
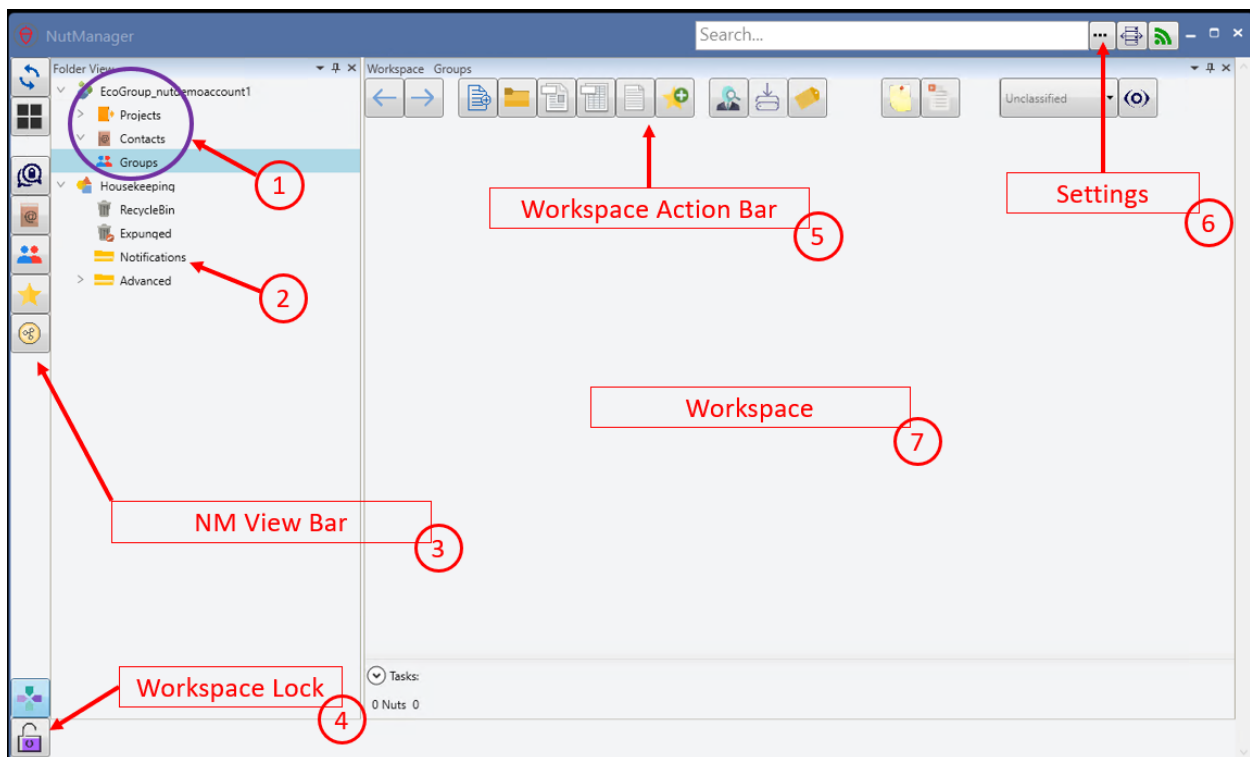


Quick Start Guide

The Quick Start Guide is designed to provide the steps to perform various functions in the NUTbook application. For additional details please refer to the [FAQ](https://www.nutstechnologies.com/faq.aspx) (https://www.nutstechnologies.com/faq.aspx)

NUTbrowser Overview

By default, the NutManager (NM) is installed with a default basic view. The view can be changed by clicking on the  button on the upper left to reveal more advanced navigation and messaging capabilities.



NM default Basic View

1. The **EcoGroup** is your own self-hosted world that contains three folders. **Projects** folder is where you can import and manage your own personal data locally. **Contacts** folder that manages your contacts and trusted relationships that you establish. **Groups** folder that manages the sharing of documents with other people.
2. Housekeeping: This folder contains housekeeping activities like your deleted items, permanently deleted items, and other system information. groups.
3. NM View Bar: These filter buttons provide summary views of Chats, Contacts, Groups, iNuts, and Data Shadows. There are two action buttons at the top which are a NM refresh and View changer.

4. Workspace Lock: Locks the current NM view and requires a password to unlock.
5. Workspace Action Bar: Contains action buttons which operate on data files selected in the workspace view.
6. Settings: The triple ellipsis provides additional menus to settings and configuration options.
7. Workspace: Primary working area where you interact with your documents including the import and exporting of information, opening and closing, and additional actions from the workspace action bar.

