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Getting Started with Soonr

A Quick Start Guide for New Users

Soonr Inc.

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Table of Contents

- 1 How Soonr Workplace Works 3
 - 1.1 Soonr Online 3
 - 1.2 Soonr Workplace Desktop Agent 4
 - 1.3 Soonr Workplace Mobile App 4
- 2 Initial Service Activation 5
- 3 Login With Existing Password..... 6
 - 3.1 Begin Desktop Agent Installation 7
- 4 Download the Desktop Agent Installation File..... 9
- 5 Exploring Soonr Workplace - The Blue Folder..... 12
 - 5.1 Creating Projects 12
 - 5.2 Viewing Your Projects at Soonr Online..... 13
- 6 Initial Configuration..... 14
 - 6.1 Desktop Agent Control Panel 15
 - 6.2 Settings Panel 16
 - 6.2.1 Project Sync Configuration 16
 - 6.2.2 Backup Configuration 18
 - 6.2.3 Network Configuration 20
- 7 Viewing Desktop Agent Progress 22
- 8 Android Installation and Login 24
 - 8.1 Android Project View..... 26
- 9 iOS Installation and Login 27
 - 9.1 iOS Project View 29
- 10 Support..... 29

1 How Soonr Workplace Works

Soonr Workplace has three main components that you'll learn about and become familiar with; Soonr Online, the Soonr Workplace desktop agent, and the Soonr Workplace mobile app. These three components of Soonr work together to ensure that you and your team can securely share and collaborate on projects and files at anytime, anywhere.



1.1 Soonr Online

Soonr Online is a web-browser accessible service that performs centralized functions on behalf of you and your team. Soonr's service is built upon a dedicated and secure infrastructure with the following attributes;

- Dedicated, HIPPA-compliant, secure, geo-redundant, geographically-dispersed facilities
- Long term data repository; redundant and RAID6-resilient file storage per facility
- Centralized synchronization & control for all user accounts
- Provides for both Agent-based and Web-based access

Soonr Online provides access to shared user content. Mechanisms for account management, access control, and collaboration are also provided, as listed below;

- Easy access to Projects, Folders, and Files
- Online web-based viewing of over 50 file types from all major browsers
- Rendering of files for viewing on various targeted mobile device apps
- Team creation and management
- Sharing and access control

- Maintenance of team comments for Projects, Folders, and Files
- File integrity in a multi-user team environment
- Retention of old and deleted files for up to 180 days
- Executes restore, send, print, fax and other actions
- Enterprise Active Directory integration
- Enterprise-grade reporting; Collects and maintains details of access history
- Enterprise "Super Admin" access level

1.2 Soonr Workplace Desktop Agent

Soonr Workplace desktop agent, designed for Windows and Mac computers, is a native application that syncs all of your Soonr Projects, Folders, and Files from Soonr Online into a single blue folder, called the Soonr Workplace folder on the Windows or Mac computer. The application also provides a control panel that allows you to view and modify a variety of settings that determine various operational behaviors. Soonr Workplace performs the following functions;

- Establishes and maintains an encrypted SSL connection to Soonr Online
- Sync Projects, Folders, and Files between Soonr Online and the local Soonr Workplace blue folder (Including automatic background uploading and downloading upon file modification)
- Pop-up notification of comments and change events initiated by team members
- Provides a control panel for adjusting operational parameters of the service
- Quick launch of Soonr Online features, such as public links, commenting, and versioning
- Optional file-locking, which is propagated to other team members
- Supports Windows and Mac platforms

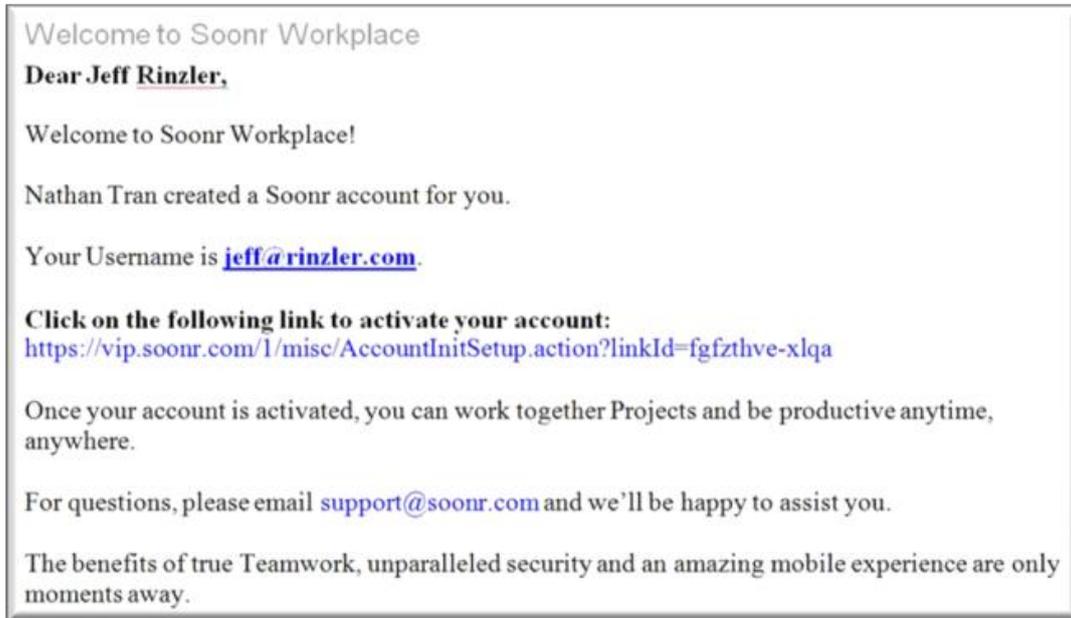
1.3 Soonr Workplace Mobile App

The Soonr Workplace Mobile App is a lightweight application that provides similar functions to the desktop agent, but also supports some features of Soonr Online. Its purpose is to provide mobile access to all Projects, Folders, and Files, as well as to the collaboration tools supported by Soonr Online. Furthermore, the mobile app is designed to support in-application viewing and annotation of over 50 different file types, without any need for complementary 3rd party applications. On some mobile platforms, such as iOS, the Soonr Workplace mobile app also supports native editing of Microsoft Office file formats, thereby maximizing mobile productivity and minimizing dependence on 3rd party applications. The Soonr Workplace mobile app performs the following functions;

- Establishes and maintains an encrypted SSL connection to the Soonr service
- Selective synchronization of files ("favorites") between Soonr Online and the mobile app's Soonr Workplace blue folder (Includes uploading and downloading upon file modification)
- Access to Soonr Online features, such as public links ,commenting, and search
- Content viewing and annotation for over 50 file types
- Local video play-back
- Content creation and editing for Microsoft Office file types
- Access to print, fax, and e-mail
- Supports iOS, Android, Blackberry, and Windows Phone mobile platforms

2 Initial Service Activation

Upon creation of your account by your Team Admin, you will receive a welcome e-mail that provides you with your Username (usually your e-mail address) and a link to activate your new account. See the image below for an example. (However, if you already have a Username and Password, you should skip now to Section 3.)



Simply click on the indicated link and your browser will be redirected to an activation page, as depicted below. The activation page provides you an opportunity to choose an initial Password.


Welcome to Soonr Workplace

Now you can enjoy the magic of Soonr. Safely access and share information with your Team.

Hi Ann,

Thank you for joining Soonr. An account has been setup for you in the Rinzler Project Team.
To complete your account setup, please enter your full name and create a new password.

Full name

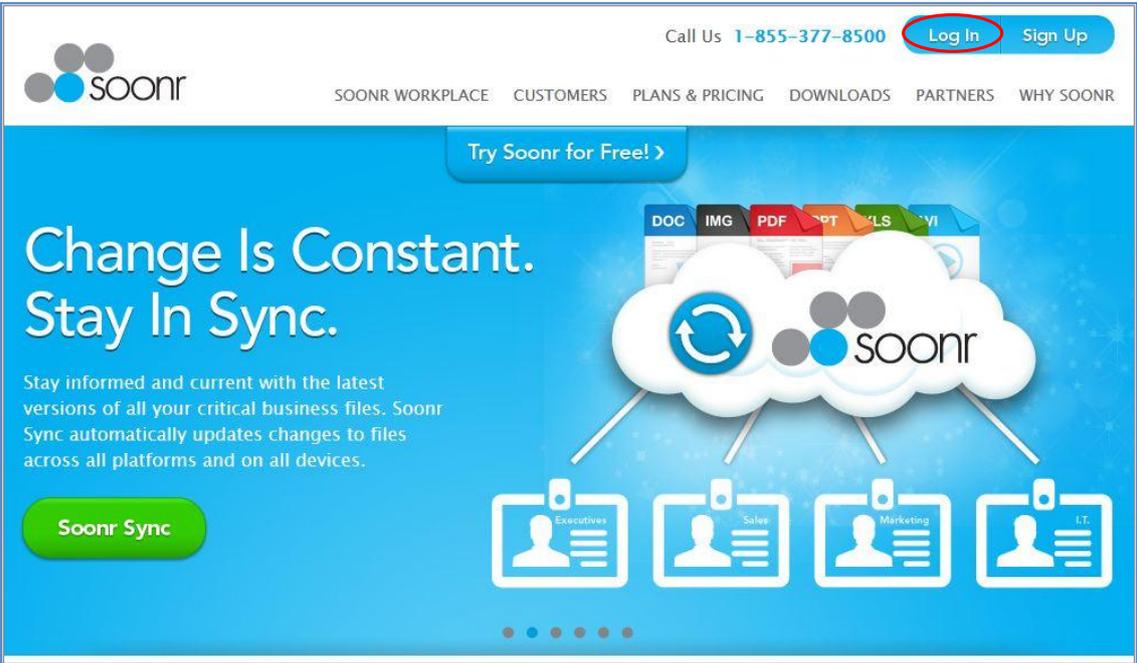
New password

Re-enter new password

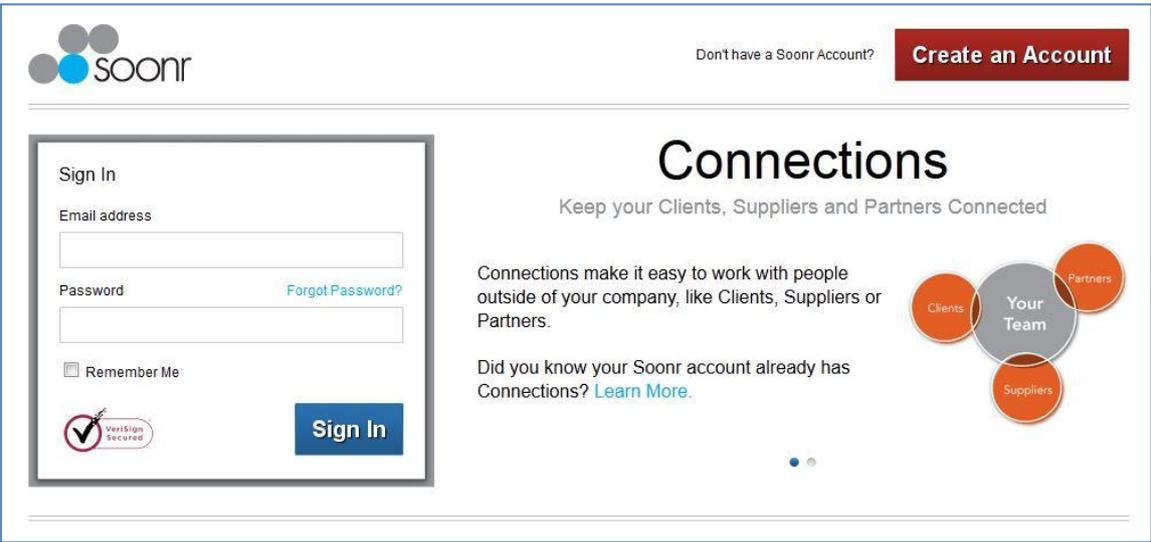
Simply enter a password for your account, and then click on "**Activate Account**". At this point, you'll be re-directed to the automatic agent download page shown in Section 4. Skip Section 3 and move on to Section 4 now.

