

Quick User Guide

Soliton Secure Container - DME

DME 5.1 for iOS with DME 5.0 Server.

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Installing Soliton Secure Container - DME

This Quick Guide describes the installation of Soliton Secure Container - DME. If your company's Administrator provides instructions different from the instructions described in this manual, please follow these instructions.

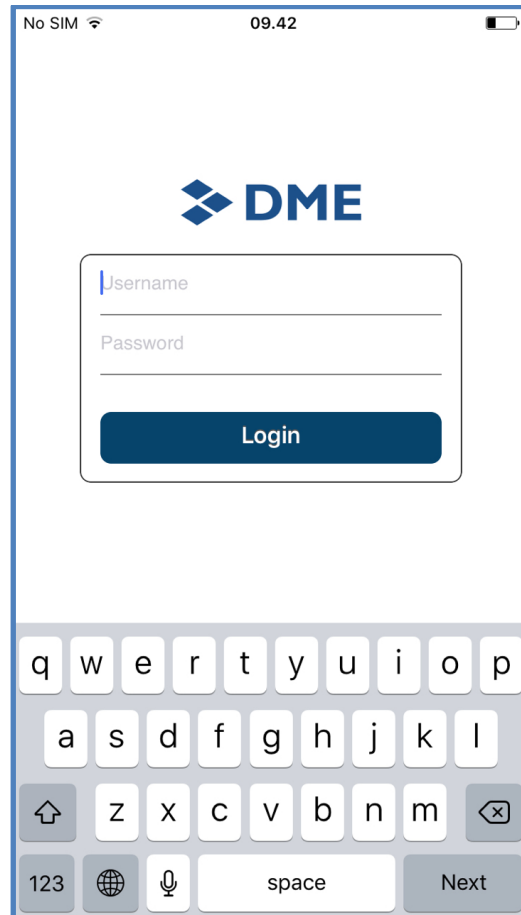
1. Open the **App Store** on your iOS device.
2. Search for **DME**. The logo of the Soliton Secure Container – DME looks as follows:



3. Tap the **Install** button
4. A message with the text **Allow** this application to: is shown. Tap **Install** to accept the permission settings.
5. When the application download is complete, tap **Open** to launch the Soliton Secure Container - DME, or **Done** if you want to launch the application later.

Getting started

Log in screen

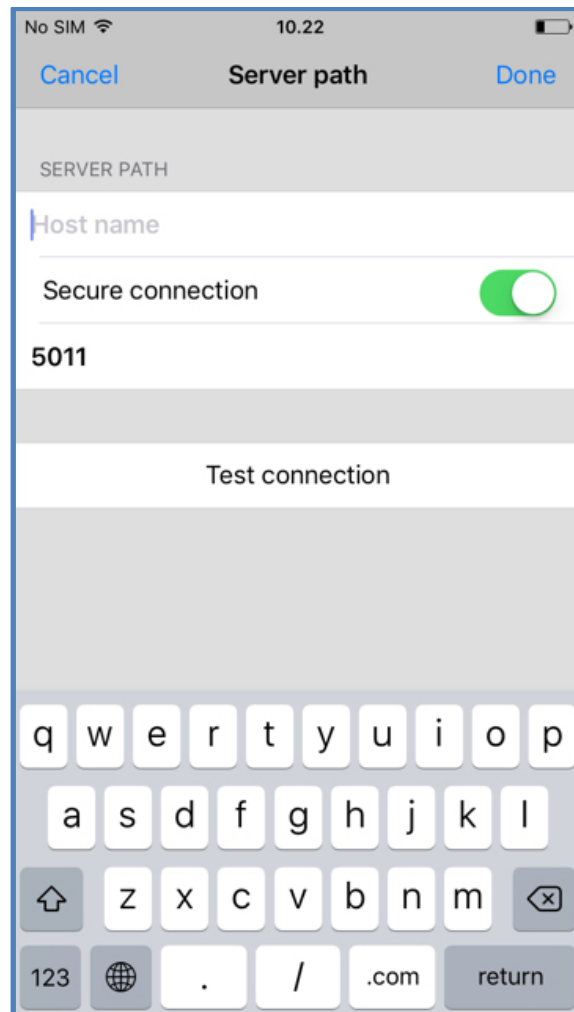


1. When starting Soliton Secure Container - DME, it will ask for your **Username** and **Password**.
Use the same Username and Password for logging in to your desktop computer.

If you are a Lotus Notes user, use your *internet password* (same as your Notes Webmail password).

In case you need support, please ask your company's System Administrator for help.
2. Tap **Login**.

