



Triofox Android Application Guide

Triofox Android App Version 13.5.41051

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Getting Started

Welcome to the Triofox Android Application User Guide. This guide describes in detail the full functionality of the Android application for Triofox, which helps organizations mobilize their file servers.

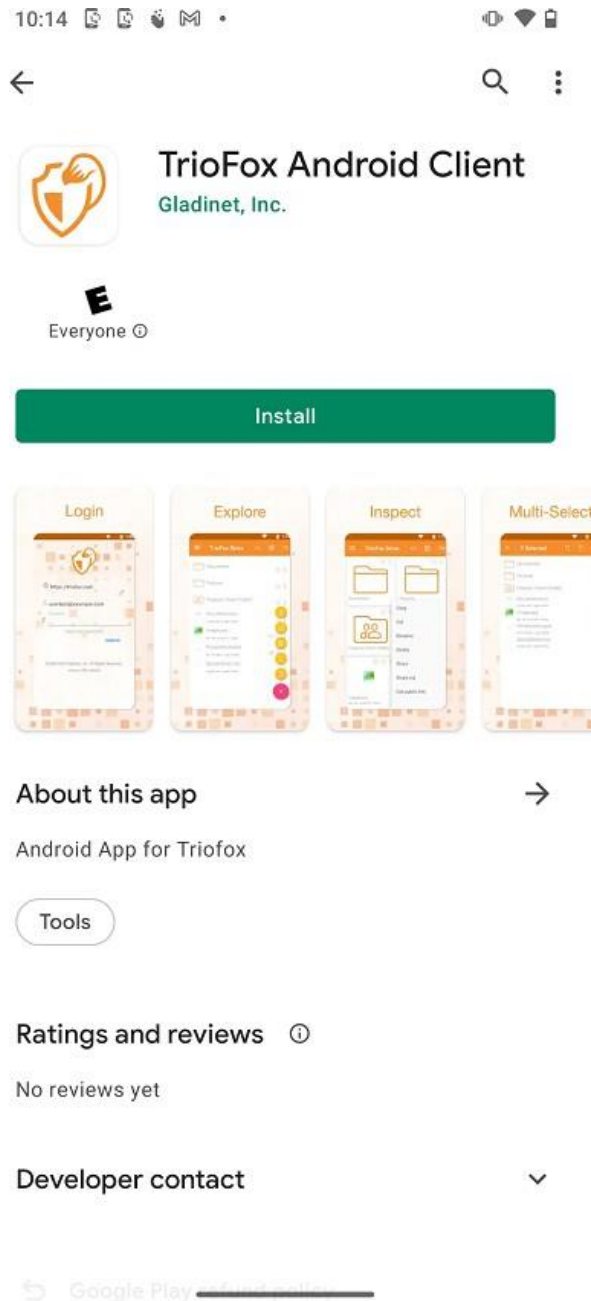
Gladinet's vision is to enable access to corporate data from any location and any device, including mobile devices such as Android, iPhones, and iPads. Triofox's Android application has numerous features that enable enterprise users to not only access data, but also synchronize and collaborate on it.

Users can access, share, edit, and perform other functions from Android devices just as they can from Windows or MAC clients.

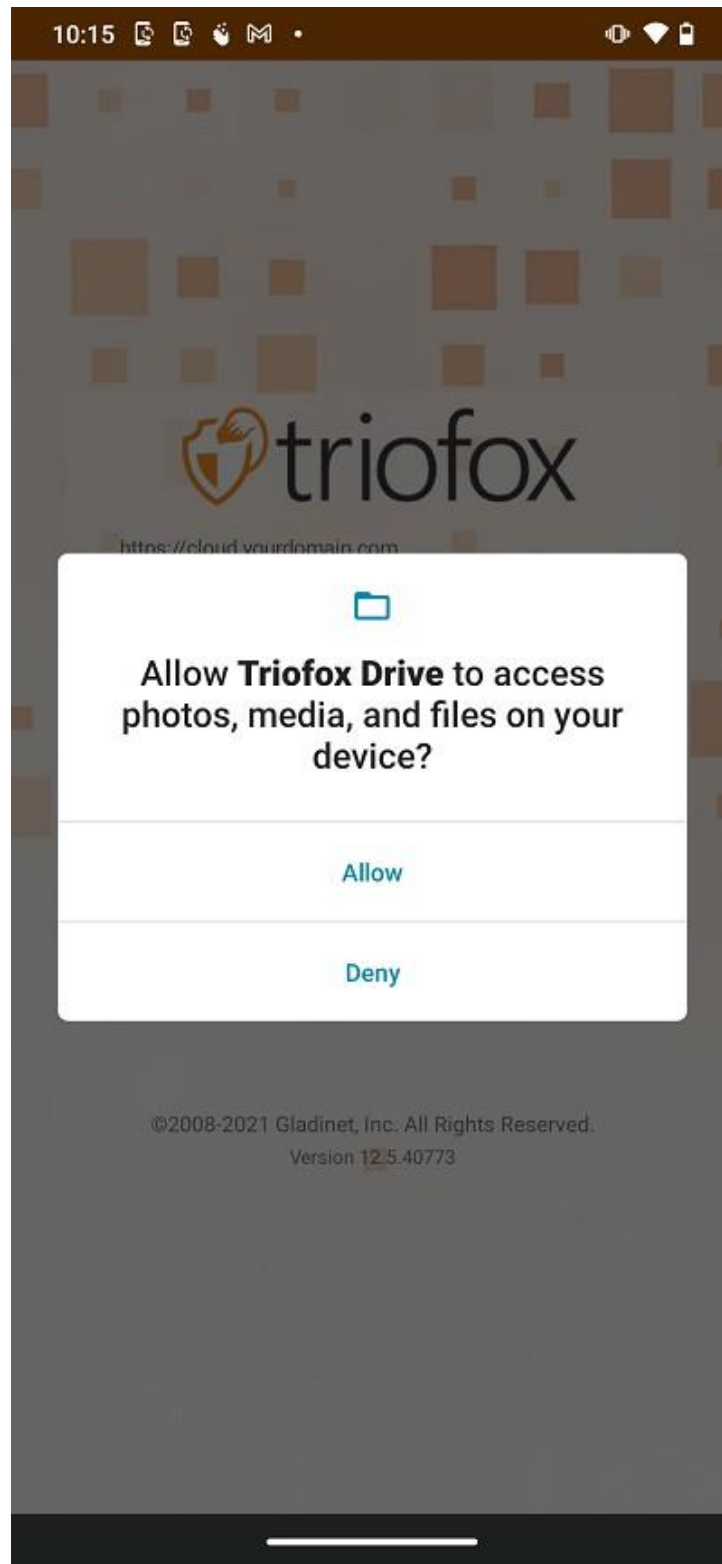
The Triofox Android application is a native app available from the Google Play Store that provides access to files and folders on the file server. The application requires Android version 6.0 or higher and is compatible with phones, tablet, and Chromebooks.

Download & Install

Search for Triofox in the **Google Play Store** to start downloading and installing the app.



After installation, tap on "**OPEN**" to access the Triofox login screen.



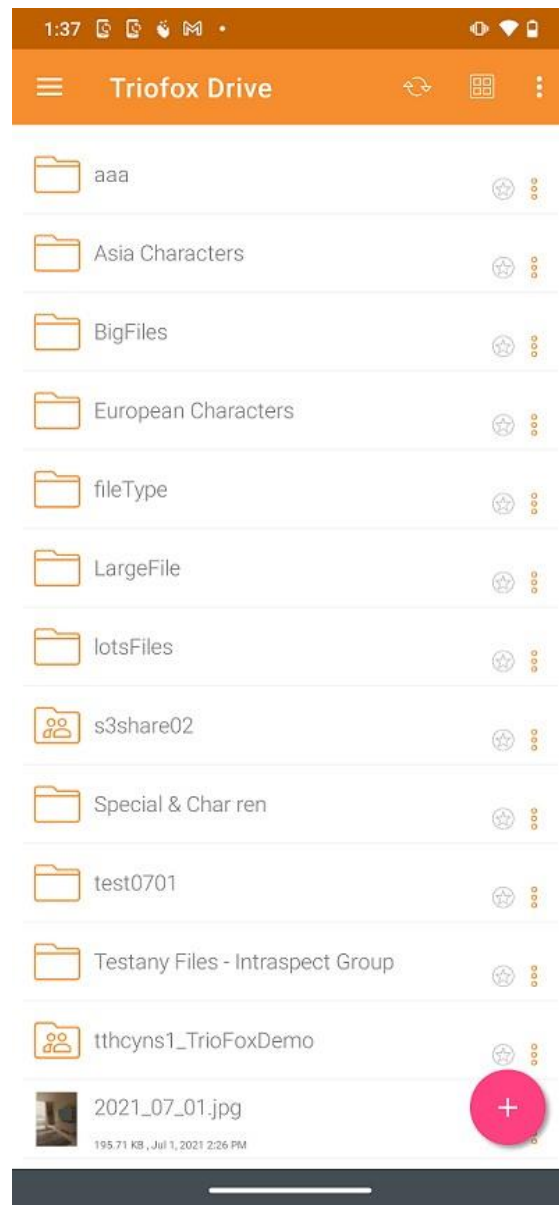
At the first login, enter the "**Access Point**" (e.g. URL, IP address) and **User Name**. Then enter the password to complete the login process.



Access, Upload and Create

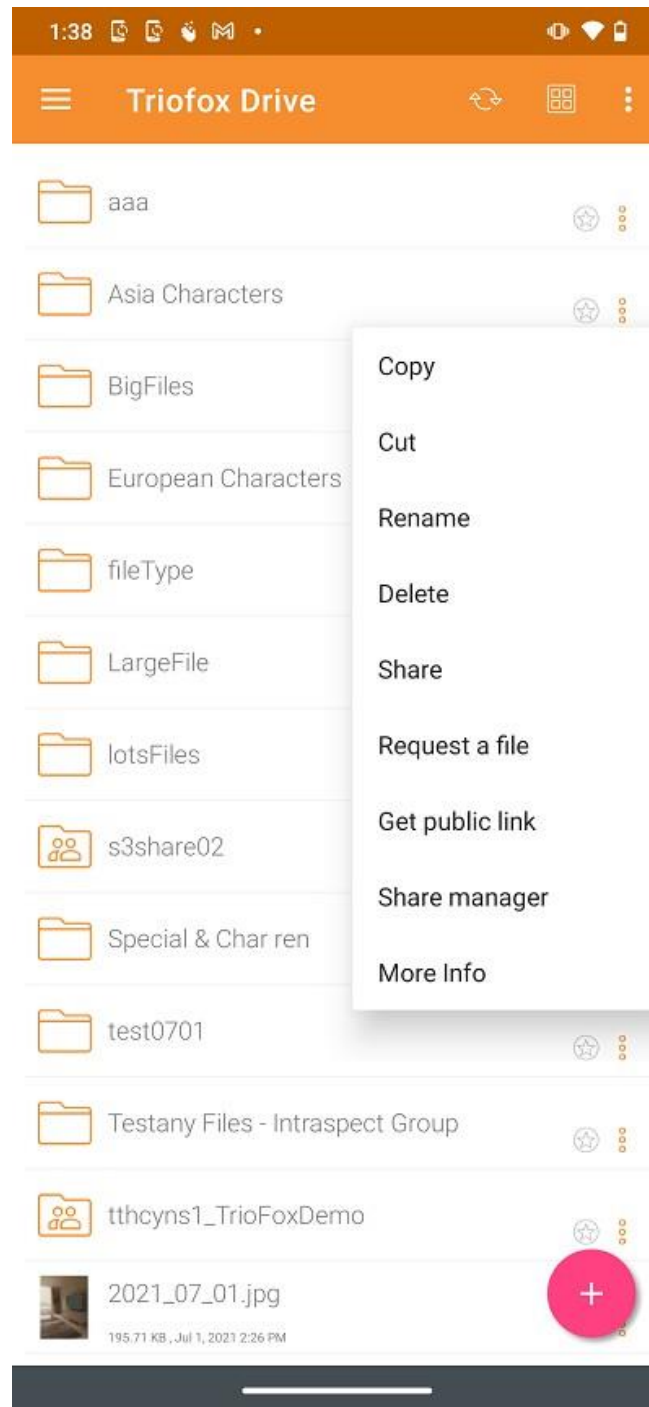
Accessing Files and Folders

After logging in, users can see the files and folders they have access to, as shown on the following screen.

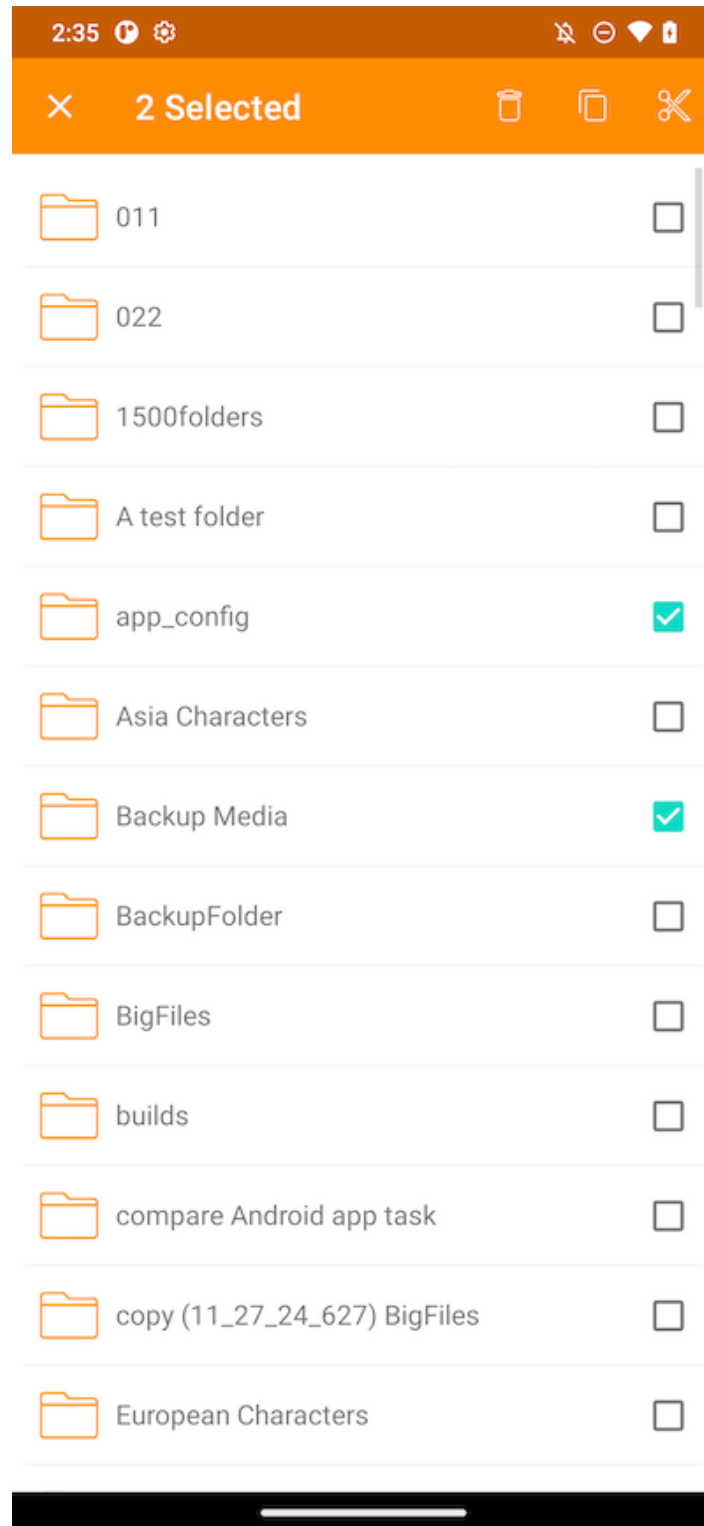


Tap on a folder to see the files and subfolders it contains.

Touching the **3 vertical dots** icon for a folder displays the editing and collaboration options for that folder, namely **Copy**, **Cut**, **Rename**, **Delete**, **Share**, **Share Manager**, and **More Info**. Detailed explanations can be found in later sections.



Long press, to make a multiple selection and then use the icons in the top menu to **copy, cut or delete** the selected folders and files.



Top Menu Icons

Here are the icons of the top menu bar.

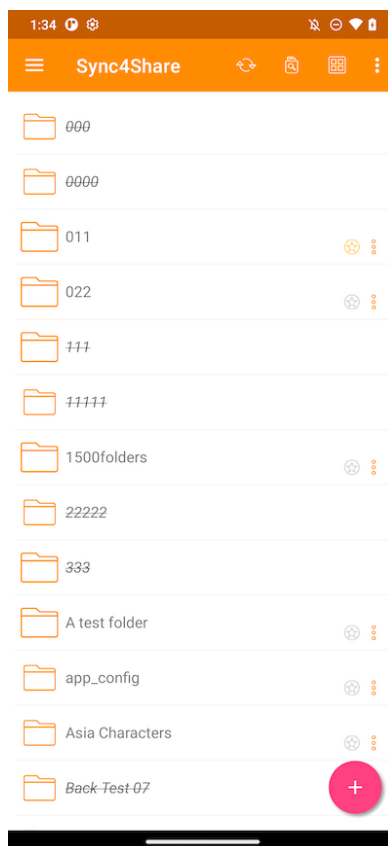


Refresh

To refresh a screen, swipe down or tap on the **Refresh (1)** button in the top menu, and the screen will be refreshed automatically.

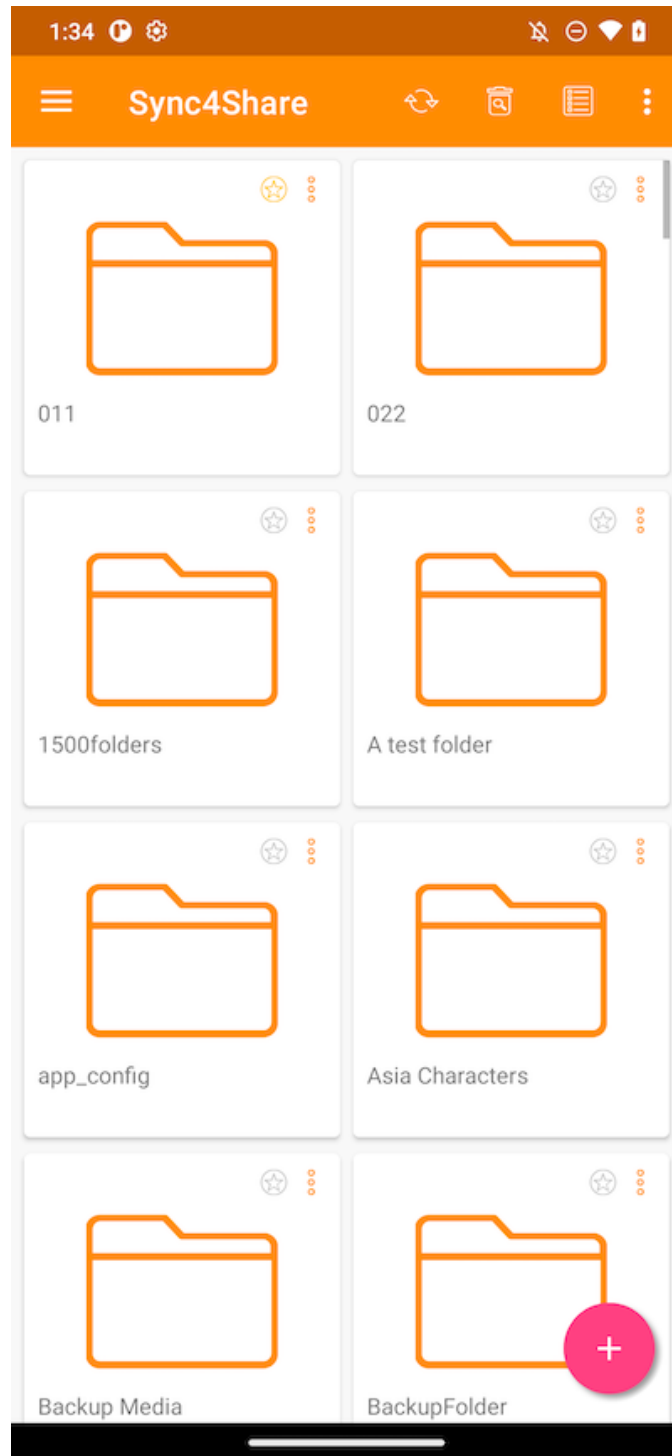
Show Deleted Folders and Files

Touch the trash bin (2) to switch between **Show Deleted Files** and **Hide Deleted Files**. The default mode is **Hide Deleted Files**.



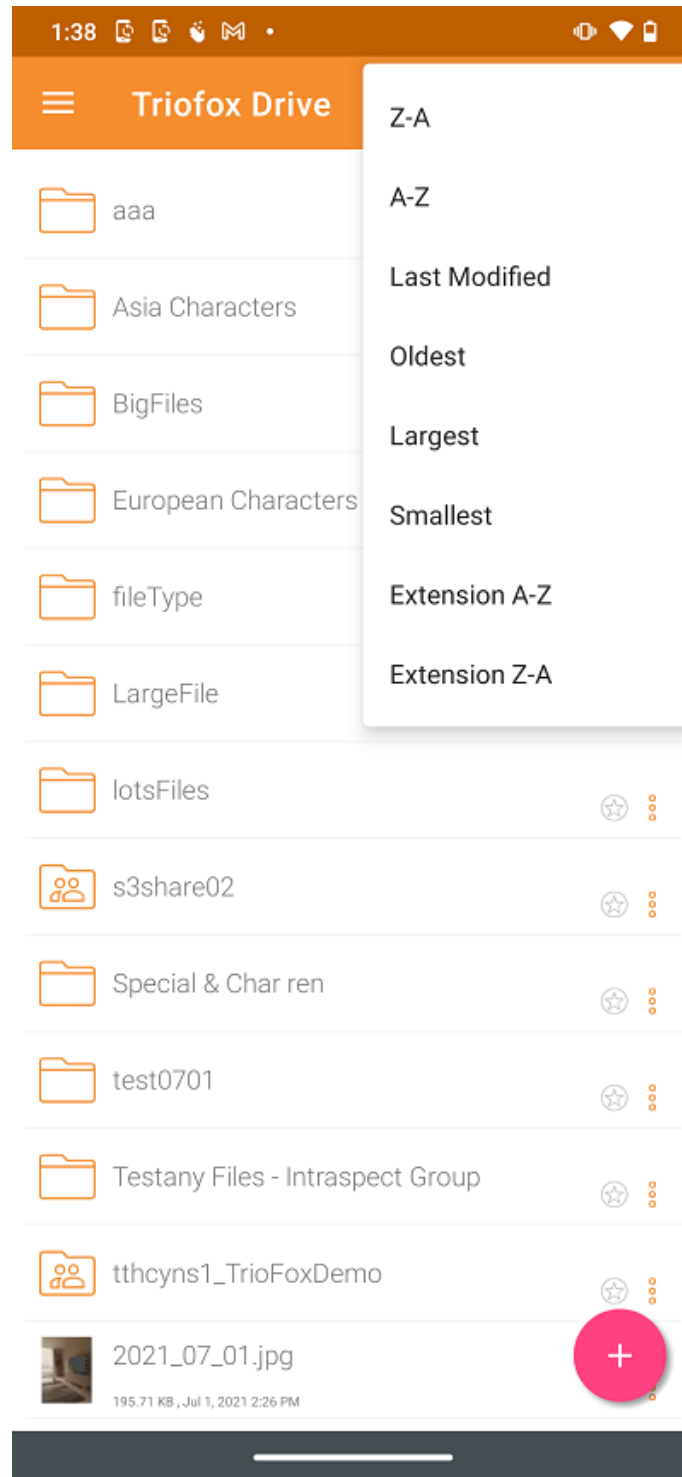
Change View Mode

Tap on this button (3) to switch view mode between **List View** and **Grid View**. The default view mode is **List View**.



Sort Menu

The **Sort Menu (4)** allows to change the order in which the files are displayed.



Z-A displays files in reverse alphabetical order.

A-Z displays files in alphabetical order.

Last Modified displays files in the order in which they were last edited.

Oldest displays files that were added first at the top of the file browser.

Largest displays files in the order that the largest files appear first.

