



# **Fann Software AnPIFile**

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

### **Version 4.1**

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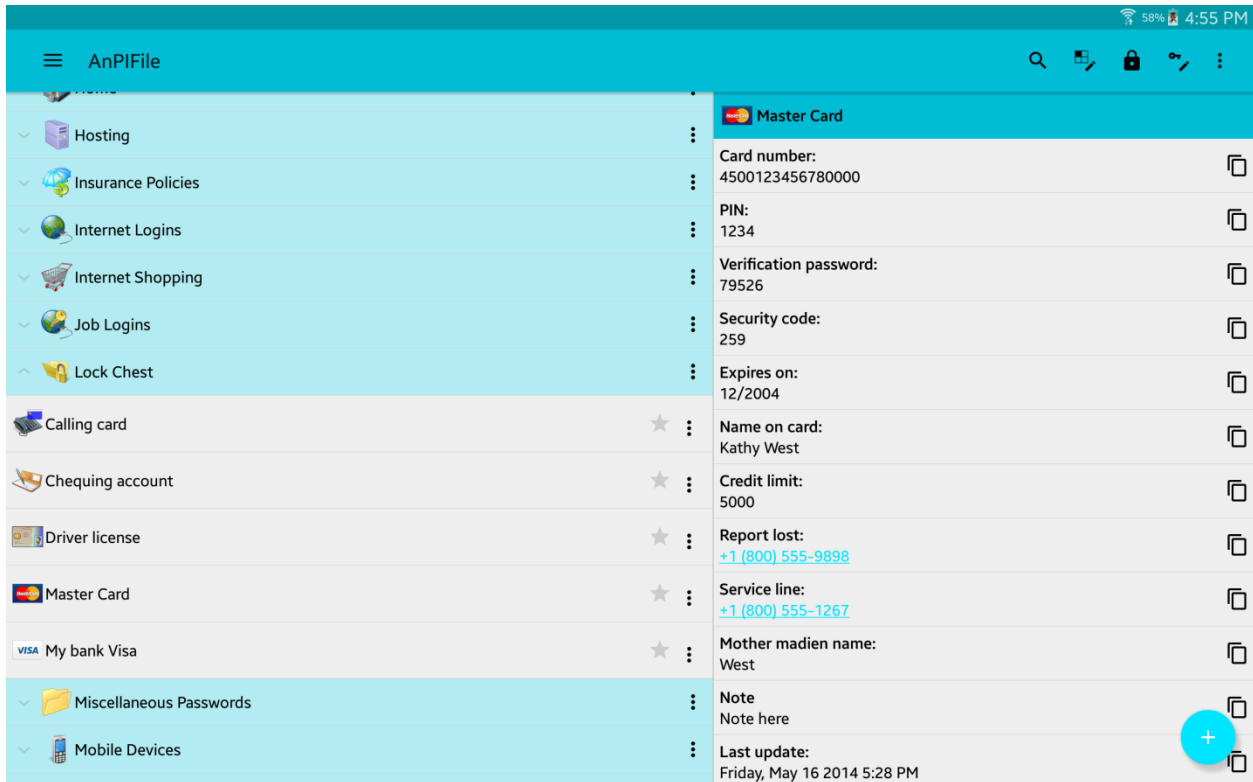
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# Overview

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. Enter an alphanumeric password.


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. Select New collection.
3. Enter a name for the collection.
4. Select a desired image.
5. Touch the OK 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  button.
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 OK action item.


To create a copy of a category:

1. Touch the drop down menu button (  ) of the category to display the context menu.
2. Select Create copy.
3. Change the information if desired.
4. Touch the OK 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

1. Touch the left drawer action item (  ) on the main screen.
2. Select Manage collections.
3. Select the collection to edit.
4. Make the necessary changes.
5. Touch the OK action item.

## Modify a Category


1. Touch the drop down menu button (  ) of the category to display the context menu.
2. Select Edit.
3. Make the necessary changes.
4. Touch the OK action item.

## Delete a Collection

1. Touch the left drawer action item (  ) on the main screen.
2. Select Manage collections.
3. Touch the Delete button (  ) of the collection.
4. Touch the Delete button to confirm.

**Note: All categories and items in the collection will also be deleted.**

## Delete a Category

1. Touch the drop down menu button (  ) of the category to display the context menu.
2. Select Delete.
3. Touch the Delete button to confirm.

