



Triofox iOS Application Guide

Triofox iOS App Version 2021.4.2

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Getting Started

Welcome to the Triofox iOS Application User Guide. This guide describes the iOS application for Triofox which allows organizations to mobilize their file servers.

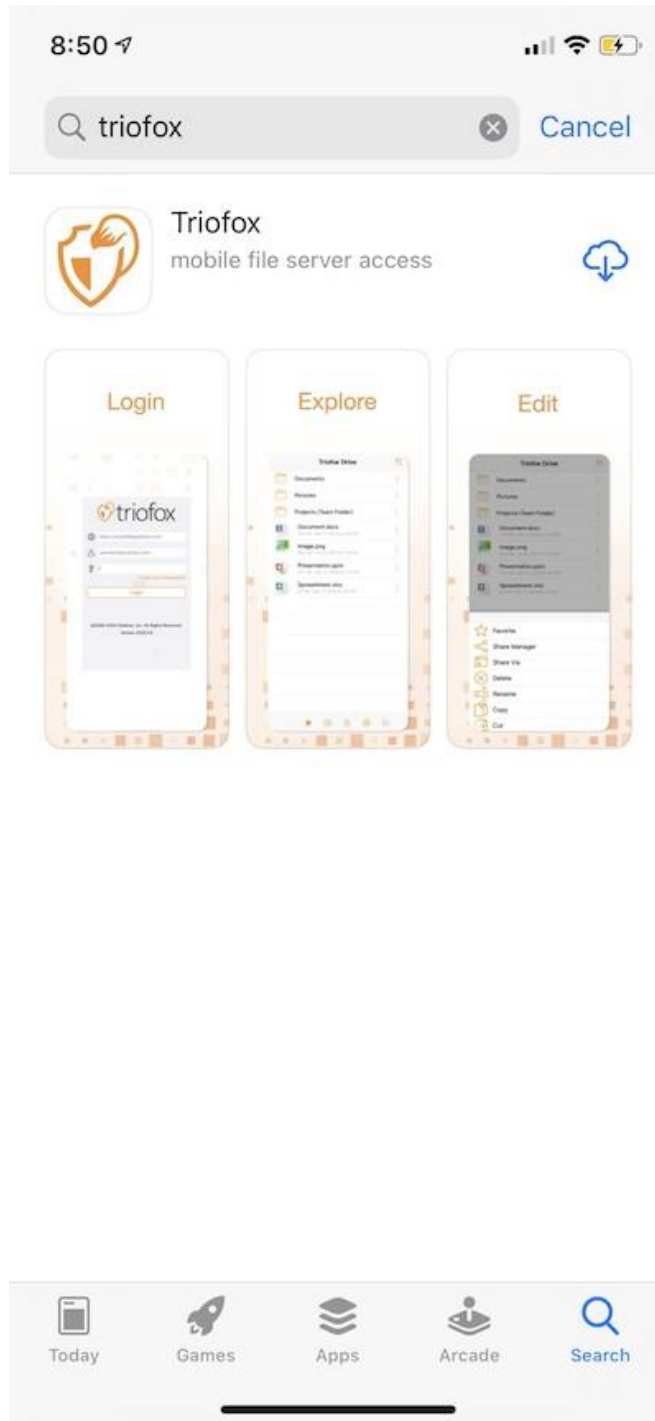
Users can access files from any device of their choice, as Triofox has clients for Windows, Macs, iPhones, iPads, Android, and more.

The Triofox iOS app is a native app available on the App Store that allows you to access files and folders on the file server. The Triofox iOS application requires iOS 6.0 or later and is compatible with iPhone and iPad.

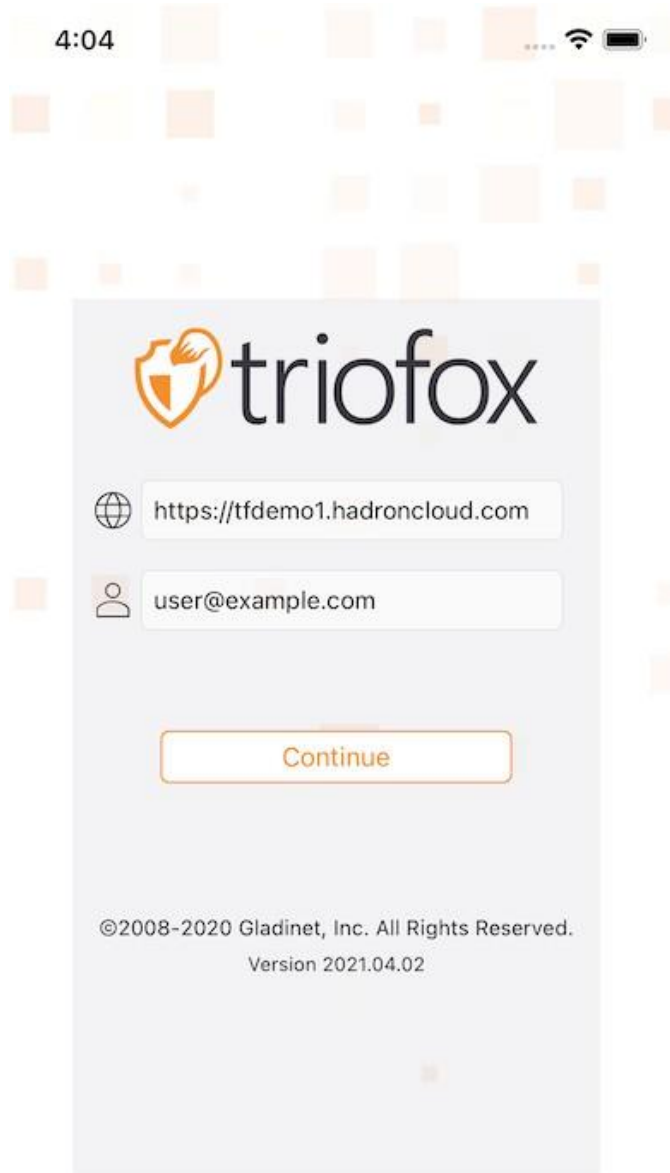
The vision is to provide secure access to enterprise files from any location using any device, including mobile devices. The Triofox iOS application is packed with features that allow enterprise users to not only access files, but also sync and collaborate. Users can access, share, edit, and perform other functions on files and folders from iOS devices, just as they do from Windows or MAC Clients.

Download & Install

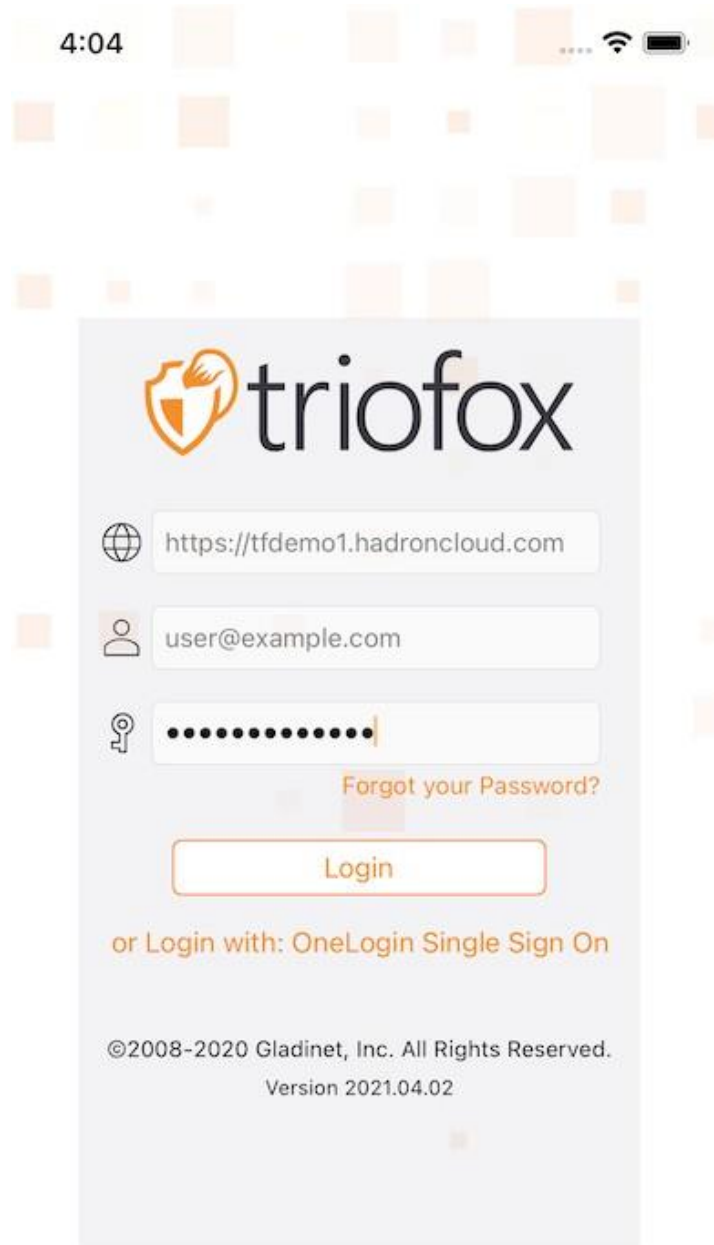
Search for Triofox in the App Store to start downloading and installing.



Once installed, press "OPEN" to access the Triofox login screen. At the first login, enter the "**Access Point**" (e.g., URL, IP address) and **User Name**.



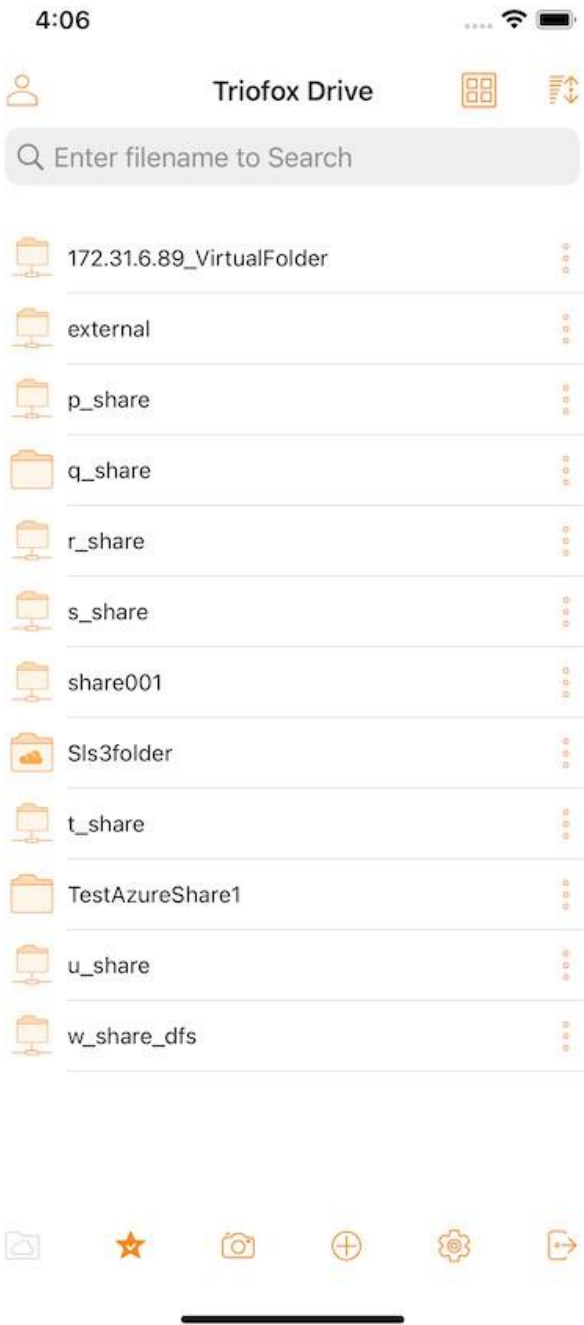
Then enter the password to complete the login process.



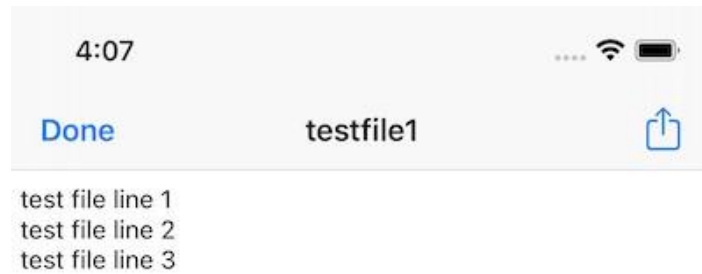
Access, Upload and Create

Accessing Files and Folders

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

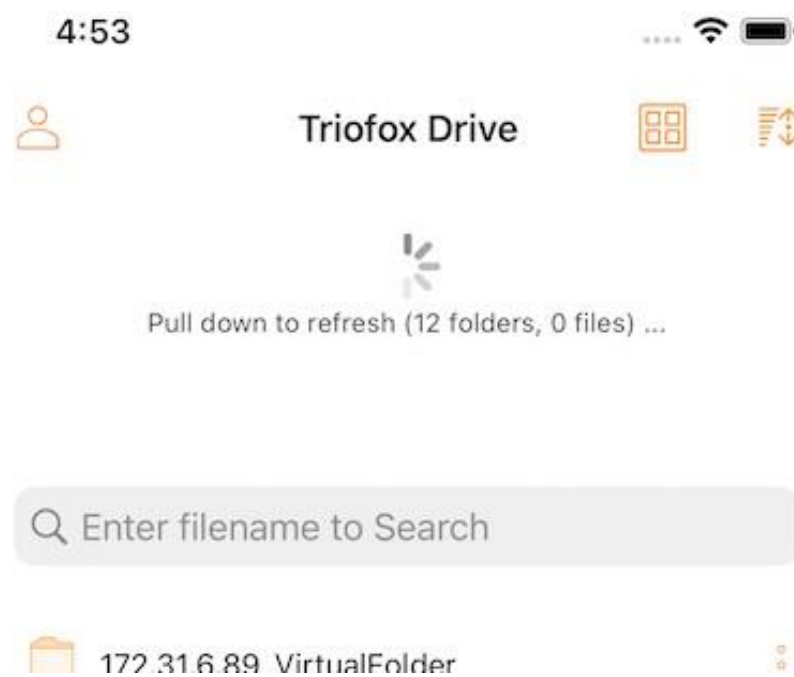


Tap on a folder to see the files and subfolders it contains or touch a file to preview its contents.



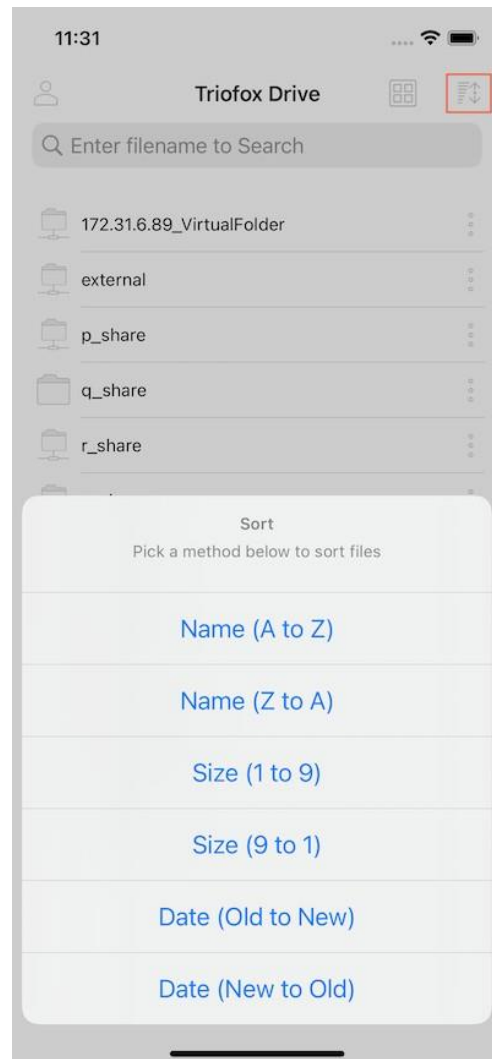
Refresh

To refresh a screen, swipe down and it will automatically refresh.



Sort Menu

The Sort menu allows to change the order in which files are displayed.



Name (A to Z) displays files in alphabetical order.

Name (Z to A) displays files in reverse alphabetical order.

Size (1 to 9) displays files in the order in which the smallest files are displayed first.

Size (9 to 1) displays files in the order in which the largest files are displayed first.

Date (Old to New) displays files that were added first at the top of the file browser.

Date (New to Old) displays files in the order they were last edited.

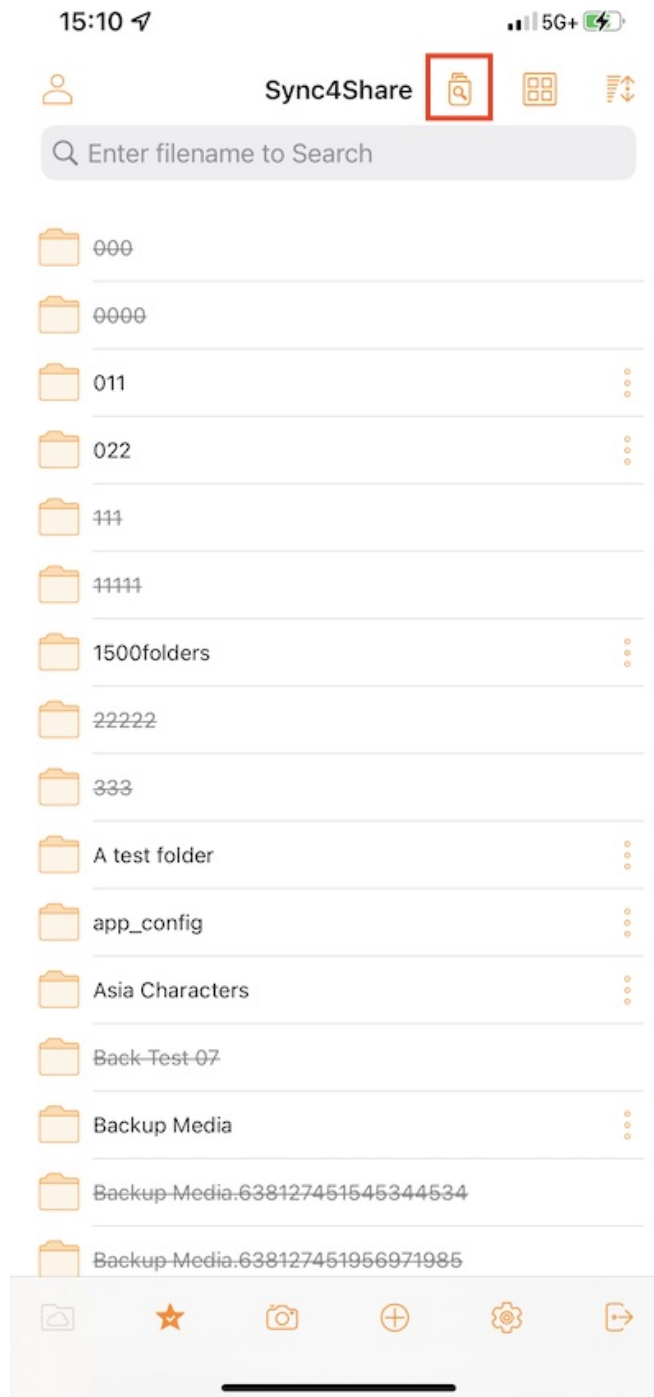
View Mode

In the directory view, switch between the list and grid views by touching the icon in the upper right corner.



