

DocumentExplorer Manual

Version: 1.3.46.0

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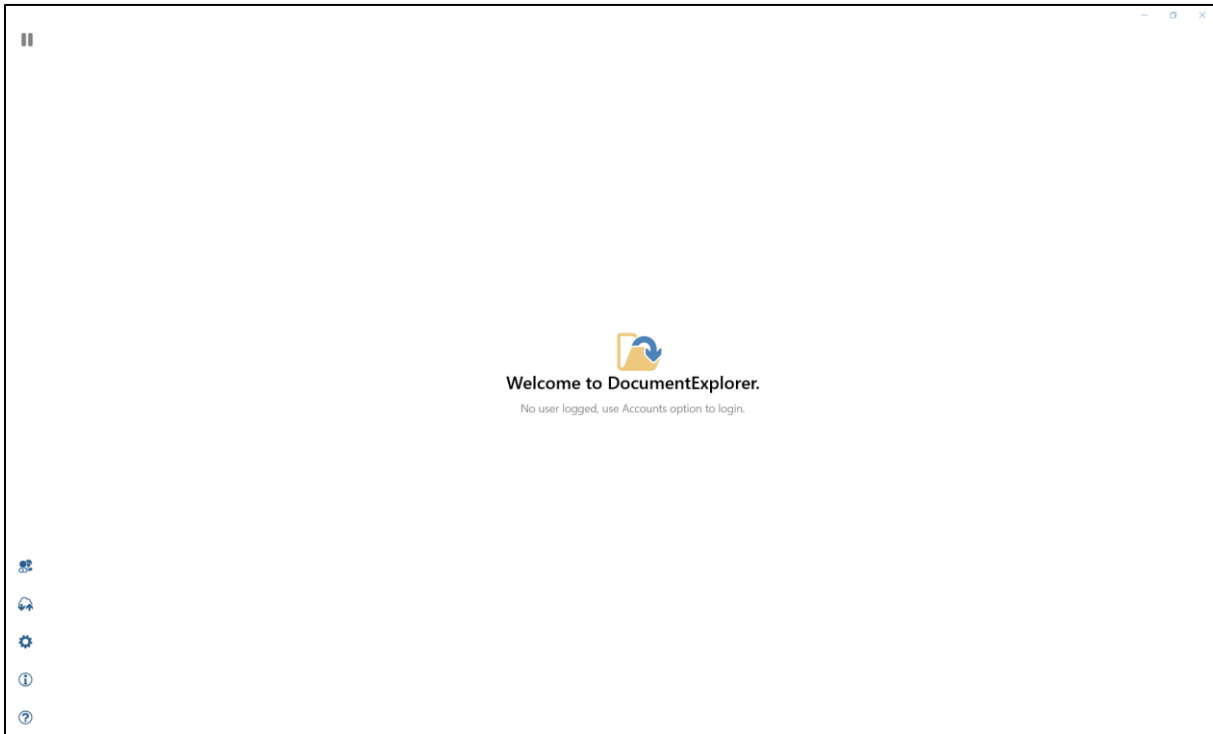
1. Introduction

DocumentExplorer is a file access solution for all Windows 10 devices. It gives you access to all your cloud stored data and on-premise data so that you and your team can work together on the documents on your Surface Hub and any other large touchscreen. After working together, you simply upload the data back on to the cloud or the on-premise server and you have the changes made on your private device.

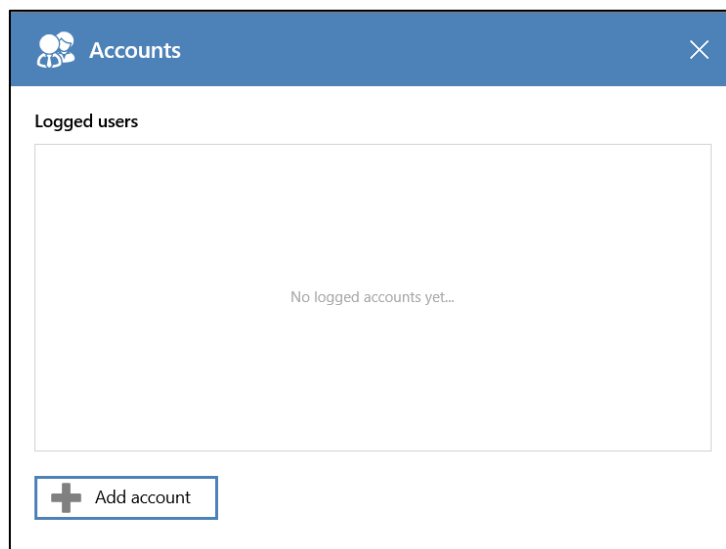
2. Login

2.1. Single User

When you are using DocumentExplorer in Single User mode you will face this screen as you open the App.