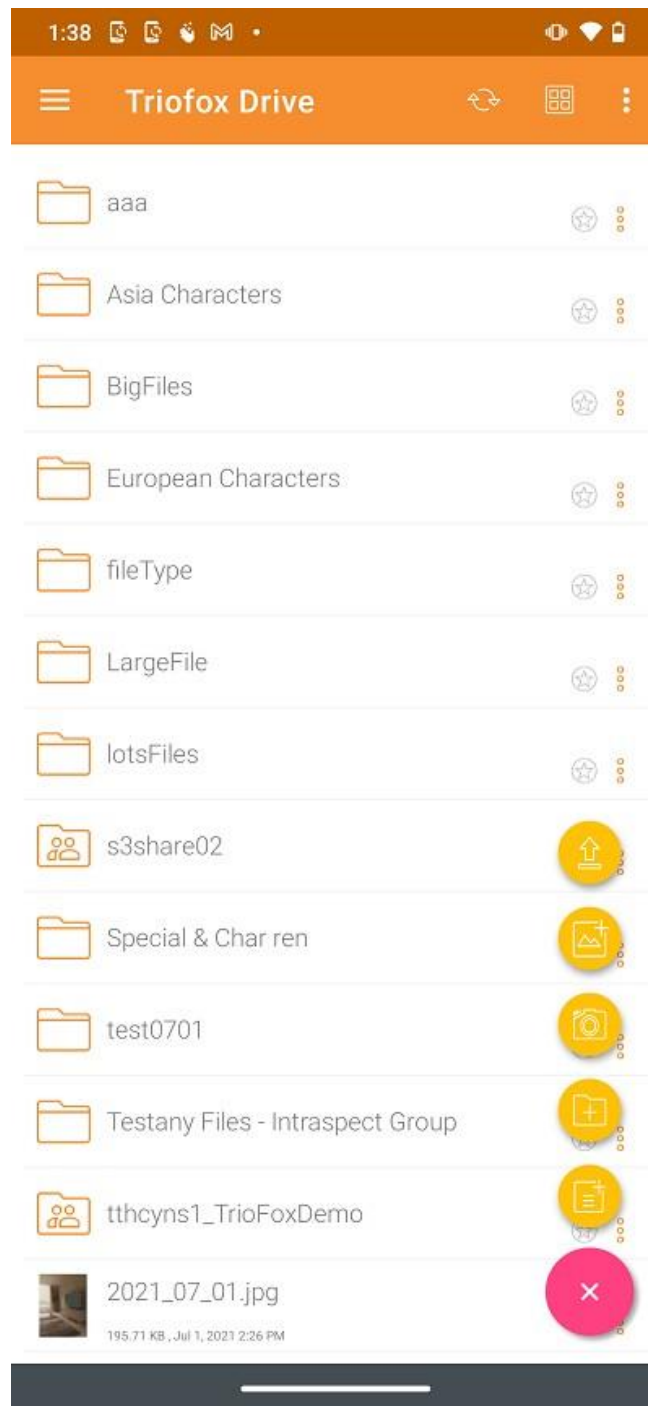
Smallest displays files in the order that the smallest files appear first.

Extension A-Z displays files in the alphabetical order of their extension.

Extension Z-A displays files in the reverse order of the alphabet by their extension.

Main Operations

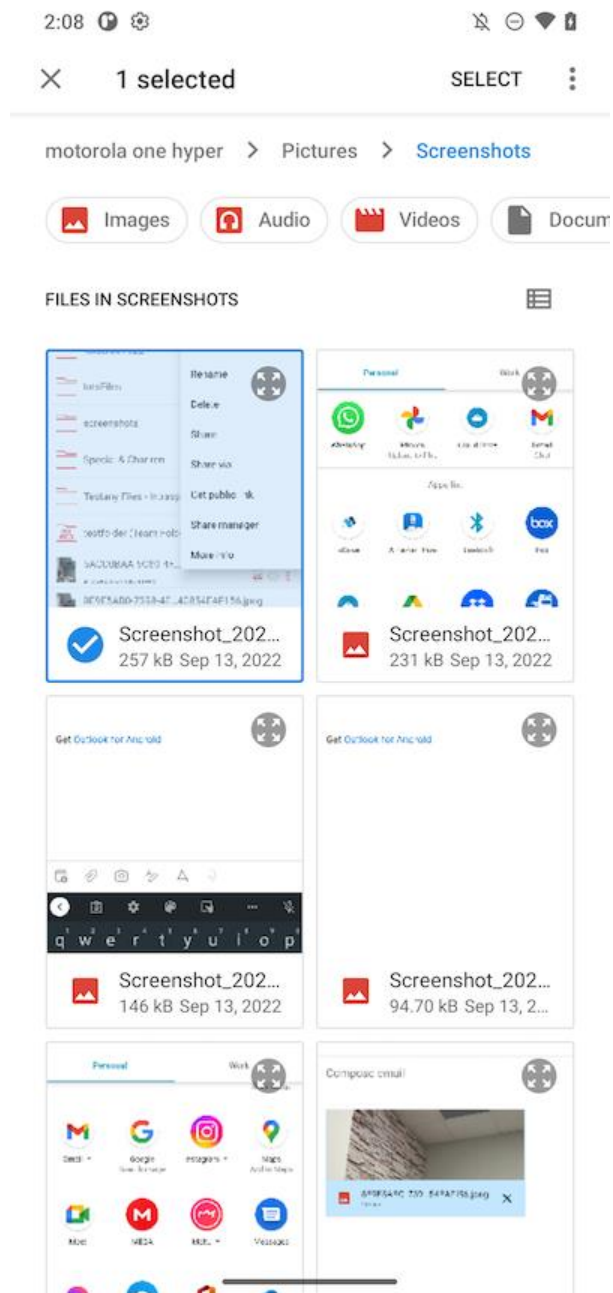
Tapping the plus (+) icon will give several options for the folder user is in: **Upload Files (1)**, **Upload Media (2)**, **Take Photo to Upload or Scan (3)**, **Create New Folder (4)** and **Create New File (5)**.



Upload Files

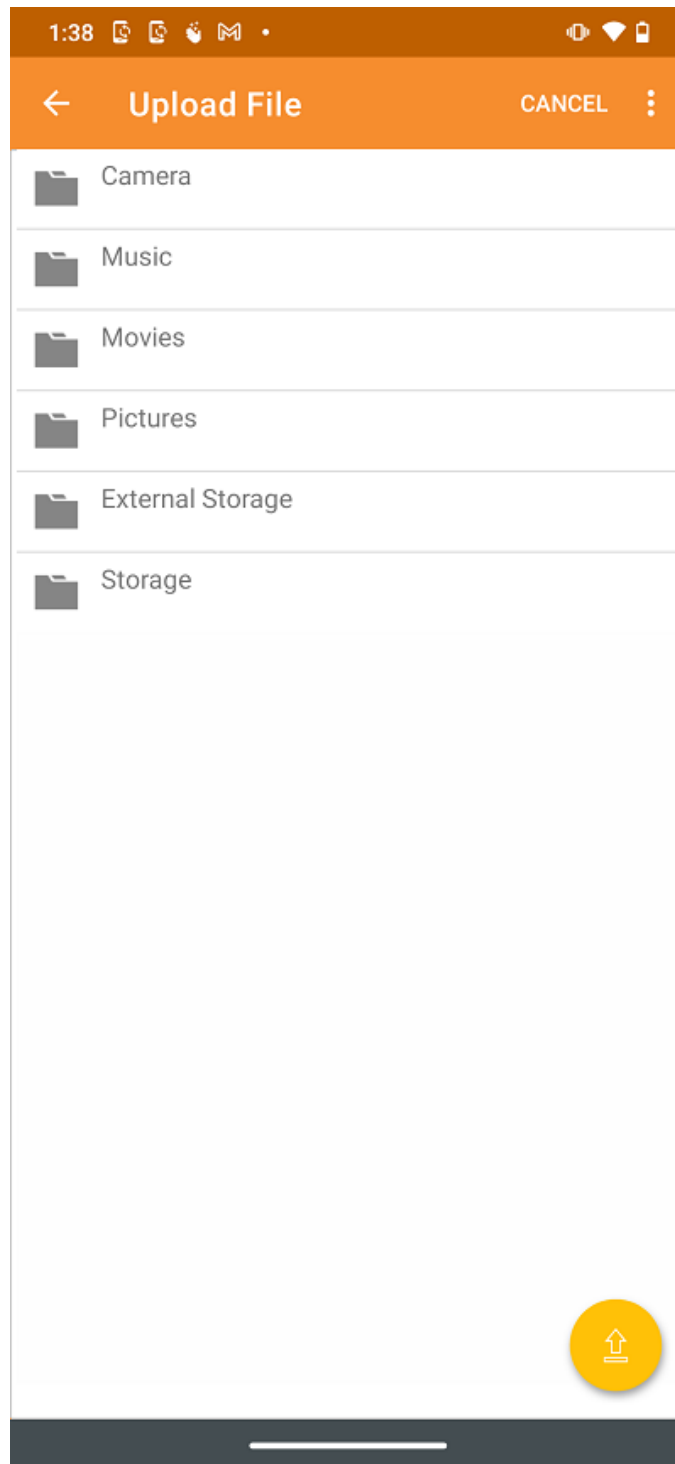
By selecting the **Upload Files (1)** icon, files can be added from the phone storage. User will be redirected to a phone storage screen where can navigate and select a file to upload.

Also, long press Files to select multiple files, and then press **SELECT** to complete the upload.



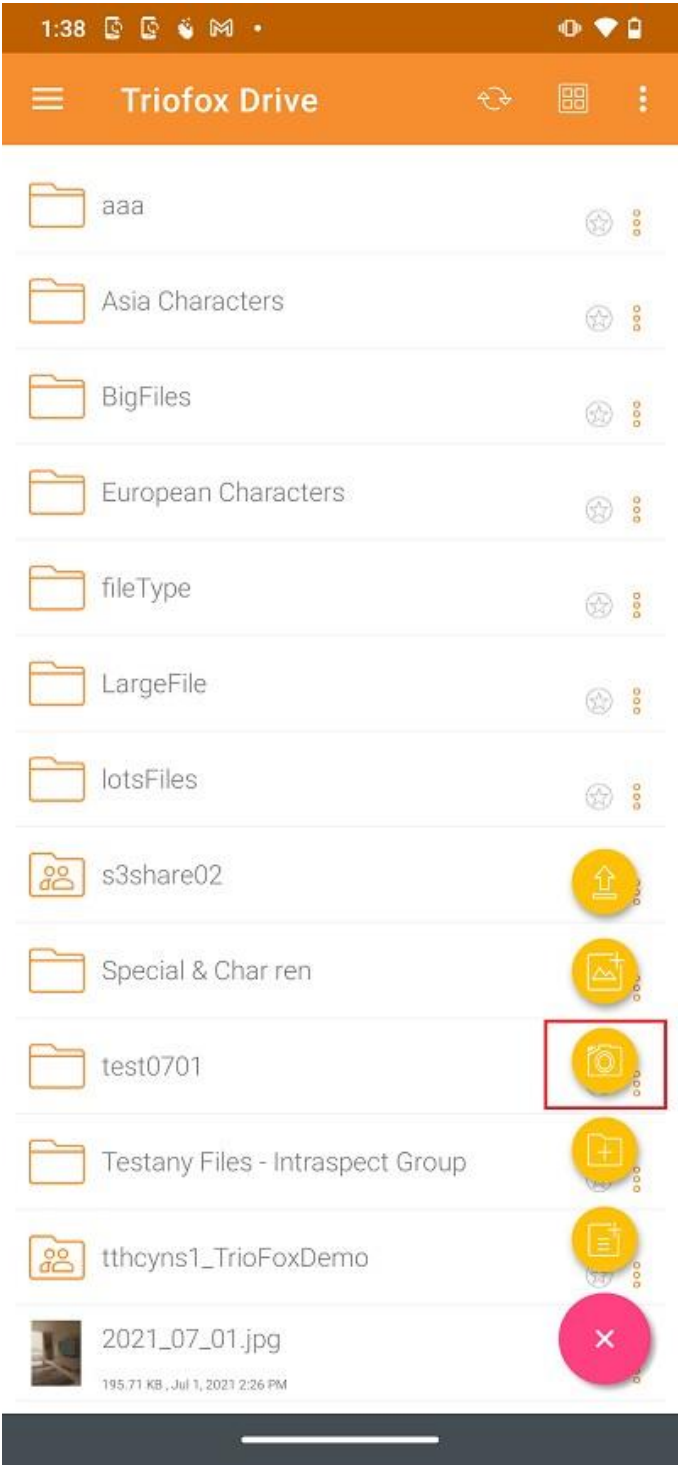
Uploading Media

Access media files directly from the all Media Apps by selecting the **Upload Media (3)**, and add existing media files from the apps.



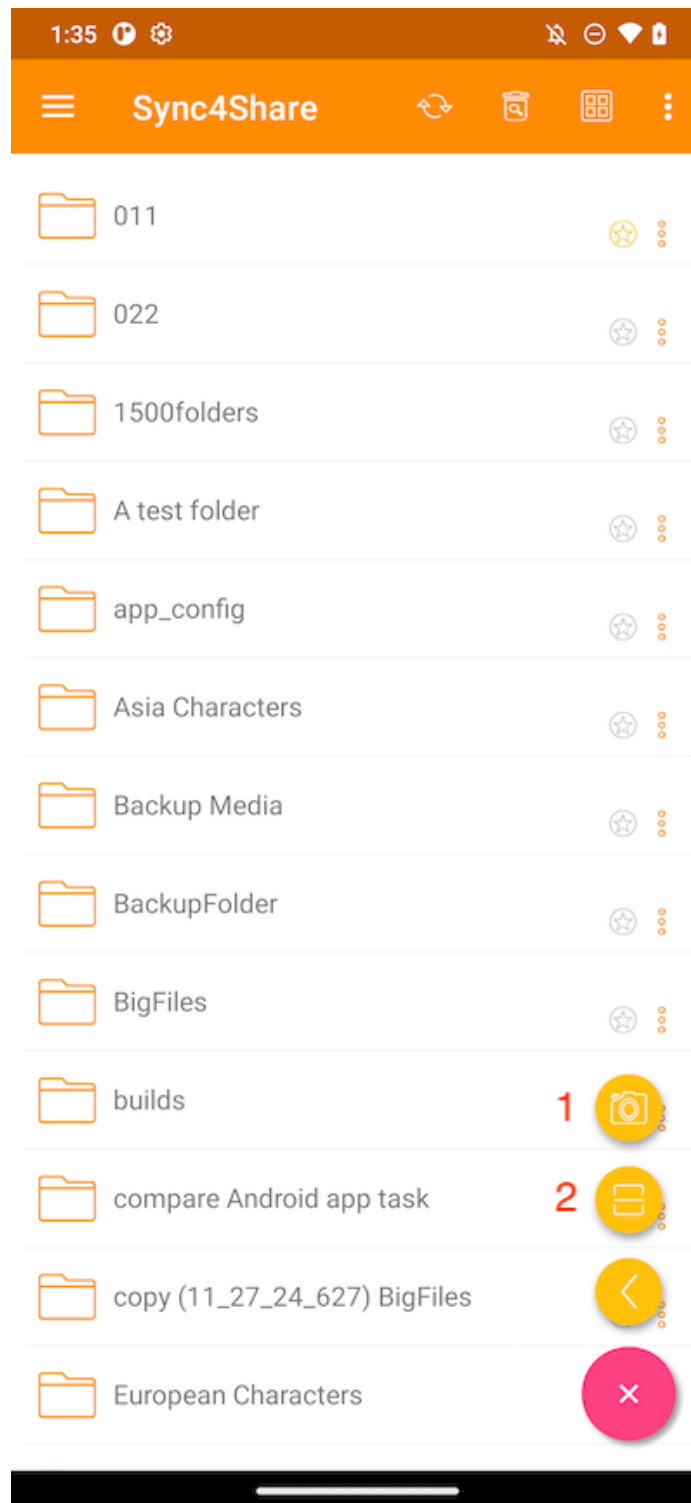
Take Photo to Upload or Scan

To upload Media or Scan, user will be prompted for media files permission if have not previously granted that permission in the Triofox app.



Take Photo to Upload

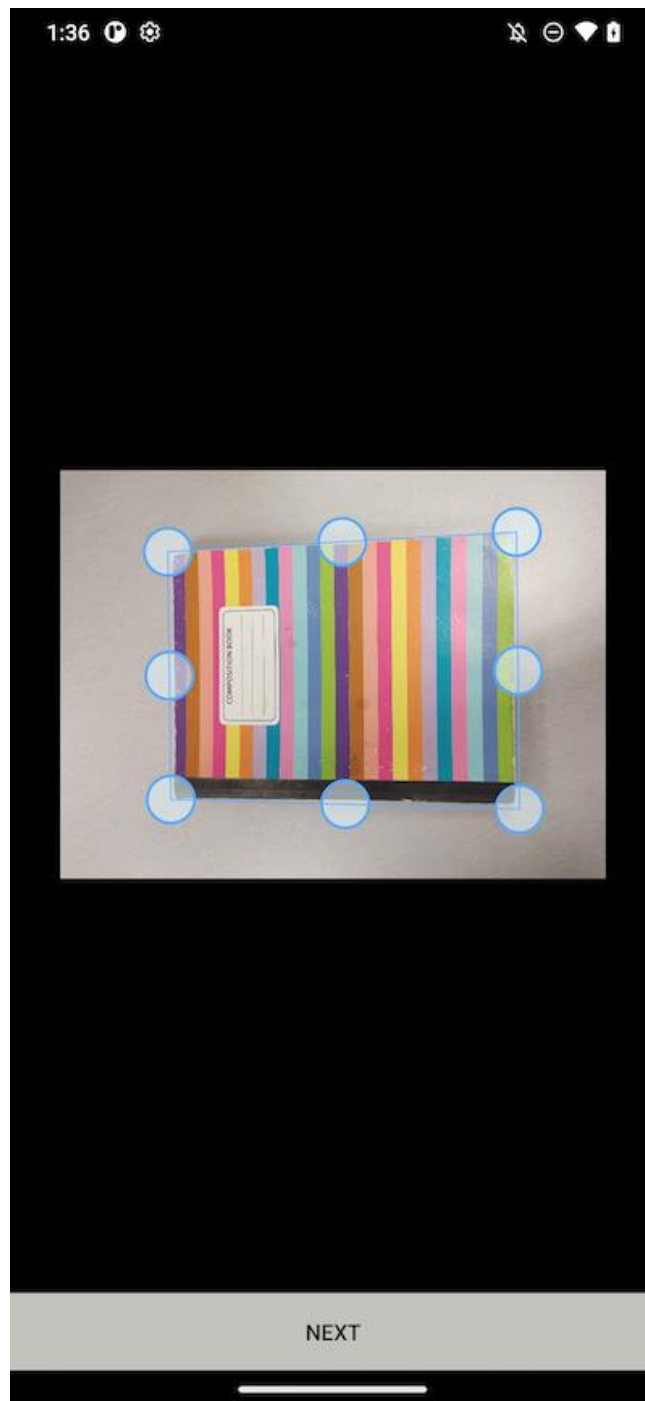
When selecting the **Camera (2)** icon, user can take and upload new photo.



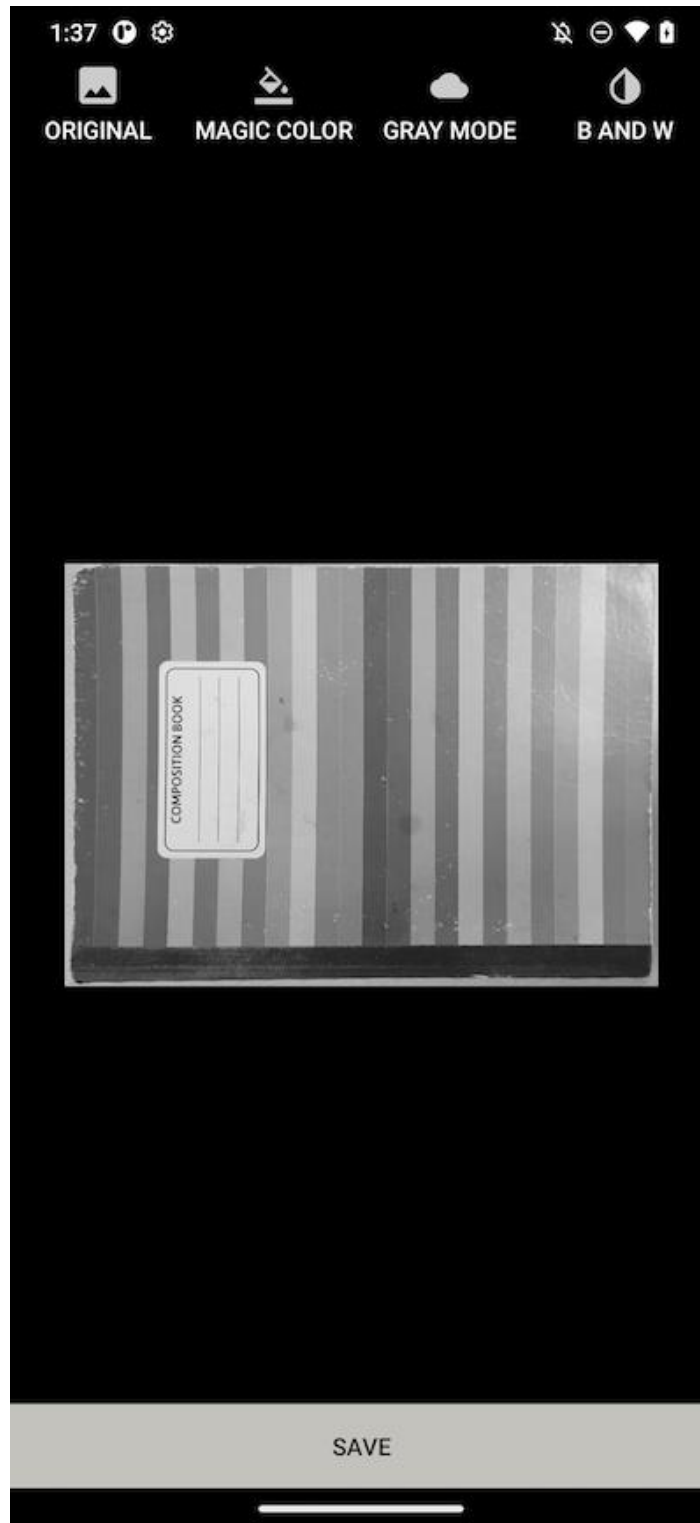
Take Photo to Scan

When selecting the **Scan (2)** icon, can use the camera to scan and upload.

First, can crop the photo to the ideal shape, and tap on **NEXT**.



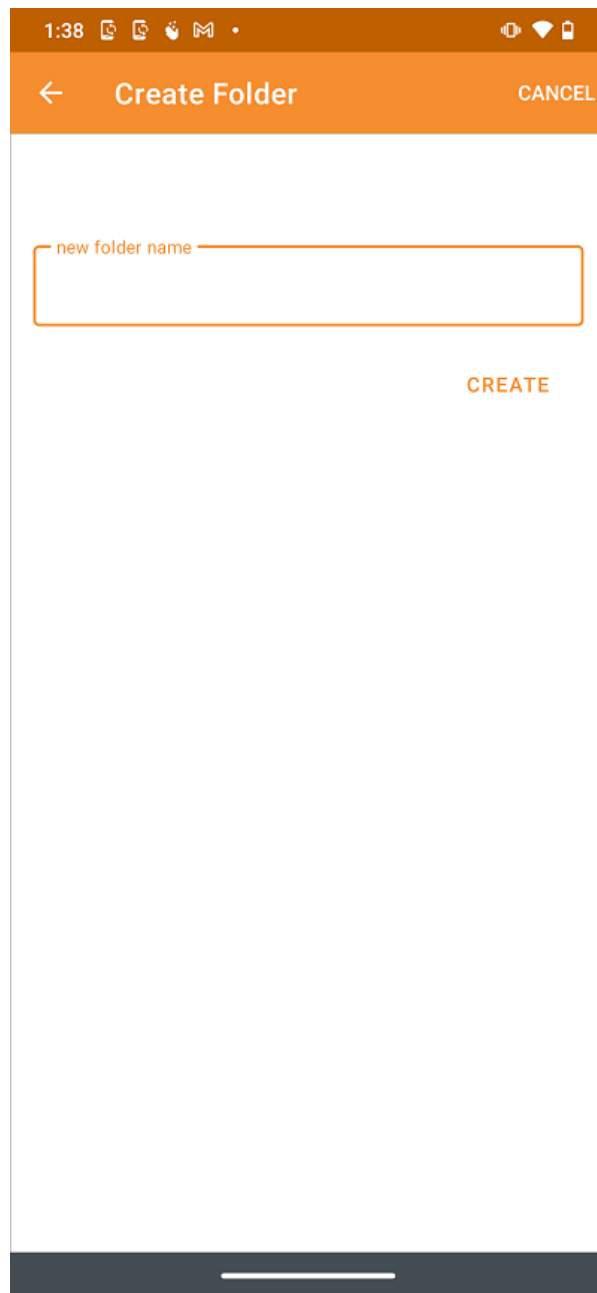
On the second page, can change the color filter applied to the photo. Touch **SAVE** to upload it.



Create New Folders

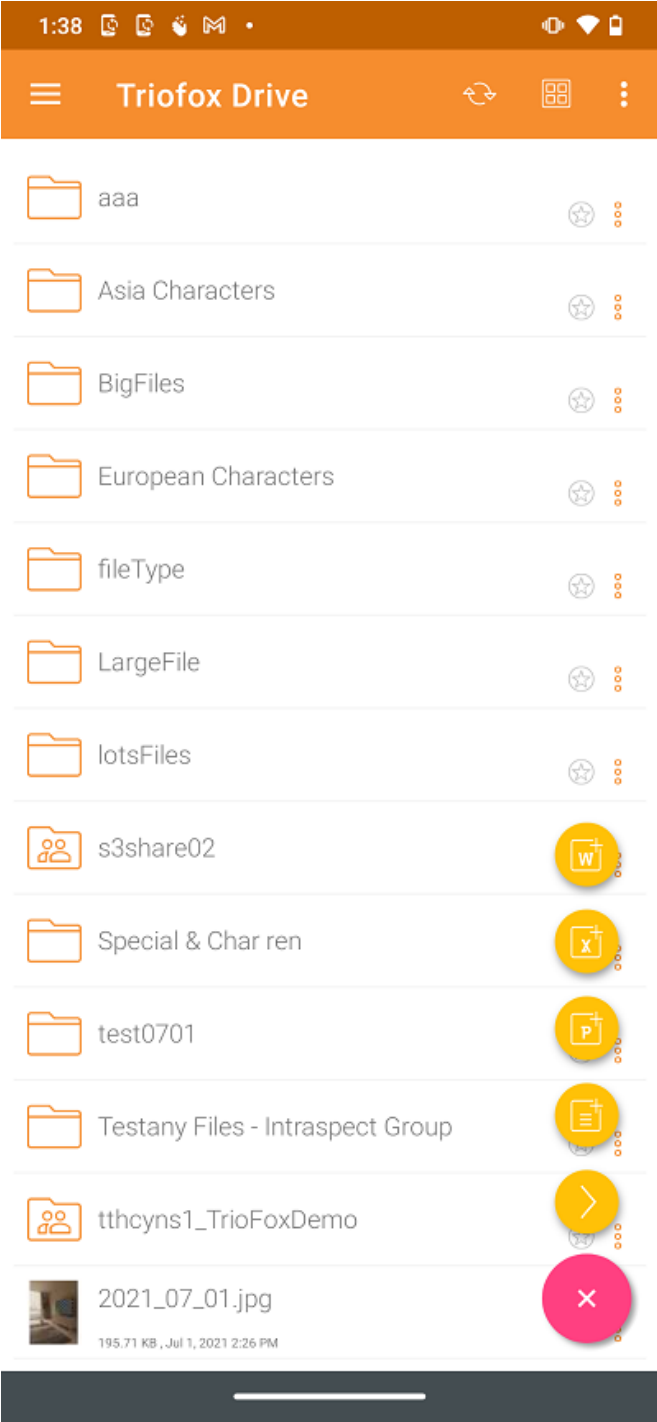
To create new folders, tap on the plus (+) icon at the bottom right of the screen. Then select the **Add Folder (4)** icon.

