MSTECHNOLOGY

THE LEADER IN DIGITAL IMAGING AND DOCUMENT MANAGEMENT SOLUTIONS

iSharePoint

A MS Technology Product

Digital Imaging and Document Management Solution

User Manual

iPad

Version 1.0

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If you find a typographical error in this manual, or if you have thought of a way to make this manual better, we would love to hear from you, feel free to share with us at **info@ms-technology.com**.

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1. Getting Started

This section lets you get acquainted with various sections covered in this user manual which further helps you in understanding the product, iSharePoint from MS Technology, in a better way.

1.1 Brief about User Guide

Welcome to the user guide of iSharePoint which is proficient, competent and result-oriented product. This user guide explains how to use iSharePoint on iPad and therefore has been designed in such a way that the user is able to understand the software in an efficient and effective manner. So we recommend you to go through the guide carefully before launching the product and keep it in a safe place for future reference.

1.2 Overview

Professionals that are constantly dealing with digital documents and images; this app is perfect for your needs. In a daily routine, if you do a lot of business from your iPad, then you realize the difficulty in viewing certain documents due to the lack of connectivity to SharePoint and format of the documents. It's true; connectivity and the format hold the key to an array of viewing options which can limit the amount of work that can be done. Luckily; this is where this app comes into make things easier. The main purpose is to diminish these issues and enables the option to access your documents from your iPad unlike any other app in the market.

Simple and ideal solution that is secure, robust and ease of use and allows you to easily access, view, synchronize, and store SharePoint content on your iPad. Access and share files, lists, tasks, calendars, images, documents.

Works with SharePoint 2007, SharePoint 2010, SharePoint 2013 and does not require anything to be installed on the server.

1.3 Features

iSharePoint is loaded with rich features that make it complete and outstanding. Some of the features are listed below:

View SharePoint files including PDFs, MS Office Formats, IBM Formats, and images

- Can view documents – PDFs, MS Office, IBM and image formats (TIFF, JPEG, BMP, PNG)
- Can view SharePoint content without any browser
- Can view document and file properties, including metadata

Share files using links to SharePoint

- Email documents as links to SharePoint, reducing attachment proliferation
- Promote the use of SharePoint for document storage

Edit files, list and metadata, even while offline

- Check files in and out
- Edit metadata, including managed metadata and keywords
- Edit custom and standard lists
- Edit content offline, sync changes online

Data Security

- Secure access using password protection
- Supports all SharePoint authentication method

Synchronize Data

- Fast access to data, even you are not on a network
- Synchronize automatically or manually to ensure you have the latest content

Annotations

- Review and mark up files with a range of text and shape based annotations
- Use predefined shapes (line, arrow, rectangle, circle, etc.)
- Add highly visible annotations (stamps like "Approved") to pages and can also create your own personal stamps
- Use convenient sticky notes, drawing shapes, and a range of review tools to share your feedback, and reply directly to individual comments made by other users

Supports Offline Mode

- Can read files and documents even if internet connection is not available
- Save all files and documents in the same hierarchy as stored in SharePoint

1.4 Benefits

iSharePoint provides benefits in a variety of ways:

- Provides quick and easy-to-understand touch interface to SharePoint
- Keep mobile users productive
- Give offline access to documents
- Ensure access to latest information and documents
- Reduces distribution of paper documents
- Reduces the need of laptops for viewing documents

1.5 System Requirements

Before continuing further with the installation, please make sure you have the minimum requirements as specified below:

Device Support

iPad, iPad2, or iPad3 with WiFi (3G/4G optional)
iOS 5 or higher

SharePoint Support

SharePoint 2007 (MOSS and WSS 3.0)
SharePoint 2010

2. Installing iSharePoint

To install iSharePoint, connect to App Store and download the latest version on iPad.

3. Launching iSharePoint

Once iSharePoint has been installed, perform the following steps to open application:
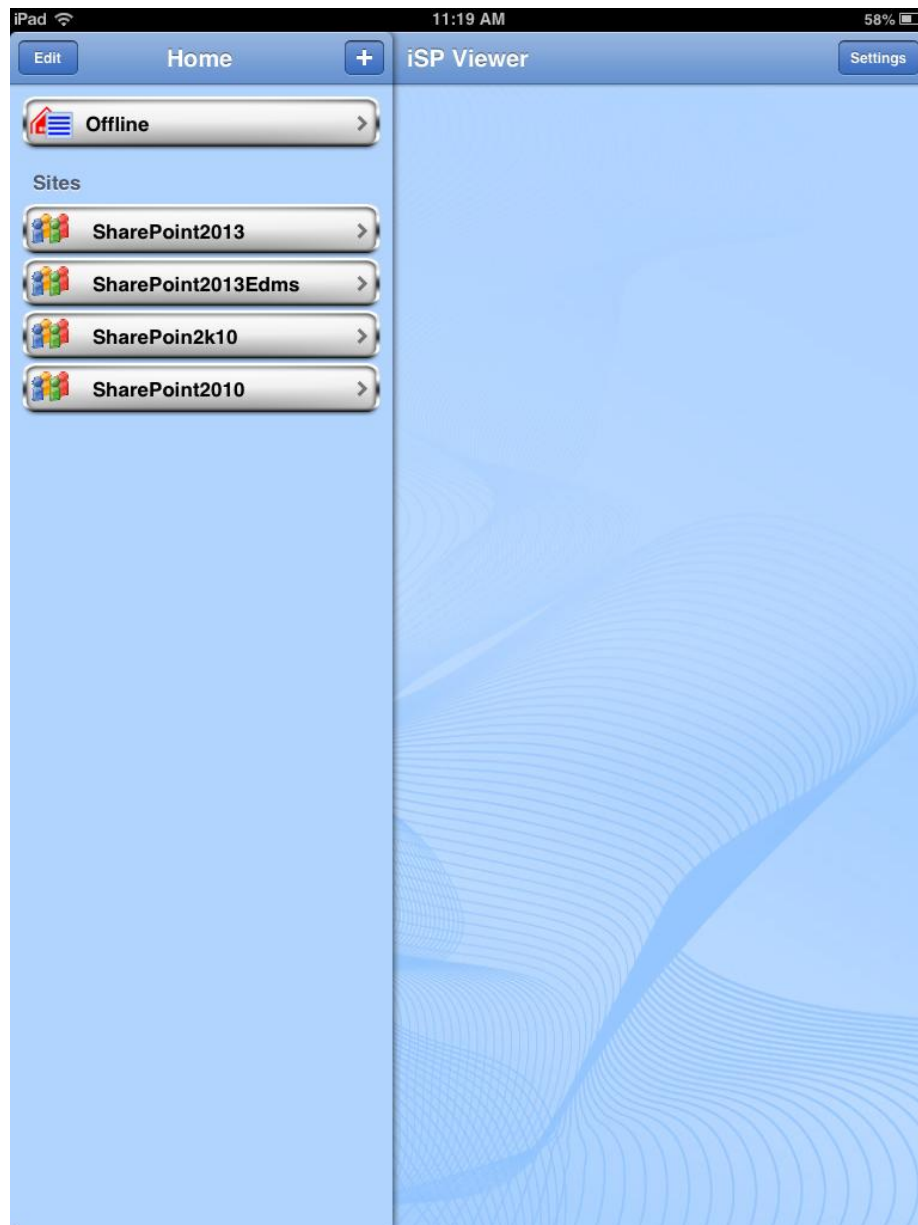
1. Tap icon to open application.
2. The application will ask to enter password to access application.
3. Provide the password by tapping on the keys of the keyboard.
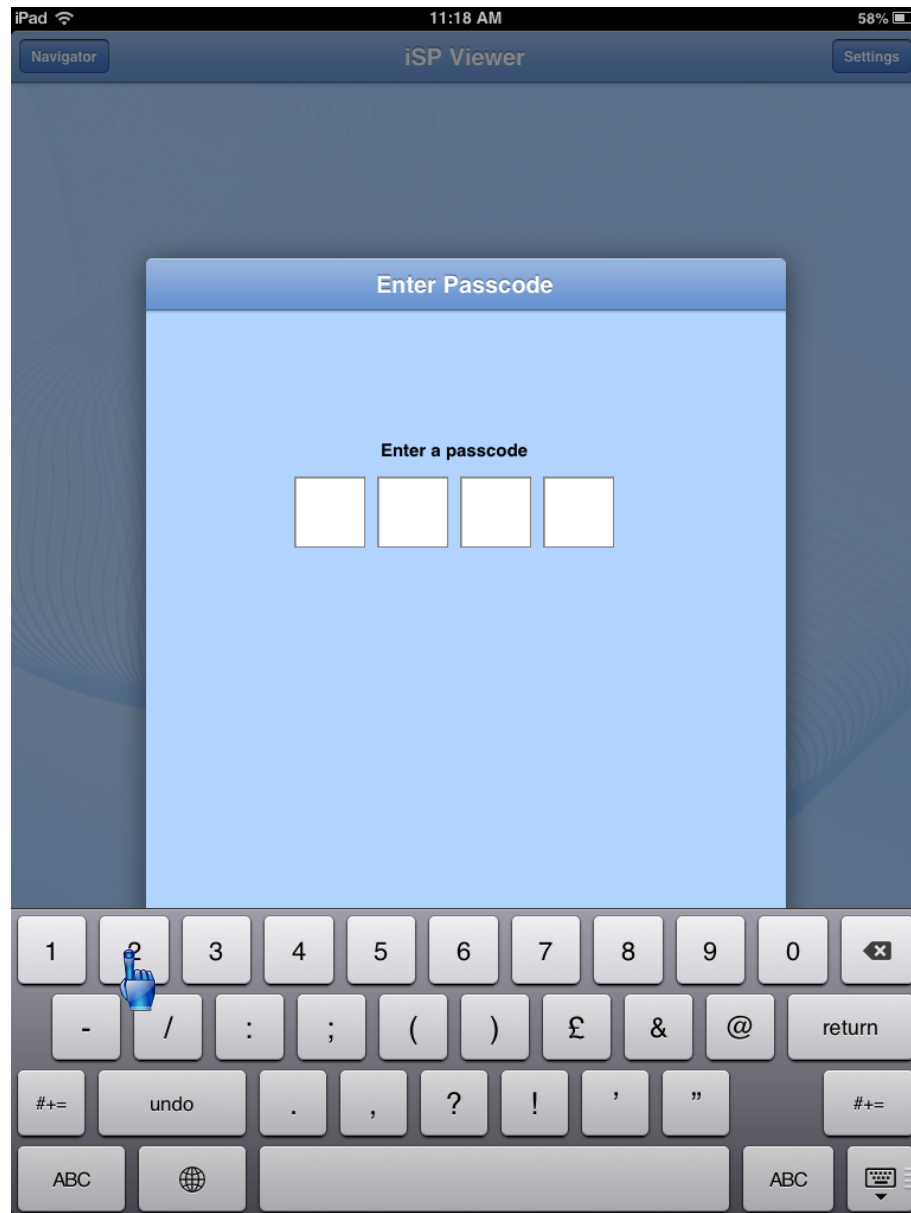
4. Invalid password will display an error message.
5. The screen of iSharePoint application will display.
6. Tap **Navigator**.

7. The **Home** screen of iSharePoint application will display.

4. Managing SharePoint Sites

In order to access, browse, and/or view content on a SharePoint site in iSharePoint, you have to set up a new SharePoint site. Once you configured the new site, you will be able to view and manage the content. You can register multiple SharePoint sites with iSharePoint at a time.

4.1 Adding a Site

Perform the following steps to add a new site:

1. Tap "**+**" button at the top right side of the main screen.
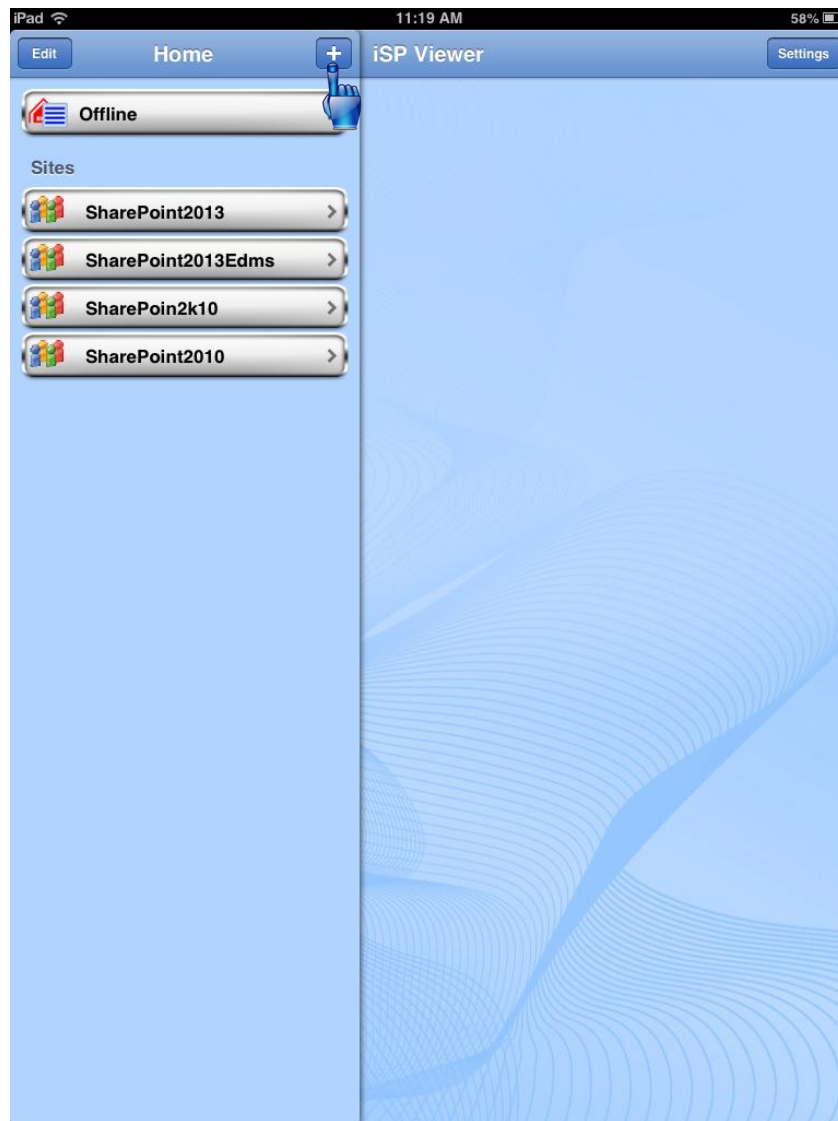
2. The **Add New Site** dialog box is displayed.

3. Enter the web address of the SharePoint site you want to add in **URL** field.

☞ The format of the URL must match with the SharePoint Server URL.