Import a File

There are two methods in which you can import data. “Drag and Drop” a file and “Encrypt to Nut” right click action on a file.

1. Delete source file that is being imported. By default this is unchecked, check this option and NM will delete the source file after import.
2. Create Source Link. This is enabled by default and will create a shortcut icon (.nid extension) in the source location. This is a useful option when working in file explorer with files that are not managed under the NM system.

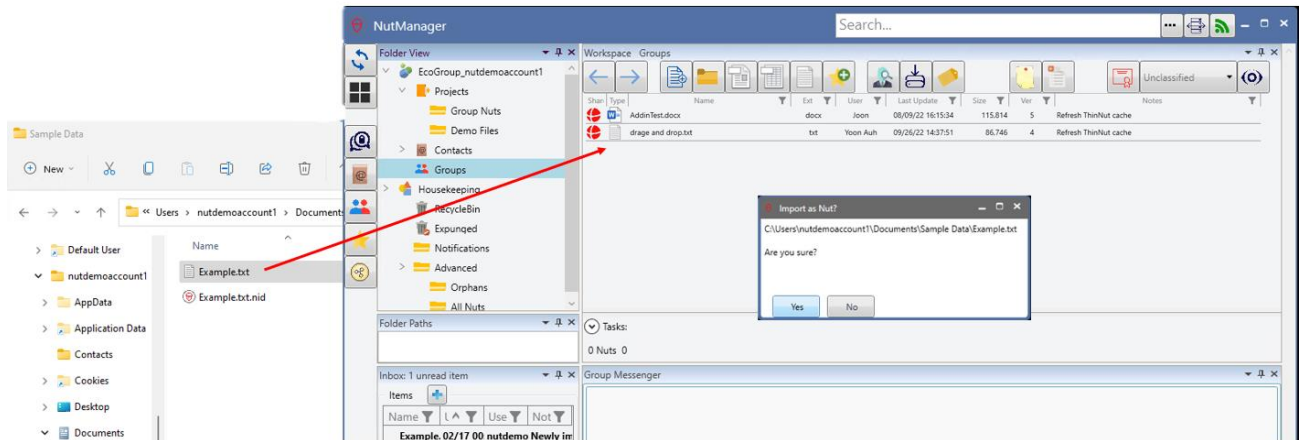


Import file options.

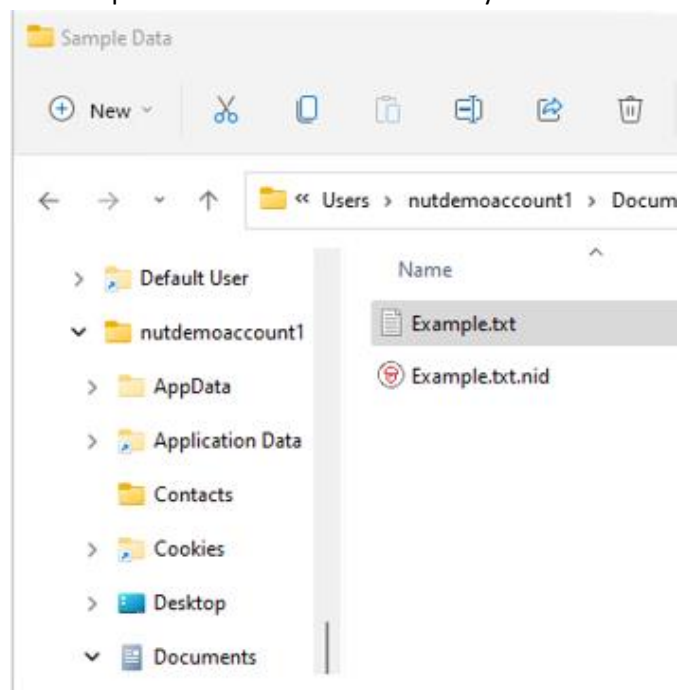
Drag and Drop

Simply drag the file from file explorer and drop it into the desired Workspace folder.

*Please note that dragging and dropping a file inside a shared Group folder will automatically share your document with the group.

