



# InterConneX for iPad

## Getting Started

### Overview

InterConneX is an iPad app that lets you create a repository of files and data right on your iPad. It provides for exchanging files and data between apps on your device, other devices — and even Macs — running ChronoAgent or InterConneX, remote files via an SFTP Server connection, as well as select cloud storage services. This can be particularly useful when you are away from your Mac and wish to access and manipulate files remotely.

### Tutorial

The backbone of InterConneX is its *sharespaces*. Sharespaces provide a way for you to store, organize, and share data between your devices. A sharespace can be public so that all users can access the contents, or private to limit access to selected users. Upon initial launch, InterConneX will create two sharespaces automatically to get you started: “My Files” and “Public Files.” These sharespaces can be modified to meet your needs. Also, more sharespaces can be created to include the folders you are interested in sharing.

This tutorial will walk you through the basics of how to use InterConneX and explain how to manipulate the files and folders in a sharespace. It is meant to be followed step-by-step and in sequence to give you a feel for how things are done.

When you are finished reading this document, read the other documents — Item Selection, Actions & Tools, Document Exchange, Pasteboard Exchange, and Sharing with Others — to learn how to use specific areas of InterConneX in more detail.

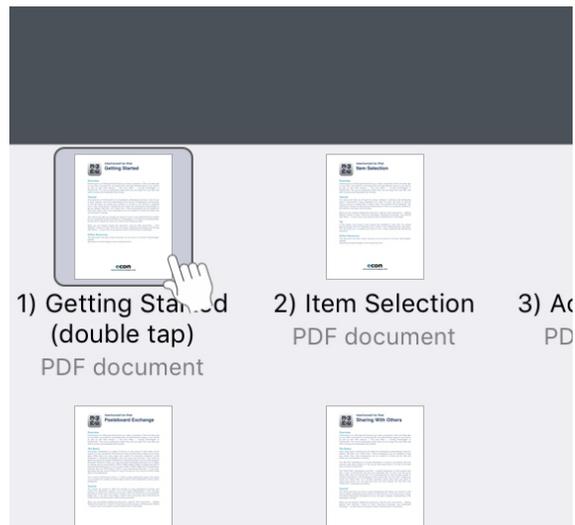
### Online Resources

This document and other online resources can be found on the Econ Technologies' website:

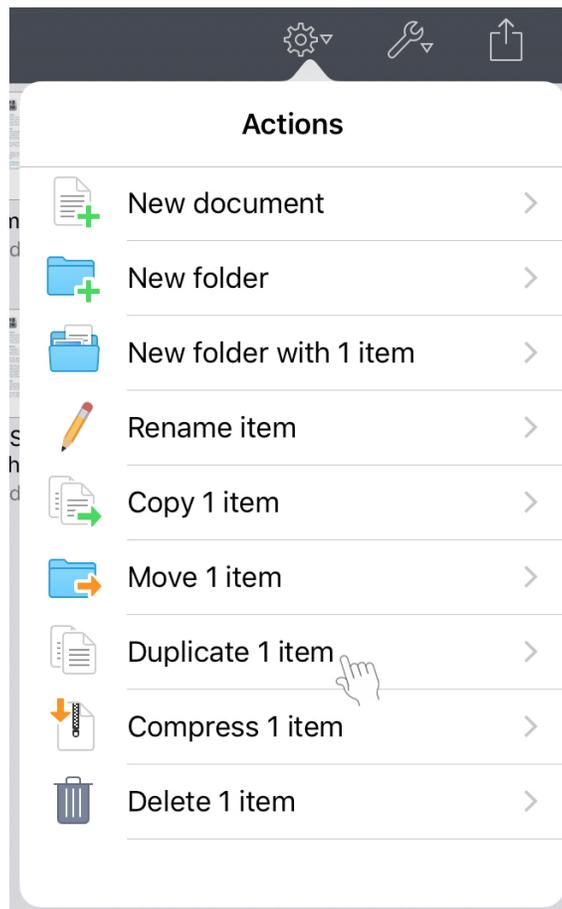
<https://www.econtechnologies.com/icx-ipad-docs.html>

## Duplicate a File

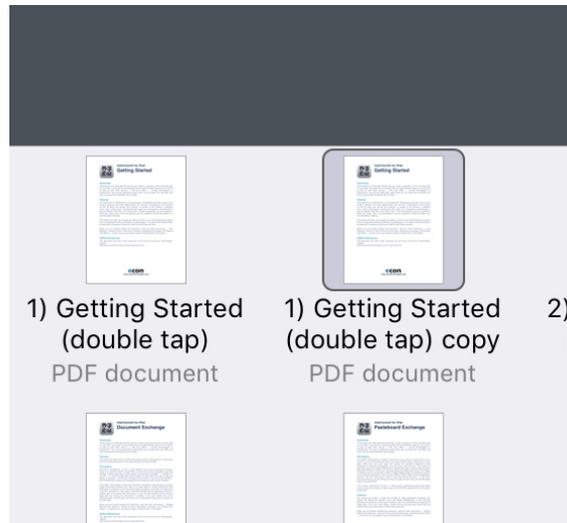
- Tap the "1) Getting Started (double tap)" document to select it.



- Invoke "Actions" and then choose "Duplicate 1 item."

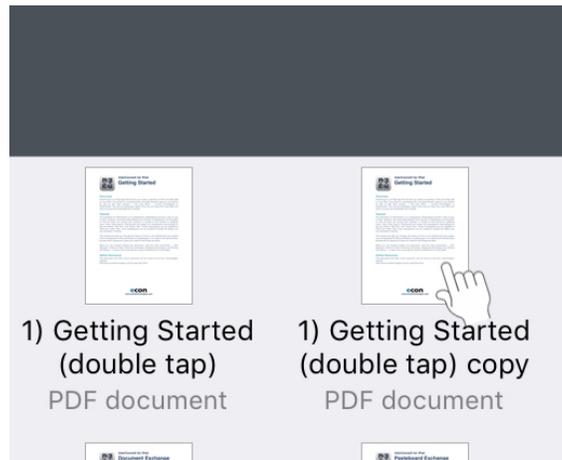


- This creates “1) Getting Started (double tap) copy” and selects it.