Server path screen

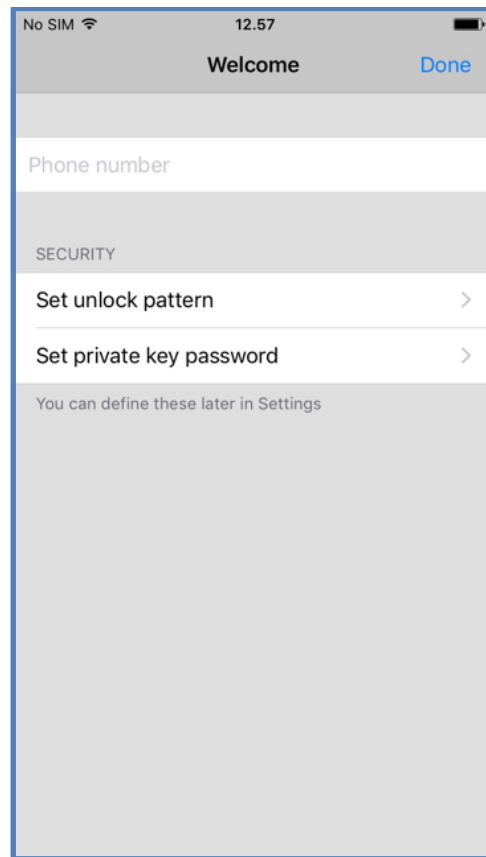


Soliton Secure Container - DME will ask for information about the server path, in particular for the **Host name**.

This Host name can be provided by the company's System Administrator (it usually has the form **dme.yourcompany.com**).

1. Enter the **Host name**.
2. Tap **Test connection** to make sure it connects to the server and the host name is entered correctly.
3. Tap **Next**.

Welcome screen



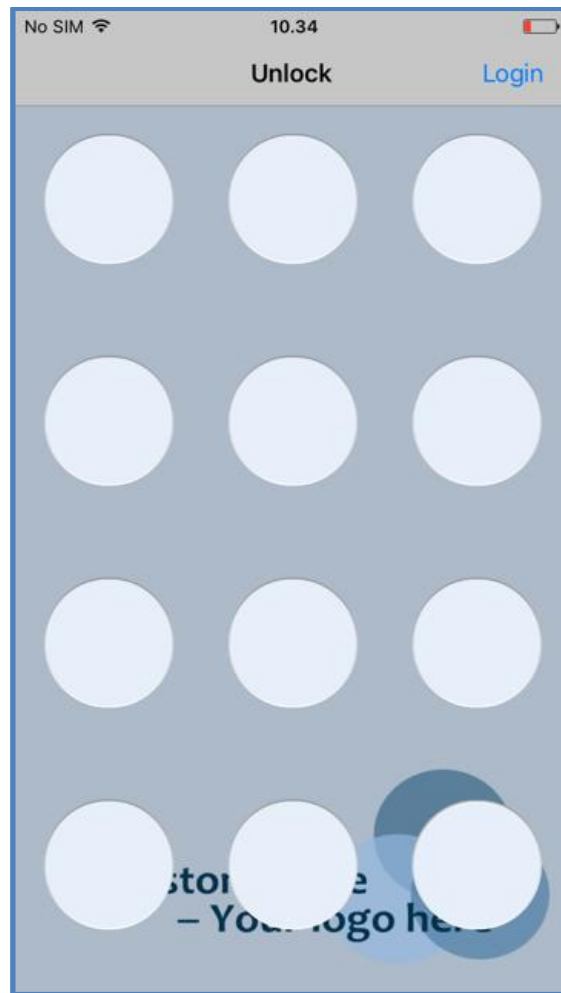
Phone number

On this screen, you have the option of entering your phone number (without international calling code). This is optional, but can be of help to your System Administrator.

Set unlock pattern

This provides the option of setting an Unlock pattern, which is a swipe code that can be used instead of having to type Username and Password.

1. Tap **Set unlock pattern**.
2. Define a pattern by moving your finger across the circles on the screen. The pattern must consist of connected circles (connected either horizontal, vertical, or diagonal).



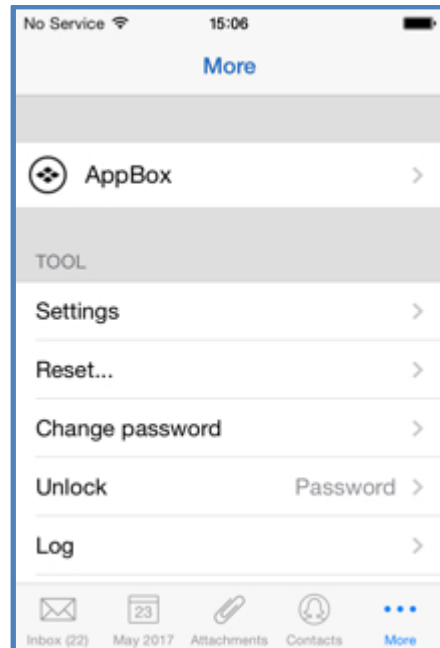
3. Please repeat the same pattern once more.

Set unlock fingerprint

This provides the option of unlocking with fingerprint, instead of having to type Username and Password.

This option is only available if your device supports the feature.

It is always possible to set the unlock option at a later stage: on the Tab bar, select **MORE** (the three dots) > **Tools** > **Unlock**.