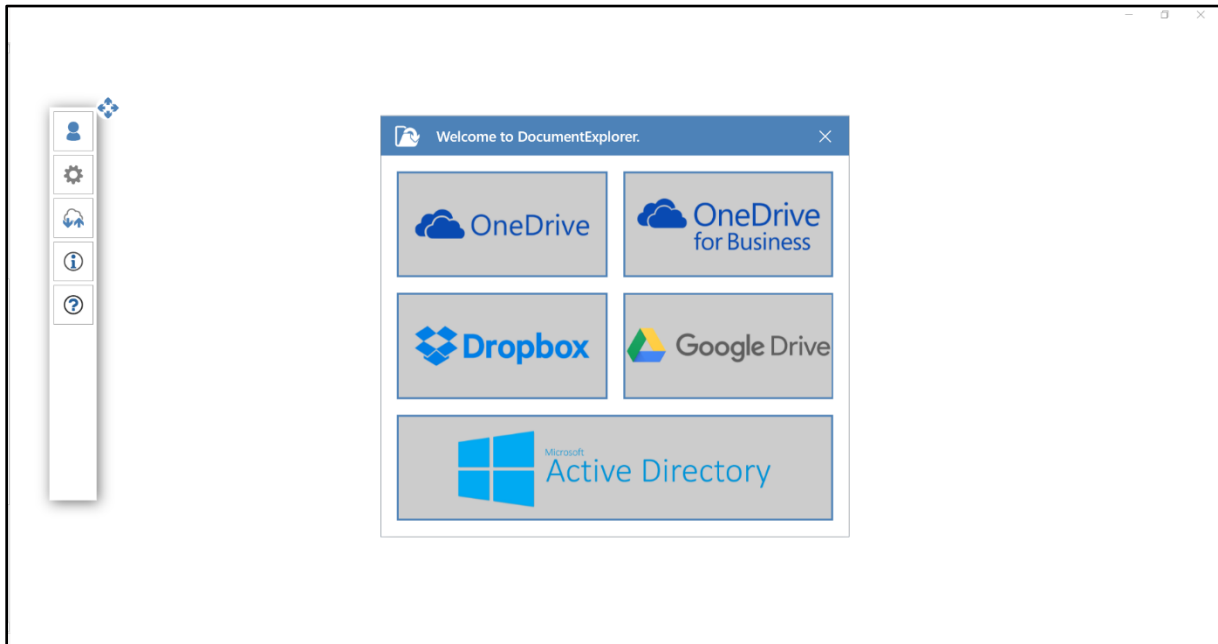
To log in you simply have to press on to accounts.



Press on Add account, choose your account and type in your E-mail address and password.

2.2. Team User

As a first step you open the application DocumentExplorer. You will see this screen appear in front of you.

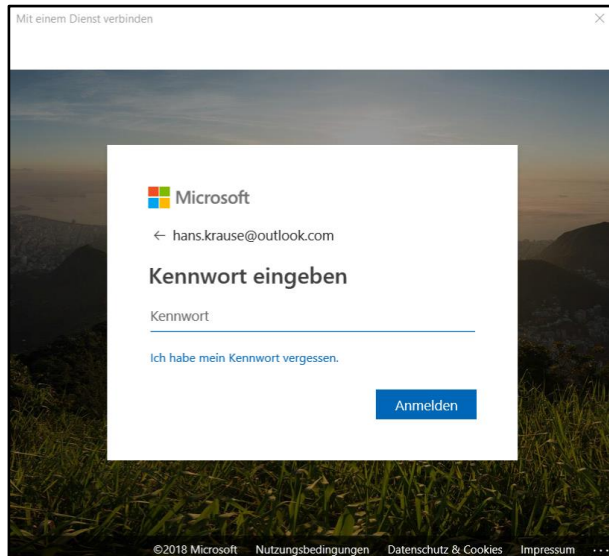
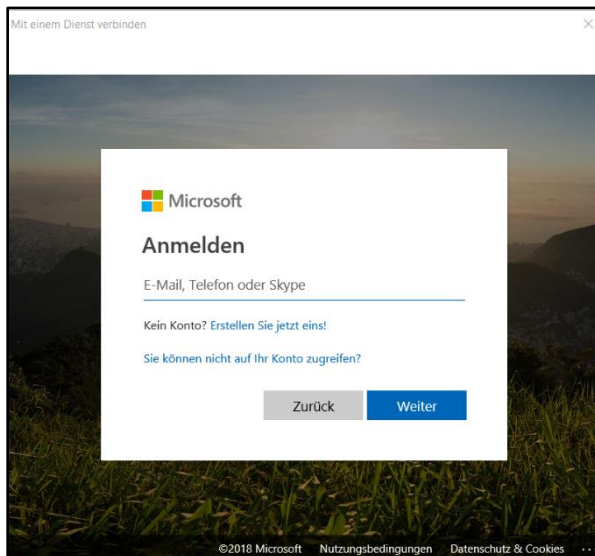


