

Android User Guide

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SharePlus[™] Android 2.0 - User Guide 2.3

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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.



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Document Changelog



Chapter 1 Introducing SharePlus



Welcome to SharePlus!

SharePlus is a native mobile application that provides secure access to SharePoint content like libraries, lists, documents and files. With SharePlus you can continue working with your SharePoint content even when you don't have connectivity. Changes introduced while offline are synchronized automatically with the server when the devices has a working connection again.

Navigate your SharePoint sites.						Search for content in all connected portalls.			
= 률 Contoso				Q	¢		= <u> </u> Search: "shareplus"		Q
Subsites							Online		On this device
Lepartments	:	Employee	:	Facilities			Contoso		
A News	:	Resources	:	🚠 Search			No results found		
Libraries							Demo (40)		
Documents Waiting to sync.	:	Form Templates		Home Slides	÷		SharePlus Use this library to store files which are included on pages within this site, such as image	s on Wiki pages	Gary Davis Aug 16, 2012
Images Downloading documer	nts	Pages Waiting to sync.	:	ReportPlus Assets	-		SharePlus-UseCase-TonkinTaylor.doc David Anderson Test		David Anderson Jan 16, 2014
Site Assets	:	Site Collection Docume	;	Site Collection Images			SharePlus-UseCase-TonkinTaylor.doc		David Anderson Apr 18, 2013
Style Library	:						View more result	5	

Start SharePlus showing a Mobile Workspace Access your content without connectivity Corporate News Ξ Synchronization Pending updates uttle Discovery Ready ow Expedition 30 Landing Japanese Prime Minister ate Uploading... Noda with NASA Shuttle Enterprise Flight to NewYork Administrator Bolden Single-origin coffee fingerstache kevtar labore adipisicing, synth umami wolf Safely In Kazakhstan Thundercats adipisicing marfa Art party cillum et cosby sweet ship wil phin both Offline lists and libraries lyn dreamcatcher, aesthetic semiotics godard pork belly thundercats dolore keffiyeh, R eiusmod. Dolore veniam NASA Begins Second Round of J-2X Testing NASA's Webb Flight Backplane Completed Gorporate News DEPARTMENTS 👻 🔒 НОМЕ Waiting to sync. L EXECUTIVE BLOG I DASHBOARDS DOCUMENT CENTER Q SEARCH Share**Plus**





Functional Overview

Feature	FREE	SUBSCRIPTION	ENTERPRISE
Mobile Collaboration	1	1	1
Browse SharePoint Content (online & offline)			
Navigate SharePoint sites, lists/libraries and its contents	R	Yes	Yes
Nintex Integration	Yes	Yes	Yes
Browse other content sources			
Dropbox, Google Drive, Network Drives, OneDrive for Business	R	Yes	Yes
Quick access to Content			
Sidebar with access to Content Hubs	Yes	Yes	Yes
Recent Content	Yes	Yes	Yes
Favorites	Yes	Yes	Yes
SharePlus Mobile Workspaces	No	No	Yes
Edit Content			
Add list items and documents	R	Yes	Yes
Edit list items and document properties	R	Yes	Yes
File editing via native 3 rd party apps	R	Yes	Yes
Check In/Check Out Support	R	Yes	Yes
Offline Synchronization with collision resolution	R	Yes	Yes
InfoPath Forms	No	No	Yes
Analytics on the Go			
Search Hub			
Integration with SharePoint Server Search Engine	R	Yes	Yes
Unified Search for content in all connected portals	R	Yes	Yes
Enterprise Ready			
Security			
HTTPS and VPN Support	Yes	Yes	Yes
Enterprise Ready			
Authentication			
Native Support for Windows, Office 365 and Forms auth.	Yes	Yes	Yes
Deployment			
MDM Server Deployment	No	No	Yes
Advanced Configuration			
Centralized Configuration	No	No	Yes
In-App Support - Feedback Email	No	No	Yes
Language Support			
English, Japanese, Spanish	Yes	Yes	Yes

Table Reference

- Yes Available
- No Not available
- **R** (Restricted) Limited application behavior, e.g., only the first list items are shown.

At a Glance: Browsing Content

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



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

E 률 Sites	
Portals	
Contoso	🚠 Demo
Recent	11
Business Development	

3. Navigate through the portal's sub-sites if needed.	4. Browse a <u>Library</u> .
E 🏂 Demo	E 🕌 Contoso
Subsites	Subsites
Blog Busines Development	Departments Employee
🚠 Wiki	Resources
Libraries	Libraries
Asset Picture Library Documents	Documents Form Templates
Employee 77 items	Images 49 items E 2 items
Financial a 32 items	Site Assets Site Collection Docume.
Marketing 76 items	Style Library 40 items
Sales Dash	

5. Open a **Document** through a third-party app of your choice as shown below. Alternatively, you can just tap over a library's item without opening the Sidebar.





