SWISS SECURIUM®

HIGH-SECURITY COLLABORATION

CLOUDSECURIUM™

CLOUDSECURIUM™ USER MANUAL

YOUR SECURE FILE STORAGE AND TRANSFER PLATFORM

THIS USER MANUAL APPLIES TO CLOUDSECURIUM™

AN ALPEIN SOFTWARE SECURITY PLATFORM PRODUCT

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INTRODUCTION

CloudSecurium™ is a part of the SWISS **SECURIUM**® Platform, which is a special platform for secure communication, storage and exchange of information and documents. Reliable data centre ensures maximum security.

Since foundation we have been successfully protecting communication. The highest corporate communication security is our main goal.

100% are made and protected in Switzerland.

1. FUNCTIONALITY

With **Cloud**Securium™ you can connect anytime and anywhere from your mobile devices with your SWISS **SECURIUM**® Platform to access your files. Besides standard functions (create/edit/remove folders or files) **Cloud**Securium™ offers the possibility to share the files with other users of SWISS **SECURIUM**®. This App can be used for mobile devices of all sizes.

Key functions:

- Create/edit/remove folders or files

- Synchronization of all your files on all devices, connected with **Cloud**Securium™

- Share files with other users

- Collaborative online file editing

- Ability to save a file locally on your device or view it from the secure storage

- Automatic lock when idle

2. SET SECURITY CODE

Security Code is an extra password for **Cloud**Securium™ app on your device.

1. Enter Security Code.
2. Confirm Security Code.
3. Enter a hint for the Security Code (optional).
4. Tap <Turn on> to set the code.

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3. ADD ACCOUNT

1. Tap on the menu icon on the left upper part of the screen ☰ .

2. Tap on the combo box icon ▼ to open account list and scroll it to the bottom.

3. Choose <Add account>.

4. Enter product ID.

5. Enter Username.

6. Enter Password.

7. Tap <Sign in> or arrow icon ← in the upper left corner to cancel.

If **Cloud**Securium™ is used as part of the SWISS **SECURIUM**® platform, accounts can be added and deleted through the **Swiss**Securium™ interface. When you add an account to **Swiss**Securium™, it will automatically be added to other services, including **Cloud**Securium™.

4. DELETE ACCOUNT

To delete your account via **Cloud**Securium™:

1. Tap on the menu icon on the left part of the screen ☰ .

2. Tap on the combo box icon ▼ to open account list.

3. Tap <Manage accounts> in the bottom of the list.

4. Tap the account you want to delete, the editing window will appear.

5. Tap the basket icon ⬚ in the upper right corner of editing window.

6. Confirm deletion.

Attention! **Cloud**Securium™ accounts are synchronizing with SwissSecurium™ thus at first you should to delete the account in SwissSecurium™.

5. SWITCH ACCOUNT

1. Tap on the menu icon on the left part of the screen ▤.

2. Tap on the combo box icon ▾ to open the account list.
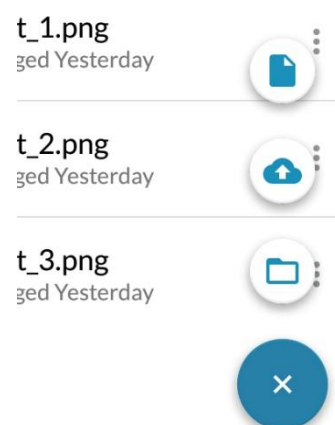
3. Tap on the account you want to switch to.

You also can switch accounts by tapping round account icon in the upper menu line. There are first two accounts from drop-down account list.

6. FOLDER OPTIONS

If you want to view folder content, tap on the folder. After that you will see all files and folders which you have access to.