3 Login With Existing Password

At any time after your account has been activated, you can log into Soonr Online by going to www.soonr.com and clicking on the **Log In** button on the upper right corner. This assumes that you have already received and followed your activation link, or that your Admin has provided you with a Username and Password directly.



After clicking on the **Log In** button, you'll be redirected to the appropriate login page, as shown below. Here, you should enter the Password that you've chosen during activation, or that you've been given by your Team Admin.



In the figure above, notice also that there is a "**Forgot Password**" link located within the sign-in block. If you've forgotten your Password, simply enter your e-mail address and click on **Forgot Password**. You'll then receive an e-mail with a link that will allow you to enter a new Password.

3.1 Begin Desktop Agent Installation

After a successful log-in, you'll land on the Dashboard page of Soonr Online, depicted below. You can also see the Projects tab, the Computers tab, and the Team tab. You'll learn more about the Dashboard page, these other tabs, and the rest of the Soonr Online service by reading other publications. However, a brief description is provided here;

Dashboard tab - Allows you to view summary account info, status, and files that you've marked as favorites. Also allows you to view recent changes made by users with whom you share Projects.

Projects tab - Allows you to view, navigate, share, and otherwise manage your shared Projects.

Computers tab - Allows you to view the status of computers that you've installed the desktop agent onto, and allows you to view the backup and sync status. Also allows you to disable the computers.

Team tab - Allows you to view Team Member and Connection profiles, and allows you to view the recent activities of those users with respect to the Projects that you're sharing with them.

For now, the focus should be on installing the Soonr Workplace Desktop Agent on your computer. This will provide the basis for automatic file synchronization, sharing, and collaboration.

From the Dashboard page depicted below, click on the button entitled "**Install Soonr on this Computer**". This will bring you to the web page that will guide you through the installation of the Soonr Workplace Desktop Agent.

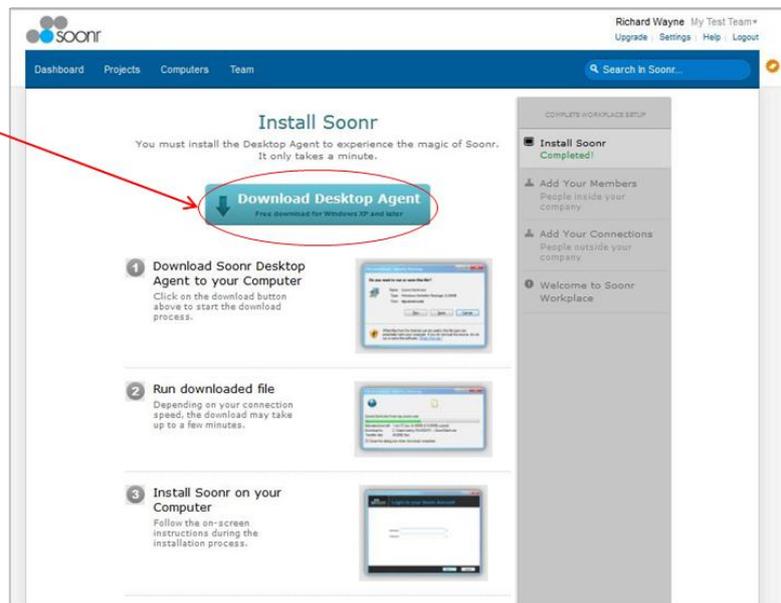
The screenshot shows the Soonr Online Dashboard for user Richard Wayne. The dashboard includes a navigation bar with tabs for Dashboard, Projects, Computers, and Team. A search bar is located in the top right. The main content area is divided into several sections: Favorites, Account Information, Computers, and Projects. The Account Information section displays user details and a storage status pie chart. The Computers section shows a computer named URANIUM with backup and sync status. The Projects section shows a project named Personal Documents. A red circle highlights the "Install Soonr on this Computer" button in the Computers section. Two text boxes with arrows point to this button: one says "Also download to any computer from this link" and the other says "Download to this computer".

11

Note that you can also log in to Soonr Online from any other computer that you have access to, and you can install the Soonr Workplace Desktop Agent on that computer as well. Having the desktop agent installed on multiple computers will allow you to maintain folder and file synchronization between all of them, thus ensuring that your files are accessible from any of those platforms.

Upon clicking on "**Install Soonr on this Computer**" in the above image, you'll be directed to the download page shown below. From there, simply click on "**Download Desktop Agent**". This will begin the file download process, and it will prompt you to save the file locally on your computer.

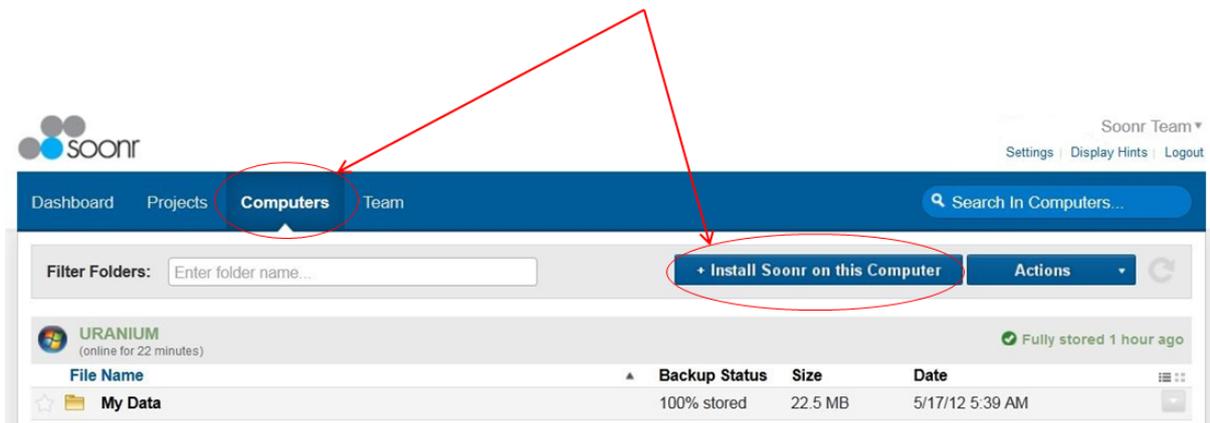
Download the agent on any of your computers



12

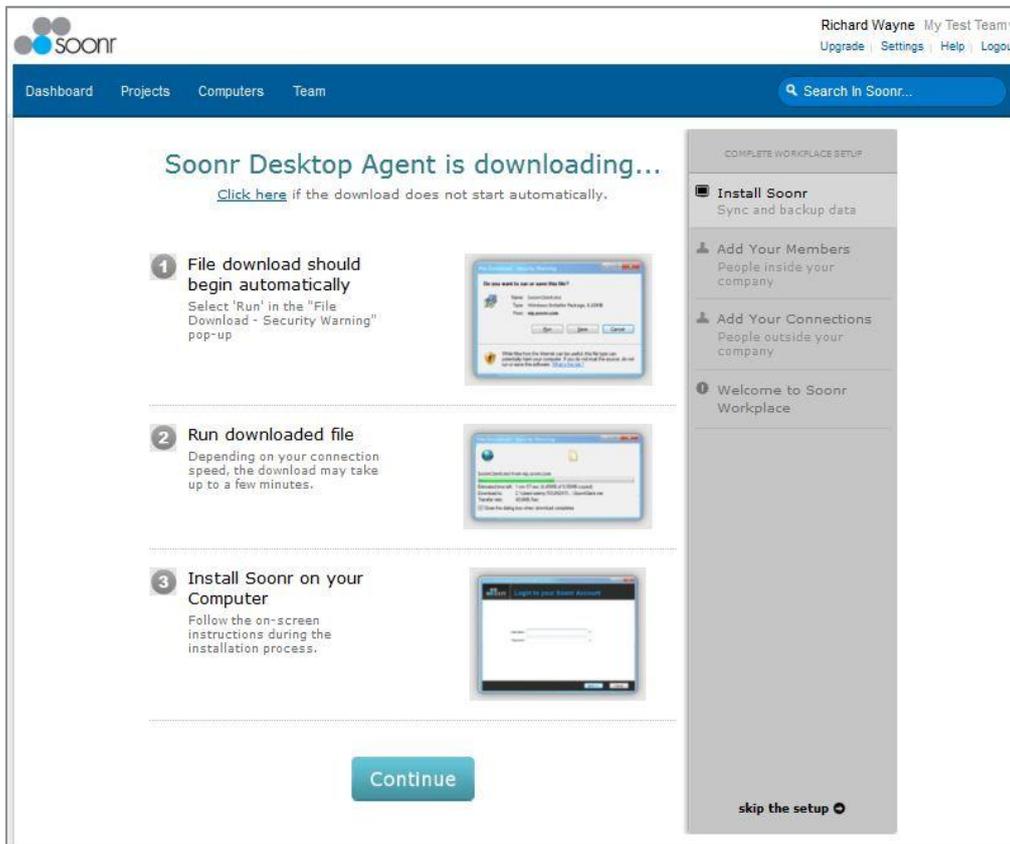
In the event that you return to Sooner Online later, from a different computer, and you wish to download the desktop agent onto that computer also, you can access this same feature as shown below. Simply click on the **Computers** tab, and then click on the "**Install Soonr on this Computer**" button. This will again bring you to the download page shown above.

In any case, once you've clicked on the "**Download Desktop Agent**" button in the image shown above, the file download will be initiated immediately. From here, go on to Section 4.