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At a Glance: Working without a connection

1. Navigate to the list you want.

=	률 Demo			
	Subsites			
	👪 Wiki	÷		
	Libraries			
	Asset Picture Library	i	Documents 21 items	i
	Employee Pictures 77 items	÷	Expense Reports 5 items	÷
	Financial and Legal Doc 32 items	÷	Images 3 items	i
	Marketing 76 items	:	Multimedia 7 items	÷
	Sales Da be	÷	Shared Documents	÷
	Site Pages			

2. Select *Keep offline* in the *Actions Overflow*.

$+ \phi$	÷
Dave Add favori Dave Add favori	7
David Anderson Sep 30, 2014	i
araja Jul 27, 2012	(i)
David Anderson Oct 19, 2015	(i)

3. The synchronization process will start automatically and content will be refreshed every 5 mintues. You can acces details about the process in the Synchronization Module.

DISCOVER	Synchronization	¢
Q Search	Pending updates	
★ Favorites	Microsoft Exchange Online for Enterprises Service Description	\times
CONTENT		
🕂 Sites	Offline lists and libraries	
Documents	Financial and Legal Documents - Sandbox - SharePlus Demo Synchronizing	
-	Documents - Corporate Intranet Waiting to sync. 1 item left. Feb 23, 2:23 PM	
20	Marketing - Sandbox - SharePlus Demo All items in sync. Feb 22, 7:42 PM	
Synchronization		

4. Once completed, the List is synchronized.



5. 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 SharePlus Android only. For other mobile platforms, please refer to the corresponding documentation.

SharePlus Free and Suscription

SharePlus Free and Subscription are downloaded directly from Google's Play Store.





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.

	Mob	ILE IRON ADMIN PORTAL	USERS & DEVICES		APPS	POLICIES & O	ONFIGS	SETTINGS	
			App Distribution	Library	Device	App Inventory	App Tunnel	s App Control	Apps@V
Select i	Platform:	Android 👻	Add App Delete	Actions	• Sear	ch by App. 💋	O		~
	Edit	App Name		App Versio	n Lat	pels		Devices Installed	0
	0	SharePlus		2.0.376	And	Iroid		0	
Select I	Platform: Edit	Android v App Name SharePlus	Add App Delete	Actions App Versio 2.0.376	▼ Sear n Lat And	ch by App. /	D	Devices Installed	

Accessing a 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".



App installation outside the Play Store...

To allow the installation of apps from external sources (not Google Play Store) you need to change your device's settings. Navigate to *Settings > Security* and check the *Unknown Sources* box.



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.

Chapter 2 The SharePlus App



Getting Started

Once installed, SharePlus becomes available on your device's Launcher. Tap the icon and open 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.



Main Screen



The SideBar

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



Display or hide the SideBar by using swipe gestures.

: 💰 SharePlus		= 률 Contoso			
DISCOVER		Subsites			
Q Search	Employee	Departments	:	Employee	:
+ Favorites	Resources	A News	:	Resources	:
		Librari			
Sites	Form Templates		:	Form Templates	:
	Pages Waiting to sync.	49 items	1	Pages 2 items	:
	Site Collection Docume	Site Assets 0 items	:	Site Collection Docume	:
\diamondsuit Synchronization		Style Library 40 items	:		



The Main Screen

SharePlus Main Screen 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 Mobile Workspaces, etc. When SharePlus starts, the Sites module is displayed by default.

🗏 📥 Contoso					Q,	\diamondsuit	E	률 Corporate News			
Subsites											
Departments	:	Employee	:	Facilities		:		🔒 НОМЕ	DEPARTMENTS 👻		
A News	:	Resources	:	search		:					
Libraries										EXECUTIVE BL	
Documents 0 items	:	Form Templates	÷	Home Slides 3 items		:					
49 items	:	Pages 2 items	:	ReportPlus Assets		:		DOCUMENT CENTER	al DASHBOARDS		Q SEARCH
Site Assets	:	Site Collection Docume	:	Site Collection Imag	jes	:					
Style Library 40 items	:							SharePlus			

The Action bar includes different options based on the current module. In addition, the action overflow (menu displayed on the right of the action bar) also depends on the context, as shown below.





Navigating back...

Like standard Android apps, you can go back by using the Back button in the System Bar.



The Sites Module

This Module gives you access to your SharePoint Sites and their contents.