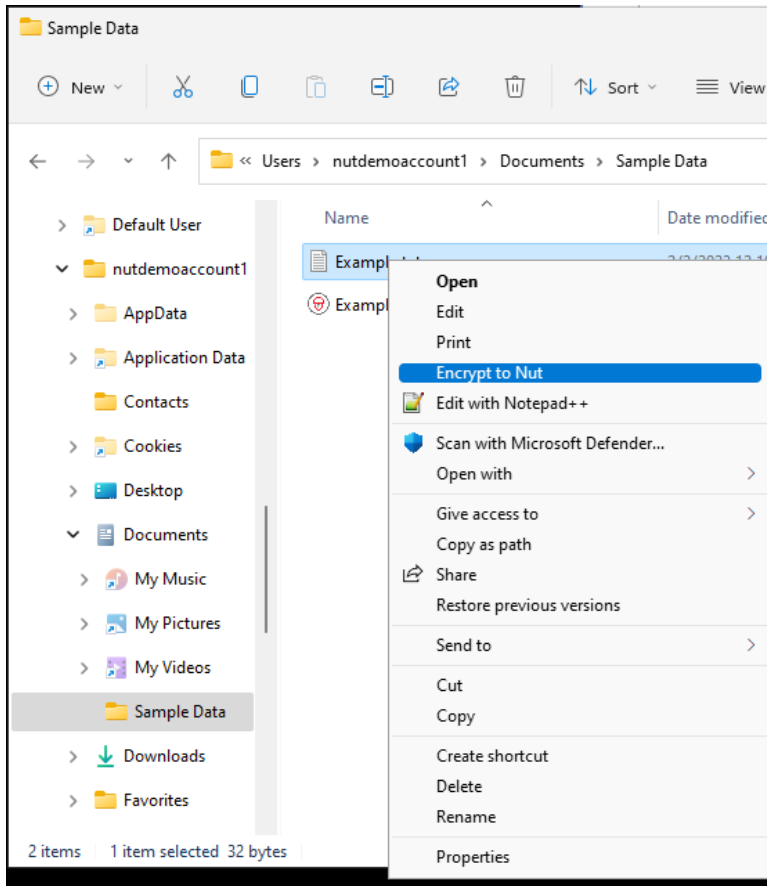


1. Drag the file from file explorer and drop it in the target workspace folder
2. Click Yes to import the file
3. Post import you will see a duplicate file in the same directory with the NUT icon.



Encrypt to Nut

Second import option is to select the desired file Right Click > Show More Options> Encrypt to Nut

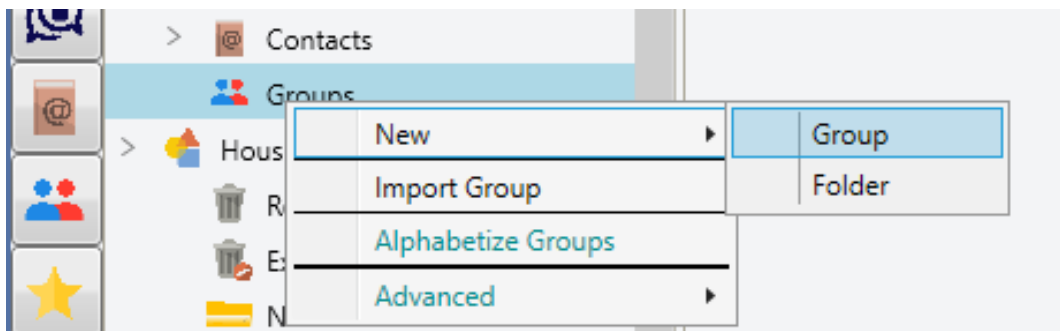


(Note that the import process will create a capsule (nut) with a unique ID, place your file inside the nut and it is stored in your nut file repository that can be found under %PROGRAM FIES%\Nuts\Nutfiles folder.) Both methods provide two options at time of import.