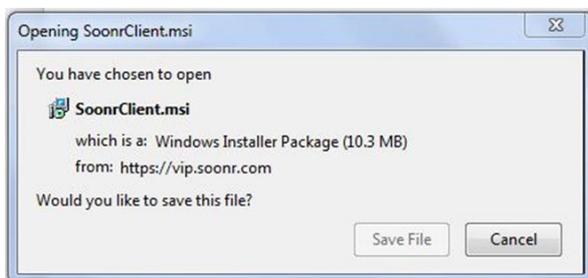


4 Download the Desktop Agent Installation File

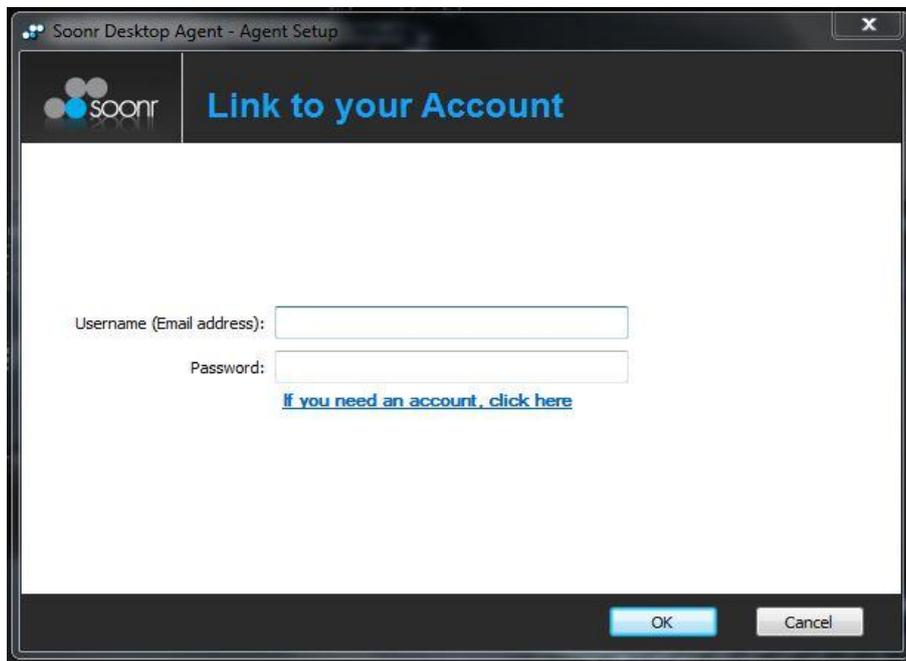
As the desktop agent file download begins, you'll see the web page shown below. This page provides you with general instructions on installing the desktop agent onto your computer.



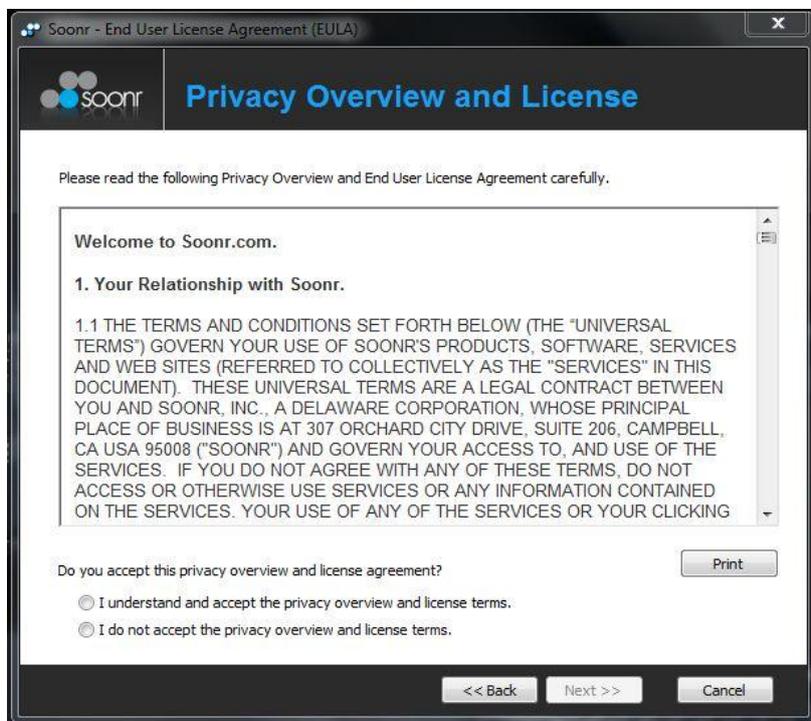
As depicted below, you'll be prompted to save the installation file locally on your computer. Save the file, and then execute it to begin installation. (The desktop agent is available for both Windows and MACs. The Soonr website will detect your computer type, and the correct file will be downloaded to your machine.) After you execute the installation file, you'll be prompted to provide permission for system changes to be made. Always acknowledge your permission so that the agent can properly install and configure itself.



During the installation process, as shown below, you'll be prompted to provide your Username and Password so that the desktop agent can associate itself with your Soonr account. Enter your Username and Password, and then click "OK".



You will also be prompted to read and accept the Privacy Overview and End-User License Agreement (EULA), as depicted below. You'll need to accept the terms of the agreement to continue. You can also print the agreement for later reference.

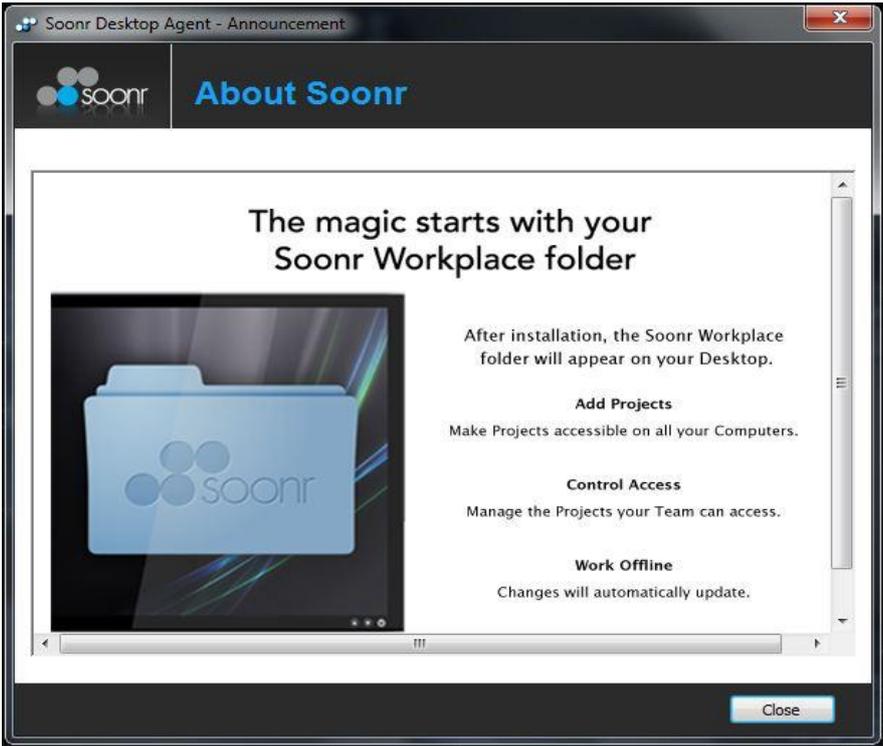


On Windows installations, there will be additional warnings related to Windows User Account Control. Modification of system settings is a normal part of any application installation. You'll need

to accept these warnings and allow system changes to be made in order for the desktop agent to be properly installed.



As soon as installation is complete, you'll be presented with the screen shown below. As indicated, the magic starts with your Soonr Workplace folder, which will be explained in Section 5. For now, simply take note of the fact that you can add Projects to your Soonr Workplace, and that you can control who has access to these Projects. Projects are top-level folder structures that can be synchronized between platforms and shared between Team Members. Projects form the basis for sharing and collaboration, as you'll learn about in other Soonr publications.



5 Exploring Soonr Workplace - The Blue Folder

After installing the Soonr Workplace Desktop Agent on your computer, you'll find that a shortcut to the local Soonr Workplace folder has been placed on your desktop. This is a link to a locally-installed folder on your local hard drive - it is not a link to the online service. The Soonr Workplace blue folder, pictured below, is a recognizable icon that you'll become familiar with as you work with, and share, your Projects and files. The Soonr Workplace Desktop Agent will operate quietly and efficiently, in the background, to ensure that the local Soonr Workplace folder is always synced with Soonr Online.

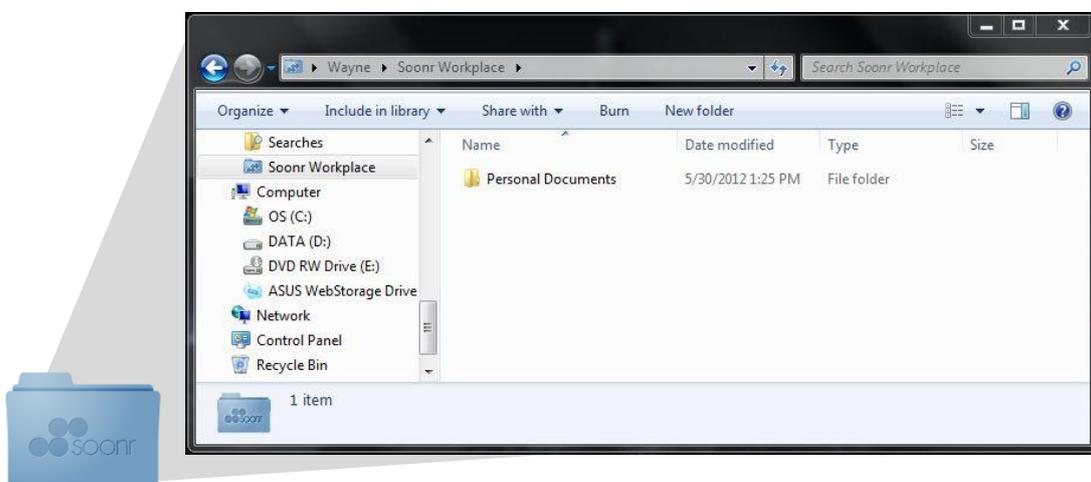


If you also install the Soonr Workplace Mobile App on your mobile devices, as described in Sections 8 and 9, then you'll find this familiar blue folder on your mobile devices too, indicating that the same Projects and files are accessible across all of your platforms.