Show Deleted

Tap on the **Show Deleted** button to switch between show deleted files and hide deleted files.

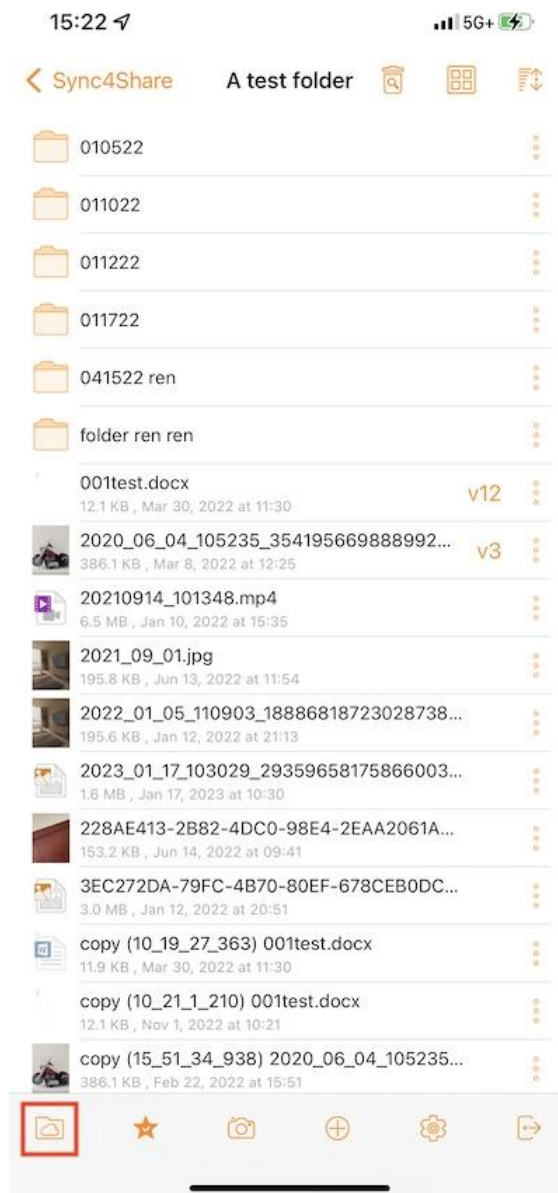


Main Operations

Here are some of the main features used to manage Triofox Drive.

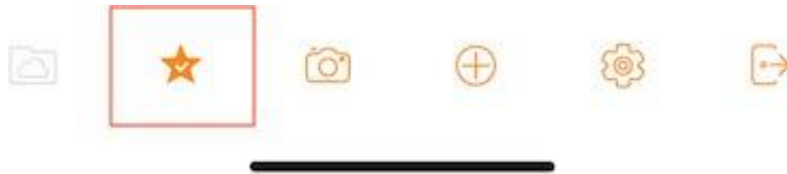
My Files

When in a subfolder, press the first button at the bottom bar to return to the root directory.

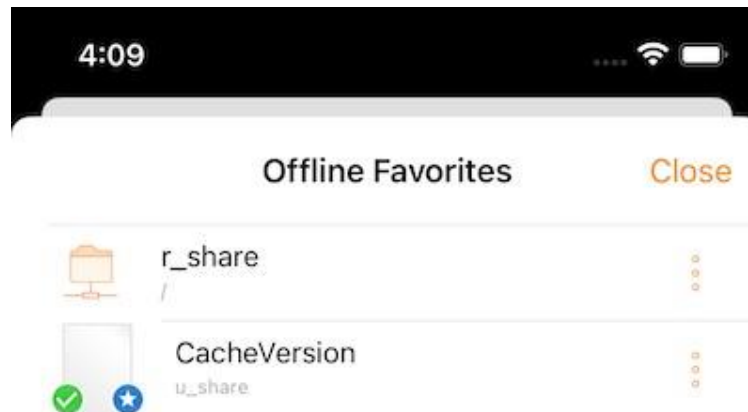


Offline Access

Files added to "Favorites" are available for offline access. Users can access the files by tapping on the **Favorites** icon at the bottom bar.

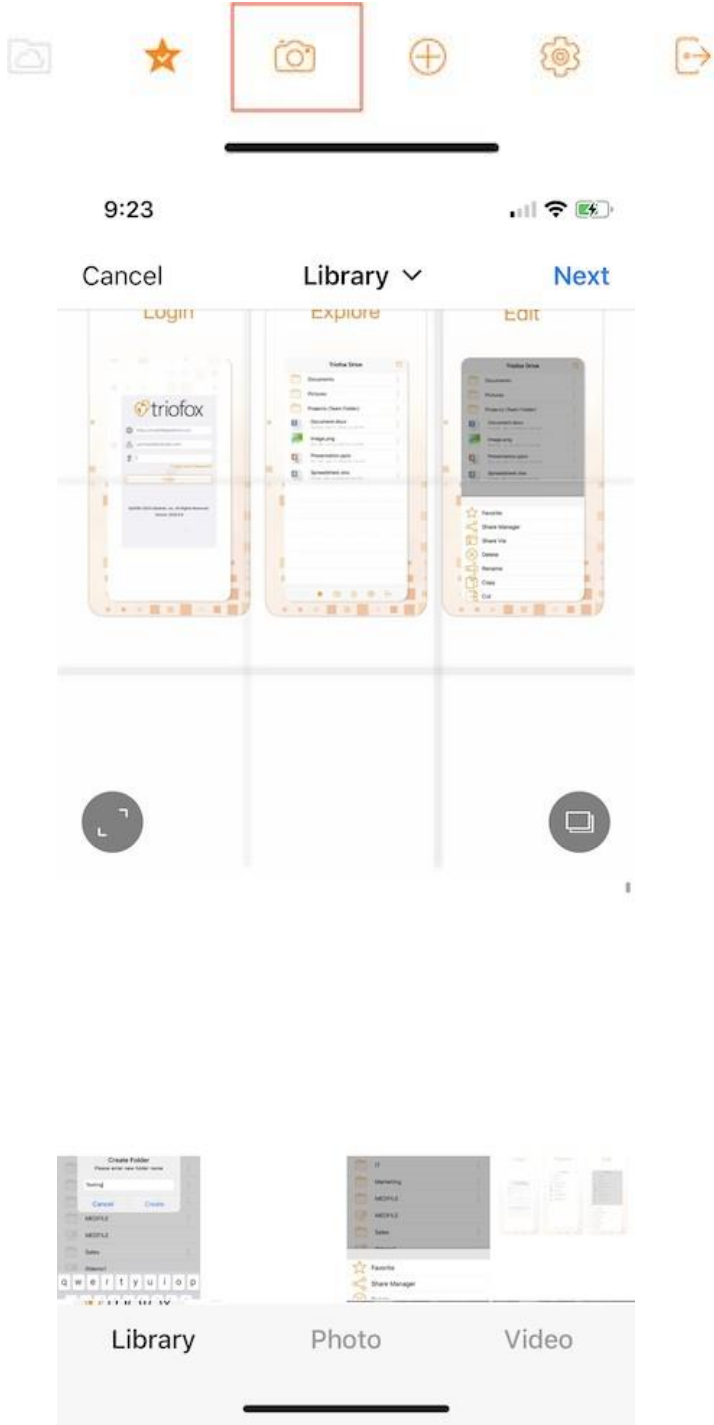


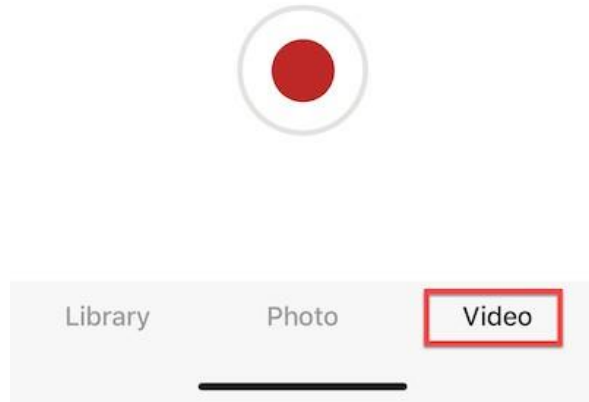
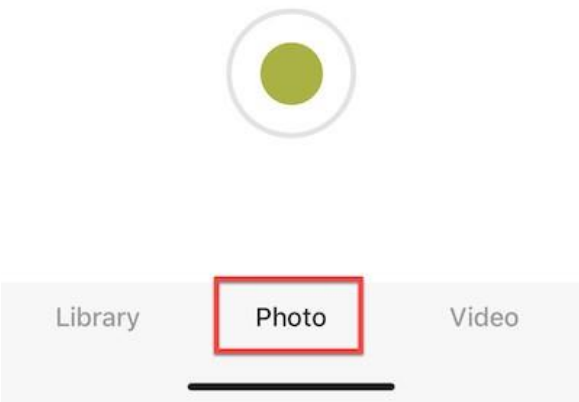
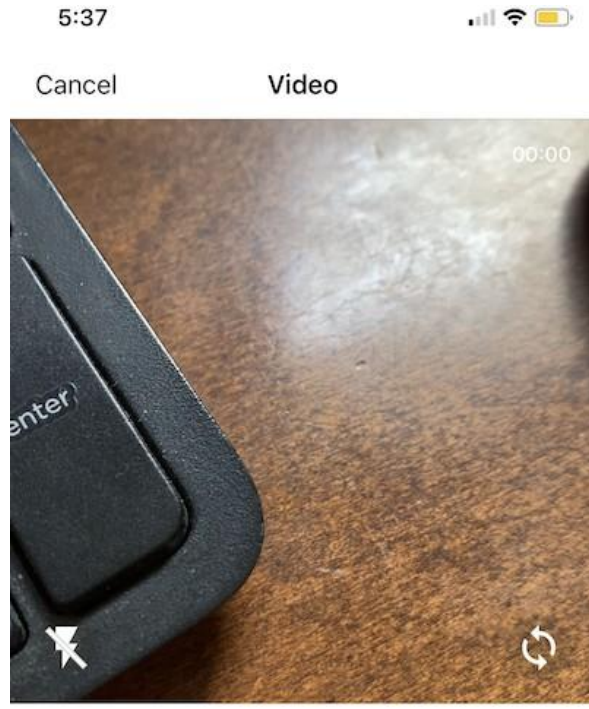
The **green check mark** (synchronized for offline access) and the **blue star** (favorite) indicate the status of the file.



Uploading Photos

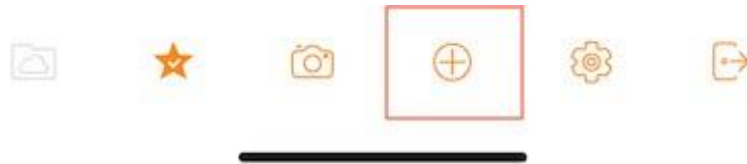
When selecting the camera icon, can either upload an existing photo to the library, take a new photo, or record a new video. Select the camera icon at the bottom of the screen and select **"Take Photo"** or **"Choose Existing"** or **"Video"**.



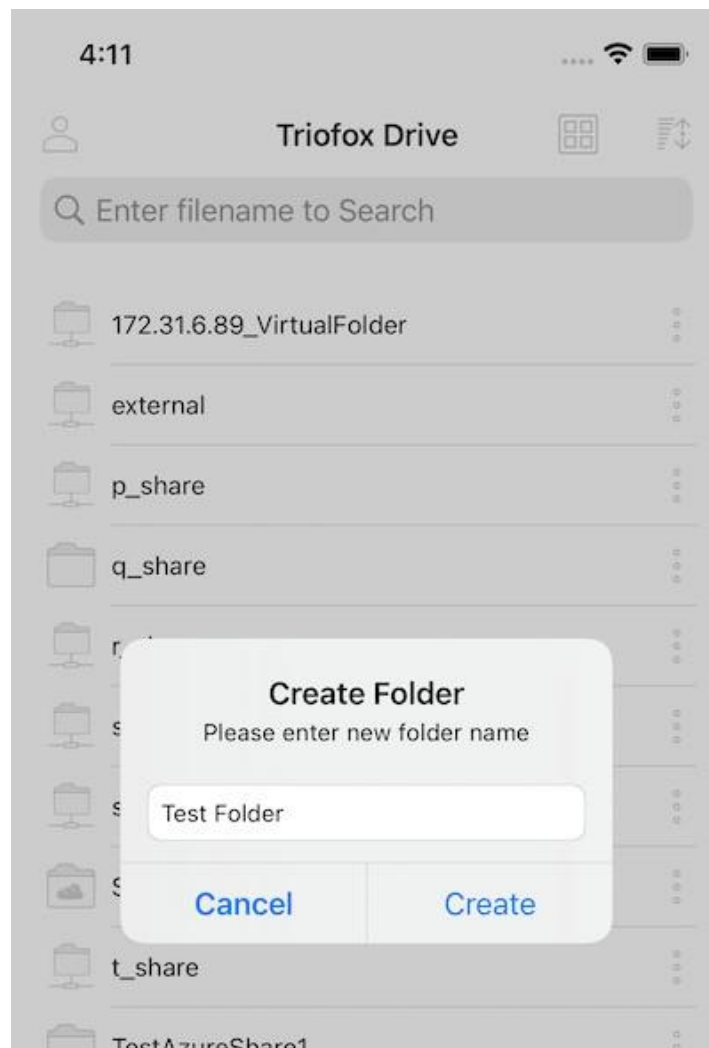


Creating New Folders

To create new folders, can touch the "+" (plus) icon at the bottom of the screen.



After entering the folder name and pressing the "**Create**" button, a new folder will be created.

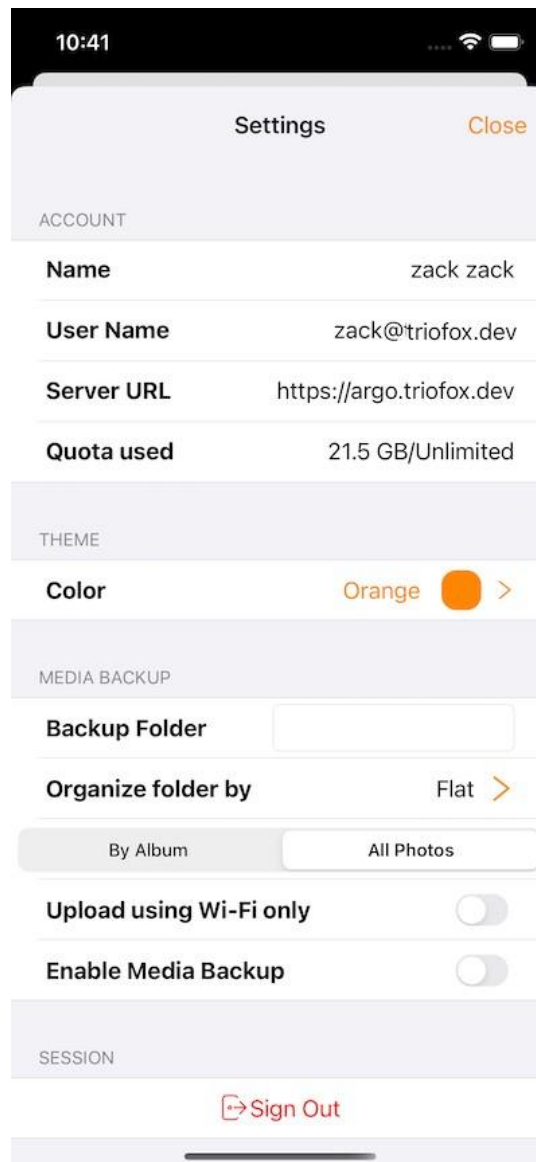


Settings

Access the app Settings by tapping on the "gear icon" at the bottom of the screen.



Find in the Settings the user's credentials, color theme, media backup and can also log out from there.

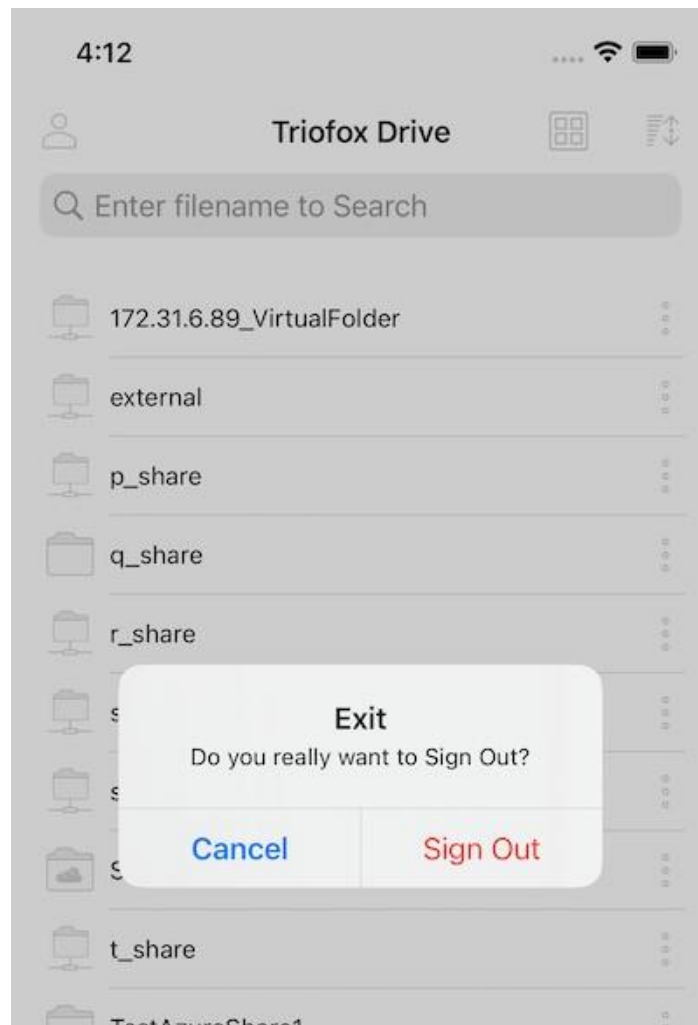


Log Out

Log out of Triofox Drive is also possible by touching on the **Logout** icon at the bottom right of the screen.



On the next screen, will see a confirmation dialog for logging out. Tap on the "**Sign Out**" button to complete the process.