4. Enter the name of the site in **Name** field.
5. In **Authentication** section, enter the **Username** and **Password** for the site.
6. Turn **ON** or **OFF** in **Automatic Sign in** field to allow user to access sites with or without authentication.
7. Once all the necessary information has been entered in all the respective fields, tap **Save** displayed at the top right of the screen.
8. The SharePoint site has been added successfully. Now, you are ready to browse and manage content of your SharePoint site.
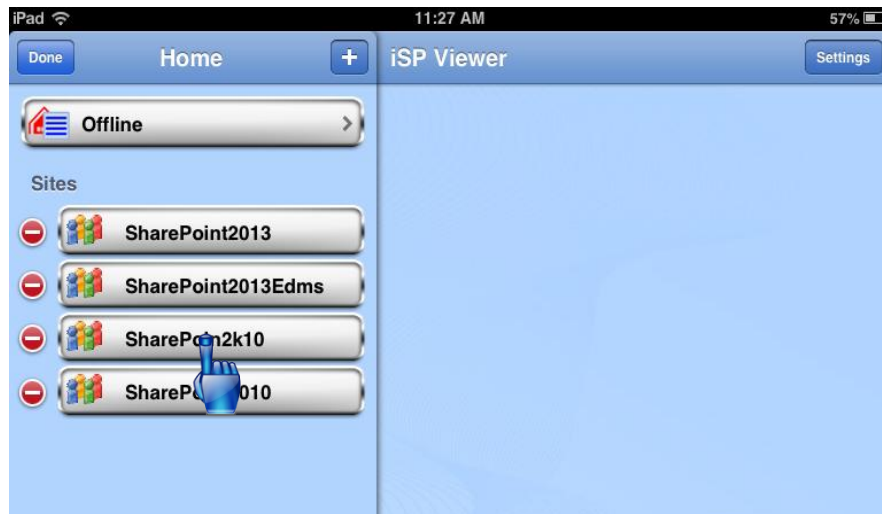
Added SharePoint Sites
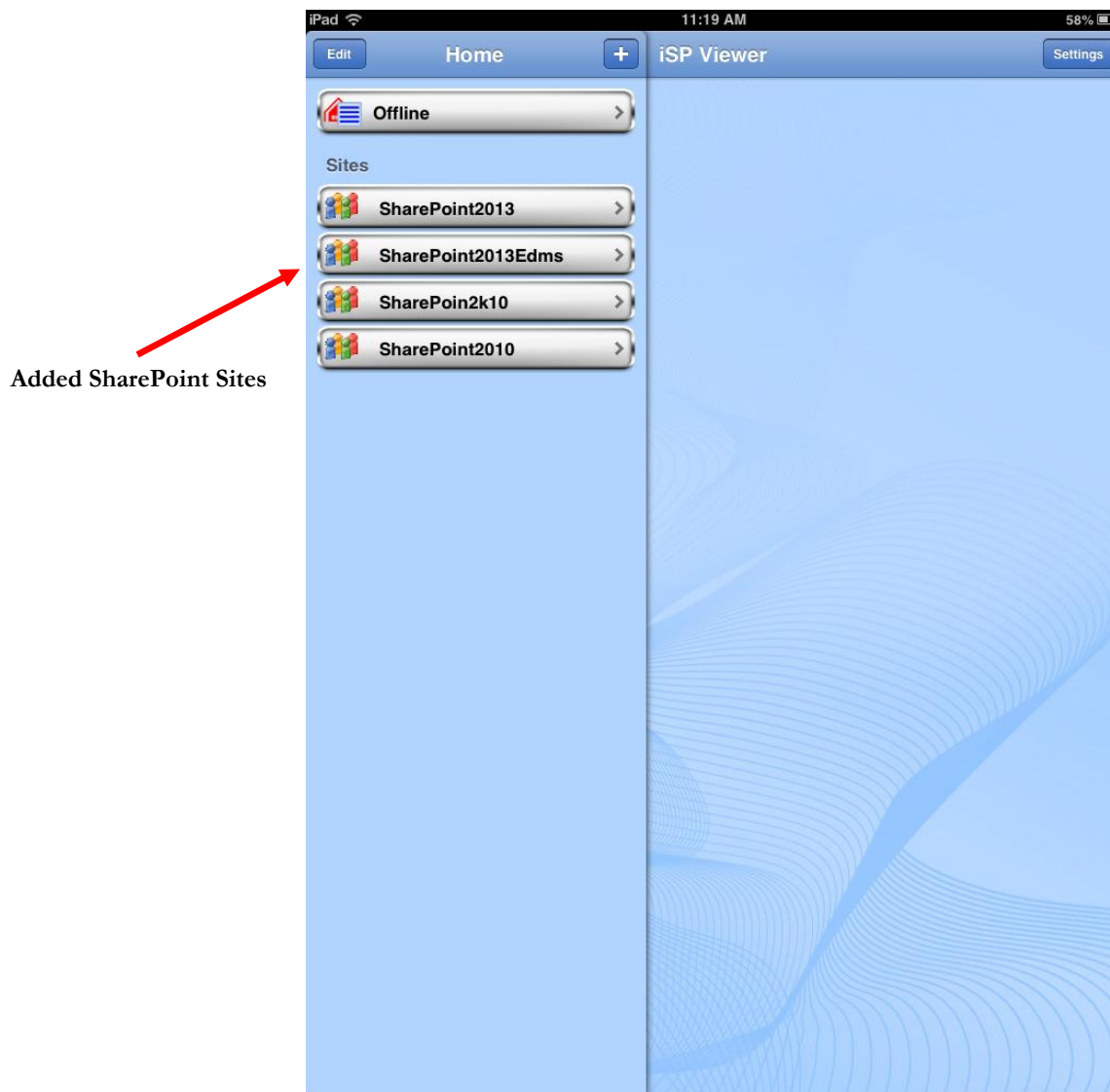
4.2 Editing a SharePoint Site

Perform the following steps to edit information of an existing SharePoint Site:

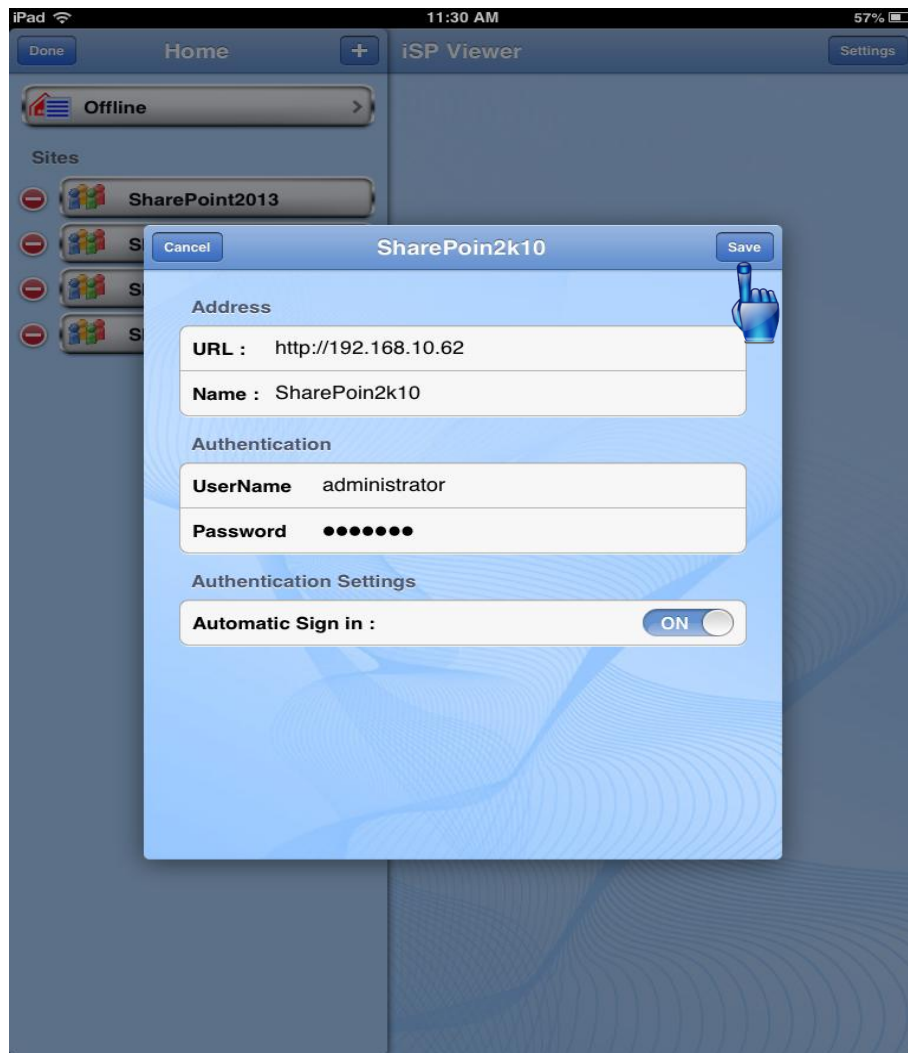1. Tap **Edit** displayed at the top left side of the main screen.

iSharePoint
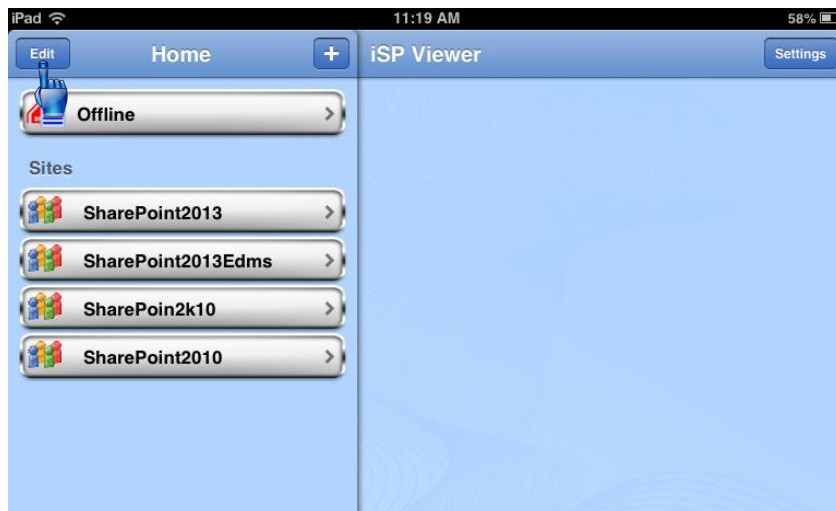
2. All sites will display with a red icon ( ) besides each sites.
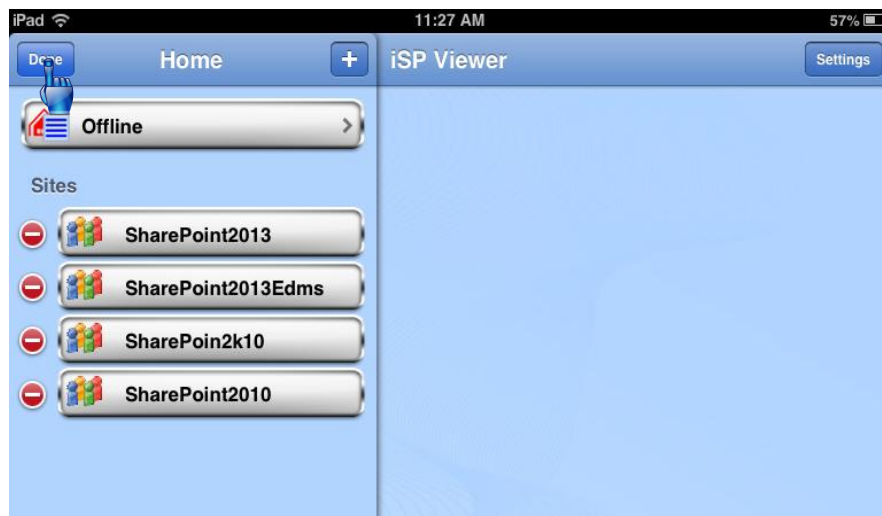3. Tap on the site that you want to edit.

4. The details of the selected site are displayed in the respective fields in a window.

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5. Make required changes, if any.
6. Tap **Save** displayed at the top right side of the dialog box to save modified changes.
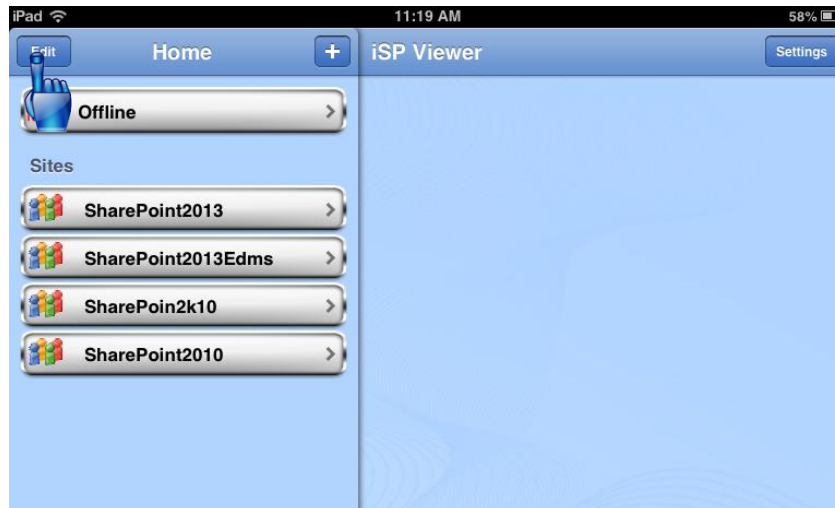
7. Tap **Done** to finish.

4.3 Delete a SharePoint Site

Perform the following steps to delete an existing SharePoint Site:

1. Tap **Edit** at the top left side of the main screen.

2. All sites will display with a red icon (⊖) besides each sites.
3. Tap the red circle icon besides the side that you want to delete.
4. The Delete icon appears beside the site name.
5. Tap Delete.

6. Tap **Done** to finish.

5. Navigating SharePoint Lists, Document Libraries and Sub Sites

When you tap a SharePoint site, iSharePoint displays document libraries, list and their sub sites exist in that SharePoint site in the left side of the screen. An icon besides each library and list indicates the number of items in that document library or list. For instance, ② means a list or library contains two items.
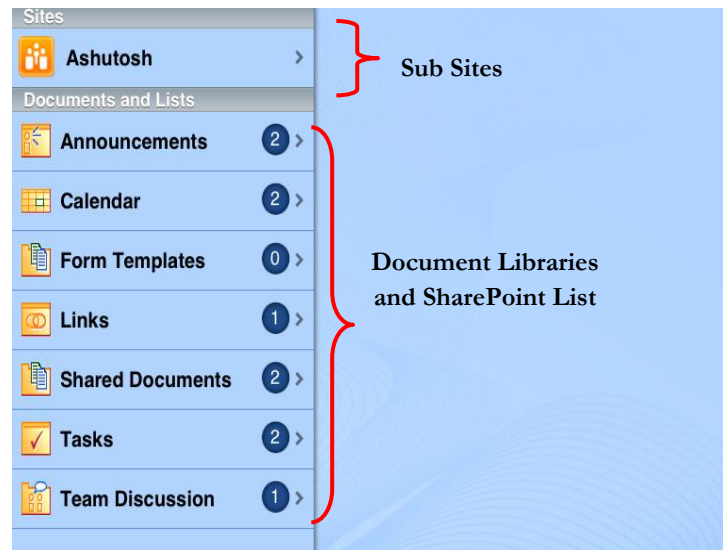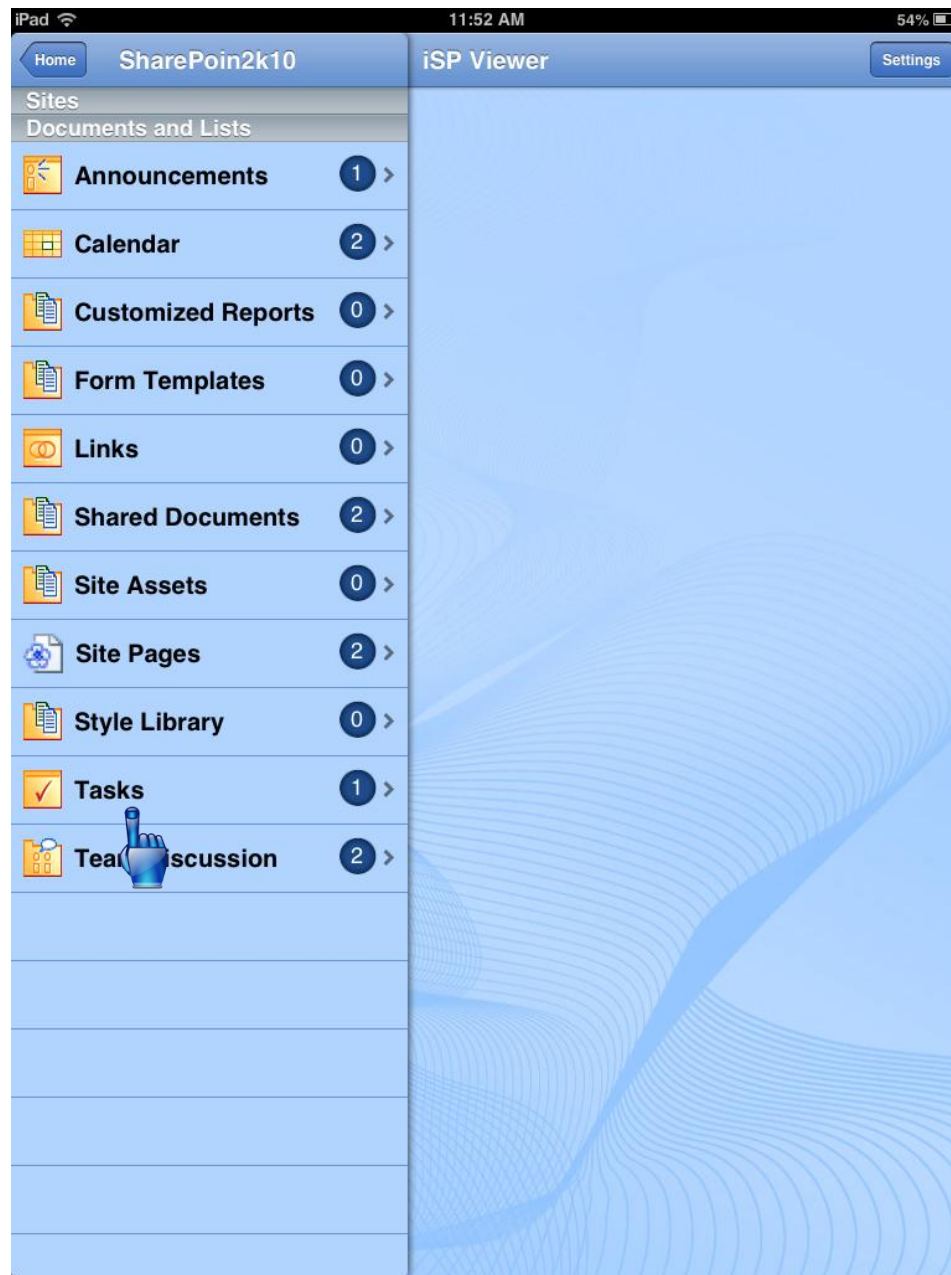

