

AvePoint Perimeter Mobile App

User Guide

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About the AvePoint Perimeter Mobile App

AvePoint Perimeter mobile apps extends secure file sharing and integrates with your organization's access control policy to:

- Protect your corporate data and prohibit unauthorized access
- Allow internal or external users to view, download, or edit securely shared content on mobile devices
- Empower the remote and secure access of SharePoint sites. (Only for iOS devices)

For iOS Devices

The AvePoint Perimeter mobile app for iOS provides the features that enable the following:

- Online and offline modes for access to SharePoint. For details, refer to [Online and Offline](#).
- Work on the Secure Share content. For details, refer to [Viewing or Managing the Shared Items](#).
- Authenticate your login to access the SharePoint site or the externally shared content. For details, refer to [Authenticating Your Login](#).
- Visit and browse SharePoint sites with the Read permission. For details, refer to [Visiting the SharePoint Sites](#).

For the Android Platform

The AvePoint Perimeter mobile app for Android platforms provides features that enable the following:

- Access SharePoint in online and offline modes. For details, refer to [Online and Offline](#).
- Perform actions on externally shared content. For details, refer to [Viewing or Managing the Shared Items](#).
- Authenticate your login to access the SharePoint site or the Secure Share content. For details, refer to [Authenticating Your Login](#).

For Windows Phones

AvePoint Perimeter mobile app for Windows Phone only provides the ability to authenticate your login to a SharePoint site or the AvePoint Perimeter External Portal using your device location information. For details, refer to [Authenticating Your Login](#).

Getting Started

If you want to use the AvePoint Perimeter mobile app on your Android device, iOS device (iPhone, iPad, and iPod touch), or Windows Phone, you must first ask your Perimeter administrator to send an enrollment request to your e-mail address through the AvePoint Perimeter Management Console or you can submit an enrollment request to enroll your device through the AvePoint Perimeter External Portal.

For details on sending a request to enroll your device on your own via AvePoint Perimeter External Portal, refer to the **Operations Available on the Username Menu** section in the [AvePoint Perimeter Pro Secure Share User Guide](#).

The **AvePoint Perimeter Device Enrollment** e-mail instructs you on how to enroll your device and log into the Perimeter mobile app. You must enroll your device before the enrollment request expires and the enrollment e-mail can only be used once.

***Note:** You can enroll your device in a maximum of five External Portals. To enroll a new External Portal and then switch between, refer to [Switching Between Portals](#).

Installing Perimeter Mobile App

To get and install the AvePoint Perimeter mobile app on your device, choose one of the following methods:

- If you have the **AvePoint Perimeter Device Enrollment** e-mail open on your mobile device, tap and hold the Apple App Store button, Google Play button, or the Windows Store button provided in the e-mail, and then tap **Open** on the drop-down list to open the AvePoint Perimeter download page.

- You can also go to the Apple App Store, Google Play, or Windows Store directly to find the AvePoint Perimeter app by searching with keywords.

***Note:** If you have set a passcode or Touch ID for your Apple ID, you must use it before you can install.

Logging into Perimeter Mobile App

After you have installed the AvePoint Perimeter mobile app on your device, tap the Perimeter  icon to open it.

During your first login, the Perimeter mobile app will ask for permissions on your device and there will be a quick tour for you to get an overview for the main features of the AvePoint Perimeter mobile app and the new features in this version. You can tap **Skip** on the upper-right corner or slide to the end of the tour and tap **Start Now** to go to the login interface.

1. Choose one of the following methods to enter your enrollment information
 - Enter the **Device Service URL** and **E-mail Address** into the corresponding text boxes according to the information provided in the **AvePoint Perimeter Device Enrollment** e-mail, and then tap **Enroll**.
 - Tap the Scan QR code () button to access your device's camera and scan the QR code provided in the **AvePoint Perimeter Device Enrollment** e-mail. The Device Service URL and the E-mail Address will be automatically populated. Tap **Enroll**.
2. If you are enrolled as an external user, enter the enrollment code provided in the **AvePoint Perimeter Device Enrollment** e-mail and then tap **Continue**. If you are enrolled as an internal user, enter the enrollment code or your organization password or both, depending on the authentication mode your device enrollment requires. Tap **Continue**.
3. Read the license agreement of Perimeter mobile app and tap **Accept** to continue.
4. Perimeter asks to access your location while you use this app, because your organization may configure the geo-fencing policy to restrict the content access. Tap **Allow** to allow Perimeter to use your location information.
5. Your device is enrolled successfully. Tap **Continue**.
6. Set a four-digit passcode for the Perimeter mobile app. The passcode will be required if there is no activity in the Perimeter app for five minutes. If this passcode is incorrectly entered ten times in a row, the Perimeter data will be erased from your device and your device status recorded in the Perimeter management console will be updated to **Inactive**.