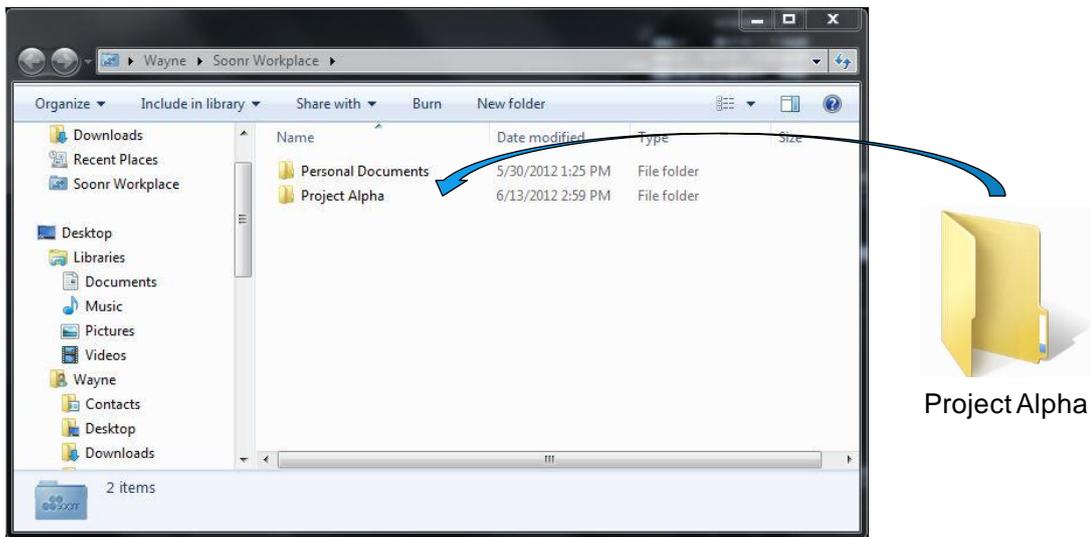
With the Soonr Workplace blue folder, your files are accessible from any device that you choose. But furthermore, any Projects that are shared by others can be automatically synchronized to your own Soonr Workplace folder also! Your Soonr Workplace folder therefore becomes a Team repository that serves as a focal point of collaboration.

5.1 Creating Projects

If you open the Soonr Workplace folder, as depicted in the image below, you'll see that a default Project has been created for you, entitled **Personal Documents**. If you add files to this Project, they'll be automatically synced up to the cloud, and back down to any of your other personal computers that have a Soonr Workplace Desktop Agent installed. However, they won't be shared with *anyone else* unless you take specific action to share them!



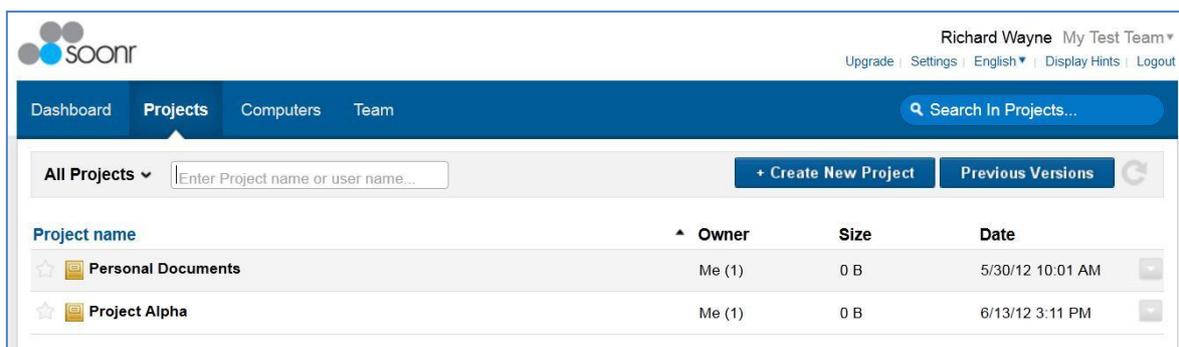
To create a new Project, simply create a new folder inside your Soonr Workplace folder, or drag-and-drop an existing folder into Soonr Workplace, as demonstrated below.



In the example above, a new Project called **Project Alpha** is created by locally dragging the folder into Soonr Workplace. At that point, you need not take any further action to ensure synchronization to Soonr Online - it will always happen automatically for any new folders or files that you insert into Soonr Workplace.

5.2 Viewing Your Projects at Soonr Online

Now that you've created a new Project locally from your own desktop computer, you can visit Soonr Online and view it. As described in Section 3, simply visit www.soonr.com, follow the **Log In** link, and enter your Username (usually your e-mail address) and Password. After landing on the **Dashboard** page, simple click on the **Projects** tab, as shown in the image below.



After clicking on the **Projects** tab, you'll be presented with a top-level view of all of your current Projects. This online view will show you all of the Projects that you've created (including the default Personal Documents project that was created for you), as well as any Projects that others have shared with you. Continuing the **Project Alpha** example, you can see here that the newly created **Project Alpha** project has already been synchronized up to the Soonr Online cloud!

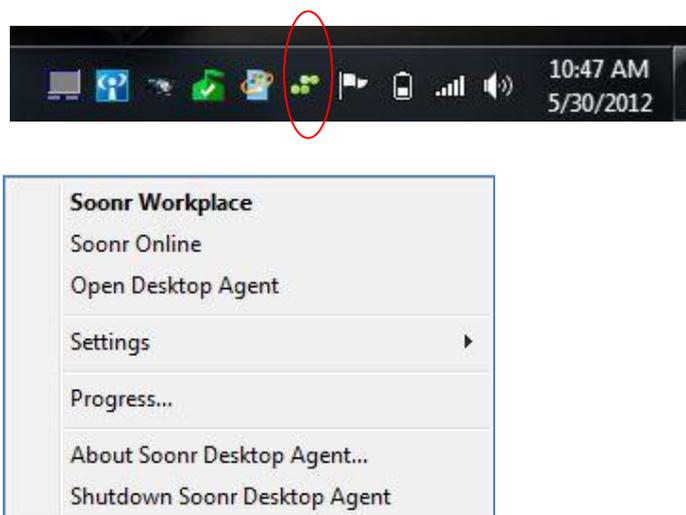
You might have noticed that you can create a new Project from Soonr Online also. Simply click on the "**Create New Project**" button in the above image, and you'll be guided through the necessary steps. At that point, your new Project would be synchronized to your desktop computer.

6 Initial Configuration

After you've completed the installation of the Soonr Workplace Desktop Agent, as described in Section 4, you should familiarize yourself with the various features of the Desktop Agent *Control Panel*. The Control Panel allows you to modify various configuration settings that affect operational behaviors, and also allows you to review status information regarding the current state of your Soonr Workplace Desktop Agent. *The default configuration is tuned to the most popular settings, so there is no specific need for you to make any changes.* However, understanding the various settings and how they affect operation will allow you to customize the behavior to suit your own preferences.

In order to launch the Control Panel, locate the Soonr icon in the system tray or menu bar of your desktop computer (Windows or MAC), as shown in the image below. Single-click on the Soonr icon and you'll see a pop-up menu pad appear, as shown below. ¹

Soonr icon in system tray



A brief description of these menu pad options is provided here;

Soonr Workplace - This option will open the local Soonr Workplace folder depicted in Section 5.1.

Soonr Online - This option will launch your web browser and bring you to the Dashboard page of Soonr Online. You can see an example of the Dashboard page in Section 3.1.

Open Desktop Agent - This option will launch the Control Panel, which allows the user to access configuration settings and status indicators for the Soonr Workplace Desktop Agent.

Settings - This option is a shortcut into the Settings tab within the Control Panel.

Progress... - This option is a shortcut into the Progress tab within the Control Panel.

About Soonr Desktop Agent... - This option launches an "about" dialog box, which provides information about the specific version of the Soonr Workplace Desktop Agent that you have.

Shutdown Soonr Desktop Agent - This option shuts down the Soonr Workplace Desktop Agent. Unless instructed to do so by technical support personnel, there is ordinarily no reason that you

¹ On Windows, *double-clicking* the Soonr icon will launch your local Soonr Workplace folder.

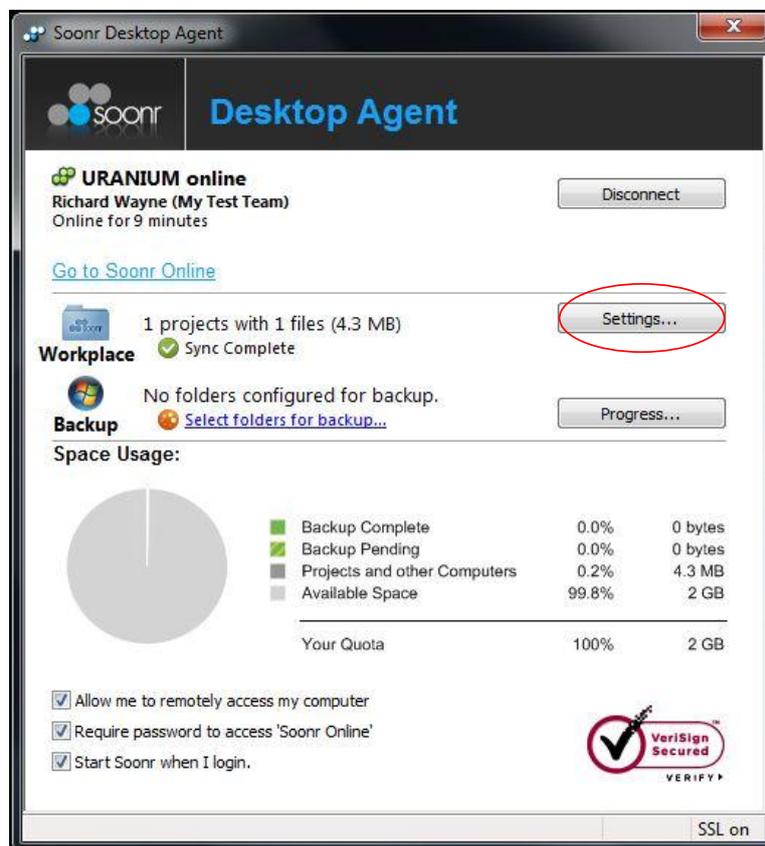
would need to use this menu option. If you do shut down the desktop agent, realize that no background synchronization of Projects can occur, and no file backup will occur, until you re-boot your computer.

6.1 Desktop Agent Control Panel

In order to launch the Control Panel, choose the "**Open Desktop Agent**" option from the pop-up menu pad shown in the previous image above. Upon doing so, you'll see the Control Panel appear, as provided in the image below.

The Control Panel generally provides the ability to perform the following actions;

- Disconnect and reconnect the desktop agent from Soonr Online
- Control Project synchronization
- Configure and manage backup
- View and adjust other settings
- View progress for backup and synchronization activities



The **Disconnect** button will cause the Sooner Workplace Desktop Agent to disconnect from the Sooner Online service, although the desktop agent will continue to run without a connection. (This does not shut down the desktop agent, but merely disconnects it.) While disconnected, of course, no backup or synchronization activity can occur. To reconnect the desktop agent, simply toggle the same **Disconnect** button again.

You'll notice that there are also three check-box settings on the lower left corner of the Control Panel. These check-box options are explained here;

- ❑ **Allow me to remotely access my computer** - This option will allow you to remotely access the entire file system on your computer from Soonr Online. This option is available from Soonr Online if your remote computer is also connected online. This auxiliary feature is quite independent of the core Soonr focus of file sharing and collaboration.

