Enterprise Version - User Features

How to use SocioRAC and its features

- Whenever the admin will share the content / notification, It will be added to your content automatically
- The admin can allow / disable external sharing and SocioRAC sharing for specific user.
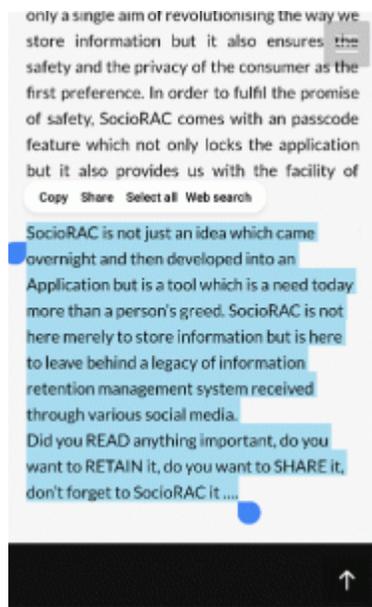
SocioRAC Pop-up Manager

Any content **SELECT**ed to **COPY** from any source triggers SocioRAC's background service automatically. A *POP-UP window/ SWIPE-DOWN* option will let the User save the content efficiently in an organized manner through this app and avoid interruption of copying and paste data manually.

How to retain content with SocioRAC pop-up:

Please check video here
https://www.youtube.com/watch?v=p1gEJpE7osI

only a single aim of revolutionising the way we store information but it also ensures the safety and the privacy of the consumer as the first preference. In order to fulfil the promise of safety, SocioRAC comes with an passcode feature which not only locks the application but it also provides us with the facility of

Copy   Share   Select all   Web search

SocioRAC is not just an idea which came overnight and then developed into an Application but is a tool which is a need today more than a person's greed. SocioRAC is not here merely to store information but is here to leave behind a legacy of information retention management system received through various social media.
Did you READ anything important, do you want to RETAIN it, do you want to SHARE it, don't forget to SocioRAC it ....

Select any content from any source (any app any screen on any phone) and press **copy**. As soon as you click Copy, **SocioRAC pop-up** window (only in android, **iOS users refer to note below**) will appear. You can press the One-click **'Save button'** to save the content on SocioRAC with an immediate backup to the cloud (provided you have net connectivity).
You can select a folder, source, and tags or create a new one. You can choose content type also.

SocioRAC allows you to choose the account type also. You can select the account type from here.
Please note your content would always remain separate. They won't merge as you have facility of two different accounts.

increase a level of security. The data is saved on the mobile platform as well as on an online storage cloud, which is also encrypted for privacy.Important documents such as word, pdf, image and excel can also be saved with the data.
You want to share some information on multiple social media platforms. Currently,

SocioRAC

Personal - ~~Sumaiya Patel~~

Archive

Email

Incoming

You want to share some information on multiple social media platforms. Currently, that is a time consuming and frustrating task without any single and simple solutions. SocioRAC gives you this solution too. Multiple pieces of data saved can be shared

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iOS users – since iOS does not allow pop-ups, after pressing select and copy iOS users will need to swipe down from the top of the screen to see the **SocioRAC widget** and your copied content. You will see there are 4 buttons below your content –

1. **Quick Save** or one-click Save
2. Edit and save as **an archive**
3. Edit and save as **a reminder**
4. Edit and save as **a calendar entr**y

If you don't select a folder, the content would be saved in the default folder defined in the settings menu. When you sign up, the default folder is "**Incoming**" so all content will go in this folder unless you choose a different folder at the time of saving or change the default folder in the **Settings** menu.

How to edit content:

You can also edit and save the content the way you want to. Android users get the options in the pop-up screen, iOS users get it on pressing button 2, 3 or 4 as mentioned above.

There are 4 rows in all on the Android pop-up and on pressing button 2, 3 or 4 on iOS.

1. You can select and or set the **Source** on Row 2. You can create a new source too.
2. Select the **Folder** in Row 3 where you want to save the content. You can also create a new folder if you want.
3. Select or set multiple **Tags** in Row 4. You can create new Tags too.
4. You can set a **Reminder** for content chosen by selecting reminder as the type in Row 1 and setting the date and time. So no more forgetting birthdays, events, to-do, and deadlines. Set a Reminder and SocioRAC will do the rest.
5. You can set a **Calendar Entry** for content chosen by selecting calendar as the type in Row 1 and setting "from and to" date and time. So no more forgetting commitments and meetings. Create a calendar entry and SocioRAC will do the rest.

If you don't select a folder, the content would be saved in the default folder defined in the settings menu. When you sign up, the default folder is "**Incoming**" so all content will go in this folder unless you choose a different folder at the time of saving or change the default folder in the **Settings** menu.

How to use SocioRAC's Add-on Features

Please check video here
https://www.youtube.com/watch?v=K5WqvkFEF8Y

Welcome to SocioRAC's 'How to' Guide. Here are the Add-on features that will help you manage your content. Let's see, How to use these features.

SocioRAC is a proprietary patent pending multi-platform (Android, iOS & Web) data management and data sharing application. SocioRAC is having a lot of unique features which will allow users to retain and share data easiest way. Install it from *Here*

If you have installed SocioRAC, visit our guide **How to Sign Up with SocioRAC.**

1. Manage Folders

From the sidebar menu the first option you can see there is "**Manage Folders",** Here you can manage and create new folders. In the Folder List, you can see the folders. You can

create new folders by clicking the button on the bottom right side. You can swipe right or left on a folder name to edit or delete a Folder.
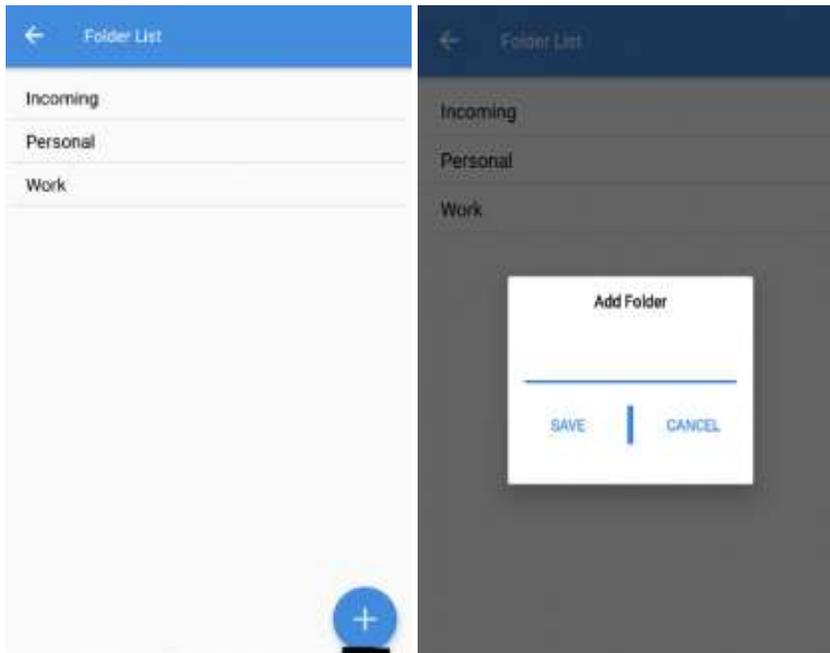

2. Manage Tags

The second feature is "**Manage Tags**". Tags are a label attached to someone or something for the purpose of identification or to give other information. In the Tag List, you can see the Tags. You can create new tags by clicking the button on the bottom right side. You can swipe right or left on a tag name to edit or delete a Tag.
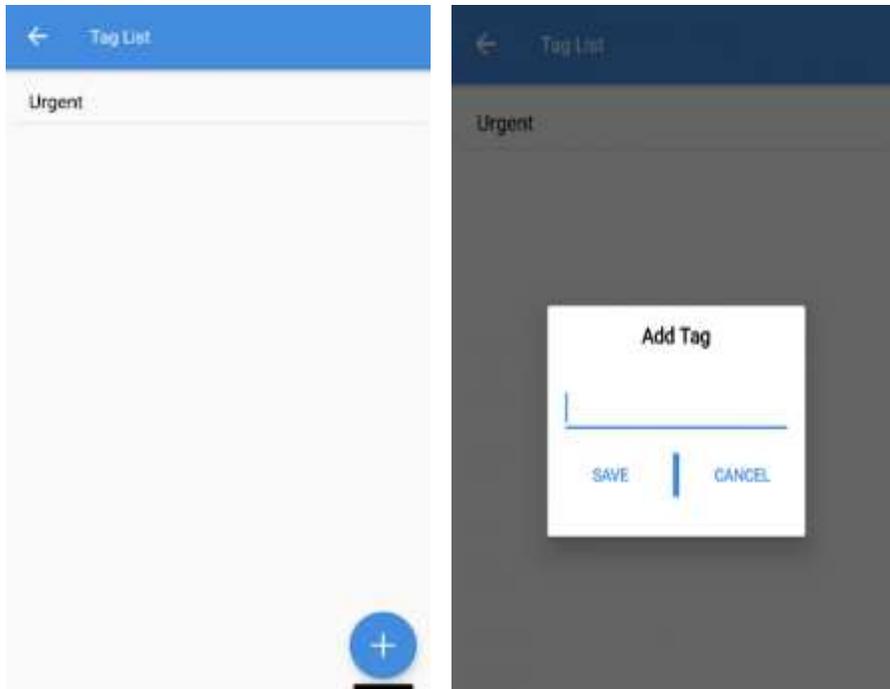
3. Manage Source