6. Tasks

This section guides you on how to view existing task and how to create a new task in the iSharePoint application.
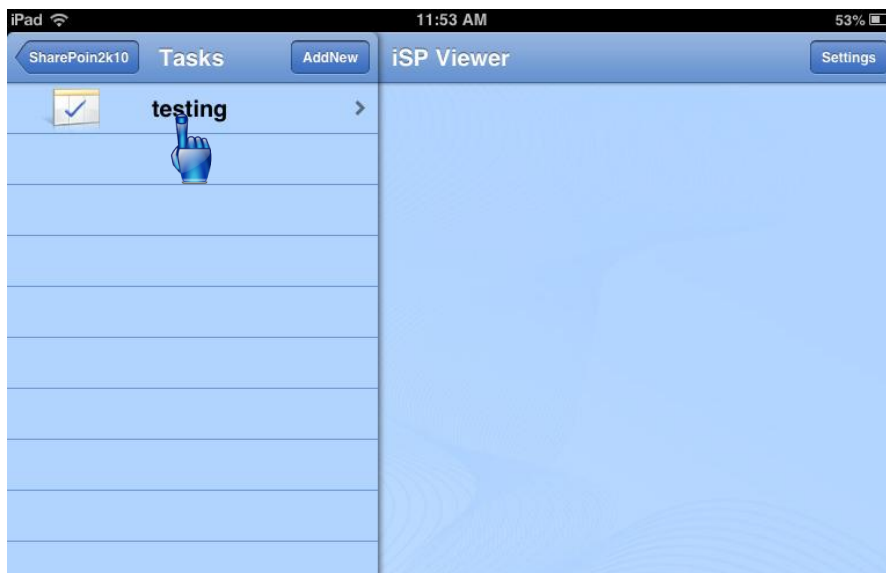
6.1 View Task List

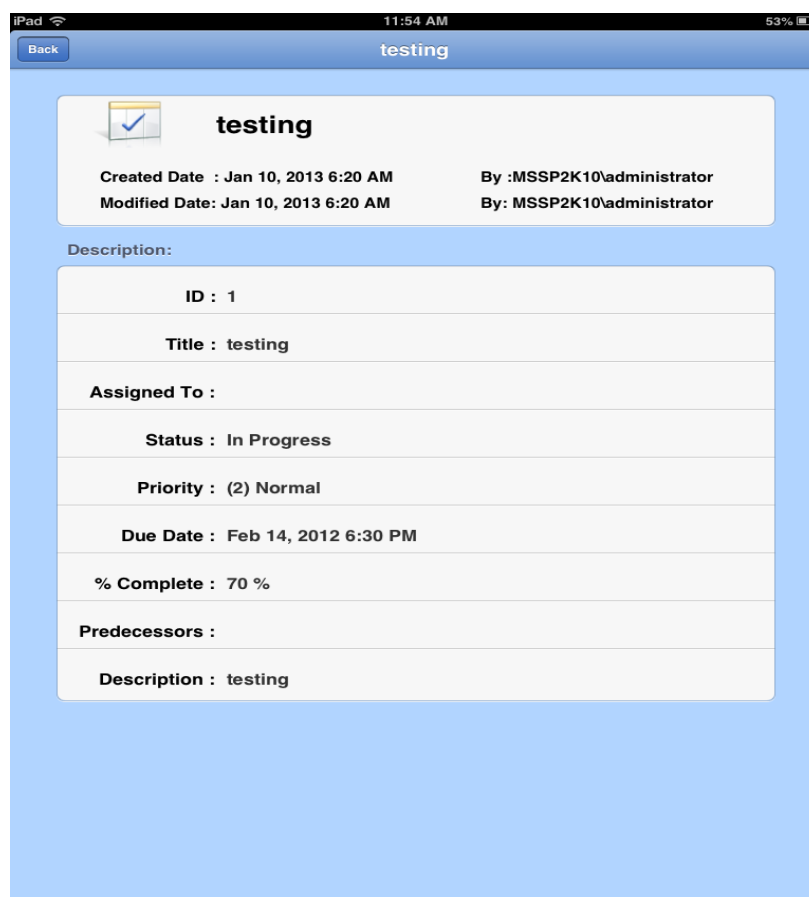Perform the following steps to view task list:

1. To view existing task list, simply tap on **Tasks** that is displayed on the left side of the iSharePoint main screen.

2. Tapping a task will allow you to view it.
3. A detailed list of all the existing tasks will be displayed at the left side of the screen.
4. To view, tap on the required task that you want to view.
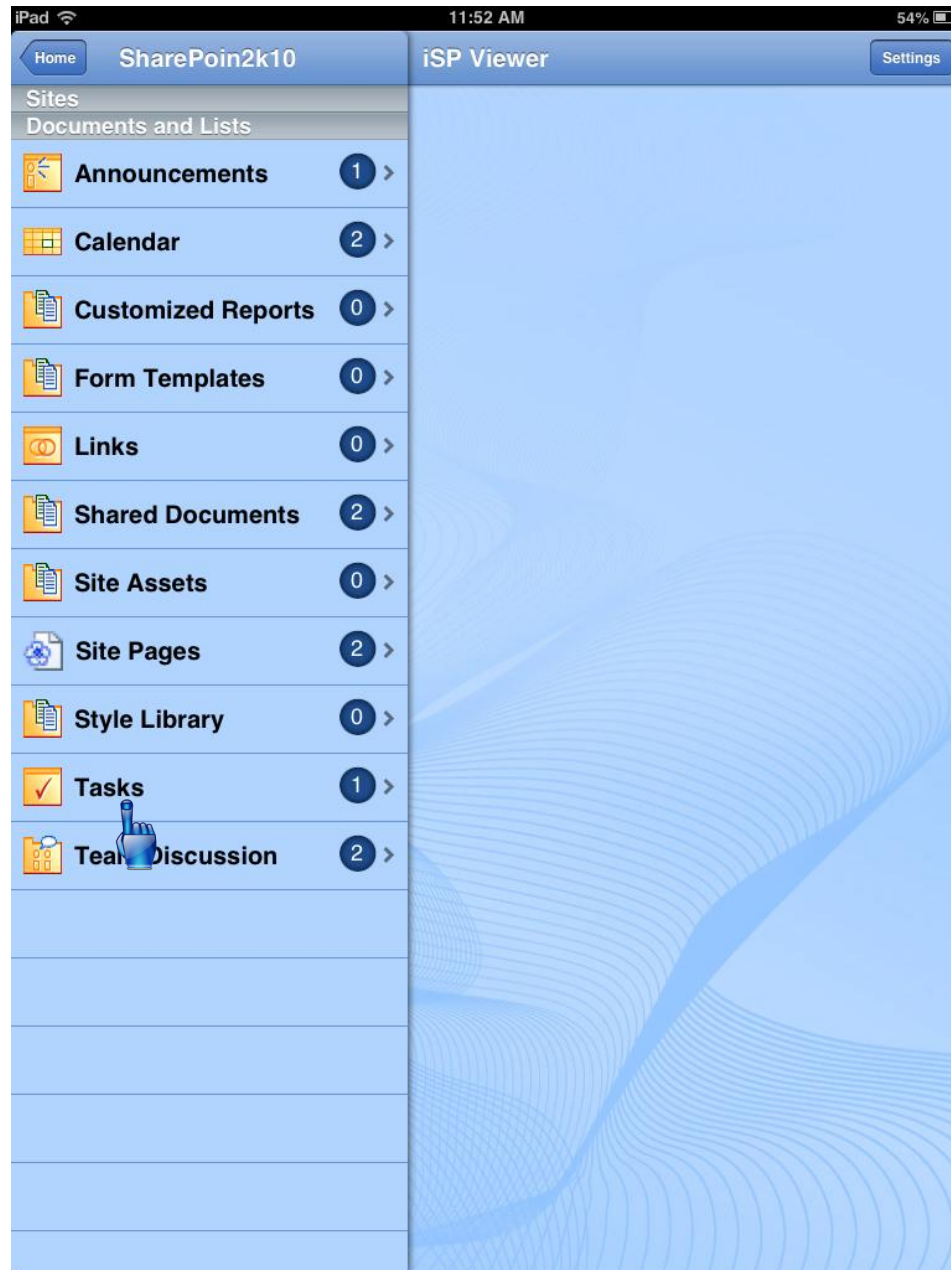
5. The details of the task will be displayed.

6. Tap **Back** displayed at the top left of the screen to go back to view details of other tasks.

6.2 Create New Task

Perform the following steps to create a new task:

1. Tap on **Tasks** that is displayed on the left side of iSharePoint main screen.

2. A detailed list of all the existing tasks will be displayed at the left side of the screen.
3. To create new task, tap **Add New**.

4. The **Add New Task** window will appear.
5. Tap **Title** field.

6. A keyboard is displayed at the bottom of the screen.
7. Provide the title by tapping on the keys of the keyboard.
8. Provide the description of the task in **Description** field.
9. Assign the priority of the task by tapping on the **Priority** field.

10. A dialog box appears listing available priority options: *High, Normal, and Low*.
11. Tap the required option.
12. A tick mark is displayed at the right hand side of the selected option.
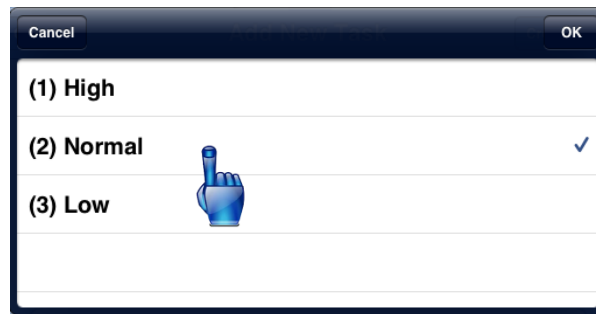
13. Once done, tap **OK** displayed at the top right side of the screen.
14. Enter the status of the task by tapping on the **Status** field.
15. A dialog box appears listing available status options: *Not Started, In Progress, Completed* and *Deferred.*
16. Tap the required option.
17. A tick mark is displayed at the right hand side of the selected option.
18. Once done, tap **OK** displayed at the top right side of the screen.
19. Provide the completion percentage of the task in **% Complete** field.
20. Provide the name of the person to whom the task has been assigned in **Assigned To** field.
21. Provide the start and end date of the task in **Start Date** and **Due Date** field.
22. For date fields, tap once to display the following and scroll to the preferred date.

23. Once all the information in all the fields has been filled successfully, tap **Create New** displayed at the top right side of the **Add New Task** window screen.
24. The new task has been created successfully and added at the left hand side of the Task screen.

7. Announcements

This section guides you on how to open an existing announcement and how to create a new announcement in the iSharePoint application.

7.1 View Announcements

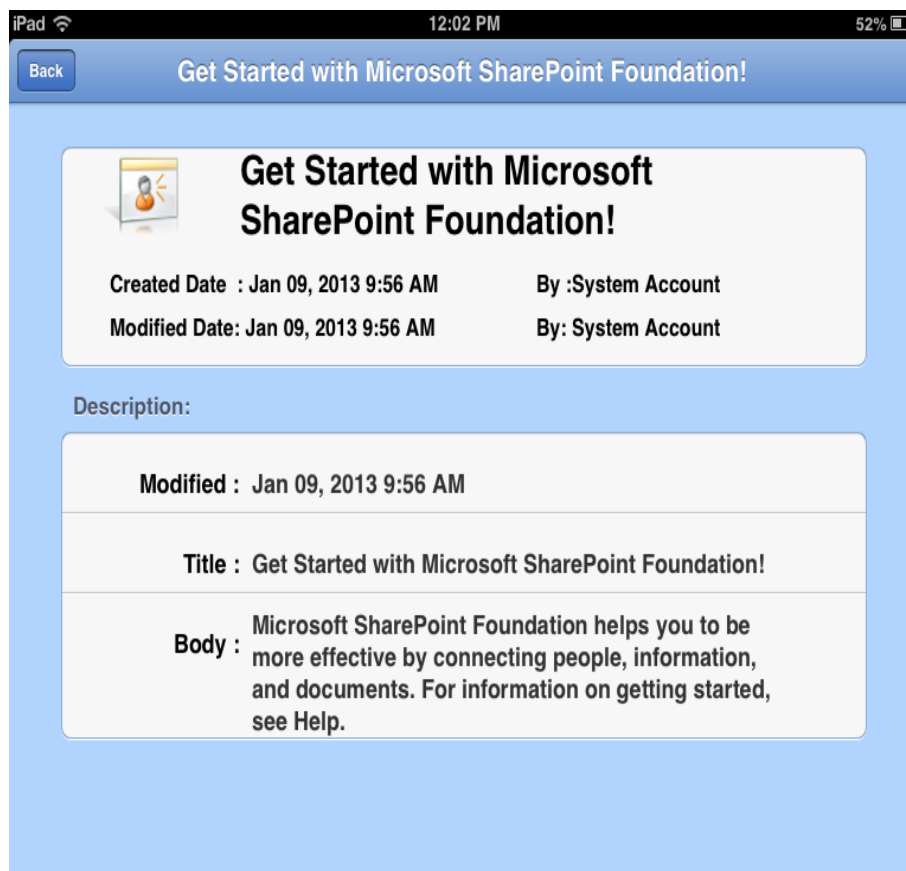Perform the following steps to view existing announcements:

1. To view existing announcement, simply tap on **Announcements** list that is displayed at the left side of the iSharePoint main screen.

2. Tapping an announcement will allow you to view it.
3. A detailed list of all the existing announcements will be displayed at the left side of the screen.
4. To view details, tap on the required announcement that you want to view.

5. A detailed view of the announcement will be displayed in a new window.

6. Tap **Back** displayed at the top left of the screen to go back to view list of other announcements.

7.2 Create New Announcements

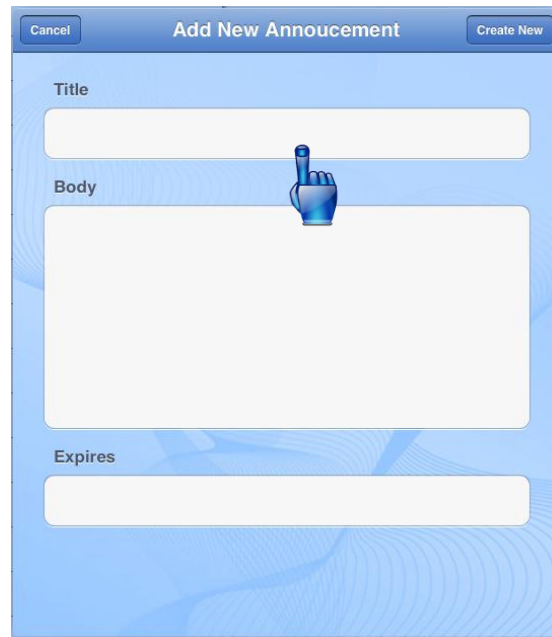Perform the following steps to create a new announcement:

1. Tap on **Announcements** that is displayed on the left side of iSharePoint main screen.

2. A detailed list of all the existing announcements will be displayed at the left side of the screen.
3. To create new announcement, tap **Add New**.