**Note: All items in the category will also be deleted.**

# Create an Item

The screenshot shows the AnPIFile application interface. At the top, there is a teal header bar with a close button (X), the text 'AnPIFile', and system status icons (checkmark, battery, signal, and time 3:59 PM). Below the header is a form for creating a new item. The form consists of several input fields: 'Name' (containing 'Chequing account'), 'Image' (with a selected icon of a wallet), 'Account:' (257497), 'PIN:' (6464), 'Opened on:' (07/2006), 'Withdrawal limit:', 'Web:' (2400), 'Other info:' (http://www.banking.com), 'Service line:' (yes), 'Branch number:', 'Branch phone:', and 'Minimum balance:'.

1. Touch the drop down menu button ( ⋮ ) of the category to display the context menu.
2. Select New item.
3. Select a type from the list.
4. Enter a name for the item.
5. Select a desired image.
6. Enter the information.
7. Touch the OK action item.

To create a copy of an item:

1. Touch the drop down menu button ( ⋮ ) of the item to display the context menu.
2. Select Create copy.
3. Change the information if desired.
4. Touch the OK 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 the drop down menu button (  ) of 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 the drop down menu button (  ) of 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 the drop down menu button (  ) of the item to display the context menu.
2. Select Delete attachment.
3. Touch the Delete button to confirm.


To export an attachment:

1. Touch the drop down menu button (  ) of the item to display the context menu.
2. Select Export attachment.
3. Select the desired folder.
4. Touch the Save button.

## Modify an Item

1. Touch the drop down menu button (  ) of the item to display the context menu.
2. Select Edit.
3. Make the necessary changes.
4. Touch the OK action item.

## Delete an Item

1. Touch the drop down menu button (  ) of the item to display the context menu.
2. Select Delete.
3. Touch the Delete button to confirm.

