

Tutorial #1

Downloading
folders and files
from the server
with
LongReach

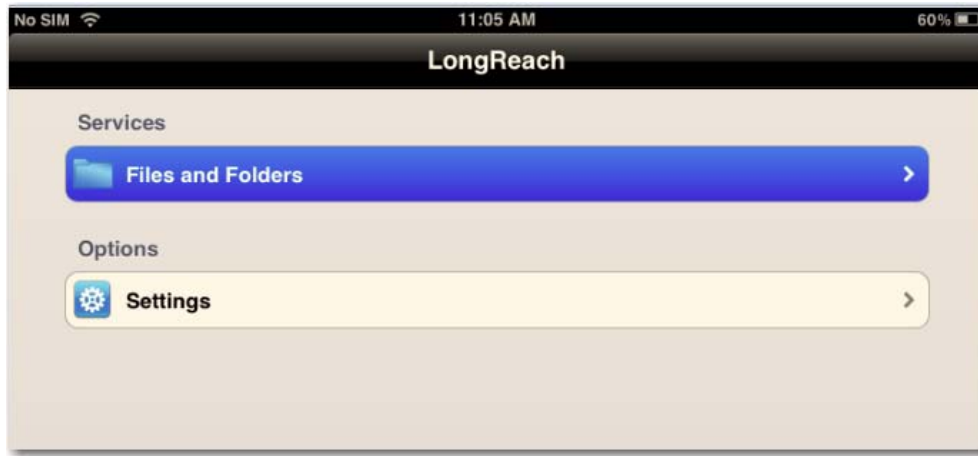
Version 1.0

7th December 2011

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DOWNLOADING FOLDERS AND FILES FROM THE SERVER

Tap the Files and Folders item on the LongReach Entry Screen



You will be presented with the LongReach Home Screen with two Folders: InBox and SharedBox.



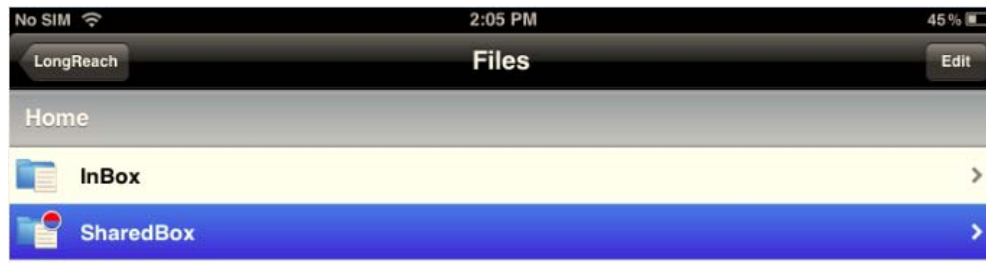
During the install of LongReach Server, the SharedBox Folder was preloaded on to the Server's IFS and loaded with the following folders and files: Folders : AAAAA and BBBBB and Files : xxxxx.txt and yyyy.txt.

Tap the REFRESH icon  at the bottom left of the screen.






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This will detect the presence of the SharedBox folder on the Server and signal that there is a version of SharedBox on both the server and on the mobile device.



Note that the SharedBox icon now has a red and blue circle attached to it.

NOTE: COLOURED CIRCLES ATTACHED TO FOLDER/FILE ICONS	
	a red circle means the folder/file is only saved on the mobile device
	a blue circle means the folder/file is only saved on the Server (IFS)
	a red and blue circle means that there is a copy of the folder/file on both the mobile

Tap the SharedBox ITEM on the screen to highlight it.

Tap the ACTION icon  at the bottom centre of the screen and choose “Receive Folder”.



You will be presented with the SharedBox Screen with a list of the folders and files that were preloaded onto the Server version of the SharedBox during installation. Notice that these files all have blue circles on their icons (i.e. they only exist on the server).

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Now let's download a file from the server.

Tap the file xxxxx.txt item to highlight it so that you can download it from the Server to the mobile device.

Tap the ACTION icon at the bottom centre of the screen.

The file xxxxx.txt is downloaded from the Server to the mobile device. Notice now that the file xxxxx.txt item has a red and blue circle that means there is a copy on both the Server and the mobile device.



Now let's download a folder from the server.

Tap the folder AAAAA item to highlight it so that you can download it from the Server to the mobile device.

Tap the ACTION icon  at the bottom of the screen.

The folder AAAAA is downloaded immediately from the Server to the mobile device.

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Notice now that you are presented with the Screen that lists the files that are members of the folder AAAAA. These files are dddd.txt, eeee.txt and ffff.txt. Notice that these file all have a blue circles on their file icon (i.e. they only exist on the server).

Tap the FILES button at the top left of the screen.

You are presented with the Screen that lists the folders and files that are contained in the SharedBox folder.



Notice that the folder AAAAA has a red and blue circle attached to its file icon that means that there is a copy on both the server and on the mobile device.

Double Tap the AAAAA folder item.


Notice that you are again presented with the Screen that lists the files that are members of the folder AAAAA.

Tap the EDIT button at the top right of the screen.

Notice that each of the files dddd.txt, eeee.txt and ffff.txt is prepared for selection for download by the placement of a circle in front of each file icon.