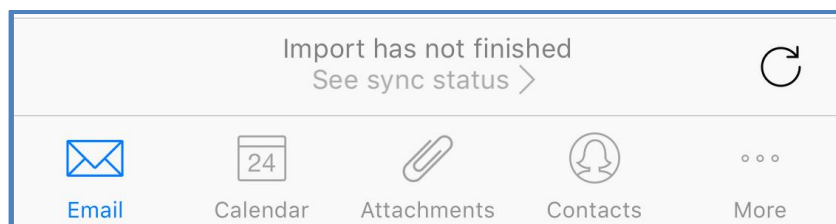
Initial **IMPORT** on **DME** client

The first task for the DME client is to perform an Import of user data to the client. This is done with the default settings defined on DME server side. These settings can be change in the DME client if needed, and changes will only affect the specific user and device.

The import will initiate the DME Server to collect the defined data of E-mail, Calendar, Contacts and To-Do, and send this information directly to the client.

Depending on the number of data and configuration this process can be less than a minute to several minutes. But the process ensures that the DME client now have the data from the backend (Exchange/Notes), ready for active use by user.

On the Client the user will see that **IMPORT HAS NOT FINISHED**, as seen on the device.



When the Initial IMPORT is done – the text will change to “*Last updated:...*”.

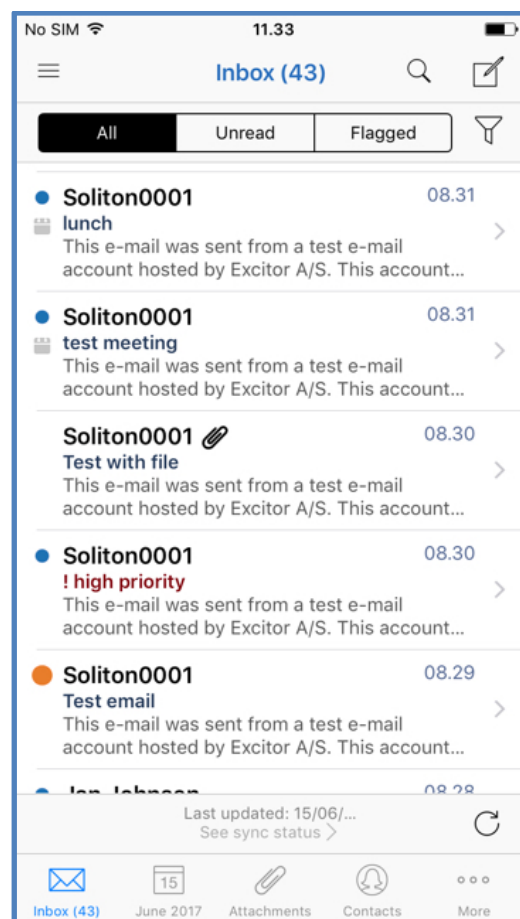
Information:

With the use of the DME 5.0 server the Import have been improved to ensure that timeout due to large number of data is minimized. With the larger mailboxes users tend to have – the original IMPORT functionality would fetch all data from backend before sending this to the client, sometime resulting in timeout scenarios on the client side. With the new IMPORT functionality in DME 5.0 the DME server fetches data from backend in daily intervals, resulting in client that quickly have data and reducing the risk of timeout between client and server.

Using DME

Soliton Secure Container – DME is now installed and it will synchronize Email, Calendar, Contacts, etc.

Default view



The Default start view shows the Email view, with the most used features in the TAB bar at the bottom.



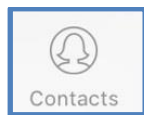
Email - Access to the corporate email.



Calendar - Access to the corporate calendar. Please see below.



Attachments - Contains a view of all attachments from emails, calendar event, and to-dos on the device. It is possible to choose to download all attachments to make sure they are available offline.



Contacts - Access to the corporate contacts. Please see below.

To-do - The list of your to-dos. This allows to filter the list to show *Incomplete to-do's only* (standard view) or *All to-do's*.

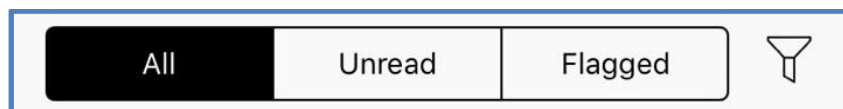
AppBox - Opens the AppBox Launchpad. Please see below.

Email



To access email, tap the **EMAIL** icon in the bottom TAB bar.

If you tap the



UNREAD Tab, only unread emails will appear.

This enables the user to quickly view all unread emails in multiple folders and easy access to these from main email window. This is known as a smart view of all unread emails. The mail is removed from the view when it have been read.

