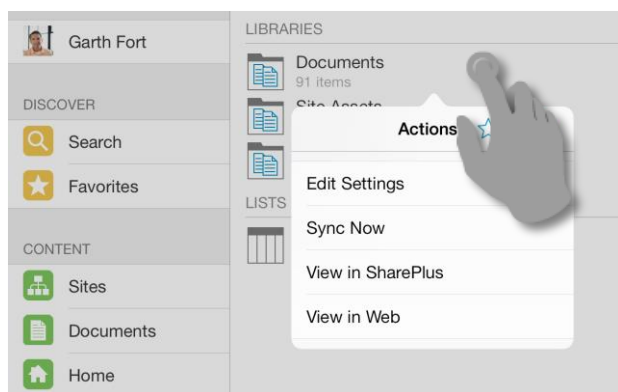


6. A SharePoint document [File](#) displayed in SharePlus.

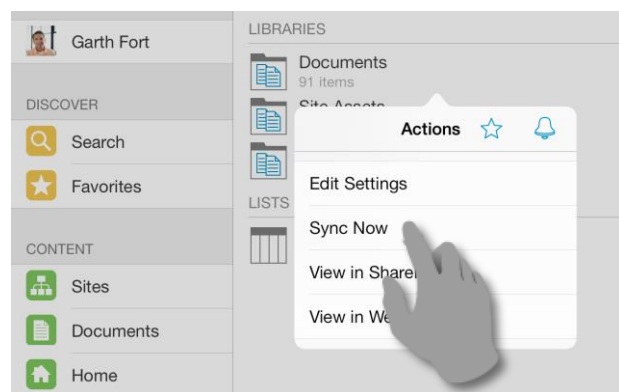


At a Glance: Working Offline

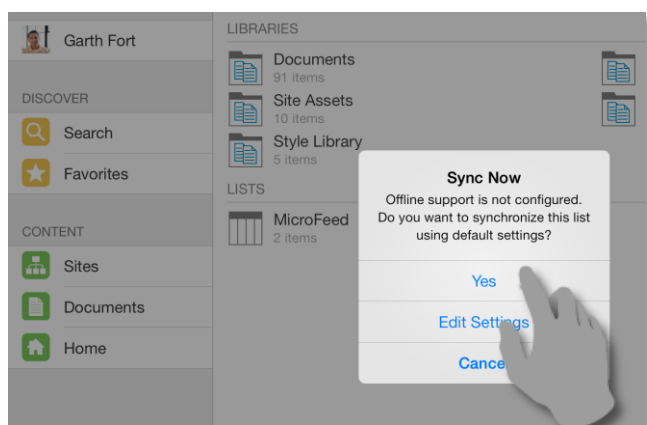
1. Tap & hold to access the Settings for a list.



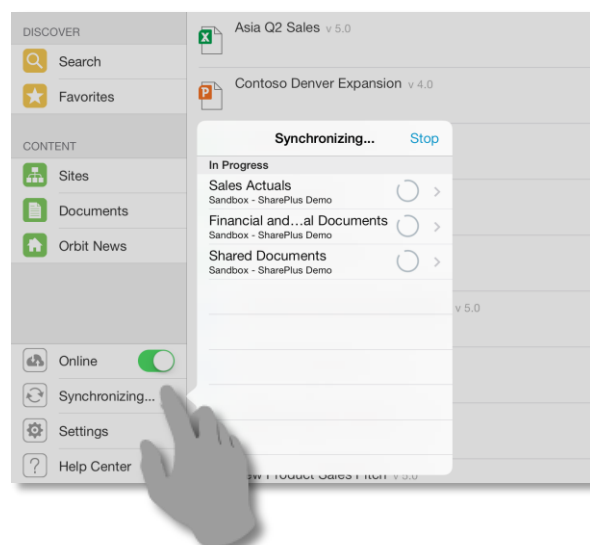
2. Select the *Sync Now* action.



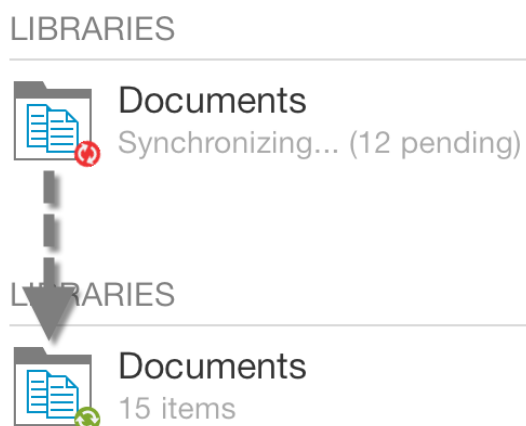
3. Accept the default Offline Settings for the list.



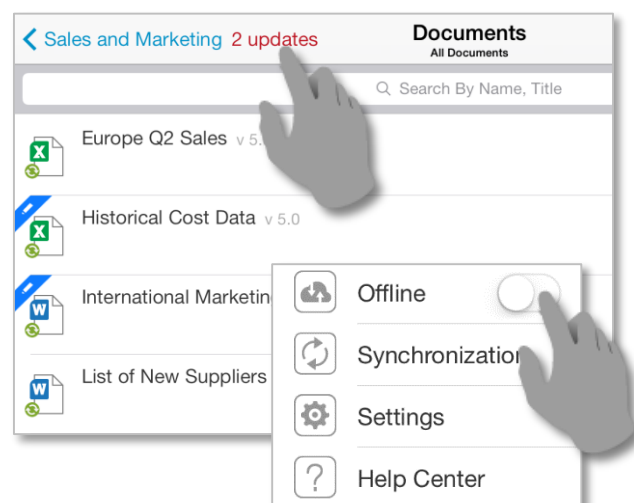
4. The synchronization process will start.



5. Once completed, the List is synchronized.



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





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.

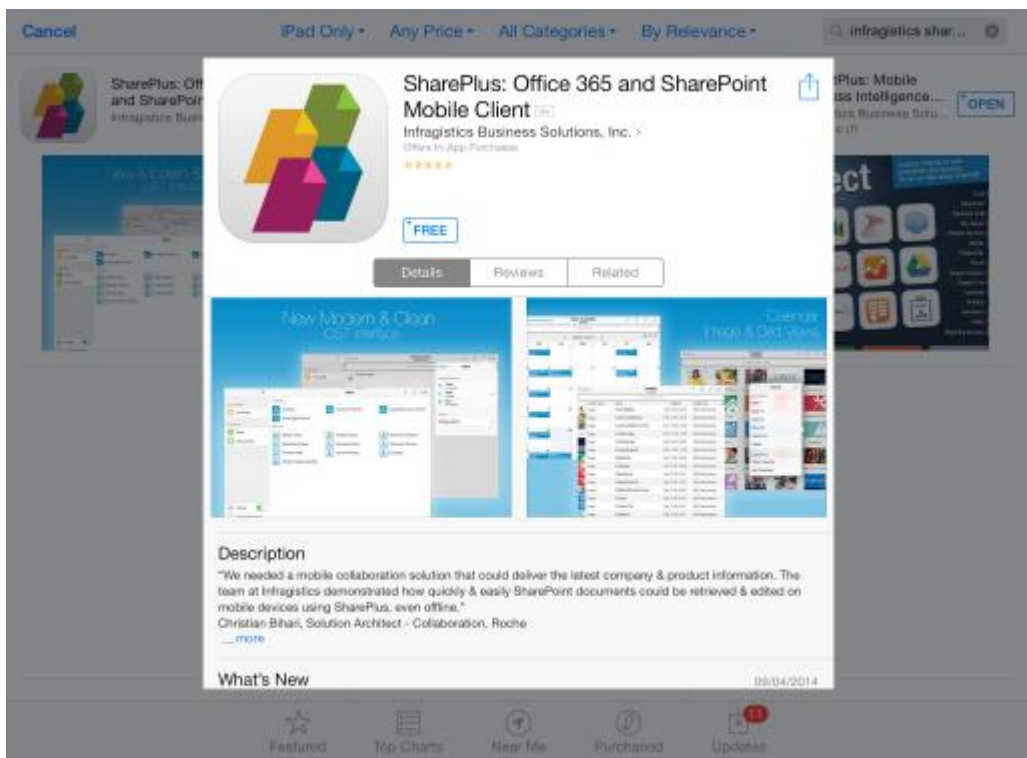


Guide scope...

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

SharePlus Free and Subscription

SharePlus Free and Subscription are downloaded directly from Apple's [AppStore](#).



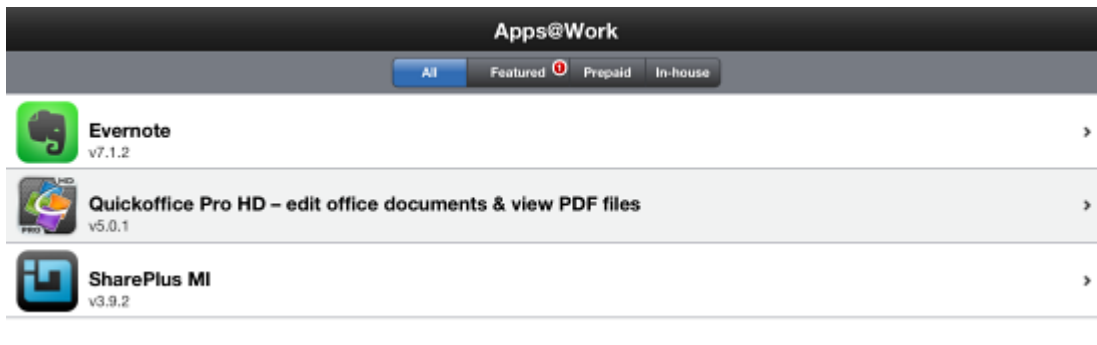
SharePlus Enterprise

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.



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 from your mobile device 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.

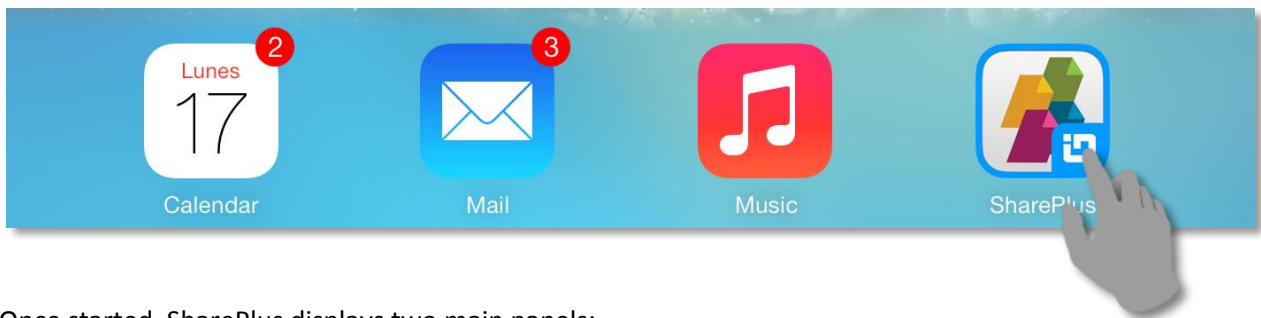
Chapter 2

The SharePlus App



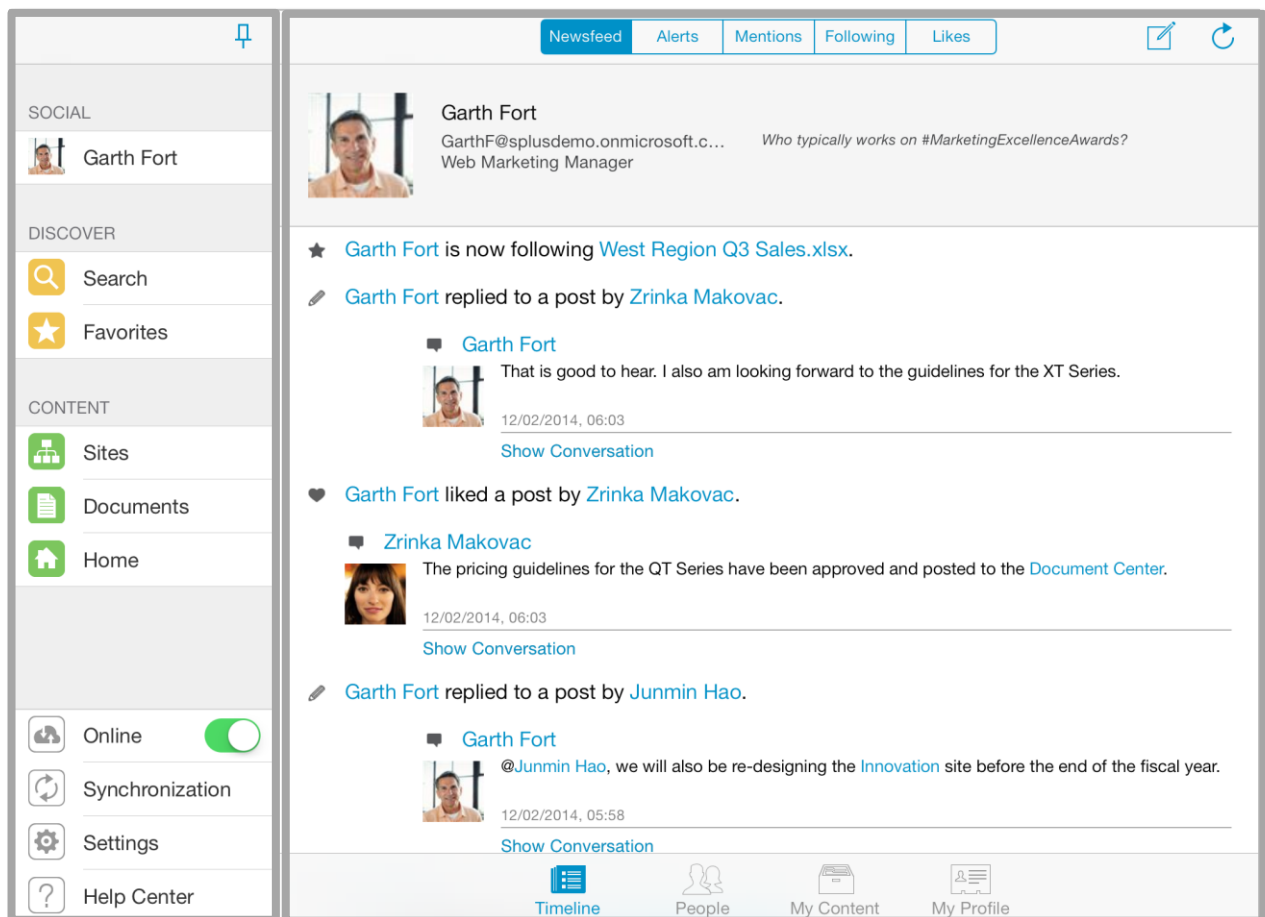
Getting Started

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.

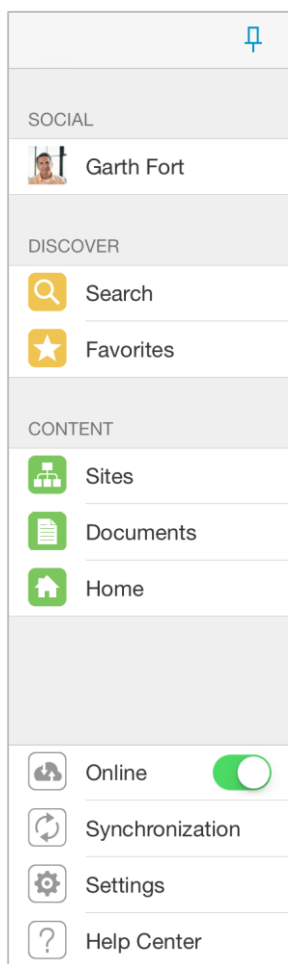


SideBar

Main Screen

The SideBar

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



Social Hub – Connect with colleagues, keep track of important items and activities.

Search – Perform powerful searches across all your SharePoint sites

Favorites – Quickly access your sub-sites, lists, and/or items.

Sites Hub – Access SharePoint Sites and its content

Documents – Find and organize your documents, access Local Files and your personal storage on the server (MySite/OneDrive).

Home – Open your personalized module (Application Home).

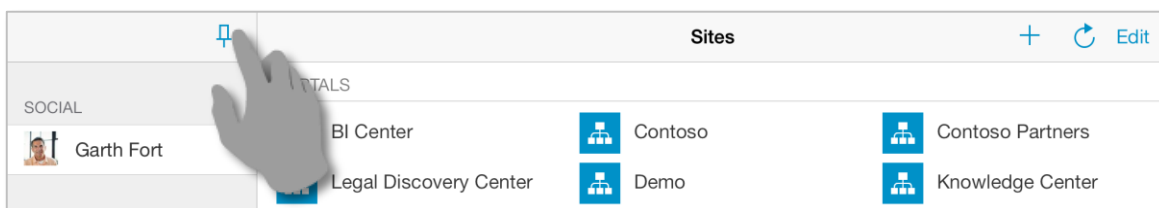
Online/Offline toggle – Switch SharePlus to the online/offline mode.

Synchronization – Access and monitor information when synchronizing data.

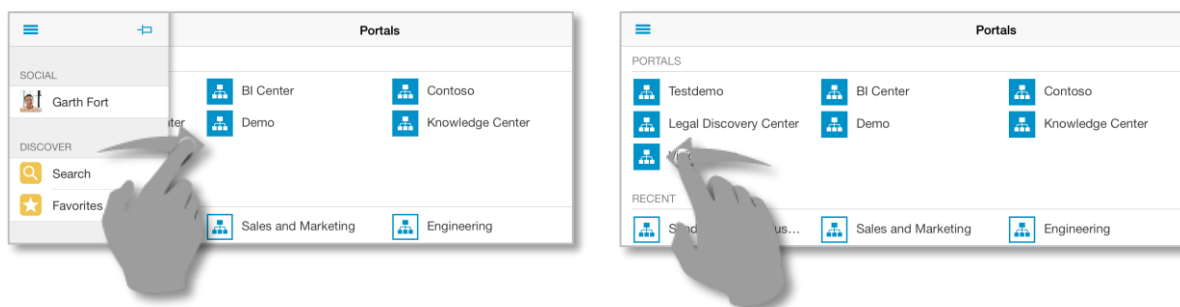
Settings – Access global settings of SharePlus.

Help Center – Access SharePlus help.

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



Display or hide the SideBar by using swipe gestures.

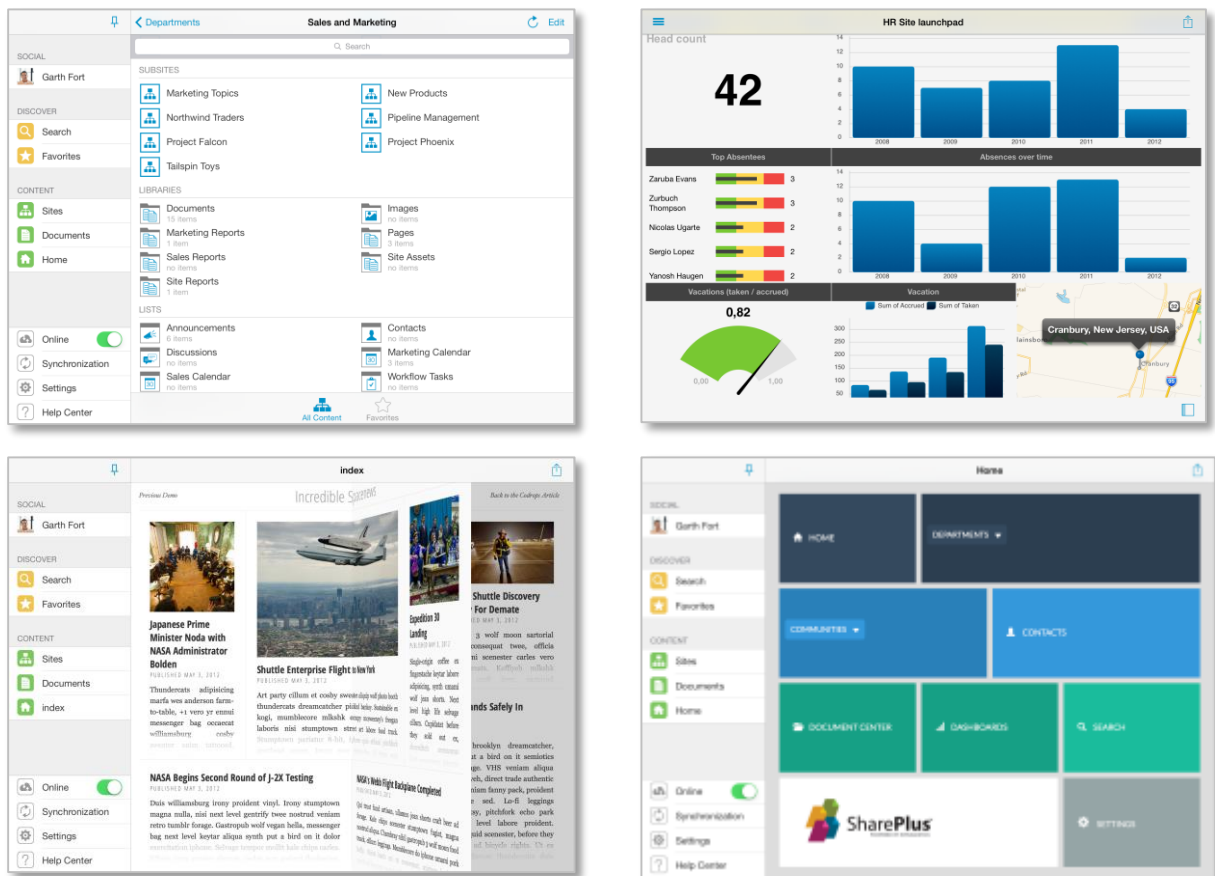


Custom Modules

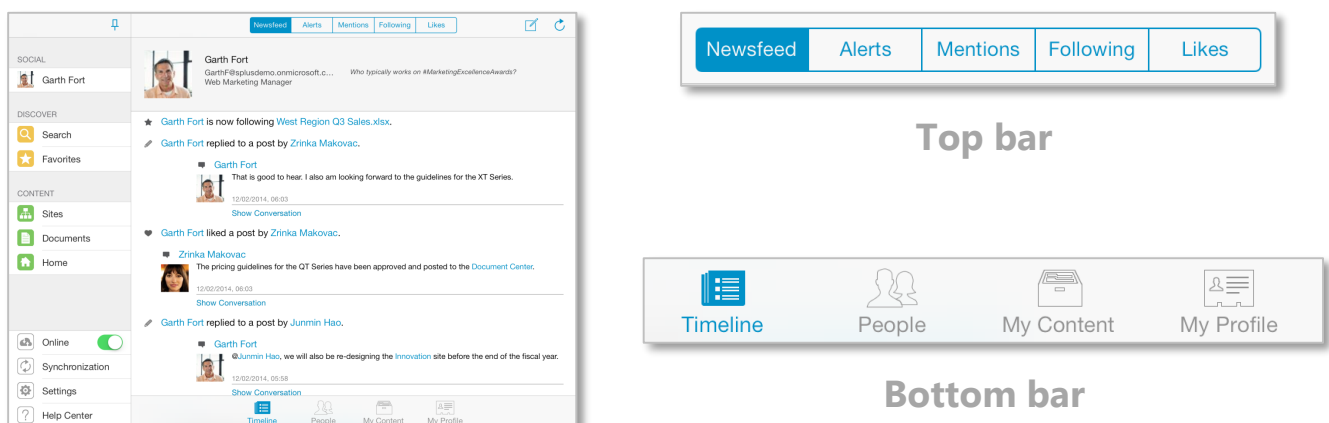
Additional modules can be included on the SideBar to display custom content. These modules allow a wide range of possibilities, as any type of content supported by SharePlus Previewer can be displayed.

