



# Ayr State High School

## iOS – Accessing Shared Folders

Version 1.0 – 31/10/2015





This type of box indicates a potential solution to the problem.



This type of box indicates problems that you may encounter, or that the fix is a work-in-progress.



This type of box indicates either a technical explanation, or further actions you may perform to troubleshoot the problem.

## Version History

- 1.0 – 31 October 2015 – Initial version.

## Purpose of Document

This document details how it is possible for iOS users in the BYOx program to connect to Shared Drives on the school network to access curriculum resources. This tutorial was performed on a paid version of “FileBrowser” from the App Store (icon is shown below). To perform the equivalent actions in another app, the steps should be roughly the same.

## Prerequisites

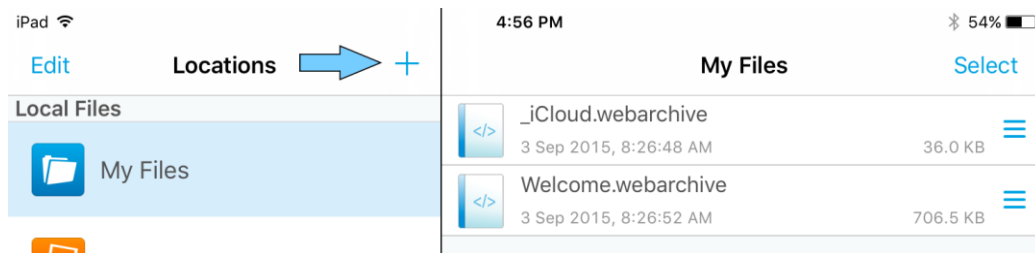
This tutorial assumes that you have the following applications loaded on your iPad:

- Microsoft Office apps for the documents you wish to open (Word, Excel, PowerPoint)
- FileBrowser (or equivalent). The version shown in this document is the paid version (\$10).
- iOS 8 or above.

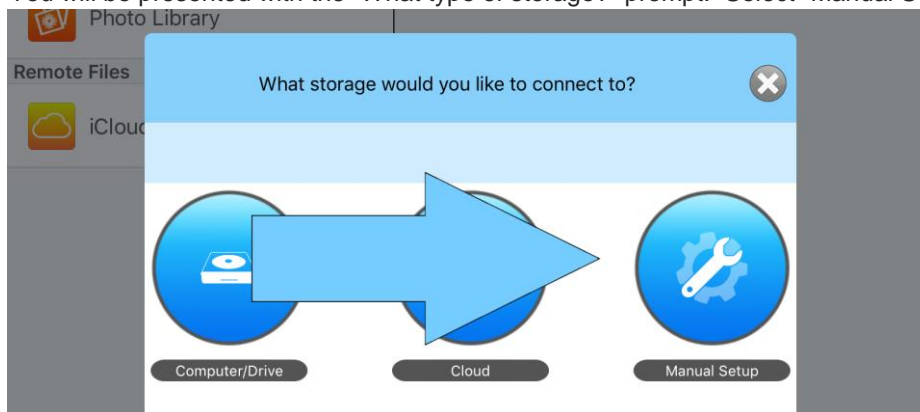


## Steps

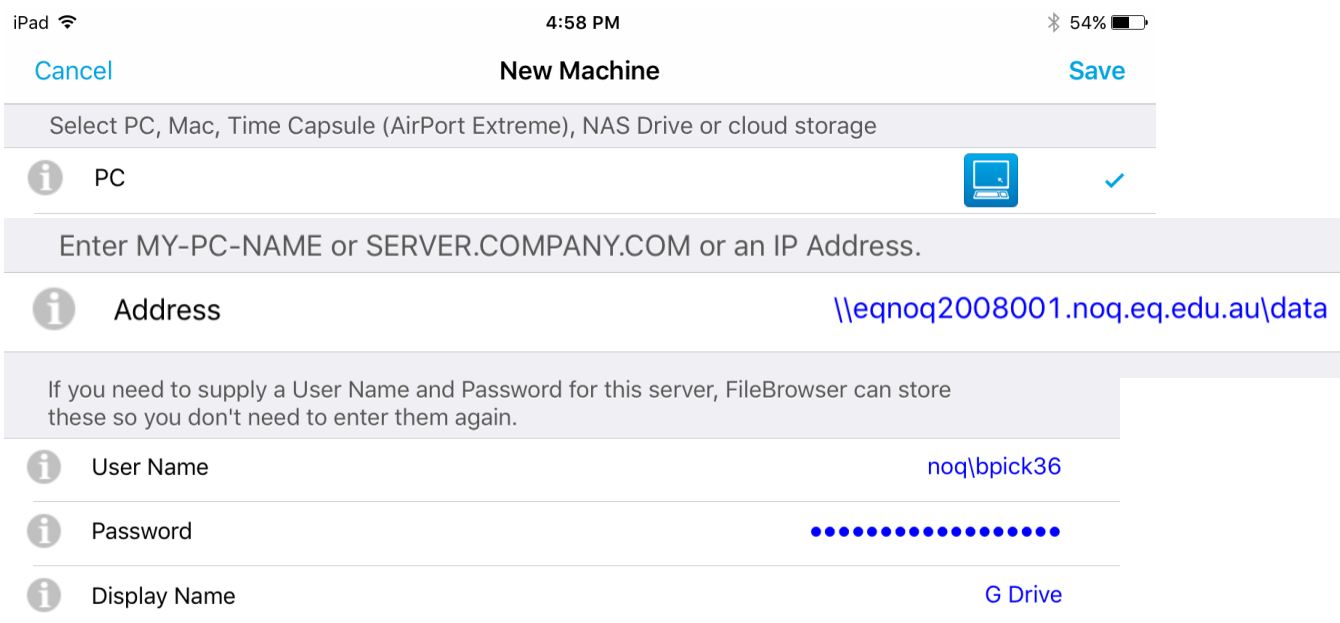
- 1) Open the FileBrowser application. If this is the first time you are using the app, you will be prompted to go through a setup process. You shouldn't be required to add any folders yet.
- 2) Click the "+" icon next to "Locations" to add a new shared folder.