SharePoint Sites

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

E	Sites						F			
	Portals									
	Gonto	Contoso E Demo								
	Recent									
	Business Devent									
	8	E 률 Contoso								
		Subsites								
		Departments	:	Employee	:	Facilities			:	
		A News	:	Resources	:	search			:	
		Libraries								
		Documents 0 items	:	Form Templates	:	Home Slides 3 items			:	
		Jimages 49 items	÷	Pages 2 items	:	ReportPlus Asse	ts		:	
		Site Assets	÷	Site Collection Docume	÷	Site Collection In	nage	S	:	
		Style Library 40 items	:							



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 Add new portal button in the Action bar.

=	👍 Sites		tan an a
	Portals		
	击 Contoso	🚠 Demo	

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.

Add new portal	TEST CONNECTION $ imes$ cancel \checkmark don
Portal	
Name	
URL	http://www.mycompanysite.com/intranet
Account	
Authentication Method	Windows based
Username	
Password	
Domain	·

Authentication Mode

Windows Integrated Authentication is selected by default, but Office 365 and Forms based Authentication 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 you need to provide the account to be used. The account is composed by your credentials, **Username** and **Password**, and the **Domain** (if necessary).



If you don't have access to any portal, please <u>contact Infragistics</u> to request access to our **Demo** 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	28	Calendar
Contacts		Custom Lists
Tasks	F	Team Discussion
Survey	Ø	Links



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

-	Demo		Q,	\diamondsuit
Subs	ites			
	Blog	:	Business Developm	
	Sales Weekly Meeting	:	👪 Wiki	
Libra	ries			
	Asset Picture Library 208 items	:	Documents 21 items	1
	Drop Off Library	:	Employee Pictures 77 items	
	Expense Reports 5 items	÷	Falcon	:
	Financial and Legal	:	Images 3 items	
	Key Account Folders	:	Marketing 76 items	+
2	Multimedia 7 items	:	Pages 1	
	Sales Dashboards 3 items	:	Shar nts	
	Site Assets 62 items	÷	Site Pages 5 items	÷
Lists				
	Announcements 6 items	:	Calendar 63 items	:
I	Contacts	:	Feature Requests	

Once in a list or library, you can scroll up and down to

navigate through all the list's items.

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:

W	Word documents	X	Excel documents		Announcement items
2	PDF documents		Image documents		Contact items
ZIP	ZIP documents	Ρ	PowerPoint documents	F	Team Discussion items
4	ReportPlus dashboards	28	Calendar event items	 Image: A start of the start of	Task items



Browsing items/documents

Tapping over an item or document executes a default action depending on the type.

- For items like tasks, calendars, or team discussions, the item's properties are displayed.
- **Documents** are retrieved from the server and you are prompted to choose between the available third-party apps to open the document.

= 🕌 Tasks	+ 🗘 🗉
Orante Cales Descentation for Appendix vity	E 🦺 Create Sales Presentation for Acme Opportunity
Create sales presentation for Actine opportunity Create sales presentation for Acme sales acting. All done	Properties
Create draft proposal for Moj	Title Create Sales Presentation for Acme Opportunity
	Predecessors Create draft proposal for MojoSoft
-	Priority (3) Low
	Status In Progress
≣ 🕌 Marketing	% Complete 2.00%
Contoso's Best Selling Gear v1.0	Assigned To araja
Contoso's Lifetime Gear Line v 2.0	Complete action using
Contoso's Most Resilient Gearman	
Opening "Contoso's Most Resilient Gear" Contoso's Smart Ph 372.6 KB of 1.3 MB (28%) read	David Ander OfficeSuite Pro
	Quickoffice
Crane Planetary Gear - Product Datashee	
Crane Planetary Gear v1.0	WPS Uffice (Kingsoft Uffice)
Crane Ring Gear - Product Datasheet v1.0	Always Just once

Actions

SharePlus centralizes the possible actions to be performed in the actions overflow.





After selecting a document or item, tapping the overflow button displays the available actions for the document/item as shown below.



Browsing properties for items/documents

You can select an item or document and access its properties.

+ 🗘 🗄 🗸 Create Sal	es Presentation for Acme Opportunity	I
David Anderson Oct 2, 2014	entation for Acme Opportunity or Acme sales meeting. All done	Create Sales Presentation for Acme Opportunity
David Anderson J Oct 2 2014 Create draft propo Create draft propo Create Sales Presenta, me Opportunity	Isal for MojoSoft	
Create Sales Presentation for Acme Opportunity Create sales presentation for Acme sales meeting. All done	Cree View properties	View properties
Create draft proposal for MojoSoft		Properties
Test androids you Des aaa hdhd		Create Sales Presentativ Opportunity Predecessors
Process 1 Ehhphydigh	View properties	Create draft proposal for MojoSoft
Demo s+ This is a demo	Properties	
Demo to vivek	Title Create Sales Presentation for Acme Opportunity	



Below you can see the item's properties displayed on screen along with the available actions.