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.



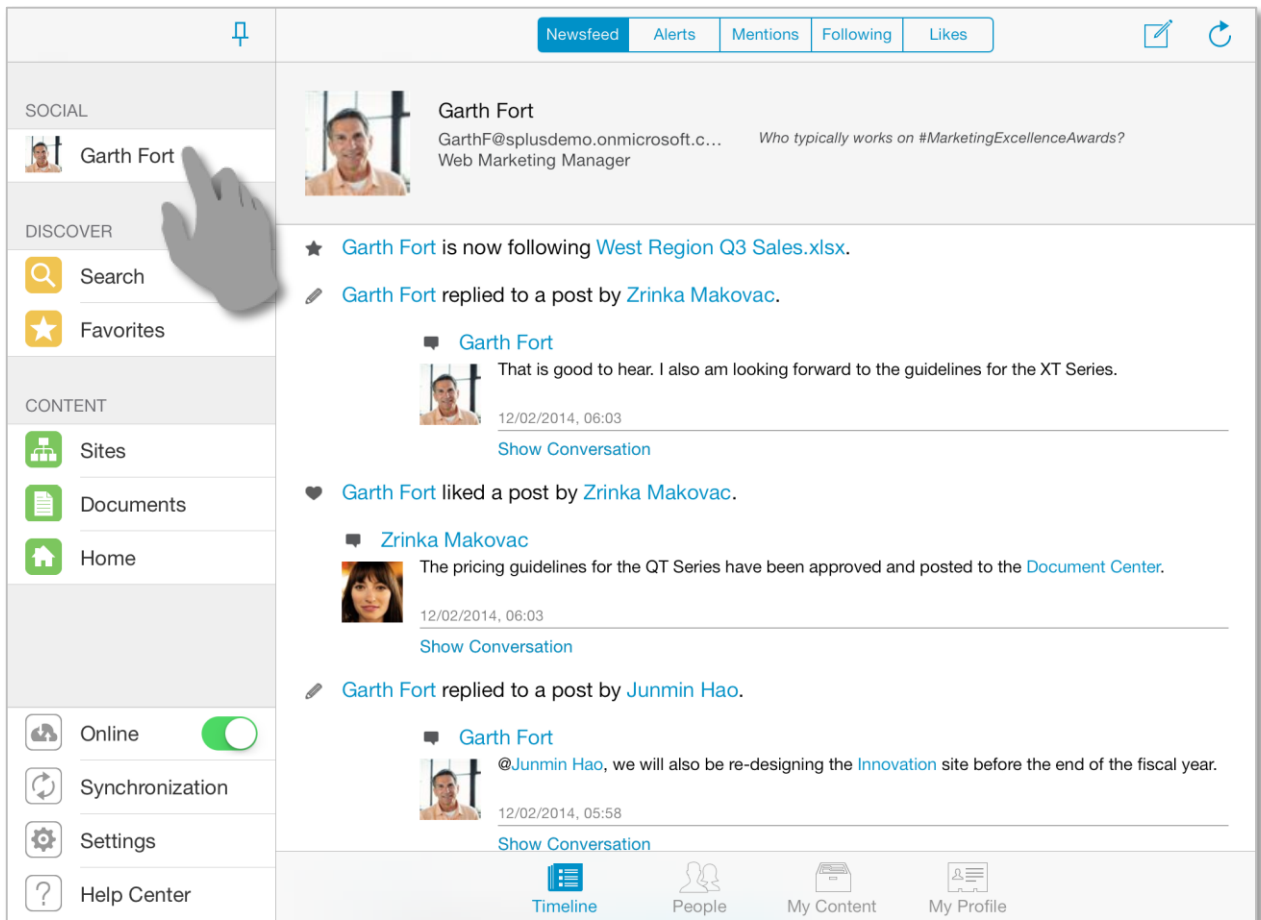
Module sections

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



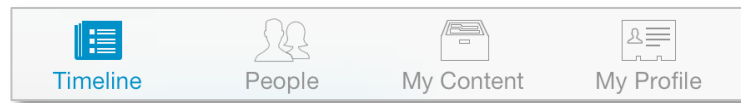
The Social Module

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



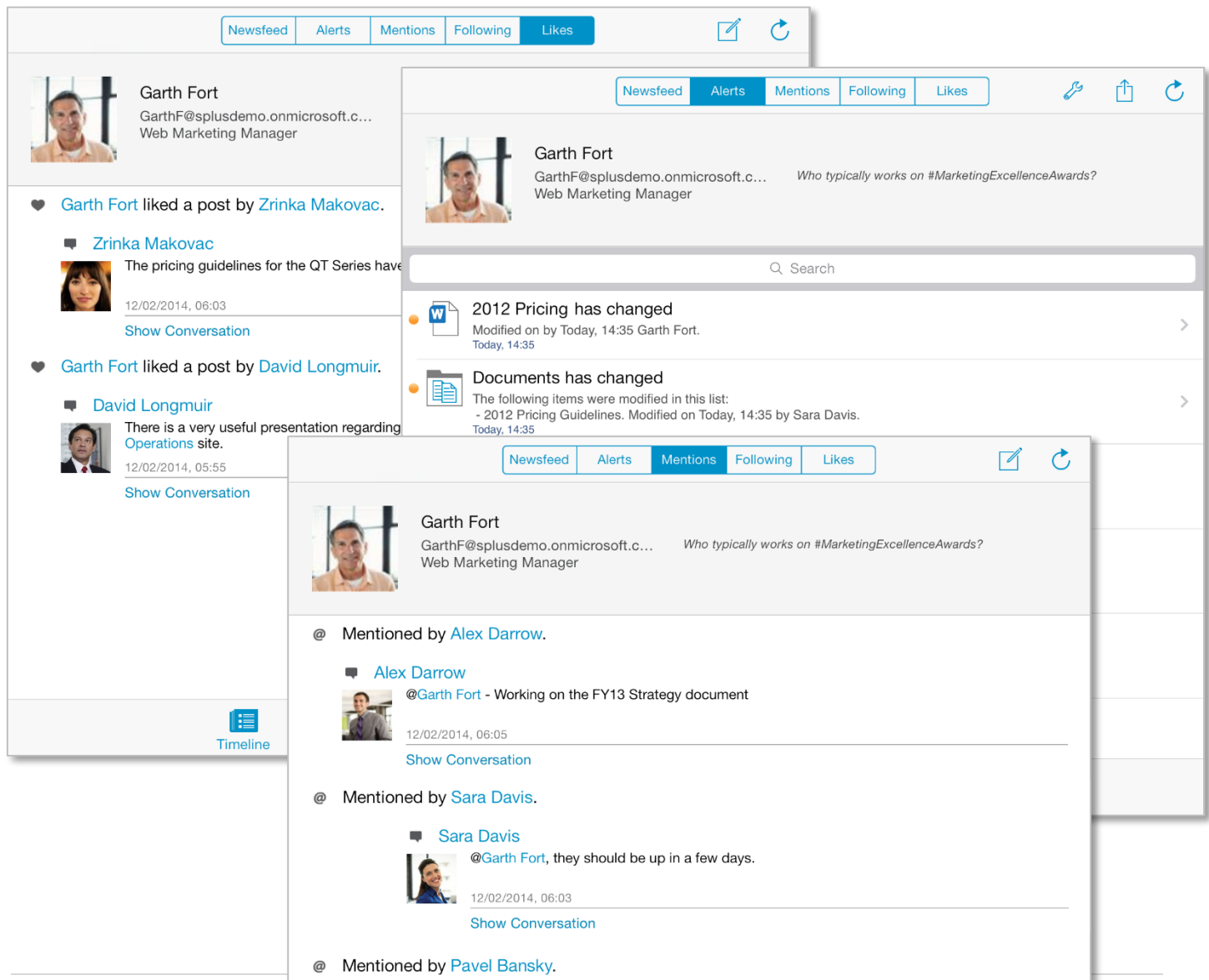
The *Social* Module lets you share your ideas, as well as discover and keep track of your colleagues and their work. You can connect with people, start conversations, and also access their content and activity feed. Your SharePoint personal storage (My Content) is available in this module, including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

Timeline



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

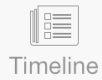
- **Newsfeed** – Includes public posts and other people’s activities. Besides creating new posts, or mark items you *like*, you can also start conversations with colleagues here.
- **Alerts** – Displays all the recent notifications on resources that were modified. SharePlus allows you to keep close track 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”.



Timeline availability...

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

People



Timeline



People

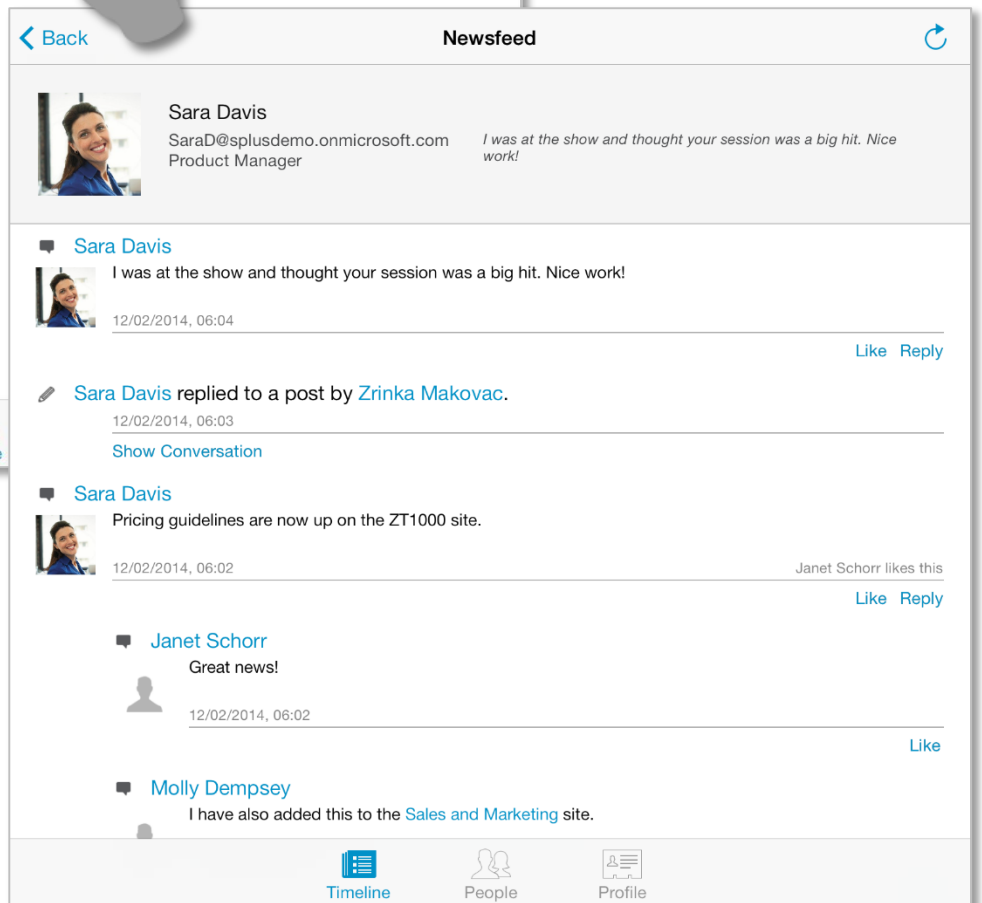
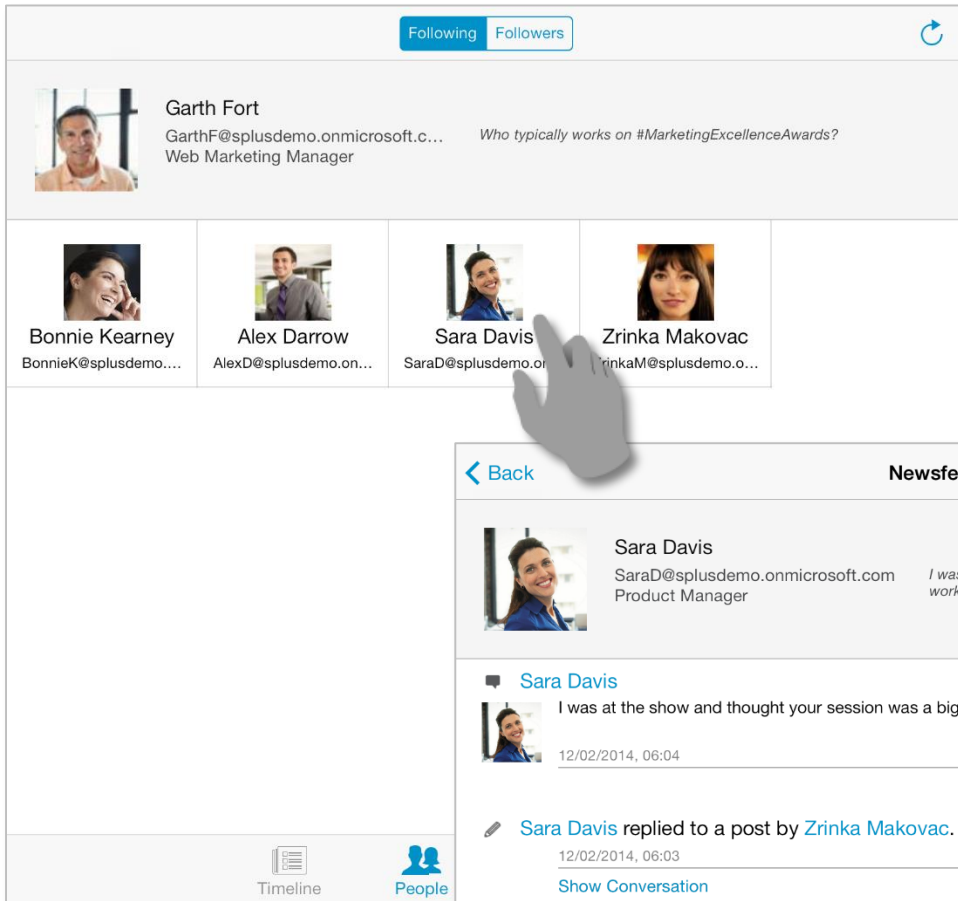


My Content

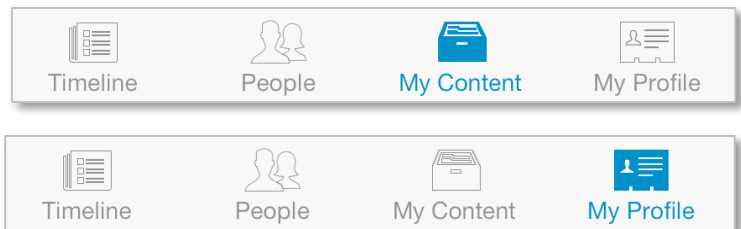


My Profile

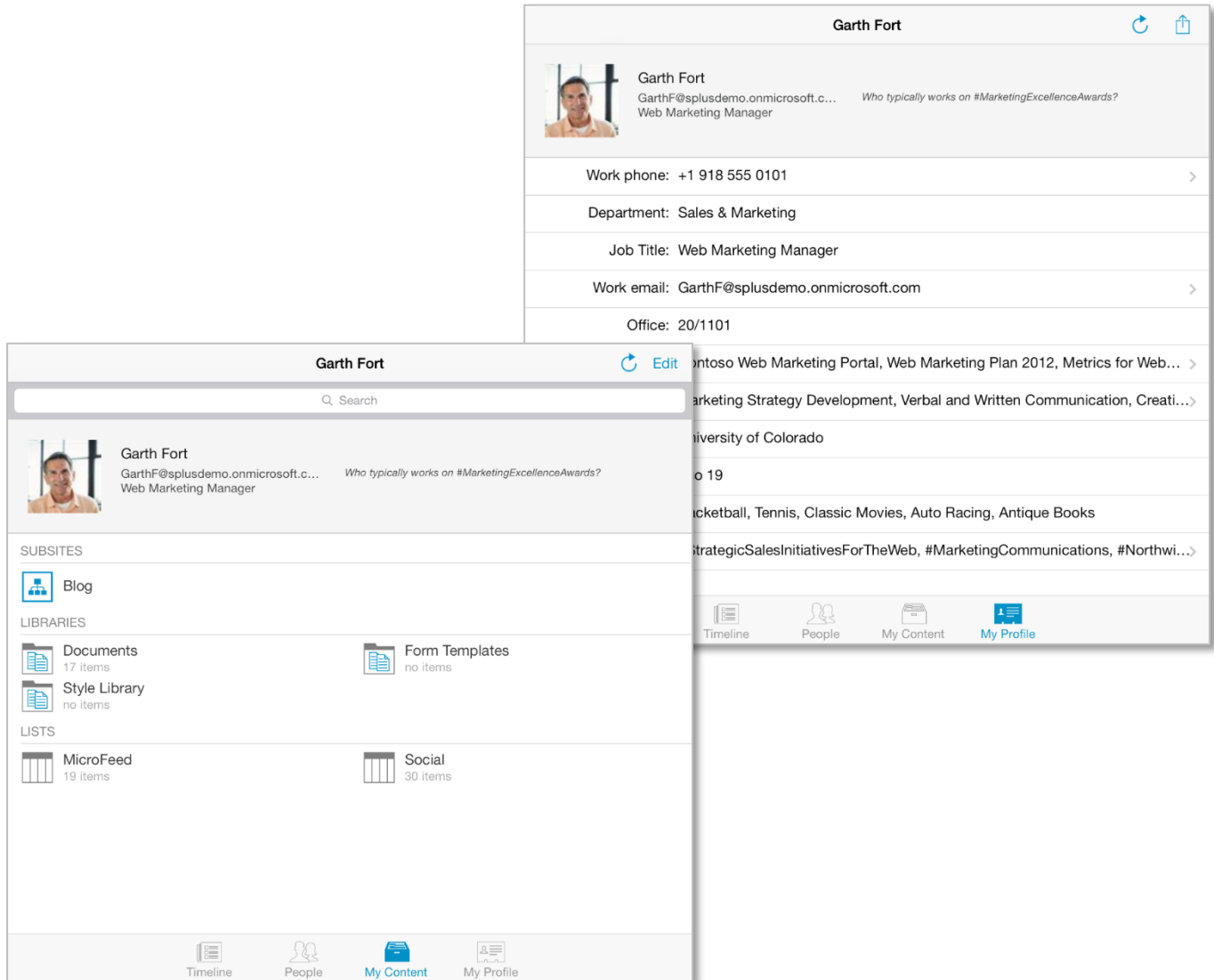
The *People* tab displays the list of people that you are following and the ones following you. In this section you are able to connect with people, access their content and activity feed and also start conversations with them.



My Content and Profile



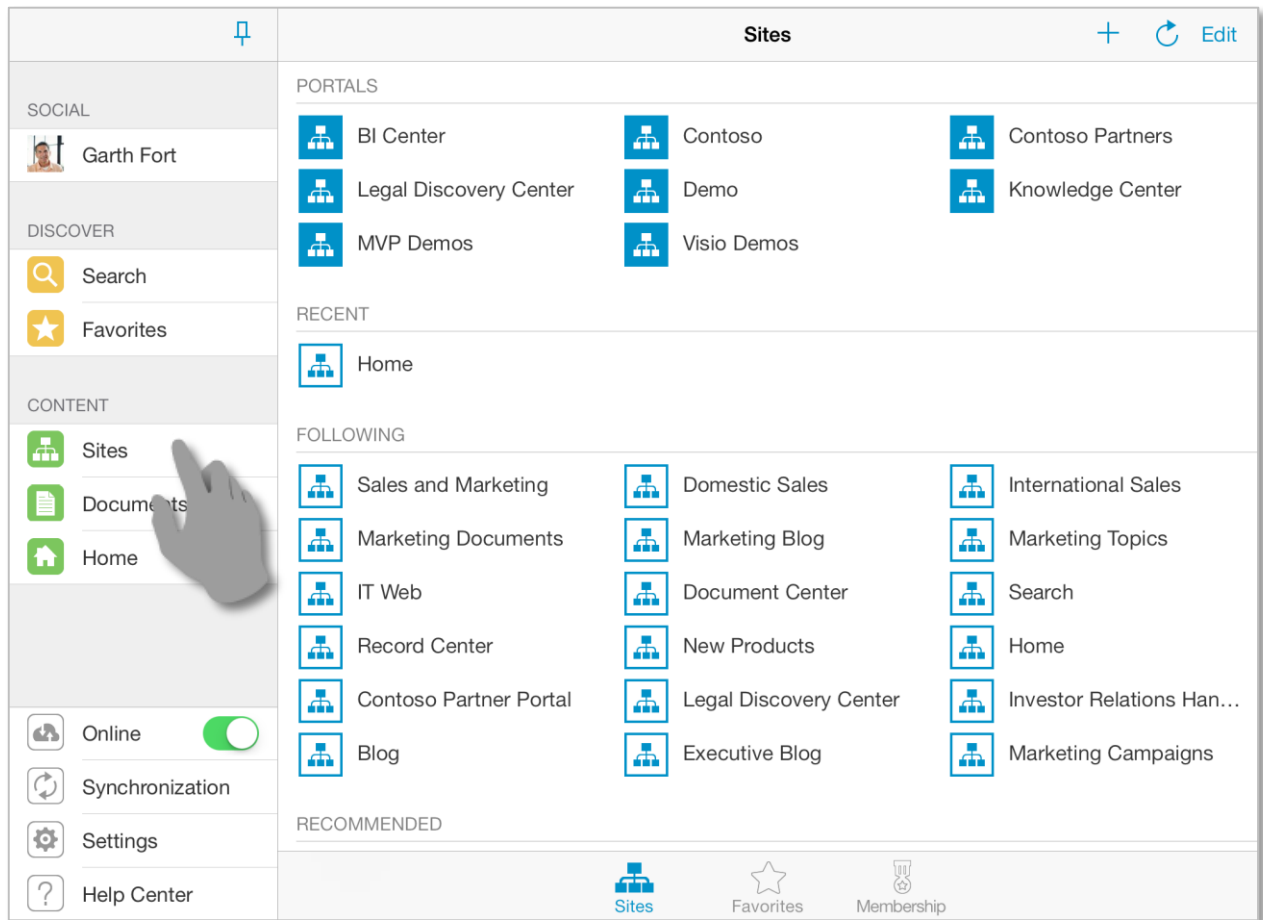
The *Social* Module gives you access to the content of your SharePoint's personal site, including both your public and private document libraries. Also, you can visualize or edit your personal information shared on your corporate social network.





