



# The Mobile Sync & **Work** Platform for your **Business**

Access and share files with your Team from any device, anywhere

## Getting Started with Soonr



# What We're Going to Cover

- Getting Started with Soonr
  - How Soonr Works
  - Service Login
  - Download & Installation
  - Initial Configuration
    - Projects and Backup

# How Soonr Works - Key Components

- The Soonr Service
  - eu.soonr.com and vip.soonr.com
  - Sync & Collaboration Service
- Soonr Desktop Agent
  - Desktop integrated sync agent
- Soonr Mobile Access
  - Mobile access via Browser
  - Mobile App for content creation, editing, and annotation



# How Soonr Works: Soonr Service

- The online Service is the central hub of Soonr
  - Dedicated, HIPPA-compliant, secure, redundant facilities
  - Long term data repository; redundant file storage per location
  - Centralized synchronization & control for all user accounts
  - Provides for both Agent-based and Web-based access
    - Provides access to, and display of, user content
    - Converts files for rapid, device-optimized rendering
  - Executes restore, send, print, fax and other actions
  - Provides for Enterprise administration features
    - Active Directory integration
    - Reporting; Collects and maintains details of access history
    - "Super Admin" access level is available
  - Provides a settings area for account configuration

# How Soonr Works: Desktop Agent

- Establishes and maintains an encrypted SSL connection to the Soonr service
- Manages sync, backup, and restore of projects, folders, and files between the computer and the server
  - Constantly monitors local projects, folders, and files in Soonr Workplace, then sends changes to the Server
  - Accepts updated projects, folders, and files from the Server, and stores them locally in Soonr Workplace
- Acts as a control panel for user to configure Soonr settings
  - Project sync settings; Backup settings
  - Network connection usage
- Available for Windows and Mac

# How Soonr Works: Mobile Access

- Remote access via a computer or mobile device is available using a web browser
  - Browser-based access supports file viewing, file management (rename, delete, etc.), download, upload, and public links
  - Complete account administration via web browser
    - Projects, Teams, Comments, Notifications, etc.
- Local "Mobile Agent" apps are available for certain mobile devices (iPhone, Android, Blackberry)
  - Mobile Agents provide for a more integrated file sync experience, much like the Desktop Agents

# Service Login - Option 1

- Begin with the Welcome E-mail that was sent to your e-mail account when your admin created your account
  - Click on the indicated link

Welcome E-mail  
with login link

Welcome to Soonr Workplace

Dear Jeff Rinzler,

Welcome to Soonr Workplace!

Nathan Tran created a Soonr account for you.

Your Username is [jeff@rinzler.com](mailto:jeff@rinzler.com).

**Click on the following link to activate your account:**

<https://vip.soonr.com/1/misc/AccountInitSetup.action?linkId=fgfzthve-xlqa>

Once your account is activated, you can work together Projects and be productive anytime, anywhere.

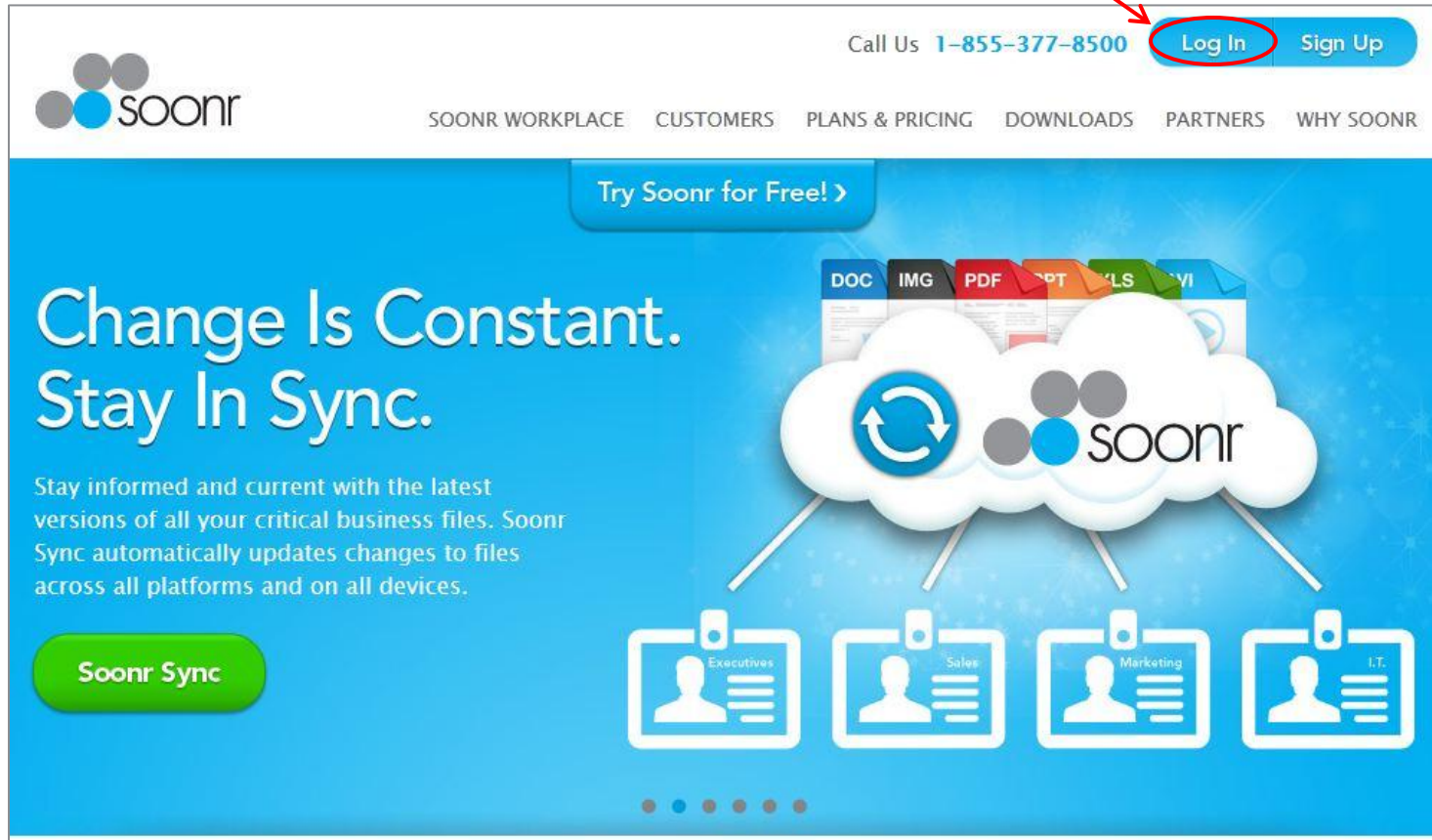
For questions, please email [support@soonr.com](mailto:support@soonr.com) and we'll be happy to assist you.

The benefits of true Teamwork, unparalleled security and an amazing mobile experience are only moments away.

# Service Login - Option 2

- Go to [www.soonr.com](http://www.soonr.com)
  - Click on Login

Login existing Account



Call Us 1-855-377-8500 **Log In** Sign Up

SOONR WORKPLACE CUSTOMERS PLANS & PRICING DOWNLOADS PARTNERS WHY SOONR

Try Soonr for Free! >

## Change Is Constant. Stay In Sync.

Stay informed and current with the latest versions of all your critical business files. Soonr Sync automatically updates changes to files across all platforms and on all devices.