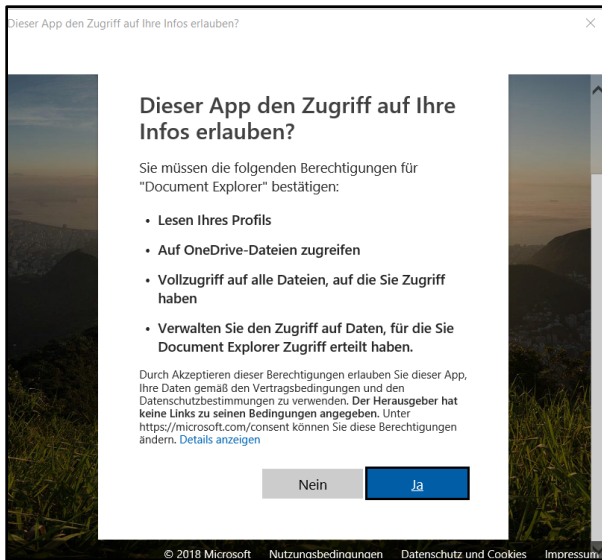
To proceed you simply need to log in to one of those cloud services.

2.3. Login on different account types

2.3.1. OneDrive

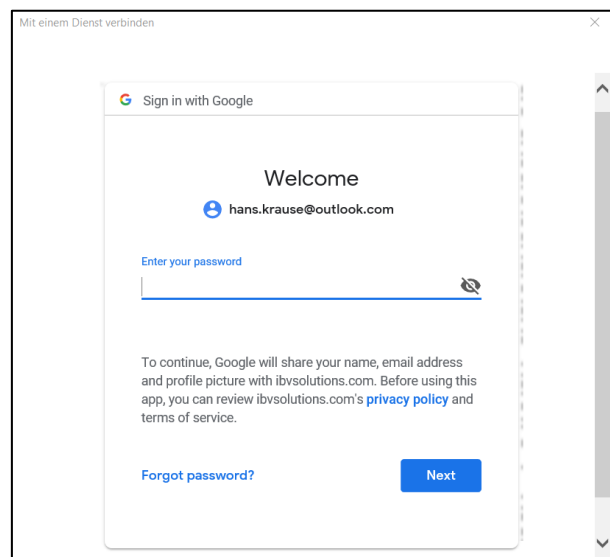
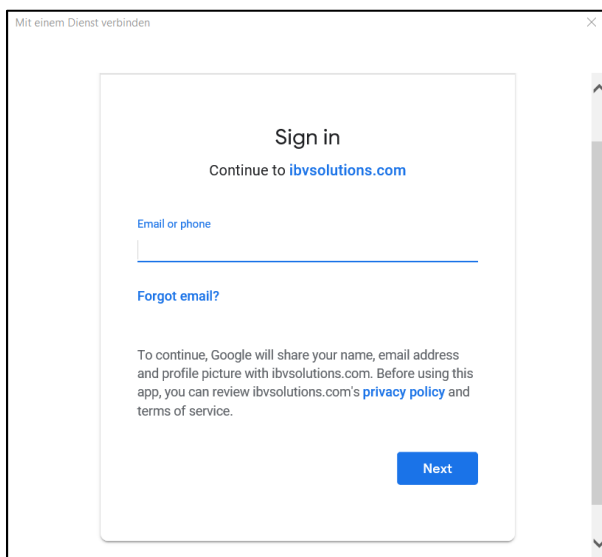
You need to type in your E-mail and password and accept the policies. After that you will access your library explained in 3.1





