

WrapperApp Installation and How to Use

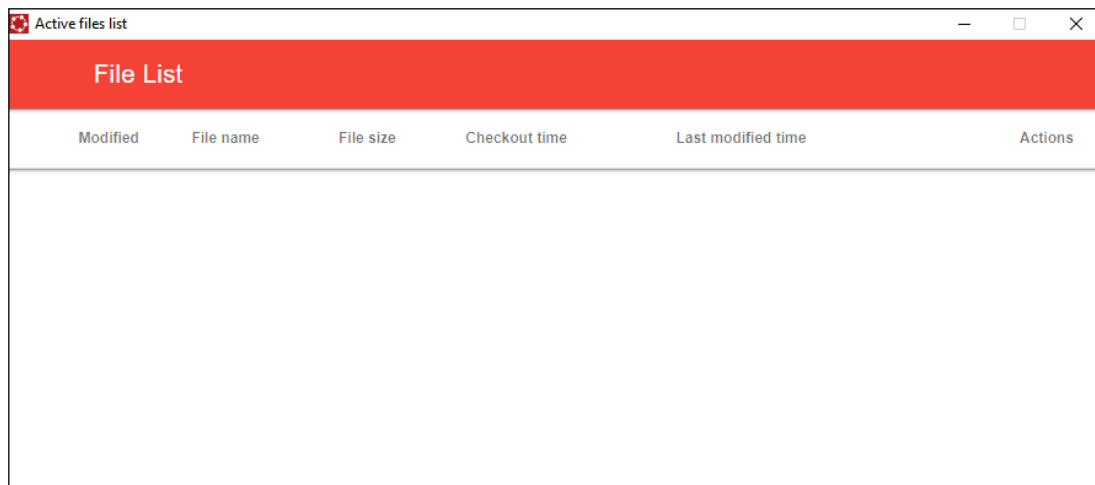
System requirements

In order to run the WrapperApp, you need to use Windows 10 or newer.

How to install the WrapperApp?

To install the WrapperApp, double-click the WrapperAppInstaller.exe

The Wrapper App will start to install automatically and when the installation is complete, you will need to insert your email and password, and the **Active files list** will appear. It is a window that will help you manage all the files you open with this application.



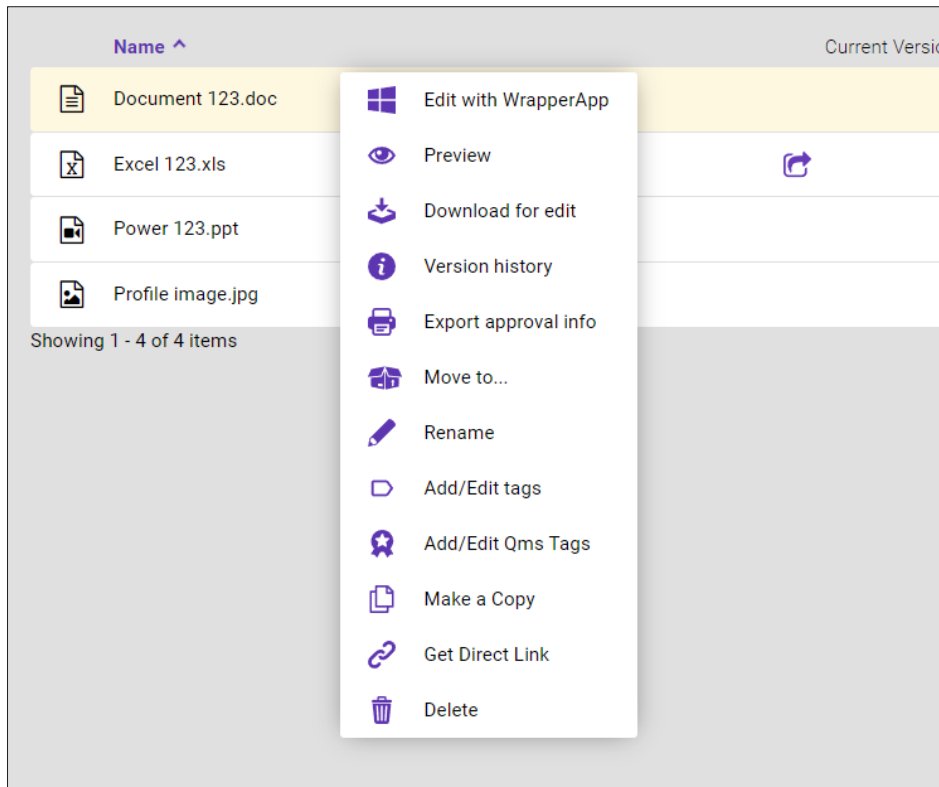
You can close the **Active files list** only if no files are open with WrapperApp.