If you tap the



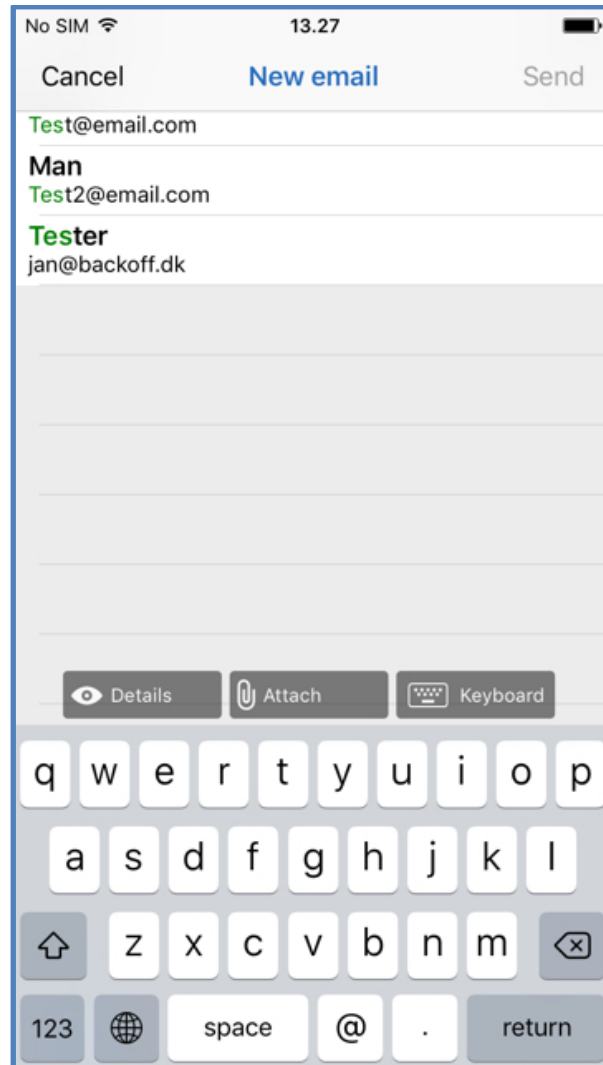
FLAGGED Tab, only flagged emails are shown from all folders not just the inbox. This enables the user to have flagged emails in multiple folders and easy access to these from main email window. This allows a smart view of all FLAGGED emails, for easy access.

Send email

Tap the **new email** icon to begin a new email:



When you start typing To, Cc, or Bcc, Soliton Secure Container - DME will show a list of matches from the local contacts and from recently used email addresses. One can also search the local contacts on the device, or the contacts in the company directory (called **Global Address Book**).



Use the **Details** (the eye) to

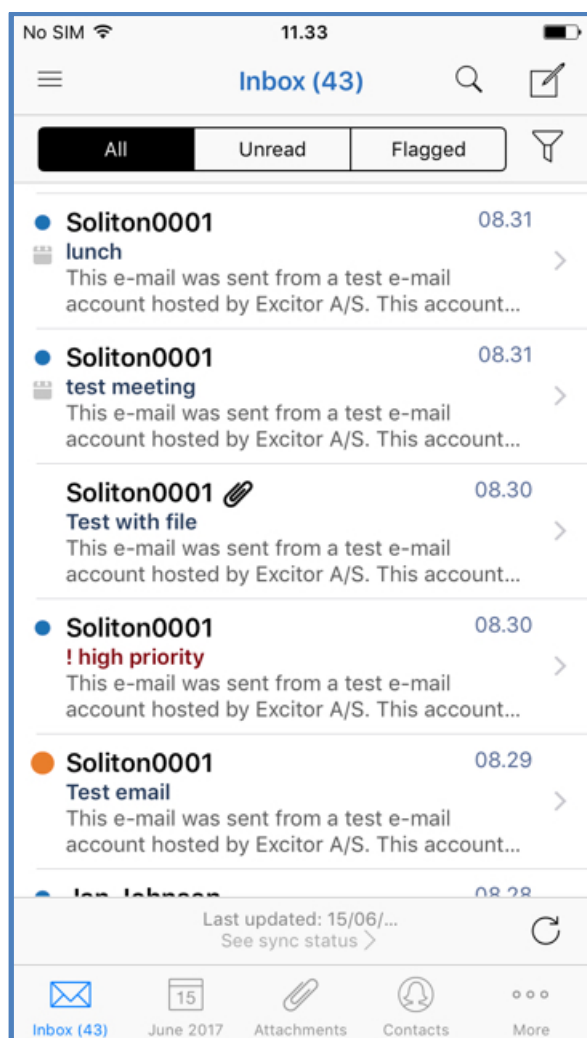
- ❖ Set message options (importance and security options)
- ❖ Security
- ❖ Signed option

Use the **Attach** to

- ❖ Select attachments

If you tap **Cancel**, you also have the option of saving the email as a draft. Tap **Yes** and the mail is saved to the Draft folder.

Email overview



Tap on an email to view the email.

The emails can have different icons:



The email is **Unread**.



The email has **Attachments**.



You have **Flagged** this email.



You have **Replied** to this email.



You have **Forwarded** this email.



The sender has marked this email as **Important**.



This is a **Meeting invitation**.

Besides the Menu, the top bar contains three buttons:

- ❖ Access to Email folders.
- ❖ Search Email
- ❖ Create new email

Other options included multiple select of emails with Long press on a email.

