

# shayre Application Overview



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## Summary

The shayre application, from shayre Inc., provides a secure, cloud-free, high-speed file and folder sharing environment. It provides fully encrypted multi-point and point-to-point connections, making it an ideal file sharing solution for environments ranging from personal and small business up to large enterprises in industries such as healthcare, entertainment, legal and finance.

This document provides a description of the user interface of the shayre application and the basic functionality available to users, including the following:

- Adding a device with which files and folders will be shared
- Adding selected folders to share with designated devices
- Accepting an invitation from another shayre user to share a device and/or folder
- Removing a shared device and/or folder

The features available to shayre users are outlined in the sections below. In addition, video tutorials for shayre, which demonstrate the application's primary functionality, are available in the Support section at <https://www.shayre.com>.

## shayre Interface

Upon opening the shayre application, users will be taken to the screen seen below in Figure 1. From this interface, users can track multiple system status indicators and access the shayre features needed to begin sharing files and folders with other shayre-enabled devices, as outlined below.

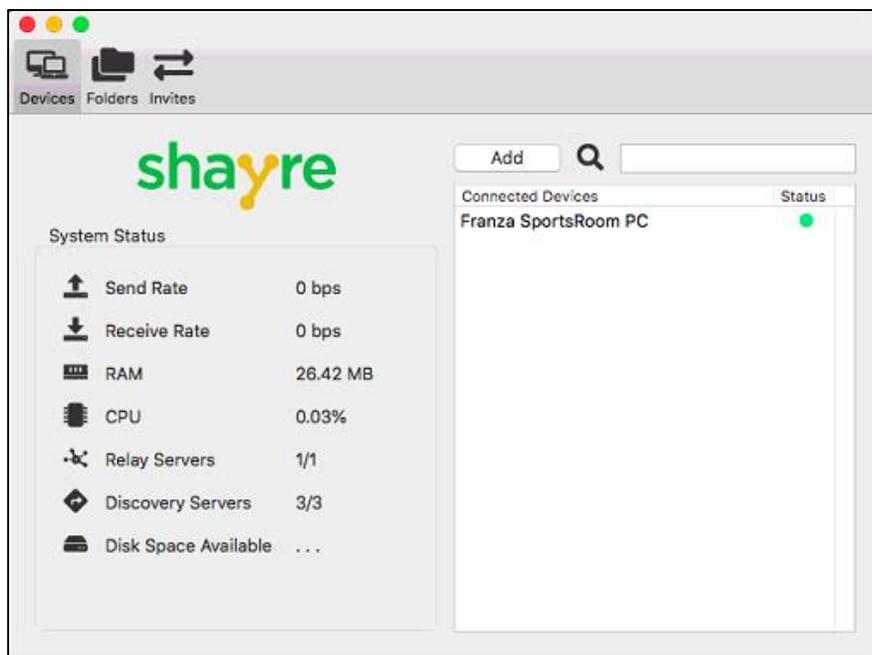


Figure 1: shayre Interface

## Sharing a Device ID

To begin sharing their device, users must email their shayre device ID to any user(s) with whom they wish to establish a shayre connection. To accomplish this, users can select Email Device ID from the Actions dropdown menu (as seen in Figure 2). This will open the user's default email application, with the Subject field and body of the email automatically populated. The user simply needs to address the email to the desired individual(s) and send the email.

Upon receiving an emailed device ID, the recipient can copy the device ID and add the device to their shayre application, using the paste function. See the "Adding a Device ID" section of this document for instructions on completing this process.

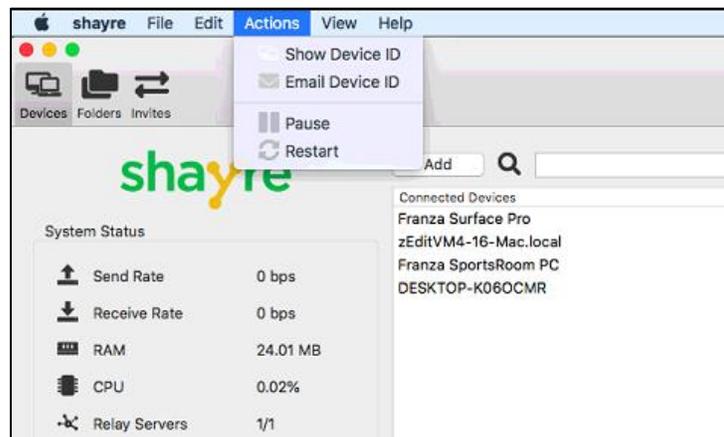


Figure 2: Email Device ID

## Adding a Device to shayre

Clicking the Add button in the Devices tab (as seen in Figure 3) will take users to the interface from which a new device can be added to shayre. Adding a device will result in a Device Invite being generated on the system being added; this invite must be accepted before the connection with the desired device will be completed.

To add a new device, simply add a desired name, insert (or paste) the shayre device ID in the Device ID field, check any folders to be shared (optional), and click the Add button. See Figure 4 below.

Please note that in order to perform this function a user must have the shayre-generated Device ID of the computer being added. See the "Sharing a Device ID" section of this documentation for instructions on how to forward this ID.