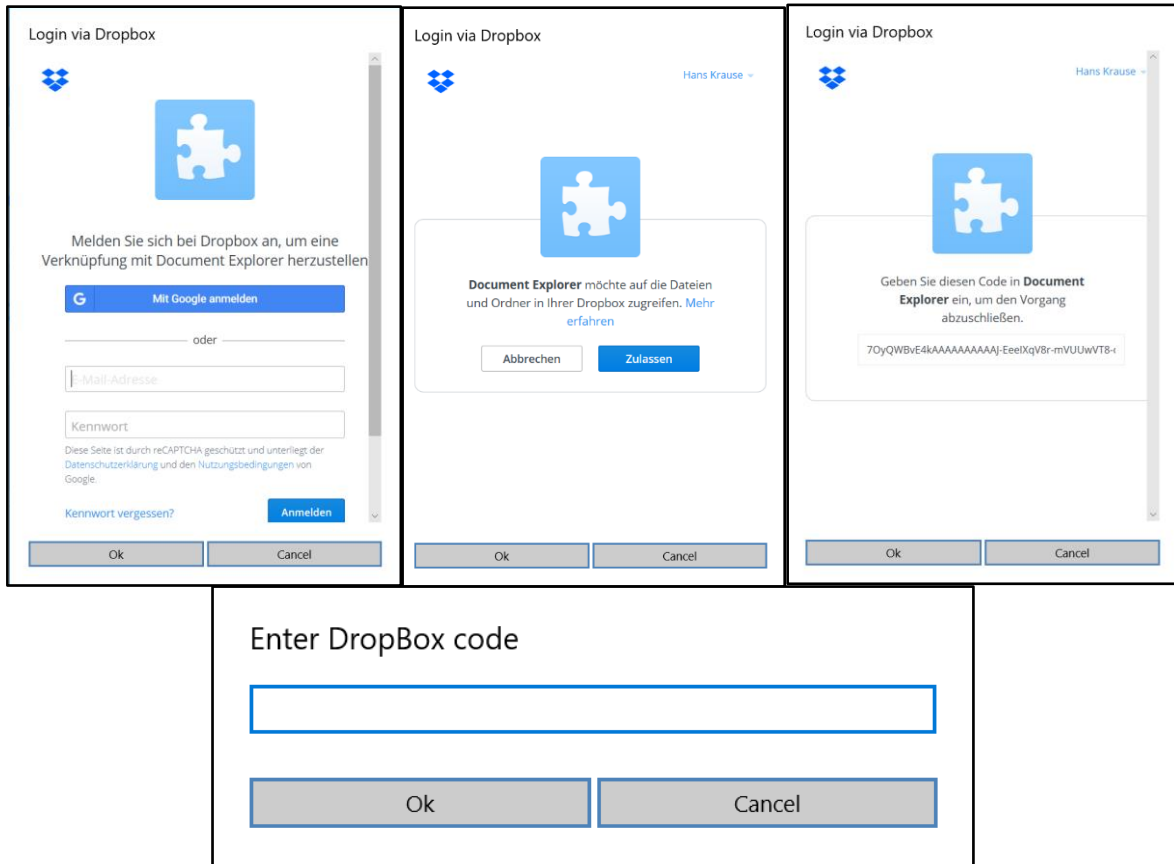
2.3.2. Google Drive

You need to type in your E-mail and password. After that you will access your library explained in 3.1



