

# Soonr Go Release Note

## Introduction

Soonr is excited to release *Soonr Go 1.0* – our all-new file sharing and collaboration experience for the mobile device. *Soonr Go* is a new *Mobile App* currently available for *iOS*, and introduces an array of new features and improvements:

(Note that the existing *Soonr Workplace* for iPad/iPhone App is still available)

### **New Interface**

With an entirely new design to maximise the mobile experience, *Soonr Go* is more intuitive and powerful than ever.

### **Project and folder sync**

A full sync engine allows selection of which *Projects* and folders to sync and store on the mobile device.

### **Device approval**

Restrict the mobile devices that can connect to your *Soonr Team*.

### **Enhanced Remote wipe**

Remotely erase all *Soonr* stored data from a device.

### **Enhanced Security**

An array of new policies allows more precise control over the mobile devices your *Team* uses.

### **Multiple file selection (batch actions)**

Select and perform actions on multiple *Projects*, folders or files all at once.

### **Multiple account support**

Easily switch between different *Soonr* accounts.

### **On-device search**

Easily find files stored on your mobile device with on-device search.

### **Inbound / Outbound log**

Files downloaded to the devices as well as all outbound actions initiated from the device are listed together with their status.

### **Offline actions & queuing**

Actions performed on files synced to the device while offline are queued and automatically sync when online. In the previous version, once the edit had been queued, the file would be locked and deny further editing. In *Soonr Go*, these files can be re-opened and edited multiple times once they have been queued.

### **Live updating**

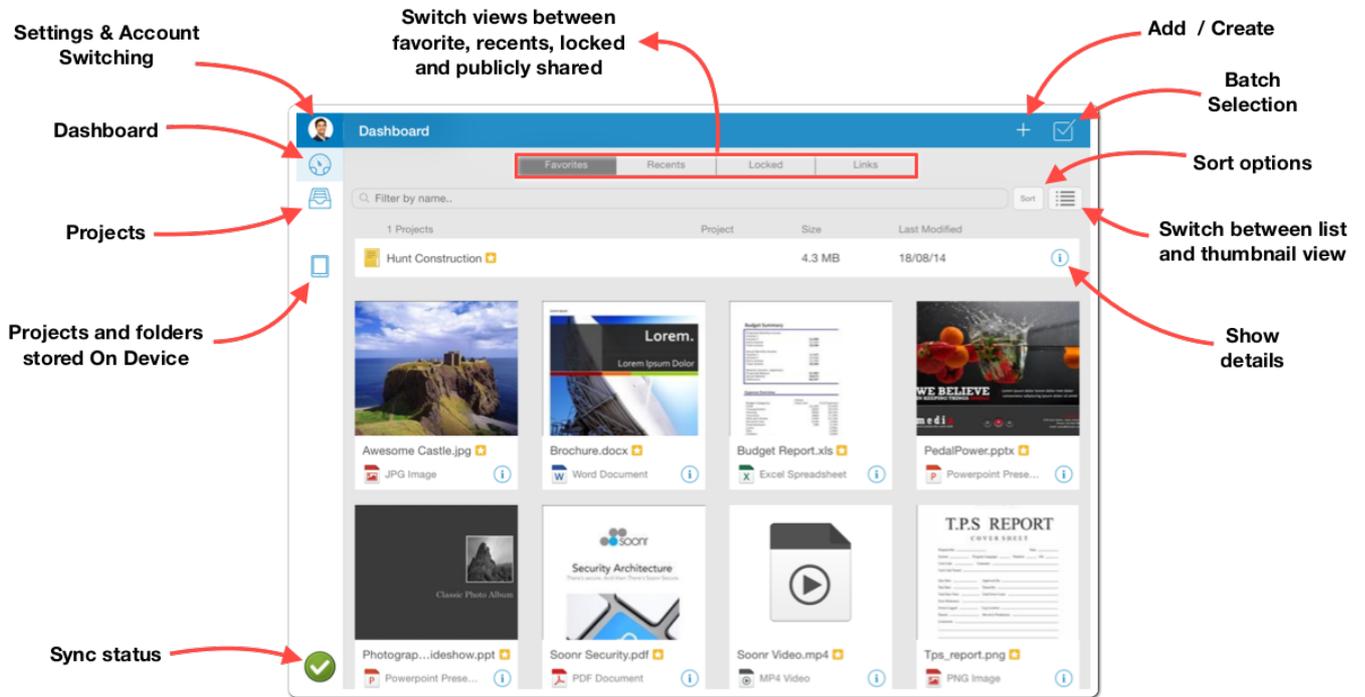
If the contents of a *Project* or folder change while being viewed, *Soonr Go* displays an alert with the option to refresh the view.

