Onboarding

Homepage

Have an Account?

Yes → Login with Google FB, or email → Enter log in info → Successfully Logged in

No → Sign up with Google FB, or email

Email → Enter email, password and additional info → Select Plan & Preferences → Enter Card Info for upgraded Plans → Verification Email Sent → Verification email confirmed → Signed Up/Dashboard

Google

Facebook

Enter log in info

Authorization Process → Signed Up/Dashboard

Uploading

Dashboard → Click Upload → Select File or Folder to upload

Files

Folders

Select location of where you want to upload (i.e existing folder, category, Push) → Uploaded files will show in recent as well as your desired location → Dashboard

Create

Dashboard → Click + → Select type of doc or organizing option

Spreadsheet/Doc

Category

Folders

Name doc and set security preferences → File /Folder/Category created and placed on Dashboard

Sharing

Dashboard → Select item to share → Share via link or email?

Email

Link

Enter names or emails

Copy link

Turn on /off security preferences?

On → Set security preferences → Create!

Off → Create!

Item shared back to Dashboard (lock icon and name appears next to item