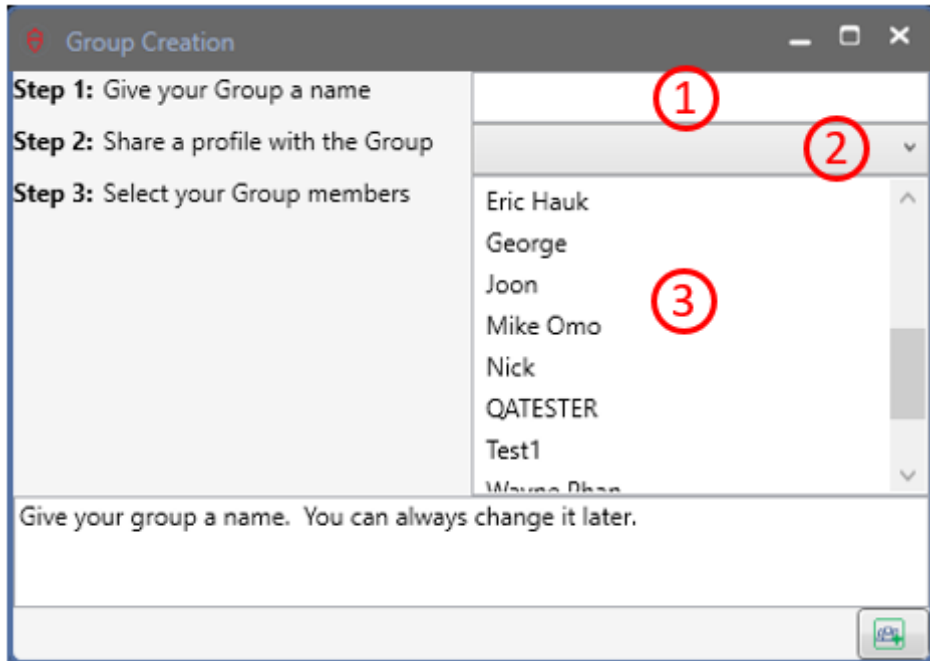
Create a Group

Group Relationship establishment is the method of establishing the private exchange of information between yourself and other parties.

To create a new group right click on the Groups icon in folder view and select New>Group

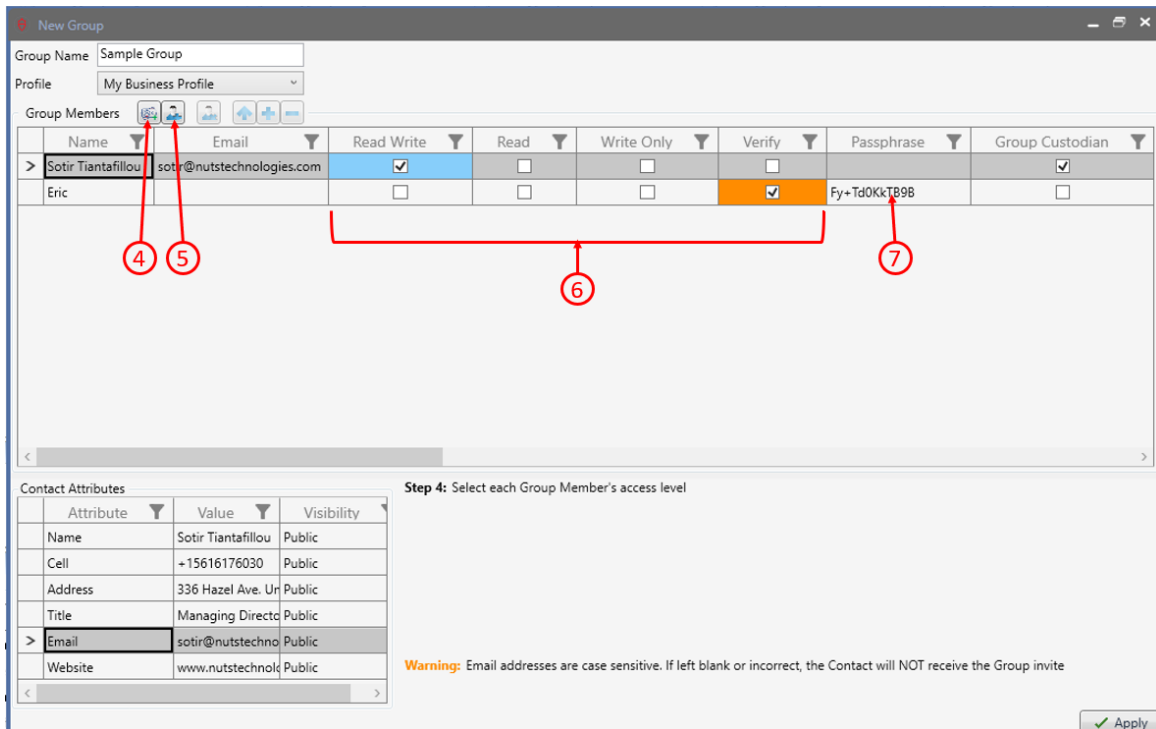


You will be presented with the Group box



1. Enter the name you would like to know the Group by
2. Select which one of your profiles you would like to share with the group and then add it by selecting the right pointing arrow.
3. Select the contacts you would like to be part of this group.

The new Group wizard will appear where you can further customize the members, group password assignments, and their group access rights.



