



Android app guide



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1 Introduction

BooleBox Android mobile application allows you to take advantage of the typical web application features while combining the convenience of using a mobile device. Inside the application, by tapping on the menu icon at the top left, you can access the main application menu, from which you can reach the following sections: FILE MANAGER, SECURE MAIL, SECURE VAULT, CONTACTS, MY ACCOUNT.



2 Choose account

If an administrator user (SAM, ADM or ADR) has granted the possibility to take advantage of a functional account for your profile, you can perform actions on behalf of another BooleBox profile and access the files uploaded in his personal area. This operation is also possible through the main menu of the mobile application, from which you'll be able to choose the account you want to use. To choose the account:

- Click on the menu icon located at the top left of your app.
- Tap the screen on the CHOOSE ACCOUNT button.
- Select the profile you want to access.

To return to your profile, simply go back to the main menu and tap the screen on the SWITCH ACCOUNT button.



3 Login screen

Through the application login screen, you can perform all the procedures related to account validation during access, password recovery and server URL configuration.

3.1 Login

By logging in you can access the BooleBox account via the mobile app. To log in:

- Enter USERNAME and PASSWORD in the appropriate fields.
- Click on SIGN IN.



3.2 Login with One Time Password (OTP)

By logging in with a one-time password (OTP) you can access your BooleBox account via the mobile app, taking advantage of the security offered by the TWO-STEP VERIFICATION procedure. If this option has been activated for your profile, in order to access your account, you will also need to enter a One Time Password (OTP) sent to the paired mobile number or to the authentication app configured for your account. To log in with OTP:

- Enter USERNAME and PASSWORD in the appropriate fields.
- Click on SIGN IN.
- In the window that appears on your screen, enter the code received via SMS or generated from the authentication app.



3.3 Recovering your password

If you have lost your password and are unable to log in, you must perform the password recovery procedure, through which you will be sent new credentials to access your account. On the login screen, click on the FORGOT YOUR PASSWORD link.

- In the window that appears on your screen, enter your e-mail address in the appropriate field.
- Click on SEND.
- Open the e-mail received at the address indicated in the previous step.
- Click on the link in the e-mail.
- Enter in the appropriate fields the new password and confirmation of the new password.
- Click OK.



3.4 Configuring server IP address

You can configure the URL address of the server that hosts your On-Premises instance from the login screen. To configure the URL:

- Click on the CONFIGURE SERVER ADDRESS link.
- A window will appear showing the URL of BooleBox Cloud version as the default address.
- If you have an On-Premises instance to configure, enter the URL address of the server hosting the instance in the appropriate field.**Note: if you have saved the URL of the corporate server hosting the On-Premises instance in a config.json file as indicated [here](#), you can select the CONFIGURE SERVER ADDRESS FROM THE FILE checkbox. The selected address will then be the one contained in the config.json file present in the device storage.**
- To confirm the changes made, press the CONFIRM button.
- If you want to reset the server settings by setting the cloud license URL again, click on the RESET TO BOOLEBOX CLOUD checkbox.



4 File manager

In the FILE MANAGER section of your mobile application you will be able to manage all the files uploaded by you on the platform and those shared with you through classification projects or standard shares. In this section you will find all the tabs dedicated to file management:

- **FILES** - tab that collects all the files and folders uploaded by you on BooleBox platform.
- **CLASSIFICATION** - tab that lists all the classifications to which your profile is authorized to access.

Note: the authorization to access to the classifications is assigned to users by an administrative profile (SAM, ADM or ADR).

- **RECEIVED** - tab that collects all files and folders shared with you by other BooleBox users.
- **SHARED** - tab that collects all the files shared by you with other BooleBox users.
- **PERSONAL KEY** - tab that collects all the files protected by a personal encryption key (Personal Key), i.e. an encryption key of your choice with which to encrypt the files uploaded to BooleBox a second time.