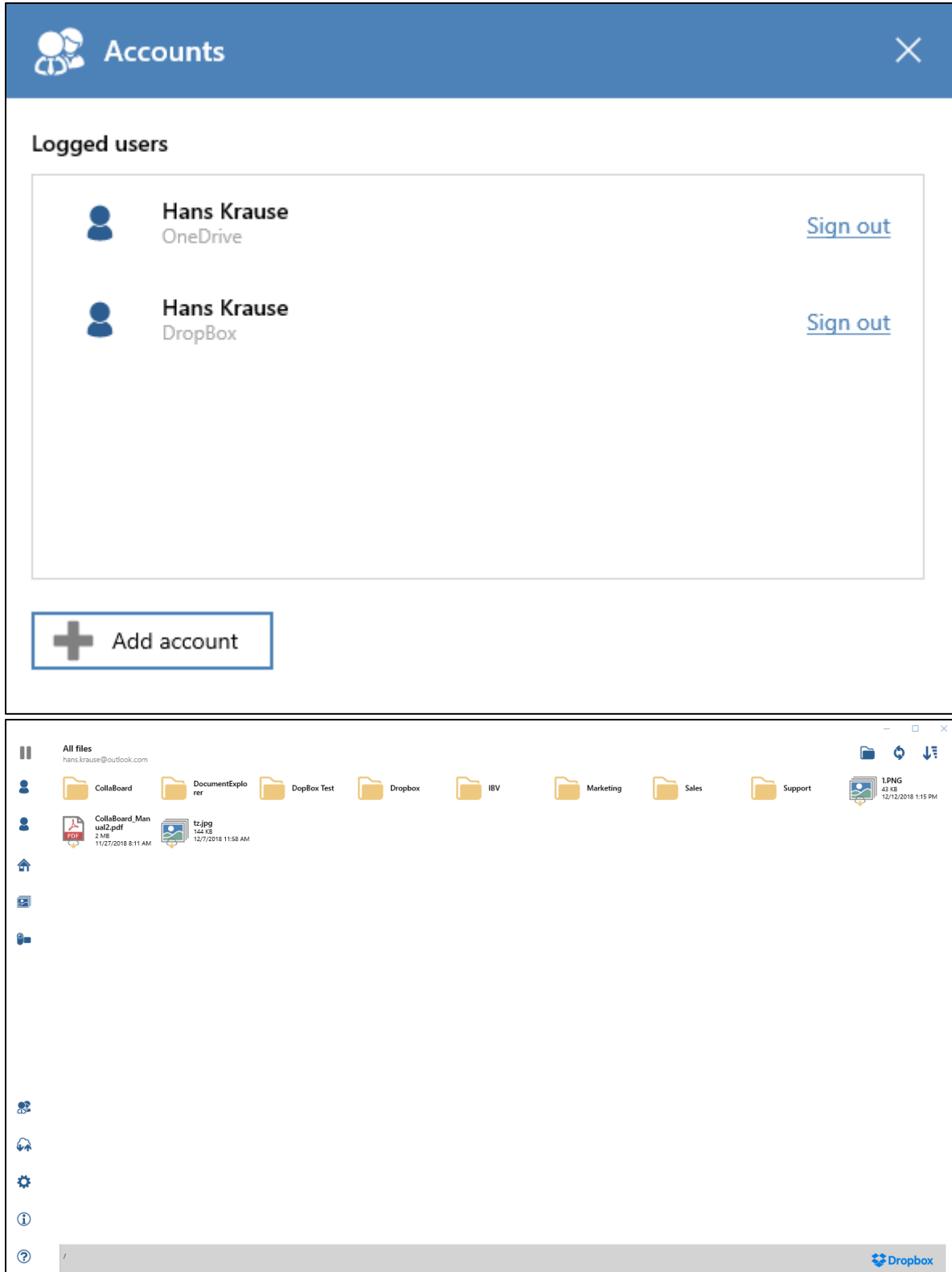
2.3.3. Dropbox

To log in with Dropbox you have to type in your E-mail and password. You will get on to the next page where you need to accept. You will receive a code which you need to copy. As a last step you need to press okay and paste the code in to the box. Press okay and you are in your library explained in 3.1



3. Work with DocumentExplorer on Single User

After you logged in successfully you will land on this page. This is your account management. Close this tile and you will see your library





3.1. Library options

3.1.1. Account



For each added account you will have such an icon to switch to this account.

3.1.2. Home



By clicking on the house, you will see all your documents, pictures and videos on the screen with the structure of your cloud.

3.1.3. Gallery



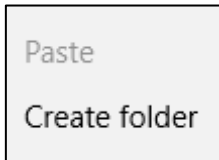
By pressing onto this icon DocumentExplorer will list all your photos in the cloud.

3.1.4. Videos



If you press onto this icon DocumentExplorer will list all your videos.

3.1.5. Folders



By right clicking anywhere in DocumentExplorer you can create a new binder or paste something in it.

3.1.6. Refresh



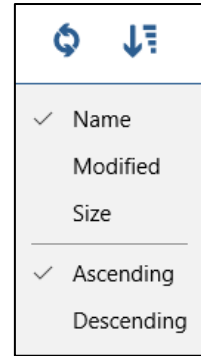
Refresh DocumentExploer at any time with your cloud



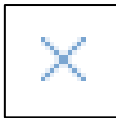
3.1.7. List



If you don't find a document try to list it differently. You can choose between Name, modified date, the size of your document and if you want it ascending or descending.

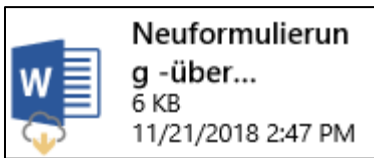


3.1.8. Close

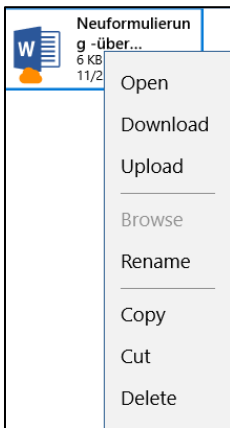


If you want to close your library simply press on this button and you will get back to the start screen of DocumentExplorer. When you close the library all the data is deleted from the device you are on.

3.2. Document options



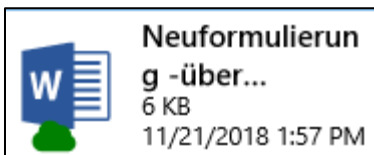
When you connect with your cloud all documents will be shown but you will not have them on the controlled device to work with. You see that at the white cloud with an arrow in it.



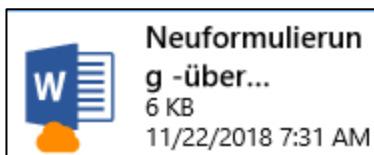
If you now want to work with the document, you need to right click it on your device or simply long press it when you have a touch device. This will open a menu.