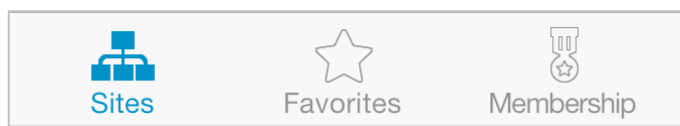
The Sites Module

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.



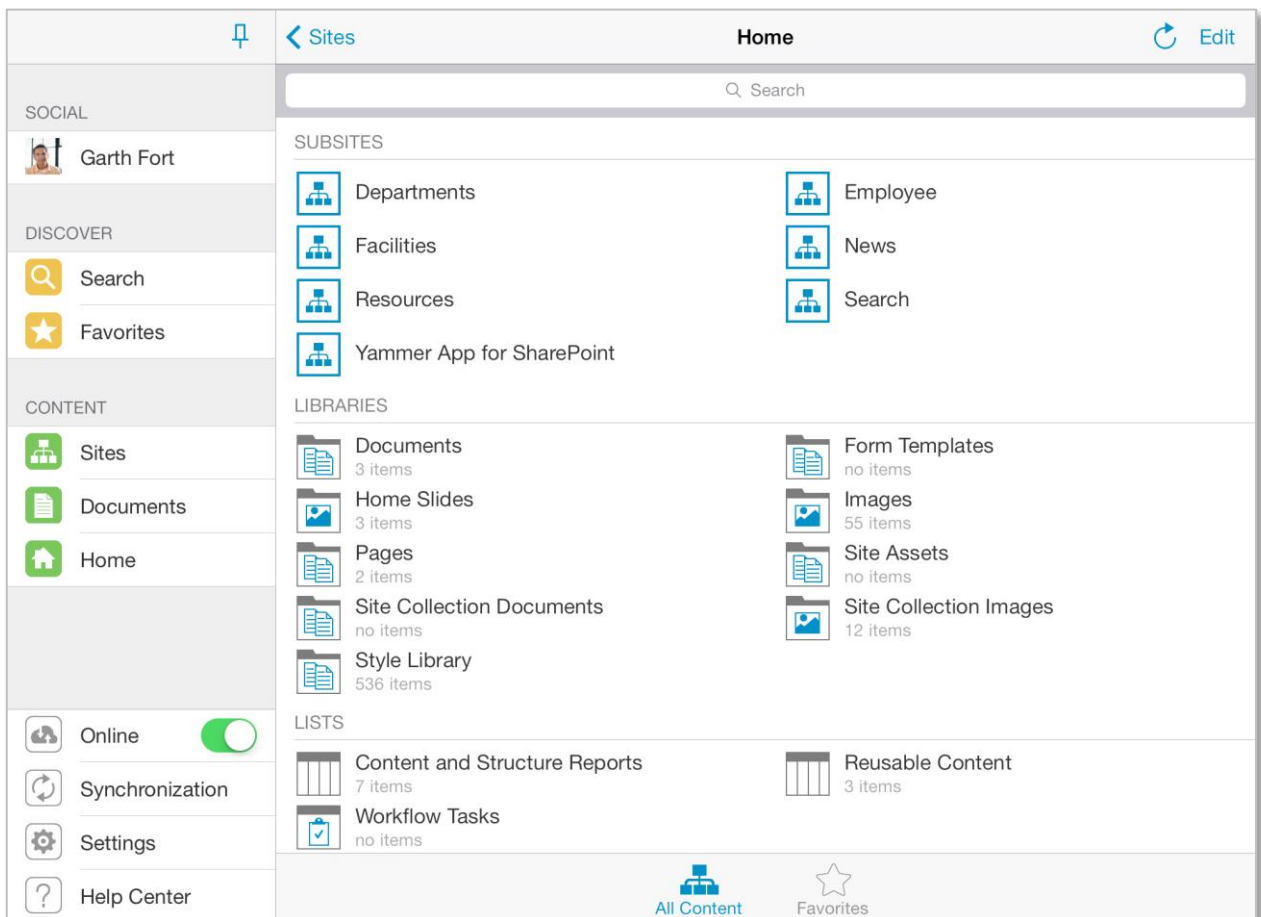
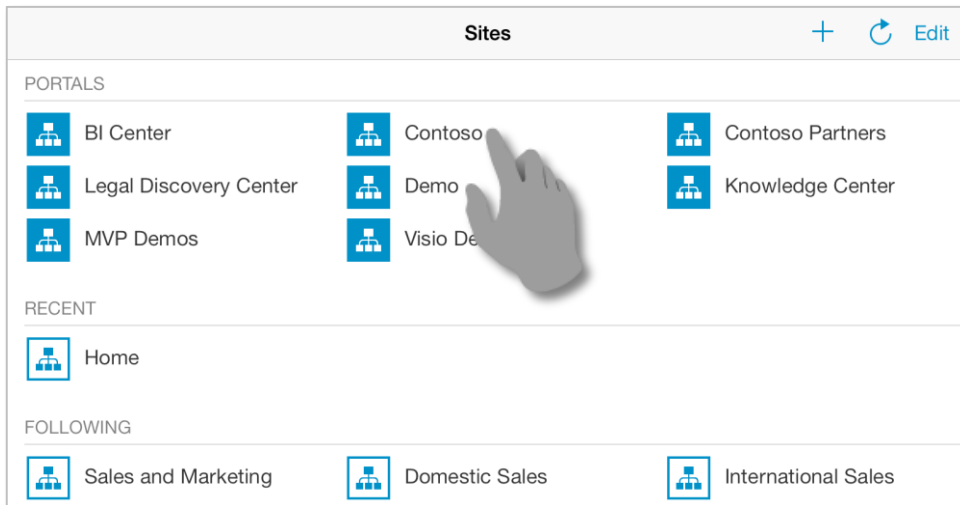
Recent accessed sites will be automatically populated to give you quick access to the content you are working on. When working with SharePoint 2013 server you can get recommendations on sites and documents that may be relevant to you. The portal suggestions are included on the SharePlus list view under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



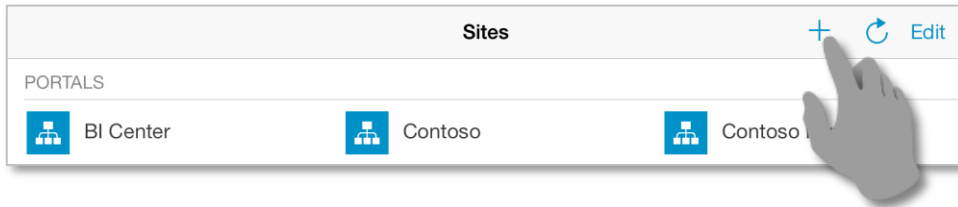
SharePoint Sites

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



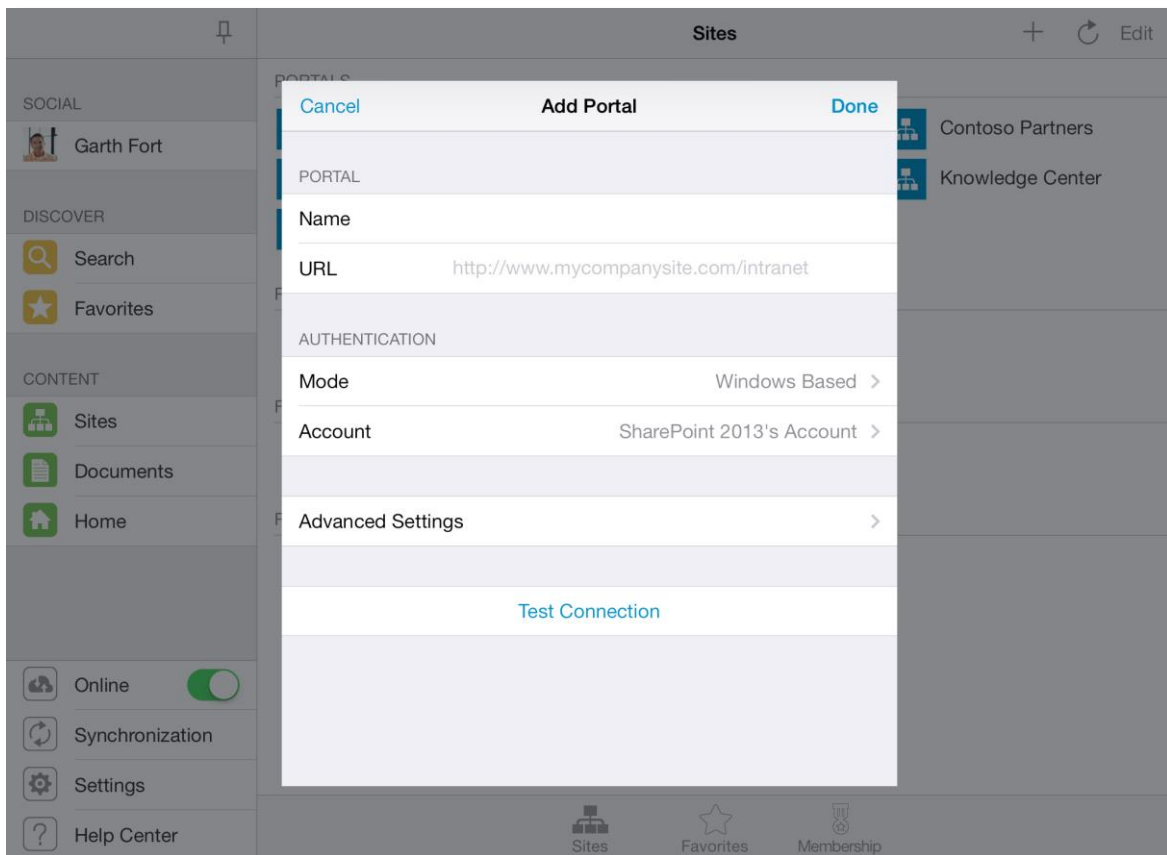
Setting up a new Connection

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.



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

AUTHENTICATION

Mode Windows Based >

Account SharePoint 2013's Account >

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

ACCOUNTS

Demo's Account ⓘ

Infragistics's Account ⓘ

Developer's Account ⓘ

SharePoint 2013's Account ✓ ⓘ

Demo Account ⓘ

Create New Account

Cancel Demo's Account Done

AUTHENTICATION

Alias Demo's Account

Domain

Username TestUserDemo

Password ●●●●●●●●

CLIENT CERTIFICATE

Use Certificate ☐

SETTINGS

Use As Default ☐

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.



If you don't have access to any portal, please [contact Infragistics](#) to request access to our **Demo** SharePoint site.

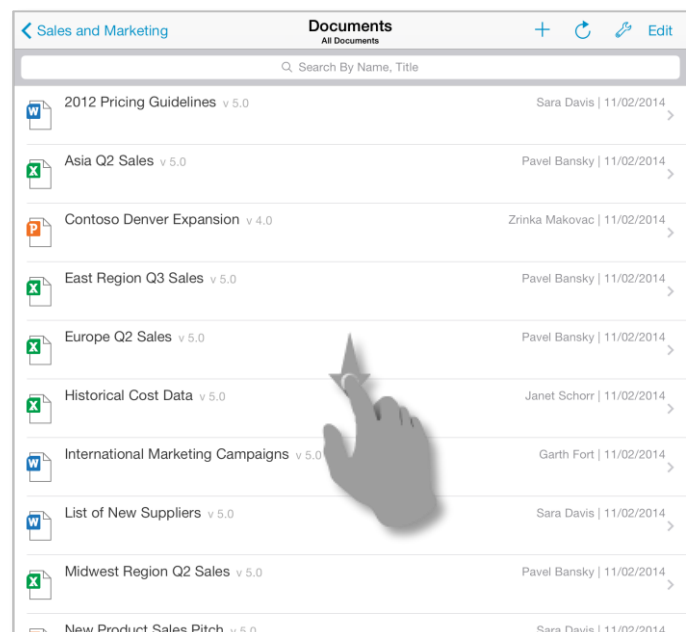
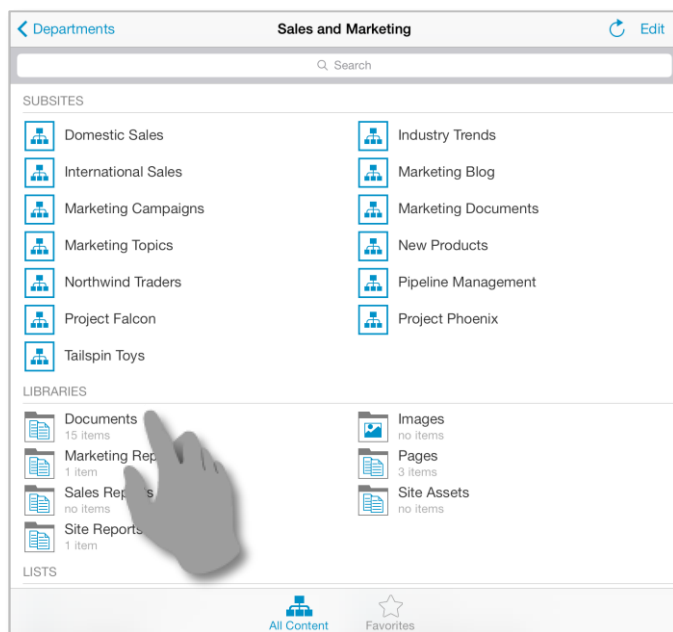
Lists and Libraries

SharePlus supports all kinds of SharePoint [Lists](#) and [Libraries](#). On the application, the List Icon indicates the List type.

	Asset and Picture Libraries		Document and Form Libraries
	Announcements		Calendar
	Contacts		Custom Lists
	Tasks		Team Discussion

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

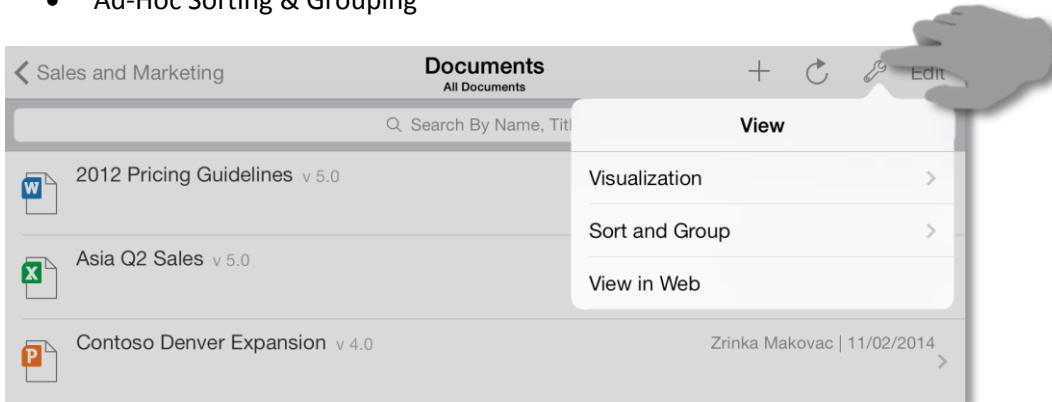
Once in a list or library, you can scroll up and down to navigate through all the list's items.



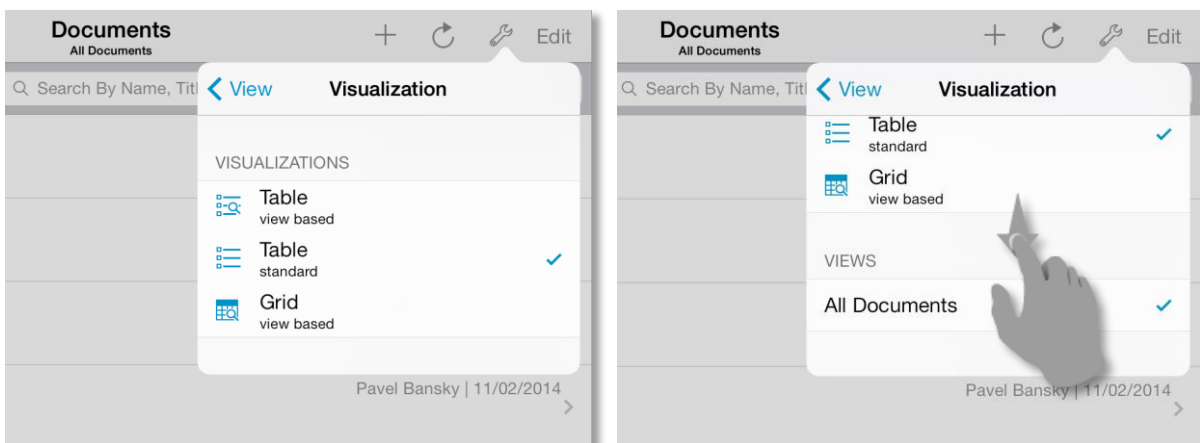
List Display Settings

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

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



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



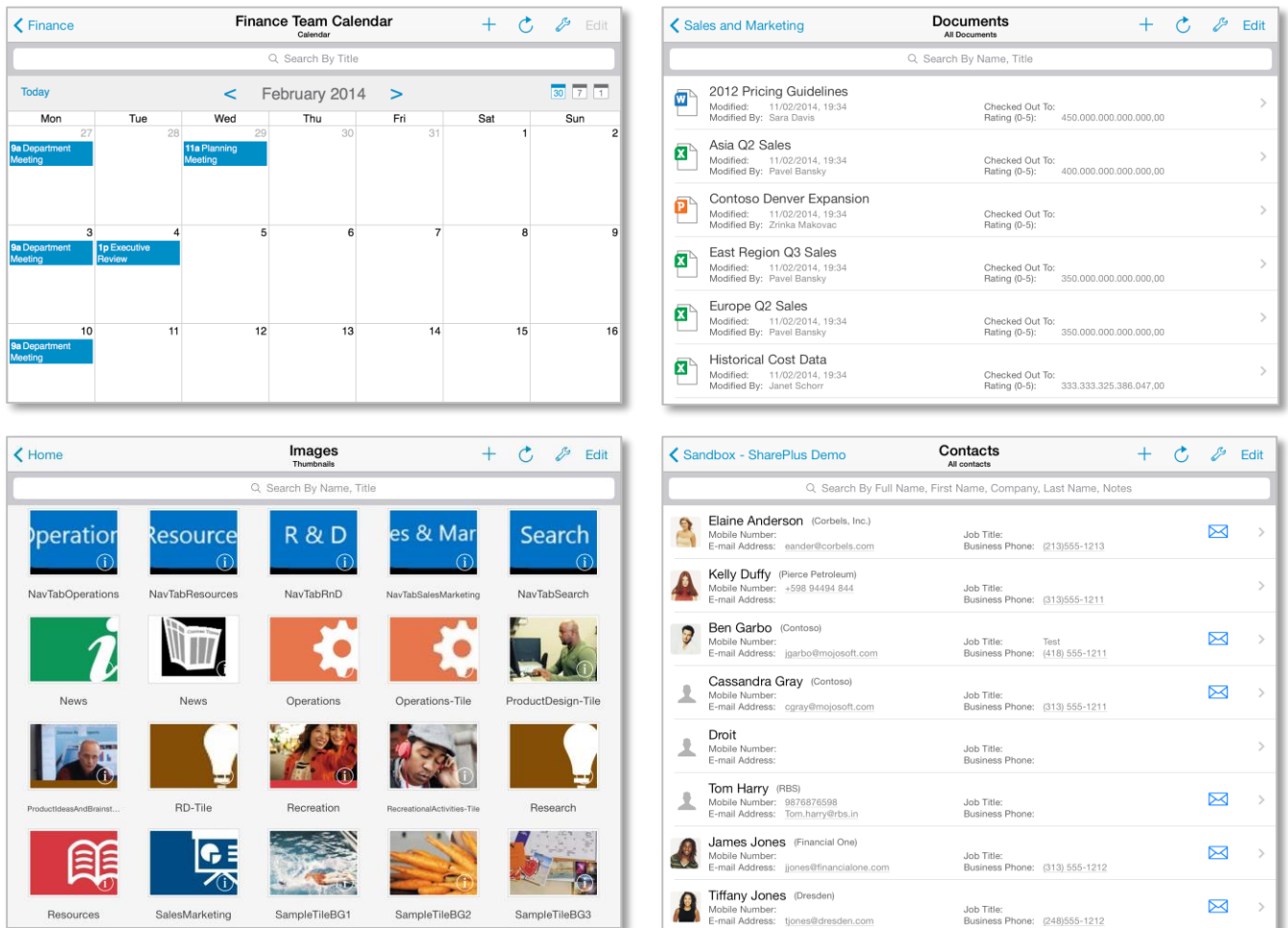
List Views

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.

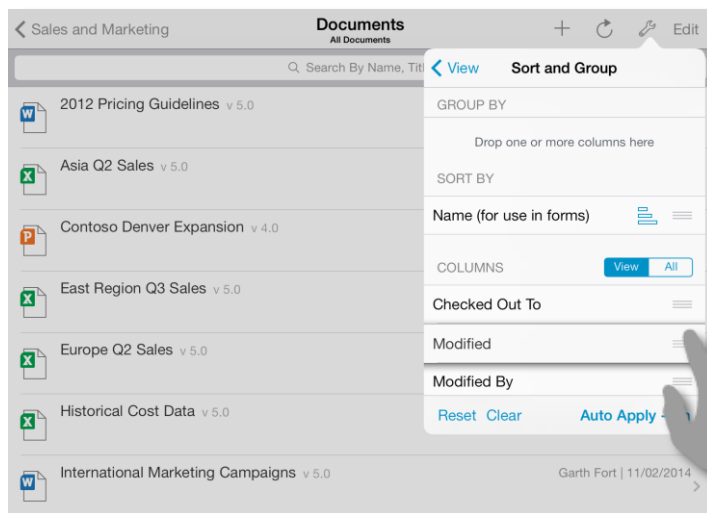
List Visualizations

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.