- ❑ **Require password to access 'Soonr Online'** - There are several shortcut options to launch the web-based Soonr Online user interface from within the Soonr Workplace Desktop Agent. If this check-box option is checked, then any launch of Soonr Online from the desktop agent will require password authentication. Otherwise, Soonr Online can be launched without any additional password verification. (Security is nevertheless ensured, however, because each agent contains a Verisign certificate to be used for user authentication and encryption.)

- ❑ **Start Soonr when I login** - This option will ensure that the Soonr Workplace Desktop Agent will always start when you boot up your computer and log in. If this check-box is not checked, then the desktop agent cannot ensure synchronization of your Project files.

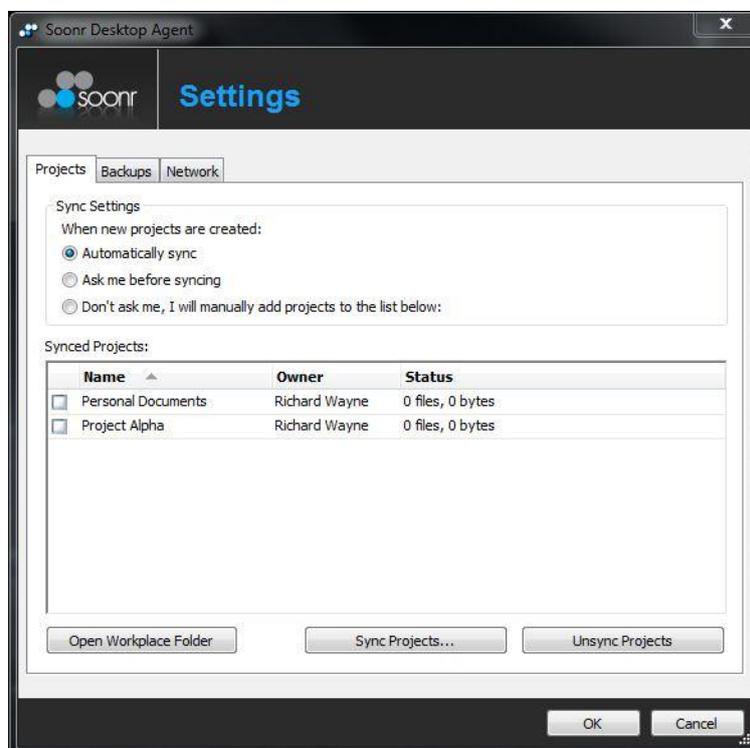
Select the **Settings** button indicated in the image above, and then move on to Section 6.2.

6.2 Settings Panel

After clicking on the **Settings** button on the Control Panel shown in Section 6.1, you'll be presented with the Settings panel shown below. The Settings panel contains three tabs; Projects, Backups, and Network. The next few subsections will address each of these.

6.2.1 Project Sync Configuration

When you first open the Settings panel, you'll see the Projects tab, as presented in the image below. This is the default view in the Settings panel, although you can navigate freely between tabs.



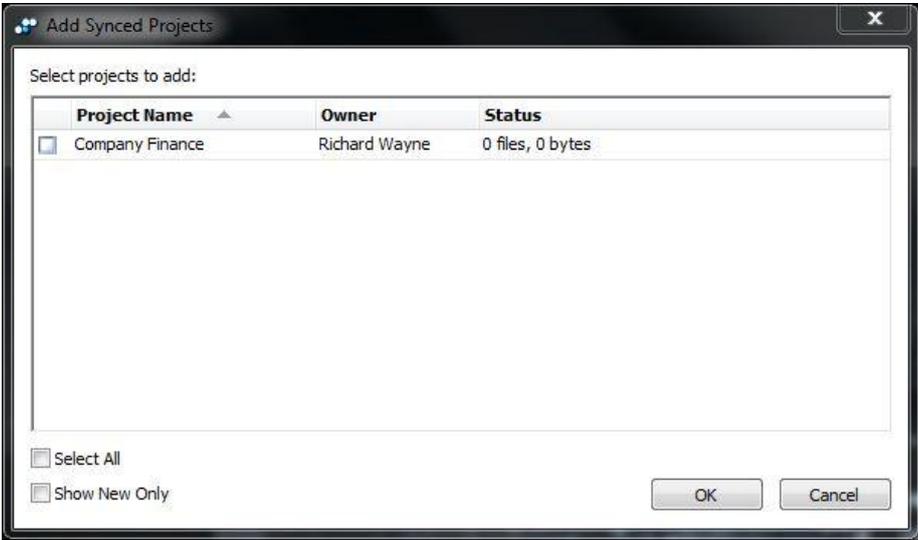
The Projects tab shows the Projects for which synchronization is currently being maintained. These are listed under the heading "**Synced Projects**". When Projects are listed here, the Soonr Workplace

Desktop Agent works to ensure that the local Soonr Workplace folder maintains identical copies of these Projects, as they exist at Soonr Online. If a Project is not listed here, it might still exist at Soonr Online, however it could be that the user has specifically chosen not to synchronize the Project locally. Continue reading for more details.

You'll notice that there is also a group of radio buttons under the heading "**Sync Settings**". This configuration option allows you to choose the synchronization mode. The synchronization mode determines how the Soonr Workplace Desktop Agent decides which Projects to sync locally to the Soonr Workplace folder, and when to sync them. The three different options are described here;

- **Automatically sync** - This option will ensure that new Projects which are specifically shared with you from Soonr Online are automatically synchronized to your local Soonr Workplace folder, without any manual action by you. Such Projects could be either Projects that you create yourself at Soonr Online, or Projects that other users share with you from Soonr Online.
- **Ask me before syncing** - This option will ensure that you are notified when new Projects are available for local synchronization, but will not automatically synchronize them to your local Soonr Workplace folder. Your explicit approval will be necessary before such Projects will be locally synchronized. Such Projects could be either Projects that you create yourself at Soonr Online, or Projects that other users share with you from Soonr Online.
- **Don't ask me, I will manually add projects to the list below** - This option will neither notify you when new Projects are available for local synchronization, nor synchronize them to your local Soonr Workplace folder. It will be up to you to specifically look for new Projects and selectively choose the ones that you'd like to synchronize to your local Soonr Workplace folder. Such Projects could be either Projects that you create yourself at Soonr Online, or Projects that other users share with you from Soonr Online.

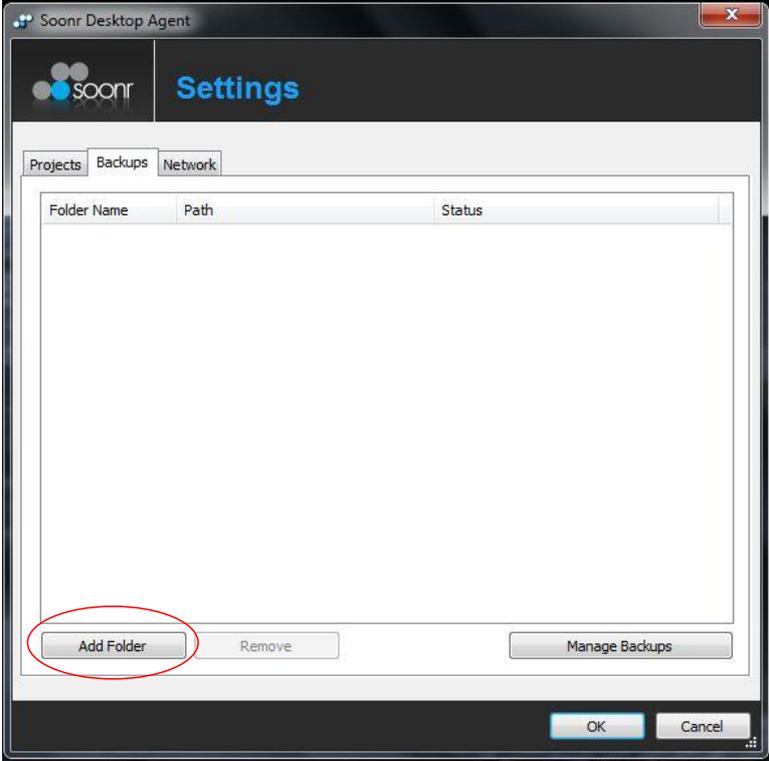
In the event that you choose either of the last two settings, there might be circumstances where Projects available at Soonr Online are not locally synchronized. To view those Projects, simply click on the "**Sync Projects...**" button at the bottom center of the Settings panel shown above. This will open the panel shown below, which provides a list of the available Projects that you can add to your synchronization list. In the example below, you can see that the **Company Finance** project is available for synchronization. To add the Project to your synchronization list, simply select the checkbox next to the Project name, then click "**OK**".



You also have the ability to *unsynchronize* Projects from your local Soonr Workplace folder. As shown in the Projects tab in the image at the beginning of Section 6.2.1, you can select individual Projects and then click on the "**Unsync Projects**" button. Although this will not delete the selected Project(s) from Soonr Online, it will delete them from your local Soonr Workplace folder. Furthermore, the selected Project(s) will no longer be synchronized locally, even if updates are made to the Project(s) by other users. In order to re-synchronize the Project(s) locally, click on the "**Sync Projects...**" button and follow the procedure described in the previous paragraph.

6.2.2 Backup Configuration

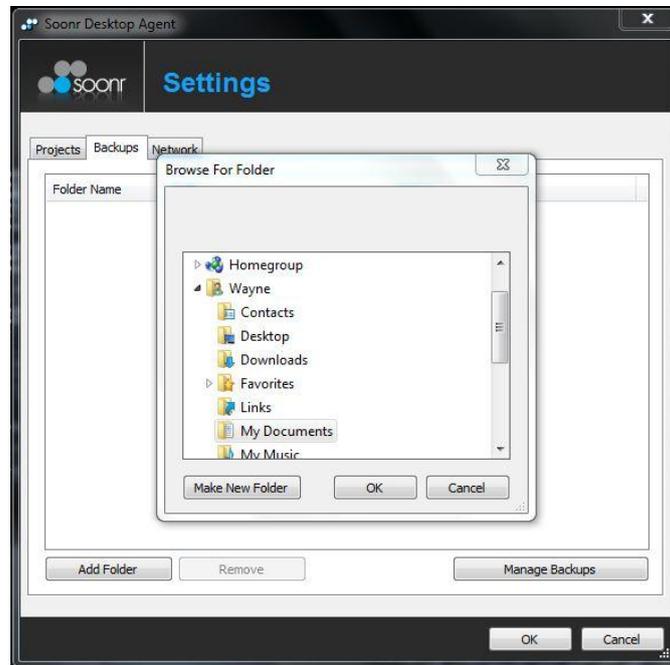
After clicking on the **Settings** button on the Control Panel shown in Section 6.1, you'll be presented with the Settings panel shown in Section 6.2.1. The Settings panel contains three tabs; Projects, Backups, and Network. When you first open the Settings panel, you'll see the Projects tab, which is the default view in the Settings panel. Click on the Backups tab, and then you'll see the panel shown below.



