

AGORA is a highly secure, compliance driven data protection platform. Encrypted Trust Rooms provide the ultimate vehicle for secure content sharing, secure collaboration, and productivity.

With AGORA you can communicate and collaborate over the Internet with your colleagues, partners and clients in a secure and confidential way. You can share documents, plan meetings, chat and even more, with the certainty that only persons designated by you can access the information.

If you want to know more about AGORA, please visit: <u>https://www.agora-secureware.com</u>.

### Introduction

This short guide will help you to access your Trust Room, understand the structure of the platform and perform the principal tasks... all this in a secure way.

#### Login

In order to access your Trust Room, go to the address <u>https://collaboration.agora-secureware.ch</u> and enter, in the login form, your username and password. In case your username is not an email address you are also asked to enter the name of your Trust Room.



If your account requires a two-factor authentication, you will be then asked to enter either a mobile TAN, sent to you by SMS, or a one-time password displayed on your mobile authentication App (like Google Authenticator, Duo, Authy or similar).



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# Getting started guide

### User interface structure

The platform's user interface is structured as follows:

0 1	Q Search in the Trust Room	٩	) \star 🛛 🎯 Steven Spielberg
=		Download	Upload file + New
	LAST UPDATE CREATED BY		Rooms
teren Spielberg	08.02.2023 13:19 Walt Disney		_
O 1 item			Q
		S	elect a resource to view its detail
			3
»			

The top bar, which contains following elements:

Search: which allows you to look for any type of content inside your Trust Room

Q compliance	× SEARCH All	~
All 1 day 1 week Last month Last year Custom		
		Select all
AGORA Compliance Modules.pptx		
AGORA-Compliance.pptx 29.01.2020 16:48		
April 7th Meeting Notes.pptx  13.04.2020 23:40		
Classification Management v7.docx		





**Alerts**: this menu displays the list of what you are asked to: files to approve or sign, requests for documents, events invitations, tasks.

Alerts			×
Sea	rch Q	т	te.
	AGORA Security concept	20	
~	Could you kindly review this file? In Open - New task - Deadline: 24.12.20	02	
	AGORA - Digital Signatures SOW.pdf	⊮ то	0 81G1
DOG	AGORA - Apply permissions.docx	to AP	ROV



The list of resources marked as **Favorites**.

You can add resources to your favorites' list selecting "Add to favorites" from their "Actions" menu or simply clicking on the relative star inside the list view.

The **My profile** menu, where you can access your profile page, send a support request to your Trust Room manager, change the user interface language, consult the online help page, and also log out.

Steven Spielberg
My profile
Personal room
Send support request
Change language >
Help
Logout



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The **navigation bar**, where you can move between the different main sections of the application (the displayed options depend upon the configuration of your Trust Room and your permissions), and – once expanded – browse the tree structure of your rooms.



In the **detail bar**, on the right, are displayed the properties of the current resource (room, meeting, file, ...) and also the users allowed to access it. The resource's owners are even allowed to view immediately the permissions that the single users/groups have on it. If you select an element inside a room, you will see in this bar its detail (including the preview for files).



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### The **content**



#### Rooms

Inside this page you can browse all the information (Rooms, files, meetings, events, discussions, ...) that were either shared with you or that you shared with others. You can drill down the rooms' hierarchy either clicking on the single list's elements or using the tree structure, displayed inside the navigation bar on the left.

AGORA	Q Searc	ch in the Trust Room				Disney Walt
Rooms	Awards Rooms	C Share 🚯 Downle	ad 🧪 Edit	Move to tra	sh •••	Upload file + New ×
🛋 AGORA	TYPE T NAME	LAST UPDATE	CREATED BY			Awards
V 🛋 Awards	Directors	12.10.2020 13:34	Disney Walt			
K Screenplays	Golden Globe.jpeg	12.10.2020 13:43	Disney Walt			
🗩 Chat	MTV Movie.jpeg	12.10.2020 13:43	Disney Walt		Shared with	View by Settings
Calendar	Oscar.png 63.2 kB	28.01.2020 20:45	Disney Walt			
C Recent						
Trash bin	4 items				Created by	Disney Walt
Administration					Updated	17.12.2020 14:45
					Created	28.01.2020 20:41

You are able to perform actions (like download, copy, move, delete) on multiple list's elements by performing a multiple selection, that can be done either by manually check the element's selection checkbox or holding Ctrl+Click (or Cmd+Click on Mac) and ranges with Shift+Click.