"**Manage Source**" shows and manages the sources of the platforms from which you want to retain the content of data. You can have any kind of content here as an identifier, you can add source also. In the Source List, you can see the Sources. You can create new Source by clicking the button on the bottom right side. You can swipe right or left on a Source name to edit or delete a Source.
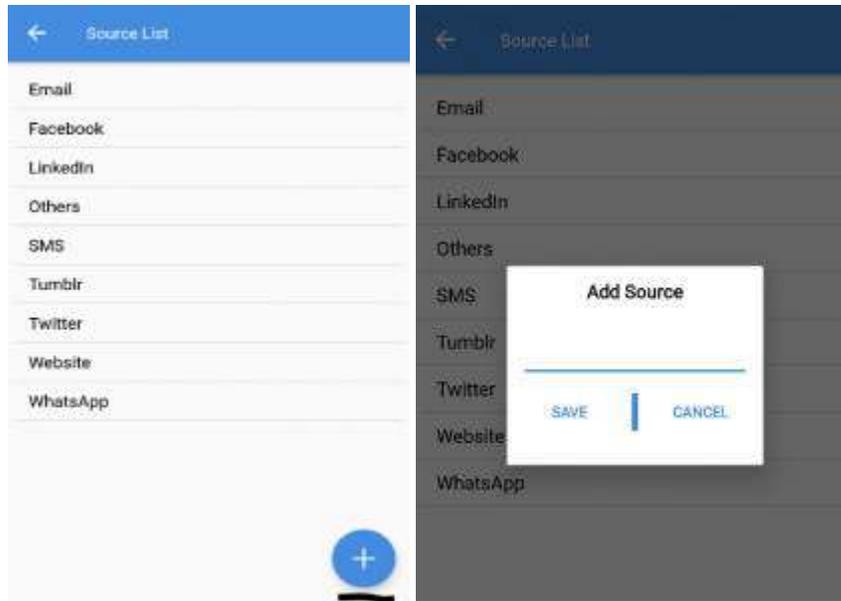
4. Contact Management

This feature is not available in SocioRAC Enterprise version.
You can use this feature on your personal (Retail Version) account. Please visit the link to check how to use 'Contact Management' Feature.
http://sociorac.com/srac/wp-content/uploads/2017/10/SocioRAC-Features-Instruction-sheet.pdf

Groups

Groups give you a **White Board** to do Collaborative working opportunities in real time while you are on-the-go without tying you to your laptop and office table.

SocioRAC Enterprise users are not allowed to Edit / Create / Delete or Manage the group.

These options are allowed in your retail account. Visit this link to check instruction sheet for 'Group Management'
http://sociorac.com/srac/wp-content/uploads/2017/10/SocioRAC-Features-Instruction-sheet.pdf

Once you will be added to the group by the admin of your organization, the group will appear automatically on your app. You will receive all of the content shared to the groups. You can share content to the group, also.

Check the image below.
On the home screen (where you see the Folder names) press the **Group** icon.
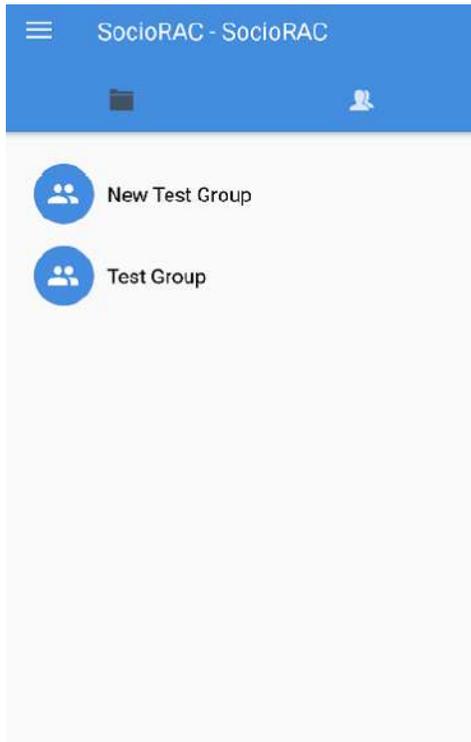
Here, I have been added to two groups. You will see the blank screen if you have not been added to any group. Click the group name to check other details of the group.
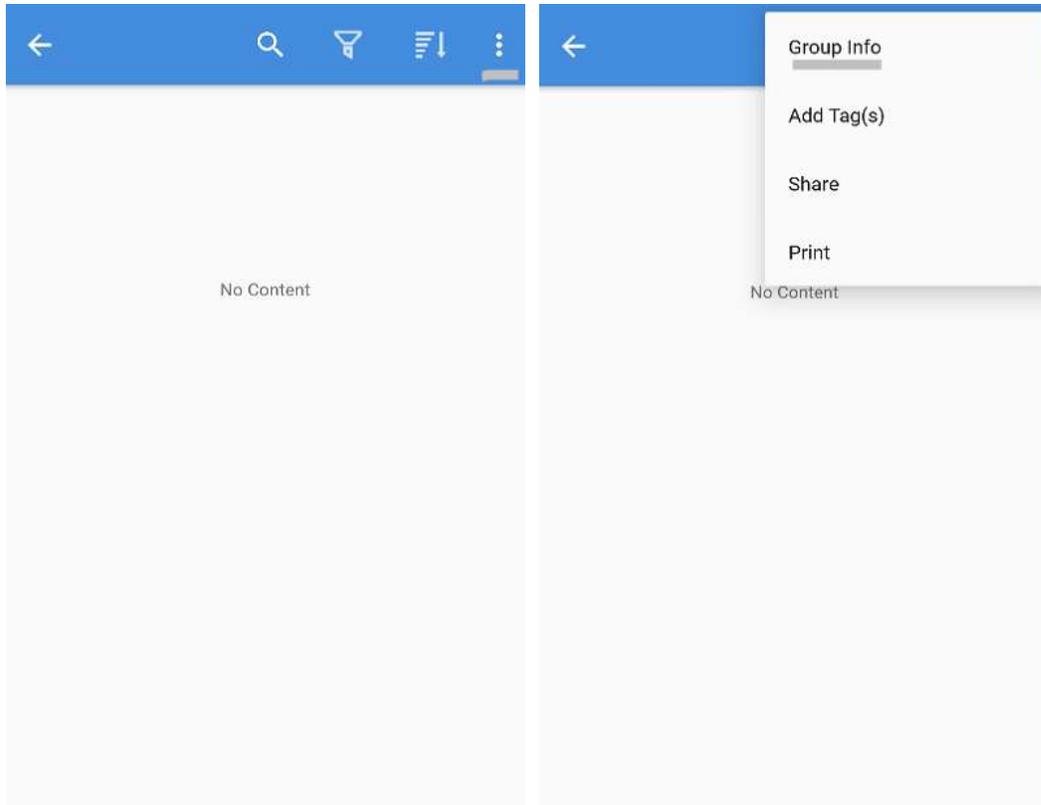
Left screen shows the content(s) shared to the group. Click the three dots upper right corner, as highlighted in above image. You will see 4 options there. By clicking '**Group Info**', you will get the details of the group.

Please note – You can only see this info, if you are given the permissions by your admin.
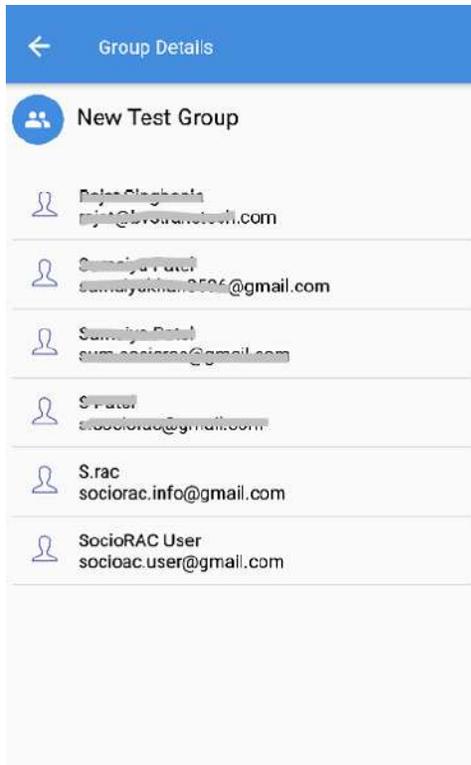
Reminder, Archive or Calendar

There are three major categories of content, namely, Reminder, Archive or Calendar. For reminder and calendar content, SocioRAC notifies the user at the selected time using emails and on-screen notifications. Here is the guide on how to add Reminder, Archive or Calendar Entries.

Before starting the guide,

**If you haven't installed SocioRAC, You can download it from Here. Visit our guide to learn *How to get started with SocioRAC***

