



# **Fann Software AnPIFile**

## **Users' Guide (Tablet)**

### **Version 3.0**

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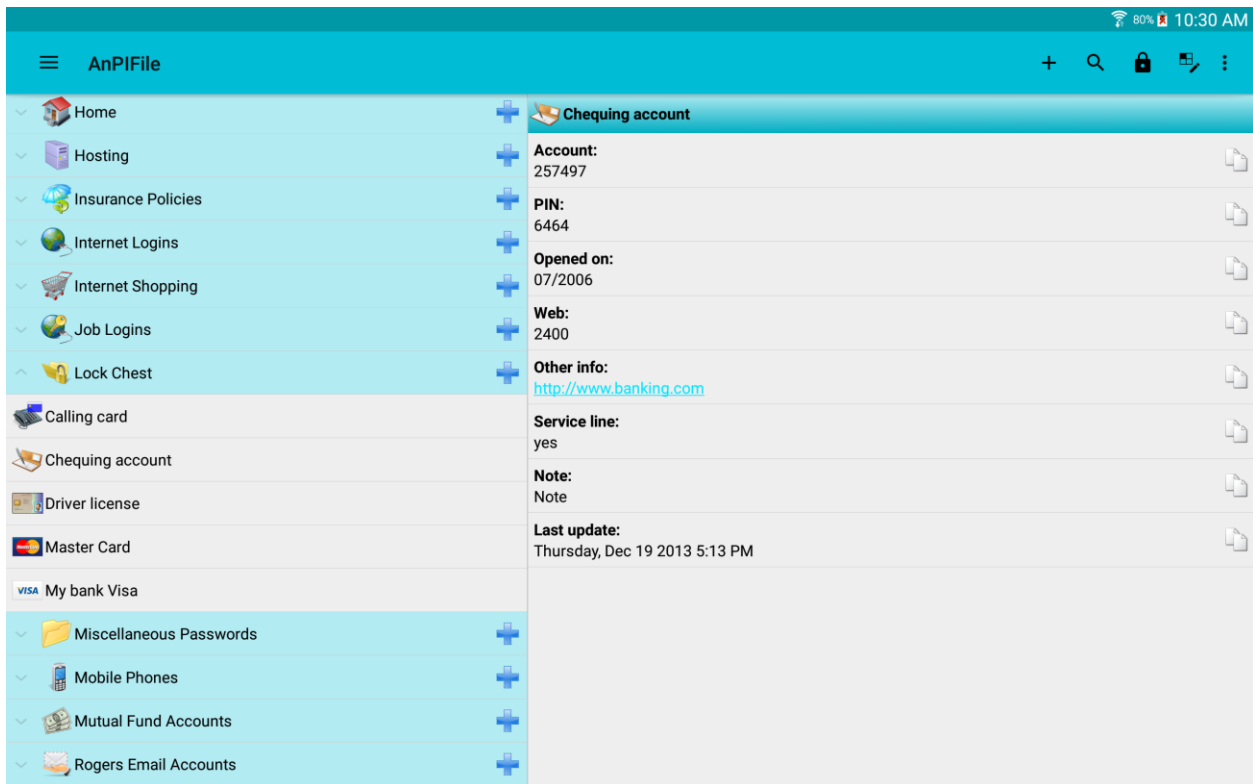
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# Overview

AnPIFile is a personal information manager. You can store any personal information that requires password protection such as credit cards, pins, logins, driver licenses, software keys, insurance policy numbers, bank account numbers, etc. Information is organized by categories. The data is encrypted with AES encryption algorithm using a user-defined password. Features:

- Touch-friendly user interface
- Handy preview
- Simple operations
- Favourite list
- Multiple collections
- Item attachment
- Type customization
- Password generator
- Respective user interface design for tablets and phones

# Using AnPIFile



On the first run of AnPIFile, you will be prompted to set a password. Please enter an alphanumeric password that is easy to remember but hard for others to guess.

Data is organized by multiple collections. Each collection contains a set of categories. Each category contains a list of items.