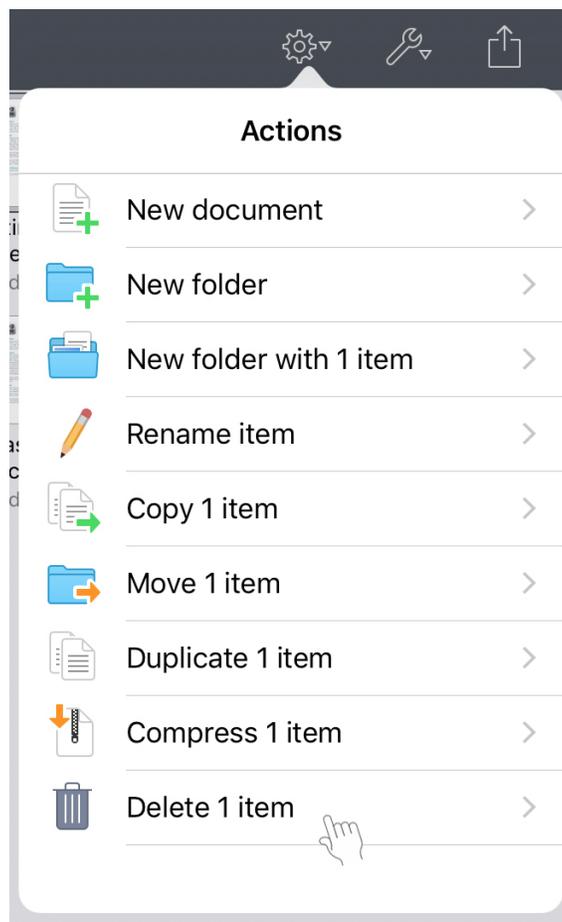


## Delete a File

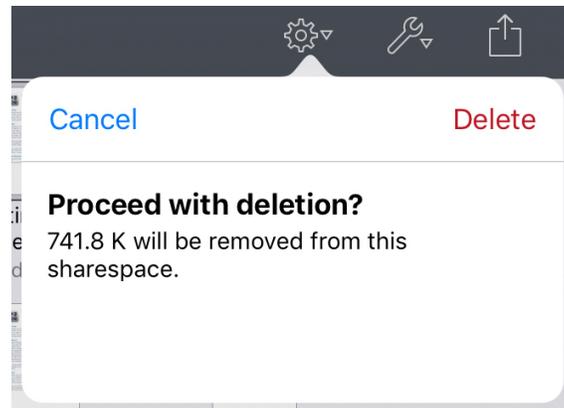
- Tap the “1) Getting Started (double tap) copy” document to select it.



- Invoke “Actions” and choose “Delete 1 item.”



A warning appears showing that the copy you just created will be deleted. It also shows how much space will be freed.

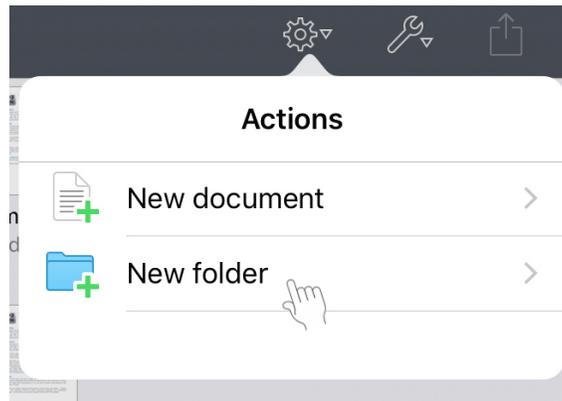


- Tap “Delete” when prompted.

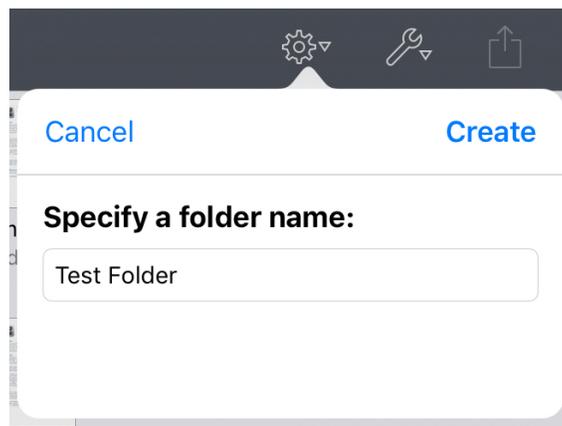
Note that this is a permanent removal — there is no intermediate “Trash” in which the item is placed.

## Create a Folder

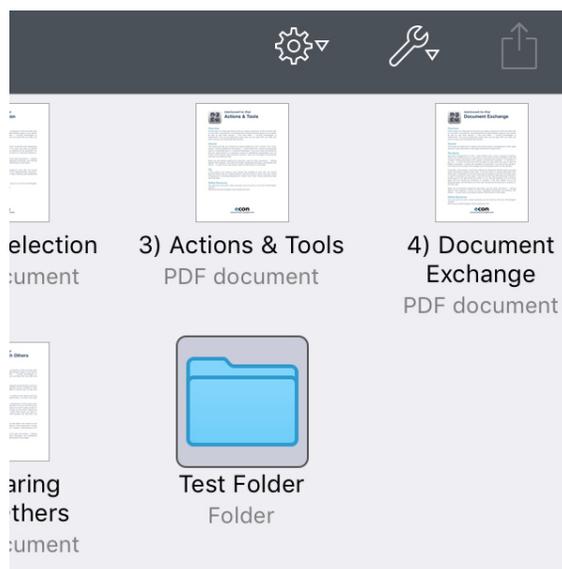
- With no item selected, invoke “Actions” and choose “New folder.”



- Name the folder “Test Folder” and tap “Create.”