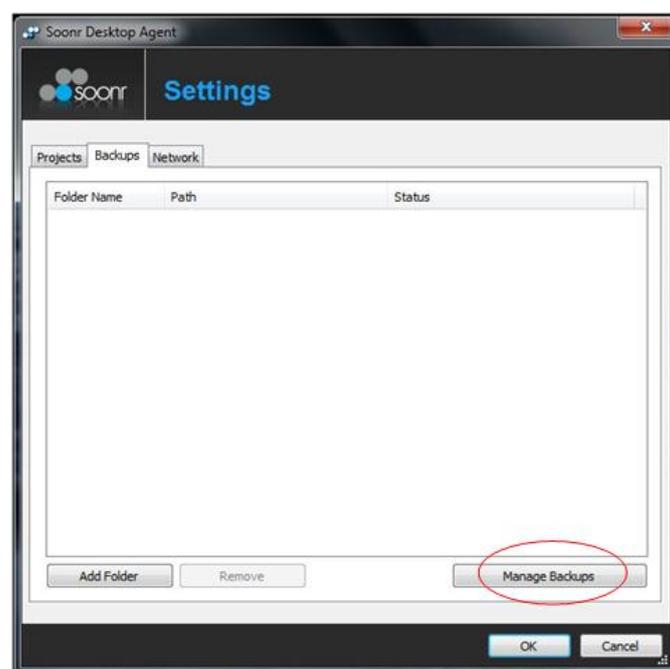
Backup is quite a different concept than Project synchronization. Although they share the similarity of ensuring that local files are stored securely at Soonr Online, the Backup feature is much more limited in scope. It is intended to provide the peace-of-mind of an automatic online storage utility. It does not allow for sharing between users, nor does it support synchronization of files to other computers. Project synchronization, on the other hand, is a richer paradigm that includes extensive cross-platform synchronization and Project-oriented sharing.

From the Backups tab, you'll see that, by default, no backup is configured. If you'd like to configure a Backup, click on the "**Add Folder**" button depicted above to add a local folder to the backup list.

A file navigator pop-up dialog will then appear, as shown below. This allows you to navigate to a folder and select it for backup. Select the folder that you'd like to backup, and click the **OK** button.² You can repeat this step as many times as you'd like, adding as many folders to your backup list as you'd like. You're limited by only the amount of storage quota that you have allocated to you.



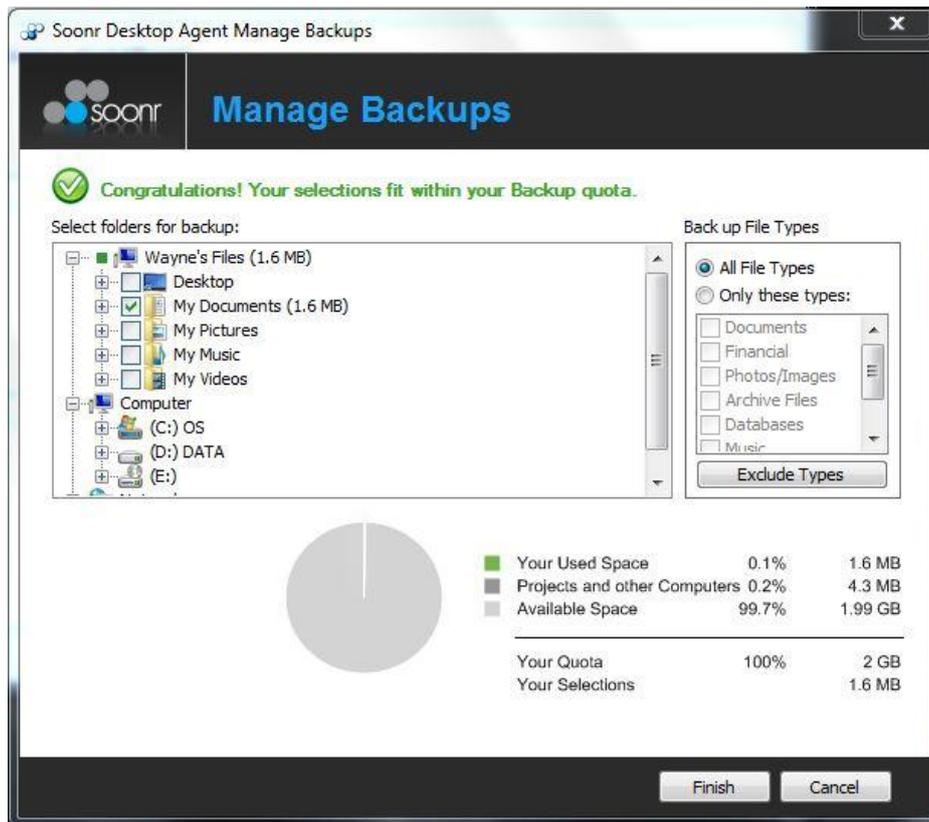
After you select your backup folders, the backup activity will begin automatically, and will execute in the background until it is complete. Even if you log-out of your computer and shut it down, the backup will automatically resume the next time you boot-up your computer. Furthermore, the backup activity will re-occur automatically over the course of time as you modify the files in your selected backup folders. There is never any need to re-initiate backup.



² Do not add the **Sooner Workplace** folder to your backup list. This is redundant, and will use excessive storage.

If you decide that you want to modify the list of your backup folders, you can do this at any time. From the Backups tab, click on the "**Manage Backups**" button, as shown in the image above. This will open the Manage Backups panel shown in the image below.

In the left folder navigation window, you can easily select or de-select folders for backup. You can expand or collapse folder structures, and you can select arbitrary portions of a folder structure. As indicated in the panel, you have significant control over the types of files that you'd like to either include or exclude. By default, all file types in the selected folders are included.

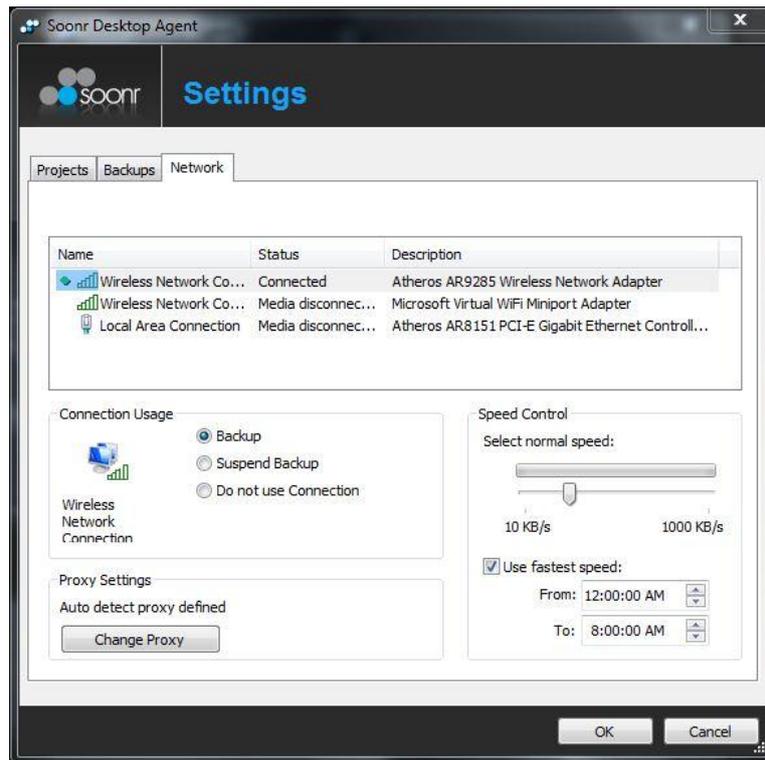


At the bottom of the Manage Backups panel, you can review your backup storage summary. The agent calculates storage needs based upon your backup selections, and informs you whether or not your selected folders fall within your allocated storage quota. When you've finished modifying your backup configuration, simply click on the "**Finish**" button.

6.2.3 Network Configuration

After clicking on the **Settings** button on the Control Panel shown in Section 6.1, you'll be presented with the Settings panel shown in Section 6.2.1. The Settings panel contains three tabs; Projects, Backups, and Network. When you first open the Settings panel, you'll see the Projects tab, which is the default view in the Settings panel. Click on the Network tab, and then you'll see the panel shown below.

The Network tab provides a list of the network connections that are available to the Sooner Workplace Desktop Agent, and it allows the user to adjust the usage of each connection. This might be useful, for example, to preclude the excessive use of shared wireless (WiFi) capacity, or to ensure that user demand is minimized during specific peak hours.



To modify the usage of any specific network connection, simply click once on the network name. The *Connection Usage* and *Speed Control* sub-panels will then display the current settings for that network connection. These controls can be adjusted as follows;

Connection Usage - If **Backup** is selected, then the connection will be used for both Backup and Synchronization. If **Suspend Backup** is selected, then the connection will be used for Synchronization only. If **Do not use Connection** is selected, then the connection will not be used by the Sooner Workplace Desktop Agent.

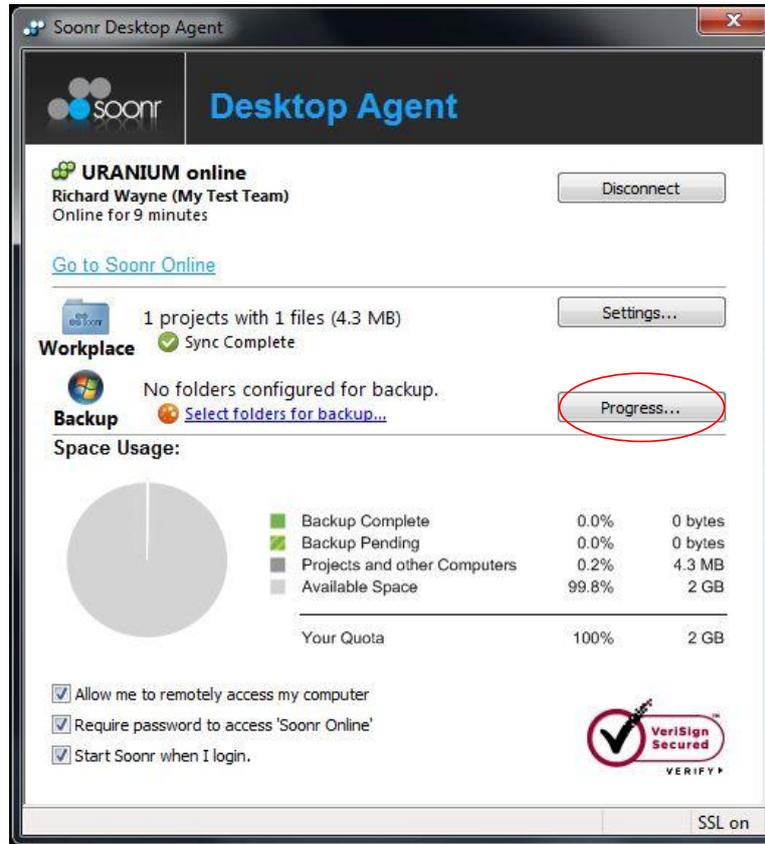
Speed Control - The speed bar can be adjusted to limit the upstream demand that the Sooner Workplace Desktop Agent will apply to the network connection. (This is in units of kilo-bytes per second, not kilo-bits per second.) Furthermore, an additional checkbox option is provided that will allow the use of the fastest speed during specified hours.

