

FileOMint

Upload · Store · Share · Save

User Manual

How to use FileOMint's features as a user.

What is FileOMint

Getting started.

Registering your account

Signing in

I can see files, but can't upload yet?

Upgrade to Pro

- Adding your bank details and account info
- Uploading a logo, why upload?
- When will FileOMint take my money?
- If I don't pay then what?

Working with Files

You have a Pro account now what?

Toolbox basics

Creating folders

Uploading files

The file info screen

Moving, Copying, Deleting, Renaming

I want to share

The different share options.

- Quick sharing
- Normal sharing
- Quick sending

The share screen

What rights do the people I share with have?

Working with Contacts

The FileOMint options screen

- Contacts
- Groups
- Profile
 1. Quick Share Time limit
 2. Cancelling my Pro Account.

Users

The FileOMint Client

The Dashboard

What's on my dashboard

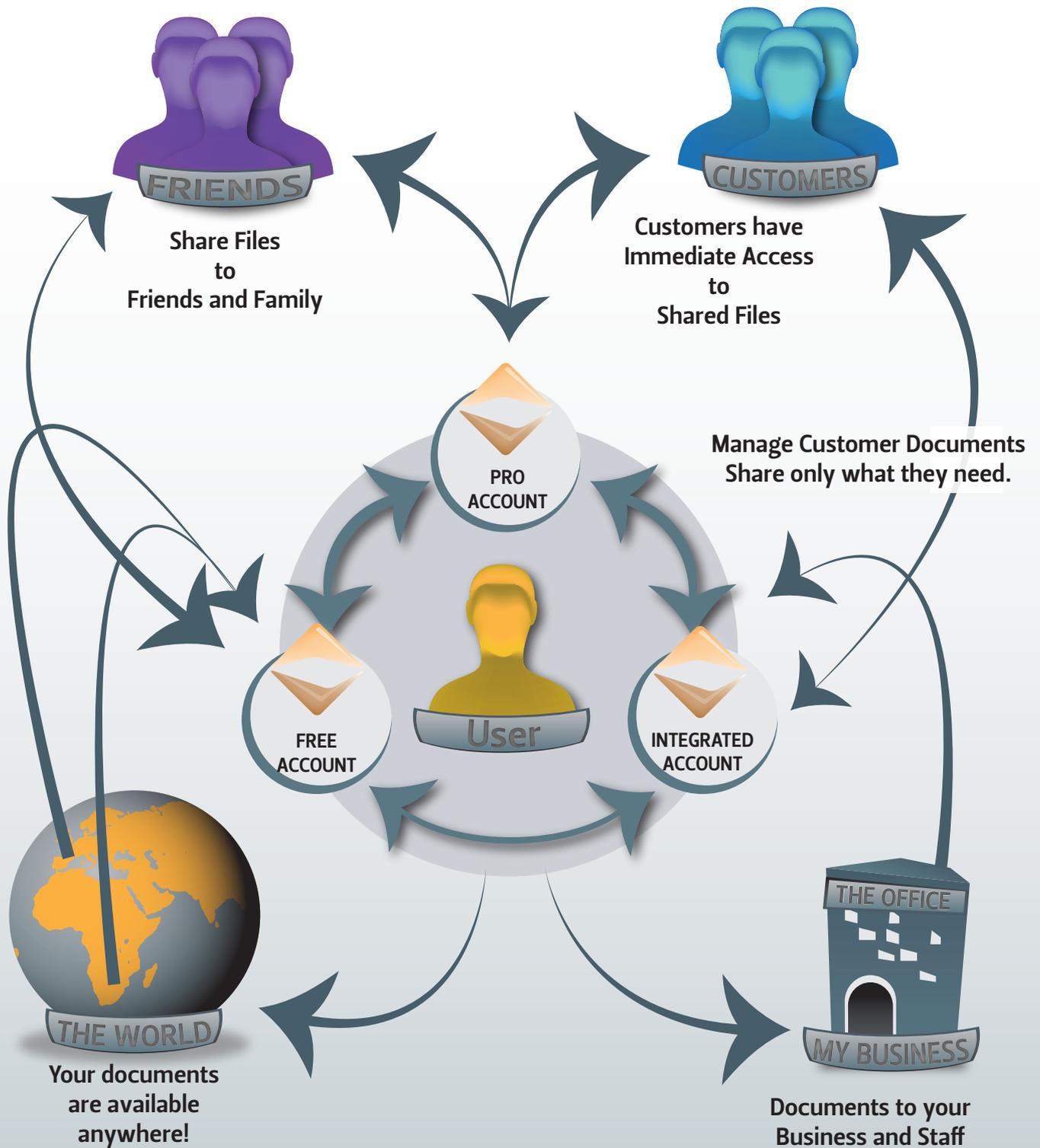
- Latest Files shared to me
- Quick Sent Files
- Billing information
- My shared files

User Feedback

Contact Us



FileOMint



What is FileOMint



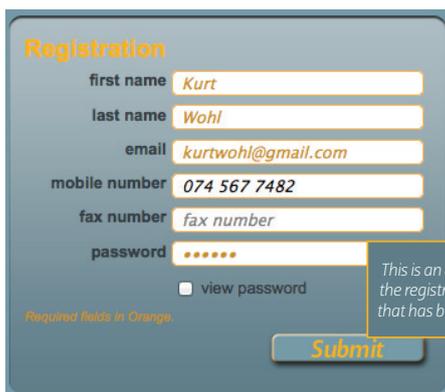
FileOMint

FileOMint was created out of a need for businesses to become more paperless, allowing their clients to access their files on an easy to use storage system. The benefit being that their clients don't have to pay for storage, and they will have access to their files at any time and any where they have an internet connection. Whether you are a business or have their files shared to you, using FileOMint is very easy.

Getting Started

You are here because either FileOMint has sent you an email with a link to a file stored on FileOMint or you heard about it and felt that you could see a use for FileOMint in your business. The first steps to using FileOMint are quite straightforward.