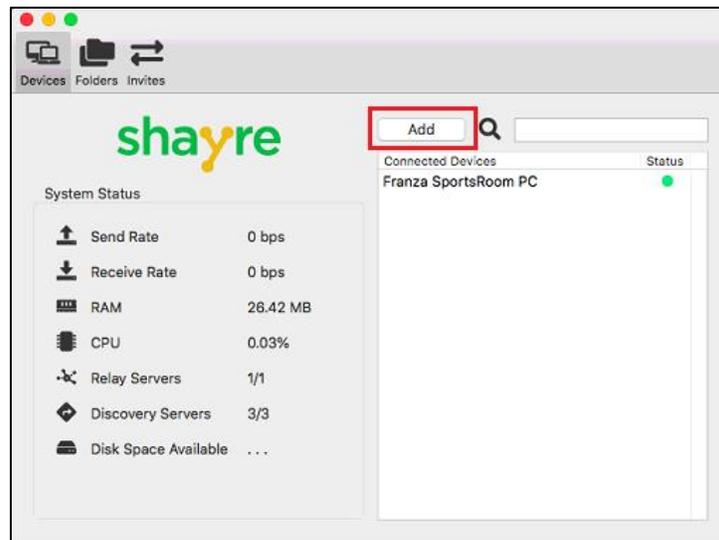


Figure 3: Add Device Button

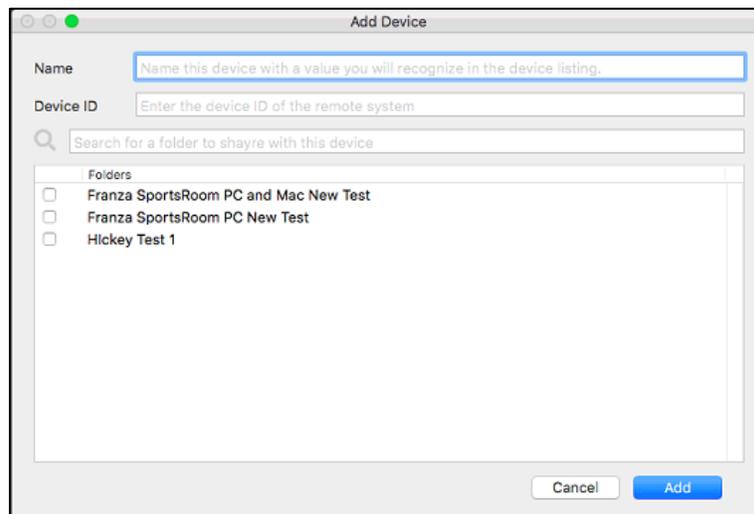


Figure 4: Add Device Interface

## Adding a shayre Folder

Clicking the Add button in the Folders tab (as seen in Figure 5) will take users to the interface from which a new folder can be added to a shayre device (see Figure 6).

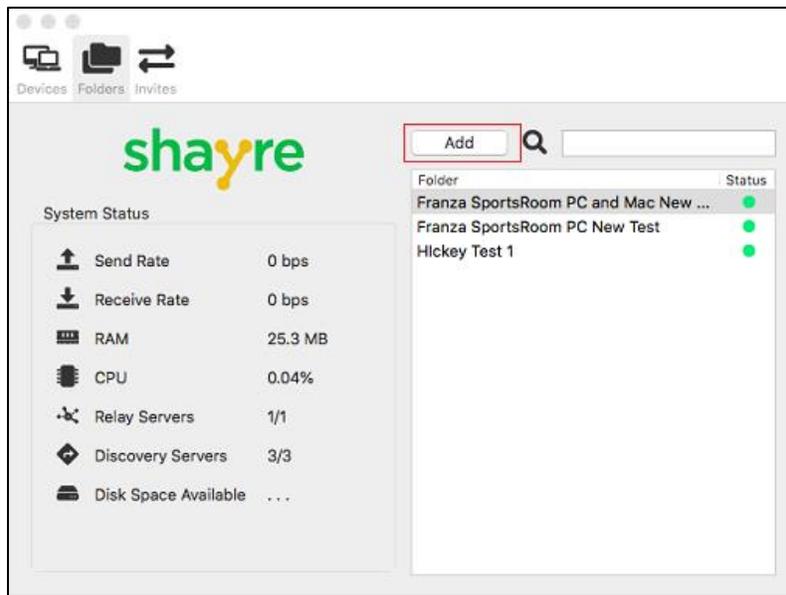


Figure 5: Folders Tab

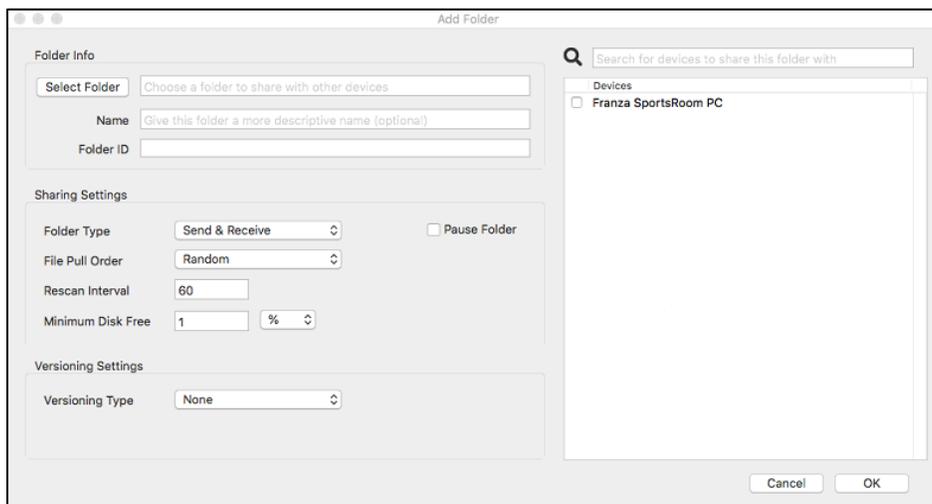


Figure 6: Add Folder Interface

Clicking the Select Folder button from the window pictured above will take users to the screen pictured below (Figure 7), from which they can either designate an existing folder or create a new folder they wish to share between devices.

Users can select an existing folder to designate as a shayre folder by highlighting the desired folder and clicking the Open button. To create a new shayre by clicking the New Folder button to open a pop-up window (see Figure 8) from which a new shayre folder can be created.