4. The **Add New Announcement** window will appear.
5. Tap **Title.**

6. A keyboard is displayed at the bottom of the screen.
7. Provide the title by tapping on the keys of the keyboard.
8. Provide the description of the announcement in **Body** field.
9. Provide the expiry date of the announcement in **Expires** field.
10. For date fields, tap once to display the following and scroll to the preferred date.

11. Once date has been selected, tap **OK** displayed at the top right side.
12. Once all the information in all the fields has been filled successfully, tap **Create New** displayed at the top right side of the **Add New Announcement** window screen.
13. The new announcement has been created and added successfully at the left hand side of the Announcements screen.
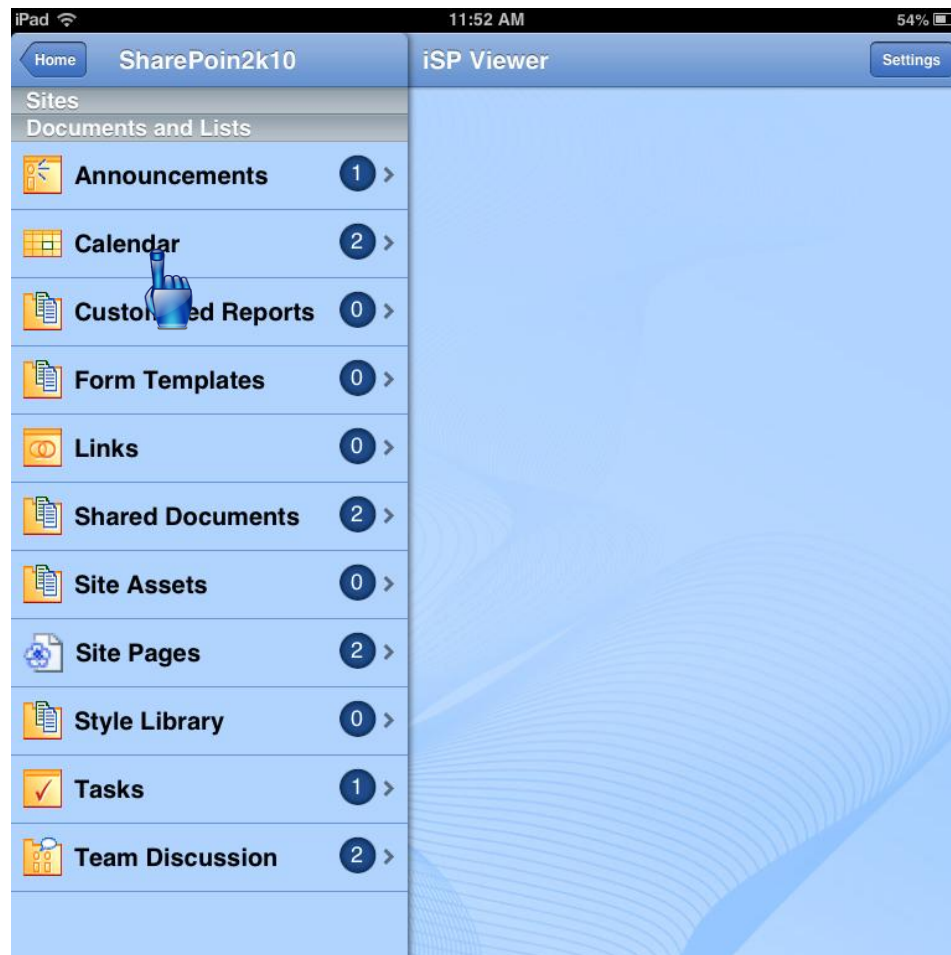
8. Calendar

This section guides you on how to view details of an existing events and how to create a new event in iSharePoint application.

8.1 View Events

Perform the following steps to view existing events:

1. To view existing events, simply tap on **Calendar** list that is displayed at the left side of iSharePoint main screen.

2. Tapping a calendar will allow you to view it.
3. A detailed list of the existing events will be displayed at the left side of the screen.
4. To view details, tap on the required event that you want to view.

5. The details of the selected event will display.
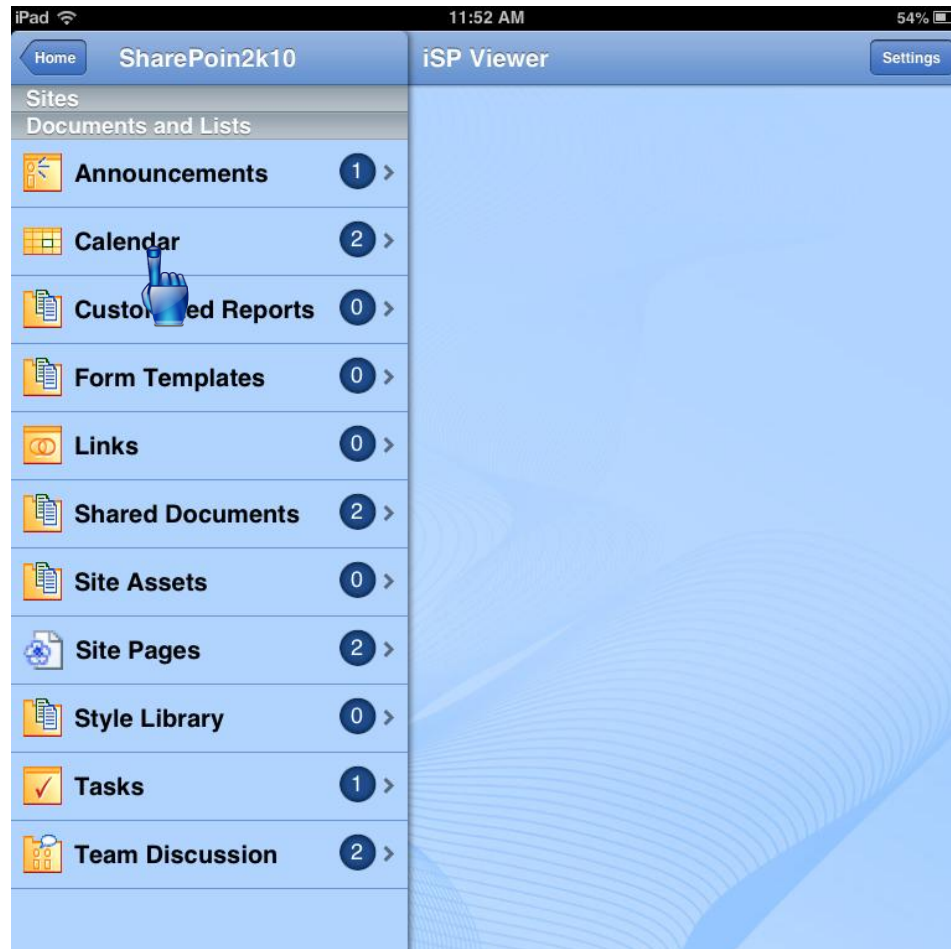

6. Tap **Back** displayed at the top left of the screen to go back to view list of other events.

8.2 Create New Event

Perform the following steps to create a new event:

1. Tap **Calendar** that is displayed at the left side of iSharePoint main screen.

2. A detailed list of all the existing events will be displayed at the left side of the screen.
3. To create new event, tap **Add New**.
4. The **Add New Event** window is displayed.
5. Tap **Title**.

6. A keyboard is displayed at the bottom of the screen.
7. Provide the title by tapping on the keys of the keyboard.
8. Provide the date and time when the event is to be commence in **Start Time** field.
9. For date fields, tap once to display the following and scroll to the preferred date.

10. Once date has been selected, tap **OK** displayed at the top right side.
11. Provide the date and time when the event is to be finished in **End Time** field.
12. For date fields, tap once to display the date box and scroll to the preferred date.
13. Provide the location where an event is to be held in **Location** field.

14. Provide the description of an event in **Description** field.
15. Once all the information in all the fields has been filled successfully, tap **Create New** displayed at the top right side of the **Add New Event** window screen.
16. The new event has been created successfully and added at the left hand side of the Calendar screen.
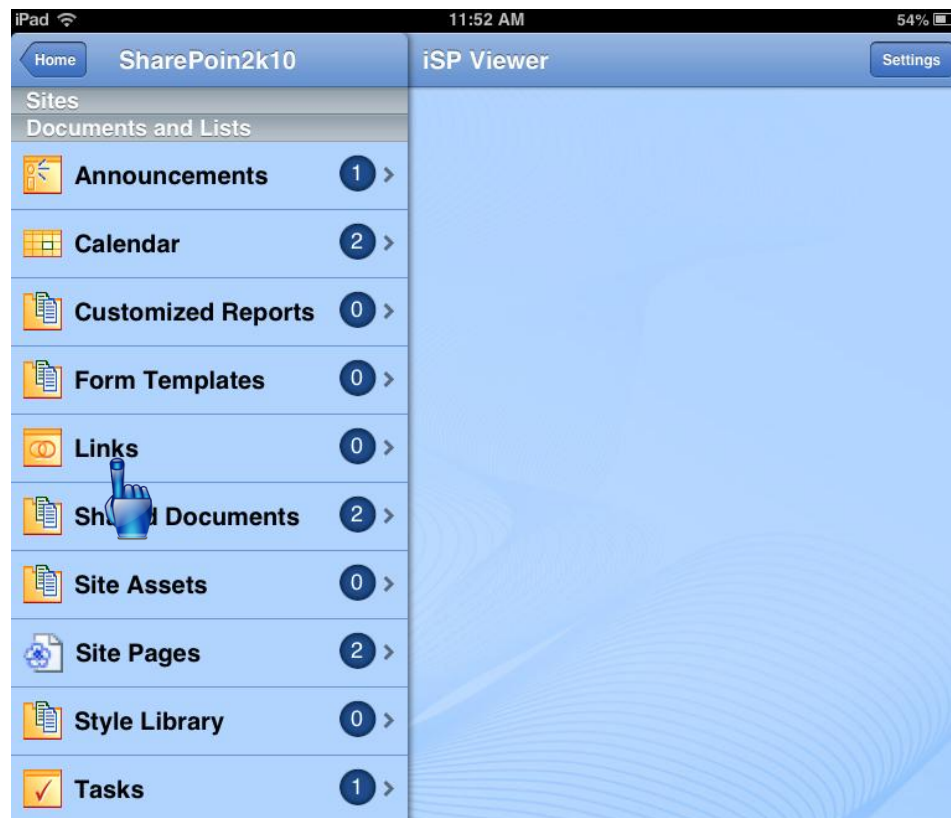
9. Links

This section guides you on how to view details of an existing links of a document or SharePoint Site or any file and how to create a new links in the iSharePoint application.
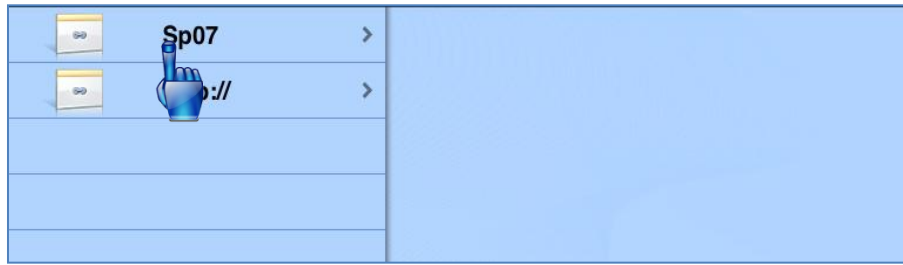
9.1 View Links

Perform the following steps to view information of existing links:

1. To view existing links, simply tap on **Links** list that is displayed at the left side of the iSharePoint main screen.

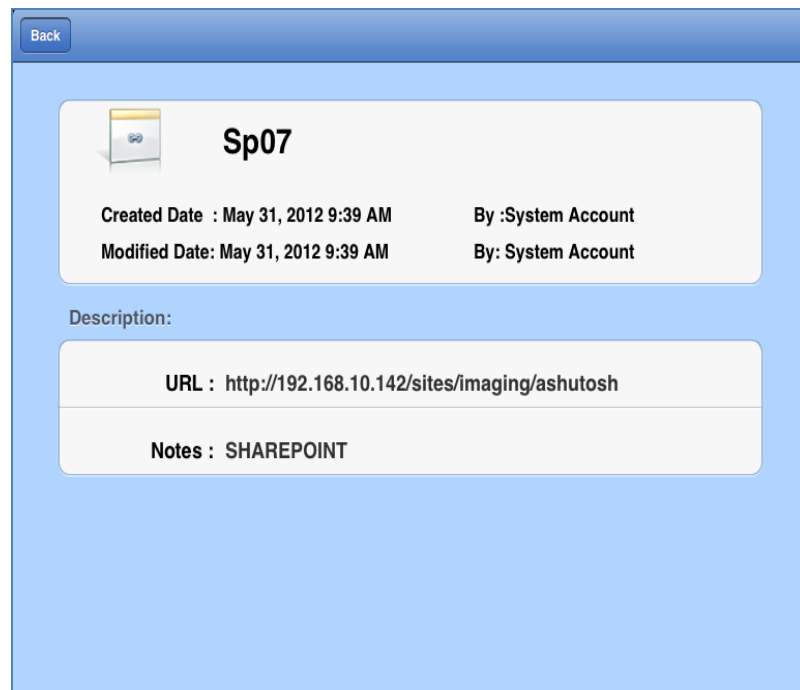2. Tapping a link will allow you to view it.
3. A detailed list of all the existing links will be displayed at the left side of the screen.

4. To view details, tap on the required link that you want to view.

5. The detailed information of the selected link will be displayed in a new window.

6. Tap **Back** displayed at the top left side of the screen to go back to view list of other links.

9.2 Create New Links

Perform the following steps to create a new link:

1. Tap on **Links** that is displayed on the left side of the iSharePoint main screen.
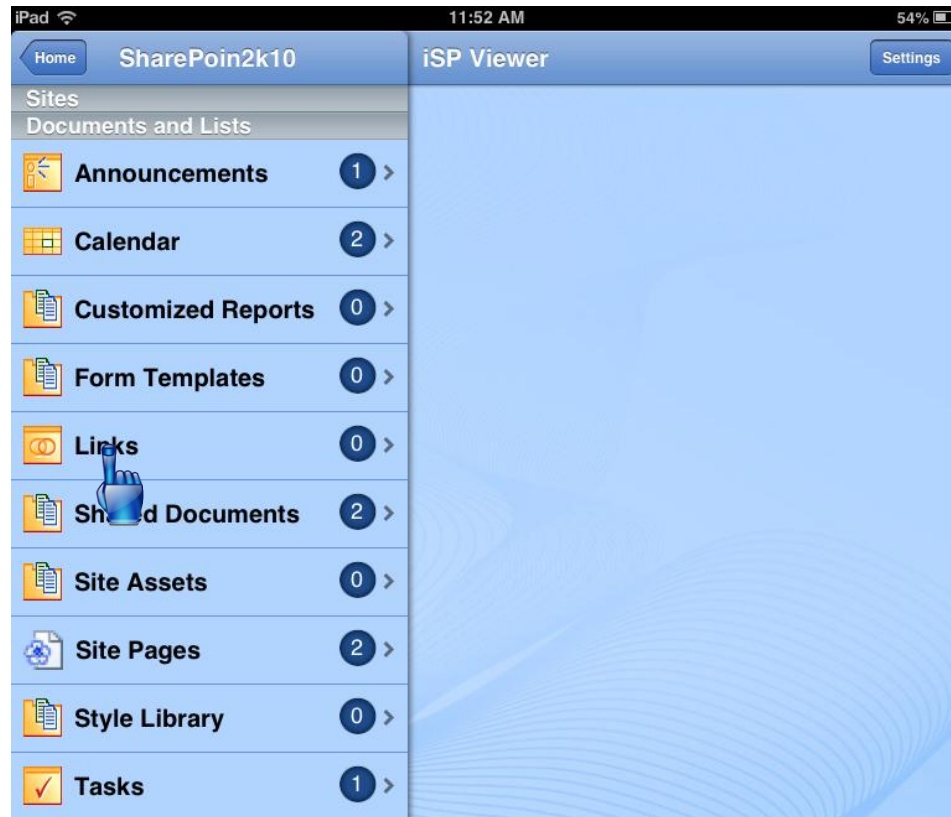
2. A detailed list of all the existing links will be displayed at the left side of the screen.
3. To create new link, tap **Add New**.
4. The **Add New Link** window is displayed.
5. Tap on the **URL** field.