Registering your account



Registration

first name

last name

email

mobile number

fax number

password

view password

Submit

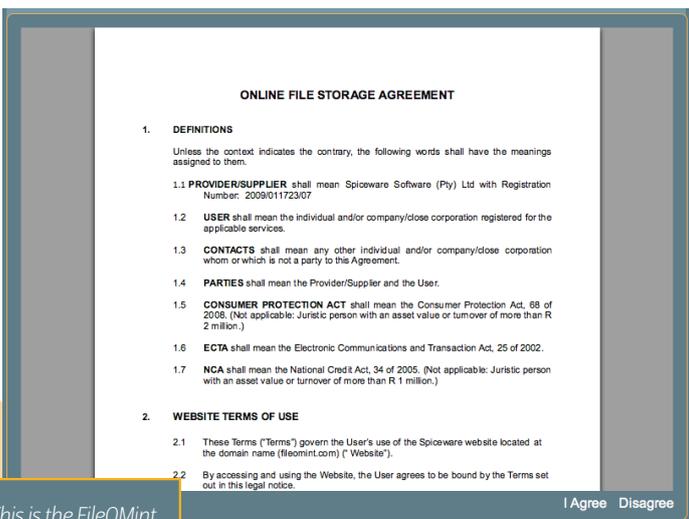
Required fields in Orange

This is an example of the registration form, that has been filled in.

Go to FileOMint.com in your browser, <http://fileomint.com>, if you already have an account you can skip this step.

To register with FileOMint, you simply type your personal details into the register form on the main page.

Note: you can't change these later, however if you forget your password a reset link will be sent to your email address.



ONLINE FILE STORAGE AGREEMENT

1. **DEFINITIONS**

Unless the context indicates the contrary, the following words shall have the meanings assigned to them.

1.1 **PROVIDER/SUPPLIER** shall mean Spioeware Software (Pty) Ltd with Registration Number: 2009/011723/07

1.2 **USER** shall mean the individual and/or company/close corporation registered for the applicable services.

1.3 **CONTACTS** shall mean any other individual and/or company/close corporation whom or which is not a party to this Agreement.

1.4 **PARTIES** shall mean the Provider/Supplier and the User.

1.5 **CONSUMER PROTECTION ACT** shall mean the Consumer Protection Act, 68 of 2008. (Not applicable: Juristic person with an asset value or turnover of more than R 2 million.)

1.6 **ECTA** shall mean the Electronic Communications and Transaction Act, 25 of 2002.

1.7 **NCA** shall mean the National Credit Act, 34 of 2005. (Not applicable: Juristic person with an asset value or turnover of more than R 1 million.)

2. **WEBSITE TERMS OF USE**

2.1 These Terms ("Terms") govern the User's use of the Spioeware website located at the domain name (fileomint.com) ("Website").

2.2 By accessing and using the Website, the User agrees to be bound by the Terms set out in this legal notice.

I Agree Disagree

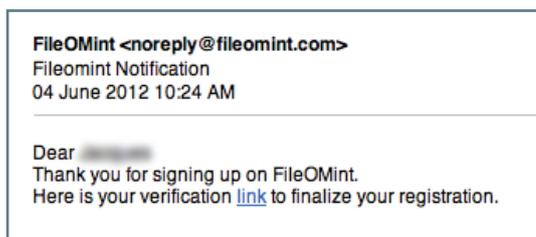
This is the FileOMint Terms and Conditions screen.

A box will appear with the FileOMint Terms and Conditions, which you have to agree to in order to use FileOMint, clicking I Agree means that you have read the terms and conditions and you are bound to them as a user of the FileOMint web application.

Note: If the Terms and Conditions do not appear, a download link is available in it's place and under the help & support section within the footer of the FileOMint home page. There is no excuse for not reading the terms and conditions.

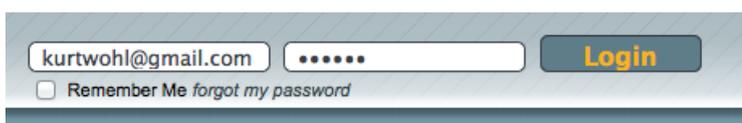
Once you submit the form, a verification link will be sent to the email address you typed in.

Note: Sometime s this email ends up in your SPAM folder, this is because FileOMint is still building up credibility with the SPAM filter websites, if you receive a mail from FileOMint and it ends up in your SPAM, please add it to your address book and click on the "is not SPAM" button if your mail provider has this option.



Once you click on the verification link in your email you will be transported back to FileOMint.

..... Signing in



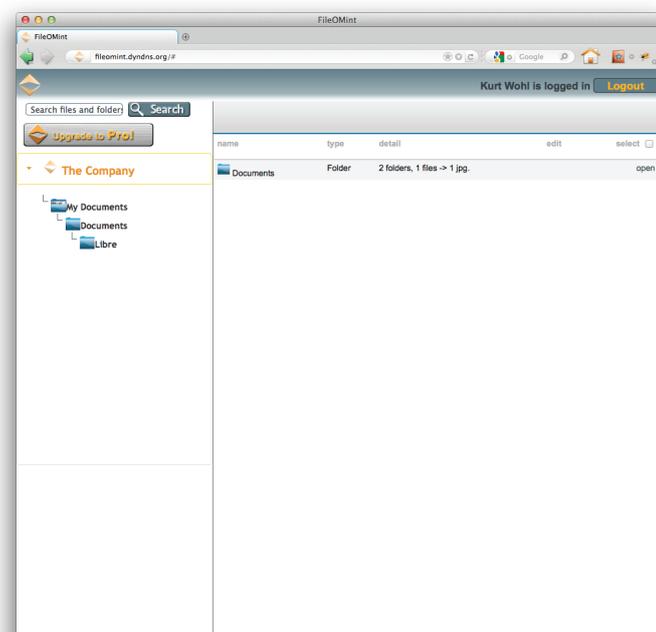
Use the Sign in form on the header of the FileOMint webpage, the email address used to sign in must be the one you used to create your account. If you forgot your password you can click on the “forgot my password” link and follow the steps to reset your

password. FileOMint can also remember your sign in details for easy future sign in.

Note: We don't advise using the “Remember Me” option if you're not the sole user of your computer, or if you work on an unsafe computer network, as your FileOMint account can contain sensitive data.

To finish the sign in process, click on the “login” button, or push your enter key after typing in your credentials.

