

How to use the File Sharing Android App

Thank you for purchasing Green House Data File Sharing. This document will show you how to view, edit and send documents as attachments using the File Sharing Android application Synced Tool.

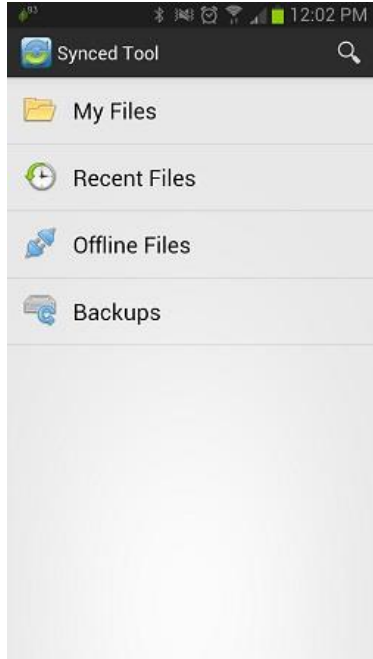
- To download the latest copy of the Android App go to <https://play.google.com/store/apps/details?id=com.anchorworks.syncedtool>
- Sign into the Synced Tool app by entering your server hostname, email address, and password credentials. The default hostname, your username and password will be available in your service activation letter.

Open/edit documents using Synced Tool

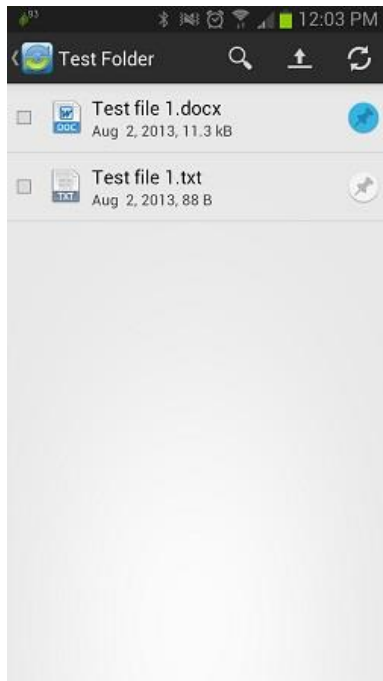
- 1) Sign into the Synced Tool app by entering your server hostname, email address, and password credentials.



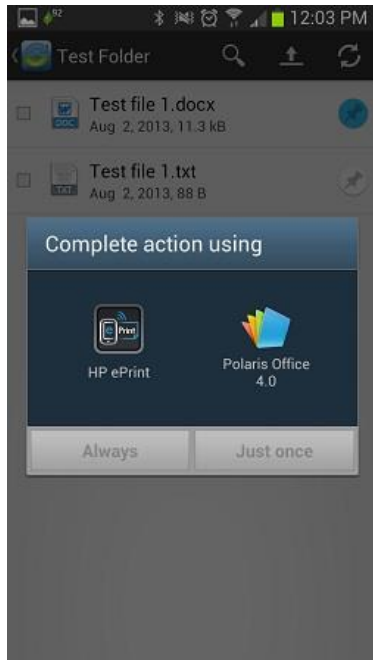
- 2) Navigate to My Files.



3) Select your file for editing.



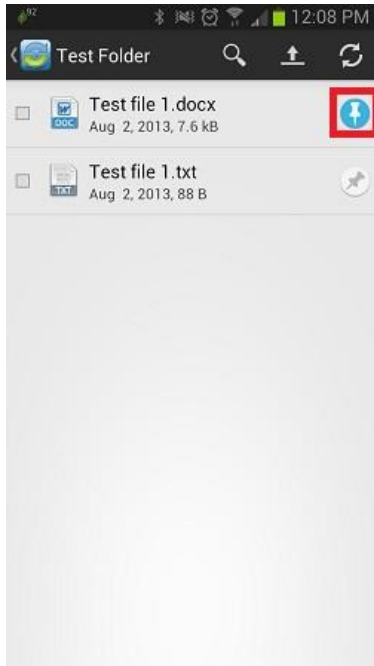
4) Select a third party document editing app.



