

#### **CREDITS**

Copyright/Disclaimer Import Outlook data into Qaleido Communications V1.5 (English)

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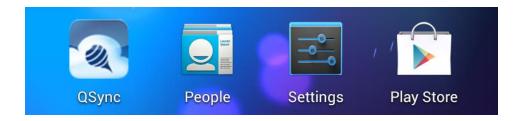
# **QSync install**

First you have to install the QSync client from PlayStore.

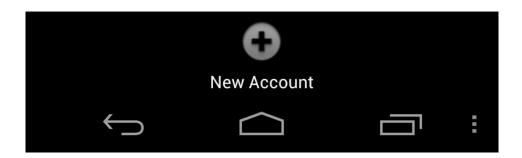
# CONFIGURE THE QSYNC ACCOUNT ON ANDROID

In order to configure your QSync account, follow the next steps:

Press the QSync icon on your device.



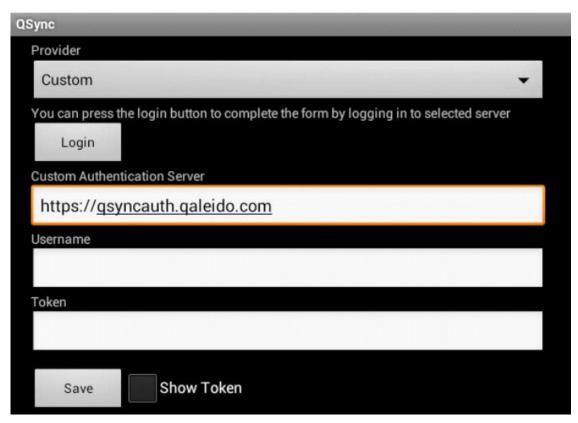
In order to add a qsync account, press the menu button from the bottom right side of the screen. The New Account option becomes visible. Press the New Account button.



In the current window fill up the following:

Provider: Custom

Custom Authentication Server: https://qsyncauth.qaleido.com



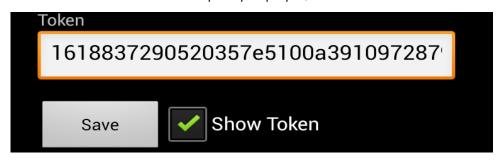
Once you have entered the server, press Login. In the next screen enter your username and password as they are specified in Qaleido, in Settings/ SyncMobile screen/ QSync section:



The UUID and Token values will be generated.



In order the Token value to be explicitly displayed, check the Show Token checkbox.



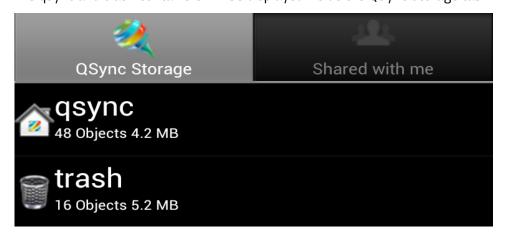
Press the Save button in the add account screen.

The account will be created and displayed in the accounts list.

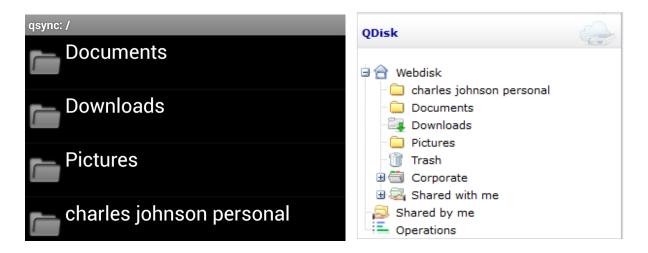


Press your account's line, in the accounts screen.

The qsync and trash containers will be displayed inside the QSync Storage tab.

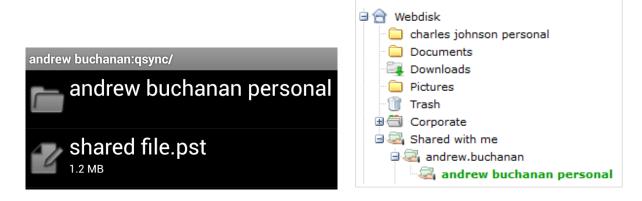


Opening the qsync container you will see your account's QDisk folders tree.