< b>Note: the personal encryption key will be known only to you: for this reason, when applied to a file or folder, it will no longer be possible to access it without the key set.

- **FAVORITES** - tab that collects files more consulted.
- **RECYCLE BIN** - tab that collects all the deleted files.
- **OFFLINE** - tab that collects all files made available offline.

4.1 Viewing and editing a file



Viewing file information

For each file uploaded to the platform, information such as the date and time the file was uploaded, the file size, and the owner are kept. To view this information:

- Tap the screen on the three-point vertical menu next to the file or folder whose information you want to view.
- Select the INFO entry.
- Tap OK to close the pop up window.

Viewing a file preview

For each file uploaded on the platform, you can preview the same to consult the information present in it. To have a file preview:

- Touch the screen next to the file name or select the SHOW item of the three-point vertical menu next to the file you want to preview.

OFFICE editing

Through online editing, you can edit your documents conveniently from your application using an Office 365 commercial license. To edit with Office the documents loaded on the platform:

- Tap the screen on the three-point vertical menu next to the file you want to edit.
- Select the OFFICE item.
- Make the desired changes.**Note: all changes made to the file will be automatically saved without the need of any additional operations.**



4.2 Protections

Applying a Personal Key

The personal encryption key (Personal Key) is an encryption key of your choice with which to encrypt the files uploaded to BooleBox a second time.

Note: the personal encryption key will be known only to you: for this reason, when applied to a file or folder, it will no longer be possible to access it without the key set.

To apply a Personal Key to a file or folder:

- Tap the screen on the three-point vertical menu next to the file or folder to which you want to apply the Personal Key.
- Select the PERSONAL KEY item.
- Enter the Personal Key in the appropriate fields, the confirmation of the Personal Key and a personal suggestion to help you remember the Personal Key set if you need it.
- Click on CONFIRM.
- The file/folder is now protected by the Personal key: the relative icon will show a key and to access the file content you will need to enter your personal encryption key.

Note: it is not possible to enter the Personal Key as a suggestion.

Opening files or folders protected by Personal Key

If you have applied a Personal Key to a file or folder, to open the contents stored in it, you will need to enter the personal encryption key you set for that file. To open a file or folder protected by Personal Key:

- Tap the screen on the file or folder you want to open.
- In the window that appears on your screen, enter the Personal Key.
- Click on SHOW.



4.3 Sharing

Sharing files with the BooleBox Android application is simple, fast and versatile. In addition to standard sharing through the platform, you can choose to share a file with the recipient with a link or via Facebook.

Sharing a file with BooleBox

Sharing a file with BooleBox is the easiest and fastest way to safely deliver your files to the recipients of the share. To share a file with BooleBox:

- Tap the screen on the three-point vertical menu next to the file you want to share.
- Select the SHARE WITH BOOLEBOX item.
- In the window that appears on your screen, enter the e-mail address of the user receiving the share in the appropriate field.
- In the ADVANCED tab, in the SECURITY SETTINGS field, use the side arrows to select one of the proposed sharing templates:
 - **VIEW AND EDIT** - template that allows you to open and edit the file received in sharing.
 - **VIEW ONLY** - template that only allows you to view the file.
 - **PROTECTED VIEW** - template that only allows you to see the file and prevents screen capture while the file is open. **Note: this sharing template, in order to be correctly applied, requires Windows OS on the receiving device.**
- In the OPTIONS area, select the advanced sharing options of your interest to apply additional restrictions or permissions for sharing.
- In the ACCESS area, select how to access the file for unregistered users:
 - **E-MAIL AUTHENTICATION CODE** - the user can access the content only by entering the code sent to the recipient's e-mail.
 - **REGISTRATION REQUIRED** - the user must create an account in order to access the content.
 - **FREE ACCESS** - the user must not create an account to be able to access the content.



- **SMS AUTHENTICATION CODE** - the user can access the content only by entering the code sent to the mobile phone number indicated during the sharing phase.
- Click on SHARE.