How to add Reminder, Archive or Calendar

There are 4 rows in all on the Android **Pop-up** and on pressing button 1, 2, 3 or 4 on the iOS widget as explained earlier.
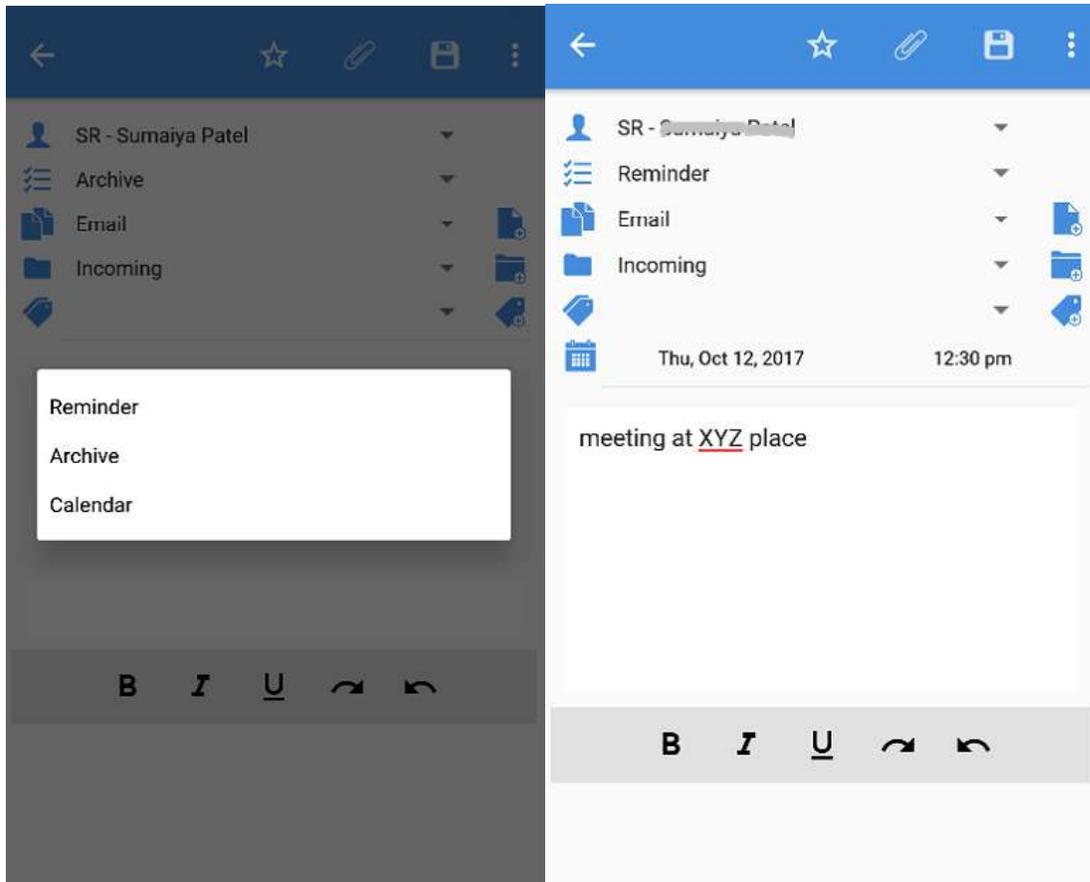
1. You can select and or set the **Source** on Row 2. You can create a new source too
2. Select the **Folder** in Row 3 where you want to save the content Or create a new folder if you want.
3. You can select or set multiple **Tags** in Row 4, and create new Tags too.
4. You can set a **Reminder** for content chosen by selecting reminder as the type in Row 1 and setting the date and time. So no more forgetting birthdays, events, to-do, and deadlines. Set a Reminder and SocioRAC will do the rest.
5. You can set a **Calendar Entry** for content chosen by selecting calendar as the type in Row 1 and setting "from and to" date and time. So no more forgetting commitments and meetings. Create a calendar entry and SocioRAC will do the rest.

Note- Screenshots given above are for Android users.

How to Share Content to Multiple Platforms (Social Media)

This feature might be / might not be available on your account, as per the permissions given to you by the admin.

Please check video here
https://www.youtube.com/watch?v=R--VPw43Yg0

SocioRAC provides a unique feature of sharing saved content to multiple platforms. You can share content to Facebook, Twitter, and LinkedIn with a single button click with more efficient and seamless experience. Here is a guide to show you how you can share content to social media and other platforms very easily in just a few seconds.

Before starting the guide,

If you haven't installed SocioRAC, You can download it from **Here.** Visit our guide to learn ***How to get started with SocioRAC***

How to share content

Open the content which you want to share with your friends by multiple social media networks. Click on **Share** symbol (Highlighted in the image below).
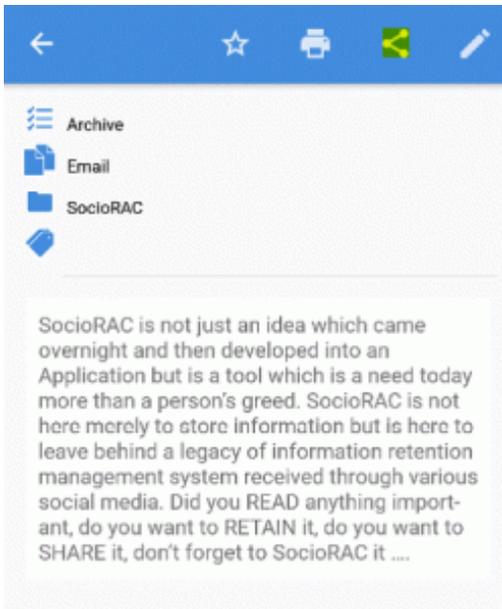
You will get the second image (as shown below). You can share your content on multiple platforms at the same time very easily. All the share buttons are there for you to share to any app. You can edit the content too, before sharing. Pressing the **Whatsapp, SMS** or **Email** button takes you to their window. And you can choose whom to send the content to.
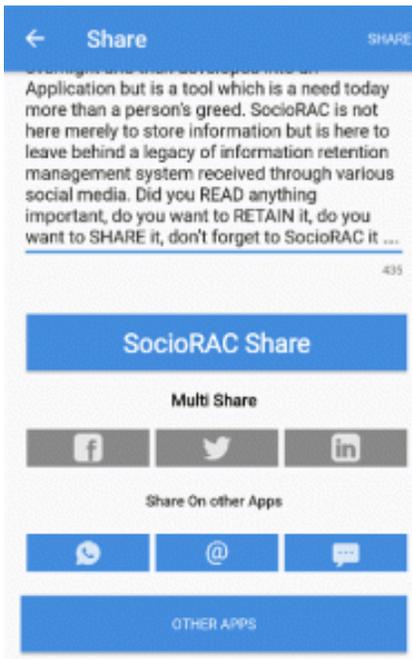
You can also choose one or all three of **Facebook Twitter** and **LinkedIn** to post the content on them in one go rather than doing it one by one. You can also post (share) the content on any other app installed on your phone by pressing the button **Other Apps**.

SocioRAC provides you multiple contents sharing flexibility also. Multiple contents can be shared by selecting the **Share** option from the side menu, (as you do for Move Copy Delete etc.) and then select multiple notes to share.

SocioRAC Share (New feature)

This feature might be / might not be available for you, as per the permissions given to you by the admin.

Please check our video tutorial for this feature: https://youtu.be/YIk9BQFjwOk

SocioRAC Share feature allows you to share your content with SocioRAC contacts as shown above. Here is the detailed description about SocioRAC Share.

Selected content can be shared to specific contacts, and groups.
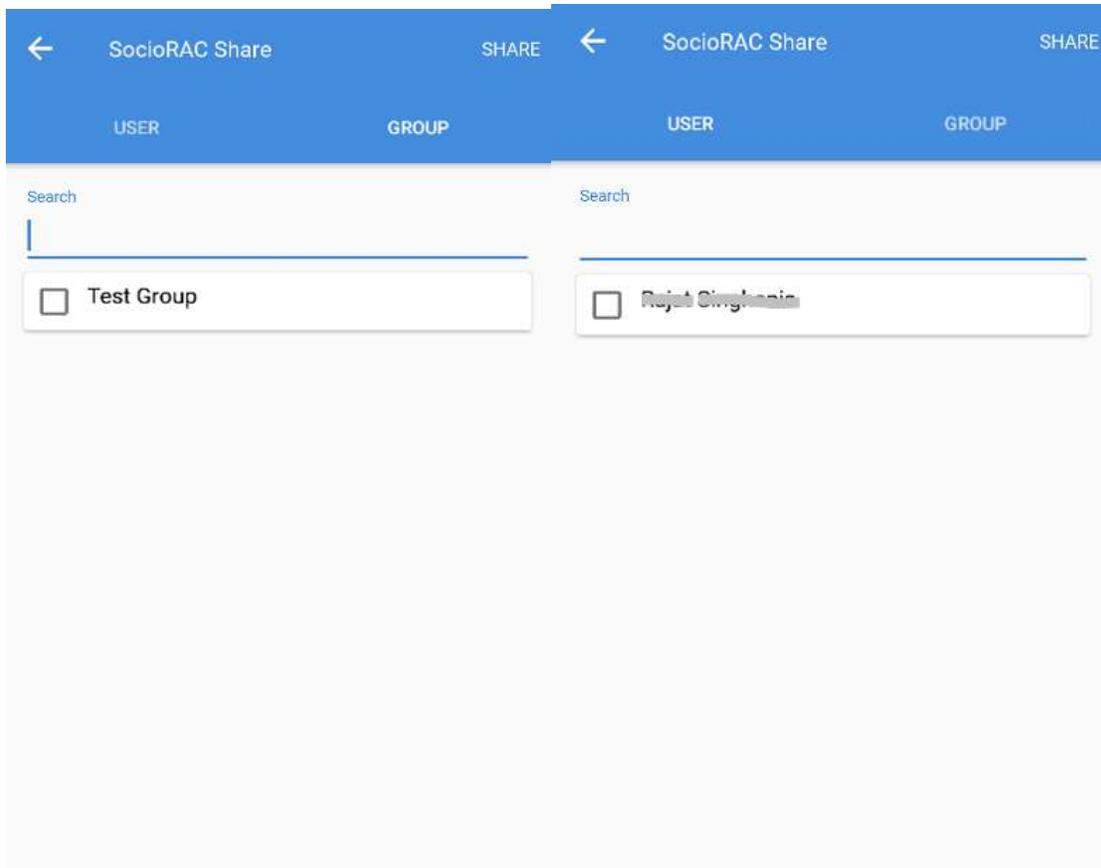
Password Protection

Please check video here
https://www.youtube.com/watch?v=apMioi0-K9I

SocioRAC is a revolutionary data saving and data management application for Android and iOS users. With the help of SocioRAC, you can save data from any browser, any platform. And can share data manually to social networking sites. SocioRAC worries about your privacy also, SocioRAC is having a feature to lock your app and a specific folder with a password. If you have not downloaded SocioRAC yet, get it from here.
Install SocioRAC

If you are facing problems, You can visit our guide, **How to sign up with SocioRAC**. SocioRAC features are giving you the easy and best way to manage your content. Check out our step by step guide for, How to use **SocioRAC add-on features.** Here is the guide for **'How to secure SocioRAC saved content with a password'**.

What is SocioRAC's Password Protection?

For restricted access to SocioRAC app, it can be optionally protected with a 6-digit password, so that content within the app remains secure even if the phone is unlocked. SocioRAC allows you to secure specific folder also with a 4-digit pin.