..... I can see files, but can't upload yet?



Welcome to the FileOMint web application.

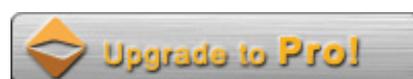
If this is your first time using FileOMint, you will see an “Upgrade to Pro” button in your folder view, however you don't need to upgrade to use FileOMint, though it does add more functionality.

It may be that a person or business has shared a file with you, their name will be underneath the “upgrade” button. Once you click on their name you will be able to see their folder tree and upon clicking on the folders, you will see the files that have been shared to you.

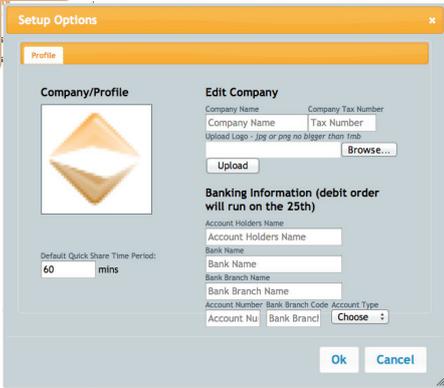
This is FileOMint's main feature, to become a part of this you need to upgrade to a pro account.

..... Upgrade to Pro

The benefits of upgrading are quite simple, you will be able to upload and store your documents on the FileOMint server and share them with anyone you wish, at a very low price.



Adding your bank details and account information



Setup Options

Profile

Company/Profile

Edit Company

Company Name Company Tax Number

Company Name Tax Number

Upload Logo - jpg or png no bigger than 1mb

Banking Information (debit order will run on the 25th)

Account Holders Name

Account Holders Name

Bank Name

Bank Name

Bank Branch Name

Bank Branch Name

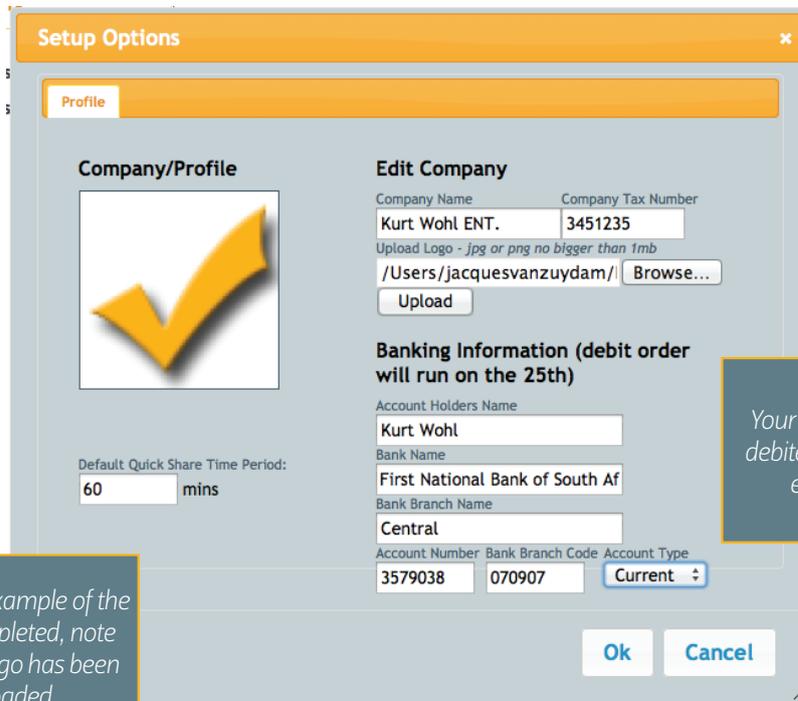
Account Number Bank Branch Code Account Type

Account Nu Bank Branch

Default Quick Share Time Period: mins

Clicking on the Upgrade button will bring up a dialog where you can add your company details and banking information, we need your bank information so that you can make your monthly payments to using a debit order.

Note: The Company name you fill in will be displayed in the tree view to the people you share your files to.



Setup Options

Profile

Company/Profile

Edit Company

Company Name Company Tax Number

Upload Logo - jpg or png no bigger than 1mb

Banking Information (debit order will run on the 25th)

Account Holders Name

Bank Name

Bank Branch Name

Account Number Bank Branch Code Account Type

Default Quick Share Time Period: mins

This is an example of the form completed, note that the logo has been uploaded.

Your bank account is debited on the 25th of each month.

Uploading a logo, why upload?

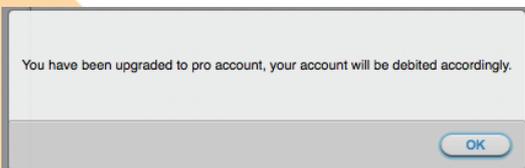
If you choose not to upload a logo at this stage you may upload one at later stage, however, the default FileOMint logo will be displayed next to your company name in the folder view. So if you can upload a logo, it would be a nice personal touch to your account and to the people you share your files with.

The logo is displayed next to your personal folder and in your share contacts folder view.



Note: Remember to click on the upload button once you select a file, otherwise your file won't be uploaded. Suitable file formats are your basic image formats, e.g. Jpeg, PNG, GIF or bitmap.

When will FileOMint take my money?



You have been upgraded to pro account, your account will be debited accordingly.

Our debit order will run on the 25th of every month. So if you register your account early in the month you will get more use out of FileOMint before paying for it. You only pay for every gigabyte of storage you use, your file usage is displayed in the dashboard (explained later in this document).

..... If I don't pay then what?

If we don't receive a payment from you, or your bank details change we revert your account back to a basic state, you will not be able to see your files. You will need to contact us to amend your account details and make a payment (FileOMint contact details are at the end of this document). Your files will be deleted after 1 month of none payment.

..... Working with Files

This section will explain what you can do with your account once you upgrade to a pro user.