**Soonr Sync**

DOC IMG PDF PPT XLS XLI

soonr

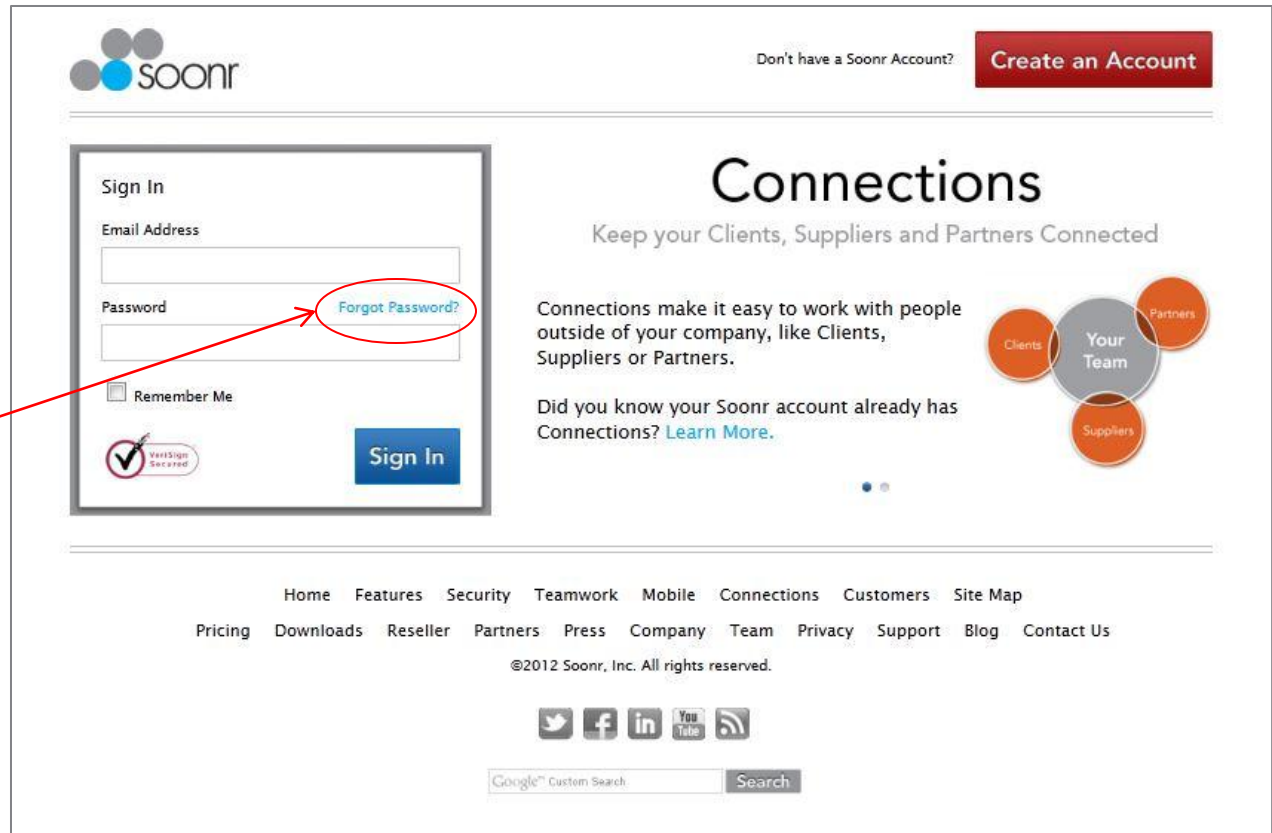
Executives Sales Marketing I.T.



# Service Login Page

- Log in using the credentials given by your team leader
- *Forgot Password* link provided

Reset Password



The screenshot shows the Soonr service login page. At the top left is the Soonr logo. At the top right, there is a link "Don't have a Soonr Account?" and a red button labeled "Create an Account". The main content area is titled "Connections" with the subtitle "Keep your Clients, Suppliers and Partners Connected". Below this, there is a "Sign In" form with fields for "Email Address" and "Password". A red circle highlights the "Forgot Password?" link next to the password field. Below the password field is a "Remember Me" checkbox and a "Sign In" button. To the right of the form, there is a diagram showing "Your Team" in the center, connected to "Clients", "Suppliers", and "Partners". Below the diagram, there is text: "Connections make it easy to work with people outside of your company, like Clients, Suppliers or Partners." and "Did you know your Soonr account already has Connections? [Learn More.](#)". At the bottom of the page, there is a navigation menu with links: Home, Features, Security, Teamwork, Mobile, Connections, Customers, Site Map, Pricing, Downloads, Reseller, Partners, Press, Company, Team, Privacy, Support, Blog, Contact Us. Below the navigation menu is the copyright notice "©2012 Soonr, Inc. All rights reserved." and social media icons for Twitter, Facebook, LinkedIn, YouTube, and RSS. At the very bottom, there is a Google Custom Search bar with a "Search" button.

# Service Login Step 2

- Login lands on the Dashboard page
- Select the installation option to download the Desktop Agent

Also download  
to any computer  
from this link

Download to  
this computer

The screenshot shows the Sooner dashboard interface. At the top right, the user is identified as Richard Wayne, My Test Team, with links for Upgrade, Settings, Help, and Logout. The main navigation bar includes Dashboard, Projects, Computers, and Team, along with a search bar. Below the navigation, there are tabs for Favorites and Recent changes. A message states: "You do not have any favorites. To add a favorite file or folder navigate to it and click on the star icon: Files and folders marked with a gold star are in the favorites list." The Account Information section displays the user's profile (Richard Wayne), contact details (Email: TestAcct231@yahoo.com, Mobile: +19497888994, Country: United States), and subscription status (Sooner Premium Free Trial, 14 days remaining). A Storage Status pie chart shows 1.6 MB (0%) Backup Complete and 2 GB (99%) Available Storage, with a total of 2 GB of 2 GB Storage Available. The Computers section lists a computer named URANIUM, which is online for 1 hour, fully backed up 4 hours ago (1.6 MB ready), and fully synced (0 B ready). A red circle highlights the "Install Sooner on this Computer" button, with a red arrow pointing to it from the text "Download to this computer". The Projects section shows a "Personal Documents" project with a "Create New Project" button.

# Download & Installation

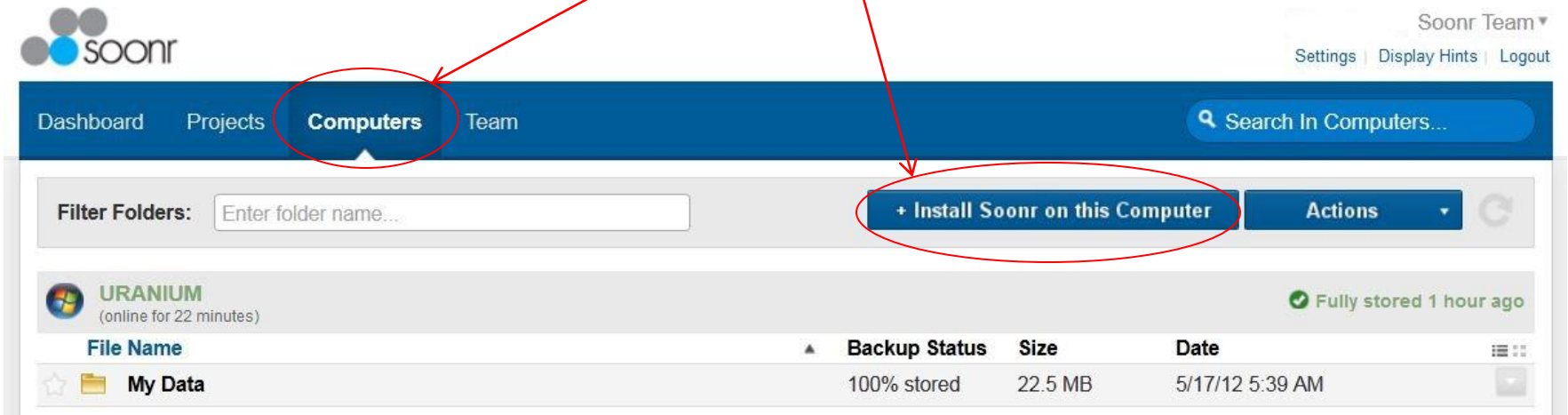
- Select “Download Desktop Agent” to begin

Download the agent on any of your computers

The screenshot shows the 'Install Soonr' page in the Soonr web interface. The page title is 'Install Soonr' and the subtitle is 'You must install the Desktop Agent to experience the magic of Soonr. It only takes a minute.' A prominent blue button labeled 'Download Desktop Agent' is circled in red, with a red arrow pointing to it from the text box on the left. Below the button, there are three numbered steps: 1. Download Soonr Desktop Agent to your Computer, 2. Run downloaded file, and 3. Install Soonr on your Computer. Each step includes a small screenshot of the corresponding software window. The right sidebar shows 'COMPLETE WORKPLACE SETUP' with options like 'Install Soonr Completed!', 'Add Your Members', 'Add Your Connections', and 'Welcome to Soonr Workplace'.