6.1 Create folder

1. Tap on the Add icon ⊕ .

2. Tap folder icon ▢ .

3. Enter folder title.

4. Tap <Create new folder> button or arrow icon ← in the upper left corner to cancel.
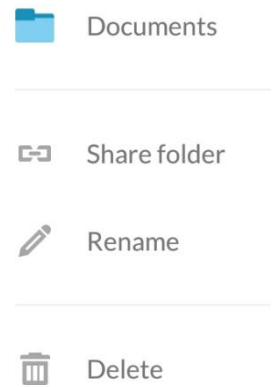
6.2 Delete folder

1. Tap on the menu icon ⋮ near the folder you want to delete.

2. Tap <Delete>.

3. Tap <Delete folder> button or arrow icon ← in the upper left corner to cancel.

6.3 Rename folder
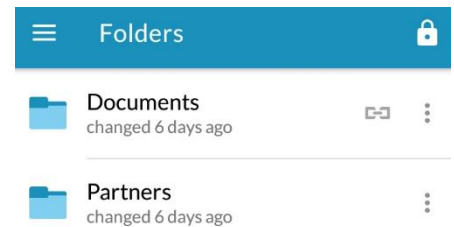
1. Tap on the menu icon ⋮ near the folder you want to rename.
2. Tap <Rename>.
3. Enter folder title.
4. Tap <Rename folder> button or arrow icon ← in the upper left corner to cancel.
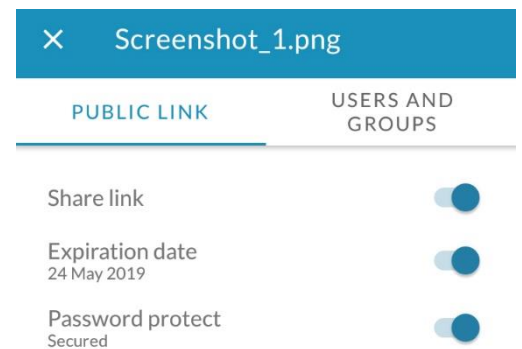
7. SHARE FOLDER

Shared folders have a chain icon on the right.

There are two options for file sharing: Share by public link or share with **Cloud**Securium™ users or user groups.

SHARE BY PUBLIC LINK

1. Tap on the menu icon ⋮ near the file you want to share.
2. Tap <Share file/folder>.
3. Turn option button <Share link> into ON mode.
4. Tap on the share button to generate a public link and choose a medium for sharing. It can be just copying to clipboard or sending via messengers/email/other file hostings:

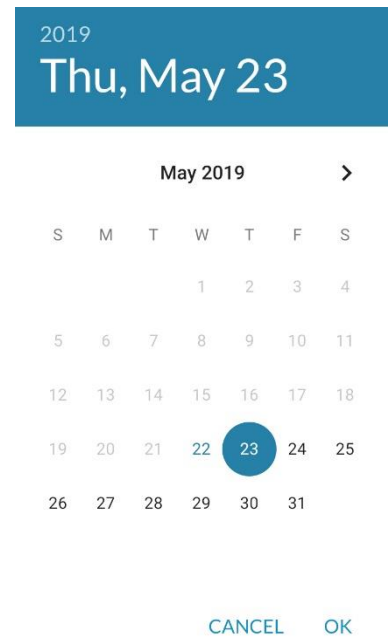Also you can set an expiration date or a password for a public link.

Set an expiration date for a public link:

1. Turn option button <Expiration date> into ON mode.

2. Set an expiration date using the calendar.

3. Tap <Ok> if you want to save an expiration date or <Cancel> if you don't.

Set password protect for a public link:

1. Turn option button <Password protect> into the on mode.

2. Enter a password using the keyboard.

3. Tap <Ok> if you want to save an expiration date or <Cancel> if you don't.

Cancel sharing by link:

Turn option button <Share link> into the OFF mode.

SHARE WITH USERS AND GROUPS

1. Tap on the menu icon near ⋮ the folder or file you want to share.

2. Tap <Share folder (file)>.

3. Swipe to <Users and groups> tab.

4. Tap on the plus icon ➕ near users and user groups you want to share with.

Search for users and groups:

1. Tap on the magnifier icon 🔍.

2. Enter user or group name.

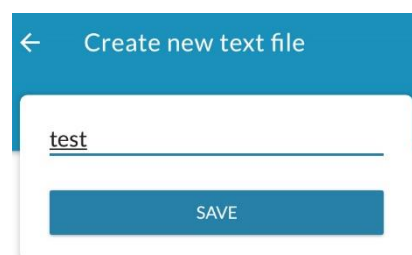**Cancel sharing with users and groups:**

To cancel sharing with uses or user group tap on the minus

icon ─ near user's or group's name.