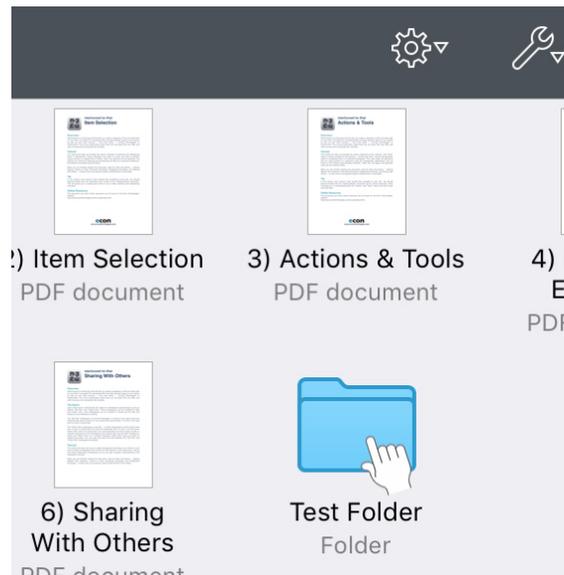


- “Test Folder” will now appear in the sharespace and will be selected.

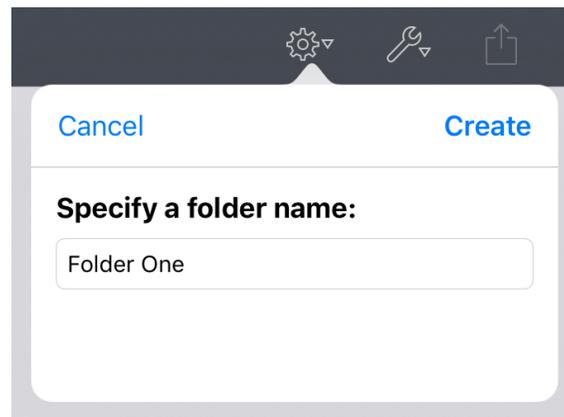


## Navigation

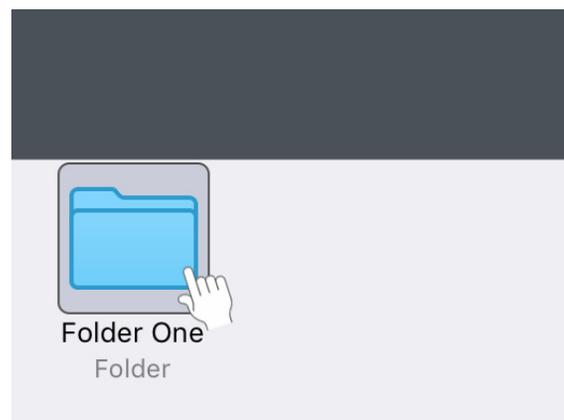
- Double-tap “Test Folder” to open it.



- Create a new folder and call it “Folder One.” (Steps for creating a new folder are the same as in the previous step).

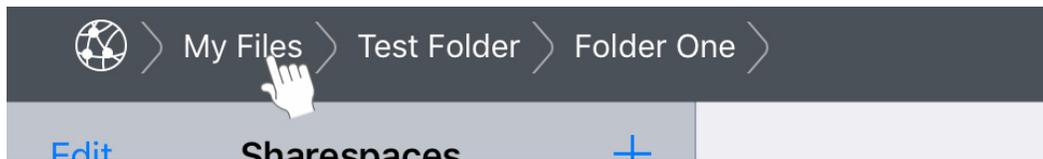


- Double-tap “Folder One” to open it.



At the top of your screen, you'll see the path to the newly created folder.

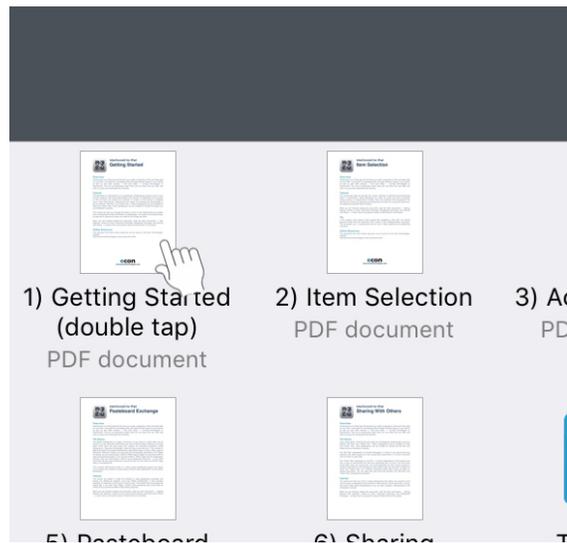
- Tap the “My Files” segment in the toolbar to return to where you started.



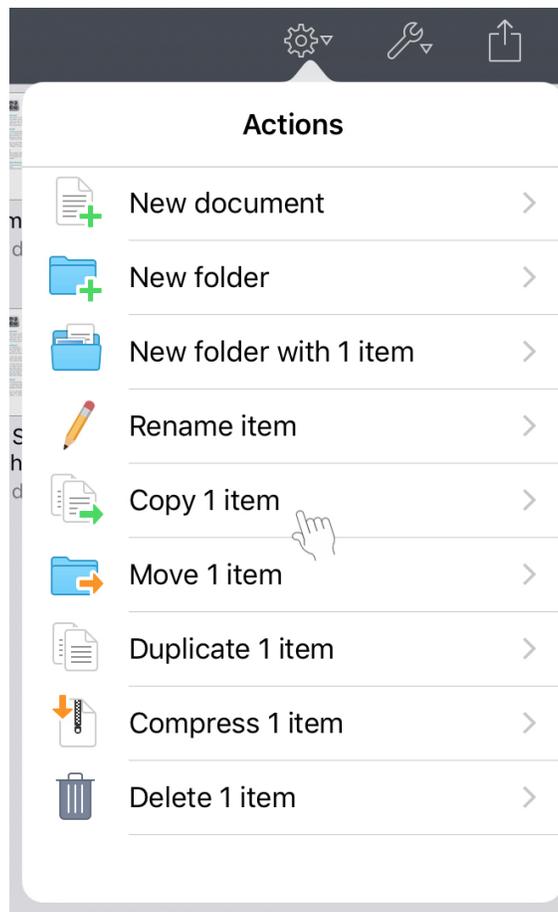
If the path is too long to fit, it appears truncated, represented by ellipsis in the path. Tapping on the ellipsis shows you the rest of the path via a popover. Tapping the folder names in the popover would be the same as tapping the folder name in the path at the top of your screen.