# Download & Installation for Any Computer

- From other computers, you can also log in, select the *Computers* tab, and then click on *Install Soonr on this Computer*



The screenshot displays the Soonr web interface. The top navigation bar includes 'Dashboard', 'Projects', 'Computers' (highlighted with a red circle), and 'Team'. A search bar on the right says 'Search In Computers...'. Below the navigation bar, there is a 'Filter Folders:' input field and a '+ Install Soonr on this Computer' button (also highlighted with a red circle). To the right of this button is an 'Actions' dropdown menu. The main content area shows a computer named 'URANIUM' (online for 22 minutes) with a status of 'Fully stored 1 hour ago'. Below this, a table lists files:

File Name	Backup Status	Size	Date
☆ My Data	100% stored	22.5 MB	5/17/12 5:39 AM

# Download & Installation

- Download is initiated - simply follow instructions

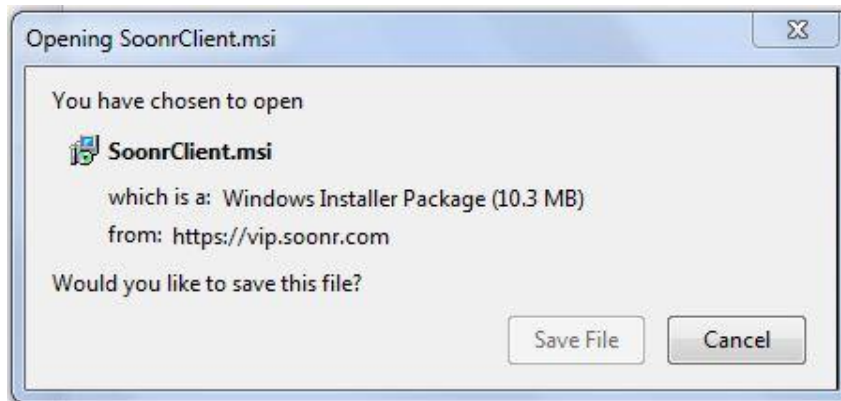
The screenshot shows the Soonr web interface. At the top right, the user is identified as Richard Wayne, My Test Team, with links for Upgrade, Settings, Help, and Logout. The navigation bar includes Dashboard, Projects, Computers, and Team, along with a search bar. The main content area is titled "Soonr Desktop Agent is downloading..." and includes a link to "Click here" if the download does not start automatically. The instructions are presented in three numbered steps, each with a corresponding screenshot of a Windows dialog box:

- 1 File download should begin automatically**  
Select 'Run' in the "File Download - Security Warning" pop-up.
- 2 Run downloaded file**  
Depending on your connection speed, the download may take up to a few minutes.
- 3 Install Soonr on your Computer**  
Follow the on-screen instructions during the installation process.

At the bottom of the instructions is a "Continue" button. On the right side, there is a sidebar for "COMPLETE WORKPLACE SETUP" with options: "Install Soonr" (Sync and backup data), "Add Your Members" (People inside your company), "Add Your Connections" (People outside your company), and "Welcome to Soonr Workplace". At the bottom of the sidebar is a "skip the setup" link.

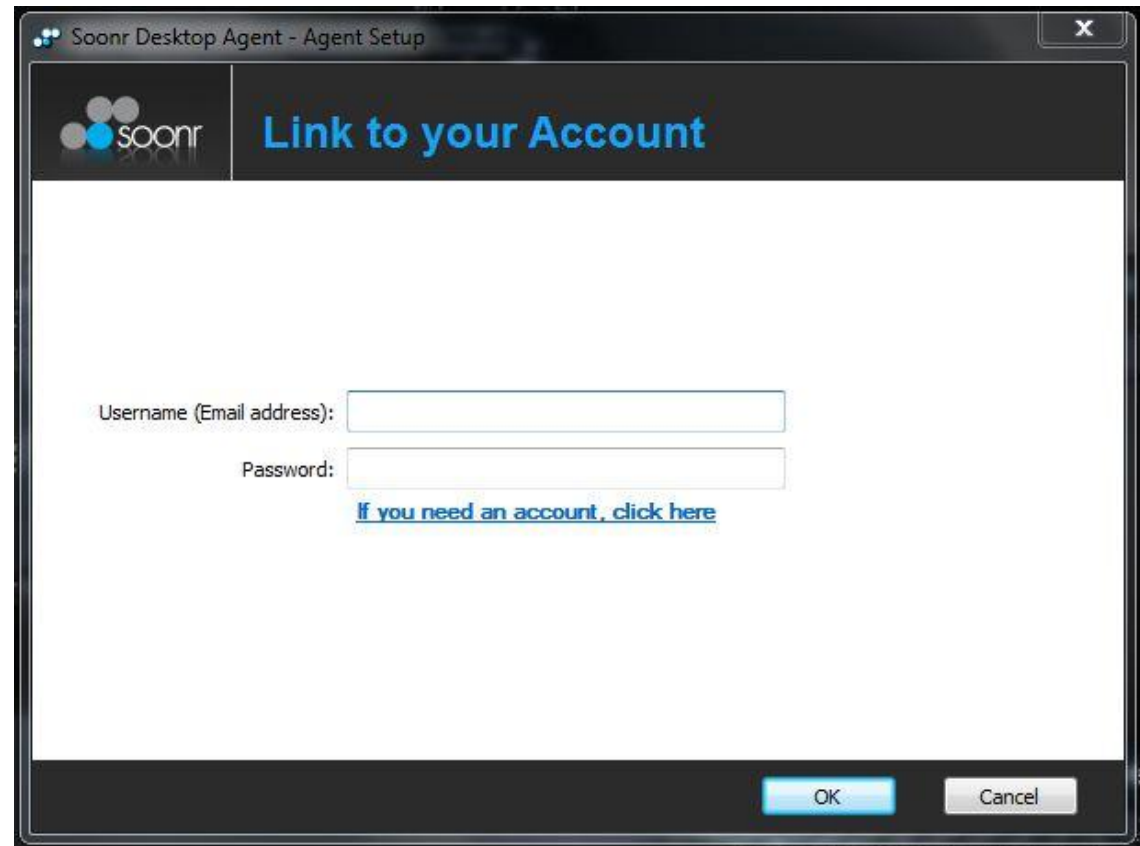
# Download & Installation (Windows example)

- Save the download file to your computer
- Execute the file to install the Desktop Agent
  - Follow installation instructions
  - When prompted by User Access Control, allow installation



# Download & Installation

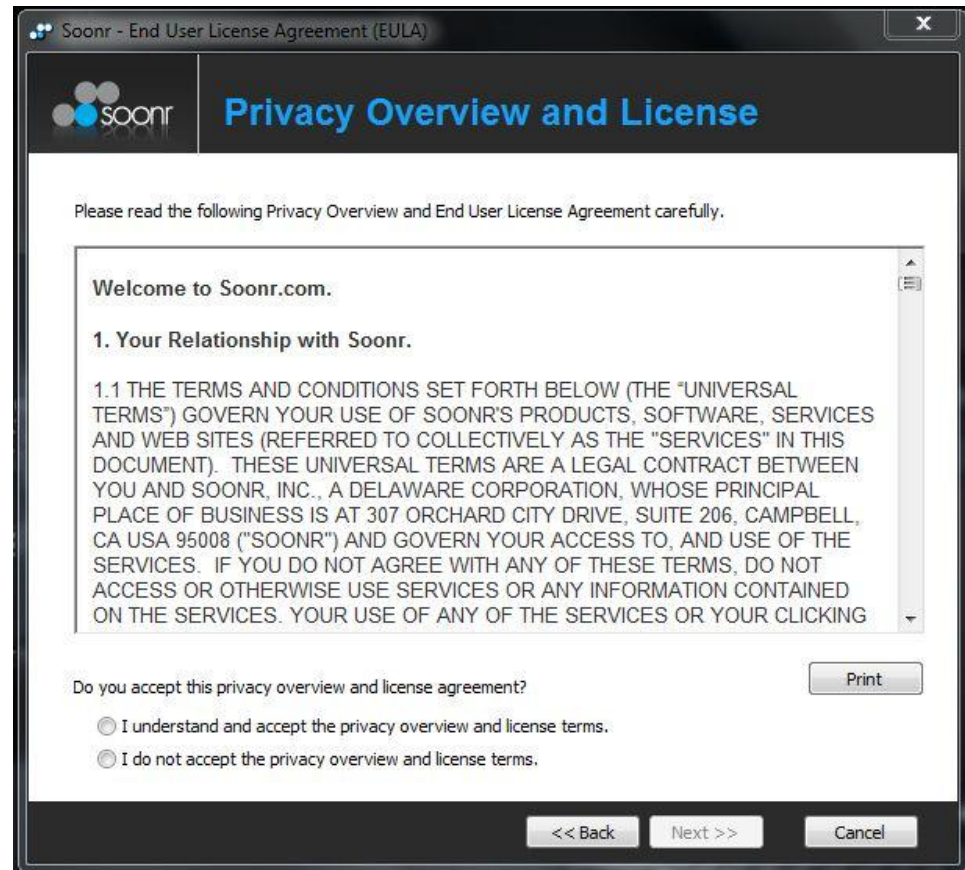
- Provide your login credentials again
  - Links the new Desktop Agent installation to your account