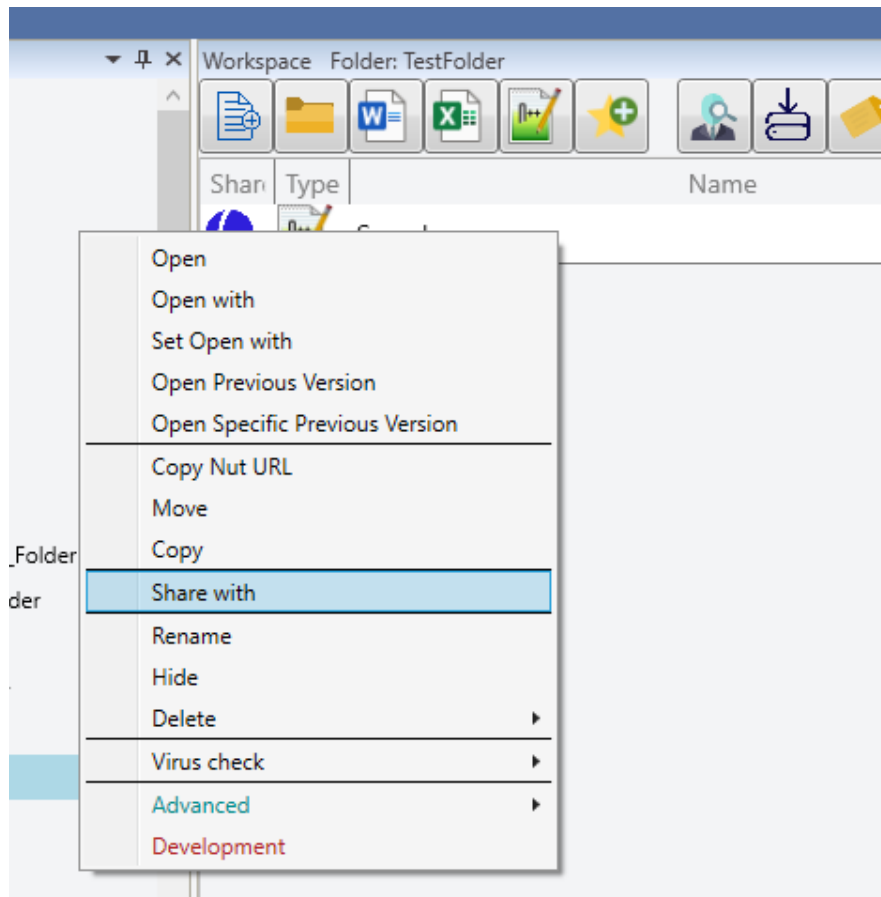
4. You can add additional members from your Contact list
5. Add a person that is not currently a contact to the membership
6. Select the desired group access controls for that member. (Note: By Default all members are set to verify only which is the least privileged in the group.)
7. The member added to the group will need the associated password to create the connection. It is the responsibility of the group owner to provide the password to that member. Be careful as not to hand out passwords to anyone other than the intended member.

Once you are ready, click apply in the lower right-hand corner and the system will begin to build the group. Once the group is built the window will disappear and your newly created group will be displayed within the selected Group folder.

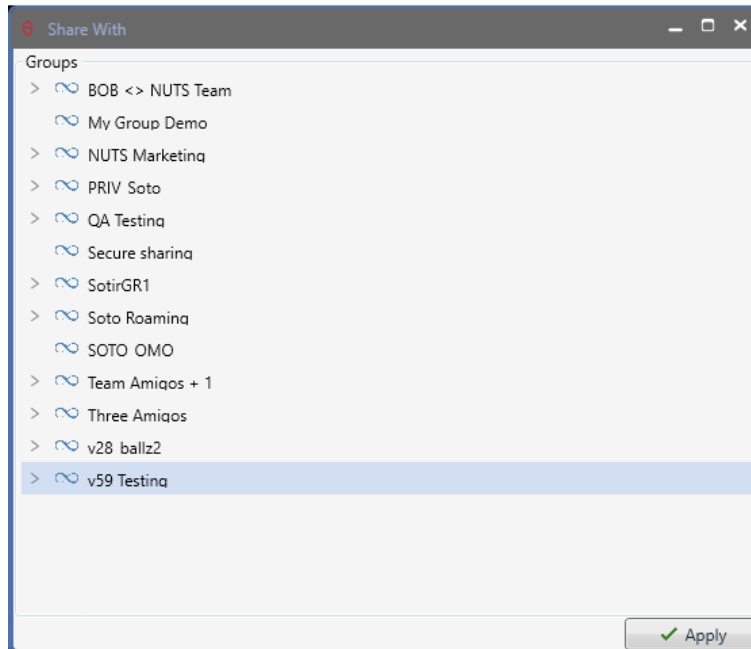
Share files with Groups.