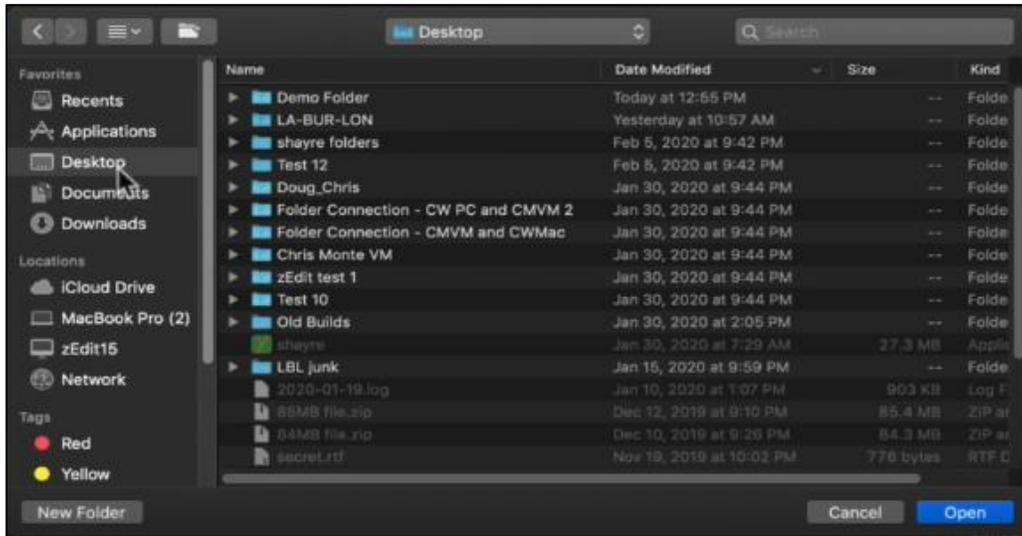


Figure 7: Select Folder Interface

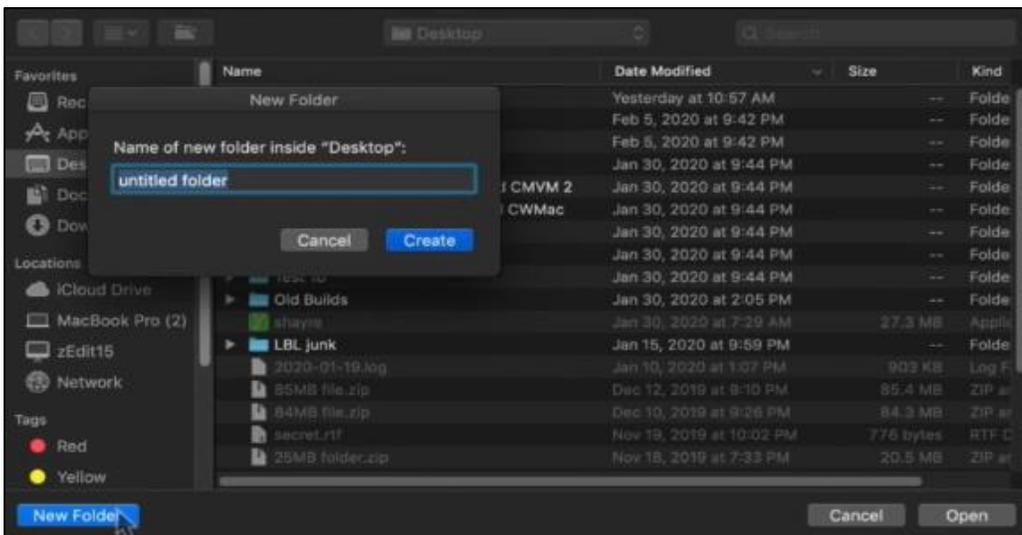


Figure 8: New Folder Pop-up

In the pop-up window pictured above users can create the new folder by simply entering a folder name and clicking the Create button. From the ensuing window (see Figure 9), users can click the Open button to complete the process of adding the folder.

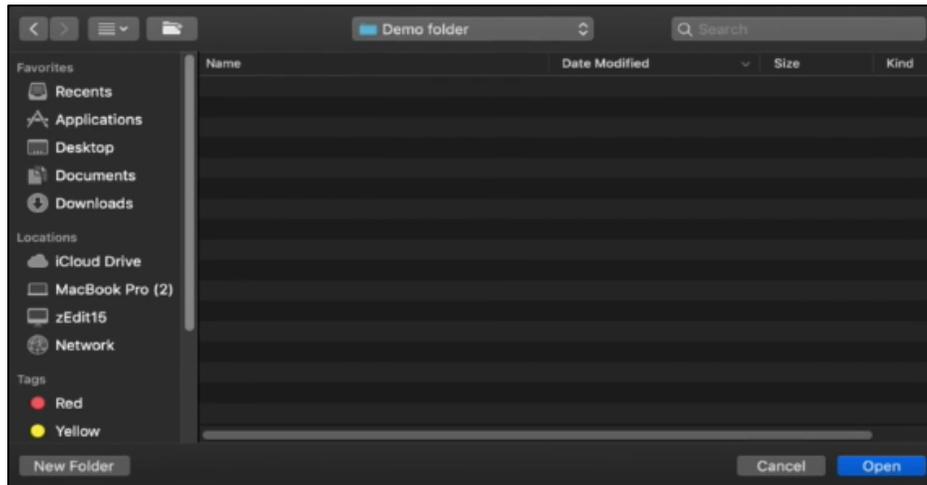


Figure 9: New Folder Open

After clicking the Open button, either from the screen above or after selecting an existing file, as seen in Figure 7, users will be taken to the screen seen below. From this screen users can designate the device(s) with which the folder will be shared by checking the box next to the device in the Devices pane. Once the OK button is clicked, shayre will automatically generate a folder invite on any selected devices.

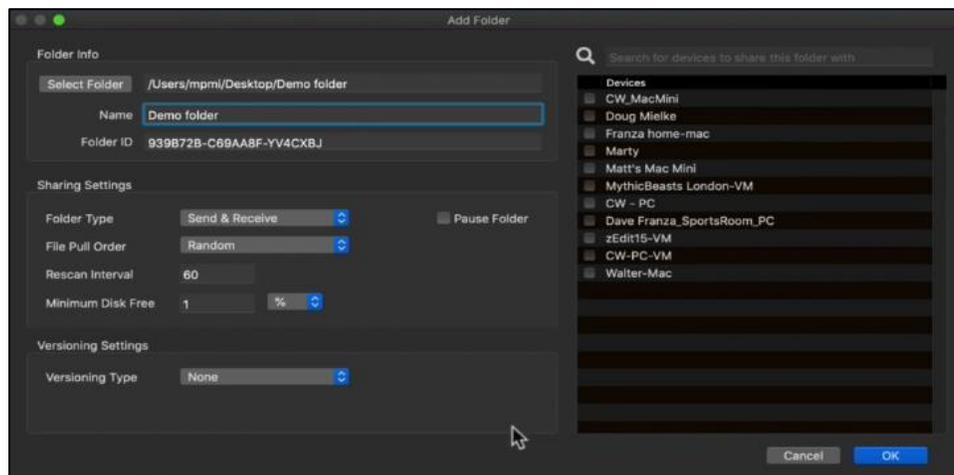


Figure 10: Add Folder

## Accepting an Invite

When a user adds a device or folder to be shared with another user, the selected user will receive a device or folder invite in their shayre application. In order for the connection to be made, the user on the receiving end of the invite must accept the invite. Pending invites are indicated by a plus sign (+) in the Invites tab, as seen in Figure 11.