How to create a password?

Here are all of the "**Settings"** of SocioRAC.

- You can enable a password to secure your app and then set the password by clicking **Application PIN**
- With the help of **Folder PIN,** You can also put a password to some specific folders
- Change the time period of storing your content (more or less than 7 days) on your phone.
- You can trace the previous backup timing, Number of notes, and the space of storage. SocioRAC gives you 100MB in the free version
- Set the default folder to receive incoming notes (choose from the existing folders)
- Disable the Pop-up (prevent the auto pop-up from coming up)
- Decide the content for view in PDF and printing (which fields to be printed).
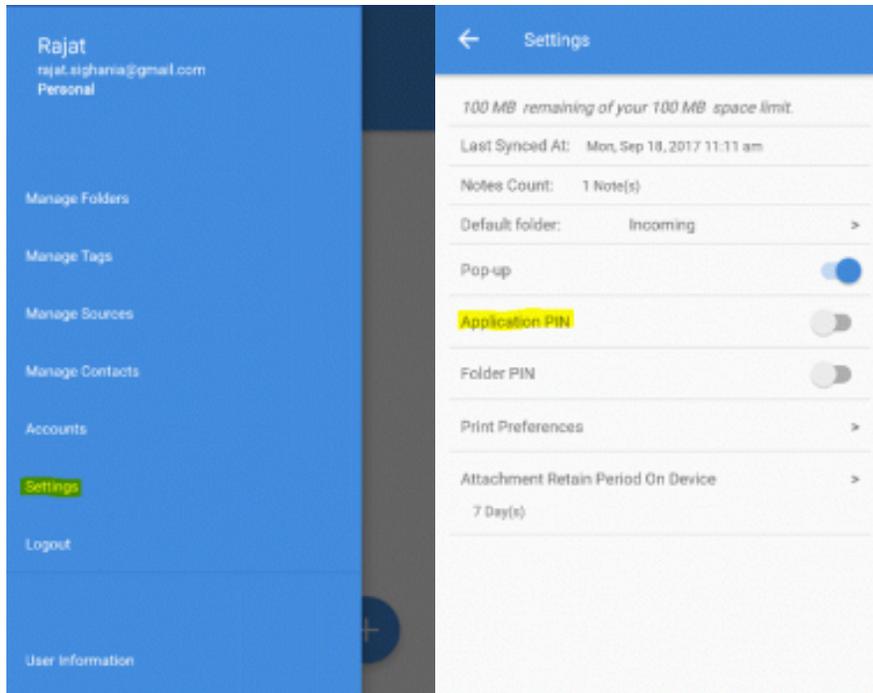
# Search, Sort & Filter Feature

Please check video tutorial here
https://youtu.be/cJ5AULoo6pQ

Data can be retrieved in a quick and efficient manner using the search/ sort capability and various filter options. SocioRAC is giving you features that will allow you to choose and view your content as you choose. Here are some options.

If you have not downloaded SocioRAC yet, Get it from here

Search the content:

When you save lots of content, later finding the one you want can be a pain. Don't worry; SocioRAC gives you the solution. Press **Search** as shown below. Type a few alphabets or any word you want to search and it will show all the notes having the searched word.
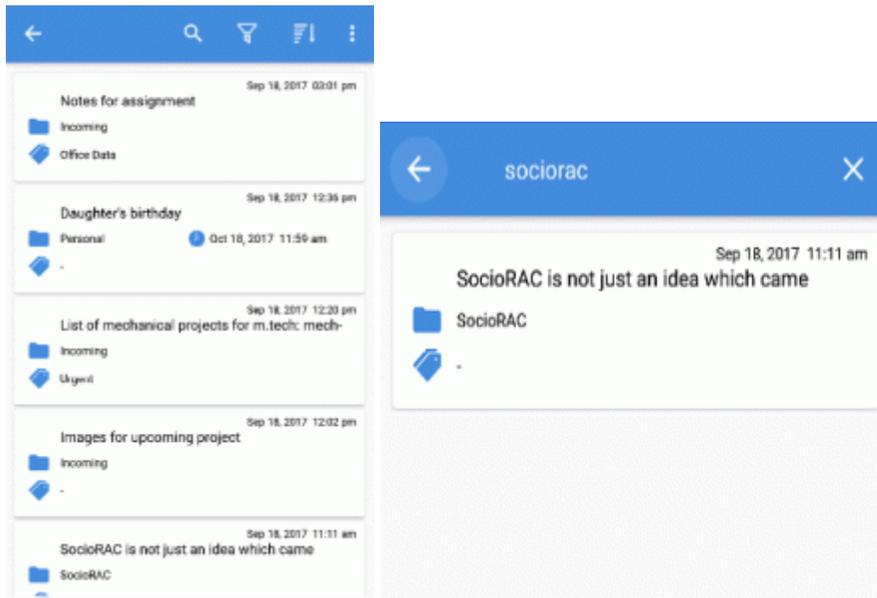
Sort content list:

The screen below shows how to **Sort** the content. There are four different ways to sort your content. You can sort it by

- The content
- The type of note (Reminder, Archive, Calendar)
- The date (created or last modified)
- The folder list.

You can reverse sort it also by clicking on **Reverse.**
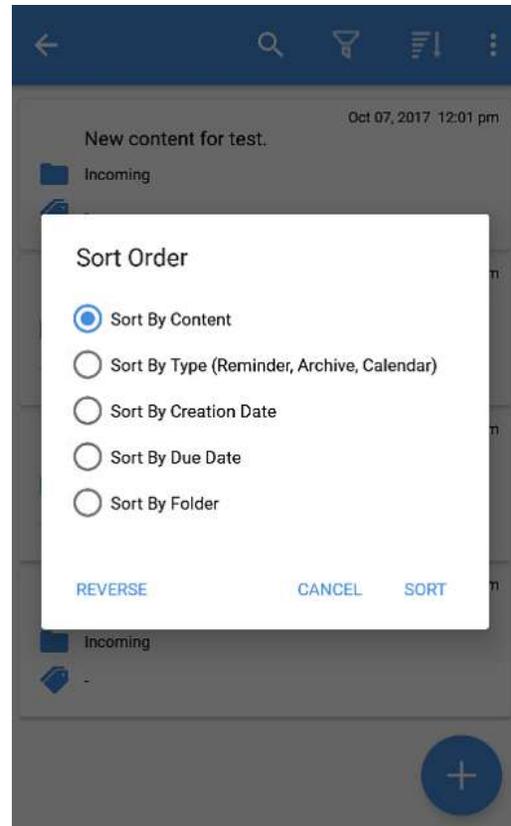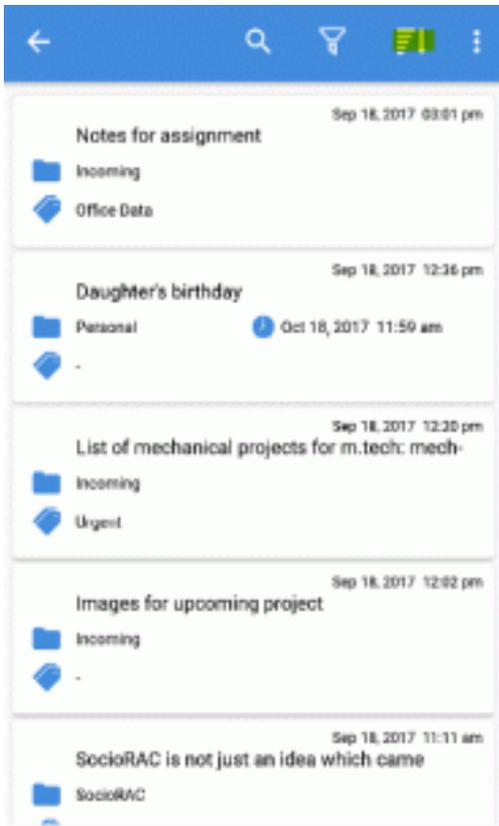
Filter the content:

This feature allows you to find the content by filtering.
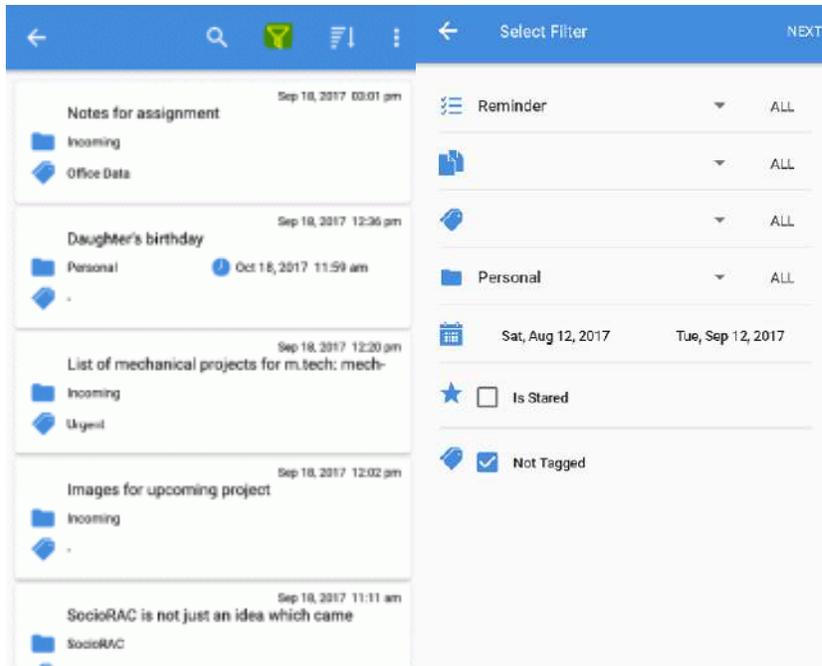
Press **Filter** as shown in the image above. The screen shown in the image on the right will open up.