### **Filename verification as you type**

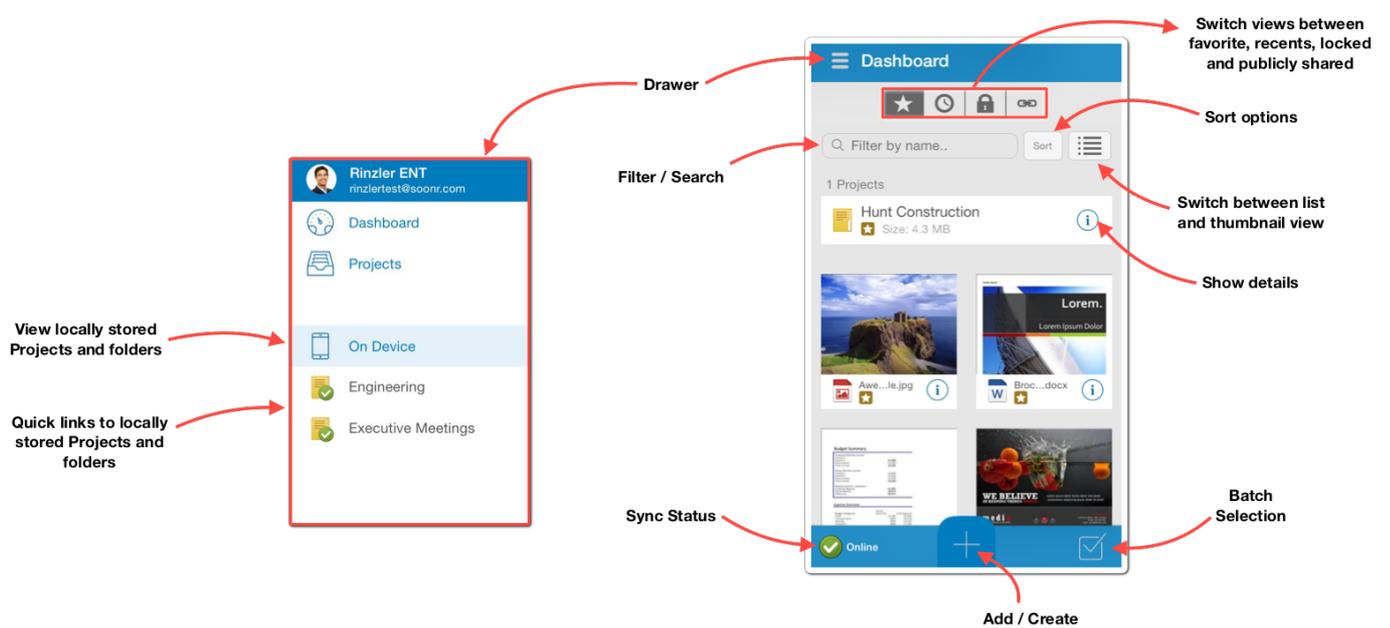
Filenames are verified on-the-fly to avoid filename conflicts, even when offline.

## New Interface

### iPad Interface



### iPhone Interface



*Soonr Go* has had a complete design overhaul. The following changes have been made to improve the mobile experience:

### **Thumbnail view**

In addition to List view, Thumbnail view is now available, allowing you to preview your files before opening them.