After entering the name of the folder and touching **CREATE** button, a new folder will be created.

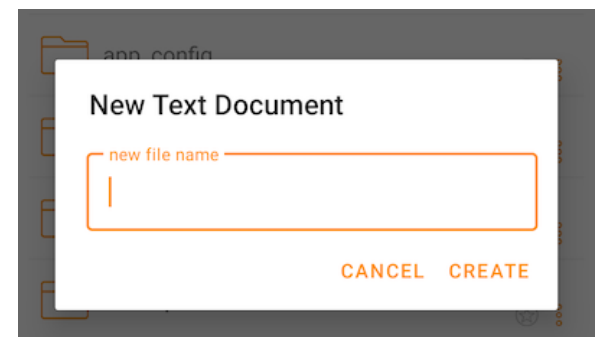
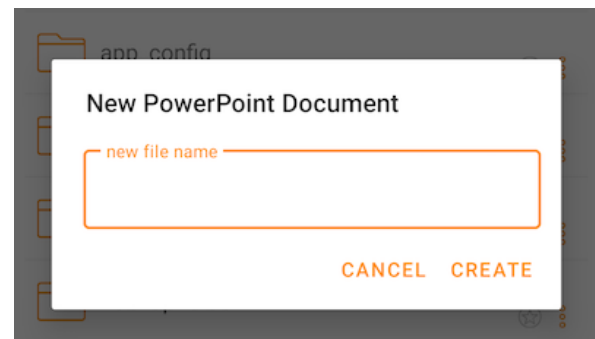
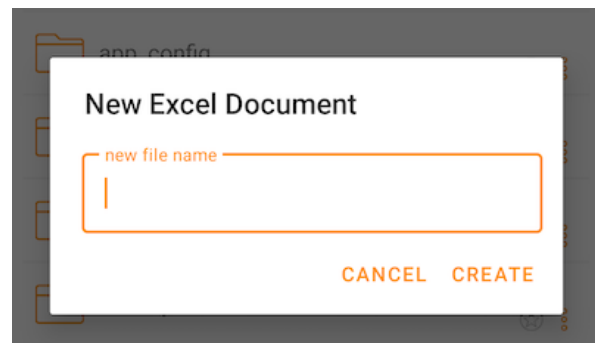
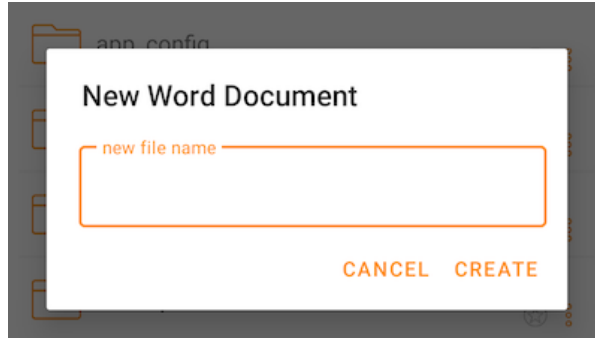
A screenshot of a mobile application interface for creating a folder. The screen has a white background with an orange header bar. The header bar contains a back arrow on the left, the text "Create Folder" in the center, and the word "CANCEL" on the right. Below the header is a large white text input field with a thin orange border. Inside the input field, the text "new folder name" is visible. To the right of the input field, the word "CREATE" is displayed in orange. At the very bottom of the screen, there is a dark grey bar with a white horizontal line, representing the home indicator on an iPhone.

Create New Files

The **New File (5)** icon allows you to create a blank new Office file. Users can choose between an Excel, Word, PowerPoint, or a Text file.

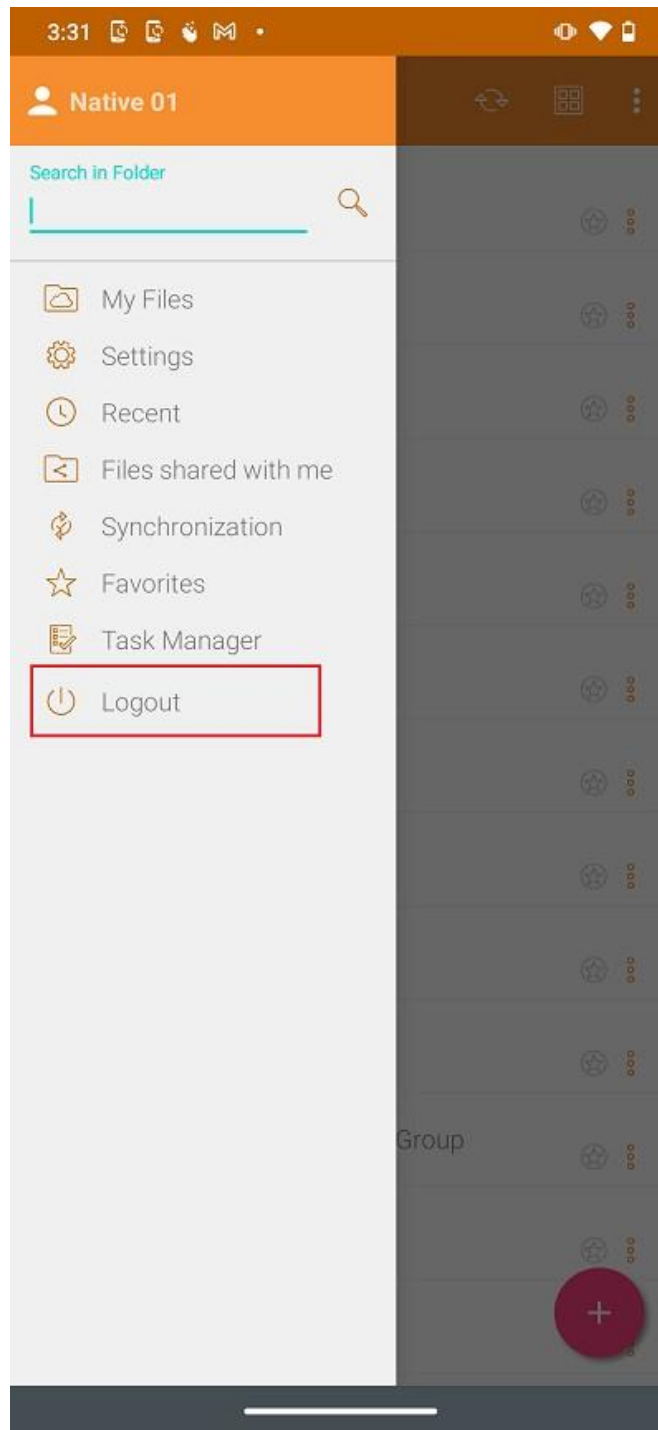


Choose the type of file and enter the name in the text box. Then tap on **CREATE** to save.

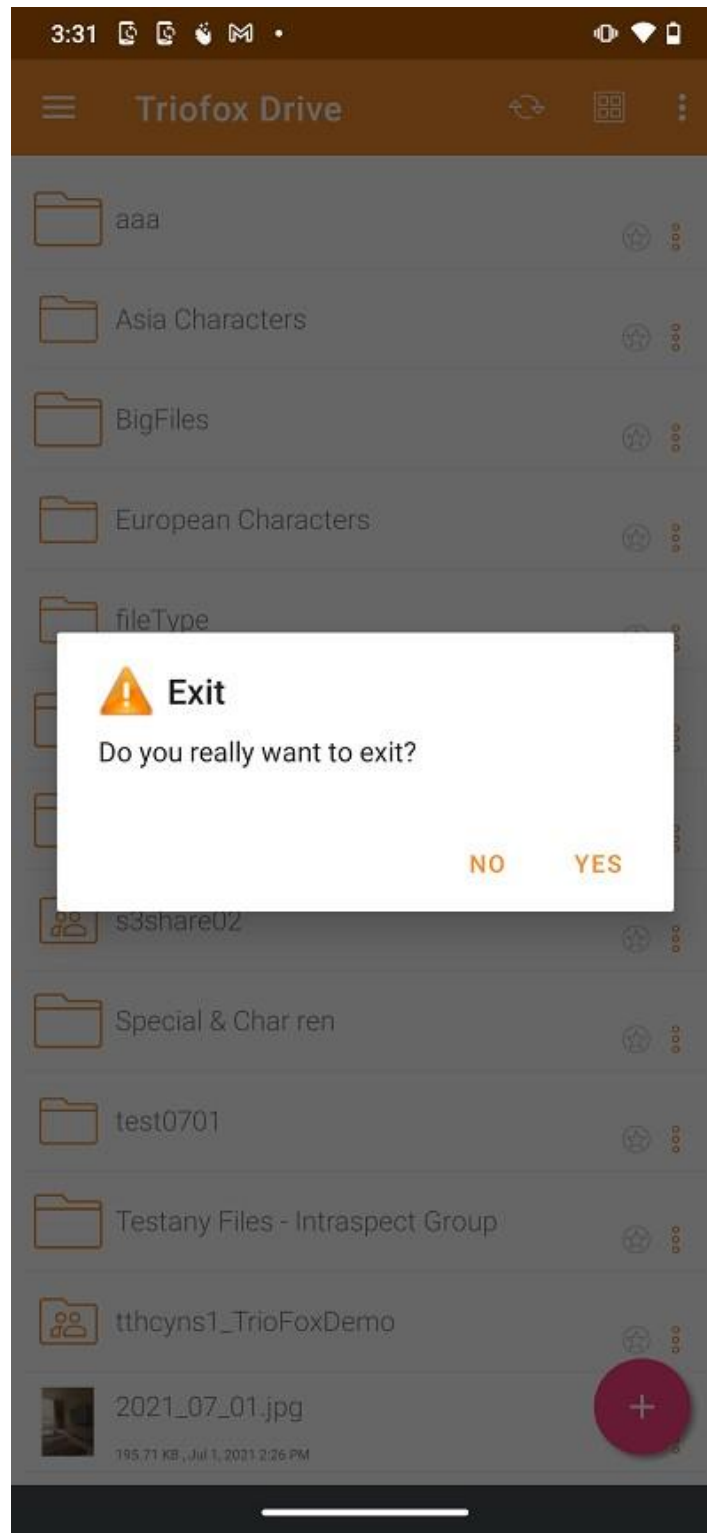


Log Out

To log out, touch the hamburger menu at the top left of the application and then tap on the **Logout** icon at the bottom of the menu.



A logout confirmation dialog will appear on the next screen. Touch the **"YES"** button to complete the logout process.



Manage and Edit

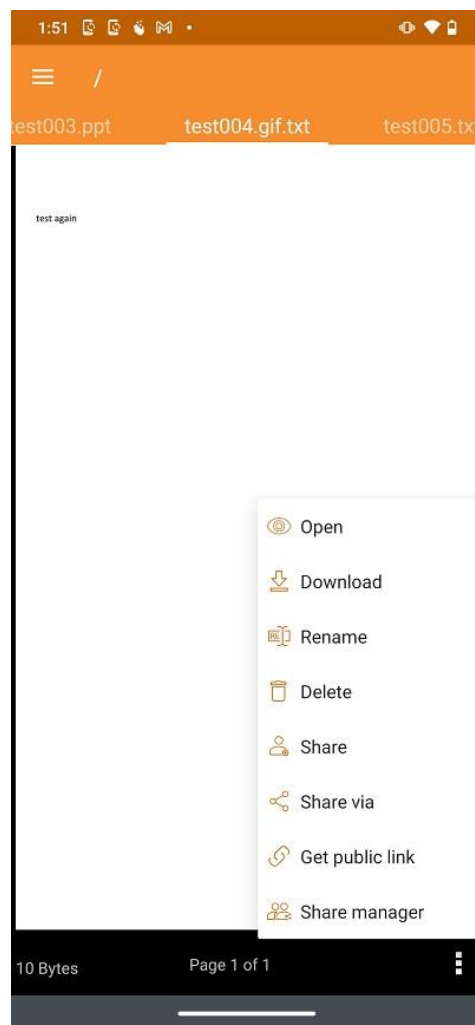
Managing Files and Folders

Tap a folder to open it and browse its contents, or a file to preview it.

Various operations can be performed in the different menus, in the main list of files and folders, and in the preview itself.

Preview

In the preview there is a 3-dot menu in the lower right corner that allows the user to perform some actions for the file.



Open allows to open the file in other applications.

Download allows to copy the file to a folder on the device.

Rename allows to rename the file if user has the permission to do so.

Delete allows to delete files from the folder if user has the permission.

Share allows to send access information to people with an email address.

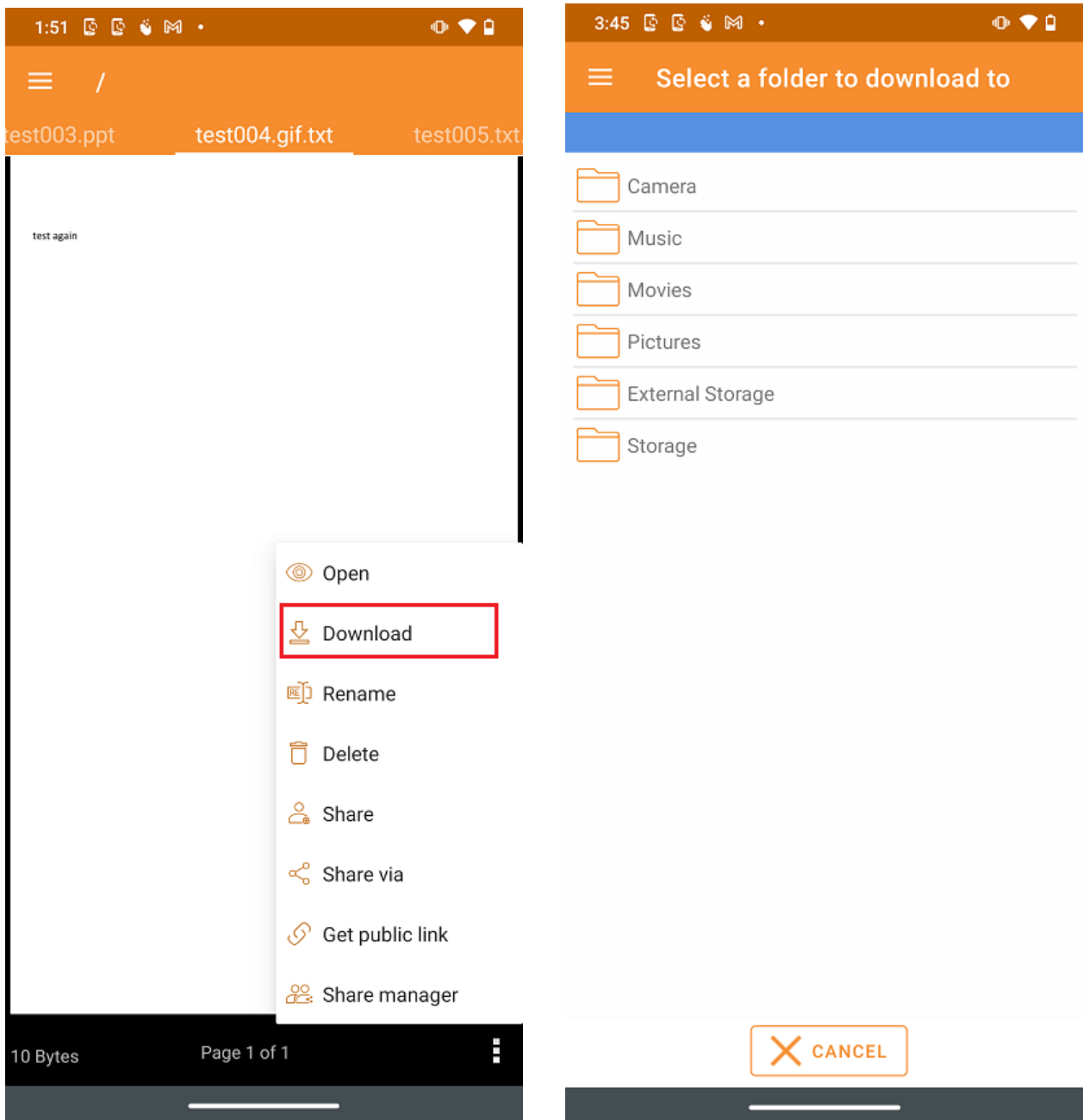
Share Via share the file with a third-party application. For example, by Email or WhatsApp.

Get Public Link provides a link that anyone can use to access the file.

Share manager access to all the shares that exist for the file or folder, where user can modify, delete, or add new shares.

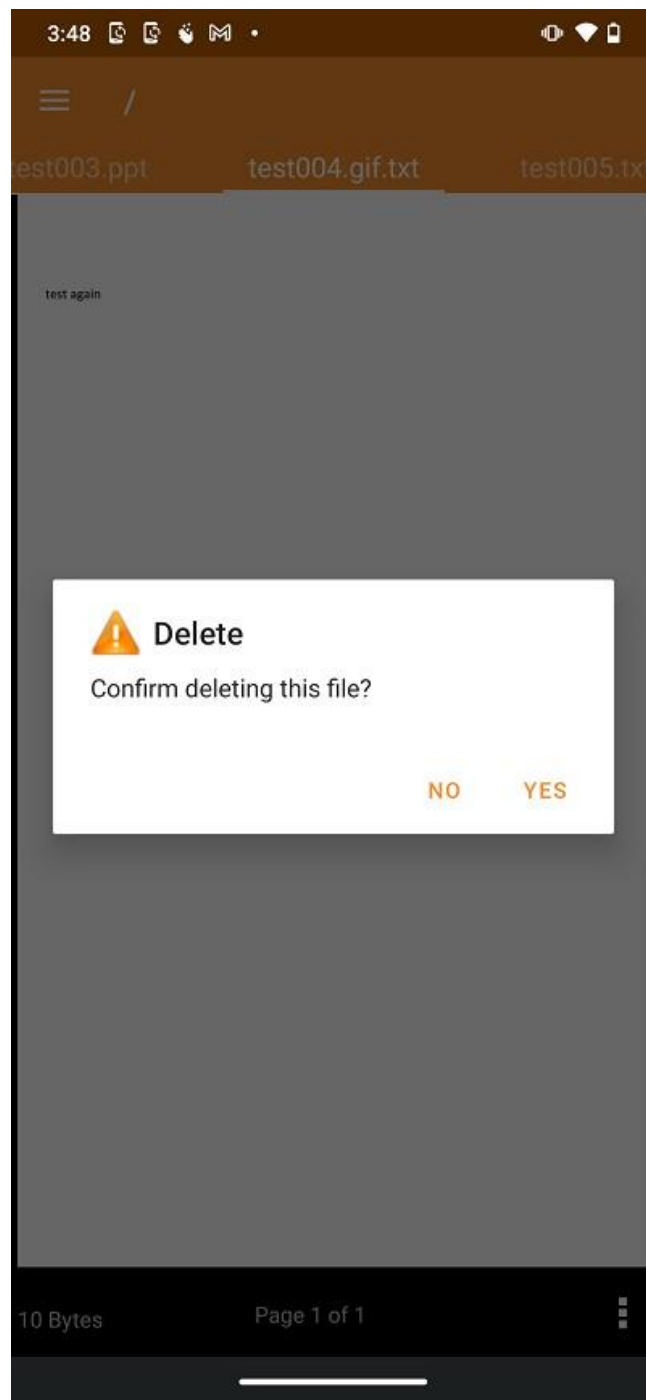
Download

A file can be downloaded using the **Download** option. Select it from the context menu to download a file and select a folder from the phone storage to download the file to.



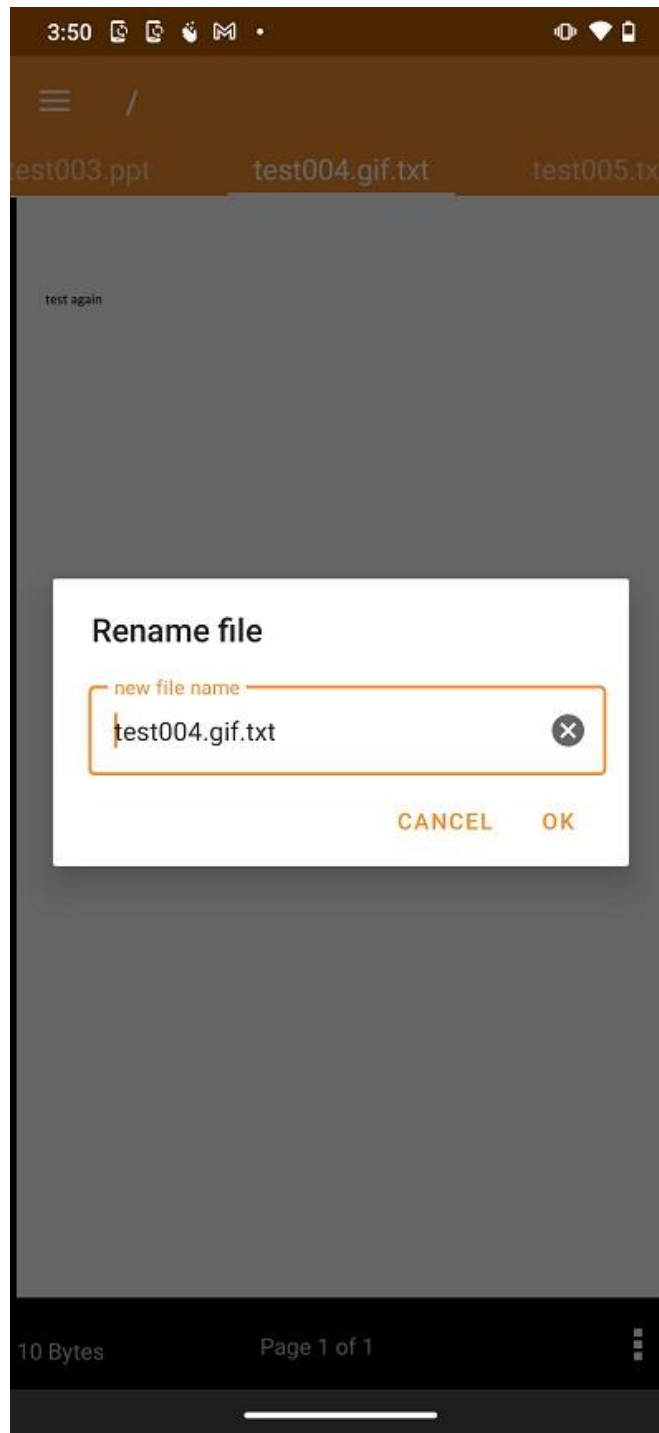
Delete

A file can be deleted using the **Delete** option. Select **Delete** from the context menu to delete a file. Once is deleted, it is no longer visible in the Cloud Drive.



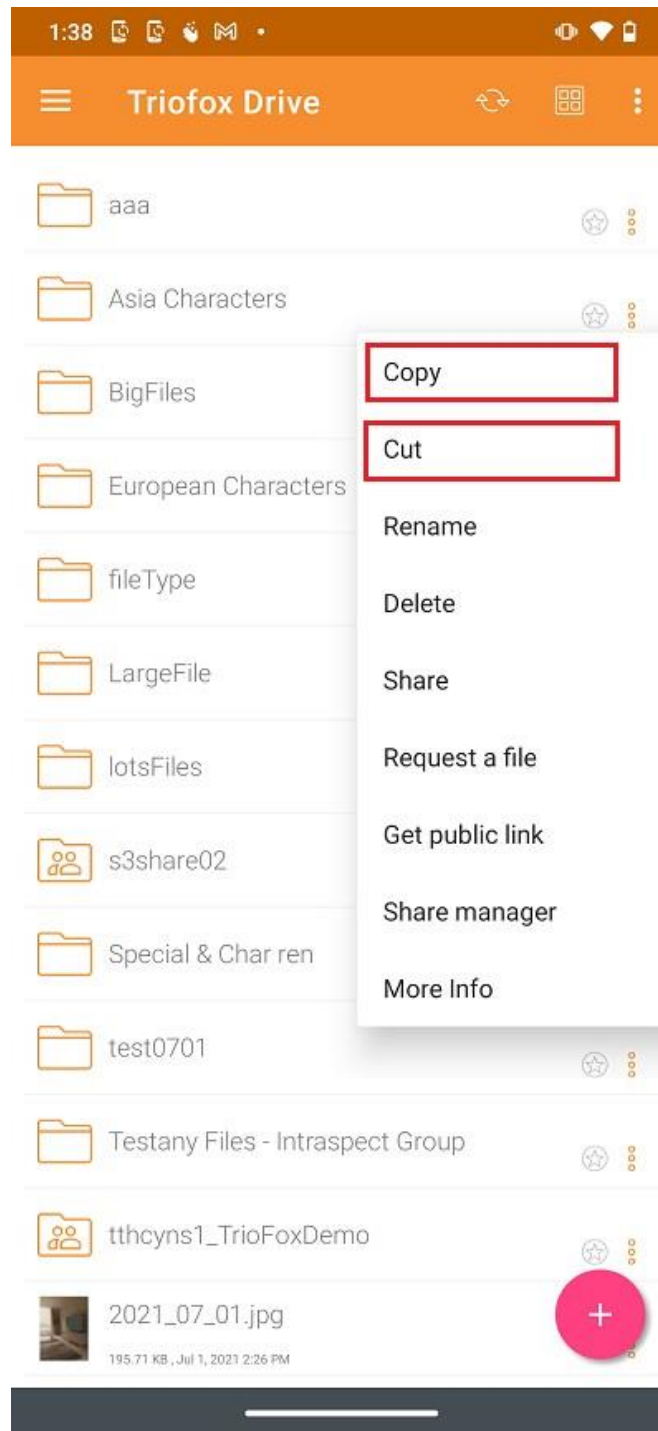
Rename

Rename a file or folder using the **Rename** option. When pressing **Rename**, a field appears where user can enter the new name.