- 3) You will be presented with the "What type of storage?" prompt. Select "Manual Setup".



- 4) You will be presented with the "Manual Setup" screen. Fill in the options as shown below.

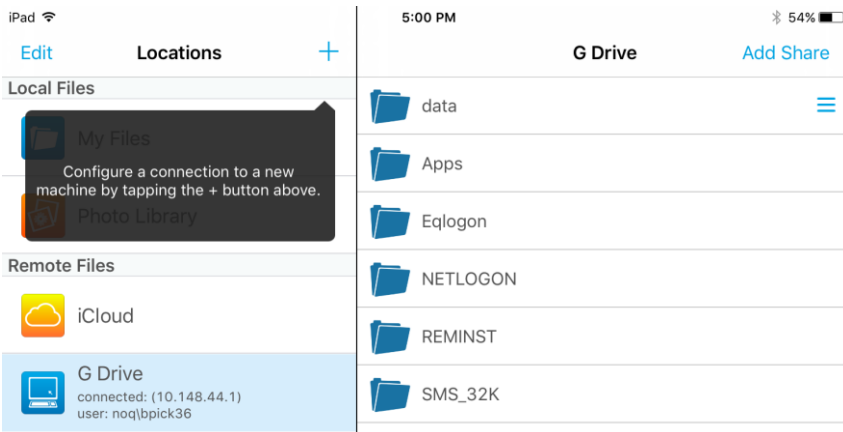




If you are following this tutorial with an app other than “FileBrowser”, it may require the “Address” to be entered in a different format. The two main ways the address in the above screenshot can be formatted are shown below:

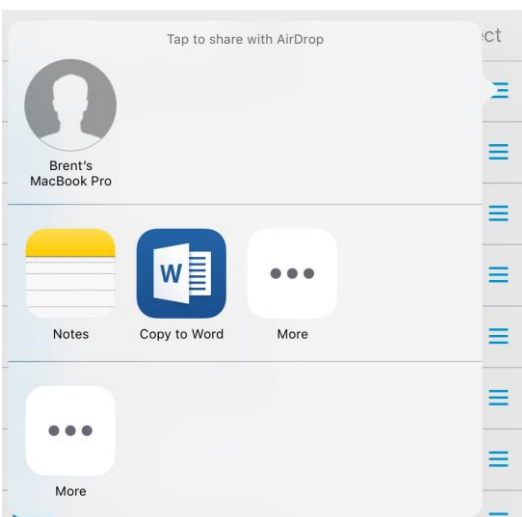
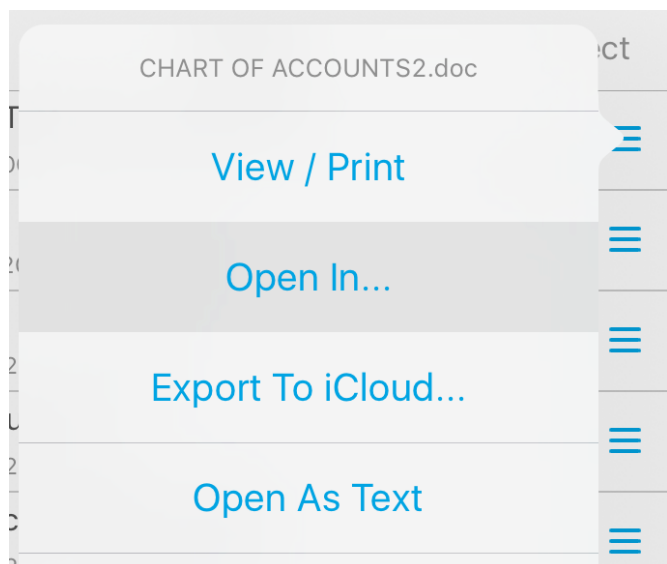
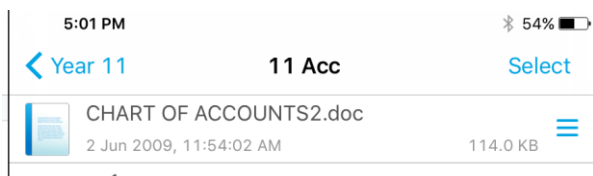
- <\\EQNOQ2008001.nq.eq.edu.au\data>
- smb://EQNOQ2008001.nq.eq.edu.au/data