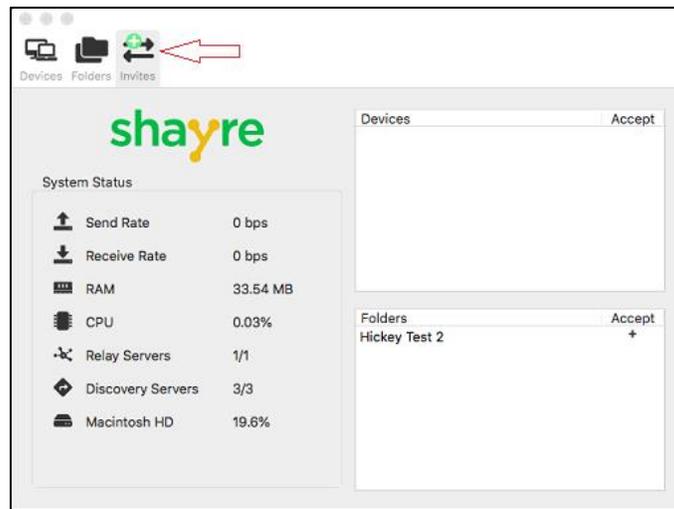


Figure 11: Invites Tab

### **Accepting a Device Invite**

To accept a device invite, users must click on the plus sign icon (+) corresponding to the device they wish to add within the Devices pane (see Figure 12).



Figure 12: Device Invite

Clicking the plus icon will open the Add Device screen, as pictured in Figure 13. From this screen users can enter any name they desire for the new device by entering it in the name field. Additionally, users can designate folders to be shared with the new device by clicking the checkbox for the folder in the Folders pane.

Clicking the Add button will complete the process of adding the new device and accepting the device invite.

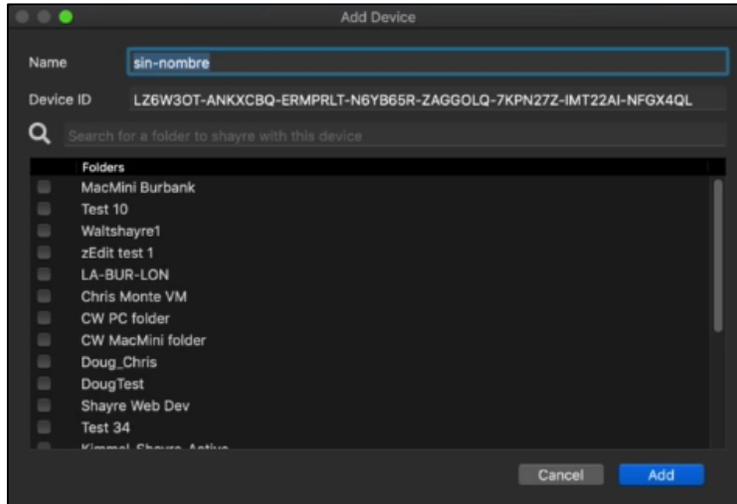


Figure 13: Add Device Screen

### **Accepting a Folder Invite**

To accept a folder invite, users must click on the plus sign icon (+) corresponding to the folder they wish to add within the Folders pane (see Figure 14).



Figure 14: Folder Invite

Clicking the plus icon will open the Add Folder window, as pictured in Figure 15. From this screen the user needs to copy the folder name shown in the Name field and then click on the Select Folder button.

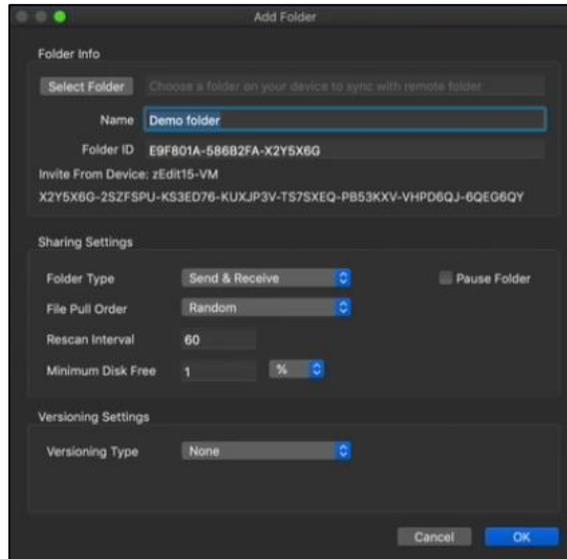


Figure 15: Add Folder Screen

Clicking the Select Folder button will open the screen pictured below in Figure 16. From this screen users can specify where they want to add the folder on their system (e.g. on the desktop, in documents, etc.) and click on New Folder at the bottom of the window.

Clicking the New Folder button will open the pop-up window shown in Figure 17. Users can now paste the name of the folder that was copied previously and click the Create button.