Properties	Edit properties	
Title Create Sales Presentation	for Acme Opportunity	
Predecessors Create draft proposal for N	^{10joSoft} ≡ <u>4</u> Contoso Desktop Products	
Priority (3) Low	Version Checked out by	Edit properties
status n Progress	5.0 testuserdemo Properties	Open document
% Complete 25.15%	Name Contoso Desktop Products.docx	Replace documen Check in
Assigned To araja	Title Contoso Desktop Products	Discard check out
	Created at Jul 27, 2012 3:36 PM by araja Modified at Sep 15, 2014 5:34 PM by testuserdemo File size: 39.3 KB	



Editing properties for items/documents

Select a document/item, tap the overflow button and then choose *Edit properties* to enter edit mode.



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

V DONE	oompany			
	Start Time * Nov 14, 2013	9:00 /	AM X	
	End Time * Nov 14, 2013	DONE Start Time	Category	
	Description	Nov 14	Enter custom value	×
	·	End Time	Meeting	
	Category Business	Nov 14	Work hours	X
	All Day Event	Descriptio	Business	
	Yes	Category	Holiday	
	Recurrence	Busine	Get-together	_₄ X
		All Day Ev	Gifts	
		Recurren	Birthday	
		Westerner	Anniversary	



✓ DONE										
	Name ^a	toso Deskto	p <u>Products</u>					.(docx	
	Title Con	toso Deskto	p Products						1	
		Prod	uct's	Pi	roducts		Produ	uct		Ŷ
q	W ²	e	4 ľ	t	у	u	i	0	р	×
а	s	d	f	g	h	j	k			Next
٥	z	x	с	v	b	n	m	!	?	ۍ
?123	,	-						/		\odot

SharePlus supports most of the standard SharePoint field types, e.g., single/multiple lines of text, date, calculated fields. Lookup fields, managed metadata services, URL and image fields are all handled as read-only fields.

Saving items/documents

Once you are done, tap over the *Done* button to save your work.

V DONE

A Pending Update will be created and added to the synchronization queue. The pending update is displayed in the Synchronization Module until correctly uploaded to the server.

Editing Files

SharePlus relies on 3rd party apps to edit documents and you may use any app available on your device.

To edit a document, tap to retrieve the document from the server and then choose between the available third-party apps to open the document.





The integration with Android OS allows you to save document changes in 3rd party apps outside SharePlus, sending the update to SharePoint right away. No further steps are needed.

Microsoft Exchange O Saved on device	nline Archiving Service Description	5		* +	:
Service D	Service Descriptions. Gnggranni				
test					
Test Published: J	uly 19, 2011				
Updated: Ma	Save				
For the lates	Saving Please wait				



The Favorites Module

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

E 뤍 SharePlus						
DISCOVER						
Q Search	E 🛃 Favorites					
+ Favorites	Lists and Libraries					
	Corporate Intranet	:	Multimedia Corporate Intranet	:	Team Discussion Corporate Intranet	÷
Documents	Calendar Corporate Intranet	:				
_	Items and Documents					
	Contoso Cell Phone Ma Corporate Intranet/Marketing	:	Detailed Plans SP Corporate Intranet/Marketing	:	Fabrikam - Case Study Corporate Intranet/Marketing	-
Synchronization						

To mark a list or library as Favorite, tap on the list or library's overflow button and select "Add favorite" as shown below.

Ξ		Demo					Q	\Diamond
	Subsit	tes						
		Blog	:	Business D	evelopment		Sales Weekly Meeting	
		Wiki	:					
	Librari	ies						
	2	Asset Picture Library 208 items		ocuments 21 items	S	i	Drop Off Library	
	2	Employee Pictures	Kee	ep offline	ports	:	Falcon	
		Financial and Legal Doc 32 items	Ado	favorite		÷	Key Account Folders	
		Marketing 76 items	:	Multimedia 7 items	1	:	Pages 1 item	
		Sales Dashboards		Shared Do	cuments		Site Assets	

If you have already opened the list or library, you can also mark it as Favorite by tapping on the overflow button on the top right corner and selecting "Add Favorite".



To mark a document as Favorite, tap the overflow button display and tap the "Star" icon on its properties as shown below:



✓ DONE Contoso Desktop Products.	
Contoso 2014 offerings v 3.0	i.
Contoso Audiobooks Market Overview. v2.0	
Contoso Cell Phone Market Overview V4.0	
Contoso Desktop Products. v 5.0 Open document	
Contoso Digital SLR CameraMarket Overvie v 3.0	
Contoso Gear and Tooth. v 3.0 Name Contoso Desktop Productsdocx	
Contoso Laptop Market Overview	
Contoso Monitor Market Overview v20	



The Documents Module

This module was created to facilitate access to all your relevant documents. In it, you can find recently opened documents.