- 5) Click “Save” on the location.
- 6) You will be shown the main screen again, except with “G Drive” shown in the drive list. If the drive is not automatically connected, just tap on it, and you will be shown something like the screenshot below.



The items in the right hand pane are all the file shares that are available on this particular server. In this example, “data” is the only one of relevance.

- 7) Navigate to a document that you wish to open (such as a Word document), tap the “three lines” beside the document, tap “Open In”, and then in the interactions dialog, select “Copy to Microsoft Word”.





When a document is edited in the Microsoft Word app, and you save the changes, this new version of your document are not copied back to G Drive. This is because each application has its own separate “Container”, which is why the icon says “Copy to Word”.

8) Once you select “Copy to Word”, the Microsoft Word application should open, with your document, as shown below:

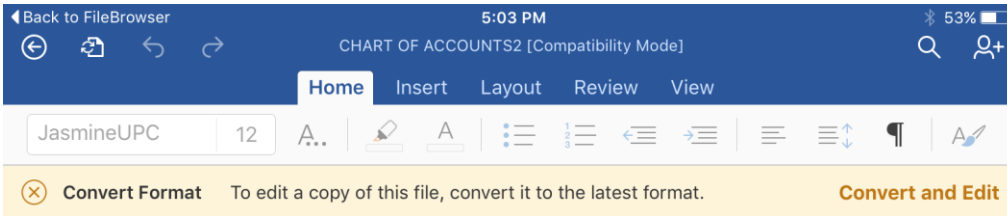


CHART OF ACCOUNTS			
<b>REVENUES</b>			
<b>Revenue - Ordinary Activities</b>			
1101 Sales	1216 Acquisition Fees	1301 Dividends	
1101A Sales Revenue - Retail (Retail)	1219 Rent Expenses	1302 Interest	
1101B Sales Revenue - Services (Services)	1220 Rental Asset Maintenance	<b>LIABILITIES</b>	
1102 Services/Contractual Services Revenue	1221 Software Fees	<b>Current Liabilities</b>	
1103 Contribution Revenue	1222 Insurance	4101 Accounts Payable Current	
1104 Interest Revenue	1223 Employment Expenses	4101A Individual Accounts Payable Current	
1105 Interest Expense	1224 Training Expenses	4102 GST Payable	
1106 Bank Revenue	1225 Other Expenses	4103 GST Payable	
1107 Bank Fee Sales - Non-Credit Cards	1226 Worker's Compensation	4104 Current Expenses	
1108 Bad Debt Recovered	<b>Current Expenses</b>	4105 Current Expenses	
1109 Dividends Received From Interest	1201 Bad Debt	<b>Non-Current Liabilities</b>	
<b>EXPENSES</b>	1202 Bank Charges/Fees	4201 Loan	
<b>Current Assets</b>	1203 Repurchase/Sell of Item	4202 Mortgage	
1201 Cash On Hand	1204 Bank Collections Fee	<b>EQUITY ACCOUNTS</b>	
1202 Inventory Adjustment	1205 Insurance Expense	1101 Capital	
<b>Current Liabilities</b>	1206 Double-Entry Expense	1101A Drawings	
1201 Supplies Expense	1207 Other Expense	1102 Profit And Loss Summary	



Some other useful paths on the Ayr High Network are:

- [\\EQNOQ2008001.nog.eq.edu.au\data](https://EQNOQ2008001.nog.eq.edu.au/data) - G Drive
- [\\EQNOQ2008002.nog.eq.edu.au/PhotoCommon](https://EQNOQ2008002.nog.eq.edu.au/PhotoCommon) - Yeardisk Photo Drive
- [\\EQNOQ2008004.nog.eq.edu.au/BYOx](https://EQNOQ2008004.nog.eq.edu.au/BYOx) - BYOx Folder which stores Windows/Mac applications