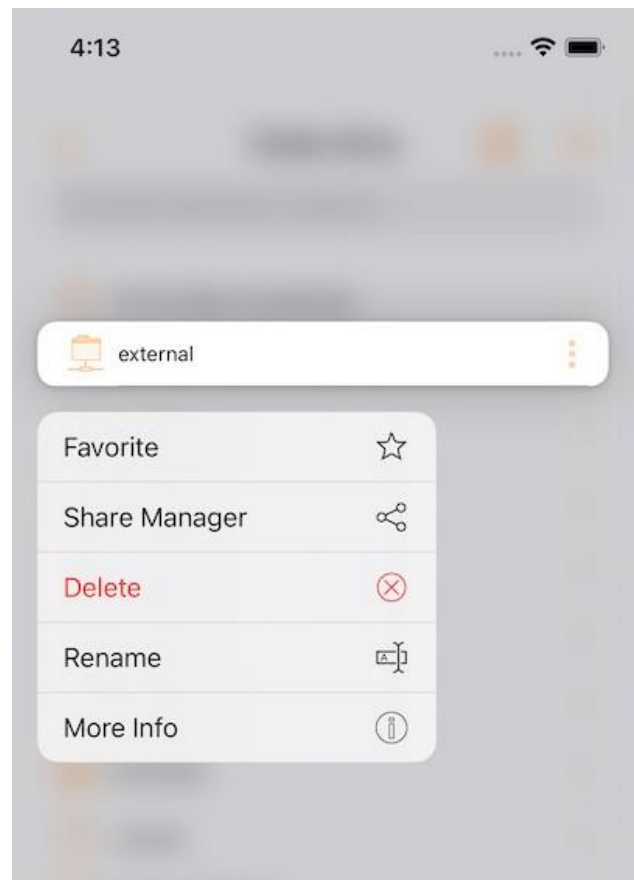
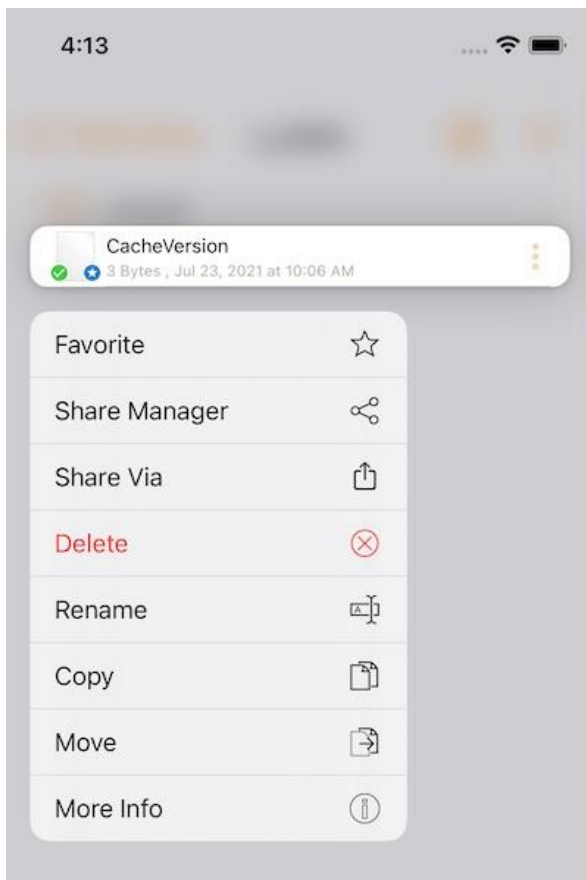


Manage and Edit

Managing Files and Folders

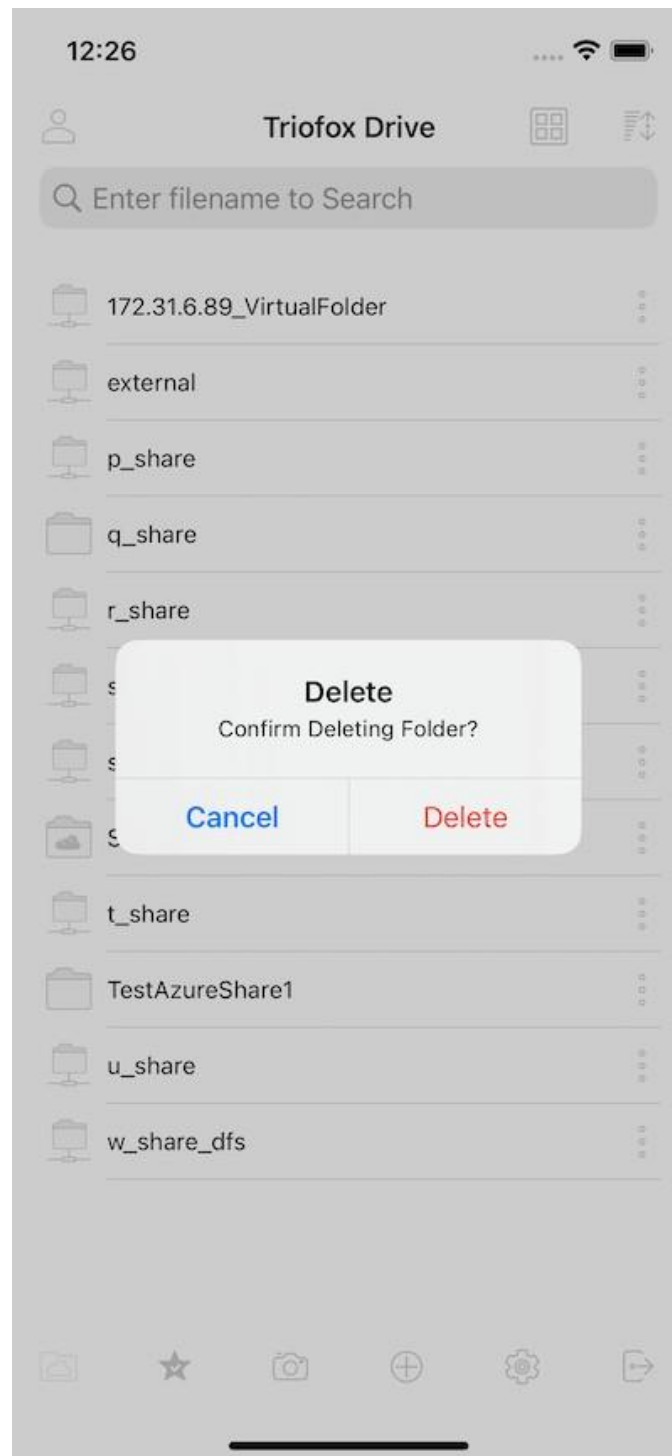
Tap on a folder to open it for browsing and on a file to open it in a file preview.

Various operations can be performed from the menus (long press on a file or folder or the 3-dot icon), from the main list of files and folders, and from the preview itself.



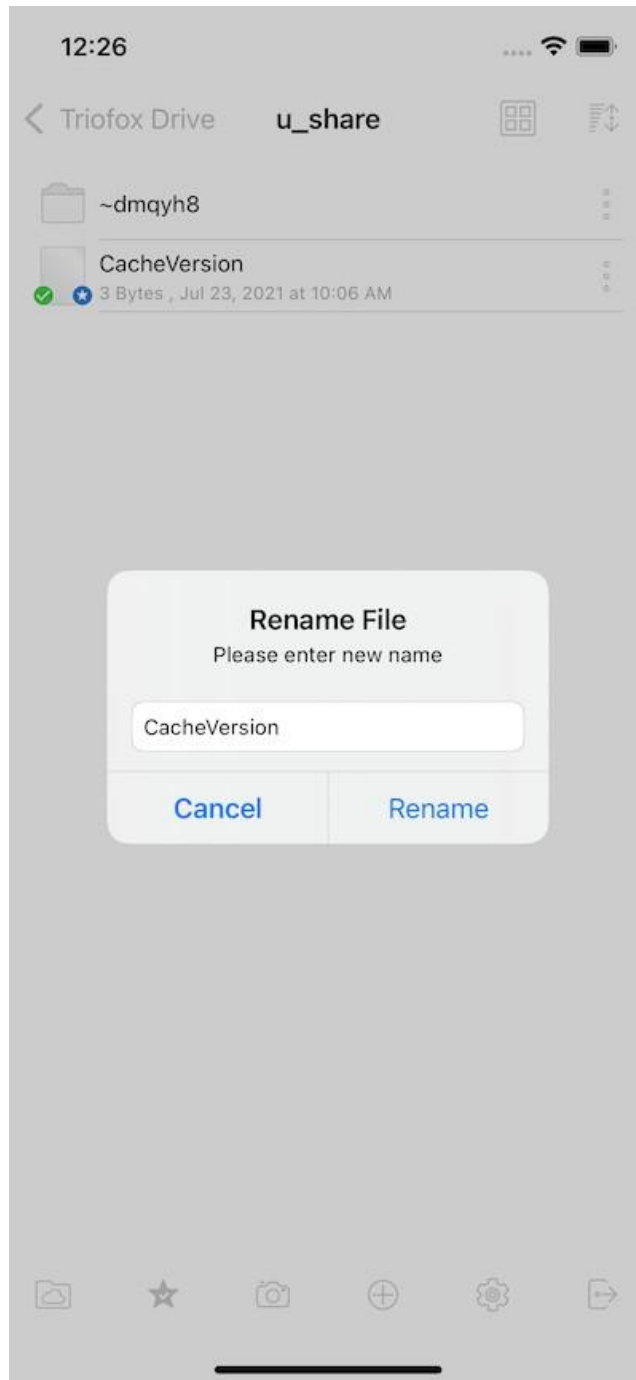
Delete

Delete a file by pressing **Delete**. Then, will be prompted to confirm the deletion. After deletion, the file is no longer visible in the Triofox drive.



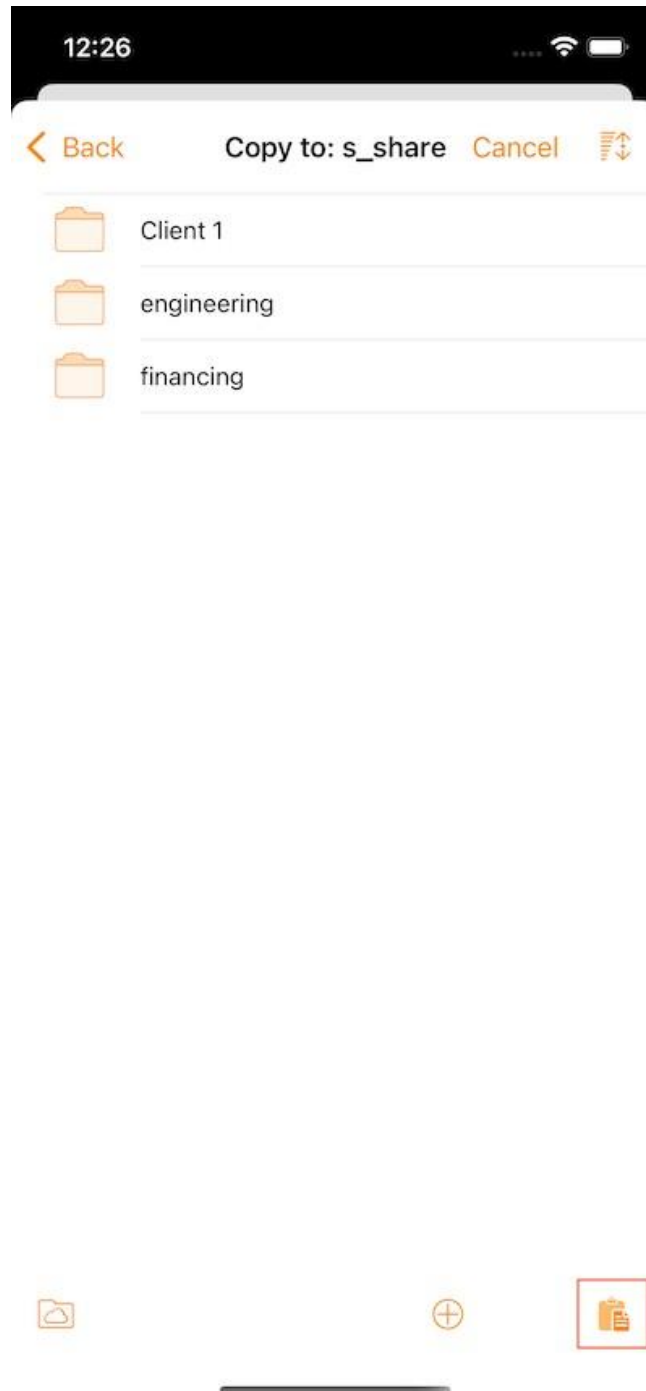
Rename

Rename a file by selecting **Rename**. A pop-up window appears with a field in which can enter a new name for the file.



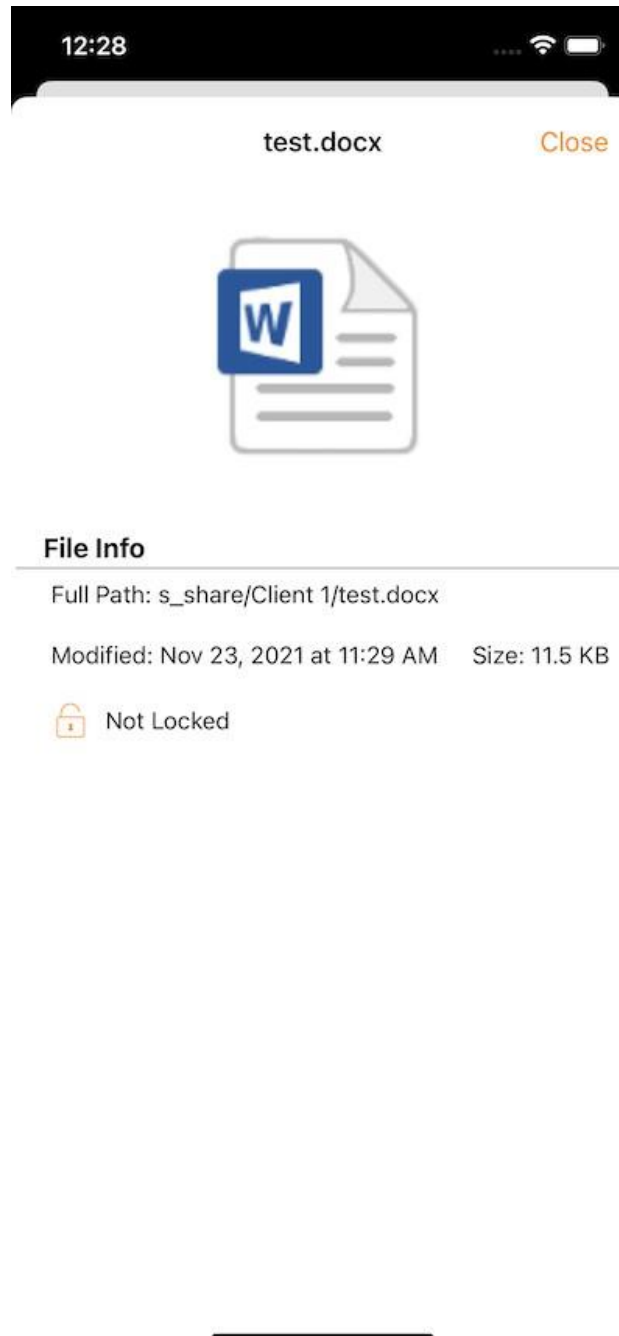
Copy and Move

Copy and move a file by selecting the desired file and then tapping **Copy** or **Move** in the menu. Navigate then to the location where want to place the file.



More Info

The **More Info** option allows you to view the details of the file or a folder.



Marking as Favorite

Add to Favorite

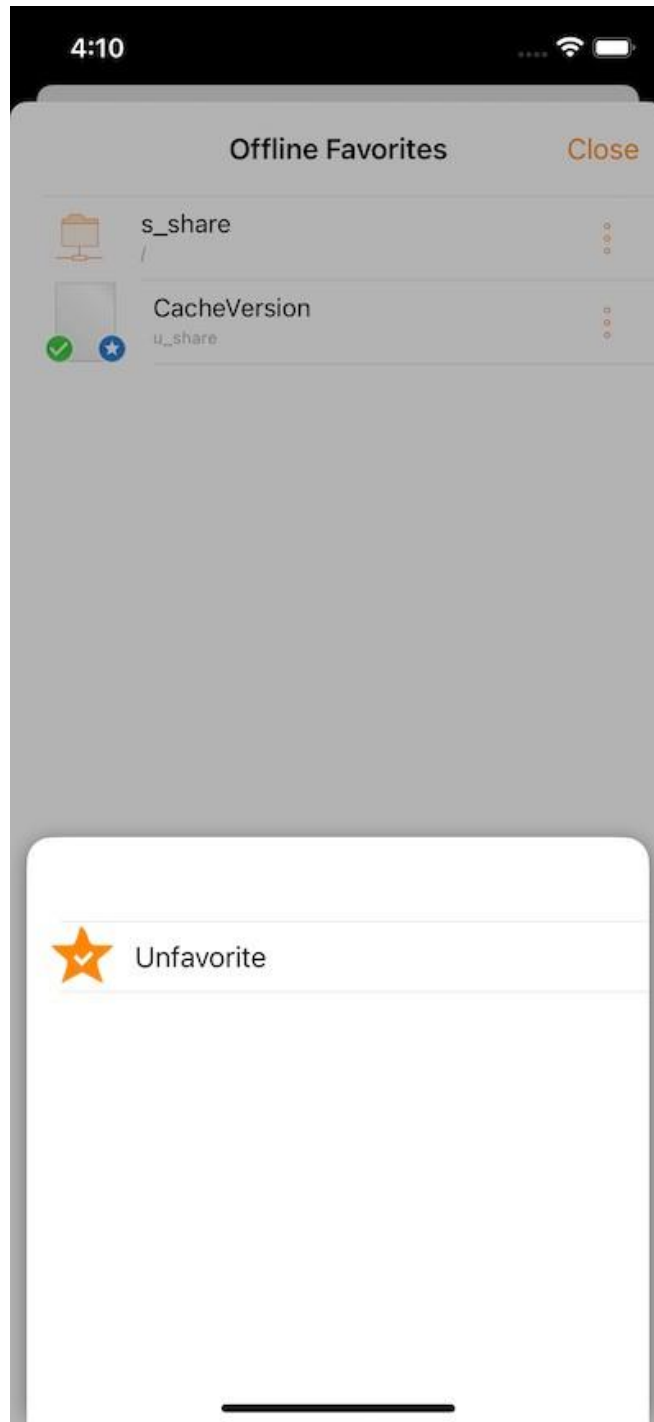
Add a file to Favorites by tapping the 3 vertical dots next to the file to open the menu, and then pressing **Favorite** (star icon).

When adding files to favorites, they are marked with a "Star" and can access them offline.



Remove from Favorite

Just select **Unfavorite** from the "3 vertical dots" menu. Or via the "**Offline Favorites**" screen.