If the installation does not start automatically, you will have to accept and approve the installation of the software before the actual installation.

How to use the WrapperApp?

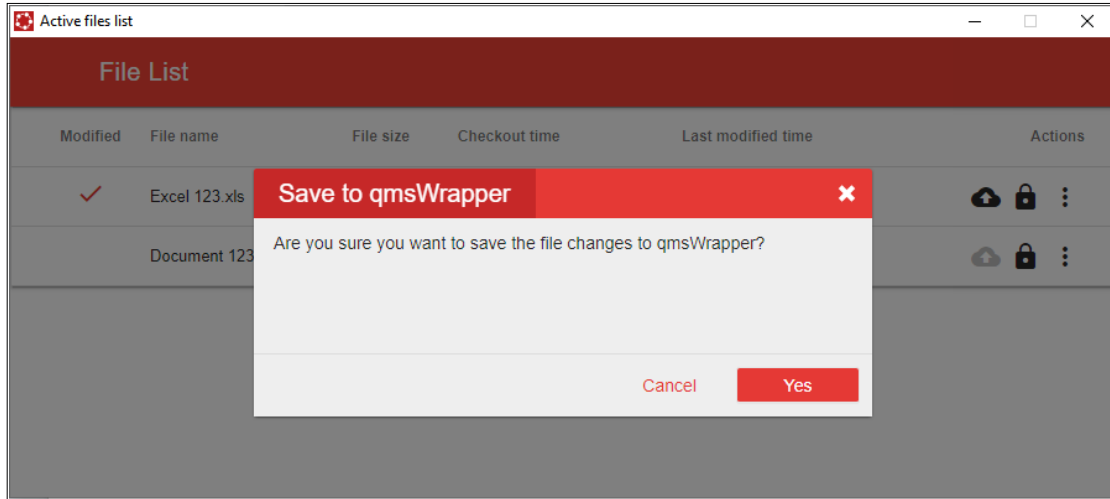
With Wrapper Application you can open any file, but you can also edit any document like Word document, Excel, Powerpoint, etc.

To open a file with WrapperApp, right-click on the document and select Edit with WrapperApp.

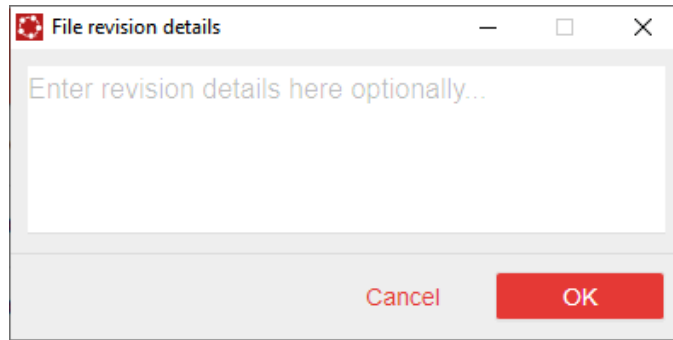


The file will open in the program you normally use for that document. The **Active files list** will also automatically open with a list of files opened using this application.

File List						
Modified	File name	File size	Checkout time	Last modified time	Actions	
✓	Excel 123.xls	20.50 KB	29/08/2023, 11:36:43	29/08/2023, 11:37:25	📁 🔒	⋮
	Document 123.doc	9.00 KB	29/08/2023, 11:41:08	29/08/2023, 11:36:37	📁 🔒	⋮



If you click "Yes", File revision details will appear and you can leave a comment about your changes.



When saving a file to Storage, the file can remain open, so after saving, you can simply continue working on the document (the file is still in the Active Files List).

Since the file is open, it is still in "Locked" mode, which means that other users will have insight into the fact that certain documents are being worked on.