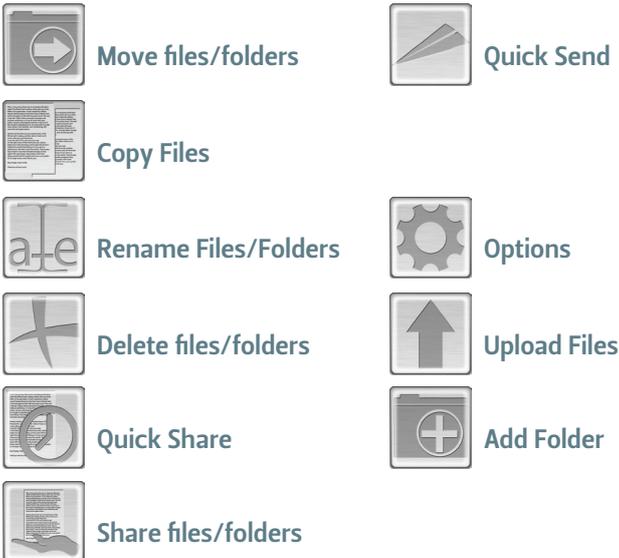
..... You have a pro account now what?

A FileOMint Pro account is your gateway to the rest of FileOMints functionality, you will be able to share and upload files, and work with those files in an easy to use environment.

..... Toolbox Basics



From left to right your available tools are:



..... Creating folders



The default folder you have in your personal account is the "my documents" folder, to create new folders within this folder, you need to select it in the tree view and click on the add folder button in the toolbar, this will bring up a dialog where you can type in a name for your new folder. You can do this as many times as you need, creating subfolders. This way you can manage your files easily.

Add Folder

Specify a new folder name.

This is what you see when you click on the new folder button. A new folder will appear underneath the current selected folder.

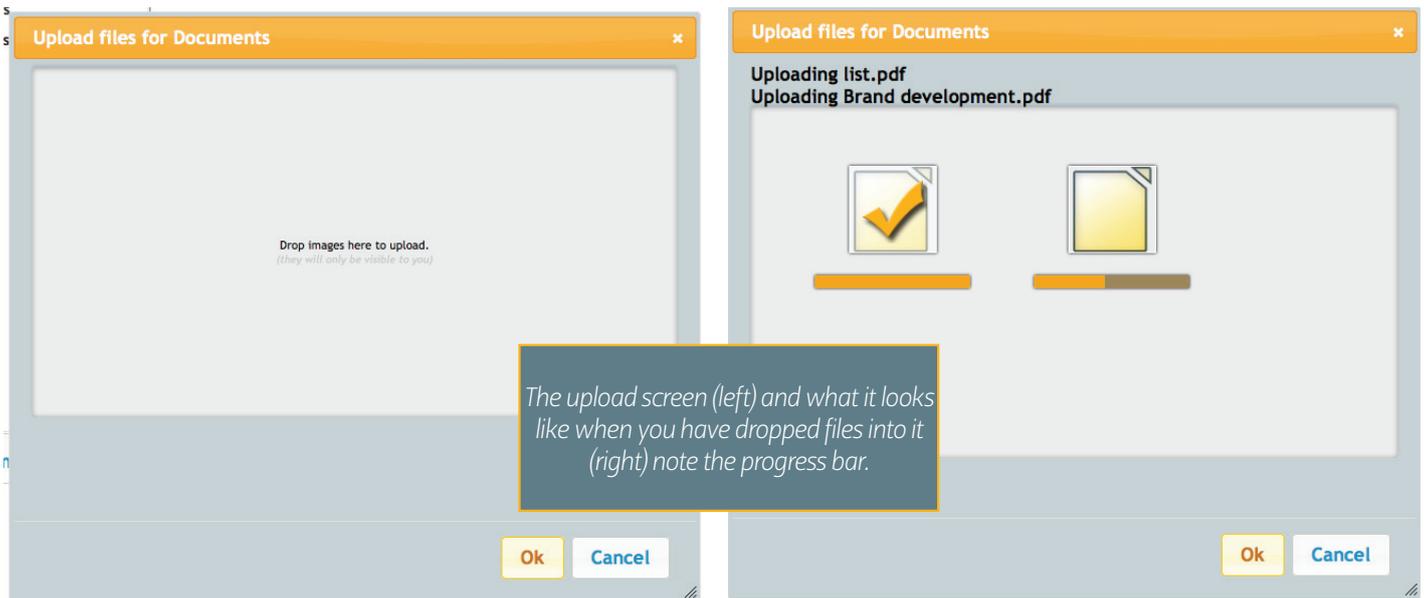
Uploading files



To upload a file to FileOMint, simply click on the upload button in the toolbar. This will bring up a dialog with a “drop” area.

Note: Files are uploaded into the folder selected in the folder view.

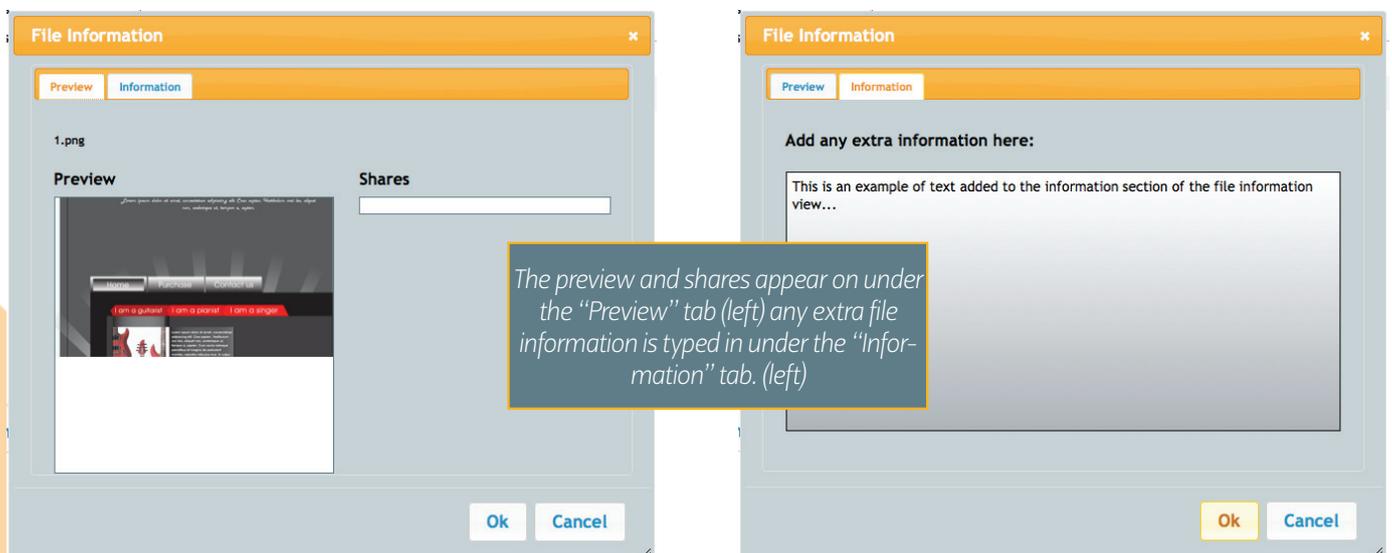
Open a window within your computer, whether you use finder or windows explorer the functionality is the same. Simply drag the file from your computer into the upload box, a preview of the file will appear (if it is a browser readable format) and a progress bar will show how long it will take for the file to upload. It’s as easy as that.