Sharing and Collaborating

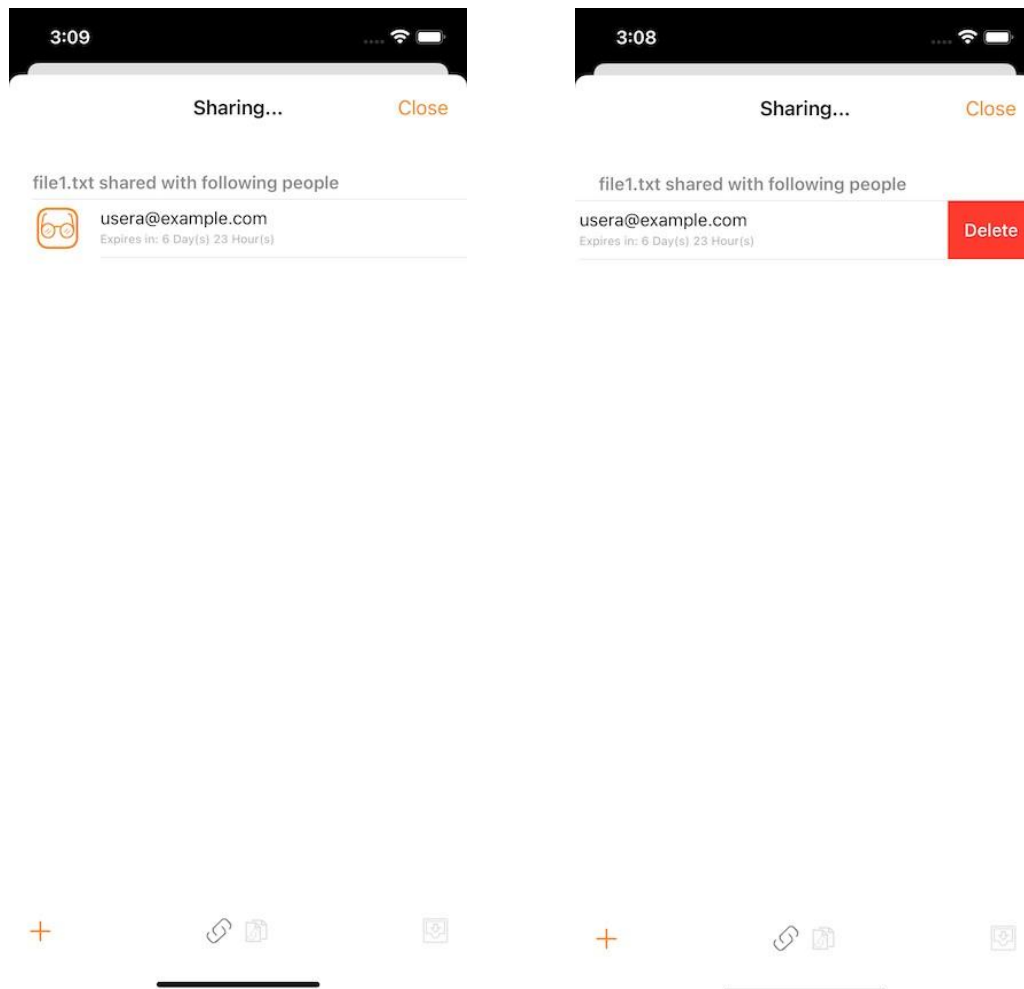
Share files or folders from the Triofox app with other users by accessing the **Share Manager** in the file/folder menu.

Share Manager

Will be redirected to a view where can see a list of all shares. There can add new shares or delete existing shares to revoke access.

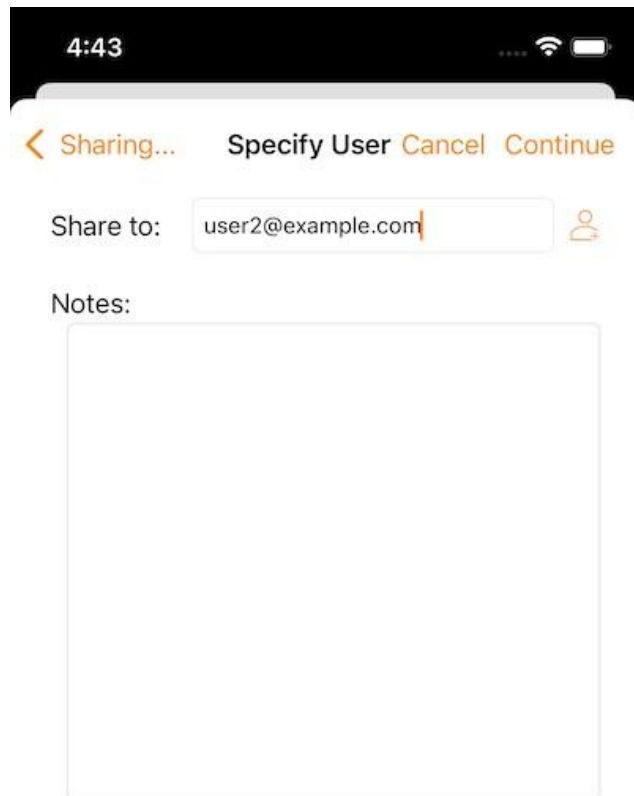
Using the buttons at the bottom of the screen can **Add more users** to the share list, **copy public (read-only) link** to the clipboard and **request a file (folders only)**.

To delete a user share, swipe left over the corresponding share to display the **Delete** action. This removes the share and prevents access by that user.



Sharing a File

When Sharing, user will be redirected to the "Share/Invite User to share" screen. There can add user emails and select different options for sharing. On the next screen, enter the email address(es) of the users want to add. Press "Continue" to add users to share.



4:43

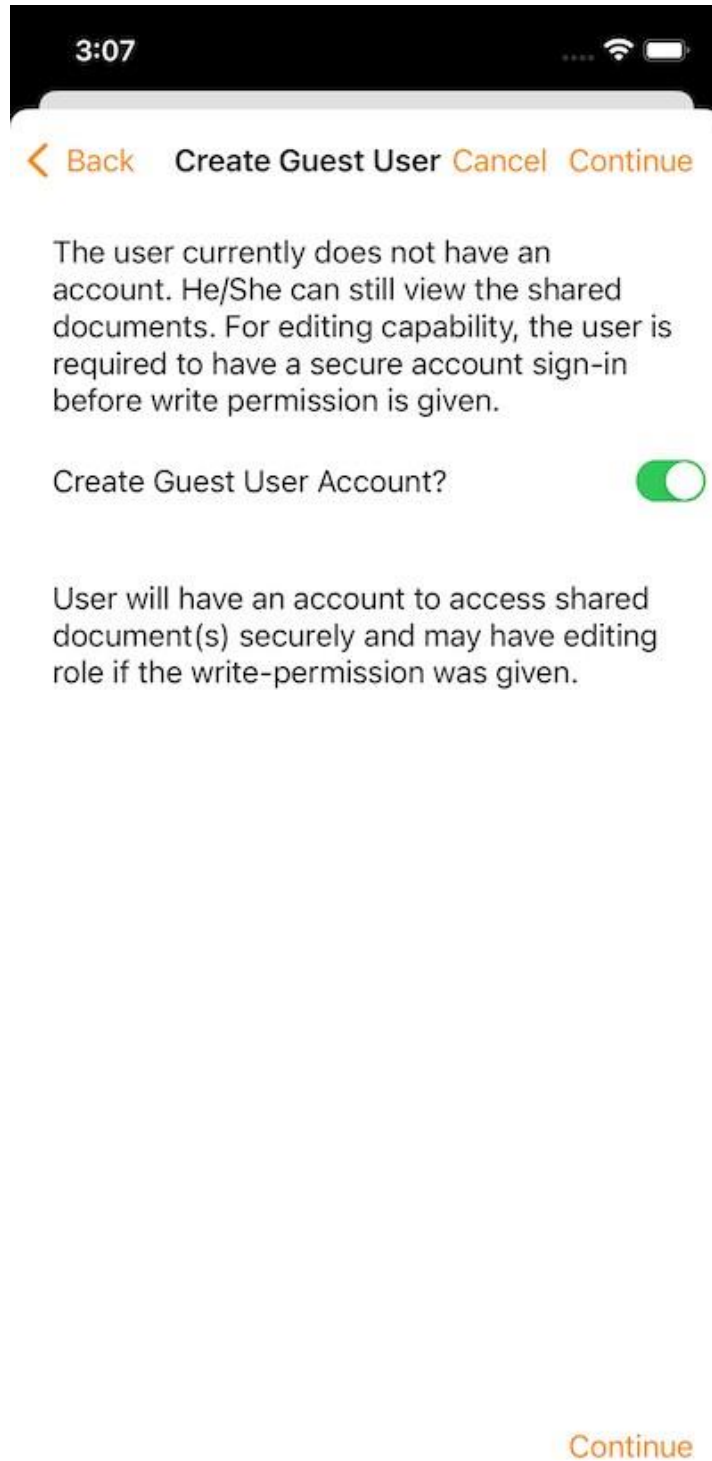
< Sharing... Specify User Cancel Continue

Share to: user2@example.com

Notes:

Continue

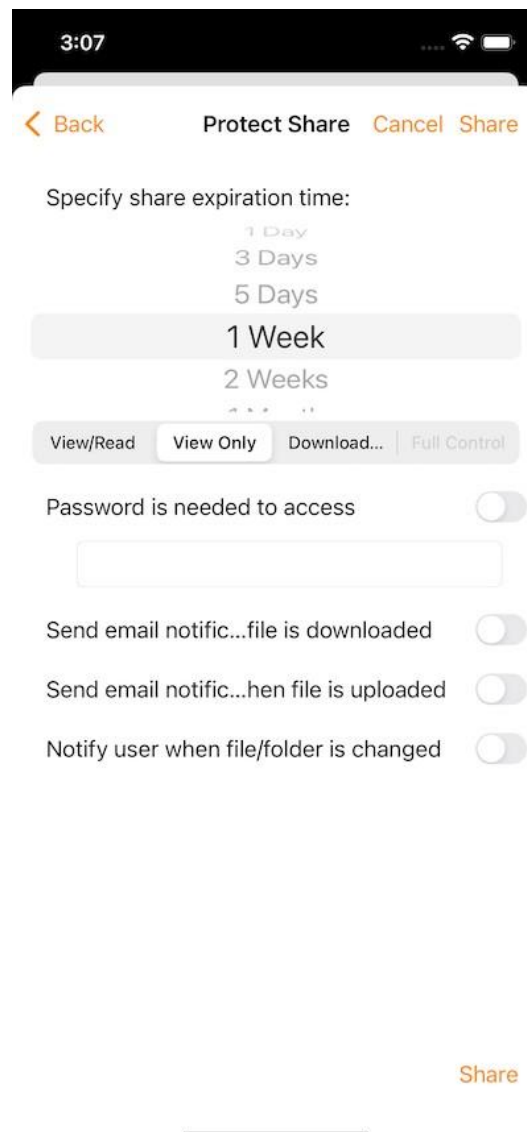
On the next screen, select whether to "**Create Guest User Account**" and continue to access other settings.



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

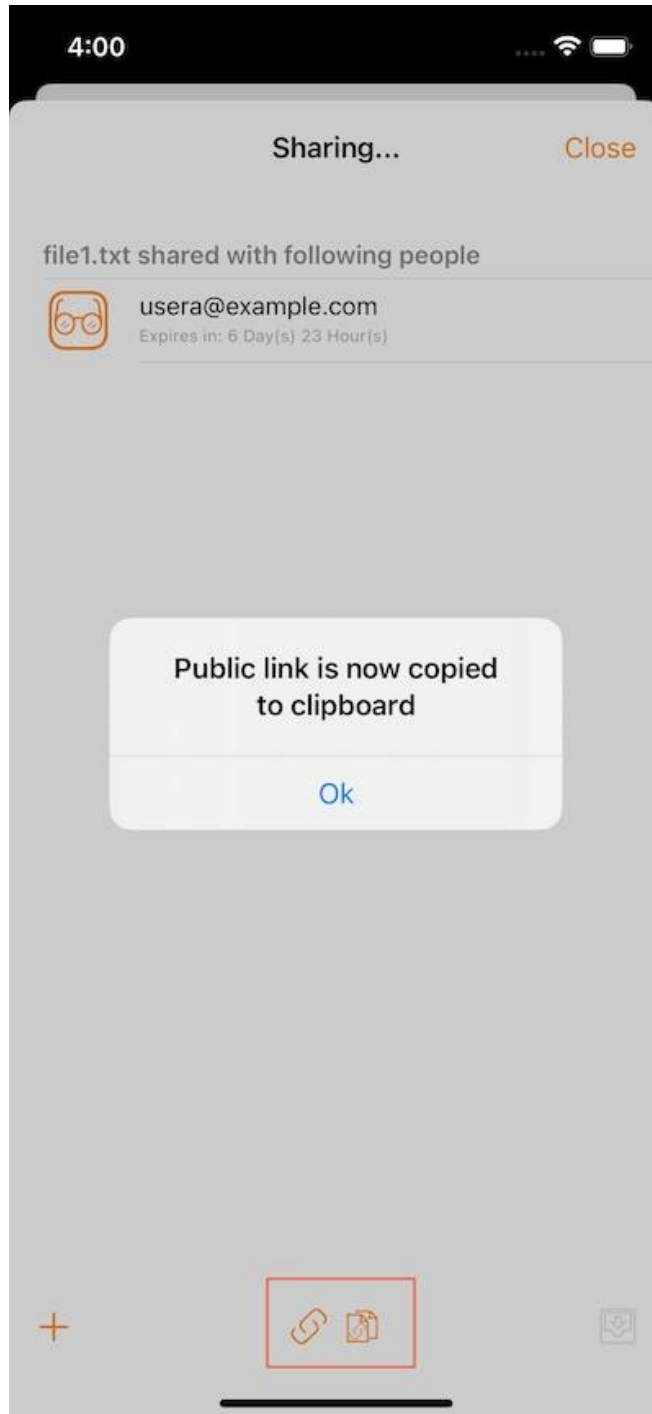
1. Set the expiration time for the share.
2. Select "Read Only" or "Full Control".
3. Select "View only (no Download)" if desired.
4. Select "Password Protection" and enter a password.
5. Disable password protection and allow the user to create their own password using the link in the email they receive.

Once selected the sharing options, press "**Share**".



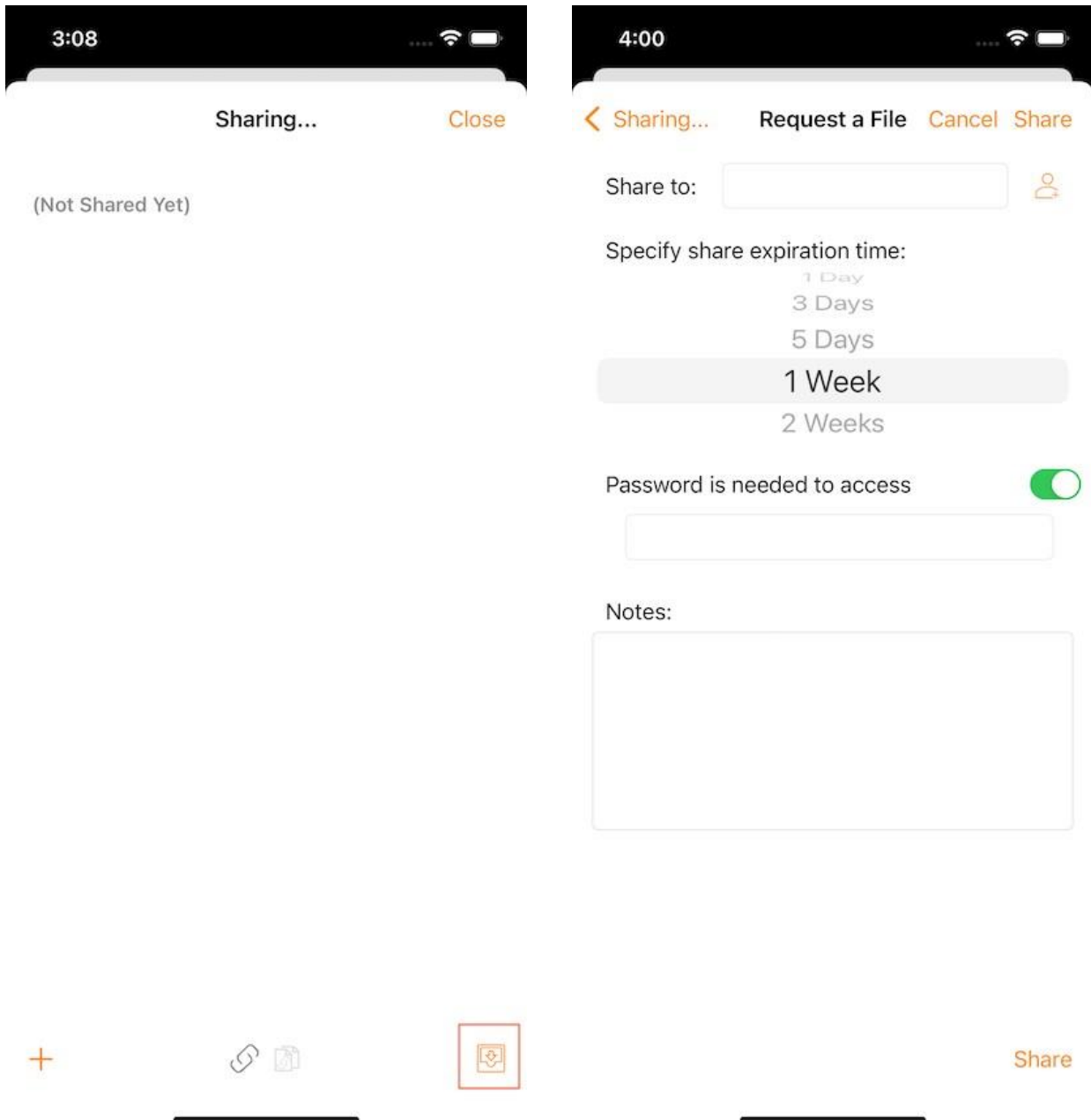
Get Public Link

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



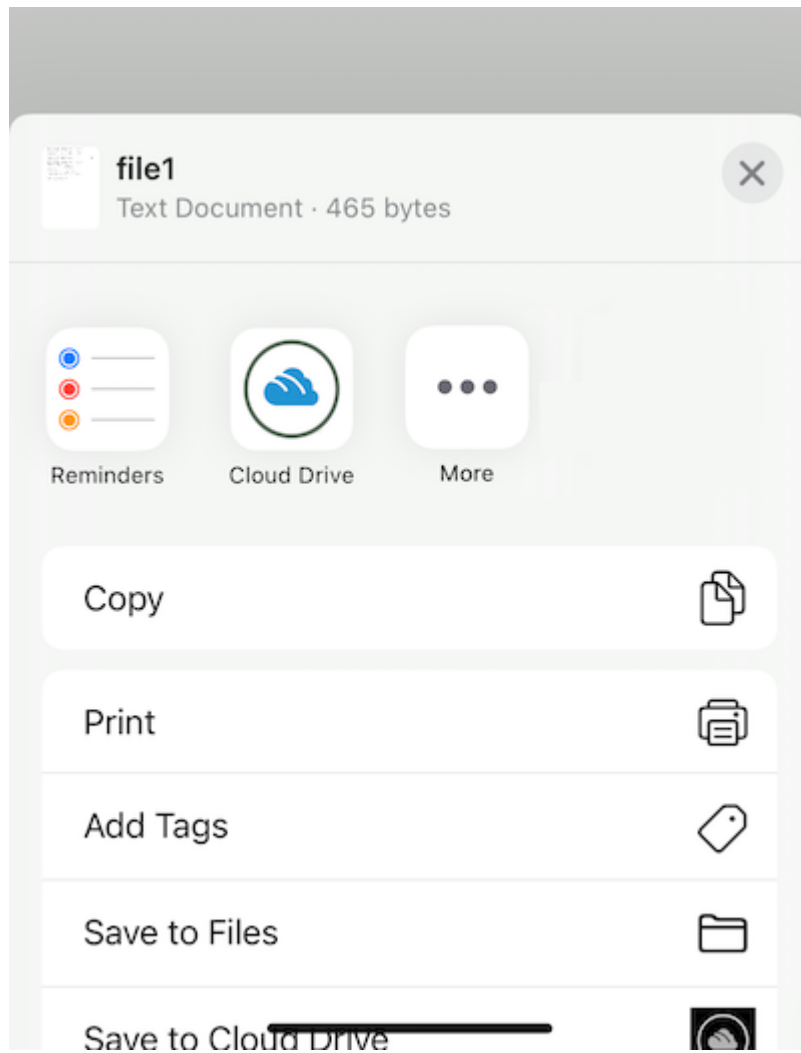
Request a File

This option is only available for folders. Selecting **Request a File** takes to a screen where can share a link with a user so that they can upload files to that folder.



