



idgard User Manual

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1 idgard iOS App

1.1 Application Scenario

The idgard iOS App ensures safe access, per iPhone or iPad, to files stored in idgard and allows you to conveniently access files, pictures, dictations or video clips. At the same time, it enables efficient mobile collaboration with other idgard users.



The idgard iOS App also ensures compliant use of iPhone and iPad applications while providing the most important features necessary for mobile activity. Using your device's Internet browser, you can access any feature, including those used only rarely.

1.2 Installation

The idgard iOS app may be downloaded free of charge via any Apple App Store.

1.3 Login

When you access the iOS app, the login page appears, in which you enter the idgard user name and password you selected upon registration. Should 2-factor authentication be activated, you will be asked to enter a further Pass Code, which will be submitted to you separately either via idgard Login Card or SMS.

If you can not access idgard via user name and password yet, kindly register at www.idgard.de.

1.4 Navigating between Box Lists, Chat Lists, and Settings

Once you log on to idgard, the app instantly loads your Privacy Box overview. By clicking the respective icons at the bottom of this page, you can switch back and forth between the singles Boxes' chats and their file overview. The gear wheel icon also allows you to access the settings field.

1.5 Box Overview



The Privacy Boxes are arranged in a manner that, first, you see the unread files and then the rest in alphabetical order. The total of unread files is displayed in the footer for all Boxes and, in the red field in the list containing digits 1 to 99, for each individual Box.

Each Box is not only characterized by a Box name but also by three further icons and the name of the respective Box manager.

1.6 Creating Boxes, Selecting Settings & Members

Clicking the plus sign on your top left opens a template, in which the new Box name is entered and, if desired, the following „*Further Options*“:

- Open

When creating a new Box by clicking the plus sign, it may be shared via e-mail. This is later recognized by a link icon under the Box name.



- *Access Quota*

The access quota is the number of possible accesses via Box Link that one can send via e-mail as described in 1.8. The quota is “0” if the Box is closed. Clicking “Open” shows the pre-defined quota of “150”. You may adjust this number anywhere from “1” to “99 999”, in order to limit access to an adequate degree, depending on its application.

- *Box Code*

In order to prevent the Box Link from being intercepted during transfer and accessed without authorization, you may define a Box Code, that is sent via separate means to the authorized user of the Box Link.

When selecting the Box Code option, a random Box Code is created and suggested for use. A new Box Code is generated, if desired, by clicking the green circle-like arrow. You may also enter a Box Code defined by you.

- Using the following options, you may define what rights are granted by default to which members of the new Box, the instant you invited them to join the Box. Said rights are: “Download file”, “Upload file / Create and edit message”, “Delete file (default off)”, “Create message” and “Display members”.

- Data Room

The Box you are about to create may be upgraded to a Data Room. For auditing purposes, when confirming this option, it can not be undone, so caution is advised. (Needless to say, they also dispose of auditable, provider-proof security!) Instructions are available in Section VII of this manual. Data Rooms provide three further optional settings:

- *Journal (for Data Rooms)*

- *Notification upon bulk download*

Activating this option entails two further optional settings. As a standard, a user is notified if 2 downloads are performed within 2 minutes.

- *Activate “Click-through Agreement”*

By activating this feature, you may present new Data Room users a text that may be adjusted upfront to your liking, which they must confirm by clicking that they “agree” with its content before being able to access the Data Room. This feature is used, for example, to exclude liability if non-disclosure agreements apply.

- Select member(s)

The instant you click the plus sign, all account users (to which your Full License also belongs) are listed in alphabetical order. Here, you can search users that you wish to make members of your new Box. By clicking on the respective name(s), a check-mark appears to the right of the name(s). Once you have selected all your members, simply go back to the previous page and click “Save”, to store the selected options.

Current users are available under „Select members“. Members may be eliminated by clicking the red minus circle.

1.7 Editing Boxes

1.7.1 Deleting Boxes

In the Box overview, you find an “Edit” button on your top right. Check-circles appear next to each Box, if this is clicked. By checking these circles, you can decide, in a single step, by confirming “delete” on your bottom left, which Boxes you wish to eliminate. The number of selected files you wish to delete is shown in parentheses.