Your files can be accessed from your personal cloud storages (OneDrive for Business, Google Drive and Dropbox) or shared locations across your network (Network Drives).



Content Sources

SharePlus gives you access to your content sources and the files contained in them. All content sources are displayed in an organized list view under the Content section of the Documents module.



The available content sources are:

Content Source	Туре
Dropbox	Cloud storage
Google Drive	Cloud storage
OneDrive for Business	Office 365 or SharePoint Server personal cloud storage
Network Drives	Network File Sharing over the network

Setting up a New Content Source

To configure any new content source, tap the "+" icon on the top right corner.

	+
	Network Drive
	Google Drive
\$	Dropbox
<u> </u>	OneDrive for Business



Removing a Content Source

To remove a content source from SharePlus, tap and hold the item. Choose *Delete* from the **Action** bar.

✓ DONE 1 selected	÷
Content	N In
Aarketing Share	

Browsing Files with Content Sources

When working with Content sources, you can open files by just tapping the cell as you do with the Sites module. You can also tap over an item to execute the default action; for more information, refer to **Actions** in the <u>Items and Documents section</u>.

Top Bar buttons

+	Add – Create Documents using files from your device, SharePlus, your Gallery, Photos and cloud accounts (including Google Drive and Dropbox).				
\Diamond	Refresh – Retrieve changes for your documents.				
Actions Overflow– Keep your file offline or add it to Favorites.					

The available options, will be different depending on the content source you choose.



Google Drive, Dropbox and Network Drives

Google Drive, Dropbox and Network Drives have the same available actions, although you will see that the display for Google Drive is different.

Ξ		ReportPlus's Google Drive		¢	
		My Drive			
		Shared with me			
	*	= 💰 Marketing Share	+	¢	
_		Business Intelligence.pptx File size: 1.1 MB		Jan 12, 2010	
		Functional Overview Android.pdf File size: 458.7 KB		Nov 13, 2015	÷
=		ReportPlus's Dropbox	+	¢	+
	¢	AdminGuide.pdf File size: 11.8 MB	Aug 13, 2014	:	
	۶	Cash Tender Offer Invitation October 19 2015.pdf.pdf File size: 603.6 KB	Dec 16, 2015	:	
	×	Cooling Tower Erection 8-14-15.pdf File size: 62.9 KB	Dec 29, 2015	:	
		Lastall Caracus Durana 0.00.15 add	Dec 16.2015		

Once you enter the *My Drive* and *Starred* folders, you will be able to see the same actions as in Network Drives and Dropbox. The *Shared with me* folder will only allow you to refresh.

Add Button

By tapping the "+" icon, you will be able to **create a Document** using files from your device, SharePlus, your Gallery, Photos and cloud accounts (including Google Drive and Dropbox).

Refresh Button

By tapping the *Refresh* button, you can retrieve changes.



OneDrive for Business

	Documents	+	\diamondsuit	÷
X	Bug List v 4.0	Junmin Hao	Jan 3, 2013	i
W	Customer Specifications v 4.0	Dorena Paschke	Jan 3, 2013	i
W	Frequently Asked Questions v 4.0	Dorena Paschke	Jan 3, 2013	(i)

Add Button

By tapping the "+" icon, you will be able to **create a Document** using files from your device, SharePlus, your Gallery, Photos and cloud accounts (including Google Drive and Dropbox).

Refresh Button

By tapping the *Refresh* button, you can retrieve changes.

Actions Overflow Button

The Settings menu will allow you to keep files offline and add your files or folders to Favorites.



This module allows you to search content by keyword and retrieve results from all configured portals at the same time. The results are displayed in an organized list view under the "Online" section or, when working without a connection, under the "On this device" section.