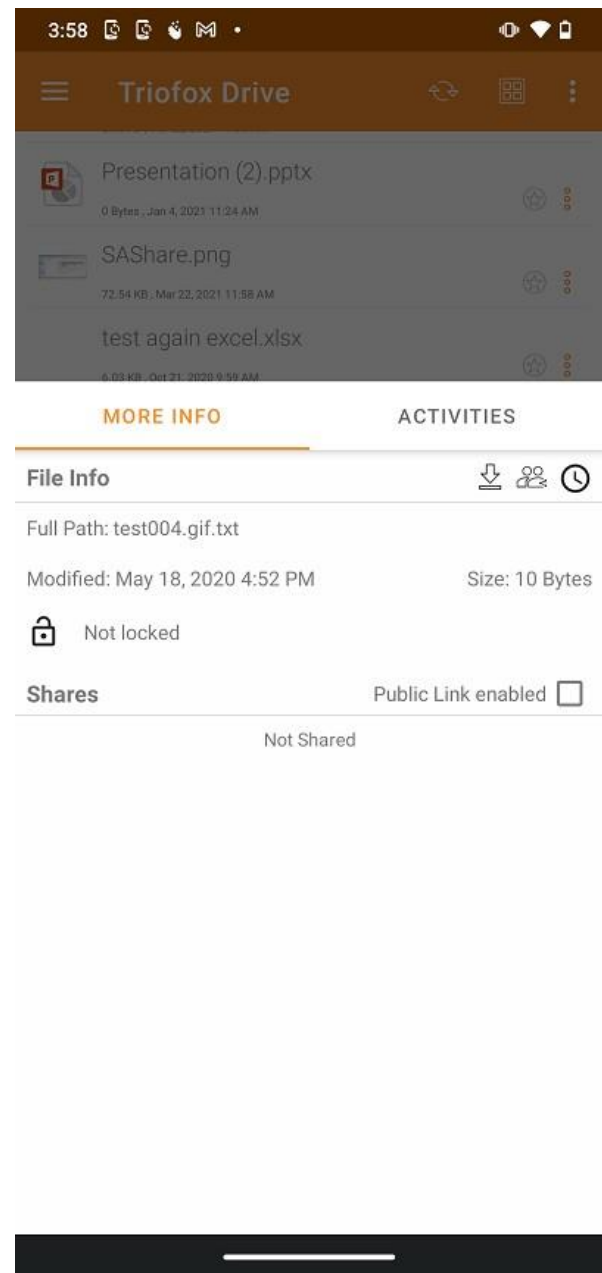
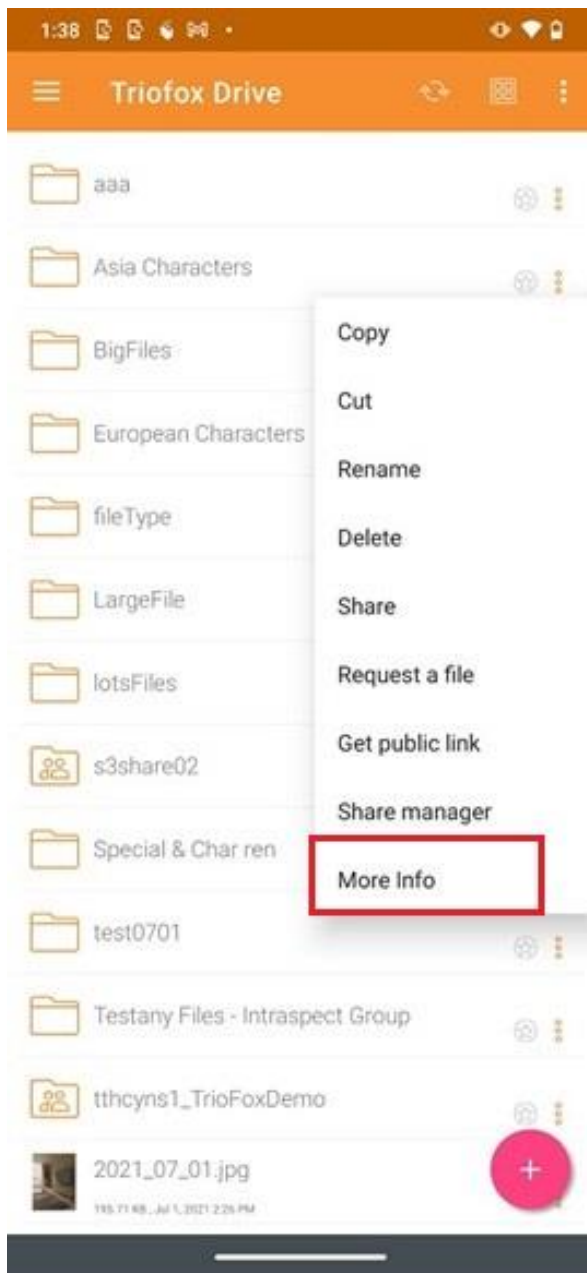
Copy and Cut

The **Copy** option allows to copy a file and paste it into another folder. The **Cut** option allows to remove a file from a certain folder and paste it into another.



More Info

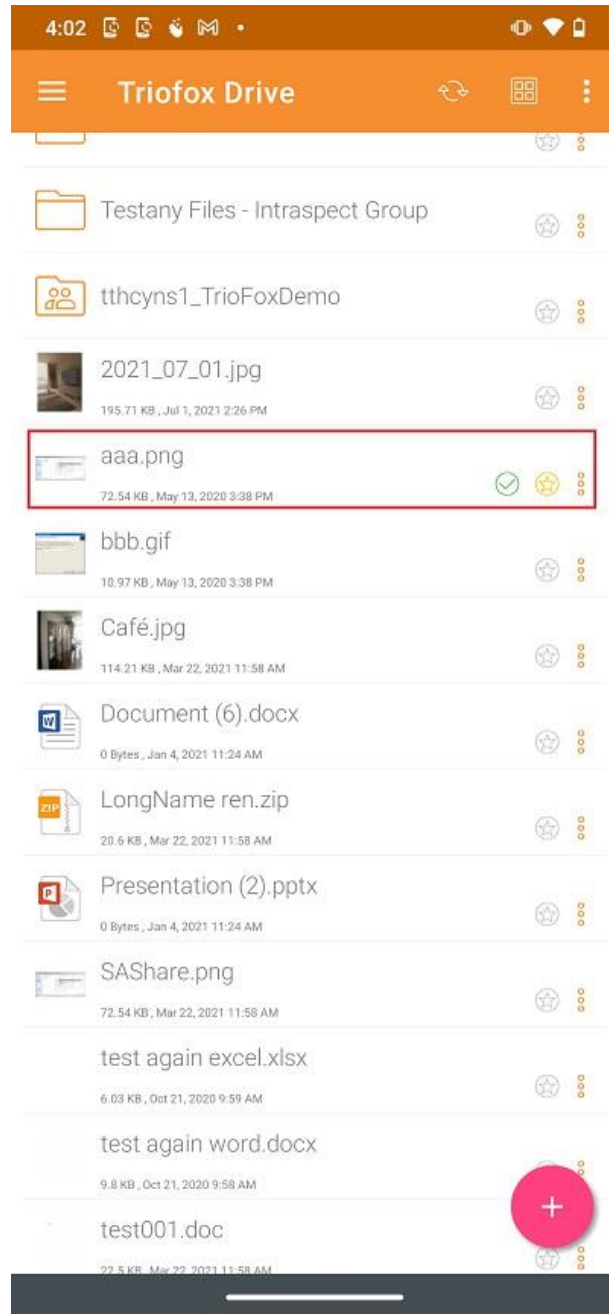
Use the **More Info** option to view the details of the file are working on or viewing.



Marking as Favorite

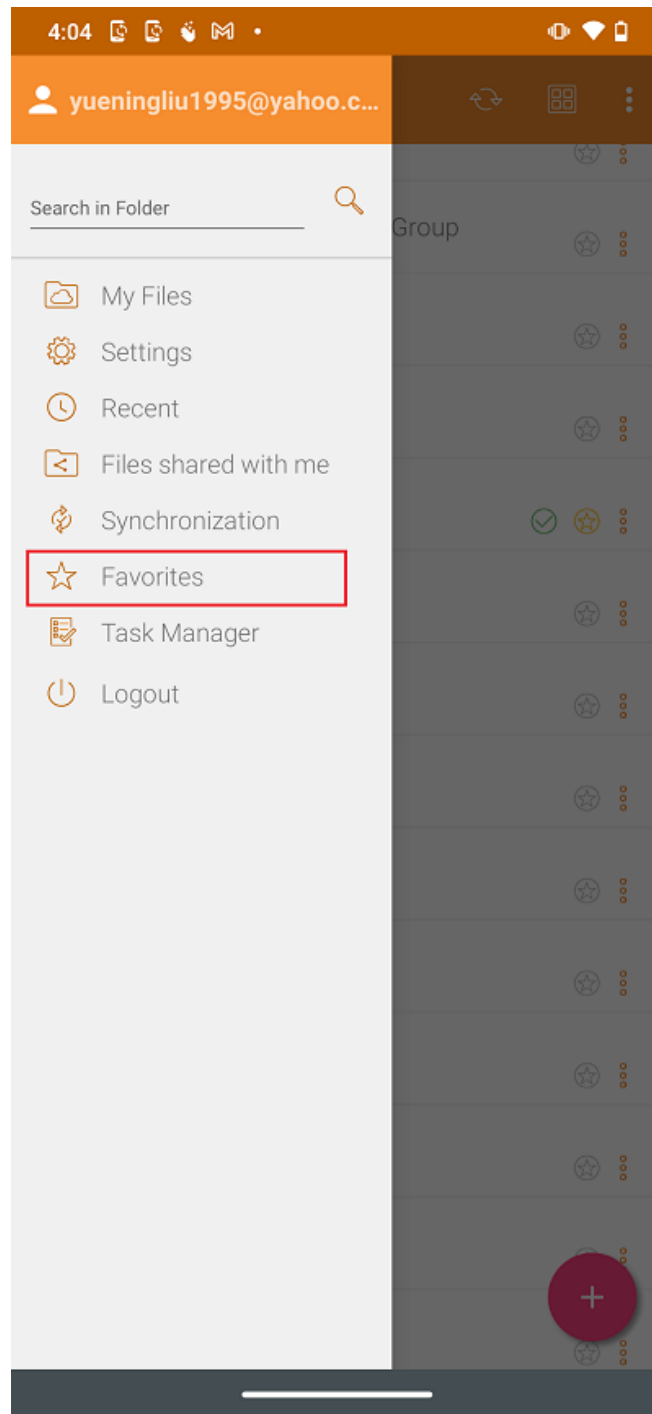
Add to Favorite

Add a file to the Favorites by pressing the **Star** icon. When adding a folder or a file to the Favorites, it will be marked with a **green checkmark** and will be accessible offline.

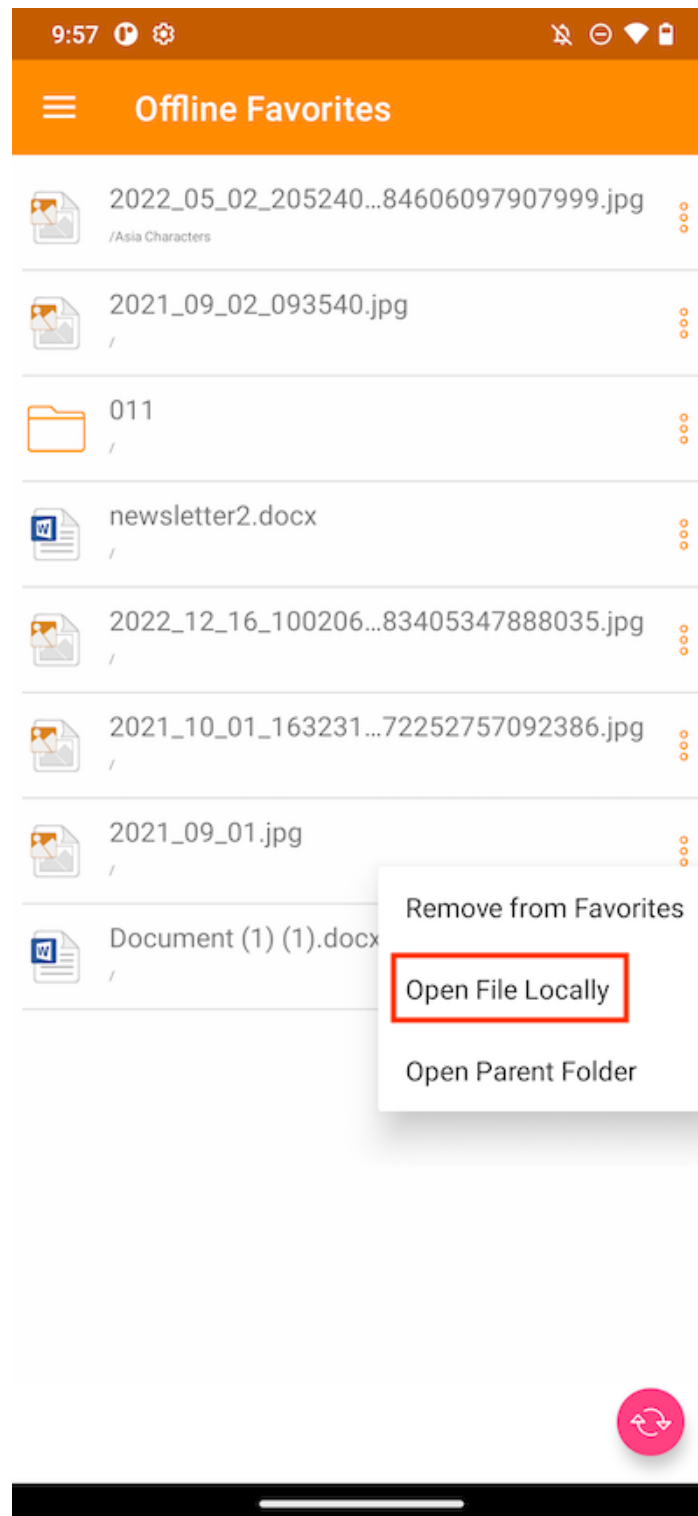


Open Favorite Files

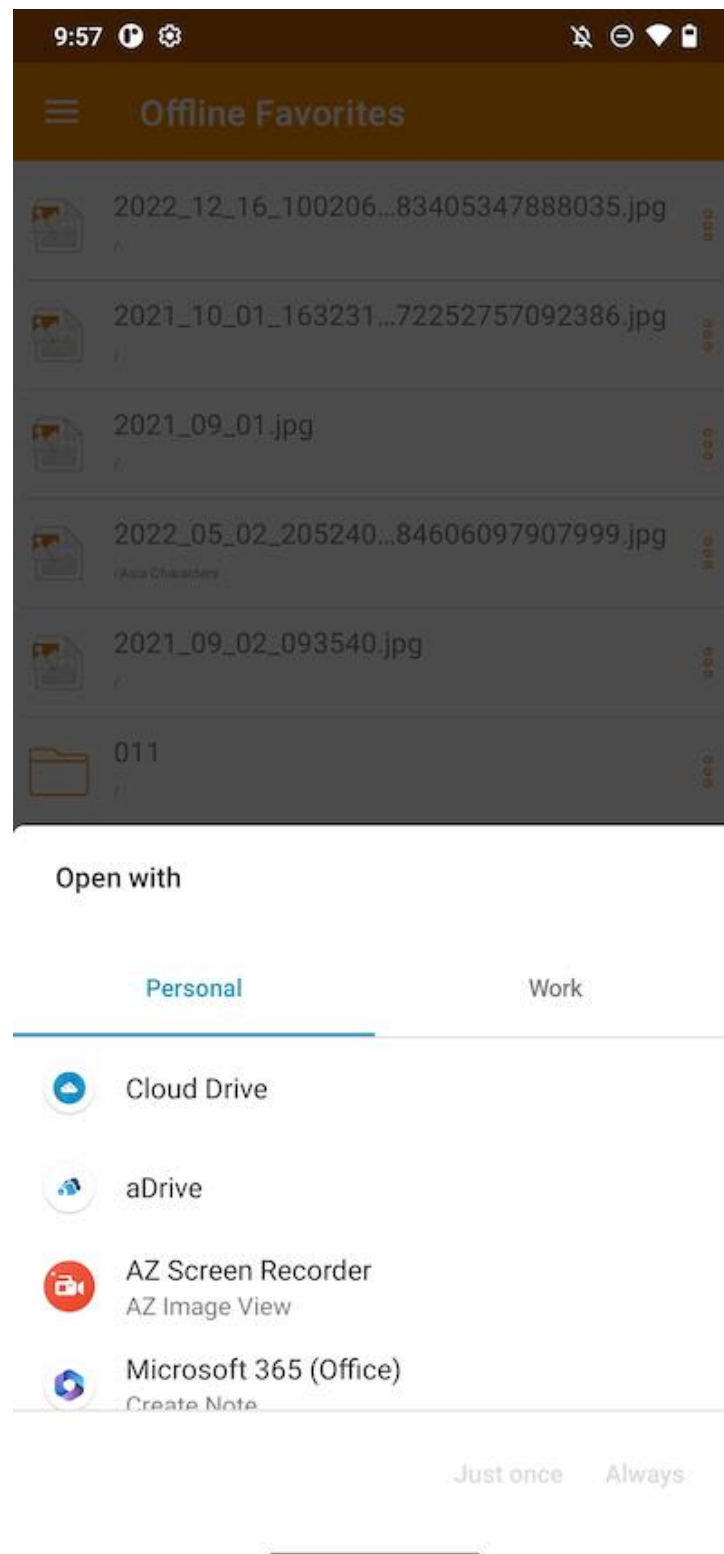
To open files from **Offline Favorites**, tap on the hamburger menu at the top left and select **Favorites**.



In the **Offline Favorites** view, user can open a file by pressing the 3-dot button and selecting **Open File Locally**.

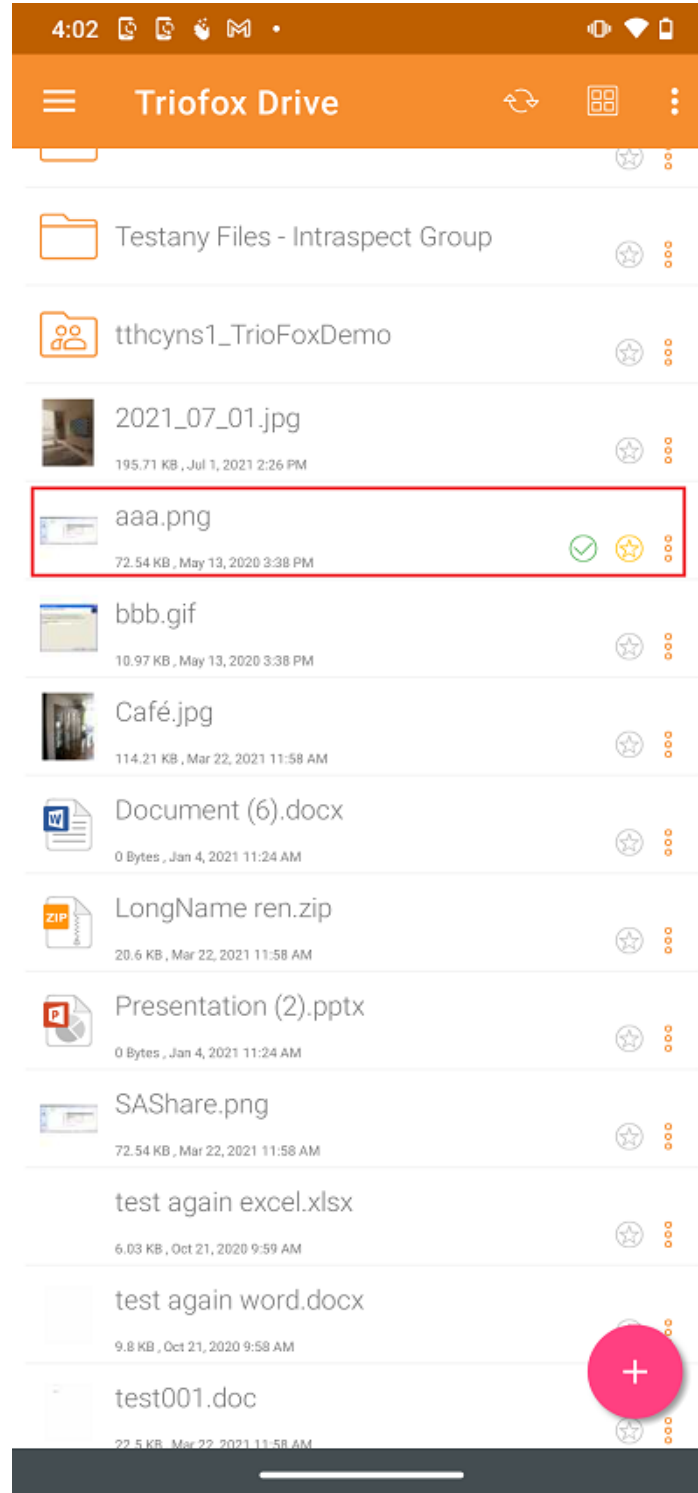


After selecting the option, a list of applications that can open the file will be displayed.