To create a collection:

1. Touch the left drawer action item (☰) on the main screen.
2. Touch the New action item.
3. Enter a name for the collection.
4. Select a desired image.
5. Touch the Save action item.

Before creating new items for a collection, you must define one or more categories.

To create a category:

1. In main screen, touch the New action item.
2. Enter a name for the category.
3. Select a desired image.
4. Select a desired image for new item(s) under this category.
5. Touch the Save action item.

To create a copy of a category:

1. Touch and hold on the category to display the context menu.
2. Select Create copy.
3. Change the information if desired.
4. Touch the Save action item.

Once categories are defined, you can create new item(s) under each category.

To view the items of a category, touch the category from the main screen.

## **Modify a Collection/Category**

1. Touch and hold on the collection/category to display the context menu.
2. Select Edit.
3. Make the necessary changes.
4. Touch the Save action item.


### **Note:**

- If an edit screen is opened, AnPIFile will not lock automatically. Therefore, you should not leave the edit screen open and switch to other applications.

# Create an Item

The screenshot shows the 'AnPIFile' app interface. At the top, there is a blue header with a back arrow, the text 'AnPIFile', and system icons for signal, Wi-Fi, battery (77%), and time (5:55 PM). Below the header is a form with the following fields:

- Name: Chequing account
- Image: [selected icon]
- Account number: 257497
- Branch number: 6464
- PIN:
- Opened on: 07/2006
- Minimum balance: 2000
- Withdrawal limit:
- Web: http://www.banking.com
- Online password:
- Branch phone:

1. Touch the blue Add button (  ) on the desired category.
2. Select a type from the list.
3. Enter a name for the item.
4. Select a desired image.
5. Enter the information.
6. Touch the Save action item.

To create a copy of an item:

1. Touch and hold on the item to display the context menu.
2. Select Create copy.
3. Change the information if desired.
4. Touch the Save action item.

To generate a password:

1. Select the desired field of the item.
2. Touch the Insert password action item.
3. Enter/select the desired criteria.
4. Touch the Generate button.
5. (Optional) Repeat step 4 until a desired password is generated.
6. Touch the Insert button.

## Item Attachment

Each item can have one attachment linked to it. The attachment is encrypted and stored in the PIFile directory.

To add a file attachment:

1. Touch and hold on the item to display the context menu.
2. Select Add attachment.
3. Select File.
4. Select the desired file.

To add a photo attachment:

1. Touch and hold on the item to display the context menu.
2. Select Add attachment.
3. Select Camera photo.
4. Enter a name for the attachment.
5. Touch the OK button.
6. Take a photo.
7. Touch the Save button.

To delete an attachment:

1. Touch and hold on the item to display the context menu.
2. Select Delete attachment.
3. Touch the Delete button to confirm.

To export an attachment:

1. Touch and hold on the item to display the context menu.
2. Select Export attachment.
3. Select the desired folder.
4. Touch the OK action item.

## Modify an Item

1. Touch and hold on the item to display the context menu.
2. Select Edit.
3. Make the necessary changes.
4. Touch the Save action item.

## Delete an Item/Category/Collection

1. Touch and hold on the item/category/collection to display the context menu.
2. Select Delete.
3. Touch the Delete button to confirm.