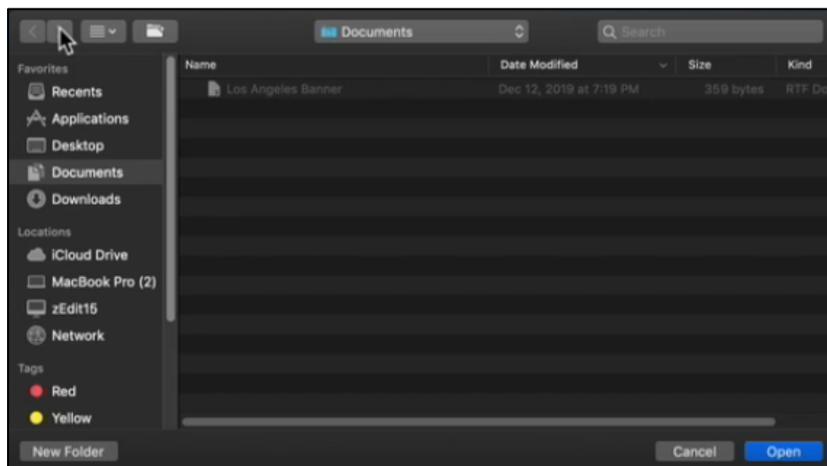


Figure 16: Select Folder

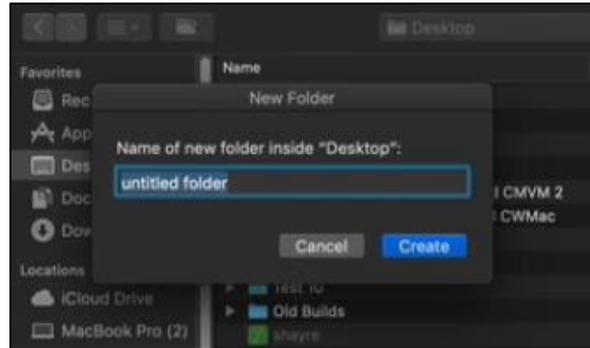


Figure 17: New Folder Pop-up

Clicking the Create button will open the window pictured in Figure 18. Clicking Open on this screen will take users to the window shown in Figure 19, from which users can complete the process of creating the new shared folder by clicking the OK button.

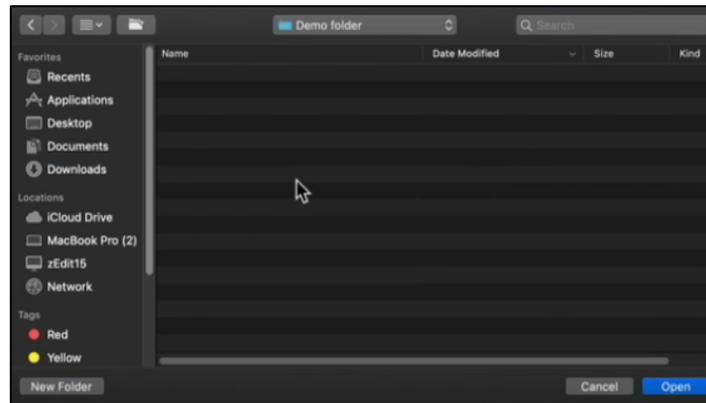


Figure 18: Create Folder Screen

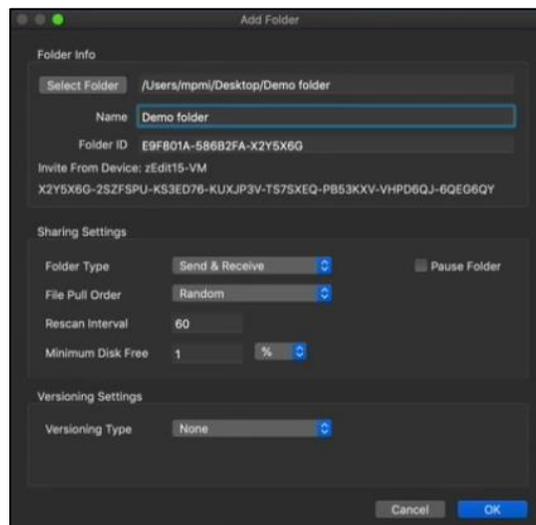


Figure 19: Add Folder Screen

## Adding an Existing Folder to a Device

Users can add an existing folder to an existing shayre device through either the Devices tab or the Folders tab, as outlined below.

### Adding an Existing Folder in the Devices Tab

From the Devices tab users can either double-click the device to which they want to add a folder or right-click on the desired device and choose Edit Device (see Figure 20).



Figure 20: Edit Device Dropdown

Either of the methods described above will open the Edit Device window, as shown in Figure 21. From this screen, users can check the box next to the folder(s) they wish to add to the device and click Save.

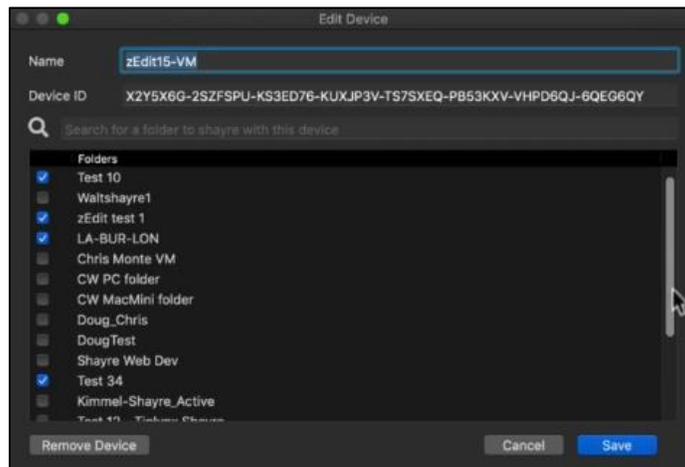


Figure 21: Edit Device Window

## Adding an Existing Folder in the Folders Tab

From the Folders tab users can either double-click the folder they wish to add to a device or right-click on the desired folder and choose the Edit Folder option (see Figure 22).

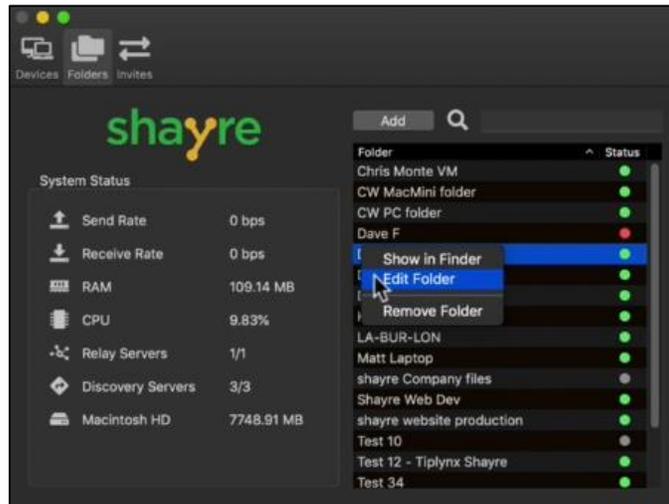


Figure 22: Edit Folder Dropdown

Either of the methods described above will open the Edit Folder window, as shown in Figure 23. From this screen, users can check the box next to the device(s) to which they want to add the selected folder and click OK.