8. UPLOAD FILES

1. Tap on a folder you want to upload files to.

2. Tap on the add icon .

3. Tap on cloud with arrow icon .

4. Choose files you need to upload on your device and start uploading.

9. CREATE TEXT FILE

1. Tap on the add icon .

2. Tap <Create new text file>.

3. Type the text or paste the copied fragment.

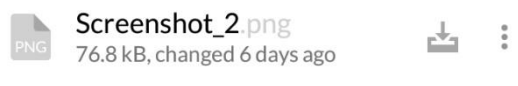4. To rename the new file, click on <Create new text file> in the top line (otherwise this name will remain by default) and enter the new file name.

10. OPEN FILE

Open file without cache (without cache icon on the right):

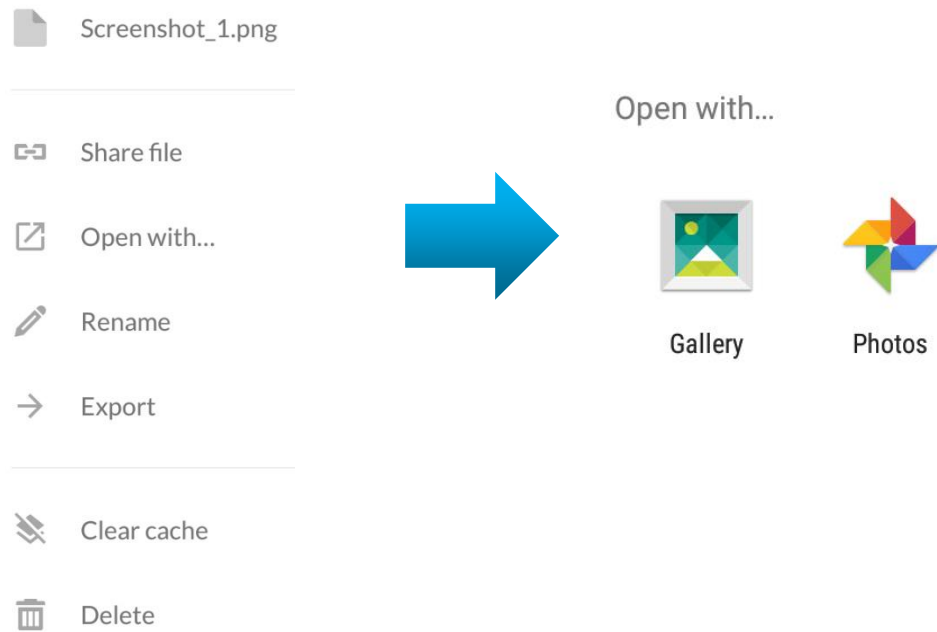Tap on file you need to open. If the file is large, wait for it to load.

Open file with cache :

If you don't want to choose an app to open file with just tap on file you need to open. The file opens in the default viewer for that file type. You can view cashed files in offline mode.

If you want to choose an application to open file:

1. Tap on the menu icon .

2. Tap open with.

3. Choose an app from the list.

11. EXPORT FILE

1. Tap on the menu icon ⋮ near the file you want to export.
2. Tap <Export>.
3. Choose an app for export from the list.
4. Follow instructions for an app you've chosen.

This feature is available only for those files which has cache on this device.

12. RENAME FILE

1. Tap on the menu icon ⋮ near the file you want to rename.
2. Tap <Rename>.
3. Enter file title.
4. Tap <Rename folder> button or arrow icon ← in the upper left corner to cancel.

13. SHARE FILE

Shared files has chain icon 🔗 on the right.

