



Alfresco Mobile for Good

User Guide App Version 1.0

Get Started with Alfresco Mobile

Here’s a quick guide to setting up Alfresco Mobile for Good and using it’s key features.

- Setting up Alfresco 2
 - Connect to Alfresco.....2
 - Troubleshooting2
- Using Alfresco 3
 - Main navigation.....3
 - Navigating documents.....3
 - Repository3
 - Sites4
 - Site actions.....4
 - Working with documents.....5
 - Working with downloads5
 - Receiving documents from third-party apps5

Setting up Alfresco

When you first install and access Alfresco Mobile, you should have received an email containing an activation key (if you haven't received an email then check with your systems administrator). Use your email and activation key to set up a password which you'll use each time you login to Alfresco Mobile.

When that's done you'll see the **Account Login** screen.

Connect to Alfresco

1. Check that the name of the Alfresco Server is one you recognize and have login details for.
2. Enter your username and password.
Your username may have been automatically completed for you.
3. Tap **Done** to login.

Troubleshooting

I'm unable to connect to my Alfresco Server.

Contact your Alfresco administrator to check you have the correct authentication details and that the server is not undergoing maintenance.

I'm getting an "Offline" connection error message.

This is most likely due to a temporary connection issue between your device and the server.

1. Check you have a good Wi-Fi or 3G signal.
2. If your Alfresco Server is secured by a VPN, ensure it is connected correctly by looking for the icon in the status bar.
3. Try to connect to Alfresco again.

Using Alfresco

Once you've connected Alfresco Mobile to your Alfresco account it's time to start finding, downloading, and using your Alfresco content.

When you start up Alfresco Mobile, the first thing you'll see is a list of your favorite Alfresco sites. Here you can navigate through sites, folders, and documents by tapping on them.

Main navigation

The main navigation buttons are at the bottom of the screen.

Tap the navigation buttons to:

Activities: View a list of recent activities in your sites.

Repository: View a directory tree of your sites, folders, and documents, and easily navigate to your documents.


Sites: Choose the site that you want to view content on.

Downloads: View content that you've downloaded from Alfresco to your device.

More: View this Help guide or Alfresco Mobile app details.

Navigating documents

You can access your documents through the repository or through the Alfresco sites that they are stored on.

Tap on a site to view its Document Library and navigate through the folders until you find the document you're looking for. You can always go back using the button in the top left corner. When viewing a document, you can expand the document view by tapping .


To update the contents of sites at any time, pull down the document list and release to refresh.

Repository

Tap **Repository** and then you can tap to drill-down through the all content available to you. The repository is particularly useful if you want to find content outside of site document libraries, such as in wikis or blogs.


Sites

Sites give you direct access to your document libraries and are the quickest way to access your content. Tap **Sites** and you'll see a list of your Favorite Sites. You can filter the view of sites you see to your Favorite Sites, sites that you're a member of (My Sites), or All Sites you have access to.

You can tap  to join a site that you aren't yet a member of, or leave or unfavorite a site that you are a member of.

Tap on a site to view its Document Library and navigate through the folders until you find the document you're looking for.

Site actions

When you're in a site or folder in which you have permissions to upload or edit content (permissions are set in Alfresco), tap  to:

Create Folder: Name and create folders for new content.

Upload: Choose a file to upload to Alfresco. You can add a name and Alfresco tags to the upload (either create new tags or select from existing Alfresco tags).

Tap **Choose Photos or Videos** to choose photos or videos from your Photo Library, or tap **Choose Documents** to choose documents from your Downloads folder. Tap the item, then tap **Upload**.

Take Photo or Video: Take a new photo or capture video.

Record Audio: Record and upload audio.


Your administrator may have disabled video and audio options, so these may not be available to you.

When you're in a site or folder in which you have permissions to edit content, tap **Edit** in the top right corner of the screen to delete selected folders or files.

Working with documents

Once you navigate to a document you want to view, tap on the document to preview it.

When you have a document open in Alfresco Mobile, you can:

Open In...: Tap  to send the document to another compatible app. Your administrator may have restricted sending documents to apps that are not part of the Good Dynamics system. If so a warning will be displayed.


Comment: Tap  to view existing comments, and tap  to add a new comment.

Download: Tap  to download a local copy.


View info: Tap  to view item details

Refresh the documents list by pulling down the list of documents.

Working with downloads

The documents that are stored on your device are listed in the  **Downloads** folder. Downloads can be files downloaded from Alfresco to store locally or they can be sent to Alfresco Mobile from another app for offline access.

When you open a document, you can:

Open In...: Tap  to send the document to another compatible app. Your administrator may have restricted sending documents to apps that are not part of the Good Dynamics system. If so a warning will be displayed.

Comment: Tap  to view existing comments.

The **Comment** action is not available for documents sent from another app.

Receiving documents from third-party apps

You can use the **Open In...** option in other apps to send documents to Alfresco. Just select Alfresco from the list of apps, and the document will be saved in the Downloads folder. You can then use the **Upload** action to save the document to your Alfresco Server.