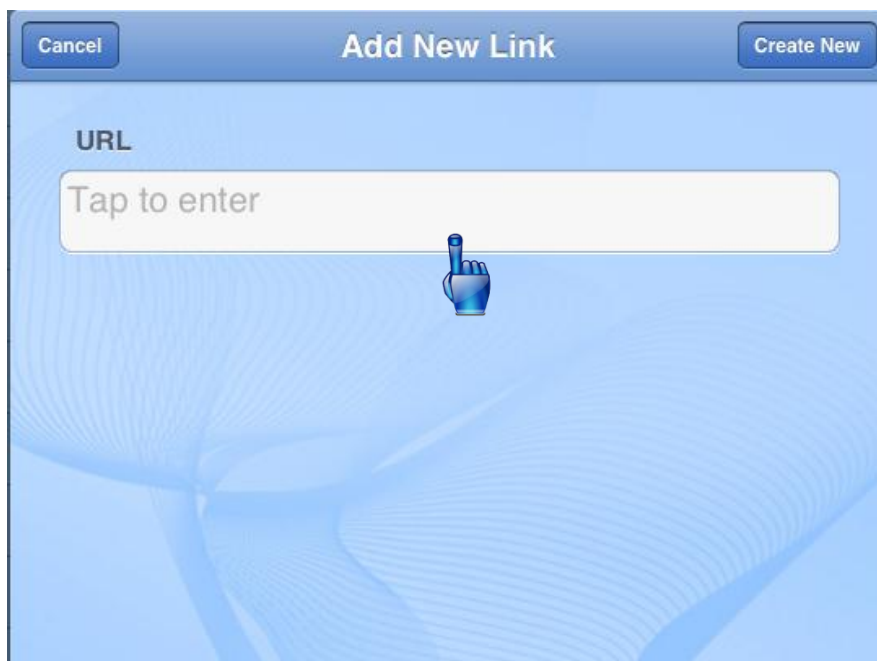6. A keyboard is displayed at the bottom of the screen.
7. Provide the address by tapping on the keys of the keyboard.
8. Once done, tap **Create New** displayed at the top right side of the **Add New Link** window screen.
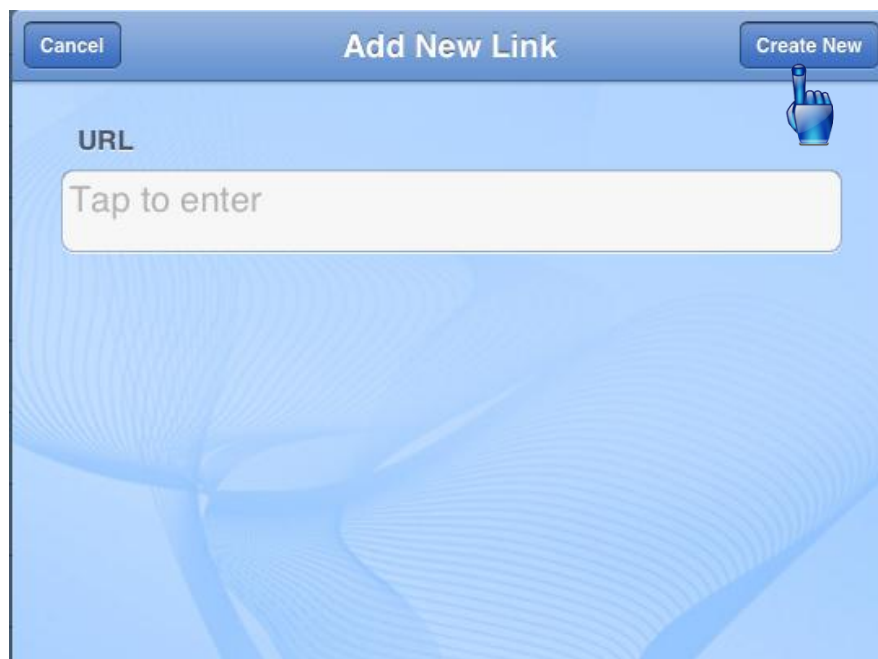
9. The new link has been created successfully and added at the left hand side of the Link screen.

10.Team Discussions

This section guides you on how you are able to read a list of discussions, post a reply and how to create a new topic in the iSharePoint application.

10.1   Read Discussions

Perform the following steps to view details of existing team discussions:

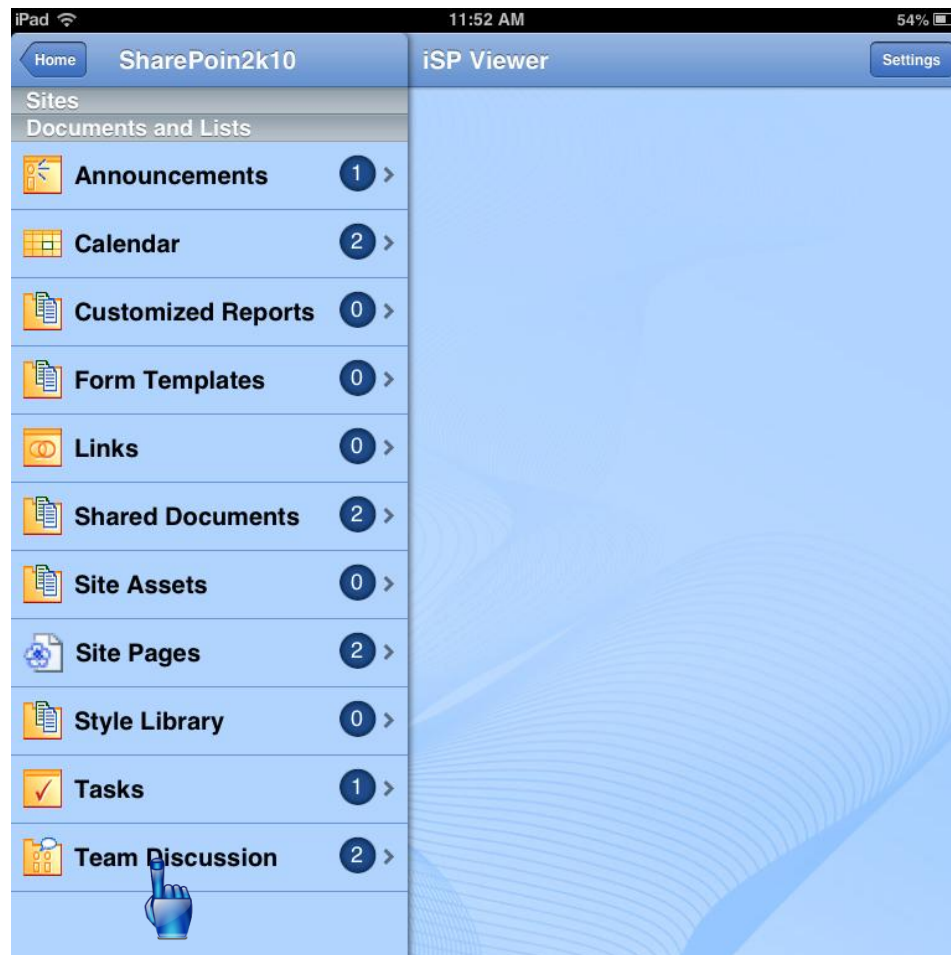1. To view existing discussions, simply tap on **Team Discussion** list that is displayed at the left side of iSharePoint main screen.

2. Tapping a discussion will allow you to view it.
3. A detailed list of all the existing team discussions will be displayed at the left side of the screen.
4. To view details, tap on the required discussion that you want to view.

5. The detailed information with their replies will be displayed in a new window.
6. To reply on the discussion, tap on the **Reply** displayed at the top right side of the window.
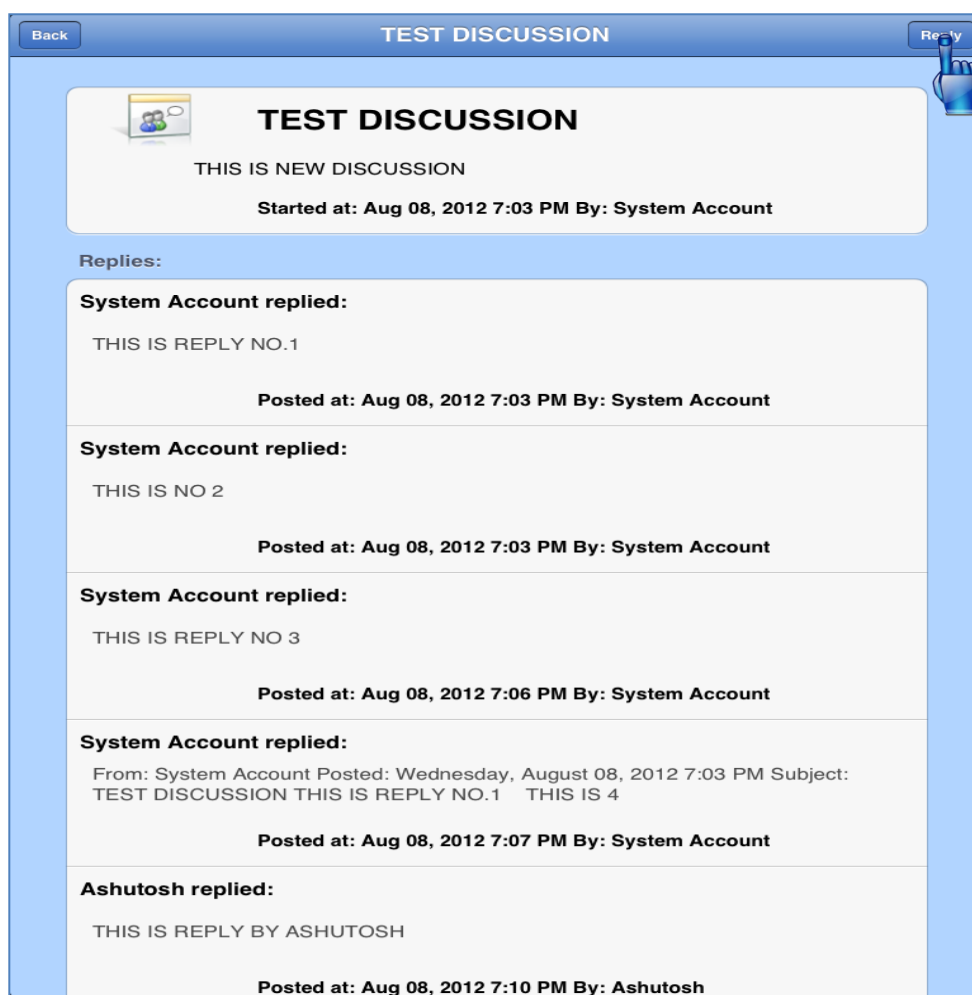
7. The **Reply** dialog box will appear.
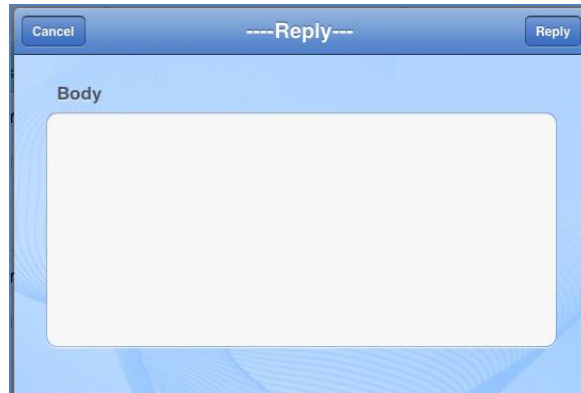
8. Tap on the **Body** field.
9. The keyboard is displayed at the bottom of the screen.
10. Provide your comments by tapping on the keys of the keyboard.
11. Once done, tap **Reply** displayed at the top right side of the Reply window.
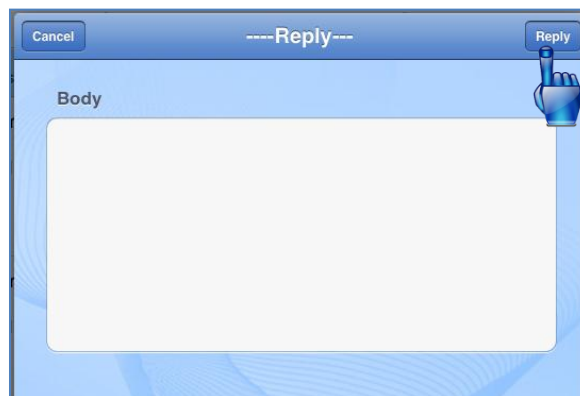
12. Your comment has been posted in **Replies** section with date and time of the reply.
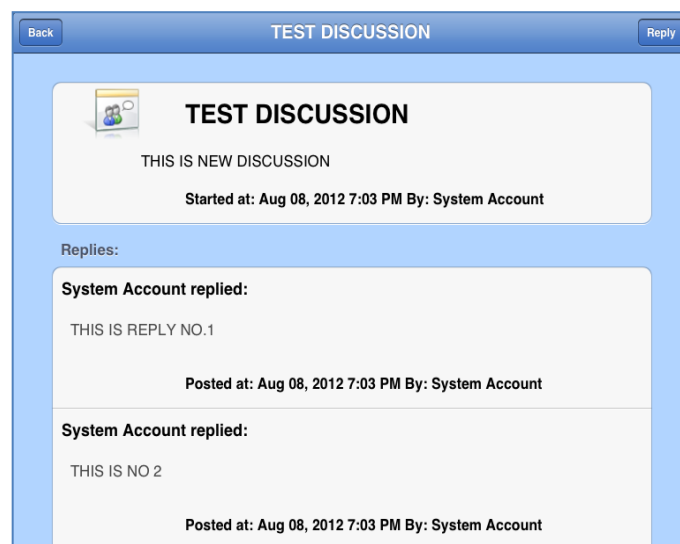
13. Tap **Back** displayed at the top left of the screen to go back to view list of other discussions.

10.2   Create New Discussion

Perform the following steps to create a new discussion:

1. Tap on **Team Discussion** that is displayed on the left side of the iSharePoint main screen.
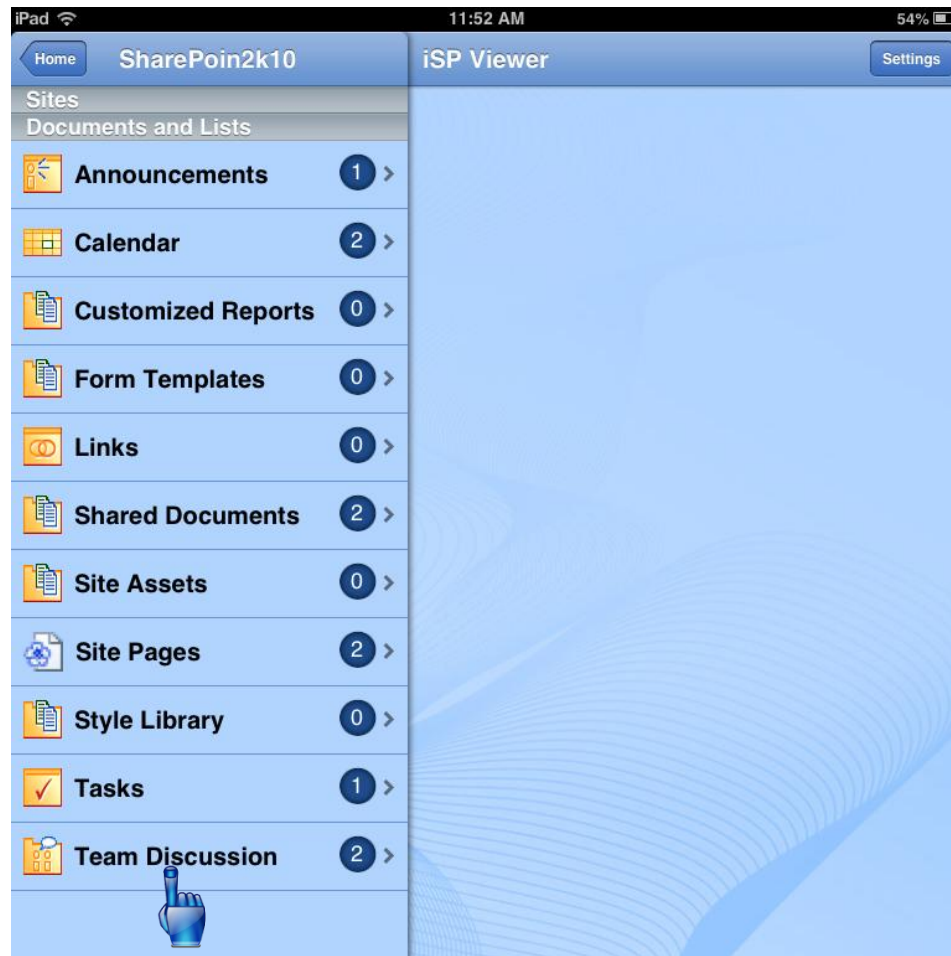
2. A detailed list of all the existing discussions will be displayed at the left side of the screen.
3. To create new topic, tap **Add New**.