File sharing algorithm is the same as folder sharing. Please refer Section 7 of this User manual.

14. CLEAR FILE CACHE
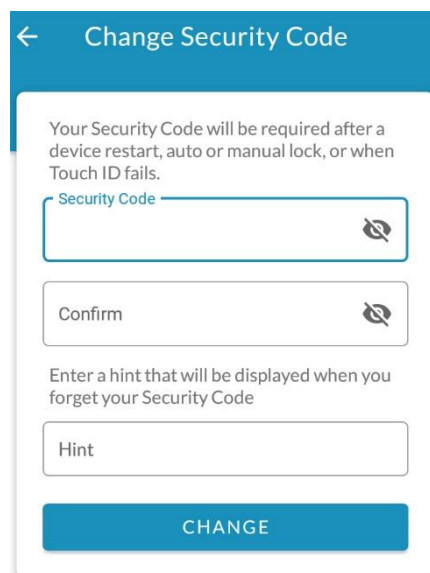
1. Tap on the menu icon ⋮ near the file you want to clear cache for.

2. Tap <Clear cache> ⬙ .

3. Tap <Yes> if you want to delete local cache for this file or <No> if you don't.

15. CLEAR ACCOUNT CACHE

1. Tap on the menu icon ☰ on the left part of the screen.

2. Tap <Clear cache> ⬙ .

3. Tap <Yes> if you want to delete all local cache belonging to this account stored on this device or <No> if you don't.

16. CHANGE SECURITY CODE

1. Tap on the menu icon ☰ on the left part of the screen.

2. Enter existing Security code.

3. Tap <Change>.

4. Enter new Security code.

5. Confirm.

6. Enter a hint for the Security code (optional).

7. Tap <Change> button or arrow icon ← in the upper left corner to cancel.
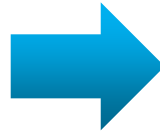

17. CHANGE IMAGE QUALITY

1. Tap on the menu icon on the left part of the screen ☰ .

2. Tap <Image quality>.

3. Choose one of options in the menu.
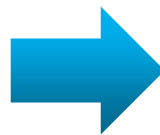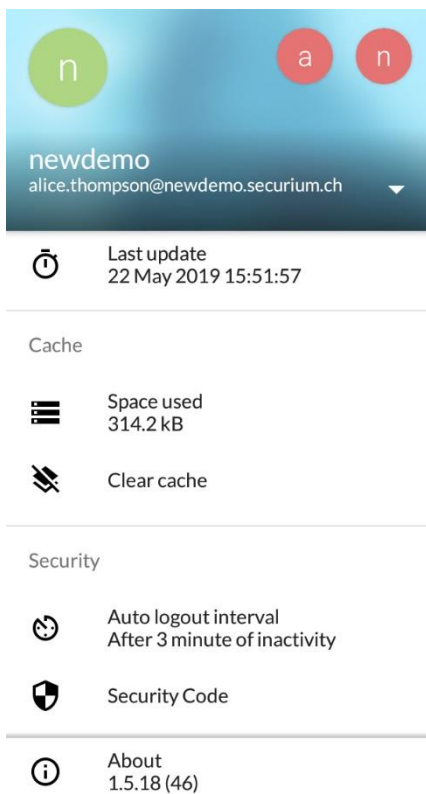
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4. Tap <Close>.

Upload Settings

⬆ Image quality
   Original size

➡

◉ Original size

○ Good quality

○ Medium quality

○ Low quality

CLOSE

18. CHANGE AUTO LOCK INTERVAL

1. Tap on the menu icon ▤ on the left part of the screen.

2. Tap <Auto logout interval> 🕐.

3. Choose one of options in the menu.

4. Tap <Close>.

○ Just after the app lost focus

○ After 1 minute of inactivity

◉ After 3 minute of inactivity

○ After 5 minute of inactivity

○ After 10 minute of inactivity

CLOSE

19. LOCK CloudSecurium™

To lock **Cloud**Securium™ on your device tap on the lock icon .