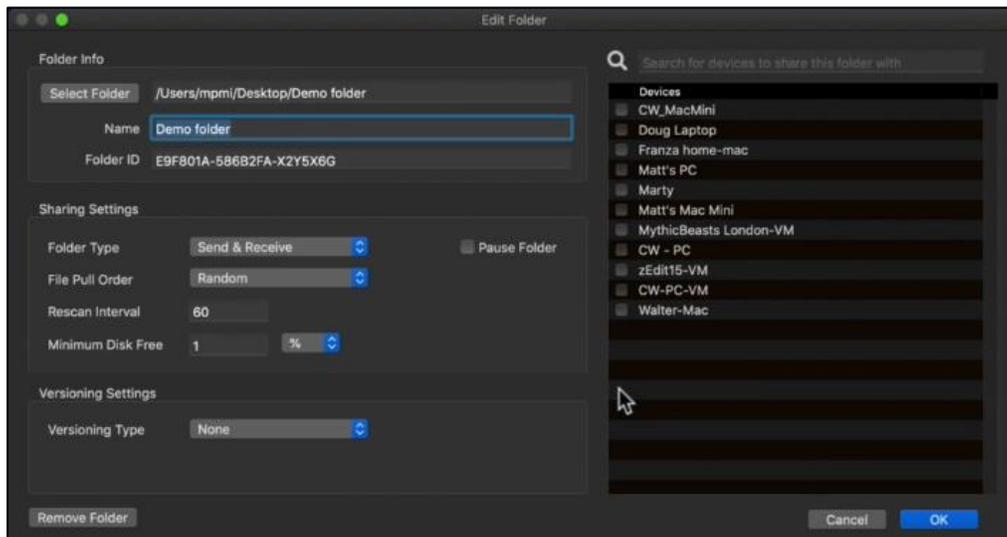


Figure 23: Edit Folder Window

Once a folder is shared between two or more devices, any file that is added to the folder on any one of the shared devices is automatically copied to all of the other devices. By default, any

actions taken on a file in the shared folder is replicated on any other shared device(s). The level of replication (in terms of deleted files, etc.) can be set at the administrator level.

## Removing a Device

Users can remove a device from shayre through one of two simple methods. In the first method, navigate to the Devices tab, right-click on the desired device and click Remove Device on the resulting dropdown menu (see Figure 24).



Figure 24: Remove Device Method 1

In the second method, users can double-click on the device they wish to remove. This will open the Edit Device window as shown in Figure 25. Click Remove Device to remove the selected device from shayre. Note: Clicking Remove Device using either method will open a pop-up confirmation window. Clicking OK in this pop-up box will complete the process of removing the device.

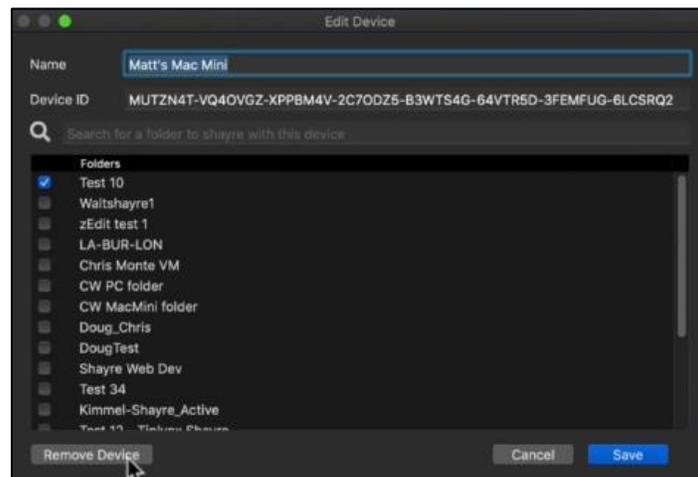


Figure 25: Remove Device Method 2

## Removing a Folder

Users can remove a folder from shayre through one of two simple methods. In the first method, navigate to the Folders tab, right-click on the desired folder and click Remove Folder on the resulting dropdown menu (see Figure 26).

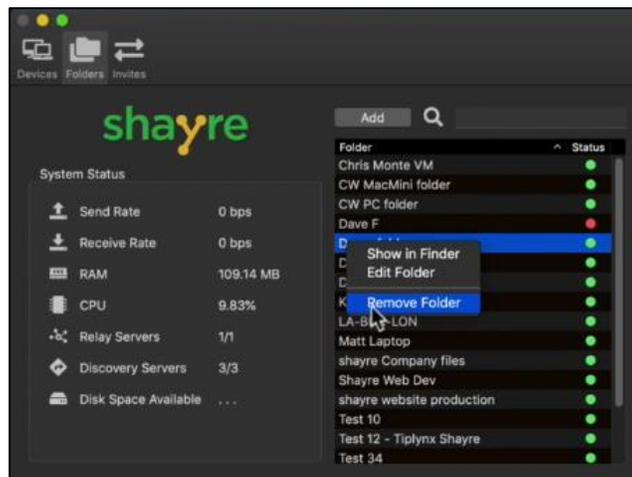


Figure 26: Remove Folder Method 1

In the second method, users can double-click on the folder they wish to remove. This will open the Edit Folder window as shown in Figure 27. Click Remove Folder to remove the selected device from shayre. Note: Clicking Remove Folder using either method will open a pop-up confirmation window. Clicking OK in this pop-up box will complete the process of removing the folder.