Filter allows you to -

- Select specific Labels - Folders, Tags, and Sources (as shown in the image on the right). You can choose all for any of the categories to
- Select the kind of notes – Reminder Archive or Calendar. You can choose all too
- Select if you want to see only Starred notes
- Select if you want to see only Untagged notes
- Select the time duration to see the specific content saved at specific dates.

Click **Next**. The filter will give you the list of notes matching the labels selected by you as explained above. And here (as shown in the screen below) I have got the content which I was looking for (based on the filters applied).
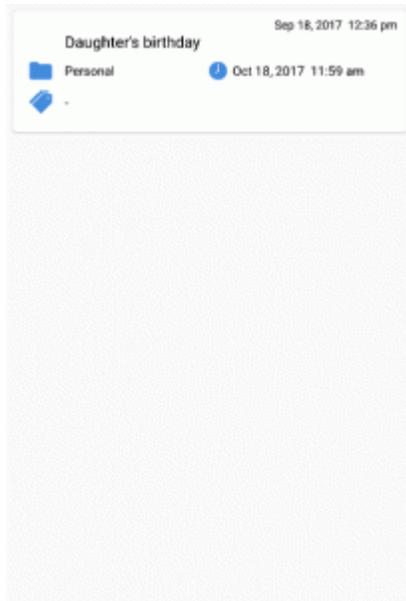
Using this feature, you can create an instant **Catalogue** for your images, pdf or ppt files. Save them on SocioRAC and tag them with multiple tags and then use the filter option to find the ones you want. Helps you multi-link files in an easy and efficient way.

Data can be retrieved in a quick and efficient manner using the **Search** & **Sort** capability and the various **Filter** options.

How to add (save) content manually:

Please check video tutorial here
https://youtu.be/SH4HHXl9cms

With the help of SocioRAC, Content is just one tap away from you. Please visit our guide for **How to retain content with SocioRAC pop-up**.

So now, the question is how can I save the data manually? What if I don't want to save content from any source? What if I want to save my own contents? Here is the solution.
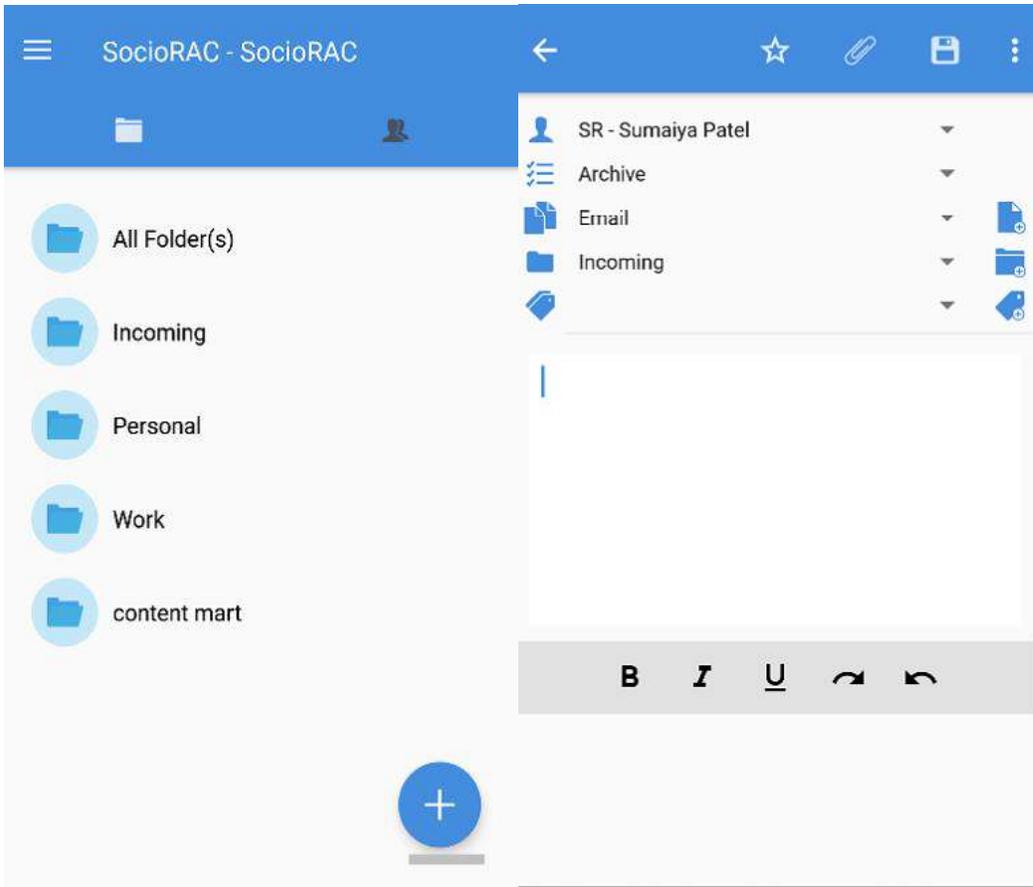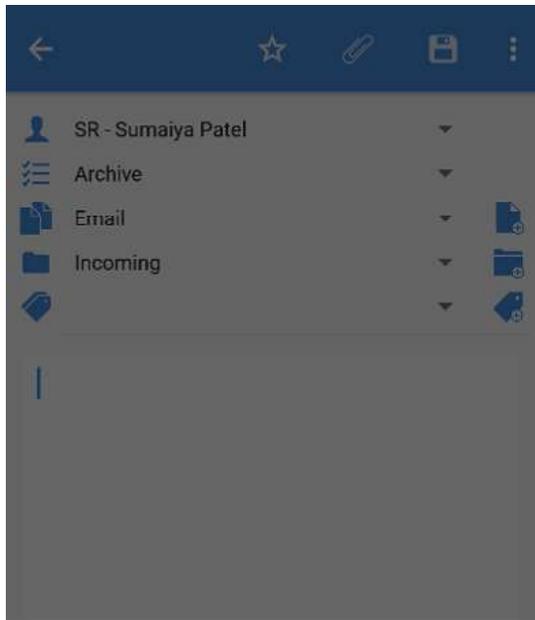
In the 1st screen (the default/ Home screen) you can see the list of folders on SocioRAC. From the bottom of the right side, **click +**. You will get the screen 2 as shown above (on right). You can now choose/ set the tags, folders or the source as mentioned above. Type and add your content here. You can also **format the content** ie Bold, Italic or Underline. If you want to **attach an image or any file** from any cloud drive or your phone or even **save a picture** using your phone camera, you can add it as shown on image 3 (above) and click on **Save** to save the content.

Please Note- You can also create a **New Note** on SocioRAC **by sending an email** from your registered email ID. Any email sent from your registered email ID **to mail@SocioRAC.com** will become a new note in your account on SocioRAC in the **default folder** as defined in the Settings menu.

How to save attachments in SocioRAC:

Please check video tutorial here
https://www.youtube.com/watch?v=RG6ZWN8Lc-A

SocioRAC is a proprietary patent-pending platform to retain and share content from any browser or app. if you have not downloaded SocioRAC yet, Get it from **Here**. Visit our guide for ***How to get started with SocioRAC?*** You can save attachments also from various social media sites. Here is a short guide to show you how to save an attachment from Whats App and Facebook.

How to save an image from Whats App:

Select the image you want to save. Click Share Highlighted as above (as there is no Copy button). You will get the share menu, something as shown below.
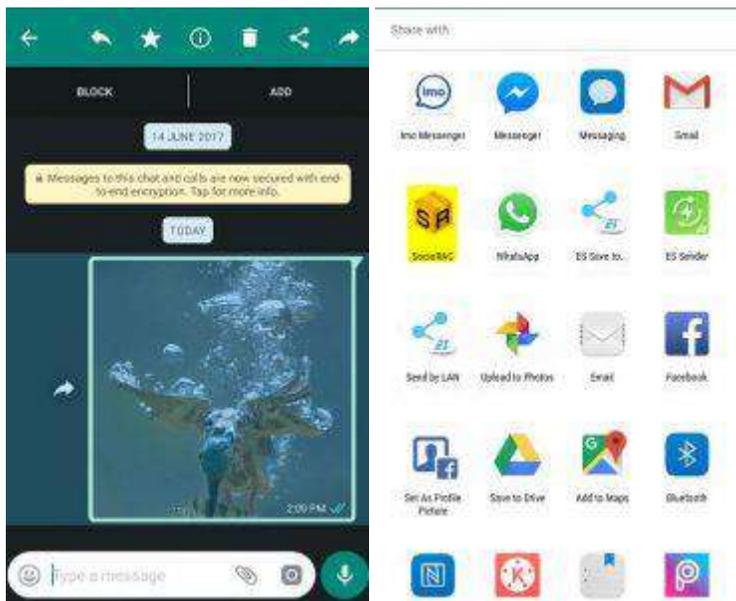
Choose SocioRAC from here. SocioRAC will open a new window as shown below

As shown above, the image has been placed there. You can now choose/ set the folder, Tags, Sources or create new ones. Type the content associated with the attachment (image) and then press 'Save' on the upper right corner to save the note. You have successfully saved the image.

For more than one image, the process will be same. Just select the images, click on share and follow the above method.