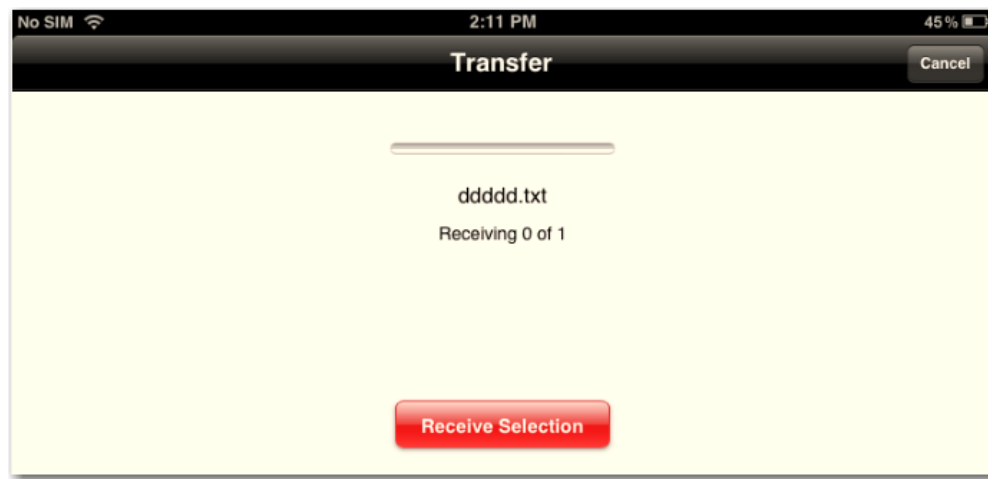
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Tap the CIRCLE  in front of file ddddd.txt icon and a red tick will appear in the circle.



Tap the ACTION icon at the bottom centre of the screen and you will be presented with a screen with a Receive Selection button.



Tap the RECEIVE SELECTION button.

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The file dddddd.txt is downloaded to the mobile device. Notice now that the icon for the file dddddd.txt has a red and blue circle. This means that there is a copy on both the Server and the mobile device.



Tap the EDIT button at the top right of the screen.



Notice that each of the files dddddd.txt, eeeee.txt and fffff.txt is prepared for selection for download by the placement of a circle in front of each file icon.

Tap the MULTIPLE SELECTION icon  at the bottom left of the screen.



A tick will appear in each of the circles in front of files eeeee.txt and fffff.txt (and not in front of the file dddddd.txt as it has already been downloaded) indicating that the two files are ready for downloading.

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Tap the ACTION icon at the bottom centre of the screen and you will be presented with a screen with a Receive Selection button.

Tap the RECEIVE SELECTION button.

Both of the files eeeee.txt and fffff.txt are downloaded to the mobile device. Notice now that the icon for each of the files eeeee.txt and fffff.txt also has a red and blue circle that means there is a copy on both the server and the mobile device.



Tap the FILES button on the top left of the screen to return to the SharedBox screen.



DELETING A FOLDER or FILE

Double Tap the folder AAAAA item.

You are presented with the list of the files contained in folder AAAAA – files dddd.txt, eeee.txt and fffff.txt. Notice again that these files all have red and blue circles on their icon. This means that there is a copy on both the Server and the mobile device.

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Tap the file ddddd.txt item to highlight it.

Swipe your finger from right to left on the highlighted file ddddd.txt item. A Delete button appears.



Tap this DELETE button. As there is a copy of the file ddddd.txt on both the server and the mobile device, you will be asked to choose which one you wish to delete.



Tap the LOCAL button. This will delete the file ddddd.txt on the mobile device but leave the file ddddd.txt on the server.

Notice now that the file ddddd.txt icon has only a blue circle that means there is no longer a copy on the mobile device.

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NOTE: if you delete a folder, LongReach will automatically delete all of the files contained in the folder.

FINISHING THIS TUTORIAL

To set the mobile device back to its original state at the start of this tutorial, all the folders and files on the mobile device need to be deleted.

Delete the files eeeee.txt and fffff.txt in exactly the same way as file ddddd.txt was deleted above.

Notice that the file icon for eeeee.txt and fffff.txt now has only a blue circle indicating that the files only exist on the server.

Tap the FILES button at the top left of the screen.

You will be presented with the SharedBox main screen.



Notice that folder AAAA and file xxxx still exist on both the server and the mobile device.

Tap the folder AAAAA item to highlight it.

Swipe your finger from right to left on the highlighted folder AAAAA item. The Delete button appears.

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Tap the LOCAL button. This will delete the folder AAAAA from the mobile device but leave folder AAAAA on the server.

Delete the local file xxxxx.txt the same way.

Now, except for InBox and SharedBox, all the folders and all the files only exist on the server.

This is exactly the same situation as it was at the start of this Tutorial.

IMPORTANT : SharedBox is available to all LongReach users as a community dropbox where folders and files can be placed for sharing.

As this Tutorial is for the use of all LongReach users, the preloaded folders and files in SharedBox have to be available for all Tutorial sessions.

Please do not delete any folders or files from the SharedBox.