This can be tracked in **Storage**:

Name ^	Current Version	Next Version
Document 123.doc		V1
Excel 123.xls		V1
Power 123.ppt		V1
Profile image.jpg		V1

Showing 1 - 4 of 4 items

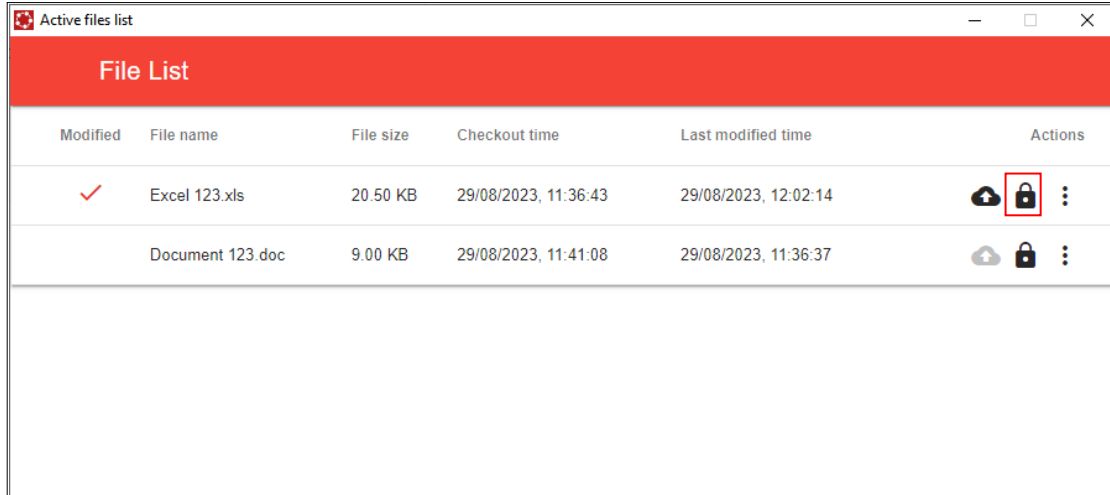
Only the admin and file owner have the right to "Unlock the file" and thus will be able to download the last saved revision.

* In some cases, it may happen that you can still delete the file from the Active Files List and the file remains open. In that case, your file connection with Wrapper is lost and you have to save it to your local disk. If you want, upload it to the system using the [WrapperApp folder](#).

If the user who opened the file using the Wrapper application wants to close it, he must confirm that action.

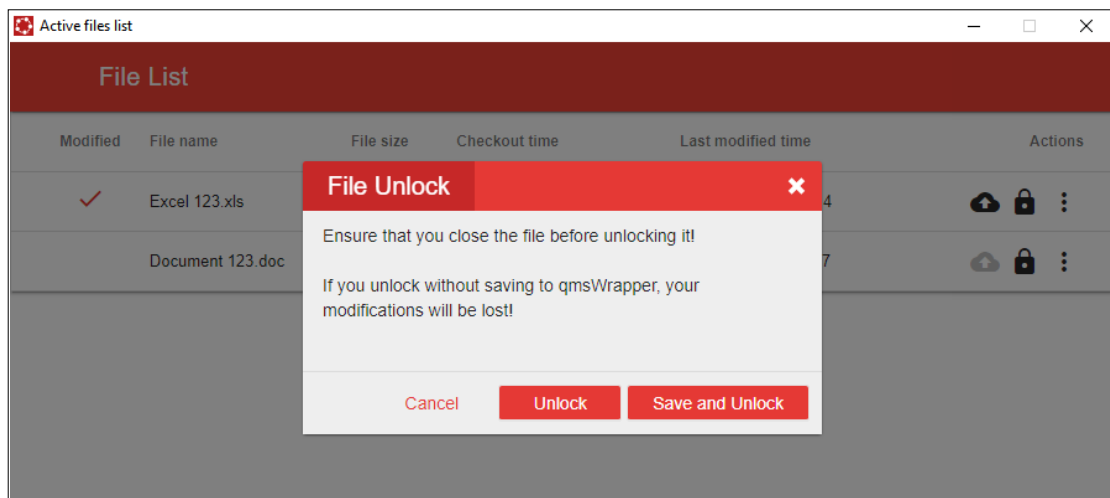
First, you need to save and close the document.