The selected emails can:

- ❖ Delete them.
- ❖ Move them to another folder.
- ❖ Mark them as Unread.
- ❖ Mark them with Flags.

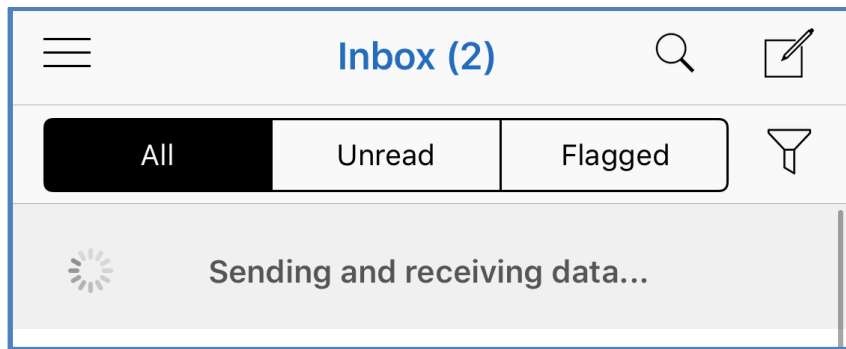
Fast Sync. Functionality

With the new DME 5.0 Server and the DME 5.X clients there is a new function available. When user on the Email view performs a PULL DOWN option only available on the DME 5 client if connected to a DME 5.0 Server.

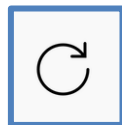
The Fast Sync will perform a request towards the backend Exchange/Notes for any changes in present day. New emails, updated emails. Any changes that have not been sent to the client.

In normal situations – this should not be needed – the DME client and DME server will by push functionality always ensure that the DME client is updated.

To trigger the **FAST SYNC** – a pull down function have been implemented as on other mail clients.

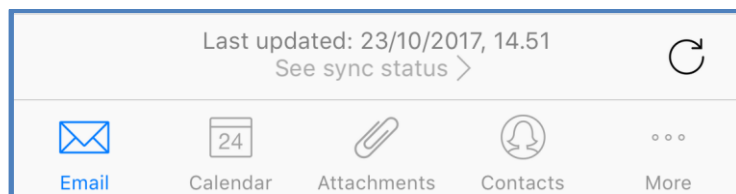


Perform a pull down in email view, and the DME client will perform a FAST SYNC towards the Exchange/Notes for any changes.



The Sync icon also enables a fast sync synchronization to the backend, only checking for any changes in email in present day. This will improve the speed of performing a synchronization towards the backend, compared to a complete synchronization based on the individual setting.

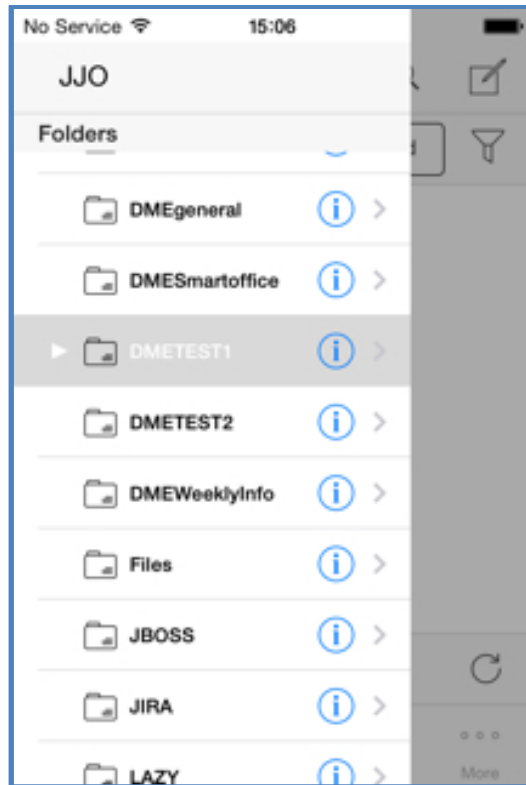
To Access a complete synchronization based on the individual setting, the user can access this option in either the menu, or by pressing the “text” in relation to “See sync status”.



This will direct the user to the synchronization option, where the user can perform a full synchronization.

Folders

Perform **a slide in from left side** to see the list of folders:



Tap on the folder you wish to see.

If a folder is empty, it might be because the folder contents are not synchronized to the device. Select the option to sync folders and perform a new Email synchronization.

Email details

Tap **attachment icon** to see attachments

Tap the **FLAG** icon to toggle flag status.

Tap **name bubble** to add person to contacts.

The bottom menu contains two buttons:

Delete the email.

Move To the email to another folder.

The top contains 4 options.