### **Improved Add / Save workflow**

In *Soonr Mobile Workplace App*, files needed to be created after navigating to the desired location. In *Soonr Go*, with the '+' button available from all view windows, adding *Projects*, folders and files is easier than ever. After creating a file, the location that the file is saved to can be selected.

### **Commenting**

'Comments' are now directly accessible when viewing a file or the ⓘ file details. View 'Comments' by tapping on the 💬 icon.

### **Added user image icon**

The associated user image icon provides a quick visual indicator of the currently active account.

### **Long file names**

More space is allocated to file name, making long file names more easily visible.

### **Additional sorting options**

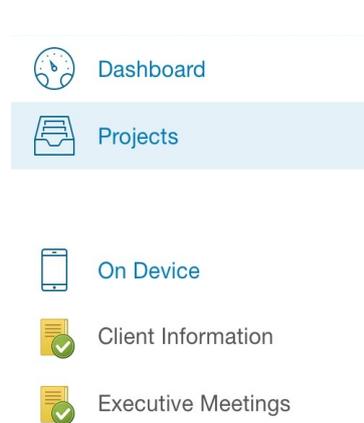
More sorting options, including reverse sorting.

## Project and folder sync

With *Soonr Go*, a full sync engine has been incorporated so you can selectively sync *Projects* and folders to the mobile device.

Whenever an Internet connection is available, all your files are accessible and available for syncing to the device. When offline, all files synced to the device are accessible - as soon as a connection is available again, any changes are synced to ensure the latest versions are available across all your devices and those of your fellow *Team Members*.

Note that files will automatically sync when a Wi-Fi connection is available. Whether files are synced via a cellular connection is configurable via the '**Settings**' menu. The '**Settings**' menu is accessible by tapping on the user profile icon (on iPhone, tap the ≡ 'Sidebar' icon to view), then selecting the ⚙️ '**Settings**' icon associated with the account.



In the sidebar (on iPhone, tap the ≡ 'Sidebar' icon to view), selecting '**Projects**' will display all available *Projects*. If you are offline, you can only open the files that were synced before going offline. You will be able to see and preview all the files and folders you viewed in the previous week but will not be able to open any files unless they were synced to the device.

The '**On Device**' section displays all *Projects* and folders synced to the device. Additionally, quick links to 'On Device' *Projects* and folders are listed below the 'On Device' option, allowing quick access to your synced *Projects* and folders.

When a *Project* or folder is synced to the mobile device, it then becomes available in the Sidebar, both as a quick link and within the 'On Device' view.

To sync a *Project* or folder:

1. Navigate to the *Project* or folder
2. Tap the ⓘ icon associated with the *Project* or folder
3. Tap on '**Sync to Device**'
4. Tap '**Start**' to confirm and download the contents to your device.

To unsync a *Project* or folder:

1. Navigate to the *Project* or folder
2. Tap the ⓘ icon associated with the *Project* or folder
3. Tap on '**Unsync**'
4. Tap '**Unsync**' to confirm and remove the *Project* or folder from your device.

## Multiple account support

Easily switch between multiple *Soonr* accounts on your mobile device. This is particularly advantageous when a user is a *Member* of multiple *Teams* or when multiple *Team Members* share a mobile device.

**Note that only the account currently logged in will actively sync.**

To add an account to the *Soonr Mobile App*:

1. (iPhone only) Tap on the ≡ '**Sidebar**' icon
2. Tap on the user icon image
3. Tap '+' in the top right corner  
If a Team has already been setup, "Linked Teams" will be displayed as an option. Select a *Linked Team* or tap '**Add an unlinked account...**'
4. Enter the username and password for the account to be added
5. Click '**Login**'

To switch between accounts:

1. (iPhone only) Tap on the ≡ '**Sidebar**' icon
2. Tap on the user icon image
3. Select the desired user

To remove an account from the *Soonr Mobile App*:

1. Switch to the account to be removed
2. (iPhone only) Tap on the ≡ '**Sidebar**' icon
3. Tap on the user icon image
4. Tap on the ⚙️ 'Settings' icon associated with the account
5. Scroll to the bottom and select '**Remove Account**'
6. Tap '**Continue**' to confirm removal

## Device approval (Enterprise only)

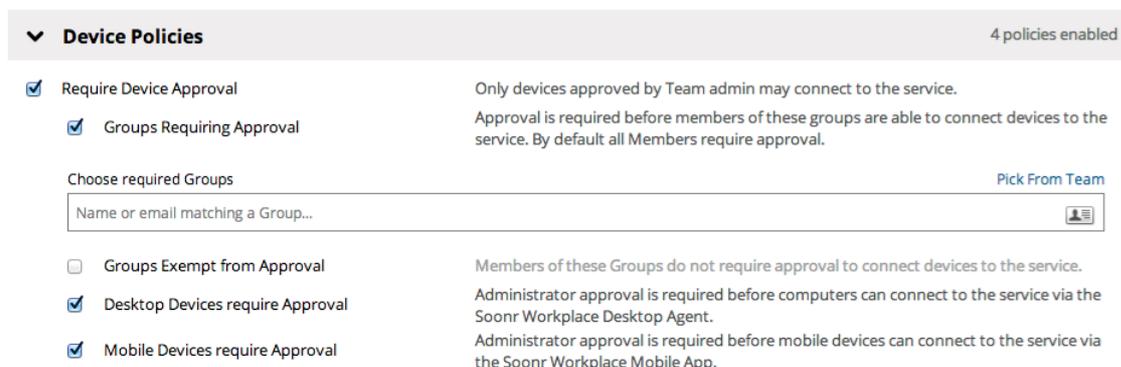
Administrators in Enterprise *Teams* can enforce a device approval policy, ensuring that only approved devices are connected to their *Soonr Team*.

Note the approval is per device – each new device added by a *Team Member* will need to be approved individually.

### Applying Device Approval Policies

Policies are applied via *Soonr Workplace Online*:

1. Log in to *Soonr Workplace Online*
2. Select the '**Configuration**' → '**Policies**' tab
3. Expand the '**Device Policies**' section



**Device Policies** 4 policies enabled

**Require Device Approval** Only devices approved by Team admin may connect to the service.

**Groups Requiring Approval** Approval is required before members of these groups are able to connect devices to the service. By default all Members require approval.

Choose required Groups [Pick From Team](#)

Name or email matching a Group... 

**Groups Exempt from Approval** Members of these Groups do not require approval to connect devices to the service.

**Desktop Devices require Approval** Administrator approval is required before computers can connect to the service via the *Soonr Workplace Desktop Agent*.

**Mobile Devices require Approval** Administrator approval is required before mobile devices can connect to the service via the *Soonr Workplace Mobile App*.