You have the option to download it on the operating device, upload it or open the document on it.

You can also rename, copy, cut it out or delete the file.



Downloaded the file the cloud turns green and you are ready to work with the document, make changes, apply notes.



After you made changes in the file the cloud turns orange. It should remind you to Upload the newest version of the file onto your cloud storage. Do this by right clicking on it and press on the Upload button.

3.3. Transfer data between two clouds

A very good use of DocumentExplorer is that you can transfer Data from one cloud to another. This could be from your OneDrive cloud to your Google Drive cloud or from your OneDrive to a colleague's cloud storage. You can just cut it and paste it or copy and paste it. Remember that you can only transfer it to another cloud if downloaded.

3.4. Side Toolbar

The toolbar on Single User mode is positioned to the left of your screen and looks like this:



3.4.1. User

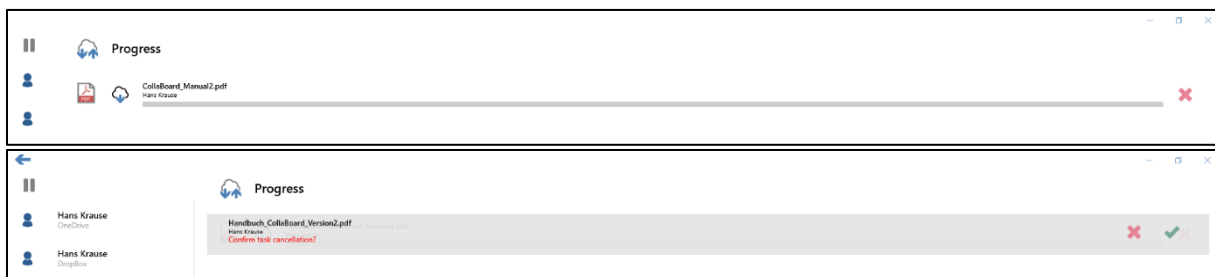


No matter where you are by pressing this button you will always open up the screen where you can manage your cloud.

3.4.2. Task-Manager



By pressing this button you will open the task manager of DocumentExplorer. You can supervise all the uploads and downloads that are currently running.

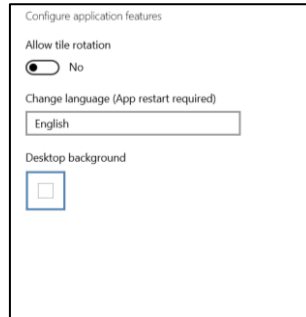


You can always stop transmitting the files by clicking on the x and accept to stop the transfer. This is also doable by pressing the x on the uploading file.

3.4.1. Settings



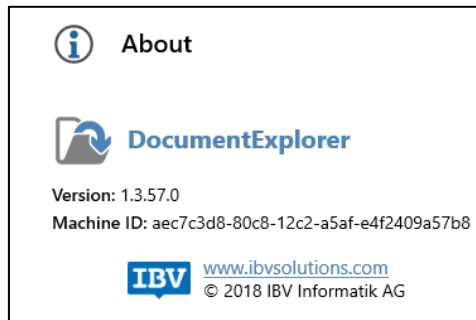
You will enter the settings where you can choose the language and back ground color of DocumentExplorer. Allowing tile Rotation will allow your tiles to rotate and be loose.



3.4.2. App-Information



The About button creates a window with the information of your version and your Machine ID






3.4.3. Help



You will enter the help window where the most common and necessary icons are explained. You can always tap on [tap for more](#) to visit our website with an explanation video to DocumentExplorer





 **Help**

To navigate
Tap the drive or folder icon.




To download
Double tap or Tap and hold the item and use contextual menu.

To upload
Tap and Hold the item and use contextual menu

Items can have an associated icon indicating its status.

-  **Not downloaded**
Item not downloaded
-  **Ready**
Item ready to be opened by double tapping it.
-  **Out of sync**
Item content is not in sync with the server.
-  **Error**
Error occurred during download or upload.