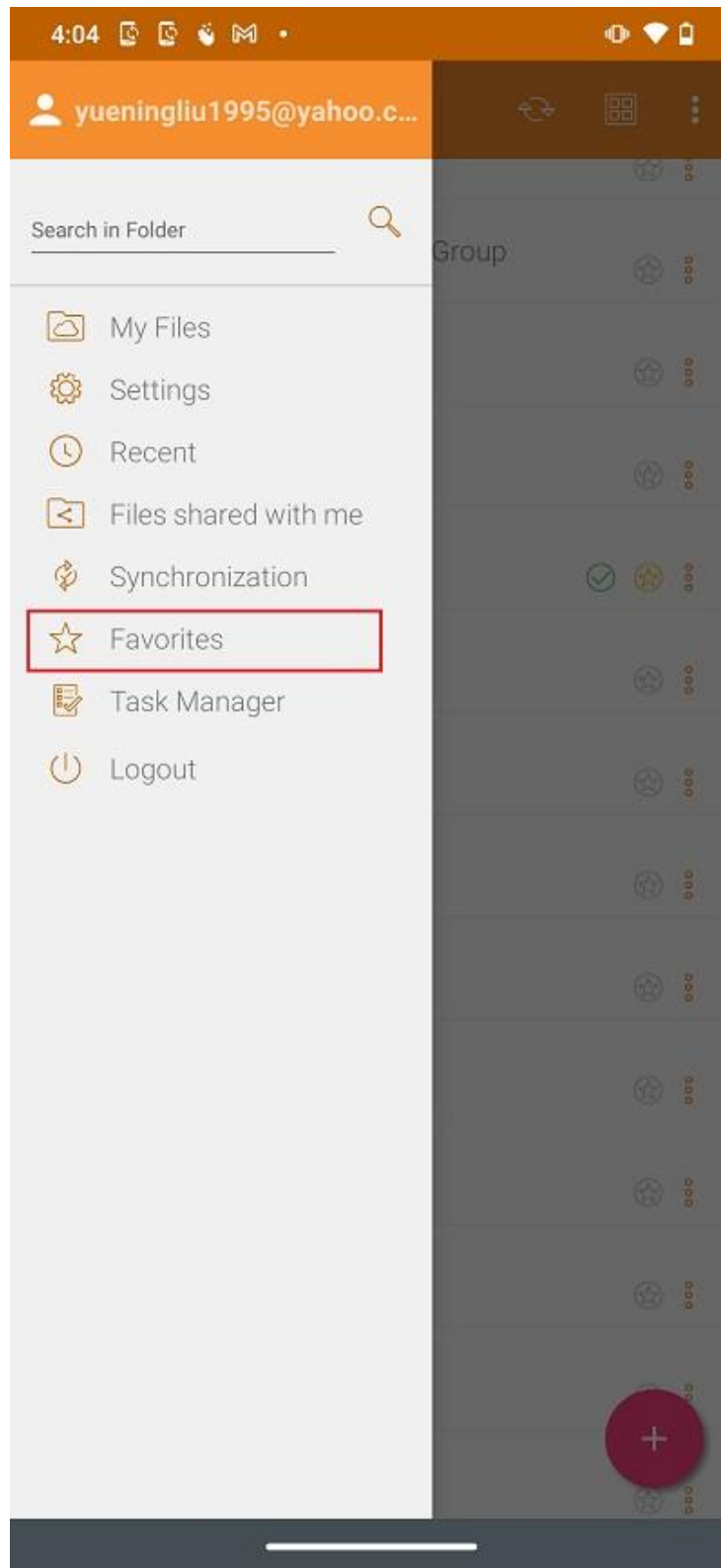


Remove from Favorite

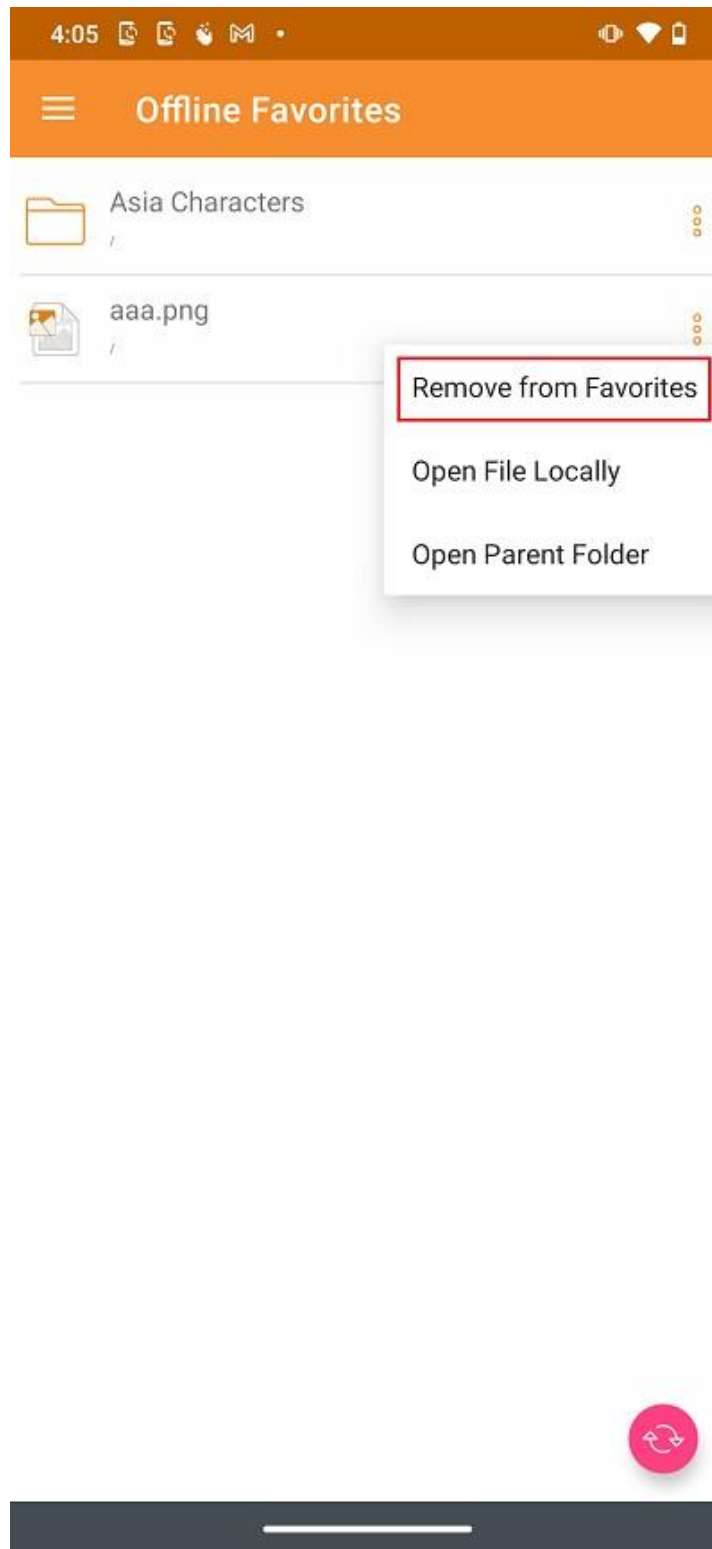
To remove items from **Offline Favorites**, user can touch the yellow **Star** icon directly.



Or can do it inside **Favorites** by pressing the hamburger menu at the top left.

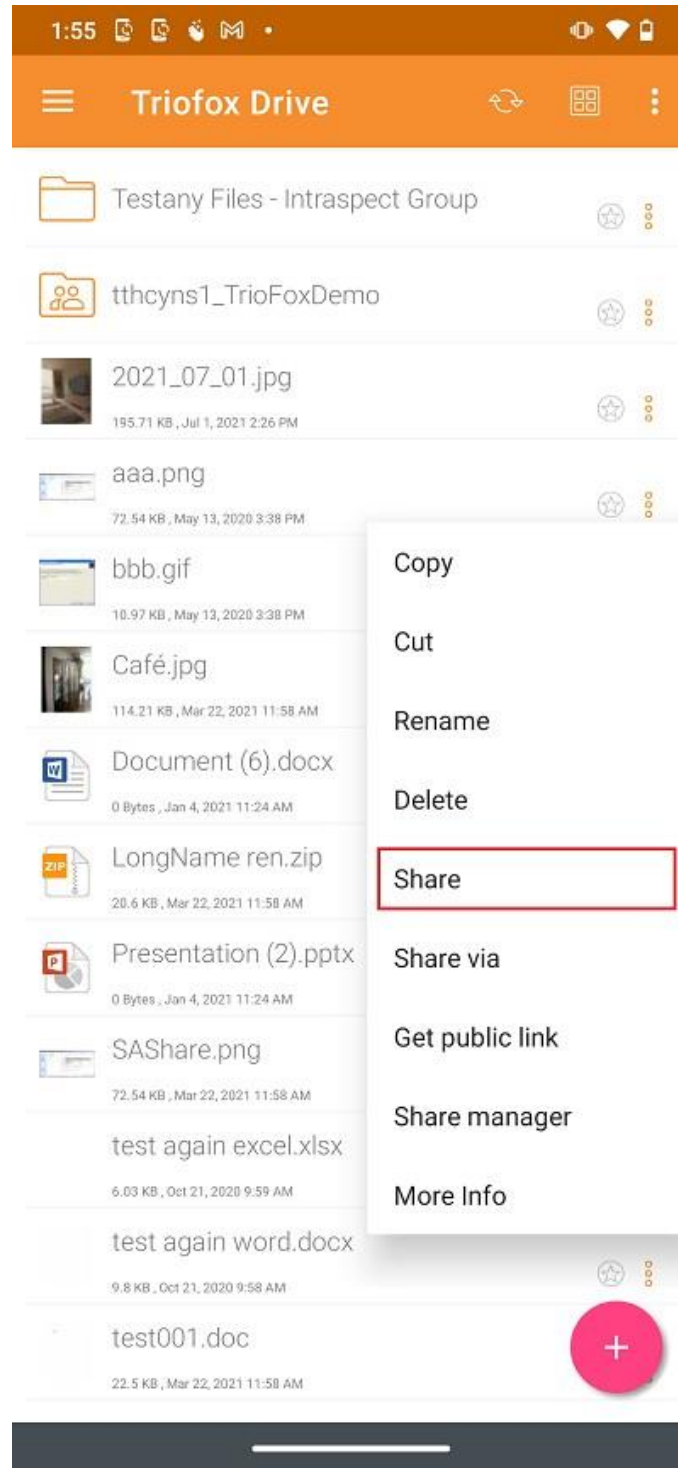


In the **Offline Favorites** view, can remove items by pressing the 3-dot button. Once is removed, it is no longer available offline.



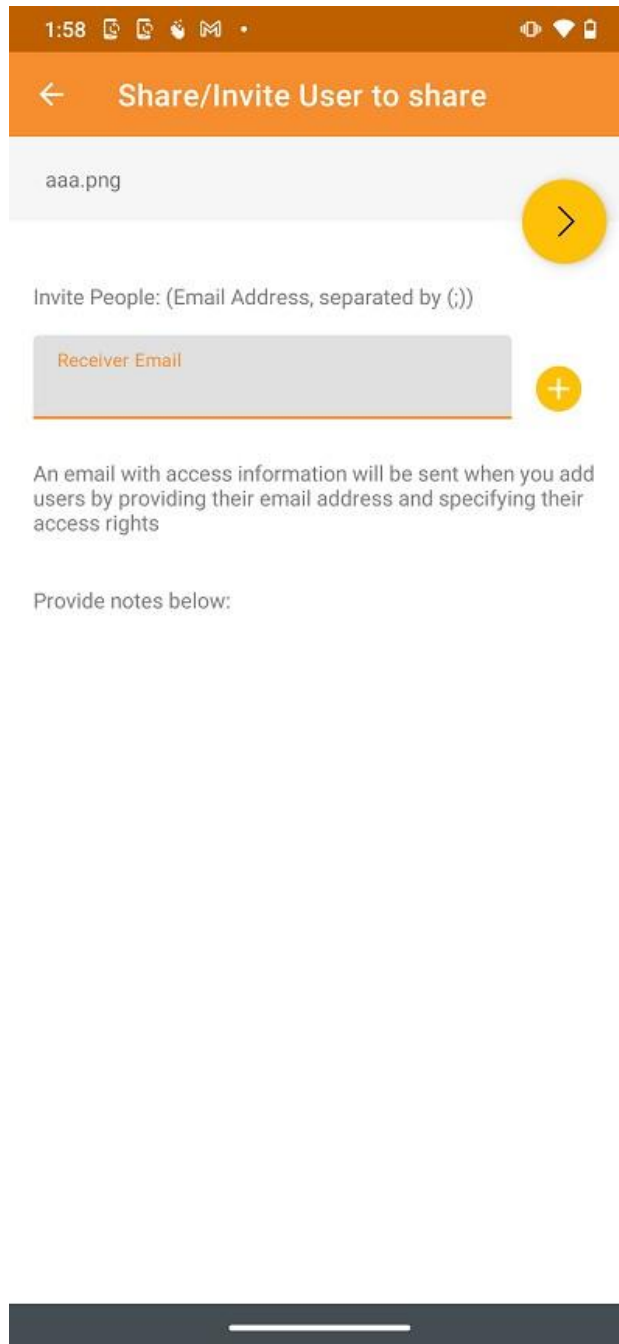
Sharing and Collaborating

Files and Folders can be shared from Android devices.

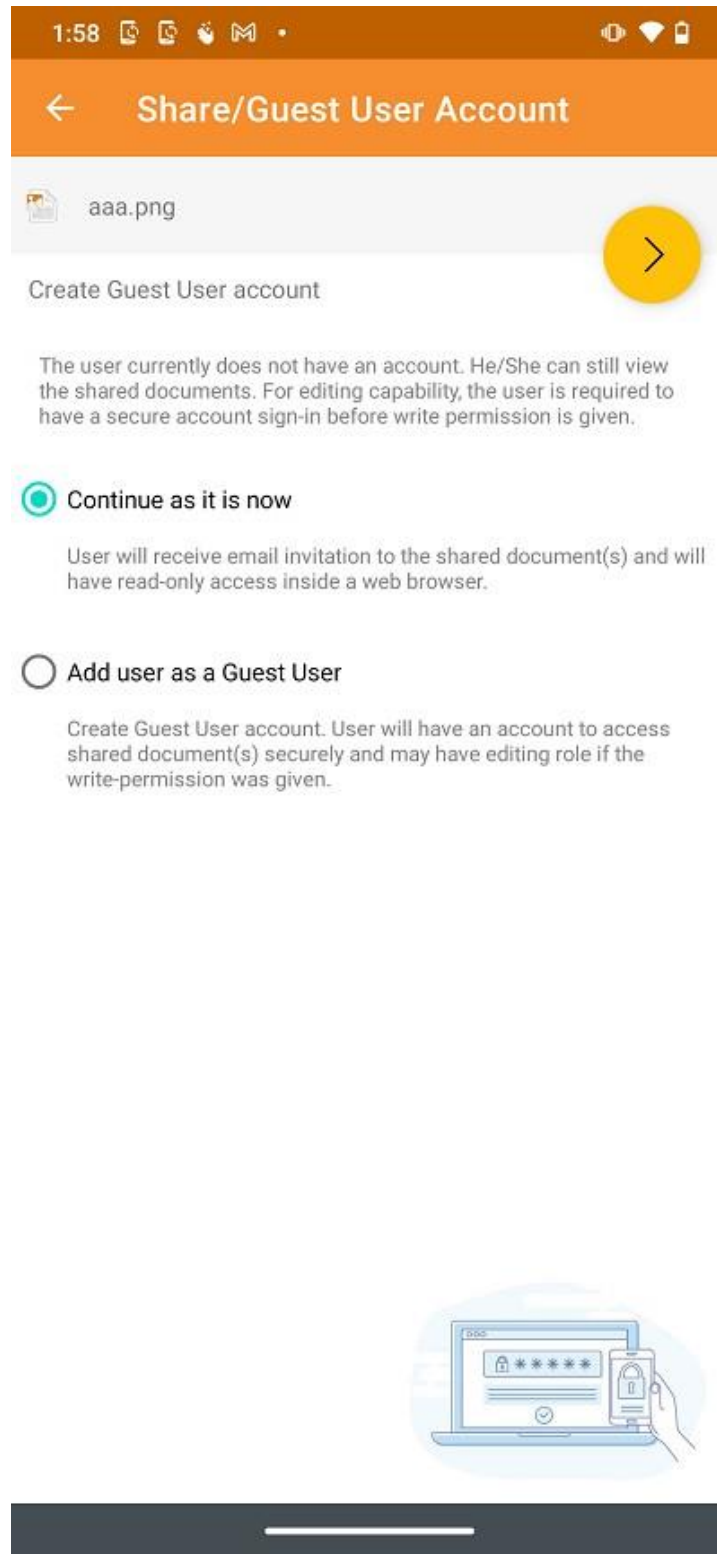


Sharing a File

Will be redirected to the **Share/Invite User to share** screen. There can add the email addresses of the users and select different options for sharing. On the next screen, enter the email address(es) of the users to add. Press the ">" icon to add users to the share.



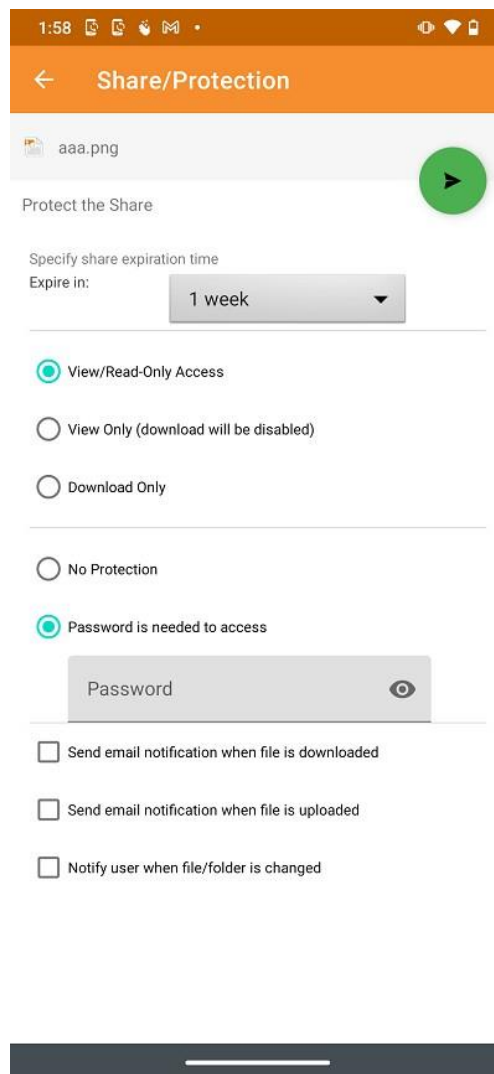
On the next screen, press the yellow arrow to select "**Continue as it is now**" (read-only access). Or select "**Add user as a Guest User**" to get access to other settings.



Before sending the email share notification, you can specify how the user(s) can access the file or folder.

1. Set the expiration time for the share.
2. Select "Read Only" or "Full Control".
3. Select "View only (no Download)" if desired.
4. Select "Password Protection" and enter a password.
5. Disable password protection and allow the user to create their own password from the link in the email they receive.

After sharing options have been selected, tap on "Share" on the bottom right.

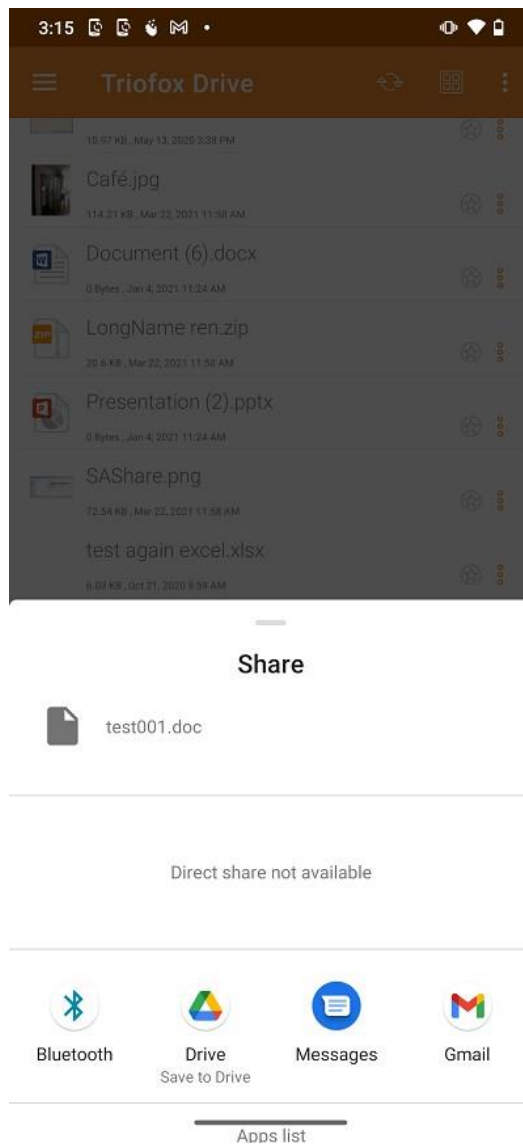


Important

Sharing with an email user creates a **Guest User**. Each licensed user can create 3 guest user accounts. If there are 3 licensed users, then a total of 9 guest users can be added for that tenant. If the number of guest users has reached the limit, and the tenant is set up to auto grow the number of licensed users, then one more license will be added to the tenant.

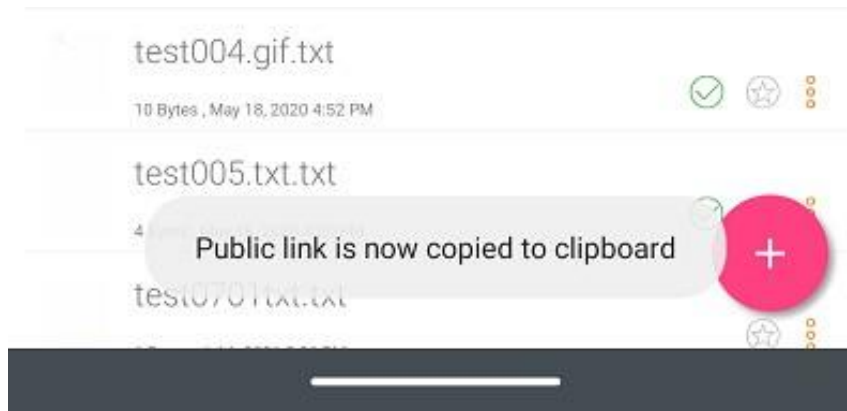
Share Via

Files can be shared with a third-party application such as Gmail or WhatsApp.



Get Public Link

A URL is provided that can be pasted in an email or other field to provide the public read-only access to the file.

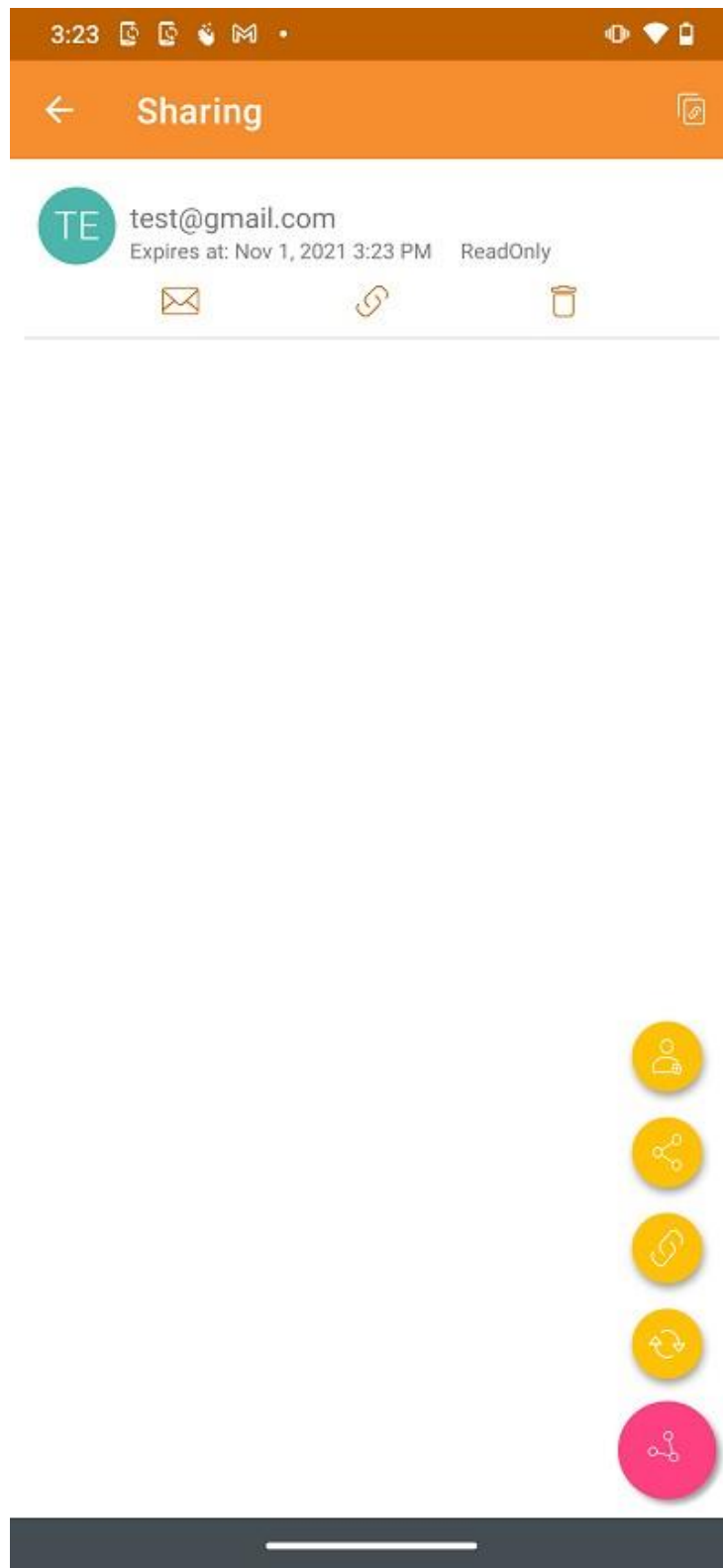


Share Manager

On this screen, a list of all shares associated with this file will be available. Touch on a shared user, to resend the **share email (1)** and **get public link (2)**.