The File Information screen



The File information screen is more than just a place to view information about your files, you can view and cancel sharing, see a preview of the file (if in a browser readable format). You can also add your own information to the file, using the text box provided under the information tab. Click on the “ i ” icon next to your files to view this information.



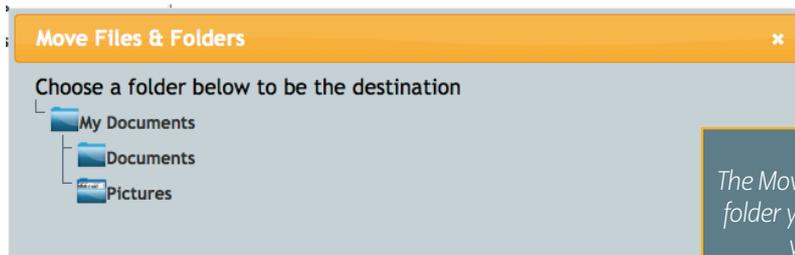
Moving, Copying, Deleting, Renaming

Note: To select files, you click on the checkboxes on the right of the file view. You can select multiple files, however drag and drop is limited to one file at a time.

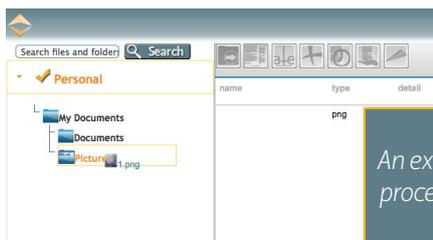
Moving:



In most cases, moving a file or folder is as simple as drag and drop, however, you can also use the tool provided, if you need to move more than one file or you are working on a browser that doesn't support this feature, although we recommend using an updated browser with HTML 5 support.



The Move screen, select a folder you wish to move your file to.



An example of a file in the process of being dragged and dropped.

Copying:



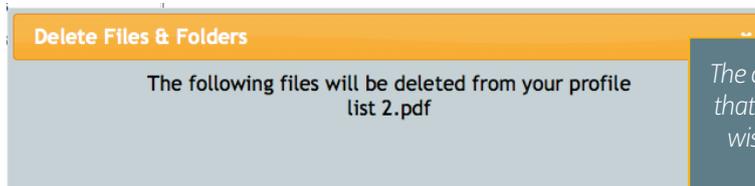
Copying is restricted to files only, as we don't see a requirement to copy folders. Once selecting the file(s) you want to copy, click on the copy button and select a destination folder, this will copy the file there and add the prefix "copy of " to the file for easy identification. We recommend renaming the file to something more specific to your needs.

Deleting:



This is very easy to use, you can delete both files and folders. Simply select the file or folder you wish to delete and click on the delete button, you will need to confirm that you wish to delete the file or folder.

Note: Move any files from within a folder you wish to keep, as deleting the folder deletes all subfolders and files.



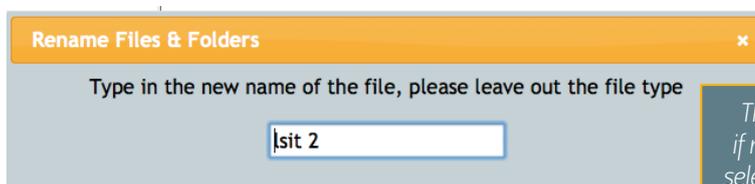
The confirmation screen that pops up when you wish to delete files or folders.

Renaming:



To rename files and folders, you need to select the files or folder in question, then click on the rename button.

Note: You can rename multiple files, FileOMint asks you for a prefix and then numbers the files accordingly.



The Rename screen, if more than one file is selected, you'll type in a prefix and the files will be named accordingly.

I want to share.

Sharing is an integral feature of FileOMint, we made FileOMint for you to share files easily.

When you share a file, an email is sent to the recipient of your share notifying them that you have shared a file with them, they will then login to FileOMint using the email address that the message was sent to. This way you don't have to worry about telling them how to login to view/download the files you have shared. You also have complete control over the file you shared, giving limited time access to files or removing individuals from your shared files that are abusing the share.

The different share options

FileOMint provides three different share options, Quick Sharing, Normal Sharing and Quick Sending.

Quick Sharing:



Quick Sharing is unique to FileOMint, this option allows the persons you share with to only have access to the file for a limited time period (you set this time period within the options menu). Once the time has passed, they will not be able to see your file or download the file. This is one way we give you control over your files.

Normal Sharing:



There is nothing special here, you can share the file indefinitely. Don't be alarmed though, removing the shares is easy, using the file information screen or dashboard.