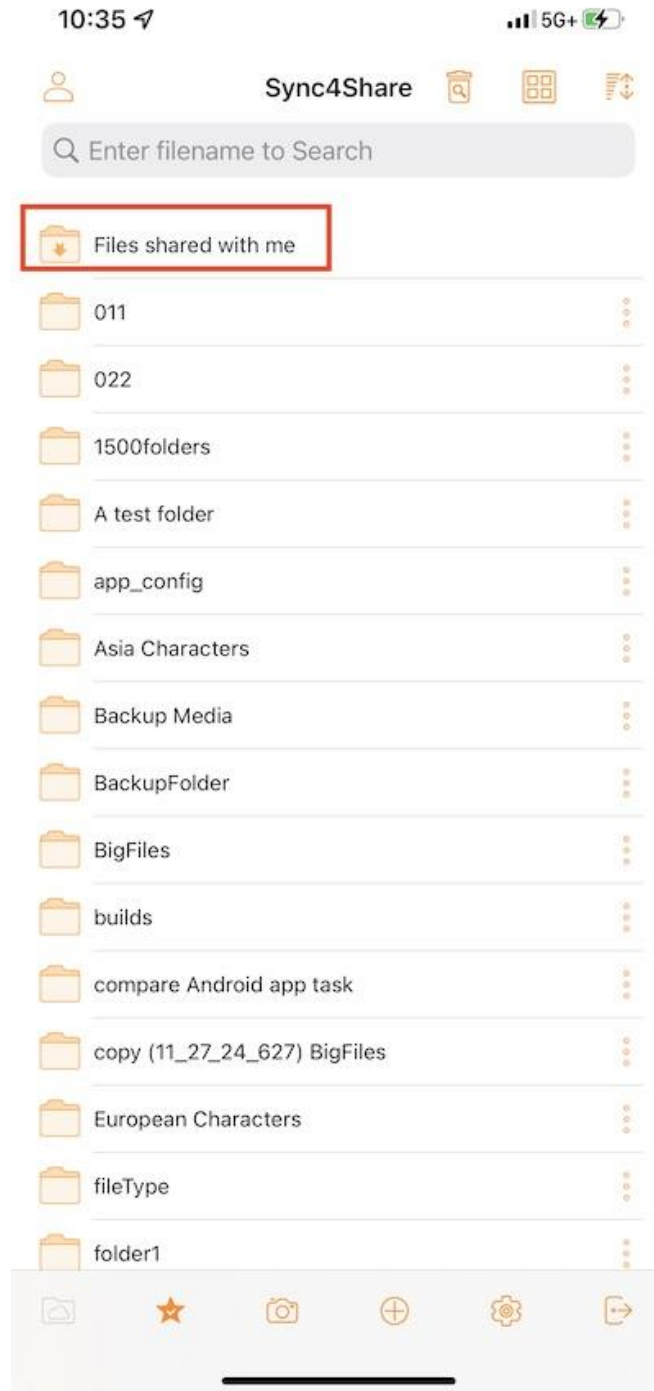
Share Via

Allows to Share a file using a third-party application such as Gmail or WhatsApp.



Files Shared with Me

If there are some folders and files that have been shared by other users, will see a **Files shared with me** folder in the root directory.



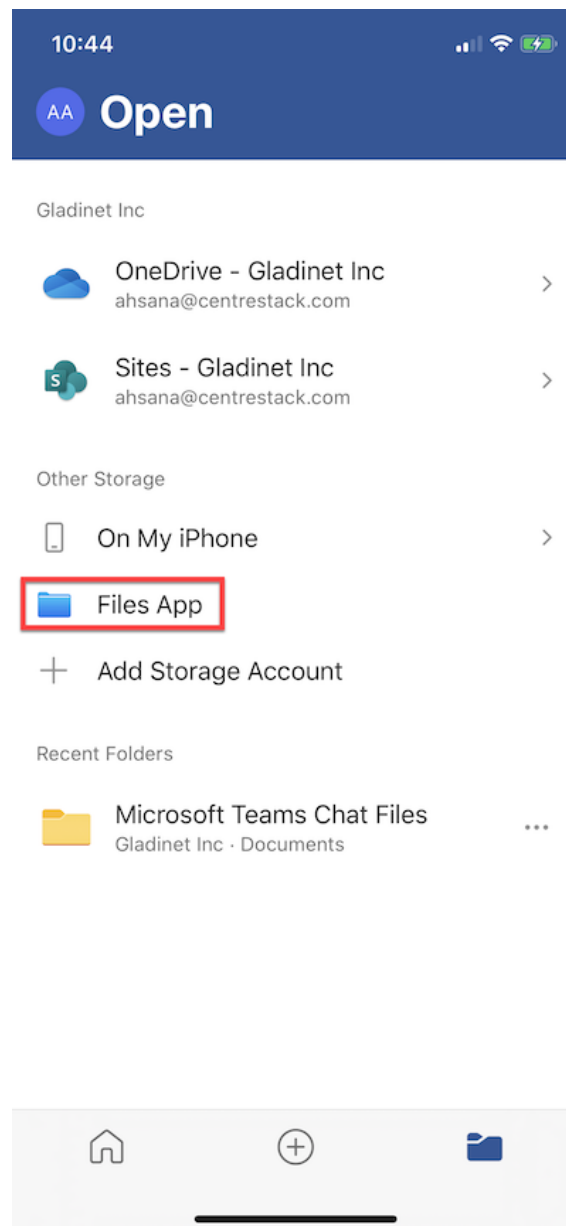
Touch this folder to see a list of folders and files shared by other users. Here can perform operations based on the sharing permission.



Working with Office Applications

Open and Save an Existing Document

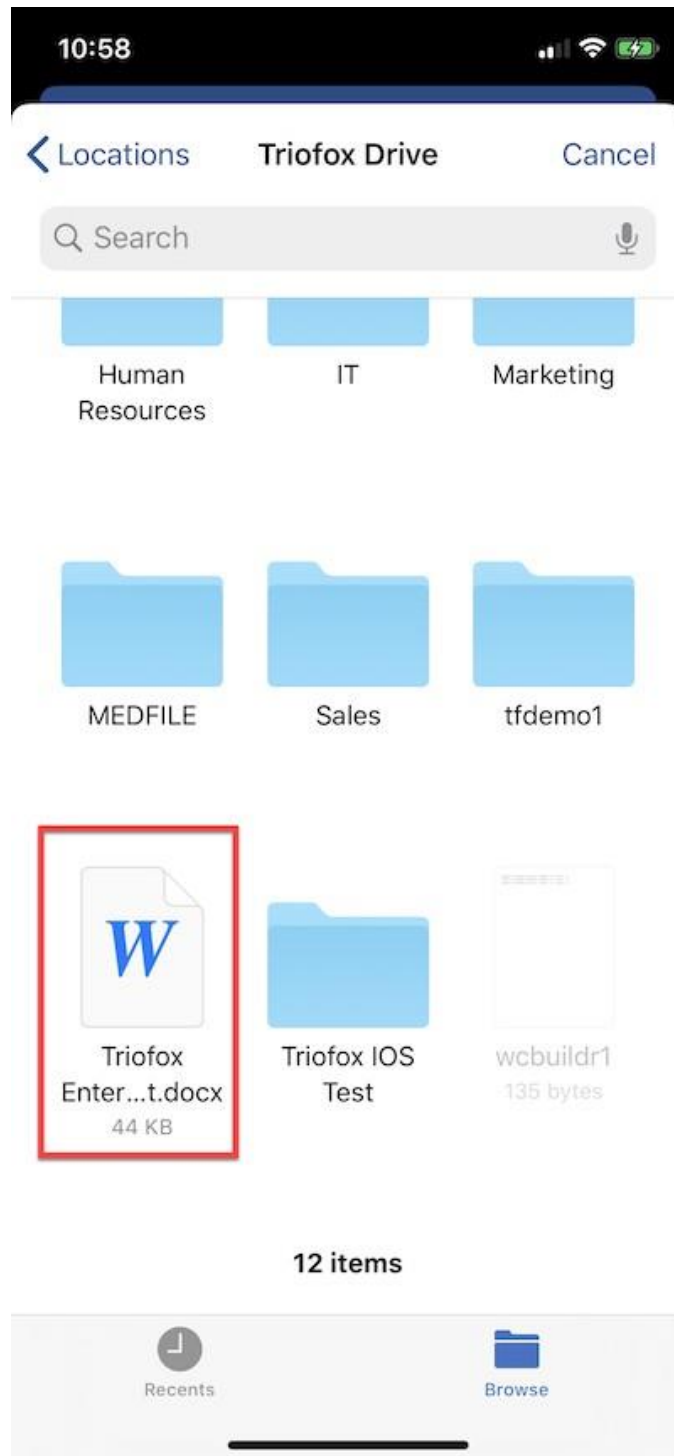
To edit an existing document, first open the editing app, such as Microsoft Word, Office, etc., then select Open and go to "Files App", find Triofox Drive in the list and enter the document to edit.



Select "Locations" on the top left to find and select the "Triofox Drive".



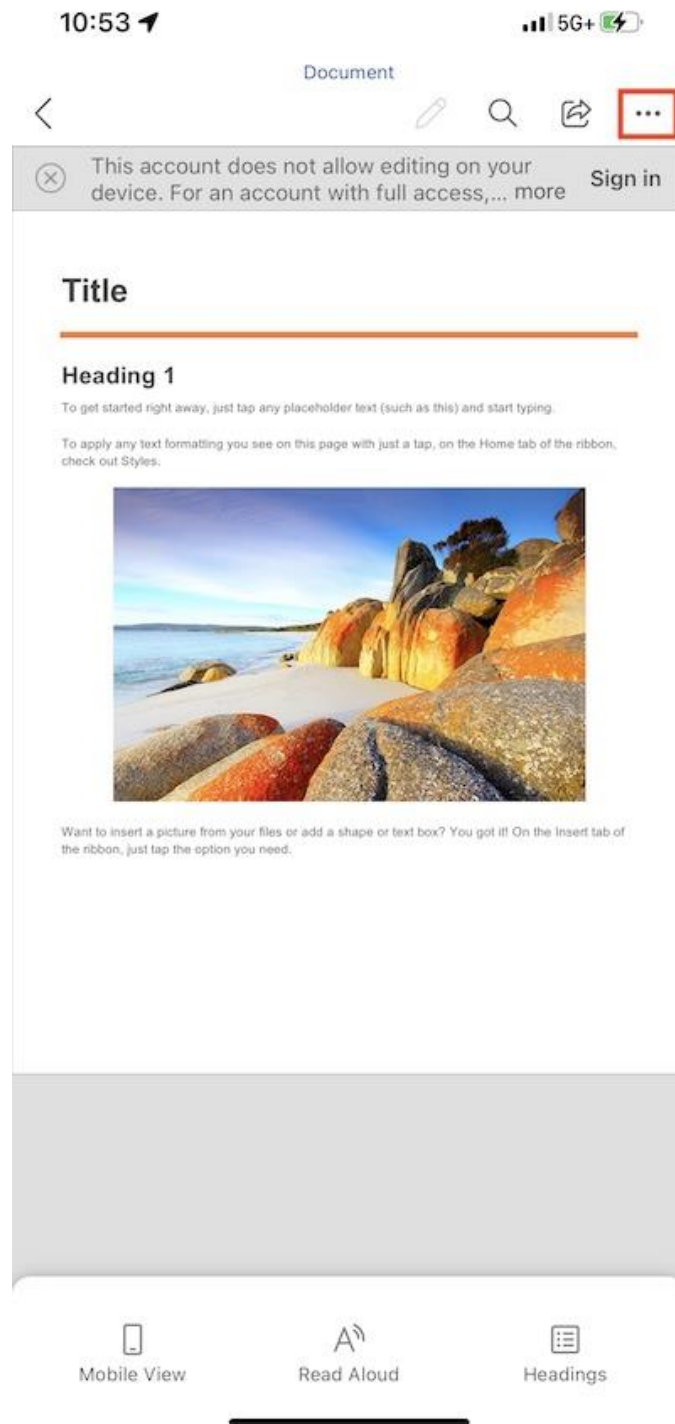
Just scroll through the Triofox Drive and select the file want to edit.



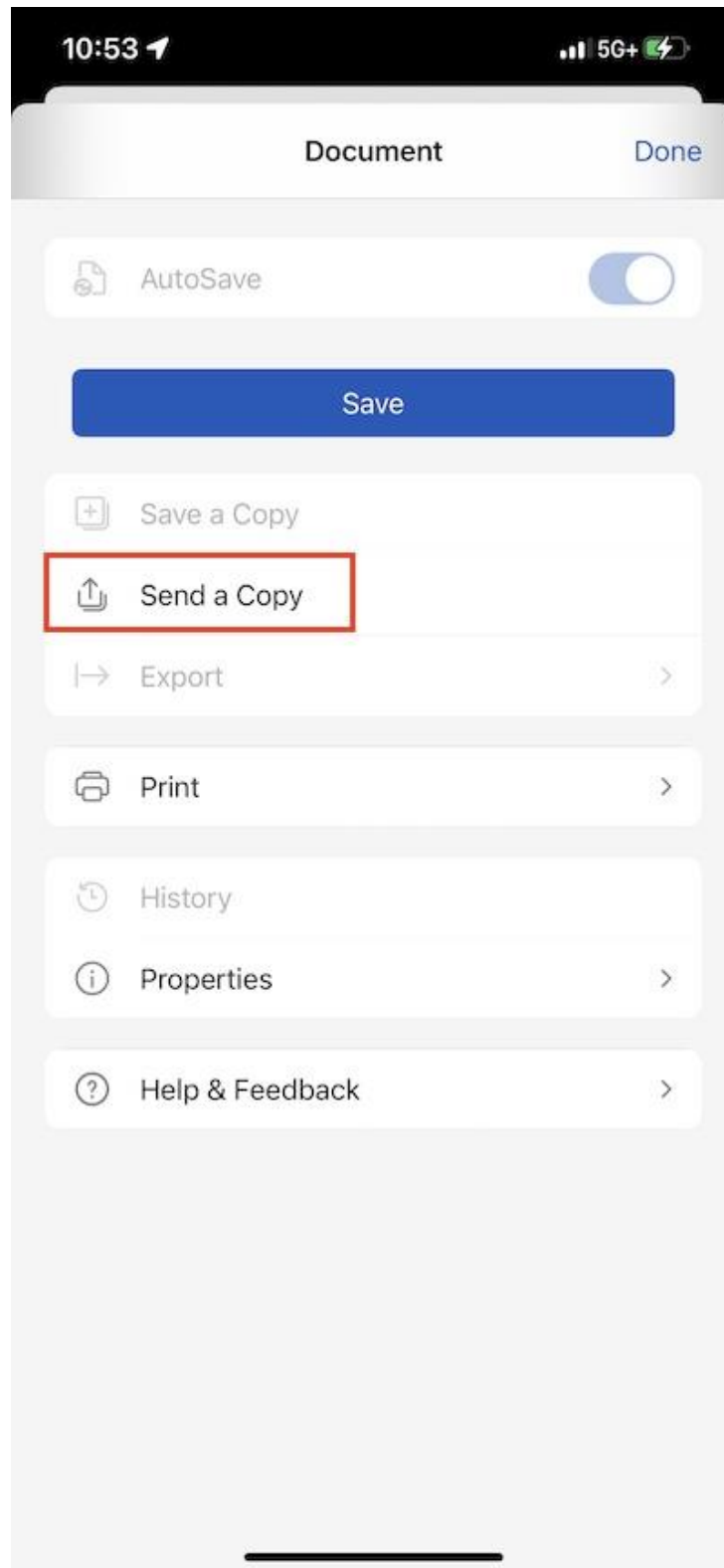
Once the document has been edited and saved, it will be automatically saved and updated in the Triofox Drive as well.

Save new Documents from Office

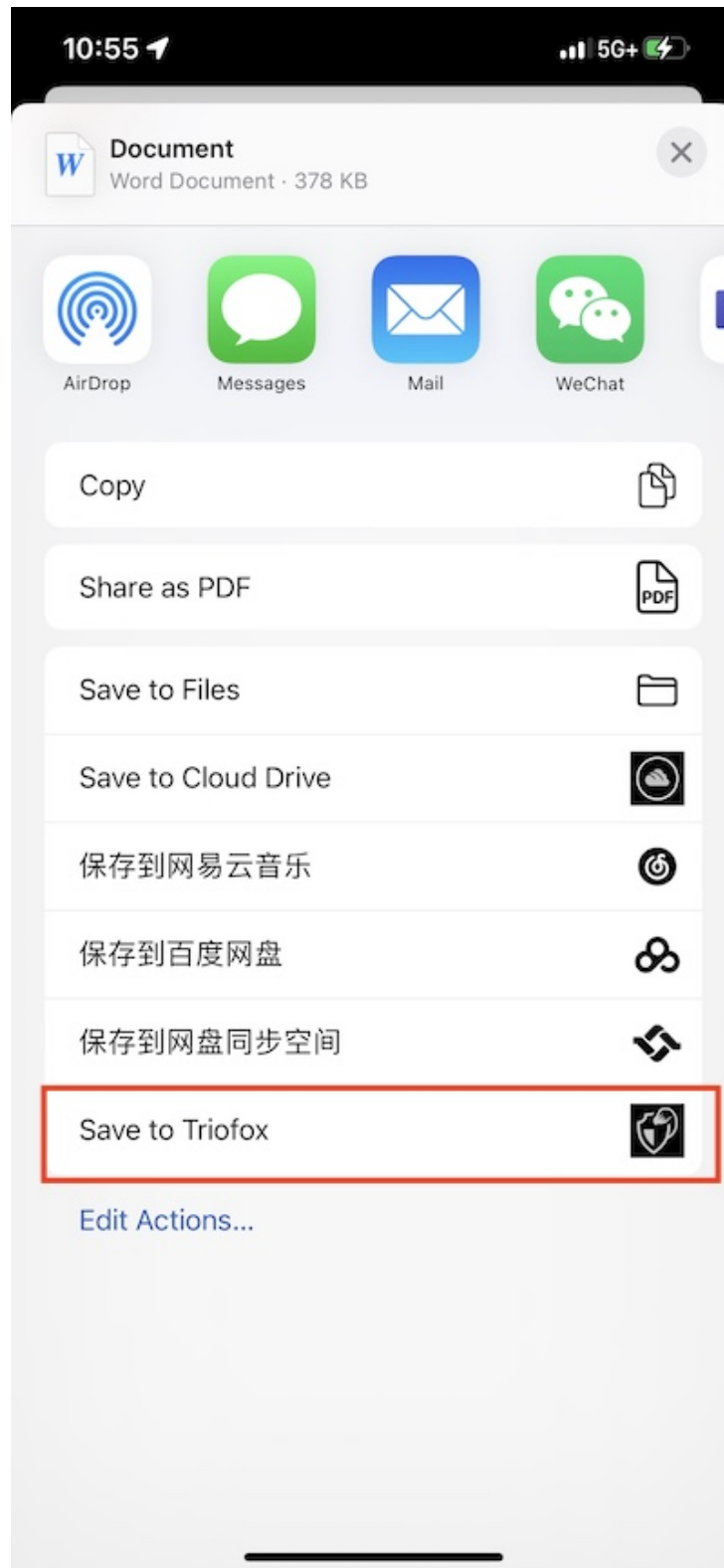
To add new files to Triofox, first create a new file in the editing app. When saving, tap on the **3-dot** button in the upper right corner.