The screenshot shows a window titled "Soonr Desktop Agent - Agent Setup". The window has a dark header bar with the "soonr" logo on the left and the text "Link to your Account" in blue on the right. Below the header, there is a white area containing a login form. The form has two input fields: "Username (Email address):" and "Password:". Below the password field, there is a blue hyperlink that says "If you need an account, click here". At the bottom of the window, there are two buttons: "OK" and "Cancel".

# Download & Installation

- Read & Accept Privacy Overview and License





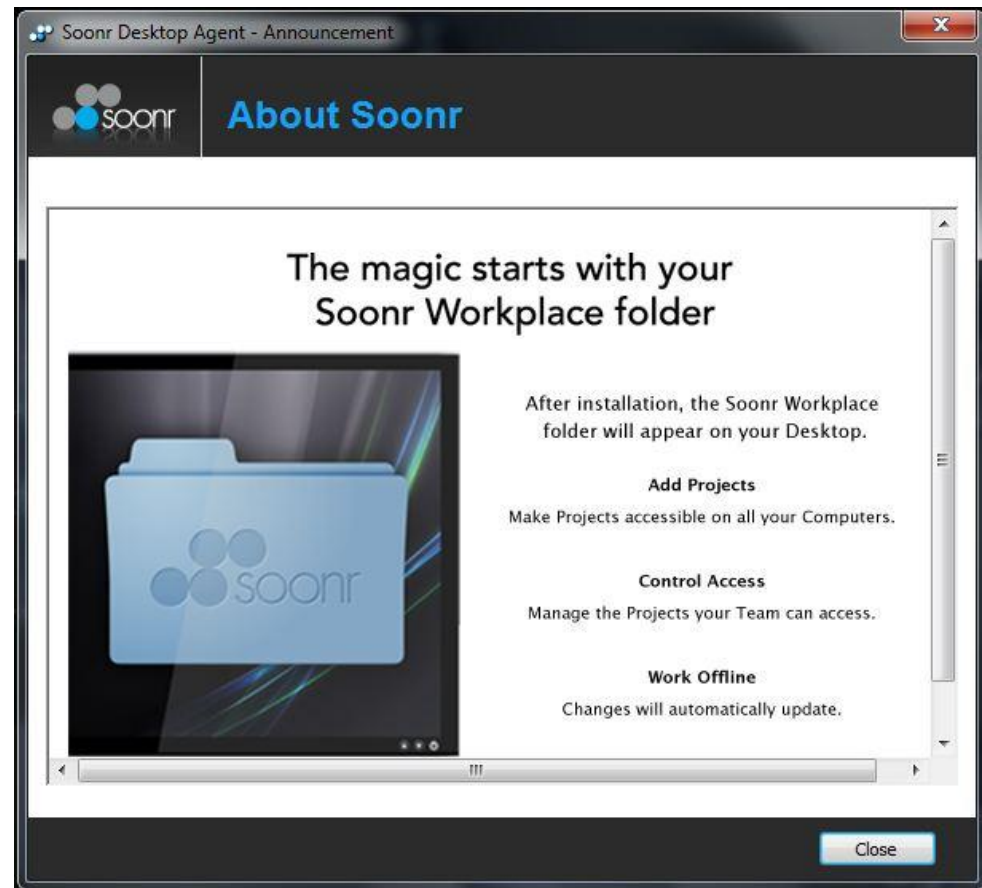
# Download & Installation

- Always allow changes by Soonr during installation



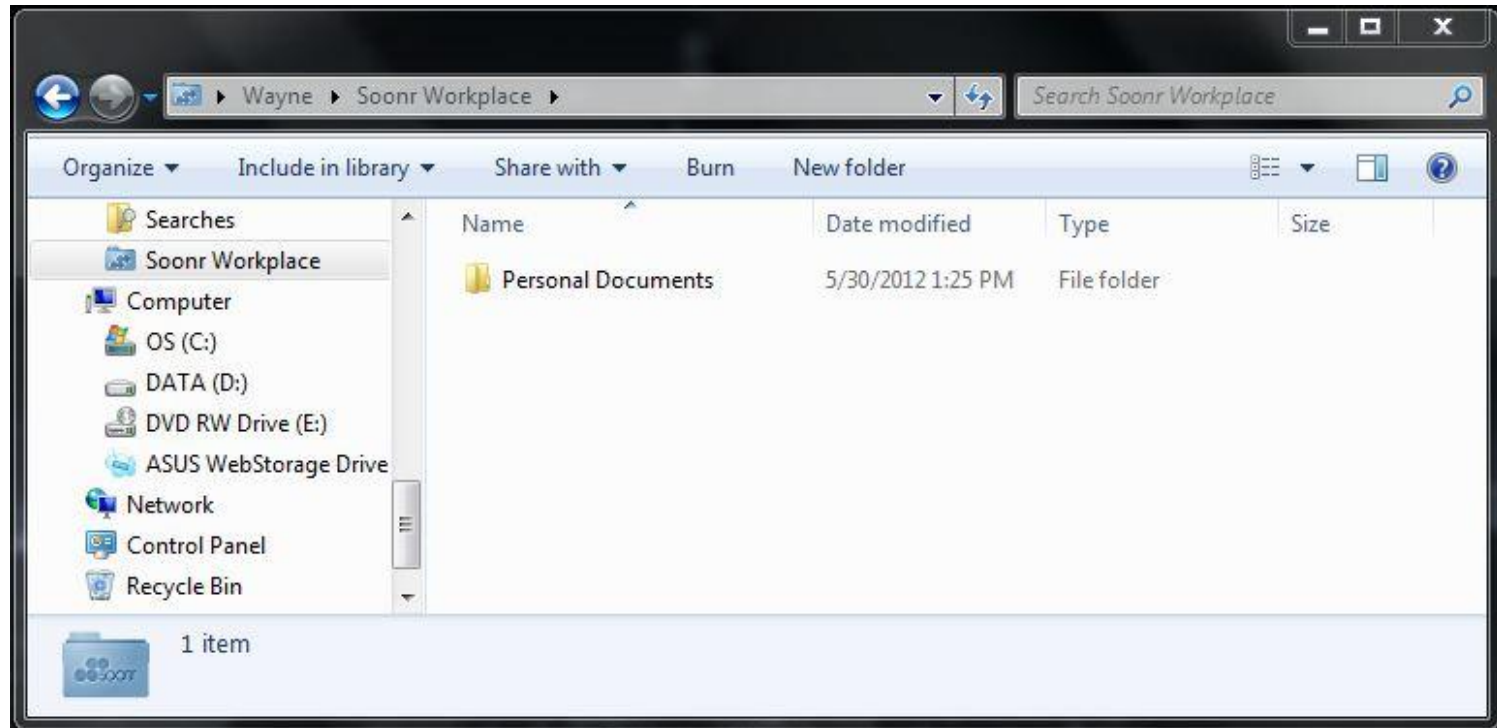
# Download & Installation

- Installation is complete!
- Soonr Workplace blue sync folder is placed on the desktop