← Back – to email view

Present number email / Total number of emails

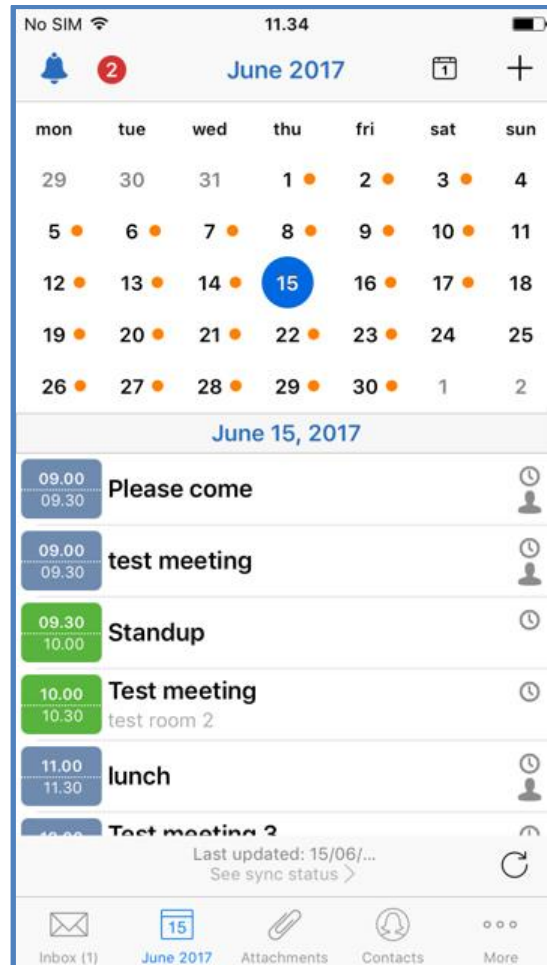
Flag status toggle

← **Reply**, **Reply to All** or **Forward** the email.

see email **Details**.

Calendar view

The calendar has a split view:



Month. Shows a month overview, and the appointments on the day selected.



Days. Shows a timeline of the day in scrolled view

The top menu shows the present day, and the calendar icon toggles the view between month and day.



Pressing the date in the in the top bar will make the user jump back to the present day.



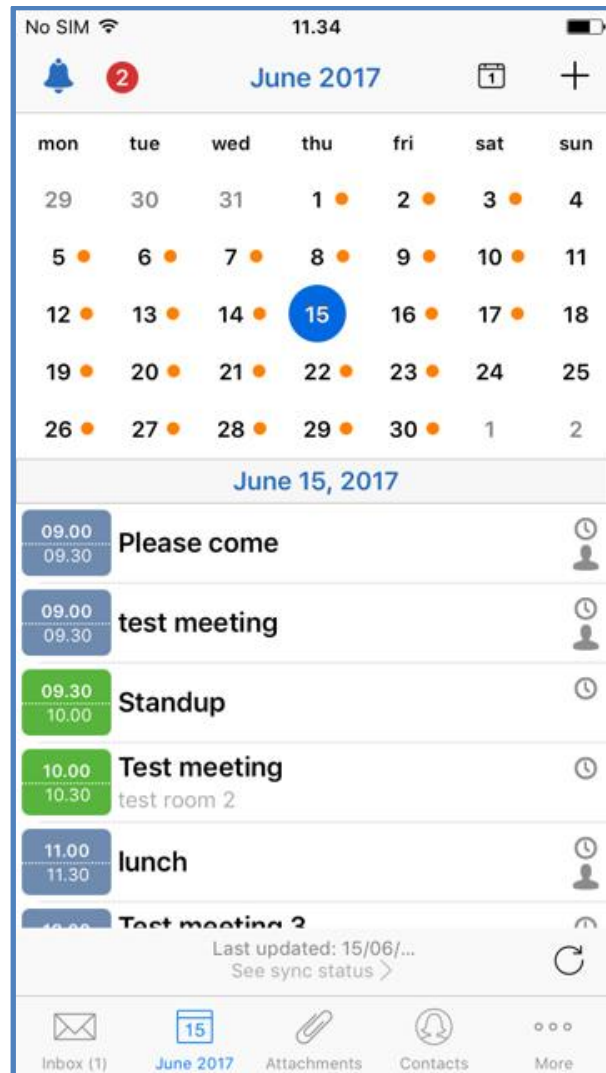
The Sync icon enables a synchronization to the backend.

Meeting invitations

Meeting invitations are received in your email **Inbox**, and you can respond to them directly from there (**Accept**, **Decline**, or **Tentatively accept**):

New event

To create a new event (a meeting or appointment), tap the **Plus** icon:



Using the menu, you can check whether the **Participants** are free at the time you have suggested:

The screenshot shows a mobile application interface for editing a meeting invitation. At the top, there's a status bar with 'No SIM', '09.52', and a battery icon. Below it are three buttons: 'Cancel', 'Details' (highlighted), and 'Save'. The main content area has several sections separated by light purple bars. The first section contains 'Subject' and 'Location' fields, each with a right-pointing chevron. The second section contains 'Start' (18/05/2017, 10.00), 'End' (11.00), and 'Time zone' (Europe/Copenhagen), all with chevrons. The third section contains 'Repeats' (Never) and 'Alarm' (None), both with chevrons. The fourth section contains a 'Private' toggle switch, which is currently turned off. At the bottom is a navigation bar with five items: 'Inbox (35)' with an envelope icon, 'May 2017' with a calendar icon showing '29', 'Attachments' with a paperclip icon, 'Contacts' with a person icon, and 'More' with three dots.