Then you need to click on the **"Unlock file"** button in the Active files list.



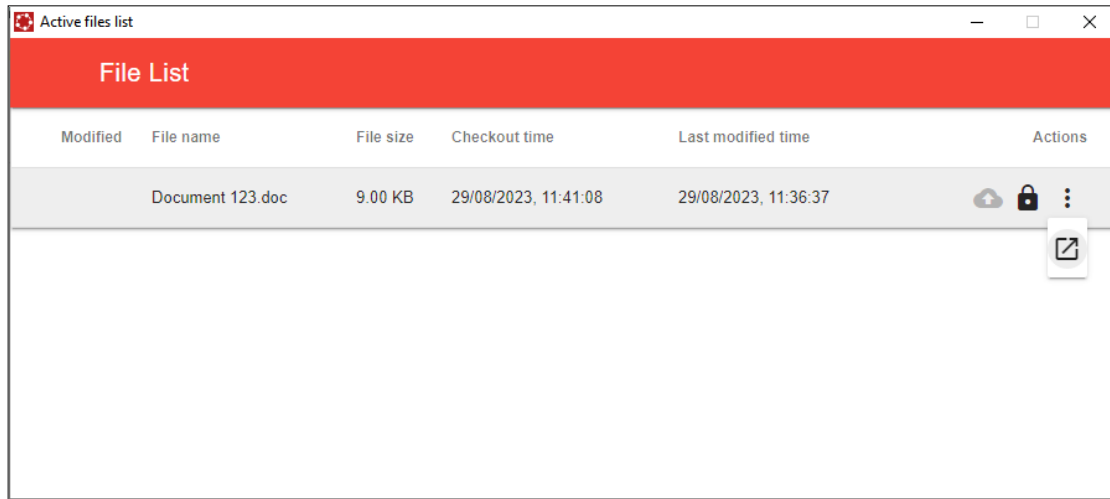
You will get a popup asking you to confirm your decision. If you just click on **"Unlock"**, your file will only be unlocked, but the changes you made will not be saved.

If you select **"Save and Unlock"**, then the file will be saved on your Cloud Storage and unlocked for other users.

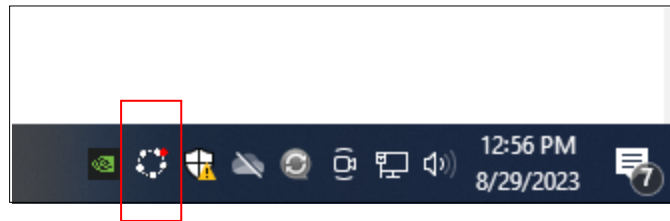


Don't forget that files must be closed when you want to "unlock" a file.

The three dots open an additional "Open" option, which serves to open a file that you have closed but is still in the Active files list.



Do not forget that the Active files list can be closed only if there is not a single file in its list, and it is located on the Taskbar.



By right-clicking on the icon we can:

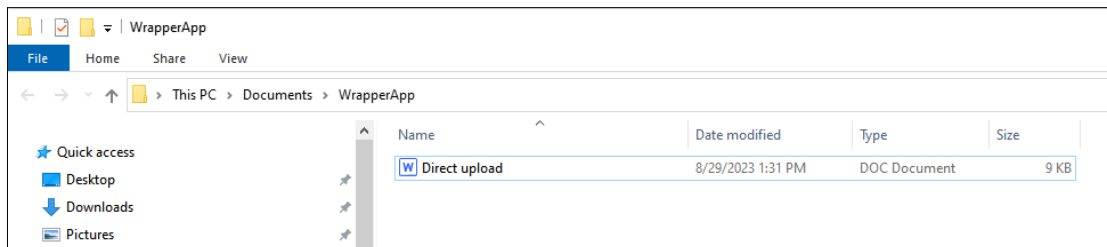
- Active Files - Open the Active files list,
- Open WrapperApp folder,
- Logout, and
- Exit the Active files list.

Upload file in qmsWrapper with Wrapper App - Open WrapperApp folder

We use this folder when we want to upload a document directly to storage using the Wrapper application.