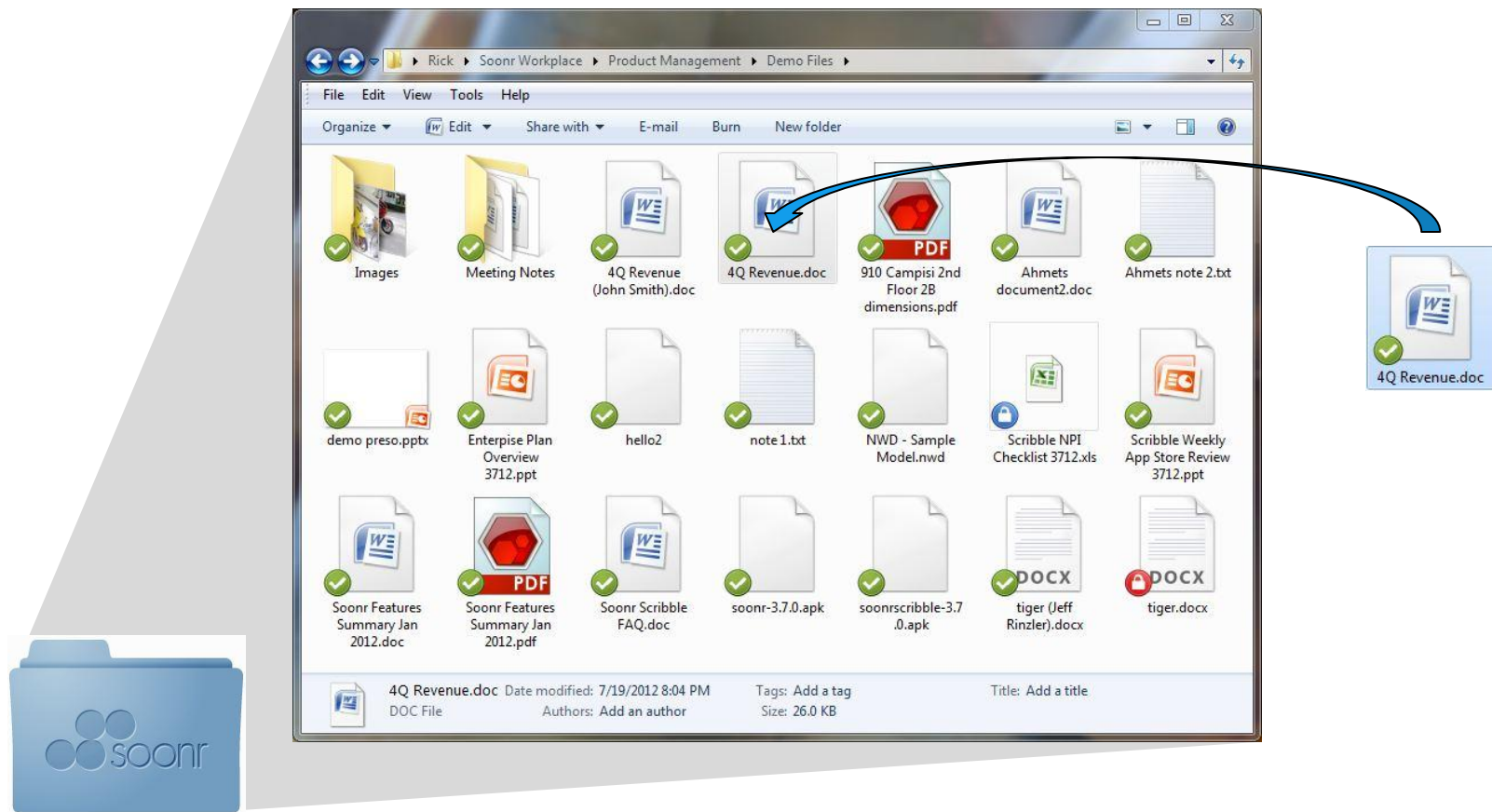
# Initial Configuration – Viewing the Workplace

- Open the Soonr Workplace blue folder to view sync'd Projects
  - A default Project called “Personal Documents” exists by default
  - At this point, synchronizing Project files to the cloud is automatic!
  - Creating a new Project is as easy as creating a new folder or dragging and dropping an existing folder into the Soonr Workplace folder



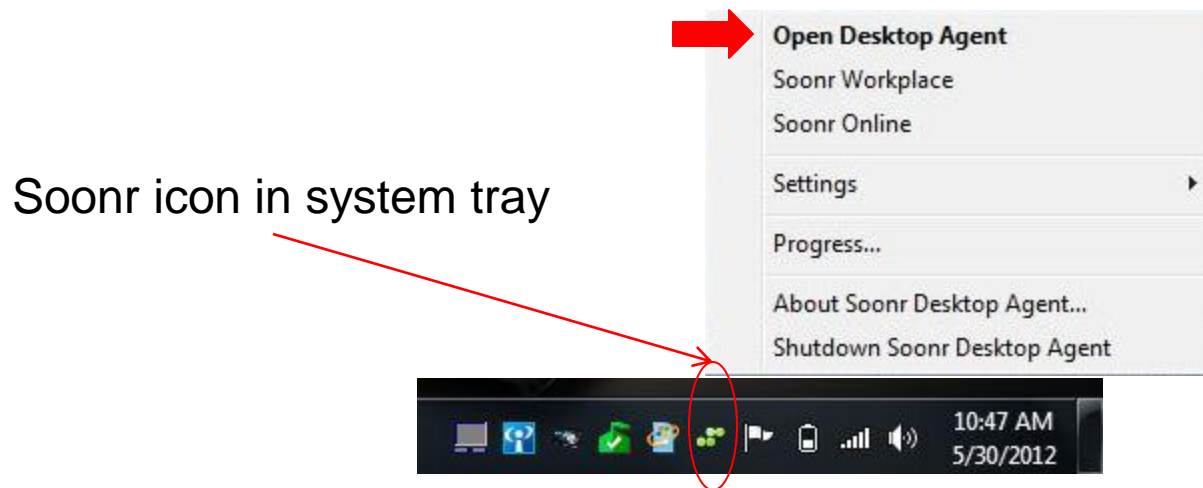
# Initial Configuration – Adding Files to Project

- The simplest and fastest way is to open the Project from inside the local Soonr Workplace folder, then drag-and-drop the file



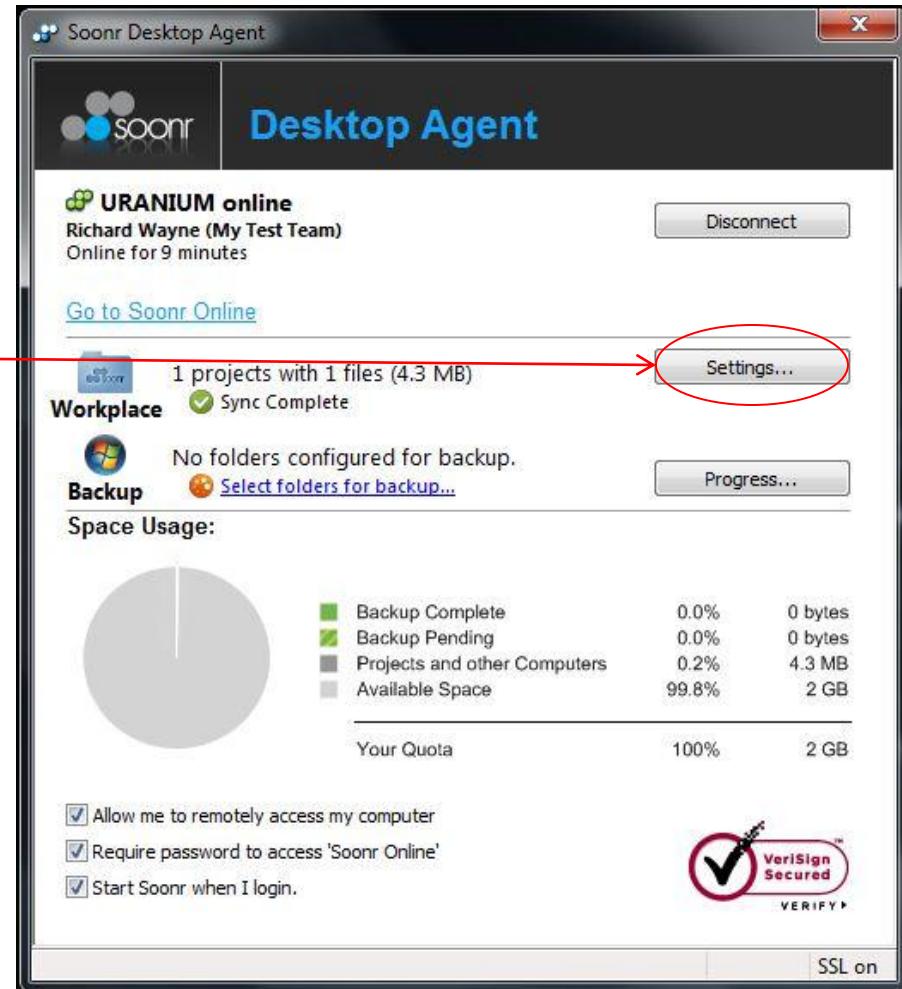
# Initial Configuration – Launching the Agent