🛃 SharePlus	:
DISCOVER Q Search CONTENT Sites Corporate New Search for content in all portals.	
E 🥌 Search: "shareplus"	Q
Online	On this device
dev (500)	
SharePlus Site Actions This page location is: Intranet Home I Like It Tags &	Feb 28, 2016 Notes Quality Assurance Customer Service Enterprise Libraries Docume
Home - SharePlus Site Actions This page location is: Intranet I Like It Tags & Notes	Feb 28, 2016 Quality Assurance Customer Service Enterprise Libraries Document Test
SharePlus SharePlus is a native mobile client for SharePoint. Implementing a fully national statement of the	Gustavo Degeronimi Mar 1, 2011 ve user interface, it SharePlus also provides offline support, allowing the user to re
View mo	re results
-	

≡ 🥌 Search: "shareplus"	Q,				
Online	On this device				
spdemo (8)					
SharePlus-UseCase-TonkinTaylor SharePlus-UseCase-TonkinTaylor.doc SharePlus-UseCase-TonkinTaylor.doc					
Test SharePlus Test SharePlus.docx					
SharePlus-UseCase-TonkinTaylor SharePlus-UseCase-TonkinTaylor.doc SharePlus-UseCase-TonkinTaylor.doc	doc				
View n	nore results				

Only synchronized content is available under "On this device", which is why it's highly recommended to keep data available offline at all times. For more information, refer to the <u>Synchronization Module</u>.

You can navigate to any of the results displayed on the list view.





The Synchronization Module

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



In the Synchronization Module you can find an organized list view with three different sections:

- Pending updates
- Offline lists and libraries
- Conflicts and errors

Pending updates

In this section SharePlus lists all the content changes that are waiting in queue to be sent to SharePoint. Having a connection to the server, SharePlus tries to make the uploads and then removes them from the Pending uploads list. When successfully uploaded, content changes are removed from the Synchronization Module. Unsuccessful uploads are presented in the Sync conflicts and errors section.

Offline lists and libraries

Here you can find all the lists with Offline Support enabled. When there is a working connection to the server, SharePlus synchronizes the lists even when the app is not running.

Conflicts and errors

All the content changes that couldn't be synchronized with SharePoint are included in this section. For every conflict/error presented, you can choose how to proceed to resolve the issue.

For further details about working without a connection to the server refer to Chapter3: Working Offline.



SharePlus Mobile Workspaces

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



Customizing SharePlus Home

With SharePlus Mobile Workspaces, custom content can be displayed in SharePlus app Home module in the SideBar. When the application starts, the mobile workspace is first displayed.



Nintex Integration

With SharePlus' support for Nintex On-Premises and Nintex for Office365, you can view and complete your forms within SharePlus. In addition, any workflows associated with your SharePoint lists will be handled by the application.

🕻 📥 Add Item		V DONE	
orepairsquad	1035 M. Wash Telephone et	Repair Squad Ington Street, East Rutherford, NJ, 07073 (555) 922-7531 or Fax: (555) 708-9886 mail: Info@ropars.caad.com	
Repair Order #	Employee Name Date	12 AM ¥	
Service ID Client Name	[
Contact Phone Time Slot	Add Item		√ don
Final Cost		EasternStat	te ITY
	Undergradua	ate Studies Admission Forn	1
	Complete Name	nowing form to schedule an interview:	
	Contact Phone Please select the c	areer you are interested in, and let us kno	w what your availability is.
	Career	Accounting	v
	Time Range	11:00-16:00	*

SharePlus supports both Nintex Forms and Workflows for Office365 and Nintex for SharePoint (On-Premises).

Working with Nintex Forms

If you have any forms integrated into a SharePoint list, you will be able to use SharePlus to view the form, enter information and save a new item to your SharePoint site. There is no need for any configuration on SharePlus' side; simply navigate to your list, tap "+" in the top right corner and create a new item.

≡	Education Admissions	+	\diamondsuit	
	Bula Suman	DevTestAdmin 、	Jul 7, 2016	i
	Margaret Kriegel	DevTestAdmin 、	Jul 7, 2016	(j)
	Gerard Dinapoli	DevTestAdmin 、	Jul 7, 2016	i



For example, if your Nintex form had a dropdown menu, you will see it in the native SharePlus visualization when you select an option:

Add Item	Accounting	V DONE
	Advertising	
Undergraduate S	Business Administration	
Please fill in the following	Civil Engineering	
Complete Name	Corporate Communications	
Contact Phone 555	Economics	
Please select the career y	Film Studies	
Career	Humanities	
Time Range	Industrial Engineering	
	International Business	
	lournelion	

Working with Nintex Workflows

In addition to forms, SharePlus also supports workflows. If your workflow has a task associated to it, SharePlus will display the task completion options natively.

V DONE	COMPLETE
	Approved
lask Name *	Paiaatad
Gerald Hosier's Request	nejected
Start Date	
	A X
Due Dete	
Assigned To	
Test Administrator	
% Complete	
0.00%	

There are differences in how workflows are displayed in Nintex Office365 and Nintex On-Premises within SharePlus. For more detailed information, refer to the IT Administration Guide.

Chapter 3 Working Offline



SharePlus provides the ability to cache SharePoint content locally in the device, allowing you to access your information even when not connected to the SharePoint server (offline). Later, when the connection to the SharePoint server is restored (online), SharePlus is responsible to synchronize your information again with the SharePoint server.