Other options include:

- ❖ Add **attachments** to the meeting invitation
- ❖ Make the event recurring (tap **Repeats**).
- ❖ Set an **Alarm**
- ❖ Mark the event as **Private**. Private means that other can only see that you are busy, but not the subject and details.

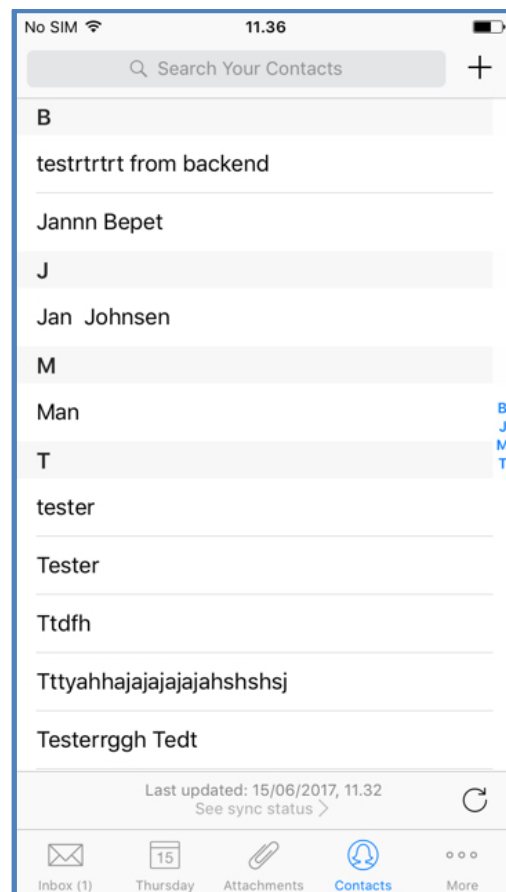
Tap **Save** will send invitations to all participants and add the meeting to your calendar.

Contacts view

If Contacts sync. is enabled, the contacts in Soliton Secure Container - DME will be the same as your local address book from Outlook/Lotus Notes. Whenever a contact is added, edited, or deleted in one place, it is changed everywhere.

It is also possible to synchronize the Contacts with the local Contact app on your device. For more information, please see the complete ***Soliton Secure Container - DME App User Guide***

When viewing a Contact, you have shortcuts to several actions:



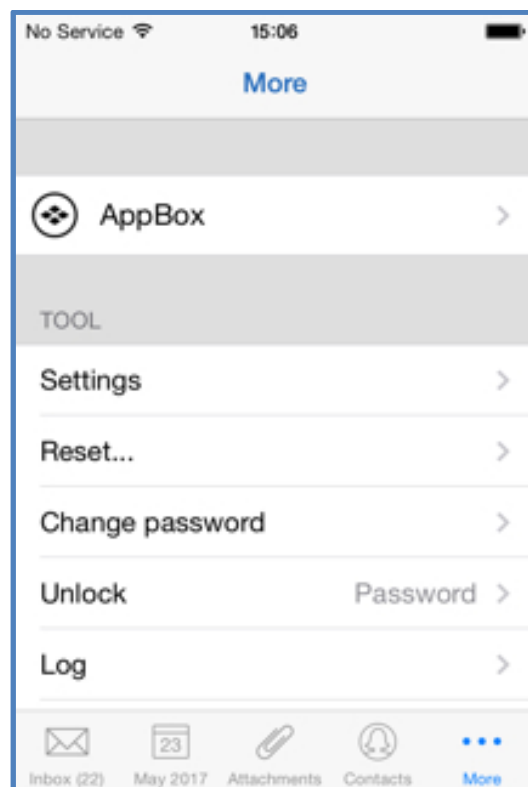
- ❖ Tap a **Phone number** to make a **Call** to the contact.
- ❖ Tap an **Email address** to send a new **Email** or book a **Meeting**.
- ❖ Tap an **Address** to view it on a map.

AppBox

The Soliton Secure Container - DME AppBox is best described as a secure corporate app store. Through the AppBox, your company can provide secure access to internal HTML5 apps, internal websites, and internal files.

The AppBox must be installed and configured for this option to be available for the client users. If AppBox is installed and active for the users, it can be accessed by the user.

Tap on **More** icon and select **AppBox** to access AppBox.



When set up by the system administrator, access to the **File Browser** app is available.

With this app, access to files on the internal network is provided.

It also allows to open files that have been saved from Soliton Secure Container - DME or other AppBox apps. If an email attachment is saved in Soliton Secure Container - DME, it is stored in the **Attachment page** in Tab bar.

For more information on AppBox and the File Browser, please see the complete ***Soliton Secure Container - DME App User Guide***.