- Launch the Soonr Desktop Agent for more configuration options
  - Right-click on the Soonr icon in the system tray
  - From the pop-up menu, choose "**Open Desktop Agent**"



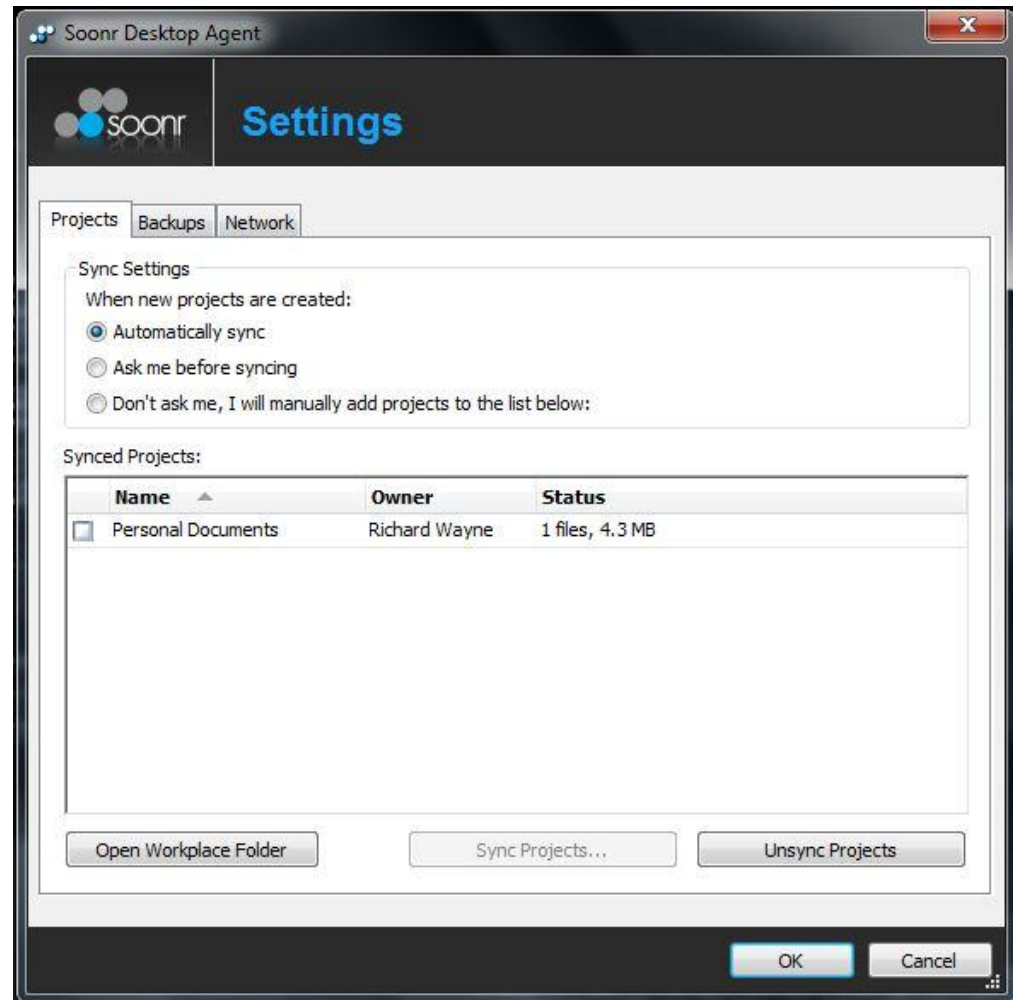
# Initial Configuration – Soonr Desktop Agent

- Soonr Desktop Agent
  - Control project sync
  - Configure Backup
  - View progress
  - Other settings
- Begin with Settings



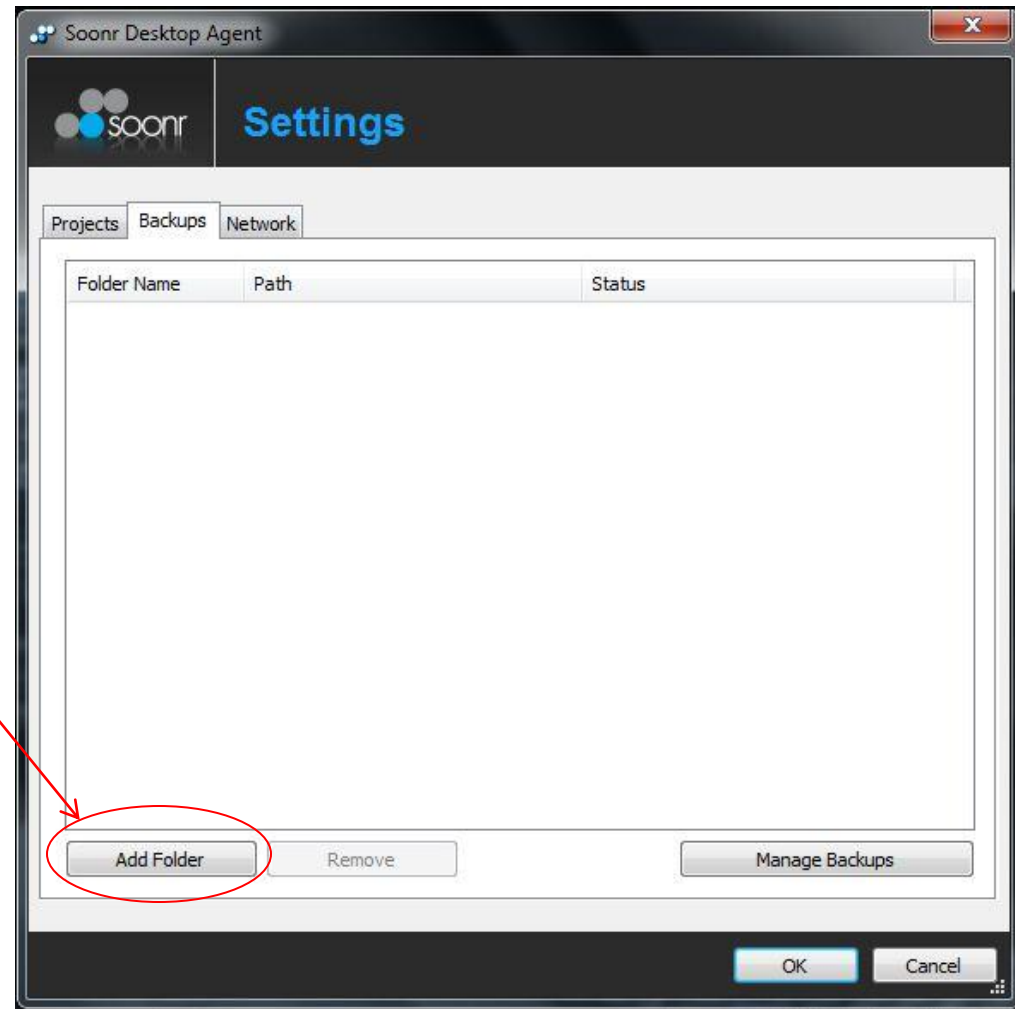
# Initial Configuration – Projects tab

- By default, “Personal Documents” Project is created.
- Easily control sync mode
- When Projects added to Soonr Workplace, they show up here