Sharing a file through a link

To facilitate access to the content you want to share, BooleBox provides sharing via link, allowing the recipients of the sharing to access the shared resources in accordance with the LIMITATIONS and PERMISSIONS you have set, but without logging in. To share a file via a link from the mobile app:

- Tap the screen at the three-point vertical menu next to the file you want to share via link.
- Select the SEND LINK entry.
- In the SECURITY SETTINGS field, use the side arrows to select one of the proposed sharing templates:
 - **VIEW AND EDIT** - template that allows you to open and edit the file received in sharing.
 - **VIEW ONLY** - template that only allows you to view the file.
 - **PROTECTED VIEW** - template that only allows you to view the file and prevents screen capture while the file is open. **Note: this sharing template, in order to be correctly applied, requires Windows OS on the receiving device.**
- Select the advanced sharing options of your interest to apply additional restrictions or sharing permissions.
- Click on SHARE.
- Select the medium you want to share the link with and complete the operation.

Sharing a file via Facebook

To facilitate the dissemination of useful information, news or advertising materials, BooleBox allows you to share content on Facebook directly from the mobile application. To share a file through Facebook:



- Tap the screen at the three-point vertical menu next to the file you want to share via Facebook.
- Select the FACEBOOK item.
- In the SECURITY SETTINGS area, use the side arrows to select one of the proposed sharing templates:
 - **VIEW AND EDIT** - template that allows you to open and edit the file received in sharing.
 - **VIEW ONLY** - template that only allows you to view the file.
 - **PROTECTED VIEW** - template that allows only to see the file and prevents the screen capture while the file is open.**Note: this sharing template, for it to be correctly applied, requires Windows OS on the receiving device.**
- Select the advanced sharing options you are interested in to apply additional restrictions or permissions to sharing.
- Click on SHARE.
- Login to your Facebook account and complete the operation.



4.4 Uploading a file to BooleBox

BooleBox mobile application, by uploading files to the platform, allows you to protect your important documents and to share them easily with your collaborators. To upload a file to BooleBox from the mobile application:

- Tap on the + icon at the bottom right.
- Select one of the following actions:
 - **CREATE NEW FOLDER** - action to create a new directory in the current directory.
 - **TAKE PHOTO** - action that allows you to take a photo to upload to the platform.
 - **TAKE VIDEO** - action that allows you to take a video to upload to the platform.
 - **CHOOSE FROM LIBRARY** - action that allows you to choose a file from the device storage.
 - **UPLOAD FROM DROPBOX** - action that allows uploading files from Dropbox platform.



4.5 Actions on files

BooleBox mobile application allows you to work on your files in a simple and effective way. To perform actions on a file, tap the screen on the three-point vertical menu next to the file you are interested in and select one of the following items:

- **DOWNLOAD** - action that allows to download locally a file uploaded on the platform.
- **MAKE AVAILABLE OFFLINE** - action that allows to make the file available in the OFFLINE tab even in the absence of internet connection.
- **ADD TO FAVOURITES** - action that allows adding the file to the FAVOURITES tab.
- **RENAME** - action which allows you to rename the file.
- **COPY** - action that allows you to copy the file.
- **CUT** - action that allows to cut the file.
- **DELETE** - action to delete the file.



4.6 Comments

By adding a comment to a file, it is possible to share with other users useful information for the collaboration concerning the selected file. To add a comment to a file:

- Touch the screen in the vertical three-point menu next to the file you want to add a comment to.
- Touch the screen under TASK AND COMMENTS.
- Select the VISIBILITY you want to assign to the comment using the arrows, choosing one of the PUBLIC (comment visible to all collaborators), PRIVATE (comment visible only to you), VISIBLE ONLY TO (comment visible only to assignees) options.
- Select the option NOTIFY BY E-MAIL to send an e-mail to all users authorized to view the comment by notifying the addition.
- Enter the text of the comment.
- Touch the screen on SEND.
- The comment has now been added and will be visible to all users selected by you. You can edit or delete it using the appropriate icons next to the comment itself.