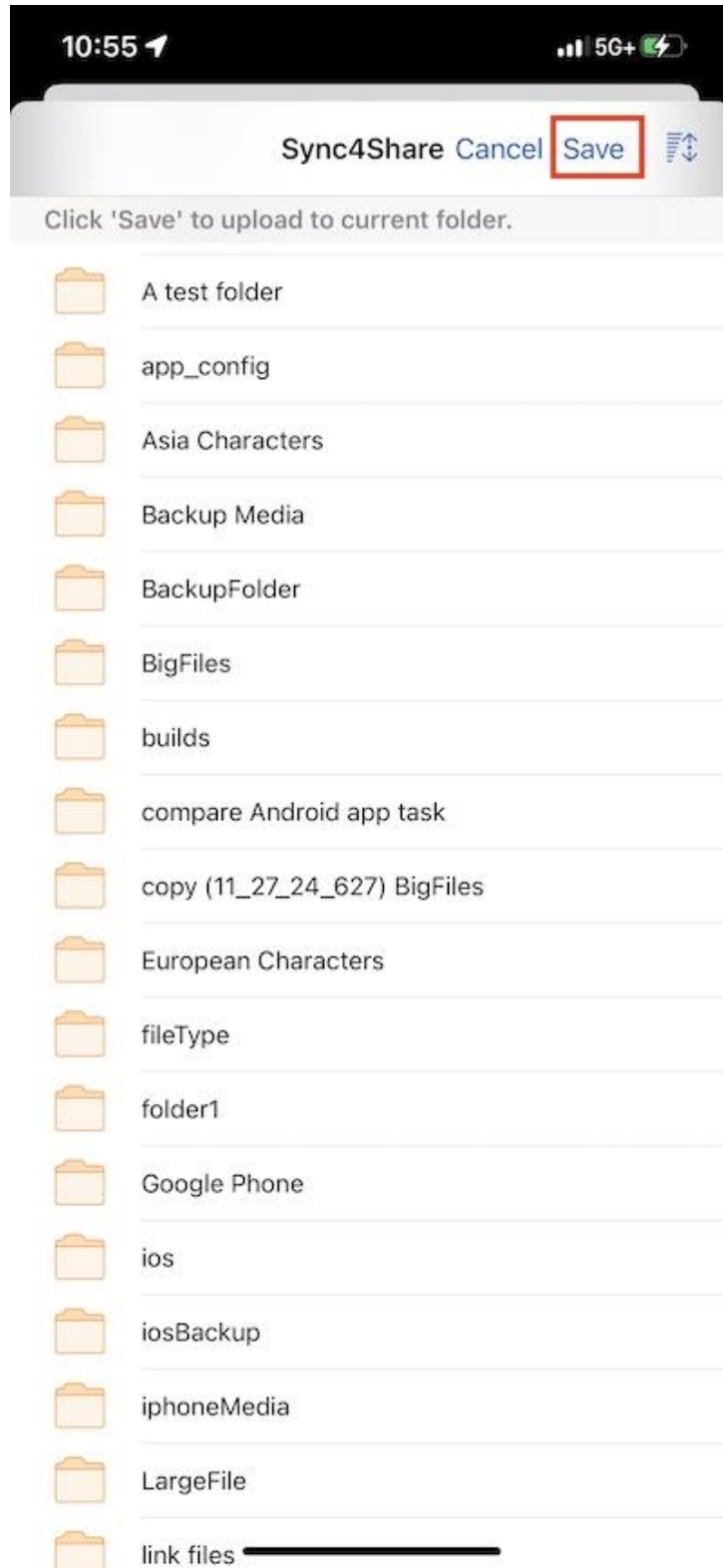
Select **Send a Copy**.



Choose **Save to Triofox Drive**.

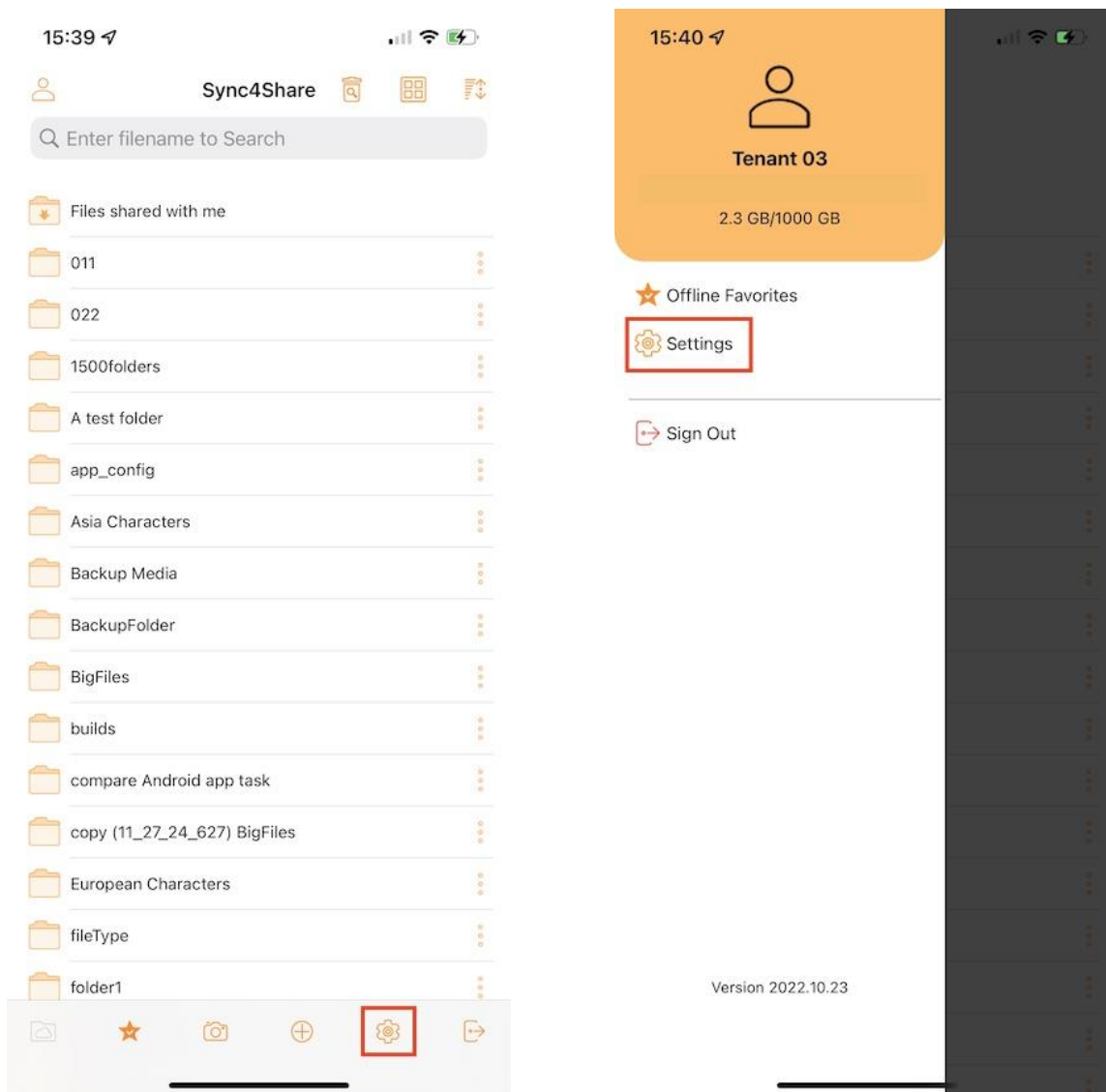


Select a folder and save the file to the desired location.



Settings

Access the **Settings** page by tapping on the **Gear** icon on the main screen bottom or selecting **Settings** from the side menu.



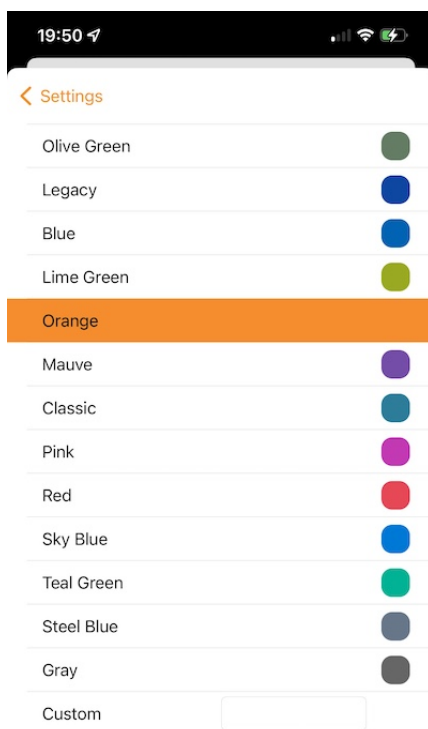
Account

In the **Account** section can find information about user name, email, server URL and Quota used.

ACCOUNT	
Name	Tenant 03
User Name	@yahoo.com
Server URL	https://sync4share.com
Quota used	2.3 GB/1000 GB

Theme

Here can select the preferred theme color. The default theme color for Triofox app is **Orange**.



Media Backup

Create a media backup folder to synchronize all the media files from the phone to Triofox Drive.



MEDIA BACKUP

Backup Folder

Organize folder by Flat >

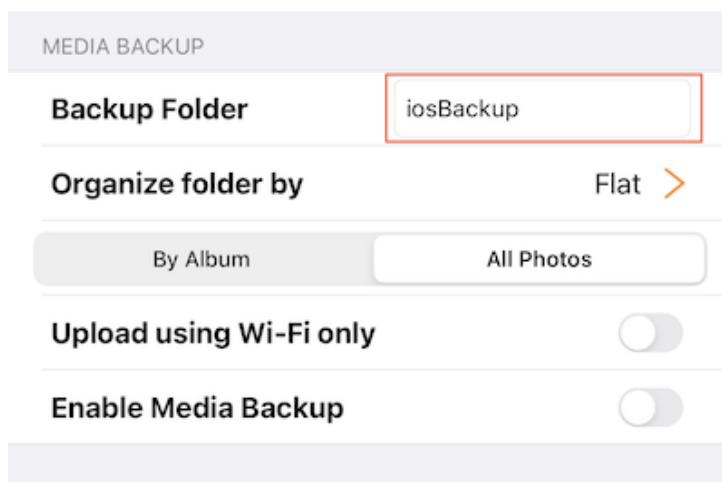
By Album All Photos

Upload using Wi-Fi only

Enable Media Backup

Backup Folder Name

Assign a name for the media backup folder here. And will see this backup folder later in the root files.



MEDIA BACKUP

Backup Folder

Organize folder by Flat >

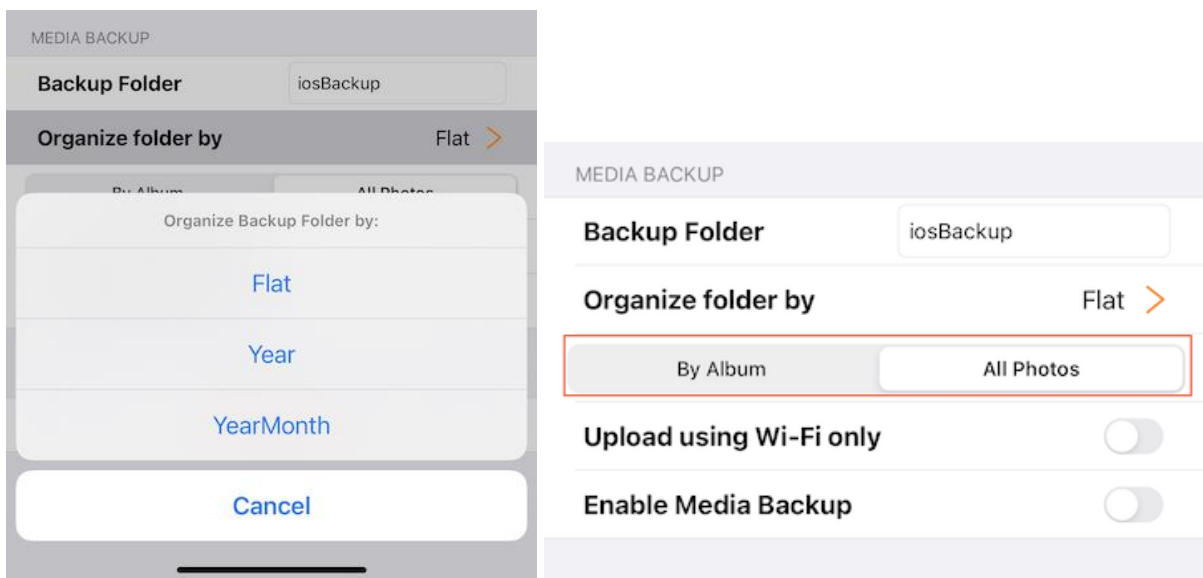
By Album All Photos

Upload using Wi-Fi only

Enable Media Backup

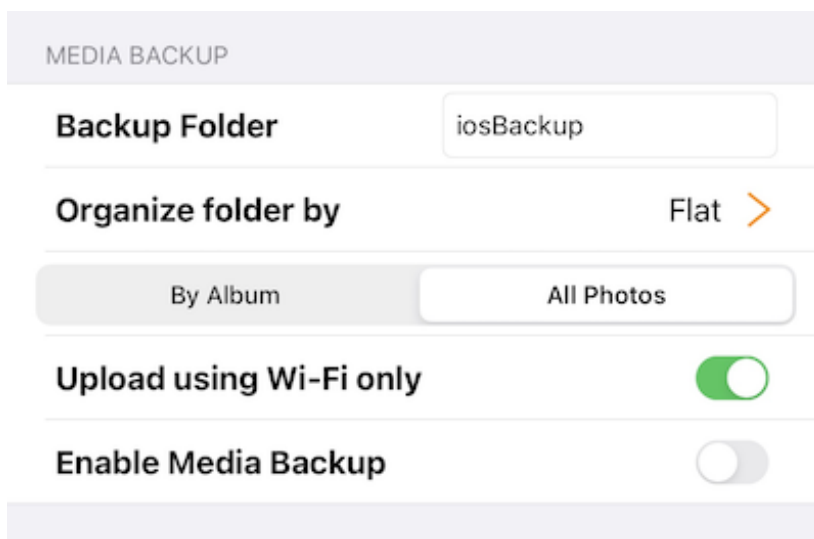
Folder Organization

Choose the organization for the media backup folder by Flat, Year or YearMonth. Can also choose to backup the media files by Album or All Photos.



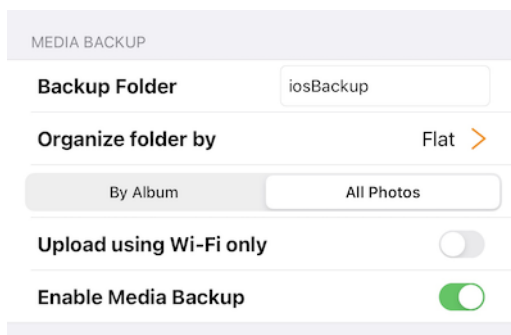
Wi-Fi only

Enable this switch so that the backup can be performed only when there is a Wi-Fi connection.

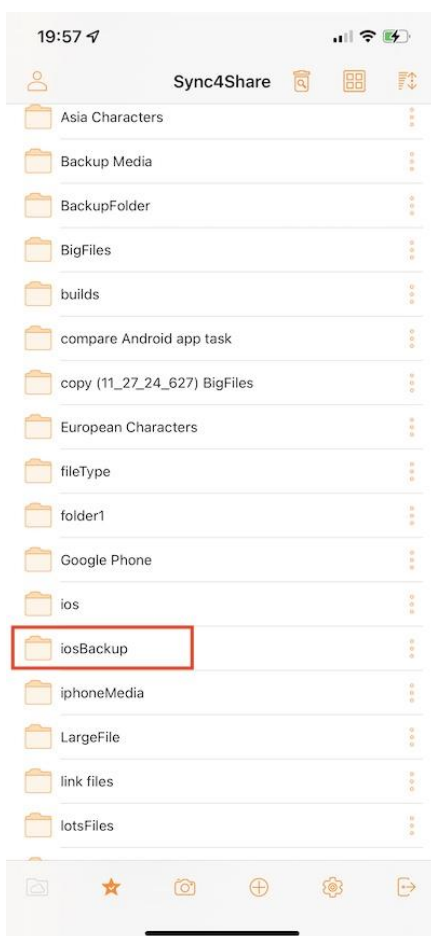


Enable Media Backup

After all the above backup settings have been done, can enable this switch to enable the media backup.