# Initial Configuration – Backup tab

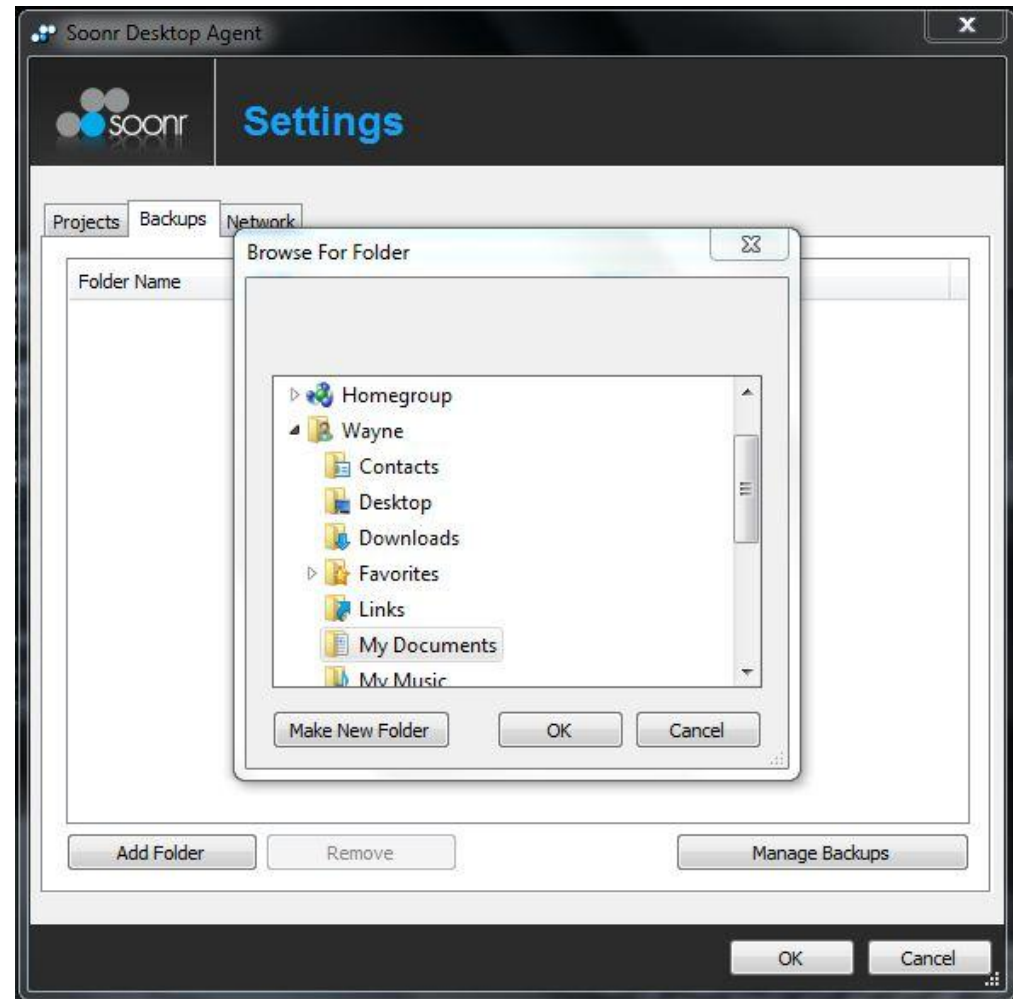
- By default, no backup is configured.
- Click on “Add Folder” to add a local folder to the backup list





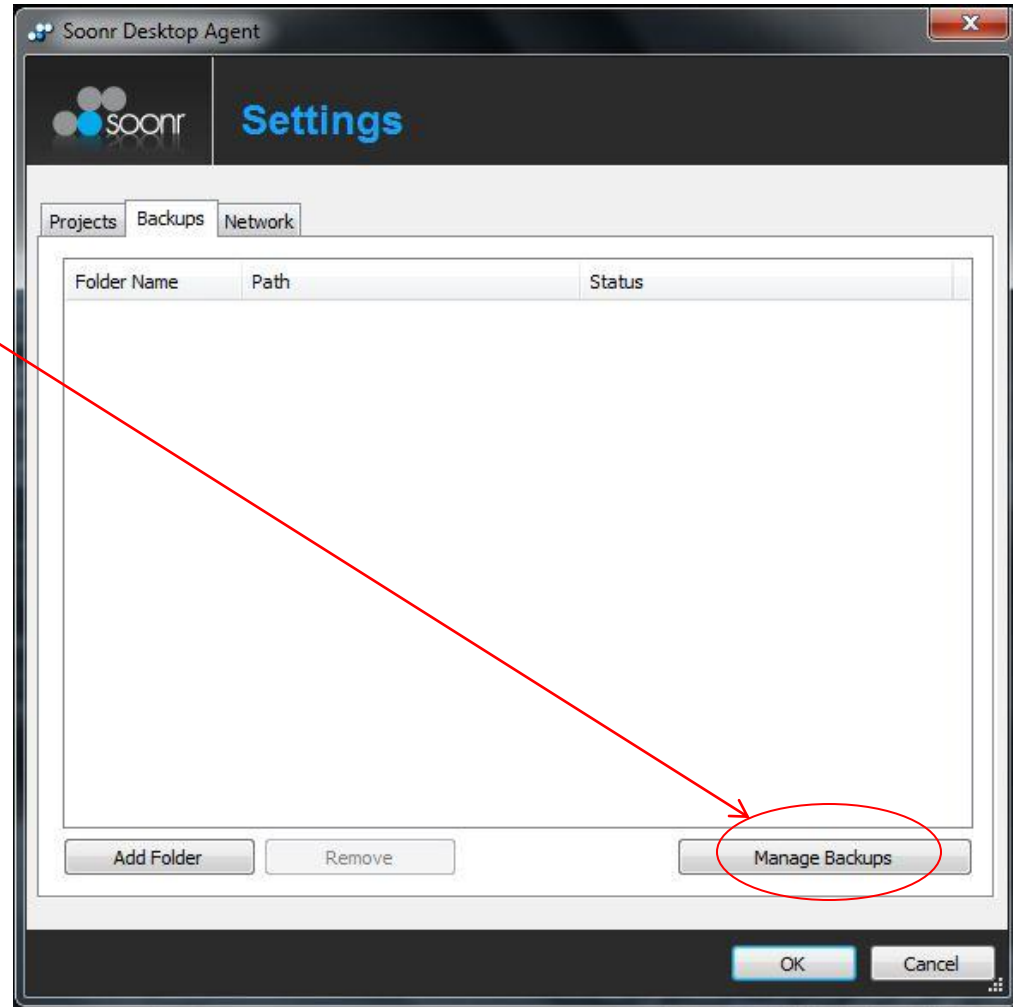
# Initial Configuration – Adding folders to Backup

- File navigator dialog appears
- Navigate to folders to add, click OK
- Backup *begins automatically*
- Backup *recurs automatically* whenever files change
  - No human action needed