**Note: All items in the category, or all items and categories in the collection will also be deleted.**

## Favourite List

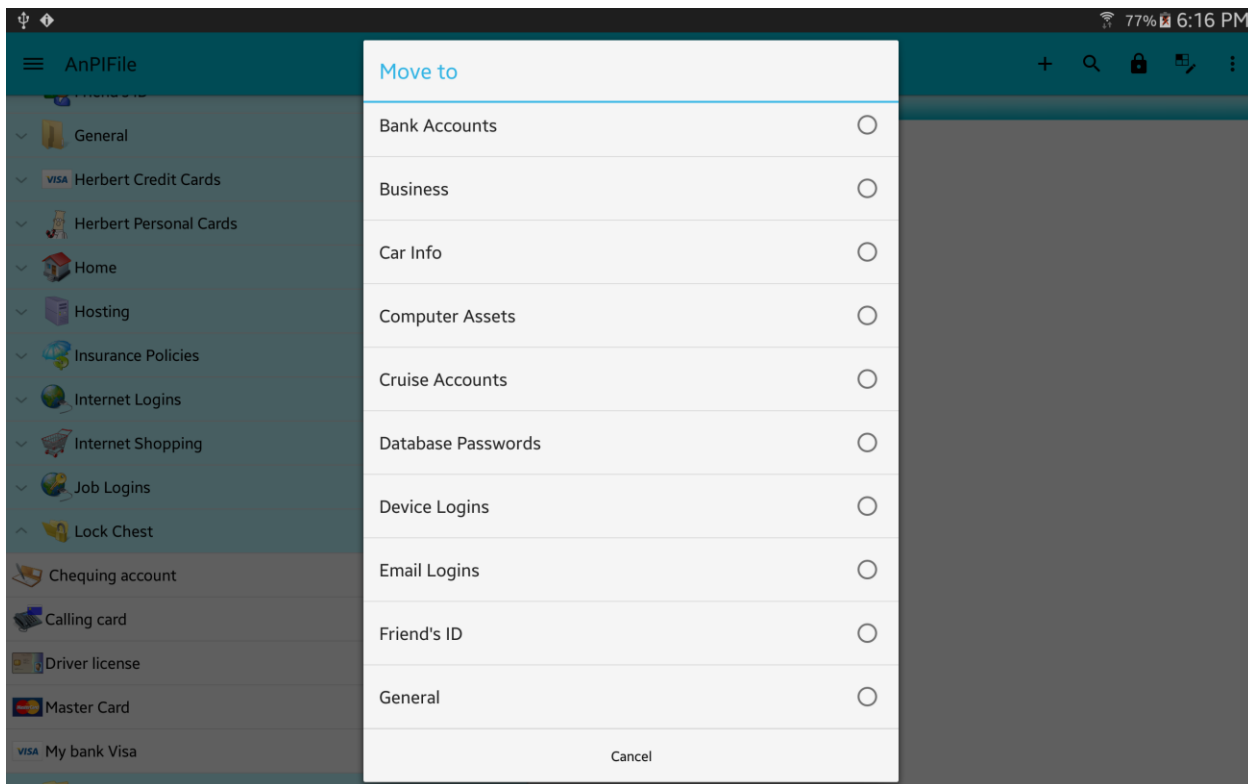
A favourite list can be created to provide easy access to most frequently used items.

To add/remove an item to the favourite list:

1. Touch and hold on the item to display the context menu.
2. Select Favourite.

Touch the  Favourites category at the top of the main screen to view the favourite items.

## Move an Item to another Category



1. Touch and hold on the item to display the context menu.
2. Select Move to.
3. Select the destination category from the list.



## Find an Item

1. Touch the Search action item.
2. Enter the search text and touch the Search key.
3. AnPIFile will display a list of matched items, or display a message for no match found.
4. To view a matched item, select the item from the list.

## Locking AnPIFile


To lock AnPIFile manually, touch the Lock action item.