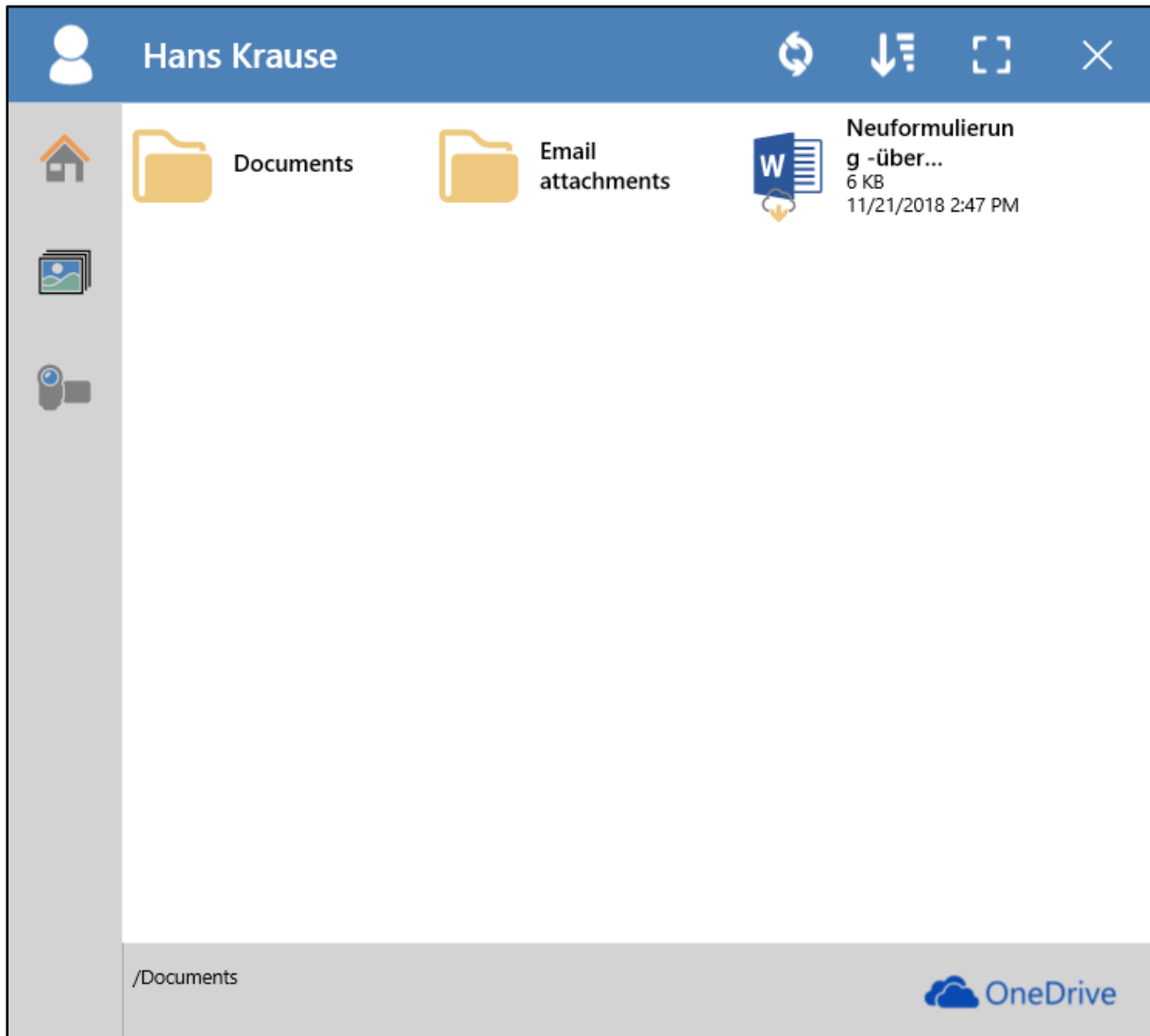
An icon indicates download/upload operation.

-  **Downloading**
Item is downloading.
-  **Uploading**
Item is uploading
-  **Cancel**
Tap to cancel operation in progress.

[Tap for more...](#)

4. Work with DocumentExplorer on Team User

After you logged in successfully you will land on this page. This is your library.



4.1. Library options

4.1.1. Home



By clicking on the house, you will see all your documents, pictures and videos on the screen with the structure of your cloud.

4.1.2. Gallery



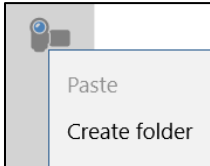
By pressing onto this icon DocumentExplorer will list all your photos in the cloud.

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If you press onto this icon DocumentExplorer will list all your videos.

4.1.4. Folders



By right clicking on any of these icons you can create a new binder or paste something in it.

4.1.5. Refresh

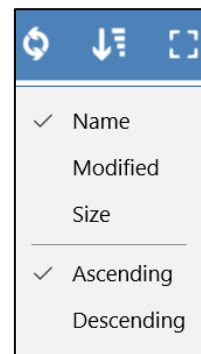


Refresh DocumentExploer at any time with your cloud

4.1.6. List



If you don't find a doucment try to list it differently. You can choose between Name, modified date, the size of your document and if you want it ascending or descending.



4.1.7. Full-Screen



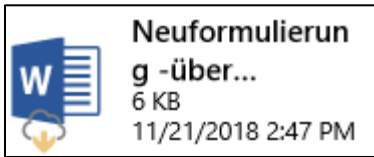
Pressing onto this icon will expand your library to the full size of your screen.