Note: a comment will be visible only to people that have received in share the file. If you try to add a comment to a non-shared file, you will be blocked by an error message that will ask you to verify that it has been shared.



4.7 Tasks

By adding a task to a file, you can simplify collaboration between you and other users by synchronizing the deadlines of the activities related to the selected file. To add a task to a file:

- Touch the screen next to the TASKS AND COMMENTS item.
- Enter an explanatory text of the task you are assigning.
- Select the VISIBILITY of the task using the arrows, choosing one of the options PRIVATE (task visible only to you), PUBLIC (task visible to all collaborators), VISIBLE ONLY TO (task visible only to the assignees of the task).
- Select the option NOTIFY BY EMAIL to send an e-mail to all users authorized to view the task notifying the addition of the same.
- Select the item MAKE IT A TASK.
- Enter the E-mail addresses of the users to whom you want to assign the task, an EXPIRY date and time within which the task will be completed. **Note: if the VISIBILITY of the task is set as PRIVATE, the ASSIGNEE area will not be available.**
- Touch the screen next on the SEND button.
- The task has now been entered and assigned to the indicated user. When the user has selected the appropriate checkbox to indicate the completion of the task, you will see the task as crossed out and you will receive an e-mail notification.

Note: the task can only be completed by the assignees indicated in the specific field. If an unauthorized user tries to complete the task, he will be blocked by an error message indicating the user's permissions for the selected task.



5 Secure mail

Through the SECURE MAIL section, available in the main application menu, it is possible to send and manage encrypted e-mails sent and received directly within the application.

5.1 Secure mail tabs

Inside the SECURE MAIL section there are all the tabs needed to view and manage the encrypted e-mails sent and received:

- **RECEIVED** - tab that collects encrypted e-mails received from other BooleBox accounts.
- **SENT** - tab that collects encrypted e-mails sent by you to other BooleBox accounts.
- **DRAFTS** - tab that collects the encrypted e-mails being drafted and not yet sent.
- **PERSONAL KEY** - tab that collects the encrypted e-mails protected by Personal Key.
- **RECYCLE BIN** - tab that collects all encrypted e-mails deleted.



5.2 Sending an encrypted e-mail

Within the RECEIVED tab you can send new encrypted e-mails directly from the mobile application:

- Click on the + button at the bottom right.
- Enter in the TO field the e-mail address of the recipient of the encrypted e-mail.
- Enter the subject of the e-mail in the SUBJECT field.
- Enter the message of the encrypted e-mail in the specific text area.
- Access the SECURITY tab to configure the security settings of the encrypted e-mail being sent.
- In the SECURITY SETTINGS field, select the sharing template to be used for sending the encrypted e-mail:
 - **NOTIFY ME** - template that allows you to be notified by e-mail when the recipient of the encrypted e-mail opens the received message.
 - **EXPIRY 1 DAY** - template that allows to set the maximum expiry date of the encrypted e-mail to a day, calculated starting from the first opening of the e-mail.**Note: beyond the expiration date it will no longer be possible to open the received e-mail.**
 - **EXPIRY 1 MIN** - template that allows you to set the maximum expiration of the encrypted e-mail to one minute, calculated starting from the first opening of the e-mail.**Note: after the expiration time it will no longer be possible to open the received e-mail.**
- In the OPTIONS area, select any advanced sharing options you want to apply to the encrypted e-mail being sent.
- In the ACCESS area, select the ways in which any unregistered users will access the encrypted e-mail:
 - **E-MAIL AUTHENTICATION CODE** - the user can open the encrypted e-mail only by entering the code sent to the recipient's e-mail.
 - **REGISTRATION REQUIRED** - the user must create an account in order to open the encrypted e-mail.



