

# Alfresco Mobile

## User Guide App Version 1.3

### ***Get Started with Alfresco Mobile***

Once you've connected Alfresco Mobile to your instance of Alfresco or your Alfresco Cloud account (see the "Alfresco Mobile Setup Guide"), it's time to start finding, downloading, and using your Alfresco content.

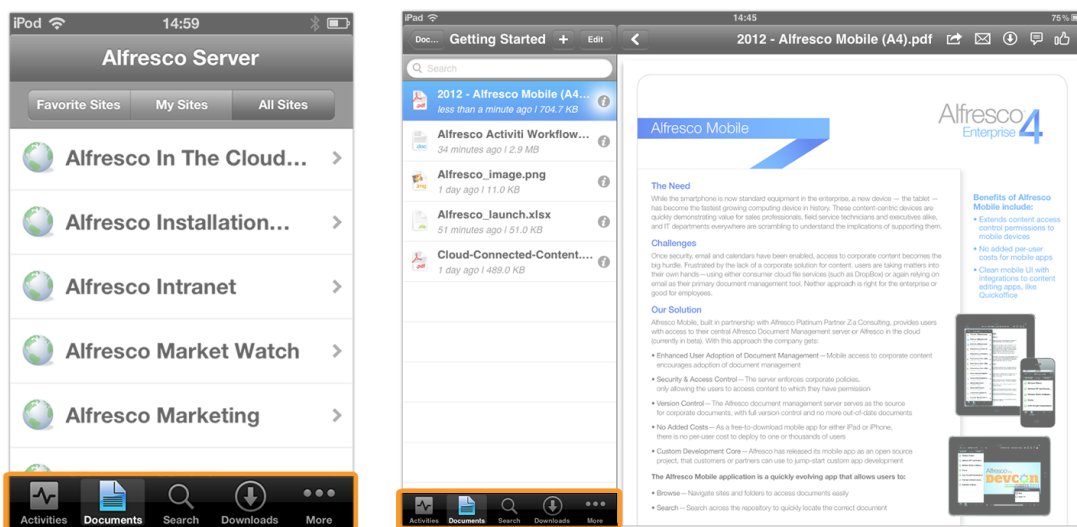
Here's a quick guide to Alfresco Mobile's key features (all features are the same on both iPad and iPhone unless otherwise noted).

### Home screen

When you start up Alfresco Mobile, the first thing you'll see is a list of all Alfresco sites. This is the Documents section of Alfresco. 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.

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


**Search:** Show a Search box where you can search for file names within Alfresco.

**Downloads:** View and open your documents downloaded from Alfresco or sent to Alfresco Mobile from another app for offline access.

**More:** View your Alfresco accounts, manage your accounts, change settings, view Help guides, and learn more about Alfresco.


## Navigating documents

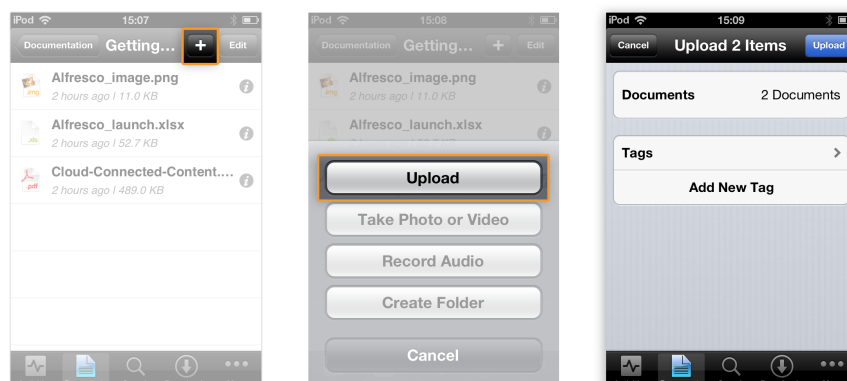
Tap **Documents** and you'll see a list of sites that belong to the account you're currently using. You can filter the sites you set as Favorites (Favorite Sites), sites that you're a member of (My Sites), or all sites you have access to (All Sites).

If you have multiple accounts set up in Alfresco Mobile, first select the account you want to use. 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.

## 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  in the top right corner of the screen to:



**Upload:** Choose the files to upload to an Alfresco library. 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 as many items as you need, then tap **Upload**.

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

**Record Audio:** Record and upload audio.

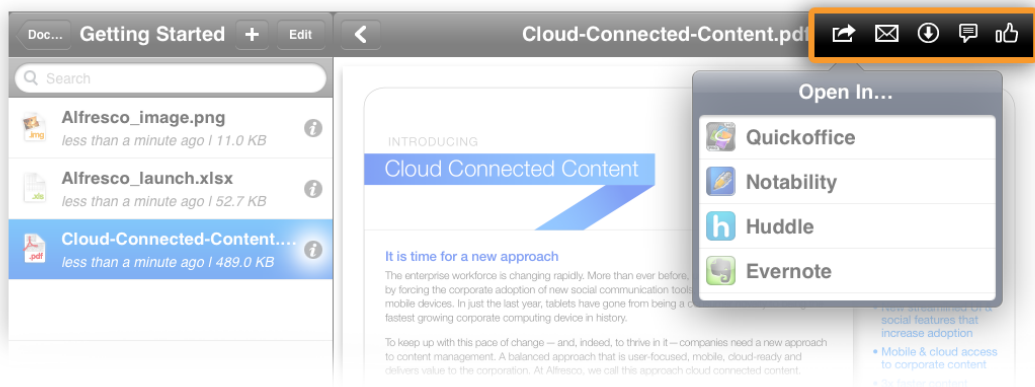
**Create Folder:** Name and create folders for new content.

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 or to download files.


## Working with documents

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

### Document actions




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

**Open in...:** Tap  and choose a compatible application on your device to open a copy of the document. If the document you're trying to open doesn't have a file extension, you'll see No Applications Available.

**Print:** Tap  to print to a compatible wireless printer.

**Email:** Tap  to create an email. The file is automatically attached to the email.

**Download:** Tap  to download a copy of the file for offline viewing. The file is now available when you tap the Downloads button in the main navigation.

**Comment:** Tap  to view existing comments  to add a new comment.

**Like:** Tap  to add positive feedback on a document.


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** section of the main navigation.




When you open a document, you can:

**Open in...:** Tap  to either open a copy of the document in a compatible application, or to print the document.


**Email:** Tap  to create an email. The file is automatically attached to the email.

**Delete:** Tap  to delete the file from the Downloads on your device.

If you want to quickly delete documents in the Downloads section, tap **Edit** in the top right corner of the screen, tap  next to the document you want to delete, and then tap **Delete**. Tap **Done** when you've finished.

## Searching for content

Search for items by file names quickly within your Alfresco instance or when browsing in folders.


Tap  on the main navigation toolbar and choose the account you want to search.


Type your search text in the Search box and tap **Search**. Tap a document name in the Search Results list to view it.

When browsing in a folder, type your text in the Search box and tap **Search**, then tap a document name in the Search Results list to view it.

## Editing documents in third-party apps

Edit documents on your mobile device in other apps, such as Quickoffice Pro HD.

Tap  from the **Documents** or **Downloads** view and select the app in which to edit your document. Send it back to Alfresco using **Open In... Alfresco** if that function is supported, or use email and open it in Alfresco from there.

**Quickoffice Pro HD** (iPad only): Open your document in Alfresco, tap , and then tap **Quickoffice**. Edit your document in Quickoffice and choose **Save Back**. Use **Open In... Alfresco** to automatically load the updated document back into your Alfresco document library.