You can change the passcode or turn the passcode off. For details, refer to [Changing Your Passcode](#) and [Turning Passcode Off](#).

Launching the Perimeter Mobile App

To access the features of the AvePoint Perimeter mobile app, follow the instructions below:

1. Tap the Menu () button or press the left edge of the screen and swipe right to display the navigation pane.
2. The currently connected device service is displayed on top. Tap the feature you would like to use.

***Note:** The number of unread notifications will be pinned on the **Notification** icon in the navigation pane.

Switching Between Portals

On the top of the navigation pane, the device service URL that this device is currently connected with is displayed. Tap the device service go to the **Portal** page. This page will list all of the External Portals where your device has enrolled. You can perform the following actions:

Enroll a New Portal

When you receive a device enrollment e-mail from another device service after you have enrolled your device to a device service URL, complete the steps below to enroll your device to this new portal:

1. In the **Portal** page, tap the **Enroll New Portal** link.
2. Choose one of the following methods to enter your enrollment information
 - Enter the **Device Service URL** and **E-mail Address** into the corresponding text boxes according to the information provided in the **AvePoint Perimeter Device Enrollment** e-mail, and then tap **Enroll**.
 - Tap the Scan QR code () button to access your device's camera and scan the QR code provided in the **AvePoint Perimeter Device Enrollment** e-mail. The Device Service URL and the E-mail Address will be automatically populated. Tap **Enroll**.
3. Enter the enrollment code provided in the **AvePoint Perimeter Device Enrollment** e-mail and then tap **Continue**.

Switch to Another Portal

A check mark is displayed ahead of the portal that your device is currently connected with. Tap the portal that you want to connect to make a switch.

View the Information of a Portal and Delete a Portal

Tap the information () button next to a portal to view the Name, Device Service URL, and your username.

Tap **Delete** to remove your device from this portal.

Online and Offline Mode

If you want to control the network access of the AvePoint Perimeter mobile app on your device, you can put the app in offline mode and work with cached data. When you have full network access, you can work in online mode and synchronize your changes to a SharePoint site.

To work online or offline, open the navigation pane and tap **SharePoint** or **Documents**. Tap **Online** or **Offline** on the upper-right corner to switch the app's network access.

If you made changes to the shared content when the Perimeter app was in Offline mode, tap the **Sync folders and files** (for Android platforms) or the  (for iOS devices) button to synchronize the shared items to SharePoint when you are online.

Viewing or Managing the Shared Items

To access the SharePoint files, folders, or libraries that are shared with you, open the navigation pane and tap **Documents**. All of the shared items are displayed in the **Documents** page.

In the **Documents** page, you can perform the following actions:

- Search shared items – Enter keywords into the Search box and tap **Search**. Wildcards are not supported. Tap the **Cancel** () button to close the search results page.
- Refresh the page ( or ) – Tap the Refresh button to reload the **Documents** page.
- Change the page view – The default view of this page is List View (). Switch the page view by tapping the Tiles View () button.
- Synchronize to SharePoint – If you have made changes to the shared content when Perimeter app is offline, you can tap the **Sync folders and files** button (for Android platforms) or the  button (for iOS devices) to synchronize your changes back to SharePoint.
- Turn online or offline – The **Online** or **Offline** will be displayed to show the current connection status of Perimeter mobile app. Tap the text to switch the connection status to the other.
- View the properties of the shared items – Tap the information () button and then tap the **View Properties** option. A new page appears that displays the Secure Share information and properties of the shared items. In the iOS app, you can tap the Show More () button and then tap **Refresh** to obtain the most updated information about this shared item. In Android app, if you have the Download or Edit permission to a shared file, you can tap the **Open In** () button to view and edit this file in another app or tap the **E-mail as Attachment** () button to send this file as an attachment of e-mail.
- Open a Shared Item – To access a shared item, tap on the row or the tile of the shared item.

***Note:** Only the file types listed in the [Supported File Types for Online Viewing on AvePoint Perimeter](#) section can be opened online in the AvePoint Perimeter app. If you have the **Download** or **Edit** permission level to the shared content, you can download the shared file to your device or open the file in another app to view and edit it.

After you open a shared file, tap the Show More ( or ) button to view the actions that you can take on this file. The operations that you can take on a shared file depend on the permission level you are granted. For details on the Secure Share permission levels and the operations you can conduct, refer to [About Secure Share Permission Levels](#).