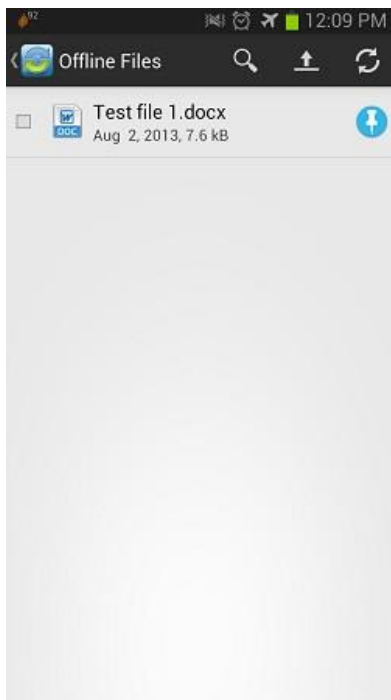
- 5) Make your document edits then press the Save button which will save the revision to the Anchor server.



6) Pressing the "Pin" icon will save the file for offline viewing or editing.



7) The Pinned file will appear in the Offline Files category.

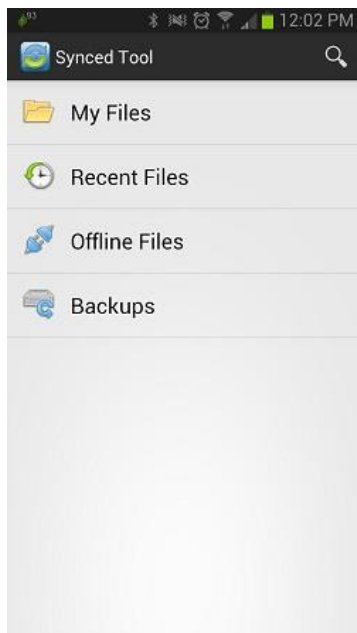


Sending an attachment in the Android App

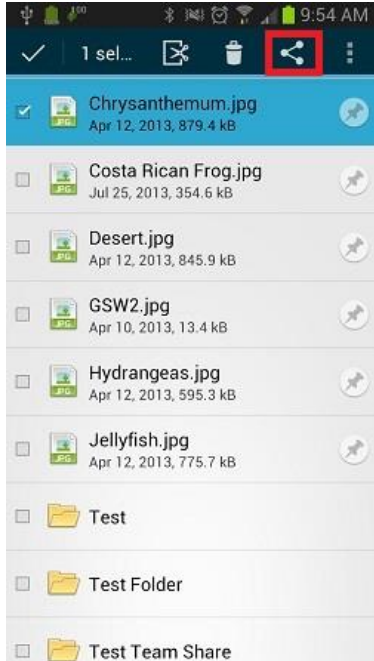
- 1) Sign into the Synced Tool app by entering your hostname, email address, and password credentials.



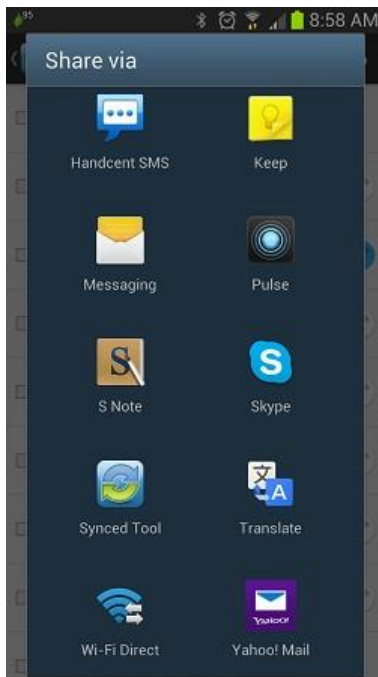
- 2) Navigate to My Files.



- 3) Check the checkbox next to the file then press the Share button.



4) Select a text or email app to attach the file.



5) The recipient will receive a link to download the attachment.