## Copy a File

- Tap the “1) Getting Started (double tap)” document to select it.

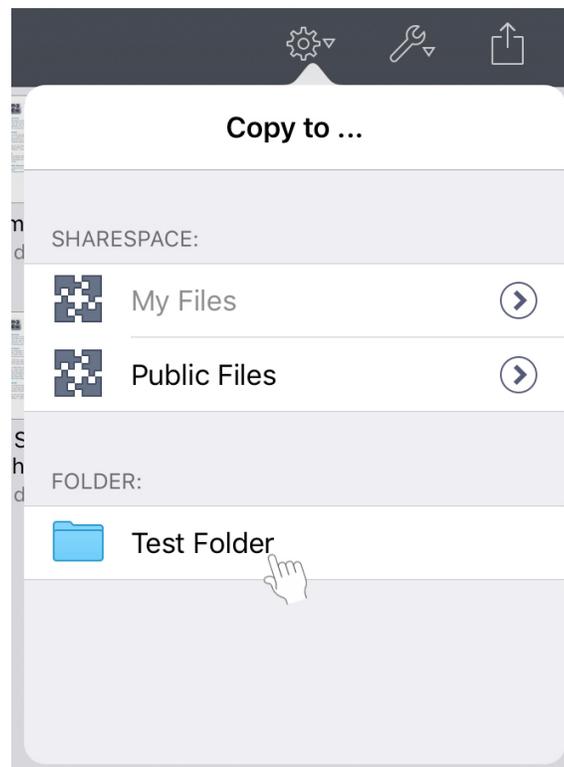


- Invoke “Actions” and choose “Copy 1 item.”

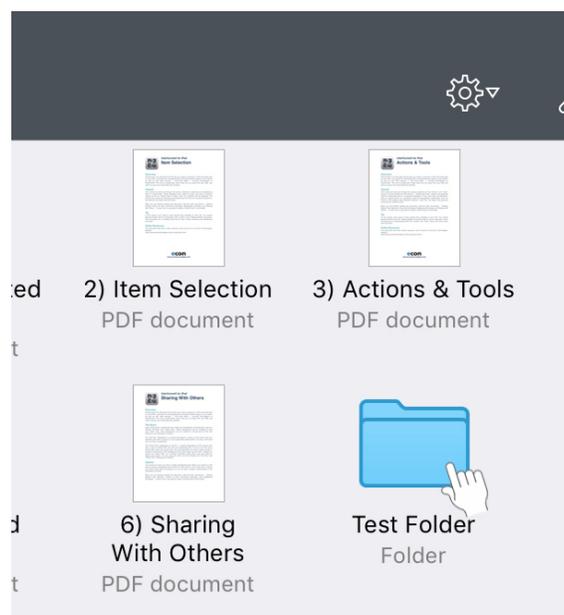


The list that appears shows all the possible destinations where the copy can be performed. All other sharespaces will appear as well as any folders that exist inside the folder currently being viewed.

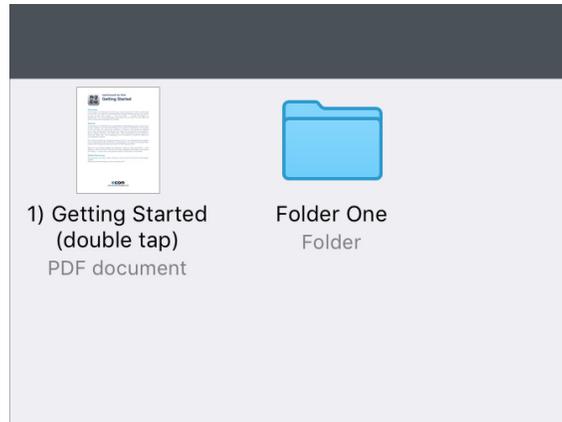
- Choose “Test Folder” to perform the copy.



- Double-tap “Test Folder” to confirm the copy is in there.

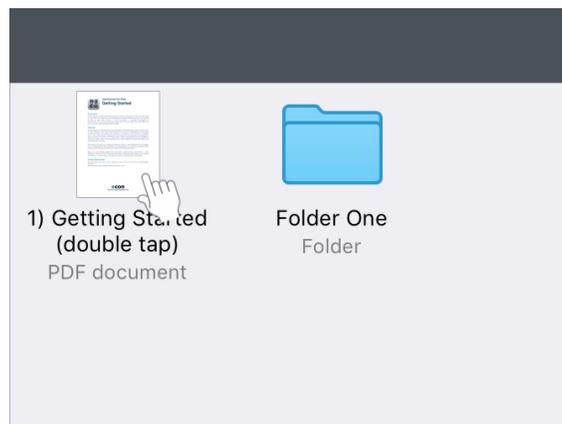


- Here you can see that it is.