Items and Documents

SharePlus fully supports SharePoint [content types](#), including SharePoint default types and custom content types you may create. These content types are represented with different icons depending on their type.

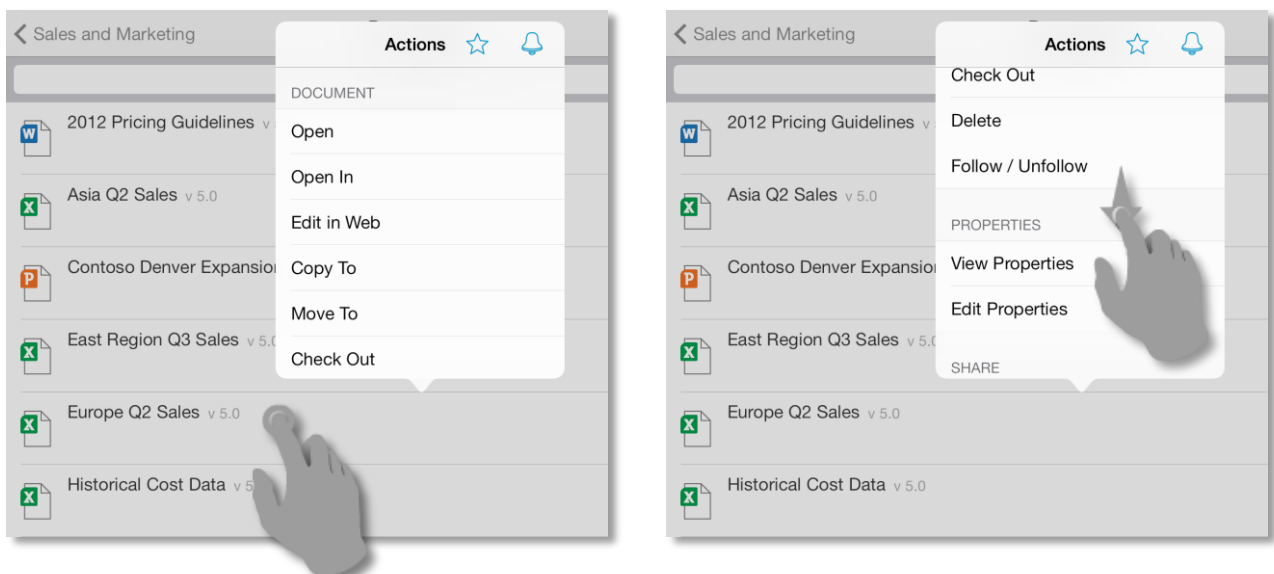
Common items and documents are:

	Word documents		Excel documents
	PDF documents		Image documents
	ZIP documents		PowerPoint documents
	ReportPlus dashboards		Custom items
	Task items		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.

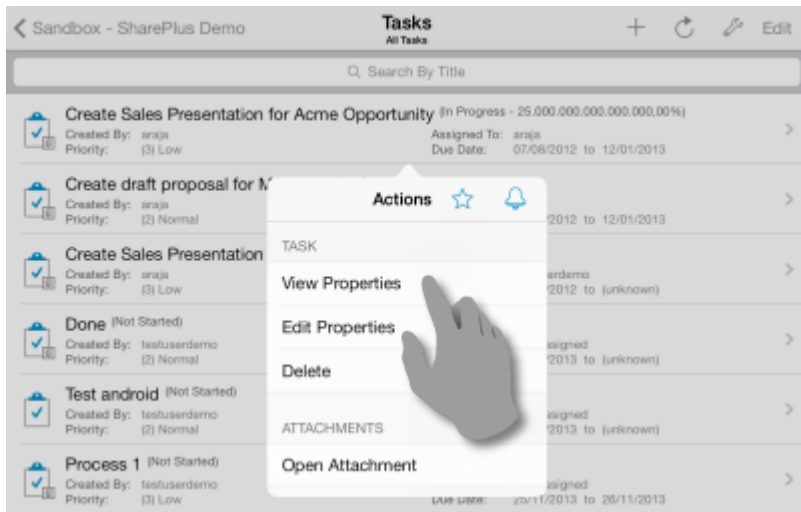
If you **tap & hold** instead, a menu with all the available actions is displayed.



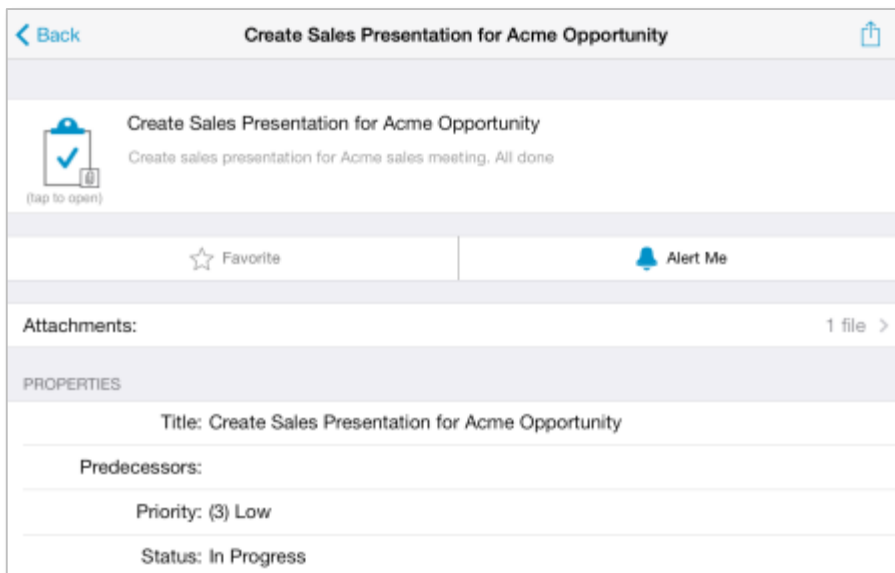
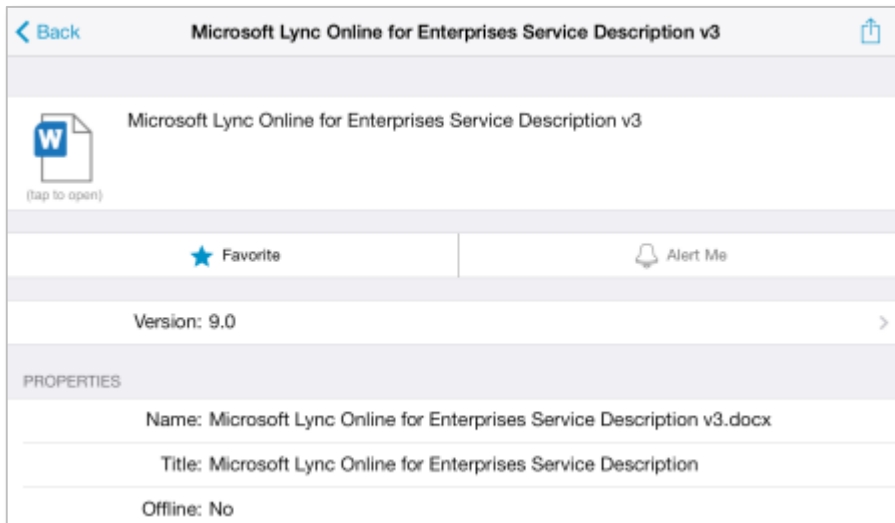
SharePlus centralizes all possible actions to be performed over any content, including sites, webs, lists, and items. Once the menu is displayed, scroll the list up and down to navigate through all the available actions for that type of content.

Item Properties

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

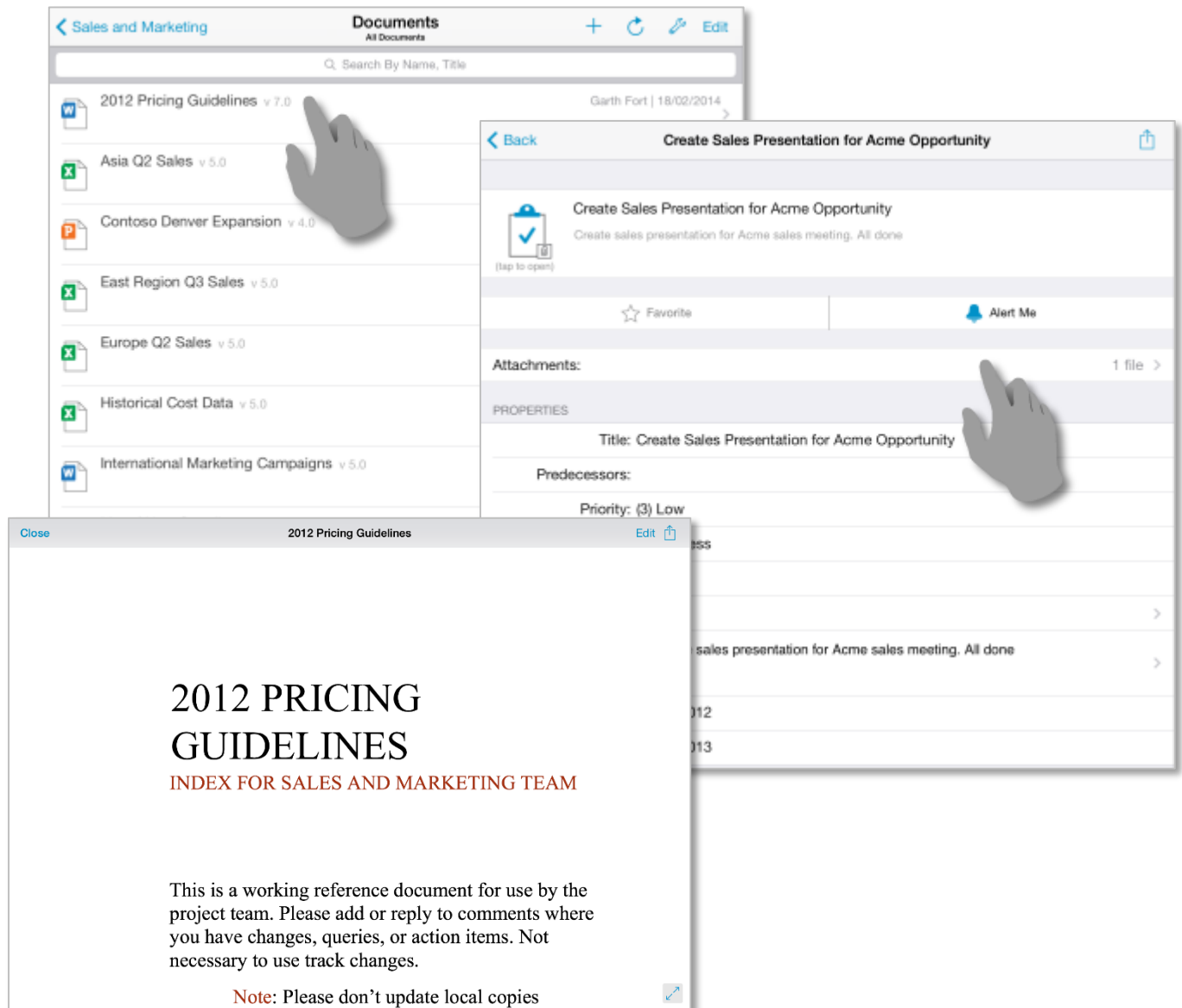


The item's properties are displayed on screen along with the *Favorite* and *Alert Me* SharePlus options.



Browsing Files

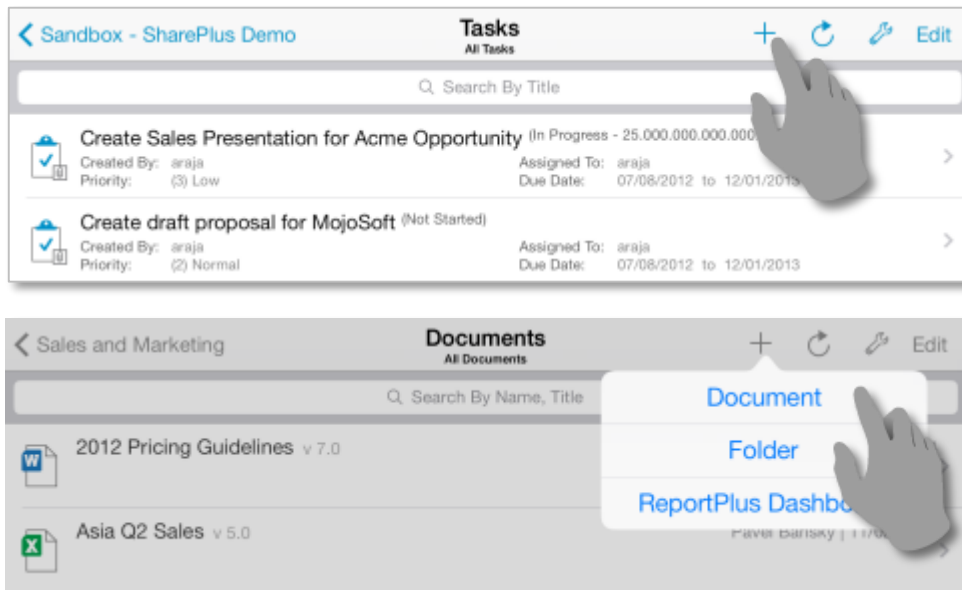
When working with Documents, you can open the file just by tapping the cell. For Items, first access the properties and then tap the *Attachments* button. A popover will display the available file attachments for the item.



Adding/Editing Items

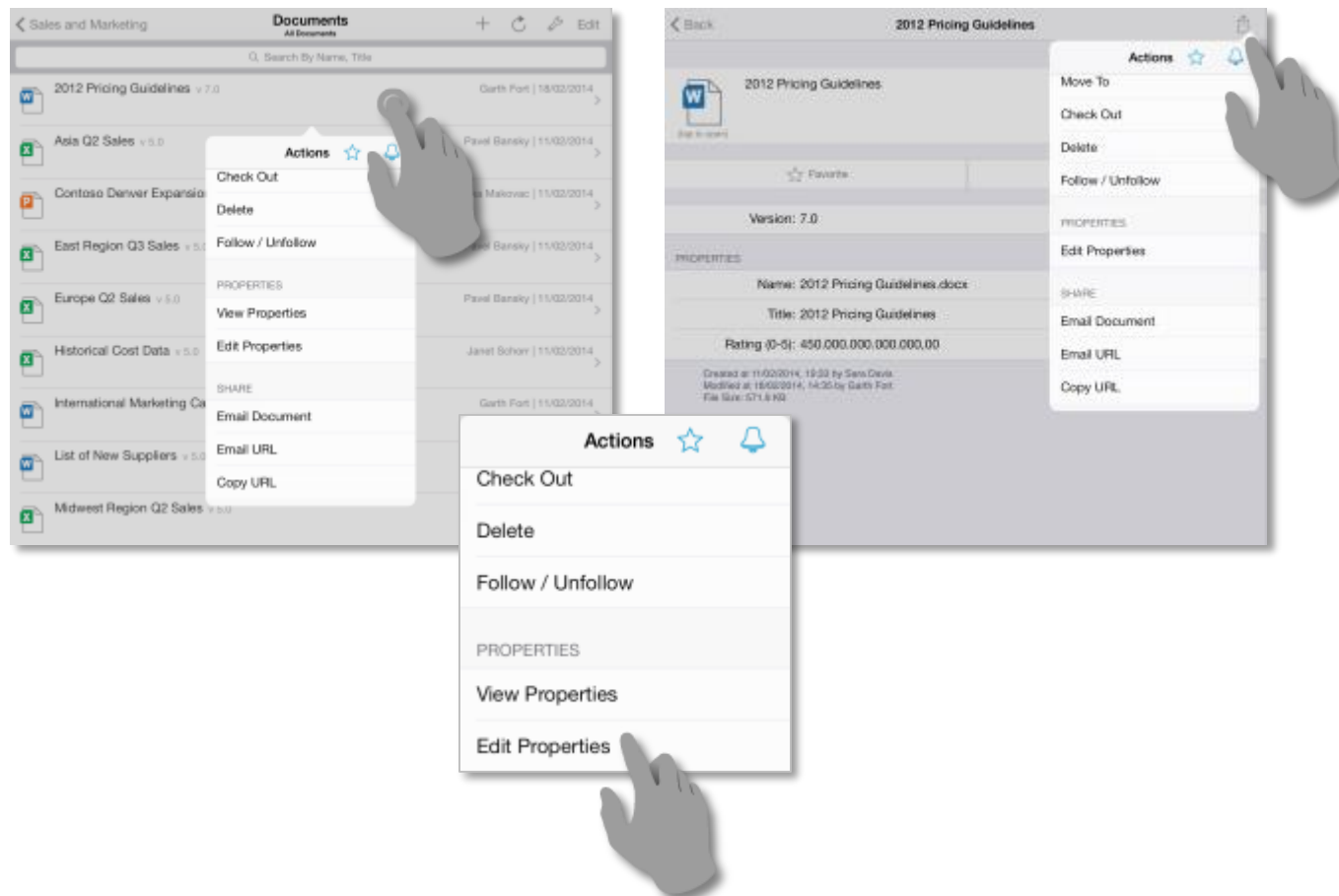
Adding a new item/document

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



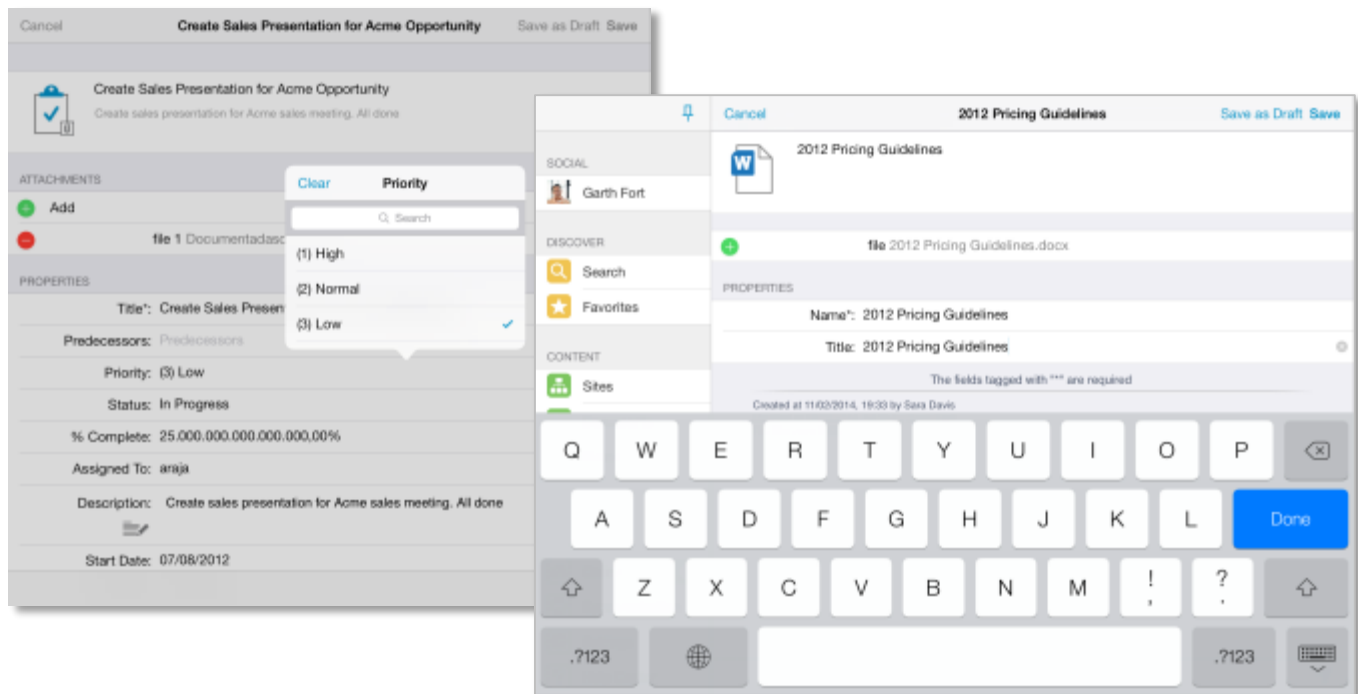
Editing item properties

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



Working with properties

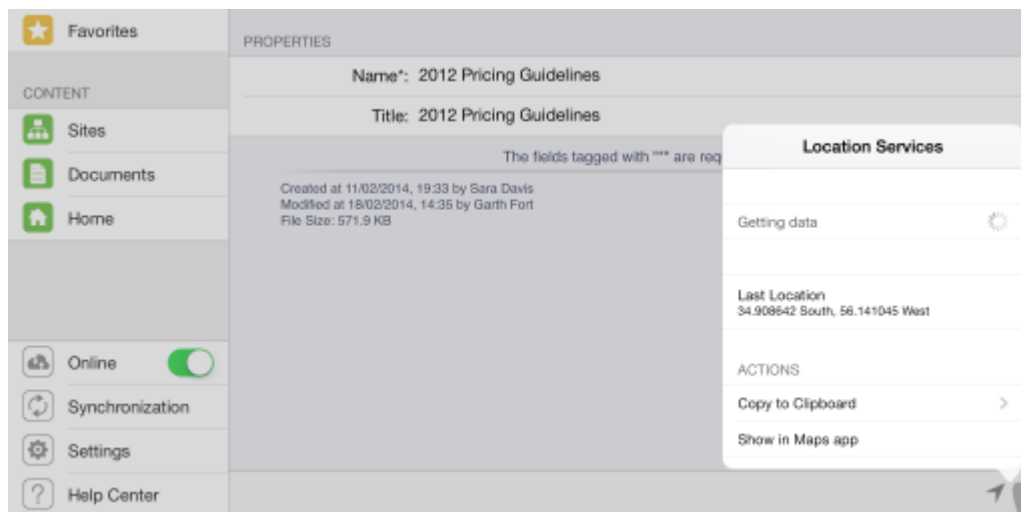
Fill in or make changes to the properties of the item or document.



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.