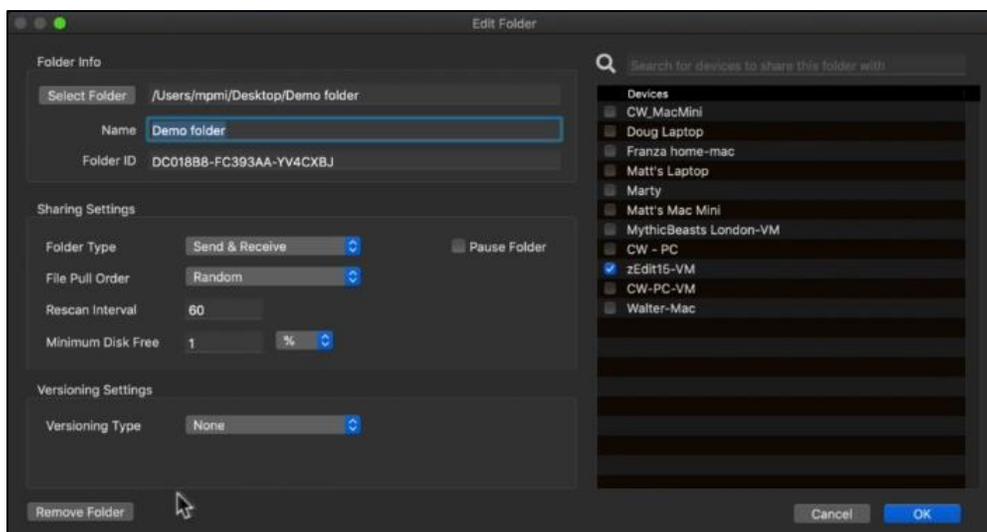


Figure 27: Remove Folder Method 2

## Viewing/Adjusting Preferences

Clicking on Preferences from the shayre dropdown menu (see Figure 28) will allow users to access the Preferences screen, which is divided into the General and Ignored tabs, as described below.

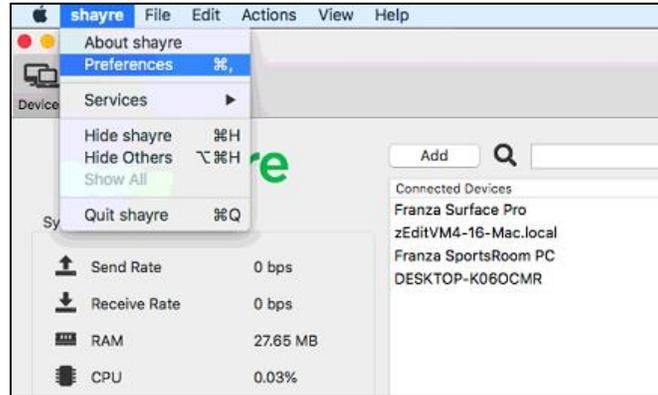


Figure 28: Preferences Dropdown Option

The General tab of the Preferences window allows users to view and adjust some of the general settings for shayre (e.g., Device Name, Disk Settings, etc.), as seen below in Figure 29.

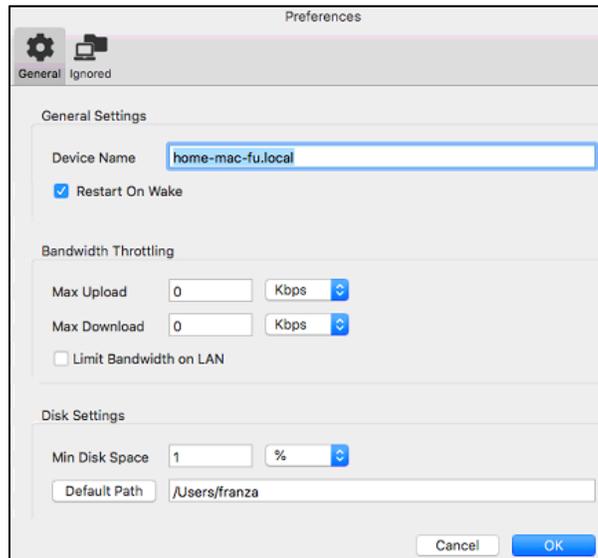


Figure 29: Preferences – General Tab

The Ignored tab (as seen in Figure 30) allows users to stop ignoring any devices or folders that they have previously elected to ignore from the Invites tab. Users can choose to see a list of either ignored folders or ignored devices, which will be displayed in the bottom pane of the window. From this list, users can simply select the folder/device they wish to stop ignoring and click the OK button.

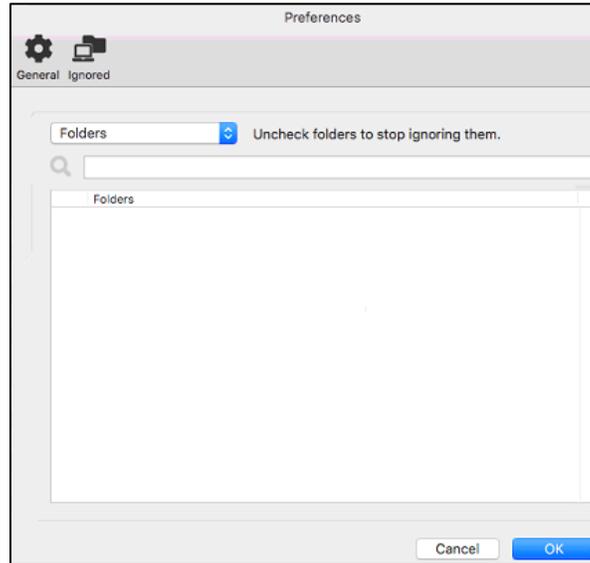


Figure 30: Preferences – Ignored Tab

### Accessing the Help Feature

The Help dropdown menu, as seen in Figure 31, provides access to the help/support features available through the shayre application. Available features include the ability to search for help on a specified topic, access a support web page that provides such features as FAQs and tutorials, and the ability to open shayre’s administrative Web Portal.