ONLINE – SharePlus has a working connection and can communicate with the SharePoint server. **OFFLINE** – SharePlus can't access the server and you can only access lists with Offline Support enabled.



You can enable the offline behavior for a list very easily, as shown below.

While navigating the site:

- 1. Open the the Action Overflow for the list you want to access without connection.
- 2. Select Keep Offline.

Libraries					
Documents Downloading documents	i	Form Templates Waiting to sync.	i	LaunchPads 3 items	:
PharmaDocs Synchronizing	i	SalesDocs 6 items	:	Site Assets	:
Site Pages Synchronizing	i	Style Library 5 items	Kee	ep offline	
Lists			Ado	d favorite	

While navigating the list:

- 1. Open the the *Action Overflow*.
- 2. Select Keep Offline.

	+	\Diamond	÷
David	Keep o	ffline	
	Add fav	vorite	
Davio	Anderson (L	ec 11, 2015	i

Once you choose *Keep Offline*, the list is added to the synchronization queue. You can access the list contents while offline only after the synchronization is finished and the information is cached locally.



Accessing Content while Offline

When working without connection to the server, only synchronized content is accessible. You can access the lists that have Offline Support enabled and are already synchronized.

For example, the Marketing library below is accessible offline while the Multimedia library is not.



The green pin icon in the Marketing library illustrates that it can be accesed while offline. In addition, all the library documents also show status icons that illustrate different states for each document.



When you try to access a list without Offline Support enabled, the error below is displayed.



If you want to search while offline, you will only need to tap on "Search" and enter youtr keywords; the results will be displayed in an organized list under the "On this device" section.



\equiv f Search: "data"	Q
Online	On this device
Demo R/W (3)	
SFDemoData SFDemoData.xlsx SF Report Data	
SocialSentimentSFData SocialSentimentSFData.xlsx Social Sentiment Data	
Northwind Customer Data Northwind Customer Data.xlsx Northwind Customer Data.xlsx	

If you try to access the "Online" section while being offline, the error below is displayed.

E 🥵 Search: "the"			Q
	Online	On this dev	
BI Center			
Contoso	Connection error Connection error SharePlus can't connect to your site. Ple to a working network and the Airplane M Cancel	ease make sure that you are connected Node is OFF. Retry	
	Connection error. T	ap to get more info.	
Demo R/W			
	Connection error. T	ap to get more info.	



Editing Content while Offline

All the content changes you make while being offline are kept locally by SharePlus. Pending Updates for those changes are created and added to the synchronization queue. All updates will later be uploaded to the server when a working connection exists.



You can access Pending Updates in the Synchronization Module, as shown below

=		Synchronization	\Diamond
	Pendi	ing updates	
	w	Microsoft Exchange Online Service Description	\times
	Offlin	e lists and libraries	
		Home Slides - Home All items in sync. Mar 2, 10:10 AM	
		Images - Home All items in sync. Mar 2, 10:10 AM	
		ReportPlus Assets - Home All items in sync. Mar 2, 10:10 AM	
		Site Collection Images - Home All items in sync. Mar 2, 10:10 AM	

Pending Updates added to the synchronization queue are displayed until correctly uploaded to the server.



While still in queue, you can choose to further edit the item/document or discard the pending changes.

Synchronization			¢
Conflicts and errors			
Microsoft Excha	nge Online Service Description		Ĩ
Pending updates	Microsoft SharePoint Online for Enter	rprises Service Description	
Pending	Discard your changes?		
Offline lists and libraries	Cancel	ОК	
Home Slides - Hor All items in sync. Mar 2,	ne 10:17 AM		
Ir Synch	ronization		¢
R Conflicts and			
	osoft Exchange Online Service Desc 'his error may be	ription	
Pending upda	Complete action	using	
Micro Pending	psoft ShareF Docs		×
Offline lists a	no y Word		
All item	e St. Is in synce Always	Just c	nce
All item	ICS - Home is in sync. Mar 2, 10:17 AM		
Repo	ortPlus Assets - Home is in sync. Mar 2, 10:17 AM		
Site C	Collection Images - Home		



Synchronizing with the server

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



Changes made while offline are synchronized with the server. The items with conflicts are listed on top and remain in the list until you take actions to resolve them. For further details about the Synchronization Module please refer to <u>The Synchronization Module</u> in Chapter 2.





The Synchronization Process

While the device is online, all the lists with Offline Support enabled are synchronized. The synchronization process runs in the background and is triggered every 5 minutes, even when SharePlus is not running.

Once the Synchronization process starts, all Pending Updates and Lists with Offline Support enabled go through the process in turns.