Saving your item/document

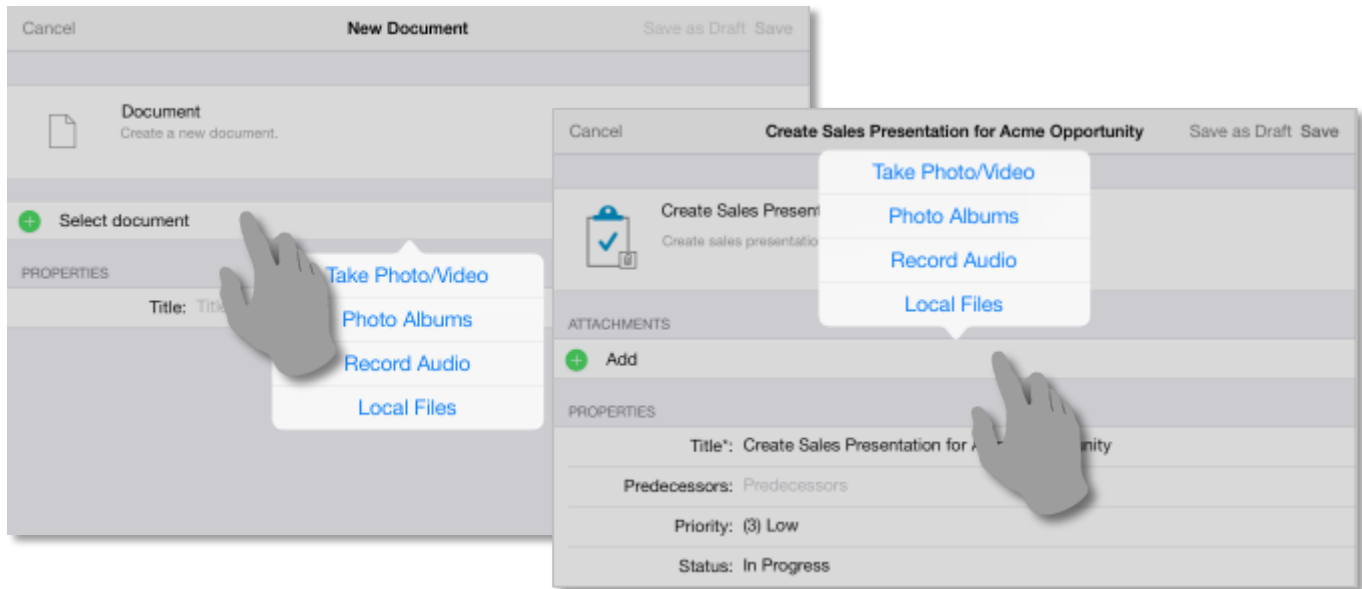
Once you are done, save your work to the server.

Save as Draft Save

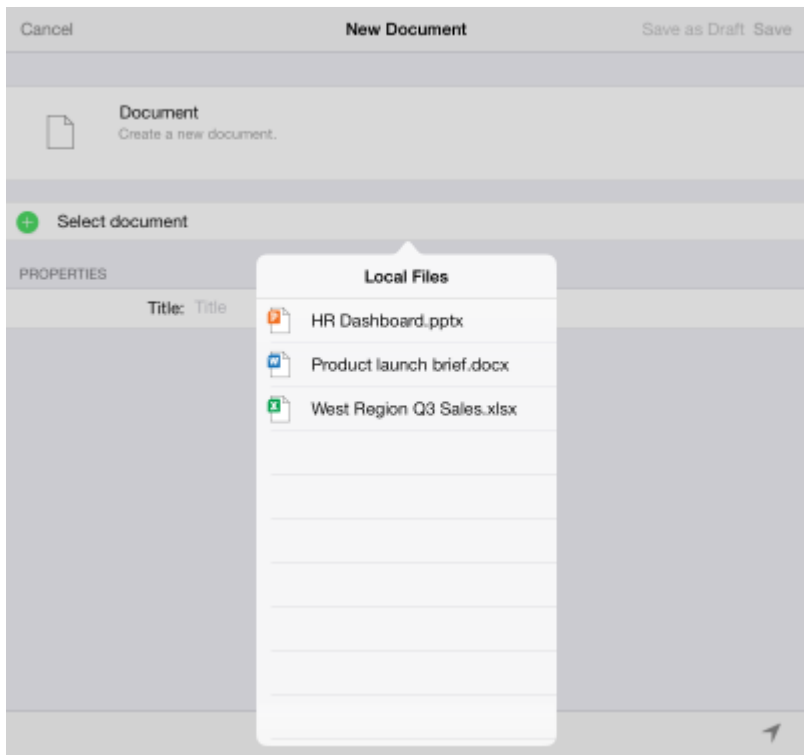
SharePlus features two save options: *Save* and *Save as Draft*. The *Save as Draft* option is useful when you want to work on a local copy without uploading changes to the SharePoint server.

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.

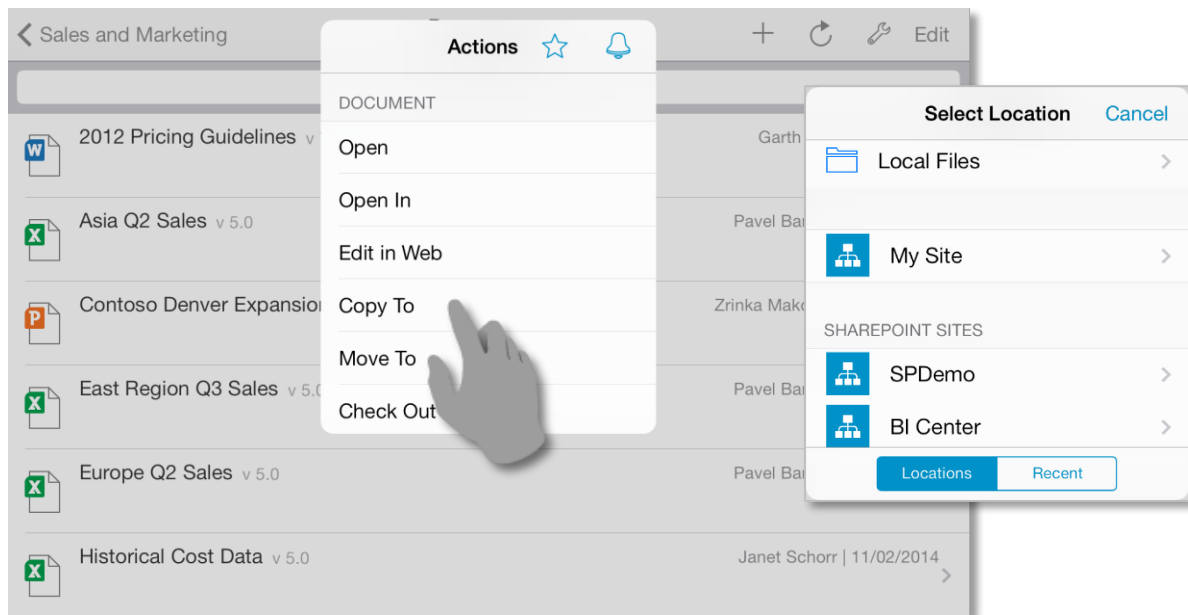


When selecting the file to be added/attached, you can search the *Local Files*, pictures from the Camera Roll, or even create the file on-the-fly by taking a picture or recording video/audio.



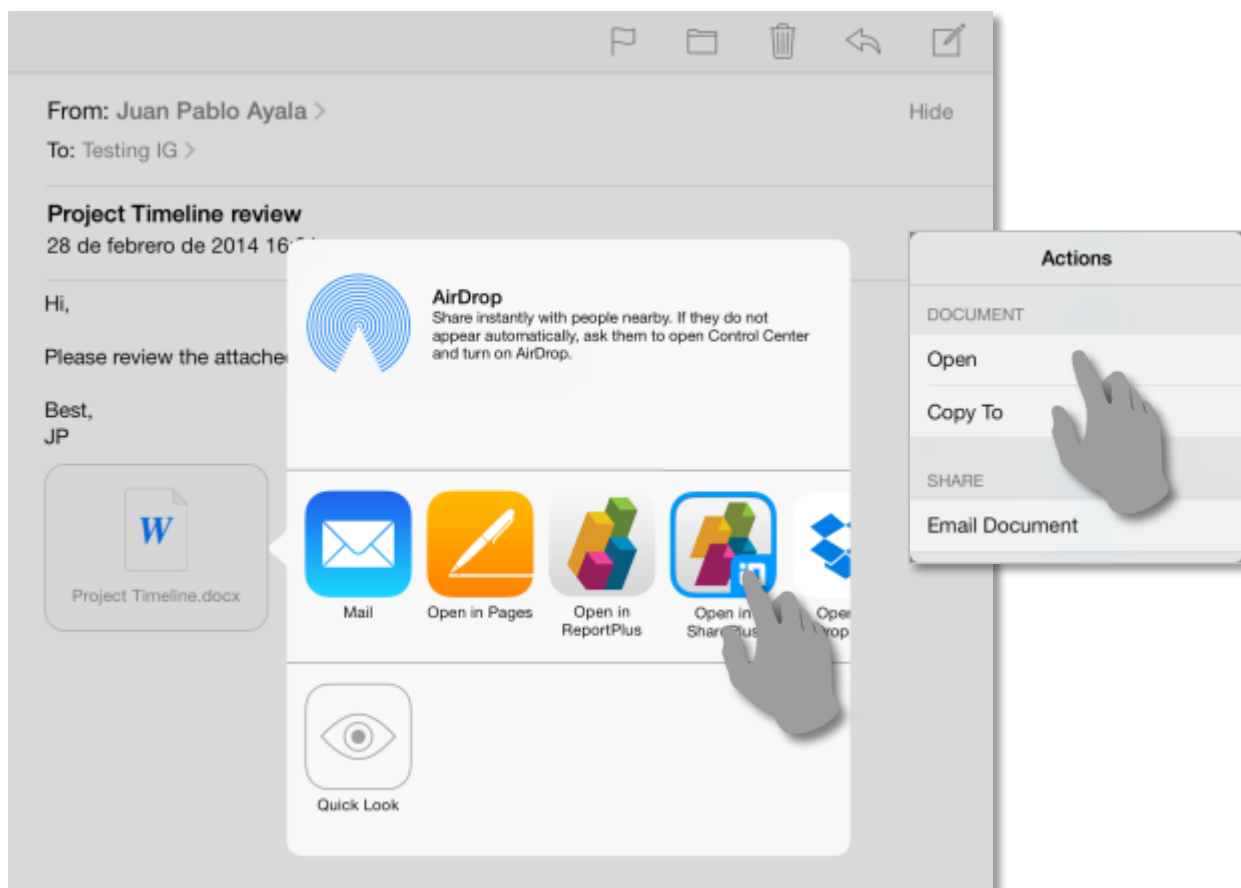
Copying a File to a SharePoint location or Local Files

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.



Opening a File from an external application

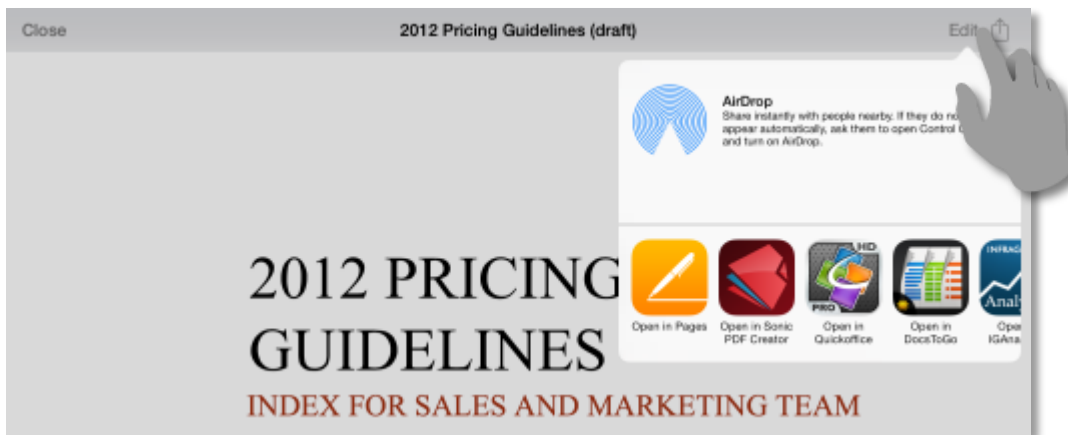
With SharePlus, you can process an incoming Open In to either open the file within the application, or use the *Copy To* feature.



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).

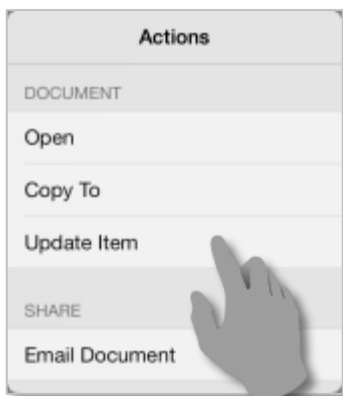
To edit a file, first access it for viewing, and then tap the *Edit* button.



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.



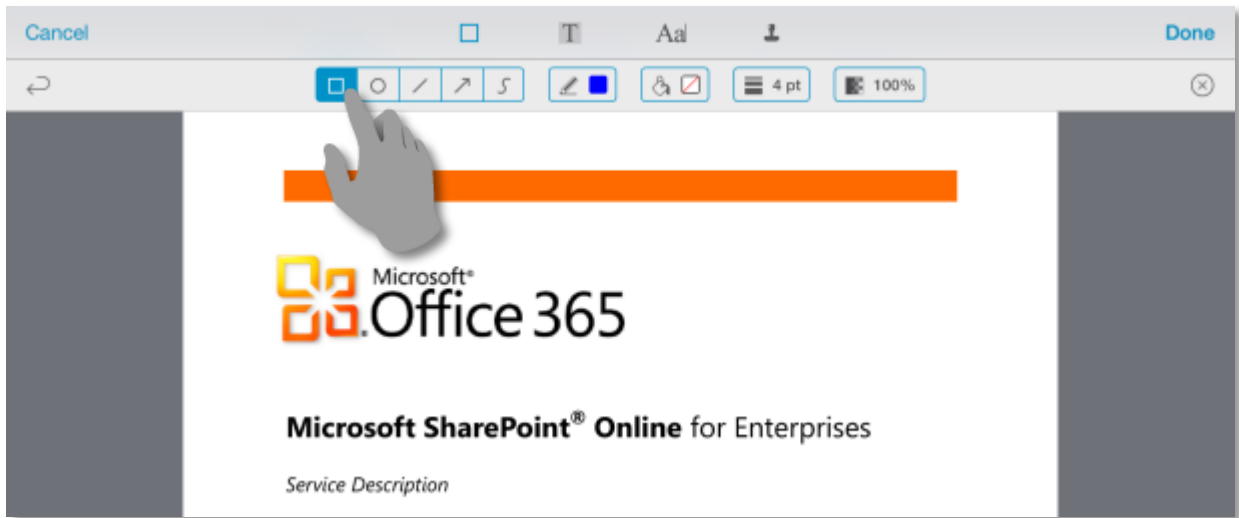
Choose *Update Item* and then *Save*.



You have successfully edited a document.

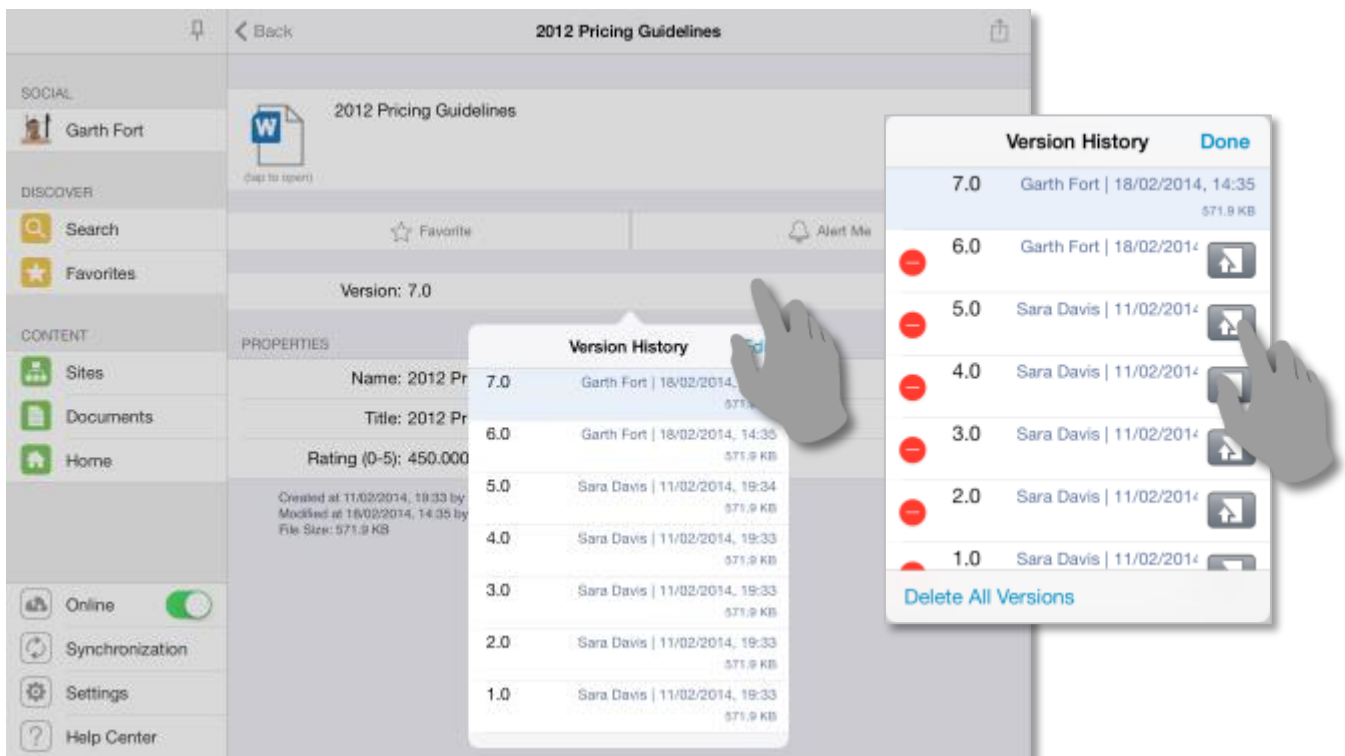
PDF Annotations

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



File Versions

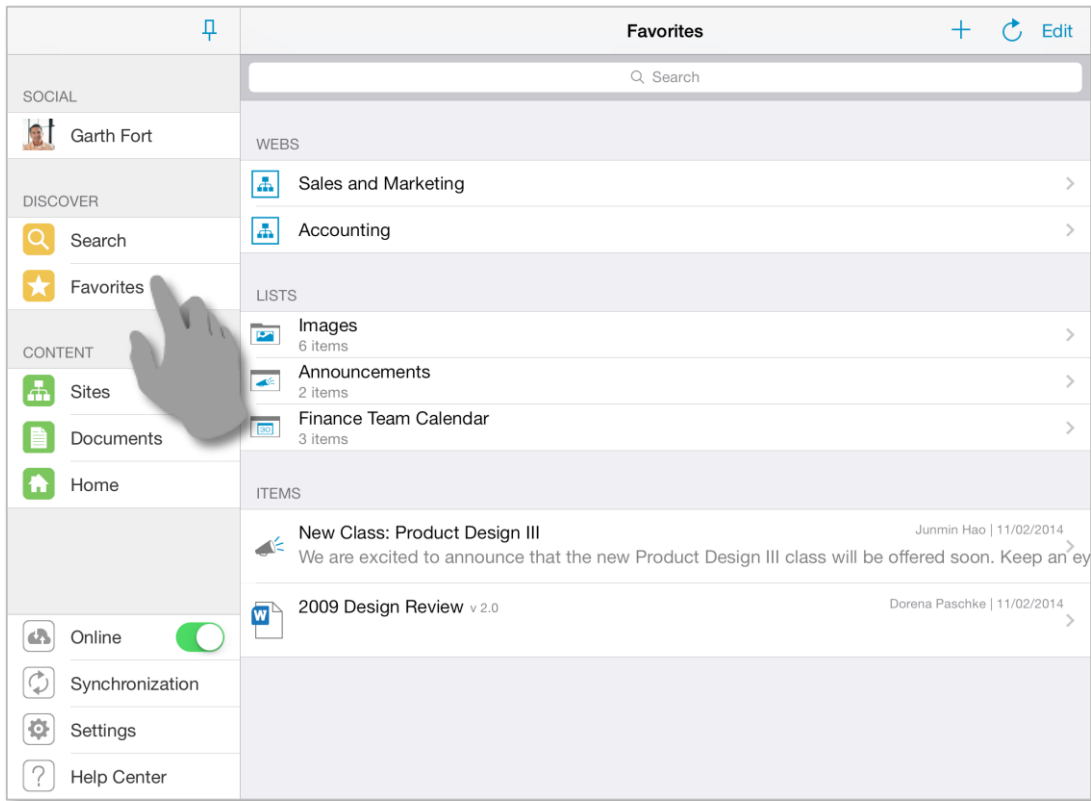
SharePlus supports lists and document libraries with version control enabled. You can keep a history, track changes, and restore previous versions if needed.