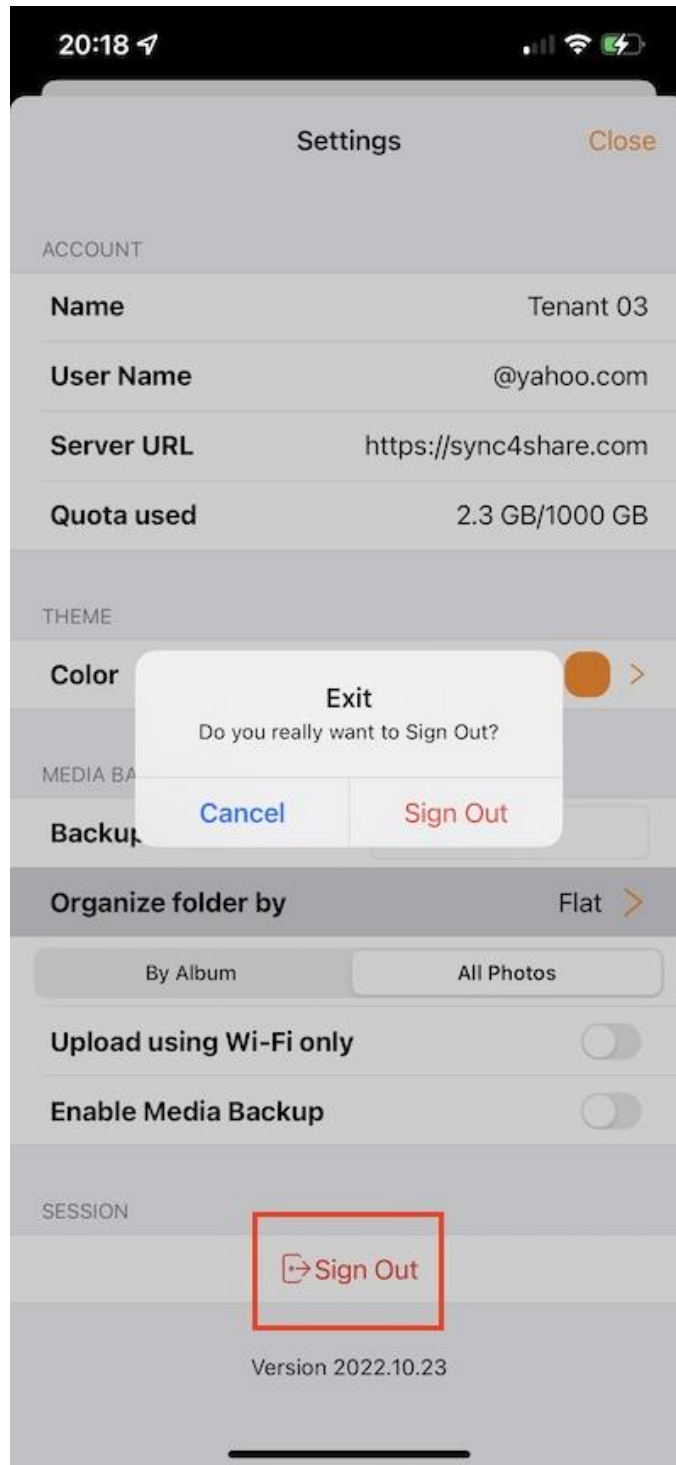


Go to **My Files** to check the backup folder created in the root directory. Tap on the backup folder and will see a folder with the name of the device that contains the backup media files.



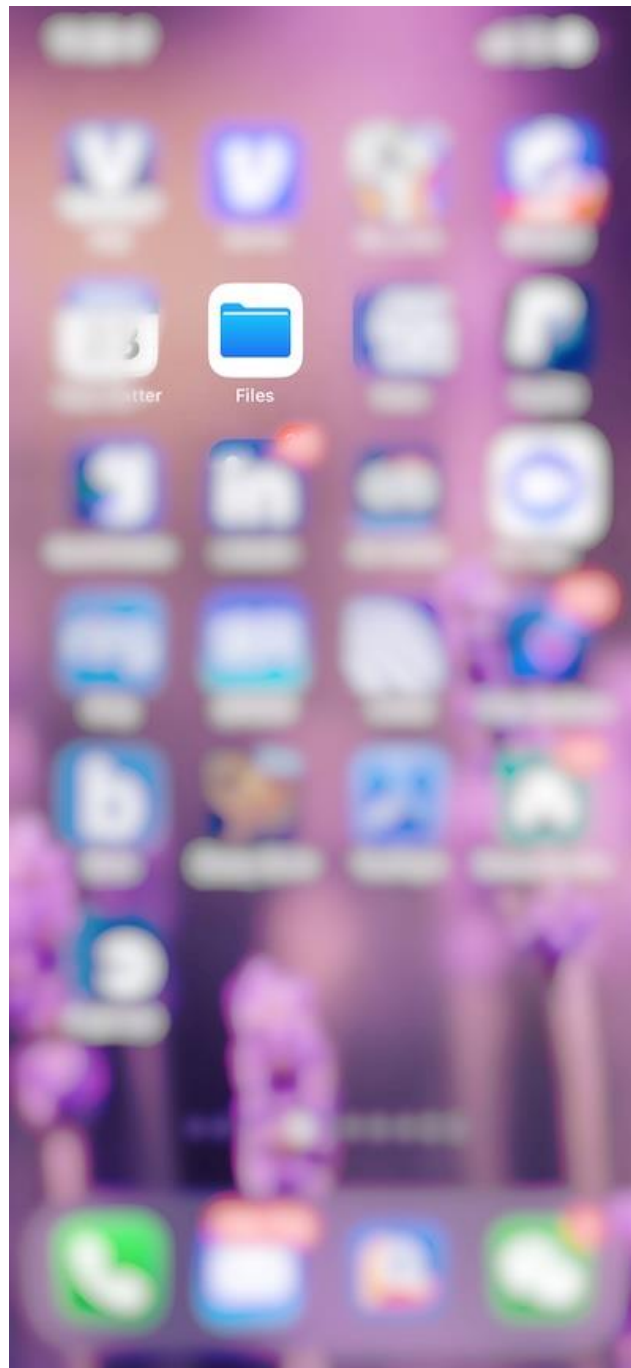
Session

Touch **Sign Out** button to log out this user from the app.



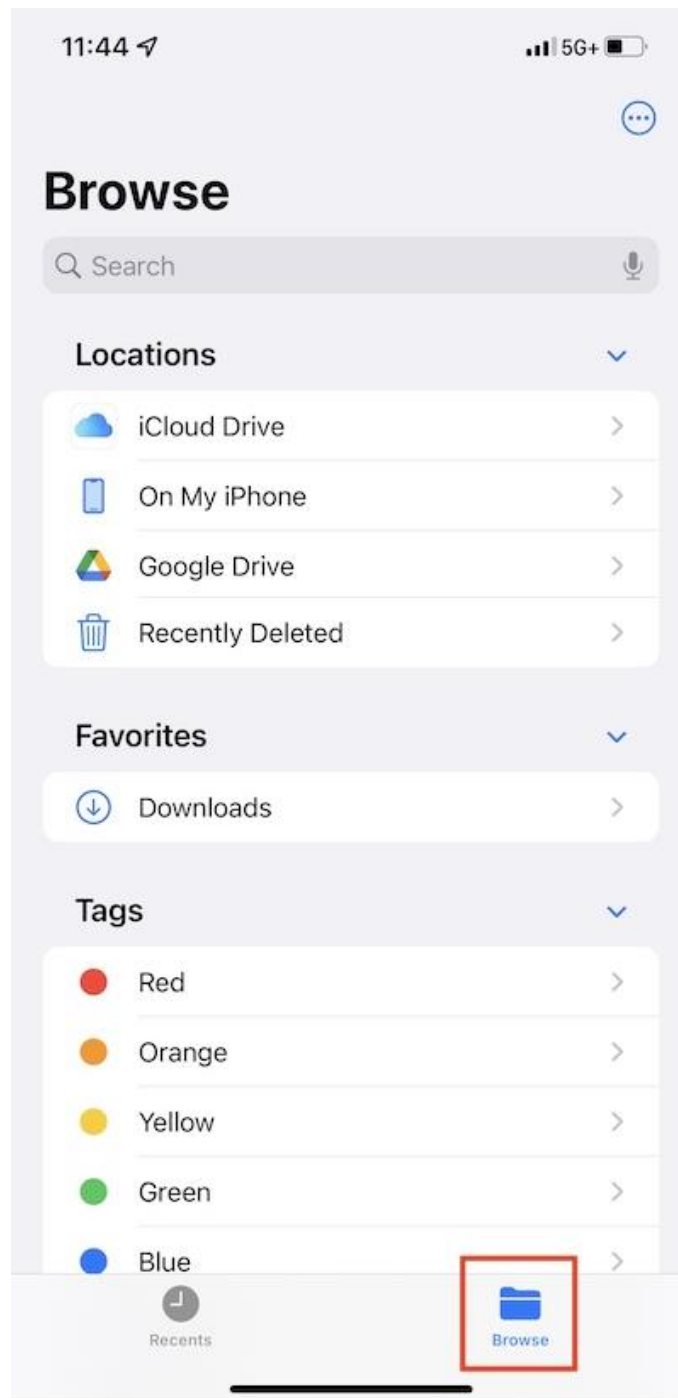
Files App

Access Triofox Drive from the Files app on the phone to manage and edit the content from there.

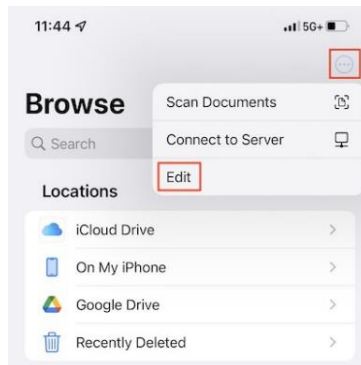


Open

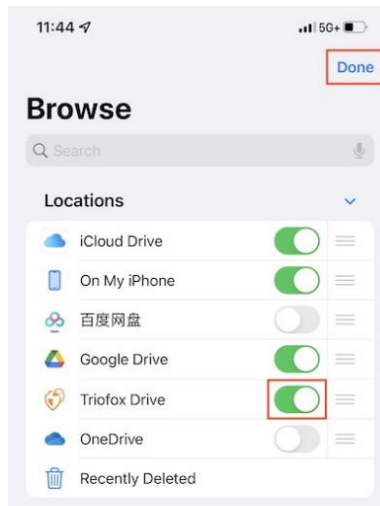
Open the Files App, select **Browse**, and see if the Triofox app is listed under **Locations**.



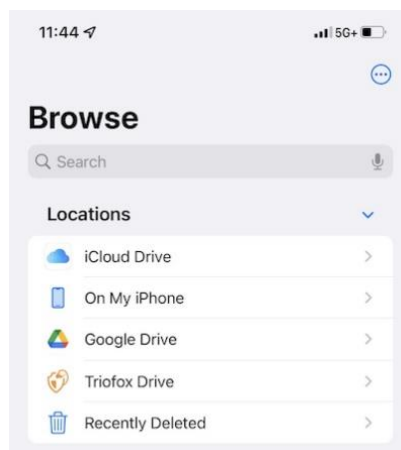
If the Triofox app is not listed under **Locations**, tap on the **3-dot** button in the top right corner and then touch **Edit**.



Enable the switch for the Triofox app, and then press **Done**.

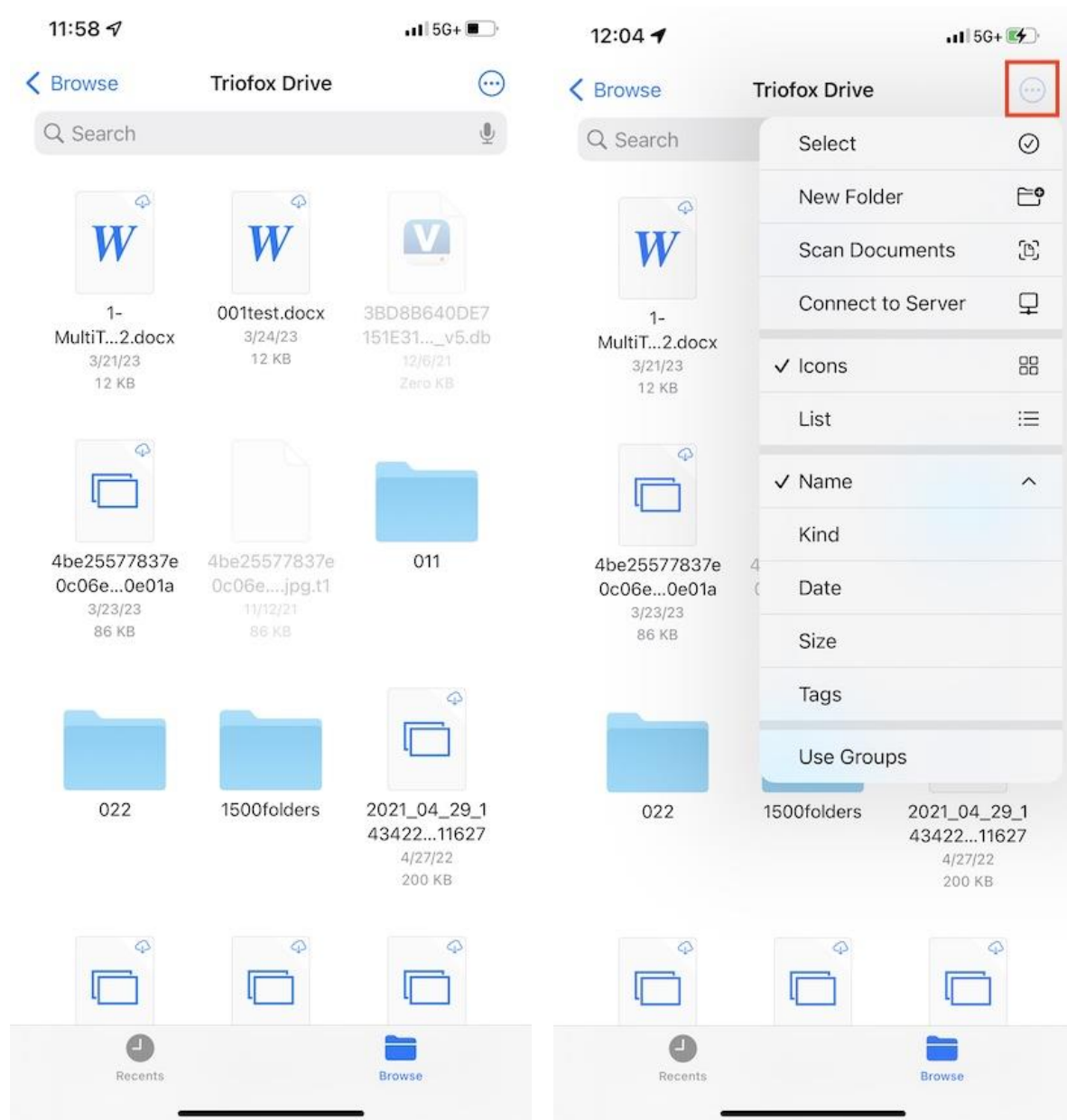


The Triofox app is listed now under **Locations**.



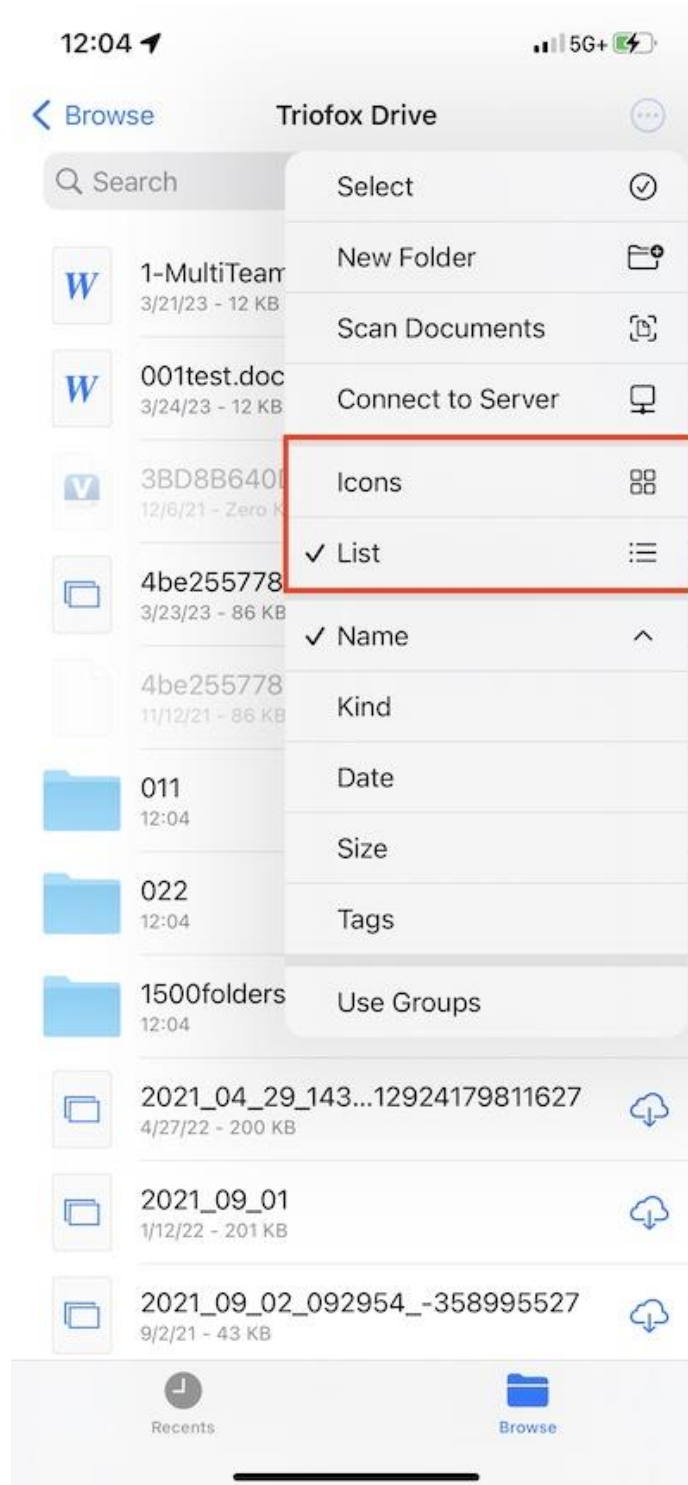
Main Operations

Select Triofox Drive to see the content in the Files app. Tap on the **3-dot** button on the top right to see the operations can be performed.