How to save an image from Facebook:

Go to the image which you want to save. Go to the options. Click on Share external.
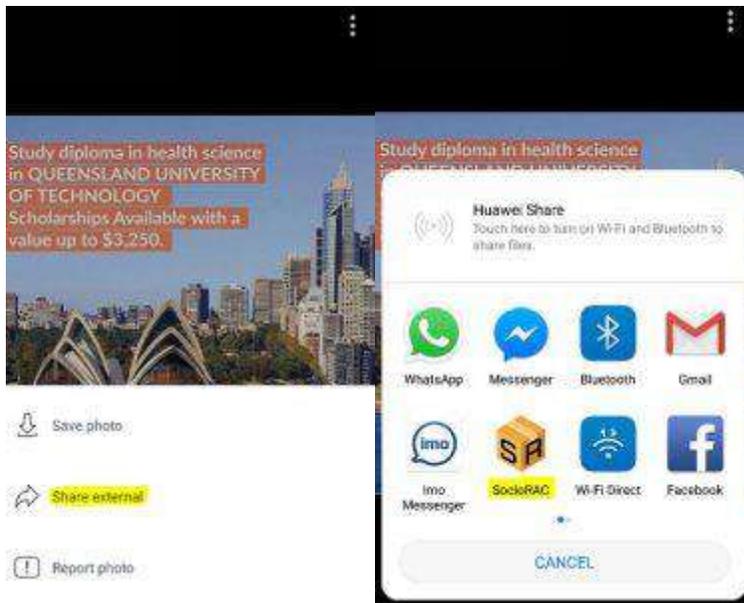
Click SocioRAC. SocioRAC will open a new window as shown below.
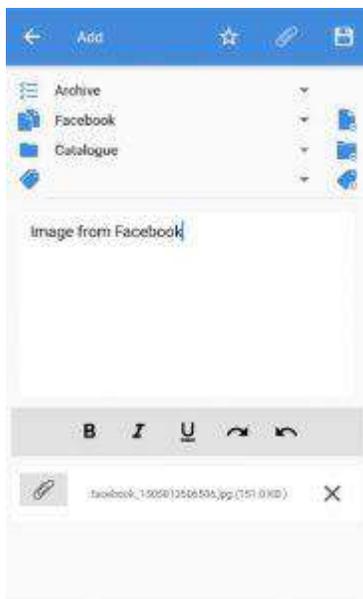
As shown above, the image has been placed there. You can now choose/create the Folder, Tags, Sources or create new ones. Type the content associated with the attachment (image) and then press Save on the upper right corner to save the note.

Please note, for other social media networks or other attachments, the process will be same.

How to manage multiple contents:

Please check video tutorial here
https://youtu.be/TXTWhykGWxQ

With SocioRAC, You can **Move, Copy, Delete or Merge** the contents saved.
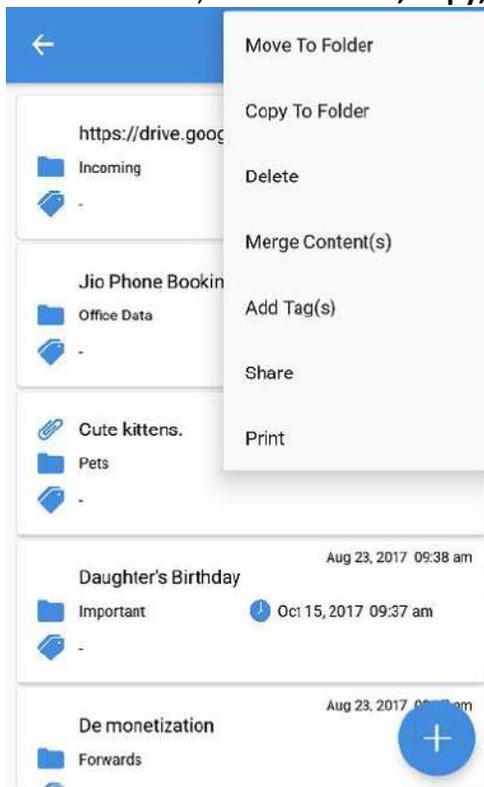
How to Move content:

Go to the folder having the content you want to move (or on All Folders option). Click on the **Options** menu. Click on **Move to Folder** option there.
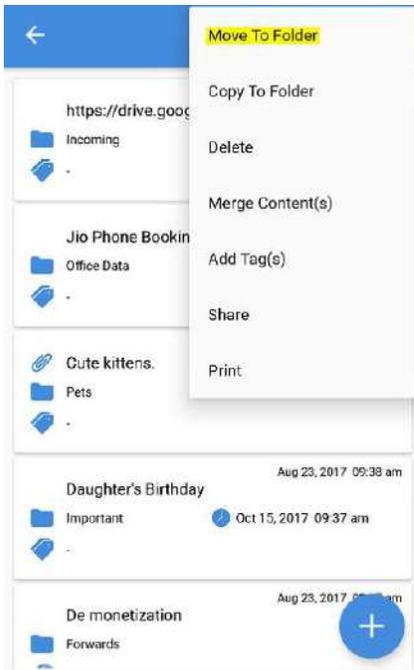
SocioRAC will ask you to choose the content which you want to move. **Select each content** you want to move (you can press on **Select All** to select all the content displayed) and click on **Next**.
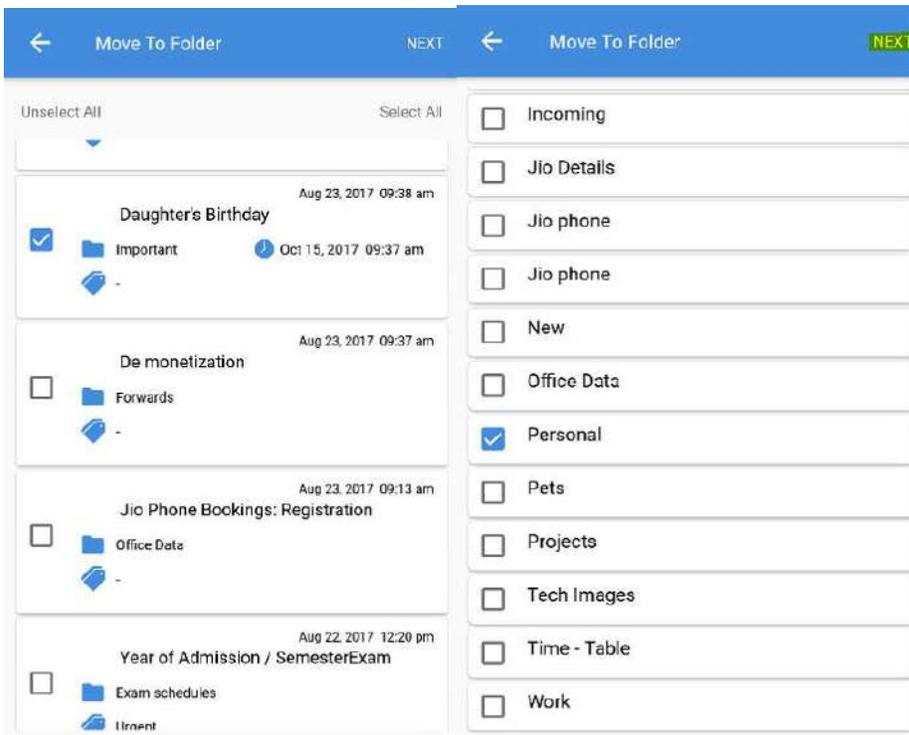
SocioRAC will ask you to **Select the folder** where you want to move your content. Select the folder and click on **Next**. You have moved your content successfully.
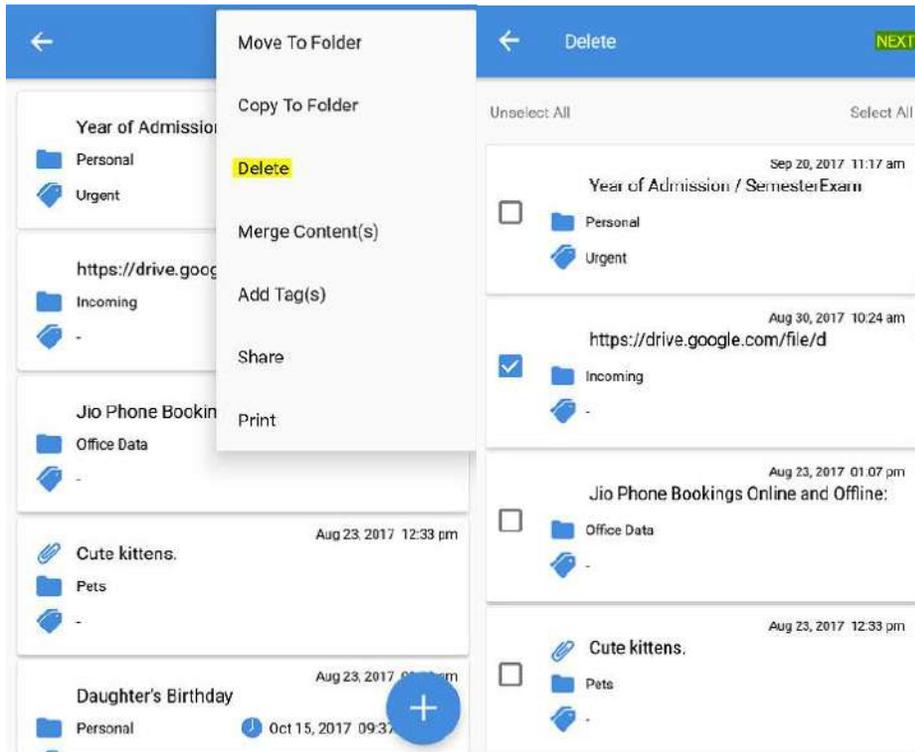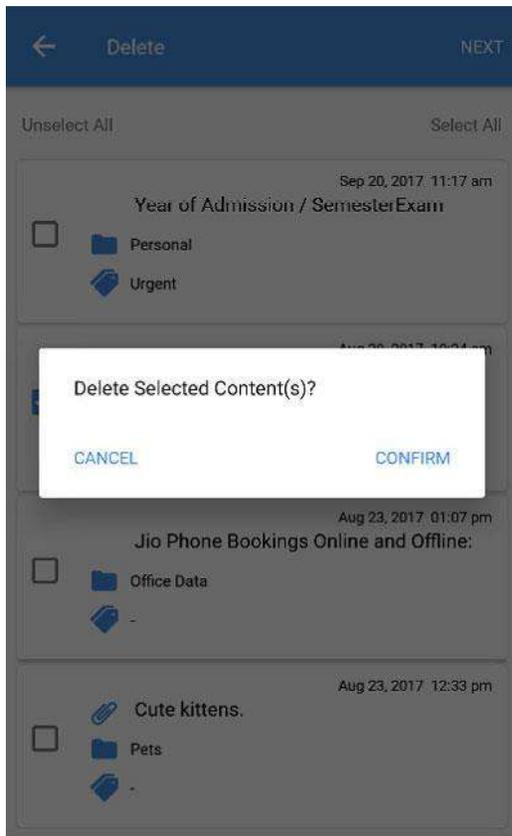
How to Copy Content
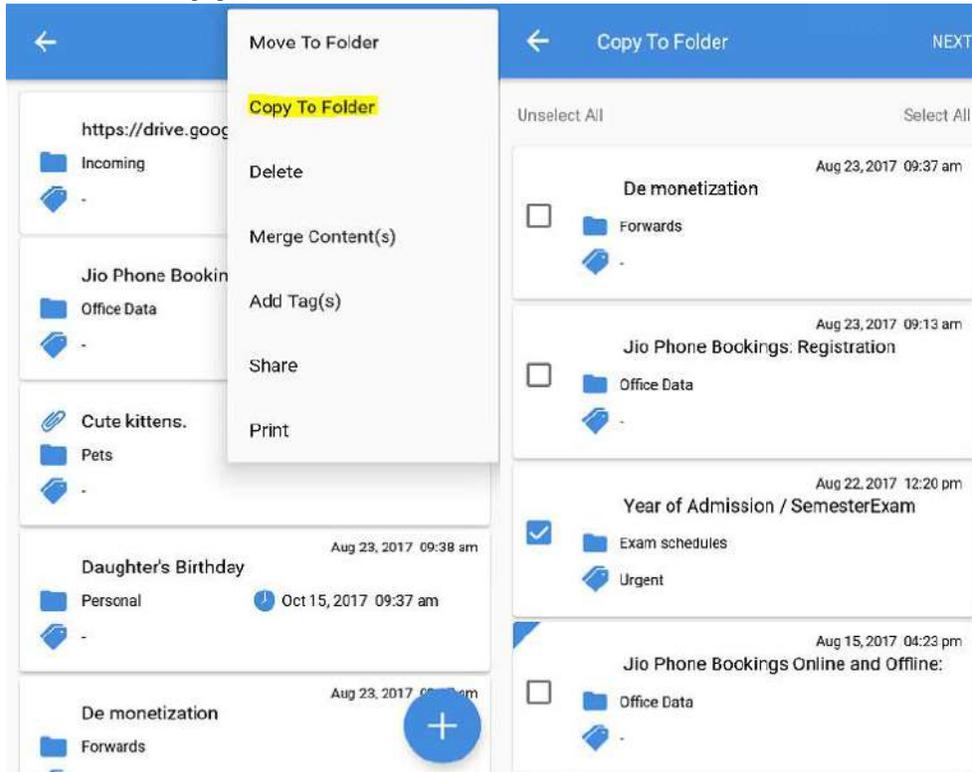
Like Move, go to the folder having the content you want to Copy (or find it on All Folder option). Click on the **Options** menu. Click on **Copy to Folder** option there. SocioRAC will ask you to choose the content which you want to copy. **Select each content** you want to copy (you can press on **Select All** to select all the content displayed) and click on **Next**. SocioRAC will ask you to **Select the folder** where you want to copy your content. Select the folder and click on **Next**. You have copied your content successfully.
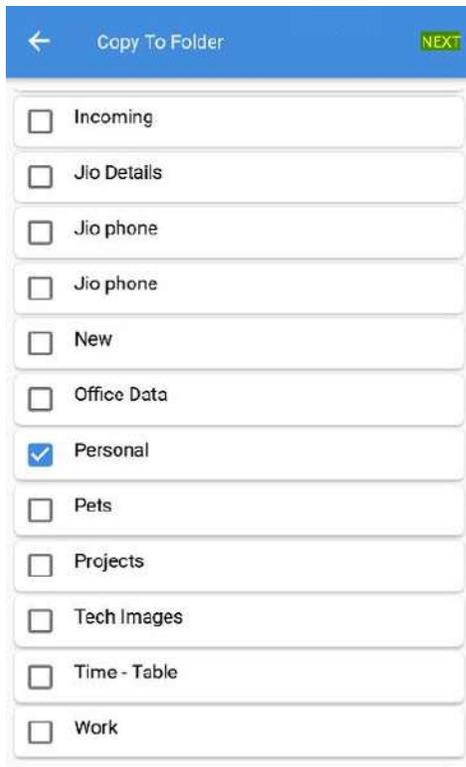
How to Delete Content?

