



# My TFS Hub User's Manual

This document is to help users of TFS Hub understand the interface and use the website to its fullest potential.

## **Section 11: Using the TFS Hub App**

TFS Hub doesn't have to be used through a browser, we have an app for Android that can be used on anything that has the Google Play Store. You can see it at <https://play.google.com/store/apps/details?id=com.tfshub.client>



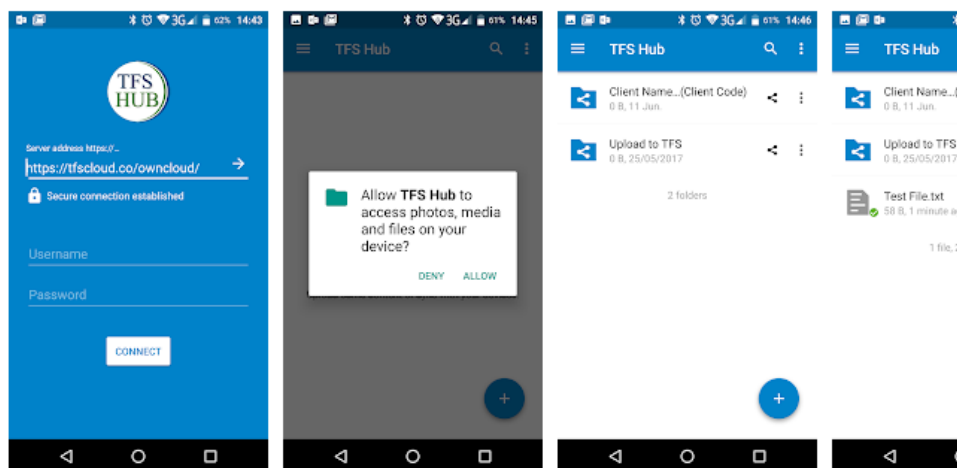
TFS Hub

TFS Smart Technology Ltd Productivity

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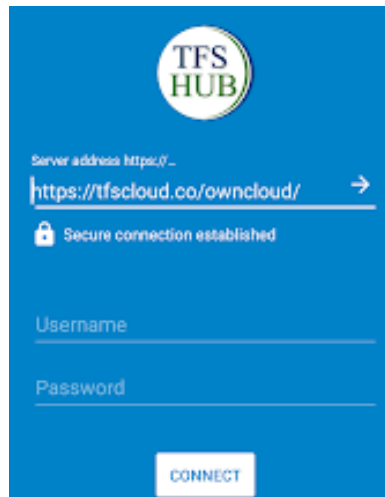
The TFS Hub app is the convenient way to quickly access your financial and tax files shared by TFS Chartered Accountants. Use your favourite Android device to browse and view your files, and quickly upload information to TFS directly from your phone or tablet.

Don't use email, use TFS Hub. It's faster and more secure than email.

TFS Hub is provided for the use of clients of TFS Chartered Accountants.

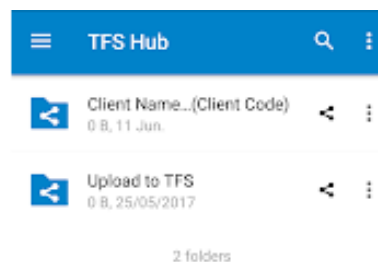
TFS Hub on Android has the same features as its web browser counterpart, and will sync with your account almost instantly so you can have it open on both at the same time. The app is currently listed as 'unreleased' so that people who have no affiliation to TFS will not be able to have access.

Once you have downloaded the TFS Hub App, you will be greeted with a sign in page. Just put in your login information from your TFS Hub on the computer. This will sync it to your account.



After you have logged in, you will have access to all your files that you have uploaded or been shared. You can also use the same features as online, but the formatting is slightly different.

To upload an item, press the plus symbol in the lower right-hand side of the screen. This will bring up more options, then select the upward arrow.





The top option is the upload button. It works the same as the online, as it brings up a list of the items you have on your phone. You will just need to select the item you want to upload then press the blue 'Upload' button on the bottom of the screen.



If you want to find an item that you have interacted with recently, you can access them faster by using the second option. It looks like a box with an arrow pointing inward. This brings up a list of your recent items. You can upload them to TFS Hub.

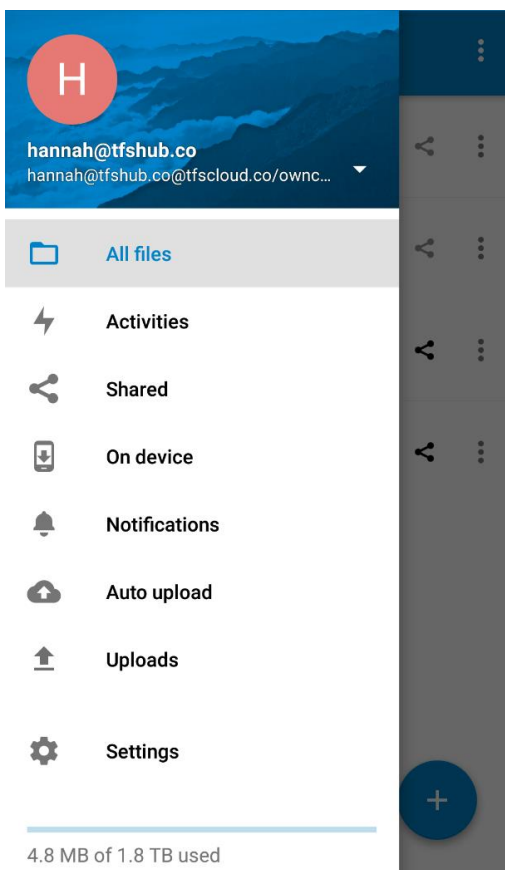


The final option available in this menu is the option to create a folder. This works the same as online, where it will ask you what you want to call it.



The original plus symbol is now an exit button, meaning if you don't want any of these options, you can exit the menu.

On the app, you can bring up even more options by sliding your finger from the left-most side of the screen to the middle. This will make a menu appear on the side of the screen. You can also press the three lines in the top left-hand corner, which will do the same thing.



It will display your TFS Hub account up the top. If you press the arrow to the side of your account, you can switch between accounts, which is helpful if it is a shared or company device.

The area you are in will be highlighted. 'All Files' has the files you have uploaded, like on the website.

'Activities' functions the same as on the website as well, showing what has been done and by whom.

'Shared' works the same as online, showing the items you have shared.

'On Device' is a category that only shows items you have downloaded to the device.

'Notifications' will have notifications stored, but you will not be able to push notifications (have them appear on the top of your screen outside of the app) currently.

'Auto Upload' can be used to upload items.

'Uploads' has the items you have uploaded to TFS Hub from this device.

'Settings' has the settings that are specific to the app. These include more security measures like a fingerprint lock or to backup your information to your device.

If you scroll down past 'Settings', there will be an option to contact TFS. This has addresses, emails and phone numbers to help you.



The TFS Hub App is the same TFS Hub as online, it just has a few differences in layout.