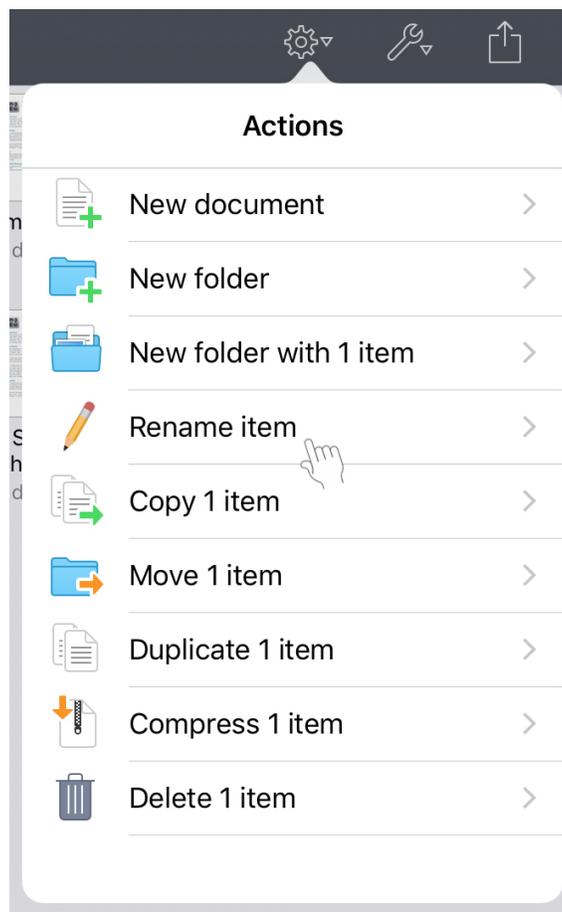


## Rename a File

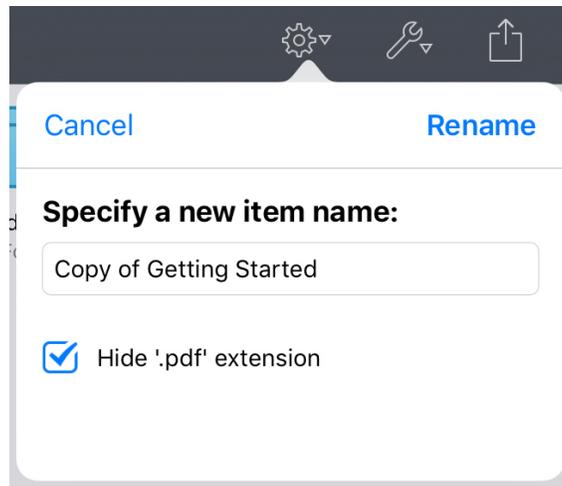
- With “Test Folder” open, select the document “1) Getting Started (double tap)” by tapping on it.



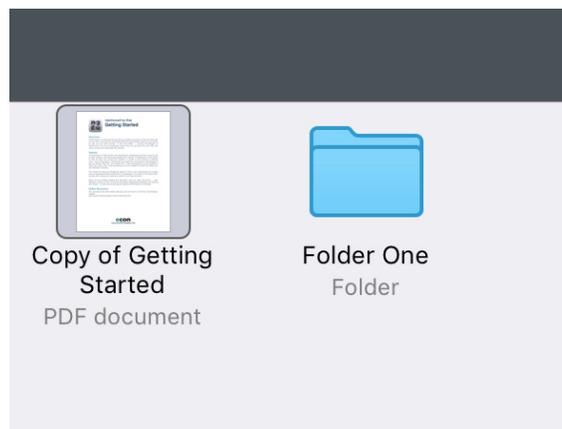
- Invoke “Actions” and choose “Rename item.”



- Rename the file to “Copy of Getting Started.”

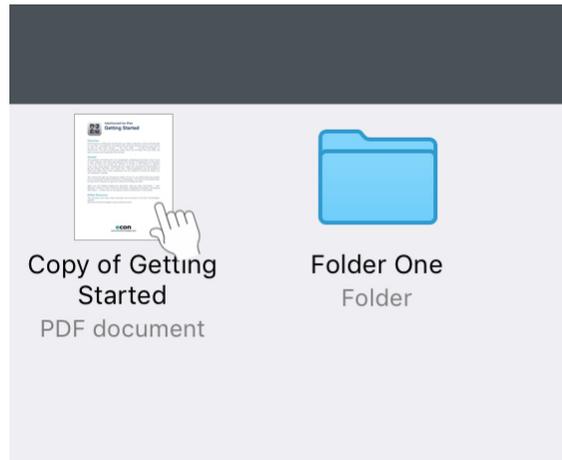


- You can confirm the name change.

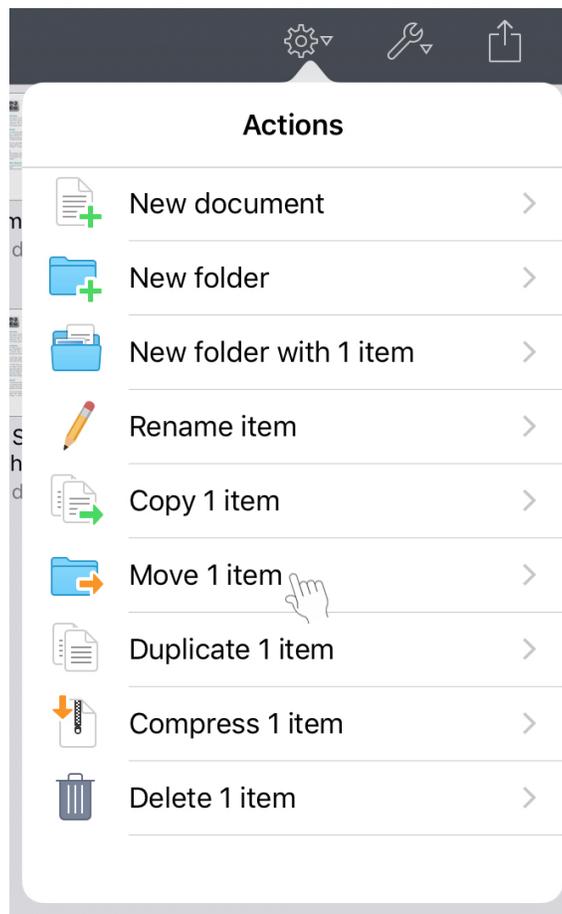


## Move a File

- With “Test Folder” open, tap the “Copy of Getting Started” document to select it.