4. The **Add New Discussion** window will appear.
5. Tap on **Subject** field.
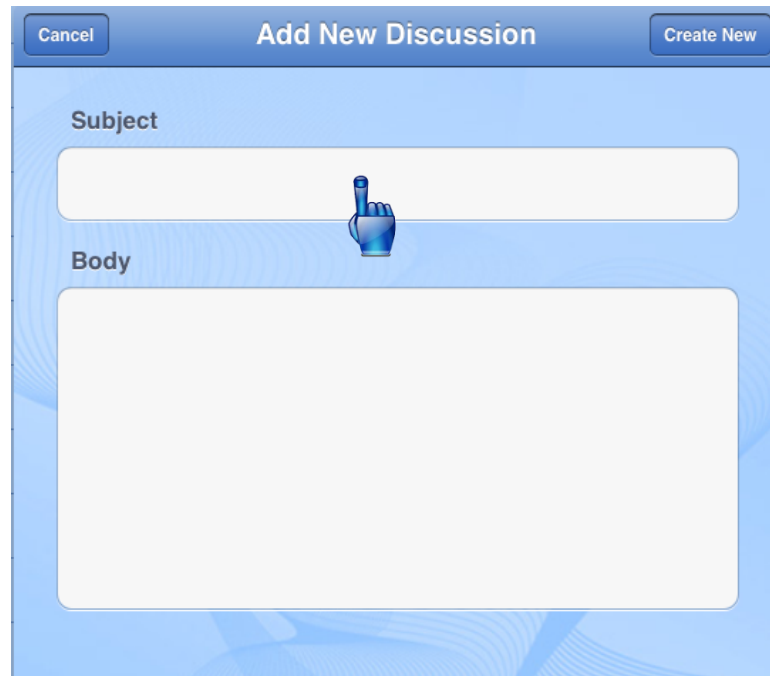
6. A keyboard is displayed at the bottom of the screen.
7. Provide the name of the topic by tapping on the keys of the keyboard.
8. Provide the description of the topic in **Body** field.
9. Once done, tap **Create New** displayed at the top right side of the **Add New Discussion** window screen.
10. The new topic has been created successfully and added at the left hand side of the Team Discussion screen.

11.SharePoint Shared Document Libraries

iSharePoint provides the facility to open/view and edit SharePoint document library, save it to local and email it to others. However, to edit them, iSharePoint uses annotation techniques with different types of annotation tools such as line, arrow, sticky notes, etc. In the next section, we will discuss different types of annotation tools available with their functionality in detail.

11.1　View Document

Perform the following steps to view existing SharePoint documents:

1. To view existing SharePoint documents, simply tap on **Shared Documents** that is displayed at the left side of iSharePoint main screen.

2. Tapping documents will allow you to view it.
3. A detailed list of all the existing shared documents will be displayed at the left side of the screen.
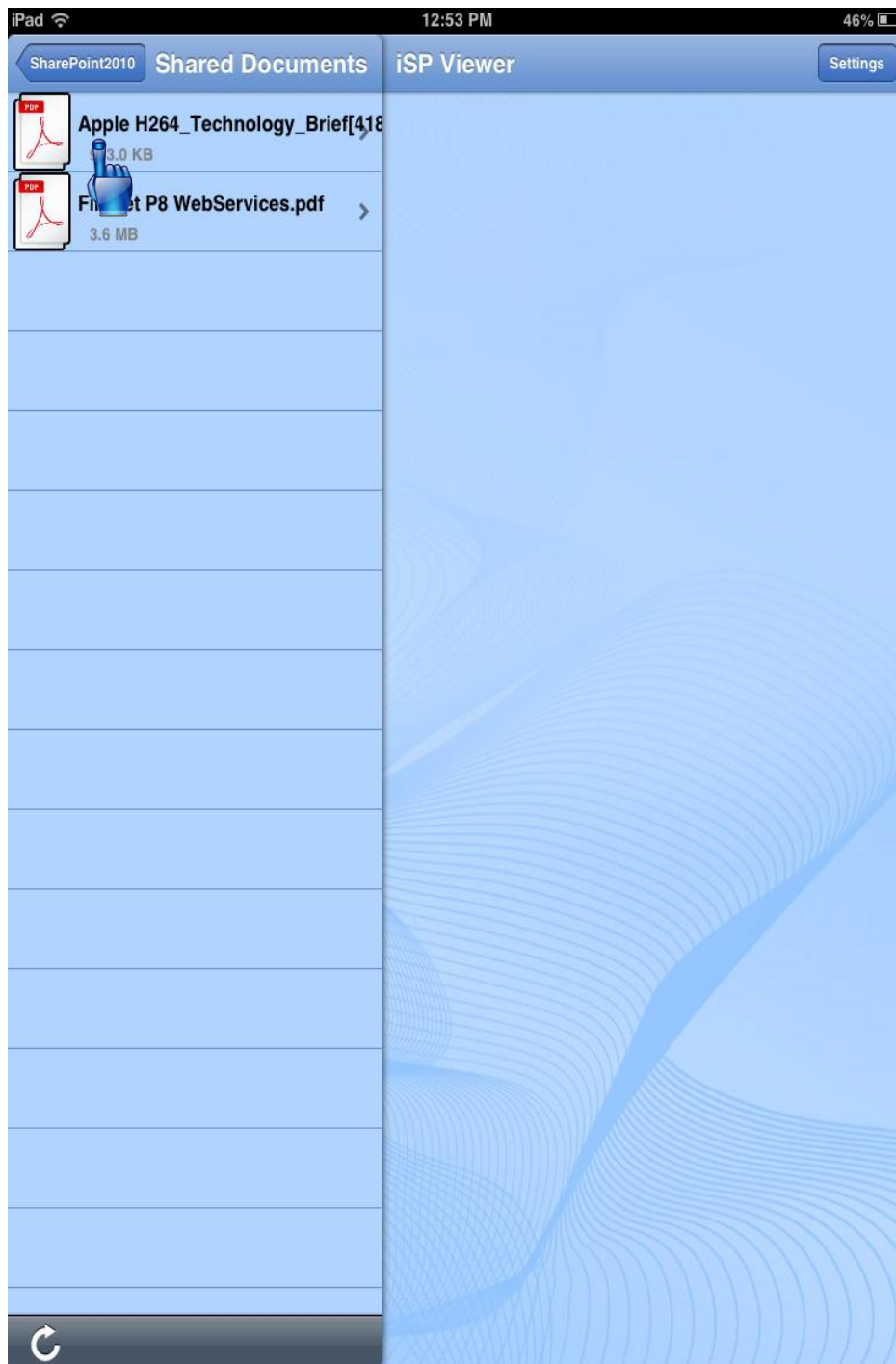
4. To view, tap on the required document that you want to view.
5. The selected document will be displayed in a window.
6. Tap the arrow button displayed at the bottom to refresh the list.
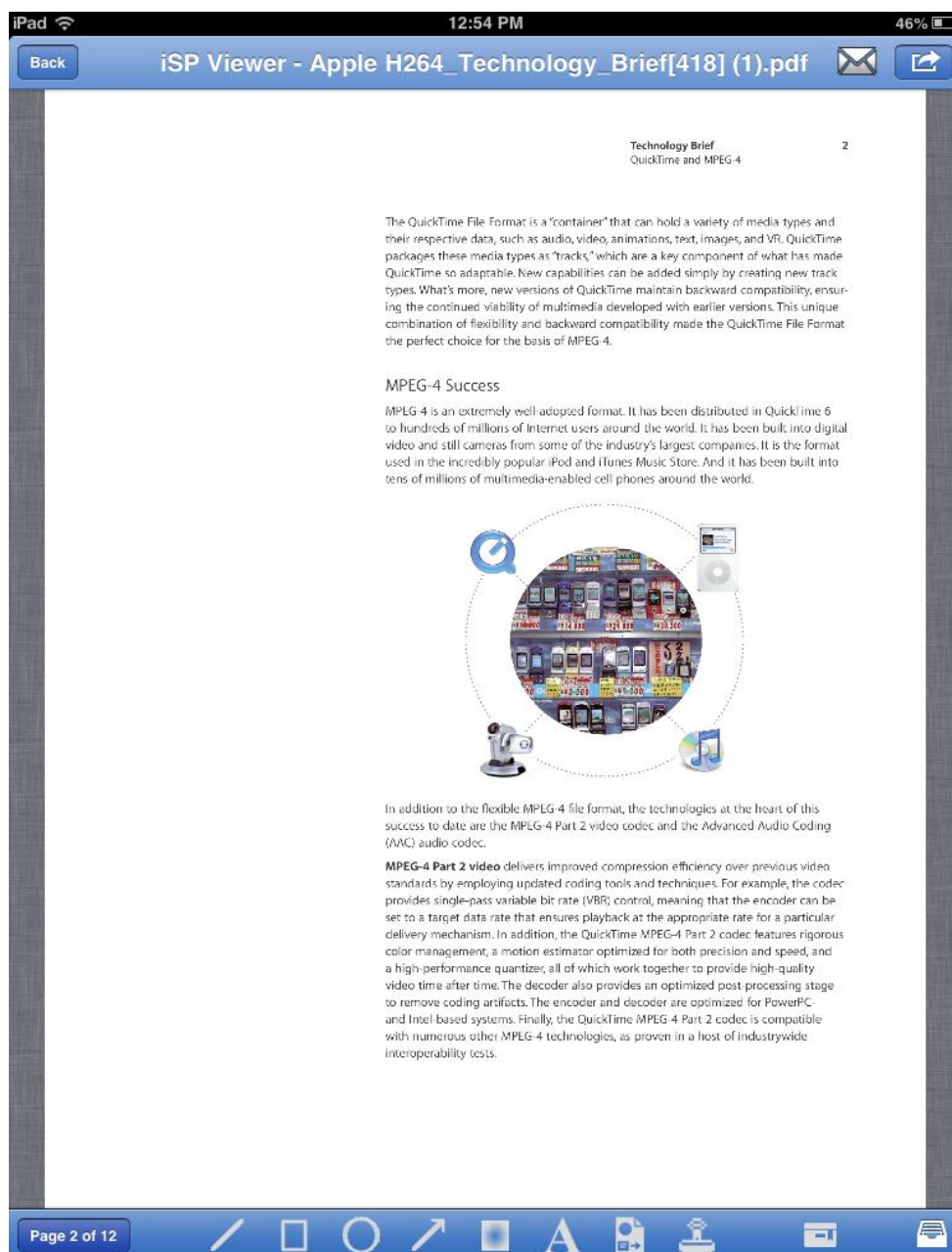
7. To view other pages, if any, swipe on the screen OR tap on the button displayed at the bottom left side of the document viewing window.
8. The list of document pages pop up window will appear.

9. Scroll the list to view any specific page.
10. To draw annotations on a page, see Section Annotation.

11.2 Save a Document

Perform the following steps to save a document:

1. Tap on **( )** button displayed at the top right side of the document window.

2. A list of options will pop up.

3. Tap **Save**.
4. The **Check in Comment** dialog box is displayed.
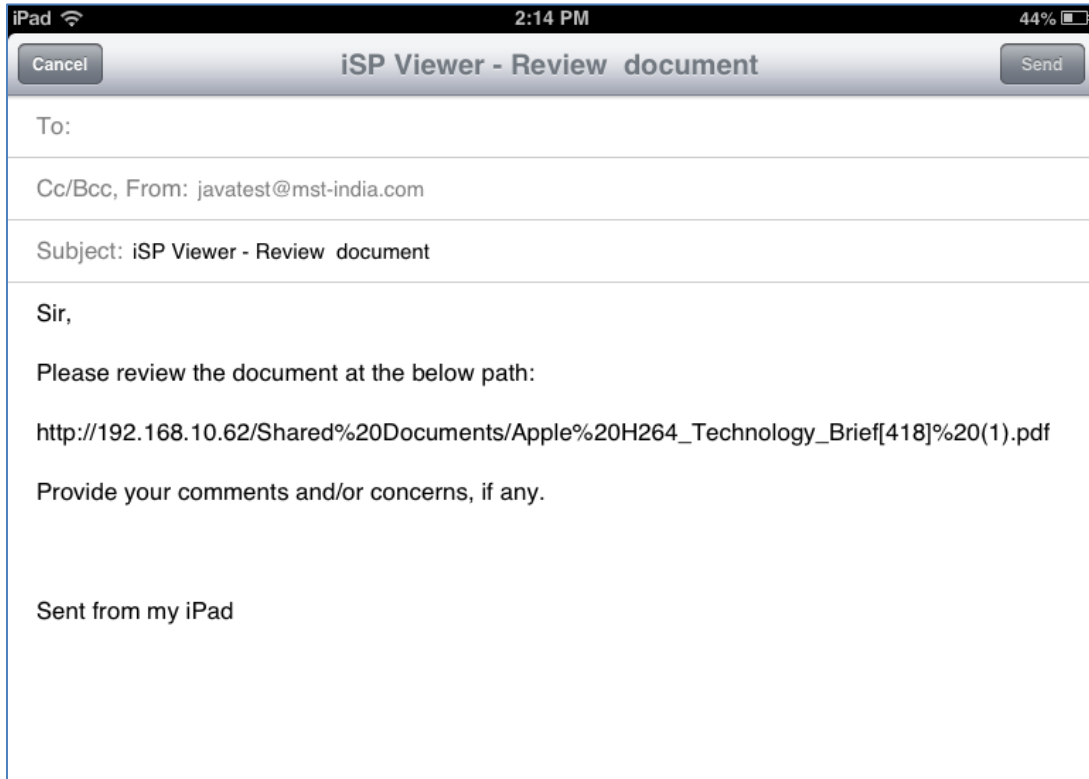
5. Provide the comments by tapping on keys of the keyboard.
6. Once done, tap **Sync** to save the document at the server.
7. Tap **Cancel** to cancel saving document.

11.3   Send Document

Perform the following steps to send a document to any other person via mail:
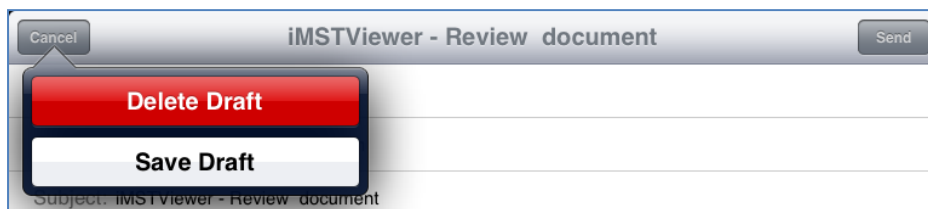
1. Tap ([✉]) displayed at the top right side of the document viewing window.
2. The **iSP Viewer – Review Document** window will pop up.

3. Provide the mail id the person(s) to whom you want to send document in **To** field.

☞   All the documents will be emailed as links to SharePoint, therefore, reducing attachment proliferation.