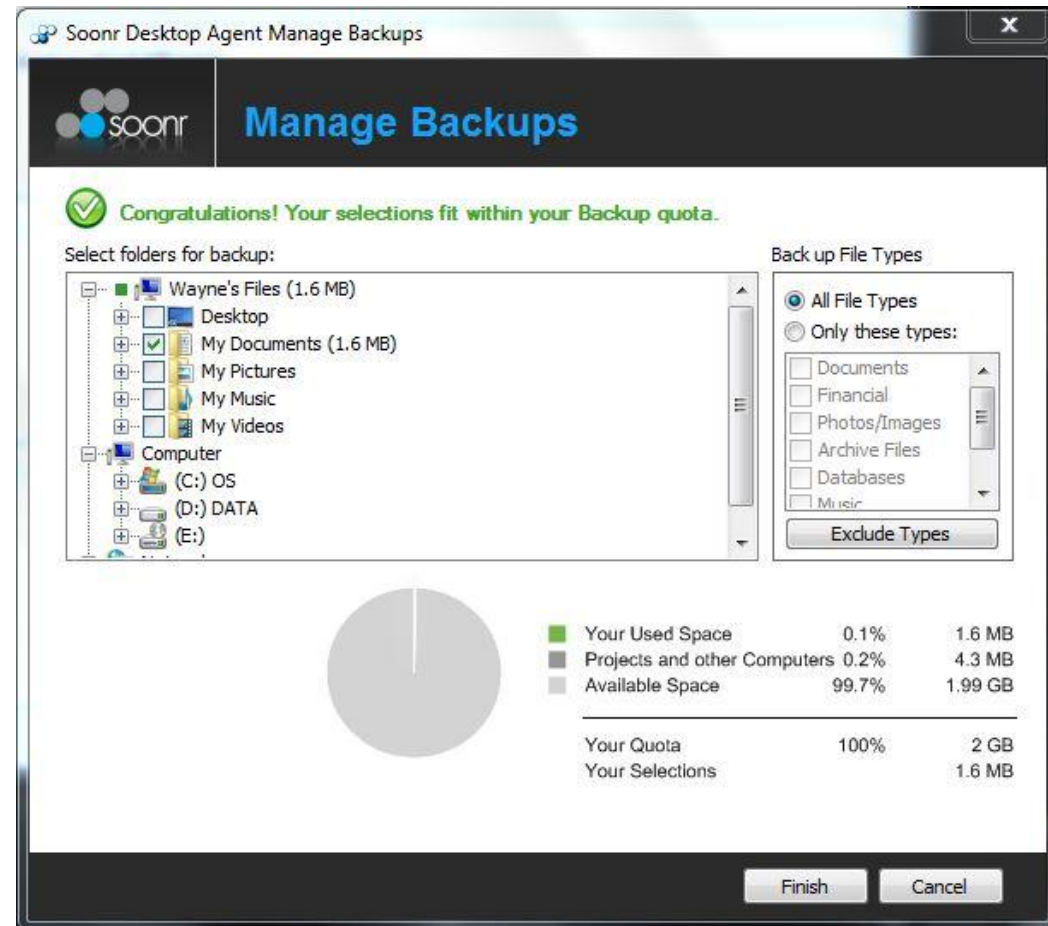
# Initial Configuration – Backup tab

- Click on “Manage Backups” to adjust the backup operation



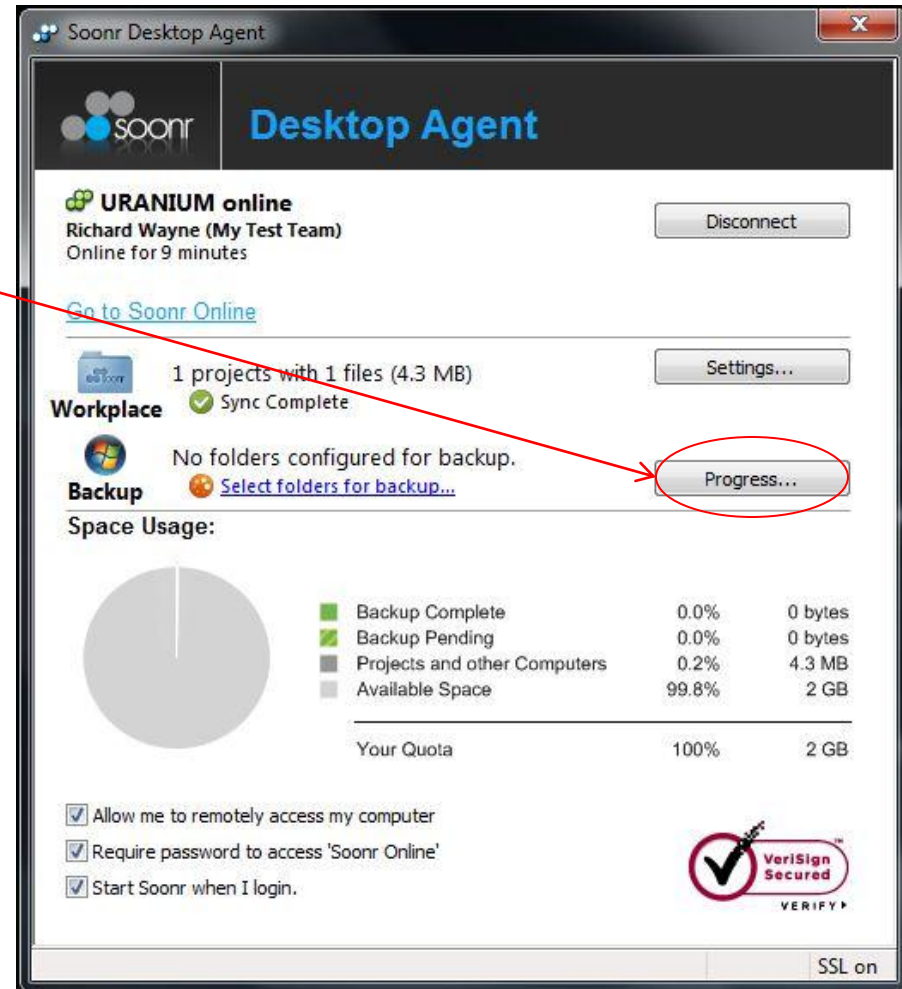
# Initial Configuration – Managing Backups

- Easily select or de-select folders for backup
- Easily include or exclude files by type
  - By default, all file types are included
- View backup storage summary



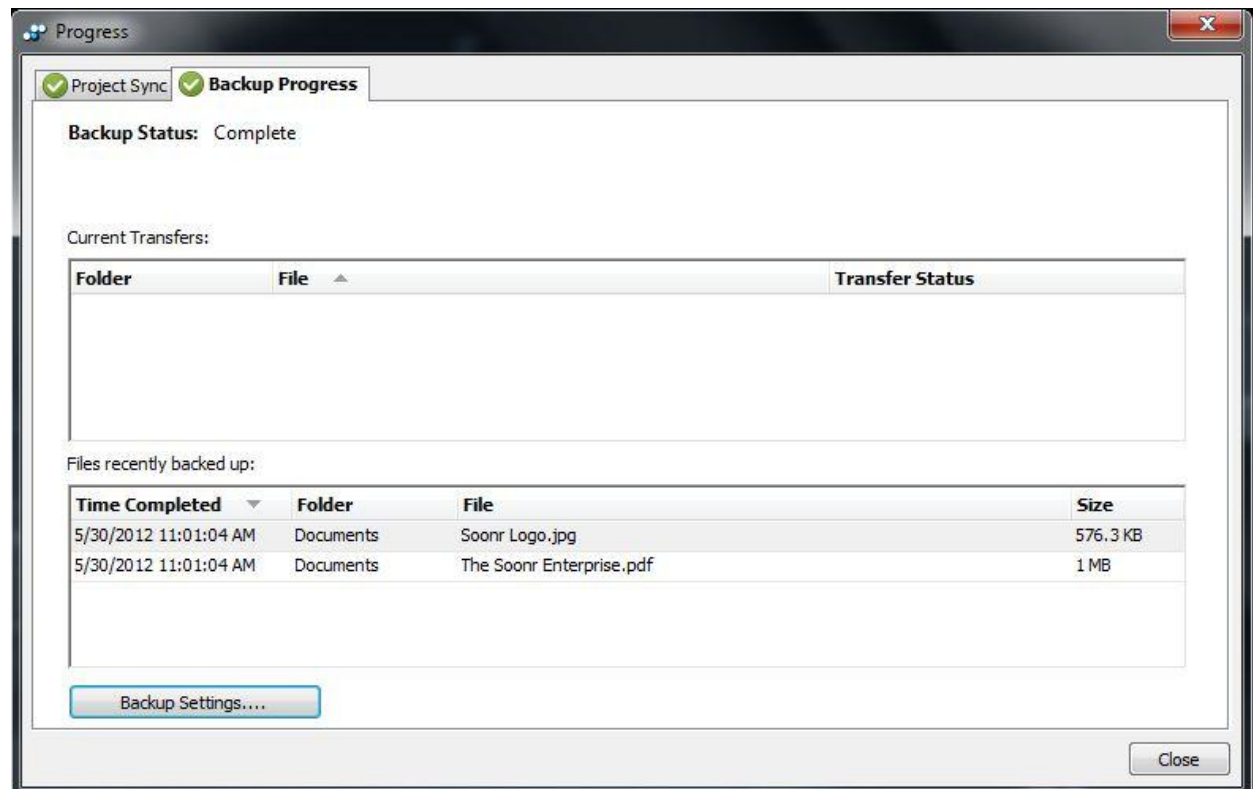
# Initial Configuration – Soonr Desktop Agent

- View progress of Backup and Sync operations
- Select “Progress” button



# Initial Configuration – Progress view

- Progress view window has two tabs;
  - Project Sync progress
  - Backup Progress
- Both tabs show pending and completed operations



# Initial Configuration – Network Tab

- Control the use of network connections
- Enable/disable by usage and network type
  - Example; Allowing Backup over wired connections only
- Control usage by time and speed
  - Can limit network load during peak usage hours