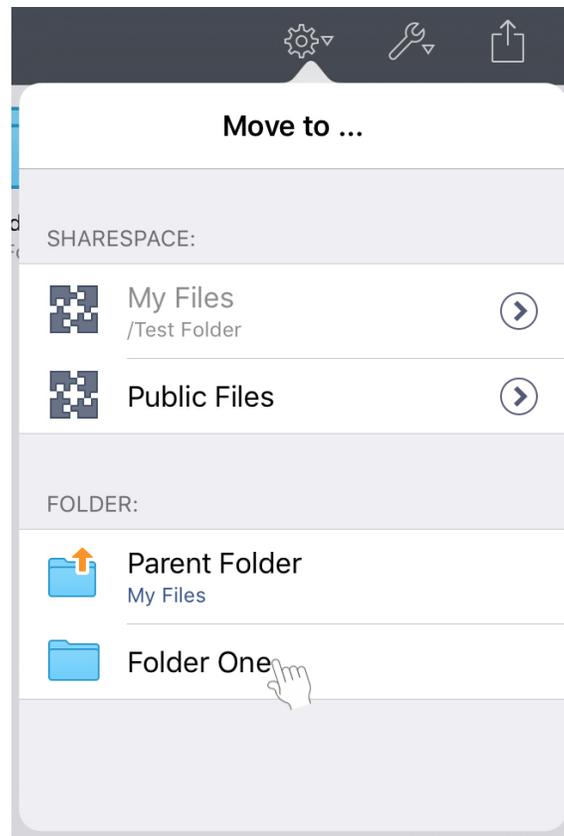


- Invoke “Actions” and choose “Move 1 item.”

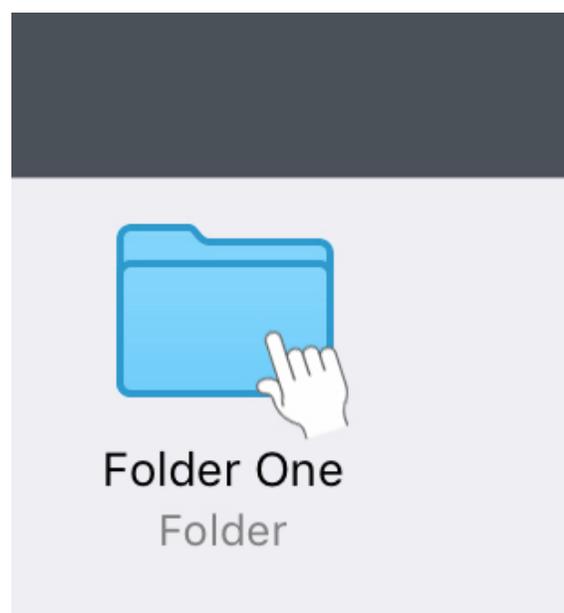


The list that appears shows all the possible destinations where the move can be performed. All other sharespaces will appear as well as any folders that exist inside the folder currently being viewed. If you are more than one level deep in a folder hierarchy, “Parent Folder” is also an option.

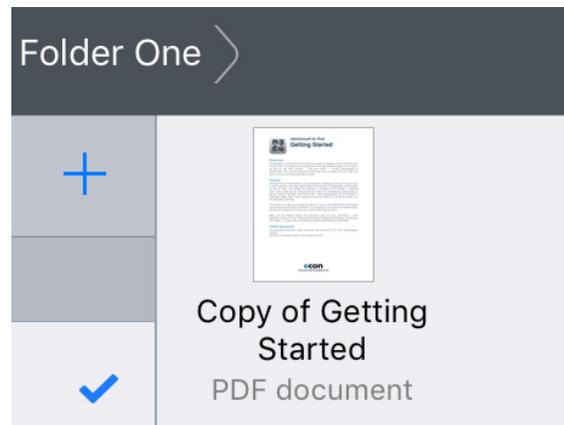
- Choose “Folder One” to perform the move.



- Double-tap “Folder One” to confirm the move is in there.



- Here you can see that it is.

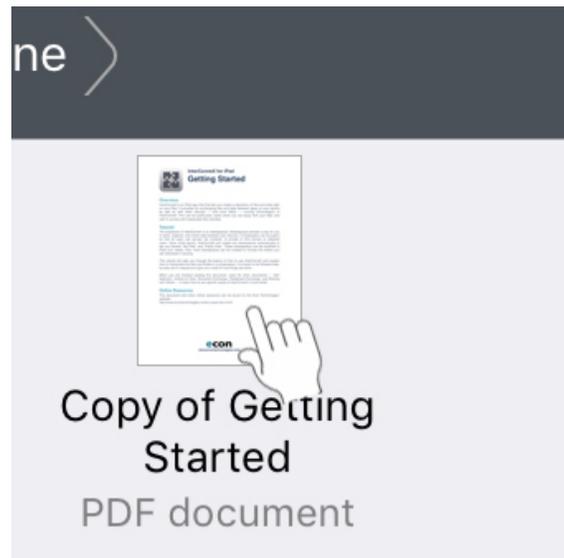


**Note: Copy vs. Moving**

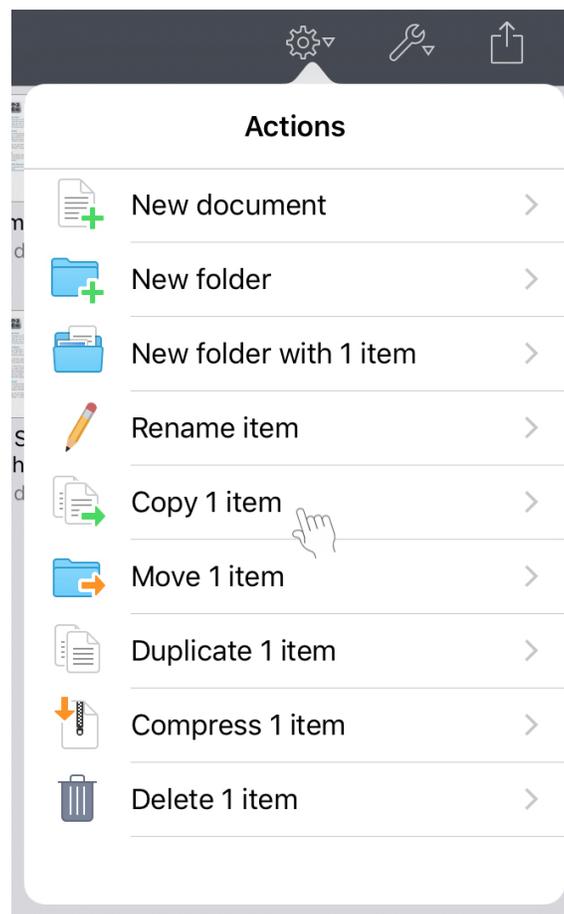
When *copying* a file from location A to location B, a copy is made of the file so that the file now appears in both location A and location B. When *moving* a file from location A to location B, it is removed from location A and relocated to location B.

