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Introduction

The Content Locker is a mobile application that delivers content to your mobile devices. The Content Locker app allows you to access important content on your device while allowing your organization to ensure those files stay secure.

Downloading and installing the Content Locker

1. Go to the Google Play Store and search for “Airwatch Content Locker”
2. Download the application by tapping on it, tap “Install”, then “Accept”

Logging In to the Content Locker

1. Tap on the “Content” Icon to load the application
2. Log in using the following information:
   Username: CWL Account
   Password: CWL Password
   Server URL: https://files.workspace.ubc.ca
   Group ID: UBC
Navigating Content Locker

Use the **View Menu** at the top of your screen to swipe to different Content Locker for Android views.

1. **Updates** – View updates sent by your administrator.
2. **Content** – Survey all available content from the default Content Locker view.
3. **Activity** – Use time of download to organize content.
4. **Downloads** – View and manage your downloads.
5. **Uploads** – View and manage your uploads.
6. **Soft Keys** – Use the keys in the top menu to manage all content.
Content List View Screen

1. **Featured Content** – This screen (if present) contains all the admin-created shortcuts for you to quickly and easily access your most important content.

2. **Views** – This container displays the different views that filter the content into four different categories.
   - **All Content** – Displays all content in your repositories.
   - **New Content** – Displays all content added to your repositories since the last time you accessed the Content Locker.
   - **Recent Activity** – Shows files you accessed recently.
   - **Favorite Content** – Lists any file you designated as a favorite display.

3. **Repositories** – Lists External and Internal content repositories.
   - **AirWatch Content** – This is content uploaded by your IT admin for use with the Content Locker app.

**Note:** Connecting to an external repository may prompt you to provide additional credentials.

   - **File Store** – This is a File Store repository. This would display if your organization has a File Store and your IT admin has enabled it.

4. **User Content** – This is your content that is stored separately from your organization’s repositories. From this Content View, you can add folders and upload files to folders.
   - **Local Storage** – Files stored locally on your device. These files are not synced.
   - **Personal Content** – Files that are stored in the cloud and synced across your Self-Service Portal, AirWatchSCL Sync client, or other iOS devices. For more information, see Personal Content.
Soft Keys

You can find the following functions and navigation tools in the Content Locker for managing all content. These functions are available on the top menu of the Content Locker:

1. **Content** — Select to return to the initial screen where you can select a **View**, **Category** or **Repository**, or scroll to one of the **Content Views**.

2. **Search** — Locate content by name and description.

3. **Add** — Select Add to access three options for adding and managing Personal Content:
   - **Folder** — Create and name a new folder within the current folder you're viewing.
   - **File** — Presents a pop-up window with all acceptable file formats. The file will upload into the current folder you're viewing.
   - **Picture/Video** — Select to add media content.

4. **Sync** — Execute a manual content sync, refreshing content, files and folders, including the folder you are (or you’re) currently in.

5. **Menu** — Tap to access additional options.
   - **Filter By** — Tailor your search to a specific document type.
   - **Sort By** — Specify if you want your documents sorted **Alphabetically** or by **Importance**.
   - **Sort Order** — Specify if you want to sort your documents in **Ascending** or **Descending** order.
   - **Settings** — View current application **settings**.
   - **Logout** — Log out of the Content Locker and return to the login screen.
Downloading Content

When you first select a document, you may need to download it to your device. With Android, you have the ability to download a standard file, as well as zipped files.

The processes vary slightly, but begin with the same steps:

1. View a list of your files from any of the Content List Views available from the View Menu.
2. Tap the file name of the content you want to download.

Downloading a Standard File

3. Tap file to view and read.

Note: You might see a prompt to select a third party viewing application. If so, select your desired application.

Downloading a Zipped File

AirWatch Content Locker allows you to download and open zipped files you saved to Personal Content, Local Storage or a Write-Enabled External Repository from an external location, like an email attachment.

Quick Tip: You can automatically extract all files to the same location by navigating to Settings ► General ► Extract to and configuring an extraction path. If you do not utilize that option, you can download zipped files as follows:

3. Choose one of two extraction options:

Extract and View a Single File
   a. Tap the downloaded file.
   b. Navigate through the zipped files.
c. Select and view one file.