Note: If you’re the Box creator or manager, its entire content will be deleted. If you’re a member, you will simply leave this Box.

1.7.2 Editing Box Settings

Leaving your finger on a Box line opens a menu. Selecting “Edit Box” then opens a page that is also used to define your settings when creating a Box (see 1.6).

Note: Access is only granted to that Box, if you are the creator or manager of that Box.

1.7.3 Offline Access to Boxes

Leaving your finger on a Box line opens the menu, from which you may also select “Offline access to Box”. As a standard, a Box is normally green and only turns gray once it has been selected for offline access. In other words, you may copy content from an idgard Box onto your iPhone or iPad. This is convenient if you think you might need your data in places where Internet access is poor.

The data is copied to a confidential storage area of your device, which can only be accessed by your idgard iOS app.

A rotating gray circle indicates that the Box is still being synchronized. Synch can be interrupted any time. The circle then turns green and stops moving. You may then click the circle anew, to continue the synch.

1.7.4 Sharing Boxes per Email

Leaving your finger on a Box line opens the menu, from which you may also select “Share Box via email”. This feature is illustrated in Chapter 1.8; after all, it can also be accessed right from a Box.

1.8 Working within Boxes

Click the plus sign on your top right, to do the following:

- Change to Chat within this Box
- Mark all files and messages within this Box as read
- Create new messages; the new message is created within the viewed directory.
- Create new folders; the new folder is created within the viewed directory.
- Take pictures; using your device's photo app, you may take pictures and upload them right into the viewed directory.
- Upload photos; already taken pictures may be uploaded right into the viewed directory.

- Create videos; using your device's video app, you may create video clips and upload them right into the viewed directory.
- Upload videos; already created video clips may be uploaded right into the viewed directory.
- Record voice messages; using your device's voice recording app, you may record voice messages and upload them right into the viewed directory.
- Move/delete; each folder and file has a circle that appears when the folder or file is tapped. Check-marking the circle(s) allows you to move or delete the selected item(s).
- Share Boxes via email; this feature is available and visible, when a Box is open (see Chapter 1.6). You may grant a party access to a Box's content, even if they are not idgard users, by sending them a Box Link.
- Members/Guests/Rights; switch to overview, in which members are added to Boxes (see Chapter 1.6).

In the file overviews, you may **sort** the files (alphabetically, chronologically, according to creator), by tapping on the opposite arrows.

1.9 Chat Overview

Each Box is assigned a Chat Room. I.e., the members of a respective Box can send each other brief text messages, that are visible to all other members. All Chat Rooms in the Chat Overview show the chats in chronological order, listing the latest message first. Next to the Box name, you find the creator of the Box and the latest Chat message.



To follow the entire course of a Chat or create a new message, click on the respective Chat Room. At the bottom of the page, you can then enter your message and send it by clicking "Send".

Clicking the "up" icon allows you to instantly go back to the folder and file overview and member management area.

1.10 App Settings



Settings may be adjusted centrally. The gear-wheel shown in the Box and Chat overviews allows you to access App Settings.

1.10.1 Logoff

On the top right of your screen, you find the "Logoff" button, which is used to end a session and return to the login mask.

1.10.2 Basic Settings

Basic settings include "Tone on/off" and "Vibrate on/off" for notifications, "File alert on/off" and, if desired, "Certificate verification on/off".

If "File alert" is turned on and you intend to process files with applications other than idgard, it means the app will warn you if a file can inadvertently be synchronized with iCloud. As long as you activate "File alert", this security warning always appears. If you are used to using third-party software and have already deactivated iCloud anyway, then you can deactivate this warning by turning off the alert.

Uniscon recommends activating Certificate Verification, since this warns you if a cyber-spy tries to intercept the connection to idgard per man-in-the-middle attack. If work via networks postulates interconnection to the encryption for security reasons, one may want to deactivate Certificate Verification.

Whether you can perform Certificate Validation or not depends on a central idgard setting your Account Administrator manages.

However, you may adjust the language settings to your liking, irrespective of the operating system's language.

1.10.3 Reporting Errors / Feedback to Uniscon

In contrast to other service providers, we do not collect data that may be related to your online activity or behaviour.