4.1.8. Close

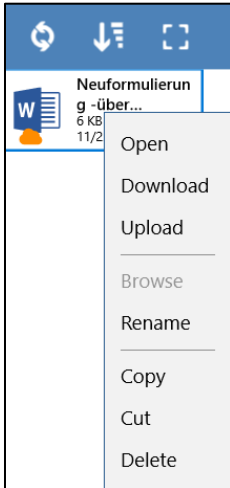


If you want to clcose your library simply press on this button and you will get back to the start screen of DocumentExplorer. When you close the library all the data is deleted from the device you are on.

4.2. Document options



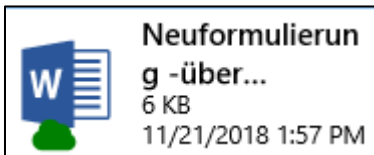
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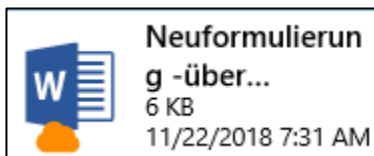
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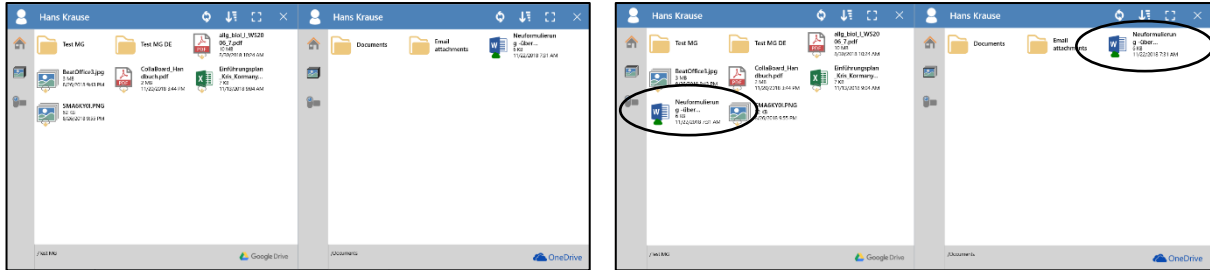
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You can just grab a document you want to transfer and put it in the other cloud. As well you can cut it and paste it or copy and paste it. Remember that you can only transfer it to another cloud if downloaded.

4.4. Quick Access Toolbar

The toolbar on Team User mode is positioned to the left of your screen and looks like this:



4.4.1. User

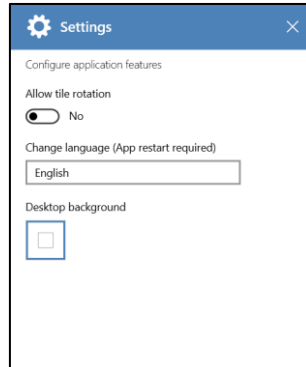


No matter where you are by pressing this button you will always open up the screen where you can choose your cloud.

4.4.2. Settings



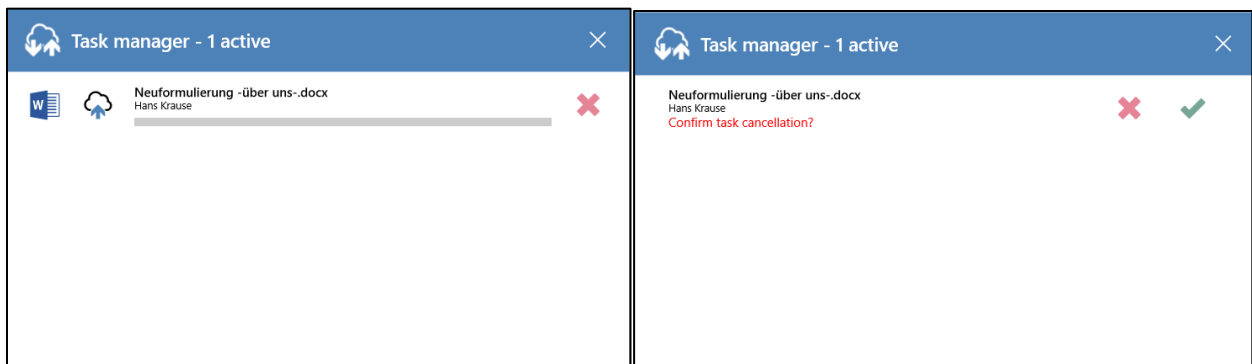
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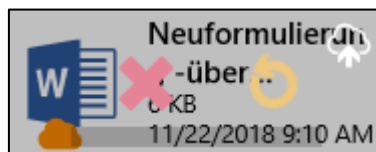
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