Extract All Files
a. Select **Menu** ► **Extract**
b. Select a repository to extract your files to:
   - **Local Storage** – These are files stored locally on your device, for example, email attachments you open in the Content Locker or PDFs you open from a web browser. These files are not synced.
   - **Personal Content** – These are also files such as email attachments and PDFs that are stored in the cloud and synced across your Self-Service Portal, AirWatchSCL Sync client, or other iOS devices. For more information, see Personal Content.

Viewing and Managing Content

You can view and manage content in a number of ways from within the Content Locker application. This section reviews each of these and provides general instructions for viewing and managing your files.

File Actions
From a Content List View, such as **Views**, **Repositories**, or **User Content**, you can view a list of your files. Use the menu beside the file to perform available file actions.

1. **Menu** – View additional options for your file.
2. **Favorite** – Mark selected files as favorites. This button toggles between favorite and not-favorite.
3. **Delete** – Delete selected files.
   
   **Note:** Deleting content only removes the downloaded document from your device. It is still available for download on the content list.

4. **Extract** – Open zipped files or **Download** to begin downloading your file to the Content Locker.
5. **Details** – View metadata on your file.
Adding Content

The Content Locker also allows you to add images and videos to your personal content repository or external content repositories by selecting the Add button. Follow the on-screen prompts and instructions to access and upload file.

Capturing New Media Files

1. Complete the fields in the screen that appears:
   - Set a name for your picture or video in the Naming Convention field.
   - Set the Media compression to Low, Medium or High.

2. Choose a Location to select the location to upload the files. These options vary depending on configured repositories. Remember that your Local Storage is content that is only accessible on your device. Personal Storage is content you can access through the Self-Service Portal or on other devices.

3. Select Capture Media to redirect to the camera and capture images or videos. Once complete, your images display on the Media Capture Detail page. From this view, you can deselect any images you do not wish to upload. Additionally, tap on one of the thumbnails to launch a media viewer to quickly swipe through all added media.

4. Select Upload to add your captured images to the selected destination, or Cancel to return to the main Content Locker view.

Importing Files from Other Applications

You can import files with supported file types from other applications to your Content Locker. For example, you can open email attachments from AirWatch Inbox, PDFs from Chrome, or other files from third-party applications by selecting AirWatch Content Locker from a list of "Open In" applications, or selecting "Open in AirWatch Content Locker." Opening the file in the Content Locker will save the file in your User Content section. The Import Documents to setting under Settings ► Repository dictates where User Content opened on the device should be stored. You can select Local Storage, Personal Content or be prompted to select one each time you open a file. Only content stored in Personal Content is synced to your SSP, Desktop Sync client and other Android devices.
Managing Personal Content

The Personal Content area of the Content Locker for Android resides under the User Content section described in Navigating the Content Locker. After accessing this view you can view, manipulate, and manage content in the exact same way that you can other content, which is described under Viewing and Managing Content. One major difference is that for Personal Content you can access some additional Content List View actions.

1. **Menu** – View additional options for your file.

2. **Favorite** – Mark selected files as favorites. This button toggles between favorite and not-favorite.

3. **Move** – Relocate files to a new Repository or folder location. This is only available if you have write/delete access to the folder where the files are located (for Personal Content – not AirWatch content). A **Move** dialog displays where you can select where to move files.

4. **Delete** – Delete selected files.

**Note:** Deleting content only removes the downloaded document from your device. It is still available for download on the content list.

5. **Extract** – Extract zipped files to a new Repository or folder location.

6. **Details** – View metadata on your file.

7. **Share** – Utilize link sharing to collaborate on projects and configure the Security Settings for Sharing if they were not preset by the administrator. Share Personal Content via email or text message. Additionally, you can copy the file to your clipboard, view the link or remove the document link.
Sharing Personal Content

Configuring Security Settings

1. Set Password Protection to On and enter in a password for the file in the field.

2. Set Days Available to On and specify the number of days the file is available to share in the field.

3. Limit the number of Downloads Available by setting the option to On and specifying a maximum number.

4. Select OK. The Share This Document page that appears.

Share This Document

5. Reconfigure your Security Settings by selecting the edit icon.

6. Select the method for sharing your link from the Link Sharing Options menu.

7. Choose Email to send your link to an intended recipient.

Note: The default for sharing links is AirWatch Inbox. If it is not installed, links are shared via native mail client.

8. Send your link via SMS.

9. Select Copy to Clipboard to copy your file.

10. Select View Link to view your link in its entirety.

11. Choose Remove Link to unlink a previously linked file.