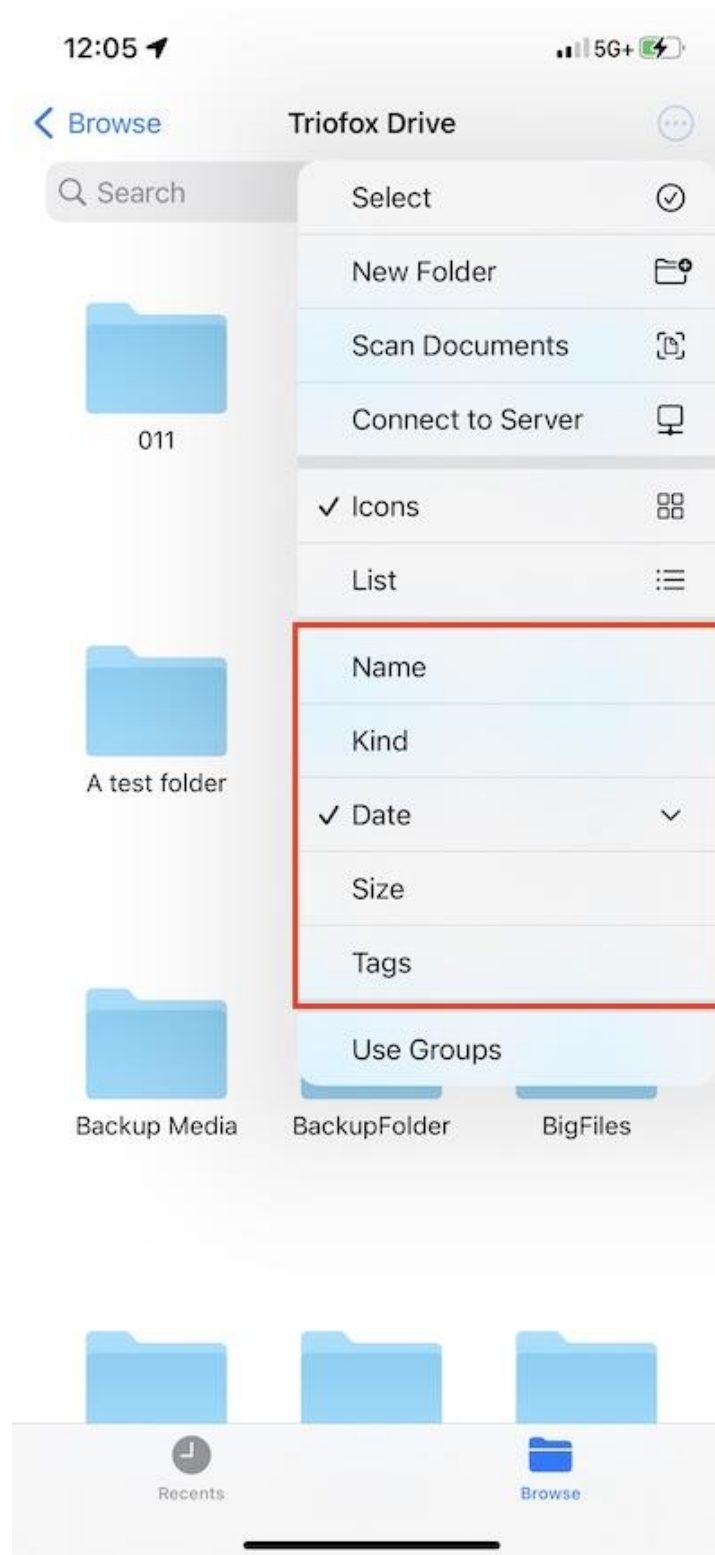


View

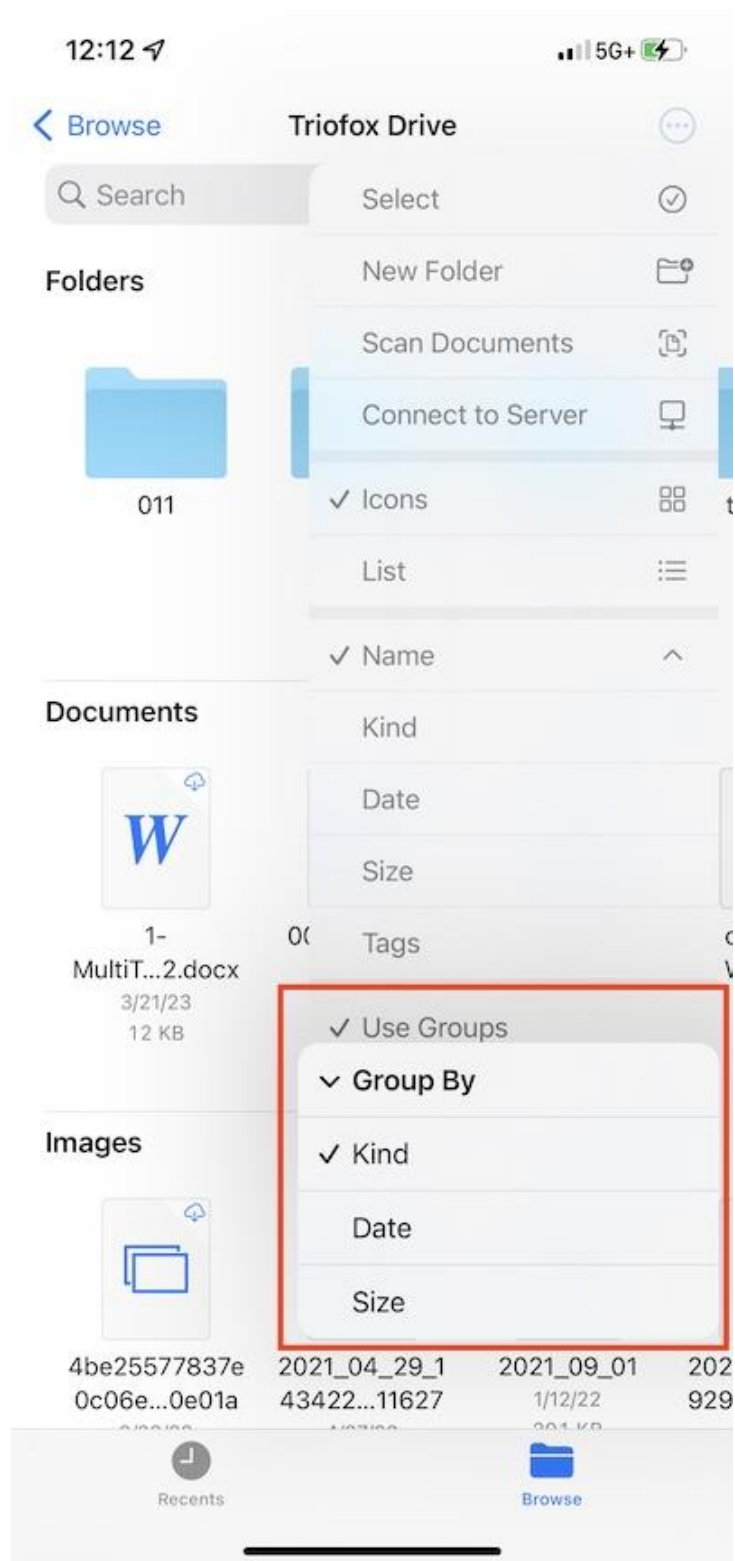
Choose between Icons and List to switch the view.



Select here to change the sorting mode.

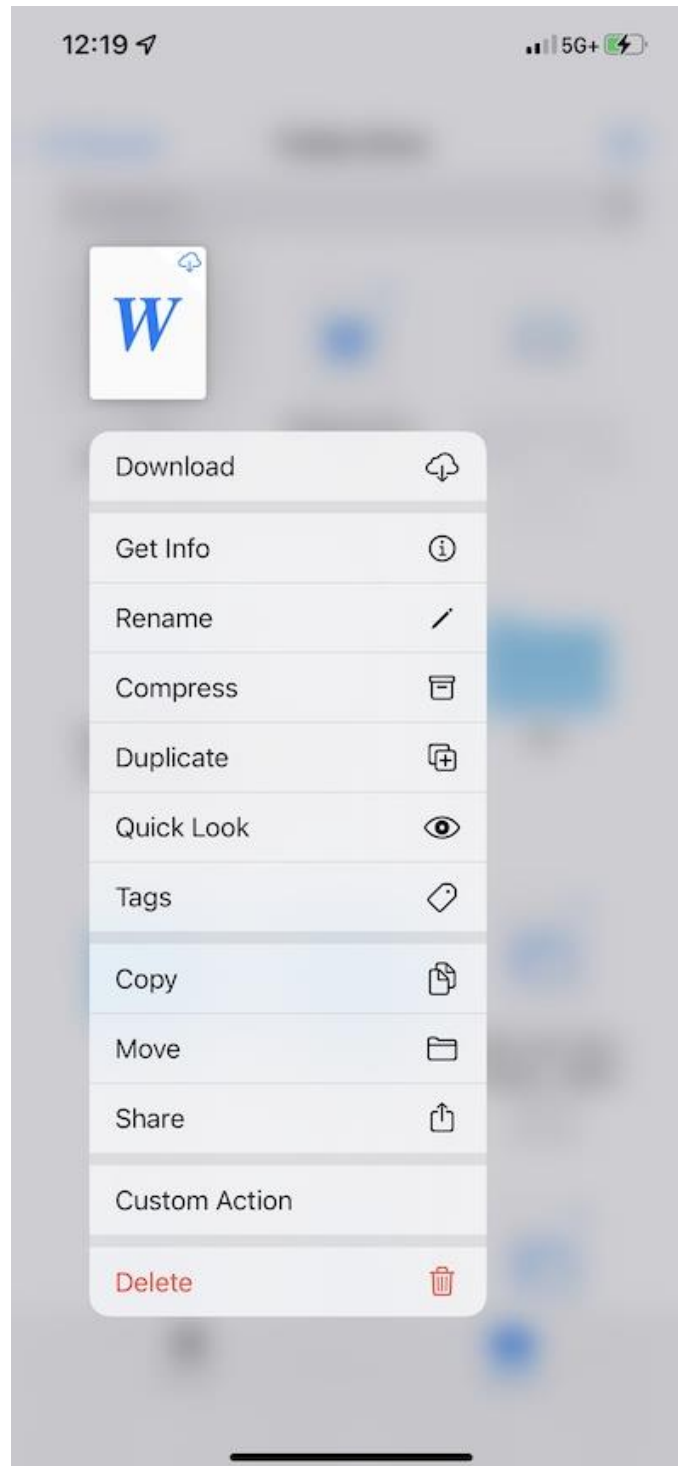


If enable **Use Groups**, can group the items by using Kind, Date or Size.

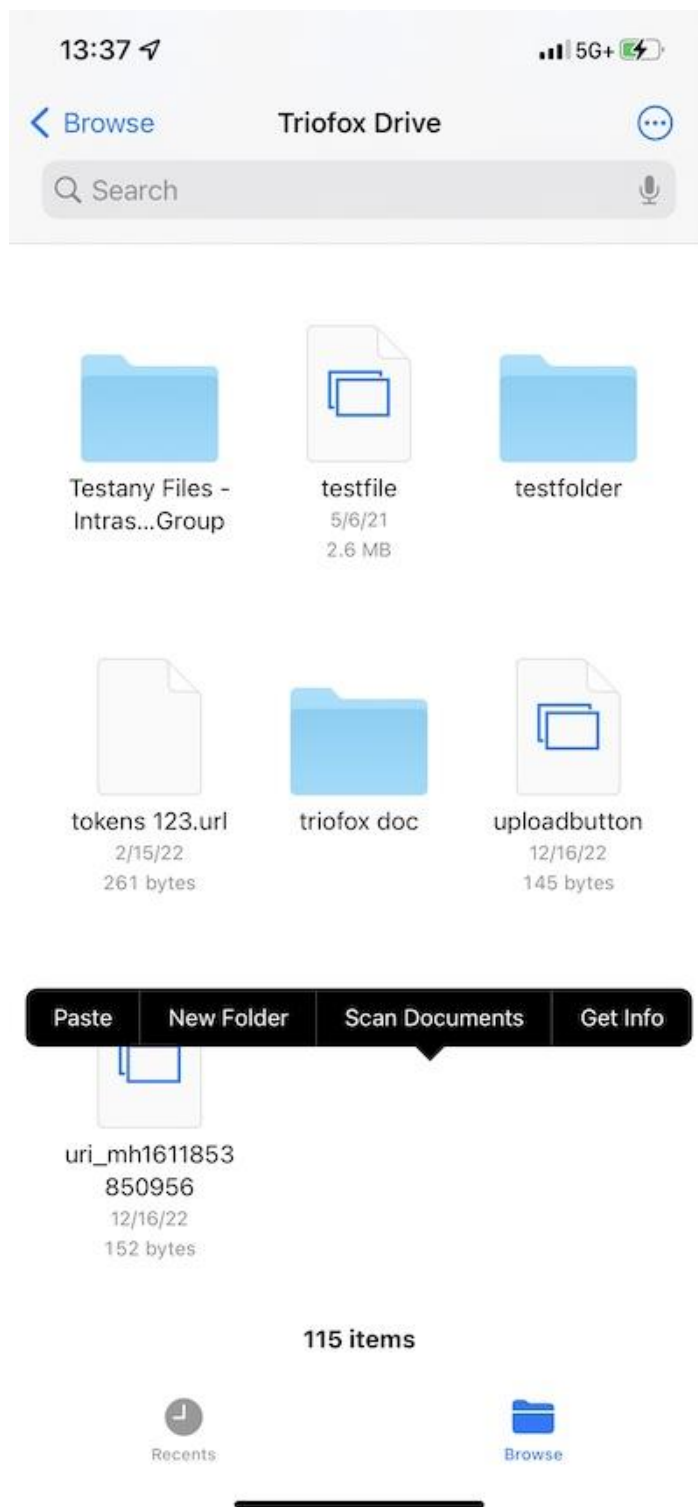


File Operations

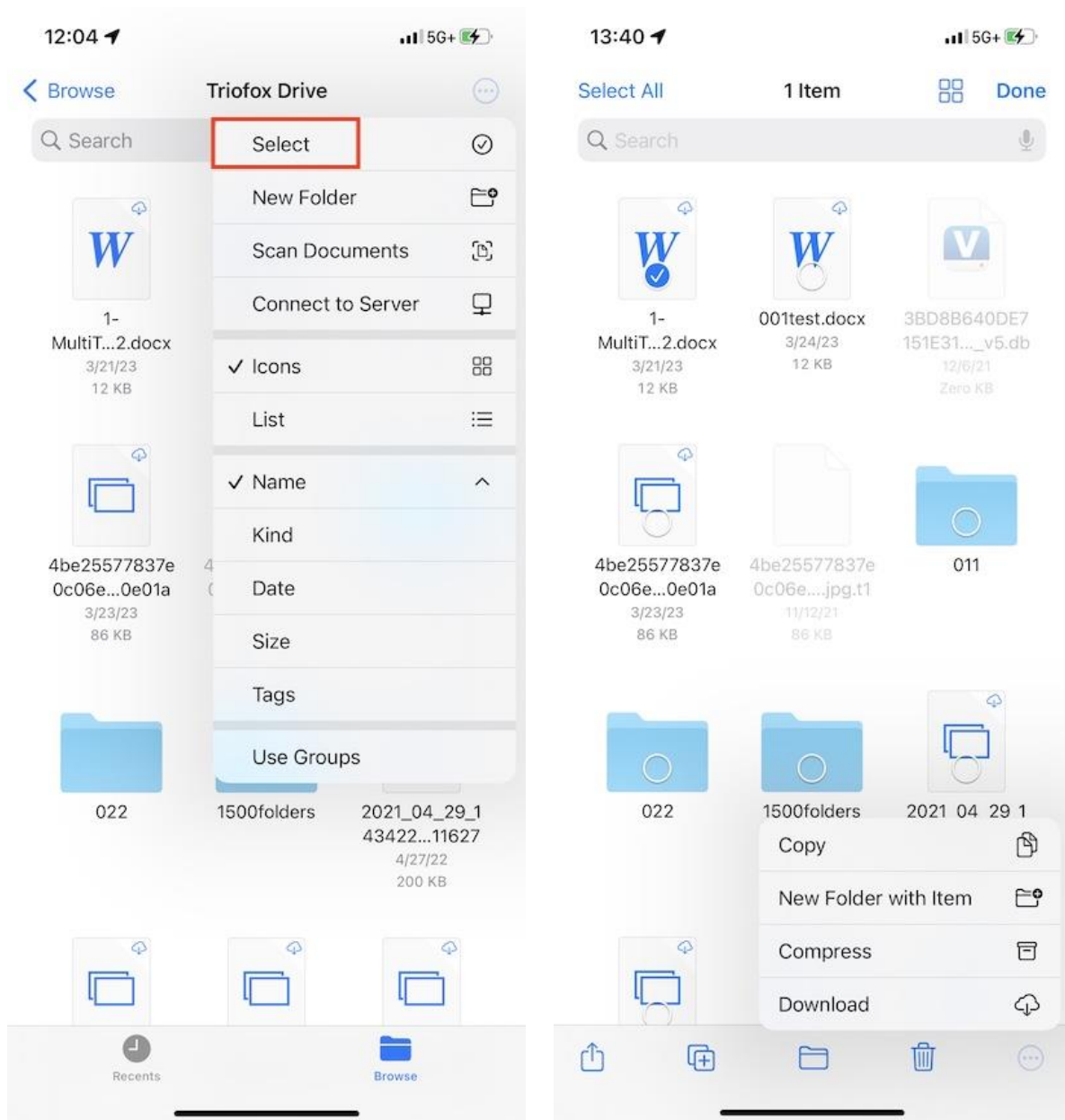
Long press on a folder or file to see the operations menu for the specific item.



Long press on an empty space to paste a file, create new folder, initiate scanning document or get folder info.

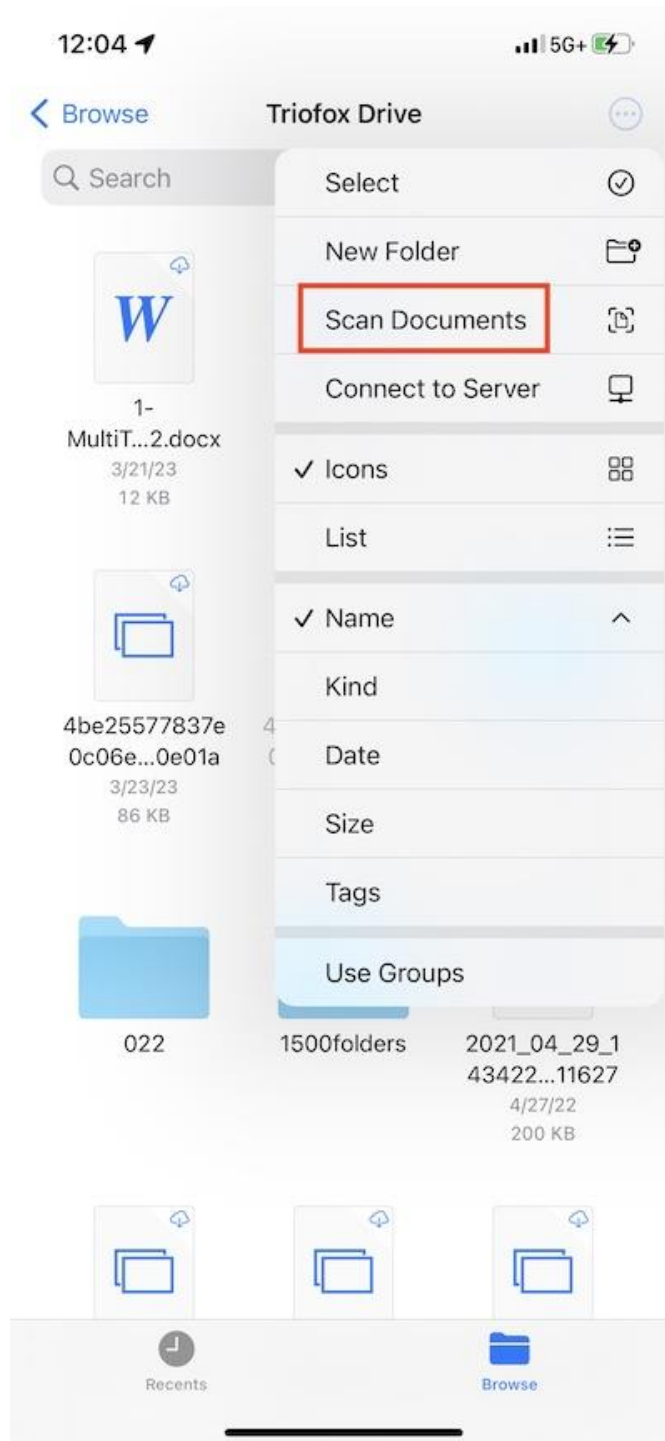


Touch the **3-dot** button at the top right and tap on **Select**. Then can select multiple folders and files and operate them with the icons in the bottom toolbar.



Scan Document

Start scanning a document by pressing the **3-dot** button at the top right and selecting **Scan Documents**.



A photo capture view will appear, a photo will be taken automatically when a document is detected in the image. Touch **Save** to upload the scanned document to Triofox Drive.



Then, a new file named **Scanned Document** will appear and it will be uploaded to Triofox Drive.