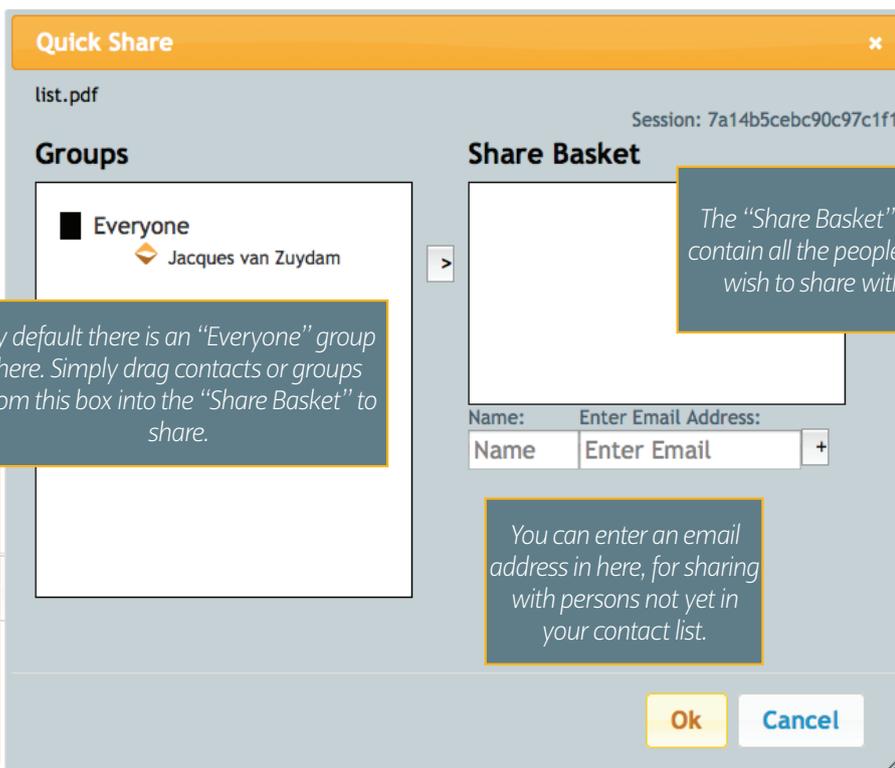
Quick Sending:



Not unlike normal sharing, this just sends an email to the share with a download url.

The Share Screen

The sharing screen is quite easy to use, and provides a one screen solution to sharing. You must simply select a file in your file view, this is achieved by clicking on the check box next to the file details.



Once a file or files have been selected click on one of the share buttons of your choice. The share screen appears and you can now add contacts in to your share basket. Contacts or groups (these are setup in the options screen) appear on the left side of this screen.

You can select the contact and click on the move to basket button, or simply drag the group or contact to the share basket.

If you wish to share to someone that is not in your contact list, you can type in their email address and it will be added to your contacts and placed in the share basket.

Once contacts are added you just click on the "ok" button and the file will be shared. Clicking "cancel" closes the screen and the file won't be shared, any contacts that have been added by typing in their email addresses will still be in your contacts though.

.....What rights do the people I share with have?.....

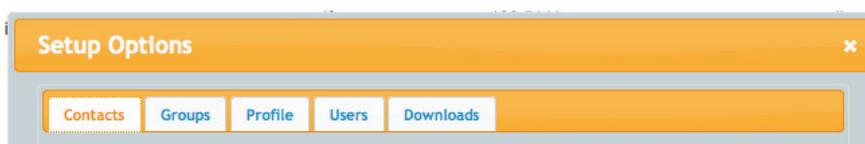
The users you share your files with will be able to download the file and view it. We recommend not sharing a file with anyone that you feel will abuse this. The files you upload to FileOMint are your property, FileOMint has no ownership and no responsibility over these files. FileOMint will however do what it can to protect your property from malicious intent, e.i, hackers and malicious users. We can't guarantee this though, for more information please read the FileOMint Terms and Conditions, which you have agreed to when you registered with FileOMint.

.....Working with Contacts.....

This section has a short description of the FileOMint options screen, it also explains contacts and how to manage them.

.....The FileOMint Options Screen.....

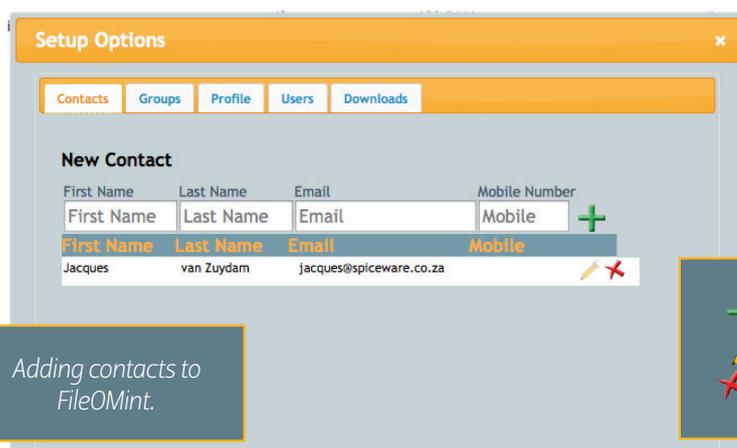
This is where you will manage your account and the people that have access to your account, wether it's from sharing or giving them full access as users.



.....Contacts.....

Contacts are the persons you will share your files with. From the contacts screen in the options dialog, you can add, edit and delete contacts.

Note: You can only edit contacts that have not yet registered on FileOMint. Deleting contacts will not delete them from FileOMint, unless they haven't registered yet. They will be removed from your list though.

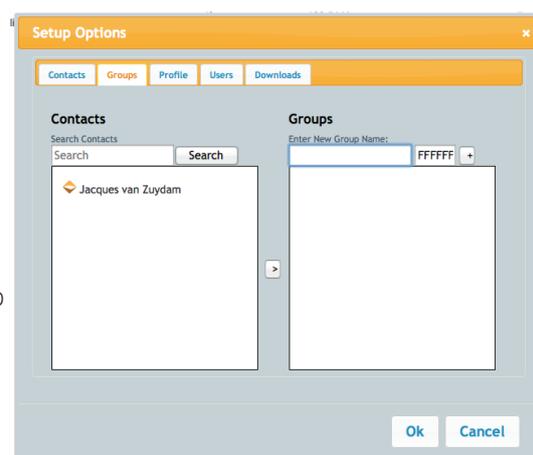


To add a contact simply type in their details and click on the plus icon, it's only necessary to type in an email address, if the contact is already registered with FileOMint, the rest of the contacts information will be filled in automatically.

.....Groups.....