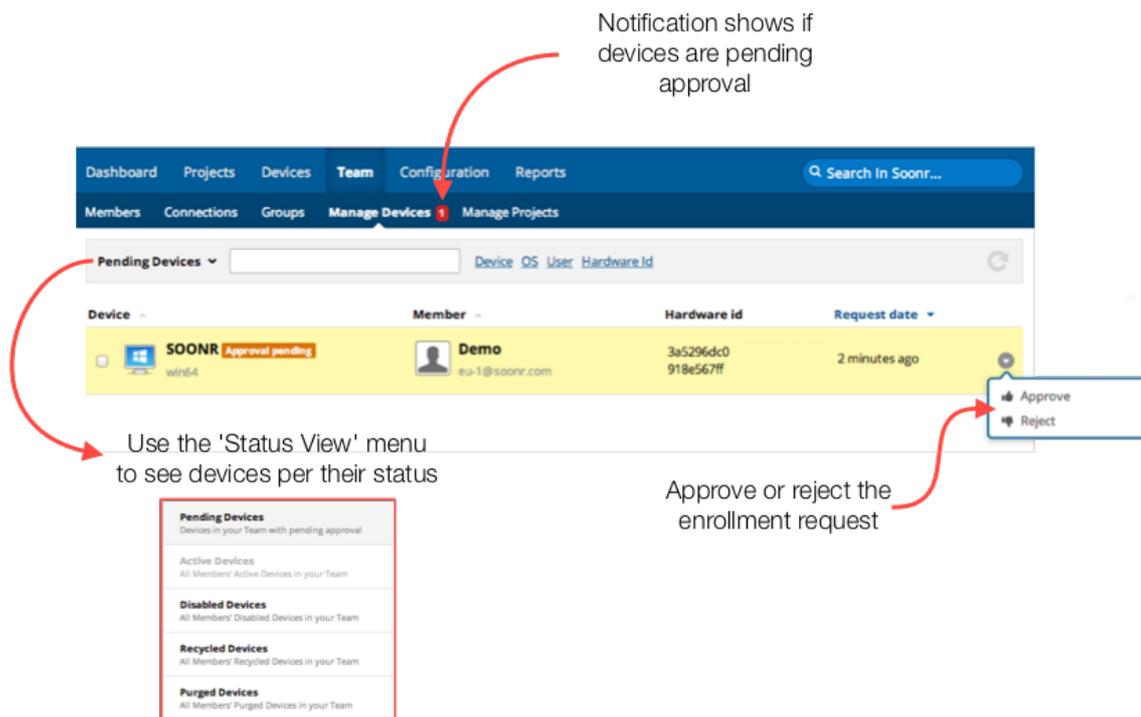
Toggling the '**Require Device Approval**' check box enables or disables device approval. Selecting either '**Groups Requiring Approval**' or '**Groups Exempt from Approval**' expands the section, allowing the *Groups* to be specified.

'**Desktop Devices require Approval**' and '**Mobile Devices require Approval**' can be toggled to select which device types require approval.

Click on '**Update**' at the bottom of the Policies page to enable the changes.

## Approving Devices

To approve devices, administrators should navigate to the '**Team**' tab and then select '**Manage Devices**'. If devices are pending approval, the number of devices are displayed in red next to the "Manage Devices" tab. All devices pending approval are displayed. If there are no devices pending approval, "Active Devices" will be displayed. By clicking on the "Status View" menu, you can select which devices are displayed. Locate the device using the search field and filter options, or simply scroll through the listed devices. Select '**Approve**' from the associated action menu to approve the device. Enrollment can be denied from the same menu. After confirming the approval, the device is moved into the "Active Devices" section, accessible from the '**Status View**' menu.



### Notes:

- *Soonr Go* is required for *Device Approval*. This feature will not function for devices using *Soonr Workplace Mobile App* version 4.0 or earlier, which will automatically be approved.
- Any administrator can approve devices, including their own devices. Device enrollment can be monitored from the "Reports" tab.
- Users that already have devices enrolled when policies are modified will not need to be authorized again, despite the fact that policy settings have changed.
- When a user attempts to attach a device that requires approval, an e-mail notification will be sent to administrators, notifying them and prompting them to take action.

## Enhanced Remote wipe

Via *Soonr Workplace Online*, *Members* can remotely wipe all synced data from their devices. In the Enterprise Plan, administrators can remotely wipe the synced data from any device.

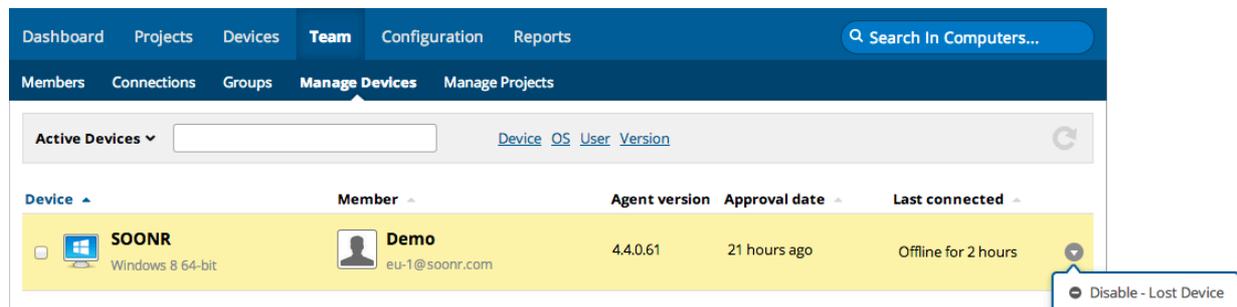
**To remotely wipe a mobile device, the device must have Soonr Go version 1.0 or higher installed.**