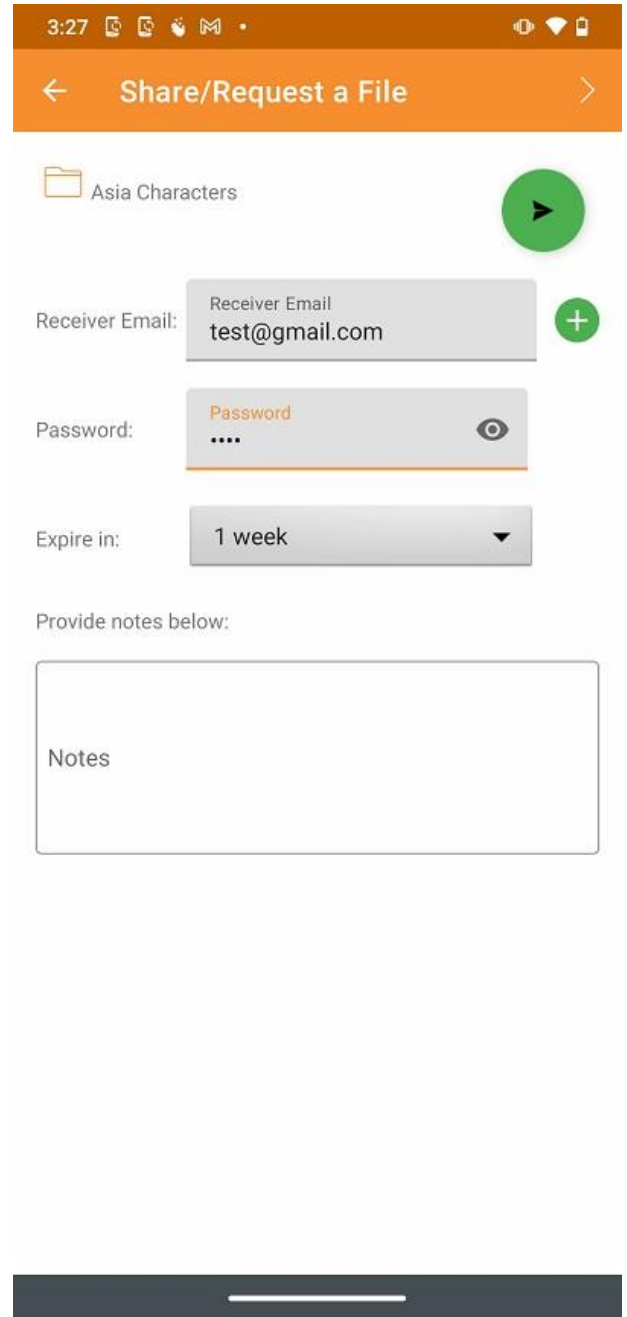
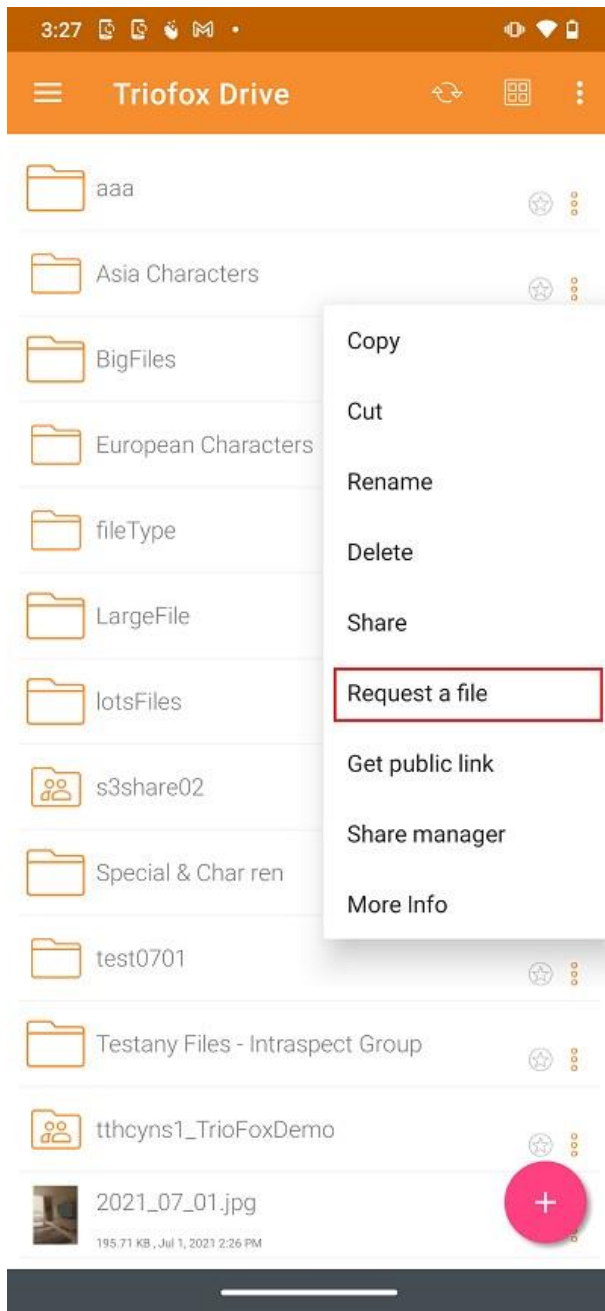
To delete a user share, tap on the **Trashcan (3)** icon next to the share. This will remove the share and prevent access by that user.

Pressing the Share Menu button at the bottom right of the screen will give more options. **Add more users (4)** to the share list, **Share Via (5)** this file, **copy public (read-only) link (2)** to the clipboard, **refresh the list (6)**.



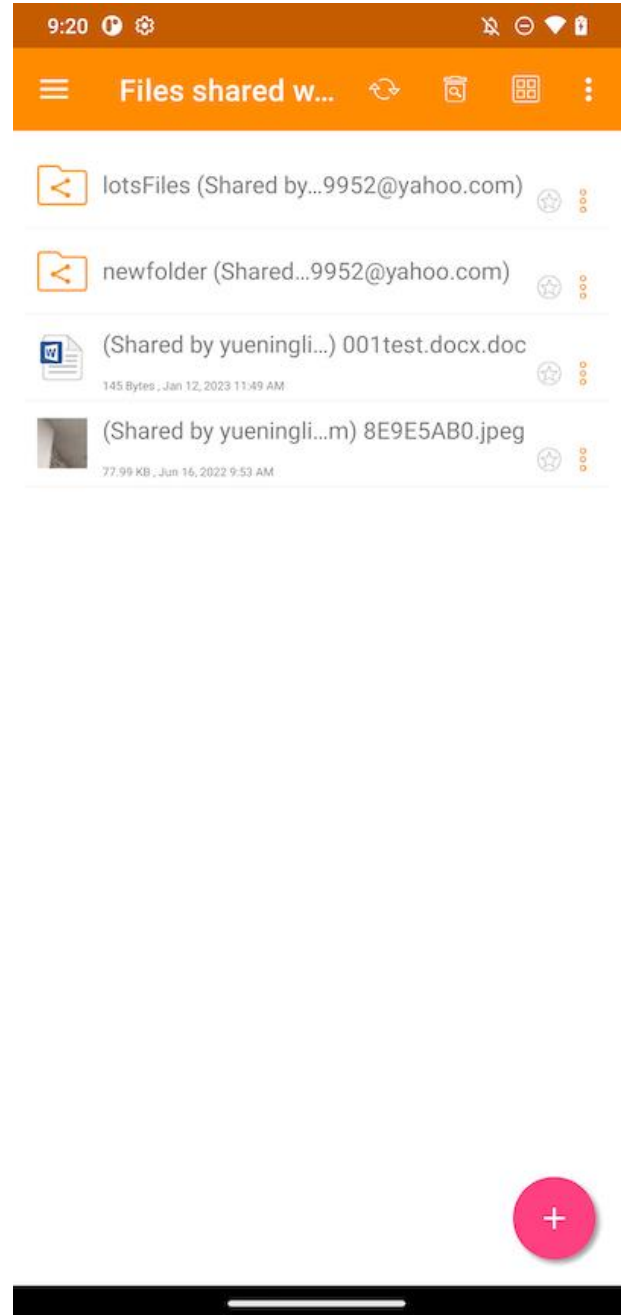
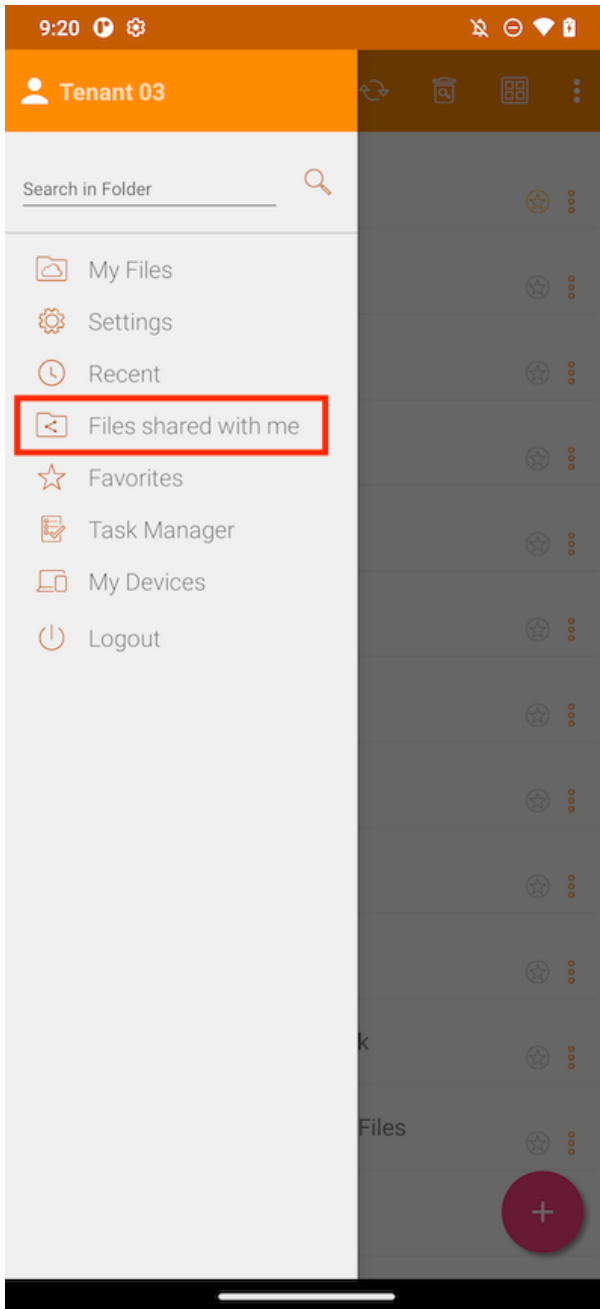
Request a File

This option is available only for folders. Selecting **Request a file** will take the user to a screen where can share a link with a user so they can upload files to a specific folder.



Files Shared with Me

Access files and folder shared by other users from Files Shared with Me in the side menu.

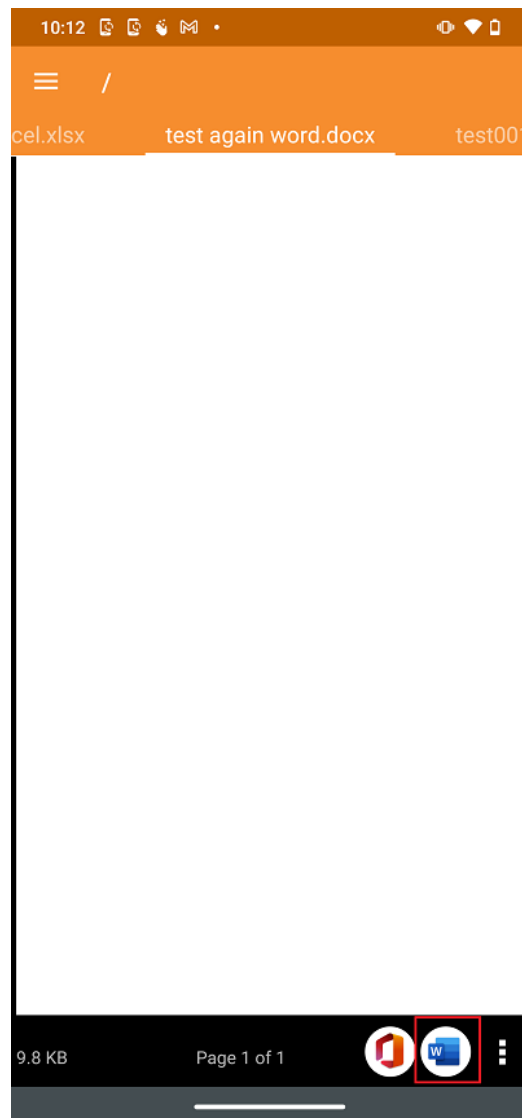


Working with Office Applications

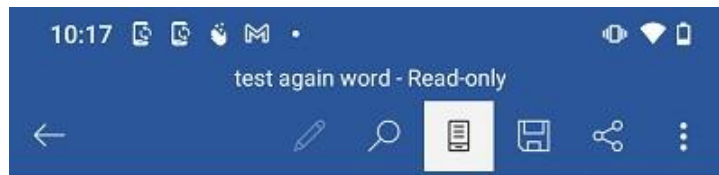
Open and Save an Existing Document

If Office mobile applications are installed in the phone, users can access them via Triofox Android.

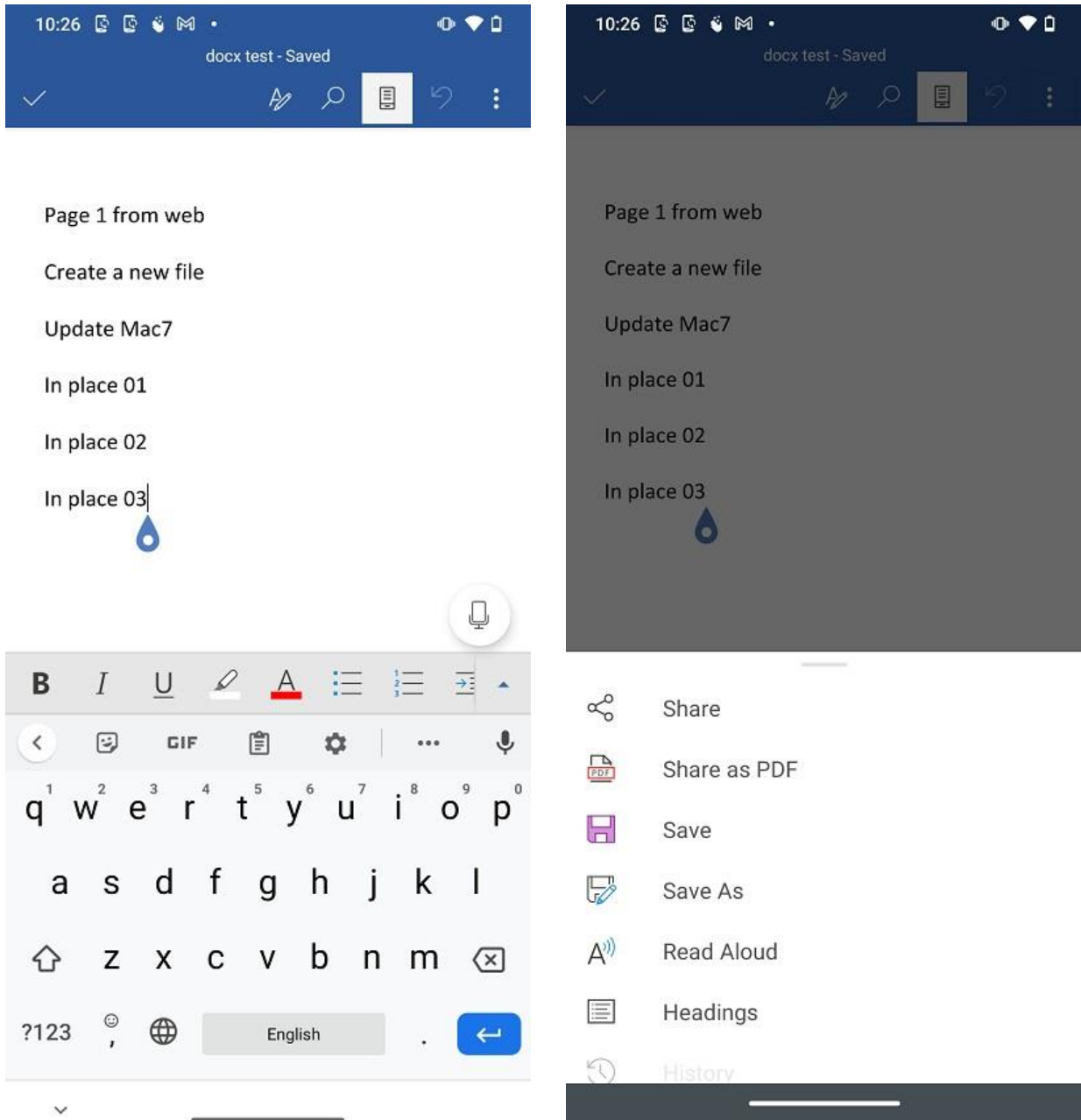
To edit an existing document, tap on the document in the file list to enter "Preview Mode" and tap on the File Type icon (e.g. Word) in the bottom right corner to open it in the appropriate application.



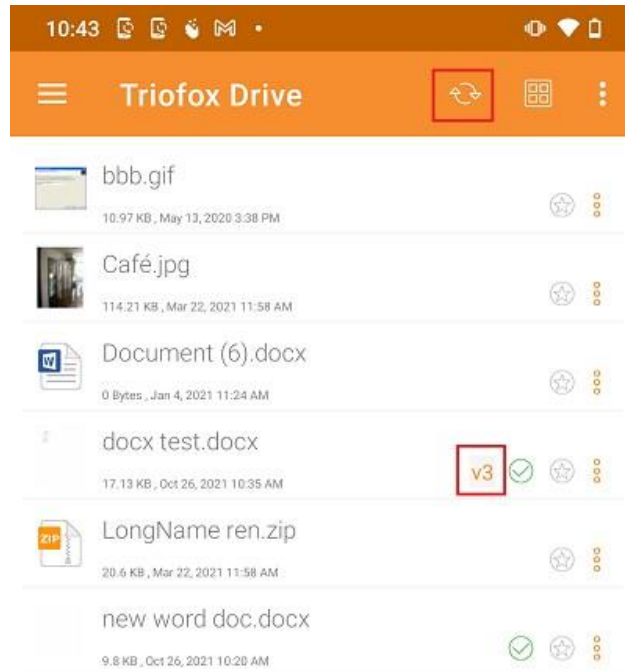
This will take users to the editing application where the document is open.



Here, can edit the file and select "**Save**" if the file is not read-only. All the changes made will be saved and can use the Back arrow to return and continue editing other files.

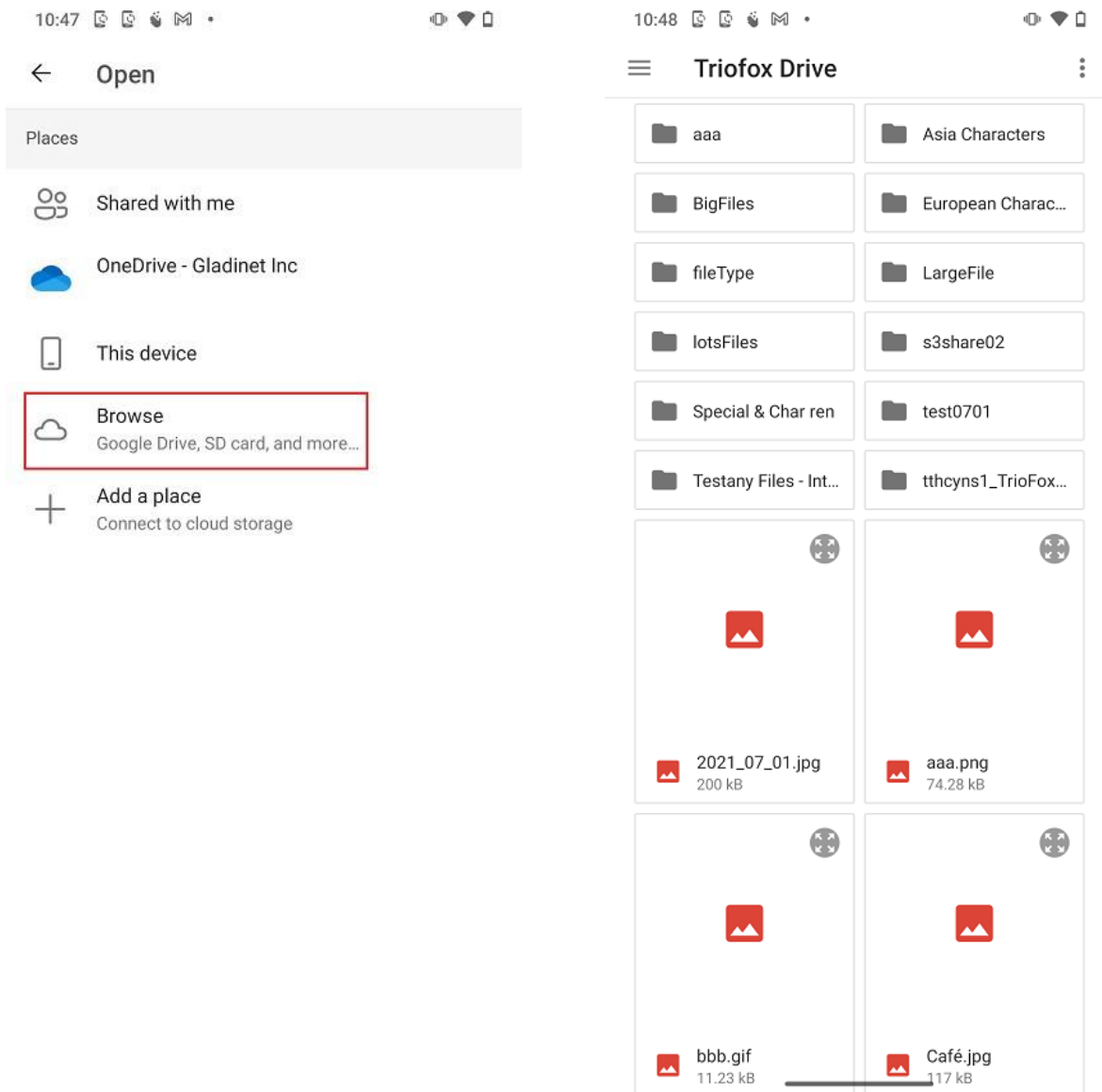


May need to **Refresh** to see the updated file if do not see an updated or current version, tapping the button at the top of the screen.



From Office Applications

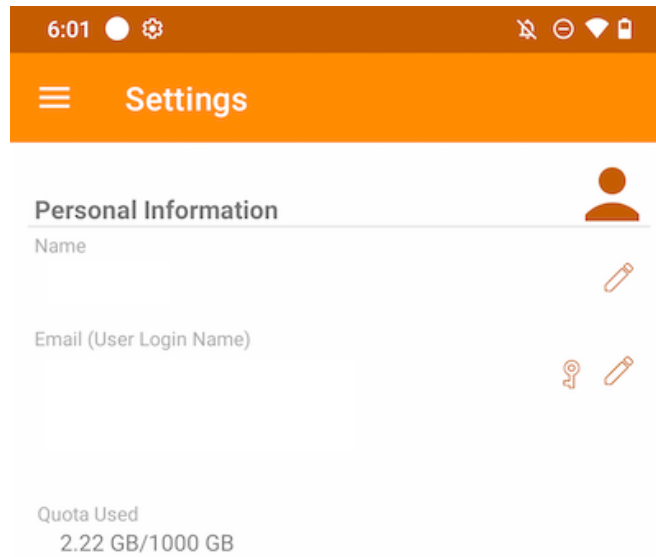
To edit existing files in Triofox from within an Office application, first open the Office app, then select the **Open** tab and press **Browse**. After that, select the Triofox app and choose a file from there. The file will then open, allowing it to be edited, and saved directly in the application.



Settings

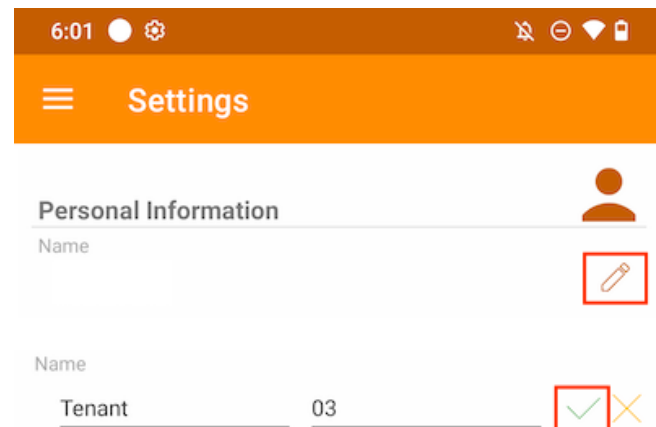
Personal Information

Under **Personal Information** User basic details will be shown. If the user has set up a profile photo via the web portal, can see it through the person icon.



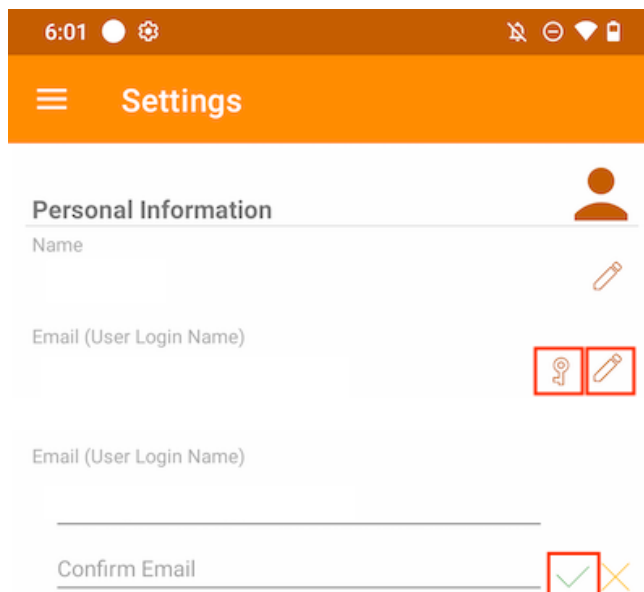
Name

Displays the username, which can be edited by touching the pencil button. After being updated, touch in the green icon to save the change.

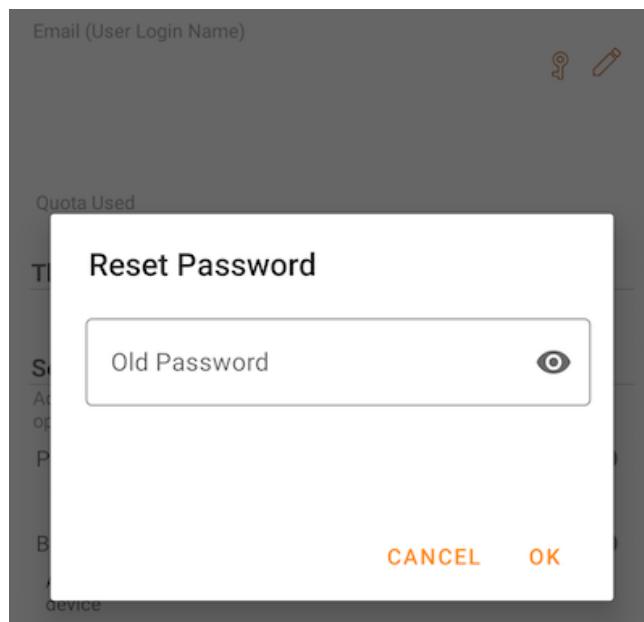


Email

Shows the user's email address, which can be edited by touching the pencil button. Then, touch on the green icon to save the change.