4. Tap **Send**.
5. The document will be sent to the selected recipients
6. Tap **Cancel** to cancel sending mail.

7. The list of options will display and do one of the following:

> ➢ *To save mail as a draft*: Tap **Save Draft**.
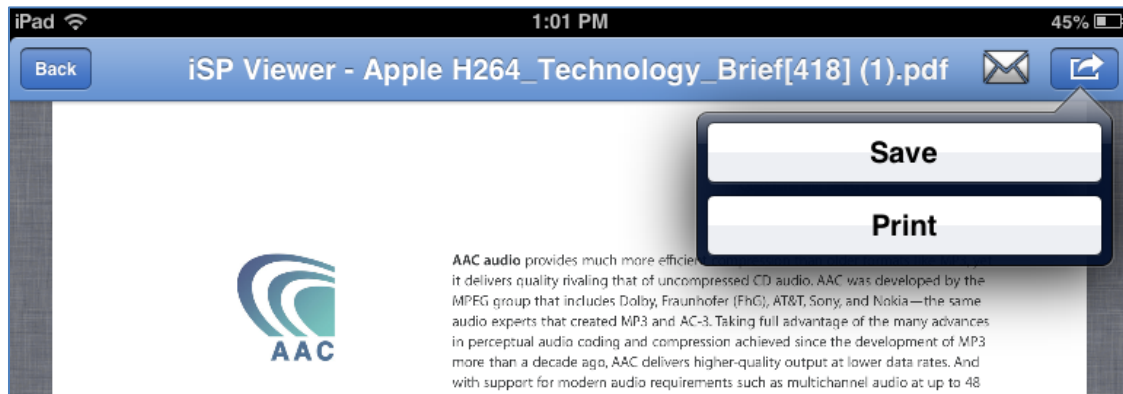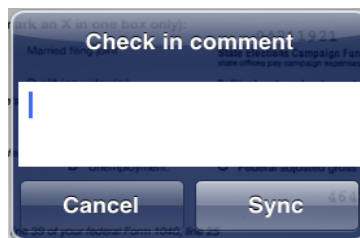> ➢ *To cancel sending mail*: Tap **Delete Draft**.

11.4   Print Document

Perform the following steps to print a document:

1. Tap **(⬆)** button displayed at the top right side of the document window.
2. A list of options will pop up.
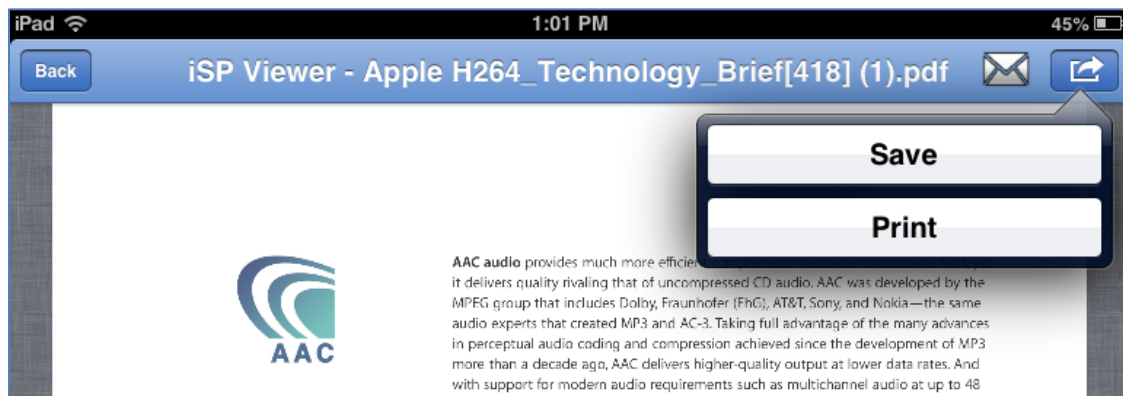
3. Tap **Print**.
4. The **Printer Options** window will pop up.
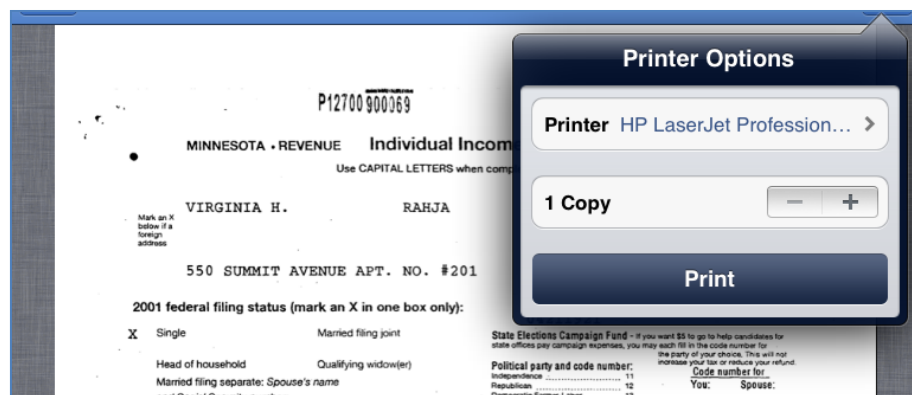
5. Tap the name of the printer with which you want to print.
6. Tap "+" or "-" sign for the number of copies that you want to print.
7. Tap **Print**.

11.5   View Metadata Information

Perform the following steps to view metadata information of a document:

1. Tap **( )** displayed at the bottom right side of the document viewing window.
2. The **Metadata** pop up window appears.
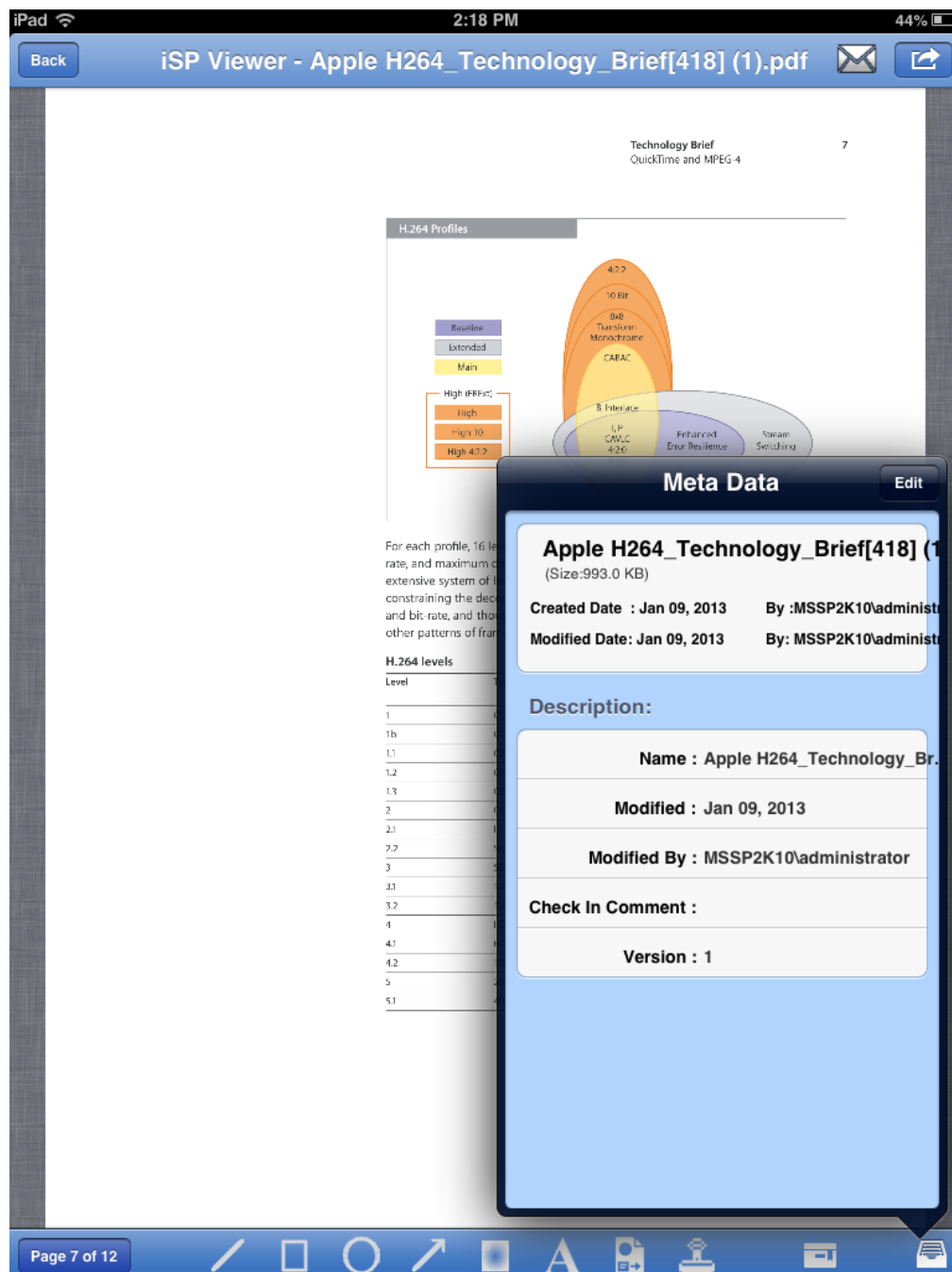
3. View metadata information of the document.
4. Tap **Edit** to edit metadata information.
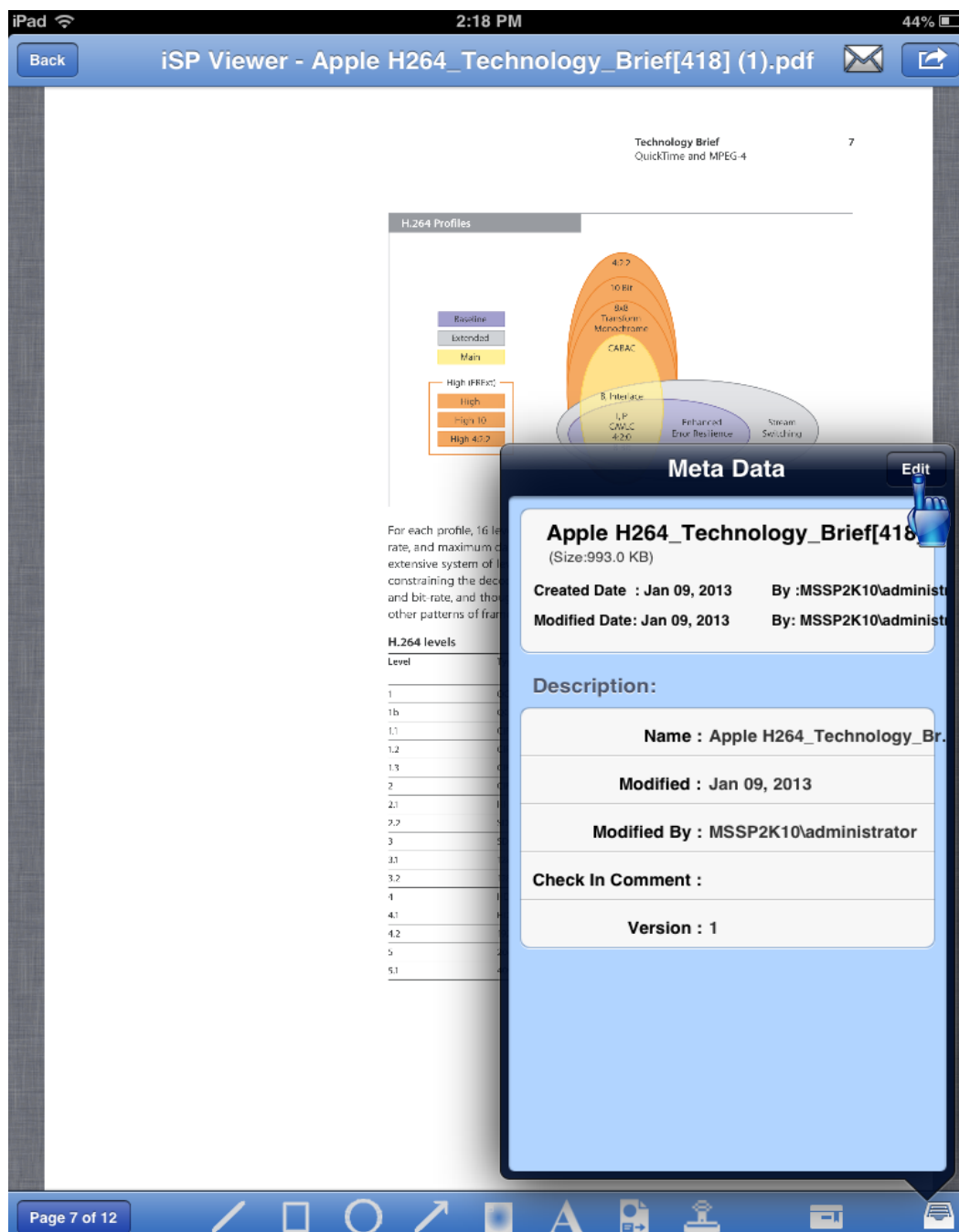
5. The **Metadata** window is displayed in an edit mode.
6. Make necessary changes as per your needs.
7. Tap **Done**.

☞ The fields on which an arrow is displayed at the end are editable fields.

12.Offline Support

iSharePoint provides the facility to browse SharePoint sites, document libraries and lists locally in the device even when you don't have an internet connection. Offline mode even support making changes to an existing items, adding new items and synchronized back those changes automatically when connected again. This means that changes made in offline mode in any document will be identical when viewing same document in SharePoint site.

12.1   Save Document in Offline Mode

Perform the following steps to save a document in an offline mode:

1. Open/view any document.
2. Tap (🔲) displayed at the bottom right of the document viewing window.
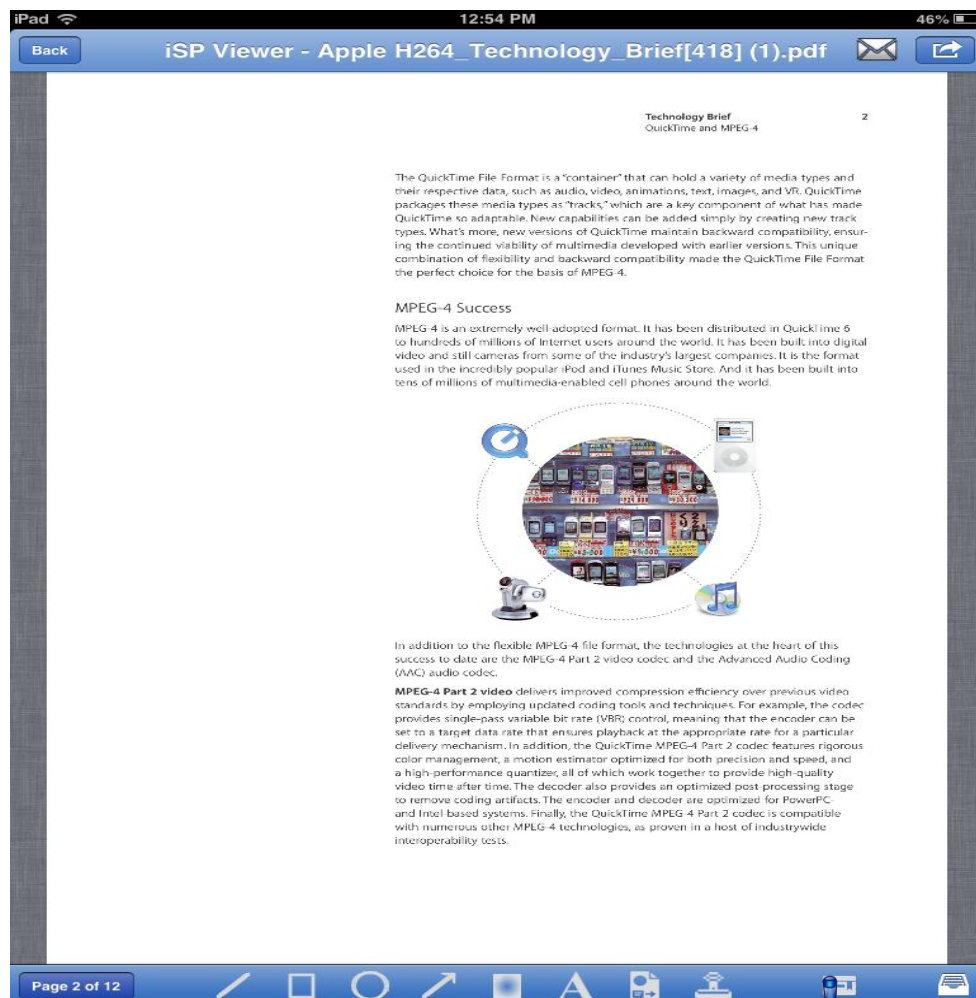
3. The message box appears displaying '**File is successfully saved in offline mode**'.
4. Tap **OK**.

12.2   View Documents in Offline Mode

Perform the following steps to view/open a document in an offline mode:

1. Tap **Offline**.

2. The list of folders stored in offline mode will appear.
3. Tap and navigate to the folder in which your file is stored.

12.3   Edit Documents in Offline Mode

Perform the following steps to edit a document in an offline mode:

1. Open/view any document.
2. Make necessary changes as per your needs and do one of the following:

  ➢ *To save file at local location*: Tap **( )** button displayed at the top right side of the document viewing window. A list of options will pop up. Tap **Save**. The modified changes will be saved at local location and will not reflect when you view document in online mode i.e. at SharePoint Site.