However, please feel free to report any errors or feedback you may have, by using the email form in the settings. Simply click "Report error". This will open an email

form, in which you simply add your message. We look forward to any input, complaint or other feedback you may have and thank you in advance.

1.10.4 Offline / Caching

The Offline/Caching area informs you about the stats of the network and the volume of cache use.

Synchronization can be adjusted to be performed every 30 minutes, hour or manually according to one's liking.

What's more, cache deletion may also be activated at one's discretion manually.

1.10.5 Current Version

The latest version of this app is available at the foot of the settings page.

2 Android App

2.1 Application Scenario

The idgard Android App ensures safe access, per Android smartphone or tablet, to files stored in idgard and allows you to conveniently upload files, pictures, dictations or video clips. At the same time, it enables efficient mobile collaboration with other idgard users.



The idgard Android App also ensures compliant use of smartphone and tablet applications while providing the most important features necessary for mobile activity. Using your device's Internet browser, you can access any feature, including those used only rarely.

2.2 Installation

The idgard Android App may be downloaded free of charge via any Google Play Store.

2.3 Login

When you access the Android App, the login page appears, in which you enter the idgard user name and password you selected upon registration. Should 2-factor authentication be activated, you will be asked to enter a further Pass Code, which will be submitted to you separately either via idgard Login Card or SMS.

If you can not access idgard via user name and password yet, kindly register at www.idgard.de.

2.4 Navigating between File Lists and Chat Lists

Once you log on to idgard, the app instantly loads your Privacy Box overview. By clicking the respective icons at the top of this page, you can switch back and forth between the singles Boxes' chats and their file overviews.

2.5 Sorting

In the file overviews, you may **sort** the files (alphabetically, chronologically, according to creator), by tapping on the opposite arrows.

2.6 Box Overview



The Privacy Boxes are arranged in a manner that, first, you see the unread files and then the rest in alphabetical order. The total of unread files is displayed in the footer for all Boxes and, in the red field in the list containing digits 1 to 99, for each individual Box. If, in a Box, more than 99 items have not been read, then this is marked as (99+).

Each Box is not only characterized by a Box name but also by three further icons and the name of the respective Box manager.

2.7 Creating Boxes, Selecting Settings and Members

Clicking the plus sign on your bottom right opens a template, in which the new Box name is entered and, if desired, the following „Further Options“:

- Open

When creating a new Box by clicking the plus sign, it may be shared via e-mail. This is later recognized by a link icon under the Box name.



- *Access Quota*

The access quota is the number of possible accesses via Box Link that one can send via e-mail as described in 1.9. The quota is “0” if the Box is closed. Clicking “Open” shows the pre-defined quota of “150”. You may adjust this number anywhere from “1” to “99 999”, in order to limit access to an adequate degree, depending on its application.

- *Box Code*

In order to prevent the Box Link from being intercepted during transfer and accessed without authorization, you may define a Box Code, that is sent via separate means to the authorized user of the Box Link.

When selecting the Box Code option, a random Box Code is created and suggested for use. A new Box Code is generated, if desired, by clicking the green circle-like arrow. You may also enter a Box Code defined by you.

- Using the following options, you may define what rights are granted by default to which members of the new Box, the instant you invited them to join the Box. Said rights are: “Download file”, “Upload file / Create and edit message”, “Delete file (default off)”, “Create message” and “Display members”.

- Data Room

The Box you are about to create may be upgraded to a Data Room. For auditing purposes, when confirming this option, it can not be undone, so caution is advised. (Needless to say, they also dispose of auditable, provider-proof security!) Instructions are available in Section VII of this manual. Data Rooms provide three further optional settings:

- *Journal (for Data Rooms)*

- *Notification upon bulk download*

Activating this option entails two further optional settings. As a standard, a user is notified if 2 downloads are performed within 2 minutes.

- *Activate "Click-through Agreement"*

By activating this feature, you may present new Data Room users a text that may be adjusted upfront to your liking, which they must confirm by clicking that they "agree" with its content before being able to access the Data Room. This feature is used, for example, to exclude liability if non-disclosure agreements apply.

