Alfresco Mobile
Setup Guide App Version 1.2.2

Get started with Alfresco Mobile

When you first install and access Alfresco Mobile, the Welcome screen helps you get up and running quickly.

New to Alfresco?

If you're new to Alfresco, you can create a free online account.

1. Tap **Sign up** for Alfresco Cloud.

2. Enter your name, your email address, a password of six characters or more, and tap **Sign Up**.

   Alfresco checks your sign up details and sends an account confirmation link to your email address so you can complete the registration. You'll see a status message to show that your account is waiting for email verification.

3. Check your email for the confirmation from Alfresco, and then select the **Activate account** link in the email to complete the registration process.

   If you're not receiving an email, tap **Resend Email** for Alfresco to resend the email verification. You might also check that you entered the email address correctly and look in your spam folder.

4. To check progress, tap **Refresh**.

Already have an Alfresco account?

If you're already an Alfresco user, you'll probably want to connect to your Alfresco Cloud account or your instance of Alfresco.

Tap **I already have an account**.

Connect to an Alfresco in the cloud account

Alfresco Cloud

1. Tap **Alfresco Cloud**.

2. Enter your login email address and password.

3. Change the description if you like.

4. Tap **Save**.

   The next time you access Alfresco Mobile, you can go directly to your Alfresco Cloud account by tapping the **More** tab and **Manage Accounts**.

Connect to an Alfresco Server

Alfresco Server

1. Tap **Alfresco Server**.

2. Enter your user name and password.

3. Enter the Server Address, which is the URL of the Alfresco server. It may look something like this: example.alfresco.com

4. Enter a description to help you remember which server you're connecting to for this account.

5. If you usually access Alfresco with a URL that starts with https://, turn the HTTPS option to **ON**.

6. Tap **Save**.

   The next time you access Alfresco Mobile, you can go directly to your Alfresco account by tapping the **More** tab and **Manage Accounts**.

How do I set up more accounts?

1. Tap the **More** tab, and then tap **Manage Accounts**.

   You'll see the accounts that you've set up already.

2. To set up a new account connection, tap .

3. Connect to your Alfresco Cloud or Alfresco Server account.

Troubleshooting

I'm unable to connect to Alfresco Cloud.

1. Check that you're using the right login email address and your password matches the login email.

2. Test the connection to Alfresco Cloud from a browser by typing http://my.alfresco.com in a browser window.

3. If you're still having trouble connecting, then check https://getsatisfaction.com/alfresco.

I'm unable to connect to my Alfresco Server.

First, test the connection to your server from a browser window. If you still can't connect, look at the following Advanced account settings:

❖ **Port**: Alfresco Mobile picks the most appropriate port number automatically, but your company may be using a different number. Ask your Alfresco administrator if you need to use a different port number.

❖ **Service Document**: Alfresco Mobile is set up with the default Alfresco service document string. Ask your Alfresco administrator if your company uses a different string.

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

This is most likely due to a temporary SSL certificate on the server.

1. Tap the **Settings** icon on your mobile device and select **Alfresco**.

2. Set Validate SSL Certificate to **OFF**.

3. Go back to Alfresco Mobile and try the sign up process again.

Alfresco Mobile settings

For more Alfresco options, tap the **Settings** icon on your mobile device and select **Alfresco**.

Alfresco settings

Use Relative Date: Turn this to OFF to display only calendar dates.

Use Download Cache: Turn this to OFF to not use the download cache.

Company Home: Most users will not need to turn this option ON, as it is mainly for Alfresco administrators.

Show Hidden Files: Turn this to ON to show hidden files. Most users will not need to turn this option ON, as it is mainly for Alfresco administrators.

Full Text Search: Alfresco Mobile searches for file names by default. Turn this ON if you would like to use the Alfresco full text search.

Advanced

Reset on Next Start: If you want to reset the login credentials and settings of Alfresco Mobile to access this demo site and content, turn this ON and Alfresco will reset to this public demo site the next time you open Alfresco Mobile.

Validate SSL Certificate: If you use a self-signed certificate on your Alfresco server, turn this OFF to allow self-signed (untrusted) certificates to be accepted when communicating with the server.

Diagnostic data

Send Reports: Alfresco Mobile collects anonymous technical diagnostic data. Choose Don't Send if you want to disable this feature.