Once you have created a group relationship and it has been established, you can share data files in a variety of ways.

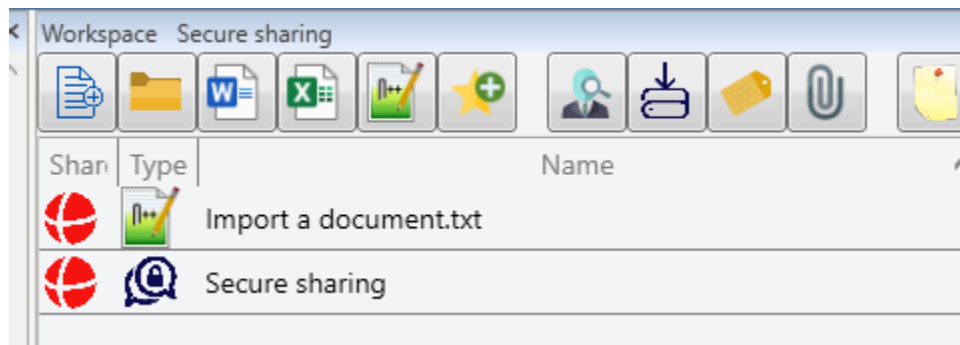
You can right click on the file in your workspace and select “Share With” from the right click menu



Select the Group you would like to share the file with and select apply.



Once the file has been shared, the resource icon will change from Blue to Red to indicate this file is now being shared with other parties.

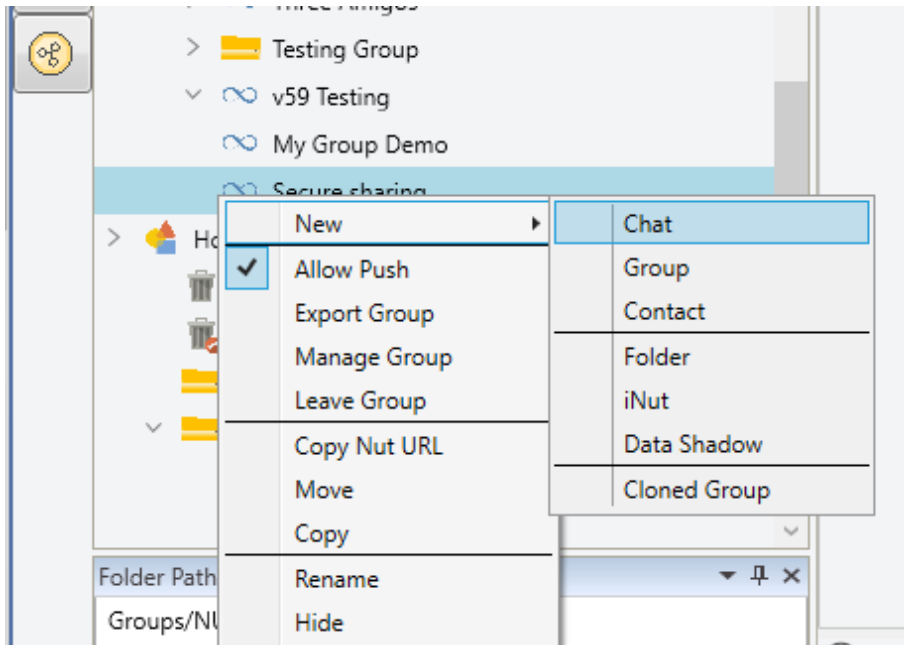


Share directly via drag-and-drop

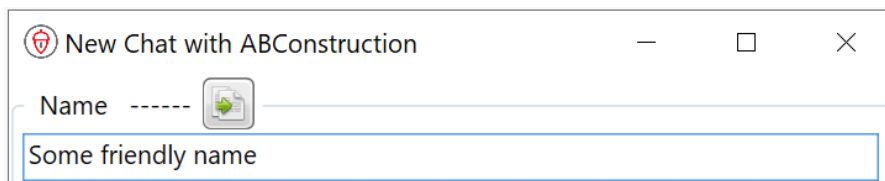
Alternatively, you can share a file by dragging and dropping the file into the groups shared workspace directly. This will import the file first and then automatically share it to the members of the group.