## Copy Files to Another ShareSpace

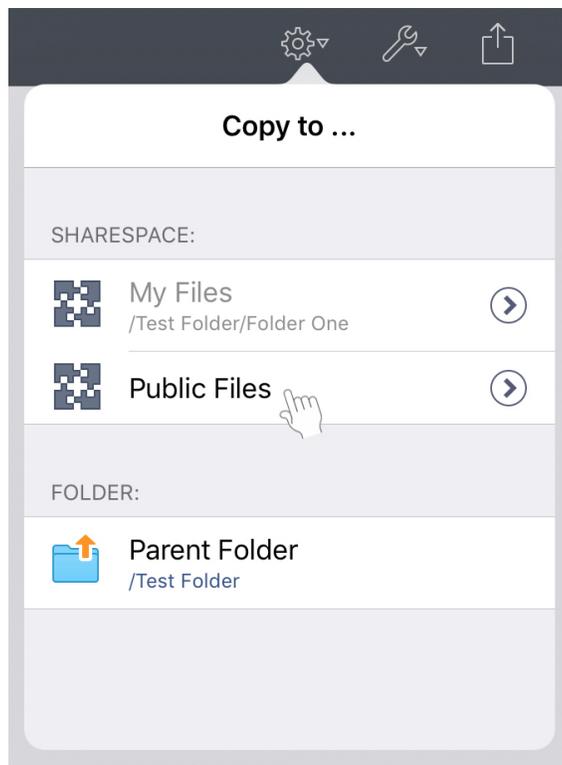
- In “Folder One”, tap the “Copy of Getting Started” document to select it.



- Invoke “Actions” and choose “Copy 1 item.”



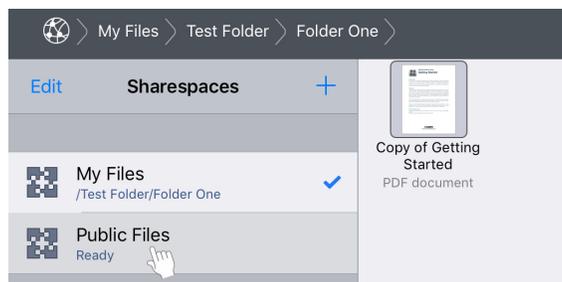
- Choose “Public Files” to perform the copy.



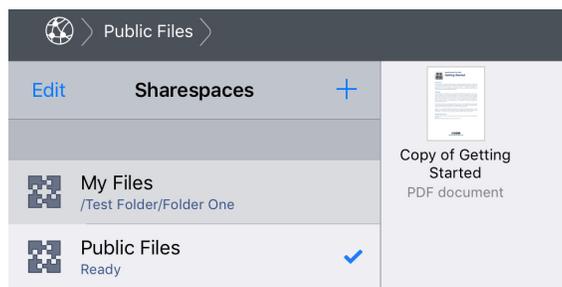
You've just copied the “Copy of Getting Started” document to another sharespace.

Note that anyone using InterConneX on another device on the same network will be able to access your “Public Files” sharespace unless you specify otherwise in the sharespace configuration.

- In the left sidebar, choose “Public Files” to switch sharespaces.

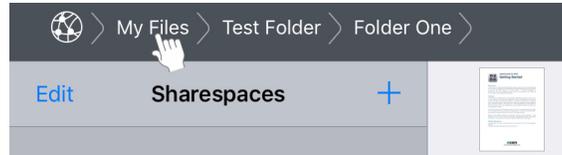


“Copy of Getting Started” is here but there is no “Folder One.” It's like a whole other volume!