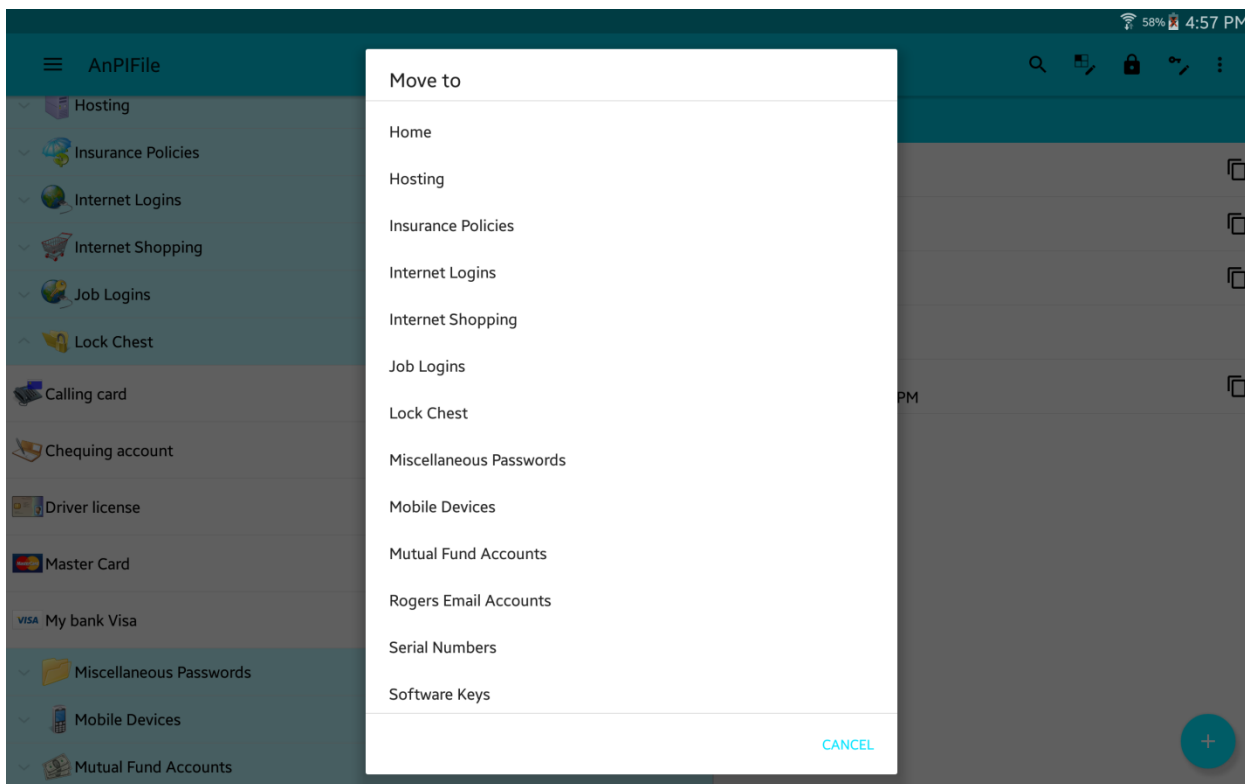
## Favourite List

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

Touch the Favourite button (★) to add/remove an item to the favourite list.

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

## Move an Item to another Category



1. Touch the drop down menu button (⋮) of 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 a blank list if 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.

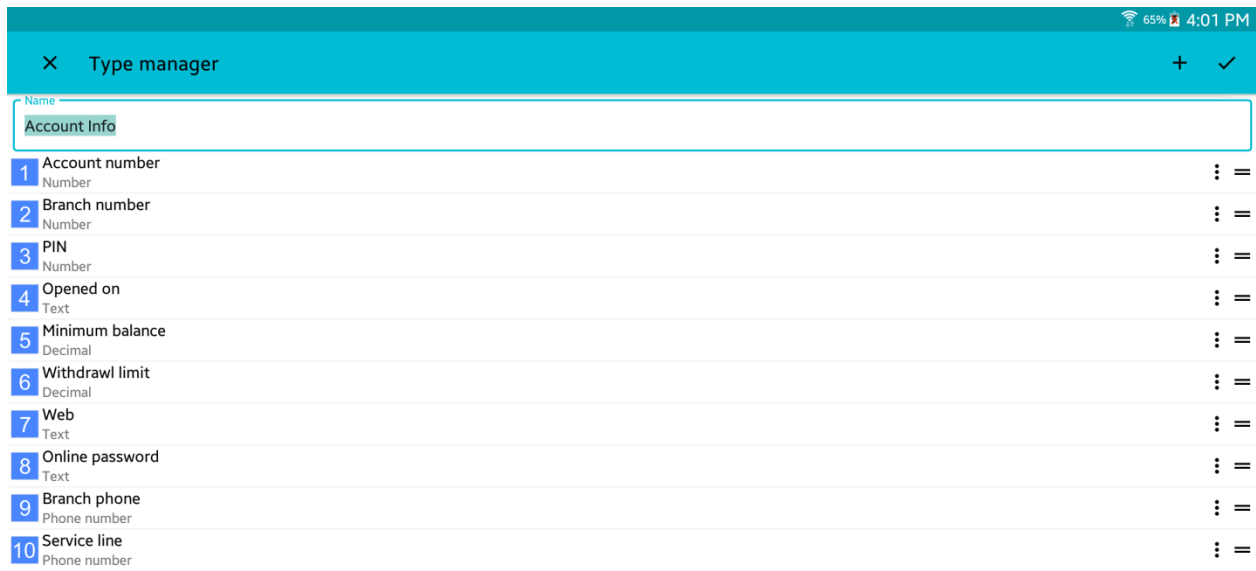
## Change Password




1. Touch the Change password action item.
2. Enter the current password.
3. Enter a new password.
4. Enter the new password again to confirm.
5. Touch the OK action item and wait while the data is being encrypted with the new password.

## Create Type

1. Touch the Edit field type action item ()
2. Touch the  button.
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 OK 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 OK 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 OK action item.

## Options

To change options, touch the Menu key and select Settings.

## Export

To export data in XML format:

1. Touch the Menu key and select Export.
2. Touch the Export button.
3. A XML file named **AnPIFileData.xml** and attachments will be created in the AnPIFile Export folder. The folder is stored under the Documents folder in the device's internal memory.

## Backup

It is especially important for Android 11 or later devices to save a copy of data in a safe location because if the app is uninstalled, the data will be deleted.

1. Touch the Menu key and select Backup.
2. Select a desired folder. **If the folder already contains a backup copy of the data, it will be overwritten.**
3. Touch the selection button.
4. (Optional) When prompted to confirm access, touch the Allow button.
5. When backup is completed, a message will appear to indicate a successful backup.