[Create a chat](#)

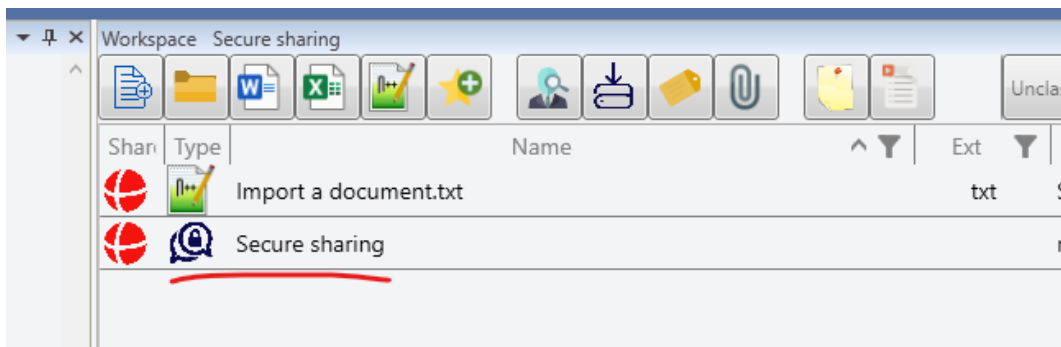
To initiate a Group Chat session, Right Click on the desired Group in the folder view and select New > Chat.




Enter a name you would like to know the chat session by and hit Enter



The system will build the chat with its own unique ID and once it has completed, the chat session will appear in the Group workspace as shown below.

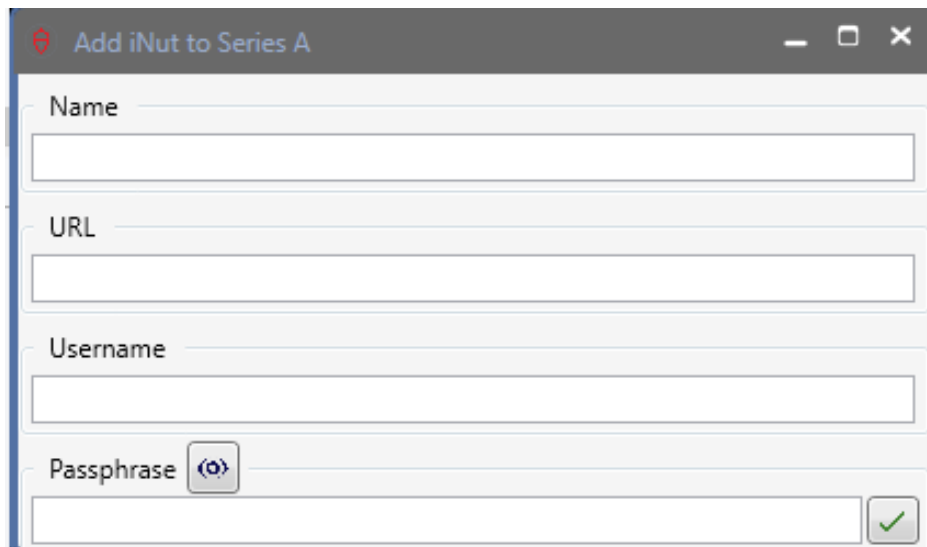


To access the chat session, ensure you changed your view  to Messaging or Advanced View and Group Messaging window will either appear as a tab at the bottom of your workspace or as a separate window depending on the view selection.

Create an iNut

An iNut is a convenient way to store a website address, username, and password. These iNuts can be created and stored in any local or group folder allowing for easy organization and association of project information all in one place.

1. Right Click on any folder from the Folder view and Select New>iNut
2. The Add iNut wizard will appear and you can fill in a Name for this file and any additional information.



The image shows a dialog box titled "Add iNut to Series A". It contains four input fields: "Name", "URL", "Username", and "Passphrase". The "Passphrase" field has a small icon to its left and a green checkmark in a box to its right.