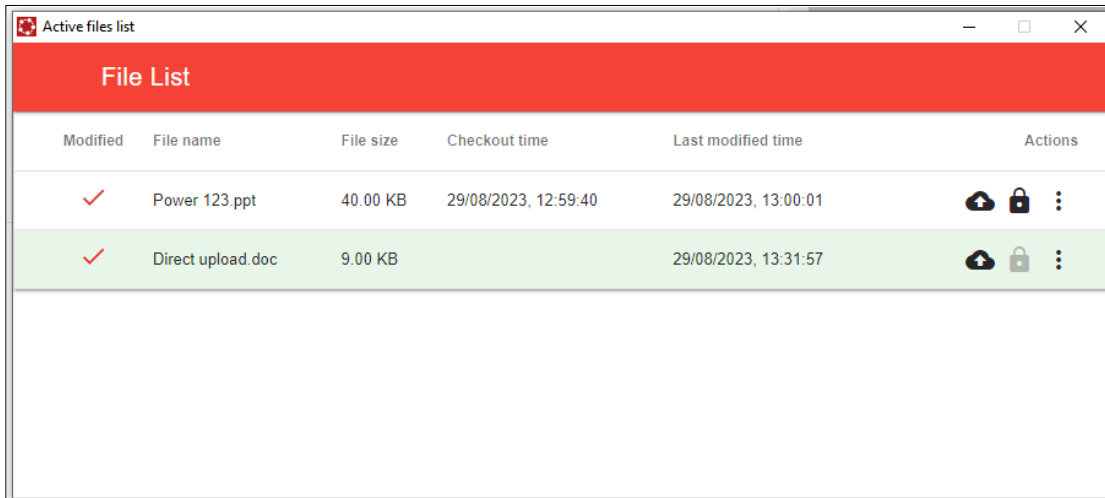
The first step is to open this folder.

The second step is to create or copy a new file to this folder.

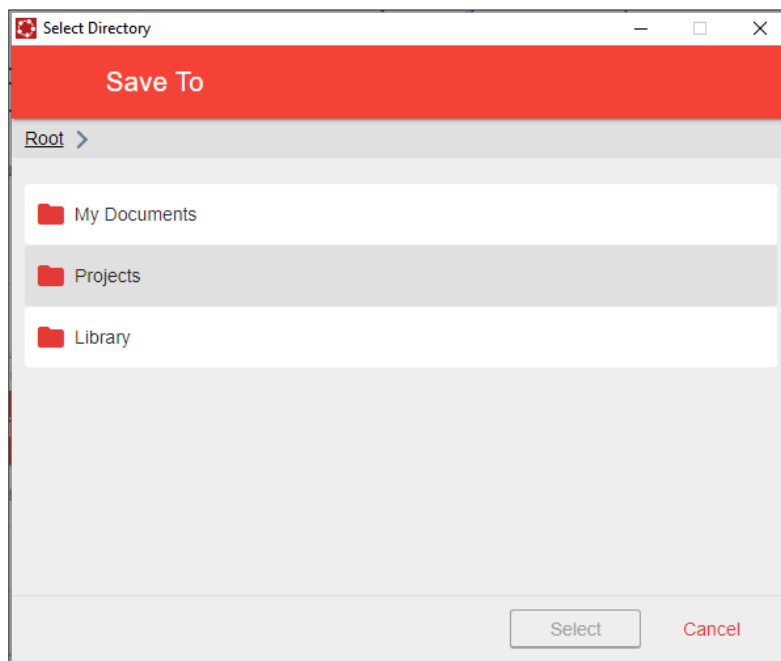


The path of this folder is: Documents/WrapperApp

As soon as a file is found in this folder, it will also appear in the Active files list.



In order to save the file in the cloud Storage, we have to click on the **Save** button in the **Active files list**. Then a popup will appear that gives us the opportunity to choose the location where we want to save the file. The system does not allow saving files in folders marked with gray color (in this image, it's "Projects"), but you can navigate into it to find a sub-folder where it is allowed to save the file.



Select the folder and click “Select”. You will get a popup window to write your revision history and click OK. That file will be saved at the destination that you choose.

If you haven't uploaded a file to cloud Storage yet and you decide you don't want to upload it, you can delete it from the WrapperApp folder and it will disappear from the Active files list.