Proxy Settings - The Proxy Settings can be accessed by clicking on the **Change Proxy** button. This allows the user to change the outbound connection proxy setup. In general, unless instructed to do so by technical support personnel, this should remain set to the default value, **Auto detect proxy**.

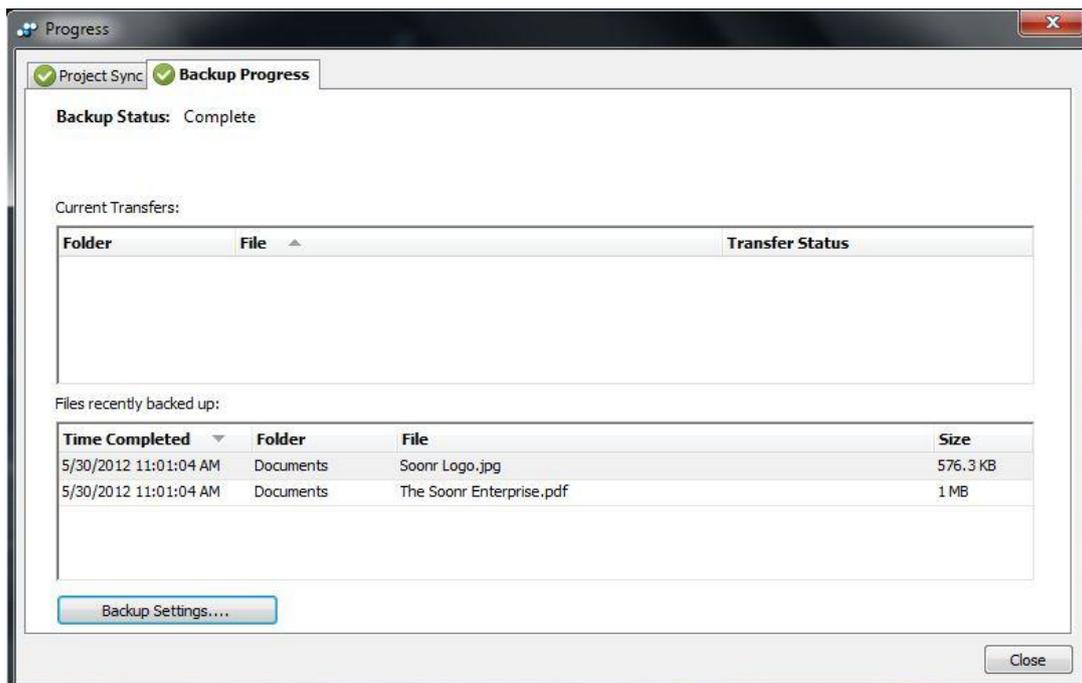
After making your selections, close the Settings panel.

7 Viewing Desktop Agent Progress

From the Control Panel that you opened in Section 6.1, select the **Progress** button, as shown below.



This will launch the Progress panel, as shown below. The Progress panel contains two tabs; *Project Sync* and *Backup Progress*.



Each of these tabs provides a snapshot of Soonr Workplace Desktop Agent progress. In each case, the top window will show the current (or pending) file transfer activity, and the bottom window will show the recently-completed file transfer activity.

The difference between the two tabs is that the Project Sync tab shows activities for only the synchronization functions, whereas the Backup Progress tab shows activities for backup only. However, in each case, these progress tabs can be useful if you'd like to confirm the ongoing synchronization or backup of a file that you have just recently modified. It is often useful to view progress in the event that you intend to shut down your computer immediately after modifying your files.

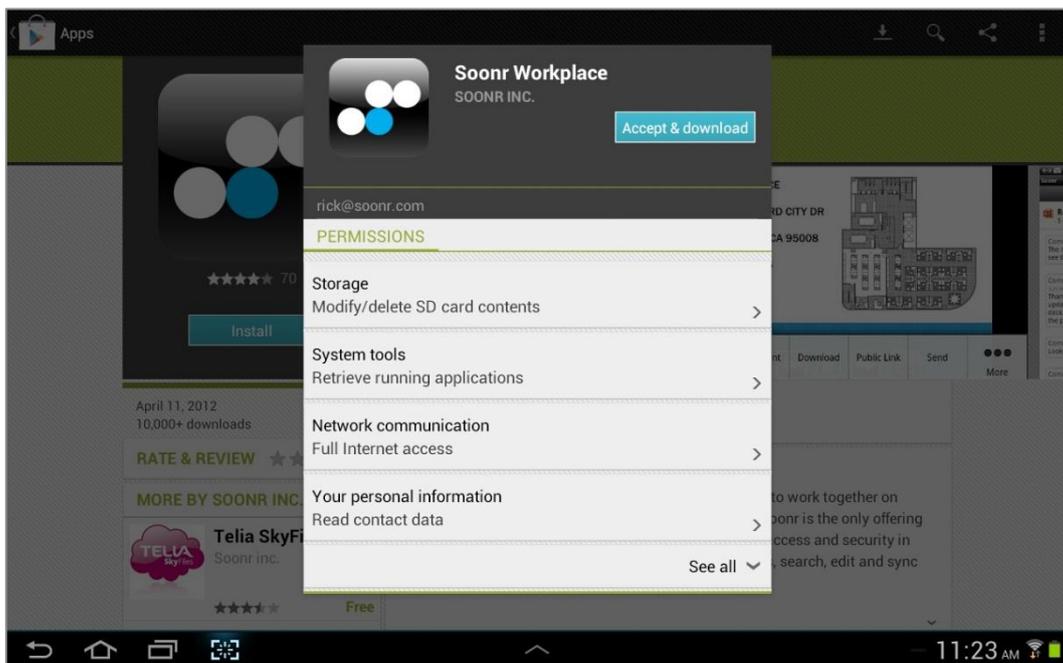
8 Android Installation and Login

Soonr is a recognized leader in providing mobile access to shared content. Soonr Workplace for Android is a mobile app that provides you with mobile access to your Soonr Workplace folder - the very same folder that is installed on your desktop computer. There is no additional charge for the Soonr Workplace mobile apps - they are available to any registered Soonr user.

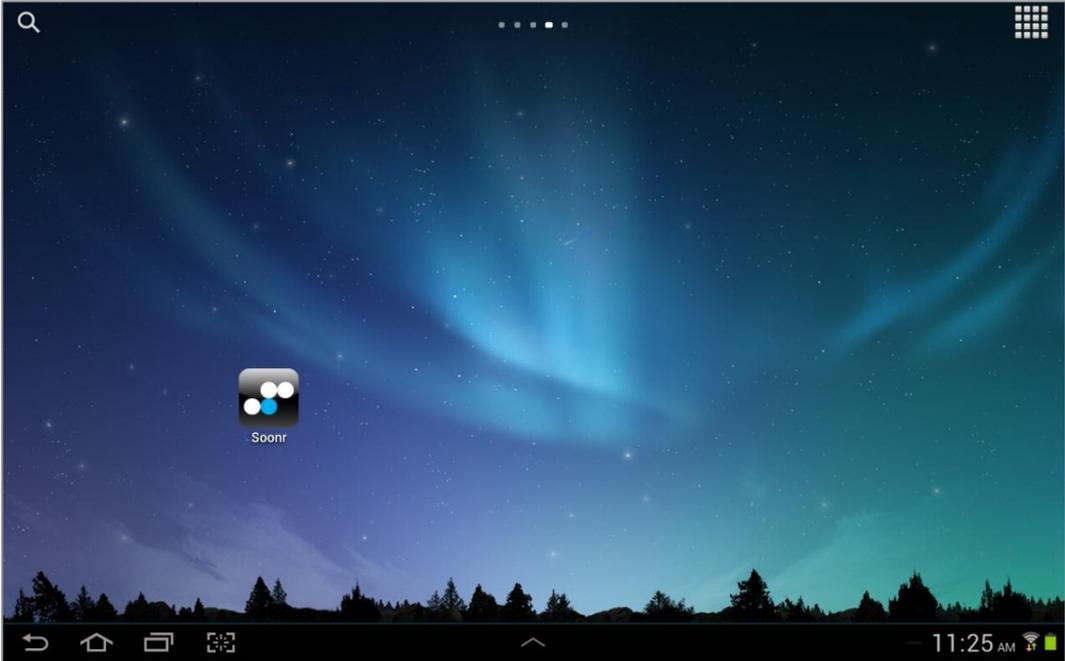
To download and install the Soonr Workplace for Android mobile app, go to the Google Play Store and search for "Soonr". When you find "Soonr Workplace", select it for download by touching the **Install** button, as depicted in the screen capture below.



Then accept the permissions and begin the download by touching "**Accept & download**".



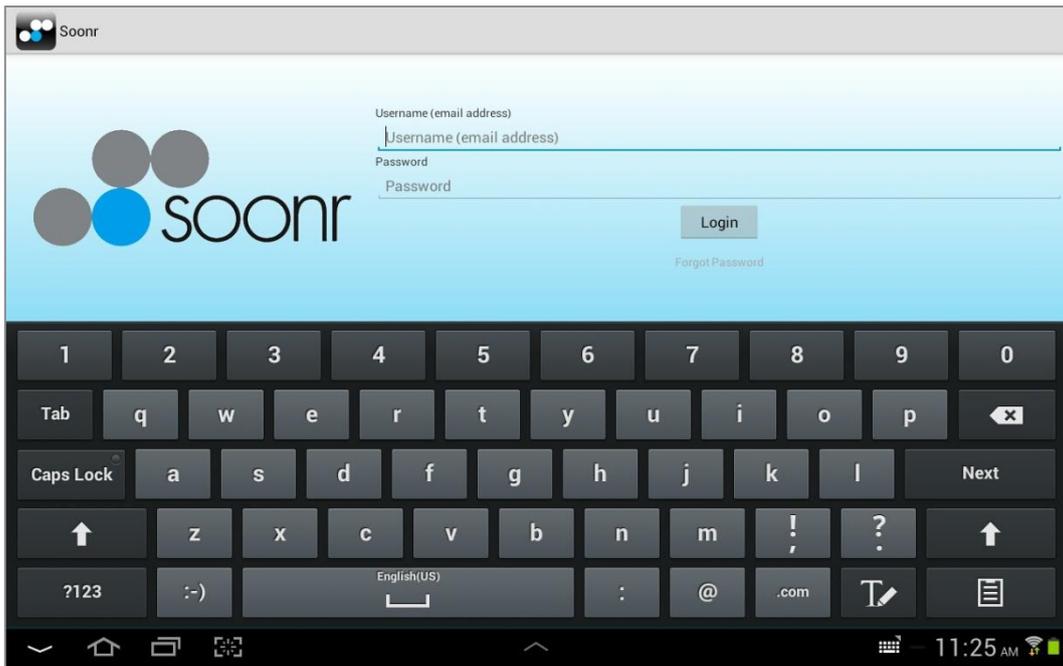
Follow the instructions to complete the installation. After installation, you'll see the Soonr Workplace app icon in your Applications screen, as shown in the image below. After installation is complete, invoke the application by touching the Soonr Workplace app icon once.