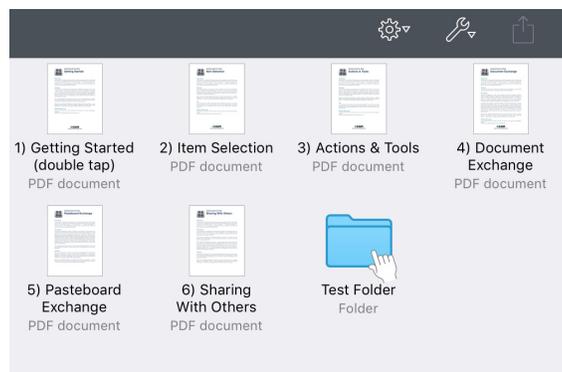


## Delete a Folder

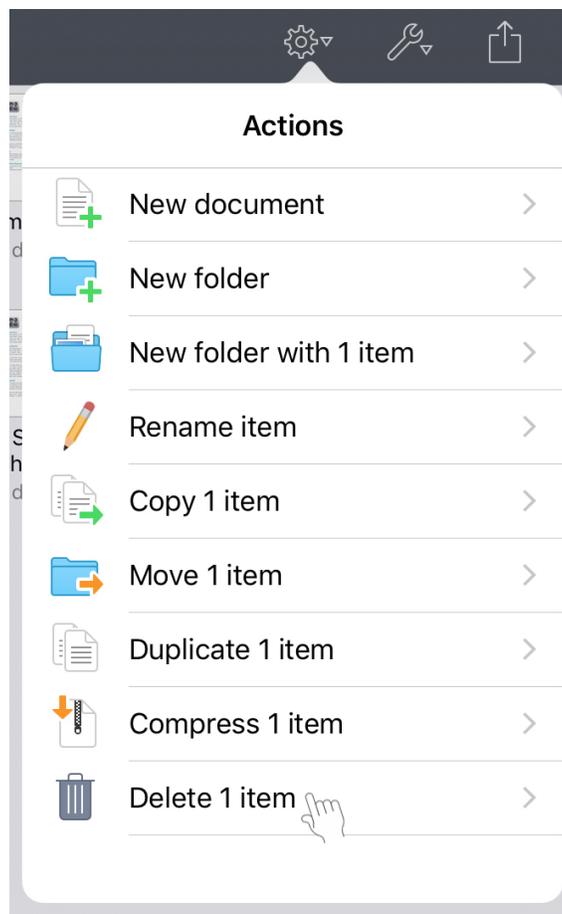
- Tap on the “My Files” sharespace.
- You’ll be in “Folder One” so tap the “My Files” segment in the path toolbar to return to the root of “My Files.”



- Now, select “Test Folder.”

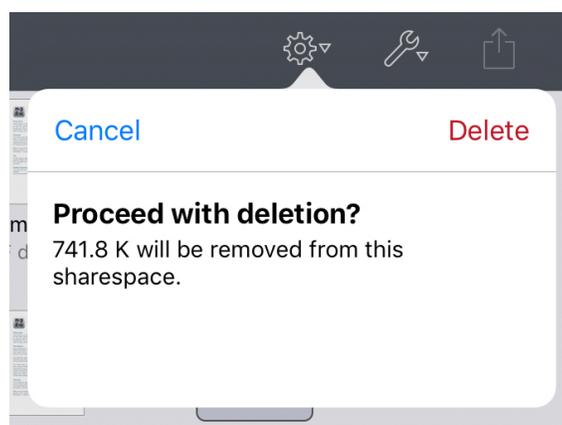


- Invoke “Actions” and choose “Delete 1 item.”



A warning appears showing that everything you just created will be deleted. It also shows how much space will be freed.

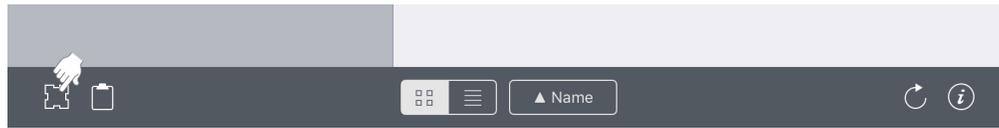
- Tap “Delete” when prompted.



Note that this is a permanent removal — there is no intermediate “Trash” in which the item is placed.

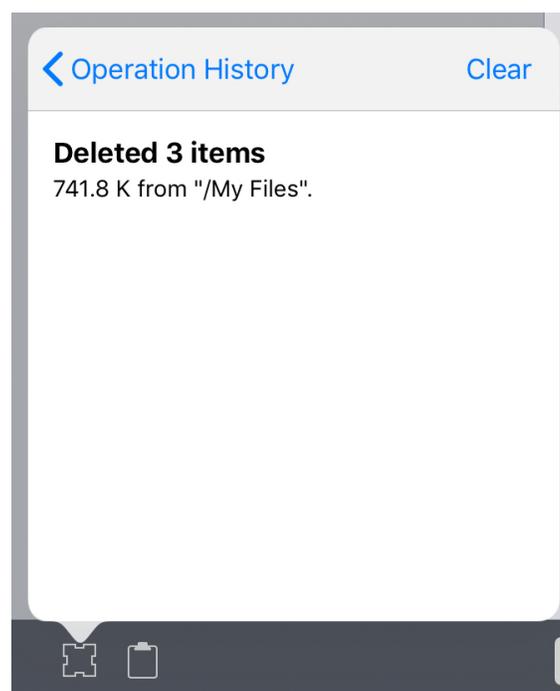
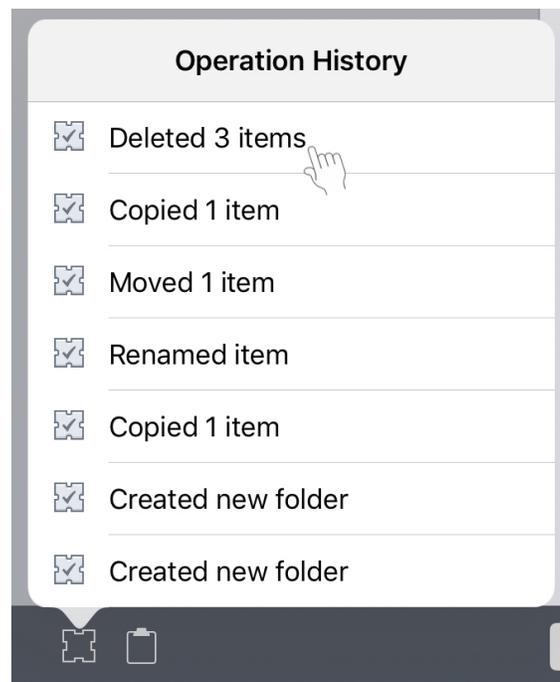
## History

- Tap the “Operations” icon on the bottom left toolbar.



A popup appears displaying a history of all operations performed.

- Tap on “Deleted 3 items” to see a summary of what was performed.



By default, InterConneX remembers the last 10 operations performed, but this can be changed in the Settings app.

Note: Certain operations, such as copying a large number of files, can take a long time to complete. When they are running, you can still use InterConneX to perform other tasks. Simply tap anywhere outside of the progress popover to make it disappear. The operation is still running, however, and the “Operations” icon in the bottom toolbar will flash with an arrow icon to indicate this is the case. You can check on the status of these running operations by tapping the flashing icon and inspecting the desired operation. When no more operations are running, the icon will no longer flash.

## Conclusion

Now that you have learned the basics of how to use InterConneX and how to manipulate the files and folders in a sharespace, you should read the ‘Item Selection’ tutorial to learn about the various methods of selecting and deselecting items in InterConneX.