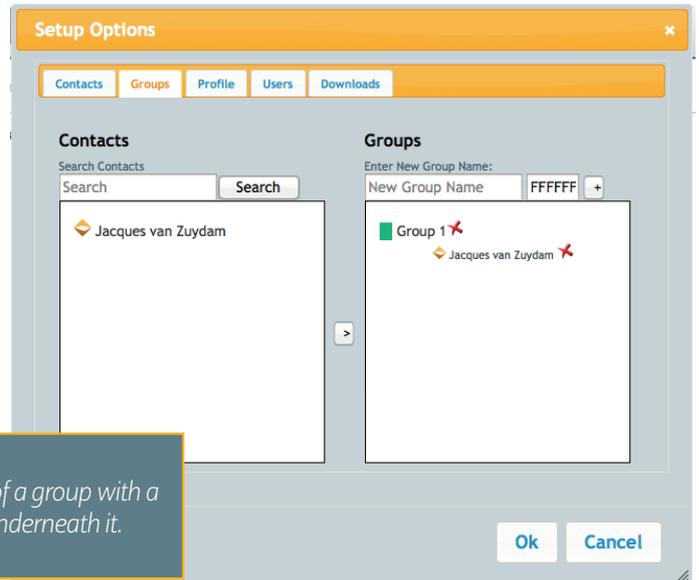
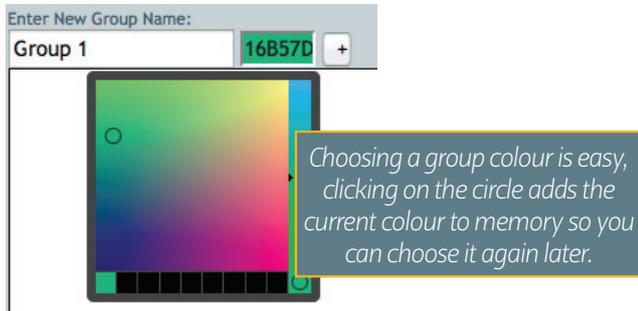
We added group functionality to speed up the sharing of files to multiple persons that receive the same files. Groups can be colour coded, using the colour picker that pops up, or if you are so inclined you can type in your own hex code for the colour you want to use. The colour picker we use also allows you to save preset colours for later usage.

To add a group, type in a group name and select a colour from the colour picker after it pops up when you click on the colour box. Once you have typed in a group name and selected a colour, click on the plus(+) button and the group will be

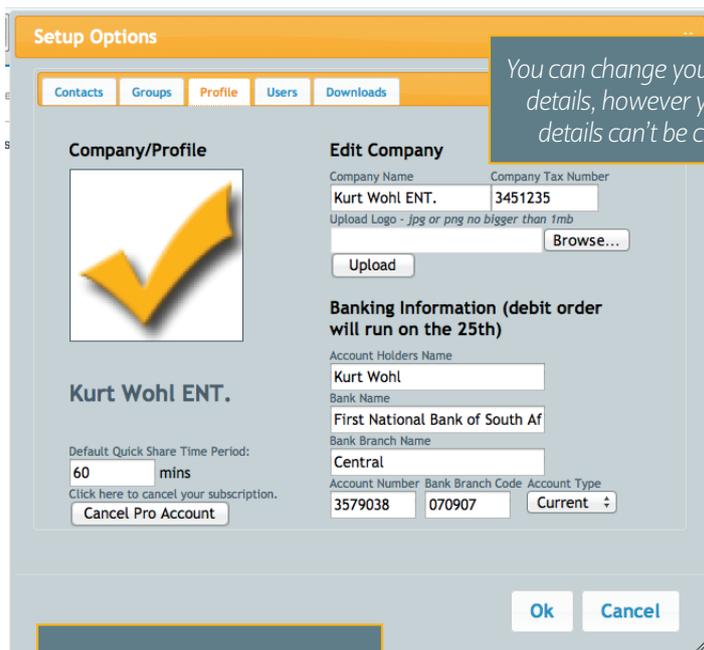


created.

After creating a new group, you can add contacts to that group by dragging the contacts into the group or selecting a contact and selecting a group and clicking on the add to group button.



Profile



Default Share time is in minutes.

This is where your bank details and company details are that you filled in when you upgraded to pro. You can change these, however you need to inform FileOMint directly for any changes to your banking details.

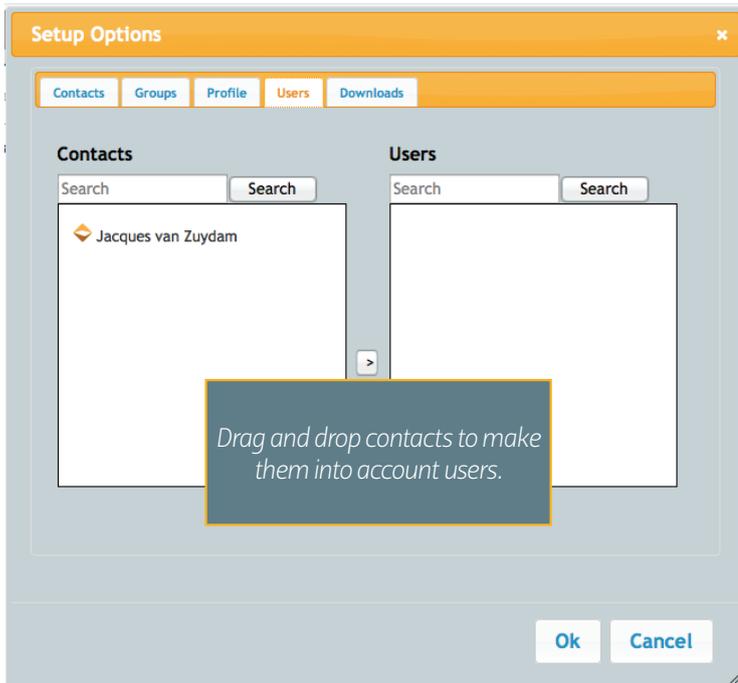
Quick Share Time Period:

This is where you set your default quick share time period, by default it is set to 60minutes. Simply type in the number of minutes you'll be sharing your files for.

