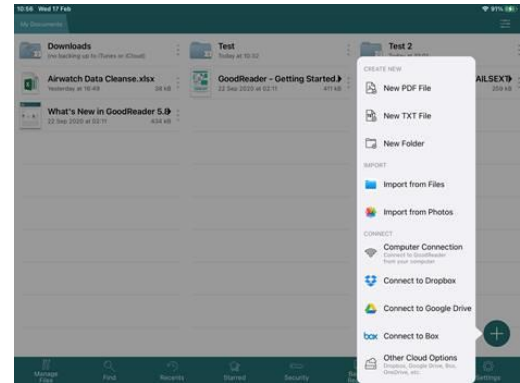


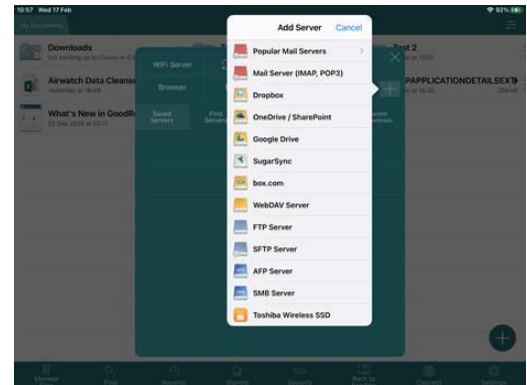
Connect Goodreader to OneDrive on your AirWatch and upload data.

Part 1: Connect Goodreader to OneDrive

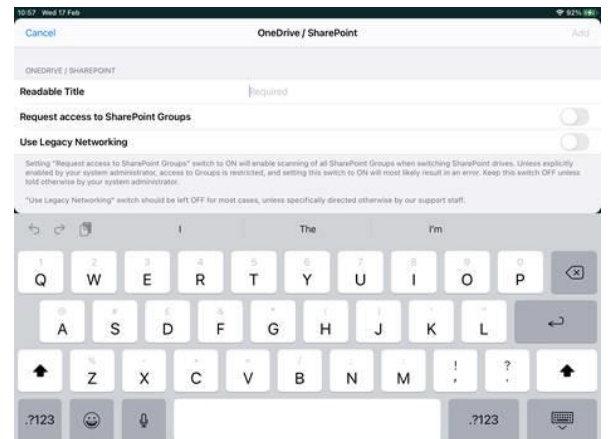
1. Open up Goodreader > Press the '+' sign on bottom right > Choose 'Other Cloud Options'



2. Choose 'OneDrive / SharePoint'



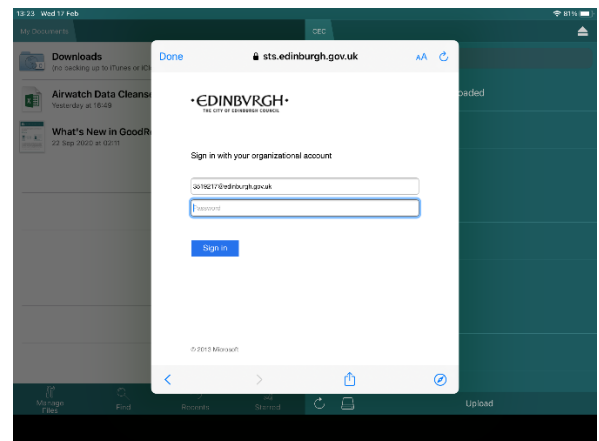
3. Name the Readable Title field 'CEC' or something similar (for identification purposes). Ignore the other fields. Then press *Add* on top right.



