BlackBerry Client for IBM Lotus Quickr

Version: 1.0

User Guide

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Getting started

About the BlackBerry Client for IBM Lotus Quickr

You can use the BlackBerry® Client for IBM® Lotus® Quickr™ to organize files and folders and share files and folders with colleagues. You can browse libraries of your files and folders, mark favorite libraries, and sort libraries. Depending on your roles and permissions, you can preview, download, and edit documents and files.

You can use your existing IBM® Lotus® Quickr™ login information to log in to the BlackBerry Client for IBM Lotus Quickr. For more information about IBM Lotus Quickr, visit www.ibm.com/lotus/quickr.

Log in to the BlackBerry Client for IBM Lotus Quickr

1. On the Home screen or in a folder, click the **BlackBerry Client for IBM Lotus Quickr** icon.
2. Type your user name and password.
3. Click **Login**.

To log out of the BlackBerry® Client for IBM® Lotus® Quickr™, press the **Menu** key. Click **Logout**.

Recommend the BlackBerry Client for IBM Lotus Quickr to a colleague

You can send a library owner, folder owner, or file author a link to the BlackBerry® Client for IBM® Lotus® Quickr™.
1. Highlight a library, folder, or file.
2. Press the **Menu** key.
3. Click **Email**.
4. Click **Tell a Friend**.
5. Press the **Menu** key.
6. Click **Send**.

About roles and permissions

Roles and permissions control access to libraries, folders, and files. Depending on your roles and permissions, you might not be able to upload, download, edit, check out, or check in some files. The owner of a library, folder, file, or IBM® Lotus® Quickr™ place must use IBM Lotus Quickr on a computer to assign your roles and permissions. Roles and permissions cannot be assigned or changed using the BlackBerry® Client for IBM® Lotus® Quickr™.

Libraries and folders

About libraries

Libraries contain the folders and files that you upload and share with your colleagues. You can sort libraries, view library details, and mark a library as a favorite. You can only create new libraries using IBM® Lotus® Quickr™ on your computer.

View library details, folder details, or file details

You can view the description, author, and creation date of a library, folder, or file. You can also view the date that the library, folder, or file was last changed.
1.   Highlight a library, folder, or file.
2.   Press the **Menu** key.
3.   Click **Show**.
4.   Click one of the following options:
     - **Library Details**
     - **Folder Details**
     - **File Details**

View recently visited libraries

1.   On the All Libraries screen or the Favorite Libraries screen, press the **Menu** key.
2.   Click **Show**.
3.   Click **Recent Libraries**.

View favorite libraries and favorite folders

1.   When viewing all libraries, recent libraries, or favorite libraries, press the **Menu** key.
2.   Click **Show**.
3.   Perform one of the following tasks:
     - Click **Favorite Libraries**.
     - Click **Favorite Folders**.

Mark a library or folder as a favorite

When you mark a library as a favorite, you can view the library on the Favorite Libraries screen as well as the All Libraries screen. When you mark a folder as a favorite, you can view the folder on the Favorite Folders screen.

1. Perform one of the following tasks:
   - On the All Libraries screen, highlight a library.
   - When viewing a library, highlight a folder.
2. Press the **Menu** key.
3. Click **Add as Favorite**.
4. Click **OK**.

To remove a library from your favorites, on the Favorite Libraries screen, highlight a library. Press the **Menu** key. Click **Remove Favorite.** Click **OK**. To remove a folder from your favorites, on the Favorite Folders screen, highlight a folder. Press the **Menu** key. Click **Remove Favorite.** Click **OK**.

Hide folders or files in a library

1. In a library, press the **Menu** key.
2. Click any of the following menu options:
   - **Hide Folders**
   - **Hide Files**

To display folders or files after hiding them, press the **Menu** key. Click **Display Folders** or **Display Files**.

Sort libraries, folders, or files

You can sort by title, creation date, and date when the library, files, or folders were last changed.

1. Click the **Sort By** field at the top of the screen.
2. Click a search criteria.
3. Perform one of the following actions:
   - To sort in a descending order, click the down arrow icon.
   - To sort in an ascending order, click the up arrow icon.

Add a folder

1. In a library, press the **Menu** key.

2. Click **Add Folder**.
3. Type a folder name and description.
4. Click **Submit**.

Send an email message to a library owner, folder owner or file owner

1. Highlight a library, folder or file.
2. Press the **Menu** key.
3. Click **Email**.
4. Click **Author**.
5. Type a message.
6. Press the **Menu** key.
7. Click **Send**.

Working with files

Preview a file

1. In a library or folder, click a file.
2. Press the **Menu** key.
3. Click **File**.
4. Click **Preview**.

Edit a file

1. In a library or folder, click a file.
2. Press the **Menu** key.
3. Click **File**.
4. Click **Edit**.

Download a file

1. In a library or folder, click a file.
2. Press the **Menu** key.
3. Click **File**.
4. Click **Download**.

Upload a file

1. In a library or folder, press the **Menu** key.
2. Click **Upload File**.
3. Click a file.
4. Click **OK**.

Check out a file

1. In a library or folder, click a file.
2. Press the **Menu** key.
3. Click **File**.

4.   Click **Check Out**.

Cancel a checked-out file

You can cancel a checked-out file to discard changes that you made to the file.
1.   In a library or folder, click a file that you checked out.
2.   Press the **Menu** key.
3.   Click **File**.
4.   Click **Cancel Checkout**.

Check in a file

1.   In a library or folder, click a file that you checked out.
2.   Press the **Menu** key.
3.   Click **File**.
4.   Click **Check In**.
5.   Navigate to the file that you want to check in.
6.   Click the file.
7.   Click **OK**.

Replace a file

1.   In a library or folder, click a file.
2.   Press the **Menu** key.
3.   Click **File**.
4.   Click **Replace**.
5.   Navigate to the replacement file.
6.   Click the replacement file.
7.   Click **OK**.

Email a link to a file

1.   In a library or folder, click a file.
2.   Press the **Menu** key.
3.   Click **Email**.
4.   Click **Link**.
5.   In the **To** field, type an email address or contact name.

6. Press the **Menu** key.
7. Click **Send**.

Send an email message to the author of a file or the owner of a checked-out file

1. In a library or folder, click a file.
2. Click **Email**.
3. Click one of the following options:
   - **Author**
   - **Checkout Owner**
4. Type a message.
5. Press the **Menu** key.
6. Click **Send**.

Delete a file

1. In a library or folder, click a file.
2. Press the **Menu** key.
3. Click **File**.
4. Click **Delete**.
5. Click **OK**.

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Research In Motion Limited
295 Phillip Street
Waterloo, ON N2L 3W8
Canada

Research In Motion UK Limited
Centrum House
36 Station Road
Egham, Surrey TW20 9LF

United Kingdom

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