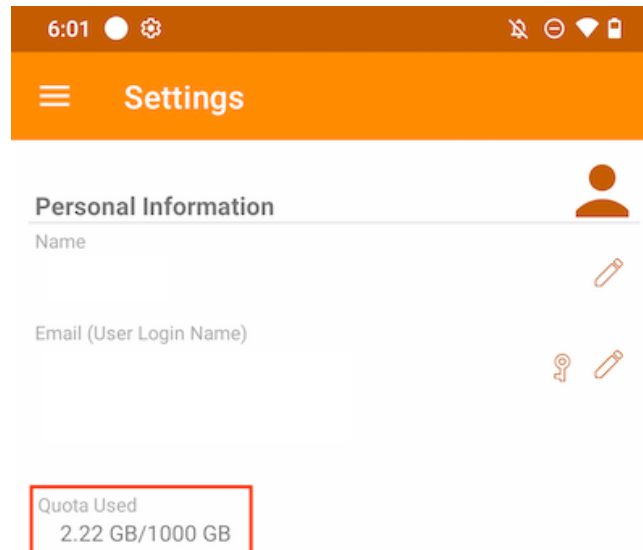


The login password can also be updated by touching on the key button.



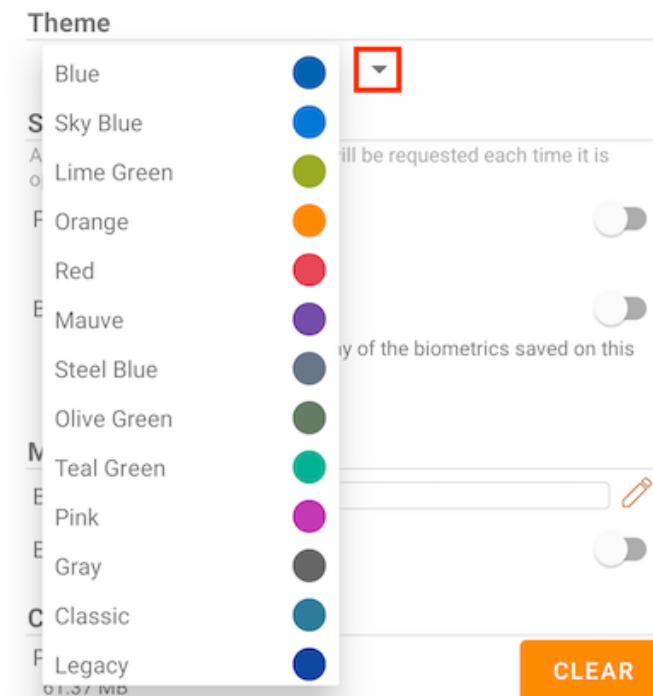
Quota Used

Here users can view the information about his used quota.



Theme

To change the theme color of the App, choose the preferred one from the list provided. The default color for Triofox app is **Orange**.



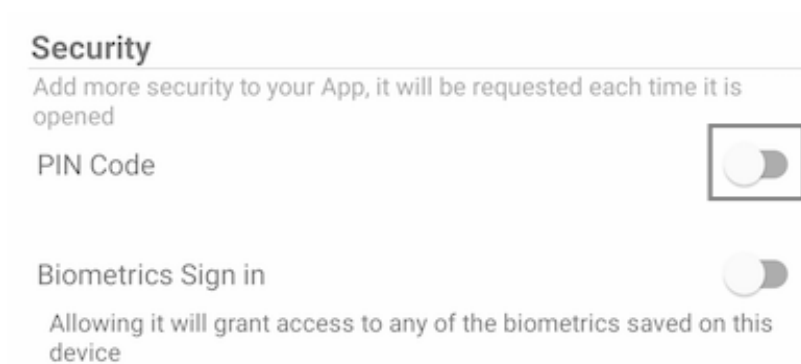
Security

More security can be added to the app. When closing and reopening, a PIN or Biometrics check can be added to prevent accessing the root files.

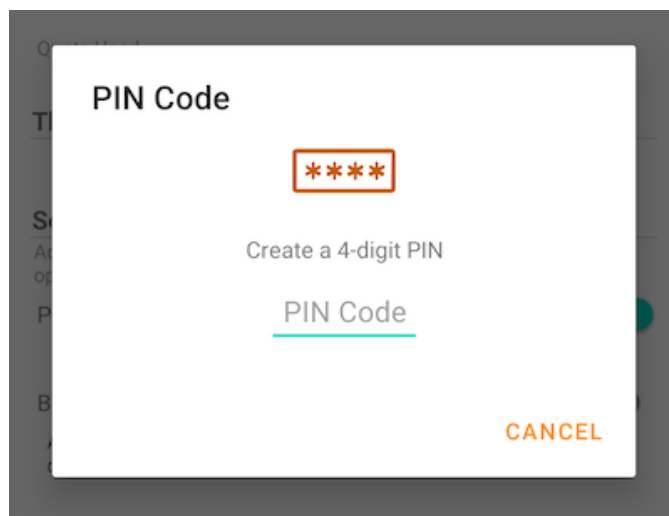
PIN Code

Enable PIN Code

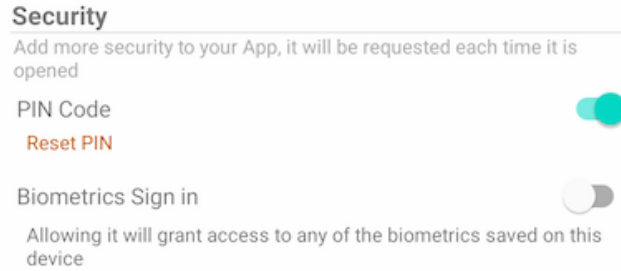
Enable PIN Code by touching the corresponding switch:



Then, a dialog box will appear where can enter PIN Code. A PIN Code is a 4-digit number.

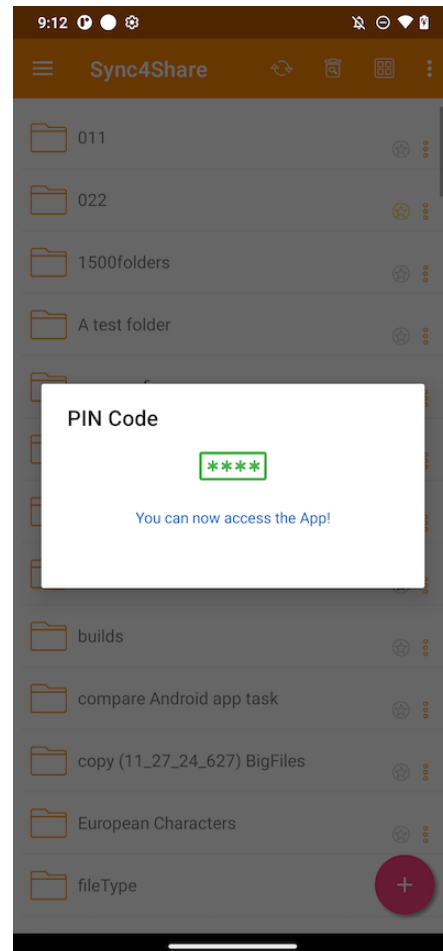
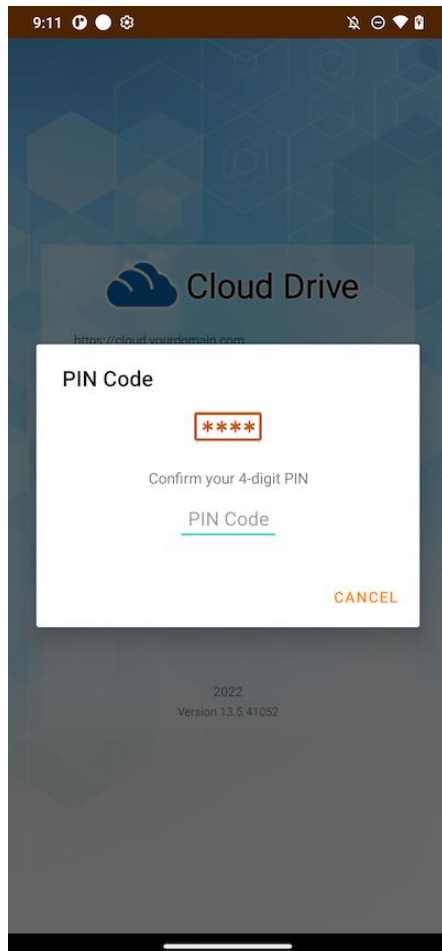


Once confirmed the PIN, will return to the Settings page and see that the PIN Code is enabled.



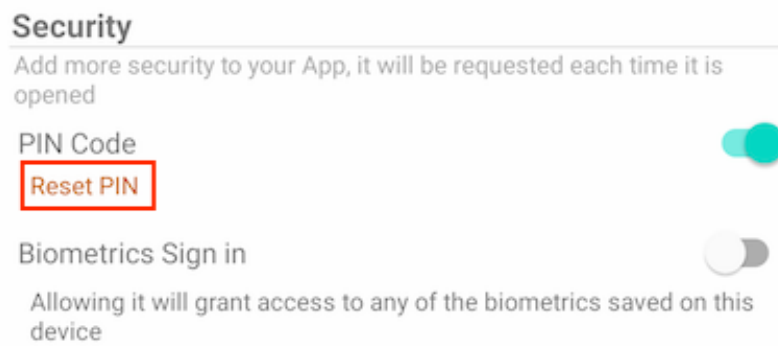
When closing and reopening the app, a dialog box will appear asking for the PIN Code. Users can also close this dialog box and enter the user password instead.

After authenticated, can access all files and folders.

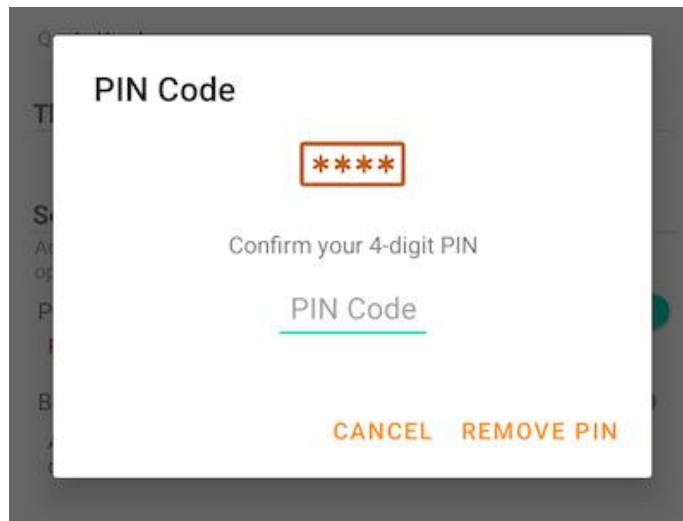


Reset PIN

Reset the PIN is possible by tapping the **Reset PIN** button:

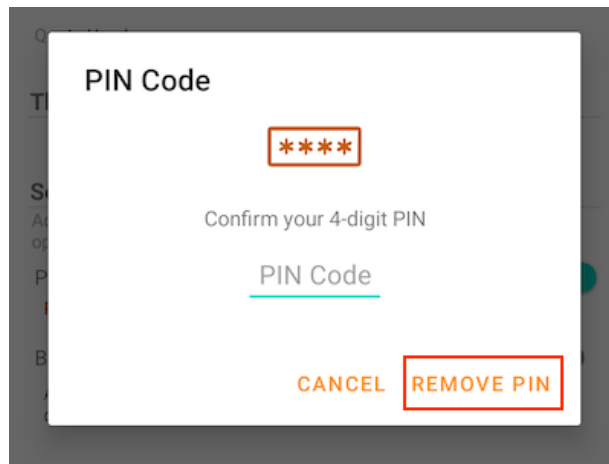
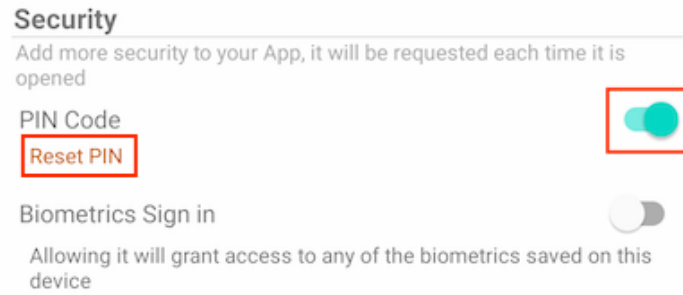


To reset PIN, first enter the old PIN and then enter the new PIN twice to confirm. Once the new PIN is activated, can use the new PIN to access the app.

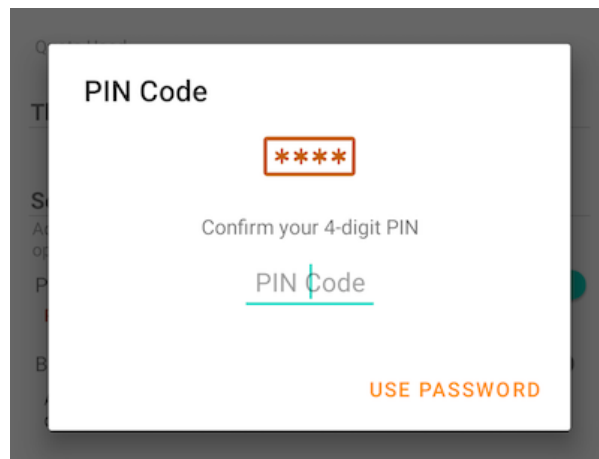


Remove PIN

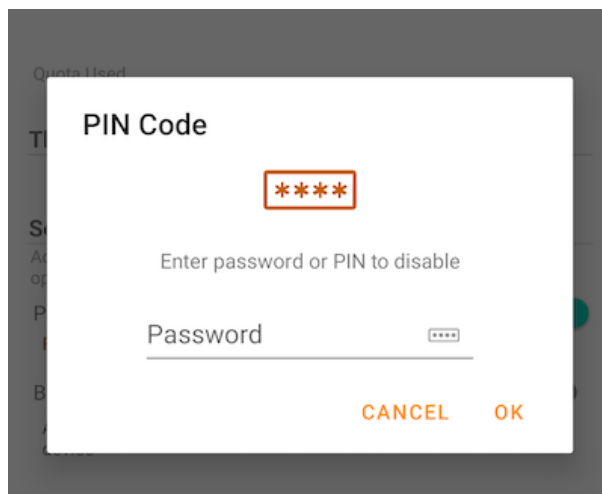
The PIN Code can be removed by tapping the switch or touching "Reset PIN" and use "Remove PIN".



Enter the PIN Code to remove it:



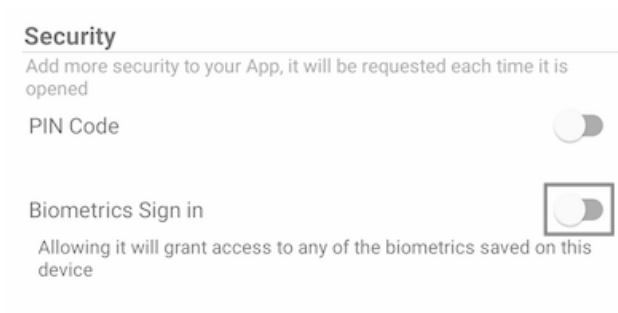
Touch **Use Password** to use the user password to remove the PIN:



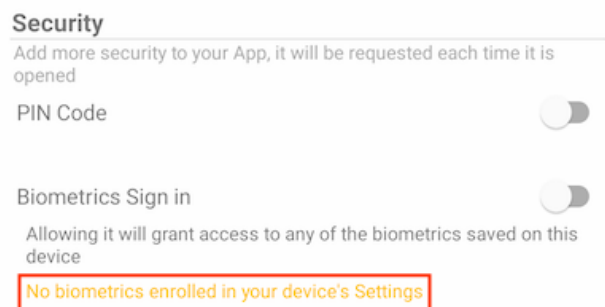
Biometrics Sign in

Enable Biometrics

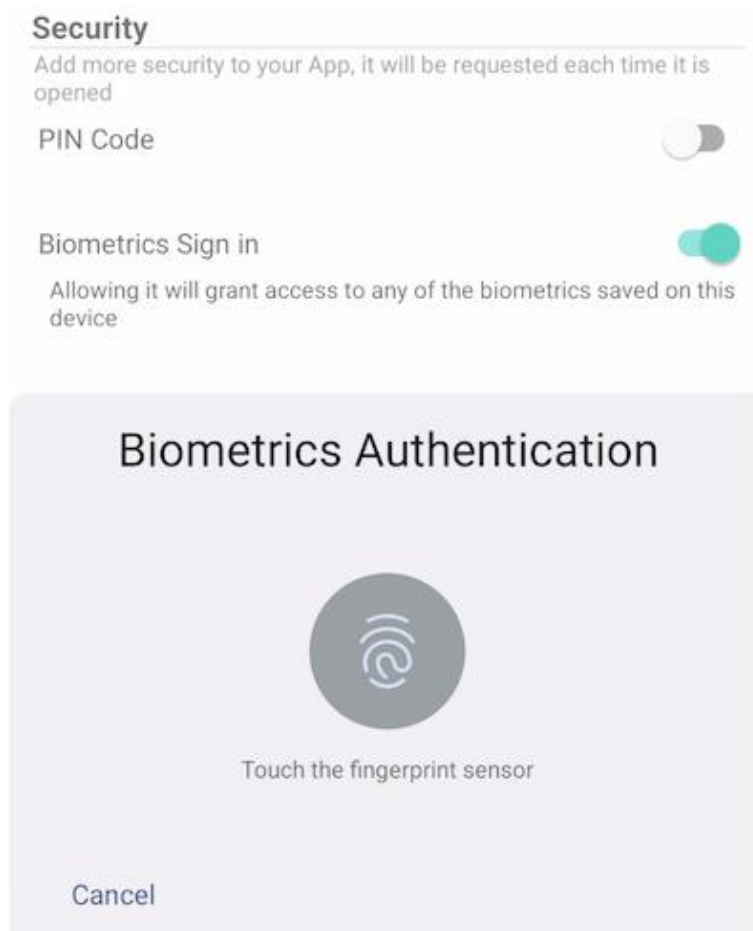
Enable Biometrics by tapping this switch:



If a yellow warning message is shown, it means the device does not have any biometrics enrolled. Go to the Settings and set this up.

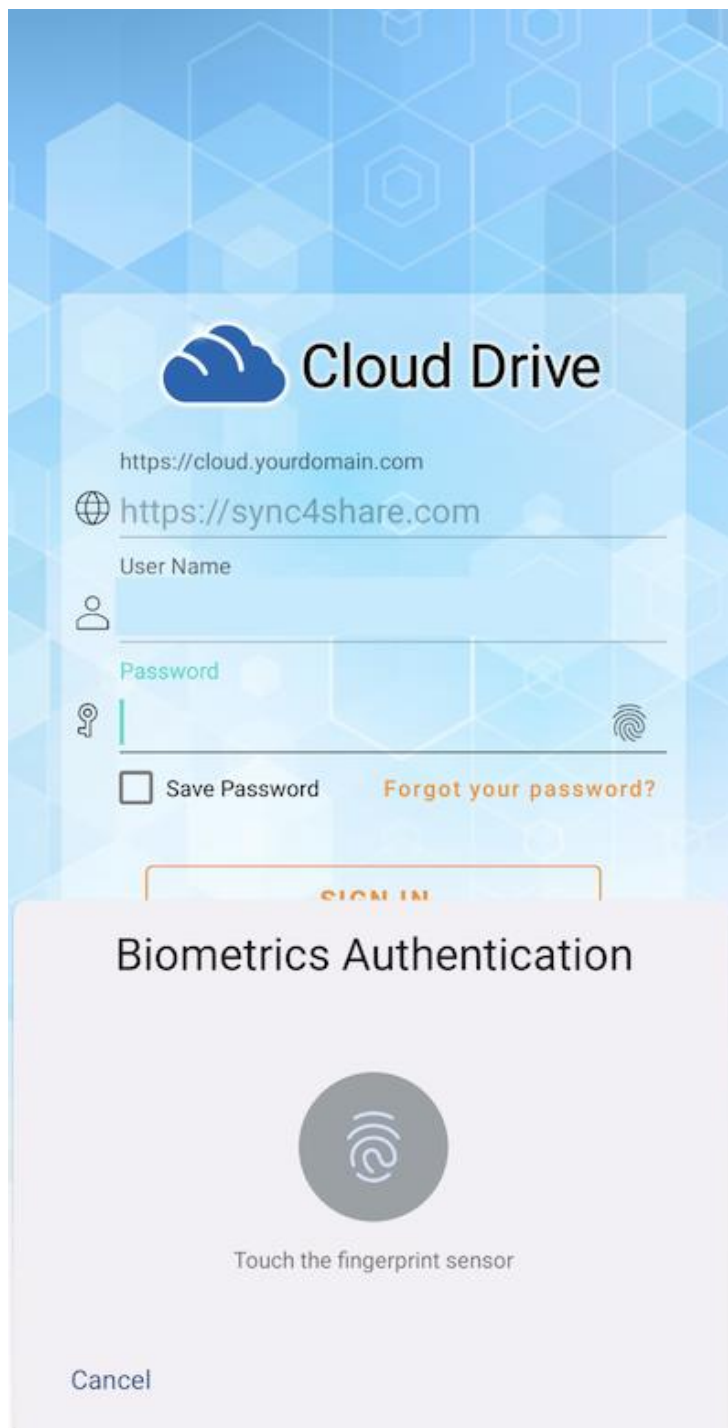


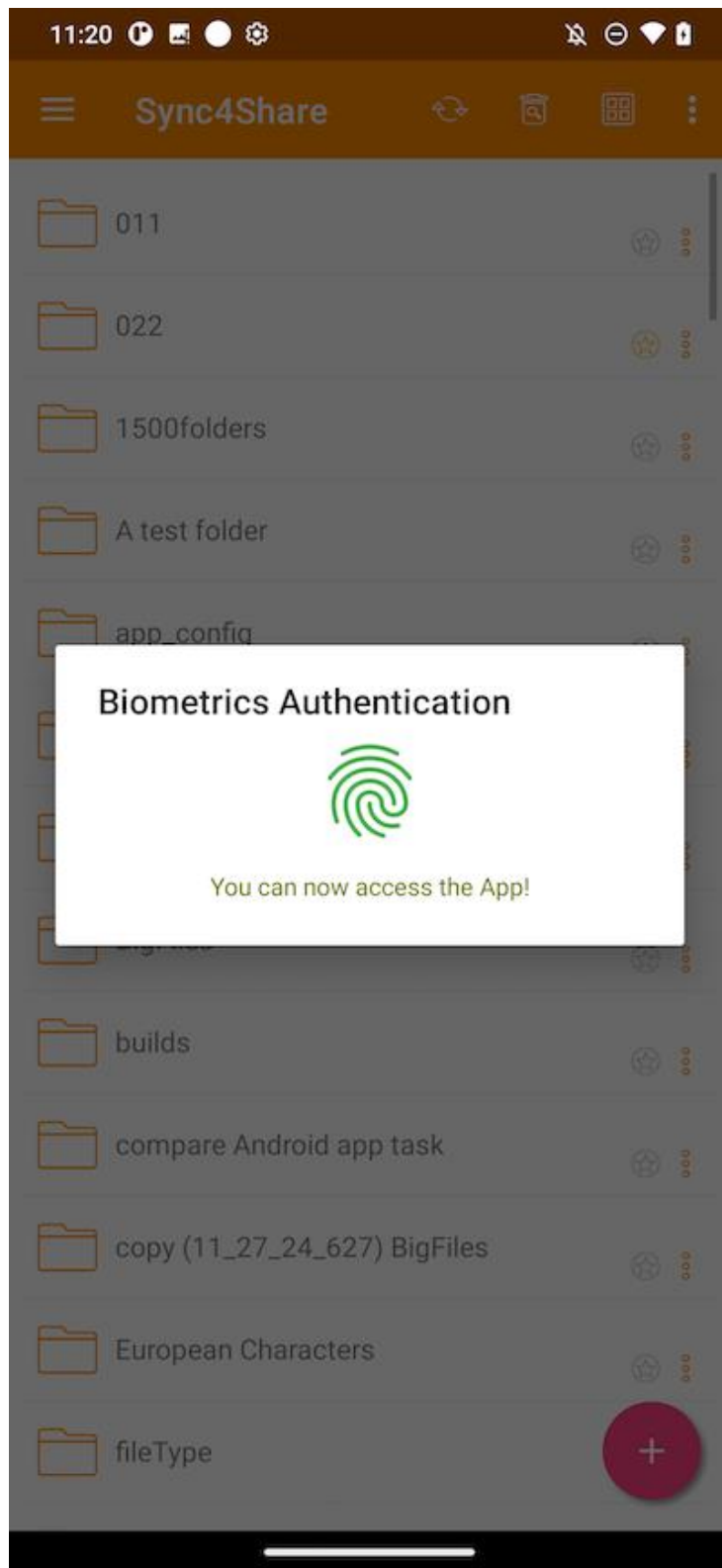
After tapping on the switch, will see a dialog box where can authenticate the biometrics. The biometrics can be a fingerprint or a face ID.



When closing and reopening the app, a dialog box appears asking for Biometrics Authentication. Can also close this dialog and enter the user password instead.

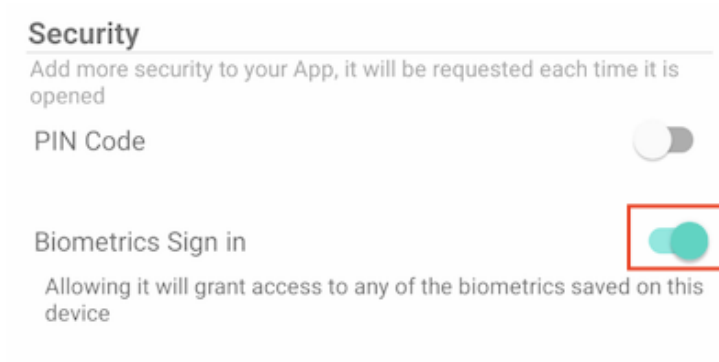
After authentication, user can access the files and folders.