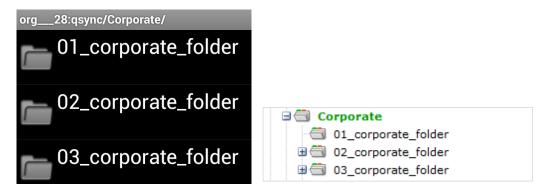


The trash container is the counterpart of the Trash folder from Qaleido and contains all the deleted files/folders from the user's QDisk. The QDisk files/folders can be permanently deleted only when they are deleted from the trash container on Android or from the Trash folder in Qaleido.

The Shared with me tab contains the QDisk files/folders shared by other users.



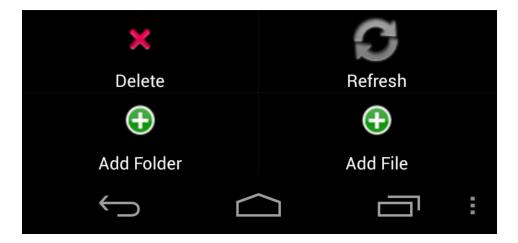
Also in case of the administrator/power user types the Corporate folder will appear in the Shared with me section.



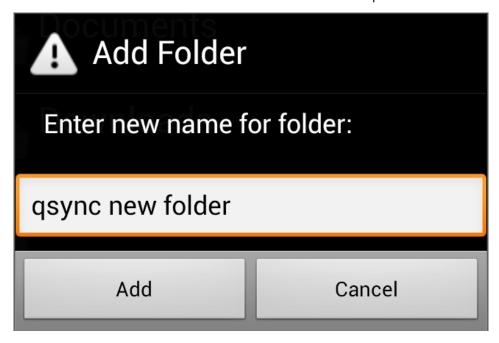
#### DATA MANAGEMENT ON ANDROID

In order to add a new folder on Android, in the accounts screen, press the menu button from the bottom right side.

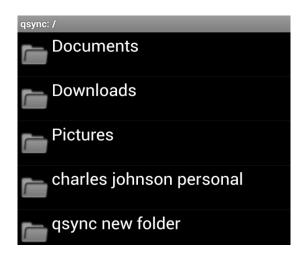
Choose the Add Folder option.



Enter the new folder's name in the Add Folder window and press the Add button.



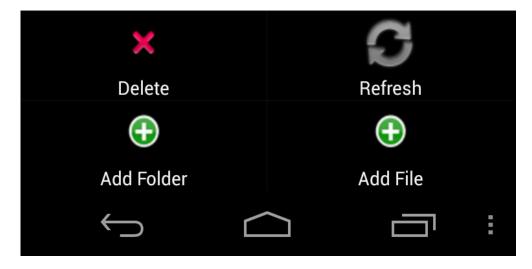
The new folder will be added in the QDisk tree.



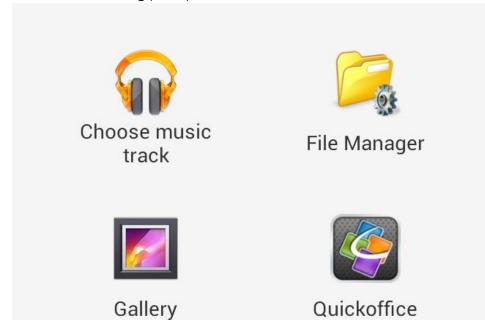


In order to add a new file on Android, in the accounts screen, press the menu button from the bottom right side.

Choose the Add File option.



The screen containing your options in order to select the file to be added, will be displayed.



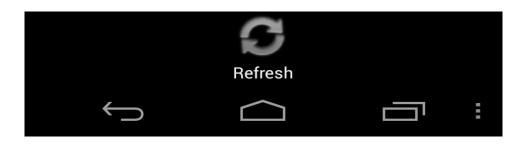


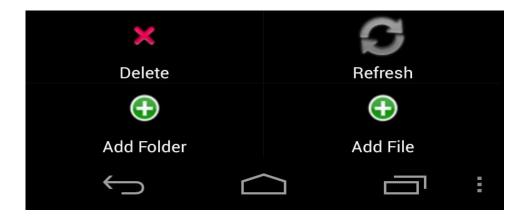


### **DATA SYNCHRONIZATION ON ANDROID**

In order to synchronize the data between the Android and Qaleido, you have to start the QSync application on your device. A synchronization process starts every time the QSync application is started.

If the QSync application is already started, you can synchronize by pressing the menu button in inside the containers and choosing Refresh.





At the end of the synchronization, the last changes made on the device and also on Qaleido, will be visible on both device and Qaleido.