- **FREE ACCESS** - the user does not have to create an account in order to access the encrypted e-mail.
- **SMS AUTHENTICATION CODE** - the user can access the encrypted e-mail only by entering the code sent to the mobile phone number indicated when sending the e-mail.
- Tap the screen on the paperclip icon at the top right to add an attachment to the encrypted e-mail.
- Tap the screen on the key icon at the top right to protect the encrypted e-mail with a Personal Key.
- Click on the SEND icon at the top right to send the encrypted e-mail.



5.3 Deleting an encrypted e-mail

By deleting an encrypted e-mail, you can move it to the RECYCLE BIN tab of the SECURE MAIL section. To delete an encrypted e-mail:

- Tap the screen on the encrypted e-mail you want to delete.
- Tap the screen on the symbol of the bin at the top right.
- Tap the screen on the CONFIRM button.
- The e-mail has now been moved to the RECYCLE BIN section.
- To delete it permanently, go to the RECYCLE BIN tab.
- Tap the screen on the coloured circle next to the e-mail you want to delete permanently.
- Touch the screen on the menu symbol appearing in the lower right corner.
- Select the DELETE item.
- Touch the screen next to the CONFIRM button.



5.4 Forwarding an encrypted e-mail

If you want to forward an encrypted e-mail:

- Touch the screen at the encrypted e-mail address you want to forward.
- Touch the screen next to the ENTER icon in the upper right corner.
- Enter the recipient's e-mail address in the TO field.
- Enter any explanatory text relating to the e-mail you want to send.
- Attach any files by tapping on the paper clip icon at the top right.
- Protect the encrypted email you are forwarding with a Personal Key by tapping on the icon of the key in the upper right corner.
- Touch the SEND key to send the e-mail.



6 Secure vault

Within the SECURE VAULT section, available in the main application menu, it is possible to save digital records through which you can store passwords, sensitive data or important documents, exploiting the vault templates made available by an administrator user (SAM, ADM or ADR) via the dashboard.

6.1 Secure vault tabs

The SECURE VAULT section makes available two tabs to conveniently manage your sensitive information contained in vault templates:

- **SECURE VAULT** - tab that lists all digital records saved for your profile.
- **RECYCLE BIN** - tab that lists all the digital records that have been deleted.



6.2 Creating a new secure vault

By creating a new secure vault, you can save information about important documents or credit cards using the vault templates made available to you by an administrator user. To create a new secure vault:

- Tap the screen on the + button.
- In the pop up window that appears on your screen, select FOLDER to create a new folder in which grouping digital records or one of the vault templates at your disposal to enter the data of a specific record to be stored.
- Enter the parameters required by the template.
- Attach any file uploaded to the platform by tapping the screen on the paper clip icon.
- Click on SAVE.
- The record is now visible in the list of saved digital records.



6.3 Viewing a secure vault

By viewing a secure vault, you can retrieve all the information related to the digital record you saved. To view a secure vault:

- Tap the screen on the secure vault you want to view or edit.
- On the screen that appears, all the information related to the saved digital record are listed.



6.4 Editing a secure vault

By modifying a secure vault, you can change the information related to your digital records to keep it up to date. To edit a secure vault:

- Tap the screen on the secure vault you want to modify.
- Tap the screen on the pencil icon at the top right.
- Edit the fields of your interest.
- Tap on SAVE.



6.5 Secure vault actions

Using the three-point vertical menu next to each vault template, you can perform the following operations for each digital record:

- **COPY** - operation that allows you to copy the selected secure vault.
- **CUT** - operation that allows you to cut the selected secure vault.
- **SELECT ALL** - operation that selects all the available vaults.
- **DESELECT** - operation that allows you to deselect the selected secure vault(s).
- **DELETE** - operation that deletes the selected secure vault(s).



6.6 Recycle bin

Inside the RECYCLE BIN tab all the secure vaults deleted from the homonymous tab are listed. For each of these, by tapping on the three-point vertical menu next to each secure vault, you can perform the following operations:

- **DESELECT** - operation that allows you to deselect a secure vault.
- **RESTORE** - operation that allows you to restore a deleted secure vault.
- **DELETE** - operation that permanently deletes the selected secure vault.