		🖋 🋪 🗎 10:25
= 💋	Synchronization	\Diamond
Per	ding updates	
v	Microsoft Exchange Online Service Description	×
v	Microsoft SharePoint Online for Enterprises Service Description	\times
Off	ine lists and libraries	
	All items in sync. Mar 2, 10:17 AM	
	All items in sync. Mar 2, 10:17 AM	
	All items in sync. Mar 2, 10:17 AM	
	Site Collection Images - Home All items in sync. Mar 2, 10:17 AM	

Lists go through the synchronization process and synchronize all their items with the SharePoint server.



Once the process is successfully completed, the sync status icon changes to a green pin to illustrate the list is synchronized.



File size...

When synchronizing a list, documents smaller in size are downloaded first. This ways you can have more documents available early during the synchronization process.



Synchronization status icons

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

	No sync status icon - List with Offline Support disabled.
	Blue clock - List with Offline Support enabled, waiting to be synchronized.
Ø	Green arrows - List being synchronized with SharePoint.
	Green pin - List fully synchronized with SharePoint and has no errors.
	Yellow warning - List including items or documents that were not successfully downloaded or have synchronization errors.

List/Library icons

Item/Document icons

w	No sync status icon - Item in a list with Offline Support disabled.	
w	Grey pin - Item not yet synchronized.	
	Blue pen/clock icon - Item with pending changes.	
WW	 Pen icon – Item highlighted with changes in a List/Library 	
o''' o'''	Clock icon – Pending Update in the Synchronization Module	
	Blue arrow - Item being synchronized with SharePoint.	
WW	• Up arrow – Uploading	
00	Down arrow – Downloading	
w	Green pin - Item fully synchronized with SharePoint.	
w	Red warning – (Only documents) Document was not successfully downloaded or has synchronization errors.	

Errors and Conflicts 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.

Synchronization	¢
Conflicts and errors	
GDP_per_capita Error: Please contact you Error	
Offline lists and libraries An error occurred uploading GDP_per_capita	
Pages - Home All items in sync. Mar 2, Please contact your IT Helpdesk for assistance or report the error. Error description: 404 NOT FOUND	
All items in sync. Mar 2, Retry	
All items in sync. Mar 2, Cancel OK	
Style Library - Home All items in sync. Mar 2, 2:51 PM	
Employee Sites - Employee All items in sync. Mar 2, 2:51 PM	
Synchronization	¢
Synchronization Conflicts and errors	¢
Synchronization Conflicts and errors Microsoft Lync Online for Enterprises Service Description v3 Conflict	¢
Synchronization Conflicts and errors Microsoft Lync Online for Enterprises Service Description v3 Conflict Conflict Offline lists and libraries	¢
Synchronization Conflicts and errors Microsoft Lync Online for Enterprises Service Description v3 Conflict Offline lists and libraries Pages - Home All items in sync. Mar.2	
Synchronization Conflicts and errors Microsoft Lync Online for Enterprises Service Description v3 Conflict Offline lists and libraries Pages - Home All items in sync. Mar 2 All items in sync. Mar 2 All items in sync. Mar 2 Keep local version	
Synchronization Conflicts and errors Microsoft Lync Online for Enterprises Service Description v3 Conflict Offline lists and libraries Pages - Home All items in sync. Mar 2 All items in sync. Mar 2 Site Collection In All items in sync. Mar 2 Site Collection In All items in sync. Mar 2	
Synchronization Conflicts and errors Microsoft Lync Online for Enterprises Service Description v3 Conflict Offline lists and libraries Pages - Home All items in sync. Mar 2 All items in sync. Mar 2 Site Collection Ir All items in sync. Mar 2 Sityle Library - Home All items in sync. Mar 2 Discard	



Chapter 4 Getting Support



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, you can contact Infragistics Support Team with high priority associated.

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.



Appendix Document Changelog



Document Changelog

Version	Section	Description
2.3	The SharePlus App	Added the Nintex Integration section.
2.2	-	The term "Launchpad" is outdated, now we use "SharePlus Mobile Workspace".
2.1	All Sections	Updated all screenshots to reflect new icons.
	The SharePlus App	Content Sources section added.
2.0	Introducing SharePlus	Content Sources general information added to Functional Overview
		SharePlus App was updated with Search Offline
103	The SharePlus App Working Offline	
1.0.5		Accessing content while offline was updated with
		Search Offline.
	1.0.2 The SharePlus App	SharePlus App was updated with The Favorites and the
1.0.2	The SharePlus Ann	
1.0.2	The SharePlus App	Documents modules.
1.0.2	The SharePlus App	Documents modules. Functional Overview was updated with Add Items and