About Secure Share Permission Levels

When someone shares a file, folder, or library with you via AvePoint Perimeter Secure Share, a permission level will be granted to you. The actions you can take on the shared items in AvePoint Perimeter mobile app vary according to your permission level. Refer to the table below for the specific permissions included in each permission level.

Permission Level / Actions and Permissions	Read Only	Download	Edit	Edit in Browser Only
View Property	√	√	√	√
E-mail As Attachment		√	√	
Open In Desktop Mode			√	√
Open in Mobile Mode			√	√
Open In		√	√	
Upload			√	
View Files with Watermark	√	√		√

Uploading a New File to a Shared Folder

If you have Edit permission to a shared folder, you can upload new files to the folder and synchronize your changes back to SharePoint.

***Note:** For iOS devices, you can only upload photos from the album.

Complete the steps below:

1. Open a shared folder. To quickly tell if you have the Edit permission, check whether or not there is an **Import** (+) button displayed on the ribbon.
2. There are two methods to upload a new file to a shared folder:
 - Tap the **Import** (+) button on the ribbon, and then browse a file for uploading.
***Note:** On iOS devices, the **Import** (+) button only allows you to upload photos from the album.
 - To copy a file from another app on your device to the Perimeter app, complete the steps below:

- i. Select or open the file you want to upload in another app and then use the **Share** or **Open In Other App** to copy the selected file to the Perimeter app. The Perimeter app interface appears.
- ii. Browse to the shared folder and upload this file.
- iii. Tap **Save** to upload this file to the location.

Updating an Existing Shared File

To update a shared file, complete the steps below:

***Note:** For iOS devices, you can only update photos from the album.

1. Tap the row of a file to open it.
2. After you open this file, tap the **Show More** (⋮ or 📄) button. A drop-down list appears.

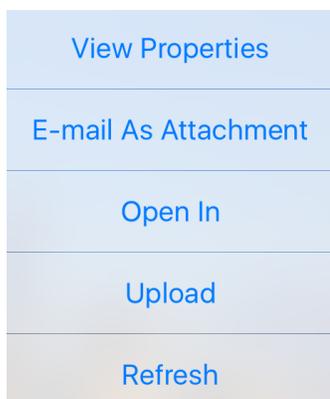


Figure 1: The Show More drop-down list.

3. There are two methods for updating an existing shared file:
 - Use the **Open In** feature to view and edit the file in another app, and then copy the file back to the Perimeter app using its original name. By copying the file back with the original name, you update the existing file.
***Note:** If you have changed the file name, find the file location under the **Save to** section and tap on the file. The file you copied will be renamed according to the file you tapped.
 - Use the **Upload** feature to browse the edited file and replace it in the Perimeter app. Before using this method, make sure your edits to the file are finished and the file name is identical to the file you are working on.

Complete the steps below:

- i. Tap **Upload** from the drop-down list.
- ii. Browse the existing file to upload.

***Note:** On iOS devices, the **Upload** feature only allows you to upload photos from the album.

Authenticating Your Login

If your Perimeter administrator has configured the 2-Factor Authentication rules or content access control rules, you may be asked to provide your location information via the Perimeter mobile app in order to authenticate your login to the SharePoint site or AvePoint Perimeter External Portal.

To authenticate your login by providing the location information via the Perimeter mobile app, open the navigation pane and then tap **Authentication** and complete either of the following steps:

- **Scan QR Code** – Tap **Scan QR Code**. The Perimeter mobile app will access the Camera on your device. Scan the QR code provided to you on the location information page.

- **Generate Access Password** – Tap **Generate Access Pwd**. The **Login Code** window appears. Enter the login code displayed on the website that you are going to access, and then tap the **Generate Access Pwd** button.

Visiting the SharePoint Sites

To visit a SharePoint site, open the navigation pane and tap **SharePoint**. The **SharePoint** page displays the SharePoint sites that can be accessed by the device groups in which your device belongs. This feature is only available in the Perimeter app for iOS devices.

Managing the Site Access

You can define basic settings for visiting sites on the Perimeter mobile app. To define those settings, complete the steps below:

1. In the **SharePoint** page, tap the information button next a SharePoint site. A new page appears for configuring the site access settings in this app.
2. You can perform the following:
 - **Show Lists** – Tap **Show Lists** to display all of the lists and libraries in this SharePoint site. You can tap the switch next to a list or library to show or hide it when you access this site.
 - **Reset Authentication Cache** – Tap **Reset Authentication Cache** to clear the cache of credentials used to access the site content of this SharePoint site.
 - **Refresh via Wi-Fi only** – Choose whether or not to allow this site to refresh only when connected to Wi-Fi.
 - **Allow Untrusted Certificate** – Choose whether or not to allow the app to access a site when it uses an untrusted certificate.