- Select member(s)

The instant you click the plus sign, all account users (to which your Full License also belongs) are listed in alphabetical order. Here, you can search users that you wish to make members of your new Box. By clicking on the respective name(s), a check-mark appears to the right of the name(s). Once you have selected all your members, simply go back to the previous page and click "Save", to store the selected options.

Current users are available under „Select members“. Members may be eliminated by clicking the red minus circle.

2.8 Editing Boxes

2.8.1 Deleting Boxes

Leaving your finger on a Box line opens the menu. If you then select "Delete Box", this opens a confirmation inquiry. If you then re-confirm "delete", the Privacy Box is deleted.

Note: If you're the Box creator or manager, its entire content will be deleted. If you're a member, you will simply leave this Box.

2.8.2 Editing Box Settings

Leaving your finger on a Box line opens a menu. Selecting "Edit Box" then opens a page that is also used to define your settings when creating a Box (see 2.6).

Note: Access is only granted to that Box, if you are the creator or manager of that Box.

2.8.3 Sharing Boxes per Email

If the Box may be shared (this is defined in the Box's settings), leaving your finger on a Box line opens the menu, from which you may also select "Share Box".

2.9 Working within Boxes

Click the plus sign on your bottom right within a Box, to do the following:

- Create new folders; the new folder is created within the viewed directory.
- Create new messages; the new message is created within the viewed directory.
- Take pictures; using your device's photo app, you may take pictures and upload them right into the viewed directory.
- Create videos; using your device's video app, you may create video clips and upload them right into the viewed directory.
- Upload photos; already taken pictures may be uploaded right into the viewed directory.
- Upload files

- Record voice messages; using your device's voice recording app, you may record voice messages and upload them right into the viewed directory.

2.10 Chat Overview

Each Box is assigned a Chat Room. I.e., the members of a respective Box can send each other brief text messages, that are visible to all other members. All Chat Rooms in the Chat Overview show the chats in chronological order, listing the latest message first. Next to the Box name, you find the creator of the Box and the latest Chat message.



To follow the entire course of a Chat or create a new message, click on the respective Chat Room. At the bottom of the page, you can then enter your message and send it by clicking "Send" (represented by a small paper airplane).

2.11 App Settings



Settings may be adjusted centrally. The gear-wheel shown in the Box and Chat overviews allows you to access App Settings.

2.11.1 Basic Settings

Basic settings include "Tone on/off" and "Vibrate on/off" for notifications, "File alert on/off" and, if desired, "Certificate verification on/off".

Unicon recommends activating Certificate Verification, since this warns you if a cyber-spy tries to intercept the connection to idgard per man-in-the-middle attack. If work via networks postulates interconnection to the encryption for security reasons, one may want to deactivate Certificate Verification.

Whether you are able to perform Certificate Validation or not depends on a central idgard setting your Account Administrator manages.

However, you may adjust the language settings to your liking, irrespective of the operating system's language.

You can also decide whether you wish for the Box creator's name to be visible or not.

We only recommend the setting "Keep session open", if you are absolutely sure that no one can access your Android device. If you leave it open and your device is stolen, a thief could read your idgard data, if the session is still running.

2.11.2 Cache / Storage / Offline / Synch

Here, you can adjust the settings according to your preference:

- Cache: local temporary memory
- Storage: where caching should take place and desired storage media change procedures
- Offline mode: enables offline access to data per offline password
- Synch: Synchronizes (i.e. updates) data stored offline

2.11.3 Current Version

The latest version of this app is available at the foot of the settings page.

2.12 Logoff

On the top right of your screen, you find the "Logoff" button, which is used to end a session and return to the login mask.

3 Blackberry App

3.1 Compliance with Android App

The idgard Blackberry App is coded in the same manner as the Android App. We therefore suggest reading the Android instructions. All features are found in the same fields.

3.2 Installation

This app may be downloaded free of charge in any Blackberry Store.

Guidance for Enterprises

Please don't hesitate to ask us about solutions tailored to your specific needs. We can integrate idgard into your system and optimize your business processes. Simply contact our idgard Business Support hotline at (+49-89) 41615987 or business@uniscon.de .