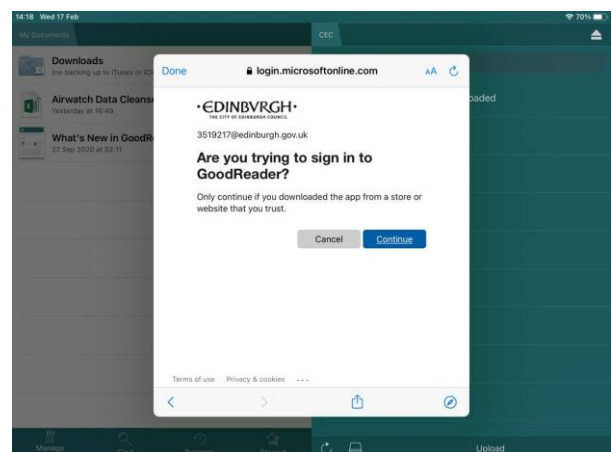
4. Select the new connection you have created ('CEC' in this case)



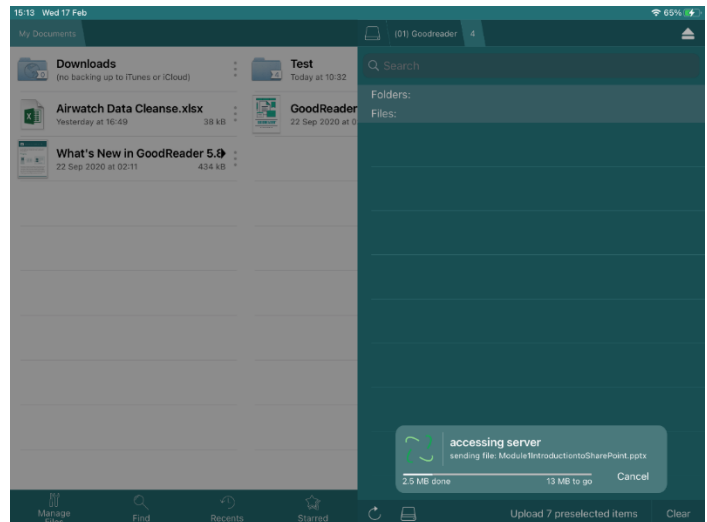
5. Enter your account details i.e. (employeeID@edinburgh.gov.uk) then enter your windows password when requested.



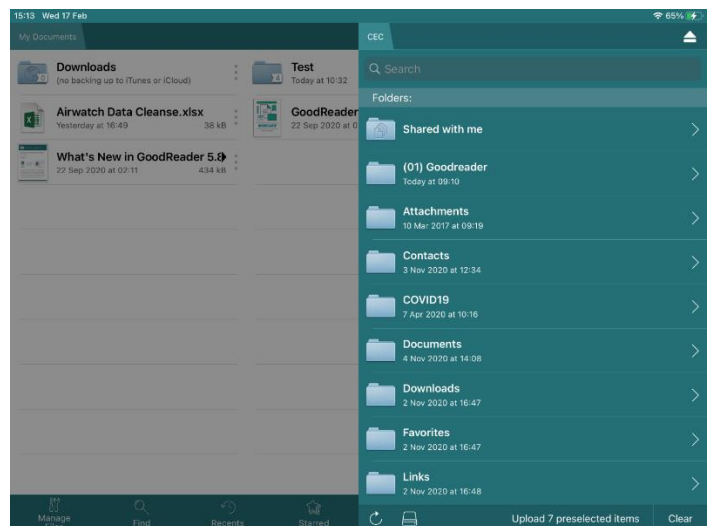
6. Press Continue



7. This screen should appear temporarily



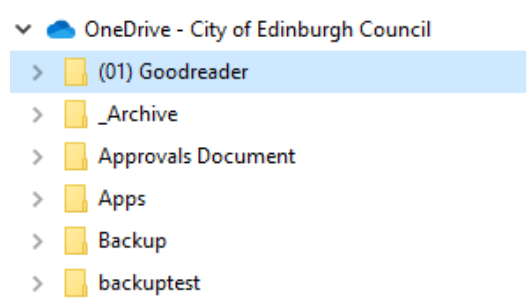
8. Your OneDrive folders should be showing now. To access OneDrive in future, just press the Connect icon (globe icon, second from right on bottom of main Goodreader screen)