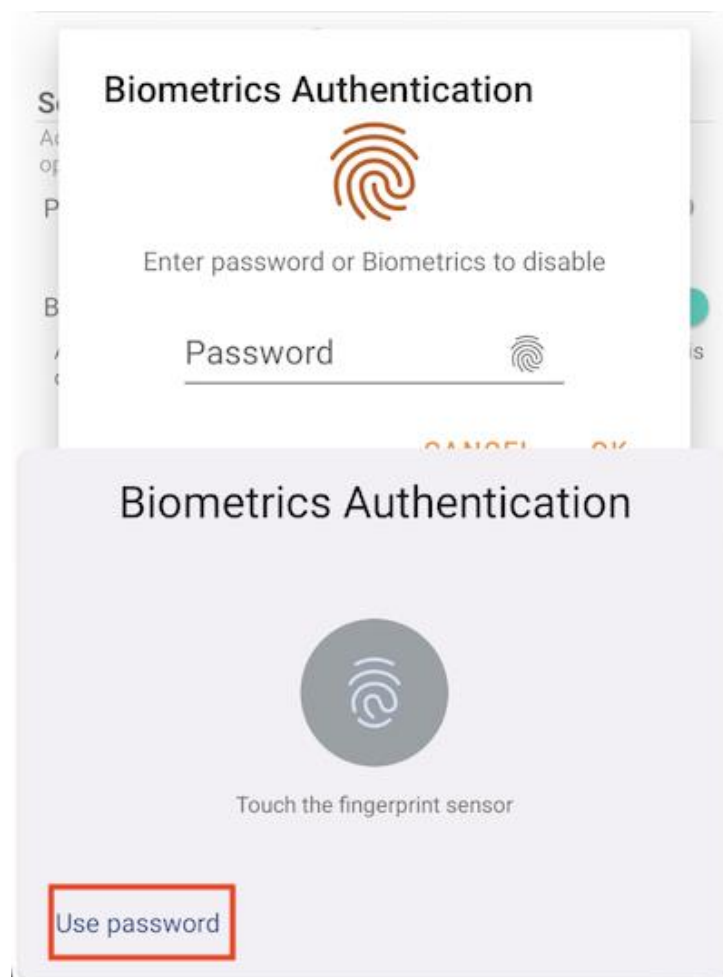


Remove Biometrics

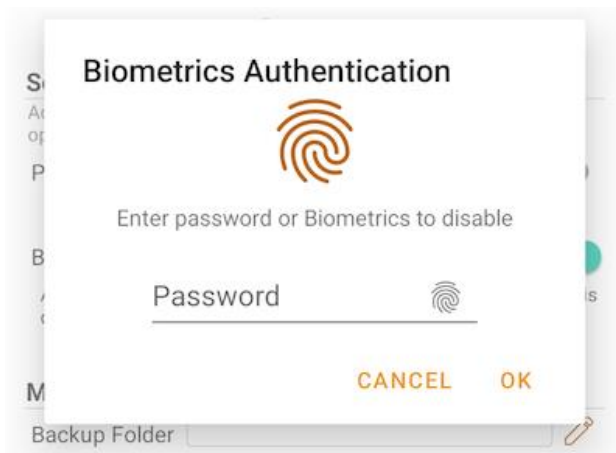
Remove Biometrics by touching the switch:



Authenticate to remove biometrics:



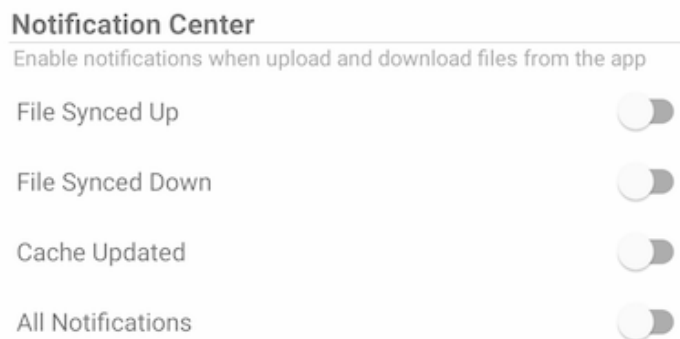
Or tap in **Use Password** to use the user password to remove the biometrics:



Attention: Only enable either PIN Code or Biometrics at the same time.

Notification Center

In this section, can enable notifications for the app while uploading and downloading.



Enable **All Notifications** gives the Triofox app permission to send all notifications.

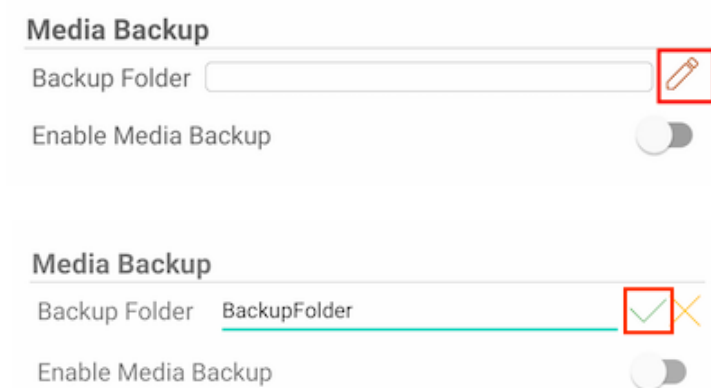
Also enable other notifications by selecting **File Synced Up**, **File Synced Down**, and **Cache Updated**.

Media Backup

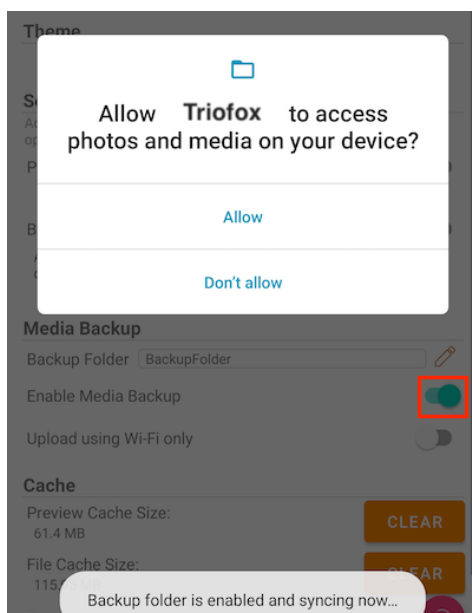
Set up a Media Backup folder to synchronize media files from the local phone storage.

Set up Backup Folder

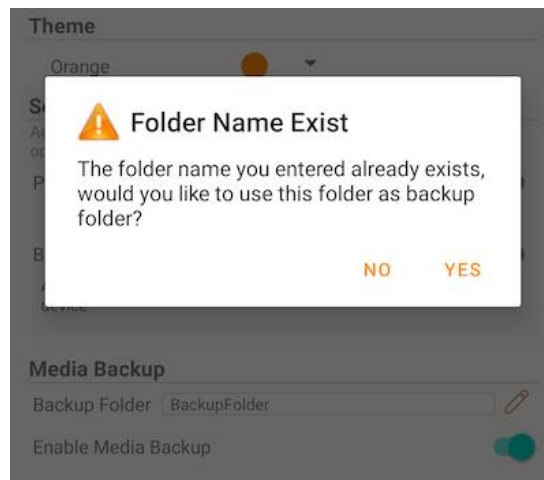
Touch the pencil button to set a name for the backup folder and tap the green check mark button to save.



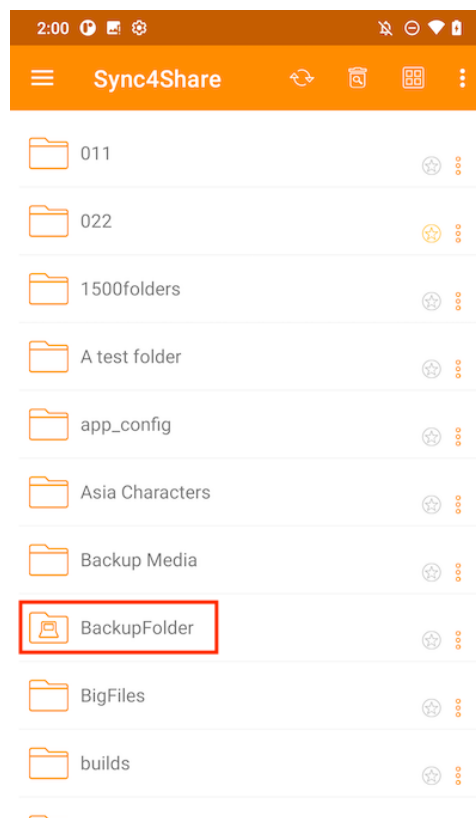
Tap on the switch to enable Media Backup. If permission to media files is not granted for the app, a dialog will appear asking to allow the app to access media files.



If the name of an existing folder matches the backup folder name, will receive a warning to either change to a different backup folder name or use that folder as the backup folder.

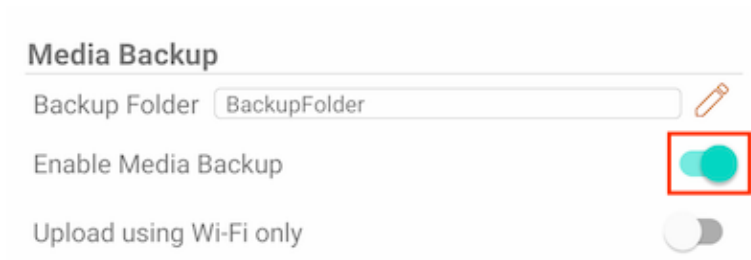


Go back to the root directory and check the media backup folder with an attached folder icon. The backup media files are located in the folder under the device type name.



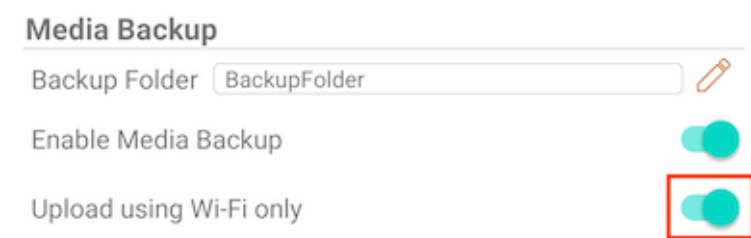
Backup Folder disconnection

To disconnect from the Media Backup folder, just tap on the switch to close it.



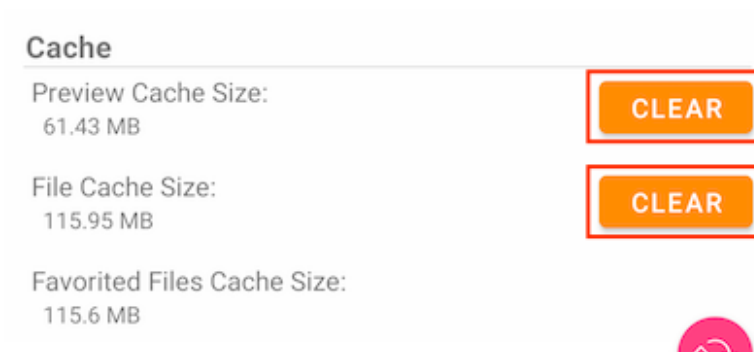
Wi-Fi only

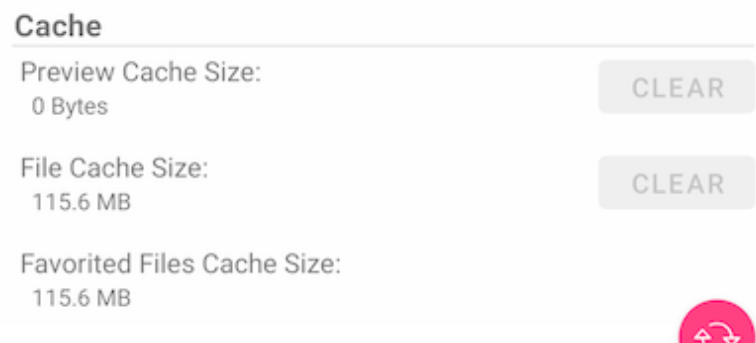
If this switch is enabled, media files can only be synchronized under Wi-Fi connection.



Cache

The Cache size is calculated from temporary files, icons, and previews. This can be cleared using the button below.

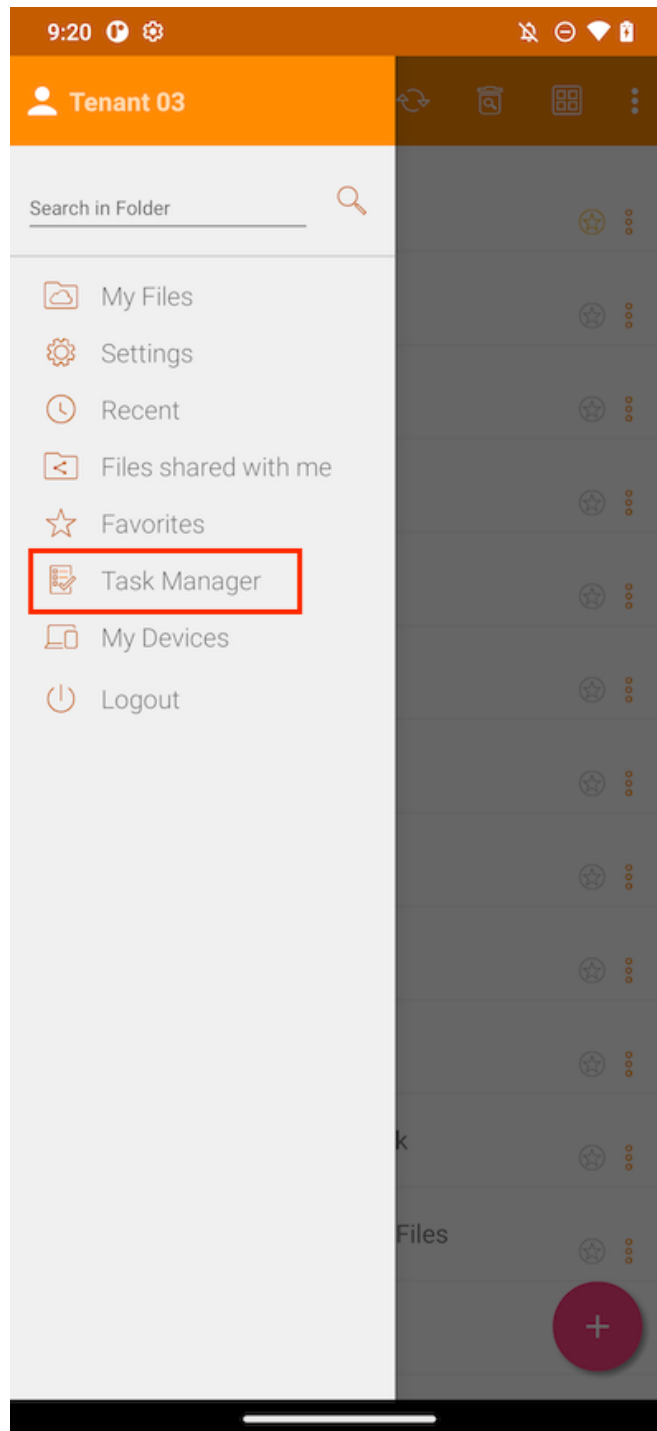




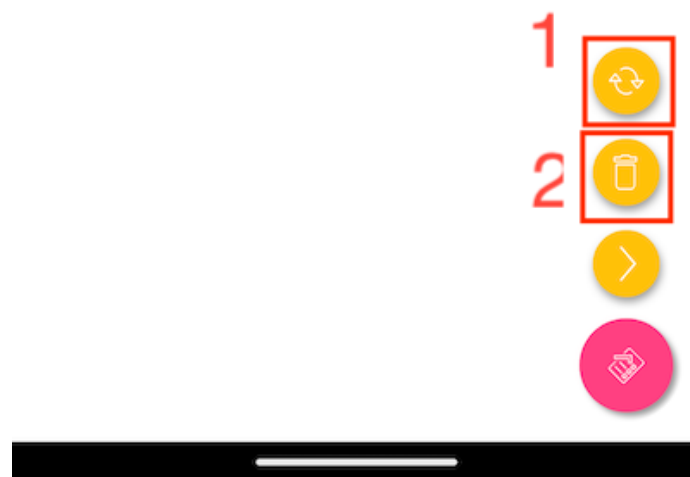
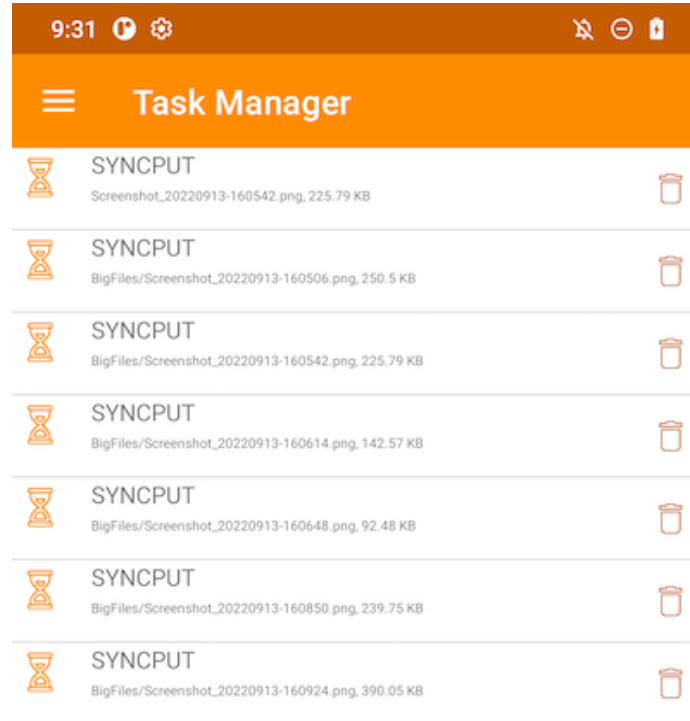
Attention: Favorite Files cannot be cleared when the File Cache is cleared.

Task Manager

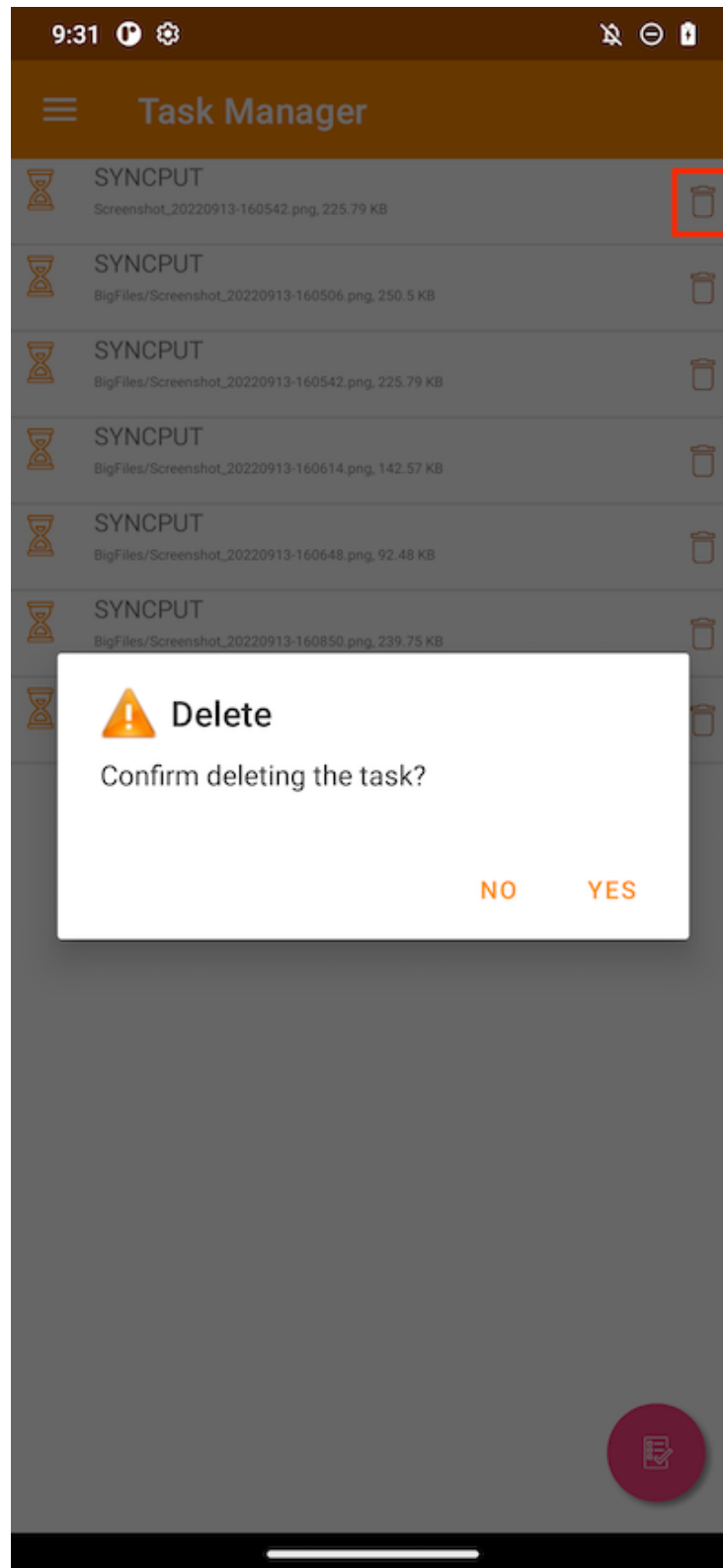
Access the Task Manager from the side menu.



If there are some pending tasks, a list of tasks in the Task Manager will be displayed. Touch the Refresh (1) button to update the task list and the Delete (2) button to remove all tasks.



Any individual task can be deleted by tapping on the delete button.



A task that is displayed as a green running image means that it is currently being executed.



Once all tasks are completed, the No Tasks Found page is displayed.



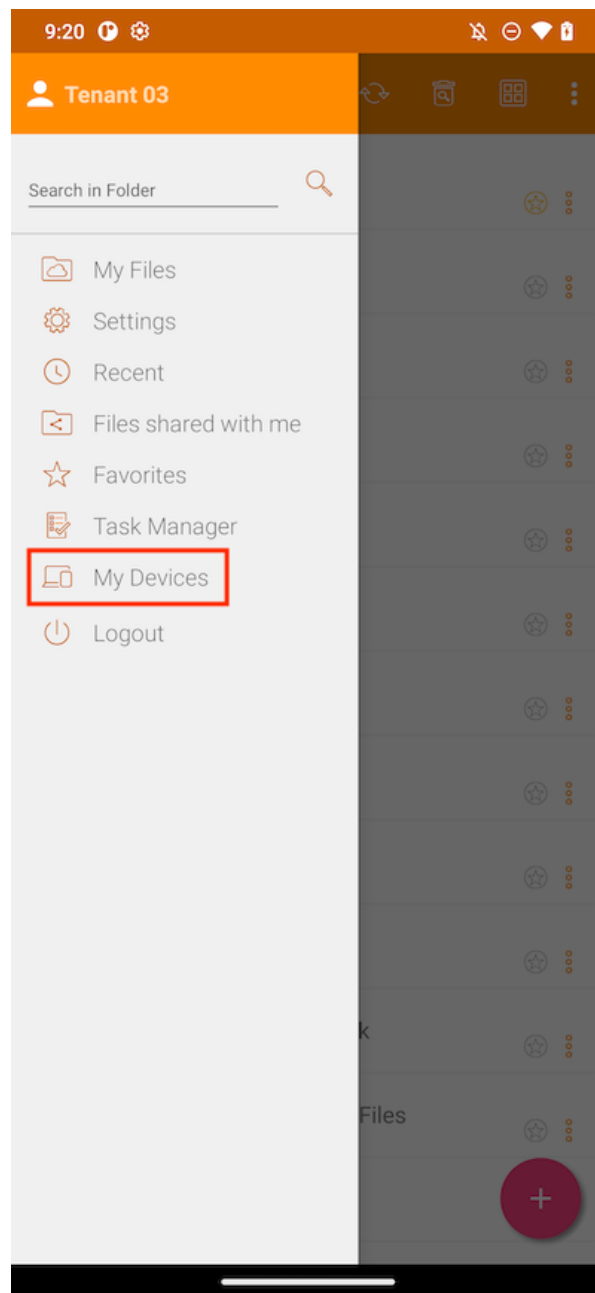
(No Tasks Found)



My Devices

Personal Information

Access My Devices to see the information of all the devices in which the user is logged in.



Here can find some device info like the names, OS and Client version.

The screenshot displays the 'My Devices' interface. At the top, there is a status bar with the time 9:55 and various icons. Below it is a navigation bar with a hamburger menu icon and the text 'My Devices'. The main content area contains four device cards, each with a title bar and a list of attributes.

Device Name	Type	OS Version	Client Version	Last Login Time	Sync Status	Sync Status Report Time
sdk_gphone64_arm64 - sdk_gphone64_arm64 - google	android	REL (12)	13.5.41052	8 day(s) ago	?	8 day(s) ago
sdk_gphone64_arm64 - sdk_gphone64_arm64 - google	android	UpsideDownCake (13)	13.5.41052	6 day(s) ago	?	1 day(s) ago
def_retail - motorola one hyper - motorola	android	REL (11)	13.5.41052	21 hour(s) ago	?	Less than 1 minute ago
sdk_gphone64_arm64 -						