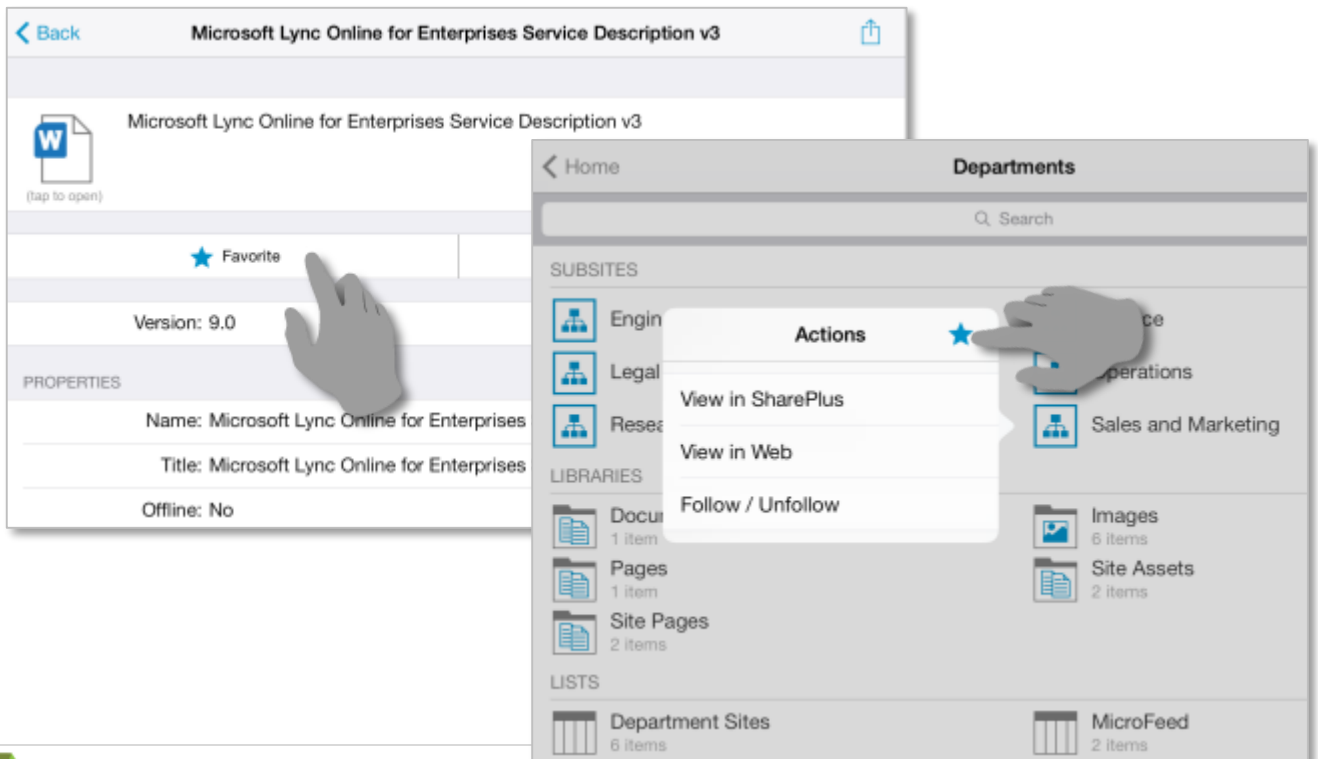


The Favorites Module

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



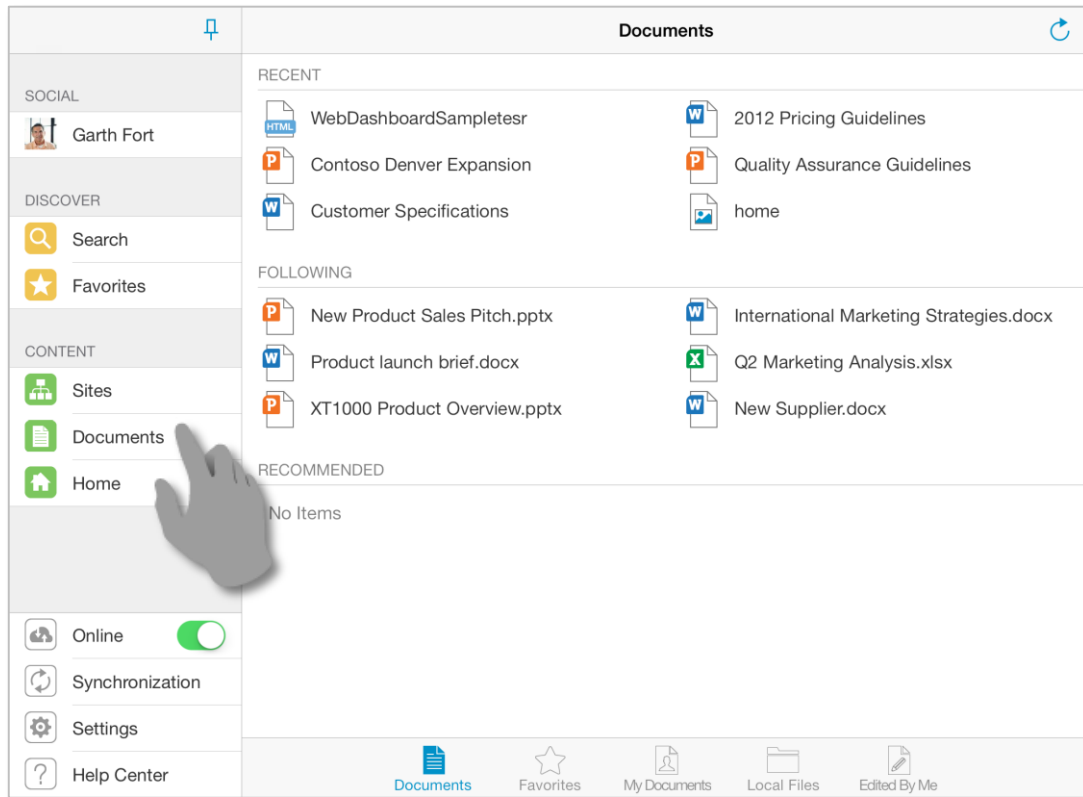
To mark an item, list, or site as Favorite, just tap the “Star” icon on its properties.





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.



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:

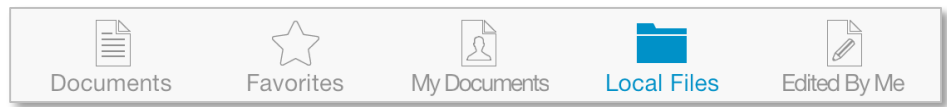
- **Documents** – The *Documents* tab displays the recent and recommended documents along with the documents you follow.
- **Favorites** – The *Favorites* tab displays all your favorite documents (this tab only shows documents, excluding sub-sites or lists).
- **My Documents** – The *My Documents* tab 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.

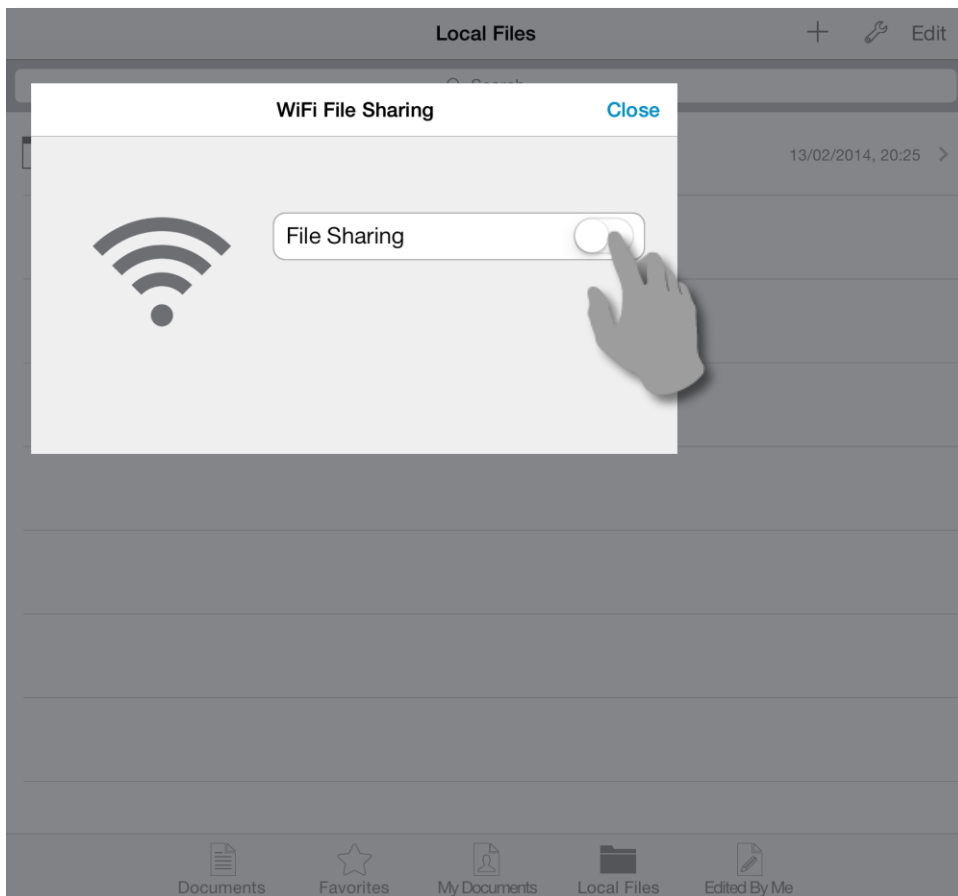
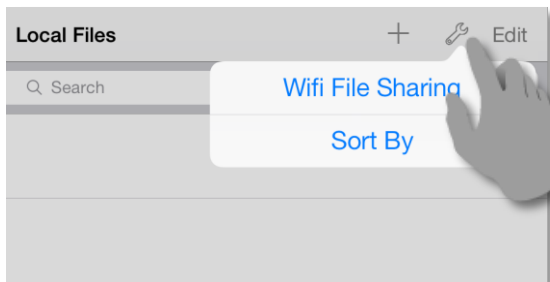
Local Files



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.

File Sharing

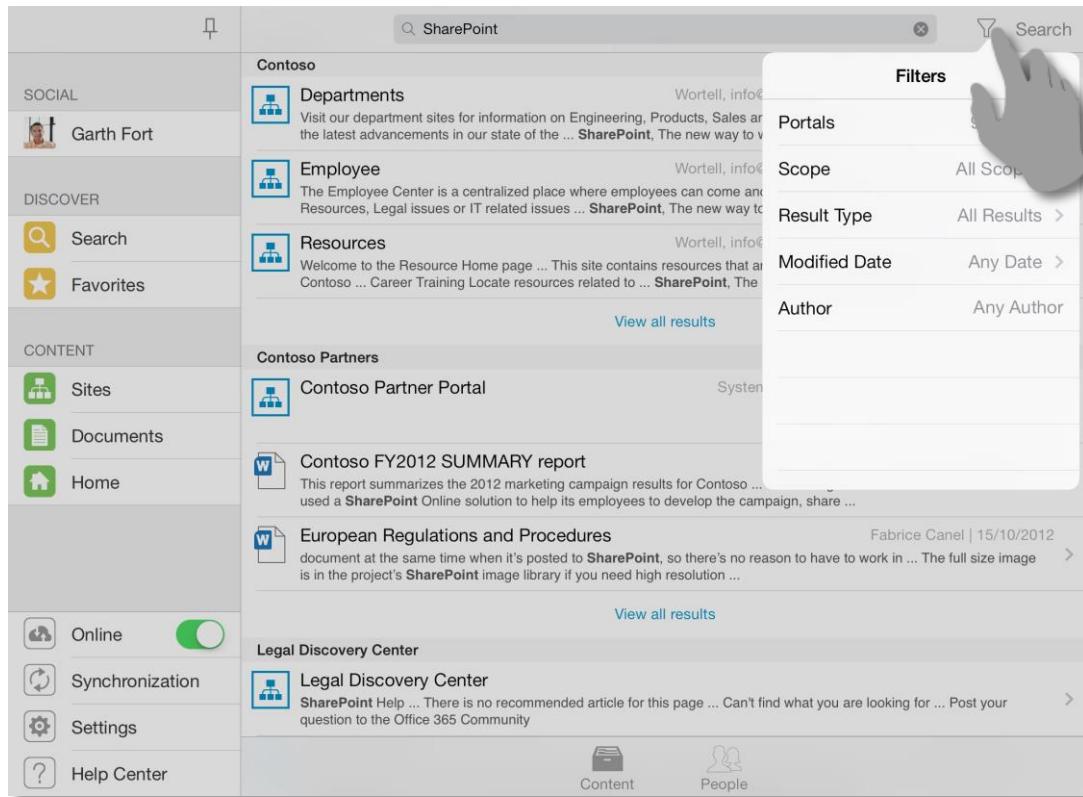
Share files from Local Files with others through the Wi-Fi network. It is as simple as connecting your device to the network and enabling File Sharing in SharePlus. Once the address is displayed on screen, input that address in a web browser connected to the same network.





The Search Module

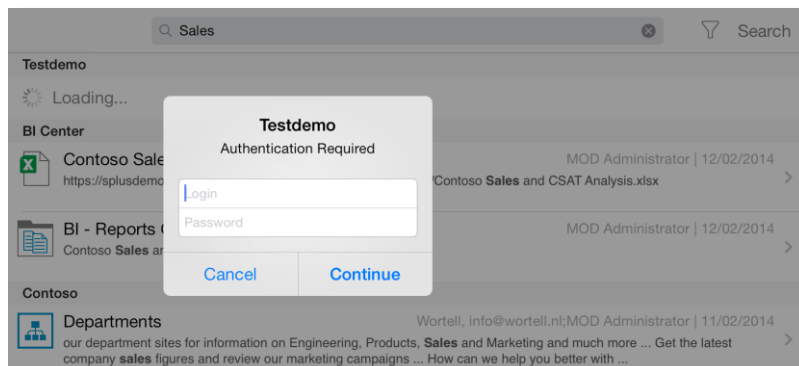
This module allows you to search server content by keyword and retrieve results from all connected portals at the same time. Filters like scope, date, result type, and author help you narrow the retrieved results which are displayed in an organized list view.



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.





SharePlus Offline

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

Configuring Offline

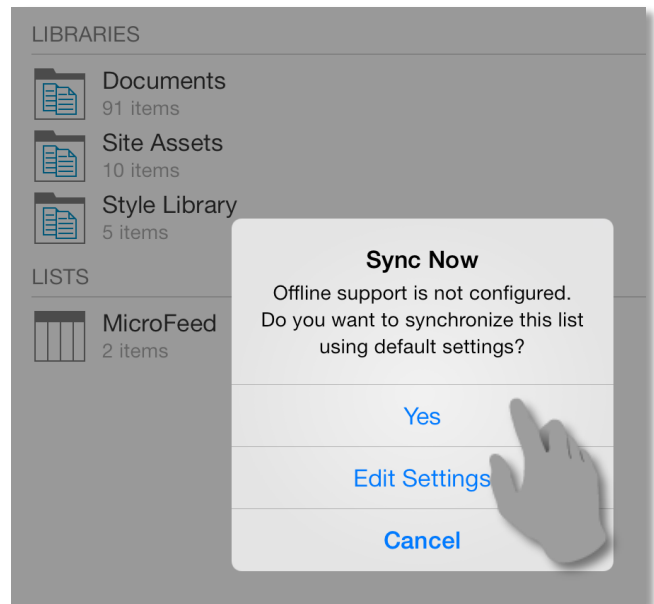
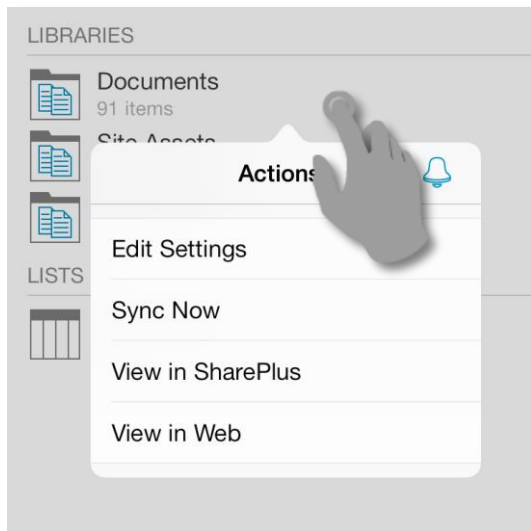
You can configure the offline behavior of a list using two different methods:

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

Configuring Offline with Sync Now

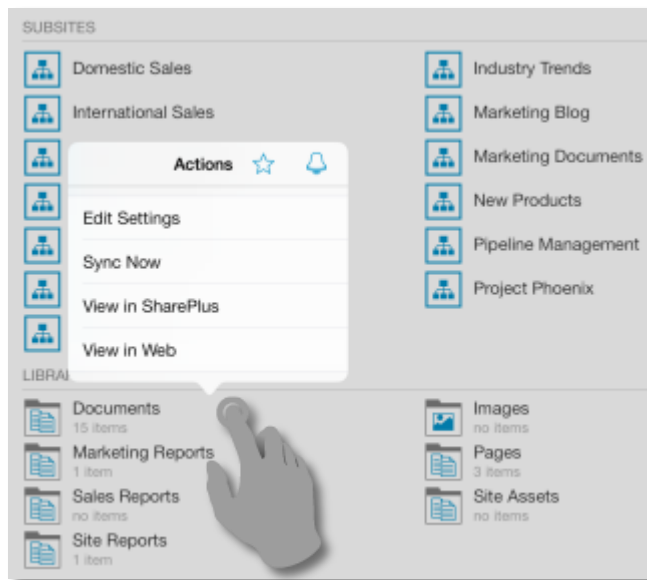
Tap & hold over the SharePoint list to access the actions menu. Then, select *Sync Now* from the actions popover.

Accept the default Offline Settings for the list. The *Background Sync Mode* and the default List View will be selected, e.g., “All Documents”.

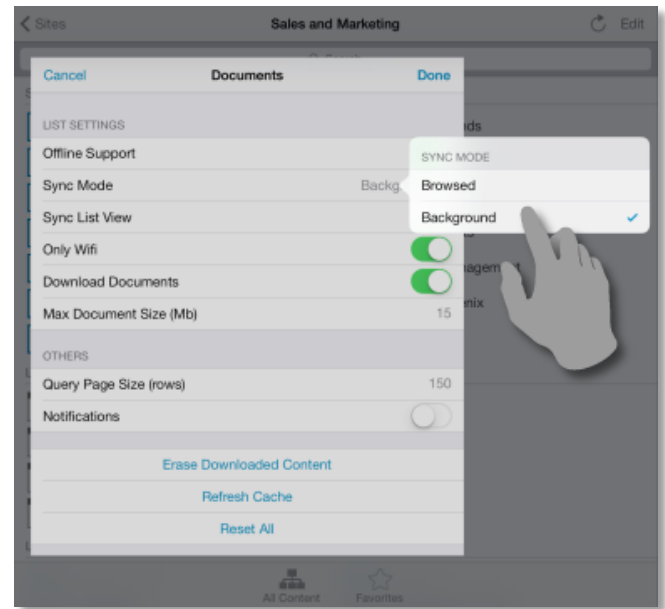


Manually Configuring Offline Settings

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



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



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.

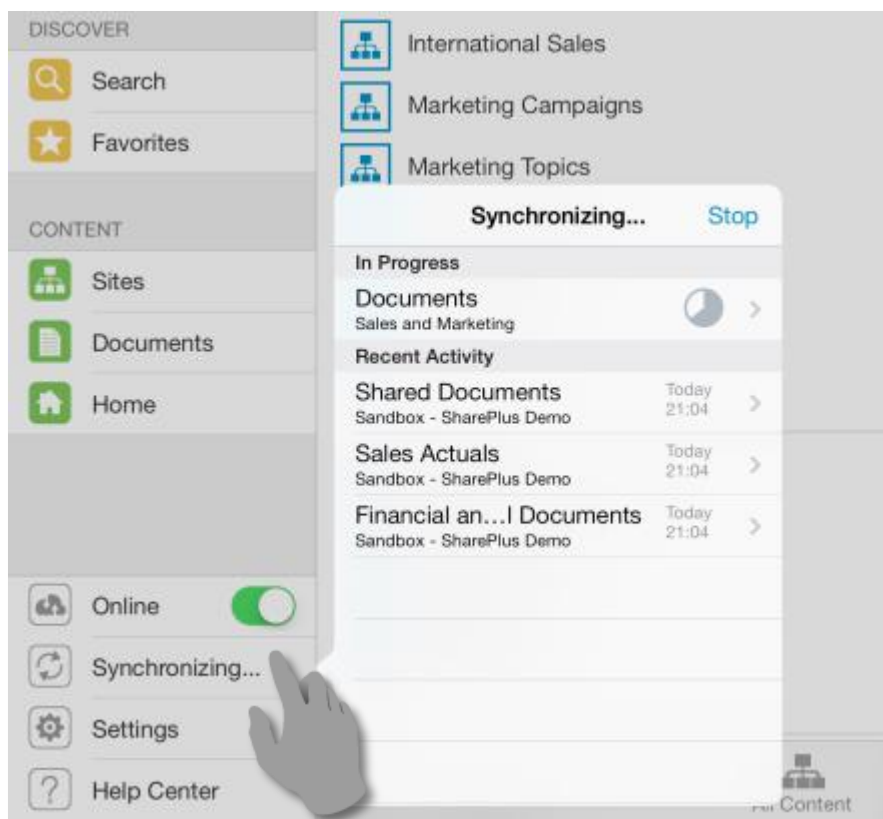
Complete List of Offline settings:

Setting	Description
Offline Support	Enables offline browsing for a list, when turned on other settings will be enabled.
Sync Mode	Choose between <i>Browsed</i> and <i>Background</i> 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.

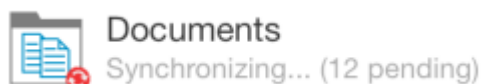
Triggering the Synchronization process

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.

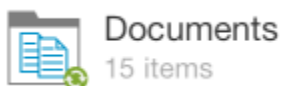
Open *Synchronization* from the SideBar menu to start and also monitor the synchronization process. Once the Synchronization process is finished, all the list contents will be cached locally.



The list will go through the synchronization process.



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



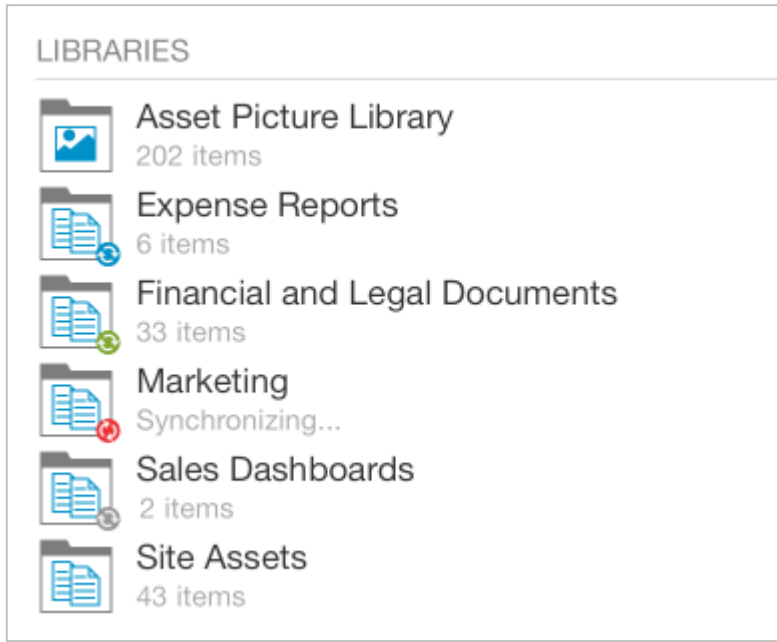
File size...