Cancel my pro account:

Clicking on this button cancels your pro account, and reverts you back to basic FileOMint usage, where you will only see files shared to you.

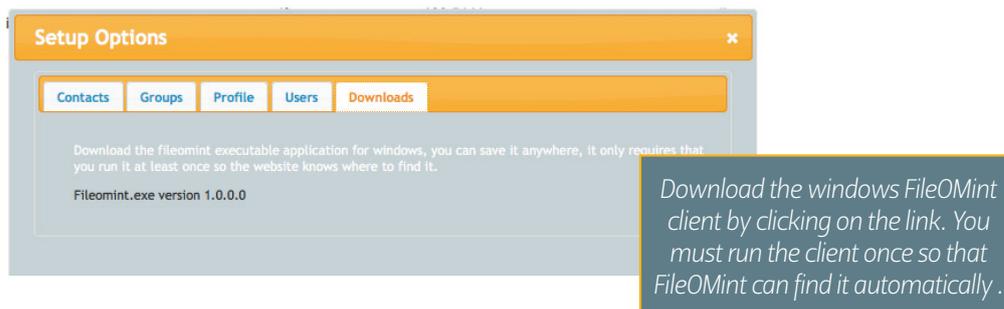
Users



FileOMint has the ability to add users to your account, simply add the persons you wish to be users to your contact list, they will appear on the left hand side of this screen, you can add them to your user list by dragging and dropping or clicking on the add to users button. Users have full control over your account, they can upload files, delete files, create folders and share files. Any file a user uploads into your account, adds to your accounts storage. In other words you have ownership rights to that file.

Downloads

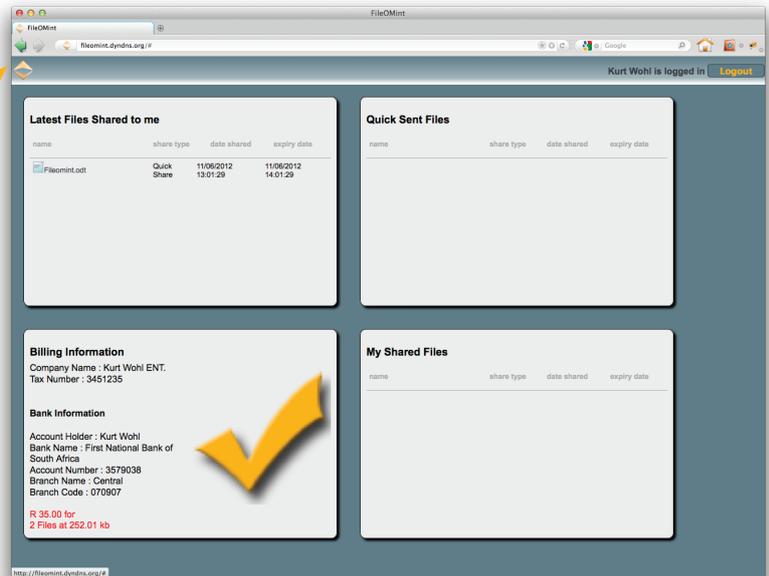
Under the downloads tab, you have access to download the FileOMint Client, at this point in time it is only available for windows users, but we are planning to release a client for Apple users once a greater need arises. The FileOMint Client allows you to download and work on files and save them straight back to FileOMint without downloading the file and re-uploading it manually. It also contains impressive scanning software and a file uploader for easier uploading to FileOMint from your computer.



The Dashboard

This is where you will monitor your account usage and the files that have been shared.

To access the dashboard click on the "toggle dashboard" link in the top left corner of your screen. It's next to the  icon



What's on my Dashboard?

Latest Files Shared to Me:

This shows the latest files that have been shared to you by other users. This way you don't have to look through their folder tree to find them each time. It also shows what type of share it is and when the share will expire in the case of a quick share.

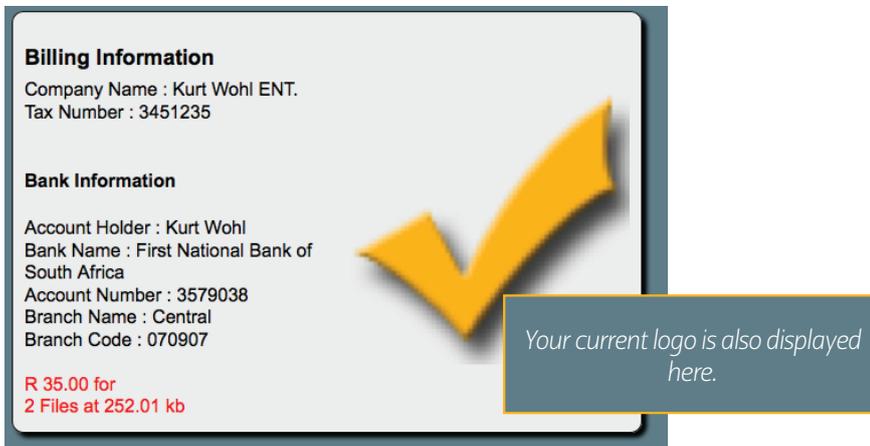
Latest Files Shared to me			
name	share type	date shared	expiry date
 Fileomint.odt	Quick Share	11/06/2012 13:01:29	11/06/2012 14:01:29

Quick Sent Files:

This is just a list of the files you have quick sent, showing when the file was sent.

Billing Information:

This is your billing information, at the bottom in red is the number of files that have been uploaded and how many kilobytes of data you are using, and the price per gigabyte.



Billing Information
Company Name : Kurt Wohl ENT.
Tax Number : 3451235

Bank Information
Account Holder : Kurt Wohl
Bank Name : First National Bank of South Africa
Account Number : 3579038
Branch Name : Central
Branch Code : 070907

R 35.00 for
2 Files at 252.01 kb

Your current logo is also displayed here.

My Shared Files:

This shows all the files you have shared, when they expire and the type of share.

User Feedback

If for any reason you need to contact us at FileOMint, please use the following contact details:

Contact Us

For additional information about the FileOMint service, contact info@fileomint.com .

For queries relating to additional support and troubleshooting, contact support@fileomint.com .

For queries relating to cancellation or payments for the service, contact customer-care@fileomint.com .