DME Synchronization

Security on the DME system is enforced by keeping very user limited information on the DME Server. And all user information on the client is encrypted. This means that all user data is only stored on the client, no user data is stored on DME server or DME connector side.

This implementation makes the use of DME client both secure and allows full control of content – even without the possibility to access the backend. Possible to work on emails, calendar task, etc. while in your mobile device is in offline mode (eg. Air travel).

With normal setup on DME server the client user should perform no direct action to always have the newest information on the device. The DME server will ensure that any changes on the backend is pushed to the client for update.

In addition to the normal functionality, the DME server and DME client performs synchronization, either in the background, or by user interaction, all depending on the DME server setup and configuration. Below is a low-level description of the functionality.

Normal Sync functionality:

DME server check backend for any changes, either by service running or with push setup.

Any changes on the backend should initiate a PUSH to client – about new email, and have updated the DME server with information ready for client.

This functionality ensure that client is always in synchronization with data and information.

Client Sync interaction:

As devices become more and more strict, in allowing applications to run in the background.

When client starts up – the Client connects to the DME server to check for any changes.

Manual Synchronization started by user.

If for some reason the user wants to perform manual synchronization, this is possible by selecting the manual sync functionality. This action will result in a request to DME server for a complete synchronization between DME client and Backend (Exchange/Notes). Checking for any changes on all items in the users specified period.

In general, this option should not be needed, but if for some reason the user needs to a complete check of backend and move any changes to client this will perform a FULL synchronization.

Fast Sync of email from DME 5.0 Server.

In DME server 5.0 we have introduced a new Fast Sync functionality of email, where the client only requests any changes within the present day. This one-day synchronization will take less time than a full manual synchronization, and should improve the daily use of DME client if use wants to check/update email for the present day.

To sum up – the structure of DME – should in normal use not require any synchronization interaction by user.

If user want to check if new email has arrived, and don't trust the DME server setting to perform this task, the user can use the ONE-DAY sync to connect to backend and update any changes in present day.

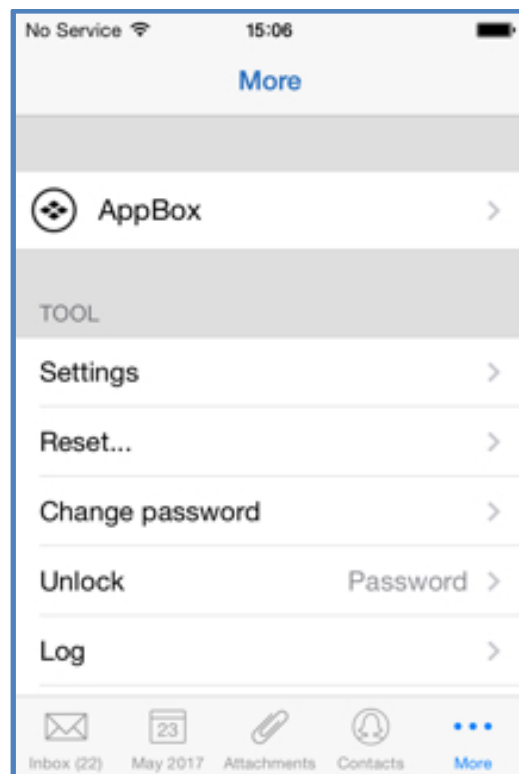
The full manual sync is in general not needed, for a user. It could be valid to use a manual sync, if the user changes settings on device (number of days back, adding folders, etc), and want a update to device. Then a full manual sync is the way to ensure that the user have a DME client that is in sync with the backend.

More

Signed and encrypted email

In order to send an signed email, and to send and receive encrypted email, Soliton Secure Container - DME requires the Private key password. On Lotus Notes this is the same as the **Notes ID password**.

Enter the private key password by selecting **More > Tools > Settings > Security > Private key password**.



If the Soliton Secure Container - DME has already synchronized email before entering the private key password, please tap **Tools > Reset....** Without the reset, you will not be able to read any encrypted emails received before you entered the **Private key password**.

DME Client Optimization

The settings on DME server and DME client can impact performance, depending on the size of user data, as all data is checked, updated and synchronized between the DME client and the Backend (Exchange/Notes).

The user should always remember that the structure of DME is to ensure security and at the same time allow offline working with information on the client.

We therefore recommend that the individual user checks and update their DME settings to match their way of working.

And the individual user can change DME client settings ongoing, based on the situation. The following have impact on performance and can be optimized.

Days Back/Forward:

How many days back (email) and forward (Calendar) is to be checked with each synchronization. The number of days will result in DME server checking backend (Exchange/Notes) for any changes in any item for these days back.

Optimize by setting the needed days back for daily work, where you need all data on the DME client.

Folder sync:

If a user has many folders, the DME server will check all folders for any changes (days back).

Optimization by deselecting folder sync on all folders and only select individual folders for sync.

Change settings based on use:

DME client can be used in a very flexible way by allowing the user to change settings on device if needed. These change in settings will be reflected on the DME server and only used on an individual basis.

Disclosure

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