Like Move and Copy, go to the folder having the content you want to Delete (or find it on All Folder option). Click on the **Options** menu. Click on **Delete** option there. SocioRAC will ask you to choose the content which you want to delete. **Select each content** you want to delete (you can press on **Select All** to select all the content displayed) and click on **Next**
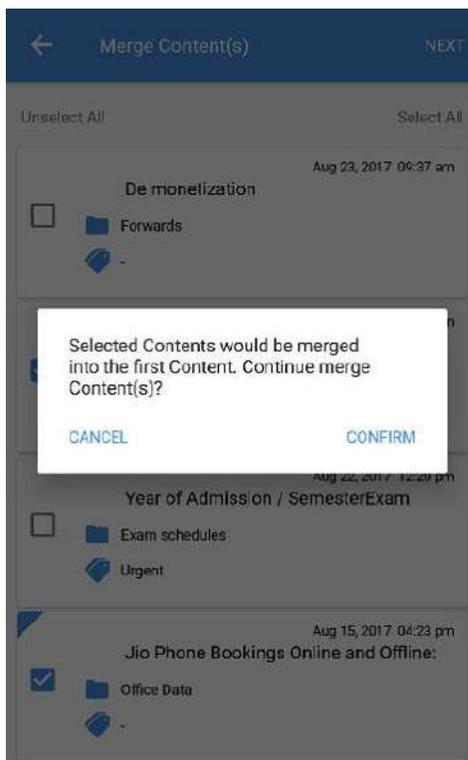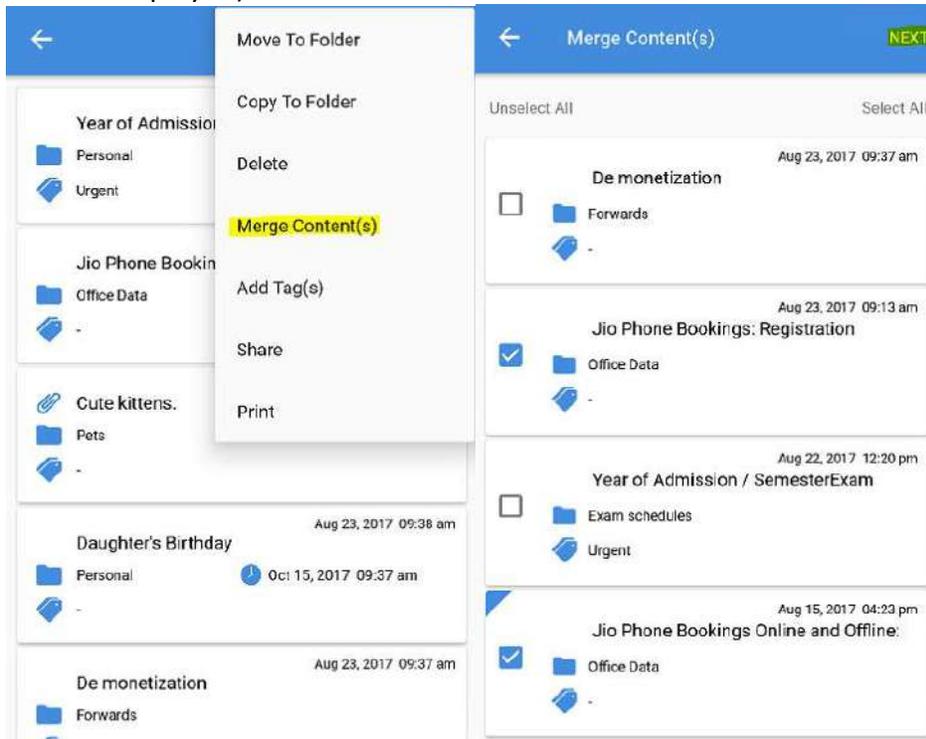

SocioRAC will ask you for the confirmation. Click on **Confirm**. You have successfully deleted the content.

Please note Deleted content cannot be restored or recovered, so please be very careful what you delete.

How to Merge Content?

Like Move Copy and Delete, go to the folder having the content you want to Merge (or find it on All Folder option). Click on the **Options** menu. Click on **Merge Contents** option

there. SocioRAC will ask you to choose the content which you want to merge. _Please make sure you select the content in the sequence you want in the merged content_. **Select each content** you want to merge (you can press on **Select All** to select all the content displayed) and click on **Next**.
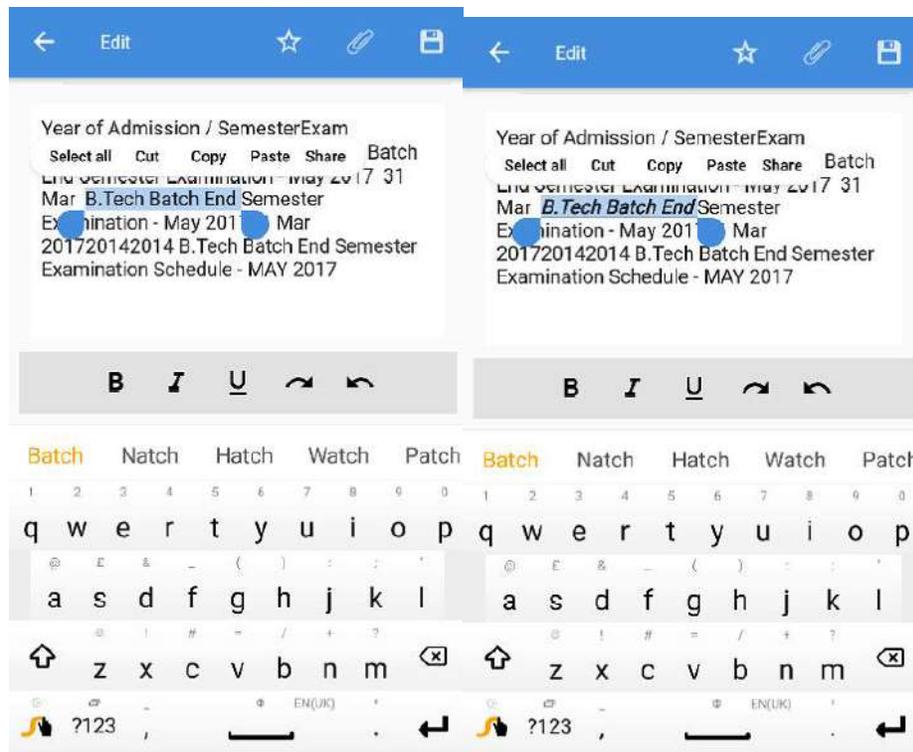
SocioRAC will ask you for the confirmation. Click on **Confirm**. All the chosen content will be merged into one consolidated note.