PE† NAM	ΛE	LAST UPDATE	CREATED BY		<b>b</b>
Direc	ctors	12.10.2020 13:34	Disney Walt		2
Gold 4.1 kE	len Globe.jpeg B	28.01.2020 20:44	Disney Walt		
MTV 8.4 kE	/ Movie.jpeg B	28.01.2020 20:44	Disney Walt	Golden	Globe Awards.jpeg 4.1 kB
Osca 63.2 k	<b>ar.png</b> kB	28.01.2020 20:45	Disney Walt	Created by Updated	Disney Walt 28.01.2020 20:44
				Created	28.01.2020 20:44
tems					



### Upload a file

To upload a file, go to a room, where you own at least a "Contributor" permission (otherwise you are not allowed to do it) and either drag and drop from your system the desired file(s) or click on the "Upload file" button, you will see on the top right-hand corner of the screen.

AGORA - Checklists.doc	x 54.05 kB O Remove
	+ New ~
	Max upload file size: 4 GB
File name	AGORA - Checklists.docx
Description	Description
* Shared with	
	Preview permissions overview

You can either upload a single file, entering an optional description, or select multiple documents or even folders that you would like to upload with their content.



#### File

When you open a file inside AGORA you get a powerful document reader<sup>1</sup> that offers many collaboration possibilities:

- 1. Share comments on the document
- 2. Add private annotations (text highlight, underline, strikethrough, free hand, free text and comments)
- 3. Search inside the document
- 4. View document's version history
- 5. View access statistic (only for the owners of the document)
- 6. View the history of the file (only for the owners of the document)
- 7. Assign tasks for this file



<sup>&</sup>lt;sup>1</sup> The preview of a document is available for the following file formats: Microsoft Office documents (Word, Excel, PowerPoint), PDF, images, text documents





#### Create a Room

A Room acts like a classical file folder but offers much more capabilities: in fact, you can store there not only files, but also sub-rooms (to better organize your data), notes, events, discussions and much more.

To create a new Room, select an existing Room, where you own at least a "Contributor" permission and click on the "New" button on the top right-hand corner a select "Room" from the drop-down menu. You can either simply enter the new room's name and confirm with "OK" or, similar to the file, define additional information.

Path	/ Steven Spielberg /	
* Room name	Room name	
Description	Description	
		li li
Color		
* Shared with		
	• Preview permissions overview	



## Chat

The chat function allows you to have one-to-one and group' conversations with other users. Like similar chatting platforms, you can either send text messages, upload files, or add references to resources already shared inside the platform.

	Q Search in the Trust Room	
Chat		+ New chat
Walt Disney 08.02.2023 13:57	Walt Disney	□ Shared files Actions ¥
	Today - Wed 02/08/2023	
		13:29 Hi Walt, How are you today!
	beer,jpg 16.4 kB	
	S \ Meet for a beer? 13:57	
	Type something	
10 GB Free space All shared files	Press Shift + Enter to add a new line	Attach a file Add reference Send



### Calendar

The calendar allows you to see (with different views) all the date-oriented resources (meetings and events, tasks and document requests with deadlines).



### **Recent activities**

Under Recent activities you can see the timeline of all recent contributions inside your Trust Room (uploaded documents, created resources, new versions, new comments, ...) and you have also a quick access the documents you have last opened.

Į			Q Search in the Trust Room			٠	Steven Spielbe
	Recent					Uplo	ad file 🛛 + New ~
	Rece	ent activities		9 F	Last	opened	
;		Deliver screenplay of new film Walt Disney created request		08.02.2023 14:16	FOR	Candidates.pdf 08.02.2023 14:19	
	10	Steven Spielberg Walt Disney created personal room for Steven Spielberg	1	08.02.2023 13:15	W	Speech.docx 08.02.2023 14:19	
	W	Speech.docx Walt Disney uploaded file		25.02.2021 07:42			
	POP -	Candidates.pdf Walt Disney uploaded file		25.02.2021 07;41			
	PNG	List.png Walt Disney uploaded file		25.02.2021 07:40			