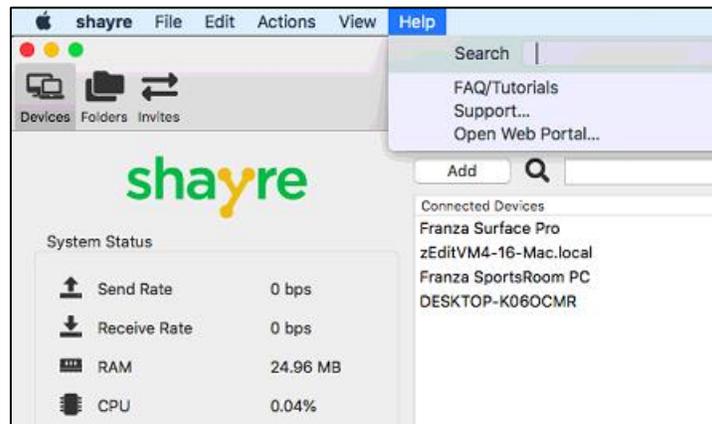


Figure 31: Help Dropdown Menu

Clicking on the FAQ/Tutorials or Support options from the Help dropdown menu will open the support web page, as pictured in Figure 32. From this site, users can perform functions that include:

- Searching for help on a specified keyword(s)
- Opening a support ticket with shayre
- Reviewing Frequently Asked Questions (FAQs)
- Viewing any of shayre’s videos/tutorials

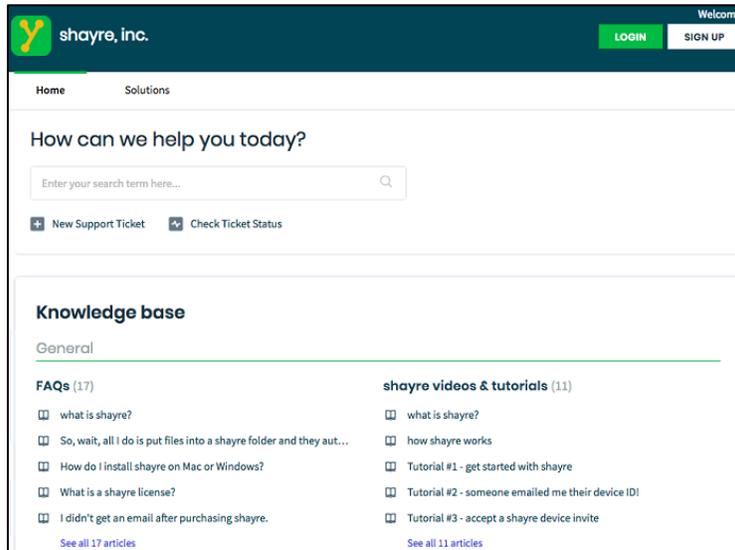


Figure 32: shayre Support Web Page

Clicking on the Open Web Portal link from the Help dropdown menu will open shayre’s administrative website (see Figure 33) from which users can perform any administrative functions authorized for their assigned role.

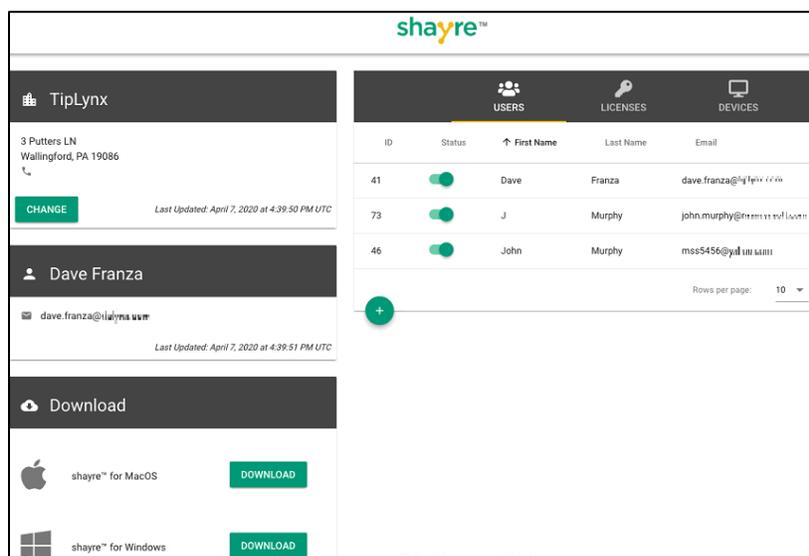


Figure 33: shayre Web Portal

## Viewing Version Information

To view information on the version of shayre currently installed on their device, users can select the About shayre link in the shayre dropdown menu (see Figure 34). Clicking this link will open the window shown in Figure 35.

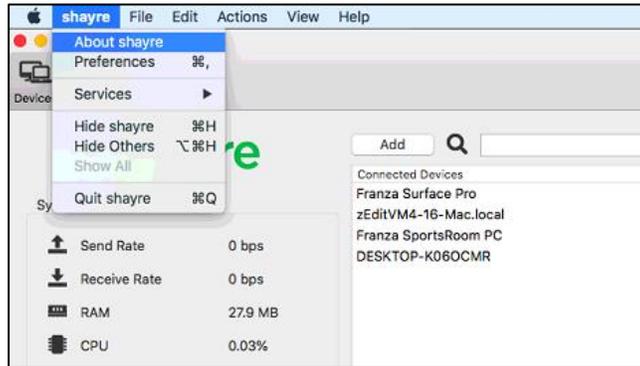


Figure 34: About shayre Dropdown

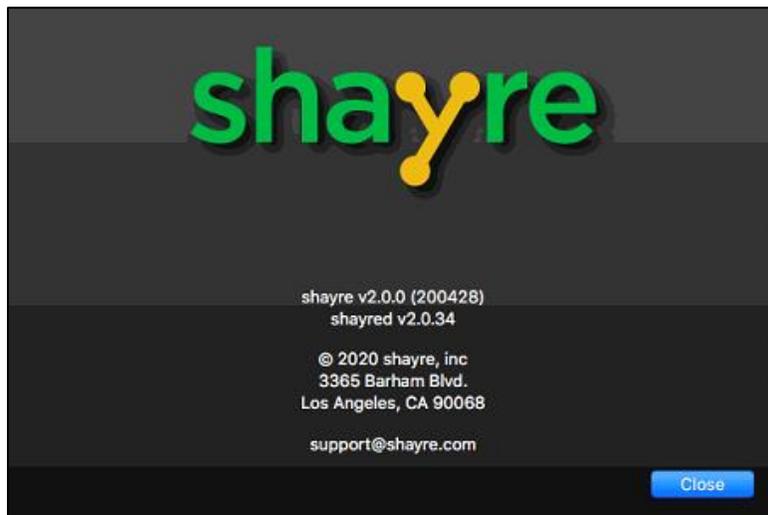


Figure 35: shayre Version Window