### Wiping devices by Team Member

*Team Members* are able to remotely wipe devices associated with their Soonr account. After logging in to *Soonr Workplace Online*, navigate to the '**Devices**' tab. Locate the device and, from the action menu, select '**Disable – Lost Device**'. A confirmation screen will be displayed and provide the option to "Wipe on connect". Selecting this option will result in the sync'd data on the device being immediately wiped upon its next connection with the Soonr service.

### Wiping devices by administrator (*Enterprise only*)

Under the '**Team**' menu, select the '**Manage Devices**' tab. Use the *Status View* menu to select '**Active Devices**,' if necessary. Locate the device using the search field and filter options, or just scroll through the list. Select '**Disable – Lost Device**' from the associated action menu.



A device can also be disabled by selecting that device, which displays a detailed view of it, then selecting '**Manage Device**' and clicking '**Disable**'.

A confirmation screen provides the option to "Wipe on Connect". Selecting this option immediately wipes the synced data the next time the device connects with the Soonr service.

The device is moved into the "Disabled Devices" section and displays "Wipe Pending". Up until the point the device is connected, '**Undo Wipe**' is available in the action menu to cancel the wipe. Once the device connects, the wipe is irreversible.

### Deleting a Team Member

When an administrator deletes a *Team Member* (via '**Team**' → '**Members**'), in addition to selecting what happens to *Projects* owned by the *Team Member*, the option to wipe the device is available for each individual device.

Action	Name	State	OS	Version	Owner
Don't wipe ▾	 SOONR	Active	Windows 8 64-bit	4.4.0.61	Demo

## Wipe Data Policies (Enterprise plan only)

If your *Soonr Team* leverages Active Directory or API's to administer your Team, policies are available to wipe the devices without needing to access *Soonr Workplace Online*.

To enable these policies, log in to *Soonr Workplace Online*. Click on '**Configuration**' and then '**Policies**'. Click on '**Device Policies**' to expand the section. Toggle the following policies to enable or disable the feature:

### Wipe data when Account Disabled

Remotely erases all synced data from the user's devices when their account is disabled via Active Directory or the API.

### Wipe data when Account Deleted

Remotely erases all synced data from the user's devices when their account is deleted via Active Directory or the API.

## Policies and security

*Soonr Go* has enhanced security with all your files protected with AES256 on-device encryption and several new policies to protect the *Soonr*-stored data on mobile devices.

To enable the new policies, log in to *Soonr Online*. Click on '**Configuration**' and then '**Policies**'. Click on '**Mobile Device Policies**' to expand the section.