  ➢ *To save file via sync*: Tap ( ) displayed at the top right side of the document viewing window. The **Authentication** window is displayed. Provide the user name and password. Tap **Sync**. The modified changes will be saved and will reflect when you view document in online mode i.e. at SharePoint Site.

13.Annotation

Annotations are comments, notes, explanations, or other types of external remarks that can be added to a selected part of the document to explain or illustrate its meaning.

iSharePoint provides tools to enable you to freely write your own comments to the document and can share with others. It provides facility to add comments via sticky notes, apply digital stamps and much more thus making iSharePoint an ideal solution for business work flow. It also allows you to save, copy, paste and print annotation and contents.

Annotations are saved in a new file as annotation data that is separate from the image data in a proprietary format as a .t_l file. The .t_l file is a GOCA file. Any annotation that is NOT burned-in (embedded) is put in this file. These marks can also be merged with the image data in a process known as burning-in. Once annotations are burned to a document, they become part of the base image but still can be manipulated by the annotation functions.

iSharePoint has a full range of annotation tools. Following is a list of the annotation and markup tools included in iSharePoint, with a brief description of their functionality.
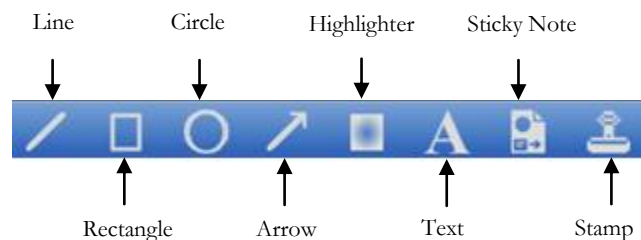
☞ The annotation tool is displayed at the bottom in the document viewing window.

13.1 Line

This annotation tool draws a horizontal, vertical, or lines at 45°. Perform the following steps to draw a line:

1. Open/view any document.
2. Tap on the **Line** annotation tool.
3. Drag the finger from where you want the line to begin to the place where it should end, and release the finger.

Edit Properties of Line

1. Tap and hold the annotation.
2. The options are displayed.

3. Choose from the available option and do one of the following:

➢ *To delete line*: Tap **Delete**.
➢ *To change color of the line*: Tap **Change Property**. The color palette is displayed. Tap on the required color that you want. Once done, tap (X)
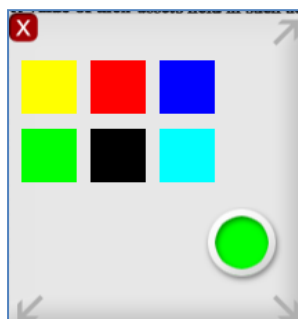
13.2   Rectangle

This annotation tool draws a rectangle with adjustments: line and fill color, thickness, and transparency. Perform the following steps to draw a rectangle:

1. Open/view any document.
2. Tap on the **Rectangle** annotation tool.
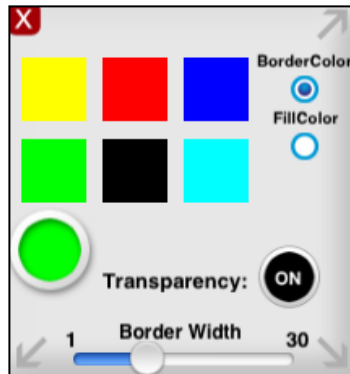3. Drag the finger diagonally on the screen, and release it.

Edit Properties of Rectangle

1. Tap and hold the annotation.
2. The options are displayed.

3. Choose from the available option and do one of the following:

> ➢ *To delete rectangle*: Tap **Delete**.
> ➢ *To change properties of the rectangle*: Tap **Change Property** and do one of the following:

- • *To change color of the border of the rectangle*: Tap **BorderColor**. Select the required color from the available color palette.
- • *To fill color inside rectangle*: Tap **FillColor**. Select the required color from the available color palette.
- • *To make rectangle transparent*: Tap **ON** or **OFF** adjacent to **Transparency**.
- • *To change the width of the rectangle*: Slide the bar in **Border Width**.

13.3   Circle

This annotation tool draws a circle with adjustments: line and fill color, thickness, and transparency. Perform the following steps to draw a circle:

1. Open/view any document.
2. Tap on the **Circle** annotation tool.
3. Drag the finger diagonally on the screen, and release it.

Edit Properties of Circle

1. Tap and hold the annotation.
2. The options are displayed.

3. Choose from the available option and do one of the following:

> ➢ *To delete circle*: Tap **Delete**.
> ➢ *To change properties of the circle*: Tap **Change Property** and do one of the following:
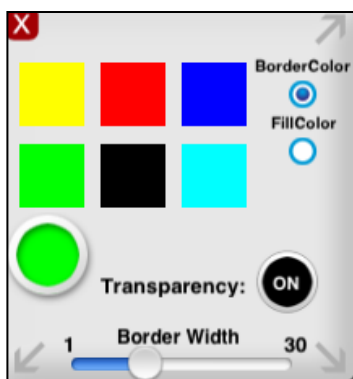
- *To change color of the border of the circle*: Tap **BorderColor**. Select the required color from the available color palette.
- *To fill color inside circle*: Tap **FillColor**. Select the required color from the available color palette.
- *To make circle transparent*: Tap **ON** or **OFF** adjacent to **Transparency**.
- *To change the width of the circle*: Tap and slide the bar in **Border Width**.

13.4   Arrow

This annotation tool draws a horizontal, vertical or 45° arrow. Perform the following steps to draw an arrow:

1. Open/view any document.
2. Tap on the **Arrow** annotation tool.
3. Drag the finger from where you want an arrow to begin to the place where it should end, and release the finger.

Edit Properties of Arrow

1. Tap and hold the annotation.
2. The options are displayed.

3. Choose from the available option and do one of the following:

   ➢ *To delete arrow*: Tap **Delete**.
   ➢ *To change color of the arrow*: Tap **Change Property**. The color palette is displayed. Tap on the required color that you want. Once done, tap ()
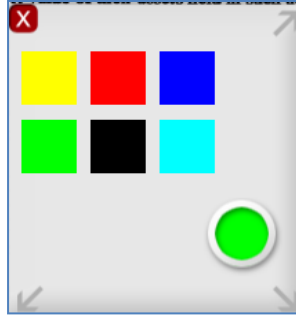
13.5   Highlighter

People use creative methods to draw attention to items of interest when they mark up a paper document, such as underlining, highlighting, circling words in a sentence. This annotation tool provides a similar feature for marking up information displayed in the viewer. Perform the following steps to draw highlighter:
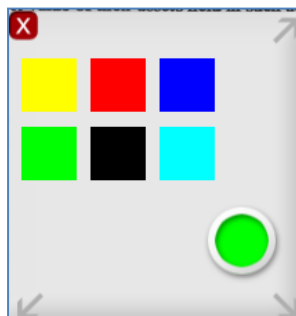
1. Open/view any document.
2. Tap on the **Highlight** annotation tool.
3. Drag the finger diagonally on the screen, and release it.

Edit Properties of Highlighter

1. Tap and hold the annotation.
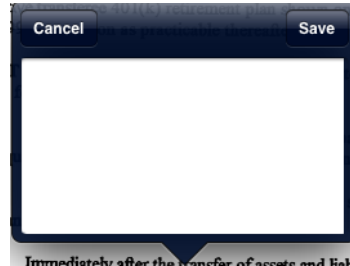2. The options are displayed.

3. Choose from the available option and do one of the following:

➢ *To delete highlighter*: Tap **Delete**.
➢ *To change color of the highlighter*: Tap **Change Property**. The color palette is displayed. Tap on the required color that you want. Once done, tap ( ).

13.6   Text

This annotation tool allows you to enter text. Perform the following steps to add any text:

1. Open/view any document.
2. Tap on the **Text** annotation tool.
3. Tap where you want to place text.
4. A box will appear on the screen allowing you to type in text.

5. Tap on the box.
6. The keyboard is displayed at the bottom.
7. Provide the text by tapping on the keys of the keyboard.
8. Tap **Save**.

Edit Properties of Text

1. Tap and hold the annotation.
2. The options are displayed.

3. Choose from the available option and do one of the following:

   ➢ *To delete text*: Tap **Delete**.
   ➢ *To change the existing text*: Tap **Edit Text**.
   ➢ *To change the color of the text*: Tap **Change Property**. The color palette is displayed. Tap on the required color that you want. Once done, tap ().

13.7   Stamp

Just as you would use a rubber stamp, you can stamp text anywhere on a document. You can choose either from a list of pre-defined stamps or create your own stamps. Perform the following steps to add stamp:

1. Open/view any document.

2. Tap on the **Stamp** annotation tool.
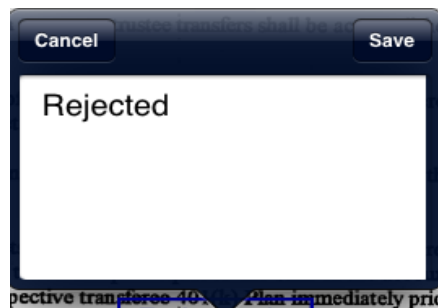3. Tap where you want to place the stamp on the document.

Edit Properties of Stamp

1. Tap and hold the annotation.
2. The options are displayed.
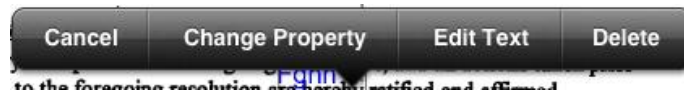
3. Choose from the available option and do one of the following:

> ➢ *To delete stamp*: Tap **Delete**.
> ➢ *To edit text or create new stamp*: Tap **Edit Text**. Make changes in the existing stamp or provide the new stamp. Once done, tap **Save**.


> ➢ *To select from pre-defined stamps and change the color of the stamps*: Tap **Change Property**.

<table>
<tr><td colspan="3"></td></tr>
</table>

			Approved
			Completed
			Cancelled
			Recevied
			Rejected
			Reviewed
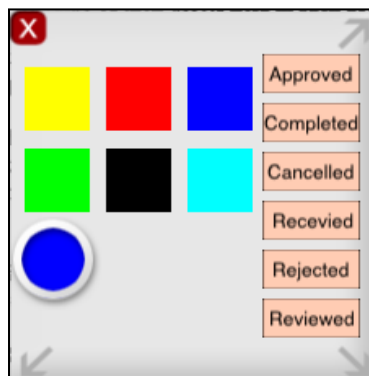
13.8   Sticky Note

Sticky Note is quite similar to typical sticky note that is stuck with the hard copy documents. It is more efficient and provides a natural and familiar means by which you can add and share comments in the form of a note anywhere on a page over text, images or blank spaces without editing the content. Perform the following steps to add a sticky note:

1. Open/view any document.
2. Tap **Sticky Note** annotation tool.
3. Tap where you want to place note.
4. A box will appear on the screen allowing you to type in the box.
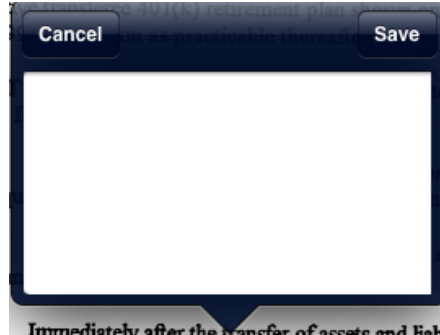
5. Tap on the box.
6. The keyboard is displayed at the bottom.
7. Provide the text by tapping on the keys of the keyboard.
8. Tap **Save**.
9. The ( ) icon appears on the document.

Edit Properties of Sticky Note

1. Tap and hold the annotation.
2. The options are displayed.

3. Choose from the available option and do one of the following:

   ➢ *To delete note*: Tap **Delete**.
   ➢ *To edit text*: Tap **Edit Text**.

14. Password Management

Users and organizations that are security conscious can set a password as a security lock to secure their application. iSharePoint provides an additional layer of security to access application by prompting you to provide a password whenever iSharePoint is open or reactivated.

To turn off or change settings for the passcode lock feature, perform the following steps:
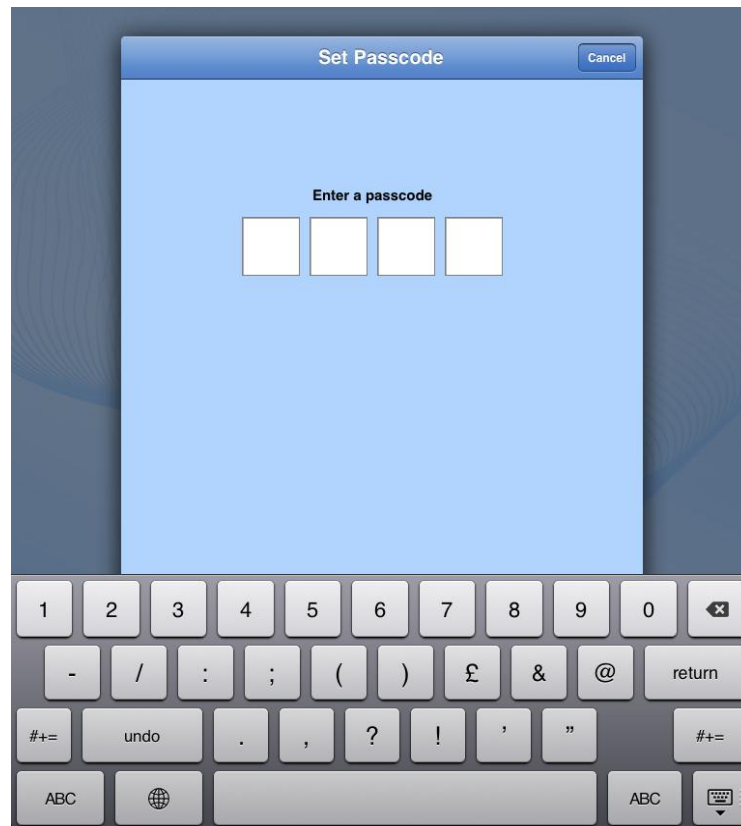
1. Tap **Settings**.
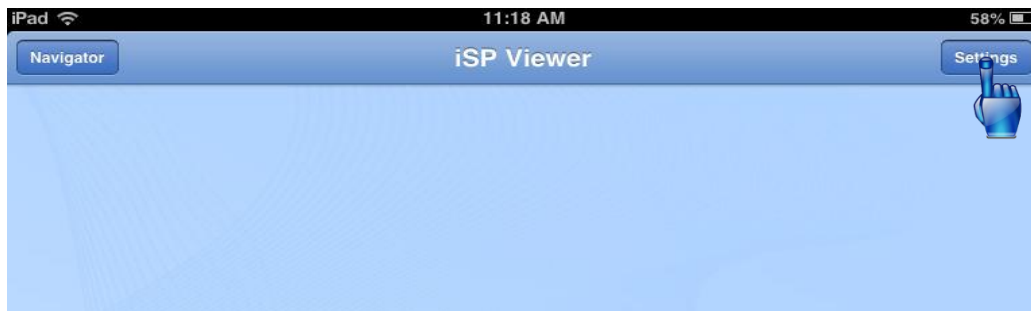
2. The **Settings** window appears.
3. Turn off **Password Protection**.
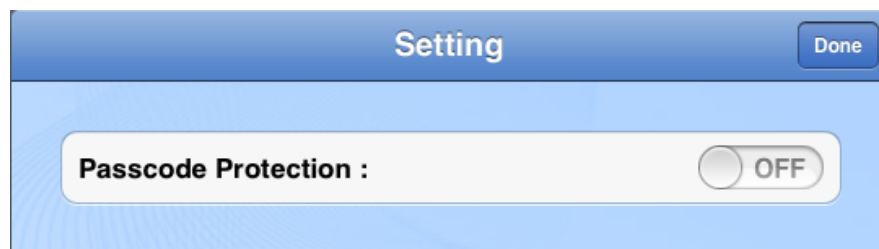
Perform the following steps to turn on the password lock feature:

1. Tap **Settings**.
2. The **Settings** window appears.
3. Turn on **Password Protection**.
4. The application will prompt you to enter password.

5. Provide the required password by tapping on the keys of the keyboard.
6. The application prompts again to re-enter the password.
7. Provide the password.
8. Once the password matches, the application will display the message box.
9. Tap **OK**.