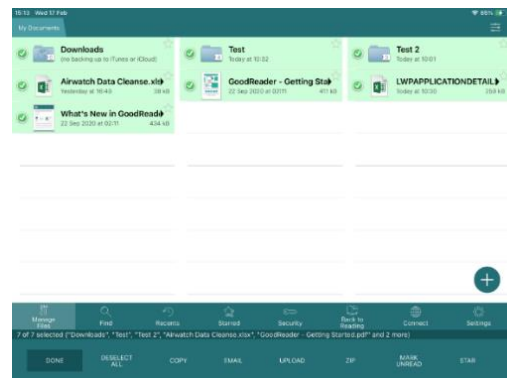
Part 2: Uploading Data (From AirWatch Goodreader to OneDrive).

****Please ensure you are connected to wifi before carrying out the next steps as a lot of data may be transferred****

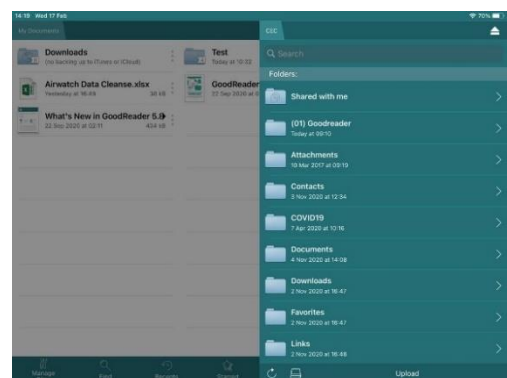
1. Create a new folder in OneDrive on your laptop PC using File Explorer (press Ctrl+Windows key at same time, and then find the blue cloud icon on the left where your storage drives are). This will be used to upload your data. The folder created in this example is *(01) Goodreader*.



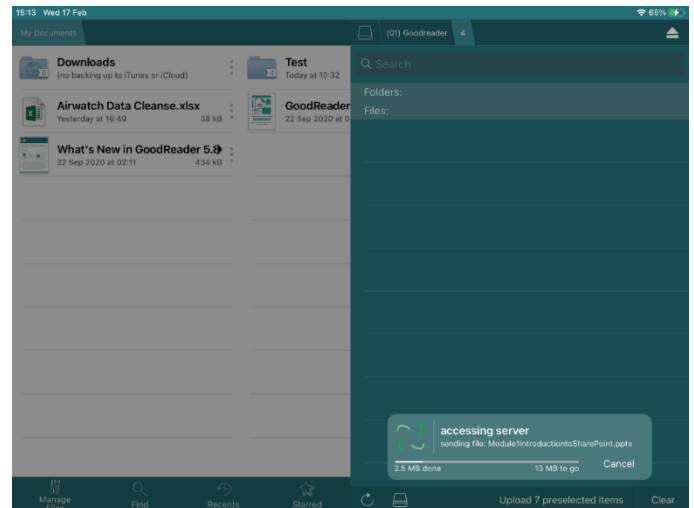
2. Open the 'Goodreader' app. Click Manage Files (bottom left) then select the folder or document you want to upload to OneDrive. Then press on 'Upload' at the bottom on the Goodreader screen. You should then select the connection you created to OneDrive in the popup.



3. In the panel that appears on the right (your OneDrive files), find the folder you previously created (in this case *(01) Goodreader*) in file Explorer and press 'Upload preselected item(s)' at the bottom.



4. You should then see the screen on the right showing that data is being sent to OneDrive. You can confirm that your files or folders have been moved by looking in OneDrive again in File Explorer.



Note: This may need to be done in batches as some users may have many months' or years' worth of data contained within the app. Carrying out a staged upload may be easier and safer than a single bulk upload depending on the amount of data/files in question until you've got the process clearly understood.