Navigating the SharePoint Page

You can perform the following operations when navigating the **SharePoint** page:

- Search this page – Slide down on a page. The **Search** box appears on the top. Enter keywords into the box and press **Search** to display the search results. Tap the Cancel () button to close the search results page.

- Available actions on site content – Tap the information () button next to the site content name to view the actions that you can perform. You can add or remove the site content to or from your favorites list, view its properties, or other operations available to you according to the permission level of your device group.

- Change list view – Tap **View** on the lower-left corner of this page to show the views of the SharePoint list you are viewing. Tap a list view that you want to use.

- Page location  – Tap the page location button to display a hierarchical tree showing your current location in the **SharePoint** page. You can tap a higher level location in the tree to visit the corresponding page.
- Refresh – Tap the Refresh  button on the lower-right corner to refresh the current page.
- Go back – Tap the Back  button on the upper-left corner to go back to the previous page.

Available Actions for Site Content

To visit a SharePoint site, tap the row of that site and then enter your username and password to access it. You may have the following permissions to these SharePoint sites:

- **Online Only:** You can only read the SharePoint content when your Perimeter mobile app is **Online**. There will be no cache data generated for your online reading, so that when Perimeter app is disconnected from the internet, you cannot read the SharePoint content. With this permission level, you only have restricted permission to work with the site content. You cannot perform the **E-mail Link**, **E-mail As Attachment**, and **Open In** actions on the site content.

- **Online and Offline:** You can read the SharePoint content both online and offline. When the Perimeter app is **Offline** and disconnected from the internet, you can still be able to read the SharePoint content that has been cached on your device. With this permission level, you may have the restricted or the unlimited permissions on the site content, depending on the permission level that your Perimeter administrator has granted. With restricted permissions, you cannot perform the **E-mail Link**, **E-mail As Attachment**, and **Open In** actions on the site content.

Refer to the section below for the operations a user with unlimited permissions can perform on the site content:

Managing Subsite Access

Tap the information button next to a subsite and a page for configuring the settings of visiting the site on Perimeter mobile app appears. For detailed instructions, refer to [Managing the Site Access](#).

Adding a List or Library to the Favorites List

Tap the information button next to a list or library, and then choose whether or not to add this list or library to the favorite list. If you turn **Add to Favorite** option on, you can directly access this list or library through the **Show Favorite** list on the **SharePoint** page.

View a Folder's Properties

Tap the information button next to a folder. The **View Properties** button appears. Tap **View Properties** to view the folder's properties.

File Operations

To view the available operations for a file, you can perform either of the following:

- Tap the information button next to the file to view the operations you can perform.
- Tap the row of the file to open this file and then tap the Show More () button to view the operations that you can perform.

Refer to the instructions below for the available operations you can perform:

***Note:** If you want to use any of the following operations that are unavailable on your device, contact your Perimeter administrator for permission.

- **View Properties** – Views the file properties. In this page you can also tap the **Show More** button to refresh the properties, add this file to favorite, or remove it from favorite.

- **Add to Favorite/Remove from Favorite** – Adds the file to the favorite list, or removes it from the favorite list.

- **E-mail Link** – Shares this file to the others by sending an e-mail with a link to this file. Tap **E-mail Link** from the drop-down list. A **New Message** window appears. Select the mailbox you want to use for sending this e-mail, and then edit the e-mail subject, receiver, and the e-mail body. Tap **Send** to send this e-mail out.

***Note:** If you do not want to send the e-mail immediately, you can tap **Cancel** on the **New Message** window and then tap **Save Draft** from the drop-down list to save this e-mail as a draft in your selected mailbox, or you can tap **Delete Draft** from the drop-down list to delete this e-mail.

- **E-mail As Attachment** – Shares this file with other people by sending an e-mail with the file attached. Tap **E-mail As Attachment** from the drop-down list. A **New Message** window appears. Select the mailbox you want to use for sending this e-mail, and then edit the e-mail subject, receiver, and the e-mail body. Tap **Send** to send this e-mail out.

***Note:** If you do not want to send the e-mail immediately, you can tap **Cancel** on the **New Message** window and then tap **Save Draft** from the drop-down list to save this e-mail as a draft in your selected mailbox, or you can tap **Delete Draft** from the drop-down list to delete this e-mail.

- **Open In** – Imports the file into another app installed on your device. You can edit the file on your device using that app, and the changes cannot be synchronized back to SharePoint.