**Note:** Touch the Close button in the password screen will exit AnPIFile.

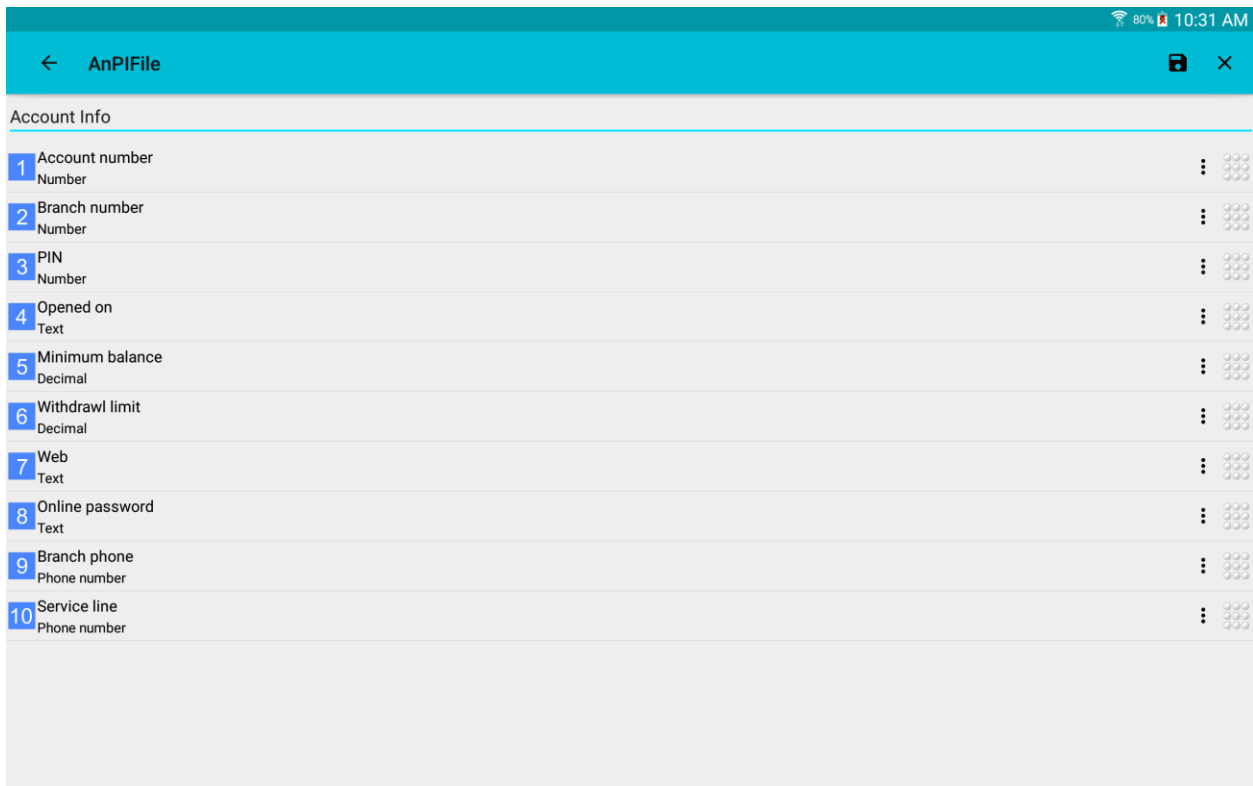
## Change Password



1. Touch the Menu action item and select Change password.
2. Enter the current password.
3. Enter a new password.
4. Enter the new password again to confirm.
5. Touch the OK action item.

## Create Type

1. Touch the Edit field type action item.
2. Touch the New action item.
3. Enter a name for the type.
4. Touch the OK button.
5. Touch the New action item.
6. Enter a name for the field.
7. Select a field type for editing purpose.
8. (Optional) Select a field index for data association.
9. Touch the Save action item.
10. (Optional) Repeat step 5 to 9 until you are done.
11. Touch and hold on the drag handle () of the field to arrange the order of the fields.
12. Touch the Save action item.

# Field Customization



1. Touch the Edit field type action item.
2. Select a type from the list.
3. (Optional) Change the name of the type.
4. Touch the field's Options menu (  ) to select the desired action.
5. (Optional) Repeat step 4 until you are done.
6. Touch and hold on the drag handle (  ) of the field to arrange the order of the fields.
7. Touch the Save action item.

## Options

To change options, touch the Menu action item and select Options.

# Import

To import data in XML format:

1. Create a XML file named **AnPIFileImport.xml**. For details on the file format, please refer to <http://www.fannsoftware.com/apflimport.html>.
2. Create a folder named **AnPIFile Import** under the Documents folder in the device's internal memory.
3. Move the XML file and applicable attachments to the folder.
4. Touch the Menu key and select Import.
5. (Android 5.x or earlier) Select the folder.
6. (Android 5.x or earlier) Touch the OK action item.

# Export

To export data in XML format:

1. Touch the Menu action item and select Export.
2. Touch the Export button.
3. (Android 4.3 or earlier) Select a storage location.
4. A XML file named **AnPIFileData.xml** and attachments will be created in the AnPIFile Export folder. For Android 4.4 or later device, this folder is stored under the Documents folder in the device's internal memory.