Profiles

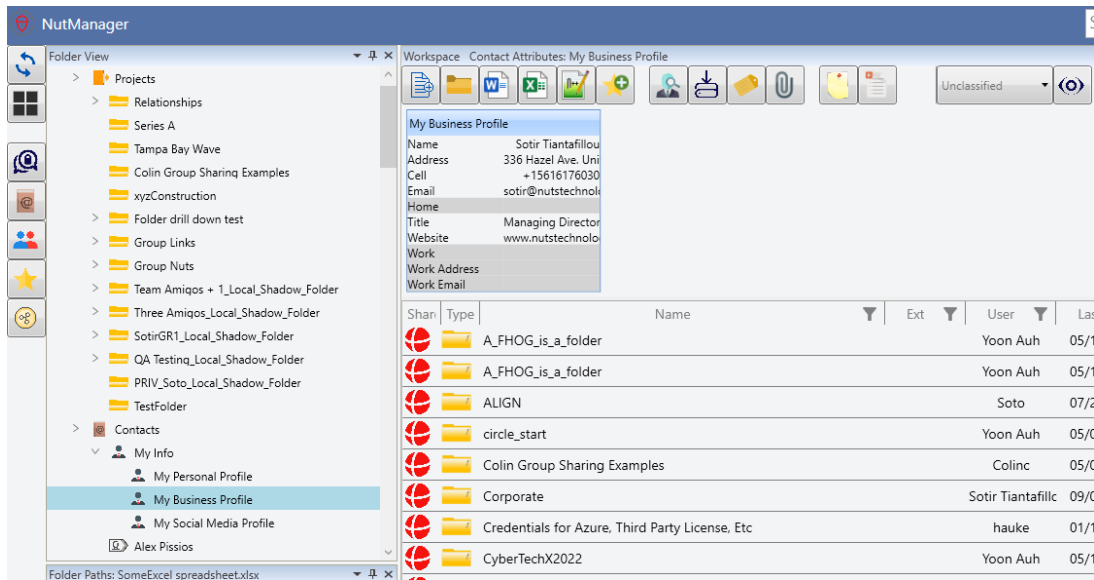
Profiles in the NUTbrowser can be equated to the business cards. You can create multiple profile cards under the My Info profile or a hierarchy. These profile cards update their hierarchy.

Within the **Contacts** Folder, you will see by default a My Info Profile with three canned profiles listed underneath the My Profile. These can all be renamed if so desired or deleted.

A unique aspect of the Profiles Fhog is that it inherits its parent information, and you can select whether that attribute and value should be made public or kept private in each underlying profile.

*A key benefit to this hierarchy is that an attribute shared at the highest level, lets use a mobile phone number as an example, can be updated once and this update propagates down to all the profiles underneath it and to all the groups you have shared that profile with. So, a shared phone number with 100's of groups and various profiles all receive the update.

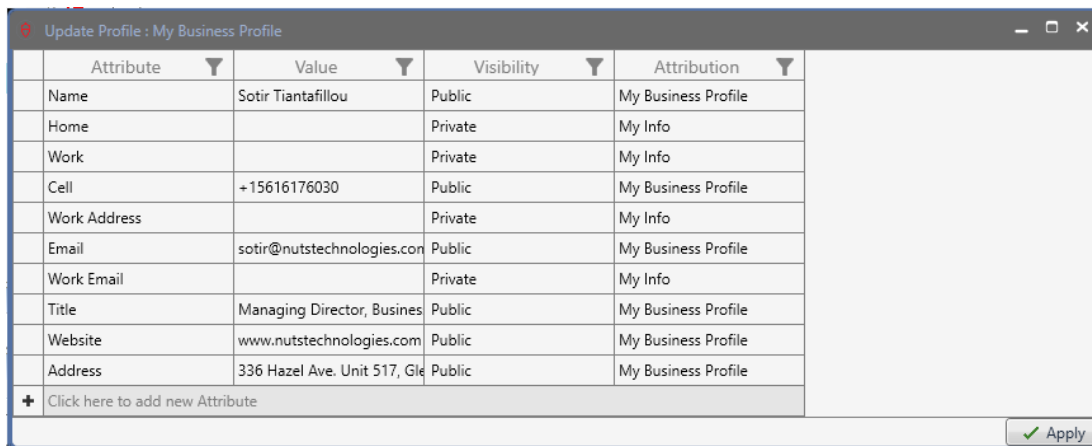
In the following example, the company USPG created a corporate profile for distribution to all users and underneath that profile there are more specific information that can be past on to either customer, vendors, or marketing.



Updating a profile

To update a profile, double click on the desired profile to bring up the Update Profile Window.

This is a free form grid and selecting the + icon you can add any attribute you define with any value. To modify an existing value in the Preview pane, double click on the attribute you want to modify, update the information and then hit the return key to commit the entry. *Please note that you need to hit the Enter key then the Apply button for your changes to take effect.



Once the desired changes have been made select Apply and the system will automatically update your profile cards and distribute those changes across to the shared groups.