Viewing the Notifications

In the **Notification** page, you can view all of the Secure Share push notifications and the broadcasts sent by your administrator.

You can perform the following to manage the notifications:

- Refresh this page – Tap the Refresh ( or ) button to refresh this page.
- Delete notifications – To delete one or more notifications, tap **Edit** (for iOS devices) or tap and hold the message (for Android platforms). Select the notifications that you want to delete, or tap **Select All** on iOS devices to select all of the notifications. Tap the **Delete** () button to delete the selected notifications in this app.
- Open a shared file – To open a shared file directly from the **Notification** page, tap the notification message. This feature is not available for a shared folder or library.

Viewing the Enrolled Device Information

To view your device enrollment and usage information, open the navigation pane and tap **My Device**. In the My Device page, the following information is provided:

- **Device Service URL** – Displays the Device Service URL.
- **Device ID** – Displays your device ID.
- **Username** – Displays the e-mail address you used to enroll this device in the Perimeter system. The **Documents** page only displays the SharePoint files, folders, or libraries that are shared with this e-mail address.
- **Registration Time** – Displays the registration time of this device.
- **Last Authentication Time** – Displays the last time when you used this Perimeter app to authenticate your login to SharePoint or Perimeter External Portal.
- **Last Report Time** – Displays the last time when this app connected to the Perimeter Manager servers to get updates including shared content, notifications, rules for Secure Share, Site Access, or SharePoint Policy.

Managing the Settings

The **Settings** page is where you can manage the Perimeter app passcode, sending diagnostic logs, debugging SharePoint, and viewing useful links.

Changing Your Passcode

If you have turned on your passcode and you want to change the passcode to a new one, complete the steps below:

1. In the **Settings** page, tap **Passcode Settings**. The **Passcode Settings** page appears.
***Note:** If your passcode is turned off, tap **Turn Passcode On** and set up a new passcode.
2. Tap **Change Passcode**.
3. In the **Enter Your Passcode** window, enter your current passcode, and then follow the instructions to enter a new passcode and confirm your new passcode.

Turning the Passcode Off

In the **Settings** page, the status of passcode is displayed next to the **Passcode Settings**. Complete the steps below to turn the passcode off:

1. In the Settings page, **Passcode Settings**. The **Passcode Settings** page appears.
2. Tap **Turn Passcode Off**. To change the passcode status, you must provide your current passcode.
3. After you entered the correct passcode, the **Change Passcode** button will be disabled. For details on changing passcode, refer to [Changing Your Passcode](#).
4. Tap **Back** to go back to the Settings page.

Sending Diagnostic Logs on Perimeter App

You can send the diagnostic logs to your support contact if you encounter technical issues using the Perimeter App. To send the logs, complete the steps below:

1. In the **Settings** page, tap the row of **E-mail Logs**. An e-mail template appears.
2. An e-mail template appears. The **To:** box is populated with your support contact by default and the log files are attached to this e-mail automatically.
3. After you have edited the e-mail, tap **Send** to send this e-mail. If you do not want to send the e-mail immediately, you can tap **Cancel** on the **New Message** window and then tap **Save Draft** from the drop-down list to save it to a draft in your mailbox, or you can tap **Delete Draft** from the drop-down list to delete this e-mail.

Debugging SharePoint

If you want to collect SharePoint logs when using Perimeter mobile app for diagnosis and troubleshooting, turn on the **Debug SharePoint** feature. To turn the debugging feature on, complete the steps below:

1. In the **Settings** page, find the **Debugging** section.
2. Turn on the switch next to the Debug SharePoint feature.

Supported File Types for Online Viewing on AvePoint Perimeter Mobile App

Refer to the table below for the supported file types for online viewing on the AvePoint Perimeter app for iOS devices and Android platforms:

File Type	File Extension	iOS Devices	Android Platforms
Microsoft Word Document	.doc, .docx	Supported	Supported
Microsoft Excel Workbook	.xls, .xlsx	Supported	Supported
Microsoft PowerPoint Presentation	.ppt, .pptx	Supported	Supported
PDF file	.pdf	Supported	Supported
Microsoft Project file	.mpp	Not Supported	Supported
Microsoft Visio Drawing	.vsd, .vsdx	Not Supported	Supported
Image	.jpg, .png, .gif, .svg	Supported	Supported
AutoCAD file*	.dwg	Not Supported	Supported
Web page	.html, .htm	Supported	Supported
Text document	.txt	Supported	Supported
XML Paper Specification file	.xps	Not Supported	Supported

***Note:** The AvePoint Perimeter mobile app only supports the online viewing of the AutoCAD 2004 **.dwg** files with no 3D effects.

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