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

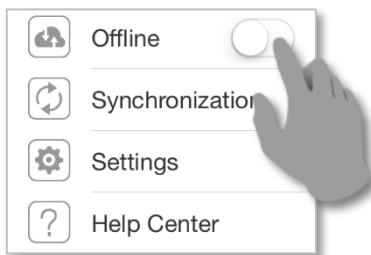
The sync status icons are used to illustrate different states when having Offline Support enabled.

- **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.



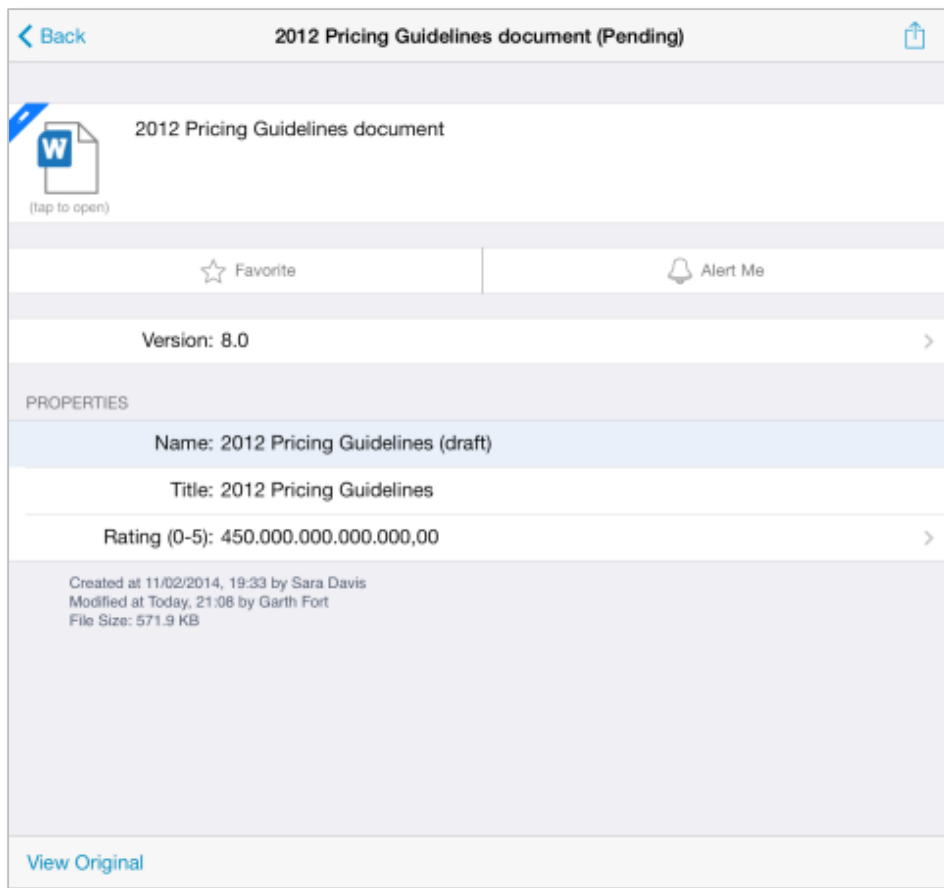
Going Offline

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



Editing content Offline

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.



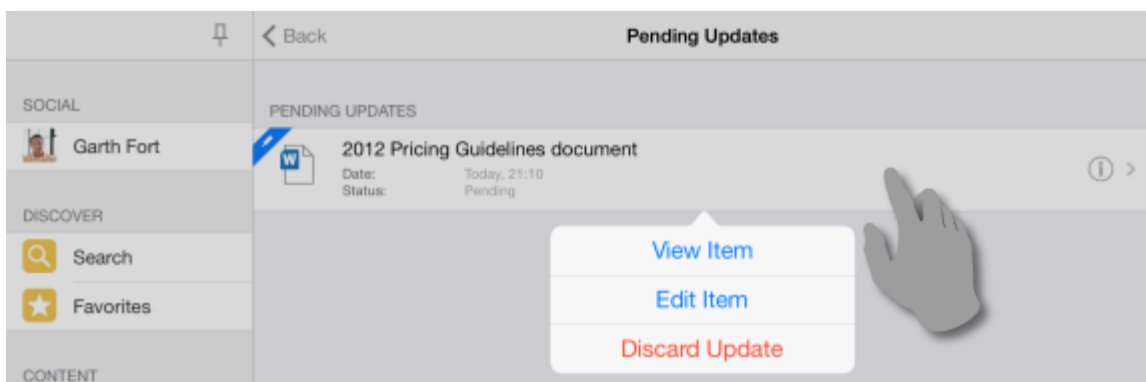
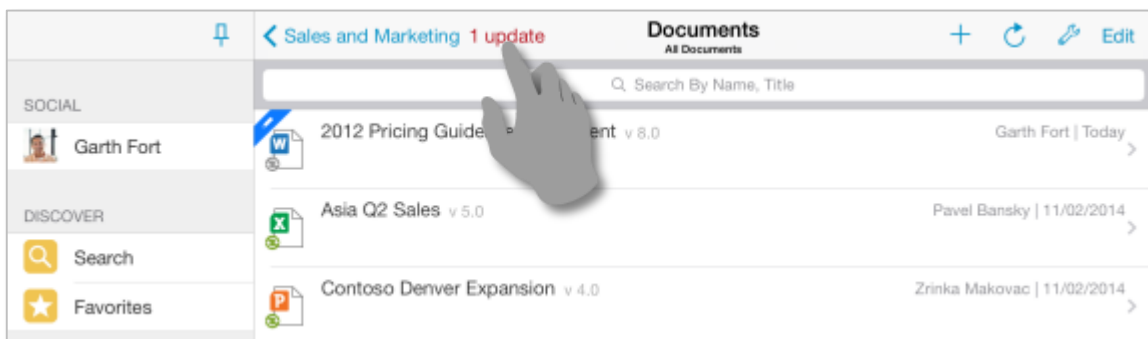
Item with Pending Updates.



You can access the original item through this button.

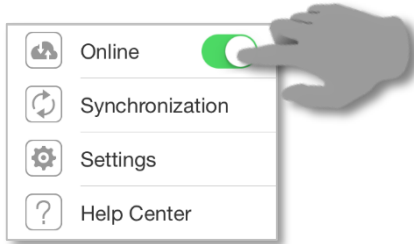
[View Original](#)

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

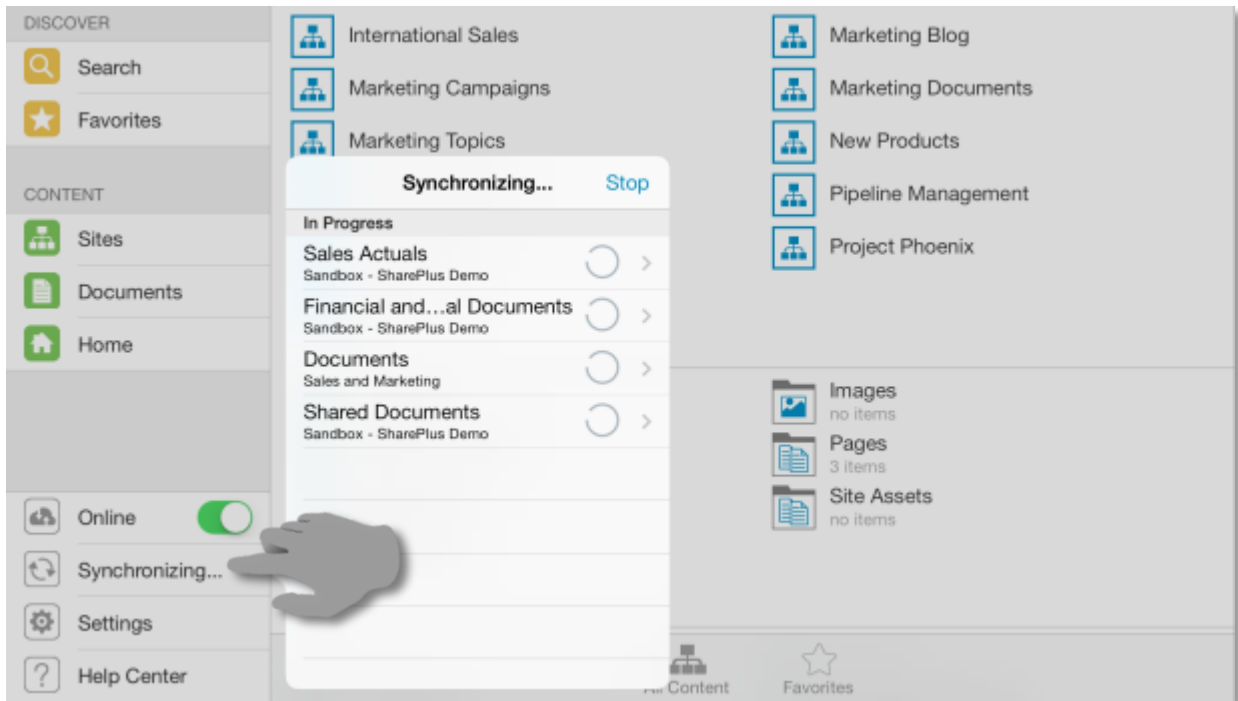


Going Online and Synchronizing

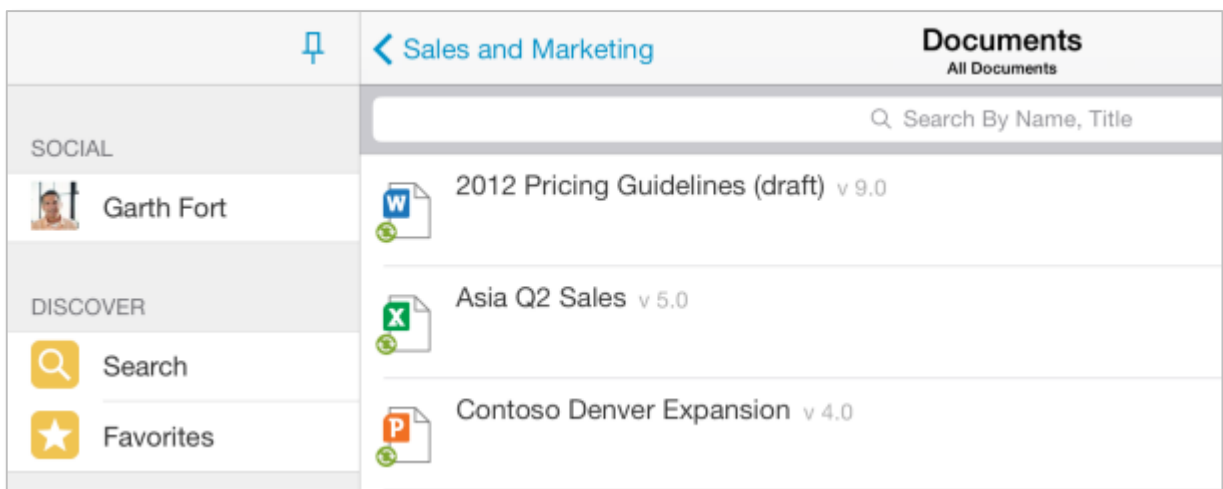
Switch the application to the *Online* mode to start the synchronization process.



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

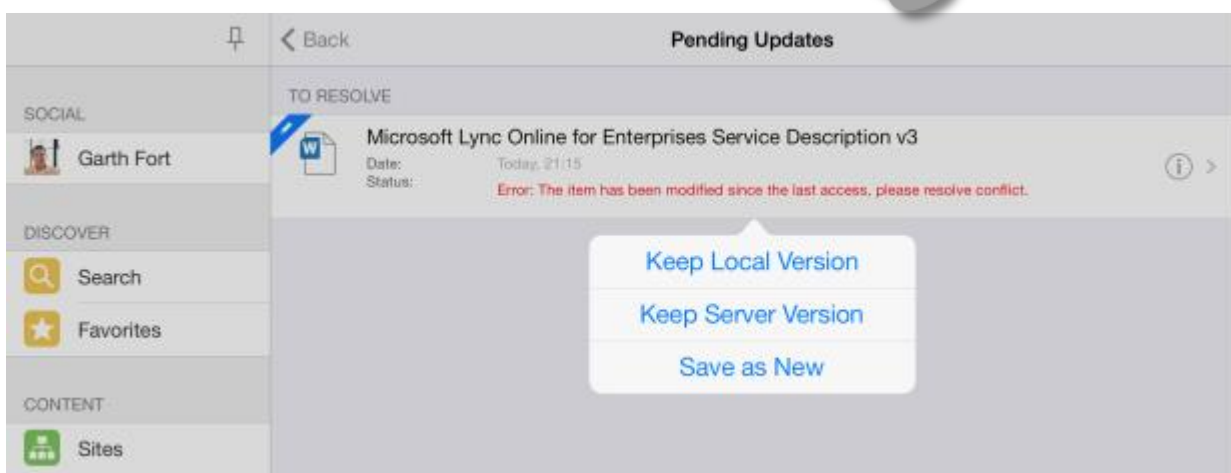
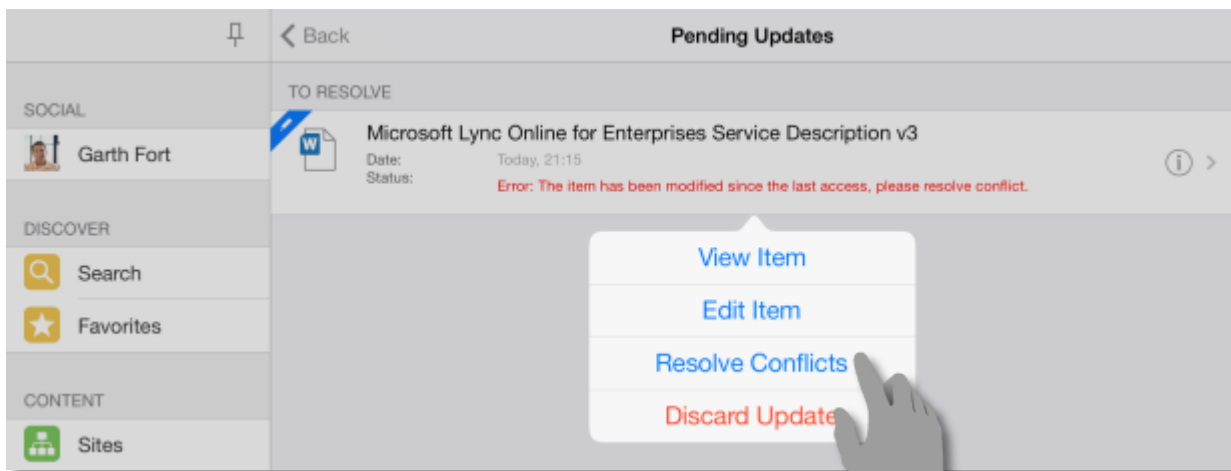


Changes made offline are synchronized back to the server and all sync status icons turn green. Items with conflicts that need to be resolved will be displayed as Pending Updates for the list.



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.

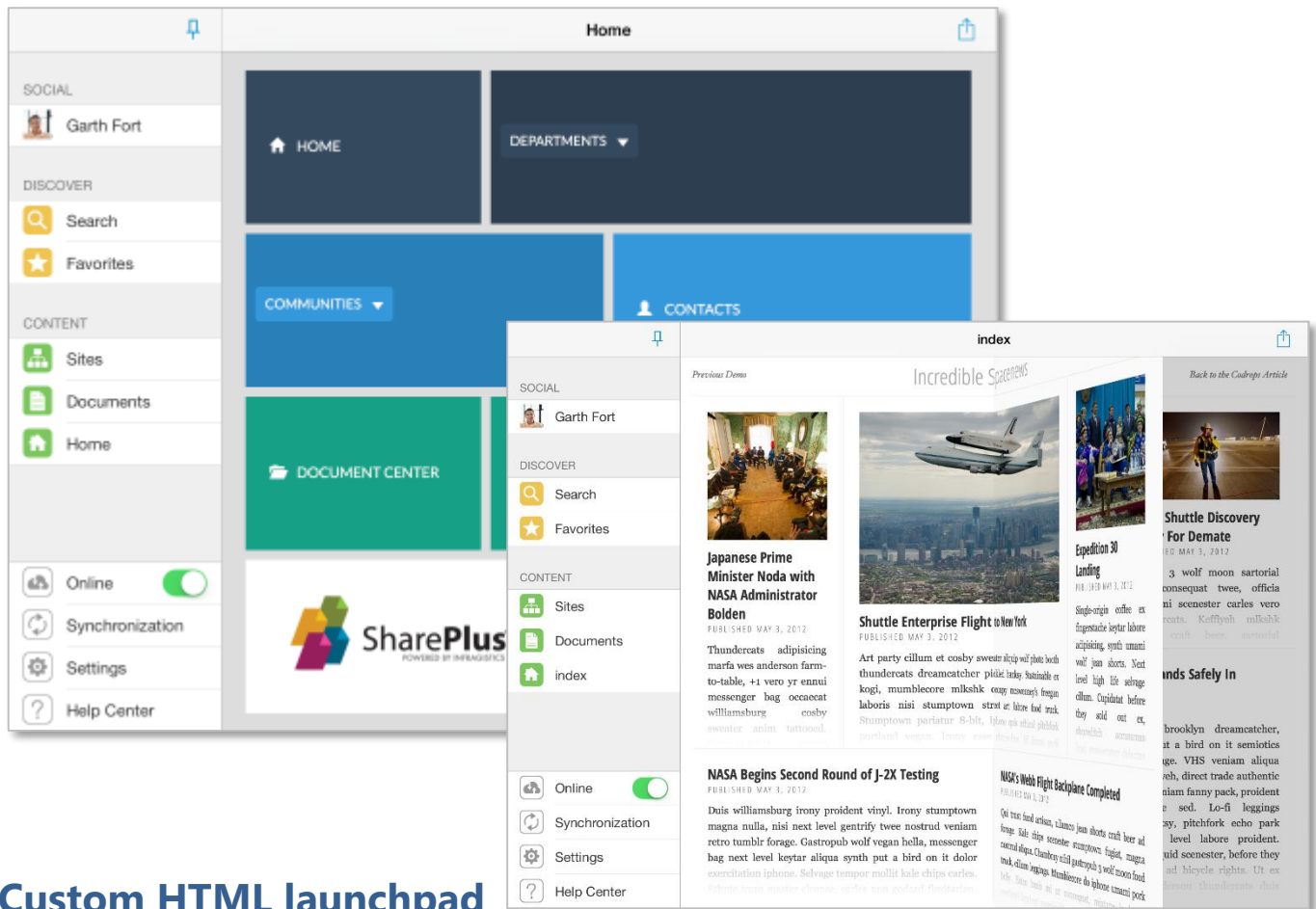




Application Launchpads

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.

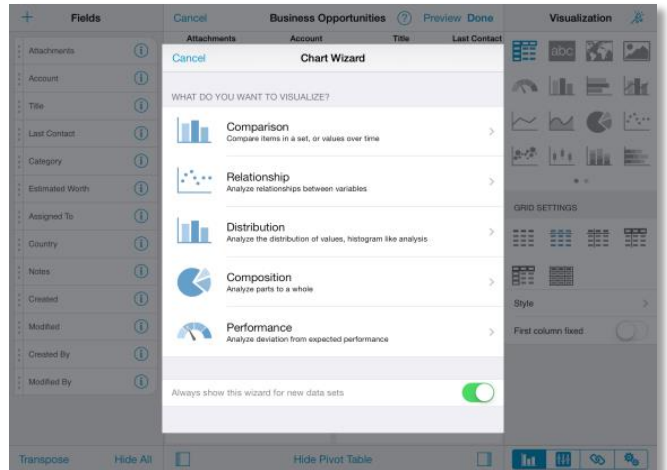
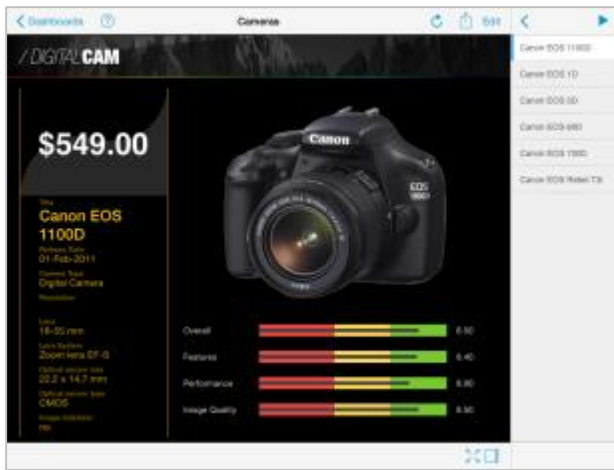


ReportPlus Integration

Use data visualization to communicate insight by creating dashboards that consume SharePoint data. SharePlus integrates the [ReportPlus](#) interactive, easy-to-use, and fast dashboard and reporting experience.



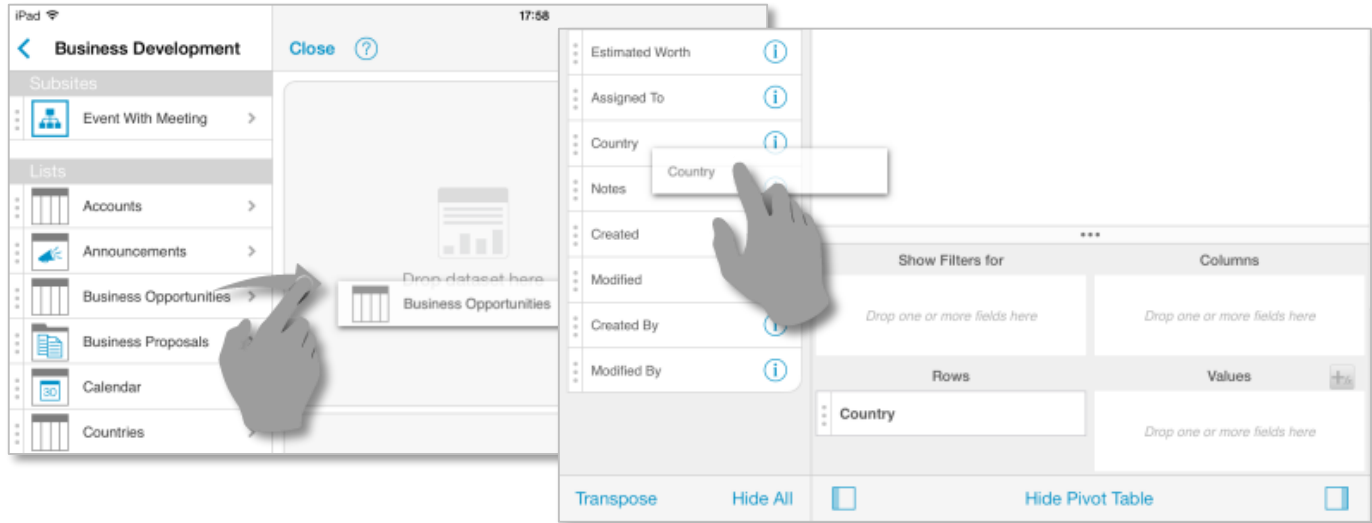
The Visualization options include grid, text, trend line, map, gauge, chart, and financial chart views.