You'll then be brought to the main screen, as shown below. (Note that you also have a **Forgot Password** button, just in case you need it.) Touch the **Login** button to continue.



After touching the Login button, you'll be prompted for your Username and Password, as shown in the screen capture below. Use the same login credentials that you used when you installed your Soonr Workplace Desktop Agent, or when you logged-in to Soonr Online. Your login credentials work the same from everywhere. Once you log-in, you will remain logged-in until you specifically log-out.



8.1 Android Project View

After logging-in, you'll land on the Dashboard tab. Touch the Projects tab, as shown in the image below, and you'll see all of your Projects listed in the left panel. These are the same Projects that are visible and accessible from Sooner Online and from the Sooner Workplace folder that you installed on your desktop computer. Touch a Project to open it, navigate, and view your shared files.

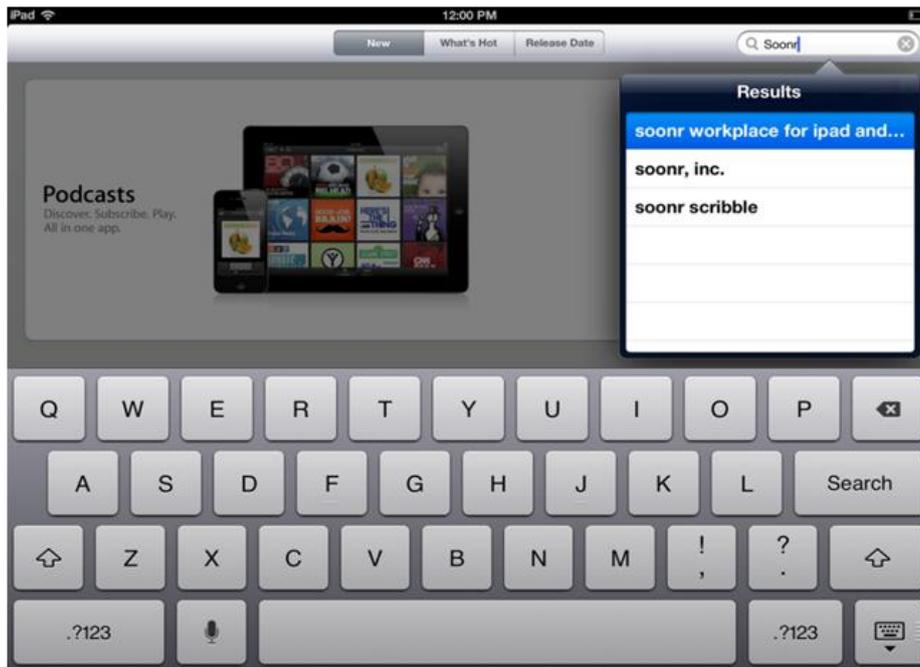
As explained at the beginning of Section 5, the familiar Sooner Workplace blue folder is your assurance that your shared Projects are available from all of your computers and mobile devices.



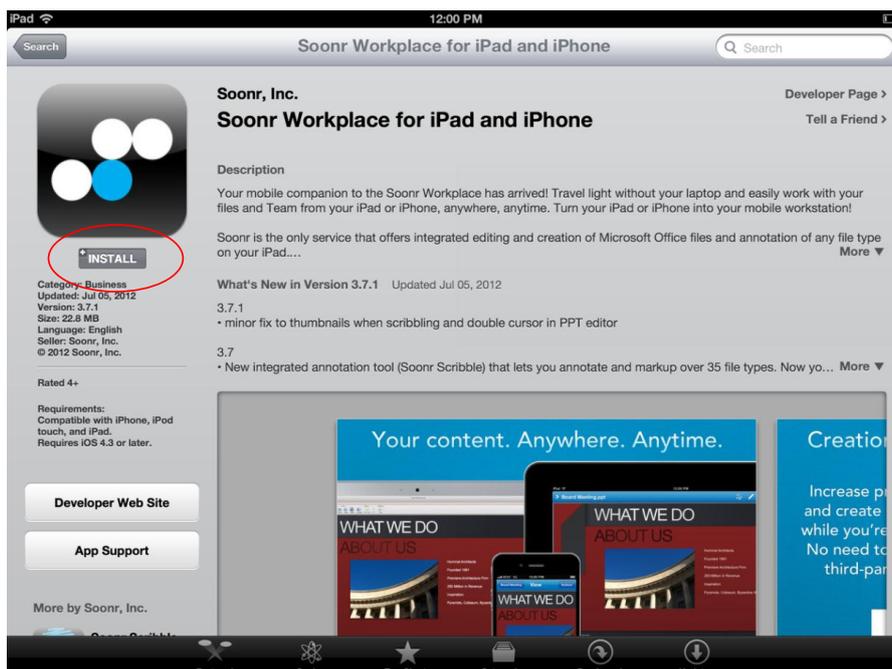
9 iOS Installation and Login

Soonr is a recognized leader in providing mobile access to shared content. Soonr Workplace for iOS is a mobile app that provides you with mobile access to your Soonr Workplace folder - the very same folder that is installed on your desktop computer. There is no additional charge for the Soonr Workplace mobile apps - they are available to any registered Soonr user.

To download and install the Soonr Workplace for iOS mobile app, go to the Apple iTunes App Store and search for “Soonr”. When you find “Soonr Workplace”, select it for download by touching the app name, as depicted in the screen capture below.



Touch the **Install** button, as depicted in the screen capture below.

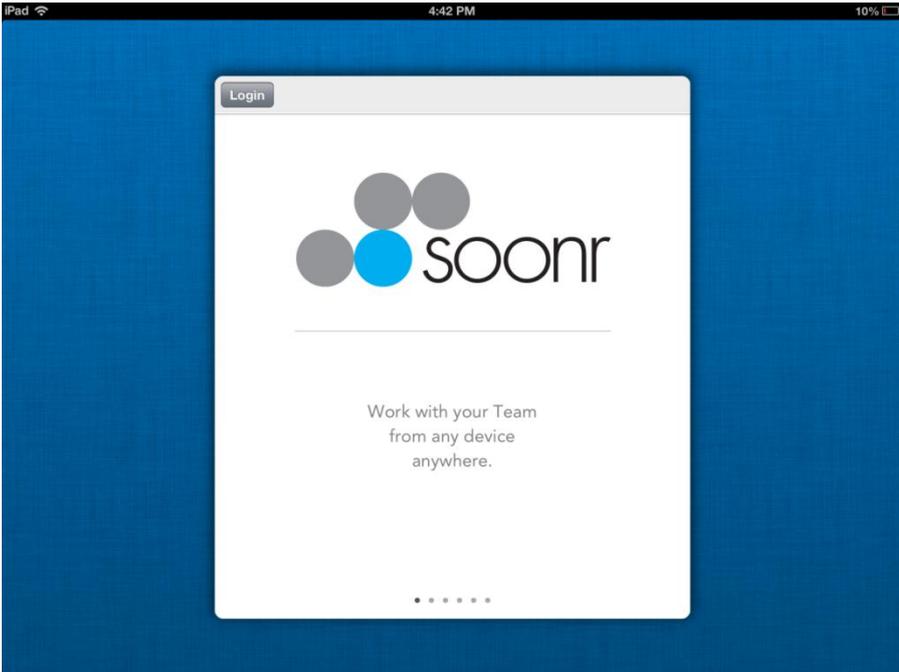


Follow the instructions to complete the installation. The Soonr Workplace app icon will appear while Soonr Workplace is loading, as shown below. Wait for the app to complete loading, and then touch it to invoke the application.



You'll then be brought to the main screen, as shown below. Touch the **Login** button to continue.

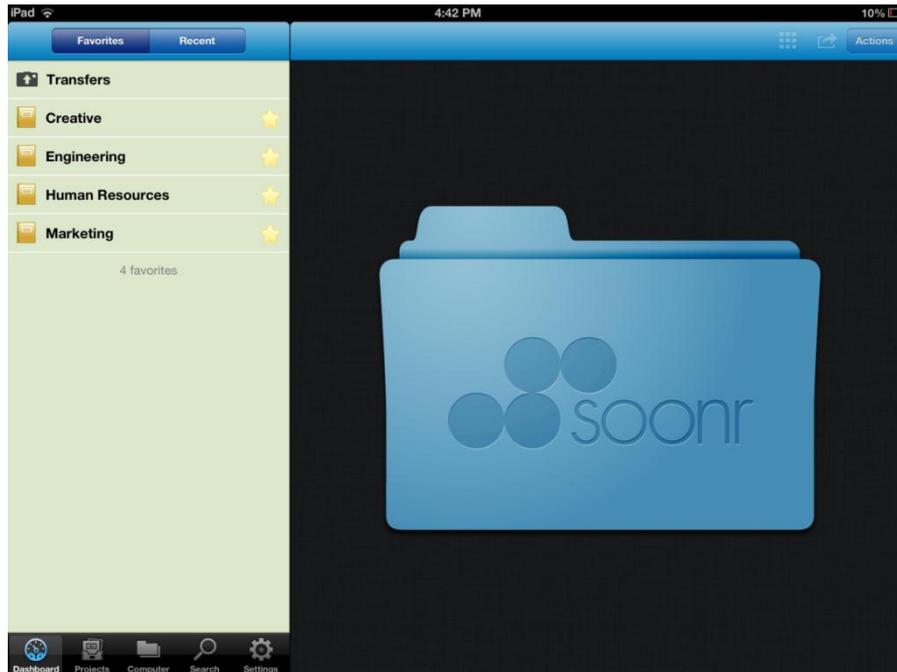
After touching the Login button, you'll be prompted for your Username and Password. Use the same login credentials that you used when you installed your Soonr Workplace Desktop Agent, or when you logged-in to Soonr Online. Your login credentials work the same from everywhere. Once you log-in, you will remain logged-in until you specifically log-out.



9.1 iOS Project View

After logging-in, you'll land on the Dashboard tab, as shown in the screen capture below. Touch the Projects tab in the lower left corner of the screen, and you'll see all of your Projects listed in the left panel. These are the same Projects that are visible and accessible from Soonr Online and from the Soonr Workplace folder that you installed on your desktop computer. Touch a Project to open it, navigate, and view your shared files.

As explained at the beginning of Section 5, the familiar Soonr Workplace blue folder is your assurance that your shared Projects are available from all of your computers and mobile devices.



10 Support

In the event that you need help installing or using any of the Soonr components, please visit us at www.soonr.com, or contact us directly at;

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Suite 206
Campbell CA 95008

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Toll free 1-855-377-8500