<span>▼</span> <b>Mobile Device Policies</b> <span style="float: right;">4 policies enabled</span>	
<input type="checkbox"/>	Disable Mobile Adding and Creating Disable adding and creating of new files in the <i>Soonr</i> app on mobile devices.
<input type="checkbox"/>	Disable Mobile Editing Disable updating existing content through the <i>Soonr</i> app on mobile devices.
<input type="checkbox"/>	Disable Mobile Exporting Disable exporting files to other apps, attaching to emails, printing, etc. from the <i>Soonr</i> app on mobile devices.
<input type="checkbox"/>	Disable previous versions of mobile applications Prevent 3.9 and older versions that have weaker security policies from connecting to the service.
<input checked="" type="checkbox"/>	<b>Enforce Authentication</b> Require authentication to access the <i>Soonr</i> Mobile App. Type: <span>Password</span> <span>▼</span> Passwordcode is a user-created 4 digit code. Password is the user's <i>Soonr</i> account password. Password is more secure. Timeout: <span>5 minutes</span> <span>▼</span> Require authentication when returning to the <i>Soonr</i> Mobile App after the specified timeout.
<input checked="" type="checkbox"/>	<b>Wipe data after failed authentication attempts</b> Specify the amount of failed password attempts before the data on the device is erased. If disabled, after 10 failed attempts the user's <i>Soonr</i> password will be requested. After 10 failed password attempts, access to the account will be disabled for 10 minutes.
<input checked="" type="checkbox"/>	<b>Enable Project Sync to Mobile Devices</b> Users may sync Projects and folders to mobile devices.
<input type="checkbox"/>	Groups Allowed Project Sync Members of these Groups are allowed to sync Projects and folders to mobile devices.
<input type="checkbox"/>	Groups Denied Project Sync Members of these Groups cannot sync Projects and folders to mobile devices.
<input checked="" type="checkbox"/>	<b>Account Validation</b> Maximum number of days offline before online account validation is required for continued access to files. <span>7 days offli</span> <span>▼</span>

## Disable previous versions of mobile applications

Prevents previous versions of Soonr Mobile App from connecting to your Soonr *Team*.

## Enforce Authentication

Forces *Team Members* to authenticate when accessing your *Team* via the Soonr Mobile App.

**Type:** Select between a 4-digit passcode or the Soonr account password, which is more secure.

**Timeout:** Select the time period after which the *Member* will need to re-authenticate when returning to the App.

## Wipe data after failed authentication attempts

Sets a limit of how many failed password attempts initiate a wipe of the Soonr-stored data on the device.

## Enable Project Sync to Mobile Devices

Controls whether *Team Members* can sync files to their mobile device. Once this policy is enabled, you can define the groups that may or may not sync to their mobile devices.

This policy is enabled by default. Note that entering groups in **only** the "Allowed" field will have no effect – these groups will only act to take precedence over the "Denied" group!

As an example, If **User B** is in groups called "HR" and "Management", adding the "Management" group to the "Allowed" field will have no effect. However, if "HR" is added to the "Denied" field, all members of the "HR" group will be denied access unless they are also in the "Management" group, such as **User B**.

## Account Validation

Specifies the number of days the *Team Member* can access the locally-stored files on their mobile device before having to reconnect to the server. After the specified number of days, the *Team Member* will not be able to access any locally-stored files until they authenticate the device.

## Multiple file selection (batch actions)

The  'batch action' button allows for multiple *Projects*, folders or files to be selected for the following actions:

- Sync / Unsync of *Projects* and folders
- Email
- Delete
- Copy
- Favorite / Unfavorite
- Lock / Unlock

## On-device search

Entering a search string into the search field, by default, displays **filter** results for the currently selected *Project* or folder. Note that does not display matches within sub-folders, but only filters folders and files in the selected *Project* or folder.

Changing the search option to "On Device" will **search** all files stored on the device, regardless of the location within the folder structure.

## Inbound/Outbound log

All inbound/outbound actions are listed, together with the status of the outbound action.

To see the logs, tap on the 'Sync Status' (🔄 or ✅) icon.

## Offline actions & queuing

When changes are made to sync'd files while offline, the changes will be queued and will sync when back online. Unlike in previous versions, further editing can be done on the files while offline.

## Filename verification

Filenames are verified prior to syncing to avoid filename conflicts. The filenames are cached locally on the device thereby avoiding filename conflicts with or without an Internet connection.

If the filename existed in the same location **prior** to going offline, a prompt will alert the user and request a different filename to be specified.

If *Projects* or folders with the same name are created from different devices, one created via the Mobile App while offline, the *Project* or folder will be merged.

If files with the same name are created from different devices, one created via the Mobile App while offline, the file will be duplicated and the version created via the offline Mobile App has the *Members* name appended to it.

## Additional sorting options

In addition to 'Name' and 'Last Modified', *Projects*, folders and files can now also be sorted by 'Size'. There is also the option to reverse the sort order.