Working with Pivot Tables

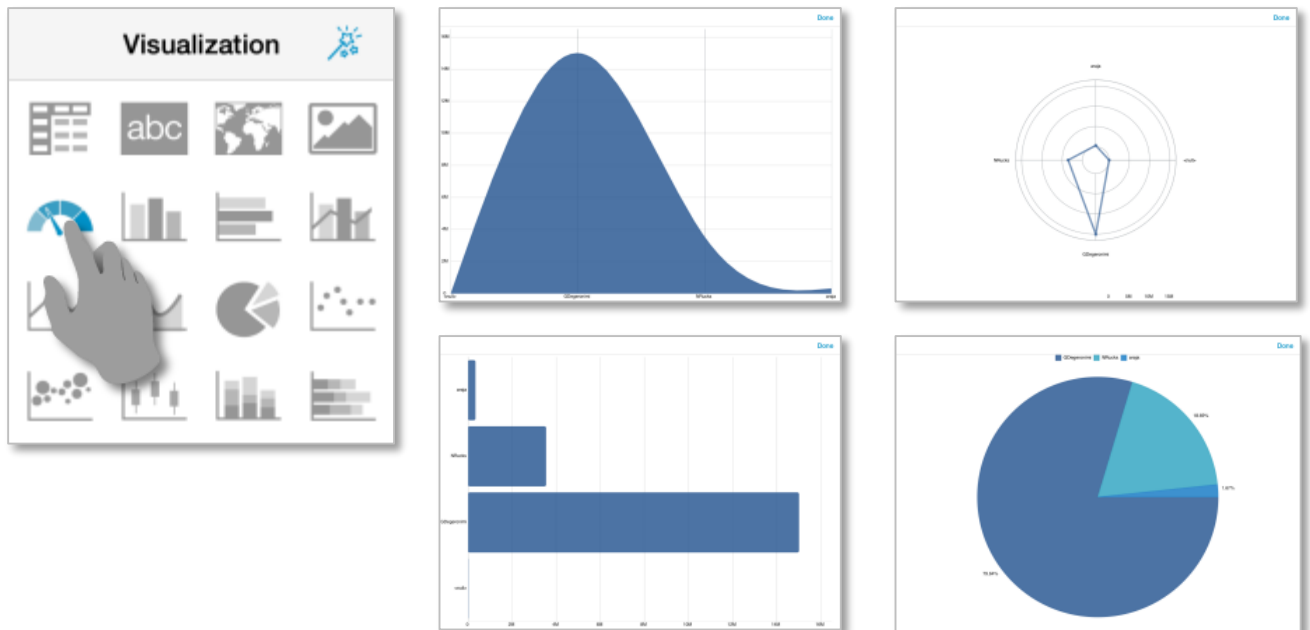
You are able to connect to data sources like lists and documents, including calendars, contacts, images, Excel files. Data from SharePoint lists and Excel files allows you to apply many different Visualizations. Pivot Tables are very powerful data summarization tools that help you analyze data.

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

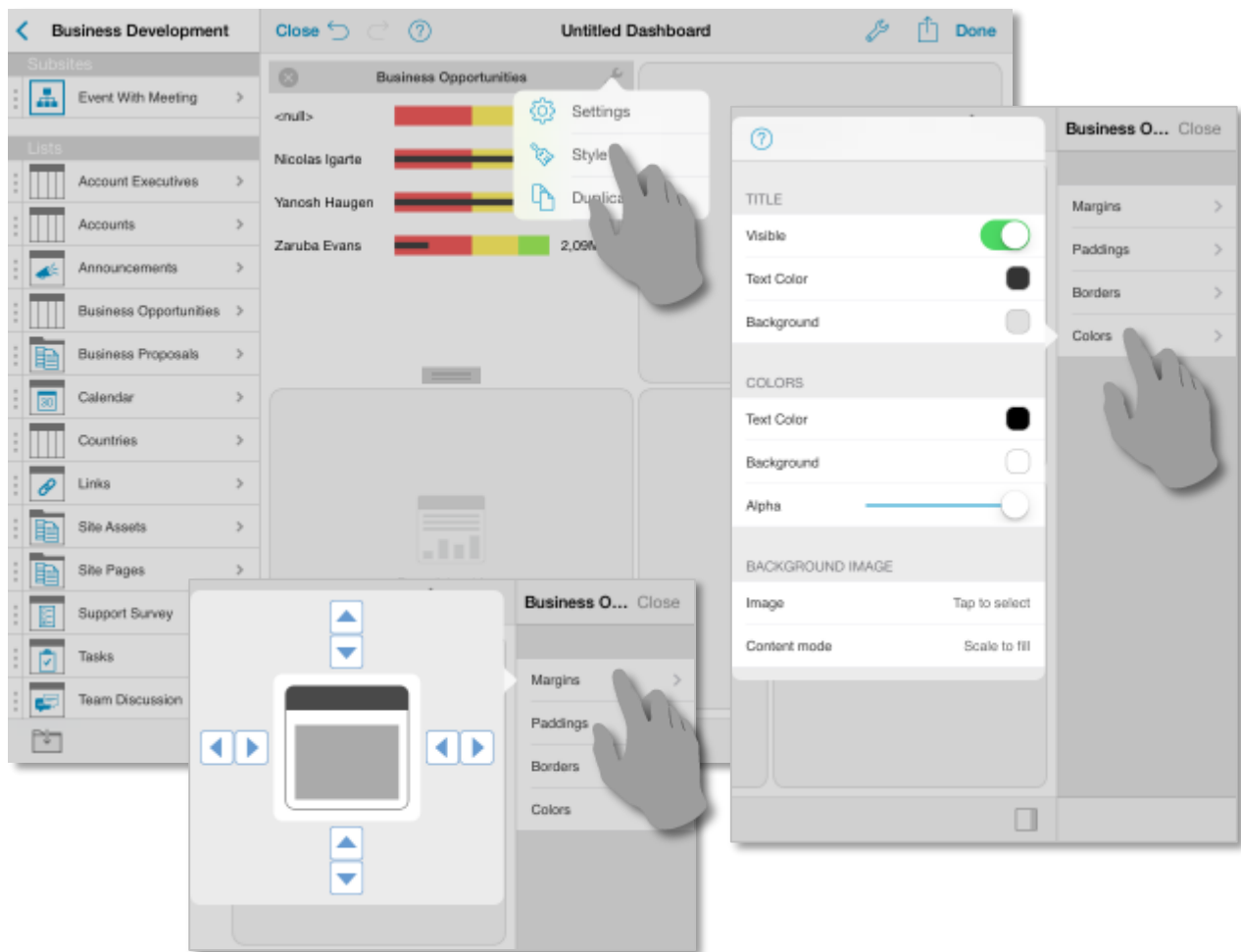


Customizing the Visualizations

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.

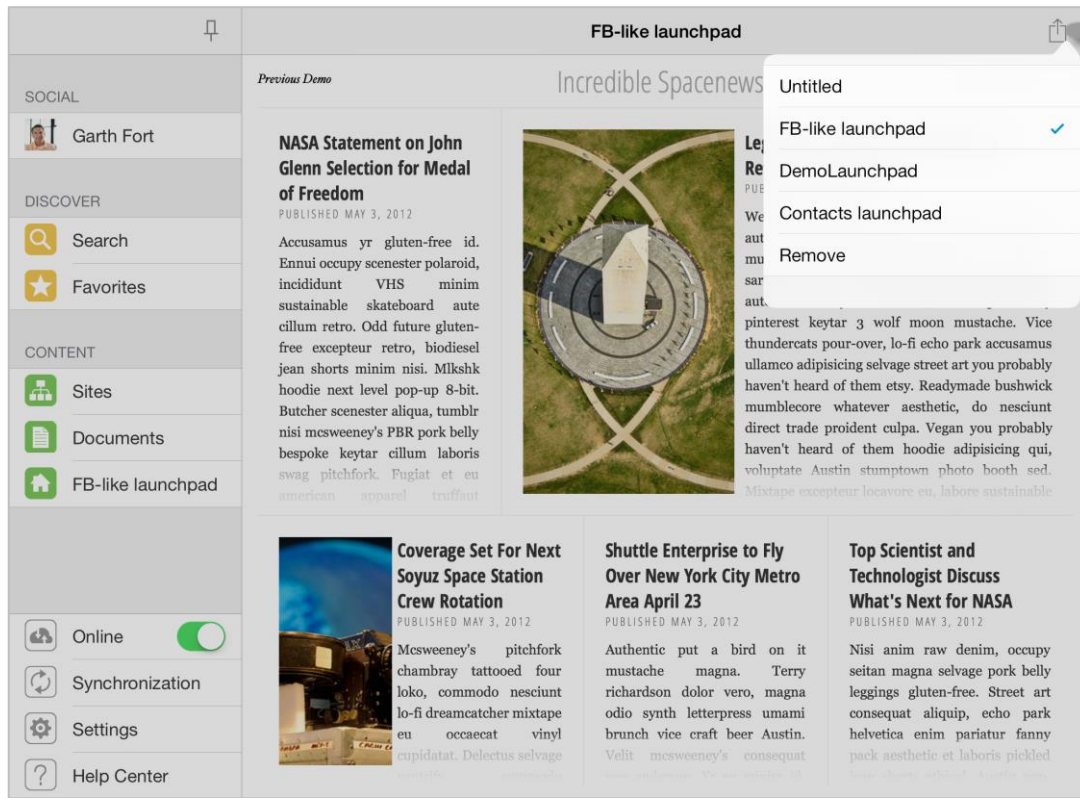




Customizing SharePlus Interface

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.

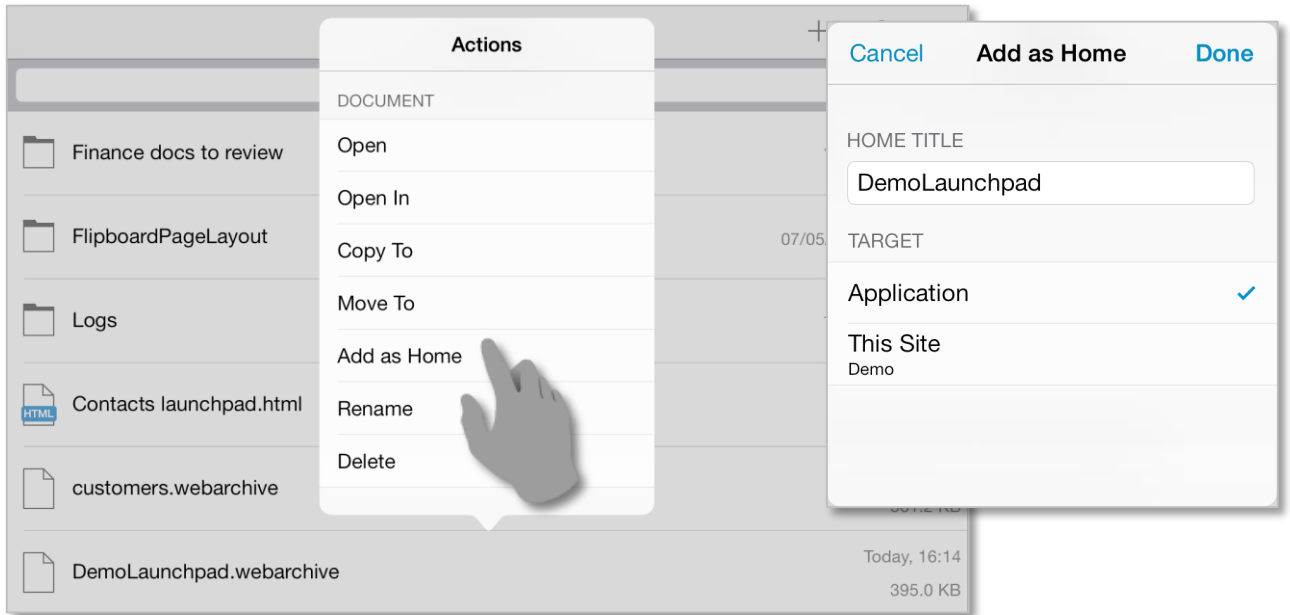
Site homes

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).



SharePlus User Interface Advanced Configuration...

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

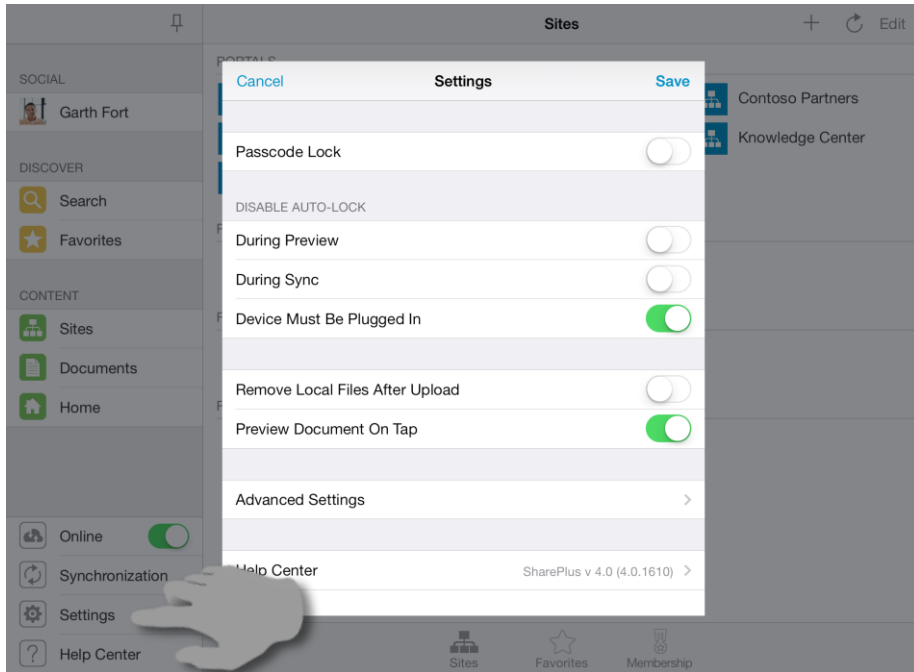
Chapter 3

SharePlus Configuration



Application Settings

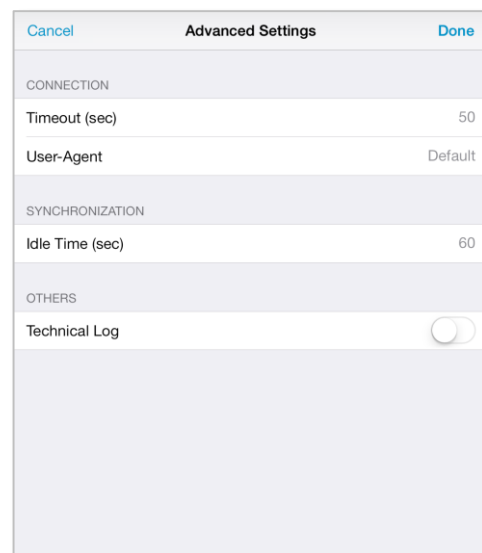
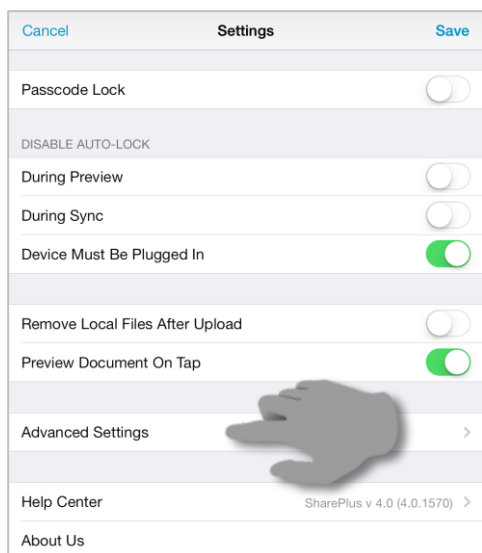
A subset of SharePlus settings can be manually adjusted accessing the *Settings* module on the Sidebar.



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.

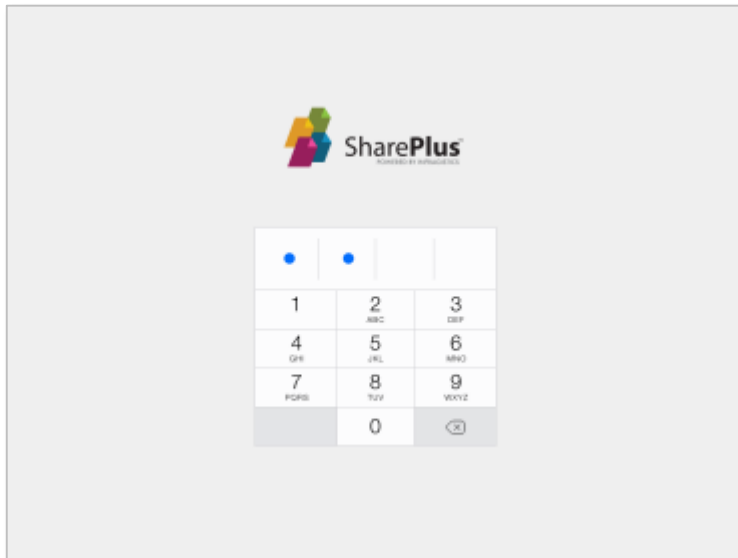


The two following settings specify general behavior of the application:

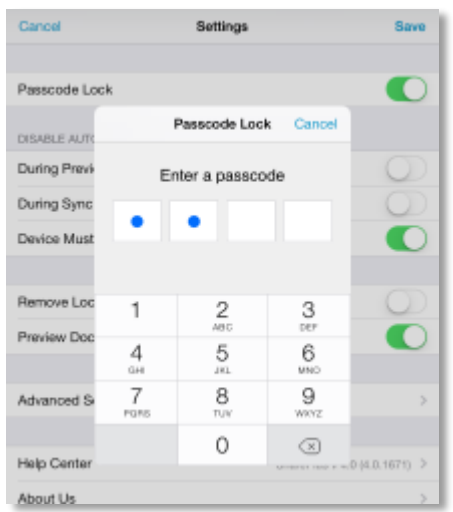
- **Remove Local Files After Upload** – This setting allows you to automatically remove the local copy of a file after it has been uploaded.
- **Preview Document On Tap** – You can enable document preview as the default action when tapping a document. Document details are still available on a different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



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

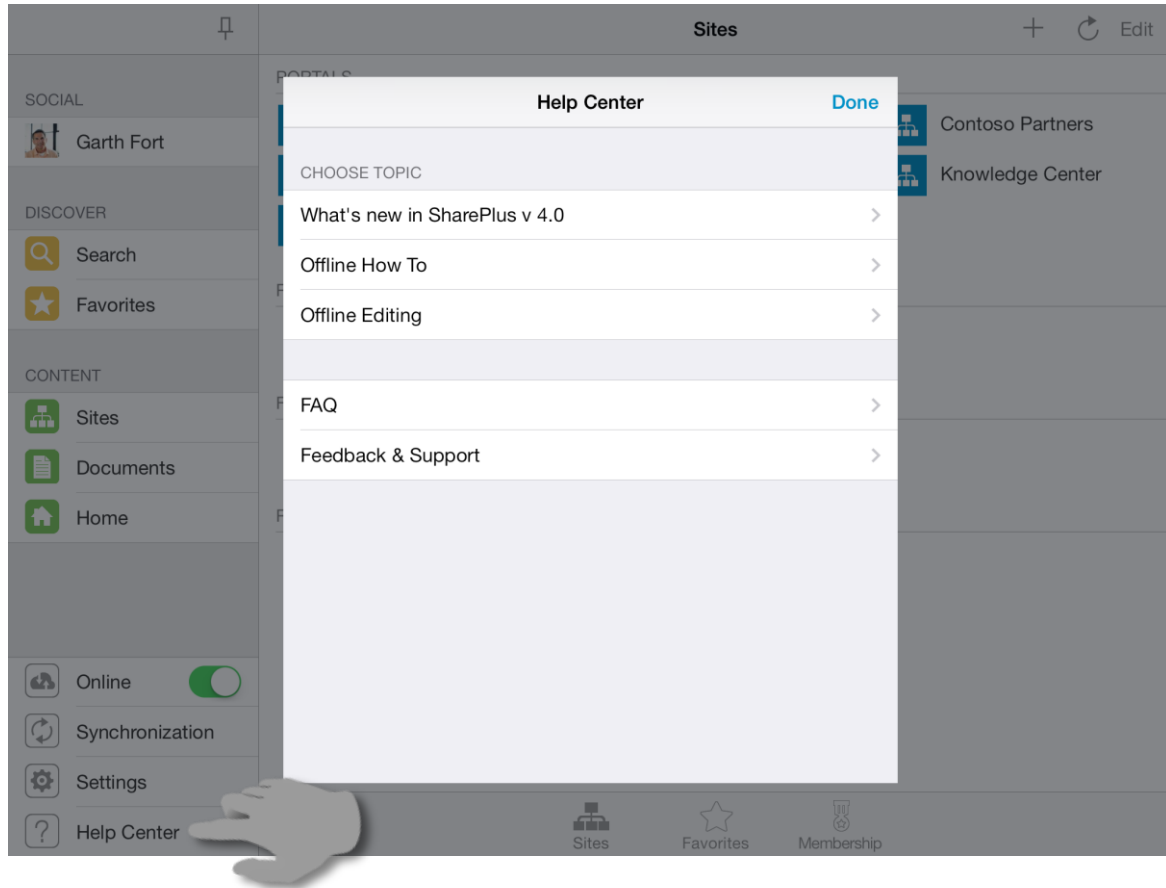
Getting Support



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.



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:

- [Enterprise Mobility](#) – 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.
- [Videos](#) – 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

1. 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.