How to Format the content?

Please check video tutorial here
https://youtu.be/OM4HAlrpAwk


You can stylize the fonts such as **Bold, Italics and Underline** can be used for formatting the content. Moreover, SocioRAC also provides other editing features such as **Undo/Redo** and **Merge/Append**. Also, spell check is integrated to avoid spelling mistakes within the content.

How to mark any content as a favorite?

Please check video tutorial here
https://youtu.be/XseUBlR43_U

SocioRAC recently launched the new feature where users can star the important contents. The screen below shows you the use of the star feature.

Find the note (content) you want to mark, press **Edit**, press **Star**, press **Save** and then you are done. The note will be highlighted as shown below.
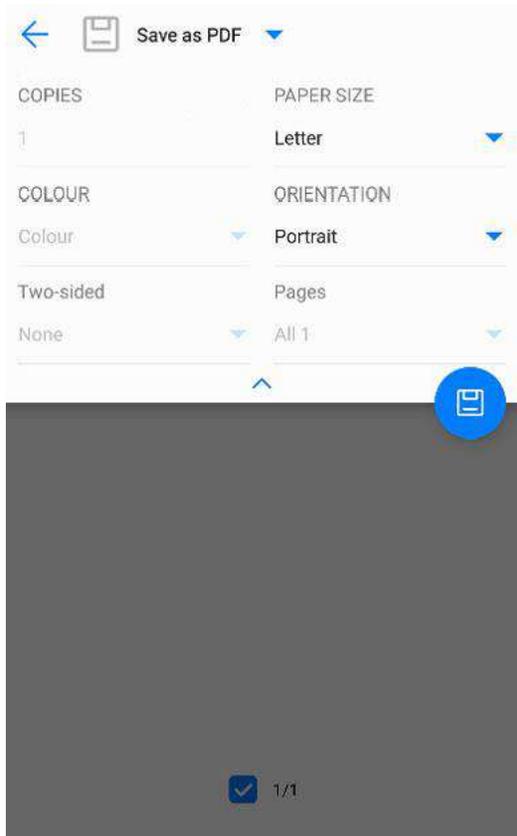

Print

Please check video tutorial here
https://youtu.be/3lHTYcSBee0
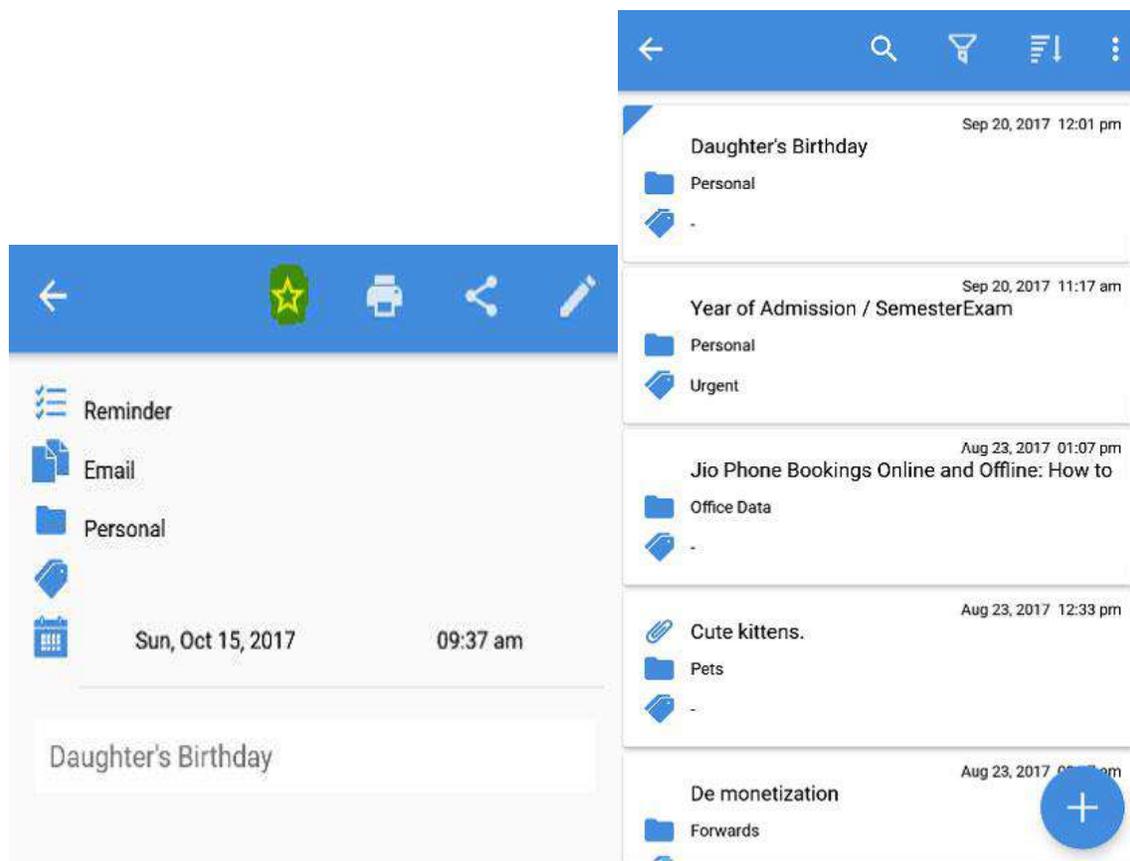
You can Print the content or save the content as a pdf file. Click on the **Print** option as shown below. To choose what information is printed from each note, define it in the settings menu.
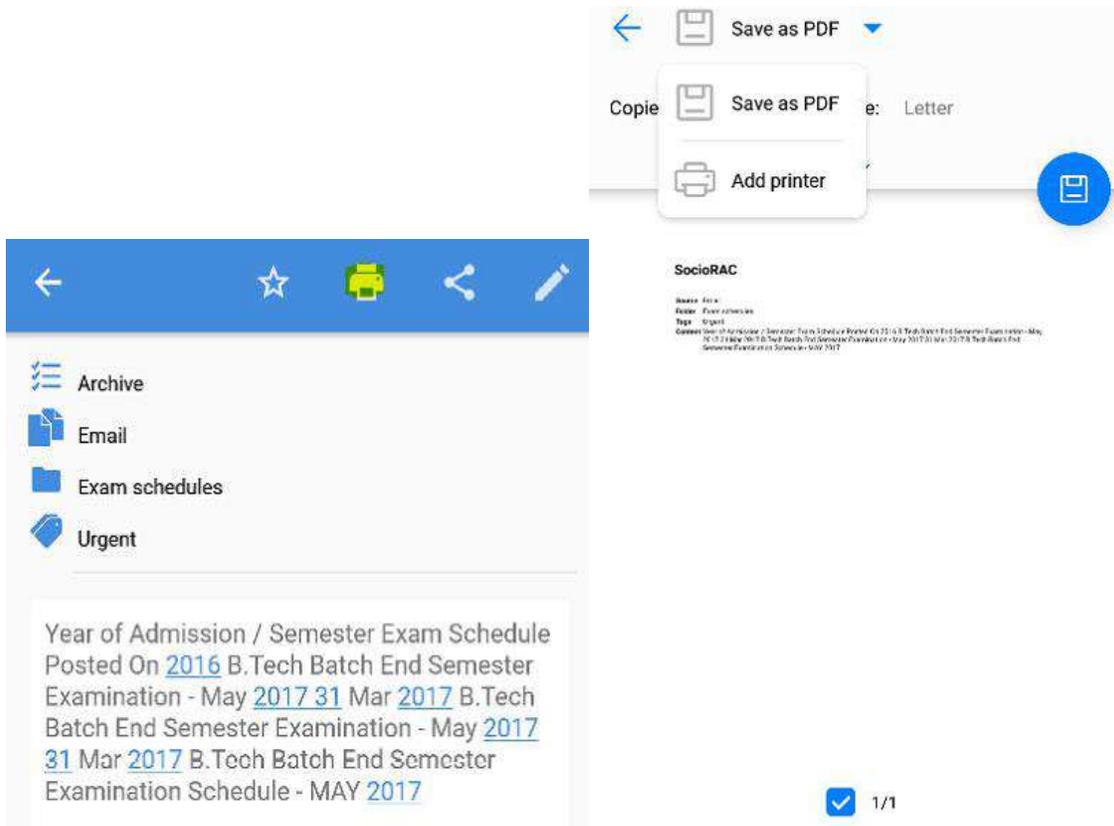
You can save the content as pdf file shown above. You can also change the **page size and mode**. Once you have a Wi-Fi printer set up with your phone, you can also **Print** the note on the printer directly without needing a computer etc.

You can select multiple contents to print by selecting the **Print** option from the side menu, (as you do for Move Copy Delete etc.) and then select multiple notes to print.

Now you are ready to Read IT, Retain IT, and Share IT.

SocioRAC IT