7 Contacts

Through the CONTACTS section, BooleBox allows you to better organize the users you frequently collaborate with, allowing you to create a convenient personal address book whose e-mail addresses will be suggested when sharing or sending encrypted e-mails.

7.1 Adding a new contact group

By adding a new group of contacts, you can group your collaborators into different teams, simplifying the information sharing process. To create a new group:

- Tap the screen on the + button at the bottom right.
- Enter the name of the group to create.
- Click on SAVE.
- The group has been created and it is now possible to insert contacts into it.



7.2 Adding a contact to a group

By adding a contact to a group, you can insert a new profile in the group you created, allowing it to receive files or information shared with the rest of the group. To add a contact to a group:

- Tap the screen on the group you're interested in.
- Tap the screen on the + button at the top right.
- Enter the e-mail address of the contact you want to add.
- Tap on SAVE.



7.3 Deleting a group of contacts

To delete a group of contacts:

- Tap the screen on the group of contacts you want to delete.
- Tap the screen on the bin icon at the top right.
- Tap on the CONFIRM button.

Note: it is not possible to delete groups created by an administrator user (SAM, ADM or ADR) through the dashboard.



7.4 Editing the name of a contact group

To change the name of a group of contacts:

- Tap the screen on the group you want to rename.
- Touch the screen at the top right icon to change the title.
- Enter the name of the new group.
- Select RENAME.

Note: it is not possible to change the name of a group created by an administrator user (SAM, ADM or ADR) through the dashboard.



8 My account

Through the MY ACCOUNT section, available in the main menu of the application, it is possible to view and modify information regarding your BooleBox profile, such as the name, surname, password and options associated with your profile.

8.1 Info

Within the INFO tab all the general information regarding the account in use is grouped:

- **NAME** - name associated with the profile in use.
- **E-MAIL** - e-mail address associated with the profile in use.
- **PHONE** - telephone number linked to the account in use.
- **STORAGE** - storage space occupied by the files of the account in use.
- **LAST ACCESS** - date and time of the last access to the account.

In addition, further details concerning the purchased paid license are available:

- **START DATE** - license validity start date.
- **RENEWAL DATE** - license renewal date.
- **METHOD OF RENEWAL** - license renewal method (monthly or yearly).
- **PAYMENT METHOD** - payment method chosen (credit card or bank transfer).



8.2 Profile

Inside the PROFILE tab you can view and modify the following account features:

- **PROFILE IMAGE** - through the CAMERA and GALLERY commands, it is possible to set up a new profile picture using the camera or phone gallery respectively.
- **NAME** - name of the account in use.
- **LAST NAME** - last name of the account in use.

Note: after each change, you must press the SAVE button to save the changes made.



8.3 Password

Within the PASSWORD tab you can set a new password for the account being used. To carry out this procedure it is necessary to fill in the following fields:

- **CURRENT PASSWORD** - current password of the account in use.
- **NEW PASSWORD** - new password to be set.
- **CONFIRM PASSWORD** - confirmation of the new password entered.

Note: at the end of the procedure, you need to click on SAVE to save your changes.



8.4 Options

Within the OPTIONS tab you can manage the following options of your account:

- **ACCESS NOTIFICATION** - option that allows you to receive an e-mail at the address linked to the account every time a login is made for the profile in use.
- **SINGLE SIGN ON** - option that allows you to access your account without having to enter your credentials.
- **TWO-STEP VERIFICATION** - option that allows you to impose access to the account by entering an additional password, sent to the mobile number associated with the account (USE SMS option) or through an authentication app (USE A MOBILE APP option).
- **REAL-TIME NOTIFICATION** - option that allows you to receive real-time notifications from the platform, such as notifications generated by the opening of a file by an end user.